



DASMAN دسمن
BILINGUAL SCHOOL مدرسة ثنائية اللغة

High School

Grades 9, 10, 11, 12

Student-Parent
Handbook
2016 – 2017

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Introduction

ACADEMIC DIRECTORS' MESSAGE

Dear High School Students and Parents,

I am delighted to be working at Dasman Bilingual School as the Academic Director. I look forward to working with students, parents and staff to ensure that our school continues to provide an educational program which will foster and encourage a love of learning.

We know that school is more than just learning. It is also getting along with and respecting others. We hope that all members of our school community can work and cooperate together within a warm, friendly and accepting environment. We value education and accept the responsibility of guiding that process seriously.

This handbook will give you important information about our High School program and we therefore recommend that you take the time to go through it together with your parents. Please do not hesitate to contact the school if you have any questions.

Sincerely,

Mrs. Samar Dizmen
Academic Director



School Guiding Statements

Mission

DBS offers a variety of educational programs to equip our students with 21st century skills, knowledge and values required to become global citizens.

Vision

DBS aims for authentic learning and character development in a safe, positive and nurturing learning environment.

Strategic Values

INSPIRE ENGAGE EMPOWER MOTIVATE

Motto

Differentiate, Accommodate and Facilitate

Mission Statement: High School Division

Empower students with marketable 21st century skills and develop well-rounded students capable of clear and sound reasoning



ADMISSION OF STUDENTS

Dasman accepts students regardless of race, religion, or nationality, who can benefit from the school's Arab-American curriculum, provided there is available space and the student meets the admissions requirements.

Students entering High School should have sufficient knowledge of the English and Arabic language to meet instructional demands and should demonstrate the potential to contribute positively to the academic and social environment of the school.

Students may be admitted for one academic year, providing they meet Dasman's academic and behavioral expectations. Close parental cooperation with the school is also mandatory for admission. Dasman reserves the right to have a student withdrawn in compliance with the Ministry of Education guidelines, if it is deemed by the administration to be in the best interests of the student or of the school. The school reserves the right to deny re-enrollment for those who do not meet the rigorous admissions standards.

Admission Procedures

All applications for admissions to Dasman Bilingual School, High School Department, are given consideration. The school accepts students regardless of race, religion, or nationality, who they feel would benefit from their bilingual curriculum, provided there is available space and the student meets the admissions requirements.

Students entering High School should have sufficient knowledge of both the English and Arabic language to meet instructional demands and should demonstrate the potential to contribute positively to the academic and social environment of the school.

Students may be admitted for one academic year, providing they meet the school's academic and behavioral expectations. Close parental cooperation with the school is also mandatory for admission. Parents will be given a copy of the school handbook and will be expected to sign to signify their agreement with the school discipline policy before a student can be accepted.

Dasman reserves the right to have a student withdrawn at any time that it is deemed by the administration to be in the best interests of the student or of the



school, in accordance with the policy of the Kuwait Ministry of Education for Private Schools. The school reserves the right to deny enrollment for those who do not meet the rigorous admissions standards.

Before a student is admitted, the school registrar will collect all of the required documentation, including reports / transcripts from the student's previous schools and any other relevant information. A student's Grade Point Average should be a minimum of 2.4. The school also reserves the right to contact the previous school for further information.

The Admissions officer makes decisions in the best interest of the applicant, as well as in the interest of the specific grade level.

The right is reserved to refuse admission to any applicant who does not meet the admissions requirements. The right is also reserved to determine the placement of an accepted applicant in the grade level or subjects deemed most appropriate for the student's success.

The Admissions officer evaluates the following when considering an applicant for admission:

- Entrance test results.
- Academic records from a current or most recent school.
- Evaluations from a current or most recent school.
- Presence of any learning differences, special needs, or giftedness.
- Interview with the applicant and parent/s only or grade 12 students

In accordance with its commitment to being a family school, special consideration is given to qualified siblings of currently enrolled students. Despite this consideration there is, however, no guarantee of admission.

Entrance Tests

Entrance tests and interviews are scheduled individually throughout the year by appointment. The entrance tests are usually done after school on Mondays, Wednesdays and Saturday mornings, and only when the complete application packet has been submitted.



School Life

ATTENDANCE

Attendance is taken each day. Attendance is vital for success at school. Dasman defines absence as pre-excused, excused, and unexcused. No student may participate in a school activity on the day of their absence.

Pre-excused Absence

When it is known ahead of time that a student must miss school for religious or medical reasons, parents should complete a pre-arranged absence form. This should be done as far in advance of the proposed absence as possible. School work that would have been missed can be provided ahead of time. Students are responsible for making up all work missed.

Excused Absence

Sickness, a major family crisis, or a death in the family, are a few of the major reasons for an excused absence. When the student returns to school after the absence, he/she must bring a note to the office, from the parent or a doctor, stating the date of and reason for the absence. The School reserves the right to determine whether the absence is excused. In case of illness that lasts for more than two days, or a contagious illness, the family must contact the Office. Students are responsible for making up all work missed.

Unexcused Absence

Traveling and attending social events during school time interferes with the progress of the student's learning, and while it is sometimes unavoidable that a student misses school for such reasons, it is considered an unexcused absence. All absences immediately before or after a vacation period are considered unexcused. Students can not participate in any school sponsored activity on the day of their absence. Work missed under such circumstances will be graded down by 50%.



TARDINESS TO SCHOOL

School begins at 7:35. Teachers do not allow tardy students to a first period class. A student entering after 7:35 will be issued a late slip. This is considered an unexcused absence for that lesson and any missed work will be graded down by 50%. **The school reserves the right to refuse admission to students who arrive after 7:50.**

Students who are late more than five times will receive a warning letter and a one day suspension.

EARLY DEPARTURE DURING THE SCHOOL DAY

Students should only leave school early for medical reasons or a major family crisis, as missed classes hinder the students' success. Written notice from the parent, including time leaving and reason, must be provided to the Office if a student must be dismissed early from school. Once the request is approved by the Principal, a release will be issued to the student so that it can be presented to the School Office when the student leaves. All other early releases from school, without the approval of the Principal, will be considered an unexcused absence for the lessons missed which will result in any missed work being graded down by 50%.

UNIFORMS AND APPEARANCE

Students are to maintain a personal appearance that is consistent with the expectations of the society in which we live and study and which follows the standards and regulations of Dasman Bilingual School. Cleanliness, modesty and concern for Kuwait cultural expectations are key to acceptable appearance for school.



The following is the High School summer/winter uniform code at Dasman Bilingual School:

High School Uniform
Boys: Plain navy blue uniform pants. Shorts must be plain and below the knee. No sports trousers except for P.E. No jeans.
Girls: Plain navy blue trousers. No jeans. Scarves should be plain navy or plain white (no patterns or decorations). Long hair must be tied back.
Boys and Girls: White uniform polo shirt (long or short sleeve) with DMS logo. In Winter students may also wear DMS navy blue zip up sweater and / or fleece jacket.
Boys and Girls: Black, sensible flat dress shoes or sport shoes that are mostly black without a large logo.

Girls may choose to wear small stud earrings and a watch. **Make-up and colored nail-varnish** are not allowed, nor are body piercings. Boys may choose to wear a watch. Any other items or clothing that distract from the learning of others are not acceptable. Students not in correct uniform will not be allowed into class and must wait in the school office until proper uniform is provided. **The Administration reserves the right to specify what is appropriate.**

Uniforms are available from the school store before and after school. Uniforms may only be purchased by students during school at lunch break and only with a pass from the office. If the required size of uniform is not available, uniform fabric will be available for sale, and exact copies of the Dasman school uniform must be made. If the style varies at all, the clothing will not be acceptable. All uniforms should be marked with the student's name.

On "dress-down" or "free-dress" occasions, modesty and attentiveness to the cultural sensitivities of Kuwait are required. Sheer, tight or revealing clothing is unacceptable. Shoulders and knees are to be covered, and sleeves should cover at least 1/3 of the upper arm. High heels are not acceptable.

Dasman Bilingual School PE Uniforms are required when participating in PE class.

P.E. Uniform is a grey DMS tee-shirt and grey DMS sports trousers. They may be purchased at the Uniform Store. Students who do not bring their P.E. kit will receive zero for that lesson. Athletic shoes should be of the quality required by the PE Department.



General Information

STUDENT PLANNER (Grade 9 students)

Students will be provided with a student planner at the beginning of the school year. Students are expected to bring the planner to every class and write the assigned work clearly in the space provided. If there is no homework assigned, the student should write a few key words about important topics studied in class that day so that the student is reminded to review that work.

If a teacher has written a note to the parents in the planner, the student must show it to his or her parent that day and ask the parent to sign the planner as an indication that they have seen the note. The student is to show the teacher the signature the next day.

Students should go to the bathroom and drink water during breaks, as they will not be permitted to leave lessons for these reasons unless the teacher considers it to be necessary. If a student loses their planner, a replacement needs to be purchased from the School Office for 1 KD.

Student notices are placed on the student bulletin board. Upcoming tests are published on the test calendar notice board on the first floor and on the school website.



Students Incentives:

Rewards can be an effective way to encourage positive behavior and motivation among high school students for the following reasons:

- Demonstrating a clear link between performance outcomes and the bonus.
- Administering rewards that are scaled and weighted based on varying degrees of accomplishment.
- Recognizing individual differences and giving recipients and participants a choice of rewards.
- Building credibility and trust between administration and students.

Incentives in high school:

- Free time at the end of class
- Day for watching a movie
- Group activity
- Games
- Homework coupon
- Certificate/trophy/ribbon/plaque
- Free pass to sporting event or play
- Guest presenter in class
- Field trip
- Talent Show at school
- Small sports equipment
- Recognition with morning assembly

Recognition or Rewards

- Phone parents to tell them what a great child they have
- Give a note to the student commending his or her achievement
- Design a "Caught Being Good in the Act" coupon
- Maintain a photo recognition board in a prominent location in the school
- Recognize a child's achievement using the morning announcements and/or the school or classroom website



Student Leadership

Student Council or **Student Body** is a curricular or extracurricular activity for students within high schools around the world. Student councils often serve to engage students in learning about democracy and leadership. In this form, student representatives are elected by the student body. An example of the structure of the high school student council may include a president, a vice president, a treasurer and a secretary.

Student councils usually do not have funding authority and generally must generate their operating funds through fundraisers such as assemblies, bake sales and sponsors.

COUNSELING SERVICES

Counselors serve as a crucial link between students, teachers and parents. Counselors advise the whole student in all aspects, including academics, health, and happiness, as well as their learning of relational and problem solving skills. The counseling staff also provides timely emotional support and resources needed to meet the challenges of adolescence.

Students are provided help to smoothly integrate into the regular flow of school life and activities. Counselors guide students in their study plans, graduation requirements, and application for post-secondary institutions of their choice.

Grade 9 – 12 Academic Counseling

Grade 9

Students are advised about the following:

- This is the first year that GPA will begin to count the final GPA.
- What the credits are worth and that they need 25 credits to graduate as per handbook.

- The role of the Academic Counselor in monitoring their academic progress through the year in view of university requirements.
- That this is the year that they can start to think about what they would like to study after graduation and find out what their options are.

Grade 10

- Review of Academic Status as per year end results
- Advise parents of any red flags as per above
- Inform Students of University Fairs and what questions they should be asking
- Invite Grade 10's to apply for relevant academic scholarships and programs

Grade 11

- Conference with students who are borderline or failing in core subjects , parents and teachers regarding current academic status
- Advise parents and students whose academic status is endangering chances of graduating of what the school has on offer to remedy the situation
- Inform and guide students with regards to tests like TOEFL/ILET/SAT in view of what they will be pursuing at university

Encourage students to begin researching possible universities and scholarship applications where relevant Make this class aware of September and October university application deadlines

Grade 12

- Individual Student appointments to discuss academic status, current GPA and university application status/needs
- Close monitoring of academic performance in view of graduation
- Regular meetings as the need arises to discuss and monitor academic performance
- Inform students of dates that TOEFL/ILET/SAT classes and TESTS will take place as the school is updated by Amideast and The British Council
- Inform students of University Visits/Fairs
- Recommendation Letters are processed throughout the year and on request



Student School Bus Safety Rules



At the Bus Stop

- ❖ Walk safely to the bus stop and stay well away from the street.
- ❖ Arrive at the bus stop 10 minutes before bus time.
- ❖ When waiting, keep yourself and your belongings out of the road and away from traffic.
- ❖ Do not run between parked cars and buses.
- ❖ Never move towards the bus until it has stopped and the driver opens the door.

Danger Zone around a Stopped School Bus

- ❖ Stay 5 meters away from the front or back end of the bus so that the driver can see you.
- ❖ Wait for the driver to signal you to board the bus.
- ❖ Before stepping off the curb to board the bus, look left and right to make sure your path to the bus is clear, especially if the bus is stopped away from the curb.
- ❖ Check that drawstrings, backpack straps, scarves and loose clothing cannot get caught on the bus handrail, door or the seats.
- ❖ Use the hand rail when entering the bus.
- ❖ Do not push or shove other students.

Getting Seated on the Bus

- Find a seat and sit down. **Fasten your seatbelt.**
- ❖ It is important to listen to the bus driver and the attendant in case there are any special instructions for your bus ride.
- ❖ Do not leave your seat until the bus arrives at your stop.
- ❖ Help keep the aisles clear. Backpacks or books can trip someone or block the way to the **emergency exit.**

Bus Conduct

Parents should discuss these bus conduct and safety rules with their children. To ensure the safety of those who ride the bus, observance of certain rules is necessary. Respect for others is expected on buses at all times. Your child should understand that riding a school bus is a privilege and unruly conduct on the bus is a risk to the safe operation of the bus.

Bus Safety Rules

- ❖ Arrive at the bus stop 10 minutes before pick-up time. The driver is NOT permitted to wait for students.
- ❖ When the bus arrives, stand safely away from the curb or stopping point and wait until the bus comes to a full stop.
- ❖ Find a seat and sit down. Fasten your seatbelt.
 - ❖ Never reach through the window to take an item from a friend.
 - ❖ Do not put your head or arms out of the windows when on the bus.
 - ❖ Do not eat or drink on the bus.
 - ❖ Students are expected to be courteous and obedient to the driver and the attendant.
- ❖ The ignition of matches, lighters, etc. is prohibited.
- ❖ No object is to be thrown into, out of, or inside the bus.
- ❖ Students must not use obscene language, gestures or gang signs.
- ❖ Fighting, yelling or loud talking is not permitted.
- ❖ Harassment or intimidation of others is not permitted.
- ❖ Students will never use the rear emergency exit except upon the direction of the driver or other competent authority.
- ❖ Willful destruction or defacing of school bus or private property surrounding school bus stops is prohibited.

School Bus Safety Tips for Parents

Bus drivers, students, parents and school personnel all share a responsibility to ensure that children get to and from school safely every day. Here are a few tips that will help you to reinforce the school bus safety message with your child:

- ❖ Help your child find the safest route to the bus stop.
- ❖ Review with your child the bus safety rules, stressing why they are necessary.
- ❖ Make sure that your child's clothing and book bag do not have loose strings or straps that can be caught on the bus handrail, door, or seats.
- ❖ School bus discipline is a cooperative effort among student, parent, bus driver and principal to ensure the safety of all students. Misbehavior on a school bus is highly distracting to a driver and creates an unsafe condition.
- ❖ The bus driver merits the respect and courtesy due to all school personnel. Please teach your child to obey the bus driver.
- ❖ When your children are very young, accompany them to the bus stop and meet them on their return.
- ❖ When children when they get off the bus in the afternoon they should go directly home, and check in with you or their other caregiver.



CLASS ACTIVITIES

For special occasions or if a student wishes to share a birthday treat with classmates, parties may be arranged. Students should first request authorization from a teacher to have the celebration in that teacher's classroom, with that teacher assuming supervision. The teacher will then complete a Party Request Form from the office at least two days before the intended celebration. The celebration will take place at lunch break, and the student is responsible for collecting food that has been delivered to the Office. Only the person celebrating the birthday may have food delivered, and there may only be one delivery. Late deliveries will not be allowed into school. The food will be eaten only in the assigned room. All students attending will be responsible for cleaning up the class room.

DELIVERIES TO SCHOOL

Being prepared with the necessary materials, clothing, homework and books for each school day is an important part of being a responsible student. Accepting that responsibility, and the consequences of failing to bring the necessary items to school, is an important part of maturing into young adults.

The only items that can be delivered are eye glasses or medication. If either must be sent to school, they must be labeled with the student's first and last name and grade.

Grade 12 Delivery Privileges

Grade 12 students may or may not have special delivery privileges. This is dependent on the behavior of the whole grade 12 class and is entirely up to the administration. It can be taken away at any time.

ELECTRONIC EQUIPMENT

Mobile phones, personal stereos and any other electronic devices **should not** to be brought in to school. The school takes no responsibility for lost, broken or stolen electronics. If a student is found using any electronics during class time they will be confiscated and given to the administration. The penalties are as follows:

First Time – the item is returned at the end of the day.

Second Time- the item is kept for five days.

Third Time – the item will be kept until the end of the year.



Any student found to be taking photographs, sending text messages, making calls or recordings with their mobile phone during class time will be issued with a warning letter.

FOOD AND LUNCH BREAK

The Desert Rose Café in D2 and D3 sells a variety of sandwiches, salads, fruits, snacks and drinks. Students will form an orderly line when purchasing food in the D2 canteen at lunch break only. No food or water may be purchased at any time other than during lunch break. The only exception is for medical reasons if the student has a pass from the school nurse.

Students may not go to D1 canteen/campus at any time as this is considered truancy and will be punished according to the discipline policy.

Students may eat at the tables outside during lunch break. If it is very hot or wet, students will be allowed to use the classrooms as long as they are kept clean.

Every student is responsible for discarding his or her own trash in the cans provided. After eating, students may remain at the tables or go to the grass pitch, until the bell has sounded to signal the end of lunch. No food is allowed on the grass pitch.

Students may not chew or bring chewing gum to school **AT ANY TIME**.

No student may leave campus during the school day for food or order any food to be delivered to the school unless a class activity has been arranged (see Class Activities). No outside beverages (except water and juice) are allowed on campus. Only water is allowed in classrooms.

HEALTH

The School Nurse is on duty for the entire school day. If a student needs to go to the Nurse during the school day, authorization must first be given by the classroom teacher and a pass will be provided. If the Nurse is not in her office, the student is to go to the School Office and either the Nurse will be found or the student will be attended by the D1 or D2 Nurses. If the nurse is needed between classes, the student must go to the School Office for a pass first. The Nurse does not give excuses for PE. If the Nurse

determines that the student should go home because of illness or injury, **she will call the parent and fill out the necessary release form.** All students are collected from the nurse's office.

All medication that a student must take during the school day must be given to the Nurse as soon as the student arrives at school, and she will administer the medication as required. No student may be in possession of any medication during the school day.

LOST AND FOUND

A lost-and-found closet is located near the School Office. The school is not responsible for articles that are lost or stolen. Students must make sure that all of their belongings have their names on them and are kept in their lockers. Unmarked items not claimed will be donated to a charitable organization. Students should only bring money necessary for daily needs at school and should never leave money or valuables unattended at any time.

LOCKERS

Lockers are available on a first come first served basis. Students should make sure that their lockers are kept in good condition. The school will take a deposit of 5 KD that is refundable if the locker is kept in a good condition until the end of the year. If padlocks need to be cut off students will be charged 1KD.

PRA YER

Students can pray in the Mosque during lunch break. Prayer at that time is to be silent. There will be no fooling around or talking, either in the Mosque or in the wash room preparing for prayer. Once a student enters the courtyard near the Mosque, silence and attention to prayer is to be observed. Students may not leave class to pray unless accompanied by a teacher.

TELEPHONES

Students may not use school telephones at any time without authorization from the School Office. Authorization will be given in emergency situations only.



TEXTBOOKS/ LIBRARY BOOKS

Students are loaned textbooks for their classes at Dasman. Students are responsible for returning them in the same condition in which they were received. All books are to be covered, and no extra papers are to be stored in them. No marks are to be made in them. Should there be more than ordinary wear to any text book when it is collected at the end of the year, a fine will be assigned. If a text book is lost, the student will be required to pay for its replacement.

Students may loan books from the library at scheduled times. Students will be required to replace lost library books.

Report cards will not be issued until all fines for lost books are paid.

Academic Matters

HIGH SCHOOL GRADUATION REQUIREMENTS

REQUIRED CREDITS: 25 (22 credits from the required courses and a minimum of 3 credits of the student's choice). **In order to earn a credit, students must pass the course with a grade of at least 60%.** A one credit course requires a minimum of five classes per week for the academic year. Although only 3 credits of Mathematics and Science are required, students will take a Mathematics and Science course every year of High School. All students will have a full schedule for all four years of High School.

Required Courses:

Arabic	4	English	4
Mathematics	3	Science	3
PE	1	Fine Arts	1
Computer	1	Islamic Studies	2
Arabic Social Studies	1	Humanities	2

Grade 9 (Freshman Class)		Grade 10 (Sophomore Class)	
Islamic Studies	.5	Islamic Studies	.5
Arabic	1	Arabic	1
English	1	English	1
Algebra I	1	Geometry	1
Physical Science	1	Biology	1
World Geography	1	World History	1
Arabic Social Studies	.5	Arabic Social Studies	.5
PE	.5	PE	.5
Computer Science	.5	Computer Science	.5
TOTAL (minimum)	7	TOTAL (minimum)	7
Grade 11 (Junior Class)		Grade 12 (Senior Class)	
Islamic Studies	.5	Islamic Studies	.5
Arabic	1	Arabic	1
English	1	English	1
Algebra II or Integrated Mathematics	1	Algebra II or Pre-Calculus	1
Chemistry	1	Physics	1
Computer Science	2	Computer Science 12/yearbook	2
TOTAL (minimum)	6. 5	TOTAL (minimum)	6. 5

ACADEMIC REPORTS

The school year is divided into four quarters. Report Cards are issued at the end of each quarter. There are semester exams at the end of the second and fourth quarter. Semester exams may not be taken early, but may be made up if missed due to extenuating circumstances. Grades are calculated as an average of work done during the grading period. Semester grades are based on 70% of class work, and 30% of exams.

Parent conferences are held twice per year. In addition, parents are contacted in the middle of each quarter if their child is failing or at risk of failing (**below 70%**). Teachers may also send home Progress Reports at their discretion to keep parents informed of particular areas of concern.

Dasman's grading system uses the American curriculum grade equivalents:

Percentage	Letter Grade	GPA
97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
Below 60	F	0.00
Incomplete	I	

Grade Point Averages: The GPA represents the average, based on per credit weight, computed for the entire academic year. The GPA does not include classes for which an "I" (Incomplete) might be given.

ACADEMIC EXCELLENCE

Students with a GPA of 3.5 or higher for the semester will be included on the Principal's List.

Students with grades that are all above 90% (A-) for the semester will be included on the Honor Roll.

Honor Roll and Principal's List members will be posted by the School Office and published in the school bulletin at the end of each semester.

HOMEWORK

Homework is a necessary part of our educational program, and students should expect to spend approximately three hours per day studying and completing homework. If a student is absent for a day or two, it is expected that they will be in telephone contact with students in their classes to find out what was assigned, and that a reasonable attempt to complete the work is made. If a student is absent for more than two days, the parent should contact the office early in the morning and make arrangements to pick up the homework assignments for the student at the end of the day.

PROMOTION AND RETENTION

Promotion

In order to be promoted to the next grade level in High school, a student must have:

- Met attendance requirements of 90% of total school days.
- An acceptable disciplinary record.
- Met graduation requirements.
- Passed core subjects in each grade level

Retention

Students who fail three or more core subjects will be automatically retained. Further testing or an outside evaluation/assessment may be required for appropriate placement options.

ACADEMIC PROBATION

Students who fail the first semester of a course will continue in the second semester and be placed on academic probation. Should they complete the second semester successfully and achieve a passing grade overall, they will be given full credit for the course. Student's who don't meet the requirements of academic probation will not be invited back for the next academic year.

Academic probation is overseen by the Vice Principal and has specific and individualized requirements for the student.

DISCIPLINE SYSTEM

The aims of the Dasman Bilingual School discipline system are to support students with their learning and promote student accountability. We believe that the best way to promote student accountability is for students to have good relationships with their teachers and have support from home. There are two distinct aspects to the system: behavior related consequences and teaching of self-discipline strategies.

From time to time, students may display behavior that detracts from their own learning or the learning of others. Depending on the type of misbehavior, there are a variety of consequences. These are illustrated in the behavioral chart. However, in every situation, staff will consider the severity of the infraction, other factors surrounding the incident and the past record of the same or similar infractions. The first consequence of each particular behavior is listed on the chart. Generally, for further infractions of the same nature, more severe consequences will result.

If there develops a pattern of misbehavior, the School can utilize a number of other consequences and interventions aimed to directly teach self-discipline. These can include counseling services, out-of-school suspension, parent conferences, daily behavior reports and mentoring.

It must be noted that not every behavioral situation could be listed and that the application of consequences is at the discretion of the teacher and Administration.

The Student Planner can be used as a tool in behavior management. It is not only intended to help students manage homework and assignments, but also to provide parents and teachers with a method for daily communication. When a student has not come to class on time, is not prepared properly or is a behavior problem during class, the teacher may write a comment in the planner. When this or any other comment is written in the planner, the student should show it to his or her parent, and the parent is encouraged to sign the planner to indicate that it has been read.

Out-of-school suspension of up to five days may be assigned for gross misconduct, deliberate or willful verbal or physical behavior that is disruptive to the normal function of

the school. Students are responsible for work missed during this suspension. This work will be graded down by 50%. Parents will be expected to meet with the Principal and Superintendent before the student is re-admitted.

Expulsion from school may occur as a result of the most severe behavioral circumstances, if all other means of correction have not been successful in modifying the behavior of the student. In such cases, Kuwait Ministry of Education regulations will be strictly adhered to.

Increasing severe penalties include, but are not limited to, warning letters and out-of-school suspension in accordance with Ministry regulations.

STUDENT BEHAVIOR CHART

<u>Behavior</u>	<u>Description</u>	<u>1st offence</u>	<u>2nd offence</u>	<u>3rd Offence</u>	<u>Repeat offence</u>	<u>Repartee</u>	<u>Enforcer</u>
Late to class	Students are late to class if they are not there by the time the bell has rung. The student is not subjected to any punishment if they have an 'excused' pass. 'Unexcused' passes will be subject to punishment.	Less than 5mins teacher consequence <u>Over 5mins</u> Student receives "0" for the classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert.	Less than 5mins teacher consequence <u>Over 5mins</u> Student receives "0" for the classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert.	Less than 5mins student receives a warning letter and one-day suspension.	Student will be considered for out of school suspension if this problem persists.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
Late Assignments	Students are allowed to hand in assignment late. They will be deducted as follows.	-10% every day.	Unaccepted after three days unless medical note is provided.				

Missing classwork, test, quizzes or assignments	Student will only be allowed to make up classwork, tests, quizzes or assignments if they produce a medical note.						
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<u>Behavior</u>	<u>Description</u>	<u>1st offence</u>	<u>2nd offence</u>	<u>3rd Offence</u>	<u>Repeat offence</u>	<u>Repartee</u>	<u>Enforcer</u>
Mobile Phones or electronic devises	Students are not allowed mobile phones or electronic devises are not allowed in schools.	Confiscation of phone to be collected from Vice-Principal. Warning letter.	Warning letter and phone is held for one week	Warning letter and phone is held for end of the year.	Student will be considered for expulsion if this offence happens more than three times.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.

Flag ceremony and assembly behavior	Demonstrating disrespectful behavior.	Removal from assembly.	Removal from assembly.	Removal from assembly.	Student will be considered for expulsion if this offence happens more than three times.	Homeroom teachers are responsible for reporting their students' misbehaviors. They are then responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student. The principal is responsible for expelling the student if undesirable behavior continues.
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Behavior	Description	1st offence	2nd offence	3rd Offence	Repeat offence	Repartee	Enforcer
Uniform infractions	Students wearing incorrect uniform Student receives "o" for the classwork, assignment, test or quiz during their absence. This cannot be made up with a medical cert.	Student sent home to change into proper uniform. Warning letter and one-day suspension.*	Student sent home to change into proper uniform. Warning letter and one-day suspension.*	Student sent home to change into proper uniform. Warning letter and one-day suspension.*	Student will be considered for out of school suspension* if this offence happens more than three times.	Homeroom teachers are responsible for reporting their students' uniform infractions. They are then reporting any incidences to the administration.	The administration is responsible for recording the incidents, sending the warning letters home and suspending the student.

Defacing desks in the classroom	Student writes or draws on desk in the classroom	Student will be responsible for cleaning the desk.	Student will be responsible for cleaning the desk.	Student will be responsible for cleaning the desk.	Student will be considered for out of school suspension* if this offence happens more than three times.	All staff members are responsible for reporting any incidences to the VP.	The teacher is responsible for getting the student to come back after school and clean the desks. The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
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Behavior	Description	1st offence	2nd offence	3rd Offence	Repeat offence	Repartee	Enforcer
Academic Dishonesty	Copying plagiarism, assistance from another on tests, quizzes or papers.	Student receives "o" for the classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert.	Student receives "o" for the classwork, assignment, test or quiz during their absence. This cannot be made up with a medical cert.	Student receives "o" for the classwork, assignment, test or quiz during their absence. This cannot be made up with a medical cert.	Student will be considered for expulsion if this offence happens more than three times.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.**
	Talking during a test. Use of electronic devices.						
	Cheating or the appearance of cheating.						
	Books or notes not completely put away during a test/quiz.						The principal is responsible for expelling the student if undesirable behavior continues.

Smoking possession of cigarettes	Possession of cigarettes. Use of cigarettes on school property. Distribution of cigarettes on school property.	Warning letter and three-day suspension.	Warning letter and three-day suspension.	Warning letter and three-day suspension. Student may be expelled from the school.	Expulsion.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
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<u>Behavior</u>	<u>Description</u>	<u>1st offence</u>	<u>2nd offence</u>	<u>3rd Offence</u>	<u>Repeat offence</u>	<u>Repartee</u>	<u>Enforcer</u>
Arson, use of fireworks, Graffiti, Vandalism and destruction of the school property.	The malicious burning of, or attempt to burn, property, personal belongings or people. To willfully or maliciously destroy or deface school, student or faculty property.	The student will be responsible for full and complete restitution of property of full replacement value. Warning letter and one-day suspension.	The student will be responsible for full and complete restitution of property of full replacement value. Warning letter and out of school suspension.	The student will be responsible for full and complete restitution of property of full replacement value. Warning letter. Student may be expelled from the school.	Expulsion.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.

Fighting	Physical contract, physical assault or threat of physical assault. All who participate, regardless of who initiates the fight, are guilty.	Warning letter and possible out of school suspension.	Warning letter and out of school suspension.	Warning letter and out of school suspension. Student may be expelled from the school.	Expulsion.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
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Behavior	Description	1st offence	2nd offence	3rd Offence	Repeat offence	Repartee	Enforcer
Inciting Disorder and defiance	Any behavior that detracts from the learning of other or threatens the calm nature of the school. Failure to respond or carry out a reasonable request by a staff member.	If the behavior occurs during class, student receives "0" for any classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert. Warning letter and out of school suspension.	Student receives "0" for any classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert.	Student receives "0" for any classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert. Warning letter and out of school suspension.	Expulsion. Student may be expelled from the school.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.

Assault or harassment against a staff member	Any Physical attack or threat to do harm to another with or without doing any harm. Any inappropriate verbal slight towards a staff member.	Automatic Expulsion.				All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
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Behavior	Description	1st offence	2nd offence	3rd Offence	Repeat offence	Repartee	Enforcer
Bullying and Harassment	Any communication or conduct where the conduct intimidates others or creates a hostile or offensive environment.	Warning letter and out of school suspension.	Expulsion.			All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.

Theft	To take or assist someone in taking or attempt to take property of another without their consent.	Complete restitution of property taken at full replacement value. Student receives Warning letter. Student receives a one-day out of school suspension.	Complete restitution of property taken at full replacement value. Student receives Warning letter. Out of school suspension.	Complete restitution of property taken at full replacement value. Student receives Warning letter. Out of school suspension.	Student will be considered for expulsion if this offence happens more than three times.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
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Behavior	Description	1st offence	2nd offence	3rd Offence	Repeat offence	Repartee	Enforcer
Truancy from school	The act of unauthorized absences from school.	Student receives “0” for the classwork, assignment, test or quiz during that day. This cannot be made up with a medical cert. Student receives a warning letter.	Student receives “0” for any classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert. Student receives a warning letter.	Student receives “0” for any classwork, assignment, test or quiz during that lesson. This cannot be made up with a medical cert. Student receives a warning letter.	Student will be considered for expulsion if this offence happens more than three times.	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student. The principal is responsible for expelling the student if undesirable behavior continues.

Forgery of school documents.	<p>Forgery of hall passes, medical notes or any school documentation.</p> <p>Forging a teacher's/VP/Principal's signature.</p>	<p>Student receives "0" for the classwork, assignment, test or quiz during that day. This cannot be made up with a medical cert.</p> <p>Student receives a warning letter.</p>	<p>Student receives "0" for the classwork, assignment, test or quiz during that day. This cannot be made up with a medical cert.</p> <p>Student receives a 2nd warning letter.</p>	<p>Student receives "0" for the classwork, assignment, test or quiz during that day. This cannot be made up with a medical cert.</p> <p>Student receives a 3rd warning letter.</p> <p>Student may be expelled from the school.</p>	Expulsion	All staff members are responsible for reporting any incidences to the VP.	The VP is responsible for recording the incidents, sending the warning letters home and suspending the student.
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<u>Behavior</u>	<u>Description</u>	<u>1st offence</u>	<u>2nd offence</u>	<u>3rd Offence</u>	<u>Repeat offence</u>	<u>Repartee</u>	<u>Enforcer</u>
Alcohol or Drugs	<p>Possession, usage or distribution of alcohol or drugs.</p> <p>Being under the influence of alcohol or drugs.</p>	Possible expulsion.					

Use of a Weapon	Using or threatening to use a weapon to do harm with or without actually doing any harm. Weapon may be of an improvised nature (chair, pencil, scissors) or something brought into the school environment.	Possible expulsion.					
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Note 1: Students who are suspended will receive "0" for any tests or quizzes missed that day. They cannot be given a re-sit for anything missed.

Note 2: Each situation will be dealt with on an individual basis. Punishments can be increased or decreased depending on the severity of the situation.

** In accordance with Article No. 16, No.18 and No.19.



Assessment Policy

PHILOSOPHY

Assessment in the DMS is geared toward improving, rather than simply documenting, student performance. The use of assessment to judge the effectiveness of both teaching and learning processes is essential to allow teachers and students to identify their strengths and weaknesses and the effectiveness of the program. The objectives and process of any assessment should be clearly explained to the students and parents.

ASSESSMENT PRINCIPLES

The school recognizes that good assessment is built upon the following basic principles:

- The purpose of, and criteria for, the assessment should always be explicit so that students know and understand in advance the criteria for producing a quality product or performance.
- The best interests and progress of the students should be paramount.
- Assessment is an integral part of the learning process which demonstrates a range of knowledge, conceptual understandings and skills.
- Assessment information should be shared with the student and parents.
- Assessment should be ongoing and reflective, accurate, and as objective as possible.
- Assessment should take many forms, gathering information from several contexts, and using a variety of methods depending on the needs of the student and the nature of what is being assessed.
- Effective assessment takes into account varied learning styles, multiple Intelligences, abilities to express their understanding and cultural expectations,

especially for those students whose first language is not English.

- Provide a wide variety of different assessment opportunities and to be relevant and motivating to students
- The assessment activity should be appropriate to the age and developmental level of the student and based on real-life experiences that can lead to further inquiries
- The results of the assessment should have credibility with all those involved in it, and the results should be able to be communicated clearly.

TYPES OF ASSESSMENT

Formative assessment is interwoven with the daily learning and provides both teachers and students with useful feedback on how well students are understanding and applying the new concepts, skills, and knowledge.

Summative assessment takes place at the end of the teaching and learning process and gives the students opportunities to demonstrate what has been learned.

Summative assessments may include any combination of the following: acquisition of data, synthesis of information, application of knowledge and processes. These can address multiple learning styles.

Student self-assessment is interwoven throughout the daily learning to engage the students in reflection and assessment on their own learning. The students are given adequate time to reflect on their progress in all subject areas, including the attributes expressed in the learner profile.

Peer assessment allows peers to evaluate each other's' progress and set targets for improvement.

Portfolios

"A portfolio is a record of students' involvement in learning which is designed to demonstrate success, growth, high-order thinking, creativity, assessment strategies and reflection.

A portfolio is a celebration of an active mind at work

Empower students to be active participants in their own learning

Encourage reflection on the learning process and achievements

Encourage students and parents to see learning as a continuous process

Encouraging a sense of pride in one's work and thereby building self-esteem



Internal Assessments

Oral Language Assessment:

- Students' reading skills are assessed regularly throughout the year.

Writing Assessment

- Students' writing skills are assessed informally and formally through the use of common writing assessment rubrics.

Examinations:

- Quarterly examinations/tests are administered.

External Assessments

An external Standardized Test will be administered annually.

ASSESSMENT STRATEGIES

It is especially important, where students have contact with a number of teachers, that all of these teachers be involved in using a variety of assessment strategies.

Observations

- are made often and at regular intervals
- are made of individuals, groups and whole class
- are made in different contexts to increase validity

Performance Assessments

- are goal directed tasks with established criteria and often opportunities for problem solving
- use multiple skills

- have more than one correct response

Selected responses:

Closed

- Are used to determine how much a student knows or can perform certain skills (e.g. tests, quizzes, spelling tests etc.)

Open

- Are used to stimulate an original response by students and to demonstrate further Learning

Homework Policy

'Homework is a necessary adjunct to classroom teaching, and all students can expect to receive homework on a regular basis. Homework is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organization and self-reliance.

Assessment Tools

Anecdotal records	Observations	Tests
Running Records	Portfolios	Writing Samples
Conferences	Quizzes	Logs/Journals
Graphic Organizers	Retelling	Skills Checklist
Continuums	Worksheets	Projects
Rubrics	Descriptors	Oral Assessments
Peer Assessment Homework Artistic responses, including art, drama, songs, poetry	Classroom displays Exhibitions	Collaborative work Video/photography

Rubrics

- The descriptors tell the student and the assessor what characteristics or signs to look for in the work and then how to rate that work on a predetermined scale

Checklists

- A list of criteria against which students are assessed (e.g. information, data, attributes, or elements that should be present)

Anecdotal Records

- These are brief written notes based on observations of students

Academic Honesty

Academic dishonesty includes but is not limited to:

- Plagiarism - the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source in the text and in reference lists; or using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.
- Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication - the falsification or invention of any information or citation in an academic exercise.
- Offering bribery for grades, transcripts, or diplomas
- Obtaining or giving aid on an examination
- Presenting another's work as one's own or doing work for another student
- Having unauthorized prior knowledge of an examination
- Using a proxy during an examination.

Disciplinary Action in Cases of Academic Dishonesty

Throughout the process and procedures outlined in this Policy, the following is a list of the sanctions that may be imposed:

- A reduction in the grade on the work in question.
- A zero or a grade of F on the work in question.
- A grade of F in the course and/or denial of portfolio credit.
- Suspension for Academic Dishonesty with a letter in the student's file (on the recommendation of the Principal and with the approval of the Superintendent).
- Expulsion for Academic Dishonesty (on the recommendation of the Principal and with the approval of the Superintendent).

REPORTING

Reporting is a means of giving feedback from assessment. It describes the progress of children's learning and identifies areas for growth.

Teacher-Student Conferences

These conferences are usually informal. They are meant to provide the students with feedback on their progress. These conferences also allow students to reflect on their own work and to make decisions regarding their portfolios.

Scheduled Teacher-Parent Conference

This conference is a formal conference between both language teachers, any members of the Support Team who work with the student, and the parents to provide feedback about the child's progress and needs. Teachers take this opportunity to answer the parent's questions, to address their concerns and to help define their role in the learning process.

Scheduled Student-Led Conference

This conference is a formal conference between students and parents. The students will, with the support and guidance of the teacher, select the work to be discussed. They reflect on their progress and share the responsibility of informing their parents.

Conferences

During any time of the year, both teachers and parents can request a conference to discuss the progress, or lack thereof, of a student. Members of the Support team can be asked to join as needed.

The Written Report

In Dasman |Bilingual School, we send out four written report cards a year (end of each quarter) to report back on each student's progress.

HIGH SCHOOL DEPARTMENT ASSESSMENT PROCEDURES

FREQUENCY	ASSESSMENT ACTION
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DAILY

- Teacher observation
- Journal Writing
- Teacher mark work alongside pupil
- Self-assessment (Rubrics)
- Peer assessment (Rubrics)
- Class participation
- Mental tests
- Oral assessments
- Social Skills
- Behavior Modification

Weekly

- Anecdotal records
- Homework
- Quizzes
- Students work for Portfolios
- Reading/Re-Telling skills
- Writing Skills

QUARTERLY/END OF UNIT

- Portfolios
- Quarterly test
- Midyear and end of year exams
- Projects
- Performance Tasks
- Artistic Responses
- Technological Skills
- Research Skills
- General Knowledge
- Laboratory work
- Conferences
- Skills Checklist

YEARLY

External Standardized Test
Formal Writing assessment
Formal Reading assessment
Formal Math assessment