



# **BBS ELEMENTARY SCHOOL HANDBOOK**

**FOR STUDENTS AND PARENTS**

2024-2025

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# INTRODUCTION

The purpose of this handbook is to provide greater understanding of Al-Bayan Bilingual 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 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

# Principal's Message

Dear Parents,

It's a pleasure to welcome you to BBS Elementary School.

We have compiled this handbook, which contains all the details and rules followed in the elementary department, to help you stay connected with your child's education during these very important years that lay the foundation for a successful academic future.

Our aim is to create a happy and effective learning environment, to ensure a smooth learning experience for each child. By following the steps in this handbook, we can avoid any obstacle in the education process. Our goal is to provide an education that, while remaining firmly rooted in the Arab heritage and culture, aspires to meet the highest international standards.

We are intent on educating our students to be global citizens with the courage and capacity to create a joyful tomorrow. We encourage students to think outside the box, allowing them to explore different perspectives and come up with innovative ideas. By promoting this mindset, we help them develop the ability to think critically and adapt to new challenges.

## What is Elementary School?

- A period of learning that lays the foundation for life.
- A period of carefully planned experiences and preparations for academics.
- Becoming a member of a group and functioning as a part of the group.
- Learning to get along with classmates, to take turns, and to respect the rights of others.
- Developing positive self-esteem and individuality.
- Developing foundational skills for critical thinking and creative exploration.

At BBS, we seek not only academic qualifications but also personal and interpersonal qualities such as leadership, teamwork, determination, flexibility, confidence, respect and integrity, in order to bring about the qualities of a responsible individual. Our main goal is to create a partnership between the school and home for the benefit of your

children's education. Your involvement enhances their learning experience and contributes to their overall success.

*Thank you for your continuous support.*



Elementary Principal  
**Nadine Abdallah**

# THE SCHOOL PHILOSOPHY

We believe that we are educating students for the rapidly changing world of the 21st century. We agree that technological, social, and economic trends indicate that, more than ever, success and an enriched life will depend upon:

- The mastery of communication skills, including writing, reading, speaking and listening.
- The development of problem-solving skills, technological capabilities, critical thinking, and analytic abilities needed to deal with an increasingly complex world.
- The cultivation of an international and multi-cultural perspective and skills that will enable one to take advantage of professional opportunities in the international sphere.
- An understanding of the historic, economic, geographic, and environmental forces that have shaped the modern world and the ability to use this knowledge to better comprehend the present and anticipate the future.
- The ability to work with others as part of a team and to experience leadership effectively and appropriately.
- The capability for personal autonomy and motivation for a life of continuous learning.
- Strong self-confidence, resourcefulness, self-esteem, and assertiveness.
- An appreciation of the essential ingredients for sound physical and emotional health, and the capability to utilize the resources available to realize these values and to deal with the stresses of an active life.
- A well-defined code of ethics, values, and standards that is not dependent upon a controlled environment.
- Effective development and instruction in the fine arts; health, recreation, and physical development; leadership and team play; aesthetic awareness; ethics; and psychological growth.

# DIVISION INFORMATION

## ELEMENTARY SCHOOL PROGRAM

Al Bayan Bilingual Elementary School works to create a positive learning community based on the unique needs of the young learner. Our goal is to develop an educational program that appropriately and effectively meets these needs. We acknowledge that young learners need concrete, hands-on activities that engage their developing minds and the skills to become independent learners. Through a devotion to excellence in instruction, our program strives to build a solid foundation in both Arabic and English literacy, mathematical and scientific reasoning, creative problem solving, fine arts, and health and wellness.

Additionally, appreciating the unique heritage of the Arabic world and sustaining traditions gives rise to approximately sixty percent of curriculum being taught in Arabic. Our philosophy commits teachers to challenge students to high academic standards, as well as instilling a strong sense of community, self and values.

### STRUCTURE OF THE ELEMENTARY SCHOOL:

BBS remains committed to providing our students with the best in bilingual education. Within this framework, we continue to examine what we do, to ensure that we are meeting their needs. Dr. Sarah Nixon, noted educational researcher, wrote:

*“Young students learn best in environments that are stable, focused and allow for risk taking and exploring and are also guided and directed by caring and competent teachers.”*

#### Grades 1-4:

English teachers will teach English Language, Science, Math, Project Class, Library, Art, Makerspace and Digital Citizenship

Arabic teachers will teach Arabic Language, Library and Arabic Project.

Computer Specialist teachers will teach Computer for Grade 4 and Grade 5.

Social Studies Specialist teachers will teach Social Studies for grades 4 & 5.

#### Grade 5:

English teachers will teach English Language and Art.

Arabic teachers teach Arabic Language.

Math Specialist teachers will teach Math.

Computer Specialist teachers will teach IT.

Science Specialist teachers will teach Science.

Religion, Music and PE subjects are taught by Specialist teachers in all grades.

Protect Ed lessons are delivered to all grades by the counselors.

BBS remains committed to offering the best educational opportunities possible. In order to achieve this most effectively, we must remain open to examining how we educate our students, and remain committed to 'doing what it takes' to support this process.



# COMMUNICATION

## Weekly Planners:

Weekly Planners are posted by our grade heads on Seesaw by 2:15 p.m. every Thursday.

## Features on Skoolee:

In the spirit of cooperation, we implement the “Show to Parents” feature on Skoolee to help keep you informed of your child’s academic progress and behavior throughout the year. You will receive a notification on your phone every time a new grade or a behavior notification is entered in the Skoolee gradebook. Parents can download the Skoolee app on their phones to receive notifications of important messages and updates.

## Parent Process for Sharing Concerns:

On occasion, problems or concerns arise in which a parent may feel that they need to voice a concern. Should this occur, parents are encouraged to contact us so that we may work together to resolve any issues and maintain good communications.

Some parents may feel that if they were to express a concern, there might be some sort of reprisal or ‘revenge’ behavior. This is completely unacceptable. Should this occur, it needs to be reported immediately to administration.

## Protocol for Resolving School-related Issues:

What to Do:	What Not to Do:
Contact your child’s teacher through email, Seesaw, phone, or leave a message at reception.	Talk to other students who may have been involved in a disagreement with their child.
Work with the teacher. Teachers have the most contact with your child and the most influence for helping to solve problems immediately.	Avoid speaking to the teacher.
If after discussing the problem with the teacher the problem continues to persist, contact the Grade Head/Head of Department.	Ignore all other possibilities. Keep in mind there are usually many perspectives and at least two sides to the story.
	Go straight to the Director. The Director has the least contact with your child and has to go through all the channels already described.

<p>If the problem continues, contact the Dean of Students and/or Counselor.</p> <p>If the issue is not resolved, contact the Assistant Principal/Principal.</p>	
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### Parent- Teacher Conferences:

BBS ES takes great pride in the quality of communication with parents. It is essential that there be good communication between home and school. Our teachers make every effort in being available to parents.

Once students have settled into the new academic year, the teachers need time to become acquainted with the personality and abilities of each child before meeting with parents. Please extend that courtesy to them.

If you wish to meet with your child's teacher, please contact him/her via email or Seesaw to arrange a meeting convenient to both of you.

If you are concerned about any matter, please see the teacher first. If you are not satisfied after your meetings with teachers, you may then schedule a meeting with the Counselor, Assistant Principals, or Principal.

# INSTRUCTIONAL PROGRAMS

## US Common Core Standards for Math:

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and career. Two important resources that support our Math curriculum are HMH Go Math and IXL.

## Aero Standards for English Language:

Literacy includes reading, writing, and the creative and analytical acts involved in producing and comprehending texts. Reading and writing are important to ensure success in school, on the job, and in society. Today's expectations, however, encompass more than the ability to read, write, speak, and listen. These expectations include the use of oral and written language to make sense of the world and to communicate, problem solve, and participate in decision-making. The foundation for these literacy skills is language and an understanding of how language works.

Three important resources that support our ELA curriculum are UFLI, RAZ Plus and our school-created workbooks that are aligned with AERO standards and grade-level texts.

## Curriculum for Science:

The BBS Science curriculum is designed upon international standards, and uses a range of resources including, Science Fusion, Science A-Z, and Mystery Science. Students have practical learning opportunities outside the classroom through using the Makerspace, Elementary Science Lab and outdoor learning spaces.

## Curriculum for Arabic Language:

BBS elementary has a rich Arabic Language program which follows the Kuwait Ministry of Education (MOE) curriculum and recommendations. Additionally, efforts are made to enrich students' knowledge and skills with selected lessons and activities that align with Kuwaiti culture and traditions.

## Curriculum for Islamic Studies:

We follow the curriculum placed by the Kuwait Ministry of education.

## Curriculum for Social Studies:

We follow the curriculum placed by the Kuwait Ministry of education.

#### Rubicon Atlas Curriculum Map:

BBS is one of the first schools in Kuwait to adopt and be trained to use the American-based Rubicon Atlas curriculum mapping system. All staff in all subjects collaboratively utilize this program to improve the quality of their content units and their lesson plans. This allows the development and institution of higher educational standards for our students.

#### Three Principles of Curriculum:

- The curriculum should focus on powerful knowledge
- All students should experience a “thinking curriculum”
- The best results come from an aligned instructional system

# ASSESSMENT

## Assessment of Students:

To achieve an accurate overall understanding of a child's academic achievement, it is necessary that work is closely monitored throughout the year and regular assessments given. Assessments provide insight into student progress and inform teachers to guide their instruction.

## Report Cards:

Reports are issued three times a year and will indicate the child's academic progress and attitude and effort in school.

- Term One: Progress Report
- Semester 1: Full Report Card
- Semester 2: Full Report Card

Letter Grade	Achievement of the Curriculum Expectations
Level 4	The student has demonstrated the required knowledge and skills with a high degree of effectiveness. Achievement surpasses the standard. (Level 4)
Level 3	The student has demonstrated the required knowledge and skills with considerable effectiveness. Achievement meets the standard. (Level 3)
Level 2	The student has demonstrated the required knowledge and skills with some effectiveness. Achievement approaches the standard. (Level 2)
Level 1	The student has demonstrated the required knowledge and skills with limited effectiveness. Achievement falls much below the standard. (Level 1)
IE	The student has not demonstrated the required knowledge and skills. Extensive remediation is required. Insufficient evidence to assign a letter grade.

**BAW (Behavior, Attitude and Appraisal):**

A child's behavior does not always correlate with his/her academic grade. No matter what the academic grade is, the highest possible standard in BAW is expected of all students. This shows in preparation for lessons, listening to and respecting teachers and peers, and completion of all assignments, both at home and school.

	BAW INDICATORS
C	Consistently Evident
U	Usually Evident
S	Sometimes Evident
R	Rarely Evident

# COMMUNITY POLICY

## CHARACTER EDUCATION AT BBS

### 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.

### BBS Learning Circles (Formerly Tribes):

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

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

BBS Learning Circles encourages student collaboration, independent learning, and self-reflection through targeted BBS Learning Circles strategies and techniques.

**Bullying/Harassment Statement/Cyber Bullying:**

We wish to remind students, parents/guardians, staff and volunteers that harassment and bullying of students at BBS Elementary School is unacceptable. The school will not tolerate harassment or bullying of students based on the student's actual or perceived traits or characteristics, including: age, color, creed, national origin, race, religion, physical attributes, physical or mental ability or disability, ancestry, socioeconomic status, familial status, or any other trait or characteristic not here named.

Any student who believes he or she has been subject to harassment, bullying/cyberbullying or a hostile environment based on one or more of the characteristics noted above whether such harassment, bullying or hostile environment is created by a fellow student, school employee, parent/guardian, or volunteer is strongly encouraged to report the conduct to the principal, assistant principals, dean of students, counselors or teachers.



# ADMISSION, PROMOTION & RETENTION

## Elementary School:

Students in grades 1 through 5 are automatically promoted. The elementary school makes recommendations for improvement and monitors the progress of these students; and provides the necessary support to help students achieve the expected grade level standards as much as possible. Elementary administrators and teachers ensure sharing all relevant information with parents.

In a few cases, some students may not be promoted to the next grade level if they do not acquire skills and fulfill requirements that are necessary to succeed in the future. Those requirements are:

- Meeting grade-level academic standards, that can guarantee readiness for the next grade-level standards,
- Maintaining good behavioral and attendance records.

## Academic Promotion Requirements:

The academic promotion criteria for each division are stated clearly in the Parents and Student Handbook. Conditional promotion will be considered in the following cases:

- In Elementary School, students are automatically promoted; however, the school administration can consider 'conditional promotion' should the student fail to meet grade-level requirements. The 'conditional promotion' letter clarifies expectations for follow-up on the student's behavioral and academic performance and the support required for meeting the next grade-level requirements. Based on the discretion of the school administration, the Retention Protocol might be considered.

# STUDENT CODE OF CONDUCT



## Dean of Students:

The Dean of Students works with the ES Administration Team to carry out the school's academic and behavior programs. The Dean of Students responds to conflict and behavioral challenges and provides proactive leadership to meet those challenges and function to support the students' academic achievement, as well as their personal and social development.

## Progressive Discipline Policy for Typical Student Infractions:

There are two basic objectives behind our Discipline Policy:

- Develop in each student a sense of self-discipline and good character.
- Ensure that each student learns and each staff member works in a safe environment he or she deserves.

To help develop this responsibility, the school will:

- Adopt an approach appropriate to the child's age and maturation.
- Help children feel secure about their environment.
- Use positive reinforcement whenever possible.
- Focus on the behaviors, not the child.
- Hold the child accountable, as is age appropriate, for his/her actions.

Al-Bayan Bilingual School procedures state that all Al-Bayan students are expected to be respectful to teachers, peers, and staff. It also states that it is the school's responsibility to provide safety and wellbeing to the student population, and to promote positive ethical beliefs such as civic responsibility, human relations, and character.

BBS ES Students will be subject to disciplinary action for inappropriate acts if the acts are related to a school activity or attendance and which occur at any time, including, but not limited to, the incident occurs while the student is on school grounds, or the incident occurs when the student is on a field trip, on a school bus, or at a school-related activity or function.

When positive reinforcement and guidance fail, disciplinary action must be taken to deter negative behaviors that inhibit learning and student safety. Discouraged behaviors and consequences are listed below.

The Administration has the right to go directly to level 3 if the student's behavior is too severe.

## DISCIPLINARY CHART

Offense	Definition	Disciplinary Level
Physical Aggression	Vigorously physical or forceful, using one's body and force unnecessarily, or overreacting during play.	1,2,3
Rude or Disrespectful Behavior	The negative attitudes, behaviors and actions of one person towards another.	1,2,3
Misusing BBS Property/Vandalism	The instigation of or prolonged participation in aggressive verbal arguments with aggressive body language. The argument isn't easily diffused and appears to be escalating physical violence.	1,2,3
Verbal arguments	Any untruthful statements with the intent to mislead, including lying by omission.	1,2,3
Lying	Any untruthful statements with the intent to mislead, including lying by omission.	1,2,3
Obscenities in Arabic and English	Written or verbal obscenities or hurtful, denigrating, racist or exclusionary terms in English or Arabic to students or staff.	1,2,3
Repeatedly instigating trouble amongst peers	Any behavior intended to upset, splinter, distract, confuse, anger, belittle or annoy any peers or peer groups.	2,3

Cheating	Any inappropriate test/quiz/homework/project completion behavior with the intent to present work which is not one's own.	2,3, potential loss of marks
Out of class without permission	Being away from the class without the teacher's knowledge or consent.	1,2,3
Graffiti	The drawing, writing, carving or marking of any property other than the student's with or without the intent to harm.	2,3
Trespassing	Wandering in areas that are not permitted.	1,2
Dress Code Violation	Repeated non-compliance with dress code.	1,2
Continuous Disrespect to Staff	These behaviors may include but are not limited to repeated back talking, blatant insubordination, and arguing.	2,3
Theft	Receiving, taking or helping someone take things that don't belong to you.	2,3
Forgery	Signing or writing messages with the intent to represent someone else.	2,3
Fighting	Any physical violence or aggression against another person causing serious bodily harm.	2,3
Weapons	The bringing of dangerous objects to school with or without the intent to harm.	3
Use of Objects as Weapons	Using any object as a weapon with the intent to harm.	3
Uttering Threats	Verbal threats with the intent to intimidate or cause harm.	1,2
Misuse of Technology	Use of computers and internet for other than educational purposes.	2,3

Bullying / Cyberbullying	Verbal, physical and Cyber bullying whether it happened on and/or off campus.	2,3
Other	Any kind of misbehavior not listed above.	1,2,3

**Level One:** offenses are to be immediately dealt with on a non-administrative level by any BBS staff member. The staff member will liaison with or inform the homeroom teacher.

Should the misbehavior continue (more than 10 demerits), the student may move to the next level. Parents will be informed.

**Level Two:** offenses are to be immediately dealt with by any BBS staff member. Actions involving the Dean of Students who will contact the parents. If this misbehavior continues (more than 20 demerits), then the student may move to the next level.

**Level Three:** offenses are to be immediately dealt with by any BBS staff member. Actions will include administrative staff. Parents will be contacted. Should the misbehavior continue, the student may be put on behavioral probation, conditional promotion, or asked to leave BBS.

Level One Consequences Staff Members	Level Two Consequences Administration	Level Three Consequences Administration
1 Verbal warning Verbal apology Written apology Timeout Loss of recess Making restitution Loss of field trip/clubs Writing lines Community service Removal from the peer group	2 Written warning Written apology Parent meeting Behavior contract Making restitution Loss of multiple recesses Loss of field trip/clubs Detention from class Community service	3 Written apology Parent meeting Behavior contract Making restitution Detention from class Loss of multiple recesses Loss of field trip/clubs Community service Removal from the peer group

**Parents will be contacted	Removal from the peer group **Parents will be contacted	Out of School suspension **Parents will be contacted
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### Behavioral Probation Policy for continuous, severely disruptive behavior.

BBS is responsible for providing a nurturing, emotionally safe, and positive school environment in which every student can learn. BBS staff hold this responsibility very seriously. To this end, our students are expected to be respectful to themselves, their peers, and all adults in the community.

For students who exhibit severe disruptive behavior in classes, class transitions, or on the playground during the course of the academic year, the following procedures will be adopted:

- Teachers will initiate classroom/playground interventions and/or behavior modification techniques.
- A parent conference will be conducted
- Consequences for specific behavior may be carried out by the teacher or referred to the Dean of Students.
- Continued disruptive behavior will be referred to the Dean of Students without additional teacher interventions.
- A Child Study will be initiated with recommendations provided for parents, students and teachers.
- The Counselor/Dean of Students may meet with the parents and student to discuss strategies to change the student's disruptive behavior.
- If the students' disruptive behavior persists, he/she will be referred to ES administration for further action.

### Working Together To Achieve Our Goals:

Teachers can help students and parents by:

- Striving for high standards.
- Caring deeply about each student.
- Working closely with colleagues to set consistent expectations.
- Developing age-appropriate time management skills.

- Informing parents regularly about academic progress.
- Informing the parents of problems at school.
- Being aware of each student's academic, emotional and social needs.

Parents can help students and teachers by:

- Ensuring that students arrive on time and are prepared for their classes.
- Demonstrating the value of learning by not taking the child out unnecessarily.  
Reading the online schedule and expecting your child to pack their bag.
- Encouraging your child to take responsibility as they mature.
- Ensuring the correct school uniform is worn.
- Ensuring that your child gets enough sleep.
- Checking that practice is completed and regular review is done.
- Supporting our progressive discipline measures.
- Ensuring your child has a healthy lunch, free of soda or candy, and including vegetables, fruit, and healthy protein and carbohydrates.

Students can help parents and teachers by:

- Arriving on time to school in proper uniform.
- Speaking respectfully to others.
- Taking care of school property.
- Leaving valuables and pets at home.
- Walking in the hallways and taking care while in the stairwells.
- Helping keep our school clean and our students safe.
- Following general school rules and assessment rules.
- Focusing during lessons, trying their best, and allowing others to learn.
- Completing home practice and review as assigned.

# GENERAL MATTERS

## Administration's Position on Developing Class Lists:

In BBS, a dedicated team of professionals work for a number of months to determine the best possible mix of students for each class each school year. This is a highly complex process which involves teachers, counselors, and the admin team. Many factors are taken into consideration, such as the number of boys and girls within each class, performance in various academic areas, social skills, friendships, and so on. Every class list is developed keeping the best interests of your child and of every other student, as well as the class as a whole, in mind.

BBS maintains a wonderful team of teachers and support staff in place to ensure that every child is in a position to thrive at BBS. Your ongoing support is a vital part of this process. We ask for that support to continue by supporting the work that all of the team members have contributed in the development of our class lists. In the past, parent requests for student placement have been considered. This has greatly complicated the task of creating a fair and balanced class that meets each students' needs. For this reason, parent requests will no longer be accepted.

Please be advised that all class lists are final as posted and that no changes will be made.

## Parents Wandering Around The School:

Be advised that as per the directions of the Kuwait Ministry of Education, The Public Administration for Private Education, and as per BBS policy, **parents are not allowed to enter and wander around the school or enter classrooms during the school day**. Parents are asked to make an appointment with teachers or administration via email.

Teacher supervision of students commences at 7:00 a.m. and concludes at 2:50 p.m. Children on the BBS campus outside of this time frame are not supervised. Please ensure your child arrives and departs campus on time.

## Absenteeism:

Students demonstrating excessive absenteeism are missing out on learning opportunities. It is important for students to be in school as often as possible. As per the Ministry of Education guidelines on school attendance, for those students determined to be exhibiting a pattern of repeated absences, a letter will be issued to the student to be signed and returned by the parents.



When a student is absent, a note in Arabic or English explaining the reason should be handed to the homeroom teacher. It is also helpful if a telephone call is made to reception (22275000 ext. 7500) or the nurse (22275009 or 22275014). If a student has required medical treatment, then a doctor's note should be submitted to the school nurse. This will be kept in the child's records.

If you know in advance that your child will be absent from school, please email the ES Receptionist at [clara.khalifa@bbs.edu.kw](mailto:clara.khalifa@bbs.edu.kw) or the School Nurse at [may.salloum@bbs.edu.kw](mailto:may.salloum@bbs.edu.kw).

If students are absent, please coordinate any missed classwork with your child's teachers. This communication should take place via email or Seesaw.

#### **Skoolee for Students Attendance:**

We have implemented a student database program and keep attendance on Skoolee. Parents of students who have pre-approved leave during the school day must go to the ES Receptionist for a departure slip.

Additionally, students who arrive at 7:40am or later must pick up a tardy slip from the reception desk. Skoolee is a database program that, in the event of emergency, provides administration with accurate information regarding students' whereabouts.

Students leaving school without an approved excuse on 5 occasions will be considered a day absent. Any student who maintains perfect attendance (no absences/no tardiness) will receive a Perfect Attendance Award at the end of the semester. Students with excused absences will be included.

#### **Arriving at School on Time:**

While there are a number of factors which influence academic achievement, coming to school on time is one of the factors. Excessive tardiness can negatively affect your child's grades.

# DAILY ESSENTIAL PROCEDURES (ROUTINES)

## School Hours:

School begins at 7:15AM and concludes at 2:30 PM.

## Morning Routine:

Our school day begins with a morning routine.

ES students are to attend Morning Routine in the playground as follows:

Sunday:	Grade 1
Monday:	Grade 2
Tuesday:	Grade 3
Wednesday:	Grade 4
Thursday:	Grade 5

Late students will remain with the teacher on duty during Quran Kareem recitation and National Anthem. Students may be recognized for their accomplishments.

Students and teachers are to stand during the salute to the flag.

There is to be no talking during Quran Kareem and National Anthem.

When the morning routine is completed, students are escorted to their class by their homeroom teacher.

Students who arrive at school at any other time of the day must first visit the receptionist in the lobby to collect a late slip and then proceed to class.

As a result of your child being late:

- They do not benefit from the community and routine building aspects of Morning Routine and beginning of any time.
- An organized start to the day has been missed.
- Recognition of good work could be overlooked.
- Valuable instruction time has been lost.

Tardiness and absences are closely monitored. We are concerned about children who are continually late to school. Families can help by establishing a routine each morning that will ensure timely arrival and demonstrate a commitment to the importance of

education by being present and on time daily. Should a child be late because of a hospital/dental visit, please provide a note. Your cooperation in this matter is greatly appreciated as we are striving to establish good habits for our students.

## BBS Learning Support

Learning Support Specialists provide access to the curriculum and impact student achievement towards meeting the appropriate standards. This is done through the implementation of various strategies, research-based interventions/programs, accommodations, and modifications, using a data-driven approach. They provide support to students, as well as teachers, via targeted push-in services and small group instruction.

Learning Support Specialists are responsible for addressing and supporting the following student concerns:

- Academics English/reading and writing, Arabic/reading and writing, Math/Numeracy and Executive Functioning
- Low-Level Behaviors: Behaviors, which impede the student's academic performance, but do not "intentionally", disrupt the class. This can include fidgeting, inability to begin or complete work, hyperactivity, inability to attend or focus for extended periods of time, or being highly distractible.

### Child Protection Officer (CPO):

The Child Protection Officer position was founded to ensure that our students remain safe, emotionally, physically, and mentally throughout our BBS campus. The CPO's main roles are to manage all aspects related to the Child Protection programs. They are also there to be the point of contact for all related Child Protection Concerns and to work with students, staff, counselors, and Administrators to manage, respond and monitor all Child Protection related concerns. Referral and response processes have been developed to ensure that any concern is investigated, and that the student(s) involved are safe and supported.

### Protect Ed:

Part of ensuring the students' safety is ensuring that they know and are aware of their rights and responsibilities, both in and out of school. To make this happen, counselors deliver a safety program to students in all grade levels.

The program that we are using was developed in Canada and has been modified by the MENA chapter to cater to students in the Middle East. This program, called Protect Ed, will be delivered to our students by the school counselors. It involves activities which pertain to six main safety areas that students should learn in order to be safe. The activities, covering such diverse areas as Physical Safety, Personal Safety, Emotional Safety, Internet Safety, Anti-Bullying, and Healthy Living, will be completed in class. The

students will receive their Protect Ed books at the beginning of the school year. With the Protect Ed student workbook you will be receiving a parent Guide that will discuss why and what will be covered during these classes.

Protect Ed was selected by BBS from among a variety of safety programs to be delivered to our students as a complement to the BBS Child Protection Policy.

### Elementary Counseling Department:

The role of the Elementary Counselors is to assist students in achieving their academic goals and nurturing their social and emotional development. Counselors receive referrals from teachers, parents, and the administration.

Students may be referred to a Counselor for:

- Character Building
- Bullying
- Friendship
- Family/Home problems
- Dealing with Death and Divorce
- Organization/study skills help
- Academic concerns – low grades (CST)
- Worrisome behavior in class/recess

Please refer to the table below to find the appropriate contact for your query.

<b>ES Principal</b>	<a href="mailto:nadine.abdallah@bbs.edu.kw">Ms. Nadine - nadine.abdallah@bbs.edu.kw</a>	ناظرة المرحلة الابتدائية
<b>ES Assistant Principal</b>  Grades 1-5 - Math / Arabic / I.S.  Grades 4&5 S.S.	<a href="mailto:lina.elsoury@bbs.edu.kw">Ms. Lina - lina.elsoury@bbs.edu.kw</a>	المديرية المساعدة في المرحلة الابتدائية  الصفوف من الأول إلى الخامس - مادة الرياضيات  مادة اللغة العربية ومادة التربية الإسلامية  مادة الاجتماعيات للصفين الرابع والخامس
<b>ES Assistant Principal</b>  Grades 1&2 - English  Grades 1-5 -Music & LS	<a href="mailto:sagal.ali@bbs.edu.kw">Ms. Sagal - sagal.ali@bbs.edu.kw</a>	المديرية المساعدة في المرحلة الابتدائية  الصف الأول والثاني - مادة اللغة الإنجليزية

		مادة التربية الموسيقية لجميع الصفوف / قسم الدعم
<b>ES Assistant Principal</b>  Grades 3,4 & 5 - English  Grade 5 - Science & Grades 1-5 P.E.	Mr. Peter - <a href="mailto:peter.palingo@bbs.edu.kw">peter.palingo@bbs.edu.kw</a>	المدير المساعد في المرحلة الابتدائية  صفوف الثالث والرابع والخامس - مادة اللغة إنجليزية  الصف الخامس - مادة العلوم  مادة التربية البدنية لجميع الصفوف
<b>Grade 1 Counselor:</b>  <b>Grade 1 Grade head:</b>	Ms. Nadia - <a href="mailto:nadia.alahmar@bbs.edu.kw">nadia.alahmar@bbs.edu.kw</a>  Ms. Yusra - <a href="mailto:yusra.williams@bbs.edu.kw">yusra.williams@bbs.edu.kw</a>	الأخصائية الاجتماعية للصف الأول  منسقة المرحلة للصف الأول
<b>Grade 2 Counselor:</b>  <b>Grade 2 Grade head:</b>	Ms. Nazia - <a href="mailto:nazia.hussein@bbs.edu.kw">nazia.hussein@bbs.edu.kw</a>  Ms. Yusra - <a href="mailto:yusra.williams@bbs.edu.kw">yusra.williams@bbs.edu.kw</a>	الأخصائية الاجتماعية للصف الثاني  منسقة المرحلة للصف الثاني
<b>Grade 3 Counselor:</b>  <b>Grade 3 Grade head:</b>	Mr. Ramzi - <a href="mailto:ramzi.alhout@bbs.edu.kw">ramzi.alhout@bbs.edu.kw</a>  Ms. Hayat - <a href="mailto:hayat.baalbaki@bbs.edu.kw">hayat.baalbaki@bbs.edu.kw</a>	الأخصائي الاجتماعي للصف الثالث  منسقة المرحلة للصف الثالث
<b>Grade 4 Counselor:</b>  <b>Grade 4 Grade head:</b>	Mr. Osama - <a href="mailto:osama.alkhatib@bbs.edu.kw">osama.alkhatib@bbs.edu.kw</a>  Ms. Hayat - <a href="mailto:hayat.baalbaki@bbs.edu.kw">hayat.baalbaki@bbs.edu.kw</a>	الأخصائي الاجتماعي للصف الرابع  منسقة المرحلة للصف الرابع
<b>Grade 5 Counselors:</b>         <b>Grade 5 English Grade head:</b>	5A - 5B: Mr. Ramzi <a href="mailto:ramzi.alhout@bbs.edu.kw">ramzi.alhout@bbs.edu.kw</a>  5C - 5D: Mr. Osama <a href="mailto:osama.alkhatib@bbs.edu.kw">osama.alkhatib@bbs.edu.kw</a>  5E - 5F: Ms. Nazia <a href="mailto:nazia.hussein@bbs.edu.kw">nazia.hussein@bbs.edu.kw</a>  5G - 5H: Ms. Nadia <a href="mailto:nadia.alahmar@bbs.edu.kw">nadia.alahmar@bbs.edu.kw</a>  Ms.Alexandra	الأخصائيون الاجتماعيون للصف الخامس         منسقة المرحلة للصف الخامس

	<a href="mailto:alexandra.hominick@bbs.edu.kw">alexandra.hominick@bbs.edu.kw</a>	
<b>ES Dean of Students</b>	<a href="mailto:Ms. Maysaa - maysaa.sioufi@bbs.edu.kw">Ms. Maysaa - maysaa.sioufi@bbs.edu.kw</a>	عميدة شؤون التلاميذ في المرحلة الابتدائية
<b>1-5 Arabic HOD</b>	<a href="mailto:Ms. Seham - seham.alhawa@bbs.edu.kw">Ms. Seham - seham.alhawa@bbs.edu.kw</a>	رئيسة قسم اللغة العربية لصفوف الأول إلى الخامس
<b>1-5 Religion HOD</b>	<a href="mailto:Ms. Wafa - wafa.alzubaidi@bbs.edu.kw">Ms. Wafa - wafa.alzubaidi@bbs.edu.kw</a>	رئيسة قسم التربية الإسلامية لصفوف الأول إلى الخامس
<b>1-5 PE HOD</b>	<a href="mailto:Mr. Joseph - joseph.chacko@bbs.edu.kw">Mr. Joseph - joseph.chacko@bbs.edu.kw</a>	رئيس قسم التربية البدنية لصفوف الأول إلى الخامس
<b>1-5 Music HOD</b>	<a href="mailto:Ms. Lara - lara.ziadeh@bbs.edu.kw">Ms. Lara - lara.ziadeh@bbs.edu.kw</a>	رئيسة قسم التربية الموسيقية لصفوف الأول إلى الخامس
<b>Grades 4&amp;5 Social Studies HOD</b>	<a href="mailto:Ms. Hanaa - hana.marmar@bbs.edu.kw">Ms. Hanaa - hana.marmar@bbs.edu.kw</a>	رئيسة قسم الاجتماعيات للصفين الرابع والخامس

## BBS SCHOOL NURSE

- Al-Bayan Bilingual School health program offers educational, preventive, and first aid services. On the other hand, it is the responsibility of parents to follow up on the medical care and services that are offered out of school.
- A student with temperature 38C & above has to be sent home.
- In case your child has had high fever or flu, he/she should only be sent to school after 24 hours have passed and fever is considerably lower – with no anti fever medications – in order to avoid transmission of infection.
- In case of any illness – mainly communicable diseases such as chicken pox, measles, mumps, rubella, or scarlet fever, please do not send your child to school unless he/she is completely cured. A doctor's report should be sent to the school nurse on the first day your child attends school after recovery.
- In case of sore eyes or redness with tears, the child should not be sent to school unless a doctor was consulted to rule out contagious eye infection, and a doctor's report is needed to confirm that it is not contagious.
- In case your child was complaining of stomach ache and/or vomiting, please keep him/her home the next day to avoid the consequences of coming to school while sick. Not enough rest and exhaustion negatively affect the immune system and hence its defense against diseases. Moreover, a sick and sleepy student cannot learn.
- If you have noticed that your child has head lice/ nits, keep him/her home for at least 3 days / until clear while using the prescribed treatment. Directly inform the school nurse to be able to take the preventive measures soon.
- Should your child be given medicine during school hours, the nurse would be responsible for administering it. A doctor's prescription / written note signed by the parent should be attached stating the dose of the medication to be given, at what time and for how long.
- If a student is given a non - prescription medication at school, the nurse will document it on Skoolee under your child's medical file & you can have access to it / receive direct notification if you have downloaded the application on your



mobiles & turned on the notification option. Note that the nurse doesn't give any over the counter (non- prescription medication) to your child without your prior permission.

- In case of an injury that does not require follow up at home / not an emergency, the nurse will document it on Skoolee, stating the type of complaint, action taken and the time. The nurse will call the parent only if the injury is on the face/ head / or any sensitive area.
- In case of a medical emergency that needs paramedics/ambulance to be called, the nurse will administer the proper first aid, call the ambulance, inform the school administration, and call the parents.
- Should a child be given medicine during school hours, the nurse would be responsible to give it and keep it in the school clinic until the parent/guardian picks it up. Medicine should not be given for children to handle under any circumstances.
- For students with chronic medical conditions such as diabetes, asthma, or severe allergies, a management plan – sent to you from the nurse – has to be filled, signed by your child's doctor & sent back to the school clinic at the beginning of the school year. Prescribed medications – if any- should be provided to the school nurse along with the treatment plan.
- If your child has a severe allergy and needs to take an injection (Epi-pen), kindly provide the school clinic with it.
- In case of any previous illness / accident, please inform the school and provide a report about the present situation of your child for follow-up at school.
- The ES nurse gives permission to leave the school (leaving pass slip) to students who get sick at school or have a medical appointment only.
- In case of illness that causes absence from school for more than 3 days, a sick leave notice filled and signed by the doctor is required. If the absence is for 1-2 days, you can call the school clinic to inform. Regarding the make - up for any missing tests or school- work, you need to contact the designated teacher to arrange for that.

- In case your child was given any medication at night / morning before coming to school, please inform the school nurse in writing, stating the name of the medication, the dose, and the time of administration.
- A kind reminder not to include any nuts/ food containing nuts in your child's lunch bags (BBS is a NUT FREE CAMPUS).
- Health and cleanliness are vital for your children; make sure that your child eats breakfast before coming to school and that he/she brings healthy food, avoiding sweets and artificial food flavors and carbonated beverages. "Prime drink", "Pop Push up drink" and chewing gums are not allowed at school. Your cooperation would be highly appreciated.
- If your child had an injury that requires using a wheelchair all the time at school, you are kindly requested to send your own nanny to help the child in moving around and using the bathroom as well. Make sure to notify the school nurse and submit a medical report including the doctor's recommendations, the type of injury and the duration of recovery period/ wheelchair use. If the wheelchair use exceeds 3 days, the student has to bring his/ her own wheelchair.

**School Nurse Phone Line: 22275009 and 22275014**

# FOR BETTER LEARNING

## Extra Practice:

Extra practice is assigned by teachers, and is not graded. Recommended activities to support skill development can be seen in the Weekly Planner under Optional Activities.

## Good Study Habits:

Suggestions to help develop good study habits:

- Make a quiet and well-lit table available where there are few distractions. Furnish it with writing materials, books, and a notice board for the weekly schedule. A computer may be helpful.
- Establish a time for home practice completion, daily.
- All children need encouragement. If possible, let them work independently, especially in Grades 3, 4 and 5, but then check that the work is complete. Grade 1 and 2 students will need daily reading help. Teachers may give specific instructions as to how to assist with daily review, especially for our younger students. Please, seek their professional advice. Because English is a second language for most BBS students, daily reading is critical.
- Even Grade 1 students can pack their own bags, if supervised. Do not underestimate your child's capabilities!
- The Elementary School is a multi-storey building. Students are expected to carry their own bags as one small way of developing problem-solving and independence skills. Be mindful of this when purchasing school bags for your child.

## Tutoring:

The BBS bilingual curriculum can be very demanding for some students. Some parents may choose to have a tutor for their children. BBS will not insist, suggest, or require a tutor, nor participate in the finding of tutors for students.

## Textbooks and Copybooks:

### Copybooks:

Copybooks are provided to each student each school year, usually in a sufficient quantity to cover the needs of the year. Each book, upon receipt, should be labeled with the student's name, and returned to school. Copybooks are always available for parent review and discussion.

### Textbooks and Classroom Library Books:

Textbooks are distributed at the beginning of the school year. If not considered to be a consumable book, then the textbook number is recorded. Lost or damaged books will incur a replacement charge. Report cards will be issued only to those students who have returned all their books in reasonable condition or paid a replacement/damage charge. This applies also to Media Center books.

Fees for lost or damaged books are based upon the actual cost of the book, cost of shipping, cost of handling, and administrative overhead. Therefore, these fees are subject to change. Consult with the classroom teacher/media specialist for the cost of replacing a book.

### Media Center (LMC) - Library Books:

Reading is an essential part of learning. If an appreciation for books is developed from an early age, then both pleasure and knowledge will ensue. Every class will visit the library during both English and Arabic classes where students read, borrow and return books, and reinforce their reading skills.

### Use of the Library Media Center:

The library will be available daily during recess time and after school until 3:00PM. All children are encouraged to use this facility in order to develop a love for books.

### To Develop a Love of Reading:

- Children like to be read to. If possible, read to them daily.
- Buy books that include a recording. Recorded stories help to improve listening, fluency and pronunciation.
- Listen to your child read. Fifteen minutes each day will ensure growth. Discuss the pictures, characters, story problem, setting, and solution. Make a “text to self” or a “text to text” connection. If the story has been read in class, teachers will often include suggested questions for comprehension discussion.
- Encourage your child to visit a book shop, library or internet sites to select books of interest. Try downloading books, also. These need not always be fiction. Non-fiction books can help to develop different reading skills and build content knowledge.
- Reading can include magazines, labels on cereal boxes, or even signs as you drive around the city. Help your child become aware of print in both Arabic and

English. While traveling, there are unlimited opportunities for ‘authentic’ reading experiences.

- Have books available in the home. Model reading for your child. If your family’s ‘culture’ includes valuing the written word, then it is likely that your child will value reading.
- Students can access leveled assignments and an online library of eBooks through the RAZ Plus program and I Read Arabic.
- Reading is the core to effective learning. Speak to your child’s teacher or the school librarians for other ideas on developing healthy reading habits.

#### **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 which align with a constructionist approach to learning. For more information, kindly visit our website: <http://bbsmakerspace.com>

# ACADEMIC, BEHAVIORAL EXPECTATIONS AND POLICIES

Al-Bayan Bilingual School is a university preparatory educational institution providing the best quality education to its students. By nature of its being bilingual, the curriculum is very demanding. Therefore, continuous assessment will be ongoing in each core subject area.

## **‘Core’ subjects refer to the following:**

- English, Arabic, Math, Science, Religion and Social Studies

When students do not meet grade-level expectations in the core subjects, BBS Faculty will take the following measures in an effort to promote student learning:

- The teacher will initiate interventions.
- The teacher will invite the student to join “after school help” sessions.
- The school may request sight and hearing screenings.
- A Child Study meeting may take place; during which time all staff involved with the student will share insights, and develop further strategies to assist the child.
- Counselors will observe the student in class.
- If a specific and significant learning difficulty is suspected, parents may be asked to have psychoeducational testing completed for the student, a copy of which will be provided to the counselor. Often, these assessments provide very valuable and helpful information to educators
- The child may be referred to a Learning Support Specialist.

## **BBS Educational Psychologist:**

The BBS Educational Psychologist conducts all manner of psychoeducational screenings and provides therapeutic intervention for students of all grade levels. School Counselors and/or Learning Support Specialists may refer students to the Educational Psychologist in cases where they feel additional socioemotional support or academic testing is needed. Written permission is then sought from parents before sessions begin.

The Educational Psychologist collaborates with School Counselors, Learning Support Specialists, and other staff members to inform plans to support students.

### Field Experiences:

Through field experiences, learning can become more meaningful.

When a school trip is planned and approved by the ministry, parents will be notified by the school of the upcoming trip by way of a permission slip. This will include location, date, time, objective, and other details needed. The student will need to return the signed permission slip to the homeroom teacher. Payment for the field experience, if any will be done via Skoolee. No student may leave school grounds on a school sponsored trip without signed and dated parental permission.

These trips are sometimes used as a part of an authentic assessment.

As previously stated, students are expected to exhibit behavior which reflects our school policy on field trips.

A student may be withdrawn from an upcoming field experience if daily behavior causes concern for the safety of the student or other students away from school property.

### BBS ES Bring Your Own Device (BYOD) Policy - Grade 5

As our Grade 5 students prepare for Middle School, we want to offer them the opportunity to engage in a blended style of learning. Students bringing their own laptop to school encourages independence in learning and leverages technology to best support every student in a way that suits them as an individual. Students and parents must agree to and sign the BYOD permission form to participate. Students who misuse technology at school may have the privilege revoked.

#### Laptop Specifications

Purchasing a Laptop:

- Parents are free to purchase a laptop of their choice as long as it meets the specifications.

Laptop Specifications:

- Minimum Hardware Specifications:
- Intel Core i5 processor
- 4 GB RAM (Recommended: 8GB RAM)
- 256 GB Hard drive
- Long lasting battery

- Operating system able to run Windows 7 or higher / MacOS 10.14 (Mojave) or higher
- Camera feature for e-learning activities

#### Applications:

- Antivirus program that is always updated.
- Updated Internet browsers (Google Chrome & Firefox).

#### School Uniform:

##### General Uniform:

- The school uniform is the official Al Bayan clothing (pants, sweaters, shirts, shorts, skirts) with the BBS logo. These are sold online via the school website.
- Flat shoes. Sandals, cleats, slippers and “crocs” are not safe and are therefore not permitted. Boots are permitted during winter months.
- Navy blue or black heavy jacket/coat can be worn outside only for very cold weather.
- Students should have their names and classes written on the inside label of their clothes and lunch bags. This will help in the return of lost items to their rightful owners.

##### PE Uniform:

- The official BBS PE uniform is sold online via the school website.
- Lightweight sneakers or gym shoes of any color. Shoes with cleats of any kind are not permitted.
- Students may come to school wearing their PE uniform only when that lesson is scheduled for that day. Children arriving at school out of uniform will phone home to have the proper uniform brought to school.
- On certain occasions, students will not be required to wear their school uniform, but may come in free dress. These days will be announced. Inappropriately dressed students may be asked to phone home for a change of clothes.
- Simple and safe jewelry and watches are permitted.
- Smart watches and mobiles are not allowed in ES.

#### Lost Property:

Children frequently leave clothing in and around the school, especially during cold weather. If each article of clothing is named, then it is easy for it to be returned. Unclaimed clothing will be placed in the “Lost and Found” during parent-teacher conferences, and will be displayed for parents to peruse. Property not collected will be given to charity.



### School Supplies:

Supply lists are uploaded at the end of the school year on the BBS website and Seesaw. Replacement or additional copies may be downloaded from the website.

On occasion, teachers may ask for other items to be brought. This is usually indicated on the weekly planner.

### Forgotten Items:

Students need to learn to be responsible for their school work. Students are not permitted to call home to ask for assignments, projects or food, etc. to be delivered to the school. The school will NOT deliver items to students, as this would disrupt the instructional process. Changes of school uniform, eyeglasses or medication will be accepted.

### Use of Telephone:

Students may use the school telephone for EMERGENCY calls, and only with authorization. Students who need to call home must have a written note from their teacher.

### Clubs:

The ES after school programs take place through our Student Life Department. You may reach our Student Life Department at 222 75000 Ext. 7525

### Recesses:

Students should not bring balls from home to play with during recesses. The school provides school-appropriate balls for the purpose of safe play.

Students are not allowed to play soccer before morning routine or at dismissal.

ES students are not allowed to use playground equipment at dismissal time.

### Canteen:

Canteen services are **NOT** available for students Grades 1 – 5.

#### Food:

Teachers check lunch boxes regularly for healthy foods. Items such as nuts, chips, candy, and soda are not allowed. Elementary School is a nut-free campus. It is important to note that neither teachers, students, nor staff may bring nuts in any form to campus. This includes Nutella, peanut butter, any nut-based product or sweets containing nuts in any form.

### Money/Valuables/Mobile Phones/Electronic Games/Toys:

The following items are not to be used at school during school hours:

- Mobile phones and smart watches
- Electronic games
- Spinners, goo dough, slime, toy or real weapons

Any student found with any of the above items will have the item confiscated for a period of 7 days by administration. If found a second time, the item will be held for 30 days. If any real weapons are found in the possession of a student, they will be given a level 3 consequence.

The following items are strongly discouraged at school:

- Large sums of money
- Valuable possessions

The school assumes no responsibility for any lost or damaged items. Valuables are to be left at home.

#### Supporting children in school activities:

On occasion, events will be held at school to which parents are invited, and they are strongly encouraged to do so. As anyone, children are emotionally uplifted and thrilled when they feel supported. Seeing their parents in the school, looking at their work or watching them perform on the stage does wonders for their self-esteem.

We do ask, however, that all parents respect the teaching and learning of the other students and faculty at BBS. Interrupting classes to remove siblings to witness another child's performance is not allowed.

#### Assemblies:

Class assemblies or plays are an important aspect of raising students' abilities in many areas, including speaking, expression, performance and attitude. They are an essential element in raising achievement and standards.

Class assemblies will be scheduled during the last period of the day for parents. Students participating in the assemblies will go home with their parents after their performance.

Siblings in other classes or schools are not allowed to attend.

#### Volunteer Help:

Occasionally, parents will be welcomed into classrooms to assist with special projects. The teachers will communicate this opportunity through their weekly schedules. Of course, it is expected that parents will be respectful of all learners and teachers while they are visiting the classroom.

### Birthday Parties:

The celebration of birthdays during school hours or on school grounds is strictly prohibited. Neither teachers nor Administrative Assistants are permitted to give out invitation cards to birthday parties or any other personal events. Contact numbers of other parents are considered confidential and may not be given out.

### After-School Help (2:30-2:50 pm):

Elementary school teachers will offer after school help sessions on specified days for students who need assistance. These sessions will run from 2:30 to 2:50 p.m. Any parent who feels that their child would benefit may arrange for your child to attend with the teacher. The request for a child to attend these sessions may also be initiated by the teacher if he/she believes that a student is having academic difficulties.

### Student Personal Information Update:

Parent home, mobile, and emergency telephone numbers, as well as email addresses are essential for the school to have on file in the event of an unplanned dismissal or an emergency of some type. It is imperative that the school be notified of any information changes. This information is confidential and will not be shared with anyone outside of the school.

### Personal Teacher Contact Information:

It is not permitted for teachers to share personal home or mobile numbers with parents. The school phone tree is confidential and is not to be shared outside of the school. Parents are discouraged from asking for this information.

### Emergency Procedures:

In case of fire, lockdown or emergency evacuation, every student is expected to follow the teacher's instruction and move quickly and quietly. These drills are regularly practiced. If parents are on campus during a drill or emergency, it is requested that they join the procedure to model the seriousness for students.

### Clean Campus:

Everyone must work together so that our campus can look clean and attractive. All members of our BBS family are encouraged to work actively for a clean campus by putting litter in its place. BBS ES maintains awareness by having "litter free days" once monthly.

### Policy on Receiving Gifts:

Staff members may not give/accept gifts of any kind to/from students or parents (with the exception of perishable items such as flowers and food items). Staff members who are given unauthorized gifts will have an obligation to turn these over to the school Principal. Failure to do so will result in disciplinary action to the individual receiving the gift. All unauthorized gifts will be returned with appreciation and with no personal offense to the gift presenter.

## Conclusion:

The purpose of this handbook is to assist our parent community. Any comments you may have on information present or not present would be appreciated. Parental support of the school is greatly valued, and we look forward to a long and continued relationship.

*Thank you!*