



AL-BAYAN

INTERNATIONAL SCHOOL

مدرسة البيان الدولية

Al-Bayan International School

PARENT AND STUDENT HANDBOOK

2020 – 2021

MIDDLE AND HIGH SCHOOL

MISSION STATEMENT

Al-Bayan International School personalizes learning to achieve intellectual and individual growth of all students, empowering them to impact their community.

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CONTACT INFORMATION

Telephone Numbers:

Main: +965 2205 2822

Reception: Ext. 8000

Admissions: Ext. 8003

School Nurse: Ext. 8019 or +965 2205 2828 (direct)

Address:

Al-Bayan International School

Hawally, Beirut Street

Behind Dar Al-Shifa Hospital

P.O. Box 356

Hawally 32004, KUWAIT

MESSAGE FROM THE DIRECTOR

Welcome to the Al-Bayan International School Community,

It is my pleasure to welcome you to one of the finest educational institutions in Kuwait. At Al-Bayan International School it is our mission to prepare students to lead successful lives as global citizens. As parents, selecting a school for your child is one of the most important decisions you will make. This year things may look differently as many schools throughout the world are adjusting their plans based on the global pandemic. Rest assured and know that we are deeply committed to ensure that every day, each and every student receives the extraordinary care that is the promise in our mission statement.

Our students benefit from an American curriculum program that is designed to best meet each student's individual learning needs. All students participate in a busy academic program, as well as having opportunities to participate in a variety of extra-curricular activities. Students who attend BIS compete successfully with other students in the world. In addition, they exhibit strong character, leadership, and resiliency, and show compassion for others. We are committed to ensuring that BIS students not only get a personalized education, but also a life changing experience!

This handbook outlines our policies, programs and guidelines. It describes the rights and responsibilities of the school, staff and parents. Our teachers will discuss this booklet with their classes. Please review this booklet with your child and should you have any questions, please stop by the school and meet with Ms. Lorraine Hirakawa, MS/HS Principal or Ms. Crystal Minchew, MS/HS Assistant Principal.

I am honored to lead BIS, and I am fully confident that through the commitment, courage, collaboration and the dedication of our staff; the tenacity of our students; and the support of parents and the surrounding community, we will seize every opportunity for the advancement of our students.

Respectfully,



Dr. Zakariya S. Palsha
Director

MESSAGE FROM THE MIDDLE/HIGH SCHOOL PRINCIPAL

Dear Students,

Welcome back to Al-Bayan International School!

This school year I look forward to helping you move forward to partnering with you, your parents, and our staff to make our school a welcoming community and a rigorous place for learning. You can expect that we will have high expectations for you, and we will support you in meeting those expectations. We want you to have the skills, understanding, and empathy to impact our community and make the world a better place. At Al-Bayan, you will become critical-thinkers and problem solvers; you will work hard, and you will be recognized for your hard work.

We will build together the vision of a responsible global citizen through our agreed upon expectations of self-discipline, respect, and empathy. You are an important part of this vision. Student leadership and participation is a key element to creating the kind of learning experience you deserve. We are one team with one goal, your success.

Please refer to this handbook as your guide to creating a safe welcoming place for all students. Knowing how you can contribute to our school is important. By agreeing to our expectations and policies in the handbook, you accept your role in making this the best school possible.

I am excited to join you this year, and I am excited about the possibilities you bring with you to contribute to our school. I am committed to supporting you in your growth and making this year successful and memorable.

Sincerely,

Lorraine Hirakawa

Ms. Lorraine Hirakawa
Middle/High School Principal

MESSAGE FROM THE MIDDLE/HIGH SCHOOL ASSISTANT PRINCIPAL

Dear BIS Family,

Welcome to Al-Bayan International School! As a middle/high school staff, we work collaboratively, as a team, to meet the individual needs of each student. Our small community and class sizes allow a more family-type environment, where students and teachers form long-lasting relationships that support teaching and learning inside and outside of the classroom.

All students participate in a rigorous and engaging personalized learning program, focusing on academic and social/emotional growth. BIS graduates continually gain acceptance to colleges and universities around the world, and move on to become successful young adults. Our graduates also exhibit strong leadership skills, while demonstrating compassion for others.

I am excited to be an integral part of the BIS administration team. I know that with the commitment, collaboration and dedication of our staff and students, in conjunction with participation of parents and the entire BIS community, we will guide each of our students to become responsible, compassionate, and empathetic members of our global community.

Knowing and following the guidelines that follow in this student/parent handbook is your key to success at BIS and beyond.

If you are new to Al-Bayan International School or have been a part of our community for years, please know that you are welcome to take part in our collaborative learning experience.

I look forward to seeing and working with you all during the upcoming school year.

Sincerely,



Ms. Crystal Minchew
Middle/High School Assistant Principal

RELEVANT BIS STAFF INFORMATION

Administration

Director:	Dr. Zak Palsha
Executive Assistant to Director:	Ms. Suha Nassif
Principal:	Ms. Lorraine Hirakawa
Assistant Principal:	Ms. Crystal Minchew
MS/HS Administration Assistant:	Ms. Hiba Omar

Reception: Ms. Masooda Abu Sido

Specialists:

School Psychologist:	Mrs. Nikhila Thomas
High School Counselor:	Ms. Kenya Waltower
Middle School Counselor:	Ms. Jennifer Hoang
Curriculum, Instruction, and Assessment:	Ms. Jamie Smith
Arabic and Islamic Coordinator:	Mr. Ziyad Gazawi
Athletics and Activities Coordinator:	Mr. Ali Williamson
Instructional Coach:	Ms. Roxanne Scanes
Resource Room Teacher:	Ms. Kenna Schacht
Nurses:	Ms. Felsy Roberts Ms. Heba Harb

SCHOOL-WIDE EXPECTATIONS

Common Expectations

SELF-DISCIPLINE:	Take responsibility for your own actions and think before you act, while having high personal expectations.
RESPECT:	Value all members of the school community and display good manners, while following school expectations.
EMPATHY:	Show compassion toward others and welcome others' thoughts and beliefs.

Good Habits

PERSISTING:	Don't quit even when things are difficult and stay focused, while working toward your personal goals.
STRIVING FOR ACCURACY:	Pay attention to details, plan ahead and stay organized.
THINKING FLEXIBLY:	Adapt and change as you learn, be willing to try new things, and use problem-solving skills.

1. INTRODUCTION

This handbook contains the Al-Bayan International School policies and guidelines. It describes behavior expectations and the rights and responsibilities of students and staff.

At Al-Bayan International School we will:

- Ensure that you receive the best possible education to prepare you for a career in Kuwait or abroad.
- Understand and practice the nation's values, and prepare you to become an active contributor to Kuwait and the global community.
- Partner with your parents and other stakeholders to develop and advance your full intellectual, social, emotional and physical potential.

2. RIGHTS AND RESPONSIBILITIES OF THE STUDENTS

Every student has the right to	It is every student's responsibility to
● be educated to achieve her/his potential	● work to his/her potential
● be educated in a controlled and structured academic environment	● create an opportunity for others to work without interference.
● be respected regardless of personal, religious or cultural differences	● respect the personal, religious and cultural beliefs and differences of others
● voice his/her opinion in an appropriate manner	● listen and respect the opinions of others
● be treated with fairness	● treat others in a fair and just manner
● the security of his person and property	● uphold honest behavior and safety of the school property
● be informed, when appropriate, about school decisions	● respect the decisions made by the school
● ask for help and advice	● ask for help and advice at an appropriate time and manner
● have school activities begin punctually	● be punctual in every part of school life

3. AL-BAYAN INTERNATIONAL SCHOOL'S PROMISE

Staff at Al-Bayan International School promise to:

- Set a positive example at all times.
- Be punctual and well prepared.
- Encourage independent thinking and responsibility in every student.
- Praise, encourage and motivate the students.
- Be fully informed of the current curriculum.
- Mark and return assignments, tests and examinations within the time stipulated by the school.
- Address the behavior of students who transgress the school expectations.
- Intervene with dignity and follow the intervenes outlined in the school expectations.
- Be sensitive to the individual needs and problems of the students.

4. PARENT RESPONSIBILITIES

The parent understands their responsibility to contribute to a positive school environment and avoid conduct that creates or promotes intolerance or disharmony between and/or among the members of our school community and avoid making unfounded comments that may damage the image of the School or the staff.

Communication:

We rely on you to take the responsibility to remain informed of all school matters and events, as well as changes to arrangements, via the:

- **Website** (www.bis.edu.kw)
- **PowerSchool** (<https://bis.powerschool.com.public>)
- **SMS and emails**
- **Social media:** Instagram- @biskwt
Facebook – Al-Bayan International School

Channels of Communication

Please follow these channels of communication if you have any concerns about your child’s academic and/or social-emotional well-being.

NOTE: MEETINGS WITH STAFF ARE BY APPOINTMENT ONLY

1. Contact the relevant class teacher via reception to discuss your concerns.
2. Contact the Assistant Principal if you still have a concern after meeting with the class teacher and/or the school-level counselor.
3. Meetings with administration will only be granted if the first two steps have been followed.

IMPORTANT: WhatsApp is not a form of communication that is used by our staff

- Al Bayan takes every parent concern seriously.
- Confidentiality in all matters is of great importance. Parents are expected to respect this fundamental principle and refrain from group or chain emails.
- Social media communication regarding school matters is discouraged as it may involve other parents and their children without their knowledge or consent. Utmost discretion must be applied should social media be used.
- Email assists us in appreciating and addressing your concerns as well as communicating information to you.
- You can expect a response within 24 hours. Teachers will only check their emails when it is appropriate to do so. If an issue requires further research or investigation, the initial email response from the teacher will be simply to acknowledge the concern.

PARENTS WANDERING AROUND THE SCHOOL

As per the directions of the Ministry of Education, The Public Administration for Private Education and BIS policy, parents are not allowed to wander around the school or enter classrooms, without an appointment. All visitors must sign into the main office on arrival. Please make an appointment if you wish to meet with any staff member.

5. GENERAL INFORMATION

School Uniform

Uniform Purchase:

BIS Uniforms can only be purchased online through the *Uniform Center online portal* (<https://uniform.bis.edu.kw>)

- Uniforms can either be delivered to the student's home or picked up from the new Uniform Center.

Uniform Center Information:

- Located at the BBS campus on Beirut Street near Gate 6.
- Will only be opened for pickup of online orders or for exchange.
- Opening timings are as follows:
Saturday 10:00 am- 4:00 pm
Tuesday 3:30 pm- 6:30 pm
- Closed during official public holidays. Summer hours and exceptions will be announced under "What's New?" on the BIS website.

The official BIS uniform:

- The official BIS shirts (long or short sleeved).
- The official BIS pants or shorts.
- Appropriate footwear (sandals, crocs, high heels, soccer cleats, or beach shoes **are not** permitted).
- It is recommended that each student has at least two sets of the PE uniform to ensure that students change before and after PE.

If a student does not wear the correct uniform:

- A student will call home and ask for his/her correct uniform to be delivered.
- If a student comes to school **three times** without the proper uniform, he/she might be sent home.



Dismissal during the school day

Once a student has reported to school, she/he is expected to remain in school and attend classes all day. She/he may have an excused early dismissal under the following conditions:

Non-medical reasons

A written request from parent(s) must be presented or a phone call must be received by the school receptionist prior to dismissal. A parent or representative may come to the receptionist's office and personally request dismissal. **(Family vacation is not an emergency.)**

Medical reasons

- In the case of a medical appointment, a student must sign-out in the nurse's office. If she/he returns to school in the same day, she/he must sign-in at the nurse's office to verify the time of return.
- When returning from a medical appointment during the school day, a student must present a medical note to the nurse upon return from the appointment.

Failure to meet the above conditions will cause any class absences to be considered as unexcused. Such absences will be counted towards a loss of credit and make-up privileges may be forfeited.

In case of illness while in school, a student must report to the nurse's office. The nurse will decide whether to dismiss the student from school and will contact the parents. If a student reports to areas other than the nurse's office (cafeteria, restrooms, etc.) it will be considered an "unexcused" absence from class.

A student is not allowed to contact parents personally to ask them to pick up him/her from school for any reason. All calls home must be made by a staff member.

Health Considerations

If a student has any specific health problems (allergies, dietary restrictions, medications, etc.), please contact the school nurse at 2205 2822 ext. **8019**

Please note:

- A student with a temperature of 38 °C will be sent home. For the sake of the well-being of the student, it is the responsibility of the parents to respond immediately to a call from the nurse's office.
- In case of sore eyes or redness with tears, parents will be contacted to pick up the student from school and take him/her to a doctor to rule out contagious eye infections. The student will only be allowed back at school with a doctor's note clearing him/her of any infections.
- In case of illness and infectious diseases such as chickenpox, measles, etc., a student may not attend school without a doctor's report indicating that the child is cleared to attend school again.

Weather Safety

Air Quality Index

There are times of the year when we experience poor air quality. To ensure we provide a safe environment for our children we will have daily AQI checks by the school administration office using Kuwait City US Embassy Air Quality station (<http://aqicn.org/city/kuwait/kuwait-city/us-embassy/m/>). The necessary action will be communicated by the administration when applicable. If there is any doubt, the principal will make the decision as to whether or not students may go outside.

Hot Weather

Kuwait is a desert country with hot weather. The school will ensure that such weather does not negatively affect the students by providing air conditioning units in each classroom. In addition, water coolers will be accessible on each floor and quad to ensure that students stay hydrated. After each summer, winter and spring break, the maintenance team will check each room to ensure that the units are working and check the water coolers for cleanliness and damage.

The early dismissal of students, in accordance with the school's hot weather policy, will be subject to parents having given the school written permission, renewable annually, for their children to be dismissed early. Students who do not have written permission from their parents will be adequately supervised at the school. Staff remain on duty on days of early dismissal.

PLEASE



**NO PEANUTS
OR
NUT PRODUCTS**

Bringing food to school

BIS IS A NUT-FREE SCHOOL

You should bring enough food for the morning break and lunch.

Healthy Food Options	These food items will be confiscated
Sandwich	Candy
Pasta	Chips
Salad	Soda
Juice, milk,	Nuts
Fruits	Cookies
Vegetables	Hot drinks
Cereal	Food deliveries from restaurants
Water	

Grade 8 and High School students may purchase food from the canteen during the morning break.

All Middle and High School students may purchase food from the school canteen during lunch break.

Textbooks

Students will sign out textbooks, novels, etc. from the library at various times throughout the year. This should be pre-arranged with library staff. Students are expected (and should be encouraged by staff) to treat school resources with care. Students will be held financially responsible for lost or damaged materials.

6. SCHOOL BELL SCHEDULES

Middle School Grades 6-8

7:20 AM	Warning Bell
7:25 – 8:05 AM	Period 1
8:08 – 8:48 AM	Period 2
8:50 – 9:30 AM	Period 3
9:32 – 9:48 AM	<i>Break</i>
9:50 – 10:30 AM	Period 4
10:32 – 11:12 AM	Period 5
11:14 – 11:54 AM	Period 6
11:56 – 12:15 PM	<i>MS Lunch & Prayer</i>
12:16 – 12:36 PM	<i>MS Advisory (Period 7)</i>
12:38 – 1:18 PM	Period 8
1:20 – 2:00 PM	Period 9

High School Grades 9-12

7:20 AM	Warning Bell
7:25 – 8:05 AM	Period 1
8:08 – 8:48 AM	Period 2
8:50 – 9:30 AM	Period 3
9:32 – 9:48 AM	<i>Break</i>
9:50 – 10:30 AM	Period 4
10:32 – 11:12 AM	Period 5
11:14 – 11:54 AM	Period 6
11:56 – 12:15 PM	<i>HS Advisory (Period 7)</i>
12:16 – 12:36 PM	<i>HS Lunch & Prayer</i>
12:38 – 1:18 PM	Period 8
1:20 – 2:00 PM	Period 9

EARLY RELEASE
Bell Schedule for 2019-2020
Grades KG 1 - 12

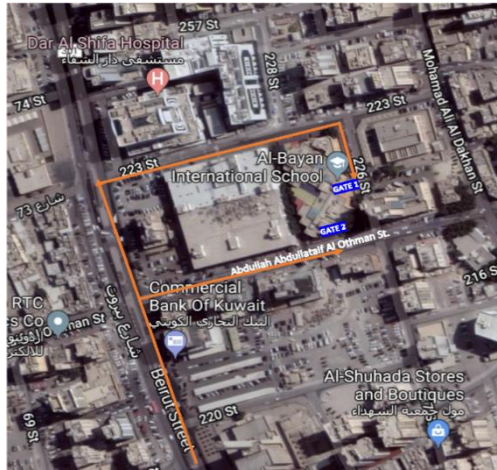
7:20 AM	Warning Bell
7:25 – 7:55 AM	Period 1
7:57 – 8:27 AM	Period 2
8:30 – 9:00 AM	Period 3
9:03 – 9:33 AM	Period 4
9:35 – 9:50 AM	<i>Break</i>
9:52 – 10:22 AM	Period 5
10:25 – 10:55 AM	Period 6
10:57 – 11:27 AM	Period 7
11:30 – 12:00 PM	Period 8

***Note:** No Advisory for MS and HS on Early Release Days.

Drop-off and Pick-up

All KG-Grade 5 students should be dropped off in the mornings and picked up in the afternoons at Gate 1 (as shown below on the map).

Gate 2 is used for grades 6-12.



7. HOMEWORK GUIDELINES

Homework and assignments will be available PowerSchool. Parents and students can contact **IT Support** at ahmed.mohamed@bis.edu.kw

Incomplete or Late Work

- If you fail to complete your work in the time permitted by the teacher, your incomplete assignment may receive a failing grade.
- You may also be required to stay after school, come early to school, or meet with teachers during lunch or breaks in order to make up your incomplete work.
- 10% will be deducted for each day that an assignment is submitted late.

8. ATTENDANCE AND PUNCTUALITY

- Please ensure that you are dropped off before 7:20 AM.
- Attendance is an important factor in the determination of your success in any given class.
- A proportion of your final grade is based on work that is done in the class.

Late Arrival to School and Classes

It is your responsibility to arrive to class on time and be prepared to learn. Should you arrive late to class without an acceptable excuse or a note from a staff member, it will be recorded as a “late, unexcused.” Progressive discipline will be assigned for excessive late arrivals to classes. These could include reflection time and parent conferences.

9. ATTENDANCE POLICY FOR MIDDLE SCHOOL

Number of absences per quarter	Consequences
5	Teacher contacts parents
7	Parents meet with the Assistant Principal.
10	Parents meet with the Principal and followed by a letter that will be placed in file. Your enrollment will be re-evaluated.

10. ATTENDANCE POLICY FOR HIGH SCHOOL

Fifteen or more absences per semester or 25 absences per school year could result in possible loss of class credit.

Please note: Missing 10 minutes of a class will result in being marked absent for that particular class period.

In cases where your attendance, despite intervention by, and communication from the school, continues to be problematic, administration reserves the right to exit you from BIS or may require you to be retained in the same grade. This information will also be communicated to the Ministry of Private Education.

11. MAKE-UP WORK AFTER AN ABSENCE/LATE

- You will receive a zero on all work missed as a result of an unexcused absence, including tests, quizzes, assignments, etc.
- You are to establish submission dates with your teacher for excused absences.
- In case of a suspension, it is the student's responsibility to submit work on time

12. PERSONAL DEVICES POLICY

Personal Devices

Grades 8 -12 must have a laptop. Although not compulsory, grades 6-7 may use a laptop at school.

You have the option to bring in your personal laptop, tablet, or iPad as a way of supporting your education.

The purpose of the following guidelines and expectations is to ensure that you understand the importance of appropriate usage of personal devices, as well as the consequences should you choose to use a personal device inappropriately.

Bring Your Own Device (BYOD) and Acceptable Use Policy (AUP)

Device Types:

The word “devices” includes: Laptops, Netbooks, iPads, and Tablets. Laptops, Tablets, and iPads are preferred.

Prescribed Software Applications:

If a student accepts the policy that is in place for BYOD, they will be required to have the following software preloaded on their devices for use at school:

- Grammarly (full version)
- Microsoft Office
- Any other software as requested by teaching staff only
- The School will provide an appropriate email address allowing access to G-Suite and PowerSchool

Guidelines:

- Students and parents/guardians participating in BYOD must adhere to the Student and Parent Handbook and sign the Acceptable Use Policy.
- Devices may only be used to access work files and websites which are relevant to the classroom curriculum, as prescribed by the teacher
- Approved devices must be in silent mode while on school campus.

- Headphones may only be used with teacher permission, otherwise they must not be worn.
- Devices may not be used for non-instructional purposes
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless it relates to the curriculum content and allowed by a teacher.

Students and Parents/Guardians acknowledge that:

- Students may **only connect to the School Student Wi-Fi content filtered network.**
- The use of ear pods during school hours is not allowed unless instructed by a teacher for educational purposes
- Use of other “unfiltered” public wireless connections, such as mobile networks, is not allowed during school hours.
- The school’s network filters will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
- Any misconduct such as cyber-bullying, inappropriate text messages or social media content will be considered a breach of this contract.

- Students are prohibited from:
 - Bringing a device on premises that may potentially infect the network with a virus, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
 - Processing or accessing information on school property related to “hacking.”
- The school is authorized to collect and examine any device that is suspected of causing technology problems or is determined to be the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the Student Code of Conduct.
- If the device is locked or password protected the student will be required to unlock the device at the request of a school network administrator.
- Printing from personal devices will not be possible at school.

The school reserves the right to change the AUP in line with school’s overall BYOD policy

Lost, Stolen, or Damaged Devices:

Each user is responsible for his/her own device and should use it responsibly and appropriately. The school takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.

Classroom Technology Expectations

- Laptops may not be opened without the teacher's instruction, including before class starts.
- Students are to close tabs and desktops not related to the current class.
- Students should close laptops during instruction unless otherwise instructed by the teacher.
- Chat messaging during class is not permitted.
- If work is finished early, then work on specific activities which support the curriculum, with teacher permission.
- Only access or share other people's data after permission has been given; assume that groups will share files during collaborative projects.

- Use your personal device only during class time and never at break or lunch times unless under the explicit instruction and supervision of a teacher.
- Ensure that your webcam is turned off and is not recording, unless under the direct instruction and supervision of a classroom teacher.
- Report inappropriate use of any personal device to the teacher immediately.

Transporting laptops

- Laptops are transported to all classes.
- Laptops and tablets must be closed and in bags while transporting between classes.

MOBILE PHONES
AS PER MINISTRY REGULATIONS;
STUDENTS ARE
NOT ALLOWED
TO BRING MOBILE PHONES TO
SCHOOL.

13. PERSONAL DEVICES: CONSEQUENCES

Any violation of the above expectations will result in:

1st Offense: Personal device privileges will be removed for **24 hours**. The personal device will be stored in the office and has to be **collected by a parent**.

2rd Offense: Personal device privileges will be taken away for a **week (seven calendar days)**. The personal device will be stored in the office and can be **collected at the end of the week only by parent**.

3rd Offense: 1-day in-school suspension

4th Offense: 3-day out of school suspension.

Laptop security

You should take the following security preventative measures.

- Your personal device should NEVER be left unattended for ANY period of time.
- You should not provide your personal information such as passwords to other students or staff at any time.
- Your name and homeroom class should be written in permanent ink on the bottom of the device.

14. PERSONAL ITEMS AND LOST AND FOUND

- Lost and Found items are turned in to the gym.
- You need to check occasionally to see if any of your belongings are there. All personal items should be marked with your name. Initials should be put on clothing tags with a permanent marker.
- Items may not be kept past thirty (30) days.
- In order to avoid having them misplaced or stolen, you should not bring money or valuable items to school. BIS is not responsible for lost or stolen items.

Student Safety

For your safety, you are not permitted to leave BIS campus during school hours unless accompanied by a parent or guardian. BIS has a closed campus policy at lunch, so you are not permitted to leave during the lunch hour. Students should stay in designated areas at all times.

15. ACKNOWLEDGEMENT OF GOOD BEHAVIOR

The key to raising and teaching young people to learn positive behavior is consistency in a parent and teacher's reactions to children's choices. Children who don't receive positive reinforcement will act out in order to get some kind of attention. Parents and teachers should be proactive and engaging, demonstrating and rewarding the behaviors they want their children to learn. At BIS we focus on acknowledging positive behaviors to:

- Develop Positive Habits
- Change Negative Behavior
- Create a Positive Atmosphere

Acknowledgements for positive behavior

- Positive phone call home by teacher
- Positive phone call home by the assistant principal/principal
- Individual/Class free dress day
- Good habits stickers
- Monthly individual/class rewards
- Good Habits quarterly assembly awards
- Lunch with the principal
- Special privilege chosen by the student at the discretion of the teacher

16. STUDENT EXPECTATIONS AND RESTORATIVE PRACTICE

BIS Restorative Practice

Restorative Practice provides BIS with a framework to build community and for thinking about wrongdoing. Restorative Practice is founded on relationships. One must have a strong, authentic relationship with students in order to build community in a classroom and school. We do three activities in life: we build relationships, we sustain relationships and we repair relationships. We need to practice these three aspects of relationships in order to build strong, authentic relationships founded on respect.

Situations requiring discipline at BIS are learning opportunities for growth and building community. The key goals of Restorative Practice are:

- To create a caring climate to support healthy relationships and community
- To understand the harm and develop empathy
- To listen and respond to the needs of the person who was harmed and to the person who has done the harm
- To encourage accountability and responsibility through personal reflection within a collaborative planning process

Central to engaging students in this process is asking the following questions, when something goes wrong:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done?
5. In what way have they been affected?
6. What do you think you need to do to make things right?

Student Expectations

	Empathy	Self-Discipline	Respect
Classroom	<ul style="list-style-type: none"> ● Help others ● Use teamwork ● Be a problem solver 	<ul style="list-style-type: none"> ● Persist ● Strive for accuracy ● Think flexibly 	<ul style="list-style-type: none"> ● Follow directions the first time they are given ● Respond to teacher redirection promptly
Hallway	<ul style="list-style-type: none"> ● Do not block passages, stay to one side ● Be friendly to others ● Give personal space 	<ul style="list-style-type: none"> ● Move quickly, quietly, and safely ● Keep your hands and your belongings to yourself 	<ul style="list-style-type: none"> ● Clean up after yourself and others ● Avoid damaging hallway decor and student work ● KG/ES: voice level 0 ● MS/HS: voice level 2
Lunch	<ul style="list-style-type: none"> ● Invite others to sit with you ● Do not block others' views 	<ul style="list-style-type: none"> ● Eat healthy food ● KG/ES: voice level 2 	<ul style="list-style-type: none"> ● Clean up after yourself and others ● MS/HS: voice level 3
Bathroom	<ul style="list-style-type: none"> ● Clean up after yourself ● Wash your hands frequently ● Don't crowd the space 	<ul style="list-style-type: none"> ● Use between classes as much as possible ● Use time wisely ● Line up outside to wait your turn ● Voice level 0 	<ul style="list-style-type: none"> ● Clean up after yourself ● Notify an adult if something is broken or out of supplies ● Take turns
Playground	<ul style="list-style-type: none"> ● Include others ● Speak kindly 	<ul style="list-style-type: none"> ● Use personal space ● Practice good sportsmanship 	<ul style="list-style-type: none"> ● Play fairly ● Take care of the equipment ● KG/ES: voice level 3 or 4
Assemblies	<ul style="list-style-type: none"> ● Celebrate others' successes ● Be respectfully silent when someone is talking ● Participate appropriately 	<ul style="list-style-type: none"> ● Talk only at appropriate times ● Remain in assigned seating area 	<ul style="list-style-type: none"> ● Listen to instructions/presentations ● Voice level 0

VOICE LEVELS

4	OUTSIDE VOICE/EMERGENCY Only used outside or when getting help in an emergency situation
3	SPEAKER VOICE Whole class discussions or presentations: loud enough to be heard across the room
2	QUIET VOICE Small groups: only the people in your group can hear you
1	WHISPER VOICE Partner work: only the person sitting next to you can hear you
0	NO VOICE Independent work, tests, quizzes, audience member: no one can hear you

Progressive Discipline

BIS uses a progressive model when applying interventions. We are always focused on resolving situations in the most respectful and collaborative manner to continue to build, sustain, and repair relationships with students and staff. When recommending and implementing interventions in response to a behavior, BIS staff will carefully consider all relevant factors, including but not limited to:

- the nature of the behavior and the circumstances under which it took place
- the effect of your behavior on the school community
- your personal circumstances
- ownership of your choices
- your commitment to changing your behavior and fixing your mistakes

Possible Teacher/Classroom Inventions	Possible Administration Inventions
<ul style="list-style-type: none"> • Move seating • One-on-one conversation • Assigned reflection • Time out/short break • Phone call to parents • Parent meeting • Privileges revoked • Restorative questions • Referral to Assistant Principal or Principal 	<ul style="list-style-type: none"> • Restorative circles • Reflection • Suspension • Student Behavior Success Contract • Letter of apology • Parent meeting • Assigned counselor meetings • Privileges revoked • Community service • Restitution (in the case of breaking or taking items or cleaning up vandalism) • Staffing (meeting with all teachers, parent, admin, and student) • Repairing the harm (result of restorative practices)

E-Learning

Zoom Essential Agreements

- 1.** All students must click on the subject link to join the live Zoom sessions.
- 2.** Sign in with your full name (no nicknames allowed)
- 3.** Be on time, present, and fully attentive for the entire session; attendance will be taken.
- 4.** Turn on your camera at eye level.
- 5.** Come prepared with everything you need in order to participate fully in the lesson, as if you were coming to class on campus.
- 6.** Make sure you sit in a well-lit and quiet place and keep external distractions to a minimum.
- 7.** Be an active participant.
- 8.** Listen closely to the instructions given by your teacher throughout your session.
- 9.** Keep your microphone on mute throughout the session or until it is your turn to speak. Turn off your microphone when you are finished speaking to reduce background noise.

- 10.** Remember and practice our good habits: striving for accuracy, thinking flexibly, and persisting and our common expectations: empathy, respect, and self-discipline.

- 11.** All discussions in group chat should be focused and on topic. Teachers should make sure to turn off private chat access prior to class.

- 12.** Remember that your Zoom sessions might be recorded and archived; video, audio, and chat (including all private chat threads) and posts can never be permanently deleted.

- 13.** Inappropriate behavior will result in the student being removed or blocked from interactive sessions.

- 14.** Be diligent and timely in submitting your work.

- 15.** Behavior expectations outlined in the parent/student handbook is still applicable in the e-learning forum.

17. ANTI - BULLYING POLICY

Al-Bayan International School is committed to creating a friendly, safe and relaxed learning environment for all of its students. We adopt a **ZERO TOLERANCE** approach to bullying. Every student has the right to feel valued and safe. BIS has a responsibility to respond promptly and effectively to issues of bullying.

Types of Bullying

- **Emotional:** Social exclusion and isolation of the victim.
- **Physical:** Hitting, shoving, hair pulling, kicking, spitting, unwanted touches and any form of violence.
- **Verbal:** Derogatory comments, name-calling and spreading rumors.
- **Cyber:** E-mailing and texting, through social media platforms.

Students who are bullied

Remember a child might not only be bullied at school. It could take place in other areas of his life. A child may indicate by signs or symptoms of behavior that she/he is being bullied. Parents should be made aware of this and they should investigate if their child:

- Has a noticeable change of behavior.
- Refuses to go to school.
- Has a sudden drop in academic grades.
- Becomes withdrawn, anxious or lacks confidence.
- Has frequent nightmares or insomnia.
- Feels ill in the morning.
- Is scratching/ grinding his/her teeth.
- Comes home with torn clothes or damaged books.
- Has unexplained cuts and bruises.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating or overeats.
- Is nervous when a cyber message is received.

What do you do if you are bullied?

1. Tell the bully to **STOP** in a firm voice.
2. **WALK** away from and ignore the bully.
3. Seek help and **TALK** to someone you trust.

Statement of Commitment to Child Protection

Child abuse and neglect are serious concerns throughout the world. They are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development. Al-Bayan International School endorse the United Nations Convention on the Rights of the Child, of which Kuwait is a signatory. According to the United Nations Convention on the Rights of the Child, every child has rights, whatever their ethnicity, gender, religion, language, abilities or any other status. Al-Bayan International School shares a commitment to safeguard and protect all students. We believe that every child has a right to be protected from violence, abuse and neglect. We are dedicated to providing a safe, nurturing environment for our students to thrive at home and at school as well as in the global community.

Families have entrusted Al-Bayan International School with their children and we have a responsibility to protect them. We are committed to:

- ensuring child safety with rigorous recruitment practices
- a code of conduct to guide interactions between adults and children
- having clear procedures in place to report and follow up with cases related to child protection
- enforcing security measures to reinforce our safeguarding protocols.

18. HIGH SCHOOL 4-YEAR PLAN

The following chart serves as a guideline for students, as they progress through High School.

In order to:	A student must have completed:	Required credits:
Progress to Grade 10	Minimum of 8 credits	1 English* 1 Math* 1 Science* 1 Social Studies* 1 Arabic 1 P.E. 0.5 Islamic 0.5 Quran 2 electives
Progress to Grade 11	Minimum of 16 credits	2 English* 2 Math* 2 Science* 2 Social Studies* 1 Arabic 1 P.E. 1 Islamic 1 Quran 4 electives
Progress to Grade 12	Minimum of 24 credits	3 English* 3 Math* 3 Science* 3 Social Studies* 1 Arabic 1.5 Islamic 1.5 Quran 6 electives

Students must earn 32 credits to graduate from BIS, but have the potential to earn up to 35 credits by the end of year 12.

*Please note: **English, Math, Science** and **Social Studies** are core content classes.