



BBS HIGH SCHOOL HANDBOOK

FOR STUDENTS AND PARENTS

2023-2024



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INTRODUCTION



The purpose of this handbook is to provide greater understanding of Al-Bayan Bilingual High School. It serves as a reference for students and parents throughout the school year.

Founder's Vision

Al Bayan was founded by the late Mrs. Fawzia Al-Sultan Al-Essa (God bless her soul) supported by fourteen women. The purpose was to establish a school that bridges the progress of the West and the traditional values of the Arab culture. Thus, the bilingual program of the school came into existence, a program that prepares the students for the world of today and the challenges of tomorrow, a program that constitutes a happy marriage between the "Modern" and the "Traditional". With this clear vision, Al Bayan Bilingual School (BBS) was established in 1977 as the first bilingual school in Kuwait.

School Mission

Al-Bayan Bilingual School is an Arabic and English learning community nurturing compassionate and innovative students, leading sustainable change and progress in Kuwait and the global environment.

Al- Bayan Objectives

BBS prepares and inspires its students to be:

- fluent in Arabic and English
- critical thinkers and lifelong learners
- independent and collaborative
- innovative and creative
- ethical and compassionate
- civically engaged locally and globally
- environmentally conscious

CHARACTER EDUCATION

AL-BAYAN CHARACTER ETHOS

Al-Bayan Bilingual School community members take responsibility for themselves, act with honesty, treat themselves and others with respect, and model the behavior they expect from others.

AL-BAYAN CHARACTER BELIEFS

- I am responsible for myself.
- I choose to act with honesty.
- I treat myself and others with respect.
- I model the behavior I expect from others.
- We are all part of one community.

As our school philosophy states, we expect all of our stakeholders (students, teachers, administrators, support staff, Board of Trustees and parents) to embody and express a well-defined code of ethics, values, and standards on a daily basis, in and out of school. At BBS we strive to develop a spirit of independence, responsibility, empathy, respect, and acceptance.

These values have always been close to BBS's heart. As our school grows and evolves we must continually renew and recommit ourselves to maintaining and developing these qualities that are the center of the BBS ethos.

As you have entrusted us to develop your child in all ways, we ask you to trust our efforts in accomplishing this goal.

LEARNING CIRCLES AT BBS



حلقات التعلّم في مدرسة البيان
BBS LEARNING CIRCLES

Al-Bayan is proud to implement the **BBS Learning Circles** where all teachers, from Pre-K to Grade 12 are trained to use the Learning Circles process, which strongly supports the character education goals at BBS.

Learning Circles engages all teachers, administrators, support staff, students, and families in working together to create a supportive learning community through the daily use of the four Learning Circles Agreements:

- **Right to Participate/Right to Pass**
- **Attentive Listening**
- **Appreciation/No Put Downs**
- **Mutual Respect**

Learning Circles encourages student collaboration, independent learning, and self-reflection through targeted Learning Circles strategies and techniques. More information on the Learning Circles process can be found on the BBS website under [Parent Resources](#).



Principal's Message

Dear Al-Bayan Bilingual School Community,

I am honored and excited to introduce myself as the new High School Principal for the 2023-2024 academic year. My name is Katrin Gendy, and I have been in education for 16 years (11 years as a middle and high school science teacher and 5 years as a high school assistant principal). I am thrilled to be joining the Al-Bayan Bilingual School community, and I look forward to working collaboratively with students, parents, and staff to create a vibrant and inclusive learning environment.

As we begin this new school year, I want to emphasize our commitment to academic excellence, student well-being, and community engagement. Our goal is to provide a rigorous and challenging curriculum that prepares students for success in college and beyond, while also fostering a love of learning and passion for personal growth. We believe that education is not just about acquiring knowledge, but also about developing critical thinking skills, creativity, and global awareness.

At Al-Bayan Bilingual School, we also recognize the importance of supporting student well-being and mental health. We are committed to creating a safe and supportive environment where students can thrive both academically and personally. Our counseling and support services are available to all students, and we encourage parents to be active partners in their child's education and well-being.

Finally, I want to emphasize the importance of community engagement in our school. We believe that education is a collaborative effort, and we value the input and participation of all members of our community. We encourage parents to get involved in school activities and events, and we welcome your feedback and suggestions as we work together to provide the best possible education for our students.

I am thrilled to be joining the Al-Bayan Bilingual School community, and I look forward to getting to know each and every one of you in the coming months. Together, we can create a school culture that fosters academic excellence, personal growth, and community engagement.

Sincerely,



Katrin Gendy
M. Ed. Educational Leadership
High School Principal

Administration & Support Staff:

Director:

Mr. Kevin Fullbrook kevin.fullbrook@bbs.edu.kw

Deputy Director:

Mr. Paul Said paul.said@bbs.edu.kw

HS Principal:

Ms. Katrin Gendy katrin.gendy@bbs.edu.kw

HS Assistant Principal:

Mr. Khaldoon Alababneh khaldoon.alababneh@bbs.edu.kw

HS Assistant Principal:

Mr. Haethem Abdlrasul haethem.abdlrasul@bbs.edu.kw

HS Office Manager:

Ms. Dana El Manfoukh dana.elmanfoukh@bbs.edu.kw

HS Admin. Assistant:

Ms. Zeina Dalli zeina.dalli@bbs.edu.kw

HS Admin. Assistant:

Farah Awaida farah.awaida@bbs.edu.kw

HS Receptionist:

Ms. Amani Benamor amani.benamor@bbs.edu.kw

Nurse:

Ms. Rouba Omar rouba.omar@bbs.edu.kw

School Hours & Information:

- Office Hours: 7:00am - 3:00pm
- Student Day: 7:20am - 2:40pm
- Telephone: 2227 5000
 - H.S. Office: Ext. 7400
 - Reception: Ext. 7410



DIVISION INFORMATION

SCHOOL LIFE: GENERAL

1. School Hours:

School hours start at 7:20 AM and end at 2:40 PM. Students are expected to arrive at school before classes begin. The school is not responsible for students remaining after school hours unless they are in a school sponsored event.

2. Bell Schedules:

Regular Days (60 minute periods)		
Period	Start	End
1	7:20 AM	8:20 AM
2	8:25 AM	9:25 AM
3	9:30 AM	10:30 AM
1 st Recess	10:30 AM	11:00 AM
4	11:05 AM	12:05 PM
5	12:10 PM	1:10 PM
2 nd Recess	1:10 PM	1:35 PM
6	1:40 PM	2:40 PM

Early Release Days (35 minute periods)		
Period	Start	End
1	7:20 AM	7:55 AM
2	8:00 AM	8:35 AM
3	8:40 AM	9:15 AM
1 st Recess	9:15 AM	9:30 AM
4	9:35 AM	10:10 AM
5	10:15 AM	10:50 AM
6	10:55 AM	11:30 AM
EARLY RELEASE DAYS		

3. School Expectations:

- Students are expected to do the following in order to be successful in high school this year:
- Arrive to school and classes on time
- Wear proper school uniform
- Come prepared for all classes
- Speak respectfully to all BBS staff /adults and fellow students
- Take proper care of school property
- Have a hall pass to be in corridors during lesson time
- Take only the time you need in the bathroom (more than 5 minutes will be a tardy and more than 10 minutes will be an absence)
- Not to eat or chew gum during lesson time
- Adhere to the school ban on mobiles on school property (according to the Ministry's policy)
- Walk (not run) in the building
- Leave school only with written authorization from the Nurse or the Student Services Office
- Not to enter the theater and storage areas without an accompanying teacher or written authorization
- Keep the school environment clean and free of litter
- Line up when buying food from the canteen
- Follow all the rules of any special area such as the mosque, the media center, the gym, the science labs, the theater, the clinic, the makerspace
- Follow exam rules
- Follow classroom rules set by the teachers
- Adhere to the no smoking policy
- Bring water to school. Ordering and bringing any other beverages to school is prohibited. If found, they will be confiscated.

ACTIVITIES & RESOURCES

BBS is proud to be able to offer a range of activities and resources to our students. This includes academic activities as well as extracurricular after school opportunities. Students should be aware of the requirements to participate in school activities and sports.

Eligibility to Participate in School Activities Policy:

Al-Bayan Bilingual School considers participation in school activities as an important part of developing the whole student. However, participation in these events should not be a hindrance to a student's academic success. Participation in school activities, including travel is subject to a student's behavior, attendance, and academic record at school. It should be noted that the administration has the final say with regards to permission for student participation in an activity. If a student cannot travel due to a behavior, attendance or academic deficit, the school may not be able to refund the trip fees already paid.

1. Activities:

In order to participate in any school activity, students must meet the guidelines listed under "Eligibility to Participate in School Activities Policy" above.

Activities and Clubs: The goal of participating in activities and clubs is to help students develop interests beyond academic studies, broaden their perspectives, and provide them with opportunities for effective and enjoyable use of leisure time. A range of activities and clubs are offered at BBS such as the following:

- **Hand in Hand:** This club is offered for students to work hand in hand with each other in order to perform various service learning projects to help each other and their school and/or local community.
- **Student Council:** The Student Council has a faculty advisor. Student Council serves as a vehicle for students leadership, to exercise effective leadership, character, communication, responsibility and citizenship, and be able to address concerns coherently, sponsor school activities and service projects, and accomplish tasks efficiently.
- **Al-Bayan National Honor Society:** Al-Bayan is proud to have an active chapter of the National Honor Society. The NHS faculty council of the high school grants membership to this society. Students in grades ten, eleven and twelve can qualify for membership. Selection of new members takes place every year in October. Selected members are inducted in a special ceremony. Criteria and process of selection is based on the NHS constitution.
- **NHS Handbook:** Please click [here](#)
- **NHS selection criteria:** Please click [here](#)
- **Publications:** Students volunteer in helping to develop the yearbook, school newspaper and other school magazines.
- **Field Trip Experiences:** Educational trips provide students and teachers with opportunities for learning and teaching beyond the classroom. A letter is sent to parents to secure their written approval for their children to participate in every trip.

- **Sports Teams:** BBS offers a range of athletic teams for both our male and female students, including JV and VARSITY VOLLEYBALL, BASKETBALL, SOCCER, BADMINTON, SWIMMING and TRACK & FIELD.
- **Non-sporting teams:** Various teams are provided for students including SPEECH & DEBATE, ACADEMIC GAMES, and others. Students are encouraged to develop and lead their own clubs, in collaboration with their teachers and the Student Life Department.

2. International Trip Experiences:

We have a golden opportunity at BBS to travel to countries around the world to learn and live through intercultural experiences in order to transform student character and fitness levels. Types of international experiences: Sports tournaments, camps, community service, Week without Walls, educational trips, senior trip, MUN conference trip, etc.

The expectations on those trips:

- Reflecting BBS ethos and values at all times
- Being a role model
- Demonstrating respect, sportsmanship, service and active engagement

The eligibility criteria:

- Good behavioral record (no suspensions)
- Good attendance record

The Leadership Team has the final say with regards to permission for student participation in an activity considering the best benefit of the student and behavior/attendance/academic record. The number of international trips that can be attended will be based on number of missed school days

3. High School Resources:

There are various resources offered to support student success.

- **The High School Media Center:**
The purpose of the High School Media Center is to ensure that students are effective information users. The center offers the student an open access atmosphere that promotes inquiry, creativity, self-direction and ability to find and use information. It provides supplementary material to support classroom instruction and encourages reading and enjoyment of literature. Technology has been effectively integrated with the use of networked personal computers for user access to the Online Public Access Catalog (OPAC), materials circulation, multimedia resources and Internet. Please find more about the Media Center at <http://library.bbs.edu.kw>
- **BBS Makerspace:**
A Makerspace is a physical place where students can make creative projects through different types of tools and materials. There are dedicated areas where soft-skills (collaboration, critical thinking, and problem solving) can be cultivated. They align with the constructionist approach because they give an opportunity for students to construct the knowledge through experience, rather than only being developed through transmission of information from teachers to students.

Additionally, they provide learners with opportunities to develop and represent understanding through the process of producing a meaningful artifact. The first section in our makerspace is a 3D section which includes 3D printers and laser cutters. The second section is a technology section which includes Robotics, microcircuits, drones, Raspberry Pi and iPads. The third section includes three sewing machines and woodwork.

- **School Counseling at BBS:**

The High School counselors provide services to the students in Grades 9-12. Counselors help students with: Social/emotional, developmental, academic, and college and career counseling. They monitor and assist students based on their individual needs while making appropriate referrals to school and outside resources. Counselors arrange meetings with parents to help support children both at home and at school. Parents are encouraged to make an appointment with their child's counselor to discuss specific concerns, anytime, through the Counseling Office Secretary.

- **University Visits:**

All graduates from BBS go on to post-secondary institutions, mainly to the UK and USA and also locally. To better prepare students, the counselors arrange visits from American and local university admissions officers right here at BBS. During these visits, the students are able to meet with and receive contacts with some of the most prestigious universities in the world. Students can sign up for university visits via BridgeU. ***Students must pick up their university visit pass from the Counseling Office during recess the day of the visit.***

- **External Standardized Testing:**

The counselors arrange and supervise external standardized tests including the PSAT, SAT I, and Advanced Placement (AP) exams here at BBS. They also provide information about where students can prepare for and take the IELTS and TOEFL exams, in Kuwait.

- **Teaching and Learning Center at BBS:**

BBS has Instructional Coaches (IC) in order to support teachers to transform how students are taught and, by extension, how they learn. We must create classroom environments where our students become 'partners in the learning'.

HONOR ROLL AND AWARDS



Students may be eligible for the following awards should they meet the requirements. Some awards require that students complete an application process, while others allow for automatic consideration if requirements are met. Eligible students are notified of any awards that may require applications and students are responsible for completing the process. Please note that some awards may not be offered on a regular annual basis.

1. Honor Roll and Graduation Recognition:

At the end of each semester and upon graduation, students with honors will be recognized in the following way:

- Students with a **4.0 cumulative GPA** and above will receive **High Honors with Distinction** recognition.
- Students with a **3.75-3.99 cumulative GPA** will receive **High Honors** recognition.
- Students with a **3.5-3.74 cumulative GPA** will receive **Honors** recognition.

To be placed on the Honor Roll a student must have a good behavior and attendance record.

2. Al-Muffarej Award of Distinction:

The Al-Muffarej family, in memory of their son, Al-Bayan student Bader, presents this award. The Al-Muffarej Award of Distinction is designed to annually honor a distinguished student in grade 12. The award is designed for those students who have a cumulative GPA of 3.75 and above, and a current semester I GPA of 3.70. The student must be active in extracurricular activities and has assumed a leadership role during his/her High School years. The nominee must have a distinguished discipline record and good relations with both teachers and students. This award is presented during the commencement ceremony.

3. Community Service Award:

This award is to honor one student from the graduating class. This award is based upon the active participation of the student in community service activities during his/her High School career. This is awarded during the commencement ceremony.

4. Athletic Awards:

This award is given to one male student and female student in grade twelve who have, throughout their high school years, demonstrated outstanding sportsmanship, represented Al-Bayan with pride through their active participation in team sports, and promoted a healthy lifestyle.

5. Student Council Award:

This award is given to a senior who has demonstrated a commitment to student leadership during his/her 4 years at Al-Bayan Bilingual School. He/She has either been a member of the senate, executive or both during the 4 years and has worked hard on behalf of all students. The criteria where a student must demonstrate are leadership, character, communication, responsibility and citizenship.

6. Hand In Hand Award:

Students awarded for the Hand in Hand Award modeled positive behavior and served their community as per the Hand in Hand expectations.

7. Principal's Award:

The Principal's Award is given to an outstanding BBS senior who has gone above and beyond in contributing to the school community in his or her time here at BBS. This student is one who constantly seeks to give of himself or herself to others, to BBS and to teachers without the expectation of recognition in return. He or she is often a "behind-the-scenes" participant in events and works additional time and hours beyond what others do. They are a leader in the school through actions and attitude. This award is only presented if such a student exists in a graduating class, not on an automatic annual basis.

8. Creative Contribution Award:

The Creative Contribution award is given to a student who has made a significant and extended creative contribution to the BBS learning community.

9. The Senior Project Award:

The Senior Project Award is given to a student who has devoted significant time during their senior year (and/or previous years) to developing a project, whether academic, artistic, or community service based. This is awarded during the commencement ceremony.

10. Character Awards:

Character education is embedded in every classroom. Awards will be given to students during semester awards who exhibit the following characteristics and core values of a BBS student:

- Fluent in Arabic and English
- Critical thinkers and lifelong learners
- Independent and collaborative
- Innovative and creative
- Ethical and compassionate
- Civically engaged locally and globally
- Environmentally conscious
- Responsible and empathetic
- Respectful and accepting of others

A committee of educators review students who have been nominated or have applied for awards and use a set of criteria/rubrics to determine the outcome.

COMMUNICATION

Communication between Home and School:

Communication between home and school is of utmost importance. Students are expected to deliver school letters and circulars to their parents on the day of distribution. Parents are expected to refer to the [BBS website](#), the [BBS Instagram](#) page, [Skoolee](#), and other school social media sites to stay current on school announcements.

Parents and students are expected to also use Skoolee to keep up-to-date on students' academic progress and attendance.

Communication with Teachers:

In order to communicate with teachers, students and parents can use one of the following methods:

- Send a respectful and professional email to the teacher
- Schedule an appointment with the teacher during their office hours to meet with them

Feedback Procedures:

Offering feedback to a school can be an important way for parents to voice their suggestions and concerns to improve the educational experience for their children. Here is the process that parents should follow to offer their feedback in high school:

- **Identify the issue:** Parents should first identify the issue that they want to address. It could be related to their child's academic progress, teacher's behavior, school policies, or any other concerns.
- **Schedule a meeting:** The next step is to schedule a meeting with the relevant person or department to discuss the issue.
- **Prepare for the meeting:** Parents should prepare for the meeting by gathering all relevant information and documentation related to the issue. They should also prepare a list of questions or concerns they want to address during the meeting.
- **Attend the meeting:** Parents should attend the meeting on time and be prepared to discuss the issue in a calm and respectful manner. They should listen to the other party's perspective and be open to finding a solution that works for both parties.
- **Follow up:** After the meeting, parents should follow up with the relevant person or department to ensure that the issue is being addressed.
- **Escalate if necessary:** If the issue is not resolved satisfactorily, parents can escalate the matter to a higher authority in order to find a solution.
- **Provide feedback:** Once the issue is resolved, parents should provide feedback to the school on the outcome and their overall experience. This can help the school improve its processes and address similar issues in the future.

By following these steps, parents can effectively offer their feedback to high school and work towards improving the educational experience for their children. We look forward to working as a team with parents for the success of their children.

ADMISSION, RETENTION, AND CONDITIONAL PROMOTION

Click [HERE](#) for the full Admission, Retention, and Conditional Promotion Policy.

Promotion:

Students are promoted to the next grade level should they maintain a yearly average of 60% in all subjects. For students who are failing one or more courses, the following conditions will be considered:

- Students who receive a failing grade (F) in any three subjects at the end of the school year will not be promoted (cannot pass) to the next grade level and re-enrollment will be reviewed.
- Students who receive a failing grade “F” in one or two courses (including core subjects: English, Arabic, Islamic/Holy Quran, Arabic Social Studies) will be required to take re-sit exams in those subjects.
 - a. Students must pass the re-sit exam with a passing grade of 60% to be able to convert their final average of the year to a passing grade of 60%.
 - b. The student should have passing scores in all core & required subjects, after re-sit exams, in order to be promoted. In case this requirement is not met, the student will not be promoted (cannot pass) to the next grade level and re-enrollment will be reviewed.
- Students must complete the requirements during grades 9-12 and have a total of 28 credits to graduate.

Resit Exam Procedures:

The following procedures will be followed for re-sit exams:

- After the final exams, Skoolee is locked for teacher input 3 days after final exams and 5 days before report cards are generated. The list of students who have failing grades will be identified. Students who have failing grades “F” in any three or more subjects will not be promoted. Besides, the list of students who need to take re-sit exams will be determined according to the following guidelines:
 - a. Failing one or two required core courses (English, Arabic, Islamic Studies, Holy Quran, Arabic Social Studies in grades 9 & 10).
 - b. Failing any class which will prevent the student from meeting the graduation requirements.
 - c. Any student who wishes to remove a failing grade “F” from their transcript in a non-required course may request taking the re-sit exam. If a course is not required for graduation credit, students may opt to keep the “F” grade. This request can be made by the student following the distribution of Final Report Cards.
 - d. Re-sit exams are not offered for performative courses such as Physical Education, Art or Music, in which there are not any mid-year or final exams. Accordingly, failing any of the performative courses will require the student to consider his/her course selection to fulfill the graduation requirements.
 - e. In case of failing a non-exam subject, the option of a re-sit exam will be discussed by the counselors with the parents taking into consideration the graduation requirements and the students’ upcoming course selection.

- The list of students who failed their school year and those who have re-sit exams is shared with the Admissions Department in June before releasing the report cards.
- Before releasing the report cards, the division administration will meet with the parents to inform them of the school decision, i.e. failing the school year/student retention or eligibility for re-sit exams.
- Students will have an option of doing their re-sit exams in June or in August. June re-sit exams will be scheduled for immediately after the conclusion of the final exams and before distribution of report cards. Students are expected to be present on the day of the re-sit exam, travel schedules will need to be arranged accordingly. There will be no make-up days for re-sit exams/ Another session of re-sit exams will take place in August one week before school begins.
- In case the student passes the re-sit exam, the grade will not be placed on the final report card; instead, the report card will be changed to reflect a year average of 60% in the failed course – 60% being the highest grade a student may achieve for a failed course. Adjustments or changes to the student's transcript/report card, following the re-sit exam, will be conducted by the office manager, reviewed by the Principal and then approved by the Director.
- Students must earn an annual passing grade in all core subjects in order to be promoted. If they do not earn a passing grade, they will not be promoted to the next grade level.
- The results of the re-sit exams and school decision will be communicated with the Admissions Department right after releasing the grades in June & in August. Parents will be also called for a meeting to communicate school decision, (to receive final report card/sign conditional promotion).

Additional Considerations for High School Resit Exam Procedures:

- Since every student is required to pass 3 math and 3 science credits to graduate, any student with a second failing grade "F" in math or science in high school will automatically take the re-sit. Failing either of these re-sit exams, in math or science, will result in automatic retention in their current grade.
- It is highly recommended that travel plans be made for dates AFTER which final report cards are picked up from the school each year. Appointments for students with failing grades are made before report cards are released. If appointments and study material are not discussed due to a choice to travel, notification is given in final report cards. The student will still be expected to fulfill the re-sit requirements.
- If a student does not successfully pass a course, the counselors will meet with the student and parents to discuss the steps that their child must take in order to fulfill requirements for replacing the failing grade. *This does not apply for Ministry required courses: Arabic, Islamic/Quran, or Arabic Social Studies. Parents or designated family members will sign the appropriate agreement forms. Students will also sign, if present. Counselors will make copies for the parents and retain the original forms for student records.
- Students who fail the first semester of a year-long course will continue the course. Should their second semester scores bring their final grade to passing, they will be given full credit for the course. Students failing in the first semester will work with the counseling office during the second semester while on credit recovery.
- Students who fail to meet all the promotion requirements may be permitted to repeat their grade level. Any student failing three or more courses will automatically be retained in their current grade without the re-sit exam option. A student may be retained only once during high school. If at any other point in high school a student fails 3 courses in one year again, they will be asked not to return to BBS.

Conditional Promotion Protocol:

Different student cases require the school administration to examine critically the decision of promoting the student to a higher grade, especially when the student does not meet one or more of the three pillars of promotion (1) Academic Promotion Requirements, (2) Regular Attendance and (3b. Academic Promotion Requirements: The academic promotion criteria for each division are stated clearly in the Parents and Student Handbook. Conditional promotion) Acceptable behavior record. The school administration can suggest offering 'conditional promotion' for a student who fails to fulfill one of the three pillars of promotion: Attendance, Academic Promotion Requirements, and Behavior. Decisions related to offering conditional promotion need to be approved by the School Director.

The following standards and guidelines for conditional promotion will be considered:

- A. Attendance:** School Attendance can potentially influence not only students' academic achievements but also their success in colleges/universities and life. Students are accordingly expected to maintain regular school days and course attendance, and to reflect engagement, motivation, self-discipline, and effective work habits.

A conditional promotion for attendance will be considered in the following cases:

1. Receiving an Attendance notice/warning in one or two courses. "Attendance Notice/Warning letters" are given when reaching respectively: 5, 10 and 15 unexcused absences.
2. Having a record of 10 to 14 unexcused absence days.

Conditional promotion cannot be offered in the following cases; rather, the "Exit Protocol" will be considered (refer to the section Should a student be listed for taking re-sit exams, a conditional promotion will be granted in the following cases: on Exit Protocol) as the attendance requirements set by the Ministry of Education are not met, (refer to Appendix for Ministry of Education Guidelines on Attendance):

1. Reaching 15 unexcused-absence-days
2. Reaching 15 unexcused absences in a course
3. For a healthy student (who does not suffer from any chronic medical condition), a student fails the school year when reaching 25 absences (excused and unexcused).

- B. Academic Promotion Requirements:** The academic promotion criteria for each division are stated clearly in the Parent and Student Handbook.

Conditional promotion will be considered in the following cases:

1. If the student fails one re-sit exam in a required subject. This does not apply to core subjects (Arabic, English, Islamic Studies & holy Quran, and Arabic Social Studies) where failing the re-sit exam would prevent the student from being promoted.
2. Should the student fail two of his/her assigned re-sit exams in required subjects, he/she cannot be promoted, hence, cannot be eligible for conditional promotion.
3. The school administration reserves the right to consider a conditional promotion for students whose overall academic performance remains around 60%.

ATTENDANCE EXPECTATIONS

Click [here](#) for the full attendance policy.

Introduction:

School Attendance is a pillar of students' school life that can potentially influence not only students' academic achievements but also their success in colleges/universities and life. Regular attendance and positive school engagement reflect students' motivation, self-discipline, and work habits. Hence, students are highly encouraged to maintain a positive attendance record.

Definitions & Types of Absences :

Absences will be labeled as either **Excused** or **Unexcused**.

- **Excused Absence (AbsE):** this relates to absences due to medical reasons, or special travels for medical reasons/sibling's graduation/non-BBS competition or conference. This type of excused absences must be approved by the HS admin upon submission of relevant documentation.
- **Excused Absence (Abs0):** this type of absences does not count into the total absences. Those absences are school-related absences such as participation in school athletic trips, or sitting for standardized tests or attending appointments at the Ministry. Further, the absence must meet one of the following requirements and have the proper official documentation.
 - » TOEFL/ILETS Test (with documented appointment emails)
 - » Driving License Appointment (with required documentation)
 - » Funeral (Immediate Family)- Parent must speak with admin
 - » Gencia Ministry Appointment- (with required documentation)
 - » Senior Trip Visa Appointments- (with required documentation)
 - » School Trips/Activities/Events as approved by administration
- **Unexcused Absence (Abs1):** any absence that is not related to any of the above-mentioned domains is considered unexcused. Any incident of skipping a class will be treated as unexcused absence, and will entail additional consequences as identified in the behavioral protocols.



Submission of absence documents:

Any absence documents must be presented to school within 48 hours following the students return to school. The school has the right to question the authenticity of any medical note. According to Article Thirteen of the Ministry of Education Absence Policy: The Principal will decide if the absence of the student is excused or unexcused.

- a. In case of a student's absence, parents are requested to inform the school (time TBA)
- b. Students must be in a class for a full half of the period to be considered present.

In order to excuse an absence, the student must have an official, medical leave note from the clinic or hospital, on the clinic/hospital's letterhead; alternatively, parents may pick up a medical note from the school to be filled, signed, and stamped by the clinic/hospital. The official clinic/hospital medical note MUST include the signature and stamp of the doctor AND the clinic stamp. (The school has the right to ask for additional verification of the validity of the health form. If there is any reason to doubt the health form, the school may ask the parents to take the form to the Ministry of Health Authentication Department to confirm the doctor and clinic stamps.)

- c. This form must be returned within 2 school days of the absence, to the Student Services office. DO NOT submit these reports to the nurse.

The administration will only accept medical excuses for students who are unfit to attend school. Medical notes will not be accepted for a late morning arrival or partial day attendance/absence, unless the school nurse has sent the student home sick.

If a student has to leave school prior to the end of the day, a parent or guardian must check him/her out through the High School Office or Nurse's Office. If the student is returning to school after leaving, the parent or guardian must check him/her back in through the High School Office. Parents picking up students are to go to the reception area.

BBS does not have an open campus. Students may not leave school during the day (e.g. for lunch) and then return to school. All students leaving school early will be considered unexcused unless the school nurse has sent the student home sick.

Attendance General Expectations:

Regular and positive attendance is a pillar for a successful school life; hence, parents and students are kindly requested to respect the following expectations:

- Students will only be absent when it is impossible for them to be in attendance. In case of absence, it is important that parents contact the school prior to, or on the day of the student absence from school by 8:30 p.m.
- All students' attendance records are recorded on SKOOLEE. Parents and students are responsible for checking their SKOOLEE records on a regular basis.
- Every school day counts! It is disruptive to the educational program if families request that their children leave school early, or miss school time before or after a holiday or school exams/assessment. Students are expected to attend school for scheduled exams/assessments and before holidays and stay the entire day.

Procedures for Beginning of School Day:

- High School Students may enter the school in the morning through Gates 1, 2 or 6, until 7:35 a.m. Starting at 7:35, HS students can only be admitted on campus through Gate 1 (HS Gate).
- The first session starts at 7:20 a.m., any student arriving after that time will be considered 'late'.
- Students arriving on campus between 7:20 and 7:35 are required to join their classes directly (No need to check-in at the Receptionist's office within this timeframe).
- Students arriving at school after 7:35 a.m. are required to check-in at the receptionist's office before joining their classes.
- The Gate will close at 7:45 a.m.
- Students arriving at school after the first session, will follow the same procedure for check-in, however, before being admitted to school, the receptionist will call the parents to notify them of the student's late arrival to school.

Late to First Session and Late to Class:

A student is considered late when arriving to class after the beginning of class start time. This rule applies to all day sessions, including the first session of the day. Every 5 'lates' will accumulate into 1 unexcused absence.

A timeframe of 5 minutes between sessions is built into the day schedule to allow students to attend their next classes. Students are highly encouraged to be on time in order to be present when class starts.

Skipping Class:

Any student who is on campus, but not attending a session will be considered 'skipping'. Skipping will be registered by the teacher as 'unexcused absence'.

An incident of 'skipping class' will prompt an after school detention of one hour. Parents will be notified through a phone call.

- The teacher will provide an assignment for detention that is related to the academic standards that were addressed while the student was skipping class.
- The student work must be submitted to the teacher for review. Should there be any concerns about the quality of student work, the teacher will report it to the Assistant principal.

Repetitive incidents of skipping will result in 'suspension' or 'not inviting the student back to school'. Further, the parents will be called to a meeting to discuss the student's attendance, and a commitment letter will be signed. Skipping classes can also impact a student's membership in a school team or student organization, and participation in field trips or international trips.

Attendance & Make-Up Exams:

The schedule of assessments is announced on Schoology allowing students to have enough time to prepare and be ready. Should a student be absent for an assessment, two scenarios will be considered:

- In case the student is absent, and has not attended school on the day of assessment, the student will be allowed to “make-up” for his/her assessment, provided that a medical excuse has been submitted to the Assistant Principal office within 48 hours following the day of absence.
- In case the student is on campus and decided to skip the assessment, the teacher must inform and consult with the Assistant Principal. The student may be allowed to make up the missed assessment but may not receive the full credit (the maximum grade will be 80%)

Besides, the following considerations will be taken into consideration:

- A medical excuse cannot be accepted where the student was present on campus.
- Students are required to make up a missed assessment on the date assigned by their teacher.

Attendance & Membership in Sports’ Teams and Students’ Organizations:

Regular attendance & positive discipline can guarantee student’s membership in the school team, as they are key for developing one’s talent, and contribute positively to the team spirit and team work.

In contrast, irregular attendance/discipline can result with the following:

- A first warning is given to students in Sports’ teams when accumulating 3 unexcused absences in all of their courses.
- The student will be disqualified from the team when reaching 5 unexcused absences.

Considering the best benefit of students and valuing their efforts, disqualified students may be re-admitted into teams after displaying regular attendance and positive conduct.

Attendance and Educational Attainment:

Regular attendance is a key driver to any student’s academic success. In fact, attendance & Student’s Educational Attainment are interrelated on many levels:

- Missing classes will influence understanding and acquisition of important academic standards
- Positive attendance and engagement in classroom sessions enables:
 - » Developing important life skills of teamwork, communication, problem solving, etc.
 - » Building relationship with teachers and peers
 - » Reinforcing academic skills through questioning and checking for understanding, and requiring support of teachers.

Further, at BBS, we are confident that students’ sense of commitment and responsibility towards their learning facilitates the mastery of academic standards. In that spirit, the late submissions of formative work are offered to students as opportunities for them to demonstrate their learning. Nevertheless, late work submissions are privileges and not rights. Late work submissions cannot be offered to students who do not demonstrate regular attendance; in particular:

- Students exceeding 3 unexcused absences will not be offered such privileges, especially when a student is displaying reluctance to maintain positive attendance in class.
- In contrast, we value student effort and recognize improvement in attendance; hence, the teacher might decide to offer such privileges should the student invest efforts in improving his/her attendance.

- Students who are on “Attendance Intervention Probation” (9 unexcused absences) will strictly not be allowed any late work submission.

Further, it is important to note that an overall 10% of the student’s course grades during each semester can be lost due to accumulated ‘lates’ and unexcused absences.

Multi-Tiered System for Promoting Attendance:

A multi-tiered system is adopted for promoting positive and regular attendance among students, and for supporting students who have increased and concerning tardiness and absenteeism. The success of this system relies on the collaboration between all stakeholders: students, parents, teachers, counselors and school administrators.

In particular, students are highly encouraged to:

- Invest efforts in maintaining regular attendance
- Communicate any concerns/challenges preventing continuous and regular attendance with teacher
- Always inquire about ways for making up of missed academic standards
- Reflect commitment and positive school life habits

Similarly, parents are encouraged to:

- Monitor child’s attendance records on Skoolee
- Discuss attendance expectations with child
- Support and facilitate child’s regular school attendance
- Follow-up with child on attendance and positive school life habits
- Be available for emails or phone calls by teachers or school administrators

IMPORTANT NOTES

5 Lates = 1 unexcused Absence

15 unexcused absences in a course = Loss of credit in the course

15 unexcused absences + 10 excused absences in a course = Loss of credit in the course

INSTRUCTIONAL PROGRAM

The instructional program at BBS is a comprehensive framework that guides teaching and learning in the school. It is designed to provide students with a high-quality education that prepares them for success in their future academic and professional pursuits. Here is a description of the instructional program at BBS:

- **Clear Learning Goals and Objectives:** The school establishes clear learning goals and objectives that are aligned with local and/or national standards. These goals and objectives are communicated to students and parents, and serve as the foundation for the instructional program.
- **Curriculum:** The school has a well-designed curriculum that is aligned with the learning goals and objectives. The curriculum includes a diverse range of subjects and is designed to provide students with a well-rounded education.
- **Varied Instructional Strategies:** The school uses a variety of instructional strategies to meet the needs of different learners. These strategies may include direct instruction, collaborative learning, project-based learning, and problem-based learning.
- **Assessment:** The school uses assessment to measure student progress towards the learning goals and objectives. The assessments are varied in format and designed to measure student understanding and mastery of the material.
- **Feedback and Grading:** Students receive feedback on their work that helps them understand their strengths and weaknesses and guides their learning. Grades are based on mastery of the learning goals and objectives, and are communicated to students and parents regularly.
- **Support for Struggling Students:** The school provides support for struggling students, including tutoring, extra help sessions, and accommodations to meet their individual needs.
- **Enrichment Opportunities for High-Achieving Students:** The school provides enrichment opportunities for high-achieving students, including honors and advanced placement courses, research opportunities, and extracurricular activities.
- **Professional Development:** Teachers receive ongoing professional development to ensure they are equipped with the latest teaching strategies and techniques, and to help them meet the needs of diverse learners.

By implementing a strong instructional program, BBS can provide students with a high-quality education that prepares them for success in their future academic and professional pursuits. The program is designed to meet the needs of all learners, provide opportunities for enrichment, and support struggling students.

ASSESSMENT

Assessments are designed to support student learning and ensure that students are meeting the required standards in each class. The assessment policy for high school is grounded in the foundations of standards-based learning:

- **Learning Goals and Standards:** The school will establish clear learning goals and standards that are aligned with state or national standards and are communicated to students and parents.
- **Assessment Design:** Assessments will be designed to measure student progress towards these learning goals and standards. Assessments will be varied in format, including written, oral, and performance-based assessments.
- **Rubrics and Scoring Guides:** Rubrics and scoring guides will be used to provide clear and consistent criteria for assessing student work. These rubrics will be aligned with learning goals and standards.
- **Feedback and Grading:** Students will receive timely and meaningful feedback on their assessments, which will help them understand their strengths and weaknesses and guide their learning. Grades will be based on mastery of learning goals and standards, rather than on a curve or other comparative system.
- **Retakes and Revisions:** Students will have the opportunity to retake summative assessments or revise their work based on feedback, allowing them to demonstrate their mastery of the learning goals and standards.
- **Assessment Data Analysis:** Teachers will analyze assessment data to identify areas of strength and weakness in student learning and adjust instruction as needed.
- **Reporting to Parents:** Parents will receive regular reports on their child's progress towards learning goals and standards, including information on areas of strength and weakness, and opportunities for improvement.
- **Professional Development:** Teachers will receive ongoing professional development to ensure they are skilled in designing and implementing assessments that are aligned with learning goals and standards.

By implementing this assessment policy for high school based on standards-based learning, students will receive meaningful feedback on their progress towards learning goals and standards, and teachers will be better able to adjust their instruction to meet the needs of individual students.

We believe the following:

- Students should receive full credit for what they know
- A grade should clearly represent what a student knows and is able to do
- Students will receive regular feedback in order to improve their learning and be prepared for summative assessments
- Multiple opportunities will be offered to students to demonstrate their learning

Grading Policy:

Formative and summative grades are weighted based on the following:

- **Core classes** such as Languages, Math, Science, Technology/Humanities & Business, Arabic Social Studies Departments with the exception of some courses: Formative 10% Summative **80%** (includes attendance)
- Performance-based classes such as Art, PE, Music, Graphic Design, and Public Speaking: Formative 80% (includes attendance) Summative **10%**
- Currently Exempt: Arabic, Islamic/Quran, and AP Courses.

In addition to the above grade weighting, attendance will now be part of a student's grade.

10% of the student's final grade will be devoted to **attendance**. A percentage will be taken off for every unexcused absence a student has and will be subtracted from the student's final grade in each semester.

Late Work, Re-Do and Make-Up Policies:

At times, providing students with some flexibility with deadlines and retake assessments is sound educational practice that is in the best interest of our students. We recognize that all students learn at different rates and should be granted opportunities to correct mistakes.

Late Formative Assessments:

Late work formative assessments will not be accepted further than one week past the original assigned due date before the date of the summative assessment. If the student does not submit the late work within that week, the student will receive a '0'. Should a student receive a zero on their assessment, the teacher will still mark the assessment to provide the appropriate feedback to the student. It is the student's responsibility to submit late work. This policy does not apply to work assigned during class that is due within the same class period. Classwork that was assigned/due in the same class period will receive a 0, if not turned in when due during class.

Late Summative Assessments:

- Synchronous Summative Assessments (take place during the class period; students cannot be considered 'late' for Synchronous Summative Assessments)
- Asynchronous Summative Assessments (Students will have 24 hours after the deadline to submit.

Redo for Summative Assessments:

- There will not be a redo for summative assessments
- Teachers will have many opportunities for students to demonstrate their knowledge through short and long summative assessments
- If students do not perform well on a summative assessment, they will have other summative assessments throughout the year to improve their grade

Make-Up Summative Assessments:

Students are required to be present for scheduled summative assessments. If a student refuses to take an assessment, they may be assigned a suspension from school. The student will be allowed to make-up the assessment but may not receive full credit.

In case of an absence, the student is required to take a make-up summative assessment, after bringing in a medical note for the absence. All make-up summative assessments will be held after the originally scheduled assessment. Any disagreements regarding the make-up summative assessments will be directed to the HS Assistant Principals.

Academic Integrity:

Students are expected to complete and submit their own work. Occasionally some students will need assistance from parents or classmates, but it is important that all students learn to work independently.

Cheating is unacceptable under any circumstances and will result in progressively more severe consequences. Cheating is defined as participating in any of the following:

- Claiming as your own, work that is the product of another student or another source (plagiarizing). Teachers utilize www.turnitin.com for students to submit work to detect any potential plagiarism.
- Communicating verbally or nonverbally with another student during an exam/test/quiz.
- Being in possession of, or having access to, any unauthorized materials during an exam/test/quiz.
- Enabling another student to claim as his/her own, work that is yours, or the product of another source.
- Looking at another student's paper during an exam, test, or quiz.
- Found to be in possession of a mobile/smart watch or any other helping device, regardless if it's on or off.
- Using Artificial Intelligence (AI) to write work and claim it as his/her own work

Consequences for academic dishonesty are cumulative and will be applied during the course of the student's academic career at BBS.

The final grades that the students will attain at the end of the semester will strictly reflect the skills and knowledge that they have attained. Students who have broken the code of Academic Integrity will be penalized by different consequences per the number of offenses.

First Offense:

- The student will not be allowed to complete the exam/assessment. The test paper/exam/assignment will be taken away from the student.
- The student will take a make-up assessment on the first Saturday after the incident.
- The incident will be formally noted in the student's behavior school records.
- Student may retake the assessment; grade cannot exceed 80%.
- The parents will be informed through a meeting with the Assistant Principal.

The Assistant Principal is informed and provided with documentation to support the offense. A meeting with parents will be set informing them of the consequences.

Second Offense:

- The student will not be allowed to complete the exam/assessment.
- The student will take a make-up assessment on the first Saturday after the incident.
- The incident will be formally noted in the student's behavior school records.
- Students may retake the assessment; the grade cannot exceed 80%. The student will be placed on Behavior Probation, Tier 1.
- The student may be suspended for two days.
- The parents will be informed through a meeting with the Assistant Principal.

The Assistant Principal is informed and provided with documentation to support the offense. A meeting with parents will be set informing them of the consequences.

Third Offense:

- The student will not be allowed to complete the exam/assessment.
- The student will take a make-up assessment on the first Saturday after the incident.
- The incident will be noted in the student's behavior school records.
- The student may not be invited back to Al-Bayan for the following school year. The universities that the student is applying to may be notified.
- The student may be suspended for three days and will receive a warning letter.
- Students may retake the assessment; the grade cannot exceed 80%. The student will be placed on Behavior Probation, Tier 2.
- The parents will be informed through a meeting with the Assistant Principal.

The Assistant Principal is informed and provided with documentation to support the offense. A meeting with parents will be set informing them of the consequences.

Note: Any student that is currently enrolled in an Honors English course and is found in violation of Academic Integrity Policy will not be admitted into Honors English or AP English class for the following year.

Private Tutoring:

BBS will not participate in any way with finding tutors for students unless the counseling department identifies a student as being at risk. Only the counseling office can recommend additional assistance. Such recommendations cannot come from a teacher.

It is considered unethical and poor professional practice for a teacher to tutor one of his/her own regular students for pay; it is the policy of the Board not to permit a teacher to serve as tutor for his/her own students or for any other student at BBS if the employee has personal knowledge of the assessments that will be used to evaluate that student's achievement by any other teacher.

The BBS bilingual curriculum is very demanding. As a result, some parents may choose to have a tutor for their children; this is a personal choice. The school will not insist on or require parents to provide tutoring. In addition, BBS administration and teachers will not suggest or participate in finding tutors for students.



CURRICULUM & GRADUATION REQUIREMENTS

The Al-Bayan faculty, as well as the curriculum and instructional model have been designed to give the support and information to empower each student to find success, achievement and mastery of the skills, attitudes and objectives in order to move on to the next grade level. As a bilingual school, mastery of Arabic and English is required from all students. The High School programs foster the development of confident, capable and responsible students. We achieve our goals collaboratively, by establishing rigorous standards, which engage learners in the thoughtful application of knowledge. Al-Bayan Bilingual High School hopes to instill the necessity of lifelong learning in all of its students.

Advanced Placement Courses:

Al-Bayan High School participates in the Advanced Placement (AP) Program sponsored by the College Board in the United States. These AP courses are equivalent to freshman year, one semester, university courses and are intended for students who have proven themselves able to handle the extra workload and study requirements.

Per BBS policy, AP Students are required to take the AP exam from the College Board at the end of the year in order to receive the AP credit in their GPA. These exams are scored with a 1-5 mark. Scores of three or higher can result in the American universities awarding credit, exemption from courses, or advanced standing. Students will be required to pay a fee for this exam.

When selecting AP courses, students must carefully consider the extra time commitment to these courses. They are very demanding and may involve extensive homework and self-directed study. AP courses are offered based upon student interest. To enter an AP course, students must meet the requirement of a grade of B in the prerequisite course. Students may also enter an AP course by completing an AP Waiver for courses they do not meet the prerequisite for.

If a student chooses not to take the AP exam, the following steps apply:

- They are still required to pay for the exam as it was ordered for them.
- "AP" designation will be removed from their transcript.
- The AP weighting of grades will be removed from their transcript.
- The student will contact all universities they applied to and inform the school of their withdrawal from an AP course.
- BBS will contact all schools the student applied to and inform the schools of the student's withdrawal from AP course.

Prerequisites:

A prerequisite involves information required before a course can be taken. This may involve a course, skill level, minimum grade, experience, or teacher recommendation. Prerequisites are listed under the title of each course and should be noted by students when they select courses.

Prerequisites are typically required in AP-level or accelerated, higher level courses. Some courses require that a student meet a certain grade requirement in courses from grades 9 and 10. It is important to be aware of these requirements in order to plan ahead.

Grading System:

Grades are reported using letter grade system based on the following conversion tables:

% Grade	Letter Grade	GPA	Honors/Pre-AP	AP GPA
100-97	A+	4.00	4.50	5.00
96-93	A	4.00	4.50	5.00
92-90	A-	3.70	4.20	4.70
89-87	B+	3.30	3.80	4.30
86-83	B	3.00	3.50	4.00
82-80	B-	2.70	3.20	3.70
79-77	C+	2.30	2.80	3.30
76-73	C	2.00	2.50	3.00
72-70	C-	1.70	2.20	2.70
69-67	D+	1.30	1.80	2.30
66-63	D	1.00	1.50	2.00
62-60	D-	1.00	1.50	2.00
Below 60	F	0.00	0.00	0.00

The letter grade (I) is assigned to the student not completing all the requirements of the course due to extraordinary reasons acceptable by the administration. A student must complete the missing requirements within the deadlines set by the administration. If the student fails to complete these requirements within the set deadline, the students may receive an F for the course.

Computation of Semester Averages and GPA at Al-Bayan:

Semester grades are computed as follows: 75% of the semester grade is based on course work, 25% is based on the semester exam results. 50% percent of the final annual grade is based on the first semester grade and 50% percent is based on the second semester grade.

GPA Calculation Example: Final GPA of each year x total number of credits for that year:

- $3.56 \times 7.75 = 27.59$
 - $3.47 \times 7.75 = 26.89$
 - $3.85 \times 7.75 = 29.83$
 - $4.36 \times 7.75 = 33.79$
- TOTAL = 118.1**

Divide the total (118.1) by the total number of credits.

Total number of credits: $7.75 + 7.75 + 7.75 + 7.75 = 31$ | $118.1/31 =$ **3.81 GPA**

Evaluation and Reports:

Assessments of student achievement are based on informal observation and supervision of class work and homework. In addition, formal assessments may include oral recitations, presentations, quizzes, announced tests, project and performance based assessments, reports, and semester examinations.

Students will receive a progress report/Report Card three times per year (fall midterm, end of first semester, and end of second semester). These reports give the results of the continuous assessment and help diagnose the student's progress. Work ethic and attitude categories will be reflected on the report card as well to give parents and students additional information on their progress. Parents are invited to meet their son's/daughter's teachers to find ways to help improve the student's performance.

The final promotion decision recorded on the final report card is issued in June.

Work ethic and attitude categories will be reflected on the report card as well to give parents and students additional information on their progress based on the following criteria:

- **Thinking skills:** including areas such as critical thinking, creative thinking, and ethical thinking
- **Research skills:** including skills such as comparing, contrasting, validating, and prioritizing information
- **Communication skills:** including skills such as written and oral communication, effective listening, and formulating arguments
- **Social skills:** including areas such as forming and maintaining positive relationships, listening skills, and conflict resolution
- **Self-management skills:** including both organizational skills, such as managing time and tasks, and affective skills, such as managing state of mind and motivation.

Course Work:

Grades are based on student participation, quizzes, projects, reports, assessments, observations, attendance and other forms of assessment.

High School Diploma Requirements:

To earn the Al-Bayan High School Diploma, students must achieve the following:

- a. A record of regular attendance
- b. An acceptable behavior record
- c. The minimum number of credits required for graduation as explained below:

Graduation Credits						
Class	Gr 9	Gr 10	Gr 11	Gr 12	Credits Needed to Graduate	Total Credits
2023	6.75	7.75	7.75	7.75	27	30
2024	7.75	7.75	7.75	7.75	28	31
2025	7.75	7.75	7.75	7.75	28	31
2026	7.75	7.75	7.75	7.75	28	31

Important Information

One of the humanities credits must be from the following courses to graduate

- World History I
- World History II
- Political Science
- 20th Century History
- World Geography
- AP Comparative Government and Politics
- AP Human Geography

Scientific Pathway

Per the Ministry of Higher Education (MOHE), students who wish to pursue majors in Science, Mathematics, Engineering, Dentistry, Pharmacy, Architecture, and Medicine and who want to receive the Kuwait Scholarship, must take the following courses before graduation:

- Biology
- Chemistry
- Physics
- Algebra 2 (BBS required course for graduation)
- Pre-Calculus

If a student DOES NOT take Physics and Pre-Calculus in high school, they will not be able to pursue a degree in the fields listed above and will not receive a scholarship for the scientific pathway.

International(Liberal Arts) Pathway

Students who wish to pursue a major in Business, Law, Psychology, and anything outside of the scientific pathway, only need to complete BBS graduation requirements in order to earn a Kuwait scholarship.

HS Graduation Requirements	
Subject	Credit Points
Arabic	4
English	4
Islamic Studies	2
Quran Studies	1
Math	3
Humanities/Business	3
Arabic Social Studies	1
Science	3
Art/Music	1
Information Technology	1
Physical Education	1
Electives	4
Total Required Credits to Graduate	28

UK Requirements for Medicine, Pharmacy and Dentistry majors:

Students who intend to study a healthcare related field such as Medicine, Dentistry, Pharmacy, Nursing, etc. in the United Kingdom (UK) for University/College Admissions and as part of Ministry of Higher Education Scholarship program must take:

- Advanced Biology in grade 11 or 12
- Advanced Chemistry in grade 11 or 12
- Pre-Calculus or higher in grade 11 or 12

With a minimum score of A- or above in each subject.

Scholarship from the Ministry of Higher Education:

In accordance with the information sent to us from the Ministry of Higher Education, the following requirements are now needed to earn a scholarship:

- Students must have advanced level courses, taken in either Grades 11 or 12, in the following subjects. Students must achieve a grade of an A- in these courses:
- Biology (AP Biology would fulfill this requirement)
- Chemistry (Pre-AP Chemistry or AP Chemistry would fulfill this requirement)
- Higher level math (we are seeking clarification to find out if Pre-Calculus would fulfill the requirement; Statistics, Calculus, or AP Calculus would fulfill this requirement)
- UCAT score of no less than 2580
- IELTS score of no less than 6.5 on each section of the IELTS test
- Foundation Year Oral Test

GRADE 9 – 12 CURRICULUM

The curriculum of Al-Bayan Bilingual High School comprises a required program of studies to adequately prepare students for university studies. In addition, students select courses designed to enhance student readiness and response to various personal needs and interests. The school year consists of two semesters. Starting with the Class of 2024, the required amount of completed credits needed for graduation will be 28. All of our courses are yearlong courses.

Grade 9 (Freshman Class):

• Islamic Studies 9	0.5 credit
• Quran Studies 9	0.25 credit
• Arabic 9	1.0 credit
• English 9	1.0 credit
• Geometry or Algebra I	1.0 credit
• Biology	1.0 credit
• Social Studies I (Arabic)	0.5 credit
• Physical Education 9	0.5 credit
• 2 Elective Courses selected by student	2.0 credit
Total:	7.75 credits

Grade 10 (Sophomore Class):

• Islamic Studies 10	0.5 credit
• Quran Studies 10	0.25 credit
• Arabic 10	1.0 credit
• English 10	1.0 credit
• Algebra II or Geometry	1.0 credit
• Chemistry	1.0 credit
• Social Studies II (Arabic)	0.5 credit
• Physical Education 10	0.5 credit
• 2 Elective courses selected by student	1.0 credit
Total:	7.75 credits

Grade 11 (Junior Class):

• Islamic Studies 11	0.5 credit
• Quran Studies 11	0.25 credits
• Arabic 11	1.0 credit
• English 11 or AP English	1.0 credit
• Algebra II or Pre-Calculus or Integrated Math	1.0 credit
• 4 Elective Courses	3.0 credits
Total:	7.75 credits

Grade 12 (Senior Class):

• Islamic Studies 12	0.5 credit
• Quran Studies 12	0.25 credit
• Arabic 12	1.0 credit
• English 12 or AP English	1.0 credit
• 5 Elective Courses	5.0 credits
Total:	7.75 credits

COURSE DESCRIPTIONS

Please use the below link to access all the information regarding course descriptions, and their relevant details for the 2021-22 academic school year

[Course descriptions 23-24](#)

OUR COMMUNITY POLICIES

- Members of the BBS community include students, parents, faculty, staff members, and school employees.
- The right to an education means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate and unruly behavior.
- Members of the BBS community have the right to develop their own individuality without criticism or pressure from others, so long as it does not interfere with the rights of others.
- Members of the BBS community have the right to privacy.
- Members of the BBS community have freedom from being set apart or mocked because of race, sex, religion, culture, disability, classroom performance, etc.
- Members of the BBS community have the right to have personal and school property respected and safeguarded.
- All stakeholders are expected to treat each other with dignity and respect; this includes all faculty, support staff, maids, guards, students, and parents. All members of the BBS community are afforded this right.
- The school owners, the BOT and the divisional school administration will work to ensure that the school's rules, policies, and procedures, for all BBS stakeholders, must be consistently and fairly enforced.
- Faculty and staff must enforce and follow all school rules, policies, and procedures with consistency, fairness and respect and are expected to model these values in their interactions with peers, students, and parents.
- Students and parents are expected to follow all school rules, policies, and procedures; by reinforcing these, parents and students join the school in modeling these values. Rules, policies, and procedures are available for parents through divisional school guides, the school website, through information detailed at "Back to School" nights and through other available communication.
- Consequences for breaking rules or policies must be accepted in a mature and respectful manner by teachers, students, and parents.
- Students and parents must communicate their concerns respectfully and promptly following school protocol, as outlined in the divisional guides.
- The parent, hereby, declares and agrees that under no circumstances, whatever the reasons or motives, will he/she intimidate/threaten, or physically, verbally or mentally abuse any BBS community member for any matter relating to his/her son or daughter whether inside or outside the school campus.
- If a parent breaches the above agreement the school administration reserves the right to immediately expel the student from the school without notification or warning, and to take appropriate legal action against the parent.

Bring Your Own Device Program (BYOD):

BBS students in grades 5-12 are expected to bring a laptop with them to school, and to each class, every day. The following guidelines frame the BYOD program:



- Students must bring devices fully charged each school day.
- Devices will be used in class only when the teacher permits.
- Accessing the school Wi-Fi with more than one device at a time is prohibited.
- Sharing usernames and passwords and loaning devices are prohibited.
- Students are responsible for the safety and condition of their devices.
- Students must tape their name and homeroom number to their device.
- Student personal devices: Additional information will be provided upon students return to campus as lockers will not be available.
- Students must change their password often to prevent unwanted access to their account and protect their personal information.

Important note: The school is not responsible in the event of any damage or loss.

Consequences for violating these guidelines could range from a warning to expulsion depending on the severity of the violation of the Acceptable Use Policy and the BYOD guidelines. Consequences will also be in accordance with the High School Guide of Al-Bayan Bilingual School.

Information Technology: Acceptable Use Policy:

BBS' information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the school policy is necessary for continued access to the school's technological resources.

- Student must adhere to the following while accessing the school's technological resources:
 - » Respect and protect the privacy of others.
 - » Use only assigned accounts.
 - » Not use, or copy passwords, data, or networks that are not authorized.
 - » Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources, this requires:
 - » Observe all network security practices, as posted.
 - » Report security risks or violations to a teacher or network administrator.
 - » Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - » Positive and effective contribution with other students and internet users in accordance with school's acceptable use policy of Information Technology resources.

- Respect and protect the intellectual property of others.
 - » Not infringe on copyrights (no making illegal copies of music, games, or movies).
- Respect and practice the principles of community.
 - » Communicate only in ways that are kind and respectful, observing the principles of community.
 - » Report threatening or discomforting materials to a teacher.

Users MAY, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Users MAY NOT, in accord to the policy above:

1. Transmit, copy, or create material that violates the school's code of conduct, such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass, or any action violating school's code of conduct.
2. Transmit, copy, or create material that is illegal such as obscenity, stolen materials, or illegal copies of copyrighted works, or any action violating school's code of conduct.
3. Not use the resources to further other acts that are criminal or directly violate the school's code of conduct.
4. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project

Consequences: Violations of these rules may result in:

1. Disciplinary action, according to the school's policy.
2. Loss of user's privileges to use the school's information technology resources.
3. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any user, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

STUDENT CODE OF CONDUCT

BEHAVIOR EXPECTATIONS

Dress Code:

School uniforms need to be clean, neat and ironed. Tight clothing is unacceptable.

- BBS short sleeve or long sleeve shirt, BBS pants or shorts, sweater or jacket or approved class/group shirts or High School BBS jacket. BBS shirts must be worn with the zip-up BBS jackets/sweaters. Nothing else is acceptable.
- Shoes or sneakers of any color are acceptable. For safety purposes, bedroom slippers, sandals, or Crocs™ of any kind are not allowed. All shoes must have backs.
- Hats are not part of the school uniform and therefore should not be worn in the classrooms. However, they may be worn outside the classrooms.
- Students should always be in their school uniform. If they have a PE class or they are participating in any sports activity during or after school, they should change before and after that activity. No excuse will be given for being late to any class because of changing or showering after any sports activity or PE class.

Violations of the uniform code will be logged in the student's Skoolee Discipline File. Consequences will apply. (Please refer to CONSEQUENCES CHART on pages 23-24)

Please be aware that students must be in complete uniform (BBS SHIRT AND PANTS). If a student arrives at school out of uniform he or she will be asked to have their proper uniform delivered to school immediately and consequences for being out of uniform will apply. Students who are not in full compliance with the uniform requirements will face consequences.

(Please refer to CONSEQUENCES CHART on pages 23-24)

Vandalism:

Students found destroying/damaging school property or invading the personal space of another student will face consequences outlined on the Consequence Chart. Vandalism includes any destructive behavior that results in damage to school property. This includes but is not limited to drawing on walls in hallways, bathrooms or classrooms, placing stickers on school property, ripping or writing on school bulletin boards, invading the personal space of another student (this includes throwing food or drinks on another student, for any reason). Students will also be expected to pay to have any damage repaired. Parents and students need to understand that the school takes this issue very seriously and will take firm and appropriate action against any student who defaces or destroys school property or invades the personal space of another student.

(Please refer to the CONSEQUENCES CHART.)

Bullying:

BBS has a zero tolerance policy on bullying. This includes but is not limited to racial remarks or unwanted touching or name calling. Any student found to be engaging in this sort of behavior will be subject to up to a 3 day out-of-school suspension and placement on Behavior Probation. Repeated offenses may result in the student not being invited back to BBS.

School Deliveries:

Parents and Students should be aware that deliveries to the school will not be accepted unless they are one of the following:

School Uniform ✓

Eyeglasses ✓

Medicine ✓

All other deliveries will be refused and asked to be returned. Anything left in the office will be discarded. The school will not assume responsibility for the safety of any items delivered for students.

Smart Watches:

Students are discouraged from bringing smart watches to school and it is up to the teacher's discretion as to whether smart watches are allowed in the classroom. Smart watches are not allowed to be worn during quizzes/tests/exams. **They will be confiscated.**

(Please refer to [CONSEQUENCES CHART - P43-44](#))

Mobiles:

According to the ministry rule, mobile phones are not allowed on campus. Students found with a mobile, during class time or passing time, whether in class, homeroom, hallway or bathroom, etc. will have their mobile turned into the office, with the SIM card intact. Students who do not adhere to this policy are subject to consequences. (Please refer to [CONSEQUENCES CHART - P43-44](#))

- Parents will be notified on each offense through the Skoolee app and/or phone call.
- The use of any and all electronics fall under the rules of the school's Acceptable Use Policy.
- Family nannies may not use their own mobile phones on campus/inside the school's premises.

Smoking/Vaping:

Students and Parents should be aware that BBS is a smoke-free, vape-free campus.

Any student found to be smoking or vaping on school property or found with tobacco products or related materials (lighters, matches, cigarette papers, pipes, tobacco, vapes or vape cartridges, etc...) will face serious consequences that may include suspension.

(Please refer to [CONSEQUENCES CHART - P43-44](#))

Parents of students who are suspected of smoking on campus will be notified.

BEHAVIOR SUPPORT

Improvement of Behavior:

In the event a student does not demonstrate appropriate self-discipline regarding the school policies, procedures and regulations, a variety of sources are available to help the student improve his/her behavior.

- Initially the teacher, homeroom advisor and/or grade-level coordinator concerned interacts with the student.
- The student may then be referred to the Counselor, Educational Psychologist, or to the appropriate school administrator.
- Parents are expected to be partners to help solve recurring misbehavior before it leads to suspension or expulsion.

Behavior Probation:

When a student receives a minimum of 5 referrals from two or more teachers, parents will be notified of a warning of placement on behavior probation on Skoolee. The student will meet with the counselor, the grade-level coordinator and assistant principal to come up with possible solutions.

When a student receives a minimum of 10 referrals from three or more teachers or 1 OSS, they will be placed on Behavior Probation, Tier 1. At this point parents will attend a meeting with the Leadership Team. The Leadership Team will analyze a student's improvement during a probationary period of 9 weeks, and if a student continues to have major and minor offenses, s/he will continue on Tier 1 or be elevated to Tier 2. Parents will be brought in for a second meeting with the Leadership Team, and if the student continues to have behavior infractions, the student will risk Tier 3 (please see table below for Tier Information).

The consequences of being on Behavior Probation can include exclusion from extracurricular activities, practicing with sports teams and attending associated tournaments. All behavior probation referrals are reported to colleges and universities, if requested. The purpose of placing students on these probations is to encourage students to improve student behavior. Removal from Behavior Probation is contingent upon a behavior review by the Leadership Team. All decisions regarding probation are at the discretion of the High School Leadership Team.



Tier Level	Duration	Consequences	Possible Interventions
Tier 1	9 weeks (subject to leadership discretion)	<ul style="list-style-type: none"> Meeting arranged with parents and Grade-Level Coordinator/Assistant Principal Documented placement in student file Exclusion from extracurricular activities Exclusion from field trips and tournaments* Monthly meeting with Grade-Level Coordinator/Assistant Principal 	<ul style="list-style-type: none"> Student meeting with counselor Behavior Contract Regular meetings with grade-level coordinator
Tier 2	9 weeks (subject to leadership discretion)	<ul style="list-style-type: none"> Meeting arranged with parents and Grade-Level Coordinator/Assistant Principal Documented placement in student file Exclusion from extracurricular activities Exclusion from field trips and tournaments Continued monthly meetings with Grade-Level Coordinator/Assistant Principal Any further offenses lead to one OSS. Upon return to school, student is to be accompanied by a parent for a meeting 	<ul style="list-style-type: none"> Student meeting with counselor Behavior Contract developed/revise Regular meetings with grade-level coordinator
Tier 3	9 weeks (subject to leadership discretion)	<ul style="list-style-type: none"> Meeting arranged with parents and Assistant Principal/Principal Documented placement in student file Exclusion from extracurricular activities Exclusion from field trips and tournaments Continued monthly meetings with Assistant Principal/Principal Student file presented to Director Additional offenses can carry up to 5 days OSS. Upon return to school, student is to be accompanied by a parent for a meeting 	<ul style="list-style-type: none"> Student meeting with counselor Behavior Contract developed/revise Regular meetings with grade-level coordinator

***To be determined by the Leadership Team

Please note that if a student shows sufficient improvement as deemed by the Leadership Team, they have their Behavior Probation tier reduced or removed as per the details below.

- Satisfactory Improvement on Tier 1 - Removal from Behavior Probation
- Satisfactory Improvement on Tier 2 - Placed on Tier 1
- Satisfactory Improvement on Tier 3 - Placed on Tier 2

If a student does not show satisfactory improvement on Tier 3, they will have their file referred to the BBS Director. Options at this point will include but are not limited to Exclusion/Expulsion.

Consequences of Misbehavior/Consequence Chart:

It is the desire of the staff of BBS to instill in students a sense of responsibility. Part of this lesson involves the concept of consequences for actions, both positive and negative. There are consequences for inappropriate behavior. The seriousness of any misbehavior will determine the consequences applied. Consequences are at the discretion of the High School Leadership Team.

In general, the following steps will be implemented for inappropriate behavior:

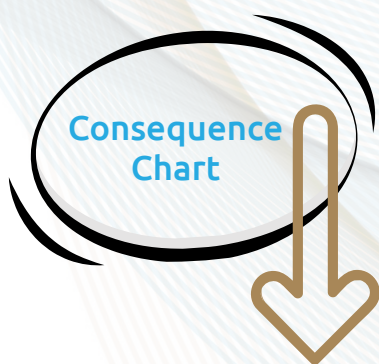
- Warning by classroom teacher
- Repeated warning/Possible consequence
- Phone call to parents/Possible consequence

Teacher (s) may notify the counselor to bring them into the student intervention process, if relevant.

Student (s) will be referred to the assistant principal's Office.

Student will face either mediation/counseling, Monday detention for one hour after school, suspension or consequences as outlined below: (P43-44)

Important Note: Consequences and disciplinary actions remain at the discretion of BBS administration. BBS Administration reserves the right to modify consequences and disciplinary actions based on a variety of factors, including but not limited to; the severity of the incident, the potential or actual impact of the incident on other individuals or the school, the age of those involved, and the frequency or repetition of incidents.



Behavior	1 st Offense	2 nd Offense	3 rd & subsequent offenses
Tardies (per semester)	3x late to the same class-notification on Skoolee	5 lates = 1 unexcused absence 6 lates to a class = Monday Detention	7+ lates= Monday Detention and Commitment Letter 10+ lates = 1 day suspension
Uniform Violation	Parent Notification through Skoolee; uniform delivered to school	Monday Detention; uniform delivered to school	Monday Detention and Commitment Letter; uniform delivered to school
Skipping Class (includes not being in the area sent to by the teacher)	Monday Detention and Commitment Letter.	May result in suspension from school	May result in suspension from school. Student may not be invited back to BBS
Academic Dishonesty (Cumulative)	Commitment Letter; retakes cannot exceed 80%	Possible 2 days suspension; retakes cannot exceed 80%	Possible 3 day suspension; Warning Letter; retakes cannot exceed 80%; Student may not be invited back to BBS
**Vandalism	Monday Detention; pay for damages	Possible 1 day suspension; pay for damages	Possible 2 days suspension; pay for damages; Student may not be invited back to BBS
Mobiles/Smartwatches/Wireless or Bluetooth headphones, Air-pods, etc.	Logged in Skoolee; device is held till the end of the day	Mobile/SIM Card /device held till the end of the day. Monday Detention	Mobile/SIM Card /device held until end of semester. Monday Detention
**Smoking or Vaping	2 days suspension; Commitment Letter; student may not be asked back to BBS	3 days suspension; student may not be asked back to BBS	3 days suspension; Warning Letter; student may not be asked back to BBS
**Possession of Tobacco or Vaping related products	Up to 2 day suspension possible; Commitment Letter	Up to 2 day suspension possible; student may not be asked back to BBS	Up to 3 day suspension possible; student may not be asked back to BBS
**Weapon at school	Up to 2 day suspension possible; Warning Letter; possibly immediate expulsion	Consequences will be determined by the situation	Consequences will be determined by the situation
**Bullying	Up to 2 day suspension possible; students may not be invited back to BBS; mandatory counseling; parent meeting required.	Up to 3 day suspension possible; students may not be invited back to BBS; mandatory counseling; parent meeting required	Up to 3 day suspension possible; students may not be invited back to BBS; mandatory counseling; parent meeting required

Behavior	1 st Offense	2 nd Offense	3 rd & subsequent offenses
**Inappropriate Behavior (such as but not limited to endangering/offending students/staff, blocking stairwell, activating alarm, walking out of class with no permission, using the elevator with no permission)	Possible Monday detention; Consequence determined by administration	Possible Monday detention; Consequence determined by administration	Consequence determined by administration; could include suspension and/or student may not be invited back to BBS
**Direct disrespect /insubordination (such as refusing to take an assessment, refusing to hand over mobile, etc)	Up to 3 day suspension possible; Commitment Letter	Up to 3 day suspension possible; Commitment Letter; student may not be invited back to BBS	Up to 3 day suspension possible; Commitment Letter; student may not be invited back to BBS
**Fighting/Hitting	Up to 3 day suspension possible; Commitment Letter	Up to 3 day suspension possible; Commitment Letter; student may not be invited back to BBS	Up to 3 day suspension possible; Commitment Letter; student may not be invited back to BBS
**Other specific behavior incidents	Possible Monday detention	Possible Monday detention	Consequence to be determined by school administration
Violent and threatening behaviour	1 day suspension	3 day suspension	Expelled from school (to be approved by investigation committee)

IMPORTANT INFORMATION:

- **Urgent situation 1:** It is understood that some very serious discipline situations may demand the immediate removal of the student from the class environment and that he or she could be sent to the Assistant Principal Offices without going through the steps listed above.

Urgent situation 1 consequence: The appropriate consequences will be discussed and assigned by school administration.

- **Urgent situation 2:** Smoking, Bullying, and Possession of Weapons infractions may result in a student directly being uninvited to return to BBS, regardless of the number of infractions.

Urgent situation 2 consequence: **Indicates that the consequences applied may depend on the specifics and seriousness of a situation; to be determined by school administration.

Other information:

- It should be noted that: serious or repeated behavior concerns in Skoolee could result in a student not being permitted to participate on teams/clubs and/or not allowed to travel on trips inside or outside of Kuwait.
- Infractions will be entered into Skoolee to enable record keeping and accurate data.
- In extreme or serious cases the school may decide that a student will stay home to finish the year and will not be invited back to BBS.

Commitment Letters:

This is a letter of agreement signaling that the student commits to following the rules of the school and will do their best to not repeat the behavior that made the letter necessary. This letter is reviewed and signed at a meeting between the Assistant Principal, the student, and a parent. Commitment letters address instances of unsatisfactory attendance, academic dishonesty, and behavioral challenges.

Cumulative commitment letters may result in the following:

- Suspension
- MOE notification
- Student not being invited back to BBS

Detentions:

- Students serve after-school detention on Mondays from 2:50 - 3:50 p.m. Parents will be informed through Skoolee.
- Detention location will be determined by the assistant principal and monitored by the Dean.
- Students who do not attend an assigned detention will have further consequences; including possible suspension.

Suspensions:

- When a student is suspended from school, a parental conference will be requested. The student will not be allowed to attend classes until that conference has taken place.
- All relevant staff will be notified of a student's suspension.
- **Parents and Students should be aware that all suspensions become part of a student's permanent record. Students will not be academically penalized during a period of suspension from school; however the school will reserve the right to inform universities of a student's record.**

GENERAL MATTERS

Crisis Management Procedures:

Al-Bayan Bilingual School has evacuation, fire drill, and safe-haven procedures in place in case of emergency. These are practiced with students in accordance with MOI and school schedules.

Posting of Paper Flyers:

Posting of any outside advertising flyers within the school on walls, lockers and windows is banned. Message boards and bulletin boards have been placed throughout the school. Any school organization wishing to post information flyers must use these to do so.

Free Dress Days:

Students are expected to comply with school rules on appropriate dress even during school free dress days or Spirit Week/Theme Dress Days. Any students wearing inappropriate clothing will be asked to have proper clothing delivered to the school. Any student dressed in free dress on a Spirit Week/Theme Dress Day will face the same consequence. Determination of whether or not an outfit is inappropriate is decided by administration. This includes, but is not limited to, inappropriate slogans/images on shirts/pants, pants or tops that are too tight or show too much, including shoulders and cleavage, short skirts/shorts, or see-through clothing.

Gifts:

Gifts to school staff are not to be made. Parents and students are requested to abide by this. The school maintains a gift-giving policy. In relation to students and parents, staff members may not give/accept gifts to/from students or parents with the exception of perishable items such as flowers and food items. Furthermore, recipients of unauthorized gifts have an obligation to hand such gifts over to division principals to be returned to the parents or students.

Lockers:

Students are responsible to keep their personal items secured. Lockers are available and can be assigned to students via the Student Services Office. If a student or parent wishes for their child to use a locker, they must provide a lock.

The school does not accept any responsibility in the event of any damage or loss.

Parties and Celebrations/Food related activities:

Food related activities during the school day and/or birthday parties or other celebrations are not permitted on campus. No events, including food, are permitted without administration approval.

Delivery of food, coffee, etc, is not permitted.

Use of School Telephone:

Students may use the school telephone for EMERGENCY calls, before school, during lunch, and after school. Calling to ask for authorization to go to a friend's house is not an emergency.

Jewelry and Valuables:

Students must not wear valuable jewelry or bring valuables to campus. The school does not accept any responsibility in the event of any damage or loss.

Identification of Belongings:

Student belongings (laptops, books, copybooks, jackets, PE uniforms, bags, etc.) must be clearly marked with the student's name. The school does not accept any responsibility in the event of any damage or loss.

End of Year Procedures:

Students must comply with the end of year procedures. These include returning all media center books and other reference material and textbooks, clearing their lockers, desks, etc. Charges will apply to lost or damaged items.

Please scan and return to your son/daughter's homeroom advisor.

Parent/Student Acknowledgement of the HS Guide

I read and understood the HS guide and I agree to abide by the policies stated within.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____