



مدرسة النبراس الدولية ثنائية اللغة
Al Nibras International Bilingual School

2019
2020

Parent & Student Handbook

M/H SCHOOL

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Letter from the School Director and Founder

Dear Students

It is my pleasure to welcome you at the beginning of our new academic year, and on behalf of all Al-Nibras Bilingual International School staff members, I wish you all a prosperous year filled with success and achievements.

In this handbook introduction, we share with you:

Our vision, the dream, that we and your parents share, and that you will achieve.

Our mission, our commitment to provide you with all necessary care and education through your schooling journey.

Our beliefs, the values and the pillars of this school community.

Success is a beautiful word that carries hopes. Success is a hope at the beginning, achievement at the end, with perseverance and effort in between.

You, at Al Nibras, carry the vision's motto:

“Success is everyone’s right”

Since success is a legitimate right, remember that with every right you gain, there is a responsibility for which you are bound. Do not be selective in claiming your rights without committing to your responsibilities; this is life.

Our membership in UNESCO's Global Network of Schools is to promote our vision, mission and beliefs. It is an addition to our outstanding services, an enrichment for the school and the student's relationship with the community and the environment locally and globally, and a window to gain experience from different cultures worldwide.

Work hard to learn and gain knowledge. Take advantage of everything that is provided to you through your educational journey. Discover your talents, and build your abilities, because you are the hope of this nation and its future.

Dear Parents

We promise that your children will enjoy a safe and organized educational environment through advanced curricula, support services, academic and social care that will address their needs with your participation, and through our mission's motto:

"Together, we make the difference"

which will be achieved by the presence of the Parents and Teachers' Council, to whom we extend our thanks and gratitude for their interest and effort in positive and effective participation. We wish them every success.

Among the most important programs and services that we have been keen to add to our curricula: "The methodology of the learning in the twenty-first century," according to UNESCO. It has four pillars considered as basic principles to reshape education for sustainable development:

1. **Learning to know**, to provide the cognitive tools required to better comprehend the world and its challenges, and to provide an appropriate and adequate foundation for future learning.
2. **Learning to do**, to provide the skills, which would enable individuals to effectively participate in the global economy and society.
3. **Learning to be**, to provide self-analytical and social skills, to enable individuals to develop to their fullest potential psycho-socially, effectively as well as physically, for an all-round complete person.
4. **Learning to live together**, to expose individuals to the values implicit in human rights, democratic principles, intercultural understanding, respect, and peace at all levels of society and human relationships, to enable individuals and societies to live in peace and harmony.

Sincerely yours,

Dr. Nora Saleh Al Dhahiri
School Director and Founder

Letter from the Principal

Dear Students and Parents,

Welcome to Middle and High School at Al Nibras International Bilingual School!

I am proud to extend my twenty years plus experience to empower students, teachers and parents to achieve high academic level to meet 21st century requirements. As a school, we believe in preparing the whole student to become an independent responsible learner in an attractive safe nurturing inclusive educational environment.

Having interdisciplinary staff who take into consideration students' individual differences, students will have the opportunity to develop critical thinking skills and become independent learners through problem-solving and inquiry-based curricula. Middle and High School students will experience different academic activities to refine their skills to help them meet the academic university requirements.

Through my experience, I believe that parent and teacher collaboration is extremely important to enhance the student's learning experience to achieve academic excellence. As a school community, we will strive to work with parents to enrich school activities through their active involvement and contribution to set a high-value model for our students.

Looking forward to work with you to prepare our students to become independent learners proud of their country and their identity.

Mr. Mohammad Rahil

Middle and High School Principal

Vision

We envision our students as successful individuals, proud of their identity, believing in themselves, enjoying learning, excelling in work and dedicated to achieve.

“Success is everyone’s right”

Mission

Our students will be empowered to achieve the best of their abilities and reach their intellectual and personal potential. They shall become independent, productive, and integrated in their society through their life-long learning journey. This will be accomplished by implementing a complete, well-studied systematic inclusion system using our holistic approach in an attractive, safe, and nurturing environment.

Our services are provided by a highly competent, experienced, and multidisciplinary staff for whom integrity in work, transparency, and respect of individual differences are core values.

“Together we can make the difference”

Our Values and Beliefs

We believe:

- In the value and importance of Early Intervention
- In inclusion as a key strategy to develop learning and the means to achieve acceptance of others
- That everyone has rights to claim and duties to fulfill
- In the right of equal opportunities in learning, employment, and living
- That everyone must participate in the progress of his/her nation
- In the necessity of diversity to live and learn together for the benefit of everyone
- In learning as a lifelong journey

School Life

Attendance

Attendance is an essential part of the learning process; it aids in instilling concepts of self-discipline and responsibility, and exposes students to group interactions with teachers and fellow students. It enables students to hear and participate in class instruction, discussion, and other related learning experiences.

School Hours

7:15 AM to 2:15 PM

Morning routine begins at 7:30 am. Period 1 begins at 7:50 am, and the last period ends at 2:15 pm.

Early Arrivals

Staff supervision duties begin at 6:45 am for students arriving early. **Students are not allowed in the school before 6:45 am.** Please, note that the security guards at the front gates are not allowed to receive students.

Early Departure during the School Day

Students leaving before 2:15 p.m. must check out with the school Social Worker office as missed classes hinder the students' progress. Parents must come into the school office to sign out their child. Any student leaving before 11:00 a.m. will be counted absent for the day.

Tardiness

Attending school on time is critical for students' achievement. Students who arrive later than 7:30 a.m. without a valid excuse, such as a medical, or a family emergency, will receive a late slip, which is to be given to the teacher. If a student demonstrates continued tardiness, he/she will have to wait in the waiting area until they are signed in by a parent or guardian. **Drivers are not allowed to sign in students.**

Once the bell rings, students are expected to be in class. Students arriving late to class will be marked tardy. A student is tardy when he or she is not physically in the classroom when class begins. If students have been released late from their previous class, the teacher will notify affected teachers.

Excused Absence

An excused absence is one of the following:

1. Personal illness
2. Hospital stays for treatment
3. Emergency cases
4. First degree Family deaths
5. Court appearance
6. Any special cases or early dismissal with the prior approval of the Principal

If a student must leave the school campus due to a doctor's appointment, the parents must send a note with the doctor's appointment, or a copy of the appointment with the student to be submitted to the school nurse and approved by the Vice Principal. In the event that the doctor's appointment is a medical emergency, parents need to call the school nurse to request the student's leave which must also be approved by the Vice Principal.

If a student must leave due to an emergency, the parent must attend the school and pick up the student once the leave is approved by the Vice Principal/Principal.

If a student missed an assessment, and provided a justified absence documentation, the student is eligible to make-up the assessment within only 3 days after his/her return to school.

Medical reports are only accepted if handed in to school within 2 days of the excused absence. Medical Reports must be officially stamped by the doctor, clinic or hospital.

Unexcused Absence

An unexcused absence means that the student does not have any medical reason and documentation (Medical reports must be officially stamped by the doctor, clinic or hospital), does not have a family death case, or any previously approved emergency cases by the school Principal.

Middle School

Students will receive a written warning from the school every 3 absent days (the first 3 days, the first 6 days, the first 9 days, the first 12 days whether separate or consecutive). The following warning levels are to be considered in case of unexcused absence.

Warning 1	After being absent without valid reason for 3 days
Warning 2	After being absent without valid reason for 6 days
Warning 3	After being absent without valid reason for 9 days
Warning 4	After being absent without valid reason for 12 days

Any student who exceeds the absence of 15 days, even in one subject, will fail the year or subject and be expelled from school after transferring his/her papers to the Ministry of Education - Private Sector.

High School

Students will receive a written warning from the school every five absent days (the first 5 days, the first 10 days, the first 15 days whether separate or consecutive). The following warning levels will be applied in the case of unexcused absences.

Warning 1	After being absent without valid reason for 5 days
Warning 2	After being absent without valid reason for 10 days
Warning 3	After being absent without valid reason for 15 days

Any student who exceeds the absence of 15 days, even in one subject, will fail the year or subject and will be expelled from school after transferring his/her papers to the Ministry of Education - Private Sector.

Unexcused Absence from Semester Exams

Students who are absent from a semester exam without an excused absence or arrive 15 minutes late to exams will receive a ZERO on the semester exam. The grade is recorded as ZERO, "0", in the report card.

Unexcused Absence from Unit Tests

Students who are absent from a unit test without an excused absence will receive a zero on the semester exam. The overall grade is calculated with zero for tests.

Uniforms and Appearance

1. The school provides school uniform that is comfortable to suit the school day.
2. Students who are not wearing the school uniform will not be allowed to class and will be accompanied by the block supervisor to the waiting room. Block supervisor will call parents and ask them to send their child's uniform. Once the uniform is received, the student will change into uniform and will be sent to class.
3. Students are expected to be in uniform during events in which they will present the school at all times.
4. Students are expected to take care of their uniform cleanliness, hygiene, tidiness and overall appearance.
5. Open-toed slippers, crocs and sandals are not allowed.
6. Not being in school uniform is a disciplinary matter that will be followed upon as per the school's policy.
7. Grade 12 students (seniors) are allowed to design their own uniform (Shirt/T-shirt and/or Jacket) with the Principal's approval. Preparations for senior's uniform can start from Grade 11 so that approval is granted for the next academic year. Seniors uniform must comply with the Kuwaiti culture and the school vision and mission.

General Information

Health

Students in need of medical attention should notify their teacher immediately. Depending on the circumstances, they will be given a pass to see the nurse; if necessary, parents will be contacted. Parents of students with chronic health situations should notify the school nurse and social worker in writing. In case of accidents, the school nurse will be notified immediately. The nurse will do the needful and complete an accident report. The nurse will inform parents as needed.

Breaks/ Lunch/Prayer

Students are given two Breaks/Recesses throughout the day. First break is from 10:24 a.m. until 10:41 a.m. Second break is from 12:18 p.m. until 12:38 p.m. “Dhuhr” prayer is conducted during second recess in the school’s Masjid.

School Phone Use

Use of school phones is not permitted. For EMERGENCY calls, students may be given permission by the social worker.

Mobiles/Electronic Gadgets

Use of mobile phones on campus is not permitted at any time of the school day. Students with mobile phones or any other prohibited electronic devices on campus will have these devices confiscated. The matter will be dealt with as per the school’s policy.

Areas off Limits

Please note that certain areas of the school are always off limits at certain times for students to ensure students’ safety. The school parking lot is off limits at all times unless permitted or accompanied by parent/guardian.

Hall Passes

Students are not permitted to leave classrooms without a hall pass. Any student found in the hallway during class time without a hall pass will be sent back to class.

Lost and Found

Although the school assumes no responsibility for lost items, any lost or found items will be sent to the main receptionist. Students or parents can check with the receptionist for any lost items.

Emergency Procedures

The school will have practice evacuation drill each year. In the case of an emergency that requires evacuation, the school will execute the emergency evacuation plan.

Library and Subject Textbook Lending System

NIS provides you with the opportunity to borrow library books and subject textbooks. Our library textbook online application “Destiny Quest” allow students to check for the textbook availability and status as well as new textbooks added to the library list.

Teachers will hand out subject textbooks for English language subjects, namely English, Math, Science, and Social studies or any other international textbooks. Students are required to sign that they received these text books and return them at the end of the year in the condition received. In case of any damaged or lost book, the following fines will be applied:

Lost or destroyed book:

The cost for a lost or destroyed book is KWD 40 or more, in addition to the shipping and handling fees. A book is considered destroyed if it is determined to be unusable again, due to torn pages, spilled liquids, blacked out pictures or content (other than the censored content done by the school), improper drawings or quotes written inside or on the cover.

Damaged book:

The cost for a damaged book is KWD 20 or more. A damaged book means that is returned to us in a condition that allows us to use it, yet it has study marks, pencil marks, or bent pages and /or cover.

Whether library or subject textbooks, these books are of high academic value to ensure you have access to valuable academic content. Hence, you need to make sure that these valuable books are always in very good condition to enable you to proceed with your studies.

Note: The End of Year Report Card will be held in case there are pending textbook not submitted or not paid for.

Canteen Service

NIS provides students with healthy snacks or hot meals which comply with the MOE health requirements. It is extremely important to take into consideration that the Canteen is open to serve all the students, and it is not to be used in any inappropriate way such as food throwing. Students are required to respect peers in the queue when picking up their snacks or hot meals. Bullying, harassment, loud voice, or inappropriate behavior is not tolerated throughout the school and this includes the canteen. Students are required to return their trays to the designated area after throwing out unwanted items in the bin and to put chairs back at the table.

Note: Students with food allergies must inform the Chef at the Canteen and he/she will help student by informing them of the ingredients in a meal/snack or by providing an alternative snack or meal. Students are encouraged to see nurse if further help is needed.

Transportation

NIS provides transportation service to certain areas; please refer to the Student Affairs Department for more information. Students are required to adhere to the following procedures when using school transportation:

1. Do not be late to join the school bus in the morning. Maximum time allowed for the bus to wait is 3 minutes, and the bus will have to leave to the next destination to avoid delays to school or traffic congestion.
2. When leaving the school, you must leave your classroom 5 minutes in advance to avoid delays returning home. You must make sure not to leave your textbooks, worksheets or any academic materials in class and to pack your bag before the end of period 7.
3. You must always follow the Discipline Policy and Procedures in this Handbook, whether at school or inside the bus. Any violation of any of the policies stated in this handbook, will be reported and consequences will be applied.
4. You must maintain cleanliness and appropriate behavior with all students, teachers and bus drivers, as your safety and the other students' safety is extremely important.
5. In case of any violations spotted by you, report them to the Social Worker the next day so that the necessary action will be taken.
6. Students receiving three violations of the rules on the school bus will be excluded from the school transportation service (Refer back to Student Affairs for Bus Transportation Contract).
7. Parents who intend to send students by their own cars, given that their sons/daughters have driving licenses issued by the Ministry of Interior Traffic Department, must submit student's recent photo, driving license, car registration, and a signed parental consent. This consent form is available at the reception desk. All documents must be submitted for the approval of the Principal and for the student to receive the Car Driving Pass Card to be presented at the school gate at dismissal time.
8. Students with a car-driving pass must park their cars in the designated area in the parking lot, usually the fourth line.

Student Council Election Policy and Procedures

Student Council is the voice of the student body. The student council members engages in the following:

1. Promoting the sense of leadership among students
2. Engaging students in planning and taking serious decisions
3. Promoting concepts of Democracy
4. Encouraging discussion among students
5. Activating the role of students in the educational process
6. Contributing in the organizational process of school activities
7. Serving in the communication between the student body and the school administration
8. Wearing a special uniform logo designed by members of the Student Council and approved by the school Principal

9. Displaying a Monthly Magazine, which will include all the activities of the council.
10. Receiving the Recommendation Box, which will be placed in each class, to deliver students' requests to be discussed by the members of the council
11. Holding meetings at the end of each month to discuss accomplishments
12. Assigning a scheduled assembly day Student Council members to present interesting and humorous guiding topics for students

Organizational Structure of the Student Council:

1. Members are representative from each class
2. Head of Council elected by the members are assigned with the following missions:
 - Organize meetings and document the agenda in coordination with the school Counselor and Social Worker.
 - Call for meetings in coordination with the school Counselor and Social Worker.

Administering Meetings

Council's Secretary will be elected by council members. He/she will be assigned with the following missions:

- Documents minutes of meetings.
- Provides school administration with a report on discussions through the Social Worker.
- Keeps all council paperwork in a special file.

Conditions for Nomination

Each student has the right to be nominated to represent his/her grade level. The student should be free of any disciplinary sanctions such as warnings or school suspension.

Election Mechanism

1. Voting slips will be prepared by the school Counselor and Social Worker after being stamped or signed.
2. Each class will be visited on September 30. Students will choose a single student from their class to represent them.
3. Counting votes will take place after finalizing the voting process.
4. Winning nominated members will be announced during the Morning Assembly.

General Rules

1. The student who receives a warning slip will lose candidacy for the Student Council.
2. The class whose member was suspended will choose a new member through subsidiary elections.
3. Members who do not attend three consecutive, or non-consecutive meetings, will be discharged from the Student Council.

4. Members will be honored with a Council Certificate at the end of the year.
5. The administrative members of the council will meet every month to prepare agenda for each meeting.
6. The Secretary assigned by the Student Council will write the meeting minutes and send them to the Social Worker and school Counselor.

Lockers

Using lockers help in facilitating the daily school life of students. The process of hand-in and hand-over of lockers is managed by the school staff.

The locker fee is 30 KWD paid to ensure lockers will returned in good condition by the end of the year. In case of any damage to the locker or the lock, an estimation of the damage will be considered by the school administration by applying the school policy.

Students can proceed to the lockers three times; the first visit is in the early morning before period one. The second and third visits happen usually after recess time. No food, medicine or drink items are to be left in the lockers.

Students are required to save their pin code. In case the pin code is forgotten, the student will be charged the price of the lock.

Therefore, parents are requested to keep a copy of this code at home. Parents must keep the 30 KWD receipt until the end of the school year to receive a refund.

Academics

Intervention Academic Support Services

In addition to remedial sessions, eligible NIS students receive additional academic support from the Intervention Department. This service is provided by a team of highly trained specialists in the areas of learning Arabic, English, and Math, speech/language, occupational and physical therapy. An Individualized Education Plan (IEP) is developed to address the areas of concern and may include accommodations and/or modifications needed for the student to improve his/her achievement. Parents and students are integral members of the IEP team.

Important Information for Grade 8 Students

For the students moving from Grade 8 to Grade 9, it is extremely important to identify the importance of the High School grading system and especially the GPA system, which will be elaborately explained in the coming points in this Handbook. It is very critical to consider maintaining your GPA. Students must have a cumulative GPA of 2.0 out of 4.0, to graduate by Grade 12. Students with a cumulative GPA below 2.0 at the end of Grade 12 will be required to attend Summer School or repeat a school year to improve their GPA to this requirement.

Advisory, Guidance and Counselling Services

NIS Counselor, Social Worker and Heads of Department strive to support Middle and High students during their academic journey with academic advising and follow up. The Guidance Department at NIS provides career guidance, arranges university fairs at school and university fair visits outside school, and provides support and help to senior students to submit university applications to local or international universities.

1. NIS provides services of registering students for international exams, such as, IELTS, TOEFL or SAT. Registration fees are paid by students.

Academic Tracks at NIS

NIS provides students with two academic tracks, Science and Art, based on their achievements. The following are the requirement of each academic tracks:

A. Science Section Track:

Class	Math	Science
Grade 9	Algebra 1	Biology
Grade 10	Geometry	Chemistry
Grade 11	Algebra 2	Environmental Science
Grade 12	Pre-Calculus	Physics

B. Art Section Track:

Class	Math	Science
Grade 9	Algebra 1	Biology
Grade 10	Geometry	Chemistry
Grade 11	Algebra 2	Environmental Science
Grade 12	Business Math	Physical/Earth Science

The student will be recommended to take the Art track based on the following:

1. If the student achieves a C mark or less in Math and Science from Grade 7 and above.
2. If the student is already recommended by the Guidance Department, HOD of Math and Science Departments to take the Art track.
3. If the student joined NIS after Grade 9 and did not fulfill the Science track requirements.

Grading System for Middle School

The grading scale for letter grades is as follows:

Percentage	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
65-69	D+
60-64	D
Below 60	F (NM)

Grading System and Graduation Requirements for Grade 9 to Grade 12

Graduation Requirements

1. Graduation requirements are divided into compulsory core and elective subjects. To earn a High School Diploma at NIS the student must achieve a record of regular attendance from Grade 9 to Grade 12, and must complete High School with a minimum of 28 credits.

Subject	No. of Credits
Islamic Studies	2 credits
Arabic Language	4 credits
English Language	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies (English)	2 credits
Social Studies (Arabic)	1 credit
Computer Studies	2 credits
Physical Education	2 credits
Qur'an	1 credit
Electives	3 credits

- The student must earn the required credits through the study of compulsory core subjects provided by the school as mentioned in the above table. Each subject is equivalent to a specific number of credits; some of the elective subjects are equivalent to 0.5 or 0.25 credit. These requirements will qualify students to be eligible for acceptance at universities in Kuwait and worldwide.

High School - Credit Computation System

In High School (Grade 9 - Grade 12), each subject is assigned a number of specific credits based on the number of weekly scheduled periods as follows:

A. Year-long subjects:

- Subjects of 5 periods or more per week are considered 1.0 credit subjects.
- Subjects of 2, 3 or 4 periods per week are considered 0.5 credit subjects.
- Subjects of 1 period per week are considered 0.25 credit subjects; elective subjects are 0.5 credit each.

B. Semester-long subjects:

- Subjects of 5 periods or more per week are considered 0.5 credit subjects per semester.
- Subjects of 2, 3 or 4 periods per week are considered 0.25 credit subjects per semester.

Grading and Points Computation System for HS (Grades 9-12)

Letter Grades & Grade Point Average (GPA) system is as following:

Percentage	Letter Grade	GPA (points)
97-100	A+	4
93-96	A	3.8
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2
70-72	C-	1.7
65-69	D+	1.3
60-64	D	1
Below 60	F (NM)	0

Computation of points

The final points of letter grades are computed by multiplying them by subject credits, then dividing the total points of all subjects over the sum of the subjects' credits.

For example:

- Earning the grade of "A+" in a subject at the end of the year is equivalent to 4 points for a 1 credit subject. Therefore, the actual number of points that the student has earned in this subject is:
 - $\text{Result} = 4 \times 1 = 4$ points.
- If the student earned an (A+) in a 0.5 subject credit, the actual result will be:
 - $\text{Result} = 4 \times 0.5 = 2$ points.

- If the student earned an (A+) in a 0.25 subject credit, the actual result will be:
Result = 4 X 0.25 = 1 point.

Annual Average:

The following chart is an example of computing the annual percentage of a student's grades, based on the final result earned at the end of the academic year:

Subject	Credit	Grade	Points	Result (Credit X points)
Holy Qur'an	0.25	B	3	0.75
Islamic Studies	0.5	A+	4	2
Arabic	1	C+	2.3	2.3
English	1	B-	2.7	2.7
Math	1	A+	4	4
Science	1	A+	4	4
Social Studies	0.5	D+	1.3	0.65
Computer	0.5	B	3	1.5
Choice 1	0.5	A-	3.7	1.85
Choice 2	0.5	B	3	1.5
P.E.	0.5	A	3.8	1.90
Total Credits	7.25		Total of Result	23.15

$$\text{Annual Average} = \frac{\text{Total Results}}{\text{Total Credits}} = \frac{23.15}{7.25} = 3.19$$

Cumulative Average (GPA):

Cumulative Grade Point Average (GPA) is the student’s annual average, from Grade 9 to Grade 12, and is computed as follows:

$$\text{Cumulative GPA} = \frac{\text{Sum of the earned grade points in High School years}}{\text{Sum of the earned credits in High School years}}$$

This average is used in universities and colleges to determine the acceptance of the student. The student is given a transcript showing his/her academic achievement.

Transformation of GPA System to Percentage System:

$$\text{Percentage} = (\text{GPA} + 1) \times 20$$

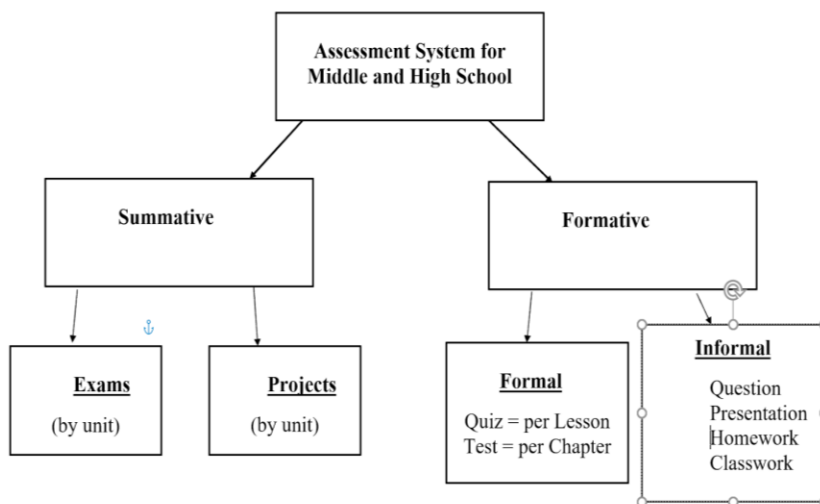
Example: If a student earned a GPA of 3.21 points, his/her marks would be computed as follows:

$$(3.21 + 1) \times 20 = 84.2 \%$$

Assessments

Assessments are an integral part of the learning process. NIS has a systematic assessment policy in place to ensure that our students are assessed on what they have learned throughout the year.

Formative assessments are of two types: formal (quizzes and tests) and Informal (classwork, homework, and presentations) are conducted every quarter. Exams and projects are conducted as summative assessments every semester.



Definition of Terms

Assessment: Assessment is the systematic process of documenting and using data to measure knowledge, skills and achievement, for the purpose of improvement. It is diagnostic in nature, and process oriented.

Evaluation: Evaluation focuses on standards and objectives to be met. In addition to grades, it might reflect classroom components other than course content and mastery level. It is summative, judgmental in nature, and product oriented.

Quiz: A short assessment after a specific topic

Test: A detailed assessment after a set amount of topics

Exam: A detailed assessment covering all semester topics

Make-up Exams: An exam for students who have a justified excuse for missing a scheduled exam

Re-sit Exam: An exam for students who failed up to two subjects at the end of the year

Evaluation System for MS and HS

NIS has a system of continuous assessment throughout the year.

Students receive Progress Reports for Quarters 1 and 3 and Reports Cards, which include grades and approximate GPA for Quarters 2 and 4. Final GPA is reflected in the End of Year Report Card.

A. Formative Assessment

It is the sum of continuous assessments during the semester to include student activities, both inside and outside the class, project preparation, research and reports, as well as oral, written tests and practical applications.

B. Summative Assessment:

Summative assessment takes place four times a year (two summative assessments within quarters 1 and 3 and two in Semesters 1 and 2 exams), and its calculated grades are as follows:

Grade Distribution Chart (Quarterly, Semester, and Annual)

Overall Quarter, Semester and Final Grades Weights Calculations	
Quarter 1	40%
Quarter 2	40%

1 st Semester Assessment	20%
1 st Semester Grade	100%
Quarter 3	40%
Quarter 4	40%
2 nd Semester Assessment	20%
2 nd Semester Grade	100%
<p>The final grade at the end of the year is computed as follows:</p> $(1^{\text{st}} \text{ Semester Grade} + 2^{\text{nd}} \text{ Semester Grade})/2$	

*Maximum grade for all subjects is 100% and the minimum passing grade is 60%.

Academic Letters

Recognition – Honors

Students with a Grade Point Average of 3.5 and above are considered Honor students and will be on the Honor Roll.

Notices of Concern (NOC)

Notices of concern will be sent to parents whose child is struggling to meet academic requirements. These NOC's are communicated with parents by paper or via the school online application three weeks prior to the end of first and third academic quarters. The NOC will be sent to every student who is receiving less than 70% in any subject.

Students must take benefit of reviewing their NOC with their parents once received, talk to their teachers on ways to improve their achievement, and work on attending the remedial sessions scheduled. The subject teacher in coordination with the Social Worker will arrange the suitable schedule.

Notices of the Academic Concern are sent out via the ParentPlus application, and it is the parent's responsibility to follow up on all notifications and messages sent.

Homework Expectations

Homework is given to students to reinforce the topics covered at school. Homework is sent home via the weekly lesson plans shared on the school ParentPlus application at the end of each week. Middle School students are expected to spend between 1.5 and 2 hours completing homework per

night, while High School students are expected to spend between 2 to 3 hours, respectively. Homework include written and reading assignments.

Examination Policy

Notification of Exams to Students and Parents

Students will be provided with a 'Study Guide' and 'revision materials' a minimum of one week in advance for Quarterly Exams, and two weeks in advance for End of Semester Exams. **Exam content will be from the 'revision material' as well as from the textbooks and notes taken in class provided by teachers.** Online resource websites for revision and practice will also be advised. Parents and students will be informed in advance of the exam schedule and revision lessons via:

- School Calendar
- Parent Letter
- Weekly Plan
- School Website

Re-sit Exam Eligibility

Students are eligible to re-sit for up to any two-core subjects based on the End of Year Student Report Card result, given that the student's mark is below 60%.

Re-sit Exam Content

Re-sit exam includes prerequisite yearly skills assigned by the teacher and Semester 2 academic content. No other alternative will be allowed to a student in case of inability to follow the aforementioned.

Re-sit Exam Result and Final Report Card Result

The registrar will issue a new End of Year Student Report Card in which it mentions the mark of the re-sit exam with an asterisk (*). The re-sit exam grade will be indicated as "pass" on the report card and a D grade, which is equivalent to 1 point, will be calculated into the GPA for High School students.

If you fail ONE subject in the Re-sit Exam, you will have conditional promotion to the next class. The condition is that you must pass the subject content, which goes to your portfolio, through the year.

If you fail more than ONE subject in the Re-sit Exam, you will be retained in the same grade level.

Cheating Policy

NIS urges you to conduct yourselves ethically and honorably. It is expected that the grade you earn is based upon work you have performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. We; therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative.

The following behaviors are considered acts of cheating:

- Plagiarism
- Talking during an exam
- Copying another's test/assignment
- Allowing others to copy your work
- Roving eyes during quizzes, tests, and/or exams
- Open books or notebooks during an exam
- Crib sheets/cheat sheets
- Passing notes during an exam
- Copying disks and printing another student's work
- Having someone do your assignment (homework, project, book report) for you
- Stealing or selling exams
- Altering a grade in gradebook, on a computer, and/or on a report card
- Taking an exam for someone else
- Using bribery/blackmail/threats and intimidation in pursuit of a better grade

Disciplinary Action

- For quizzes, tests, assignments and exams, any student found cheating will be quietly informed that he or she has been cheating. The teacher will note the time and type of cheating on the student's paper. A decision will be made later in consultation with the proctor, coordinator, and Principal / Vice Principal.
- Cheating is unacceptable and will result in progressively more severe consequences including up to a mark of "0." Parents will be informed.
- If you have been found cheating for more than once, the Social Worker will contact your parent/guardian for a conference, will place the cheating referral in your central file, and enforce the corresponding consequence according to the Discipline Policy.

Promotion and Retention

You are promoted or retained according to the following conditions:

1. If you pass all the subjects with an average of minimum 60%, you will be promoted to the next grade level.
2. If you receive a mark of 58% - 59% in the End of Year Exam or in the Re-sit Exam in one subject, you will be eligible to get plea marks after the approval of the committee composed by the school Principal, Vice Principal, and relevant HOD.
3. If you achieve less than 60% in any of the subjects and did not get the committee's approval to be promoted in case having 58%-59% in one subject, you will be retained in the same class. You shall not be retained more than one year at NIS.
4. If you meet graduation requirements, you will be eligible to graduate and cannot ask for any course repetition after your graduation.
5. If you are a Middle School student who proceeds the cut off age of 17 years, you will be dismissed from school.

Academic Curricula

National Curriculum

Al-Nibras International Bilingual School adopts the Kuwaiti Ministry of Education curriculum to teach:

- The Arabic language
- Arabic Social Studies
- Islamic Education
- Holy Qur'an

International Curriculum

NIS educational programs and curricula follows international standards and benchmark to qualify students for university entry level.

Course Descriptions

English Language Arts (ELA)

Middle School and High School ELA students will be exposed to basic grammar and vocabulary to boost their writing. Teachers are balancing class requirements regarding reading and writing. Students will be exposed to different genres and many writing drills, which enable them to write complete essays and conduct research. Texts will be carefully selected and copied to better meet the needs of students. Students will be exposed to **TOEFL, IELTS, and SAT** drills to enable them to acquaint themselves to academic university requirements.

Math

Middle School Math students follow an integrated Math program, which is as follows: Grade 6, Course 1; Grade 7, Course 2; and Grade 8, Pre-Algebra. These courses are general integrated Math curricula, which prepare students for Algebra 1 and Geometry at high school level. Students will be exposed to many problem-solving exercises, which will enhance their mathematical skills. Interactive boards are used to enhance the acquisition of math skills by bringing math from conceptual to concrete levels.

High School Math curricula are composed of Algebra 1 for Grade 9, Geometry for Grade 10, Algebra 2 for Grade 11 and Pre-Calculus for Grade 12 Business Math. All the High School courses prepare students for college level. Interactive boards are also used at the High School level.

Science

Middle School Science curricula are composed of 11 modules, which are broken down into: Cells and Heredity, The Diversity of Living Things, Ecology and the Environment and The Dynamic Earth) for Grade 6.

Earth's Water and Atmosphere, Matter and Energy, Motion Forces and Energy and Sounds and Light, for Grade 7.

The Human Body, Space Science, and Introduction to Science and Technology, for Grade 8. Interactive textbooks (Science Fusion), interactive boards and inquiry labs are used to bring students from concept to concrete applications.

The **High School** Science curricula are composed of block science courses, which are: Biology for grade 9, Chemistry for Grade 10, Environmental Science for Grade 11, Physics for Grade 12 Science Section, and Advanced Physical Science for Grade 12 Art Section. Interactive textbooks, interactive boards and inquiry labs are used to enhance instruction process inside classrooms.

Social Studies

Middle School Social Studies curriculum focuses on Asian, Middle Eastern and African cultures. The curriculum enables students to become critical thinkers by analyzing artifacts, drawing conclusions, generalizing and conducting research.

The High School Social Studies curriculum enables students to become independent learners and critical thinkers, by being exposed to ancient and modern history and World Geography. The historical accounts, excerpts, analysis and media widen students' scope of thinking.

Visual arts

Visual arts curriculum at the **Middle School** level widens students' imagination and creativity through the exploration of their own art making. The focus is on helping students to develop skills in self-reflection, problem solving and analysis.

Visual arts curriculum at **High School** level exposes students to different philosophies and schools of art. The focus is on the further development of contextual understanding and critical thinking.

Physical Education

PE Department promote lifetime values, which are related to the physical education and health related subject. During the PE lessons, students obtain not only valuable physical skills, lifelong knowledge concerning the healthy lifestyle, but also leadership skills needed for a lifetime.

The PE Department provides the opportunity to our students to master their skills via after school clubs / programs. These activities vary according to the students' level of performance and are age appropriate.

During the academic year, the PE Department organizes multiple sport events, such as in-school competitions, NIS Sports Day, fathers vs. sons' football matches, etc. In addition, to team trophies, individual medals are granted to the best performing students.

Al-Nibras International Bilingual School has been a member of the Kuwait Foreign Schools Activities Conference (KFSAC) since 2011. This is one of the most popular sports forums among the elementary and middle school students in Kuwait. Since then, NIS took part in many sports activities organized by the KFSAC, and gradually increased the amount of sports events, and trophies won.

Elective Courses

A variety of elective courses are provided to students to opt from which enrich student academic experiences and lifts students' interests, such as, but not limited to, Drama, Photography, horticulture, music, and robotics.

Discipline System

Al - Nibras International Bilingual School seeks to find the best methods and strategies that guide students in developing self-discipline, to accept and implement school directives and instructions within and around the school. The school identifies levels of violations and proactive, remedial, and guidance strategies that should be followed to reduce unacceptable behaviors or conducts that need to be directed and guided and that require adjustment within or outside the school. Also, NIS looks for the best ways to develop a positive school environment and teamwork, to strengthen the social responsibility and community participation, and to support employees within the school community to achieve comprehensive development. Al Nibras International Bilingual School works to establish mutual trust among all members of the educational process in the school, through a strong network of positive relationships that safeguard the rights and ensure compliance with its responsibilities and competencies.

General Rules of School Discipline Regulations

The Discipline Regulations:

- Reflect all aspects of society in general; the school community, the guardians and the teachers are involved in the educational process.
- Determine behavioral violations that need to support the educational and discipline measures that are in line with the values, customs and traditions of society.
- Monitor and identify the most important behavioral violations by the students in a practical and observable process and measurement.
- Order these behavioral irregularities by severity and seriousness to levels.
- Define preventive, guidance, treatment and counseling strategies according to the degree of severity of the unit of violations.

First: Objectives of the School Discipline Regulations:

- To create the appropriate educational environment for students, teaching staff and school administration to achieve the objectives of the educational process.
- To promote and strengthen positive behaviors, and pledge to reduce the behavioral problems of students with all possible educational means.
- To respect the law and uphold the values of tolerance and mutual respect between teachers, school administration and students.
- To provide clear methods for the staff to deal with the behavior of students according to the appropriate educational principles.
- To provide students and guardians with the rules and instructions on behavior and attendance and the importance of commitment to them, in order to achieve self-discipline of students' behavior.

Second: Rights of Students in the School Discipline Regulations:

- The right to be in a safe learning environment that is free of discrimination, harassment and blind fanaticism, to ensure achievement of the intellectual security and psychological comfort for students.
- Treatment based on mutual respect without distinction or discrimination for any reason.
- Availability of confidentiality and privacy for data and student records by school administration and students.
- The right to receive guidance, direction and advice to achieve personal, social, academic and occupational growth.
- The right of the freedom of expression, recreation and practice in the school educational activities.
- Mutual respect between students, teachers, parents and all school staff.

Third: Responsibilities of Students in School Discipline Regulations:

- To attend school and classes regularly at specified times.
- To maintain the safety of books and school appliances.
- To follow the school's instructions on entering and leaving to and from the classroom and the school building.
- To adhere to the policies, rules of discipline and special behavior management established by the school that are in line with the decisions of the Ministry of Education.
- To complete the tasks, work assignments, duties and activities required from them within the school.
- To respect the property of the school, the property of others and school personnel or attendees.
- To take responsibility for any intentional or unintentional loss or damage to school property.
- To make the learning environment a safe environment that contributes to students' access to their rights.
- To collaborate with their mates and all employees of the school politely, respectfully, effectively and positively.

Fourth: Rights of Parents in School Discipline Regulations:

- To be regularly informed about the presence of their children, their behavior and their educational achievement.
- To review discipline and behavior management policies at the school level.
- To give any ideas or procedures or mechanisms in the field of school discipline to the Parent Teacher Association (PTA) to discuss and take the necessary action(s).

Fifth: Responsibilities of Parents in the School Discipline Regulations:

- To collaborate with teachers and all school staff to ensure student compliance with school rules and regulations
- To take all appropriate measures to ensure that students' regular attendance at the school

- To be responsible in the case of damage to the school property due to either intentional or unintentional misuse of the student.
- To collaborate with the school to instill in students responsibility for self-discipline.
- To implement the decisions through guidance and educational procedures issued by the school management.
- To contact the school at the specified times determined by the school management.
- To implement school decisions if the school administration requests to attend school.

Sixth: Responsibilities and Authorities of Teachers in School Discipline Regulations:

- To maintain order and discipline among students present and participating in activities inside and outside the school sponsored or approved by the school administration.
- To show due respect to the student by considering the school discipline regulations.
- To use appropriate intervention strategies that maintain discipline and school system, by considering the gradual use of strategies in accordance with the severity of behavioral irregularities, and by taking into consideration the stages of growth experienced by the student.
- To provide a report to the school Principal on unacceptable behavior, in accordance with the discipline regulations.

Seventh: Responsibilities and Authorities of the Principal and the Vice-Principal in School Discipline Regulations:

- To cooperate with the committee formed by the school in implementing and following up of the school code of conduct with students, teachers, and staff.
- To review the rules at least once a year to update or change.
- To take action to ensure an appropriate safe learning environment including educational buildings and facilities.
- To implement the school discipline regulations and to develop the necessary statistics to reduce the common violations, and to find preventive and curative methods for them.
- To implement the discipline regulations and review the behavior of students towards each other in the school buses and during school activities.
- To notify parents as soon as possible, if the student is injured due to unacceptable behavior.
- To notify the guardian of the student within 24 hours of the actions taken in accordance with the discipline policy.
- To ensure that educational programs are available to students who have been suspended by any means.

Eighth: Responsibilities and Authorities of the Block Supervisor in School Discipline Regulations:

- To ensure that all students are treated with respect in accordance with discipline regulations, and report on incidents and offenses committed to the Principal daily.
- To allow the student to express his/her point of view; hence, the Block Supervisor reports the violation and the procedures taken to the guardian and school Principal.

Ninth: Violations and the First, Second and Third Actions According to Severity, Frequency and Intensity of Behavior:

The aim of the actions is to modify and promote positive behavior, not to punish the student as an individual. Therefore, the school strives to:

- Follow gradual procedures to deal with uncontrolled behaviors by starting with verbal warnings, and then by written warnings while communicating with the guardians.
- Condemn uncontrolled behaviors, not the student himself/herself.
- Avoid early escalation in the application of educational procedures and use these procedures to deal with the most dangerous behaviors.
- Consider the characteristics of the growth of students, their challenges and needs at all stages of their development, especially the stage of adolescence.
- Consider the conditions and needs of students with learning difficulties accompanying their challenges associated with their motives and behavior.
- Emphasize on the slogan of the school as a good example of the basic educational principles in the relationship between teachers and students.
- Strengthen the relationship between home and school to ensure the welfare of the students, teachers, and staff.

1. First Level Infractions:

The Infraction	First Action	Second Action	Third Action
<p>Morning Tardiness:</p> <p>If the student is late with no acceptable excuse and didn't attend the morning assembly</p> <p>Note: Parents must be informed that the student reported late to school</p>	<p>First time:</p> <p>1 - Record the tardiness and advise the student verbally</p> <p>Second time:</p> <p>1 - Record the tardiness, advise, and issue a written notification and agreement</p> <p>Third time:</p> <p>1 - Record the tardiness, advising the student, issue a written notification and agreement and inform the parents by phone, with documentation.</p>	<p>Fourth time:</p> <p>1 - Call the parents to school to take a written pledge and put the student in Problem/Resolution Session</p> <p>Fifth time:</p> <p>1 - A written letter of the possibility of full-day of Problem/ Resolution Session if the student continues being tardy, along with 2 recess Problem Resolution Sessions</p>	<p>In case of continuous repeated tardiness:</p> <p>1 - Parent and student are called to sign the first warning.</p> <p>2 - Problem/Resolution Session for 1 school day.</p> <p>3 - Problem Resolution Session for 1 to 3 school days, plus a final written pledge from the parents.</p> <p>4 - Refer to the Social Worker for further investigation.</p>

	These three procedures are taken by the Block Supervisor .		
Classroom tardiness: *Intentional lateness with no excuse. *Leaving the class without the teacher's permission. *Lateness with no excuse in returning to the class after taking permission from the teacher.	1- Documentation of the lateness and verbal warning to the student by the teacher. 2- Refer the student to the Block Supervisor 3 - Resolve the problem through the Social Worker after identifying the reasons	1 - Refer the student to the block supervisor, document his lateness, issue a written notification and agreement from the student and inform the parents 2 - Call the parents to school, with a written pledge from the student and parent. 3 - Referring the student to the Social Worker to study his case.	1 - Home Problem/Resolution Session for 1 day 2 - Call the Discipline Committee to make a decision about the student case
Absence from Certain Classes: Missing classes during the school day, without an acceptable excuse.)	1 - Instruct and alert the student by the teacher 2 - Block Supervisor documentation 3 - Written notification and agreement letter from the student and inform the parent.	1 - Refer the student to the Social Worker and assign Problem/Resolution session for one recess. 2 – Assign Problem/Resolution sessions for two recesses. 3 - Refer the student to the Social Worker to study his/her case	1 - Call the parent and the student to sign a consent 2 - Refer the student to the school Vice Principal/Principal to take a decision from depriving the student from taking the semester exam in case of exceeding the limit of absences.
Full absence , with no acceptable excuse	1- Documentation of the absence in the student’s file	Middle School: 1 - Warning the student when absent from school	High School: 1 - When a student is absent from school without an

	<p>2 - If the student is absent for two consecutive days, the nurse calls the parents.</p> <p>Periodic Warning Letters signed by the school Administration are sent to the parents of any student who violated the absence policy based on Ministry of Education - Private Sector as mentioned earlier.</p>	<p>without excuse 3 times a first warning issued and signed by the school administration and sent to the parent his/her signature</p> <p>2- A student shall be warned when he is absent from school without excuse 6 times, and a second written warning issued and signed by the school administration and sent to the parent for his/her signature.</p> <p>3- The student is warned when he is absent from school without excuse for 9 times and a third written warning is issued and signed by the school administration and sent to the parent for signature.</p> <p>4 - Warning the student when he/she is absent from school without excuse 12 times a fourth warning issued and signed by the school administration and sent to the parent for signature.</p> <p>5- In case the total absence without excuse reaches 15 times, the fifth warning shall be issued to the student with the same procedures.</p>	<p>excuse 5 times, a first warning shall be issued and signed by the school administration and sent to the parent for signature.</p> <p>2- A student shall be warned when he/she is absent from school without an excuse 10 times, a second warning issued and signed by the school administration shall be sent to the parent for signature.</p> <p>3- The student is warned when he/she is absent from school without an excuse a third warning if he/she is absent for 15 times issued and signed by the school administration and sent to the parent for signature.</p> <p>- When the total absence exceeds (15) days without excuse, the school sends a report to the Ministry of Education, Department of Private Education, for action.</p>
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		6 - When the total absence exceeds (15) absence without excuse, the school sends a report to the Ministry of Education, Department of Private Education for action.	
<p>Dropping Grades not due to Academic Weakness:</p> <p>Shortcoming in required homework, assignments, etc. despite the ability to do it, subsequently lowered grades, not bringing needed school supplies.</p>	<p>1 – Documented guidance from the teacher to the student.</p> <p>2 - The student is required to sign a pledge of commitment to completing required work and the parents informed by the school Counselor.</p>	<p>1 - Refer the student to the school Counselor.</p> <p>2 - Call the parents to school to discuss the case, and request the parent and the student to sign a pledge.</p> <p>3 - Send the academic feedback form to the parents and document that they received it.</p>	<p>1 - Deprive the student from classroom participation grade of up to a maximum 5% when violation is repeated.</p> <p>2 - Deprive the student from some of the reinforcement activities, such as, school field trips, etc.</p> <p>3 – Send the academic feedback form to the parents and document that they received it.</p>
<p>Not wearing the school uniform</p>	<p>1. Inform the parents to provide clothes to the student either by bringing them from home or by buying them when they are not available.</p> <p>2 - Provide guidance and consultancy through the Social Worker and contact parents to provide clothes.</p> <p>3 - Take the first pledge on the student.</p>	<p>1. Take a second pledge to the student and inform the parent.</p> <p>2. Call the parent to sign a pledge.</p> <p>3 - Suspend the student for a whole day inside the school with performing educational tasks under the supervision of a teacher.</p> <p>4- The student is given a first warning with the parents' signature on the warning copy.</p>	<p>- When there is repeated failure to wear school uniforms, the Discipline Committee is held to make the appropriate decision.</p>

		5 - Suspend the student for two full days inside the school with the notification of his/her parents, and meet with the Social Worker and Psychological Counselor.	
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1. Second Level Infractions:

The Infraction	First action	Second action	Third action
Running away from school	1- Suspension of the student for one to two days, taking a pledge on the student and informing the parent of this, and the Social Worker intervenes after this procedure. 2 - Transfer the student to the Social Worker with the notification of the parent, and take a pledge on the student and his/her parents.	1- Written warning presented to the student and parent's signature is required 2 - Suspension of the student from 3 days to 5 days with a pledge on the student and the parents.	1- Suspending the student for two days, informing his parents to take responsibility for the educational requirements their child lost as a result of his/her escape. 2 – Convene the Discipline Committee to make the appropriate decision.
Damage and Destruction Any damage or the destruction of	1 - Guidance and orientation of the student by the Block Supervisor with the obligation of the parent to	1- First written warning signed by the student's parents	- Present the student's violation to the Discipline Committee to take the appropriate decision

<p>anything on the school premises or buses, including writing on furniture, walls, breaking or damaging doors, windows, tables, chairs, computers, or other students' property...etc.</p>	<p>repair the damage or pay the value, and take a written pledge on the student and then intervene the psychologist to study the case.</p> <p>2 - Suspension of the student for two recesses with the obligation of the parent to repair the damage or pay the value and take a written first pledge on the student and his parents</p>	<p>2 - Suspension for one to two days inside the school with the performance of educational tasks during the period of suspension.</p>	
<p>Not Following Dress Code</p> <p>Not following the appropriate general appearance at school as per the student handbook and the Discipline Policy.</p>	<p>1- Guidance and orientation of the student by the Block Supervisor and take a written pledge on the student with the reservation of materials until the end of the school day.</p> <p>2 - Take a first written pledge on the student and inform the parent with documentation.</p> <p>3 - Take a pledge on the student and his parents and document it.</p> <p>4 - Detention of the student for two recesses with the provision of guidance by the Social Worker.</p>	<p>1- First written warning signed by the student's parents</p> <p>2 - Detention for one to two days inside the school with the performance of educational tasks during the period of detention</p>	<p>Present the student's violation to the Discipline Committee to take the appropriate decision</p>
<p>Bringing devices that hinder school work according to the class management system e.g. (electronic games, radios, recorders, laser pens, cameras, phones, iPads, etc.)</p>	<p>1. Take the first written pledge on the student and inform the parents, and confiscate the device until the end of the day.</p> <p>2. Call the parents and take a pledge on them and the student with the</p>	<p>Detention for two recesses with the confiscation of the device until the end of the semester, and call the parents</p>	<p>1. Warn the student and confiscate the device until the end of the semester</p> <p>2. Second warning and confiscation of the device until the end of the semester</p>

	confiscation of the device for two weeks.		3. Convening the Discipline Committee to take the appropriate decision
School Vandalism: Littering, Defacing, or Damaging the School Premises For example, throwing trash on the ground, breaking trees, ruining the school garden, leaving the water running, writing on walls or desks, etc.	1. Inform the parents with a pledge from the student and remove or remedy the violation 2. Repair the damage or remove the violation by the student or his / her parents, and provide guidance and orientation to the student, and document the violation 3. Detention for one or two recesses depending on the damage caused by the student	1- Warn the student with the signature of the parent 2 - Call the parent and take a written pledge on him and the student with the repair of the damage	1 - A second warning is given to the student and the parent is called to sign the warning form at the school. 2 - Present the student's violation to the Discipline Committee to take the appropriate decision
Disruptive Behavior Any behavior that gets in the way of the learning process: ex. causing chaos, disobedience, etc.	1- Guidance and orientation of the student by the Block Supervisor with documentation and then send him/her to the Social Worker. 2 - Take a first written pledge on the student and inform the parent. 3 - Detention for two recesses within the school with the performance of educational tasks.	1- Call the parents and take a written pledge on him and the student through the Social Worker. 2 - Refer to Social and Psychological Specialists. 3 - Issue a first warning to the student and inform the parents	1 - Issue a second warning, and call the parents to sign it in the school. 2. The Discipline Committee shall be convened every time the behavior occurs up to the seventh time to make appropriate decisions. 3 - Study non - registration of the student for the next academic year.

	4 - In the case of repeated violation and behavior intervene psychological and social specialists for treatment.		
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2. Third Level Infractions:

Infraction	First Action	Second Action	Third Action
<p>Violent behavior towards another student</p> <p>Causing physical or psychological damage: e.g. beating, mockery or provocation.</p>	<p>1 - Guidance and orientation of the student and take a pledge on him and parent with documentation, and removal of psychological impact or address the physical consequences caused by specialists.</p> <p>2 - Detention for two recesses to a full school day, and take a second pledge on the student.</p>	<p>1. The student's first warning and his signature from the parents/guardians through the admin.</p> <p>2. A second warning is given to the student and his guardian is called to school, then write a pledge on him by the Social Worker.</p> <p>3 - Suspension of the student for two to three days</p>	<p>Present the student's violation to the Discipline Committee to take the appropriate decision</p>
<p>Theft</p>	<p>1 - Guidance and orientation of the student by the Block Supervisor, and return the stolen item(s) with a first written pledge on the student after informing the parents.</p> <p>2 - Transfer the student to the psychologist and</p>	<p>1 - Take the first warning on the student and return the stolen item(s).</p> <p>2 - Take a second warning with documentation and call the parents to the school.</p>	<p>1 - Suspend the student from two to three days.</p> <p>2. The disciplinary committee shall be convened each time the action recurs to make the right decision.</p> <p>8 - Study non-registration of the student for the next academic year</p>

	take a pledge on the student and his / her parents to return the stolen item(s).		
Rudeness or Impudence Toward School Administration or Staff	<p>1 - Take a written pledge on the student by the Block Supervisor with an apology to the teacher or the affected person after informing his/her parents.</p> <p>2 - Document the first written warning to the student, and call the parents to the school to sign and write a pledge on him with apologies to the teacher or the affected person.</p> <p>3 - Study of the case by the psychologist and/or Social Worker</p>	<p>1 - Document a second written warning on the student with a detention for 2 recesses</p> <p>2 - Suspension of the student from a day to 3 days. Student is required to apologize in front all of school students to the affected person</p>	Present the student's violation to the Discipline Committee to take the appropriate decision
Cheating on Exams according to School Discipline Regulations	<p>1 - The observer of the test will deliver the violation to the Supervisor with the evidence to record.</p> <p>2. The supervisor shall prepare a record of the fraud case with attachment as proof of violation.</p> <p>3 - The supervisor refers the incident of fraud to the Social Worker to notify the parents of the incident and deprive the</p>	<p>1 - The student is referred to the Social Worker to write a record and sign a pledge with the student and parents. The student is deprived of the exam score, behavior and participation marks in the subject. The student is alerted that they could be denied from taking other quarterly tests.</p>	- Refer the student to a psychologist and documentation of this violation, and the signing of a pledge by the student and his parents. The student is denied the performance of the other quarterly tests.

	student marks of the questions related to the subject of cheating, and have the student and parents sign a pledge		
Compromising national sovereignty as per the general discipline laws For example, doing or saying something disrespectful about the country and/or flag	1 - Alert student and parents with verbal warning with guidance from the Block Supervisor 2 Students and parents sign a written pledge on the student with the call of the parents to the school and document the violation	1 - Suspension of the student for a day. 2 - Suspension of the student from two to three days with preparation of field visits, awareness programs and loyalty counseling and belonging to the homeland is prepared by the student during his break to present it in front of students after returning.	Present the student's violation to the Discipline Committee to take the appropriate decision
Moral deviations For example, bad mouthing others, writing impolite or rude things, drawing immoral things, performing sexual acts, or rude irreligious sectarianism behavior.	1 - Guidance and orientation of the student taking a first written pledge on his/her by the Block Supervisor, then document the violation. 2 - Guidance and orientation of the student by taking a second written pledge on him/her and on the parents, and document	1 - Refer the student to a psychologist to study the case 2 - Suspension of the student from one to two days	1 - Present the student's violation to the Discipline Committee to take the appropriate decision 2 - Study the non- registration of the student for the next academic school year

	the violation with the Social Worker.		
Other Unacceptable Behavior: For example, rebellion, fighting, pushing, provoking, and gang behavior, etc.	<p>1 - Refer the student to the Block Supervisor with a first written pledge and inform the parents.</p> <p>2 - Refer the student to the Social Worker with guidance and a second pledge is signed by the parents.</p> <p>3 - Refer the student to the school Psychologist</p>	<p>1 - Call the student's parents and send a second warning to the student through the supervisor and document it the student file.</p> <p>2 - Suspend the student from 1 to 3 days and hold a session with the Social Worker</p>	1 - Present the student's violation to the Discipline Committee to take the appropriate decision
Bringing banned materials to school, abuse them or trade them such as: cigarettes, narcotics or hallucinogenic, fireworks, or explosives	<p>Confiscated substances or explosives.</p> <p>1 - Confiscation of materials, calling the parents and referring the student to the psychological specialist after signing a pledge to be kept in his/her file</p> <p>2 - Calling the parent to school and taking a pledge on him and his child, and then referring the student to the Social Worker.</p>	<p>1 - Warning and detention of the student for two recesses accompanied by the Psychologist and Social Worker, the parent is informed.</p> <p>2 - Suspend the student from two days to 3 days inside the school with the obligation to perform educational tasks, for example, reading bulletins on the negative effects of smoking on health</p>	<p>1 - The Discipline Committee is convened to take the appropriate decision.</p> <p>In the case of confiscation of narcotic substances, hallucinogenic, or explosives:</p> <p>1 - Confiscation of substances and call the parent to sign the confiscated materials document</p> <p>2. Parent takes his child home until a final decision is made by the school after filing the case to the Ministry of Education, Department of private Sector to take the appropriate actions and penalties. Then inform the parent by giving him a hard copy of the decision.</p>

Tenth: General Regulations

Dress Code

The Concept: Students must not wear anything that goes against societal principles, attracts undue attention, that is not proper to common decency, or that may cause disruption in school.

Appropriate dress and taking care of one's appearance are some of the essential elements in the educational process, as they contribute to making the educational environment more appealing.

When and Where: School uniforms must be worn in school at all times during regular school hours unless otherwise explicitly mentioned. The dress code is applied during any activity sponsored by the school where the student is participating directly or representing the school or during award ceremonies. On certain occasions, other types of dress may be specified for specific activities where the regular school uniform may not be suitable.

These Rules Apply to All students unless an exception is made for a student for physical, personal, or medical reasons or conditions. The Principal may make other exceptions due to particular circumstances.

1. Students must always wear clean, pressed uniforms and take care of personal hygiene.
2. Students must wear suitable enclosed low-heeled shoes, sturdy sports or flats. All footwear must be predominantly black or white. No variations are acceptable. No-slip-on is to be worn as it can be dangerous.
3. Students' hair must be clean, healthy, and styled in a way that doesn't get in the way of their sight. Their hair should not be styled or colored in a way that might attract too much negative attention.
4. Students' clothing must not have pictures, writings, or symbols. They must not wear anything that promotes or suggests medications, tobacco, alcohol, drugs, or anything of that sort nor should it imply anything sexual or anything that may be considered dangerous, defamatory, disrespectful, or risky to the wearer, the other students, or to the school environment.

Personal Care and Hygiene:

Students must remove or hide any jewelry or decorative accessories attached to the body through piercings as a safety measure before participating in physical gym activities. If the Principal or Vice-Principal observes anything that might be considered dangerous to the student or any other participant in the activity, then those items must be removed.

Privacy of Student Information:

Privacy Statement: All information about students and their families will be collected, preserved, and published only in accordance with the law. Information like student name, address, phone number, parents' names, school level, official participation in activities, pictures, weight and height of sports team members, awards, dates of attendance, date of birth, place of birth, and last attendance to school may be provided with or without identifying information by the Principal, without getting prior permission from the parents. Additionally, if parents do not want such information to be publicized or used, they must submit a written letter to inform the Principal within 10 days from signing off on this School Discipline Policy.

Student Disciplinary Information:

The disciplinary records of the student are separate from the academic records. Therefore, disciplinary information will not be presented to colleges, universities or other undergraduate educational institutes with documents that represent the student's academic performance. However, the student is encouraged to be honest about any disciplinary issues that occurred during his/her academic life when asked.

***In-School Suspension (ISS)**

When a student has ISS, the student will not be admitted to class; teachers will send any assignments to the Problem Resolution room for the student to complete, at a maximum rate of 3 periods for the day.

The following guidelines are to be considered during the Problem Resolution session:

The student is responsible for attending the Problem Resolution sessions once communicated by the Social Worker.

The student must complete the tasks assigned such as worksheets, reading passages, projects or any activities assigned by the school Administration

The teacher on duty during the Problem Resolution session will be attending with the student during the session and working with him/her on the tasks assigned, especially when discussing the problem. The assignment must be handed in before the end of the session.

****Out of School Suspension (OSS)**

The Discipline Committee will be called for a meeting to discuss the referred case.

Recommendations of consequences will be submitted to the Principal, who will make the final decision to assign an out of school suspension as per the Discipline Policy.

Students who are on OSS are expected to follow up on the academic work and comply with the weekly plan.

***** Behavioral Probation:**

A behavior report is written every week by homeroom teachers, based on a given checklist in which steps for developing desired behaviors are delineated. Parents are expected to read, sign, and send back the return slip to the school. Behavioral probation reports are used as support for students, information for teachers and mainly increased communication with parents. They are also used as documents for possibly retaining or expelling a student from NIS.

Problem Resolution Session Time

The student will go to the Problem Resolution room

- the student will give the Problem Resolution Session slip to the staff member who is supervising Problem Resolution Session.
- the student will work on an activity provided by the teacher or the person who is supervising the Problem Resolution Session.

Activities during Loss of Recess Due to Problem Resolution Session

Definition

Problem Resolution Session is a time when the student reflects on his/her behavior. Students are guided towards more appropriate choices through different activities. These activities are filed in a predetermined folder and available in English and Arabic. The activities are presented in various formats to fit the needs and abilities of our students.

Examples of activities:

- Think sheets
- Make it a better letter
- How to be a good friend
- How to be a caring person
- How to be a fair person
- Respect / Responsibility
- Conflict resolution vignettes and scenarios on bullying
- coping with pressure

Communication between School and Home

For Middle and High School, parents can follow student learning at home with our weekly Parent Lesson Plans that are sent out on Thursdays. Any other issues that require parents to be contacted will be communicated to parents through social workers. Parents will be called in for a parent conference as required.

Parental/Guardian Agreement:

As a caring and guiding parent, helping your child achieve success in his/her academic, social, and emotional life, NIS requires you to acknowledge that you have read, understood, and agreed to abide by the information contained in the Parent & Student Handbook. Furthermore, your signature indicates you have informed your child of the results of his/her behavior within NIS campus, school bus, field trips, and at all events representing the school.

Parent/Guardian Consent

<p>Name of Student: _____</p> <p>Grade Level: _____</p> <p>School Year: _____/_____</p> <p>Parent/Guardian Signature: _____</p> <p>Date: _____</p>
