



Parent-Student handbook

2016-2017

Elementary



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Welcome

Dear Parent,

Thank you for choosing Ajjal Bilingual School for your child/children to learn and grow academically and as individuals. On behalf of the staff it is my pleasure to welcome you to Ajjal Bilingual School and invite you to become a partner in your child's education. Our conscientious staff works hard to meet the needs of each student and understands that communication to parents is critical in order for our students to succeed. School and parents working together help students to achieve their educational goals.

As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to higher education.

The following information will help you and your child/children to understand some of the policies and procedures for the school in order for the year to move forward in a positive way.

We will continue to work hard to build a culture of respect, responsibility and academic success.

Regards

Marilyn Hyatt
Acting Director



AJIAL Administrative Team

Head of School

Marilyn Hyatt
Laila Gouda
Leila Al-Shaya

Acting Director
Director's Secretary
Administrator Supervisor

Kindergarten Department

1. Marilyn Hyatt
2. Asmaa Bahaa
3. Amal Hosni
4. Eman Masri
4. Hanan Al Sayed
5. Mona Hussain

Principal
Vice-Principal
Counselor (KG2)
Counselor (Pre-K & KG1)
Arabic & Islamic H.O.D
KG Dept. Secretary

Elementary Department

1.
2. John Addison
3. Maher Akel Al Qabasi
3. Jelena Mustapic
4. Sajid Settles
5. Abdul Wahab Al-Sayed
6. Ahmad Al-Sayed
7. Altaf Al-Fadly

Principal
Vice-Principal
Vice-Principal
Counselor
Counselor
Arabic H.O.D
Islam H.O.D
Elem. Dept. Secretary

MHS Department

1. Robin lee Chamney
2. Benjamin Wagor
3. Dareen Tawil
4. Mohammad Saad
5. Fatma Al-Hajri Discipline Officer-Girls
5. Abdul Wahab Al- Sayed
6. Ahmad Al-Sayed
8. Sherine Badr
Catharine Karim
Eman Al-Farra

Principal
Vice-Principal
Counselor
Discipline Officer-Boys

Arabic H.O.D
Islam H.O.D
MHS Secretary
Curriculum Coordinator
Activity Coordinator



AJIAL VISION / MISSION

AJIAL Vision

AJIAL will be a widely respected bilingual educational institution and a model of academic excellence, focusing on the provision of 21st century skills.

AJIAL Mission Statement

- Provide an excellent college preparatory education that promotes academic and linguistic proficiency in Arabic and English.
- Promote self-discovery and inquiry-based learning that inspires students to be confident, critical thinkers and lifelong learners who take pride in their cultural and religious heritage.
- Challenge and support our students to become successful and responsible global citizens, committed to the service of the community in which they live.
- Employ and retain multinational, qualified and skilled employees who create a safe, nurturing, collaborative and individualized structured learning environment.
- Develop successful partnerships between the school and its families that support communication, teaching and learning.



OVERVIEW OF ELEMENTARY PROGRAMS AND SCHEDULE

- The Ajjal Bilingual School offers programs within the elementary school that are based on sound educational principles and practices. Many of the programs, materials, and techniques used at Ajjal have been adopted from successful U.S. and international based curricula. The school strives to provide the best educational opportunities and experiences for the students, and every effort is made to meet individual needs and interests and to ensure that high self-esteem is maintained in each student.
- By providing a caring and supportive classroom environment, the students are encouraged to develop independence, a respect for others and a sense of responsibility for themselves. By working both independently and in cooperative groups, our boys and girls develop life-long learning skills. The curriculum emphasizes traditional disciplines, including English language arts (e.g. English usage, writing, etc.), Arabic, Islamic studies, math, social studies, science, computers, and physical fitness and health.
- **Character Education program (Ajjaluna):**

A New program to Elementary

This program aims to:

Modify students' behavior from an Islamic perspective in an educational way.

The program focuses on promoting the Islamic values and principles of the students that suites their age level.

The program is divided into two main sections:

Psychological assets and social rights for the KG and Elementary levels.

Character education is integrated into the general curriculum for grades 1-3. Children, through a variety of teaching strategies, learn to explore their world and develop a love of learning that lasts a lifetime. Students are encouraged to utilize critical thinking and problem-solving skills. It is our goal to maximize each child's potential and to prepare them for their role in an ever-changing global community.

- As the students progress from the lower elementary grades to the intermediate (grades 3-5), they continue to meet the challenges of a stimulating and expansive curriculum. They are provided with an understanding of the world in which they live and with the tools for future success. The concepts introduced in the primary grades are further developed and new concepts and skills are introduced. New ideas are explored and creative solutions to problems are encouraged. Children learn appropriate work habits and become independent and responsible students.



- Though the primary language of instruction is English, Arabic is taught as part of the regular curriculum and is the language of instruction for Religion and Social Studies. The periods per week vary with each grade level.
- In order to assist those students whose English skills are below grade-level standards, the school offers an English Language Resource Program known as Fast Forward, which focuses on language, reading, and grammar. This program is utilized for grades 1-5. However, it should be noted that this program provides limited instruction and is not meant to replace a professional after-school remedial program. The school also offers ESL classes for those students who need additional help.

STUDENTS REGISTRATION POLICIES

Admission procedures and guidelines are available from the Admission Office.

AGES OF ATTENDANCE

Grade 1 – must be 6 years old before December 31st

Grade 2 – must be 7 years old before December 31st

Grade 3 – must be 8 years old before December 31st

Grade 4 – must be 9 years old before December 31st

Grade 5 – must be 10 years old before December 31st

Registration Criteria

- The student is not on the Academic Probation List or the Behavior Hold / Exit List.
- The student displays good behavior consistently.
- Good home support is evident.
- The student has a good attendance record.

AJIAL re-enrollment takes place every year according to an official announcement from the School Administration.

Parents should visit the Registration Department to complete the re-enrollment form and pay the KD 100/- re-enrollment fee. Only completion of the form and the payment secure a place for a child during the determined re-enrollment period. The school is not under any obligation to re-enroll students who miss the re-enrollment dates, and according to the Ministry of Private Education policies, will no longer be considered Ajial students.



Student Class Assignment

Ajial takes class placement seriously and carefully considers both a good mix of peer group and an appropriate match between the child and teacher. Administrators and teachers work together in this process. We strive to balance classes by considering social climate, peer relationships, and learning profiles. We are committed to doing what is in the best interests of the children, individually and collectively.

We ask that parents not make requests. What appears to be a simple request is seldom a straightforward matter given all of the factors we consider in making placement decisions. It is important to understand that the ultimate decision about placement rests with the school. If you have information that would be helpful in the placement process, please communicate it to the teacher and Principal before May. All class lists are finalized and approved by the Division Level Principal. The Division Level Principal reserves the right to approve any change that is deemed necessary.

Payment of Tuition and Fees

AJIAL reserves the right to withhold a report card due to tuition fees, lost textbooks, and/or library book fines not being paid. Once the payment has been made and there is a receipt of proof of settling the account, the report card will be given to the family. Please note that the Tuition Fee due dates are listed in the school's financial policy signed by all parents and can be obtained from the Registration Department.

Withdrawal from School

In case of withdrawal, the following procedures shall apply:

Following the Ministry of Private Education guidelines, the 100 KD– registration fee is nonrefundable.

- Students who withdraw from Day 1 of the school year to October 31 shall pay 30% of the tuition fees, including the registration fees.
- Students who withdraw from November 1st to January 31 shall pay 50% of the tuition fees, including the registration fees.
- Students, who withdraw from February 1st, shall pay the tuition fees in full.
- Parents are requested to inform the school during the pre-registration process for the next year of their intent to withdraw their child.
- If withdrawal is to occur during the school year, written notification of intent to withdraw a student from AJIAL should be given to the Admission Office at least two weeks prior to the date of withdrawal.
- Upon notification, we will inform all applicable administrative and office staff regarding the exiting student and their departure date.



- A “withdrawal form” will also be sent home for parents to complete.
- The “withdrawal form” asks for a forwarding address, date of withdrawal, and the official request for the school to prepare the exit documents.
- “Exit” or “transfer” documents are prepared for students permanently leaving AJIAL.
- These documents will include past school records such as a student’s report cards and standardized test scores.
- Exit / transfer documents will not be released until the student has completed the checkout process and has returned all textbooks / workbooks, library books, and other materials belonging to the school.
- All tuition fees, plus any fees for lost or damaged textbooks and library materials, will have to be paid in full before exit documents are issued to the parents.

School Hours

Official school hours for all students in grades one through five are:

SUNDAY –WEDNESDAY 7.15 am – 2.30 pm

THURSDAY 7:15 am – 12:20 pm

Students must attend all the classes for the full school day.7:30 A.M. until 2:30 P.M. The School’s main office is open from 7:00 a.m. to 3:00 p.m., Sunday to Thursday.

School Arrival and Departure

Students arriving at school must be dropped near the main gate. They must immediately enter the Campus. Upon dismissal from school or school activities, students are to immediately go home, unless involved in a meeting with a teacher or After School Activities. Once a meeting or activity has concluded, students must leave campus.. Parents should receive students at dismissal.

Student Snack / Lunch

Students have snack / lunch in their classroom. Students may bring food for both snack and lunch. Teachers will check the nutritional value of the food being sent to school with the students.

Students may receive lunch from our school cafeteria (G.4-5) by utilizing our order placement system. Food and beverages will be available through order placement from the cafeteria, except during Ramadan.

We ask you NOT to send candy or soft drinks with your child. Instead, provide healthy snacks for them to eat such as fruit, granola bars, vegetables, and juice or water to



drink. Students are encouraged to bring water bottles to school for consumption during both breaks and class time.

Students should remain in the designated areas of the school during lunchtime. Students are responsible for cleaning up papers, bags, drink and food containers, leftover food, etc., after lunch /break and before returning to scheduled classes. At no time are students allowed in out-of-bounds areas.

Parents & Visitors Entry Policy

- All Ajial parents, visitors, and suppliers may gain entry to the school only through the main gate (reception area). To protect the welfare and security of students and staff, all visitors into the school will be required to submit a Civil ID card prior to being issued a mandatory visitor badge. All visitors are required to be accompanied by an escort while inside the campus.
- Parents and visitors should obtain the Principal / respective Teacher / Counselor approval before proceeding in school.
- There is to be no interference with any school activity during the visit.
- Parents and visitors must follow the school's established procedures for scheduling an appointment with the teacher(s) and / or Principal / Counselor after the class, if needed.
- Parents and visitors should return visitor's badge to the point of origin before leaving the campus and collect their civil ID.
- Adults and minors over 16 years of age who enter Ajial and fail to adhere to the posted "Visitor's Policy" will be reported to the appropriate School authority and may face sanctions agreed by the School administration.
- Parents and visitors should not go to classrooms.
- Parents and visitors need to follow school rules and regulations when they speak with teachers or admin staff.
- Should the parent not follow the required rules their student may be suspended or removed from the school.

Birthday Parties and Bringing Cakes and Other Food Items

Unsanctioned celebrations and parties is a disruption to the educational process and are not allowed. Cakes and other food items are not allowed at any time.

Student Attendance and Tardy Policy

Attendance guidelines

Every student must arrive in school before the official start of the school day. No student will be allowed to leave the school before the official end of the school day, except in special circumstances and with the approval of the Administration.



Absences

Any absence from school must be documented in writing and received within three days of the student returning to school. Reasons presented after three days will not be accepted and the absence deemed unexcused. Only admin staff can deem a reason for absence acceptable or not.

An excused absence is an absence due to an illness, death in the family, or legal procedure. Whichever circumstance it may be, a doctor's note, death announcement, or court document must be presented to the school to have the absence identified as excused. The excused absence only acknowledges that there was a legitimate reason the student was not in school. An excused absence does not overturn the child's absence from school and consider them present.

An unexcused absence is an absence that is not accompanied by a doctor's note, death announcement, or court document.

A long term absence is when a student is absent for more than 5 days in a row. Long term absences have to follow the same procedure for an excused absence and prior approval is necessary from the school's administration.

When students are absent from school, it has a negative impact on their grades. If a student misses graded classwork, homework, or assessments because of an absence, they will receive a grade of zero "0". This grade of zero "0" will only be changed when the student makes up the work.

If the student's absence exceeds 15 days in one continuous absence or from several different occasions without an acceptable excuse in one semester, the student can be expelled or exited from the school (absent policy as per Ministry of Education).

Written notification and warning about a student's unexcused absence will be given to the parents as follows:

First Warning	after 3 days without excuse, 1 st warning letter will be send to the parent
Second warning	after 6 days without excuse, 2 nd warning letter, parents called to school for a meeting with the counselor / VP to clear the risk and sign Attendance contract
Third Warning	after 9 days without excuse, 3 rd warning letter, parents called to school for a meeting with the counselor / VP and inform them the student will be placed on Academic Probation List



Tardy

Students are expected to arrive to school by 7.10 am. All students are escorted to their classrooms at 7.15 am. A student is tardy when arriving at school after 7.30 am. The Tardy Policy will be explained in the first week of school.

Late/Tardy Protocol

1. All late students will swipe their IDs in the reception area and take the generated late slip to their class.
2. If the student does not have an ID, the reception writes a late slip with the date and time indicated.
3. For excused lateness due to medical reasons, the student provides a copy of the medical form to reception and to their teacher.
4. If a student enters their class without a late slip, they will be sent back to reception to obtain a late slip.
5. The following will take place for students who have repeat tardies:
 - a. Parents will be contacted if their child has 3 or more tardies.
 - b. A warning letter signed by the principal will be sent to the parents of students with 5 or more tardies.
 - c. A parent meeting will be scheduled with the administration (counselor, vice principal, or principal) for any student with 8 or more tardies and a commitment letter is to be signed by the parent.

Early Dismissal

Students who wish to leave school early must bring a note from a parent or guardian requesting an early departure from school. It is preferable that such requests be submitted 24 hours in advance. The request must state the date, time, and reason for the dismissal.. Parent verification will occur before a student is allowed to leave. If at all possible, medical appointments should be scheduled before or after school.

Students excused early shall report to the building secretary to obtain the Permission to Leave Campus form. This form will then be signed by the parent or guardian and turned over to the security desk before leaving campus. This necessitates that the parent or guardian enter the Main Reception to collect the student for early departure.

For the protection of Students, early released will only occur from campus after contact has been made with a parent or guardian and an administrator has signed the exit form.

If a student shows a pattern of excessive early departures, the early departure may be denied. Early departures follow the same guidelines outlined in the attendance policy herein. Therefore, early departures affect the absence count for the missed classes.



Absence with prior Arrangements

Ajlal Bilingual School strongly emphasizes complying with the dates specified in the school calendar.

Where absenteeism is absolutely unavoidable the following procedures must be followed:

1. A letter of request must be submitted to the Division Principal outlining reasons for the absence. The expected duration, and departure date must be written to the school.
2. A Prior Arrangement Form will be issued from the Principal's office to be presented by the student to his/her teachers.
3. Teachers will state in writing on the Prior Arrangement Form student expectations and possible consequences that would help minimize the potential harm to the student's final grade.
4. The responsibility for completion of all make-up requirements rests with the student.
5. Prior arrangement releases are not considered excused absences unless it is an emergency or due to medical circumstances.

Truancy from school or classes

Attendance and punctuality are major criteria for re-enrolling at Ajlal. Thus:

A student is considered truant if he/she:

1. Obtains a pass to go to a certain place and does not report there.
2. Fails to attend the daily schedule without permission from the relevant authority.
3. Is absent from class after once arriving on campus without the knowledge and consent of the school.

Students with constant truancy concerns will be placed on Academic and/or Behavioral Probation and this will be a considering factor when re-enrollment takes place. And Parent will be required to come to the school to sign document this will not happen again.

Re-do Policy

Any student absent from school or who misses assignments will have the opportunity to make up their missed work. Students who are not on long term absences will have a two week period to make up their work. Students who are on an approved long term absence will have one month to make up missed work. Parents should schedule a meeting with their child's teacher to discuss how the missed work can be made up.

Students off campus

Ajlal is a closed campus and for the safety of all, students are not allowed to leave campus unsupervised during the school hours.



Parents are requested to follow the arrival and dismissal times for the school and should assure that the students are not left alone outside the school campus. We consider this matter to be a security issue.

If student leaves campus for any reason, the school will suspend the student for 3 days and parent must attend a meeting and sign commitment it will not happen again. The student should avoid this situation to not jeopardize re-enrollment.

Home and School Communication

Questions or concerns about any aspect of student learning or achievement should first be brought to the attention of the student's homeroom teacher. If the question relates directly to a specific subject or classroom issue, the subject teacher should be contacted directly outside of instructional hours during the school day.

The best way to contact the teacher is via e-mail or telephone. In the case of telephone, call Ajjal and leave a message with the receptionist with your name, contact information, and purpose of the call. Calls to a teacher's residence or cell phone are not permitted. Teacher e-mail addresses can be found through the parent portal on the school's website.

Each teacher's first responsibility is to the students they are assigned to teach and supervise each day. For this reason, a teacher may need up to a full day to respond to all e-mails and phone calls. The school relies on the Ajjal website, onlinenewsletters home, phone calls, SMS's, and email in keeping parents up-to-date on information during the school year.

It is each parent's responsibility to read all communications from the school in a timely manner. Please make sure the school has a valid e-mail address for your family as well as current telephone numbers.

In order to best serve our students and parents, please contact staff members in the following order:

For academic & social concerns:

1. Homeroom Teacher
2. Grade Team Leader
3. Administrators (Principal, Vice-Principal, Counselor)
4. School Director

Medical concerns:



1. Homeroom Teacher
2. Grade Team Leader
3. School Nurse
4. Counselor
5. Administrator
6. School Director

Enrollment questions and concerns:

1. Main Office Staff / Elementary Administrative Assistant
2. Registrar
3. Administrator
4. School Director

Financial

1. Front Office Staff
2. Accounts

Parent and Teacher Conferences (PTC's)

Parent teacher conferences are held twice a year and are included on the calendar. Parents who wish to schedule additional conferences are encouraged to do so by emailing the teacher directly or leaving a message with reception. All conferences with teachers (with the exception of the scheduled parent- teacher conference times) should be arranged in advance. It is inappropriate for parents to drop into a classroom unannounced for a conference, particularly immediately before, during or after school hours when teachers are responsible for other students and when confidentiality is difficult. Protecting academic instructional time is of the utmost importance and will be placed before all other considerations. Teachers will request parents contact them at another time to schedule a conference.

Both parents and teachers may request additional conferences throughout the school year by scheduling meetings with the respective homeroom teachers, counselors, vice principal, or principal. To do so, the parents must make an appointment with the teacher directly, through the division secretary.

Progress Reports / Communication with Parents

Communication Book/Diaries

The home-school communication book is developed to facilitate the sharing of important information between the school and home. The communication book may include



information about daily activities, special or fun events, homework, and other expectations. It is imperative that this book is reviewed every day and is signed by the parent when information is presented.

Written progress reports from teachers to parents may be sent at any time during the school year.

Progress reports are used by teachers to inform parents of student performance and behavior.

Teachers may also wish to phone or email parents directly, especially when circumstances require discussion or clarification.

There will be two mid semester reports and two end of semester reports. The mid semester reports will give each subject and number or percentage. There may also be a narrative. The end of semester reports will give each subject a number or percentage. There will be a narrative as well.

Notification to parents on student progress and/or missing assignments:

- Teachers keep parents informed on an ongoing basis about the progress of students.
- Teachers contact the parents to arrange meetings to explore various options to help the child improve in the weak subjects / areas.

Contacting Teachers

- The Homework Notebook is the best medium to communicate with the teachers.
- Teacher communicates with parent in communication book, the parent works with the teacher to correct the issue.
- Parents should contact the teachers first; Team Leaders/HOD's second and then the Assistant Principals.
- All parents are strongly encouraged to contact their child's teacher if they have any questions or problems. Parents will make an appointment through the Administrative Support Supervisor or the relevant school secretary to meet their child's teacher(s).
- Teachers cannot be called to the telephone from their classroom or to meet with parents without a previous appointment. Teachers set aside 2 periods a week for parent meetings.
- Parents may be assured a return call will be forthcoming from the school within 48 hours.



Dress Code

All AJIAL students are required to wear AJIAL uniform in school at all times.

- The uniform is a symbol that tells the student it is school time.
- School uniform assists the staff in identifying our students. This is particularly important as a safety issue on school campus and field trips.
- All students must wear Ajial ID.

Note: School uniforms must be purchased from AJIAL. They are available throughout the school year at the uniform shop located on the Ajial premises.

- Dress Restrictions: sandals, shoes with cleats on the soles, roller blade shoes, and / or shoes with heels of 2 inches in height should not be worn at school.
- Blouses without sleeves should not be worn on any school occasions.
- Jewelry and accessories should not be worn at school with the exception of a watch and a pair of small earring (one stud in each earlobe) for the girls.
- Girls are not allowed to wear makeup (including nail polish and lipstick) on any occasion.
- Hair should be tied at all times.
- Caps and winter hats should not be worn in the school building.
- Approved clothing is not suitable school apparel when decorated with ink marks, graffiti, decorative badges, holes or tattered edges.
- Shoes, belts and other items should be black or white shoes, leather or sports shoes(not soccer shoes).
- Violation of school uniforms + hygiene and appearance of the student (hair-nail-uniform)

Note	In the first week will be alert to all students orally by the classroom teacher
First Offense	A written commitment from the student to the teacher and the T.A. will call the parent.
Second Offense	Refer the student to the counselor or the V.P. to call parent and inform them the student will not be able to enter the class till he/she wear the school uniform

Personal Electronic Devices (ex. Mobiles, mp3, mp4, I Pads, etc)

Electronic devices, such as Ipods, mobile phones, and games, are not permitted to be seen or used unless required for a class. Listed below are the consequences for violating this policy:

1st Infraction: device will be confiscated and returned the next day to parent who sign a commitment.



2nd infraction: the school will hold the device for one week, a parent collect the device and sign another commitment.

3rd Infraction: the device will be held until the end of the quarter (or one month, whichever is longer). A parent must come in to collect the device and sign a commitment. Student on hold list for the next school year.

4th infraction: the device will be held until the end of the school year. Student will not be re-enrolled.

Ajial Bilingual School assumes no responsibility for a collected cell phone. It is not the school's responsibility for any damaged or lost phones during the confiscation process.

If student react poorly when this is followed, an additional consequences will take place.

Programs and Services

Orientation/ Open house

Ajial starts the new academic year with an Open House. The Open house is held the week before school starts. Parents and students are able to visit the school premises and meet their teachers. The date of the Open House will be published in the school calendar.

The Orientation is held after school starts during the month of September. The purpose of this orientation is to advise parents and students about the school's policies and procedures as well as the academic program.

Tutoring / Academic Support Club

Ajial expects all students to meet grade level standards. The teachers and counselors work hard with students to provide academic services and enhancement programs.

Any academic support needs are addressed through the respective school division counselor, as per the schools rules and regulations.

Parents seeking additional academic support may contact the school at any time for advice.

The school provides a number of after school tutoring options and the Activities and Athletic Director may be contacted for information.

Counseling Department

Elementary school counselors help every student improve academic achievement, personal and social development, and career planning. Elementary school counselors in the 21st century are highly trained educators who uphold ethical and professional



standards to design implement and manage comprehensive, developmental, results-based school counseling programs that promote and enhance student success.

Elementary school counselors address the academic and developmental needs of all students, not just those in need, by collaborating with students, parents, school staff and the community.

Elementary school counselors design, implement, and maintain guidance programs that align with the educational mission and philosophies of their school. These programs help every student develop competencies in academic achievement, personal and social development, and career planning.

Students who encounter academic difficulty will meet with the counselor on a regular basis to correct the concern. Parents may ask to see a counselor at any time to gain assistance with providing help for a student.

Elementary school counselors follow a comprehensive guidance curriculum to work with students in individual, small group and classroom settings. Elementary school counselors help students create an academic plan for their education to prepare for successful transition to Middle school and help students develop the necessary skills, such as organizational, time management, and study skills. They also help students overcome obstacles that may form barriers to learning by helping students respond to issues such as divorce or death in their family, as well as developmental issues typical in childhood and early adolescence.

Grades

Student Progress will be evaluated continuously. Overall grading of students will be based upon:

- Classroom Participation
- Class Work
- Following instructions and staying on task
- Projects
- Tests
- Quizzes
- Exams
- Homework
- Portfolios (as developed within the classroom)



Evaluation of students' progress

Evaluation of student progress by members of the faculty is a continuous process. Teachers evaluating student achievement consider homework assignments and

classroom participation, together with test, quiz, and project scores. Teachers observe performance in the classroom daily. When students miss classes, waste time during the class period, or are disruptive, learning opportunities are lost. Teachers consider these things when assigning grades to document student progress.

Academic Standards

Ajjal Bilingual School utilizes **The American Common Core State Standards**. These standards are a set of high-quality academic standards in mathematics, English language arts, and literacy. They outline what a student should know and be able to do at the end of each grade. The standards were created to ensure that all students progress through each grade with the skills and knowledge necessary to succeed in in the subsequent grades, college, career, and life.

The Common Core is informed by the most effective standards from states across the United States and countries around the world. The standards define the knowledge and skills students should gain throughout their K-12 education. Throughout the English language arts and mathematics standards, skills critical to each content area are emphasized. In particular, problem-solving, collaboration, communication, and critical-thinking skills are interwoven into the standards.

Standardized Tests

The counseling office schedules and administers several examinations during the school year. All test results are kept in the counseling office records for school use. Standardized tests are used for measuring student academic development and for guiding the Academic Committee with curriculum development.

Measures of Academic Progress Examinations (MAP)

The Measures of Academic Progress assessments are designed to measure how well students acquire the skills and knowledge of the American Common Core Standards. The information from this assessment is used to identify individual student strengths and weaknesses as well as progress toward grade level standards. Students in grades 1-5 take MAPs assessments in reading, language, and mathematics. This computer-adaptive assessment is given three times a year (fall, winter, spring).



School Clinic

A registered school doctor, along with two nurses, is available at school throughout the school day. Matters pertaining to student health should be directed to these people.

A student who needs to go to the doctor must check first with his / her classroom teacher before going to the Clinic and obtain a pass; a student must also report to their classrooms before and after their visit. Parents will be notified in the event that a student needs to return home due to illness or in cases of emergencies.

It is very important that the school doctor is made aware of any medical problem your child may have. For returning students, this information should be updated every year. Without up to date information, emergency situations can be difficult or even dangerous for your child. Parents must inform the doctor about any medication their child takes on a regular basis and any doctor's reports you may have on your child's condition.

If your child is not allowed to participate in PE, please bring a medical report describing the limits of participation

The school clinic gives immunizations required by the School Health Department with permission from the parents. Medicines are administered to students only with written permission from the parents. Any prescription medication required by a student during school hours should be registered with the doctor.

In the event that your child becomes ill, please observe the following points:

- 1) It is required that children remain at home if they have a temperature above 37.5°, a rash which cannot be explained, diarrhea, or vomiting.
- 2) If your child has an infectious disease (e.g. measles, mumps, chicken pox, whooping cough or eye infection) you must present a letter from your doctor to the school doctor stating that he / she can return to school.
- 3) If there are any signs of redness, tears, or infections in the eyes, do not send him or her to school without a doctor's report stating that your child is not contagious.
- 4) If your child has a cold, flu, and runny nose with fever, do not send him or her to school until 24 hours have passed after his or her temperature becomes normal.
- 5) Students absent three or more days, or having a communicable disease, serious illness or accident, must report to the school doctor with a doctor's note on the day they return.



Healthy Eating

Nutritious food helps students develop lifelong healthy eating habits. It also contributes to a culture of wellness at school, reinforcing nutrition education messages from teachers. Healthy food can also increase school connectedness and reinforce to children, families and community that students' health and well-being are valued. Healthy meals support schools' core mission of education, especially when it comes to boosting students' concentration, focus and cognitive function. Improved nutrition in schools leads to increased focus and attention, improved test scores and better classroom behavior.

Students Activities

Student After-School Clubs

Ajial offers after school activities in an attempt to help students develop physically, socially, emotionally and academically.

The type of activities offered are:

- field trips recreational and educational)
- Sports (soccer, basketball, swimming, karate, etc...)
- Tutoring, Homework and other specific academic clubs.
- Clubs

These activities are optional and may involve a small fee.

School annual events

There are annual events calendared at AJIAL, such as the International Day. Action plans for these events and information letters are sent home in advance of the day. These educational school activities and fun days are only for AJIAL students and parents.

Field Trips

Field trips are an important part of an authentic, hands-on curriculum.

- All planned field trips enrich the academic and cultural experience of our students and are related to the curriculum taught in each grade level.
- Any student who does not have written parental permission cannot attend a field trip. S/he will be placed in a suitable class for the day and will remain at school under the supervision of other teachers.



- Parents must give written consent for their child to attend a school field trip.

Special Recognition Assemblies

Special recognition assemblies may be held throughout the year. The purpose of these assemblies is to recognize those students who are making exceptional contributions to the school or community.

Student Recognition

AJJAL Awards

At the end of each semester, Ajjal will recognize student achievement. A special award ceremony will be held in the theatre in which parents will be invited.

Special Awards

Special Awards		
“Quran Memorization Award”	This is an annual contest that takes place under the patronage of Mr. Talal Al Jeri, Ajjal National Educational Company’s CEO.	Elementary
“Principal’s Honor Roll”	The student must receive nothing less than 5/5 in all academic subjects as well as satisfactory grades in specialty subjects. This is not a semester average.	Gr 1-5
“Honor Roll”	The student must receive nothing less than 4/5 in all academic subjects as well as satisfactory grades in specialty subjects. This is not a semester average.	Gr 1-5
“Perfect Attendance”	This is awarded to elementary students who have no absences from the beginning of the school year for the entire semester.	Gr 1-5

Homework

Elementary School (Grade 1-5)

The purpose of homework assignments is to help the student meet the required short-term and long-term objectives of the respective grade level. Homework is an essential and integral element of student success at every grade level. Homework may be assigned on a daily basis.

Teachers ensure that the concepts and skills have been taught in class. Thus, students should be able to complete the homework assignment independently.



The following table indicates the approximate maximum time that the student should dedicate to homework (English and Arabic) completion on a daily basis.

Grade 1	50 min
Grade 2	60 min
Grade 3, 4, 5	70 min

All Elementary students need to practice reading daily to improve their reading fluency, enhance their vocabulary and language skills, and build their confidence. Students who are not at grade level may need more time to review and study at home.

Each school division will establish a homework schedule to help avoid too much homework being set on any one evening. The table above indicates the approximate amount of time per day for homework.

Note: Continued issues regarding student inability or refusal to do homework in the Grades 1-5 classrooms will be referred to the school division Counselor for assistance.

Grading

Standards-based grading measures students' mastery of essential standards. At the beginning of every unit, teachers will break down the standards for the unit into smaller objectives and criteria using a detailed rubric. During the unit, the student is assessed to see if they truly know the material using a variety of assessments. The class grade will be based on all of the evidence the teacher collects demonstrating mastery of the essential standards.

Standards-based grading does not separate out tests, homework, or projects. All of the work a student does is used to assess the student's mastery of the essential standards. A student's scores from their work are tracked by the essential standards, which give the teacher, student, and parent a very detailed picture of which standards a student has mastered. Non-academic factors like behavior, attitude, and attendance are not included in this grade and reported in a different manner.

The goal of Ajjal Bilingual School is to report grades that are accurate, consistent, meaningful, and supportive of learning, and the change to standards-based grading is an effort to reach that goal.

Grading Guidelines

Students need to achieve a minimum overall course score of 60 to pass a class. All final course grades must be based on the values attached to class participation, homework, examinations and projects. All scores for these categories must be documented in a



teacher's grade book with easily identifiable values and dates of completion designating each categorized score. Listed below is the scale for how grades are derived:

Elementary Grading Scale

Type	Examples	Percentage
Assessments	Tests, quizzes, exit/entrance tickets, and essays	50%
Class work	Labs, in class assignments, and essays	40%
Homework	Extension of class work, enrichments, and practice	10%

Prohibition Of Punitive Practices In Grading

Students' grades will solely be based on their academic performance in meeting grade level standards. Behavior and attendance will not be factored into a student's grades. However, students who are frequently absent or their classroom behavior causes them to miss assignments and assessments, will notice a reduction in their grades as the result of missed work. Teachers will make appropriate referrals to deal with a student disciplinary and attendance issues. Any deductions for other factors, such as lateness of assignment or presentation, that substantially affect a student's grade, are prohibited except for unexcused absences. Students submitting late assignments who do not fall under an excused absence will have points or a grade deducted.

Academic Probation

Any student who receives a score of 1 in one of the core academic subjects of English language arts, mathematics, or Arabic for the first quarter will be placed on academic probation. If a student is placed on academic probation at any time the school administration will send a letter home informing the parents. The guidance counselor will set an official meeting between the teachers, counselor, and assistant principal. In this meeting an action plan, geared towards the weaknesses of the student, will be decided jointly by the counselor, assistant principal, teachers and parents. Depending on the grade level the student may also be included.

At Risk/Academic Warning

Any student who receives a score of 2 in any of the core academic subjects of English language arts, mathematics, or Arabic will be considered at risk in quarters 1, 2, or 3. If a student is at risk, the school administration will send a letter home informing the



parents. The homeroom teacher will set up a meeting with the parent to discuss the academic weaknesses and design a plan to promote academic progress.

Academic Hold

Any student who receives a score of 1 in any of the two core academic subjects for quarter 1 and quarter 2 will be placed on academic hold. The administration will hold a meeting with the parents to inform them of the hold and map out a plan for future academic success. Students who are placed on academic hold will also be placed on a re-registration hold for quarter 3. If the student's grades improve and reach an acceptable level after quarter 3, they will be removed from academic probation and the re-registration hold will be removed. For students who do not progress academically by quarter 3, they will continue to be on academic probation and placed on the school's exit list.

Behavioral Hold

Any student who has over 3 major disciplinary infractions which leads to a suspension will be placed on a behavioral hold and their re-registration will be on hold. If the student's behavior improves and reaches an acceptable level after quarter 3, they will be removed from the behavioral hold and the re-registration hold will be removed. For students who do not improve behaviorally by the end of quarter 3, they will continue to be on a behavioral hold and placed on the school's exit list.

Exit List

Students who have not progressed academically or behaviorally for quarters 1, 2, and 3 by receiving grades of 1 in two core academic subjects or have numerous disciplinary infractions will be placed on the school's exit list after being placed on academic or behavioral hold.

Honor Roll and Principal Honor Rolls Awards

The honor roll and principal's honor roll are determined at the end of each semester. The criteria for principal's honor roll is a score of 5's in all academic subjects as well as satisfactory grades in all specialty subjects for both quarters of a semester. The criteria for honor roll is a score of 4's and 5's in all academic subjects as well as satisfactory grades in all specialty subjects for both quarters of a semester. Please note, the final semester average is not used.

General Information

Telephone Calls

During school hours students may only use the telephone in the Secretary's office.



Deliveries

Students are not permitted to order food or other items to be delivered to school.

Emergency Procedures

The school has emergency procedures in place intended to cover all eventualities. The teachers are aware of these and practices are held to help ensure students' safety.

Textbooks

Textbooks are provided to the students on a loan basis. Students are expected to keep the books in a reasonable condition. Students are required to reimburse the school for lost or damaged textbooks before the release of the final report card. Students are strongly advised to keep their books safe. Books are not to be left unattended on the campus.

P.E and Swimming

Students

PE and Swimming lessons are an integral part of the school program. Swimming is a significant part of the educational program and due to its nature in terms of changing and safety requirements, it is given special mention in this handbook.

Only students who have obtained a medical excuse will be excused and will not be graded for the swimming classes. Additionally, the school Doctor will collate a list of students with medical problems and are exempt from swimming. The teacher assistant will escort all students to the swimming pool area. The non-swimmers will be taken back to their classroom and supervised by the teacher assistant.

All teachers are requested to familiarize themselves with the "Pool and PE Regulations" from the PE Teaching Staff to ensure that all safety precautions are maintained for the safety of the students in the pool area.

AJIAL Swimming Pool Rules and Regulations

Please be aware of the following:

The lifeguard must be present during the swimming lesson. The swimming lesson is to be cancelled in the case of the absence of the lifeguard. Any person not following the swimming teachers or lifeguards rules indicated below:

- No running.
- No pushing.
- No diving.
- No swimming after a heavy meal.
- No food is allowed in or around the pool area.



- No toiletries (soap, shampoo, etc.) are allowed in the swimming pool.
- All swimmers must use the toilet before entering the pool area.
- All swimmers must take a shower before entering the pool area.
- Only designated swimming aids may be used in the swimming pool to facilitate the objective of the lesson.
- No outdoor shoes are allowed on the pool deck.
- Proper swimming attire is to be worn at all times, including a full swimming suit, slippers, swim cap, goggles and floaties for non-swimmers. Regular clothing is not permitted in the swimming pool – no exceptions.
- Inexperienced students (Non-swimmers) must stay in the shallow end.
- Pool equipment must only be used for its intended purpose.
- No jewelry.
- No oils or lotions on the skin or hair.
- Students with any type of infections, especially a verruca, must not attend the swimming lesson.

Playgrounds Rules

Playground is an extension of AJIAL and the rules that apply in school also apply while students are on the playground. Students are supposed to obey the following rules on the playground:

- Should be kind and friendly to others
- Should not touch or push each other
- Should play safely and be in the playground only when expected according to their school schedule.
- Play fairly and include others
- At 6:15am, supervision starts with teachers and assistants' assigned supervisory responsibilities on the playground.
- If a situation does occur, students are expected to report the incident immediately to the playground supervisor / teacher.
- During recess, teachers or teachers assistants supervise students.
- Rules are reviewed with all classes on a periodic basis. If infractions occur, the on-duty supervisor will dialogue with the students and depending on the situation, the following possible actions may be taken:
 1. Time-out for several minutes during the recess.
 2. Missed recess in collaboration with the classroom teacher.
 3. Referral to appropriate Counselor
 4. Referral to respective School authority to conduct meeting with Parents.
- Chocolate, chips, candy, gum and soft drinks are NOT allowed. Teachers may confiscate these items from the student when sent to school.



- Parents are encouraged to send enough food with students that could last for the whole day.

Computer / Internet Use

All students must sign the computer Ethical Use Form.

Students using the Internet must not access material that violates commonly accepted standards of decency in Kuwait. No improper language or image may be displayed or printed. Being involved in a situation in which these requirements are not followed will result in loss of Internet use at Ajjal and disciplinary action by the teacher and/or administration.

Ultimately of course, students are responsible for their actions.

It is hoped that a combination of teacher and parental involvement will eliminate any potential problems. With guidance, we expect that our students will make the proper choices.

Students who violate the Ajjal school network through the use of hacking or intrusive software will face severe disciplinary action including suspension or expulsion.

In addition, students are not to alter any computer settings. Also, students are expected to follow appropriate copyright laws and never use the computer to reproduce any work which is not their own.

Student safety outside school (Family Violence)

If a student is exposed to violence outside the school, caused injuries or hurt the emotional psychological wellbeing of the student. The school will do the necessary action for the student safety and inform the administration of private education.

Student Behavioral Expectations and Discipline

Students are under the authority of the school when on campus, at any school sponsored activity and while traveling to and from school on school transportation.



AJIAL has six Behavioral Expectations that students are guided by. These are,

We treat ourselves and other people respectfully.
We take care of the precious gifts God has given us.
We are good listeners and speak politely.
We are honest.
We are responsible.
We keep our hands and feet to ourselves.

The Behavioral Expectation Policy is not a classroom management plan.

This Behavioral Expectation Policy will be implemented to ensure the fair treatment of students and help create a safe and orderly campus.

Discipline Guidelines

Progressive Infraction Levels		
Level	Infraction	Disciplinary Responses
Level 1 Uncooperative/ Noncompliant Behavior	<ul style="list-style-type: none"> ⦿ Not following basic classroom rules ⦿ Failing to wear the required school uniform ⦿ Bringing prohibited items without authorization ⦿ Behaving in a manner which disrupts the educational process (e.g., making excessive noise in the classroom, constant talking, and getting out of seat) ⦿ Engaging in verbally rude or disrespectful behavior 	<ul style="list-style-type: none"> ⦿ Being reprimanded by the teacher ⦿ Student-teacher conference ⦿ Parent conference ⦿ In-school disciplinary action (no-recess/exclusion from extracurricular activities)
Level 2 Disorderly Behavior	<ul style="list-style-type: none"> ⦿ Using profane or vulgar language, gestures, or behavior ⦿ Lying and giving false information ⦿ Engaging in inappropriate or unwanted physical contact ⦿ Cheating 	<ul style="list-style-type: none"> ⦿ Can be one of the disciplinary responses from Level 1 but can include a "Time Out" by the teacher.
Level 3 Disruptive Behavior	<ul style="list-style-type: none"> ⦿ Defying school personnel ⦿ Using racial, ethnic, or religious slurs ⦿ Stealing ⦿ Engaging in a physical altercation ⦿ Engaging in vandalism and destruction of school or personal property 	<ul style="list-style-type: none"> ⦿ Can be one of the disciplinary responses from Level 1 and 2, but can include a principal's suspension of 1-5 days.



Hitting other student either by hand or object

First offense	Temporary Suspend for 1 day and the V.P. has to inform parent. Should the offense be deemed severe the V.P. may give a stronger consequence.
Second offense	3 days suspend –parent has to attend to write a commitment with the counselor and the V.P. Should the offense be deemed severe the V.P. may give a stronger consequence.
Third offense	the principal will suspend the student for one week- and may the student will not be re-enrollment for the next school year. Should the offense be deemed severe the V.P. may give a stronger consequence.
In the case of the hitting either by hand or object the school will suspend the student temporary between 3-5 days.	

Important matters relating to discipline

Although some irregularities made by some of the students are not constantly repeated, but may be dangerous, the school must take harsh disciplinary action. A decision of the administration towards these irregularities may be the temporary suspension from the school and not only the detention for the student at school in any case. Meeting should be with the parents is required before allowing the student to return to school. Social worker / psychological services may be required from the school or outside the school.

1-Bullying, harassment and / or abuse of schoolmates

Our school does not allow and nor forgive bullying, harassment and abuse of schoolmates.

Any act aimed at distorting the image of a student or embarrass him/her or isolated him/her from other students is strictly prohibited, and may result in the temporary suspension from school

2- Bullying, harassment and / or abuse of schoolmates by using electronics

Our school does not allowed and never forgive these actions.

Bullying through internet is by using ,computers, Web sites, Internet, cell phones, e-mails, chat and / or instant messages to ridicule, harass, intimidate or humiliate any student or employee of the school is inappropriate.

Students who Bully through the Internet to their colleagues during the school day, will have to be temporarily suspension from school.

3-Vandalism to the school property:

Vandalism to school property is a serious offense that can lead to the student immediately being suspended from school.



Vandalism to school property is defined as the destruction of school property and tampering with the facilities (this includes building and objects)
The parent will pay for what is destroy it. Parents are required to come to a meeting.

Colored Card System

Green Card

Every student starts the day with a green card. Teachers give all students the chance for a new start. This green card is not a physical card that is given to the student.

Yellow Card

This card is given after the 3rd verbal warning, reprimand, or violation of an infraction.

The student is told she / he must be careful with actions. Teachers direct student toward desired positive behavior.

Orange Card

This is the 4th infraction and may be given ONLY after a yellow card. The teacher assigns a 'time out' during recess time *on the same day*. Students are given a "Time Out" which can happen during recess or instructional time of the same day.

Grade 1 students receive a 5 minute time out.

Grades 2-5 receive a 10 minute time out.

A note to the parent by the teacher must go home.

Note: A timer must be used to ensure discipline is fair and precise. The teacher sends a note home in the student's communication book which the parent is required to sign and return.

The teacher may refer the student to the Counselor after completing the referral form if the teacher thinks that counseling would be beneficial for the student.

Red Card

Is given after a yellow and orange card has been given to the student. This card is the given after the 5th verbal warning, reprimand, or violation of an infraction on the same day. The teacher completes the "Student Anecdotal Form" and refers the student to the vice principal. The Vice Principal completes a red card form and may impose a variety of disciplinary measures. The teacher will receive feedback regarding consequences and the red card form is sent home with the student to be signed by the parent and returned to the vice principal the next day.



Note: When a student has received a red card the signed copy is kept in the vice principal's student discipline file.

No action will be taken without the required documentation, which **MUST** accompany the student.

Note:

The principal must approve all suspensions.

Before a suspension can take place, consultation with appropriate staff will take place. It could include teacher, counselor, principal, and vice principal.

The principal may request the approval of an expulsion from the director in the case of severely inappropriate or repetitive behavior displayed by a student on campus.

Within the socio/emotional arena, the counselor and vice principal will decide upon the actions or interventions which are the most appropriate.

Bullying

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

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

- Physical bullying involves hurting the body of another person or damaging property.
- Verbal bullying involves using words to hurt the feelings of others through taunts, name-calling, humiliation, and racist or sexist 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 e-mail, blogs, texting, social networking sites and chat sites.

If bullying is suspected or reported, the incident will be dealt with immediately by a member of the administration. The incident will be recorded and parents will be informed.



Bringing Unauthorized Toys to School

Toys unless authorized by a school official are not allowed in school. This is especially so for toy guns. They do not have any place in the educational process. Please check your children's bags frequently and do not allow them to leave the house with any such toys. This is a disruption to the school day.

Crying Students

While it is normal for lower elementary students to cry at the beginning of the year, it is important to understand the protocol in dealing with crying children. In the event that there is a crying child, the respective guidance counselor will come to receive the child. They will work with the child to stop the crying and bring them to their classroom.



Ajial Song

أجبال يا مدرستي
يا حباً يسكن فينا
أبناءؤك نحن فهيا
لدروب النور خذينا
يا علماً يا إيماناً يا دنيانا و الدينا

منك سنمضي للعلياء
ننشر خيراً في الأنحاء
بالدين و بالعلم النافع
سنعطر أرضاً و سماء

أجبال تتبع أجبال
بالأقوال و بالأفعال
أبشر يا عالم ها نحن
سنحقق كل الآمال

أجبال تأبى التقليد
لا ترضى إلا التجديد
أجبال بالعلم ستمضي
واثقةً و العزم حديد



**Please return this paper to the Homeroom Teacher
before September 17th 2016.**

Student's Name: _____

Class: _____

Parent's acknowledgement Elementary

As the parent I will:

- Check and sign my child's homework book daily.
- Provide a quiet study area at home and encourage good study habits.
- Supervise homework assignments daily.
- Sign all notices sent by the teacher and return them the next day.
- Communicate my concerns to my child's teacher.
- Inform the homeroom teacher of any home issues (such as parent traveling or illness, a newborn baby etc.) that may affect my child's academic progress.
- Have realistic expectations for my child.
- Read with my child regularly.
- Talk with my child about his or her school experiences every day.
- Support the teacher's efforts to help my child succeed at school.

I have received the Parent Student Handbook

Parent's signature: _____