



Naseem International School

Handbooks, Policies, Procedures and Rubrics

Elementary Student Handbook-English

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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

الرؤية مدرسة النسيم الدولية تعد المتعلم الفعال دولياً مدى الحياة Vision

Naseem International School inspires lifelong learners and global citizens.

رسالة المدرسة

نحن الهيئة العاملة في مدرسة النسيم الدولية نعمل جاهدين لتعليم الطالب، والتعامل معه ككل متكامل، لذا فإن كل ما نقدمه له من تعليم متوازن قائم على استغلال جهده المبذول للنمو به في كل المجالات فكريا، وجسديا، وروحيا، وعاطفيا، واجتماعيا، وبالتالي تمكينه من أن يصبح الشخص الذي يريد.

كما أننا نعمل على أن نجعل من طلبتنا أشخاصا مفكرين، ونقادا قادرين على الاعتناء بأنفسهم وبالآخرين، وعلى تحمل المسؤولية بفاعلية واقتدار، وبهذا يتم تشكيل مجتمعنا، وحماية عالمنا الذي نعيشه.

Mission Statement

We, the staff at Naseem International School, are committed to educating the whole person. We aim to provide a balanced education, which enables students to fulfill their potential in all areas of growth - intellectually, physically, emotionally, spiritually and socially - and empowers them to become the people they can and want to be.

We realize the importance of students becoming critical thinkers who can take care of themselves and compassionately care for others. Thus, they take an active, responsible part in shaping our society and saving the world.

الدّوليّة في مدرستنا

مدرسة النسيم الدولية مجتمع متعدد الجنسيات واللغات ، فلسفتنا ومنهجنا يضمنان إمكانية تحقيق مخرجات التعليم. من خلال رسالة مدرستنا وما تبديه من اتباع للفلسفة الدولية فقد التزمنا بالتفكير الدولي، ودمج الثقافات ، والمواطنة العالمية. إننا نولي قيمة عالية للوعي العالمي، لتجاوز الحدود الوطنية فيما يتعلق بالبرامج الأكاديمية لدينا وبمشاركتنا الواسعة في المجتمع بما تنص عليه المعايير الدولية لاعتماداتنا.

Internationalism at our school

Naseem International School is a multinational and multilingual community. Our philosophy and curriculum ensure international mobility of our educational outcomes. Through our school mission statement and its adherence to an international philosophy, we have committed ourselves to international mindedness, inter-culturalism and global citizenship. We place a high value on global awareness and the transcendence of national borders with regard to our academic programmes, our broader community involvement and the international standards of our accreditations.



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Summary

Introduction

IB Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the IB works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

1. NIS Short History: Past, Present and Future

- In December 1981, Naseem was established by Mrs Sameera Abdul Jabbar Al Kooheji to answer a pressing demand for a good dual language school to cater for Bahraini and other Arab children.
- In January 1982 it opened its doors to Nursery pupils, in Burhama.
- By June 1982, enrollment had grown from five pupils to sixty pupils.
- In 1985-86, enrollment had reached 100 students and 130 in the following year.
- In 1986-87 Naseem School moved to bigger premises in Gudaibiya. An Elementary section was started.
- In April 1991, the school moved to bigger premises in Adliya when the former premises couldn't cater for the increasing enrolment. The Middle School section was started.
- At the beginning of the Holy Month of Ramadan, the year 1414 (February 1994), work on the new Naseem School campus started. The building is located on an 11,498-m² plot of land, with a total floor plan of 3 stories 6, 606, 57 m² in the main instructional wings. The new building comprises offices and a sheltered verandah with an area of 600 m², 5 laboratories, and 56 classrooms, as well as other facilities. The building was completed in April 1995. The campus is designed to fulfil all future requirements of NIS, serving the needs of 1000 students from Nursery through Grade 12.
- The 1994-1995 academic year commenced on the new campus when the main instructional areas had been completed in a record six months.
- In 1995-1996, The International Baccalaureate Diploma was in place and the number of students involved in the program has grown considerably since then. The diploma results have been consistently good over the years.
- In October 1997, the School was accredited N to G8 by the Middle States Association for Schools and Colleges (MSA).
- In 1997, the Ministry of Education announced that the Naseem Diploma that is offered to Naseem Students is equivalent to the Ministry of Education's Diploma.
- In June 1998 our first senior class graduated.
- In 1999, the school added International to its name to become Naseem International School as a result of the teaching programs adopted and the growing number of international educators employed.
- In September 2004, an Arts complex was opened which houses a sports hall, art studio, music and home economics rooms, a soccer-playing field and a shaded car park for faculty and staff.
- In 2002, the school introduced the PYP program, Nursery to Grade 6.
- From September 2004, the IB MYP was introduced. These curricular developments are a reflection of the school's commitment to student-centered learning and a belief in fostering and developing those skills required for the High School program, further education and life-long learning.
- In 2004, NIS was accredited G9 to G12 by the Middle States Association for Schools and Colleges (MSA), which makes it fully accredited N to 12.
- In 2006, a Dining Hall, classrooms and conference facility were completed.
- In 2008 the Elementary School was authorized to deliver the IB Primary Years Programme.
- 2012 saw the completion of a Nursery/Media/Arts Centre.
- In 2012 the Middle School was authorized to deliver the IB Middle Years Programme.
- In 2013 the grassed soccer field was completed.
- In 2014, Grade 6 was introduced to the MYP.
- In 2014 the Kindergarten playground underwent major upgrades.
- In 2015 the building of a hall/theatre, as well as new classrooms, started. The new classes in the Elementary School were opened in 2017.
- 2017 saw the introduction of two new subjects in the Elementary School: Design Technology & Sciences (DTS) as well as Gymnastics & Movement (G&M).
- 2019 saw the opening of the NIS Cultural Theatre.

2. School Philosophy

At NIS we believe in providing a sound N-12 education for our students, enabling them to realize their full potential within the scope of the available facilities and resources.

Our philosophy is based on the mission statement which is founded on the deep-rooted belief in the individual's freedom and the right to a balanced, comprehensive, spiritual, physical, cultural, intellectual and social education, a belief that stems from the principles and values of Islam. It further recognizes the importance of developing ethical and moral values, self-esteem, leadership and respect for the laws of this society.

We believe that all human relationships are based on respect for one another. This and a sense of responsibility for one's own actions are qualities we encourage each student to strive towards and to endeavor to live by.

We believe in a global perspective and in the interdependent structure of our world in which the individual plays a major part. Within that framework, it is imperative that the needs of the individual are met through the curriculum we offer and that, in turn, the growing child will recognize and try to meet the needs of others.

We believe in the importance of developing study and organizational skills and in teaching students how to become independent in their learning habits, self-reliant and managers of their own time. It is through this that we instill in our students' qualities that will enable them to become responsible for their own actions.

We believe that teachers, students, parents and the wider community must work together to make a significant contribution towards that ultimate goal of producing happy, able and concerned citizens of our world.

3. School Aims

From our philosophy arise the following aims for our school and for our students:

- To offer a dual language, international education to students from Bahrain and other nations.
- To provide students with knowledge and attitudes which prepare them for continuing growth, further education and participation in the affairs of life to the maximum of each individual's capabilities.
- To enable students to acquire skills, knowledge and understanding through an activity, inquiry-based learning program and for the students to realize the relevance and benefits of such a program and most of all, enjoy it.
- To guide students towards independence and self-discipline, recognizing that the schooling process includes both academic and social learning.
- To respect individual and cultural differences and provide for these differences as fully as school resources allow.
- To assist each student to acquire the greatest possible understanding of his/her self and an appreciation of his/her worth as an individual and as a member of society.
- To encourage creativity and provide enrichment opportunities in addition to the development of basic skills.
- To provide opportunities for students to develop a high regard for health, physical development and fitness and the understanding that physical activity leads to a healthier and more productive life.
- To encourage community involvement on the part of the students and the active participation of their parents in the life of the school.
- To inculcate a sense of enjoyment in the search for mutual understanding and respect while striving to achieve personal and shared goals.

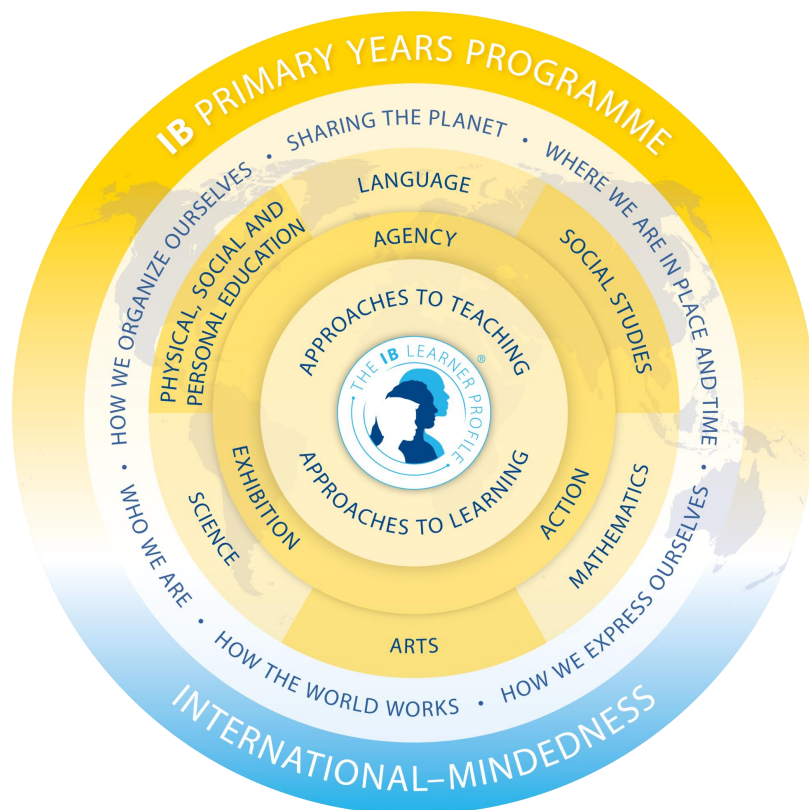
School's Values

High Quality Education

High Quality Education at NIS affirms our belief that our purpose built ecosystem, our sustainability of best teaching and learning practices and our focused 21st century student-centered approach, underpins our students' balanced education and holistic development towards our vision of inspiring life-long learning and global citizenship



4. The IB PYP (Primary Years Programme) Essential Elements



In the PYP a balance is sought between the acquisition of essential knowledge and skills, the development of conceptual understanding, demonstration of positive attitudes, and taking of responsible action. Similarly to the other IB programs, the outcome of the IB PYP is also international mindedness.

Knowledge: Significant, relevant subject matter that we wish students to explore and learn about through the various organizing themes:

- Who we are

- How the world works
- How we express ourselves
- Where we are in place and time
- Sharing the planet
- How we organize ourselves

Concepts: The concepts are powerful ideas that have relevance within and across the disciplines and which students must explore and re-explore in order to develop understanding. These concepts are also expressed as guiding questions:

- Form - What is it like?
- Function - How does it work?
- Causation - Why is it as it is?
- Change - How is it changing / transforming?
- Connection - How is it linked to other things?
- Perspective - What are the different points of view?
- Responsibility - What are our responsibilities?

Approaches to Learning (ATLs): Refers to a set of skills that students need to be able to do to succeed in a challenging world, and it includes:

- social skills
- research skills
- thinking skills
- communication skills
- self-management skills

Approaches to Teaching: The PYP is committed to an inquiry based approach to teaching and focused on the development of conceptual understanding. We inquire into topics that has both local and global relevance, while aiming to meet the needs of all students. Approaches to teaching also refers to current best assessment practices and thus a commitment to both formative and summative assessments. Lastly, approaches to teaching also places a high emphasis on teamwork and collaboration.

Action: Demonstrations of deeper learning in responsible behaviour through positive action and service; a manifestation in practice on the other essential elements.

Agency: The IB PYP aims to give their students:

Voice through:

- student questioning
- guided and direct learning
- student initiated action
- participation in decision making

Choice through:

- providing students opportunities to co-construct learning goals
- the use of multiple perspectives

Ownership through:

- defining their own learning goals
- reflection of own learning goals
- supporting students' ideas, planning and action

The learner profile describes the type of internationally-minded student we value and reflects the type of person our students can become by the end of their Elementary schooling. This profile is central to the work of the PYP. It represents its aims and it drives the curriculum framework. It is also central to the process of summative assessment.

As IB learners, we strive to be:

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

5. Admissions Procedure

Careful consideration of all students at the admissions stage helps to ensure a good fit between parental expectations of what a school should deliver and what we have to offer. In the Elementary section, we are concerned with whole-child development and thus an evaluation is made of the whole-child at the very onset. Once the initial application form has been completed, a date is set for the evaluation. It is not an examination but rather a two-way opportunity to gain as much information as possible in the short time available. It includes an interview with the Admissions Officer, parents, students and the ES/KG Principals. During this part of the evaluation, much is gained through a combination of shared dialogue and screening.

Following this, and at certain grades only, a written evaluation is expected which helps us to identify levels of operation compared to the expected NIS grade levels. Arabic, English and Maths are assessed for all grade entrance evaluations. New students are given a short, guided tour of the school premises. Following the evaluation, a recommendation is issued usually within three days. Students who are accepted will be expected to complete the fee structure for tuition and sign a letter of acceptance agreeing to the school's policies and procedures.

Academic Issues

1. Elementary Section Information

The Elementary school enrolls pupils from Nursery to Grade 5 (ages 3 to 10 years at the beginning of the school year) with a maximum class size of 25.

Nursery	Nursery	3 years
Kindergarten	KG1 and KG2	4 - 5 years

Lower Elementary	Grades 1-3	6 - 8 years
Upper Elementary	Grades 4-5	9 - 10+ years

2. Subject Areas

As the programme is trans-disciplinary in nature, as much of the curriculum as possible is learnt through the Programme of Inquiry's organizing themes.

N/KG 1	Arabic/English	Language Arts, Numeracy skills, UOI, PE, Library and Gymnastics and Movement
KG 2-Gr. 5	Arabic English Others	Language Arts, Social Studies, Islamic Studies, Math, UOI Language Arts, Math, UOI -Science, and Social Studies Information Technology, Art, PE, Music/Drama, Library, Gymnastics and Movement, Design & Technology Sciences

We also offer basic support in general learning difficulties, counseling, and Arabic as a Second Language (ASL).

A dual-language education requires enormous effort on the part of each and every student. To become dual language, students must learn to think, operate, and communicate comfortably in both languages offered.

3. Educational Excursions

Educational Excursions are a mandatory part of the PYP framework and every class will have an educational learning trip, visit or invite guest/s with every unit of inquiry. Overnight excursions are arranged for grades 4 and 5.

Costs are kept to a minimum and are usually only needed to cover entrance fees. Reports, questionnaires and other appropriate supplementary materials are prepared for all excursions. Students who are absent from educational excursions jeopardize their ability to present required assignments and grades.

Letters are sent to parents in advance via PowerSchool and a permission slip is sent home for parents to sign and return to homeroom teachers. Students who do not return a signed permission slip may not go on the specific trip and will be kept at school, giving permission telephonically is not accepted. Generally, students are expected to wear the full school uniform and act as ambassadors during the field trip. Any student who brings the school's name into disrepute will not be included in further excursions.

4. School Club Activities Program

Activities are offered to students during school time through the Club activities program. This program is part of the PYP philosophy and offers opportunities for students to interact with and support fellow students from a different section of the Elementary school. Classes of different age groups are scheduled fortnightly to pursue different activities together. This system enables the younger student to make a friend or "buddy" who is older than him/herself and can act as a role model and mentor in the playground and in school in general. The older students learn responsibility and how to care for someone other than themselves. Together they learn to construct and share experiences and create a positive culture within our school.

5. Parents in Partnership: Communication

Our school is one family and parents are asked to become active partners in the NIS community of learners.

It is the school's expectation that parents will form a partnership with the school for the purpose of their child's ongoing learning. Communication is the responsibility of both the school and the parent.

The school will communicate with parents through the regular use of progress reports, weekly bulletins, letters, parent/teacher/student conferences, student-led conferences, the school website, SMS, e-mail and

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contact by telephone. Parents also have access to all bulletins, letters, attendance information and grades via PowerSchool.

We believe that parental support, commitment, and involvement in school life are directly linked to our student's level of achievement. It is also paramount to the success of our institution and to the way that our students view their school. A successful partnership is based on a true, open, trusting, partnership between home and school.

6. Curriculum Overview

Naseem International School has designed a curriculum that is based on its Mission Statement. The curriculum is inquiry-based and student-centred. It is designed and implemented by NIS staff to ensure specific cultural aspects and considers all parts of the ongoing quest to provide our students with the highest quality of education available.

It is primarily skills-based and makes explicit the standards and benchmarks in each area of study. It is designed to encourage students to be self-motivated and confident in their abilities and attitudes. It also encourages them to take an active part in their own learning. Students will be helped to develop strategies, which will enable them to function independently, as lifelong learners. The PYP curriculum framework supports our goal of encouraging our students in their endeavour to become international citizens, as described in the learner profile.

Where possible, students will study within the **transdisciplinary unit of inquiry**. Aspects of the whole language pervade the learning programs. Learning will take place within the internal and external environments where appropriate, and these experiences taken together, comprise an integral whole. Through this program, students gain self-esteem, positive attitudes, investigational skills, concepts, knowledge, and develop an awareness of international and global perspectives. They will also become independent and social learners through the use of inquiry and questioning techniques.

They will thus progress to Grade 6 academically prepared, with a strong sense of self-esteem and self-worth and respect for the feelings and cultures of others. They will be ready for the academic rigours that follow and the work ethic that will be required to gain success during their middle school years.

7. Program of Inquiry

All students will address the curriculum through six *units of inquiry* and cover the following transdisciplinary themes:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

This program of work offers the students the opportunity to investigate and connect information and ideas from all areas of the curriculum in such a way as to encourage independent, student-centred learning and to facilitate in-depth understanding. Students also develop a lifelong respect for learning and a curiosity about their world. Critical thinking skills are developed and consolidated within this program as an ongoing process, beginning in Elementary school and continuing through all levels of life.

To achieve these goals, the students and teachers use and explore the many and varied texts and resources appropriate to the units of inquiry and the students' needs.

At each grade level, students will be supported to achieve success in a variety of academic, social skills and experiences as recorded in the NIS Curriculum.

PROGRAMME OF INQUIRY – please see the school's website: <http://nisbah.com> !

8. Student Assessment, Recording and Evaluation

The prime objective of assessment in the PYP is to provide feedback on the learning process. Bruner states *NIS – Elementary School Handbook – 19th Edition – June 2021*

that the student should receive feedback “not as a reward or punishment, but as information” (Bruner 1961:26). Additionally, the PYP stresses the importance of both student and teacher self-assessment and reflection.

Assessment is integral to all teaching and learning. It is central to the goal of thoughtfully and effectively guiding students through the five essential elements of learning: the acquisition of knowledge, the understanding of concepts, and the mastering of skills, the development of attitudes and the decision to take action. The prime objective of the assessment is to provide feedback on the learning process and to plan appropriately for all students.

We believe that assessment **for** learning or formative assessment is the key to effective teaching and learning and that it provides an environment in which intercultural understanding can flourish and learners can become inspired and develop the attributes from the learner profile. Formative assessment supports ongoing learning.

We believe that assessment **of** learning or summative assessment is also important. Summative assessment is concerned with summarizing assessments at particular points in time and supports a range of further purposes, including evaluation, reporting, planning, goal setting and tracking student attainment, achievement and progress. In Elementary School no formal Exams are written.

Grade level student portfolios are available for parents to access and to identify the expectations of students at each grade level. This portfolio acts as a reference for students initiating their education at NIS and for parents to identify what grade level work actually looks like across the range of subject disciplines and trans-disciplinary themes.

9. Grading System

In keeping with the PYP style of a developmental continuum, NIS uses developmental descriptors that encompass the wider learning spectrum. We grade using a variety of assessment strategies and tools that are designed to assess what the student can do and can apply. In this manner, all aspects of the curriculum, the written, taught and learned are all more realistically represented. We also acknowledge the importance of how much effort the student puts into their work. In line with the IB MYP and IB DP grading system, a 7 – 1 grading scale is used to report on achievement.

The following are descriptors used for reporting:

Progress in skill development	
W	Well developed
D	Developing
E	Emerging
NA	Not applicable

NIS 1 - 7 Grading Scale

Level 7	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost flawlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality .
Level 6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.

Level 5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate. The student occasionally demonstrates originality and insight.
Level 4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of skills of analysis, synthesis and evaluation.
Level 3	Limited achievement against most objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support .
Level 2	Limited achievement against all objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support .
Level 1	Minimal achievement in terms of the objectives.

10. Assessment

At the commencement of each UOI, teachers plan grade-level inquiry activities and common assessments to be used for grading the unit. From Kindergarten to Grade 5 students are assessed using a continuous, whole-child format through observation of behavior and academic achievement. In line with the PYP guidelines, a wide variety of assessment strategies are used to establish a grade. We also give feedback on the learner profile, skills and attitudes, as described by the PYP.

As there are different expectations of students at different grade levels, a continuum may be used. This helps to ensure a fair and realistic evaluation of all students across the grade level and across the section.

The student portfolio and student-led conference play a vital role in the ongoing assessment of our students and acts as a starting point for discussions during parent/teacher/student conferences.

Nursery - Kindergarten 2

Areas of whole-child development: linguistic, numeric, social, physical and emotional. Each of these areas allows clear evaluation of strengths as well as highlighting points for development and improvement. The students are also assessed according to the learner profile criteria.

Grades 1-5

Areas of whole-child development: classwork: speaking, listening, reading, writing, participation, portfolios and testing plus homework, projects and overall effort. Each of these areas carries specific weighting and records not only allow clear evaluation of strengths but also areas for development and improvement. The students are also assessed according to the learner profile criteria.

11. The Exhibition

The Grade 5 PYP exhibition provides the culminating experience of the learner's engagement with the PYP. It is an extended collaborative inquiry that is undertaken by students in their final year of the PYP. This independent inquiry unites teachers, parents and students in an activity that captures the essence of the PYP: transdisciplinary inquiry conducted in a spirit of personal and shared responsibility. It marks a rite of passage, both symbolic and actual, from the PYP to the Middle Years Programme (MYP).

12. Reports

A report will be sent home after the completion of each quarter and semester. Specific dates are published in the weekly bulletin and the school calendar. The report is a historical, anecdotal document and is carefully put together to form a clear record of a child's progress. Reports offer a platform for discussion at parent/teacher/student conferences. The report includes academic and social development, effort and the IB learner profile.

13. Progress Reports

If a student is performing well, or poorly, a progress report may be sent home in order to inform parents of the situation and, if necessary, initiate a process for dealing with it. This may include a Parent/Teacher/Student Conference and it may also include a referral to the School Counselor or Learning Support teacher.

14. Promotion and Retention

The passing grade in all subjects is 4. To be eligible for promotion students in all grade levels must meet the following requirements:

- Receive a passing grade in all core subjects (English, Math, and Arabic).
- In cases where a student does not pass anyone or more core subject(s) he/she cannot be promoted to the next grade level and will be expected to sign up for Learning Support classes and/or private extra lessons arranged for by parents.
- In cases where a student fails to achieve grade-level expectations and/or has learning or behavioural difficulties, Senior Administration will decide whether the school can continue to provide a mutually beneficial educational program which may include a contract, promotion or retention.

On the Grade 1 to 5 Semester reports, there is a section that indicates whether the student's result is complete or incomplete. When your child receives a complete this means that they have met all the requirements of the PYP Programme. If your child receives an incomplete this means that one or more of the following criteria was not met:-

1. A grade of 1, 2 or 3 in any subject
2. Attendance - more than 20% absent
3. Lates - more than 20%, late
4. Behaviour – discipline slips, 6 or more by the end of the Semester
5. Participation in the Student Goal Setting meeting
6. Attendance at the Student-Led Conference
7. Participation in the ES Musical performance/KG Concert
8. Satisfactory completion of the PYP exhibition project

An **incomplete** result does not automatically mean students will not move to the next grade level; however it may do in some individual cases. An **incomplete** is permanently recorded on the student's academic record.

Criteria for End of Semester Certificates

The criteria for Platinum, Gold, Silver, and Bronze certificates are:

- Diamond - all 7s
- Platinum - all 7 plus one 6
- Gold - Mixture of 7s and 6s
- Silver - Mixture of 7s and 6s plus one 5
- Bronze - Mixture 7s and 6s plus two 5s

School Life 1. Behaviour Expectations

Behaviour policies have been developed in order to facilitate the establishment and maintenance of an effective atmosphere for learning. At the heart of the policy, our belief is that every student has the right to pursue an education in an environment that is safe and free from distractions. It is intended that this atmosphere should balance rights with responsibilities. We believe in acknowledging and rewarding positive behaviour and use a merit system to do this. The following expectations of student behaviour reinforce the school's objective to maintain a safe and effective learning environment:

- That students show respect to others at all times.
- That students show respect for property - be it their own, the property of the school, or the others.
- That students complete set classroom work and homework as required by their teachers.

Most students show themselves to be responsible for their own behaviour and behave in a reasonable, trustworthy manner. However, those students who choose to behave in an irresponsible manner by

infringing or disregarding school policies should expect appropriate disciplinary action.

Students who do not wear the correct school uniform or adhere to the hair policy are unable to represent the school or their class on field trips or at events .

Everyone has the right to be happy, safe, and successful in school.

Students are asked to:

- Use their weekly bulletin for communicating information between school and home.
- Bring to school every day books and texts that are needed, homework that has been set, pencils and pens etc. for the day's work.
- Grade 1-5 students are expected to bring their Google Chromebooks daily, charged, to school.

Students are not permitted to:

- Bring wheeled bags to school.
- Bring gum and sweets.
- Bring electronic digital communication devices except with the permission of the Principal and/or teacher (***See our Digital Citizenship Agreement***).

1.1 Major Infringements

- Physical or verbal abuse
- Academic dishonesty
- Continuous disruptive behavior
- Insubordination to a member of the teaching/support staff
- Tampering with the school electrical systems
- Vandalism - the destruction of school property
- Possession of dangerous weapons
- Make a false accusation about a teacher or the school

1.2 Minor Infringements

- Uniform irregularities
- Walking the halls without a hall pass
- Coming to school/class late
- Dropping litter
- Bringing sweets or chewing gum to school
- Eating or drinking in the hallways
- Using electronic devices for other purposes than stated in the ***Digital Citizens Agreement***.

1.3 Possible Consequences

- Verbal warning
- Confiscation of item
- Discipline slip/written warning
- Detention
- Parent conference
- In-school suspension
- Out of school suspension (ranging from one day to two months)
- Expulsion

If a student is found to be physically or verbally abusing another student, out of school suspension may be automatically handed down. This will be done at the discretion of the Principal according to each situation. Parents will then be contacted and after a "cooling-off period", the students will go through the mediation process with the Principal and parents, teacher and counsellor.

1.4 Merit System

We have a Positive Behaviour Management System where students can earn a merit point. Students from Gr. 1 – Gr. 5 participate in the system. When students earn six points they will earn a 'sixer' certificate which is awarded at the Elementary School Assembly on Thursdays. They can only earn **one** certificate regardless of how many points they earn that week.

A merit point has to be earned. Points cannot be taken away. A student must **show considerable effort and achievement** to earn a point. Each point is listed separately and a reason was given next to the point. Reasons are significant and specific and can be related to the learner profile or the attitudes. **All teachers and school community members** support the merit system. Points can be awarded for any positive behaviour – academic, personal or social.

Teachers of students in the early years make use of age-appropriate strategies as a behaviour management system. This may include ClassDojo, point systems, praise, stickers, etc.

1.5 Discipline Slips

Students receive a discipline slip for poor behaviour. Once a student has a discipline slip a procedure follows which may result in detention, a cooling-off period and/or suspension.

1.6 Behavior Contracts

Students who establish a pattern of disciplinary violations will be required to sign a behaviour contract in the presence of their parents and a representative of the school administration. This contract may be complemented with the student being put on a daily report. Failure to comply with the terms of the contract may result in extended suspension or expulsion from the school. Copies of the contract will remain on permanent record in the student's file.

2. Attendance Requirements

Students returning to school after being absent should bring a note from home explaining the absence or send an email to the Student Counselor. Upon returning to school following an infectious illness, a student must have clearance from a doctor or medical authority. Students, who are away from school for a number of days, will be contacted by the ES office to determine their welfare and to establish when they might return. As soon as a student has been absent for 10 or more days the school will inform the Ministry of Education and they will then follow up with the families.

Attendance is an important aspect of learning. Students who are absent lose participation time, and will not acquire a proper understanding of the taught curriculum. Absences will place them at a disadvantage for assessment. Students arriving late will need to go to the office to receive a late slip. The school requires an attendance record of 80%.

If students are regularly late, a procedure will be followed that can result in an “incomplete” result, detention or permanent suspension.

2.1 Permission to Leave the School

Students who need to leave the school during the day must fill in the appropriate exit permit. If the exit is for medical reasons the school Nurse will sign this slip.

2.2 Withdrawing Students

In order to withdraw officially from the school, parents must submit a written statement requesting withdrawal on a specific date with as much advance notice as possible. Transcripts and letters of transfer will not be issued until all payments and withdrawal conditions are met.

3. Uniform and Dress Code: Daily / Physical Education / Gymnastics & Movement

We pride ourselves on our uniform, which represents the school. Students are expected to wear their uniform with respect, maintaining a clean and tidy appearance at all times. The uniform is:



The school PE uniform must be worn by boys and girls. A PE shirt with the school logo, white socks and mostly black or mostly white sports shoes make up the PE uniform. Additional requirements are:-

- A black, or school green coat or cardigan can be worn in winter.
- Jewellery, nail polish, makeup, radical haircuts and hair gel/cream products are not permitted
- Boys' hair must sit above the collar, and girls' hair must be tied back using only school colours.

Students who arrive at school without all the uniform components will be required to call their home to have the required items sent prior to attending classes . Students not in the correct uniform will not be allowed to represent the school at any event.

4. Homework Policy - Student or Learner Agency

As per the MOE guidelines, we do not give students homework - children also need to have a balanced life. The only required homework we do expect of our students is to read daily for 10 to 15 minutes in both languages. Google Classroom acts as a medium of communication between parents and teachers. Teachers are required to write notes to the parents on a regular basis, as appropriate, regarding a student's performance.

Home reading is an essential daily part of assigned homework.

Home reading

In addition, to set pieces of homework, students are also expected to do daily reading at home. After reading for a minimum of 10-15 minutes in English and/or Arabic:

- Students in N - KG 2: parents are then requested to listen to their child read, support them in completing the reading log and then sign the Student Organizer. Student Organizers must be brought to school each day.
- Students in Gr. 1 - 2: parents are requested to listen to their child read and then sign the Reading Passport.
- Students in Gr. 3 - 5: parents are requested to follow up with their child to ensure that they complete the online Reading Passport.

The School Day

The school day begins at **7:15 am**. The school day ends at:

Sun/Mon/Wed/Thu

- Nursery to go home at **12.35**
- KG 1 to go home **13.15**
- KG 2/Gr 1 = **1.45**
- Gr 2 - 5 = **13.55**

Tuesdays

- Nursery = 12.00
- KG 1 = 12.30
- Gr. 1 & gr 5 = 12.15pm

Parents will be notified when changes are made to this schedule. During periods of special circumstances special scheduling might be required.

- Buses leave from the Bus Area at a designated time
- If you miss registration because of lateness, you must go to the school office to receive a late slip
- N- Gr. 1 snacks are eaten in the Homeroom classes - students must provide their own snacks.
- Grades 2-5 students will eat in the school's Dining Hall, they will be able to buy food or bring in their own healthy snack.
- All Elementary students may purchase water at break times
- All Students must have a Hall Pass to leave the classroom, especially for visits to the Nurse. **Students are reminded to use the bathroom at snack time.**

The First Day

Students and their parents will be guided by members of staff and admin to their new classes.

The homeroom teacher welcomes all new students and gives the class an overview of their timetable and how to get to the various classrooms they will be using.

At about 8:50 am¹ - 9.05 am they will have a short play break (15 minutes). When the bell rings they line up outside their homeroom and then have their snack.

At around 11:20 am - 11.35 am they will have another play break (15 minutes). When the bell rings again students assemble and have their second snack.

At 1:50 pm a bell will sound and students return to their homeroom to finish off, collecting bags and any letters or notices before leaving for buses or cars.

Parents are requested to collect their children promptly at the end of the day. Parents are requested to wait for their children outside the Dining Hall, or at the KG Playground gate.

Parties and Celebrations

We are an institution of learning with a focus on academic rigour. We are unable to host or allocate time for individual students' birthdays. **Unfortunately, we cannot allow cakes, cupcakes, sweets or gifts to be brought into school** . However, there are occasions when celebrations may take place, such as National Day.

Money and Valuables

While every effort is made to ensure the provision of a safe school environment for students, we advise students not to bring excessive money, toys or valuables to school. We cannot assume responsibility for lost or stolen items. (**Please see our Digital Citizenship Agreement**)

Electronic communication/entertainment devices are not encouraged, unless for academic purposes. Students may hand their phones to their Homeroom teacher at homeroom time in the morning and may collect it at the end of the day. If used during school time, these items will be confiscated. Parents will be required to collect these items. Items, if of a violent nature, will be confiscated permanently. Please see our Digital Citizenship Agreement .

Student Council

Grade 5 students have the opportunity to stand for democratic election as Student Councilors. The Councilors may hold office for the whole year, but may also be removed according to the agreement signed by the students and their parents.

¹ Timings might change based on circumstances at the beginning of each year

The role:

- To represent the student body and present any issues to the Student Council Committee to help improve our Elementary School.
- To act as positive role models in all areas of schooling:
 - ❖ Standard of behavior
 - ❖ Wearing school uniform
 - ❖ Standard of school work
 - ❖ Punctuality
 - ❖ Cooperation with students and staff
- To work as a positive team member and to promote student involvement in some school decision-making.
- To provide input regarding students' affairs **Responsibilities:**
- Collect, tally and display 'Merit Points'
- Maintain and update 'School Council Notice Board'
- Make presentations at Assembly
- Meeting/Greeting visitors to the Elementary School when needed
- Provide some assistance at Sports Days and other 'Special Events'
- Work in the Library

Peer Mediation Program

This is a social skills program that trains grade 5 students to be able to help their peers to solve their own disputes and problems. During this training, the students learn about leadership, communication, friendship, speaking and listening skills. The students, who take part, take a role of responsibility within the school and develop their own self-esteem and enhance their wider view of learning.

Elementary Community Service program and other School Links

Students from the Elementary school are expected to take an active role in the Community Service Program that is designed to promote links with local and overseas communities. These include local charities, local orphanages and children's homes, institutes for the elderly and recycling projects. Together they make up a healthy program for our young global citizens.

Assemblies

ES assemblies are conducted weekly on Thursdays at 1.10 pm. The focus of assemblies is to share student achievements and to focus on the characteristics of the PYP. Parents are always welcome to attend. KG students meet regularly for assemblies.

Lost and Found

In the event that a student loses an item of value, they should check with the Lost and Found during breaks and before or after school. The *Lost and Found* are located in the ES corridors. High-value items will be kept at Reception.

Head Lice Policy Statement

Head lice are an on-going challenge in schools. Lice are very common. They always exist in children and in schools. No school is ever lice-free, just like no school is free of head colds.

It is contagious and untreated head lice can become very distracting and upsetting for children who are unable to concentrate in class due to the itchiness of their scalp.

It is critical to identify head lice early and take steps to eliminate it for the comfort of the children and to stop it spreading throughout the class and school. The best outcome is achieved when school staff and parents work in partnership.

Parents have prime responsibility for the detection and treatment of head lice.

Procedures

The School:

1. When a teacher suspects a child has head lice, the teacher will act promptly, following the agreed procedure.
2. The first step is to request the child go to the school nurse where the child will be privately told they may have head lice. The school's nurse will inspect the child's head and if head lice are evident (live lice and/or eggs/nits) then the parents will be phoned immediately and asked to collect their child and to treat their child's head.
3. A general letter of notification ('alert note' - This note will act as a useful warning to other parents to check their children's hair.) will be given to all children in the class, including the child who has been sent home. This letter also outlines recommendation procedure for treating head lice

Parents are expected to:

1. regularly inspect their child's head to detect the presence of lice or lice eggs/nits
2. ensure their children do not attend school with untreated head lice
3. notify the school if their child is affected and advise when treatment has begun
4. Parent complete and return a 'Confirmation of Treatment'. This will be monitored at reception and not in the classroom. It should provide the school with action taken at home prior to reentry
5. All students requiring treatment for head lice need to have hair checked by their parents over a ten-day period to ensure all eggs/nits/lice are eradicated. This is an important strategy in ensuring eradication.

Resources:

<https://www.district65.net/Page/983>

<https://www.cdc.gov/parasites/lice/head/treatment.html>

<http://www.stjoseph.qld.edu.au/policy-and-procedures/Pages/School-Head-Lice-Policy.aspx>

<http://falconps.wa.edu.au/pdf/head%20lice%20policy%20statement.pdf>

<http://nechako.cmsd.bc.ca/head-lice/poster-lice/>

<https://www.slideshare.net/DuPageMedicalGroup/lice-arent-nice-a-panic-free-guide-to-dealing-with-lice>

Addendum:

Parent notification letter

Pamphlet

Confirmation of Treatment

They're Back

Dear Parents/Guardians/Carers,

It has come to my attention that some students in the school may have head lice and I seek your cooperation in checking your child's hair this week (/ / to / /).

Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice. You may be reassured to know that head lice are commonly found in places other than at NIS. Head lice are common in school-aged children and are the most adaptable of creatures. They have survived living solely on humans for 10,000 years!

What can you do?

I seek your cooperation in checking your child's hair and in those instances where head lice or eggs/nits are found, treating your child's hair.

How do I treat my child for head lice?

The attached pamphlet has informative guidelines regarding detecting and treating head lice and eggs/nits. The school also has additional information available regarding treatment and controlling head lice. Please don't hesitate to contact (insert relevant person) on, (insert phone number) to obtain this information.

If head lice or eggs/nits are found on your child's hair you need to inform:

- the school and advise when the treatment has started, via the attached *Action Taken Form*.
- parents or carers of your child's friends so they too have the opportunity to detect and treat their children if necessary.

When can my child return to school?

Health regulations require that where a child has head lice, that child should not return to school until the day after appropriate treatment has started. Please note, this refers only to those children who have live head lice and does not refer to head lice eggs/nits.

NIS is aware that head lice can be a sensitive issue and is committed to maintaining your confidentiality.

Kind regards

Signature of Principal (or relevant other)

Date.....

Treatment Pamphlet – What can you do?

Treating the infested person(s) requires using an Over-the-counter (OTC) or prescription medication. Follow these treatment steps:

1. Before applying treatment, it may be helpful to remove clothing that can become wet or stained during treatment.
2. Apply lice medicine, also called *pediculicide*, according to the instructions contained in the box or printed on the label. If the infested person has very long hair (longer than shoulder length), it may be necessary to use a second bottle. Pay special attention to instructions on the label or in the box regarding how long the medication should be left on the hair and how it should be washed out.

WARNING:

Do not use a combination shampoo/conditioner, or conditioner before using lice medicine. Do not re-wash the hair for 1–2 days after the lice medicine is removed.

- Have the infested person put on clean clothing after treatment.
- If a few live lice are still found 8–12 hours after treatment, but are moving more slowly than before, do not retreat. The medicine may take longer to kill all the lice. Comb dead and any remaining live lice out of the hair using a fine-toothed nit comb.
- If, after 8–12 hours of treatment, no dead lice are found and lice seem as active as before, the medicine may not be working. Do not retreat until speaking with your healthcare provider; a different *pediculicide* may be necessary. If your health care provider recommends a different *pediculicide*, carefully follow the treatment instructions contained in the box or printed on the label.
- Nit (head lice egg) combs, often found in lice medicine packages, should be used to comb nits and lice from the hair shaft. Many flea combs made for cats and dogs are also effective.
- After each treatment, checking the hair and combing with a nit comb to remove nits and lice every 2–3 days may decrease the chance of self-reinfestation. Continue to check for 2–3 weeks to be sure all lice and nits are gone.
- Retreatment is meant to kill any surviving hatched lice before they produce new eggs/nits. For some drugs, retreatment is recommended routinely about a week after the first treatment (7–9 days, depending on the drug) and for others only if crawling lice are seen during this period.

Supplemental Measures: Head lice do not survive long if they fall off a person and cannot feed. You don't need to spend a lot of time or money on housecleaning activities. Follow these steps to help avoid re-infestation by lice that have recently fallen off the hair or crawled onto clothing or furniture.

1. Machine wash and dry clothing, bed linens, and other items that the infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned
OR
sealed in a plastic bag and stored for 2 weeks.
2. Soak combs and brushes in hot water (at least 130°F) for 5–10 minutes.
3. Vacuum the floor and furniture, particularly where the infested person sat or lay. However, the risk of getting infested by a louse that has fallen onto a rug or carpet or furniture is very small. Head lice survive less than 1–2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp. Spending much time and money on house cleaning

activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.

4. Do not use fumigant sprays; they can be toxic if inhaled or absorbed through the skin.



Head lice are wingless parasites that live close to the human scalp.

Many people with head lice may have no symptoms.

In the US, girls are somewhat more likely than boys to become infested, perhaps due to the sharing of brushes and combs.

Itching, the most common symptom, may take 4-6 weeks to develop the first time a person has head lice.

Head lice are not a health hazard or a sign of poor hygiene.

An estimated 6 to 12 million infestations occur each year in the US, most commonly among school age children 3 to 11 years old.

In the U.S., treatment costs are estimated to be in the hundreds of millions, not including indirect costs such as lost school and work days.

When selecting a treatment consider safety, efficacy, ease of use and cost.

Although prevalence is not known, misuse and resistance to some OTC treatments have been reported; patients should consult their doctor.

There are effective prescription treatment options available.

headfirst!
EXPERT ADVICE ON LICE

SANOPI PASTEUR 

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Confirmation of Treatment

I, the parent of _____ in grade _____, hereby confirm that we have treated him/her in accordance with the school's policy on head lice.

Sincerely.

Parent's name: _____ Contact number: _____

Parent's signature: _____ Date: _____

Yearbook

This is published annually in May/June and is a full-colour, pictorial summary of the year's events.

School Services

1. Counseling Services

A specialist, dual language counsellor provides counselling services for students. Services include referrals from teachers and administration for students in need of help to adapt to life in school, or to deal with certain behavioural difficulties or social issues. In addition, the counsellor provides help to the teachers in understanding the student's problems and in sharing techniques for dealing with certain cases. The counsellor is involved with the teachers in handling academic difficulties. The counsellor is involved in students' activities and is responsible for planning special workshops for students, teachers and parents. The counsellor acts as a leader for the Homeroom teachers and works on programs for the homeroom role. A confidential file is kept on cases referred to the counsellor's office.

2. ASL

Arabic as a second language (ASL) is available for students from a non-Arabic background

3. Health Services

The school nurse is always available and first-aid is provided in cases involving wounds, bruises, broken bones, sprains, and other illnesses. When an accident occurs on school grounds, parents will be notified by telephone. Where no relative is available, the school will use discretion to carry out the necessary procedures to deal with the emergency.

In the event of an accident where it appears that a possible bone breakage or other serious injury has occurred, the student will not be moved, and the school nurse will be sent immediately. The Nurse will make the necessary arrangements and will inform the teacher, Principal, and parents.

During the year, the school nurse will check the student's vision, and if any student is found to have poor eyesight, the parents will be contacted to arrange a further medical consultation. The same process will take place when problems with hearing are discovered.

3.1 Health Record

Every student must have a health record on file. The admissions package contains this form that parents, with the assistance of the family doctor, must complete. Contact information must be accurately and comprehensively recorded on the form.

If a student is suffering from any condition that places him or her *at-risk*, this information must be supplied to the school so that the nurse and teachers will exercise special precautions. Examples of conditions falling under this category include asthma, epilepsy, bed-wetting, sickle cell disease and diabetes. The school declines any responsibility, should parents fail to notify the school, via the enrolment form and nurse.

3.2 Medication

Any student requiring medication during school hours will conform to the following rules:

- Medication should be in a labelled container that specifies the name, contents and dosage.
- Medication should be handed to the school nurse who will administer it to the student as necessary.

3.3 Immunization Program

A team from the Ministry of Health may visit to administer immunization shots against tuberculosis, measles, German measles and polio. Before the visit, a letter will be sent to parents to obtain their permission.

3.4 Contagious Diseases

Please notify the school immediately, if your child contracts any contagious disease so that measures can be taken to prevent its spread to others.

4. Media Information Center (Library)

The Media and Information Center is located in the ES building next to the KG Hall. The Center offers a wide variety of printed material designed to meet the research and language development needs of students. There are computer facilities available for student use.

Students in grades 1-5 are permitted to borrow a maximum of 2 books at a time, for a period of 2 weeks. Students can change books daily and are encouraged to use the Center during breaks and after school until 2 p.m. Students who fail to behave in a manner appropriate for a Library setting may have their access privileges revoked. Eating and drinking are not permitted in the Center.

5. Transportation

NIS allows private bus companies to pick up and drop off students. Parents contact these companies directly to arrange for the transportation of their students. The school is unable to play a part in this arrangement. Telephone numbers of several companies are available at the school reception for your convenience. Students are expected to behave themselves during the travel on these buses so as not to endanger their own or the lives of others. Any student who does not act in such a way may be asked by the bus company to make alternative arrangements.

6. Telephone

Telephones in the reception and other offices are not for student use except for urgent matters or in an emergency. Students are required to make social arrangements out of school time.

7. The Dining Hall

The Dining Hall provides a service to the students and teachers. Grade 2-5 students are able to buy snacks from the Dining Hall or bring in their own healthy snacks. All Nursery to Gr. 1 students may bring in their own healthy snack that they will enjoy in their homerooms. A healthy menu is continuously reviewed.

8. Parent-Teacher Association (PTA)

Representatives from all of NIS parent members form this committee. Most committee members serve a tenure of two years or more. Members are invited to join this committee and become actively involved in the life of the school. This committee is considered to be an integral part of the school and is involved in money-raising activities such as National Day, Family Day, and Walkathon.

9. Volunteers

We welcome volunteers to help with some duties. If parents have a speciality that we can use at school to enhance the learning of our students such as storytelling, being a historian, book publisher, scientist, artist, doctor, banker, engineer, professor, and are willing to give some time to the school, please contact the teacher or Principal directly.

10. Parent contact during the school day

Parents are requested to make an appointment to see their children's Homeroom or subject teacher. Teachers **cannot leave classes to conference with parents**.

11. Messages

For the sake of preserving instructional time, students will not be given personal messages during school hours. Please ensure that students are aware of appointments and after school arrangements before they arrive at school. Please do not send messages via the telephone to the school secretary unless genuinely urgent. Students need to come to school organized and are not permitted to call for items to be brought to school.

12. Visitors

All visitors must report to the Reception. This is for the safety of the children and to reduce the number of interruptions during instructional time.

13. Developing Dual Language Learners

The school will make every effort to encourage all students to use both English and Arabic as a means of communicating with others and to access the curriculum both inside and outside the classroom.

We kindly urge parents to support our efforts, since your cooperation and commitment to the goals of the school will provide a higher level of bilingualism and more positive learning outcomes.

We expect students to speak only English in classes of English instruction and Arabic in classes of Arabic instruction. Outside of classes, students are encouraged to exercise their English skills as much as possible. Allowances are made for translation purposes.

Parents are asked to encourage their children to use English at home and at school, as well as their own mother tongue language.

14. Policies

School Policies are available on the school's website and on request.

cmb 23/4/2014

AdP 15/05/2018

AP and MN 15/4/19 ESLST

June 2019

ESLST June 2021

Done - 28March2022