



المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School

Bringing Talent to Life

إدخال الموهبة في الحياة

**Secondary School  
Student Handbook  
2024-2025**

## Table of Contents

A Letter from the Principal .....	3
Secondary School Academic Staff List 2022 - 2023 .....	4
1. MISSION STATEMENT .....	5
2. CORE BELIEFS .....	5
3. CBS CODE OF CONDUCT .....	5
4. CBS - BUILDS CHARACTER and SOCIAL EMOTIONAL LEARNING.....	5
5. TIMETABLE .....	6
6. CURRICULUM DESCRIPTION .....	6
7. LANGUAGES .....	7
8. POST ACCEPTANCE REQUIREMENTS.....	7
9. LUNCH .....	7
10. MOBILE PHONES AND ELECTRONIC DEVICES USED AS PHONES .....	8
11. BYOD PROGRAM.....	8
12. USE OF TECHNOLOGY .....	9
13. MONEY AND VALUABLES .....	10
14. FIELD TRIPS.....	10
15. AFTER-SCHOOL ACTIVITIES .....	10
16. STUDENT COUNCIL.....	10
17. TELEPHONE CALLS.....	10
18. VISITORS.....	10
19. TRANSPORTATION.....	10
20. MORNING ARRIVAL .....	11
21. DISMISSAL .....	11
22. ATTENDANCE .....	12
23. BEHAVIOUR EXPECTATIONS .....	13
24. DETENTION.....	14
25. SUSPENSION FROM SCHOOL.....	15
26. EXPULSION FROM SCHOOL.....	15
27. INFRINGEMENTS AND CONSEQUENCES:.....	16
28. COMMUNICATION.....	18
29. HOMEWORK POLICY.....	19
30. GRADING, ASSESSMENTS AND EXAMS .....	19
31. EXAM PROCEDURES .....	22
32. CREDIT RECOVERY PROGRAM .....	23
33. CREDIT REPETITION PROGRAM.....	25
34. POINT SYSTEM.....	26
<b>35. STUDENT COUNCIL – LEADERSHIP FRAMEWORK:</b> .....	<b>28</b>
36. PLAYGROUND / GYMNASIUM.....	30
37. LIBRARY .....	30
38. SCIENCE LAB.....	30
39. TRANSITION BETWEEN CLASSES .....	31
40. SCHOOL PARTIES .....	31
41. HEALTH SERVICES .....	31
42. STUDENT PROVISIONS .....	32
43. STUDENT PASS PROCEDURES .....	32
44. TEXTBOOKS.....	33
45. UNIFORM.....	33
46. CBS Student Calendar 2022-23 .....	35
47. CBS Graduation Requirements .....	37
48. CBS Parent Handbook for Post-Secondary Options .....	40
49. CBS Course Descriptions .....	41
STUDENT INFORMATION FORM .....	49
Acknowledgement Page .....	51

## **A Letter from the Principal**

Dear CBS Families,

It is my privilege to welcome you and your children to Canadian Bilingual School for the 2022– 2023 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 interactions 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 the entire secondary staff, we welcome each and every one of you back to school!

Sincerely,

**Ms. Gihan Hassan**  
**Secondary Principal**

### **School Contact Information:**

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

Secondary Principal: [ssprincipal@cbskuwait.com](mailto:ssprincipal@cbskuwait.com)  
Secondary Vice-Principal: [ssvp@cbskuwait.com](mailto:ssvp@cbskuwait.com)  
Counselor: [sssocialworker@cbskuwait.com](mailto:sssocialworker@cbskuwait.com)  
Administration: [admin@cbskuwait.com](mailto:admin@cbskuwait.com)  
Website: [www.cbskuwait.com](http://www.cbskuwait.com)

## 1. MISSION STATEMENT

At Canadian Bilingual School 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 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.

In adhering to the Code of Conduct, these guidelines should be practiced by all students.

- Arrive to school and classes on time.
- Wear the correct school uniform.
- Speak respectfully to peers, teachers and staff.
- Take care of school property.
- Use the nurse/hall/washroom passes appropriately.
- Not to have gum or candy at school.
- Comply with the Ministry/school ban on mobile phones.
- Keep the environment clean and free of litter.
- Line up at the canteen respectfully.
- Follow classroom and school rules.
- Follow exam/test/quiz rules and expectations.
- Complete homework and learning tasks as required by the teacher.
- Follow rules of any special area such as the mosque, labs, auditorium, library etc.

## 4. CBS - BUILDS CHARACTER and SOCIAL EMOTIONAL LEARNING

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

- **September – Respect and Self Awareness**  
We respect ourselves and others. We respect belongings, the environment, and the world around us.
- **October – Responsibility and Responsible Decision Making (Goal Setting)**  
We take responsibility for our actions and our behavior to improve our success and contribute to the success of our school community.
- **November – Kindness and Social Awareness**  
We take care of each other by showing kindness, caring and support towards everyone.
- **December – Global Citizenship and Social Awareness**  
As global citizens we are aware of and understand the wider world and our place in it.
- **January – Problem Solving and Responsible Decision Making**  
As problem solvers we develop our thinking skills to find solutions to problems on our own or working with others.
- **February – Initiative and Self Management**  
We are able to think creatively and share ideas to take action when needed.
- **March – Healthy Living and Self Management**  
We strive to maintain a healthy lifestyle for our physical, emotional and social well-being.
- **April – Teamwork and Relationship Skills**  
We work collaboratively as a team to achieve a common goal.
- **May – Caring and Relationship Skills**  
We demonstrate a genuine willingness to reach out and help, support, and protect others.
- **June- Reflection and Responsible Decision Making**  
We can reflect on our growth and areas of improvement and recognize and celebrate our successes

## 5. TIMETABLE

<b>School Day Middle School &amp; High School Schedule</b>	
Assembly	07:30 - 07:40
Homeroom	07:40 – 07.45
Period One	06:45 – 08:30
Period Two	08:30 – 09:15
Transition	09:15 – 09:20
Period Three	09:20 – 10:05
Period Four	10:05 – 10:50
Period Five	10:50 – 11:30
Lunch	11:30 – 12:15
Period Seven	12:15 – 13:00
Period Eight	13:00 – 13:45
Period Nine	13:45 – 14:30
Dismissal	14:30

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

**\*Students arriving after 07:40 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 22<sup>nd</sup> March 2023. The timing during Ramadan will be 09:00 am to 01:30 pm.

## 6. CURRICULUM DESCRIPTION

Curriculum is the driving force behind all teaching. It focuses and provides us with 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 teamwork, 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 AERO Common Core curriculum, thus creating challenges and meeting the creative and academic needs of each individual learner.

Teachers use Curriculum Standards and Achievement level charts to ensure the expectations at 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 parents.

## 7. 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 English language for conversations

## 8. POST ACCEPTANCE REQUIREMENTS

### ***Documents Required:***

The following documents are necessary for each student's cumulative file: **(A file must be complete 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 father/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.
  - Transcripts from each high school attended (attached to the CBS transcript at the end of Gr 12 — the credits are not transferred)

### ***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 and a medical release form.

### ***Permanent Student Files***

Individual cumulative files are maintained in the Public Relations 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 report cards, and reports from standardized tests.

## 9. LUNCH

It is recommended that all students bring a healthy packed lunch from home. Lunch or snacks are eaten in the homeroom classroom under the supervision of a teacher. Each student is responsible for the cleaning-up of his/her area. We suggest a lunch consisting 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.

- Soda is 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.
- No power drinks are to be brought to school.

Students are to eat or drink in the classroom. Students are expected to throw out their garbage after they are finished. The cleanliness of the classrooms depends on **all** of our students to use the garbage and recycle bins. **No eating or drinking is permitted in the halls of the school, on the field or in the gym.**

## Lunch Boxes

Students 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. Please contact reception to pre-order food from the canteen.

## Ordering Food from Outside the School

It is CBS policy that food is **not allowed** to be ordered from outside the school. Students who order food in will have it confiscated and returned to them at the end of the school day. (Also see entry for **mobile phones** and using school phones.)

## 10. MOBILE PHONES AND ELECTRONIC DEVICES USED AS PHONES

Any Personal Electronic Device (PED) (such as iPads, laptops, netbooks, tablets, graphing calculators and e-readers) may be used in the classroom with the teacher's permission for curriculum-based learning. Mobile phones may **not** be used, seen or heard on campus or at off-campus events at any time between 7:30 a.m. and 2:30 p.m.

If a cell phone is observed or heard by a staff member, the following consequences will apply:

- For the first offense, the cell phone including SIM card will be confiscated and held in the office. It will be returned at the end of the day to students.
- On the second offense, the cell phone, including SIM card, will be held by the office for a period of one week (6 days) before being returned to the student's parents.
- A third offense will result in the phone and SIM card being confiscated for the rest of the year. In all cases the parent must come to school to collect the phone from the office and the student and parent must sign an undertaking not to re-offend and acknowledging further consequences.

This Mobile Phone Policy complies with the Kuwait Ministry of Education regulations.

## 11. BYOD PROGRAM

CBS is launching the Bring Your Own Device (BYOD) initiative for the 2022/2023 school year. Students of Grades 1 to 5 are expected to bring iPads and students of Grades 6 to 12 to bring laptops to use for educational purposes. Having ongoing access to technology will help your child develop greater independence, increase engagement, and develop skills required to thrive in the 21st Century.

### Educational Activities:

Gr 6-12 Teachers:

- Daily: English - Shared reading to be posted on Teams and shared with students for morning reading activity
- Daily: Kahoot pop-quizzes and classwork across subjects
- Daily: Research and eBooks and Dictionary usage
- Weekly once: Online reading program – LitPro
- Weekly once: English / Math / Science / SS activity assessments on Teams – Forms
- Twice a year – MAP test and Arabic standardized tests
- Once a year – online literacy competitions
- Robotics class

### Technical Support:

Please see the below link for technical specifications:

<https://www.cbskuwait.com/instructional-technology-at-cbs-bring-your-own-device-byod>

For any assistance or doubt regarding the device specification kindly contact **+965 66272400**.

Participation in this initiative is mandatory.

**Kindly complete the Consent Letter Form:** <https://forms.office.com/r/EjWTE7pBgA> •

## **Apps Installation and configuration**

- Students have to configure the apps informed by the teachers on their laptops in the first week of school.
- Students will be given access to school WiFi for use in their laptops for school use.
- Students are expected to bring headsets to use with laptops during class for research involving video/audio sources.

## **12. USE OF TECHNOLOGY**

Students will demonstrate appropriate online conduct and manners and refrain from improper/unethical use of technology, including computer hacking and cyber-bullying. The internet must not be used for any purpose that is contrary to the Code of Conduct. This applies to school, work and home internet use.

### **Student Use of School Computers**

When using computers at CBS, students must:

- 1) Use school computers only for **approved educational purposes**, using only CBS approved software.
- 2) Use all computer equipment with care and respect the rights of others using the lab. No food or drink, loitering, noise, coats, backpacks or other obstructions will be permitted in the labs.
- 3) Be responsible for the computer that they are using and will protect it from damage or misuse. Students must report any hardware or software problem to the supervisor immediately.
- 4) Not engage in any activities that will damage or interfere with the operation of the CBS network/ individual computers such as viewing or changing any elements of the operating or networking systems, interfering with the CBS connection or the service provider's network.
- 5) Save work only to USB keys or an authorized network or cloud space.
- 6) All work must be cited and referenced appropriately. This includes other students' work.
- 6) Enter a computer lab or use a computer only when the area is supervised.
- 8) **Not engage** in the following behaviours:
  - play games unless authorized for educational purposes
  - use the computers for any activity that is rude, racist, profane, harassing or offensive to others
  - copy software illegally or use illegal software
  - create or spreading computer viruses
  - make unauthorized attempts to gain access to any account other than their own, this includes sharing passwords, accessing or altering the files of others
  - downloading and/or installing any software or hardware onto any computer or the network.

### **Network Administrators can view files at any time without your consent to ensure that users are using the systems responsibly.**

Students who violate the above rules will be subject to loss of school computer access, removal from a related course, suspension from school, legal prosecution, or other punishment deemed appropriate by the Principal or CBS.

### **On-Line Posting and Social Media**

Students who post on-line statements, photos, videos, etc. that are rude, profane, criminal, harassing and/or offensive to any member of CBS community may be subject to suspension from school, legal prosecution, or other disciplinary measures.

### **13. MONEY AND VALUABLES**

Students are advised not to bring large amounts of money or valuables to school. The school will not assume responsibility for money or possessions, including mobile phones and electronic devices lost, damaged or stolen at school.

### **14. FIELD TRIPS**

The Ministry of Education requires that the school obtain permission for all school-sponsored activities. 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 once field trip money has been submitted to the third party institution that will be visited, no refunds will be given.

### **15. AFTER-SCHOOL ACTIVITIES**

After-school activities are offered during the school year from 02:45 pm. to 03:30 pm. Activities vary from year to year based on the interests of students and the availability of sponsors. Students are encouraged to enrol in an after-school activity to enhance their extra-curricular skills. 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 if delay persists, the child will have to forfeit their participation in the activities.

### **16. 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 up of two faculty advisors and elected students from Grade 3 through to Grade 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 attend these meetings.

### **17. TELEPHONE CALLS**

School telephones are for the use of school employees. However, in cases of emergency, a student may obtain the permission from his / her teacher and the office secretary to use the telephone in the Secondary School office only. Students who need to call home **must** obtain a signed permission / exist pass from 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 if their child has fallen ill.

### **18. VISITORS**

CBS welcomes parents and volunteers while making sure student learning time is not interrupted.

- Visitors to the school between the hours of 6:30 a.m. and 2:30 p.m. need to come and check in directly to the Reception. You will 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.

### **19. TRANSPORTATION**

Transportation of students to and from school is the responsibility of parents. Bus services are subcontracted to a private company. The registration for bus transportation is to be done with the receptionist in the lobby. Students should arrive at school by 6:30 a.m. and should be picked up at the dismissal time of 2:30p.m. Students staying for after-school activities must be picked up promptly at the end of the scheduled activity. Bus services are not available during an emergency dismissal.

## **Bus Safety Rules**

### **Waiting for the Bus**

- Arrive at the bus stop a few minutes early.
- Avoid horseplay while waiting.
- Stay out of danger zone: stand at least 6 to 8 giant 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 and wear seat belts.
- Once you're inside the bus, keep your bag underneath the seat.
- Stay in your seat and face forward; never stand on a moving bus.
- Keep noise levels reasonable and do not distract the driver.
- Do not throw anything on the bus or out the window.
- Keep put your hand or head outside the window.
- When reaching 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.

## **20. MORNING ARRIVAL**

- Students need to have organized their belongings for the first period and be in the gym by 7:30 a.m. Attendance will be taken between 7:30 a.m. and 7:40 a.m.
- At 7:30 a.m. the school gate will be closed, and students will continue to obtain a blue late slip from the receptionist before proceeding to the assembly hall (gym).

## **21. DISMISSAL**

Secondary students will be dismissed at 2:30 p.m. by their teacher. They should go directly to their waiting driver or parent, taking care when moving through the parking area. Secondary school students should not go to the elementary area to collect siblings. Students enrolled in after-school clubs have 10 minutes to transition to the designated location.

### **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.

### **Early Dismissal**

- Social Worker's approval is needed for early dismissal. Students will be marked absent for the time missed **unless** it is an emergency.
- Parents will wait in the reception and the student will come to reception. No student will be released to a parent who arrives directly outside a classroom between 7:40 a.m. – 2:30 p.m. Parents are to check in at the reception and their child will be brought to them. Students should give the (yellow) early dismissal form to reception.
- Students, who miss their bus or are waiting for their pickup, either after school or after activities are finished, should go to reception and wait to be collected.

## 22. ATTENDANCE

The satisfactory completion of a year's academic work requires regular attendance to all classes. More than 15 classes missed with or without notice, endangers students' ability to receive credit for the course.

Students, who have more than 15 unexcused absences in the school year from the date of their enrollment, will be sent three (3) registered letters informing them and their parents of their status. After the Kuwait Ministry of Education has acknowledged parental receipt of the letters, the student can be expelled for the rest of the year. Students will be ineligible to attend other schools during the period of expulsion. Students will repeat the year missed during the period of expulsion.

### Returning to School after an Absence

When absent from school, a student must bring a note or other official documentation to the secondary school office.

### 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 an excused absence and will not count in the 15 missed absences; however a doctor's certificate with
  - type of illness,
  - medications provided and
  - no. of days of leave

will be necessary. Students are responsible for work missed during their absence. They are expected to check RenWeb Learning Management System or to ask their teachers for the missed classwork and assignments.

- Unexcused Absences: Absences for extended vacations or other reasons such as over-sleeping, missing the bus, staying home to study, etc. will be recorded as unexcused absences and will contribute towards the 15-day limit.

### Extended Absences / Leaves

The school has no authority to grant additional holidays and families are dissuaded from engaging in this practice. However, if it is necessary to leave school at a time other than official school holidays, the student must complete the following steps:

- Obtain a letter of approval from the Ministry and submit it to the Secondary School Office.
- Inform the Principal and the social worker of the absence in writing at least 2 weeks before departure/absence from school.
- Make up any work missed.

Assignments due during the absence must be submitted when the student returns at a date determined by the teacher.

Tests written during the absence must be written when the student returns at a date determined by the teacher.

Not all missed work can be made up with take home or alternative assignments.

### It is not always possible for students to write examinations at other than scheduled times.

Holidays should be arranged around scheduled exam times. A grade of zero will be awarded for missed exams with no documentation to support the absence.

### **Missing class and/or Skipping**

Students must bring a doctor's note with type of illness, medications provided and no. of days of leave. No other documentation to support absences from class will be accepted. Skipping is an unexcused absence.

A student will be suspended after skipping five (5) classes.

**Note:** Students in grades 9, 10, 11 and 12 must have **90%** or better attendance record in order to write final course evaluations, formal exams and to graduate.

### **Missed Summative Assessments**

Students who know ahead of time that they will miss an assessment are expected to discuss the situation beforehand with the subject teacher and require a meeting with the Administration to discuss the ramifications.

Students who are absent on the day of an assignment / assessment for reasons such as illness, field trip or suspension are responsible for:

- the work covered and assigned during the class
- the submission of assignments / assessments at a time negotiated with the teacher
- the writing of any missed tests at a time negotiated with the teacher
- the submission of medical or other documentation to the office

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

Parents are asked to notify the school when a student leaves prior to the end of a quarter. If a student leaves early 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 grades of students who miss final evaluations will be affected by incomplete evaluation requirements.

## **23. BEHAVIOUR EXPECTATIONS**

CBS seeks to foster and maintain high standards of behaviour. The intent of CBS procedures and policies is to ensure a respectful and safe environment 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 students' 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, the student must take responsibility for correcting his / her behaviour. If the incident is of a serious nature, it will be brought to the attention of the administrative teams. Involvement of the administrative team may mean contact with the student's parents. After an investigation, appropriate consequences will be determined by the counsellor and the administrative team.

### **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 reason
- 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
- use of profanity or disrespectful language
- chewing gum or ordering food to be delivered

### **Smoking**

Smoking is not permitted on school grounds or on school trips, or in areas where the school body congregates (e.g. Mosques). A suspension will be considered if a student is found smoking on school property or events related to school activities.

### **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. These characteristics generally describe bullying behaviour: it is deliberate, it is repeated over time, and it is intended to harm another person. Bullying can be classified into four categories: physical, verbal and relational and cyber.

- **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, put downs, 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.

CBS encourages students to report any bullying behaviour to an adult at school. Reports will be handled confidentially and with discretion. 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 of the incident.

## **24. DETENTION**

Detention takes precedence over any school activity, including clubs, soccer, student council etc. that is being held within the same time period as the detention.

### **Lunch Detention**

Students making poor choices about their behavior may incur a lunch detention. They will spend the lunch recess under the supervision of a teacher or member of the administrative team. Failure to attend lunch detention will result in two detentions being given. Further non-attendance at lunch detention will incur an after school detention.

### **After School Detention**

After school detention will be held from 2:45 until 3:45 pm in the supervising teacher's room. Students with after school detention need to make sure they are waiting outside the secondary office promptly at 2:45. Failure to attend after school detention will incur further penalties at the discretion of the administration, including a Saturday detention. Students who are absent from school on the day of their detention will need to make up the detention the first day back at school.

## **25. 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.

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.

**The behaviours for which a principal may consider suspending a student include but are not limited to:**

- swearing (written or verbal) at a teacher or at another person in a position of authority,
- bullying,
- uttering a threat to inflict serious bodily harm on another person,
- damaging or destroying school property,
- theft
- smoking
- committing any act, considered by the Principal to:
  - have a negative impact on the moral tone of the school
  - have a negative impact on the physical or mental well-being of one or more school community members
  - be contrary to CBS and of Ministry of Education Codes of Conduct.

## **26. EXPULSION FROM SCHOOL**

Expulsion will be enforced for repeated suspensions or a serious offence. If an offense is serious, the issue will be dealt with by the administrative team.

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

**Incidents for which a principal will consider recommending to the Ministry that a student be expelled include:**

- physically assaulting another person causing bodily harm that requires medical treatment,
- possessing a weapon or using a weapon to threaten or frighten another person,
- trafficking in restricted drugs or weapons,
- committing robbery,
- behaviour that:
  - is detrimental to the school climate and/or to the physical or mental well-being of others
  - causes extensive damage to school property
  - a pattern of behaviour so inappropriate the student's continued presence is detrimental to the effective learning or working environment of others
  - demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful
  - is a serious violation of the school or the Ministry code of conduct.

## 27. INFRINGEMENTS AND CONSEQUENCES:

**Level 1 infraction** (conduct that impedes orderly operations of classroom) will be handled by the classroom teacher. The list of violations below is not all inclusive, but is only representative and illustrative.

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY ACTION																					
1. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	<table border="1"> <thead> <tr> <th>Occurrence</th> <th>Display</th> <th>Consequence</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> warning</td> <td></td> <td>Verbal warning, reminder, praise others, countdown, change seats, etc.</td> </tr> <tr> <td>2<sup>nd</sup> warning</td> <td>Name</td> <td>Write name on the board</td> </tr> <tr> <td>3<sup>rd</sup> warning</td> <td>Name x</td> <td>Name + cross = time out (in class)</td> </tr> <tr> <td>4<sup>th</sup> warning</td> <td>Name xx</td> <td>Name + two crosses = lunch detention</td> </tr> <tr> <td>5<sup>th</sup> warning</td> <td>Name xxx</td> <td>Name + 3 crosses = lunch + after school detention, phone parents (referral form to social worker)</td> </tr> <tr> <td>After 5<sup>th</sup> warning</td> <td>Name xxxx</td> <td>Name + 4 crosses = withdraw from room, send to office or another class + After school detention inform parents (referral form to social worker)</td> </tr> </tbody> </table>	Occurrence	Display	Consequence	1 <sup>st</sup> warning		Verbal warning, reminder, praise others, countdown, change seats, etc.	2 <sup>nd</sup> warning	Name	Write name on the board	3 <sup>rd</sup> warning	Name x	Name + cross = time out (in class)	4 <sup>th</sup> warning	Name xx	Name + two crosses = lunch detention	5 <sup>th</sup> warning	Name xxx	Name + 3 crosses = lunch + after school detention, phone parents (referral form to social worker)	After 5 <sup>th</sup> warning	Name xxxx	Name + 4 crosses = withdraw from room, send to office or another class + After school detention inform parents (referral form to social worker)
Occurrence	Display		Consequence																				
1 <sup>st</sup> warning			Verbal warning, reminder, praise others, countdown, change seats, etc.																				
2 <sup>nd</sup> warning	Name		Write name on the board																				
3 <sup>rd</sup> warning	Name x		Name + cross = time out (in class)																				
4 <sup>th</sup> warning	Name xx		Name + two crosses = lunch detention																				
5 <sup>th</sup> warning	Name xxx	Name + 3 crosses = lunch + after school detention, phone parents (referral form to social worker)																					
After 5 <sup>th</sup> warning	Name xxxx	Name + 4 crosses = withdraw from room, send to office or another class + After school detention inform parents (referral form to social worker)																					
2. Refusal to do classroom work	Refusing to complete work, labs, projects, or other assignments given by the teacher																						
3. Violating classroom rules/ Disruptive Behavior	Not following the classroom rules. Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity, e.g. playing with cards during class time																						
4. Inappropriate language/ Verbal Altercation	Using any form of cursing, no matter what language it is spoken in, including hand or bodily gestures	*Severity Clause – Students will be removed immediately from class if their behavior endangers others or is seriously inappropriate in any other way.																					
5. Unexcused Tardiness	Not being seated in the classroom when class is scheduled to begin	<u>6<sup>th</sup>-9<sup>th</sup> Occurrence:</u> Phone call home by SW <u>10<sup>th</sup> Occurrence:</u> Parent to be called to school by SW to sign the Attendance undertaking * 5 unexcused tardy = 1 unexcused absence																					
6. Unexcused Absence	Being absent from school without legitimate excuse and documented proof of absence.	<u>After 3 days:</u> SMS sent to parent by Principal Secretary <u>After 5 days:</u> Parent to be called to school by SW to sign Attendance undertaking <u>After 6 days:</u> 1st registered warning letter to be sent home by PS <u>After 9 days:</u> 2nd registered warning letter to be sent home by PS <u>After 12 days:</u> 3rd registered warning letter to be sent home by PS <u>After 15 days:</u> Student case to be sent to MoE Social affairs dept. by SW for follow-up and registration for following year may be withheld.																					
7. Uniform non-compliance	Non-compliance in wearing CBS uniform	<u>1<sup>st</sup> Occurrence:</u> verbal reprimand by teacher / social worker <u>2<sup>nd</sup> Occurrence:</u> 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 <u>3<sup>rd</sup> Occurrence:</u> Student will wait in the office until the uniform is brought from home. <u>4<sup>th</sup> Occurrence:</u> Student will not be allowed on field trip and parent to be informed by SW.																					
8. Cell phone	No student shall use, display, or possess cell phones.	Cell phone will be confiscated by the Social worker 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.																					
9. Non-submission of textbooks at end of course (Grades 9 – 12)	Non-submission of textbooks at end of course	Student will not be issued the report card until the textbooks are submitted to the store at the end of the semester / year.																					

**Level 2 infraction** (illegal and/or serious conduct in school): a student charged with a Level 2 violation shall be subject to the disciplinary actions listed below.

<b>INFRACTION</b>	<b>DEFINITION</b>	<b>1ST OFFENSE (Teacher)</b>	<b>2ND OFFENSE (Social Worker)</b>	<b>3<sup>RD</sup> OFFENSE (Social Worker)</b>
Lying	Giving or providing intentionally untrue or misleading information or communication.	Verbal reprimand and Written notification to parent(s) by the teacher.	Detention	1 day suspension
Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Verbal reprimand and Written notification to parents by the teacher and Parent to pay for damages	Parent to pay damages, 1 day suspension	Parent to pay for damages, 2-3 days suspension
Insubordination / Leaving class without permission	Refusing to comply either verbally or non-verbally with a reasonable request or directive	Detention and notifying parent(s) by the teacher	1 day suspension	1-2 days suspension
Loitering / Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises 1. after a reasonable request to leave 2. without a legitimate reason for being there 3. Without proper authorization or permission from anyone authorized to grant permission 4. After refusing to identify oneself.	Detention and notifying parent(s) by the teacher	1 day suspension	1-2 days suspension, police notified
Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	Detention and notifying parent(s) by the teacher	1 day suspension	2-3 days suspension
Bullying	Engaging in verbal, physical, emotional ,threatening acts of bullying and/or cyber bullying	Detention, conference with the parents and written warning by the social worker	1 day suspension	1-2 days suspension
Inappropriate technology usage	Students using school resources for illegal, inappropriate, or obscene purposes Using without authorization, electronic passwords, including but not limited to accessing, controlling, or disabling technological devices or services.	Detention, conference with the parents and written warning by the social worker	Device will be confiscated until end of the school year	1 days Suspension . Device will be confiscated until end of school year
Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material, using submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher	Exam will be given a grade of zero, the paper will be taken from the student. Written notification to parent(s) by the teacher.	Detention	1 day suspension
Offensive Material	Producing, possessing, or distributing materials/ devices that offend common decency or morals in the school community	Material/device to be confiscated, Written warning by the social worker, conference with the Vice Principal and 1 day suspension	1-3 days suspension	3-5 days suspension

Altering official documents	Forging, falsifying, or unauthorized alteration of a document	Verbal reprimand and Written notification to parent by the teacher	Detention	1-2 days suspension
Theft	Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property	Written warning by the social worker and conference with the Vice Principal and notifying parents to pick up the student	1-3 days suspension	3-5 days suspension
Reckless endangerment and Vandalism	e.g.: Use of weapon (pencil, scissors, etc.)	Written warning by the social worker and conference with the Vice Principal and notifying parents to pick up the student	1-3 days suspension	3-5 days suspension,
Obscenities, Verbal abuse, vulgarity towards school personnel	Directing obscene, abusive, insulting, racial, sexual, or religious slurs, written or verbal, toward any adult member of the school community. This shall include use of obscene gestures and sign that willfully intimidate, insult, or in any other manner, abuse others	Written warning by the social worker and conference with the Vice Principal and notifying parents to pick up the student	1-3 days suspension	3-5 days suspension,
Inappropriate conduct between genders	Committing acts that are sexual in nature. Evidence of immoral behavior or communication, written or otherwise.	Written warning by social worker, conference with Vice Principal	1-3 days suspension	3-5 days suspension

**After-school detention:**

This will be conducted in the Physics lab for half hour after school with teachers having a rotating supervision roster for the same.

**28. COMMUNICATION**

**Newsletters**

This is a monthly communication which highlights Middle / High School programs and events taken place each month. The newsletters are posted on the CBS website and shared on social media.

**Text message**

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

**RenWeb Home (Parent Portal)**

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

**Email**

Subject teachers will provide their school email addresses. In an effort to reduce the impact on the environment and provide faster feedback, we request that parents provide CBS with their email addresses. Contact emails can be found on the school web-site [www.cbskuwait.com](http://www.cbskuwait.com)

**RenWeb Learning Management (RLM)**

Student information and assignments are posted by the subject teachers on RLM.

**Report Cards**

Report cards will be issued at the end of each quarter. The report card keeps parents informed of the student's academic performance and his / her learning skills. Reports cards will be sent home after each quarter, in November, February and in June of each academic year.

## Conferences

There are three formal opportunities during the year to meet for parent-teacher conferences. The first parent-teacher conference takes place at the end of the first quarter. The second will take place at the end of the second quarter. The third conference will be a student-led conference and will take place near the end of the third quarter.

## Meetings

Regular communication between parents and teachers is encouraged and must be scheduled. Meetings must not take place in the reception area or classroom during dismissal or morning arrival. This is to ensure confidentiality of student affairs. 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 Middle/High School Secretary or Counsellor. 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.

## 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.

## 29. HOMEWORK POLICY

Homework is described as those learning activities that are associated with the in-school program and which are completed outside the classroom. The purpose of homework is to:

- Supplement and support in-school experiences through related out-of-class activities
- Encourage the development of self-regulation, good work habits and other learning skills.
- Help develop positive attitudes towards independent study and lifelong learning
- Assist students in preparing for subsequent planned learning activities

Homework is a necessary component of the instructional program and is important for students' academic growth and sense of responsibility. 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. Homework may consist of daily assignments, long-term projects, preparation for a quiz, a test, a lesson, or review of concepts learned in the classroom.

Time recommendations and suggestions for homework are as follows:

(source: [www.tdsb.on.ca](http://www.tdsb.on.ca))

### Courses offered in English Language

Grade 6	45-90 minutes
Grade 8	45-90 minutes
Grade 9	45-90 minutes
Grade 10	60-120 minutes
Grade 11	60-120 minutes
Grade 12	60-120 minutes

### Courses offered in Arabic Language

60 minutes
90 minutes

## 30. GRADING, ASSESSMENTS AND EXAMS

At Canadian Bilingual School all assessments and evaluations are based on the AERO common core curriculum standards and assessment policy.

## Learning Skills

It is an expectation that students are assessed not only on their academic achievement but also on their Learning Skills. Students' learning skills are regularly assessed and reported on a separate scale on the provincial report card. These cross-curricular learning skills include:

<p><b>Responsibility</b></p> <ul style="list-style-type: none"> <li>▪ Fulfills responsibilities and commitments within the learning environment</li> <li>▪ Completes and submits class work, homework, and assignments according to agreed-upon timelines</li> <li>▪ Takes responsibility for and manages own behavior</li> </ul>	<p><b>Organization</b></p> <ul style="list-style-type: none"> <li>▪ Devises and follows a plan and process for completing work and tasks</li> <li>▪ Establishes priorities and manages time to complete tasks and achieve goals</li> <li>▪ Identifies, gathers, evaluates and uses information, technology and resources to complete tasks</li> </ul>	<p><b>Initiative</b></p> <ul style="list-style-type: none"> <li>▪ Looks for and acts on new ideas and opportunities for learning</li> <li>▪ Demonstrates the capacity for innovation and a willingness to take risks</li> <li>▪ Demonstrates curiosity with a positive attitude</li> <li>▪ Recognizes and advocates appropriately for the rights self and others</li> </ul>
<p><b>Self-Regulation</b></p> <ul style="list-style-type: none"> <li>▪ Sets own individual goals and monitors progress towards achieving them</li> <li>▪ Seeks clarification or assistance when needed</li> <li>▪ Assess and reflects critically on own strengths, needs and interests</li> <li>▪ Identifies learning opportunities, choices and strategies to meet personal needs and achieve goals</li> <li>▪ Perseveres and makes effort responding to challenges.</li> </ul>	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Accepts various roles and an equitable share of work in a group</li> <li>▪ Responds positively to the ideas, opinions, values and traditions of others</li> <li>▪ Builds healthy peer-to-peer relationships in person and through personal and media-assisted interactions</li> <li>▪ Shares information, resources and expertise and promotes critical thinking to solve problems and make decisions</li> </ul>	<p><b>Independent Work</b></p> <ul style="list-style-type: none"> <li>▪ Independently monitors, assesses and revises plans to complete tasks and meet goals</li> <li>▪ Uses class time appropriately to complete tasks</li> <li>▪ Follows instructions with minimal supervision</li> </ul>

## Assessments

**Deadlines** are realistic in the working life outside of the school setting. In school they are set as a reasonable management strategy for students and for teachers so that workloads can be varied and balanced. Deadlines are a way of bringing closure to one unit of work and moving ahead to another.

There will be key pieces of assessment that **must** be completed by students in order for their teachers to determine how well each student has grasped the concepts and skills that have been taught in a unit/course.

**Students may receive a mark of zero on these key pieces if an assessment task is not handed in after:**

- being provided sufficient or reasonable time to complete the task;
- an assessment has already been marked and returned to the whole class;
- an assessment was plagiarized

Should a student wish to get an extension/accommodation with the teacher, they should request at least a week **prior to the deadline**. Non-compliance with the extended deadline will result in a zero mark for the task.

Since students must provide sufficient evidence of their learning, incomplete tasks can result failure to obtain the credit. Therefore, it is imperative that all students submit assigned assessments in order to demonstrate a thorough understanding of course expectations, skills, and concepts. A zero can be used as a placeholder until a student demonstrates sufficient evidence of learning. Students can be given up to 2 days of grace period after the due date for submission, during which the assessment will be marked as follows –

- 1<sup>st</sup> day after submission due date: 75% of the mark for the assessment
- 2<sup>nd</sup> day after submission due date: 50% of the mark for the assessment

- 3<sup>rd</sup> day after submission due date: 0% of the mark and no further grace period.  
As per American standards, for all grades, following is the categorization of marking:

- 70% of the mark - class and course work.
- 30% of the mark - exam and / or culminating task.

**Communication in English:** Students of Grades 6 – 12 are evaluated for their “communication in English”, corresponding to 2% of their total grade in each quarter for all courses using English as the medium of instruction. This is to complement CBS’ efforts to improve English language proficiency of students.

**Attendance:** The percentage of student’s attendance for each quarter will be cumulatively added to each subject gradebook by admin, corresponding to 5% of their total grade per subject. Students in grades 9 - 12 must have **90%** or better attendance record in order to write final course evaluations, formal exams and to graduate.

**Measures of Academic Progress (MAP)**

MAP Testing allows students, teachers and parents to measure the academic growth of every student. Reading, Language and Math 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.

**Report Cards**

Report cards indicate student achievement and learning skills.

**PERCENTAGE CALCULATION for each QUARTER:**

	Quarter	Q1	Q2	Exam I	Q3	Q4	Exam II
JK - GR 2	Q1	100					
	Sem I	50	50	-			
	Q3				100		
	Final Grade				50	50	-
Gr 3-8 Courses with Exam	Q1	100					
	Sem I	40	40	20			
	Q3				100		
	Final Grade				40	40	20
Gr 3-8 Courses without Exam	Q1	100					
	Sem I	50	50	-			
	Q3				100		
	Final Grade				50	50	-
Gr 9-12 Full Year Credit Course with exam	Q1	100					
	Sem I	20	50	30			
	Q3	15	30	10	45		
	Final Grade	5	10	5	25	40	15
Gr 9-12 Full Year Elective Course without exam	Q1	100					
	Sem I	40	60				
	Q3	20	35		45		
	Final Grade	10	20		30	40	
Gr 9-12 Sem Course	Q1	100					
	Sem I / Final Grade	35	35	30			
Gr 9-12 Sem Course without exam	Q3				100		
	Sem II				40	60	-

## 31. EXAM PROCEDURES

It is important students follow the appropriate exam procedures including:

- being silent in the exam room,
- having their own equipment,
- sharing is not permitted,
- write using blue/black pen: pencils may be used only for drawing / calculation.
- **washroom breaks are NOT permitted during the exam**, except for medical cases.
- placing tablets / mobile phones/ textbooks and other personal material such as notes at the front of the exam room,
- keeping eyes focussed on own exam paper.

Students must

- **arrive 20 minutes prior to the exam. In the case of final exams of a course, the student has to return the course textbooks in order to be issued the report cards.**
- may enter exams within the first 20 minutes of exam time. No entry will be allowed for students arriving after this time. There will be no extra time allowed for late entry to exams.
- wear the complete **school uniform** to be admitted to exam room.
- Talking and disruptive behaviour during the exams is unacceptable and will incur the above penalties.
- Bring their own equipment to the exam room. The consequence for failing to follow these expectations is that the exam is given a grade of zero, the paper will be taken from the student and student will be asked to leave the exam hall.
- Write using blue/black pen: pencils may be used only for drawing / calculation. The consequence for writing in pencil will be a mark deduction of 5% from the overall marks.
- Calculators are permitted only for Grade 9-12 students.
- Go home when they have finished writing exams for the day.

### Items permitted in an exam hall:

The following items should be put in a clear plastic freezer bag and presented to the examiner for inspection before entering the hall.

- 2 blue ball-point pens, 1 pencil, 1 eraser, A calculator (if needed)

We would like parents, as well as students, to have a clear understanding of the potential consequences of any infringements. Loss of marks may affect the percentage students need to pass the course.

The Kuwait Ministry of Education and CBS policy for students missing final exams due to reasons of ill health is as follows:

- The student will be required to provide the school with a ministry approved notice from a government clinic as to the reason for the absence.
- The school administration will then decide if the student may write the exam on another day.
- Any student who needs to write an exam on another date due to must provide the medical notice before school ends for the year.
- Students must provide documentation **before** writing an exam missed due to illness or other documented absence.

### 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 include notification to student, parent and administration, and could involve a suspension. Students may also receive a zero for the assignment/quiz/test/exam, or may be given opportunity to make up the assignment for partial credit at the discretion of the classroom teacher and administration.

## Plagiarism

Plagiarism is:

- copying and pasting someone else's work from electronic sources
- copying and pasting passages from electronic sources without placing the passages in quotes and properly citing the source
- having others write work or portions of work for you
- summarizing ideas without citing their source
- using quotes from sources without putting quotation marks around the passages or citing the sources
- quoting statistics without naming the source unless you gathered the data yourself
- self-plagiarizing – using one paper for more than one class without the permission of your teachers
- using photographs, video, or audio without permission or acknowledgment
- translating from one language to another without properly citing the original source
- failing to acknowledge sources of oral presentation, slides, or Web projects

## Plagiarizing FAQs

Q. What should I do if I want to use someone else's work?

A. If you want to use someone's work you ask them, add quotations if appropriate and include a citation. We should never take someone else's work and submit it as our own. Paraphrase information. Don't take credit if it's not yours.

Q. What if I want to download music?

A. If you want to download music you should understand how to give others credit for their work and pay for it if required.

Q. What should I do if I want to download a picture for my project?

A. If you want to download a picture for a project you should add the owner of the pictures name and the website or link where you got it from. Go to credit for other peoples' work.

## 32. CREDIT RECOVERY PROGRAM

CBS offers students who have received failing grades in courses that are required for moving on to the following grade an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits. Such students must meet eligibility requirements to apply and the Credit Recovery must be operated under the guidelines established by this document. This program is also open to students of other schools.

Credit Recovery Program is a course-specific, skill-based learning opportunity for students who didn't reach the passing grade in any core subject (F/below 60%)

### Program Criteria:

- The student can recover up to a maximum of three failed subjects in an academic year. (*Failing in more than three subjects, the student will not be eligible for the credit recovery program and will be retained in the same grade for the following year.*)
- If a student gets promoted in a grade through the credit recovery program for one year and then fails again the following year, the student can repeat the failing course in the credit recovery program in the 2<sup>nd</sup> year, but the student will not be eligible to re-register for the 3<sup>rd</sup> year.
- Credit Recovery Program fees will be subject to the enrolment numbers for specific courses.

### Student Eligibility

- Students are eligible for Credit Recovery if the final grade earned in a course required to pass was less than D-/60%.
- Same criteria applies to students from other schools.

## Student Admission

The student and parent/guardian must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission and program requirements- (Attachment A)

Once the forms are received by the Academic Coordinator and proper signatures are obtained, the schedules and classes will be prepared and coordinated with the program teachers.

Students of other schools have to sign and stamp the form from their school as well.

## Student Removal

Students may be removed from a Credit Recovery program for circumstances involving

- serious or repeated misbehaviour or
- having 15% or more of unexcused absences

Then, the student will be marked as failed.

## Program Timelines:

- Conducted during summer, after the final report cards are issued.
- 30 hours of synchronous (direct) teaching – on-campus or online.
- 1 hour class per day, 5 days a week for 6 weeks from the day after results are announced.

## Instructional Content and Curriculum

- The program includes all the basic skills needed to complete the subject.
- Instruction will be delivered through targeted small-group direct instruction by a certified and highly qualified teacher in the subject area.
- Instructional assignments will be aligned with the course expectations.
- Missing skills to be covered – classwork, homework, assessments.

## Assessments

- A minimum of 5 FA and 4 SA to be completed for each course.
- Each assessment to include questions for low(60%)/mid(25%)/high (15%) level skillsets.
- Assessment weightage:
  - Attendance – 15%
  - Class participation – 25% (classwork included)
  - FA – 25%
  - SA – 35%

## Grades

- The original failing grade will be replaced by the recalculated grade for computing grade-point averages.

Percentage calculation of whole year course for Credit Recovery students:

	Q1	Q2	Exam I	Q3	Q4	Exam II	Credit Recovery
Full Year Credit Recovery Course Gr 9-12	5	10	5	15	20	5	40
Full Year Credit Recovery Course Gr 7-8				30	30	-	40

## Student Fees

- KD 200 per course
- If CBS student and failing in more than 2 courses, KD 180 per course.

### **33. CREDIT REPETITION PROGRAM**

CBS offers students who have received low grades in courses of Grades 9-12 an opportunity to repeat the credit through a standards-based approach that will target specific knowledge and skill deficits. Credit Repetition Program is offered to students G10-12 who wish to repeat a credit they scored (C-/72%) or below in an attempt to improve their grade in any of the subjects for Grades 9-12. This program is open to students of other schools as well.

#### **Program criteria:**

- The student can repeat up to six credits (9-12 credits) during the high school years 10-12.
- A maximum of two courses can be repeated by a student per semester.
- Credit Repetition Program fees will be subject to the enrollment numbers for specific courses.

#### **Student Eligibility**

- Students are eligible to apply for Credit Repetition if the current grade in a course required for graduation is less than C-/72%.
- Same criteria applies to students from other schools

#### **Student Admission**

The student and parent/guardian must sign the application to consent to placement in the program and to acknowledge agreement with the terms of admission and program requirements. Students of other schools have to sign and stamp the form from their school as well.

#### **Student Removal**

Students may be removed from a Credit Repetition Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehaviour, failure to adhere to program attendance requirements (15%), or failure to make adequate progress towards meeting remediation requirements

#### **Program Timelines:**

- 3 times a year: first semester, second semester and summer.
- 60 hours (45 synchronous and 15 Asynchronous)
- 1<sup>st</sup> and 2<sup>nd</sup> semester program:
  - 2 hours online class per day, 3 days a week for 9 weeks from 2<sup>nd</sup> week of the semester (45 hours synchronous classes)
  - 1.5 hours homework per day, 1 day a week for 9 weeks (15 hours asynchronous study time)
- Summer program:
  - 3 hours online class per day, 3 days a week for 5 weeks from day after final results are announced (45 hours synchronous classes)
  - 1.5 hours homework per day, 2 days a week for 5 weeks (15 hours asynchronous study time)

## **Instructional Content and Curriculum**

- The program is focused and include all the basic skills needed to complete the subject.
- Instruction will be delivered through targeted small-group direct instruction by a certified and highly qualified teacher in the subject area.
- Instructional assignments will be aligned with the course expectations.

## **Assessments**

- Assessment weightage:
  - Attendance – 25%
  - Classwork – 25%
  - Homework – 25%
  - Project work – 25%

## **Grades and Credit**

- Credit Repetition program allows the student to improve his grade from C- or below to the grade he receives in the end of the program.

## **Student Fees**

- If one or two students registered in course, fees per course per student: KD 500 per course.
- If 3 or more students registered in course, fees per course per student: KD 400 per course.

**Disclaimer:** Enrolling in the course does not guarantee a final grade of A.

## **34. POINT SYSTEM**

To help students make positive choices and to create a positive climate for learning, CBS will use a merit and demerit system.

- To motivate to behave better, learn more and be independent accountable individuals.
- To assist students in making sound choices thus producing well-behaved students.

The system is based on the belief the students need to be clear about the school's Code of Conduct; the importance of exercising self-discipline; and the consequences of irresponsible behaviour.

### **Criteria:**

- Points will be recorded by staff on RenWeb in the 'Behaviour' section of 'Student Data'.
  - All students of Grades 6 - 12 start with 10 points at the beginning of the year. Points will be added or deducted accordingly.
  - Points expire at the end of an academic year, except for Grade 11 students whose points get carried over to Grade 12.
  - Students can earn merits (positive points) or demerits (negative points) throughout the year.
  - Students are awarded maximum of one point for each instance of good conduct.
  - Any staff member can issue merits and demerits.
  - Recognitions and Consequences will be driven by the points earned by individual students.
  - Students who have ZERO demerits at the end of the academic year will earn 25 merit points.
- The merit points encourage desirable behaviour and contributions to the school, while undesirable behaviour is discouraged by the deduction of points. The points awarded/ deducted may be reviewed by the Discipline Committee on a case by case basis should the need arise.

Below are some examples of how our students earn points.

Examples of Good Conduct		Point Earned
Merit Points	<b>Attendance:</b> <ul style="list-style-type: none"> <li>• Full attendance for one month in all classes</li> <li>• Full attendance and participation in School Events (Sports Day, Career Fair, Science Fair)</li> </ul> <b>Academics:</b> <ul style="list-style-type: none"> <li>• Early submission of assignments.</li> <li>• Outstanding assessment results (3 times in a row)</li> <li>• Commendable classroom participation</li> </ul> <b>Behavior:</b> <ul style="list-style-type: none"> <li>• Demonstrating Responsibility (returning important documents, reporting incidents)</li> <li>• Demonstrating Kindness (assisting a classmate)</li> <li>• Demonstrating Citizenship (pride in school)</li> <li>• Demonstrating Good Manners (holding the door, saying please and thank you)</li> <li>• Demonstrating Integrity (honesty, returning lost items)</li> <li>• Peer Support - Helping facilitate a positive learning environment</li> <li>• Intervening/stopping a fight</li> </ul> <b>Extra-curricular:</b> <ul style="list-style-type: none"> <li>• Being committed, working hard and successfully completing an after-school activity</li> <li>• Measurable participation in student council and other school activities / events.</li> </ul>	1 point
	<ul style="list-style-type: none"> <li>• Exemplary citizenship</li> <li>• Teacher's discretion</li> </ul>	2 points

Examples of Infringement		Point Earned
Demerit Points	<ul style="list-style-type: none"> <li>• Being 5 minutes late to class (without a note from another staff / office)</li> <li>• Unexcused absence for more than 5 classes in a week.</li> <li>• Late submissions of assignments (1 day late)</li> <li>• <b>Classroom Disruption, Disrespectfulness, Defiance, Profanity (use of bad words), Cheating</b></li> <li>• Dress Code Violation</li> </ul>	-1 point
	<ul style="list-style-type: none"> <li>• Being more than 10 minutes late to class (without a note from another staff)</li> <li>• Failure to submit assignments within 2 days of date</li> <li>• Failure to appear for Detention and After-school Detention</li> </ul>	-2 points
	<ul style="list-style-type: none"> <li>• Inappropriate gestures /Physical Aggression /Severe Misbehavior /Bullying /Sexual Harassment</li> <li>• Smoking</li> <li>• Theft</li> <li>• <b>Plagiarism</b></li> <li>• Possession / Use of weapons / Possession of Alcohol or Drugs</li> <li>• Vandalism</li> <li>• Suspension</li> </ul>	-5 points

### Recognitions:

Students exceeding expectations are recognized at the end of the academic year as follows:

Points	Recognition
10 points	Commencement point
For every 50 points	Merit Certificate
200 points (4 merit certificates)	Merit badge
End of year (department) :	
Highest points	Gold Award
2 <sup>nd</sup> highest points	Silver Award
3 <sup>rd</sup> highest points	Bronze Award
300 points	Outstanding Achievement Award

The student scoring the highest points above each of the target gets the award for the year.

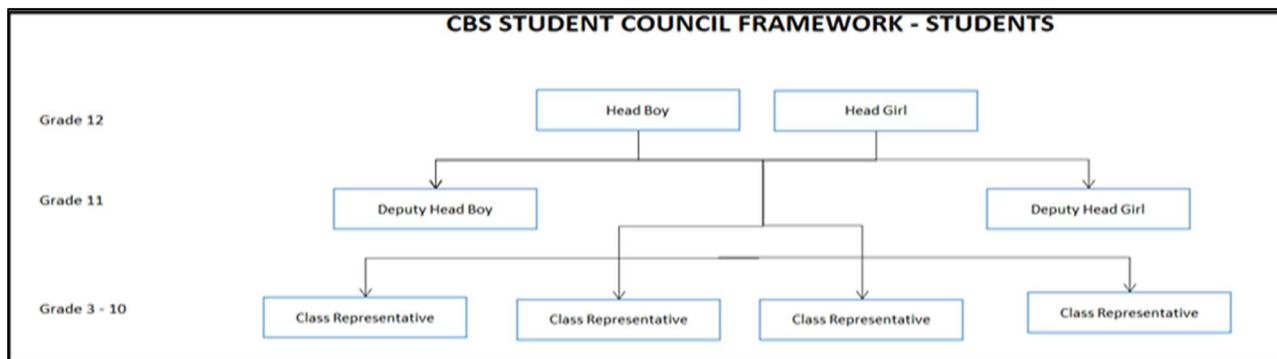
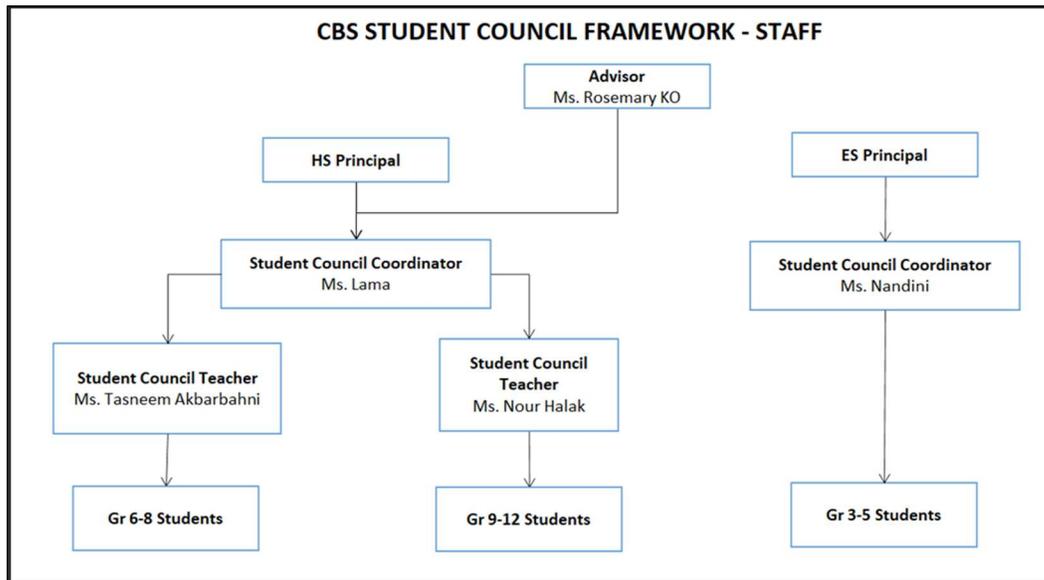
## Consequences:

Students are advised to note the following critical levels:

Points	Action / Consequence
10 points	Commencement point
Final Warning: Below 0 points	<ul style="list-style-type: none"> <li>• Counseling by Social Worker / Guidance counselor</li> <li>• Referral to Principal / Vice-Principal</li> <li>• Liable for suspension from class</li> </ul>

## 35. STUDENT COUNCIL – LEADERSHIP FRAMEWORK:

The purpose of the CBS Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and events. In addition, the student council is the voice of the student body.



### STUDENT COUNCIL MEMBERS:

- Head Boy and Head Girl : Grade 12
- Deputy Head Boy and Deputy Head Girl : Grade 11
- Class Representative – One rep. per class : Grades 3 - 10

### 1. Head Girl and Head Boy

The position of Head Boy and Head Girl is an extremely important one and is the most senior student role in the school. They are the leaders of the student community and an important link between students and staff.

2. The Deputy Head Boy and Deputy Head Girl assist the Head Boy and Head Girl in fulfilling their responsibilities and deputize for them as required.

#### Expectations of Heads and Deputy Heads:

- Report directly to the HS Principal
- Get training from HS Principal with regards to leadership
- Be an ambassador for the school community
- Collaborate with Student Council coordinator to put together plans for future events.
- Be able to manage teams and be in charge of appointing captains to certain areas during events
- Ensure all student leaders attend the monthly meetings
- Model the best possible standards of attendance, punctuality, work, uniform and behavior
- Wear the badge every day as part of the uniform along with Student ID
- Play an important role at parents' events

### **3. Class Representative**

Class Representatives are expected to demonstrate positive leadership in their respective grades.

- Report to Head boy and head girl and SC Coordinator
- Attend all student council monthly meetings and pass the information to their peers. Also, get ideas and inputs and ideas from classmates to bring them to the SC meetings.
- Participate in all student council events planned in the calendar.
- Ensure academic levels are kept above 80%. If this falls below 60 % during any quarter, the position will be revoked.
- Wear the badge every day as part of the uniform along with Student ID.

#### **Nomination Process:**

- Application:

Students can apply for each of the roles in the 2<sup>nd</sup> week of September, every year. Each interested student must submit the Application Form to the SC Coordinator. There will be a staff vote as well as an interview with the HS Administrators' Panel.

- Selection Criteria:

- Academics: Average above 80% for Heads, Deputy Heads and Class reps. House Captains need not have this cut-off limit.
- Behaviour: No behaviour concerns over the past year
- Attendance: Absence / tardy count to be less than 10 over the past year
- CBS student for past 3 years (Heads and Deputy Heads)
- Participation in community (having skills to positively connect with peers and teachers)

- Membership:

Once appointed, if any member does not fulfil their responsibility or whose behaviour is judged by administrators to be below the standard expected of an SC member, they may be removed from post and a replacement member will be posted immediately.

- Badge: Each SC member is presented with a badge, to be worn when at school.

- Meetings:

- The SC meet monthly (the last Tuesday of every month from 02.45 to 03.45 pm).
- The SC Coordinator convenes the meeting. The HS and ES Principals will attend these meetings on a regular basis.
- Issues frequently discussed include school events, school improvements, fun events and a local charity they want to support for the year.
- Minutes of each SC meeting are to be posted by the Deputy Head boy / girl.
- In accordance with the Point System, SC members receive one house point for each SC meeting that they have attended.

- Student Council Events: Promote upcoming student council events planned for the month by creating posters and promoting the event amongst peers.

**STUDENT COUNCIL STAFF MEMBERS:** SC Staff are there to support and guide the students in the Student Council.

- Student Council Administrators – HS Vice Principal, ES Vice Principal
- Student Council Advisor – Ms. Razan Hamad
- Student Council Coordinator
- Student Council Executive Secretary
- House Heads – 2 HS+ES staff per House (One English speaking +one Arabic speaking teacher)
- PE Teachers (lead for Sports Day and Walk for Cure)

### **36. PLAYGROUND / GYMNASIUM**

Students will use the field for a part of their lunch period. They will be supervised by teachers.

- Students may not use the field areas (field and cage) or gym without an adult present.
- Any injuries should be reported to the supervisor and school nurse.
- No food (gum, power drinks etc.) is allowed on the field or other school property.
- If play items go outside the school boundary, the supervisor should be informed immediately. Students must not leave the school to retrieve play items. A school custodian will get the item.
- As soon as the bell rings, all students should proceed to their class immediately.

### **37. LIBRARY**

The librarian assists staff and students, as well as many parents, in the selection and checking out of materials and also provides Secondary students with weekly lessons in both literary appreciation and media skills. The Secondary Library is open from 6:40 a.m. till 2:30 p.m. each school day and often, by arrangement, at other times. Books can be checked out for two weeks in Grades 6- 12. They may be renewed for another week if not requested by other students. 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 due date. 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 in Kuwait. Report cards may be withheld from a student who has overdue books or unpaid charges.

### **38. 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. 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.
- When chemicals/heat/glassware are used, 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.

### **39. TRANSITION BETWEEN CLASSES**

This is a time when students need to make a focused effort to get from one class to another, promptly. It is a time to make sure you have collected necessary equipment from your locker, get a drink or visit the washroom, and be ready to start your next class. It is not a social time or club time!

### **40. 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

### **41. HEALTH SERVICES**

Canadian Bilingual School employs a full-time registered nurse who maintains health files for each student. The nurse treats students referred 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.

Immunizations required by the Health Department are given by the nurse with permission from the parents. Students **must** obtain a pass from their teachers before reporting to the Nurse's Clinic.

### **Illness at School:**

If a child becomes ill the teacher will send the child directly to the Nurse's Clinic with a pass and the nurse will determine the nature and degree of illness and course of action to be followed. When the Nurse 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 student is sick with fever, vomiting, nausea, etc., he or she should remain at home until they are fever free for at least 24 hours before returning to school. Students who become ill during the day must be excused to go to the nurse, who will determine the nature and degree of illness.

### **Accidents and Injuries:**

Injuries that occur at school must be reported to the Nurse immediately. Students will be assisted by the Nurse or another staff member trained in first aid. The administration team will be notified immediately of the incident. 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.

### **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.

## **42. STUDENT PROVISIONS**

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 beginning of the school year.

## **43. STUDENT PASS PROCEDURES**

No student should be out of class during class times without a good reason, and a classroom pass. Students misusing or abusing procedures will lose their right to use the student passes. Permission will be given to only one student at a time.

### **Nurse:**

Nurse passes are needed for students who **need** to see the nurse during the school day.

- A student has to get a note from the classroom teacher giving permission to see the nurse.
- If a student needs to see the nurse at lunch time, a note giving permission must be obtained from the lunch room supervisor or the Middle / High School office before the student goes to the nurse's office.

### **Office:**

A pass is required if students need to go to the office or reception for any reason.

Students sent to the office from class are to report immediately to the main office. Failure or refusal to do so may result in further disciplinary measures.

## 44. TEXTBOOKS

Textbooks are available for sale to students from August of the new academic year.

Students of Grades 1-8 have to purchase the textbook and notebook kit from the stores before the 1<sup>st</sup> day of school. Students who do not have their own devices for learning are expected to purchase a device from the school partners when buying the book kit as well.

Students of Grades 9-12 are leased textbooks for the academic year. Students must lease them out from stores at the beginning of the academic year. The textbooks are collected back by the school at the end of the semester course / academic year.

## 45. UNIFORM

The school uniform needs to be clean, neat and ironed. Tight clothing is inappropriate. **Hats** are not part of the school uniform and should not be worn inside.

### 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	Verbal warning by teacher / social worker
2	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	Student will wait in the office until the uniform is brought from home.

## 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)

## 47. CBS Graduation Requirements

Students graduating from CBS receive a high school diploma equivalized by the Ministry of Private Education.

To graduate, students are expected to

- receive passing grades (60% and above) in all subjects of Grades 9-12 with a minimum of 30 credits across Grades 9-12.
- Complete atleast 40 hours of community service across Grades 9-12.

### Grading Scale

CBS Grading Scale		
US Letter Grade	Percentage	US GPA
A+	97–100%	4
A	93–96%	4
A-	90–92%	3.67
B+	87–89%	3.33
B	83–86%	3
B-	80–82%	2.67
C+	77–79%	2.33
C	73–76%	2
C-	70–72%	1.67
D+	67–69%	1.33
D	63–66%	1
D-	60–62%	0.67
F	0–59%	0



### CBS High School Transcript

Student Name : \_\_\_\_\_  
 Student ID : \_\_\_\_\_  
 Grade : \_\_\_\_\_  
 Gender : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Graduation Date : \_\_\_\_\_

Community Service :  Complete  N/A  
 Hours : \_\_\_\_\_  
 Attendance: Authorized Absences : \_\_\_\_\_  
 Unauthorized Absences : \_\_\_\_\_  
 Unauthorized Lates : \_\_\_\_\_

---

GRADE	2017-18	PERCENT	GRADE	CREDIT	GRADE	2018-19	PERCENT	GRADE	CREDIT
English					English				
Mathematics					Algebra-II				
Science					Science				
Geography					History				
Art					Careers				
Physical Education					Computer				
Arabic					Physical Education				
Islamic					Arabic				
Quran					Islamic				
Kuwait Social Studies					Quran				
					Kuwait Social Studies				
GPA: _____ Credits: _____					GPA: _____ Credits: _____				

---

GRADE	2019-20	PERCENT	GRADE	CREDIT	GRADE	2020-21	PERCENT	GRADE	CREDIT
English					English				
Mathematics					Math - PreCalculus				
ICT in Business					Business Leadership				
Business Fundamentals					Business Management				
Biology					Accounting-I				
Computer					Computer				
Arabic					Arabic				
Islamic					Islamic				
Quran					Quran				
GPA: _____ Credits: _____					GPA: _____ Credits: _____				

**Total Credits: \_\_\_\_\_ Overall GPA: \_\_\_\_\_**

---

**Minimum Graduation Credit Requirements: 30**

English	Math	Science	Social Studies	Business Leadership	Business Fundamentals	Arabic	Islamic	Quran	KSS	Computer	Art	PE
4	4	2	1	2	2	4	3	1	1	2	2	2

**Credits Earned at CBS:**

English	Math	Science	Social Studies	Business Leadership	Business Fundamentals	Arabic	Islamic	Quran	KSS	Computer	Art	PE
0	0	0	0	0	0	0	0	0	0	0	0	0

School Stamp \_\_\_\_\_ Principal's Signature \_\_\_\_\_

The transcript is unofficial unless signed by the authorized signatory and stamped by the school.  
 The community service hours must be completed as part of graduation requirements.  
 The minimum credit requirement for graduation is 30 credits.

### Transcript GPA Calculation

$$\text{Overall GPA} = \frac{\text{Sum of all (subject point*credit) from Gr 9 – 12}}{\text{Total credits earned from Gr 9 – 12 at CBS}}$$

This is the calculation currently approved and followed by Ministry of Higher Education.

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

The CBS Transcript will have the final GPA for those grades completed at CBS from Grade 9.

### Community Service Hours

- All Gr 9-12 students are expected to complete a minimum of following service hours between Grades 9-12 before Feb 15<sup>th</sup> in Grade 12:
  - 40 hours for students who've been at CBS since Grade 9
  - 30 hours for students who've been at CBS since Grade 10
  - 20 hours for students who've been at CBS since Grade 11
  - 15 hours for students who've joined CBS only for Grade 12
- Students can complete 10 hours per grade to ensure all 40 hours are completed by the time they complete Grade 12.
- A CBS Student is not considered a graduate if he/she does not complete the required hours of community service before the expected timeline.

Community Service Centers Approved by CBS		
Community Service Center	Phone	Contact person
Al Adan Hospital	9796 2241 / 9665 8974	Ms. Fatheya H AlShammery
Al Nawafel Co	2261 9000	Mr. Jassim
Al Salam Hospital	1830 003	PR Office
Al Jahra hospital	2457 5300	Mr. Mohammed Seddik
AlKuwaitiya Computers	6649 5356	Mr. Shahnawaz
Barracuda Marine	5597 0106	Mr. Abdelaziz Al Jaafar
Boushahri Group Trading Company	9600 5003	Mr. Ahmad Jaddallah
Caribou Café	2227 0100	Mr. Mohammed Al-Mohammed
Cornishe club	2225 5255	Mr. Osama AlMutwaa
Fitness First	2530 9770	Mr. James Delta Pina
Fly Kuwait tours and Travel	2573 4141	Mr. Hani Mraish
Gulf Company for Rental Cars - Kuwait	6991 0138	Mr. Mohammed Risly
Gulf Medical Services	9985 9818	Mr. Nayef Al Mannaa
Gym Buds and Blooms	5588 7077	Ms. Fatima Al Munayes
Huda Alsaffar Dermatogly Clinic	2256 4455	Dr.Huda Alsaffar
KAACH	6777 8838	Mr. Khaled Hussain
KNPC	2388 4931	Mr. Sameer Kazem Al Ali
Kuwait Central Blood Bank	6655 3543	Ms. Abeer Ali Ghanem
Kuwait Premium Limited	9884 5988	Mr. Abdullah Al-Rashidi
Kuwait Red Crescent	6660 8866 / 9965 9685	Dr.Musaed Al Eniziz/Ahmad Al faqaan
Kuwait Science Club	2224 7550	Mr. Ali Kazem Al Jumaa
Kuwaitiya Computers	9788 9738	
Kuwat Society for Inventors Support	2227 8100	Ms. Latifa fahad Al mutairi
LOYAC Volunteer	2242 1200	
Montereal Clinic	9899 7792	Dr.Hussain AlMutari
New Golden EST General trading	2431 4142	Mr. Yousef Ali Bohra
Optimum Media Direction	2208 9752	Mr. Maria Thabet
Real Madrid Academy	5533 9189	Mr. Yacoub Al Mansour
Refood	9556 6506	
Rough Country (Garage)	6690 0090	Mr. Abdelaziz Albabtain
Scientific Center	1848 888	Mr. Bassam Al Mussalam
Shape Clinic	2228 2992	Dr.Rehab
Sports Corner	9406 8008	Ms. Nabila Mahmoud
Zabin Alarbeed Co	2243 9961	Mr. Abdullah Al-Shamari
المصنع الوطني للصناعات الجلدية	2326 0866 / 9904 5981	Mr. Mohammad Salem ramadan
إدارة رعاية المعاقين	1861 111	Mr. Hessa Al-Shamari

## Community Service Evaluation Form

المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School



### CBS Community Service Evaluation

Bringing Talent to Life

تقرير خدمة مجتمعية بالمدرسة الكندية ثنائية اللغة

To be completed by Site Supervisor Organization:

يتم تعبئة هذا التقرير من قبل مشرف الموقع بالمؤسسة.

Organization: \_\_\_\_\_  
المؤسسة:

Date: التاريخ \_\_\_\_\_

Student Volunteer's Name: \_\_\_\_\_  
اسم الطالب:

No. of Service Hours: \_\_\_\_\_  
عدد ساعات الخدمة:

Supervisor Name: \_\_\_\_\_  
اسم المشرف:

Supervisor's Signature: \_\_\_\_\_  
توقيع المشرف:

Please answer the following questions about the student volunteer's performance as honestly as possible. This information will help the professor in determining the student's grade for this project. يرجى الإجابة عن الأسئلة التالية حول أداء الطالب التطوعي بكل نزاهة بقدر الإمكان.

What type of work did the student do while volunteering with your organization?

ما هو نوع العمل الذي قام به الطالب اثناء قيامه بالعمل التطوعي في مؤسستكم؟

	Strongly Agree أوافق بشدة	Agree أوافق	Disagree لا أوافق	Strongly Disagree لا أوافق بشدة
The student satisfactorily performed the responsibilities. قام الطالب بتأدية مهامه ومسئوليته بشكل مرضي.				
The student demonstrated positive attitude and enthusiasm. كان الطالب إيجابيا وحساسيا خلال قيامه بالعمل التطوعي.				
The student conducted him/herself in a professional manner. قام الطالب بعمله بشكل محتر.				
The student was punctual and showed up for assigned shifts. لقد كان الطالب منضبطا وملتزما بالمواعيد.				
The student showed a willingness to learn necessary skills and procedures needed to carry out his/her work. أظهر الطالب استعداده لتعلم المهارات الضرورية والإجراءات اللازمة للقيام بعمل.				
The student was sensitive to others' feelings and concerns. كان الطالب مهتما بمشاعر الآخرين وأمورهم.				
The student asked for help when questions arose. قام الطالب بطلب المساعدة عندما واجهته صعوبات أو أسئلة.				
The student was willing to accept and integrate criticism. كان الطالب على استعداد لقبول النقد والتعلم منه.				
Based on this experience, we would accept this student again as a volunteer in the future. بناءاً على هذه التجربة، فثنا نقبل هذا الطالب مرة أخرى كمتطوع في المستقبل.				
The student made us aware of his/her learning objectives for his/her service project and course. الطالب جعلنا على دراية بالأهداف التعليمية من مشروعه الخدمي والمقرر التعليمي.				

Explanation of any of the above answers:

توضيح لأي من الإجابة المذكورة بأعلى:

---

---

Additional Comments:

تعليقات إضافية:

---

---

---

## 48. CBS Parent Handbook for Post-Secondary Options

This doc is available on the school website:

<https://www.cbskuwait.com/webadmin/public/uploads/downloads/Parents%20Handbook%20of%20Post%20Secondary%20Information1.pdf>

### PARENTS' HANDBOOK OF POST-SECONDARY INFORMATION



المدرسة الكندية ثنائية اللغة  
Canadian Bilingual School

Bringing Talent to Life إدخال المواهب في الحياة

### Career Counselling | Psychometric Analysis



Meet the Guidance Counselor @ CBS  
guidance@cbskuwait.com

## 49. CBS Course Descriptions



### Course Descriptions Grade 6

The AERO Common Core Curriculum states the expectations that students must meet. Following are the overall (global) expectations that teachers will assess for Grade 6.

#### Language

The expectations for Grade 6 focus on the consolidation of students' language knowledge, skills, and strategies and their ability to use them independently and effectively to understand, reflect on, apply, and communicate information and ideas, and for continued learning in school and in a multicultural, multimedia world.

The four strands are Oral Communication, Reading, Writing and Media Literacy.

#### Mathematics

Overall and specific expectations in mathematics are organized into five strands, which are the five major areas of knowledge and skills in the mathematics curriculum.

The five strands are Number Sense and Numeration, Measurement, Geometry and Spatial Sense, Patterning and Algebra and Data Management and Probability.

#### Science and Technology

The science and technology curriculum expectations are organized in four strands, which are the major areas of knowledge and skills in the science and technology curriculum.

The four strands are as follows:

- Understanding Life Systems – Biodiversity.
- Understanding Structures and Mechanisms – Flight.
- Understanding Matter and Energy – Electricity and Electrical Devices.
- Understanding Earth and Space Systems – Space.

#### Social Studies

Students will develop a range of skills including but not limited to: development of curiosity and problem solving skills and capacity to take initiatives; developing the capacity of critical thinking through accessing; analysing and using information from a wide variety of sources; developing and applying skills in interpreting and displaying graphical representation of information.

The modified Curriculum strands are –

- Skills and Processes of Social Studies
- Physics Patterns in a Changing World
- Natural Resources Around the World: Use and Sustainability
- World Conflict and Challenges
- Concepts of Historical Thinking

#### Visual Arts

Visual arts provide ways of describing, exploring, and responding. It can be used to express ideas, experiences, and feelings. Students need to acquire a range of skills and specific knowledge.

Students will be engaged in meaningful, open-ended art-making activities. They will develop the skills to use art tools, materials, and techniques that are grade appropriate.

#### Physical Education

Students will develop the skills and knowledge that will enable them to enjoy being active and healthy throughout their lives, as well as an understanding of the factors that contribute to healthy development and a sense of personal responsibility for lifelong health.

## Course Descriptions Grade 7



The AERO Common Core Curriculum states the expectations that students must meet. Following are the overall (global) expectations that teachers will assess for Grade 7.

### Language

The expectations for Grade 7 focus on the consolidation of students' language knowledge, skills, and strategies and their ability to use them independently and effectively to understand, reflect on, apply, and communicate information and ideas, and for continued learning in school and in a multicultural, multimedia world.

The four strands are Oral Communication, Reading, Writing and Media Literacy.

### Mathematics

Overall and specific expectations in mathematics are organized into five strands, which are the five major areas of knowledge and skills in the mathematics curriculum.

The five strands are Number Sense and Numeration, Measurement, Geometry and Spatial Sense, Patterning and Algebra and Data Management and Probability.

### Science and Technology

The science and technology curriculum expectations are organized in four strands, which are the major areas of knowledge and skills in the science and technology curriculum.

The four strands are as follows:

- Understanding Life Systems – Interactions in the Environment.
- Understanding Structures and Mechanisms – Form and Function.
- Understanding Matter and Energy – Pure Substances and Mixtures.
- Understanding Earth and Space Systems – Heat in the Environment.

### Social Studies

Students will develop a range of skills including but not limited to: development of curiosity and problem solving skills and capacity to take initiatives; developing the capacity of critical thinking through accessing; analyzing and using information from a wide variety of sources; developing and applying skills in interpreting and displaying graphical representation of information.

The modified Curriculum strands are –

- Skills and Processes of Social Studies
- Physics Patterns in a Changing World
- Natural Resources Around the World: Use and Sustainability
- World Conflict and Challenges
- Concepts of Historical Thinking

### Visual Arts

Visual arts provide ways of describing, exploring, and responding. It can be used to express ideas, experiences, and feelings. Students need to acquire a range of skills and specific knowledge.

Students will be engaged in meaningful, open-ended art-making activities. They will develop the skills to use art tools, materials, and techniques that are grade appropriate.

### Physical Education

Students will develop the skills and knowledge that will enable them to enjoy being active and healthy throughout their lives, as well as an understanding of the factors that contribute to healthy development and a sense of personal responsibility for lifelong health.



## Course Descriptions Grade 8

The AERO Common Core Curriculum states the expectations that students must meet. Following are the overall (global) expectations that teachers will assess for Grade 8.

### **Language**

The expectations for Grade 8 focus on the consolidation of students' language knowledge, skills, and strategies and their ability to use them independently and effectively to understand, reflect on, apply, and communicate information and ideas, and for continued learning in school and in a multicultural, multimedia world.

The four strands are Oral Communication, Reading, Writing and Media Literacy.

### **Mathematics**

Overall and specific expectations in mathematics are organized into five strands, which are the five major areas of knowledge and skills in the mathematics curriculum.

The five strands are Number Sense and Numeration, Measurement, Geometry and Spatial Sense, Patterning and Algebra and Data Management and Probability.

### **Science and Technology**

The Science and Technology curriculum expectations are organized in four strands, which are the major areas of knowledge and skills in the Science and Technology curriculum.

The four strands are as follows:

- Understanding Life Systems - Cells
- Understanding Structures and Mechanisms – Systems in Action.
- Understanding Matter and Energy – Fluids.
- Understanding Earth and Space Systems – Water Systems.

### **Social Studies**

Students will develop a range of skills including but not limited to: development of curiosity and problem solving skills and capacity to take initiatives; developing the capacity of critical thinking through accessing; analyzing and using information from a wide variety of sources; developing and applying skills in interpreting and displaying graphical representation of information. The modified Curriculum strands are:

- Skills and Processes of Social Studies
- Global Settlement: Patterns and Sustainability
- Global Inequalities: Economic Development and Quality of Life
- Society and Culture

### **Visual Arts**

Visual arts provide ways of describing, exploring, and responding. It can be used to express ideas, experiences, and feelings. Students need to acquire a range of skills and specific knowledge. Students will be engaged in meaningful, open-ended art-making activities. They will develop the skills to use art tools, materials, and techniques that are grade-appropriate.

### **Physical Education**

Students will develop the skills and knowledge that will enable them to enjoy being active and healthy throughout their lives, as well as an understanding of the factors that contribute to healthy development and a sense of personal responsibility for lifelong health.

## Course Descriptions Grade 9



### **English**

This course is designed to develop the oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyze literary texts from contemporary and historical periods, interpret informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the use of strategies that contribute to effective communication.

### **Mathematics – Algebra-I**

This course enables students to develop an understanding of mathematical concepts related to algebra, analytic geometry, and measurement and geometry through investigation, the effective use of technology, and abstract reasoning. Students will investigate relationships, which they will then generalize as equations of lines, and will determine the connections between different representations of a linear relation. They will also explore relationships that emerge from the measurement of three-dimensional figures and two-dimensional shapes. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

### **Science – Biology-I**

This course enables students to develop their understanding of basic concepts in Biology, and to relate science to technology, society, and the environment. Throughout the course, students will develop their skills in the processes of scientific investigation. Students will acquire an understanding of scientific theories and conduct investigations related to sustainable ecosystems; the study of the universe and its properties and components

### **World Geography and Cultures**

This course focuses on the study of the earth's physical features and the living things that inhabit the planet. Students will study the relationships among the physical and human features of the earth by using other topic areas such as history, government, culture, and economics with geographic tools and methods such as direct observation, mapping, interviewing, statistics, and technology to research and understand the world's places. Throughout the course students will develop their skills in the process of geographic investigation to research and understand the world's places.

### **Health and Physical Education**

This course emphasizes regular participation in a variety of enjoyable physical activities that promote lifelong healthy active living. Students will learn movement skills and principles, ways to improve personal fitness and physical competence, and safety and injury prevention. They will investigate issues related to healthy sexuality and the use and abuse of alcohol, tobacco, and other drugs, and will participate in activities designed to develop goal-setting, communication, and social skills.

### **The Arts - Visual Arts**

This course is exploratory in nature, offering an overview of visual arts as a foundation for further study. Students will become familiar with the elements and principles of design and the expressive qualities of various materials by using a range of media, processes, techniques, and styles. Students will use the creative and critical analysis processes and will interpret art within a personal, contemporary, and historical context.

## Course Descriptions Grade 10



### **English**

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyze literary texts from contemporary and historical periods, interpret and evaluate informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the selective use of strategies that contribute to effective communication.

### **Mathematics - Geometry**

This course enables students to broaden their understanding of relationships and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and abstract reasoning. Students will solve and apply linear systems; verify properties of geometric figures using analytic geometry; and investigate the trigonometry of right and acute triangles. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

### **Science – Chemistry-I**

This course enables students to enhance their understanding of concepts in chemistry, and of the interrelationships between science, technology, and the environment. Students will plan and conduct investigations and develop their understanding of scientific theories related to chemical reactions, with a particular focus on acid–base reactions, and the interaction of light and matter.

### **World History**

This course investigates the major trends in Western civilization and world history from the sixteenth century to the present. Students will learn about the interaction between the emerging West and other regions of the world and about the development of modern social, political, and economic systems. They will use critical-thinking and communication skills to investigate the historical roots of contemporary issues and present their conclusions.

### **Information and Communication Technology**

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.

### **Guidance and Career Education (Semester 1 Course)**

This course teaches students how to develop and achieve personal goals for future learning, work, and community involvement. Students will assess their interests, skills, and characteristics and investigate current economic and workplace trends, work opportunities, and ways to search for work. The course explores postsecondary learning and career options, prepares students for managing work and life transitions, and helps students focus on their goals through the development of a career plan.

### **Health and Physical Education**

This course emphasizes regular participation in a variety of enjoyable physical activities that promote lifelong healthy active living. Student learning will include the application of movement principles to refine skills; participation in a variety of activities that enhance personal competence, fitness, and health; examination of issues related to healthy sexuality, healthy eating, substance use and abuse; and the use of informed decision-making, conflict resolution, and social skills in making personal choices.

## Course Descriptions Grade 11



### English

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze challenging literary texts from various periods and cultures, informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on using language with precision and clarity and incorporating stylistic devices effectively.

### Science Stream

- **Advanced Math – Algebra-II**

This course introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. Students will investigate properties of discrete and continuous functions, including trigonometric and exponential functions; represent functions algebraically, and graphically; solve problems involving applications of functions; investigate inverse functions; and develop facility in determining equivalent algebraic expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

- **Physics – I**

This course develops students' understanding of the basic concepts of physics. Students will explore kinematics, different kinds of forces; energy transformations; the properties of mechanical waves and sound; electricity and magnetism. They will enhance their scientific investigation skills as they test laws of physics. In addition, they will analyse the interrelationships between physics and technology, and the impact of technological applications of physics on the environment.

- **Chemistry - II**

This course enables students to deepen their understanding of chemistry through the study of the properties of chemicals and chemical bonds; chemical reactions and quantitative relationships in those reactions; solutions and solubility; and atmospheric chemistry and the behavior of gases. Students will further develop their analytical skills and investigate the qualitative and quantitative properties of matter, as well as the impact of some common chemical reactions on society and the environment.

### Business Stream

- **Business Math – Mathematics Concepts**

This course introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. Students will investigate properties of discrete and continuous functions, represent functions algebraically; and develop facility in determining equivalent algebraic expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

- **Financial Accounting Principles**

This course introduces students to the fundamental principles and procedures of accounting. Students will develop financial analysis and decision-making skills that will assist them in future studies and/or career opportunities in business. Students will acquire an understanding of accounting for a service and a merchandising business, computerized accounting, financial analysis, and ethics and current issues in accounting.

- **Business Fundamentals**

This course introduces the fundamental concepts of product marketing, which includes the marketing of goods, services, and events. Students will examine how trends, issues, global economic changes, and information technology influence consumer buying habits. Students will engage in marketing research, develop marketing strategies, and produce a marketing plan for a product of their choice. This course also prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

### Elective

- **Health and Physical Education**

This course focuses on the development of a healthy lifestyle and students will be encouraged to develop personal competence in a variety of movement skills and will be given opportunities to practise goal-setting, decision-making, social, and interpersonal skills. Students will also study the components of healthy relationships, reproductive health, mental health, and personal safety.

- **The Arts - Visual Arts**

This course enables students to further develop their knowledge and skills in visual arts. Students will use the creative process to explore a wide range of themes through studio work that may include drawing, painting, sculpting, and printmaking, creation of collage, multimedia works, and works using emerging technologies. Students will use the critical analysis process when evaluating their own work and the work of others.

- **Technological Design**

This course examines how technological design is influenced by human, environmental, financial, and material requirements and resources. Students will research, design, build, and assess solutions that meet specific human needs, using working drawings and other communication methods to present their design ideas. They will develop an awareness of environmental, societal, and cultural issues related to technological design, and will explore career opportunities in the field, as well as the college and/or university program requirements for them.

## Course Descriptions Grade 12



### English

This course emphasizes the consolidation of the literacy, communication, and critical and creative thinking skills. Students will analyze a range of challenging literary texts from various periods, countries, and cultures; interpret and evaluate informational and graphic texts; and create oral, written, and media texts in a variety of forms. An important focus will be on using academic language coherently and confidently and particular purposes for reading and developing greater control in writing. The course is intended to prepare students for university or college.

### Science Stream

- **Precalculus Mathematics**

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; develop techniques for combining functions; broaden their understanding of rates of change; and develop facility in applying these concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. It is a prerequisite for the Calculus and Vectors course as a prerequisite for a university program.

- **Physics-II**

This course enables students to deepen their understanding of physics concepts and theories. Students will continue their exploration of energy transformations and the forces that affect motion, and will investigate electrical, gravitational, and magnetic fields and electromagnetic radiation. Students will also explore the wave nature of light, quantum mechanics, and special relativity. They will further develop their scientific investigation skills learning. Students will also consider the impact of technological applications of physics on the environment.

- **Biology-II**

This course provides students with the opportunity for in-depth study of the concepts and processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biochemistry, metabolic processes, molecular genetics, homeostasis, and population dynamics. Emphasis will be placed on the achievement of detailed knowledge and the refinement of skills needed for further study in various branches of the life sciences.

### Business Stream

- **Business Mathematics**

This course broadens students' understanding of mathematics as it relates to managing data. Students will apply methods for organizing and analyzing large amounts of information; solve problems involving probability and statistics; and carry out a culminating investigation that integrates statistical concepts and skills. Students planning to enter university programs in business, the social sciences, and the humanities will find this course of interest.

- **Financial Accounting Principles**

This course introduces students to advanced accounting principles that will prepare them for postsecondary studies in business. Students will learn about financial statements for various forms of business ownership and how those statements are interpreted in making business decisions. This course expands students' knowledge of sources of financing, further develops accounting methods for assets, and introduces accounting for partnerships and corporations.

- **International Business Fundamentals**

This course provides an overview of the importance of international business and trade in the global economy and explores the factors that influence success in international markets. Students will learn about the techniques and strategies associated with marketing, distribution, and managing international business effectively. This course prepares students for postsecondary programs in business, including international business, marketing, and management. This course also focuses on the development of leadership skills used in managing a successful business. Students will analyze the role of a leader in business, with a focus on decision making, management of group dynamics, workplace stress and conflict, motivation of employees, and planning. Effective business communication skills, ethics, and social responsibility are also emphasized.

## **Elective**

- **Health and Physical**

This course focuses on the study of human movement and of systems, factors, and principles involved in human development. Students will learn about the effects of physical activity on health and performance, the evolution of physical activity and sports, and the factors that influence an individual's participation in physical activity. The course prepares students for university programs in physical education, kinesiology, recreation, and sports administration.

- **The Arts - Visual Arts**

This course focuses on enabling students to refine their use of the creative process when creating and presenting two- and three-dimensional art works using a variety of traditional and emerging media and technologies. Students will use the critical analysis process to deconstruct art works and explore connections between art and society. The studio program enables students to explore a range of materials, processes, and techniques that can be applied in their own art production. Students will also make connections between various works of art in personal, contemporary, historical, and cultural contexts.

- **Technological Design in the Twenty-first Century**

This course focuses on the relationship between society and technological development. Students will use appropriate tools, techniques, and strategies to research, design, build, and assess prototypes for products and/or processes that respond to society's changing needs. Students will describe how social factors, including culture, media, politics, religion, and environmental concerns, influence technological design. Students will also learn about professional practices in the field and will research postsecondary pathways leading to careers related to technological design.



### STUDENT INFORMATION FORM

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  
أشعل المواهب في الحياة  
Bringing Talent to Life

أعزائنا أولياء الأمور،،،

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

شاكرين حسن تعاونكم معنا.

إدارة المدرسة

اسم الطالب:  الصف:

أسم الأب: .....

رقم نقال الأب: .....

رقم تليفون المنزل: .....

مكان العمل: .....

المهنة: .....

البريد الإلكتروني: .....

---

اسم الأم: .....

رقم نقال الأم: .....

رقم تليفون المنزل: .....

مكان العمل: .....

المهنة: .....

البريد الإلكتروني: .....