



المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School

Bringing Talent to Life

إدخال الموهبة في الحياة

# Student Handbook

2011-2012

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## A Letter from the Principal

Dear CBS Families,

It is my privilege to welcome you and your children to Canadian Bilingual School for the 2011 - 2012 school year.

This handbook will serve as a resource and reference to help you understand the rights and responsibilities you have as a member of the CBS school community. CBS students learn some of their most important lessons from the caring interaction experienced each school day. The ideals of CBS have created a shared culture of respect for and service to others.

We believe that you, as your child's first teacher, play a vital role in education. We are committed to developing an ongoing partnership between home and school. By working together, we will help all of our children succeed. You may expect regular communication from the school through class newsletters, progress reports, report cards, monthly publications and updates on the school website.

This Student Handbook has been updated and organized to help you become familiar with the policies and procedures at CBS. Please read it over with your child and keep it handy so that you may refer to it throughout the school year when questions arise.

This new school year brings much excitement - meeting new friends, new teachers and sharing educational experiences. I look forward to meeting all of our students and parents. As always, feel free to contact me with your questions, ideas or concerns.

On behalf of Mrs. Green (vice-principal), Ms. Lucy (vice-principal) and I, as well as the entire elementary staff, we welcome each and every one of you back to school!

Sincerely,

Shawn Hocking Principal

**CBS - Academic Staff List 2011-12**

<b>#</b>	<b>Staff Name</b>	<b>Position</b>	<b>Grades</b>
1	Shawn Hocking	Principal	
2	Liana Green	Vice-Principal (Elementary School)	
3	Lucy Ashdown	Vice-Principal (Middle/High School)	
4	Ghada Hamdy	School Counselor	
5	Mahbooba Gafour	Classroom Teacher	Pre-K
6	Angela McMillen	Classroom Teacher/Divisional Leader	JK (1)
7	Dina Essa	Classroom Teacher	JK (2)
8	Mina Angelos	Classroom Teacher	JK (3)
9	Khatuna Mujirishvili	Classroom Teacher	JK (4)
10	Hadia Masood	Classroom Teacher	SK (1)
11	Lena Bell	Classroom Teacher	SK (2)
12	Sara Bidawi	Classroom Teacher / Divisional Leader	SK (3)
13	Susan Howard	Classroom Teacher	SK (4)
14	Beverly Norton-Meers	Classroom Teacher	SK (5)
15	Mason McCormick	Classroom Teacher/ Divisional Leader	GR1 (A)
16	Kellie Lavigne	Classroom Teacher/ Divisional Leader	GR1 (B)
17	Rachel Kennedy	Classroom Teacher	GR1 (C)
18	Krista Sultmanis	Classroom Teacher	GR1 (D)
19	James King	Classroom Teacher	GR2 (A)
20	Moly Hinh	Classroom Teacher	GR2 (B)
21	Amanda Van Niekerk	Classroom Teacher	GR2 (C)
22	Tanya Bradshaw	Classroom Teacher	GR3 (A)
23	Leena Al-Dajani	Classroom Teacher	GR3 (B)
24	Deena Henaway	Classroom Teacher	GR4 (A)
25	Shauna Nelson	Classroom Teacher	GR4 (B)
26	Tamey Morton	Classroom Teacher/Divisional Leader	GR5
27	Tamas Klinda	PE Teacher	Elementary

28	Saif Begum	Computer Teacher	Elementary
29	Magdi Mostafa	Music Teacher	Elementary
30	Tasneem Akbarbhai	English Second Language Teacher	Elementary
31	Anita Locs	Librarian	
32	Stephen Brennan	French/Math/P.E.	Middle School
33	Cedric D'Souza	History/Geography/ESL	Middle School
34	Jeffrey Phillips	English/Art	Middle School
35	Heather Mayhew	English/ESL	Middle School
36	John Morton	Business Studies/Computers/ESL	Middle School
37	Heather Julian	Math/Science	Middle School
38	<b>Eman Ismail</b>	<b>Arabic Coordinator/AFL</b>	Middle School
39	<b>Mohamed Abdelal</b>	<b>Islamic Coordinator/ Islamic Teacher</b>	Middle School
40	Gamal Mohammed	Islamic Teacher	Elementary
41	Hussain Shaker	AFL Teacher	Elementary
42	Ali Mousa	Arabic Social Studies	Elementary
43	Mona Nabil	Arabic Teacher	Elementary
44	Enas Abdul Halim	Arabic Teacher	Elementary
45	Salwa El Shaaet	Arabic Teacher	Elementary
46	Gihan Mohammed	Arabic Teacher	Elementary
47	Sharifa Mahmoud	Arabic Teacher	Elementary
48	Amina Hassan	Arabic Teacher	Elementary
49	Dalal Al Ahmad	Arabic Teacher	Middle School

### School Contact Information:

Tel: +965 247 44 023      Fax: +965 247 43 470

Principal: [principal@cbskuwait.com](mailto:principal@cbskuwait.com)

Vice-Principal: [viceprincipal@cbskuwait.com](mailto:viceprincipal@cbskuwait.com)

Counselor: [counselor@cbskuwait.com](mailto:counselor@cbskuwait.com)

Administration: [admin@cbskuwait.com](mailto:admin@cbskuwait.com)

Website: [www.cbskuwait.com](http://www.cbskuwait.com)

## **Our Mission Statement**

Canadian Bilingual School seeks to develop the creative minds, and ethical spirits needed to contribute wisdom, compassion and leadership to a global society. We provide a rigorous, academic program encouraging high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a respectful, safe and supportive environment where students, parents, teachers and community members are encouraged to be actively involved in our students learning.

## **Core Beliefs**

We believe in:

1. Individual Accountability
2. Having a positive belief in people
3. Developing critical thinking

## **CBS Code of Conduct**

As a member of the CBS community,

1. I will be accountable for my own learning and will ensure that my work reflects both my integrity and the best of my abilities.
2. I will treat others, regardless of position or background, with respect and dignity.
3. I will ensure that my actions and attitude contribute to maintaining a positive learning environment for all.
4. I will take proper care of my belongings and respect the property of others.
5. I will accept my responsibilities to the CBS community by following the school's rules and regulations.

**School Day 2011-2012  
Middle School & High School Schedule**

<b>Arrival assembly (Homeroom)</b>	<b>7:25 – 7:40</b>
<b>Period One</b>	<b>7:40 – 9:00</b>
<b>Transition</b>	<b>9:00 – 9:10</b>
<b>Period Two *</b>	<b>9:10 – 10:30</b>
<b>Lunch</b>	<b>10:30 – 11:10</b>
<b>Period Three</b>	<b>11:10 – 12:30</b>
<b>Transition</b>	<b>12:30 – 12:40</b>
<b>Period Four</b>	<b>12:40 – 14:00</b>

\* No middle school PE. On field at this time

**School Day 2011-2012  
Elementary School Schedule**

<b>Arrival assembly</b>	<b>7:25 – 7:40</b>
<b>Period One</b>	<b>7:40 – 8:20</b>
<b>Period Two</b>	<b>8:20 – 9:00</b>
<b>Period Three</b>	<b>9:00 – 9:40</b>
<b>Recess</b>	<b>9:40 – 10:00</b>
<b>Period Four</b>	<b>10:00 – 10:40</b>
<b>Period Five</b>	<b>10:40 – 11:20</b>
<b>Period Six</b>	<b>11:20 – 12:00</b>
<b>Lunch</b>	<b>12:00 – 12:30</b>
<b>Period Seven</b>	<b>12:30 – 13:10</b>
<b>Period Eight</b>	<b>13:10 – 13:50</b>
<b>Pack Up and Dismissal</b>	<b>13:50 – 14:00</b>

## **CURRICULUM DESCRIPTION**

Curriculum is the driving force behind all teaching. It focuses us and provides continuity across the grades. CBS students require consistent, challenging programs that will capture their interest, stimulate creative thinking and problem solving, develop a co-operative and independent approach to team work, as well as prepare them for a lifetime of learning. They require knowledge and skills that will help them compete and excel in a global economy allowing them to lead lives of integrity and satisfaction both as citizens and as individuals.

CBS follows the Ontario curriculum, thus creating challenges and meeting the creative and academic needs of each individual learner.

Teachers use Curriculum Expectations and Achievement level charts (exemplars) to ensure the expectations of the appropriate grade level are met. These charts are used in lesson and unit planning for the teacher, and are reflected in the report cards and used as references when discussing progress with the parents.

## **LANGUAGES**

At CBS, English is the language of instruction in the core subjects: Language Arts, Mathematics, Social Studies and Science as well as with the specialist subjects: Computers, Art, Music, Personal and Social Development and Physical Education. French is also offered in the middle school (Grades 6 to 8).

Arabic, Islamic Studies and Social Studies are significant parts of the curriculum as mandated by the Kuwait Ministry of Education. These three subjects are taught in Arabic.

As CBS, teaches both English and Arabic skills, the two languages are taught with integration as a goal. The common themes and planning, as well as shared days of celebration are a focus of our program.

Language is central to students' intellectual, social and emotional growth, and must be seen as a key element of the curriculum. Parents, students and teachers need to understand that language is a crucial tool for learning in all areas. Whether they are studying literature, mathematics or science, students need fundamental language skills to understand information and express their ideas. Through language learning, students acquire skills that are essential to their future. For example, they learn to analyze ideas and information and to communicate them clearly, both orally and in writing.

When students learn to use language in the elementary grades, they do more than master the basic skills. They learn to express their feelings and opinions and, as they mature, to support their opinions with sound arguments and research. They become aware of the many purposes for which language is used and the diversity of forms it can take, as well as, how best to present ideas to a variety of audiences. Students experience the expressive and communicative power of language and come to appreciate language as both a source of pleasure and an important medium for recording and communicating ideas and information.

### **Admission Policy**

Parents who wish to enroll their child in the Canadian Bilingual School must complete an application form that is available in the main office. The student must also complete an academic assessment. It is administered according to the grade level that matches the placement of the child. This Admissions Test cannot be given until all previous school records and a birth certificate are provided. The school's administration will evaluate the applicant's previous school records and review the results of the admission test to determine whether admission is in the best interest of both the school and the child.

The school's administration will determine the need for further information. It may be necessary for a parent interview in making a final determination of admission.

#### **1. Age Requirements:**

- A pupil must be 3 years of age by December 31, to be admitted to our Pre-Kindergarten Program.
- A pupil must be 4 years of age by December 31, to be admitted to Junior Kindergarten Program.
- A pupil must be 5 years of age by December 31, to be admitted to our Senior Kindergarten Program.
- A pupil must be 6 years of age by December 31, to be admitted to Grade 1.

A child may be placed provisionally in Grade 1 at the beginning of school in September even though he/she has not attended Kindergarten, provided that the child passes an academic assessment and attains his/her sixth birthday by December 31. After one month of enrollment it will be decided on the basis of readiness, maturity, and social adjustment whether the child may continue in Grade 1 or be transferred to Senior Kindergarten. This decision is made at the discretion of the principal and the teacher of the child.

2. *Birthdate:*

Proof of a child's date of birth is required by providing a valid birth certificate. This must be placed in the child's cumulative record folder at the time of admission in order for the administration to make a determination of placement.

3. *Admission of Students to Grades 2 - 8:*

Admission to other grades will be determined by the school administration. ALL PREVIOUS SCHOOL RECORDS, INCLUDING MEDICAL RECORDS, ARE TO BE SUBMITTED AT THE TIME OF ADMISSION. All new students will complete an academic assessment that includes a reading, language, writing, and mathematics component.

Students will be placed in the appropriate grade level with consideration given to their academic aptitude, readiness, maturity, social adjustment, and age.

4. *Standardized Tests:*

At the discretion of the school principal, standardized test results may be used in determining grade placement and admission to the school.

5. Notification of Admission:

When a student's file is complete and payment of all necessary school fees have been made, the school will notify the parents regarding the admission of their child.

6. Documents Required:

The following documents are necessary for each student's cumulative file: (A FILE MUST BE COMPLETED BEFORE THE STUDENT ATTENDS CLASS.)

- Two recent passport size photos.
- Copies of previous school records, including the most recent report card.
- Copies of standardized test scores.
- A clear copy of the passport information pages for each student and their father or guardian.
- A copy of the birth certificate.
- Copies of the Residence Permit and the Civil I.D. card for each student and his or her father or guardian as soon as they are issued by Kuwait authorities.
- For students transferring to CBS from another school in Kuwait, a completed transfer certificate is necessary. This may be obtained from the student's previous school.

7. Student Health Records:

- BCG card or proof of PPD (Tuberculosis Skin Test) and a physical fitness card.

- Copies of the student immunization record from birth until present.
- A student health file that is available at the Elementary Nurse's Office.
- A medical release form is available from the elementary school nurse.

### **Re-admission Policy**

### **Promotion of Students**

Students who successfully complete all academic requirements at their current grade level and who appear to be physically, emotionally, and socially ready for studies in the next grade, **will be promoted** at the end of the school year.

### **Placement of Students**

Students who are struggling to meet grade level expectations, but are not a retention candidate **may be placed** in the next grade. Their academic growth will be closely monitored by the Student Services Team.

### **Retention of Students**

Students may be retained at the same grade level if they require more time to reach the level of achievement necessary for promotion. **Retention decisions are made by the principal** in close communication with the classroom teacher, parent, and Student Support Team.

### **Lunch**

It is recommended that all students bring a healthy packed lunch from home. Lunch/snack is eaten in the homeroom classroom under the supervision of the homeroom teacher. Each student is responsible for the cleaning-up of his/her area. **We suggest a lunch made of fruit, a sandwich, raw vegetables, milk, yogurt, juice, or water.** When temperatures rise, please ensure your child has an adequate amount of water to drink during the day.

- Candy and soda are not allowed as part of a student's lunch or snack.
- Milk or juices are preferred lunch beverages.
- Chewing Gum is not allowed at school.
- Please put your child's name inside the lunch box, or mark the paper bag so a lost lunch or lunch box can be returned to the owner.

### **Mobile Phones and Electronic Devices**

Student cell phones may not be used, seen or heard on campus or at off-campus events at any time between 7:15 and 2:00. If a cell phone is observed or heard by a staff member, the following consequences will apply:

On the first offense, the cell phone will be confiscated and held in the office. It will be returned to the student at the end of the day. The student's parents will be informed of the incident and of the consequence of a second offense.

On the second offense, the cell phone, including SIM card, will be held by the office for a period of one week before being returned to the student's parents.

A third offense will result in further consequences as determined by the school administration.

### **Money & Valuables**

Students are advised not to bring money or valuables to school unless requested. The school will not assume responsibility for money or possessions lost or stolen at school.

### **Permanent Student Files**

Individual cumulative files are maintained in the Registrar's Office. These files include application forms, copy of the birth certificate, family information form, transcripts, copies of report cards, health files, discipline reports, copies of mid-quarter progress reports, and score reports from standardized tests.

## **Field Trips & After-School Activities**

The Ministry of Education requires that the school obtain permission for all school-sponsored activities. Requests for any extra-curricular school function must be made by formal request to the Ministry of Education. Parents are required to sign permission for their child to attend field trips and after-school activities. Students without permission will not attend the trip/activity.

It should also be noted that after field trip money has been submitted to the outside institution that will be visited, no refunds will be allowed.

### **After-school activities**

After-school activities are offered during the school year. Activities vary from year to year based on the interests of students and the availability of sponsors. Parents will be advised in writing when it is time for students to enroll in these activities. Students must be picked up at the Reception immediately following the after-school activity. If they are not picked up soon after the activity and the problem persists, the child will have to forfeit their participation in after school activities.

### **Telephone Calls**

School telephones are for school business. In cases of emergency, a student may obtain the permission from the principal or the secretary to use the telephone in the school reception only. Students who need to call home must obtain permission of the classroom teacher. In case of illness, the school nurse will make a medical decision as to whether or not a student needs to go home, and will notify the parents of the student who is ill.

### **Transportation**

Transportation of students to and from school is the responsibility of parents. Bus services are available with a private bus company. Students should not arrive to school prior to 7:15 a.m. and should be picked up at the dismissal time of 12:00 for Pre-K and Junior Kindergarten, and 2:00 p.m. for Senior

Kindergarten and Grades 1-9. Students staying for after school activities must be picked up at the end of the scheduled activity.

### **Visitors**

At CBS we want to welcome parents and volunteers while making sure our school is safe and that student learning time is not interrupted. We are initiating a new Visitor Policy this year. Visitors to the school between the hours of 8:00 and 2:00 need to come directly to the Reception and check in with the secretary. You will then get a badge if you are staying in the building. If you are picking up a child, someone will bring the child down to the office to meet you. If your child is very sick and the nurse has called you may go to the nurse first, pick up your child, and then check him/her out at the reception. If you have an appointment with a teacher please check in with the reception and someone will escort you to meet with the teacher or the teacher will meet you in the reception area. We appreciate your support in this matter.

### **Morning Arrival**

- Students are to arrive at school by 7:25 am and are to proceed directly to their classrooms. Attendance will be taken between 7:25am and 7:40am. Any students arriving after that time will be recorded as late.

### **Child Pickup**

- Parents will wait in the reception and the child will be picked up and brought to the waiting parent. No child is to be released to a parent who comes to the classroom door between 7:30 - 2:00. Parents are to check in at the office and their child will be brought to them.
- For Pre-K and Junior Kindergarten dismissal, parents will pick up their child from the classroom at 12:00. Parents are not permitted to enter the classroom until 12:00.
- For Senior Kindergarten and Grades 1-5 dismissal, classes will wait to be collected from their classrooms. Grades 6 to 9 will line up with their teachers in the playground area at 2:00pm. Parents or drivers are to then go to the classrooms or lines and inform the classroom teacher

when they are taking their child. After 2:15pm, students who have not been picked up will then be escorted to the reception area to wait for their parents.

- Classroom Volunteers will come to the reception to get a Volunteer badge. He or she will wear a volunteer badge throughout their volunteer time and can freely move around the school. Visitors who are not wearing a volunteer or visitor's badge will be asked if they can be assisted and then escorted to the reception to check in.
- Children, who miss their bus or are waiting for their pick up, either after school or after activities are finished, will be brought to reception for pick up.

## **Communication**

### **1. Newsletters:**

Your child's teacher will send home a class/grade level newsletter on a regular basis. This is an important communication because it will describe what is happening in your child's classroom, the topics being studied, homework expectations, upcoming quizzes or tests, the dates for concerts, field trips, etc. This communication is an excellent means by which you can discuss your child's experiences at school. Please take the time to discuss the class newsletters with your child.

### **2. Email:**

Your child's classroom teacher will provide their school email address. In an effort to reduce paper and provide faster feedback, we request you provide your child's homeroom teacher with your email address. Other contact emails can be found on the school web-site [www.cbskuwait.com](http://www.cbskuwait.com)

### **3. Progress Reports:**

Progress reports will be sent out for all students on November 16<sup>th</sup> and April 5<sup>th</sup>.

#### 4. Report Cards:

Report cards will be issued at the end of each semester. The report card's purpose, like the progress report, is to keep parents informed of the student's performance and effort. Reports cards will be sent home on February 7<sup>th</sup> and June 12<sup>th</sup>.

#### 5. Conferences:

There are three formal opportunities during the year to meet for parent-teacher conferences. The first parent-teacher conference will take place at the end of the first quarter (November 17<sup>th</sup>). The second will be in the form of a three-way conference (parent-teacher-student) and will take place at the end of the second quarter (February 8<sup>th</sup>). The third conference will be a student-led conference and will take place near the end of the third quarter (April 5<sup>th</sup>).

#### Additional Conferences:

Parents and Teachers may request additional conferences throughout the school year to discuss their child's academic or social progress. It is very important to pre-arrange a time when meeting with your child's teacher. A request can be made by scheduling an appointment with the School Secretary. We encourage you to discuss any concerns you have with your child's teacher. The staff at CBS are dedicated to your child's success and want to be aware of any concerns you may have.

#### 7. This Month @ CBS:

This Month @ CBS is a monthly publication highlighting school programs and events. Follow the link on [www.cbskuwait.com](http://www.cbskuwait.com)

#### 8. School Website:

The school website at [www.cbskuwait.com](http://www.cbskuwait.com) offers links to academic programs upcoming events and other relevant info about CBS.

## Grading Policy

At Canadian Bilingual School, assessment and evaluation will be based on the Ontario provincial curriculum expectations and the achievement levels.

### Progress Reports:

**4** - The student consistently demonstrates the required knowledge and skills.  
**Achievement exceeds the standard.**

**3** -The student demonstrates most of the required knowledge and skills.  
**Achievement meets the standard.**

**2** -The student demonstrates some of the required knowledge and skills.  
**Achievement approaches the standard.**

**1** -The student consistently demonstrates the required knowledge and skills in limited ways. **Achievement falls much below the standard.**

### Report Cards:

At Canadian Bilingual School, as in all Ontario elementary schools, the value assigned will be in the form of a letter grade for Grades 1 to 5, and a percentage grade for Grades 6 to 9.

**A** - (80% - 100%) The student consistently demonstrates the required knowledge and skills. **Achievement exceeds the standard.**

**B** - (70% - 79%) The student demonstrates most of the required knowledge and skills. **Achievement meets the standard.**

**C** - (60% - 69%) The student demonstrates some of the required knowledge and skills. **Achievement approaches the standard.**

**D** - (50% - 59%) The student consistently demonstrates the required knowledge and skills in limited ways. **Achievement falls much below the standard.**

**F** - (Below 50%)

### Pre-Kindergarten - Senior Kindergarten Report Cards:

**4** - The student consistently demonstrates the required knowledge and skills.  
**Achievement exceeds the standard.**

**3** -The student demonstrates most of the required knowledge and skills.  
**Achievement meets the standard.**

**2** -The student demonstrates some of the required knowledge and skills.  
**Achievement approaches the standard.**

**1** -The student consistently demonstrates the required knowledge and skills in limited ways. **Achievement falls much below the standard.**

Evaluation of student progress by teachers is a continuous process. Homework assignments and classroom participation, and effort, together with quizzes, test and project scores are all considered by teachers in evaluating student achievement.

### Homework Policy

Homework is a valuable and necessary component of the instructional program and is important for a child's academic growth and sense of responsibility. Homework may consist of daily assignments, long-term projects, preparation for a quiz or test, test study and review of concepts learned in the classroom. Extended projects are expected to be completed in daily increments. The purpose of homework is to reinforce the ongoing learning in the classroom and to promote the involvement of you as parents in your child's education. Homework provides enrichment, review, and reinforcement of the curriculum.

Time recommendations and suggestions for homework are as follows:

**Regular Program**

**Arabic/Religion**

SK	10 minutes	10-20 minutes
Grade 1	20 minutes	30-40 minutes
Grade 2	20 minutes	30-40 minutes
Grade 3	30 minutes	30-40 minutes
Grade 4	40 minutes	40-50 minutes
Grade 5	60 minutes	40-50 minutes
Grade 6	60 minutes	40-50 minutes
Grade 7	60 minutes	40-50 minutes
Grade 8	60 minutes	40-50 minutes
Grade 9	90 minutes	40-50 minutes

**Attendance**

The satisfactory completion of a year's academic work requires regular attendance to all classes. Students, who are absent more than 30 days in the school year from the date of their enrollment, will have their progress reviewed by the principal in order to receive academic credit for the year.

**1. Returning To School After An Absence:**

When absent from school, a student must bring a note to their homeroom teacher signed by the parents stating the reason for the absence. After 3 days of absence, due to illness, a student must bring a note from a Doctor indicating the nature of the illness and when the student is able to return to school.

## **2. Excused And Unexcused Absences:**

When absence from school is necessary, students are requested to have one of their parents notify the school by telephone early in the morning on the day of the absence to explain the circumstances. Absences due to illness or because of an emergency will be considered excused. Absences for extended vacations or other reasons such as over-sleeping, missing the bus, staying home to study, etc. will be unexcused.

## **3. Extended Vacations:**

Parents are requested not to schedule extended vacations or trips for students that result in the student missing instructional days at school. When such situations are unavoidable, parents are requested to notify the school in writing prior to the absence. Teachers are not responsible for providing missed lessons in the extent of absence.

## **Absences & Homework**

In the event of a short-term absence, your child work can be collected by:

- Calling school secretary before 11:00am. This allows the classroom teacher sufficient time to prepare and collect the necessary materials for your child. Unfortunately, we cannot guarantee missed work requests will be completed after 11:00 a.m. that day.
- Collecting your child's missed work from the office before 2:00 p.m.

## **Early Check-Out at the End of a Quarter**

Parents are asked to notify the school when a student leaves prior to the end of a quarter. If a student leaves early on in the quarter or does not complete all requirements of a class, including a final evaluation, credit will not be awarded for the assignments missed. The school does not make provisions for early final evaluations. Quarter letter grades of students who miss final evaluations will be affected by incomplete evaluation requirements.

### **Punctual Attendance**

Students are encouraged to be punctual. Unexcused tardiness to class will be treated by individual teachers in an appropriate manner. Persistent late arrivals will be addressed by the principal and parents will be contacted to address this concern.

### **Withdrawing a Child from Class**

If it becomes necessary to withdraw a child from class during the instructional day, please notify the office secretary in advance. Withdrawing a student from class during the school day is strongly discouraged. Arrangements will be made from within the school to have the student withdrawn from class at the desired time for serious matters. The parents will meet the child at the nurse's office and will be given a withdrawal slip. This needs to be given to the security guard and receptionist upon leaving the school campus for security reasons.

### **Academic Honesty**

Cheating, including plagiarism of print or electronic material, is considered the equivalent of stealing. In addition, work completed by people other than the assigned student, is also considered cheating. Actions that will be taken are notification to student, parent and administration. Students may also receive a zero for the assignment/quiz/test/exam or be given opportunity to make up the assignment for partial credit by discretion of the classroom teacher and administration.

### **Guidelines for Student Behaviour**

Canadian Bilingual School seeks to maintain and foster high standards of acceptable behaviour. The intent of our school procedures and policies is to ensure common decency and courtesy in order to protect the rights of all students to pursue an education free from disruption and interference of this process.

Emphasis is placed on the students' individual responsibility for his/her own actions, and students are encouraged to make good choices based on self-

respect and respect for others. The primary responsibility for student's behaviour rests with the individual student. It is important that students are in a safe, non-threatening school environment that is conducive to successful learning.

When a student has made a poor choice, our goal is to ensure that the student takes responsibility for changing his/her behaviour to that of an appropriate one. If the incident is of a serious nature, the classroom teacher and/or supervisor will need to fill out an Incident Report and submit it to the administration. Involvement of the administration may mean contact with the student's parents and will often result in a conference involving the student, his/her parents, teachers, and the administration. If the incident is founded, appropriate consequences will be determined by the principal or vice-principal.

### **Unacceptable Actions**

Any action inside or outside the classroom which constitutes an infringement on another student's right to learn in a safe environment, interferes with another student's education, or anyone's well-being, will be considered a violation of school procedures and rules. The following list of unacceptable actions is provided as a guideline, but is not intended to be a complete list. It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of his/her actions.

- destruction of, or defacing of school property or the personal property of another student
- disruptive behaviour in classrooms, hallways, buses, the courtyard, playing fields, during co-curricular activities, etc.
- dishonesty with regards to tests examinations, reports, or projects
- theft of school property or other students' belongings
- fighting, hitting, pushing, spitting or bullying on or near the school grounds

- absence from a class without a valid excuse
- failure to follow directions of teachers, principal or other members of the school
- unauthorized use of mobile phones and other electronic equipment
- violation of the school dress code
- use of profanity or disrespectful language
- chewing gum or ordering food to be delivered
- Littering (throwing trash on the floor)

### **Bullying:**

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a climate in which students and/or teachers feel fear or intimidation. There are these characteristics that generally describe bullying behaviour: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student - or groups of students - to victimize others.

Bullying can be classified into three categories: physical, verbal and relational.

- **Physical bullying** involves hurting the body of another person or damaging property.
- **Verbal bullying** involves using words to hurt the feelings of others through taunts, name-calling, humiliating, and racist remarks.
- **Relational bullying** involves isolating, rejecting, excluding and blackmailing others through direct contact or using technology.

- **Cyber bullying** is a form of relational bullying that utilizes technology such as email, blogs, texting, social networking sites and chat sites.

We encourage students to report any bullying behaviour to a caring adult at school. Reports will be handled confidentially and with discretion, and services will be provided to both the victim and the bully.

If bullying is suspected or reported, the incident will be dealt with immediately by a teacher or member of administration. The consequence will depend on the nature and severity of the incident.

### **Playground Usage**

Recess is supervised by our school's educational assistants, teachers and administrators

- Students need permission from the supervising adult to re-enter the building during recess time.
- Students may not enter a room without an adult present.
- Any injuries should be reported to the supervisor and school nurse.
- No food (gum, candy, power drinks etc.) is allowed on the playground or in lunches.
- If play items go outside the school boundary, the supervisor should be informed immediately. Students should never leave the school grounds to retrieve play items. A school custodian will retrieve the item.
- As soon as the bell rings, all students should stop their play and proceed to their class line immediately.
- Balls are not permitted on the playground before and after school unless there is an organized school sanctioned activity.

## **Bus Safety Rules**

- Follow the bus driver's directions.
- Fasten your seatbelt.
- Remain seated while the bus is moving.
- Respect your bus neighbor and adults on the bus including the bus driver.
- Scuffling, fighting, and use of indecent language will not be tolerated.
- Students must not make any loud or unusual noise or attempt to distract the driver in any way.
- Students should not extend any part of their body or any other articles out of the bus window.

The principal has the authority to suspend riding privileges for anyone violating these rules.

## **Suspension from School**

When severe disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Parents and or guardians will be informed by letter and a phone call explaining the reason for the suspension. Reasons for immediate suspension include but are not limited to: physical violence, threatening other students, showing disrespect towards school teachers/staff, bullying and any act which may harm or place other students in an unsafe and dangerous situation.

A student who continually violates school rules will be withheld from school sponsored activities such as field trips, after-school activities, and PE Sports Day. The principal reserves the right to make the final decision on these matters. While a student attends an in-school suspension or is suspended from school, he/she will not be allowed to take part in any school sponsored activities.

### **Expulsion from School**

Expulsion will be enforced for repeated suspensions or a very serious offence. If an offense is very serious, our progressive system does not have to be followed and the issue will be dealt with by the principal and the director.

In addition to the possibility of expulsion, any student who has been suspended 3 times in an academic year will not be permitted to re-register at Canadian Bilingual School the following academic year.

### **Lost and Found**

Please label any items that your child brings to school with his/her name. The lost and found is located outside near the office (or reception). Labeling your child's belongings makes it much easier for the office staff to return lost items. Items not claimed within 30 days will be donated to a local charity.

### **School Parties**

Birthdays parties may only be held on Thursdays and during our 40 minutes lunch period. They should not interrupt the instructional day. The parent must notify the teacher one week in advance or risk the time being occupied by another. As for Pre-k and JK 1 the birthday parties may be held at 11:00 on Thursdays.



Character development is highly valued at CBS. Through personal and social development classes, students learn and model the following character traits.

#### Respect

- showing respect for themselves, others and the world around them

#### Caring (for learning, people, and environment)

- recognizing they are part of a group
- being thoughtful
- helping others

#### Integrity

- having a firm sense of fairness and honesty

#### Courage

- willing to make mistakes
- prepared to try new things
- willing to try and do things in different ways

#### Enthusiasm

- enjoying learning

#### Acceptance

- showing sensitivity towards differences in the world and being responsive to the needs of others

#### Empathy

- able to project themselves into another's situation in order to understand others

#### Commitment

- being serious about learning, shows self discipline and responsibility

#### Cooperation

- collaborating and leading/following (as situation demands) in all group work

#### Creativity

- creative and imaginative in thinking and in approach to problems

#### **Dress Code/Uniforms**

Students are required to wear the CBS uniform to school. The dress code for CBS is as follows:

**Summer Uniform:**

<b>Girls</b>	<b>Boys</b>	<b>P.E - Boys and Girls</b>
<ol style="list-style-type: none"> <li>1. White half or full sleeved shirt</li> <li>2. A-line plaid skirt</li> <li>3. White socks and</li> <li>4. Black shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. White half or full sleeved shirt</li> <li>2. Grey trousers from school store</li> <li>3. White socks and</li> <li>4. Black shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Half sleeved Navy blue P.E. shirt,</li> <li>2. Navy Blue P.E. Shorts</li> <li>3. Shoes with white soles</li> </ol>

**Winter Uniform:**

<b>Girls</b>	<b>Boys</b>	<b>P.E - Boys and Girls</b>
<ol style="list-style-type: none"> <li>1. Navy Blue blazer</li> <li>2. Cardigan</li> <li>3. White full sleeve shirt</li> <li>4. A-line plaid skirt</li> <li>5. White stockings / tights</li> <li>6. Black shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Navy Blue blazer</li> <li>2. Pullover</li> <li>3. White full sleeve shirt</li> <li>4. Grey trousers</li> <li>5. White socks and</li> <li>6. Black shoes</li> </ol>	<ol style="list-style-type: none"> <li>1. Navy blue P.E. hooded sweat shirt</li> <li>2. Navy blue P.E. trousers</li> <li>3. Shoes with white soles</li> </ol>

Photographs of the uniform can be viewed on the school website: [cbskuwait.com](http://cbskuwait.com)

**Health Services**

Canadian Bilingual School employs a full-time registered nurse who maintains health files for each student. Our nurse treats children referred to her by their classroom teachers and/or administration.

Medicines are administered to students only with written permission from a doctor or the parents. Any prescription drugs required by a student during school hours should be registered with the nurse. The student's name, date on the medication, the time the medication needs to be given, the dosage amount,

and the number of days the medication needs to be distributed must be written on the instructions.

Any medical information concerning the student must be given to the school nurse, plus medical documentation after a recent major surgery. These medical documents will be shared with the principal and teaching staff involved with the student. This will enable us to give the best possible care to our students.

Students must obtain a pass from their regular teachers before reporting to the Nurse's Clinic.

Immunizations required by the School Health Department are given by the nurse with permission from the parents.

### 1. Illness at School:

If a child becomes ill the teacher will send the child directly to the Nurse's Clinic and the nurse will determine the nature and degree of illness and course of action to be followed. When the Nurse or the Principal determines that a student is to be sent home due to illness, parents will be asked by telephone to come to school to take the student home. If parents cannot be reached, the child will be kept at school in the nurse's clinic until dismissal time.

If a child is sick with fever, vomiting, nausea, etc., they should remain at home until they are fever free for at least 24 hours before returning to school.

### 2. Accidents and Injuries:

Injuries that occur at school must be reported to the Nurse immediately. The nurse will be notifying immediately and the principal or teacher will assist the student. Students injured at school should receive first aid from the nurse whenever possible. The medical staff will notify administration immediately of any incident involving injury. Parents will be contacted in the event of a serious injury or accident. It is important we have up-to-date listings of contact numbers where parents can be reached.

## **Library**

The librarian assists staff and students, as well as many parents, in the selection and checking out of materials and also provides Elementary students with weekly lessons in both literary appreciation and media skills. The Elementary Library is open from 7:15 a.m. till 2:00 p.m. each school day and often, by arrangement, at other times. Books can be checked out for one week in Grades SK- 2 and for two weeks in Grades 3 - 8. They may be renewed for another week if not requested by others. Encyclopedias, other reference books, and magazines may not be checked out.

### **1. Overdue Books:**

It is the responsibility of the students to return books on the appropriate due date. There is no fine for overdue books. Students with outstanding overdue books are not permitted to check out additional books.

### **2. Loss of, or damage of Books and Other Materials:**

If a book or other library material is lost or damaged, it must be paid for by the person who checked it out. The price charged is the current replacement cost here in Kuwait. Report cards may be withheld from a student who has overdue books or unpaid charges.

## **Student Supplies**

School supplies, such as paper, pencils, and notebooks must be provided by individual students as needed and as requested by teachers. A list of student supplies may be obtained from the office, and a copy will be sent home with students at the end of the school year.