



مدرسة أحيال ثنائية اللغة
AJIAL BILINGUAL SCHOOL

KG-Parent-Student
Handbook
2016-2017



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Governance

AJIAL Kindergarten Administrative Team

Kindergarten Department

1. Marilyn Hyatt	Principal
2. Asmaa Bahaa	Vice-Principal
3. Leila Al Shayea	Administrator Supervisor
4. Amal Hosni	Counselor
5. Hanan Al Sayed	Arabic & Islamic H.O.D
6. Mona Hussain	KG Dept. Secretary

AJIAL VISION/ MISSION/ CORE BELIEFS

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.



Core Beliefs

- The AJIAL Board is obliged to support the school in ensuring its stated Vision, Mission and Core Beliefs are realized.
- The AJIAL Community must robustly promote a sense of global citizenship whilst
- Instilling Islamic values and Kuwaiti culture.
- High expectations are held for all students, faculty and staff.
- Frequent assessment and analysis of teaching and learning data supports student progress, curriculum innovation and development.
- A strong professional teaching and learning culture exemplified by trust, collaboration and commitment from faculty and staff members is required.
- A strong, constructive relationship must exist between the school and its families, which will play a positive and significant role in determining student success in school and life.

School Wide Learner Outcomes (ESLR)

Ajial students will be:

1 - 21st century learners equipped with lifelong learning skills that allow the individual to adapt to circumstances regardless of magnitude.

Descriptors

- 1- Continually assess, evaluate and adjust their work, using technology where appropriate
- 2- Demonstrate technological literacy
- 3- Are able communicators
- 4- Are able collaborators
- 5- Are self-motivated learners, who practice inquiry based learning
- 6- Able to analyze relevant data and develop suitable conclusions
- 7- Able to use critical thinking skills to solve complex problems

2 - Global citizens, with a strong sense of social conscience in any cultural setting.

Descriptors

- 1- Are honest and principled (ethical).
- 2- Demonstrate awareness and respect for the rights of others, interacting responsibly and purposefully in all cultural settings.
- 3- Seek to improve the lives of others.
- 4- Demonstrate care and concern for the environment.
- 5- Support the United Nations Declaration of Human Rights.



3 - Communicators who have listening, speaking, reading, writing, and IT, media skills to effectively communicate in an appropriate and ethical manner.

Descriptors

- 1- Understand the audience that the communication concerns.
- 2- Incorporate/utilize technology as a communication tool.
- 3- Demonstrate wise judgment and ethical consideration when communicating, especially so with social media.
- 4- Ask questions in a considerate manner listen carefully and process information in a logical and unbiased manner.
- 5- Are multilingual.

4 - Collaborators, who function successfully in formal or informal group settings.

Descriptors

- 1- Able to show respect and recognize the rights of others.
- 2- Possess strong interpersonal skills.
- 3- Strive to accept and appreciate different points of view.
- 4- Prepared to lead or follow as circumstances dictate.
- 5- Are communicators.
- 6- Use logic/reason to make decisions and emotion that is regulated.

5 – Able to carry into the world the legacy and values of the Muslim faith.

Descriptors

1. Students will know and understand the life and teaching of Allah as reflected in the beliefs of the Quran (5 pillars of Islam).
2. Participate in Muslim service and embrace its values, fostering a sense of community that includes an understanding of justice, compassion and respect for the diversity of others as citizens of the global community.
3. Attend prayer consistently, especially so during school hours.



Students Registration Policies

Admission procedures and guidelines are available from the Registrar Office.

Entrance assessment:

Kindergarten Entrance Assessments are used to evaluate whether or not a student is prepared for the demands of kindergarten. Assessments may include language development, cognition and general knowledge, motor skills and social and emotional development.

Registration Re-enrollment Criteria

- The student is not on the Academic Probation 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.

Registration 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.

Student Class Assignment

- Students are assigned to a class considering behavioral matters, peer concerns, discipline issues, academic performance, general academic abilities and other factors by the Teachers, Counselor, Vice Principal and Principal.
- All class lists are finalized and approved by the Division Level Principal.
- No personal preferences or requests are accommodated.
- The Division Level Principal reserves the right to approve any change that is deemed necessary.



Parents & Visitors Policy

General expectations from visitors are

- Follow the established school policy.
- Complete a visitor's permit and obtain the Principal / respective Teacher / Counselor approval before proceeding in school.
- Do not interfere with any school activity during the visit.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and / or Principal / Counselor after the class, if needed.
- Return the visitor's permit to the point of origin before leaving the campus.
- Adults and minors over 16 years of age who enter Ajial and fail to adhere to the posted "Visitor's Policy" may be reported to the appropriate School authority and may be subject to sanctions agreed by the School administration.
- Parents should not go to classrooms.
- Parents need to follow school rules and regulations when they speak or treat with teachers or admin staff.
- Should the parent not follow the required rules their student may be suspended or removed from the school?

School Arrival and Departure

Students arriving at school must be accompanied into gate 1 ground floor playground.

Upon dismissal from school or school activities, students are to be picked up from ground floor playground, unless involved in a meeting with a teacher or After School Activities

Parents should receive students at dismissal.

Student Lunch Time

- KG children have snack / lunch time in their classroom
 - Teachers check the nutritional value of the food being sent to school with the students.
 - Parents are encouraged to send vegetables, fruit, sandwiches, juice, cheese and other highly nutritious food for students to consume during snack time and lunch time.
- Students must attend all the classes for the full school day.



The Kindergarten Program

At Ajial Bilingual school, we offer three levels of instruction; Pre-K, KG1, and KG2 in the Kindergarten department. Our aim is to provide the foundation for social and academic learning for children between the ages of three and six. Our nurturing Kindergarten staff provides an atmosphere in which life-long learners develop in a safe and secure environment. Students are encouraged to take risks and to share their ideas, thoughts, and use problem-solving strategies during class lessons, small group activities, and individual projects.

At Ajial Kindergarten department is committed to providing a variety of learning opportunities and experiences that are based on the interests, strengths, and needs of the children, and in laying the foundation for success in learning. The Kindergarten years are an important time in a child's all round development. In order to address the full range of each child's developmental needs, the Kindergarten program provides opportunities for learning in a variety of areas.

Though you may think of kindergarten as a year for play, the actuality is that kindergarten kids work hard and learn a lot in very short time. Not only is kindergarten a year to get used to the routine of school, the idea of being accountable to a new authority figure and to make new friends, but, as kindergarten teachers will tell you, it's a crucial year to build the foundation for learning.

English Language Program:

- **Writing**

Your child will learn to use writing for a variety of purposes in kindergarten, all of them practical. The first thing they will likely to master is how to print their own name correctly, using a capital letter at the beginning and lowercase letters for the rest. They will learn to write numerals from 1 to 20 and a few core words.

Most importantly, they'll be working on developing their fine motors skills as they learn how to write the alphabet in both capital and lowercase letters. Therefore, they end up writing simple three letter words.

- **Reading**

Kindergarten is a year of discovery in reading and literacy. In the first few months of school, your child will learn to recognize simple words in print, including his/her own name. Letter-

sound correspondence, phonemic awareness, sight word recognition, rhyming and words families and concepts about print are the areas in which your child will expand his/her



knowledge this year. By the end of the year some kindergartners will even be reading simple grade level stories.

- **Math**

Kindergarten is a year for the basics. While some children will be beyond ready for kindergarten and come to school knowing how to count, recognize numbers to 10 and sort objects, other will not. That's the type of math your child will learn this year. Using concrete, visual props like buttons, cubes and counting bears, your kindergartner will learn the concepts of more and less, ordinal numbers, basic addition and subtraction, creating and recognizing patterns and how to sort using a number of different characteristics.

By the end of the kindergarten year, your child should be able to name the components of a calendar, as well as know how they build upon one another (days make weeks, weeks make months, etc.), counting to 100 by ones, fives, and tens. Also, recognizing numbers 1-30.

In conclusion, kindergarten is very important and one of the main stations in a student's life. They learn the basics and the foundational steps to life and education. They start off with trying to hold the pencil and end up with writing words and simple sentences.

- **Science**

Children will experiment with simple scientific investigations increase their abilities to make observations, gather information, compare data and identify patterns.

Specialty classes:

- **Library**

We are excited about the opportunity to support the KG learning with this wonderful Library.

Today's reader is tomorrow's leader.
Reading is a window on the past and the Present.
Reading nourishes the soul.



- **Swimming**

Swimming lessons are an integral part of the school program for KG2 students only. 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.

- **Art**

The children will paint, draw, make collages, model and sculpture with clay and other materials. Through art they will be able to express what they know and what they feel in the classroom.

- **Fast forward program**

For Kg2 students only, The Fast Forward program, based on over 30 years of neuroscience research, is school tested and district approved across the U.S., Europe (and over 40 other countries). The results in schools consistently demonstrate students achieving an average of a one- to two-year gain in reading skills in 8-12 weeks – sometimes even more! The Fast Forwards program consists of a series of computer-delivered brain fitness exercises to improve reading, language, and cognitive skills. The exercises are adaptive so your child will be challenged according to his/her individual needs and level.

- **Physical Education**

Physical Education is offered twice a week, PE activities in our playground. PE activities are an integral part of the school program .The goals of PE classes are to develop motor skills and build self-esteem.



Arabic Language Curriculum in Ajial Kindergarten

In Ajial Bilingual School, we are aiming to inculcate our Arabic language in our children , developing interest and forming positive attitude to learn it and use it properly by:

- 1- Helping the child acquire comprehensive oral vocabulary, correct expressions and simple grammatical forms that relate to the child life and his surroundings.
 - 2- Helping the child acquire listening, speaking skills and the ability to express his/her ideas and thoughts.
 - 3- Helping the child acquire a group of Arabic alphabets and words to form basic linguistic knowledge essential for future linguistic development.
 - 4- Helping the child acquire the basic reading skills.
 - 5- Activating the child to learn writing skills through visual perception, applying good habits of penmanship and the varied activities.
 - 6- Providing the child with efficient opportunities to develop imagination and creativity.
 - 7- Providing the child with opportunities to acquire the language through practice and simulation.
 - 8- Teacher is considered to be an example for the learner when she/he speaks in Arabic language.
- These skills are to be achieved in the Arabic language curriculum in Ajial through;
- A- Experiences
 - B- Phonetics

For the experiences curriculum; it's the ministry of education curriculum designed for Kindergarten.

As for phonetics curriculum;

Teaching the child the alphabets through rhymes and simple stories (Each letter has a story and a song to learn).

Also, helping the child acquire some words that pave the way of form sentences and reading short phrases and simple sentences.



Islamic Education Curriculum in Ajial Kindergarten

In Ajial Bilingual School, we are aiming to inculcate Islamic values in our children, helping them have good behaviors, acquire desired morals and values and providing the children with every possible opportunity to think about other.

- **Creatures and nature with all its phenomena through:**

1. Realizing Islamic as his/her religion and he is a Muslim.
2. Remote faith and true belief in Allah and the prophet Mohammed (PBAH).
3. Remote the love of the Holy Quran in the child.
4. Helping the child to learn and remember Noble Quranic and prophetic Hadith.
5. Strengthening the religious feeling and its good value and morals.
6. Helping the child to acquire values and religious attitude that help him/her communicate with others properly.
7. Helping the child to be a well – behaved person in Kindergarten, home and public places.
8. Realizing the pillars of Islam. Forming Islamic exemplar by providing the child with examples of Islamic hers.

All the above mentioned goals are to be achieved in Islamic Education curriculum through;

- 1- Simple short Surah's from the Holy Quran
- 2- Some prophetic Hadith.
- 3- Some blessings (Doaa).
- 4- Islamiyat (some rhymes, Islamic morals and principles).

Character education program:

- **A New program to KG**

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.



Daily Schedule

KG Hours:

(Pre-K, KG 1 and KG 2) School starts Sunday through Wednesday morning at 7:00AM and ends at 1:00 PM for all KG Students and PreK. The Kindergarten gate opens at 6:30 AM and closes at 7:30 AM . Teachers are available for supervision at this time. It is very important that children be picked up on time. Any child who is picked up later than 1:15, will be taken to our Aftercare program

Activities vary from level to level and classroom to classroom. the school day schedule will be Submitted at the beginning of the year by the Homeroom teacher .

Morning Assembly:

-Every Sunday at 7:15, the KG Department began the day with a morning assembly in the (girls-playground). We start by reading Quran, followed by the Kuwait National Song. We also celebrate our "Star of the week" to review and reinforce learning.

Please ensure that your child arrives by 7:00 to attend morning assembly.

Calendar/Circle Time:

Each morning begins with attendance and Calendar Time. Introducing students to the concepts of time, seasons and weather is the main objective for Calendar Time. Teachers also review letters, numbers, counting, patterns, and colors often using thematic units.

Lesson Time:

Stories, group discussions, games and activities using creative instruction techniques teach important concepts related to the curriculum. Lessons are interactive and allow for maximum participation of all children.

Center Time:

Children are able to make guided choices about their activities in the classroom. The teacher provides areas that focus on a particular skill the children will need to develop successfully. Center Time provides the children with opportunities to develop social skills, creativity and independence, along with furthering their oral language skills.

Snack/Lunch Time:

Children have two snack meals in their classroom. The classroom teacher and assistant stay with them to teach them important life skills that are an integral part of the curriculum. Table manners, eating politely, washing hands before and after eating, as well as, tidying up after eating are all part of the snack- routines. Teachers sit with the students and discuss daily activities, encourage conversation, and



reinforce proper eating habits. Healthy eating is encouraged (sandwich, fruit, crackers, cheese, yogurt, milk). Drinks (cola, Miranda), chips, chocolate, and sweets are not allowed at school.

Recess:

Play time is just as important to a child's learning as the time they spend in their classrooms so children can play daily in the playing area, where they will be allowed to use variety of activities to help develop their gross motor skills. Teachers and assistants supervise and circulate among the students during this time, ensuring safety on the playground at all times. Should an incident/accident occur on the playground, the child will be taken to the clinic and the parent will be informed.

Field trips:

Field trips are scheduled throughout the school year for each level; we have two trips per semester one of them is educational and another is fun.

In addition, approximately two weeks before the scheduled trip, a parent letter will be sent home in your child's folder which will state when and where the field trip will take place along with the departure and arrival time back to school... If a child is not attending a field trip, he/she must be kept at home on that day. It is recommended that you notify your child's teacher or our KG Admin Secretary if your child is not attending.

Kindergarten Information, Policies and Procedures

School rules, schedules and policies are important and remain consistent for everyone. It is important to support and follow these procedures and policies as a means of providing a positive example for the children.

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.

School Day Schedule

SUNDAY –WEDNESDAY Kindergarten, 7.15am – 1.00 pm

THURSDAY Kindergarten, 7:15 am – 11:30 am

Students must attend all the classes for the full school day.



Absence

Any absence from school must be explained in writing (parent letter or doctor's note) 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. Reasons presented for a student's absence will be confirmed or rejected by the Administration.

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

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)

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.

Students who arrive after 7.30 am must have a late slip before going to the class. This is acquired at reception in the lobby.



Tardiness Procedures and Consequences

If the student is late, coming after 7.30, the following procedure will be applied:

1. The teacher provides guidance, explaining the impact of tardiness.
2. If the student is tardy for 3 times, the parent(s) are contacted to inquire about the reasons behind the tardiness, providing and explaining the impact and consequences of tardiness.
3. Parents are informed of the tardy consequences and future procedures. If this proceeds beyond 8 tardiness's. The parent(s) will be asked to meet with by Vice Principal and /or the counselor in order to sign a commitment letter. If student keep on tardy he/she will be placed on academic probation and tardy days will be calculated as absent days **(4 days tardy = 1 day absent)**.

Action (each 4 days Tardiness will counting with 1 day absent, if continue will put on academic probation.

Tardy from any class without an acceptable excuse is considered absence for the whole school day. Attendance after 10:00 AM will be absent without excused.

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.

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.

Kindergarten service and program:

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.

Students must obtain a pass from their teachers before reporting to the school clinic; students must also report to their classrooms before and after their visit.

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 nurse.

Illness/Medications:

Children who have a fever, diarrhea, vomiting, or a contagious disease such as measles, chicken pox, strep throat, head lice or conjunctivitis MUST remain at home. Your child must have been fever-free without medication for 24 hours before returning back to school.

Counseling Department

The school counselor is available to advise parents and students on academic or social problems. The prime focus of the counselor is to support students' social and emotional development. In order to do this, communication with parents is very important. The administration and the counselor work closely together with the parents for the benefit of the children.

The counseling office is dedicated to helping students with both academic and/or personal concerns.

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.



Aftercare Program

KG runs an Aftercare program solely for our KG students that are registered at Ajial. Our program consists of Literacy, Math, Science, Story time, and other activities that will keep your child engaged and learning during this period. A snack is offered daily. The Aftercare program starts at 1PM and finishes at 2.30PM. Please be prompt in picking up your child. If you are interested in putting your child in Aftercare, please contact the school accountant at the main reception who will guide you through the process of enrolling your child in this program. Spaces are limited.

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.

Toilet Training:

To attend the kindergarten program at AJIAL Bilingual School parents had to understand that their child needs to be completely toilet trained and independent (no help needed and no diapers) in the bathroom. If your child is unable to control his or her bodily functions and has accidents outside the bathroom for three consecutive days at school you should agree to keep him or her home two weeks for toilet training.

KG Potty Policy

Our Ajial school policy states that all children must be fully potty trained prior to attending our KG program. We do not allow for your child to wear “pull-ups or diapers”, child must wear underwear. A supply of clothing is requested on the first day of school; with 1 change of clothing including socks must be kept at school at all times in case of accidents. In case of an accident, soiled items will be returned in a plastic bag at the end of the day. It is expected on the following day for the supply of clothes to be replenished.

Ajial Bilingual School requires that ALL Kindergarten children attending the school MUST be toilet trained. Ajial reserves the right to suspend or terminate enrollment if a student is not toilet trained.



Uniforms:

All Kindergarten students attending Ajial are required to wear the KG school uniform,
For PE students must wear running shoes.

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 and that they must put on their 'school hat'.
- 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.
- A student will not be allowed in School, if he or she is not dressed in the school uniform and/or not wearing the 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 complement the dress code and all other accessories should comply with the basic blue and white theme.
- Mobiles, I pads, I pods, Lap top are not permitted; parent needs to receive if found and promise not to have in school again. If in school again, keep to end of semester.

Jewelry, Toys, Money

Kindergarten students may not wear jewelry or large watches to school. Toys should not be brought to school unless the teacher permits it on a special occasion. Students should not bring money to school except when it is requested by the school for special excursions or events.

School Bags:

Bags must be clearly marked with the child's name and class. A separate lunch bag is required. It is important to check your child's backpack upon your child's arrival from school each day. There may be important notes/weekly homework/field trip notification/clinic's note that has been sent home by



the teacher that may require your attention. Should there be any question regarding these forms/documents please do not hesitate to call our KG office.

Communication between Home and School

Monthly Newsletters:

Every Thursday of the week, your child's teacher will post a newsletter informing parents of activities of the previous week, as well as, what will be going on at the school and in the classroom for the following week.

This newsletter will include theme topics, academic skills being taught, reports on special projects, and events with pictures. Parents are encouraged to check the school website weekly for weekly overviews.

Thursday Folder:

Every Thursday the children will bring home a plastic "Thursday" folder containing classwork/homework/artwork that was done during the week, it may also contain important information/forms. Please take the work out and praise your child for a job well done! Hang the child's work in his/her room so that they may proudly admire it. Please look over the school forms that may require your attention and signature and send back in folder when asked to do so.

Homework:

Each Sunday KG2 students will have homework sent home for the week. Please make sure that your child completes their assigned homework each night. The homework sent home will review the lessons that were taught that day in class. Our daily homework sheet provides an excellent opportunity for you the parent and the child to review and reinforce concepts and skills taught at school.

Website:

To assist the parents' involvement in their child's education, Ajial provides access to each individual child's program and progress through the website at www.ajial.edu.kw.

This year KG student grades will be posted on PowerSchool. The website provides a copy of the teacher's lesson plans. Parents will be able to reinforce at home the skills being taught at school. Parents will be given their own user name and password to ensure privacy.

Open House:

The KG department will hold an open house on September----- at the beginning of the 2016-2017 academic years. Parents will have the opportunity to meet the Admin Team and learn more about the Kindergarten program goals and objectives. They will meet their child's teachers and see the environment where their child will spend many hours of the coming year. This is a very informative and important event. Parents are warmly encouraged to attend.



Parent-Teacher Conferences:

Two formal parent conferences are scheduled prior to the delivery of both the first and second report cards. The teacher will outline the child's areas of strength and weakness and offer suggestions for possible courses of action. The teacher or the parent may initiate additional meetings at other times. Parents may be called, for example, if a child displays moderate to severe behavior problems, academic difficulty, or if a change in the child's normal behavior occurs. Parents may request an additional conference by means of a note or call to the counselor or Kindergarten Secretary. Teachers can meet with parents between the hours of 1:30 PM until 3:00 PM, but parents need to make an appointment 24 hours in advance to give teachers time to properly prepare and to ensure that they have not scheduled other meetings. Most difficulties can be resolved by speaking directly with the classroom teacher. If meetings with the teacher do not resolve the concern, parents are invited to schedule an appointment with the Kindergarten Principal, who will make every effort to resolve any difficulties or concerns. These appointments can be made through the department secretary.

Report Cards:

The academic year is usually divided into two semesters (during the year we have two report cards and two progress reports). A formal progress report will be sent home at the middle of each semester. They indicate student progress in meeting curricular goals, both academically and socially. Parents must remember that each child develops at a different rate and they should be encouraging and supportive as they discuss the report card with their child.

Star of the week:

Each Sunday, star student Awards are handed out to students who have shown positive performance, whether academic or behavioral.

Behavior Expectations

At Ajial Bilingual School, we expect children to be able to perform some activities *independently*. Please help your child by encouraging them to get dressed, use the toilet, wash and dry their hands, tidy up after themselves, and fasten their shoes on their own. Children should not come to school wearing shoes with laces unless they know how to tie them by themselves. We also expect our students to be polite, take turns, listen carefully, be helpful, and follow directions.

Golden Goals

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,



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.

Student Discipline

In Kindergarten, discipline means helping children practice acceptable behavior. We believe that children learn self-are treated with the same disciplinary situation as we child and situation is staff follows the same techniques endorsed by Association for the Children.

- ☑ Set clear, consistent classroom behavior and these guidelines when
- ☑ Redirect children to a behavior or activity.
- ☑ Listen carefully to say about their feelings.
- ☑ Regard mistakes as learning.
- ☑ Help children to solve their own
- ☑ Model appropriate treatment of people

In cases of the staff member first happened, then uses to decide how best to Children are words to talk about

Staff members try to involve children in the resolution of their conflicts. Staff members also try to encourage the children to see each other's points of view, which is a first step in the development of empathy, an important pro-social behavior. Discipline and showing courtesy to others is expected of the students during field trips and other school related activities.

On occasion, the teacher may need to direct a child away from a group or activity, but this redirection is not used as punishment. It is an attempt to change a situation that is leading to inappropriate behavior. 'Time-out' is used if redirecting a child's activities is not effective. Students are brought to the Kindergarten Principal when their behavior is dangerous to themselves or others, or if all other attempts

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.

discipline when they respect. We do not use techniques in every recognize that each unique. However, all general disciplinary the National Education of Young

and fair guidelines for remind children of necessary. more acceptable

what children have to opportunities for

develop the skills to conflicts. and respectful and materials.

inappropriate behavior, tries to determine what professional judgment handle the situation. encouraged to use what is bothering them.



to solve the problem have failed. Parents will be notified in these cases and a parent conference may be scheduled.

At Ajial Bilingual School, we believe a consistent and positive approach to discipline is best. Staffs members do not, under any circumstance, hit, criticize, or make hurtful comments to the children. Relating positively to the students at all times is the primary goal at Ajial Bilingual School.

Color system

Green Card	All students start each day with a green card.
Yellow Card	This is the 1st warning. . The student does not lose any privileges but needs to be careful with his choice of actions.
Orange Card	This is the 2nd warning. The teacher assigns a 1-minute 'time-out'. The teacher sends a note home. The parent signs it and the student returns it to the teacher the next day. The teacher keeps it in the student's file.
Red Card	This is the 3rd warning. The student loses playtime privileges during recess time and remains in the classroom under the teacher's/TA's supervision.

In case the student continues misbehaving the teacher may activate the 'buddy system'. In severe cases, the teacher/TA takes the student to the Vice Principal (VP), who decides on the next course of action. This could be disciplinary or working with the Counselor.

Academic Probation

AJIAL Bilingual School is committed to providing your child with quality education. Our ultimate objective in the KG Department is to prepare the student to develop his/her academic skills so grade level requirements are met. We are continuously assessing your child's progress and ability to meet the demands of our bilingual curriculum

Following any report card period students with grade level in any of the Core subjects are considered to be on Academic Probation, which indicates a student is (Improving Beginning to make progress or Needs more time), and this results in being paced on the re-enrollment hold list.

If a student is placed on Academic Probation at any time the counselor will set an official meeting between the teachers, counselor and Vice Principal or principal I. In this meeting an Action Plan, geared towards the weaknesses of the student, will be decided jointly by the Counselor, V.P Principal or principal, teachers and parents. Depending on the grade level the student may also be included.

Thank you for your support and cooperation. We hope that your child will have an enjoyable and successful academic year here at Ajial Bilingual School.



Ajial Song

أجيال يا مدرستي
يا حباً يسكن فينا
أبناؤك 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

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

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

