



**AL-BAYAN**

INTERNATIONAL SCHOOL

مدرسة البيان الدولية

**Al-Bayan International School**

**PARENT AND STUDENT HANDBOOK**

**2019 – 2020**

**MIDDLE AND HIGH SCHOOL**

**CULTIVATING  
A PATH TO  
SUCCESS**



**AL-BAYAN**  
INTERNATIONAL SCHOOL  
مدرسة البيان الدولية

## TABLE OF CONTENTS

Contact information	2
Mission Statement	2
Message from the Director	3
Message from the Principal	4
Message from the Middle School Coordinator	5
Message from the High School Coordinator	6
School-Wide Expectations	7
1. Introduction	8
2. Rights and Responsibilities of the Students	9
3. Rights and Responsibilities of the Staff	10
4. Parent Responsibilities	11
5. General Information	15
6. School Bell Schedule	21
7. Homework Guidelines	23
8. Attendance and Punctuality	23
9. Attendance Policy for Middle School	24
10. Attendance Policy for High School	25
11. Make up work after a late/absence	25
12. Personal Devices Policy	26
13. Personal Devices: Consequences	32
14. Personal Items and Lost and Found	33
15. Student Code of Conduct	34
16. Acknowledgement of Good Behavior	36
17. Student Conduct and Consequences	37
18. Anti-Bullying Policy	40

## **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

### **MISSION STATEMENT**

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

## 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 September we open our doors to students and their families, and 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 BIS 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 question, please stop by the school and meet with Mr. Kandas Botha, our 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 PRINCIPAL

Dear Students

Welcome back to Al-Bayan International School after a well-deserved break.

This school year will be about setting, and then working to reach the goals you have set for yourself. You can expect guidance and support from the teaching staff to ensure you reach your academic potential. Our goal as teachers is not just to impart knowledge, but to ensure that you become critical thinkers and active problem-solvers so that you are prepared for the world outside of school.

Our aim at BIS is to not only focus on academics, but to develop you as a whole person. Therefore, this year I would like us to focus on certain values (self-discipline, respect and commitment) and good habits (persisting, striving for accuracy and thinking flexibly). A more detailed explanation of these values and habits can be found on the next page.

It is of vital importance that every student at BIS feels safe and happy at school. This can be only be achieved if students and staff know exactly what is expected of them. The purpose of this Student Handbook is to make it clear what is expected of every student.

I am truly excited by the many possibilities at our school this year and would like to ensure you that you will receive all the support from the staff if you are truly committed to making this a successful year.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'K. Botha'.

Mr. Kandas Botha  
**Principal**

## MESSAGE FROM THE MIDDLE SCHOOL COORDINATOR

Dear Students and families,

Welcome to our BIS Family! We are excited about beginning a new year of learning and caring. This is a special time in a young person's life when great changes are occurring physically, cognitively, emotionally and socially. BIS is committed to being a developmentally responsive learning community that maintains high expectations. We celebrate being different as we work with our families and the community to provide the best educational experience for all our students.

We encourage you to be involved in BIS as a family. Parent involvement is one of the keys to student success in school, and we welcome parent participation in our school community. Parents as partners help to ensure the success of all students. This is especially true when parents support reading and good habits at home.

The student handbook will assist you in understanding the procedures of BIS and help us to maintain safety, order, and discipline for our BIS Family. We are confident that creating a partnership between your school and your family will result in success for your child as our students chart their course for the future!

Kind Regards,

*Mary Thomas*

Mary Thomas

**Middle School Coordinator**

## MESSAGE FROM THE HIGH SCHOOL COORDINATOR

Dear BIS Family,

Welcome to Al-Bayan International School! As a high school staff, we work collaboratively to meet the individual needs of each student, as stated in our school mission. 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.

All students participate in a rigorous and engaging academic program. In addition to academic advancement, students could be invited to take part in extra-curricular activities and clubs, sponsored by the teachers and educational assistants. BIS graduates continually compete successfully with other students and attend universities throughout the world, year after year. Our graduates also exhibit strong character and leadership, while demonstrating compassion for others.

I am excited to be an integral part of the BIS leadership team. I know that with the commitment, courage, collaboration and the dedication of our staff; the tenacity of our students; and participation of parents and the surrounding community, we will empower each and every one of our students to become responsible, compassionate, and empathetic members of our global community.

The possibilities that lay ahead this year are exciting! 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,

*Crystal Minchew*

Crystal Minchew

**High School Coordinator**

# SCHOOL-WIDE EXPECTATIONS

## Core Values

### **SELF-DISCIPLINE:**

The ability you have to control and motivate yourself, stay on track, and do what is right.

### **RESPECT:**

When you care enough to think about others' feelings before you speak or act. Treating others the way you would like to be treated.

### **COMMITMENT:**

A willingness to give your time and energy to something that you believe in. A firm decision to do something.

## Good Habits

### **PERSISTING:**

Sticking to a task until it is completed and remaining focused. Not giving up.

### **STRIVING FOR ACCURACY:**

Checking your work again, finding ways to improve all the time. Always doing your best.

### **THINKING FLEXIBLY:**

Looking at something in another way and finding other options to complete a task.

## 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
<ul style="list-style-type: none"> <li>be educated to achieve her/his potential</li> </ul>	<ul style="list-style-type: none"> <li>work to his/her potential</li> </ul>
<ul style="list-style-type: none"> <li>be educated in a controlled and structured academic environment</li> </ul>	<ul style="list-style-type: none"> <li>create an opportunity for others to work without interference.</li> </ul>
<ul style="list-style-type: none"> <li>be respected regardless of personal, religious or cultural differences</li> </ul>	<ul style="list-style-type: none"> <li>respect the personal, religious and cultural beliefs and differences of others</li> </ul>
<ul style="list-style-type: none"> <li>voice his/her opinion in an appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>listen and respect the opinions of others</li> </ul>
<ul style="list-style-type: none"> <li>be treated with fairness</li> </ul>	<ul style="list-style-type: none"> <li>treat others in a fair and just manner</li> </ul>
<ul style="list-style-type: none"> <li>the security of his person and property</li> </ul>	<ul style="list-style-type: none"> <li>uphold honest behavior and safety of the school property</li> </ul>
<ul style="list-style-type: none"> <li>be informed, when appropriate, about school decisions</li> </ul>	<ul style="list-style-type: none"> <li>respect the decisions made by the school</li> </ul>
<ul style="list-style-type: none"> <li>ask for help and advice</li> </ul>	<ul style="list-style-type: none"> <li>ask for help and advice at an appropriate time and manner</li> </ul>
<ul style="list-style-type: none"> <li>have school activities begin punctually</li> </ul>	<ul style="list-style-type: none"> <li>be punctual in every part of their school life</li> </ul>

### **3. RIGHTS AND RESPONSIBILITIES OF THE STAFF**

#### **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 Code of Conduct.
- Discipline with dignity and follow the consequences outlined in the Code of Conduct.
- 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.

Failure to comply with this agreement and the policies and guidelines of Al-Bayan International School – Kuwait may result in a student's withdrawal or expulsion from classes or from the School.

#### **RELEVANT BIS STAFF INFORMATION**

##### **Administration**

Director: Dr. Zak Palsha  
Principal: Mr. Kandas Botha

**Administration Assistants:** Ms. Hiba Omar  
Mrs. Hanin Mismar

##### **High School:**

Coordinator: Ms. Crystal Minchew  
Counselor: Ms. Kenya Waltower

##### **Middle School:**

Coordinator: Mrs. Mary Thomas  
Counselor: Ms. Jennifer Hoang

**KG & Elementary School:**

Coordinator: Ms. Catie Bartley  
Counselor: Mrs. Kelsey Acevedo-Soto

**Reception:** Mrs. Masooda Abu Sido  
Mrs. Suha Nassif

**Specialists:**

School Psychologist Mrs. Nikhila Thomas  
English and Social Studies Coordinator: Mrs. Jamie Smith  
Math and Science Coordinator: Ms. Roxanne Scanes  
Head of Arabic and Islamic: Mr. Ziyad Gazawi  
Athletics and Activities Coordinator: Mr. Ali Williamson  
Nurse: Ms. Felsy Roberts  
Nurse: Ms. Heba Harb

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

## **Channels of Communication**

**Please follow these channels of communication should 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 or school-level counselor to discuss your concerns.
2. Contact the school-level coordinator should you still have a concern after meeting with the class teacher or school-level counselor,
3. Meetings with administration will only be granted if the first two steps have been followed.

## **Electronic Media Communication**

BIS is committed to using technology to facilitate learning and communications. However, we recognize that, while email as a form of communication is valuable, it must be used appropriately and can sometimes be misinterpreted.

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

- Parents can be assured that the school treats concerns seriously.
- Confidentiality in all matters is of paramount importance to all of us. 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. However, it will not be the focus of our daily routine.
- You can expect a response within 24 hours. Teachers will only check their emails when it is appropriate to do so. Should an issue require 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. Please make an appointment should you wish to meet with any staff member.

### 5. GENERAL INFORMATION

#### **School Uniform**

Uniforms can be purchased from the uniform shop located in the BIS basement. Please use Gate 1 to access the store.

Alternatively, for your convenience, you may purchase the uniform online by visiting: <https://uniform.bis.edu.kw>

#### **Uniform Store Hours:**

Tuesdays: 03:00 pm – 05:00 pm

Saturdays: 10:00 am – 05:00 pm

### **The official 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 needs to 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 will 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 or secretary 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 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 becomes ill in school and report to areas other than the nurse's office (cafeteria, restrooms, etc.) it will be considered as "unexcused" and he/she may face disciplinary action.*

*A student is not allowed to contact parents personally to ask them to come and fetch them from school for any reason. All such calls 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 fetch 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.

## 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	

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

## 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 &amp; 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 &amp; Prayer</i>
12:38 – 1:18 PM	Period 8
1:20 – 2:00 PM	Period 9

# EARLY RELEASE

## Bell Schedule for 2019-2020

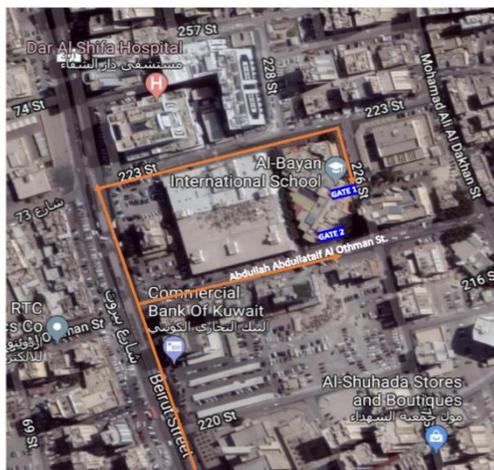
### Grades KG 1 - 12

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 at Gate 1 each morning for arrival and picked up each afternoon for dismissal (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 22052882 EXT 8208** or email at [basil.alali@bis.edu.kw](mailto:basil.alali@bis.edu.kw)
- You are encouraged to complete homework independently, to the best of your ability and only ask for assistance if you do not understand the assignment.
- Students can expect not to receive homework over weekends unless it is completion of class work.

### **Incomplete or Late Work**

- If you fail to complete your work in the amount of 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**

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

### **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.”

## CONSEQUENCES FOR LATES WILL BE AS FOLLOWS:

Number of lates per quarter	Consequences
5	Reflection: Contact parents
7	Principal's Reflection
After 10	Entry into class may be denied until parents meet with the principal

## 9. ATTENDANCE POLICY FOR MIDDLE SCHOOL

Number of absences per quarter	Consequences
5	Teacher contacts parents
7	Parents meet with the School Coordinator.
10	Parents meet with the Principal and followed by a letter that will be placed in file. <b>Your enrolment will be re-evaluated.</b>

## 10. ATTENDANCE POLICY FOR HIGH SCHOOL

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

Number of absences	Consequences
3 per semester course or 5 per full year course	Teacher contacts parents
5 per semester course or 10 per full year course	Parents meet with coordinator to discuss possible loss of credit. Parents will sign an attendance contract.
7 per semester course or 15 per full year course	Meet with the Principal. Loss of credit letter signed by parents.

**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 or iPad (personal devices) 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 (such as making personal phone calls and text messaging).
- 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. These incidents can only occur if the student accesses his own private network or mobile data and will be considered a matter for parent / guardian consequences.

- 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 routines**

- 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.

- 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**.

**2nd 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**. Parents will be notified by the school coordinator that the next offense will result in a 1-day in-school suspension.

**3rd Offense:** 1-day in-school suspension

**4<sup>th</sup> 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 indelible 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. STUDENT CODE CONDUCT

The Code of Conduct is designed to **protect and guide** you rather than to punish or threaten you. It serves as a gauge for **fair and reasonable actions** to guide the daily functioning of the school as it aims to provide a **clear and defined** explanation of your expected behavior. The Code of Conduct spells out the implementation of **consistent consequences** by **all staff** in the event of infringements, thereby creating a feeling of security amongst the students.

### Purpose

The purpose of the Code of Conduct is to provide an environment for the delivery of quality teaching and learning through positive reinforcement by:

- Promoting the rights and safety of all students, teachers and parents.
- Ensuring that you accept responsibility for your own actions and behavior.

## **Disciplinary System**

The school encourages the philosophy of positive reinforcement. Should you be found not following the rules, the school's implementation and recommendation of disciplinary measures will take place after careful consideration is given to all relevant factors, including but not limited to:

- the nature of the misconduct and the circumstances under which it was committed.
- the effect of your behaviour on the school community.
- your personal circumstances.
- your prior disciplinary record for the school year.

**You have freedom of choice**  
**but**  
**not freedom from the consequences**

## **16. 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 coordinator
- Positive phone call home by the principal
- Individual/Class free dress day
- Good habits stickers
- Monthly individual/class rewards
- Quarterly assembly awards
- Lunch with the principal
- Special privilege chosen by the student at the discretion of the teacher

## 17. STUDENT MISCONDUCT AND CONSEQUENCES MATRIX

The school will determine whether your actions are a violation of the school’s policies. The sanctions below include, but are not limited, to the following:

LEVEL 1	CLASSROOM CONSEQUENCES	
<b>C L A S S  T E A C H E R</b>	Staff members may use the following consequences to help a student change her/his behavior in the classroom. If these interventions are successful, referral to the School Coordinator <b>may not</b> be necessary	
	Misconduct includes but is not limited to:	Possible corrective sanctions
	<ul style="list-style-type: none"> <li>• Not prepared for class</li> <li>• Homework not done</li> <li>• Inappropriate canteen behavior</li> <li>• Lying</li> <li>• Non-cooperation</li> <li>• Not meeting school/classroom expectations</li> <li>• Plagiarism</li> <li>• Cheating in a test</li> <li>• Disrespect towards a staff member</li> <li>• Speaking Arabic in class</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call home</li> <li>• Lunch reflection</li> <li>• After-school reflection</li> <li>• Loss of privileges</li> <li>• Letter of apology</li> <li>• Time out of class</li> <li>• Meet with the School Counselor</li> </ul>

<b>LEVEL 2</b>	<b>WHEN LEVEL 1 SANCTIONS HAVE BEEN INEFFECTIVE</b>	
<b>S C H O O L  C O O R D I N A T O R</b>	In some cases, a student will be referred to the <b>School Coordinator</b> .	
	<b>Misconduct includes but is not limited to:</b>	<b>Possible corrective sanctions</b>
	<ul style="list-style-type: none"> <li>• Repeat of level 1 misconduct</li> <li>• Lewd behavior</li> <li>• Obscenity/Profanity</li> <li>• Acts of aggression Pushing, kicking, horseplay, etc.</li> <li>• Graffiti on desks and walls</li> <li>• Any form of vandalism</li> <li>• Blatant refusal</li> <li>• First reported incident of bullying</li> <li>• Disrespect towards a staff member</li> <li>• Continuously speaking Arabic in class</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call to parents by the class teacher</li> <li>• Zero for test or assignment</li> <li>• Meeting with the School Coordinator</li> <li>• After school reflection</li> <li>• Meeting with the parents, school coordinator and teacher</li> <li>• Letter of apology</li> <li>• Meet with the School Counselor</li> <li>• Any combination of multiple Level 1 sanctions</li> </ul>

LEVEL 3	WHEN LEVEL 2 SANCTIONS HAVE BEEN INEFFECTIVE	
C O O R D I N A T O R  /  P R I N C I P A L	<b>Misconduct includes but is not limited to:</b>	<b>Possible corrective sanctions</b>
	<ul style="list-style-type: none"> <li>• 1 repeat of Level 2 misconduct</li> <li>• Ongoing bullying behavior               <ul style="list-style-type: none"> <li>• Teasing</li> <li>• Harassment</li> <li>• Intimidation</li> <li>• Exclusion</li> </ul> </li> <li>• Leaving the school premises</li> <li>• Disrespect towards a staff member</li> <li>• Theft</li> <li>• Fighting</li> <li>• Degrading, disgraceful, discriminating and or racist acts</li> <li>• Dangerous acts, endangering oneself or others               <ul style="list-style-type: none"> <li>• Bringing the school into disrepute</li> <li>• Skipping class</li> <li>• Setting off alarms</li> <li>• Smoking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with the Principal, your parents and you</li> <li>• A written report placed in your file</li> <li>• Meet with the School Counselor</li> <li>• Principal's reflection <b>Thursday: 2:00 – 4:00 PM</b></li> <li>• Suspension</li> <li>• Any combination of multiple Level 1 and 2 sanctions</li> <li>• Involve the School Director</li> </ul>

## 18. 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. Bullying represents an attack on human dignity and cannot be tolerated. Every student has the right to feel valued and safe. BIS has a responsibility to respond promptly and effectively to issues of bullying.

### **What is Bullying?**

*“A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself ” (Olweus, 1993).*

The important aspects to bear in mind regarding bullying is that it is a **deliberate** act that is **designed to hurt** involving a pattern of **negative** behavior **repeated over time** involving an **imbalance of power** or strength.

## **Types of Bullying**

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

## **Objectives of this Policy**

Research has shown that implementing a whole school approach is a successful way of addressing school bullying. We aim to implement the following:

- Education to school staff and students about bullying.
- Open communication between the school staff, parents and students involving identification and prevention of bullying behavior.
- Education to students through, assemblies, campaigns and classroom intervention.
- Empowering the students to report bullying and to be helpful to victims of bullying.

- Monitoring the behavior of the students at school.
- Adopting a school policy on bullying that all the role players are aware of.
- Following a specific procedure in dealing with reported bullying.

## **Students who are bullied**

**Remember a child might not only be bullied at school. It could be taking 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.
- Starts stammering.
- Cries himself/herself to sleep.
- Starts to wet his bed.
- Has frequent nightmares or insomnia.
- Feels ill in the morning.
- Has headaches/ stomach aches.
- Is scratching/ grinding his/her teeth.
- Has a reduced immunity to coughs, colds or flu.

- 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 frightened to say what is wrong.
- Is afraid to use the internet or mobile phone.
- Is nervous when a cyber message is received.

## **What do you do if you are Bullied**

- Tell the bully to **STOP** in a firm voice.
- **WALK** away from and ignore the bully.
- Seek help and **TALK** to someone you trust.
  - Report bullying to a member of staff.
  - Action **will** be taken against the bully.
  - Care enough to report it if you know someone else is being bullied.
  - Share the responsibility of all at BIS to eliminate bullying.

## **Bullying procedure**

- Report the bullying incident to a staff member.
  - Staff will investigate the incident thoroughly.
  - In serious cases parents, the School Coordinator and the School Counselor will be informed and a written record kept.
  - Mediation will be conducted between the victim and the bully through peer mediation, a staff member or the School Counselor.
  - The victim will be supported and educated with assertiveness training, avoidance strategies and assigned a “buddy” if necessary.
  - The bully will be supported and an attempt made to change her/his behavior.
- Each case will be monitored to ensure repeated bullying does not take place.

## **Outcomes**

- ❑ Reflection will be issued if bullying is severe or persists. Parents will be informed.
- ❑ Severe and persistent bullying will be referred to the Principal and could result in suspension and/or expulsion.

# Prevention of Bullying

## School prevention will include:

- Anti-Bully campaigns and surveys.
- Messages in Assembly.
- Posters in school.
- Classroom rules.
- Class discussions
- Signing a behavior contract

**Is It Bullying?**

How can you tell if someone is being bullied? This chart can help you decide if it's bullying or something else.

**Joking Around:**

- Everyone is having fun.
- No one is getting hurt.
- Everyone is participating equally.

**One Time Thing:**

- Someone is being mean on purpose.
- It's a reaction to a strong emotion or feeling.
- It happens once and doesn't repeat itself.

**Conflict:**

- Two people with a balance of power that have a fight, argument, or disagreement.
- A solution can usually be found.

**Bullying:**

- Repeated, unwanted aggressive behavior towards someone.
- Someone is being hurt on purpose.
- Can be social, verbal, physical, or cyber.

© Create-abilities

