



المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School

Bringing Talent to Life

إدخال الموهبة في الحياة

**Elementary School  
Student Handbook  
2016 - 2017**

KUWAIT

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## A LETTER FROM THE ELEMENTARY PRINCIPAL

Dear CBS Families,

I would like to extend a warm welcome to our Canadian Bilingual School students and their families for the 2016 – 2017 school year. Parents play a vital role in the education of their children and at CBS 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 will help you become familiar with the policies and procedures as well as student and parent expectations 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.

Ms. Cynthia Medell (Elementary Vice-Principal), Ms. Aneesa Mukarram (Kindergarten Coordinator) and I work as a team, so please feel free to contact us if you have any questions, ideas or concerns. On behalf of the entire Elementary staff, we welcome each and every one of you back to school!

Sincerely,

**Mary Kelly**  
**Elementary Principal**

### School Contact Information

Tel: +965 247 44 023

Fax: +965 247 43 470

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

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

Kindergarten Coordinator: [kgcoordinator@cbskuwait.com](mailto:kgcoordinator@cbskuwait.com)

Social Worker: [essocialworker1@cbskuwait.com](mailto:essocialworker1@cbskuwait.com), [essocialworker2@cbskuwait.com](mailto:essocialworker2@cbskuwait.com)

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

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

## 1. MISSION STATEMENT

At CBS we promote a respectful, safe and supportive environment, encouraging high expectations and academic success.

## 2. CORE BELIEFS

We believe in:

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

## 3. CBS CODE OF CONDUCT

As a member of the CBS community:

1. I will be accountable for my own learning and ensure that I work to the best of my abilities.
2. I will treat others with respect and dignity.
3. I will ensure that my actions and my 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.

## 4. CBS - BUILDS CHARACTER

Canadian Bilingual School Students are expected to have the following character traits:

### ❖ September - Respect

We respect ourselves and others. We respect belongings, the environment and the world around us.

### ❖ October – Responsibility

We take responsibility for our actions and our behavior.

### ❖ November – Self-Regulation

We can set reasonable goals and regularly monitor our progress. We can seek clarification and assistance when needed.

### ❖ December – Organization

We can follow a plan, establish priorities, and manage time to complete tasks and achieve goals.

### ❖ January – Initiative

We can demonstrate curiosity and interest in learning and a willingness to take risks.

### ❖ February - Collaboration

We can work with classmates and teachers to successfully resolve conflicts and build consensus.

### ❖ March – Courage

We are not afraid to tackle problems or try new things. We stand up for ourselves and others.

### ❖ April – Independent Work

We can work independently and use class time appropriately to complete tasks.

### ❖ May – Caring

We demonstrate a genuine willingness to reach out and help, support, and protect others.

### ❖ June- Reflection

We can reflect on our growth and areas of improvement and can recognize and celebrate our successes.

#### 4. ELEMENTARY SCHOOL SCHEDULE 2016-2017

<b>Morning Assembly/Attendance</b>		<b>7:30 – 7:40</b>
<b>Dear Time</b>	<b>Drop Everything and Read</b>	<b>7:40 – 7:45</b>
<b>Period One</b>		<b>7:45 – 8:30</b>
<b>Period Two</b>	<b>Recess JK</b>	<b>8:30 – 9:15</b>
<b>Period Three</b>	<b>Recess SK</b>	<b>9:15 – 10:00</b>
<b>Period Four</b>	<b>Lunch/Recess Gr. 1-2</b>	<b>10:00 – 10:45</b>
<b>Period Five</b>	<b>Lunch JK</b>	<b>10:45 – 11:30</b>
<b>Period Six</b>	<b>Recess SK, Gr. 3-4</b>	<b>11:30 – 12:15</b>
<b>Period Seven</b>	<b>Lunch Gr. 5-6</b>	<b>12:15 – 13:00</b>
<b>KG Dismissal</b>		<b>13:00</b>
<b>Period Eight</b>	<b>Lunch/Recess Gr 1-2</b>	<b>13:00 – 13:45</b>
<b>Period Nine</b>		<b>13:45 – 14:30</b>
<b>Dismissal Gr 1 - 12</b>		<b>14:30</b>

\*Students arriving after 07:30 will be marked late.

**\*Students arriving after 07:45 without a genuine excuse will be marked as unexcused absent for the day.** *(Please read consequences for tardiness and absences under ATTENDANCE)*

\* Ramadan will tentatively begin on 28<sup>th</sup> May, 2017. The timing during Ramadan will be 08:00 am to 02:00 pm.

## 5. CURRICULUM DESCRIPTION

Curriculum is the driving force behind all teaching, and it 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. CBS students require knowledge and skills that will help them compete and excel in a global economy and allow them to lead lives of integrity and satisfaction both as citizens and individuals.

CBS follows 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 teachers, are reflected in the report cards and used as references when discussing students' progress with the parents.

## 6. LANGUAGES

At CBS, English is the language of instruction in areas of: English, Mathematics, Social Studies, Science, Art, Science and Technology and Physical Education. It is expected students use only English in these classes. If they need to use Arabic for any reason they should seek permission from the teacher. English language communication is evaluated in every English language course. This will count towards the students' overall course grade.

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

During recess and outside of class students are expected to use the language of the teacher supervising them.

## 7. POST ACCEPTANCE REQUIREMENTS

### Documents Required:

The following documents are necessary for each student's cumulative file:

*(These documents are to be submitted to the PR office at the earliest, if not already done.)*

- 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 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.

### Student Health Records:

Student medical file from the previous school.

- BCG card or proof of PPD (Tuberculosis Skin Test) and a physical fitness card.
- Copies of the student immunization record from birth until present.
- Any other health information.

### For Junior Kindergarten students:

- Medical note to be collected from PR office at CBS and submitted to the local area clinic.
- Student medical file from the clinic to be submitted to PR office.

## Permanent Student Files

Individual cumulative files are maintained in the PR Office. These files include application forms, copy of the birth certificate, family information form, copies of report cards, discipline reports, copies of progress reports, and reports from standardized tests.

## 8. CLASS PLACEMENT:

CBS's professionals carry out the time consuming and well thought out task of preparing class lists with great care because it is among the most important challenges we face each year. We consider the factors such as:

- children need to make new friends;
- balancing student gender across sections within a grade;
- learning styles and instructional needs of students.

Furthermore, some other considerations include;

- teaching styles and teaching abilities of our teachers;
- distributing students with special behavioral characteristics and/or learning abilities evenly among the sections;
- balancing class numbers;
- separating siblings and students to develop individuality.

Having made all these considerations to ensure that CBS creates the best possible learning environment for every child in every class, the school management WILL NOT ACCEPT ANY REQUESTS TO CHANGE OR PLACE STUDENTS IN SPECIFIC CLASSES. Instead, the school will continue to do everything in its power to create the best, appropriately balanced classes possible in each grade to keep students' academic interests and the best interests of all students in mind.

## 9. LUNCH/SNACK:

It is recommended that all students bring two healthy packed lunches from home. Lunch/snack will be eaten in the classrooms under the supervision of the homeroom teacher. Each student is responsible for the cleaning-up of his/her area. We suggest a healthy lunch that includes a 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 as 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.

## CANTEEN:

Elementary students (JK/ SK/ Grade 1- Grade 2) may pre-order food from the canteen on a monthly basis, but they are not allowed to go to the canteen during the school day. This service is only offered for Grade 3 - 6 students. Please contact reception to pre-order food from the canteen.

## 10. 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.

## 11. MOBILE PHONES AND ELECTRONIC DEVICES

Students are not allowed to bring in their cellphones to school at any time. If a cell phone is observed or heard by a staff member, the following consequences will apply:

- 11.1 1st offense: the cellphone 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.
- 11.2 2nd offense: the cellphone, including SIM card, will be held by the office for a period of one week before being returned to the student's parents.
- 11.3 3rd offense: device will be confiscated till the end of the academic year.

## 12. FIELD TRIPS:

Parents are required to sign permission for their children to attend field trips. Students without permission will not attend the field trip/activity. It should also be noted that the field trip money, has to be submitted to the outside institution that will be visited; therefore, no refunds will be allowed.

### Field Trip Volunteers

- a. Parent volunteers are welcome to accompany students on field trips, (subject to approval by the school Principal). A short training will be provided to the parent volunteers to ensure a safe and enjoyable trip.
- b. Please be advised that **you are not allowed to bring younger children on field trips while you are volunteering with us**. Volunteers must be 18 years or older.
- c. Canadian Bilingual School is a **tobacco free campus**, so be sure to leave any of these items at home. If you forget, they must remain in the car, but should not be on school grounds or with you on field trips. Since field trips are a school function there is no smoking on field trips.
- d. **Please do not use improper language** while with the children.
- e. Please turn your cell phone on vibration mode while on a field trip. The phone distracts the students and if you are talking on the phone you may lose track of the students you are assigned to.
- f. You may need to travel on the bus to and from the field trip site. Please note that you must remain at the field trip site with the assigned group (e.g. you are not allowed to take them across the street to McDonald's for ice cream).
- g. You are responsible for the well-being of the students in your group. Therefore, no students should be left unattended at any time.
- h. Student to adult ratio must be met. If you are assigned certain students please make sure and keep all of them as your responsibility. The ratio is 5 : 1 for Kindergarten classes and 10 : 1 for Elementary (Grades 1-6) classes.
- i. If something should happen on a field trip call the classroom teacher's cell phone number, (the number will be given out to you before you leave) or locate a staff member so they can contact the teacher.
- j. Field trips are for educational purposes. For the following reasons it is not wise to take the students into snack shops, gift shops or on rides unless these sites have been pre-approved.
  - You may not be aware of any food allergies some of the students might have
  - You do not want any problems with theft or damages.
  - You may not know what each parent might allow in relation to purchasing things.
  - Students should not have money. Any money needed would be collected prior to the trip.
- k. When taking students to the rest room stay together.
  - Monitor boys and girls as they go in and out.
  - If restrooms are too far apart, take the groups one at a time.

- l. Make sure that you look at names on the food bags to make sure each student is getting their lunch. The students are not allowed to share food.
- m. Please check with the homeroom teacher before you take pictures/video of the group. We have some students who are not allowed to have their picture/video taken.
- n. Volunteers should inform the classroom teacher a minimum of 48 hours in advance if they are unable to fulfill their commitment, giving as much notice as possible. This is very important to ensure that we maintain the adult to student ratio. Failure to meet the adult to student ratio will result in the field trip being canceled or postponed.
- o. If after a field trip you return early and wish to take your child home early, please follow the early dismissal rules:
  - After the trip the parent and student will go to the reception and request an early dismissal.
  - The receptionist will issue a yellow early dismissal slip.
  - The parent and student can leave after submitting the dismissal slip to the security guard at the gate.

### **13. AFTER-SCHOOL ACTIVITIES**

After-school clubs/activities are offered during the school year from 02:45 pm. to 03:45 pm. 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.

### **14. STUDENT COUNCIL**

The student council serves as a means for students to develop and exercise effective leadership, address concerns from the student body, sponsor school activities and service projects. The student council is made of two faculty advisors and elected students from Grade 5 - 12. Two students from each grade are elected in September / October for the academic year, and are expected to be role models for others in the school. Student council meetings are held after school during the week and it is expected that all members of the council attend these meetings.

### **15. TELEPHONE CALLS**

School telephones are for school business. In cases of emergency, a student may obtain the permission from the classroom teacher to use the telephone in the school reception or the Elementary Principal's office only. 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.

### **16. VISITORS:**

At CBS we want to welcome parents and volunteers while making sure our school is safe and student learning time is not interrupted.

- Visitors to the school between the hours of 7:30 a.m. and 2:30 p.m. need to come directly to the Reception and check in with the secretary. You will then get a Visitor's Badge if you are staying in the building.
- 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. Meetings between parents and teachers will be scheduled and held in a private setting. Meetings should not be held in the reception area.

## **17. TRANSPORTATION:**

Bus services are available by a private bus company. Students should not arrive to school prior to 06:45 am. and should be picked up at the dismissal time of

- 01:00 for Junior and Senior Kindergarten, and
- 02:30 pm. for Grades 1-6.

Students staying for after school activities must be picked up at the end of the activity at 03:45 pm.

### **Bus Safety Rules**

#### **Waiting for the Bus**

- Arrive at the bus stop a few minutes early.
- Avoid horseplay while waiting.
- Stay out of the danger zone: stand at least seven to eight steps from the edge of the road.
- Wait until the bus stops, the door opens and the driver says it's okay to board the bus.

#### **Getting on and off the Bus**

- Never try to retrieve an item dropped near the bus—get out of the danger zone immediately.
- Be sure the bus driver can see you and you can see him.
- Walk in front of the bus, never behind the bus.
- Look to your left and right sides before crossing the street.

#### **Riding on the Bus**

- Obey the bus driver.
- Once you're inside the bus, keep your bag underneath the seat.
- Wear seat belts and do not put your hand or head outside the window.
- Stay in your seat and face forward; never stand on a moving bus.
- Do not throw anything on the bus or out the window and do not distract the driver.
- At your designated stop, only unfasten the seat belt when the bus has come to a full stand still.
- Collect your bag and carefully get off the bus making sure to check the street left and right.

**\*The Principal has the authority to suspend riding privileges for anyone violating these rules.**

## **18. MORNING ARRIVAL:**

Students should arrive to school by 7:15 am. and proceed directly to their classrooms. Any students arriving after 07:30 will be recorded as late. At 7:30 am. the Elementary Gate will be closed and students will need to enter through the front reception and obtain a late slip before proceeding to class. Students arriving after 07:45 am will have the following consequences:

- 1st and 2nd occurrence: Lateness to be marked as 'unauthorized absence' and student to be given verbal warning.
- 3rd – 14th occurrence: Lateness to be marked as 'unauthorized absence' and Social worker to call Parent/guardian to school to sign undertaking.
- 15th occurrence: Lateness to be marked as 'unauthorized absence' and registered letter to be sent home.

### **Early Arrival Program:**

Students who arrive between 6:45 and 7:00 am. have to enter the school through the front gate and go directly to the Early Arrival Program room (Grade 5A classroom) where they will be supervised by one of our Educational Assistants. The students then go to their classroom at 07:15 am. At that time, they will then be accompanied by the Educational Assistant to their classrooms.

## **19. DISMISSAL**

### **20.1 Early dismissal:**

Parents are requested to call the school reception one day ahead or in the morning to inform the reception of an early dismissal with a valid reason. Parents will wait in the reception and the child will be brought to the parent. No child will be released to parents who come to the classroom door between 7:30 am. – 2:30 pm.

### **20.2 Regular Dismissal:**

- Junior and Senior Kindergarten dismissal: parents will pick up their child from Gate 4 at 13:00 pm.
- Grades 1-6: students will wait to be collected from their classrooms at 2:30 pm. Parents or drivers should go to the classrooms to pick up their children. After 2:45 pm., students who have not been picked up will then be escorted to the late pick up room (grade 5A) to wait for their parents. Children who miss their buses or are waiting for their pick up, will wait in the late pick up room, till 3:45 pm. After which they will go to the reception.

### **20.3 Emergency Dismissal**

When students are to be dismissed from school due to an emergency (dust storm, evacuation etc) an SMS text will be sent to all parents. Parents will need to collect their student from school immediately. There will be **no** buses provided for emergency dismissal; parents must make alternative arrangements.

### **20.4 Late Pickups:**

- KG students can be picked up from the reception at 13:00 pm.
- From grades 1-6 all students who are not enrolled in an after-school club, and have not been picked up by their parents by 2:35 pm. will go to the late pickup room where they will be supervised by a member of the CBS staff. Currently, the late pickup room is the Grade 5A classroom. Students will be supervised until 3:45 pm. After 3:45 pm. students will wait in the reception area.

## 20. ATTENDANCE

The satisfactory completion of a year's academic work requires regular attendance to all classes. Students in JK – Grade 6, who are absent more than 15 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. More than 30 days of absence will require retention in the current grade level, as the curricular expectations cannot be met. (Check the Ministry of Education Guidelines for students' attendance)

### 21.1. 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.

### 21.2. 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.

- Excused absences: Absences due to illness or because of an emergency will be considered excused.
- Unexcused absences: Absences for extended vacations or other reasons such as over-sleeping, missing the bus, staying home to study, etc. will be unexcused.

### 21.3. Elementary Absence Policy:

#### a) Absence with no legitimate excuse:

Regular attendance helps in the students' progress and leads to academic success. It also demonstrates the respect and commitment that the student has towards the school and its policies. Student absence is not acceptable unless an official doctor sick leave or parents' signed letter has been provided. The school's absence policy enforces commitment and regular attendance.

No. of unexcused absences	Consequence
1 to 3 days	Absence policy will be re-enforced to the student by the social worker. 1 <sup>st</sup> verbal warning
4 to 6 days	School will contact parents to enquire about the reason behind the repeated absences. Absence policy will be explained to the parents.
7 days	A written letter to parents to meet the social worker. Parents will sign a commitment letter.
8 days	Student will be referred to the school administration for further action.

#### Notes:

1. Missed exams/tests will not be re-given and the student will receive a zero if the absence is without a legitimate reason.
2. Missed lessons will not be re-explained for the student, if the absences are without legitimate reasons.

### **b) Extended Absences / Leaves:**

Parents are requested not to schedule extended vacations / trips for students during the school year 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 for the period of absence.

### **21.4. Absences & Homework:**

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

- Calling school secretary before 11:00 am. This allows the classroom teacher sufficient time to prepare and collect the necessary materials for your child.
- Collecting your child's missed work from the office before 2:00 pm.

### **21.5. Early Check-Out At The End Of A Year:**

Parents are asked to notify the school when a student leaves prior to the end of a year. If a student leaves early before the end of the year or does not complete all requirements for the final evaluation, report card will not be provided for the specific term. The school does not make provisions for early final evaluations.

## **21. BEHAVIOR EXPECTATIONS**

Canadian Bilingual School provides a safe learning environment for all. We believe that children learn best and thrive socially when they are in a caring and safe environment. We believe that behavior expectations should be clearly taught and understood and that we are all responsible for our actions and words. We also believe that each student has an important role in contributing to a healthy school culture. To help each student clearly understand this, we have the CBS behavior guidelines in place with clear expectations and consequences. Students have to follow CBS classroom rules:

- Follow directions of teachers.
- Come to class prepared with all supplies
- Raise your hand before you speak and wait to be called on
- Be polite, courteous, and respectful at all times.

### **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 a guideline, but not intended to be a complete list. It is the responsibility of each student to be accountable for, all of his/her actions:

- Destruction of, or defacing of school property or the personal property of another student
- Disruptive behavior 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 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
- Misuse of student pass
- Chewing gum on campus.

## 22.1. Bullying

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. The following characteristics generally describe bullying behavior: 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, 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.

CBS encourages students to report any bullying behavior 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.

## 22.2. Objects Not Allowed In The School

- Skateboards or roller blades, water guns, fire-crackers, laser pointers
- Live animals (Unless for educational purposes with the permission of a teacher)
- Magazines/Books/ stories (Unless for educational purposes with permission of the teachers)
- Printed material containing indecent language or pictures.
- Cell phones (Phone calls to and from the parents should be made at the school office or reception **ONLY** with teacher permission).
- MP3 Players, iPods, laptops, tablets, video games, audio recorder, electronic games.
- Sharp objects or dangerous items of any size or type (Tasers)

## 22.3. Situations for Behavior Code

The behavior code applies in the following situations:

- During regular school hours.
- Violation school/ classroom rules.
- On the school bus when going to and from school and on field trips
- During school sponsored events.
- During events and activities associated with the school.

## 22.4. Handling of Misconduct

Occurrence	Consequence
1 <sup>st</sup>	Warning by teacher
2 <sup>nd</sup>	Student – teacher conference
3 <sup>rd</sup>	Oral or written notification to parent(s)
4 <sup>th</sup>	Teacher or team conference with student/parent(s); separation from peers, denial of class privileges
5 <sup>th</sup>	Referral to the social workers, detention
6 <sup>th</sup>	Suspension

## 22. INFRINGEMENTS AND CONSEQUENCES:

Policy	Infringement	Occurrence	Consequence
Behavior: Misconduct		1 <sup>st</sup>	Warning by teacher
		2 <sup>nd</sup>	Student – teacher conference
		3 <sup>rd</sup>	Oral or written notification to parent(s)
		4 <sup>th</sup>	Teacher or team conference with student/parent(s); separation from peers, denial of class privileges
		5 <sup>th</sup>	Referral to the social workers, detention
		6 <sup>th</sup>	Suspension
Behavior: Bullying		1 <sup>st</sup>	Incident will be dealt with immediately by a teacher or administration. Consequence will depend on the nature and severity of the incident.
Use of mobile phones		1 <sup>st</sup>	Cellphone 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.
		2 <sup>nd</sup>	Cellphone, including SIM card, will be held by the office for a period of one week before being returned to the student's parents.
		3 <sup>rd</sup>	Cellphone will be confiscated till the end of the academic year.
Attendance: Tardiness		1 <sup>st</sup> – 2 <sup>nd</sup>	Lateness to be marked as 'unauthorized absence' and student to be given verbal warning.
		3 <sup>rd</sup> – 14 <sup>th</sup>	Lateness to be marked as 'unauthorized absence' and Social worker to call Parent/guardian to school to sign undertaking.
		15 <sup>th</sup>	Lateness to be marked as 'unauthorized absence' and registered letter to be sent home.
Attendance: Unexcused absence		1 to 3 days	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> verbal warning</li> <li>• Absence policy will be re-enforced to the student by the social worker.</li> </ul>
		4 to 6 days	<ul style="list-style-type: none"> <li>• School will contact parents to enquire about the reason behind the repeated absences.</li> <li>• Absence policy will be explained to the parents.</li> </ul>
		7 days	A written letter to parents to meet the social worker. Parents will sign a commitment letter.
		8 days	Student will be referred to the school administration for further action.
Uniform: Non-compliance		1 <sup>st</sup>	Warning by teacher in communication book.
		2 <sup>nd</sup>	Social Worker to call parent to send the proper uniform + undertaking letter to be signed by parents to ensure that their child will wear the proper uniform in future.
		3 <sup>rd</sup>	Meeting with parent and principal to be arranged by Social Worker
		4 <sup>th</sup>	Student not to be allowed to go on field trip and parent to be informed.
		5 <sup>th</sup>	The student will be sent home for the day and parent notified.

## **23. COMMUNICATIONS:-**

### **24.1. Newsletters:**

A monthly newsletter is prepared by the Principal which communicates the main events/developments of the previous month and also what the upcoming events are for the current month. The newsletter will be posted on the school website.

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.

### **24.2. Text message**

If an urgent or important communication necessitates, the school will send a text message (SMS).

### **24.3. RenWeb Parent Portal**

Parents will have access to student assessment marks, student attendance, newsletters.

### **24.4. Email:**

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

### **24.5. Progress Reports:**

Progress reports will be sent out for all students at the end of the first and third quarter. The purpose of progress reports is to provide a general overview of how the student is doing, not to provide exact grades.

### **24.6. Report Cards:**

Report cards will be issued at the end of each semester (second and fourth quarter). 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 3rd and June 13<sup>th</sup>.

### **24.7. Conferences:**

There are three formal opportunities during the year to meet for parent-teacher conferences at the end of each quarter. Mandatory attendance is required for the student-led conference, as this is part of our curriculum expectations.

### **24.8. Meetings:**

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 staffs at CBS are dedicated to your child's success and want to be aware of any concerns you may have.

### **24.9. 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.

## 24. GRADING

At Canadian Bilingual School, assessment and evaluation is based on the Ontario curriculum expectations and achievement levels. As in all Ontario elementary schools, the value assigned will be in the form of a letter grade for Grades 1 to 6.

- **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.
- **R** (Below 50%)

### Junior Kindergarten – Senior Kindergarten Report Cards:

- **Level 4** – The student consistently demonstrates the required knowledge and skills. **Achievement exceeds the standard.**
- **Level 3** – The student demonstrates most of the required knowledge and skills. **Achievement meets the standard.**
- **Level 2** – The student demonstrates some of the required knowledge and skills. **Achievement approaches the standard.**
- **Level 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. Quizzes, tests and project scores are all considered by teachers in evaluating student achievement.

## 25. MEASURES OF ACADEMIC PROGRESS (MAP)

MAP Testing allows students, teachers and parents to measure the academic growth of every student. Reading, Math and Science tests will be administered in the Fall and the Spring. MAP Test results will account for 5% of the students' grade in each of the subject areas tested.

## 26. HOMEWORK

Homework is described as those learning activities that are associated with the in-school program and which are completed outside the classroom. Homework may consist of daily assignments, long-term projects, preparation for a quiz or test, and review of concepts learned in the classroom. Extended projects are to be completed in daily increments. The purpose of homework is to reinforce the learning in the classroom and to promote the involvement of parents in your child's education.

Time recommendations and suggestions for homework are as follows:

### Courses offered in English Language

JK	5 minutes
SK	10 minutes
Grade 1	15 minutes
Grade 2	20 minutes
Grade 3	25 minutes
Grade 4	30 minutes
Grade 5	35 minutes
Grade 6	40 minutes

### Courses offered in Arabic Language

5 minutes
10 minutes
15 minutes
20 minutes
25 minutes
30 minutes
35 minutes
40 minutes

## 27. PLAYGROUND / GYMNASIUM

Students may **not** enter the playground or the gymnasium without an adult present.

- Students need permission from the supervising adult to re-enter the classroom during recess time.
- Students should leave the playground / gym only with permission.
- Any injuries should be reported to the supervisor and school nurse.
- No food (gum, candy, etc.) is allowed on the playground.
- 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.
- When the bell rings, students must 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.
- Students are not allowed to climb trees on the school campus.
- Students should play appropriately: No pushing, tripping or shoving.
- Students should keep the noise level down.
- Students should carefully follow all the instructions of the teacher.
- Students must not get any equipment out of the PE room without permission of the teacher.
- Students should help the teacher return all equipment to its place at the end of the gym session.

## 28. LIBRARY

The librarian assists staff, students, as well as parents, in selecting and checking out library resources and also provides elementary students with weekly lessons in literacy skills. The Elementary Library is open from 7:45 am. till 2:30 pm. each school day and often, by arrangement, at other times.

- No resources are allowed to be taken outside without being checked out by the librarian.
- Use soft voices in the library.
- All library resources must be handled with care. Students may be asked to pay a full refund if any item under their possession gets damaged or lost.
- Eating and drinking are not allowed in the library.

Books can be checked out for two weeks in Grades SK –6. They may be renewed for another week if not requested by others. Encyclopedias, other reference books, and magazines may not be checked out.

### a. 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 borrow additional books.

### b. Loss of or damage of Books and Other Materials:

If a book or other library resource 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 will be withheld from a student who has overdue books or unpaid charges.

## 29. SCIENCE LAB

- Conduct yourself in a responsible manner at all times in the laboratory.
- Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, **ASK YOUR TEACHER BEFORE PROCEEDING WITH THE ACTIVITY**
- No student may work in the science lab without the presence of the teacher.
- When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
- Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages
- Always work in a well-ventilated area
- Work areas should be kept clean and tidy at all times.
- Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
- Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
- Know the locations and operating procedures of all safety equipment including: first aid kit(s), fire extinguisher and eye wash station. The equipment's should be checked in August and December. Know where the fire alarm and the exits are located.
- Know what to do if there is a fire drill /evacuation during a laboratory period; containers must be closed, and any electrical equipment turned off.
- Any time chemicals, heat, or glassware are used, students should wear safety goggles, gloves, lab coat and shoes.
- Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it seems. Do not panic.
- If you or your lab partner is hurt, immediately (and loudly) yell out the teacher's name to get the teacher's attention. Do not panic.
- In the chemistry lab, if a chemical should splash in your eye(s) or on your skin, immediately flush with running water for at least 20 minutes. Immediately (and loudly) yell out the teacher's name to get the teacher's attention and you will be led to the eye wash station.
- Do not taste, or smell any chemicals.
- The laboratory assistant will help students to find and use .Heated glassware remains very hot for a long time. They should be set aside in a designated place to cool, and picked up with caution. Use tongs or heat protective gloves if necessary.

## 30. SCHOOL PARTIES:

At CBS, although we recognize the importance of having special celebrations such as birthdays and other special days, we also must ensure that we maintain a strong academic program. For this reason, birthdays may only be celebrated during the last Thursday of each month, during the last period of the day. Failure to follow these guidelines will result in having the cake and treats returned to the family to use at home

## **31. HEALTH SERVICES**

Canadian Bilingual School employs two full-time registered nurses who maintain health files for each student. Our nurses treat children referred to them 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.

However, if the student is sick with fever, nurses are allowed to give Paracetamol/ Panadol for immediate effect.

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 teacher before reporting to the Nurse's Clinic. Immunizations prescribed by the Ministry of Health will be administered by the nurse with prior permission from the parents.

### **32.1. 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 informed 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 have fully recovered before returning to school.

### **32.2. Head Lice:**

Head lice crawl from person to person by direct head to head contact. They do not spread disease. Anyone can get them. They are more common in children as their heads frequently touch when they play together. Itching is the main symptom.

When a child is found to have head lice, the school will inform the parents. Parents should not send their children with head lice to school until he or she has received full treatment. Usually a shampoo obtained from the pharmacy will clear the head lice.

### **32.3. Accidents and Injuries:**

Injuries that occur at school are reported to the school nurse immediately. The nurse notifies the Principal/ Vice Principal. Students injured at school receive first aid from the nurse immediately. Parents will be contacted in the event of a serious injury or accident. Parents are to ensure that their updated contact numbers are with the PR office.

## **32. STUDENT PROVISIONS:**

School supplies, such as paper, pencils, and notebooks must be provided by individual students as needed and as requested by the teachers. A list of student supplies to be bought will be sent home with students at the beginning of the school year.

### 33. SCHOOL UNIFORM

Pre-K to Grade 6 students must wear the complete school uniform everyday (except special event days organized by Student Council i.e. dress down day, Crazy Hair day, pajama day etc.)

#### Uniform expectations and Appearance

1. School uniform is ONLY available at the CBS store and needs to be purchased from school.
2. All students of CBS are expected to wear their full school uniform while in school and when attending school related activities outside the school.
3. Students are not permitted to wear any clothing that is not the CBS uniform.
4. Students are expected to wear a clean uniform to school daily. Students should not wear faded, torn, dirty or unlaundered uniforms to school.
5. Shoes: 2 pairs are needed.
  - i. One black pair with lace or Velcro for everyday use.
  - ii. One pair of laced/ Velcro running shoes with clear soles for P.E.
6. Students are permitted to wear an additional white t-shirt under the CBS shirt.
7. Students can wear additional pants or leggings under their CBS pants if they feel cold in winter.
8. Personal cleanliness, hygiene and neatness is expected at all times.  
Hair must be neatly cut /pinned /plaited and combed or tied in a ponytail.  
Nails must be kept clean and short. Boys must maintain their hair short and neat.

#### Jewellery and Cosmetics

Valuable jewellery should not be worn to school. Any items of jewellery should be discreet. Dangling jewellery (earrings, chains etc.) are not appropriate for safety reasons. Excessive amounts of cosmetics are not to be worn.  
Hair colouring is not permitted.

#### Guidelines include but are not limited to:-

In case of failure to follow the school's uniform expectations, the below actions will be taken:

Incident	Consequence
1 <sup>st</sup>	Warning by teacher in communication book.
2 <sup>nd</sup>	Social Worker to call parent to send the proper uniform + undertaking letter to be signed by parents to ensure that their child will wear the proper uniform in future.
3 <sup>rd</sup>	Meeting with parent and principal to be arranged by Social Worker
4 <sup>th</sup>	Student not to be allowed to go on field trip and parent to be informed.
5 <sup>th</sup>	The student will be sent home for the day and parent notified.

## CBS SUMMER UNIFORM



### REGULAR UNIFORM



SHORT SLEEVE POLO T-SHIRT



GREY CARGO TRS.  
BOYS



GREY TROUSERS  
GIRLS



One black pair with lace or velcro for everyday use.

### PE UNIFORM



PE T-SHIRT



PE SHORTS  
BOYS



PE PANTS  
GIRLS



One pair of laced or velcro running shoes with clear soles for PE.

## CBS WINTER UNIFORM



### REGULAR UNIFORM



LONG SLEEVE  
POLO T-SHIRT

&



JUMPER



GREY CARGO TRS.  
BOYS



GREY TROUSERS  
GIRLS



One black pair with lace or velcro for everyday use.

### PE UNIFORM



PE JACKET



PE PANTS



One pair of laced or velcro running shoes with clear soles for PE.

## CBS STUDENT ID

المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School

**STUDENT NAME**  
**GRADE 2**

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

Student ID : 121212  
Valid till June 2017  
Emergency Contact No.  
14141414 / 80808080

Block 2, Zaid Al-Khalil St., Ibn-Hesham Kindergarten Bldg,  
P.O. Box: 1251, South Khaitan, Kuwait  
Tel: +965 24744023 - Website: [www.cbskuwait.com](http://www.cbskuwait.com)

# STUDENT CALENDAR 2016-2017

## CBS Student Calendar 2016-2017

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	M	T	W	Th	F	Sa
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Su	M	T	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

Su	M	T	W	Th	F	Sa
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27	28	29	30			

Su	M	T	W	Th	F	Sa
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Su	M	T	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 24 UNIFORM/BOOK SALES - JK
- 25 UNIFORM/BOOK SALES - SK
- 27 UNIFORM/BOOK SALES - GRADE 1
- 28 UNIFORM/BOOK SALES - GRADES 2-3
- 29 UNIFORM/BOOK SALES - GRADES 4-6
- 30 UNIFORM/BOOK SALES - GRADES 7-12
- 31 UNIFORM EXCHANGES

- 1 UNIFORM/BOOK SALES - ALL GRADES
- 4 FIRST DAY OF SCHOOL - Grade 7 - 12
- 6 1ST INSTALLMENT FEES DUE
- 9 FIRST DAY OF SCHOOL - JK - Grade 6
- 8 HAJI CELEBRATIONS
- 11-13 EID-AL-ADHA HOLIDAY
- 15 BED DAY / RED CAMPAIGN BEGINS
- 18 OPEN HOUSE EVENING (ES + HS) \*\*
- 24 SCHOOL SPIRIT DAY
- 25 ISLAMIC NEW YEAR CELEBRATION
- 28 CHARACTER ASSEMBLY - RESPECT
- 29 HS STUDENT COUNCIL NOMINATIONS

- 1 ISLAMIC NEW YEAR
- 6 HS STUDENT COUNCIL ELECTIONS
- 11 WALK FOR CURE
- 20 CAREER FAIR
- 25-27 ANTI-BULLYING WEEK
- 27 CHARACTER ASSEMBLY-RESPONSIBILITY

- 2 AUTHOR'S ABROAD DAY
- 8 1ST QUARTER ENDS / HS COMMUNITY SERVICE
- 9 PROGRESS REPORTS
- 10 PARENTS CONFERENCE DAY
- 17 YELLOW DAY
- 25-24 PHOTO DAY
- 24 INTERNATIONAL DAY
- 30 HS COURSE SELECTION PARENT WORKSHOP

- 1 2ND INSTALLMENT FEES DUE
- 1 CHARACTER ASSEMBLY - SELF REGULATION
- 1 YOUNG AUTHOR'S DAY
- 10 CBS FUN DAY
- 12 PROPHET'S BIRTHDAY
- 15 HS BEACH CLEAN-UP / BLUE DAY
- 19 OHA RAC
- 20-02 WINTER BREAK

- 3 CLASSES RESUME
- 18 TWIN DAY
- 19-21 Gr 3-12 Sem-1 EXAMS
- 20 2ND QUARTER ENDS / HS COMMUNITY SERVICE
- 28 CHARACTER ASSEMBLY-INITIATIVE
- 31 MATH FAIR

Su	M	Tu	W	Th	F	Sa
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Su	M	Tu	W	Th	F	Sa
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Su	M	Tu	W	Th	F	Sa
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30						

Su	M	Tu	W	Th	F	Sa
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Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 11-12 BOOK FAIR
- 1 REPORT CARDS GO HOME
- 1 PARENTS CONFERENCE DAY
- 18 CANDYGRAM DAY / ORANGE DAY
- 22 CHARACTER ASSEMBLY - COLLABORATION
- 23 NATIONAL LIBERATION DAY CELEBRATION
- 25-28 NATIONAL DAY / LIBERATION DAY

- 1 2ND INSTALLMENT FEES DUE
- 2 SPORTS DAY
- 18 DRESS AS FAVORITE BOOK CHARACTER DAY
- 19 3RD QUARTER ENDS / HS COMMUNITY SERVICE
- 23 HS Sem-1 PROGRESS REPORTS GO HOME
- 25 STUDENT LED CONFERENCE
- 28-30 HEALTHY LIVING WEEK
- 30 PHOTO DAY - GRADUATION (SK+Gr12)
- 30 CHARACTER ASSEMBLY - COURAGE
- 30 HEALTHY LIVING EVENT

- 02-06 SPRING BREAK / EDUCATIONAL TRIP
- 9-13 ISLAMIC FAIR
- 9-13 HS BUSINESS WEEK
- 13 SK GRADUATION
- 20 TALENT SHOW
- 24 ISRA WAL MIRAJ
- 26 Gr 8-9 TRANSITION WORKSHOP
- 25-27 EARTH WEEK
- 27 YOUNG AUTHOR'S DAY / GREEN DAY / CHARACTER TRAIT ASSEMBLY-INDEPENDENT WORK

- 8 SCIENCE FAIR
- 8 Gr 6-7 TRANSITION MEETING
- 11 SPRING CONCERT
- 18 Gr 6-7 TRANSITION DAY / WHITE DAY
- 18 CHARACTER ASSEMBLY: CASING
- 18 WORKERS APPRECIATION AWARDS
- 23-25 GRADE 3-12 EXAMS
- 25 LAST DAY OF SCHOOL

- 1 Gr 12 GRADUATION
- 8 REPORT CARDS GO HOME

Q1:	42 DAYS
Q2:	43 DAYS
Q3:	42 DAYS
Q4:	42 DAYS
Student Contact Days:	169 DAYS
1	1ST QUARTER ENDS / HS COMMUNITY SERVICE
2	2ND QUARTER ENDS / HS COMMUNITY SERVICE
3	3RD QUARTER ENDS / HS COMMUNITY SERVICE
4	4TH QUARTER ENDS / HS COMMUNITY SERVICE
5	5TH QUARTER ENDS / HS COMMUNITY SERVICE
6	6TH QUARTER ENDS / HS COMMUNITY SERVICE
7	7TH QUARTER ENDS / HS COMMUNITY SERVICE
8	8TH QUARTER ENDS / HS COMMUNITY SERVICE
9	9TH QUARTER ENDS / HS COMMUNITY SERVICE
10	10TH QUARTER ENDS / HS COMMUNITY SERVICE
11	11TH QUARTER ENDS / HS COMMUNITY SERVICE
12	12TH QUARTER ENDS / HS COMMUNITY SERVICE
13	13TH QUARTER ENDS / HS COMMUNITY SERVICE
14	14TH QUARTER ENDS / HS COMMUNITY SERVICE
15	15TH QUARTER ENDS / HS COMMUNITY SERVICE
16	16TH QUARTER ENDS / HS COMMUNITY SERVICE
17	17TH QUARTER ENDS / HS COMMUNITY SERVICE
18	18TH QUARTER ENDS / HS COMMUNITY SERVICE
19	19TH QUARTER ENDS / HS COMMUNITY SERVICE
20	20TH QUARTER ENDS / HS COMMUNITY SERVICE
21	21TH QUARTER ENDS / HS COMMUNITY SERVICE
22	22TH QUARTER ENDS / HS COMMUNITY SERVICE
23	23TH QUARTER ENDS / HS COMMUNITY SERVICE
24	24TH QUARTER ENDS / HS COMMUNITY SERVICE
25	25TH QUARTER ENDS / HS COMMUNITY SERVICE
26	26TH QUARTER ENDS / HS COMMUNITY SERVICE
27	27TH QUARTER ENDS / HS COMMUNITY SERVICE
28	28TH QUARTER ENDS / HS COMMUNITY SERVICE
29	29TH QUARTER ENDS / HS COMMUNITY SERVICE
30	30TH QUARTER ENDS / HS COMMUNITY SERVICE
31	31TH QUARTER ENDS / HS COMMUNITY SERVICE

## 35. RE-REGISTRATION POLICY:

### 35.1 Student Promotion

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.

### 35.2 Student Placement

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 (Principal, Vice Principal, Classroom Teacher, Social Workers). Students will also be **placed** if they exceed 30 unexcused absences in the academic year.

### 35.3 Student Retention

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 parent and Student Support Team.

## 36. PROCEDURE for TRANSFER TO ANOTHER SCHOOL

The following documents will be provided from CBS in case of student transferring to another school:

- Acceptance letter should be provided from the other school
- If required, the other school will request a release letter from CBS in order to provide us with an acceptance letter.

After receiving the acceptance letter from the other school or from the Ministry, the following documents will be prepared by Public Relations Office at CBS:

- Transfer certificate.
- Fees clearance
- Student medical file
- Student file including all report cards
- Sequence letter (details of grade(s) and year(s) attended at CBS)

After receiving the above mentioned documents, parents will have to sign a letter acknowledging receipt of all the relevant documents.

Thank you

# STUDENT INFORMATION FORM



المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School  
Bringing Talent to Life إنشال المواهب في الحياة

Dear Parents,

You are kindly requested to fill in the following information; then return the form to the classroom teacher. This is for the school's record and is VERY important.

Thank you

CBS Administration

Student's Name:  Class:

Father's Name:.....

Father's Cell Phone: .....

Home Telephone: .....

Place of Work:.....

Profession : .....

E-mail ID: .....

---

Mother's Name:.....

Mother's Cell Phone: .....

Home Telephone: .....

Place of Work:.....

Profession : .....

E-mail ID: .....



المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School  
إرسال التوعية في الحياة  
Bringing Talent to Life

أعزائنا أولياء الامور،،،

نرجو منكم إكمال البيانات التالية وارسالها لمدرس الصف وذلك لسجل المدرسة و غاية للاهمية:

شاكرين حسن تعاونكم معنا.

إدارة المدرسة

اسم الطالب  :الصف:

أسم الاب: .....

رقم نقال الاب: .....

رقم تليفون المنزل: .....

مكان العمل: .....

المهنة: .....

البريد الالكتروني: .....

اسم الام: .....

رقم نقال الام: .....

رقم تليفون المنزل: .....

مكان العمل: .....

المهنة: .....

البريد الالكتروني: .....