

# Bedayia International School



Education –

Authenticity –

Creativity

## Student-Parent Handbook 2021-2022

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# Student-Parent Handbook 2018-2019

## A. School Philosophy

### Words from the Owners of Bedayia International School

Dear Students, Parents, and Staff,

It has been said that the greatest natural resource any country can have is its children. Here in Egypt, we believe that educators are the key factor in the effectiveness of the educational process. Bedayia International School in Cairo is committed to safeguarding and promoting the welfare of children and young people.

Bedayia International School aims to introduce excellent educational experiences to students and enable them to understand the world around while insisting on preserving Islamic values.

We are working to establish a powerful and highly effective educational program with innovative and creative resources proven to be designed for this field. We have provided Bedayia School with highly qualified administrators, teachers, supervisors and technicians in all activities presented in our school who are willingly ready, all the time, to introduce everything required for achieving the school aims and vision. We believe, with help from parents, we will be at the peak of successful achievement of our students.

Owners

## **Bedayia Vision**

We aspire to be a leading educational institution that inspires and supports global minded citizens who have profound beliefs in their culture, values and heritage.

## **Bedayia Mission**

Our mission is to provide a distinguished education through a school community that nurtures a caring, stimulating and supportive environment. We promote critical thinking, international understanding and appreciation for diversity while preserving our culture, values and beliefs. We seek to empower students to become lifelong-learners who are knowledgeable and inquirers, equipping them with the skills needed for success in a global society through the cornerstones of relationships, authenticity and innovation.

## **Goals:**

Bedayia aims to incorporate cross-curricular objectives, which are pertinent to the learning experiences. Educators, while designing the educational environment, consider a wholesome approach targeting academic as well as character development. To achieve its mission, Bedayia will:

- Encourage students to be dedicated and responsible
- Cultivate a community of life-long learners in an ever-changing world
- Support the spiritual, emotional, and physical well-being of all students
- Develop communicators who interact with integrity, respect, and empathy
- Generate a sense of responsibility towards self and the global community

Bedayia's educators are selected to become role models for our future leaders. They are characterized by their educational excellence and high moral standards. They are continuously involved in training and development to help maintain and enhance their professional experience. In order to cultivate sound reasoning and critical thinking and to bring about the potential for every student to succeed, our educators aim to:

- Inspire creativity and ingenuity
- Provide hands-on activities
- Target independent discovery
- Relate and apply concepts to the real world
- Support individual differences and needs
- Incorporate many teaching styles
- Allow for various assessment tools
- Embrace cultural awareness

## **Accreditation**

***“Bedayia International School is accredited by NCA CASI, NWAC and SACS CASI, accreditation divisions of Cognia”***

Bedayia International School in Cairo is accredited by The Northwest Accreditation Commission (NWAC), formerly named the Northwest Association of Accredited Schools.

Formerly an independent entity, NWAC is now a division of Cognia. The Northwest Accreditation Commission (NWAC), accredits schools that have shown their commitment to and capacity to meet the standards of the NWAC, and who engage in continuous improvement, and demonstrate quality assurance. Also, Bedayia International School is IB World School and accredited by IBO to offer the Diploma Program (DP).

### **School Management**

Bedayia International School is a proprietary school owned by several investors. The Board of Directors consists of representatives of the school administration and the school investors. The leadership team is made up of the Chairman of the Board of Directors, the School Director, the Educational Consultant, and the Department Principals. The School Director has been delegated the responsibility for the day-to-day operation of the school. The School Educational Consultant works collaboratively with the School Director and other members of the leadership team on educational matters. On management issues, the School Director consults with the Chairman of the Board of Directors.

## **B. Student Admission**

### **Admission Policy**

- Admission for siblings is announced in early December. Admission for other applicants in the Pre-K to K2 stages is announced after the first trimester break. Admissions for G1 and all stages above, start in February of each academic year.
- Applicants of all nationalities are accepted and are considered on an individual basis. There is no automatic right of entry to the school for any individual or group of individuals.
- Acceptance for Pre-K, KG1 & KG2 is determined by age and through assessment of the applicant.
- Acceptance for Grades 1 to 12 is determined by results of assessments in English, Math, and Arabic and past school records.
- Children can be admitted into K1 if their age is 3 years and 9 months by October 1. Children can be admitted into G1 if their age is 5 years and 6 months by October 1.
- Enrollment will be finalized after a parent interview with the School Director.
- In case the student meets the admission requirements but there is currently no place available at that grade level, the applicant will be placed on a waiting list in chronological order according to date of submitting the application form.
- All admissions to Bedayia International School are provisional. After a 90 day probationary period, the admission becomes final.
- For the DP program, different admission policy applies as per the DP student handbook.

## Required Documents

The following documents must be submitted after notification of acceptance:

- a. Original computerized birth certificate.
- b. 8 recent labeled photos. [4 x 6]
- c. Copy of parents' ID.
- d. Academic records from the past year.
- e. In case of transferring from a school inside Egypt (KG2 and above) at academic year end:
  - Transfer request (4 originals)
  - Previous official pass records from Egyptian Educational Zone

### In addition:

- f. Medical form to be completed by a doctor + immunization report.
- g. Bus service form if requesting school bus service.

## Withdrawal

When a student decides to leave Bedayia International School, he/she must make sure all books and materials are returned to the teacher and library and all bills have been paid. The cost of lost or damaged books will be deducted from the paid book deposit. A leaving certificate and/or an academic transcript are prepared. A minimum notice of two weeks is requested. Reports at the end of the grading periods can, on written request, be mailed to a forwarding address.

## Student Information

Student records and data should be kept up to date. It is very important that the school has correct phone numbers of parents in case they need to be contacted during the school day. Please complete the Student Information Update form at the beginning of the new school year and inform the school office of any changes that may occur at later times throughout the school year.

## C. School Hours

### The School Year

The school year consists of approximately 180 days and is divided into three trimesters, each consisting of approximately 12 - 13 weeks. All students from kindergarten through grade 12 receive three formal grade reports per year.

### The School Day

Bedayia's school day begins at **7:20** am with the morning assembly. All students should attend the assembly and participate in the opening school activities. The school day ends at **3:05** pm (Sunday--- Thursday).

## **Lateness/Tardiness to School**

Lateness is extremely disruptive to class lessons and activities and is a discourtesy to both the teacher and fellow students. Students are expected to be at school on time to start the day at 7:20 a.m. Students in Grade 1 through 12 will be considered late after 7:40 am in accordance with the school clock whether or not morning lines are still being conducted. Students in K1 and K2 will be considered late after 7:45 a.m. No student (Gr1--- Gr12) will be permitted to enter school after this time and will be denied access at the school gate.

Students arriving at school late must report to the front office to be recorded as tardy (with time of arrival) and receive a tardy slip, then report to School Office. Students will not be allowed into classes without school office pass.

Please note that unused tardy days under the maximum number for each trimester cannot be carried over to the next trimester. A record of absence and tardiness will be noted on the student's report card.

The number of tardiness days should **NOT** exceed 5 times per trimester.

As per the ministerial decree (287) /2016,

- If the student is late in the morning for the third time, parents will receive an email to inform them of lateness number.
- Upon the fourth time, the student will be presented to a committee to take a further action.
- After the fifth time, the student will be suspended from the school for number of days to be determined by the school administration.

In case of emergency a student who comes late "08:00 — 08:30" am will be detained for the first session and will be permitted to the second session. This permission will be granted once for the student per trimester.

## **Leaving Campus Early**

Students are not allowed to leave early however, should it be necessary to pick up your child prior to the end of the school day, principal approval is needed therefore please:

- Contact the school office two hours prior to picking up your child.

Upon arrival, the parent should report to the reception desk to sign out the child. The child will be released at the end of the class session.

## **D. Transportation**

### **Daily Pick-Up of Car Students**

Only authorized persons are allowed on campus to pick up children after or during school hours.

- The school will send 2 Bedayia student ID cards for each student.
- Authorized persons must show their ID and the student ID to retrieve a waiting child at any time. No child will be released without proper ID cards.
- Changes in authorized pick up must be in writing.

- If the parent of a bus student wishes to pick up their child by car, the parent must contact the Front Desk by 1 pm or the child will be placed on the bus.
- Bedayia International School will not be responsible if parents make last minute changes without proper notification to the school.
- Parents who pick up their children by car should do so by 3:10 to ensure the safety of their child as supervision is not provided after this time.
- After 3:10 p.m., supervision is provided only for students engaged in school related activities. Only those students participating in after-school activities should be on campus during activity times. Other students should leave campus by 3:10 p.m. Parents are not allowed in the car waiting area.

### **Bus Pick-up and Drop Off**

- Parents should make sure their child is ready on time in the morning according to the scheduled pick-up time.
- The bus will wait for only 2 minutes after the assigned time.
- The bus will not return for late students and the bus round cannot be changed to accommodate late students.
- At dismissal time, students riding the buses should report to the bus area as quickly as possible as buses leave the school promptly **at 3:15**. Students who constantly delay the bus departure may be denied bus service for a period of time and or parents will be requested to pick up their child from school.
- In the afternoon, the person responsible for receiving the child should be on time. The bus cannot wait for an adult who is late for receiving a child.
- If a parent asks for a change of address after the beginning of school, the change will be accommodated according to the availability of seats on the bus.

### **Change of Transportation**

If the parent of a bus student wishes to pick up their child by car at the end of the school day, the parent must contact the Front Desk by 1 pm or the child will be placed on the bus. Please contact the Front Desk by phone, in person, or by written note in the Home Connection book. Parents who consistently disregard this policy, may be asked to remove their child from bus service for a period of time.

Verbal requests made by a student will not be honored and the student will be transported home according to their regular means of transportation.

Changing buses will not be allowed. Students not enrolled in the bus service are not eligible to ride the buses.

## **E. Attendance and Absences**

### **Attendance**

The learning experiences which take place in the classroom environment are a meaningful and essential part of the education program. Time lost from class due to absence

is irretrievable. Good attendance is of prime importance for the learning-teaching process. A student should never be absent unless absolutely necessary. Missed instruction, discussion, and group interaction can never be reconstructed. Attempting to retrieve past assignments is not a satisfactory substitute for time spent in the classroom.

The school's instructional program is based on the assumption that students will attend school on a regular basis. Daily class attendance is a condition for proper completion of work and school progress.

Since irregular or insufficient attendance seriously disrupts a student's studies and the instructional program, the School Director is authorized to take the following actions:

- Grades K to 6: Students whose cumulative absence amounts to more than 20 days over a school year may be denied promotion to the next year.
- Grades 7 to 12:
  - Students whose cumulative absence amounts to more than 10 days over a school year may be denied promotion to the next year. According to the ministry law
  - Attendance of less than 85% per trimester in any one course may result in no credit for that course.
  - Attendance of less than 85% in any one trimester may result in the parent being asked to remove the student from the school.

## **Absences**

Absences from school or class for the following reasons will allow the student to make-up missed work and assignments for credit provided that the required official documents are presented and approved by the principal. However, it will still be counted as an absence.

- Illness
- Family emergencies
- Religious observances (Hajj only)
- College interviews or entrance examinations
- Embassy appointments
- Official sports tournaments or championship.

Students attending school related activities or programs must have prior approval from their teachers to miss class.

When a student is absent from school, it is the responsibility of a parent/guardian to inform the school by telephone prior to 8:05 a.m.

If a student is absent because of sickness, he/she cannot take part in any school activity that day, including special events and after school activities.

On the day of return after any absence, please send a note giving details of the absence. For an absence of 3 days or more, a doctor's note will be required.

It is the student responsibility to log on the LMS to check the material, assignment and homework during the absence.

## **Planned Absences**

We strongly request that parents plan vacations to coincide with school holidays. Travelling during school days will not be accepted except for Hajj which will require a copy of the student's passport.

We recognize that there are emergency situations. Students who anticipate a prolonged absence from school should notify the school. No teacher will be required to prepare materials in advance for a student who anticipates a prolonged absence. All missed school work will need to be made up upon return.

## **School Sponsored Absences**

Students participating in school-sponsored activities, must have a written permission form filed in compliance with the procedures outlined by the teacher, administration, or sponsor of the group involved. Students who miss a class as a result of participation in a school sponsored activity, are not considered absent for that day or part of the day. They are however, still expected to complete make-up work for classes missed (see Make-Up Work Policy).

A student may not participate in a school sponsored activity if he/she is absent from school or misses a class without permission on the day of the scheduled activity. If the activity starts after 8:00 a.m., the student is expected to report to school as usual, until the start of the activity. Any student, who is absent on the day following a major school event, may be prevented from participating in major school events in the future.

A student whose participation in a school sponsored activity will put him/her below the minimum attendance level may not be allowed to participate. The department principal and student's teachers will decide whether additional absences are in the best interest of the student involved.

## **Make-Up Work Policy**

When a student fails to submit a task or an assignment on time due to his absence the following make-up procedures apply:

- It is the responsibility of the student or their parents to obtain make-up assignments from the teachers and to see that the completed work is submitted within the allotted number of days.
- One day to complete make-up work is generally allowed for each day that the student was absent.
- If the absence is due to a pre-planned activity, approved by the school administration, work that is due on the day of departure should be turned in prior to leaving.

## **F. Communication**

Bedayia believes in maintaining effective communication between school and parents regarding all aspects of their child's academic and social progress. Communication with parents is critical to student success; it includes formal means like report cards, conferences,

and assemblies.

The Bedayia website and other informal approaches like phone calls, notes, special mailings, and e-mail messages are used to keep parents and students informed of the ongoing mission of Bedayia.

### Keeping Informed

- Parents and students should make every effort to be well-informed on school policy, important announcements, and upcoming events.
- Parents and students should check the Bedayia website on a regular basis to keep updated on the life of the school.
- Parents/ students are required to check **Classera** to trace their grades and follow up their daily through the daily report document which would be uploaded over the Homeroom section in LMS. This daily report would keep you updated with the material covered daily in addition to the homework and tasks assigned. In the same section (**Homeroom section**) you will find the quizzes and homework time table to organize our students' tasks and assignments. **Other sections** in LMS will be assigned to each **subject's** presentations, pictures and any other subject related material. Also, LMS can be used for communication with the teachers.
- All department newsletters and memos should be read carefully. If there are questions, please refer to the school office.
- Parents and students are responsible to check their email accounts on a daily basis. Important announcements, memos, and updates may be communicated through email.
- It is the responsibility of parents and students to check the ParentWeb daily to monitor their child's homework assignments, grades, and academic progress.
- Parents must provide the school office with a valid phone number and be sure to respond to any phone call from the school at any time during the school day.

### 'Home Connection' Books "Pre-K--- Gr-2"

Maintaining the homework assignment record is a good lesson in responsibility for Bedayia's students, as well as a tool for good communication for all students, parents, and teachers. All students are provided with Home Connection books for recording assignments as instructed by their teachers. Teachers include notes to parents in the Home Connection books and parents are encouraged to use the Home Connection books to communicate with teachers.

### Emails

Each school office and Bedayia staff member has a Bedayia email account and are responsible to check their emails daily. Parents are encouraged to use emails as an effective way to communicate with teachers and staff members as well as a way to voice concerns and suggestions. Parents and students are encouraged to check their email account on a daily basis.

## **Reporting to Parents**

All students at Bedayia receive three academic reports at the end of each trimester and three academic progress reports in the middle of each trimester every year. The school will host several Parent/Teacher conferences at times during the year. Parents are encouraged to attend those meetings, especially when it is indicated on the report card that the school administration would like to see the parents to discuss the student's progress. If the date is inconvenient, parents can call the school office to reschedule the meeting at least one week after the scheduled Parent-Teacher Conference.

## **Contacting the School Office**

The School can be contacted to request a meeting with the Principal/ vice principal and for matters related to transportation and attendance. Emailing concerns to the school offices would be appreciated.

## **School Contact**

For routine matters related to your child's academic progress and classroom activity, please bring your concerns directly to the attention of the teacher via e-mails or home connection books. If the concern is not resolved, parents are welcomed to schedule an appointment regarding their concerns with the Head of department, vice principal, principal through the school office .Please allow two working days before the meeting.

Responses to e-mails are expected within one working day.

Kindly note that unscheduled meeting may not be feasible.

## **Contact with the School Director**

The School Director will be happy to meet with parents and students regarding any concerns that cannot be answered by the student's teachers or department principal. Please contact the school office in order to schedule an appointment to ensure that the director will be available when you arrive.

**NB:** Emails are the most efficient form of communication, kindly include the students name and grade in the subject of the email.

Some of the areas for which the School Director is directly responsible include:

- new student applications and admissions;
- promotions, reporting, and grade level placement;
- policies;
- curriculum;
- staffing;
- planning and evaluation of programs

## **G. Curriculum and Academics**

Each student is expected to put forth their best effort and demonstrate a positive attitude toward all academic matters. Parents and guardians are expected to show respect and

support for their child, the staff, and the school's efforts towards academic excellence. Parents should show interest in their child's school life and hold high academic and behavioral expectations for their child.

### **Academic Programs:**

- A. The core subject curriculum based on American National Standards is taught in English using American texts in Mathematics, English Language Arts and Reading, and Modern Sciences. Student-centered learning is used and students are encouraged to experiment and think for themselves.
- B. The Religion and 'Quran' studies program in which students will achieve a minimum of 12 parts of Quran by graduation and maximally to have memorized the entirety of the Quran. In addition to religion classes, religious practices will be incorporated throughout the school day.
- C. An Arabic Language curriculum will be taught in classic standard language which supplements the Egyptian Ministry of Education Curriculum. It will be taught in a unique classroom to enhance the importance of the Arabic language in the school and in the life of the students.
- D. The Social Studies curriculum helps elementary, middle and high school students explore people from different backgrounds and different cultures while emphasizing the Islamic heritage and culture of the Middle East. Students will also take lessons that help them build their citizenship skills, map and skills, chart and graph skills, and critical thinking skills.
- E. The School prepares the students for the IB program in Grade 11 and 12. The student in BIS is awarded a high school diploma after completing the academic requirements at the end of Grade 12.

### **Homework**

Homework is an important aspect of the educational process. Teachers plan homework to develop successful and independent learning behaviors. We would like the support of parents in ensuring that students complete the tasks assigned to them. Parents should encourage their child to complete his/her homework independently, but may give guidance and help when asked. Students who persistently fail to complete these tasks are not meeting the school expectations and are not fully benefiting from the total school experience.

At Bedayia, homework:

- Builds introductions to what will be taught
- Reinforces what has been taught;
- Extends what has been taught;

- Links the school and home;
- Involves parents in the academic life of their children;
- Teaches responsibility

Homework will be evaluated by teachers in order to provide students with useful feedback. It will also be posted on daily on the Parent Web. Homework will never be used as a form of punishment.

### **Recommended Average Amount of Homework**

The amount of time expected for students to engage in homework shall be in accordance with the age, year, and developmental level of the student.

Grades 1 - 2            15 - 20 minutes per subject - 3 - 5 times per week

Grades 3 - 8            20 - 30 minutes per subject - 3 - 5 times per week

Grades 9 - 12        30 - 40 minutes per subject - 4 - 5 times per week

In addition to regular homework, students should spend 15 to 20 minutes of reading each evening.

In Bedayia we believe that organization is an essential life skill, therefore, to promote organizational skills we have implemented the following homework policy:

All students are expected to fulfill their responsibility for doing their homework. Missing homework will be recorded in the student's grade book and becomes a part of the student trimester grade. All homework assignments must be completed whether the student was present at school or absent. A teacher may refuse to accept a student's homework assignment that is incomplete or of poor quality. Homework not done may result in sitting during break to do missing work and reoccurrence may result in after school detention.

### **Homework Policy (Gr1- Gr8)**

In Bedayia , all **students** are expected to fulfill their responsibilities for doing their homework. Accordingly, the following criteria for missing home works.

<b>How frequent homework missing</b>	<b>Action taken</b>
First time	The student receives a "missing" in organization skills for this day, and the student is asked to finish the assigned work at home to be checked the next day

Second time	The student receives a "missing" in organization skills for this day, Parents are notified and the student is kept for 20 minutes during the break with an HOD to finish his/her work. <b>In addition, parents can still follow up through Renweb.</b>
Third time	The student receives a "missing" in organization skills for this day. Parents are notified and the student is kept for 20 minutes during the break with an HOD to finish his/her work. <b>In addition, parents can still follow up through Classera.</b>
Fourth time	The student receives a "missing" in organization skills for this day, <b>Parents are notified through a phone call</b> followed by a notification email from the H.O.D or the Academic coordinator as an official warning that four missing homework assignments will negatively affect the student's academic level. <b>In addition, parents can still follow up through Classera.</b>

## Homework Policy (Gr9- Gr12)

### The policy states as follows:

- If homework assignment is not submitted on time, students will lose marks from their ATL skills which account for 20% of their overall grade.
- If the student fails to meet the deadline of the formal formative tasks, students will score zero on their final score.

### Extra Support

- When it is felt that the student needs extra help in some areas, he/she may be required to receive additional support and resources as determined by the teacher and administration. This will be arranged by the administration in consultation with parents.

- Teachers may offer student support in the form of one-to-one or small group tutoring during official teacher work hours (7:30 a.m. – 3:05 p.m.) with the knowledge of the department principal.
- Teachers or assistant teachers can never receive payment from individual students for extra support during school hours, after school hours, or in home settings.

**When the need is identified, group extra support sessions may be offered after school hours or on Saturdays. A minimal charged may be set. Student Evaluation and**

### **Assessment**

- Teachers implement assessment methods that are appropriate to students' needs, capabilities, topics, and program activities.
- Student evaluation and assessment takes different forms as it is an ongoing process. It takes both formative and summative forms and is not limited to exams.
- Categories with their weight on the grades are determined by subjects and departments. Categories may include classwork, homework, participation, speaking/listening, projects, test and quizzes, lab, and others according to the subject.
- An online grading program is used in school and grades are recorded on a weekly basis. This system allows teachers to record assignments, grades, homework, and missing work that can be accessed by students and parents at home.
- It is the parents and students' responsibility to remain current on the academic progress and grades of the student by accessing this program on a regular basis.
- Rubrics are used for grading of oral work, presentations, performance tasks, projects, and group work.
- Students receive regular praise and positive acknowledgement for good work, behavior, achievements, and improvement.
- Appropriate awards may be offered to students for academic or related progress or contests.

### **Report Cards**

- Report cards are issued three times a year at the end of each trimester and may be discussed during parent/teacher conferences. It is the responsibility of parents to meet with teachers during the conference days to discuss their child's academic progress, work habits, and social development. Afterwards parents should review the report card with their child to encourage improvement in the needed areas.
- Any comments and grades on report cards should be supported by documentation.

## Assessment Policy for Grades 1-6

In **BIS**, we have a unified and unique grading system where our assessment scheme is divided as follows:

Type of Assessment	Percentage	Description
Formative Assessment	30%	A collection of tasks identified covering all criteria
Summative Assessment	50%	A final exam and a performance task covering all criteria
ATLs	20%	<ul style="list-style-type: none"> <li>• Organization skills are recorded and assessed all the time.</li> <li>• A minor component of (Thinking, Collaborative, communication, research and self-management) is assessed every trimester.</li> </ul>

As we do not only care for knowledge and understanding but also to students` skills, when teachers record ATLs these are the terms they use and what they mean

Terms Used	Descriptor	Converted mark in the recording system
Matter to be addressed	That the student rarely shows this skill.	1
Needs Improvement	That the student only shows this skill sometimes.	2
Below level	That the student meets the expectations by showing this skill most of the time.	3
To level	That the student meets the expectations by showing this skill all of the time	4

## Middle and High School Assessment

### What is assessment?

*"It is the evaluation of the ability of a student"* usually using an **assessment task**.

Assessment can be formal or informal. Tasks include:

### Formative Assessment 30%

Students will be given a formal formative schedule every trimester. Each grade level will be taking two formal formative assessments weekly on a specific day as per the schedule. This schedule is designed to ensure that each core subject is assessed at least twice per trimester.

#### ▪ Formal Assessment

For example: classroom tests, timed writing, essays: descriptive, argumentative, projects, investigations, field work, practical work, examination.....

#### ▪ Informal Assessment

For example: observations, dialogues, interviews and conferencing, role plays, presentations, student self-assessment, video/audio recording and photographs.....

### ATL's Assessment 20%

- **5% Organization Skills** (Meeting deadlines – Readiness to class – Neatness and organization of the notebooks and filing system)
- **15% ATL's** (Communication skills, Social skills, Self-management skills, Research skills, and Thinking skills)

### Summative Assessment

- **Trimester Test 25%**
- **Performance Task 25%**

For example: a major project, task, research.....

### Make up exam/ retake policy Gr7-12:

Formal formatives are an essential part of student evaluation. Thus, missing an exam has a detrimental effect on the student academic progress and gives a false indication of his/her academic stand. It is detrimental that you review the Trimester assessment schedule and make sure that your son/daughter is not absent from school on the exam day. The school policy regarding missing any assessments is:

**Make-up Exams:** These are set at the discretion of the administration. It is essential that any student who misses an exam takes the make-up: otherwise, further consequences will apply at the discretion of the administration.

### **Grading of make-up and re-take exams.**

- Make-ups: Only if absence from an exam is excused (upon an official medical report), or official sports tournaments from an authorized sports club. For one – three days maximum, a note from the parents is acceptable provided that the student presents it on the day he/she returns to school. If the student is absent for

more than three days a student is excused if he presents an official medical report upon return. An official sports tournament for an authorized sports club or an official sports association has to be presented in advance, then a makeup exam will be given and the full grade counted. This is available for all subjects. The Academic Administration reserves the right not to set a make-up under certain circumstances.

- Retakes: These are given to students who failed the original exam. The maximum grade attainable on the re-take exam is: 6. This option is also open to passing students, where the same grading applies. The same policy applies to students who are absent for UNEXCUSED ABSENCE. By the end of the trimester, students will have a chance to sit for a comprehensive formal formative task to replace the lowest grade among their trimester quizzes.
- For missing make-up exams or re-take exams, without a valid reason, a student will be required to take the exam on the day he/she showed up in the school.

### **GR 10- GR12**

- Retakes: These are given to students who which to enhance the grade on the original exam. The maximum grade attainable on the re-take exam is: 6. This option is also open to passing students, where the same grading applies. The same policy applies to students who are absent for UNEXCUSED ABSENCE. By the end of the trimester, students will have a chance to sit for a comprehensive formal formative task to replace the lowest grade among their trimester quizzes.

### **Assessment rubrics**

Each subject has its own assessment criteria.

Teachers develop task-specific rubrics, which describe levels of achievement in each of the four subject-assigned criteria.

**The following is the general criteria for the different subjects:**

By the end of the year the students will be able to:

<b>Language &amp; Literature (English – Arabic)</b>		
<b>Criterion A</b>	<b>Analyzing</b>	Analyze text, analyze the effects of the creators' choice on the audience, justify opinions and ideas, evaluate similarities and differences
<b>Criterion B</b>	<b>Organizing</b>	Employ organizational structures, organize opinions and ideas, use referencing and formatting tools
<b>Criterion C</b>	<b>Producing text</b>	Produce texts that demonstrate insight, imagination and sensitivity, make stylistic choices in terms of linguistic, literary and visual devices, select relevant details and examples to develop ideas

<b>Criterion D</b>	<b>Using Language</b>	Use appropriate and varied vocabulary, write and speak in register and style that serve context and intention, use correct grammar, syntax and punctuation, spell, write and pronounce accurately, use appropriate non-verbal communication techniques
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<b>Mathematics</b>		
<b>Criterion A</b>	<b>Knowing &amp; Understanding</b>	Select and apply appropriate mathematics when solving problems in familiar and unfamiliar situations in a variety of contexts
<b>Criterion B</b>	<b>Investigating Patterns</b>	Select and apply mathematical problem-solving techniques to discover patterns, describe as general rules and verify them
<b>Criterion C</b>	<b>Communicating</b>	Use appropriate mathematical language and representations, communicate mathematical lines of reasoning, organize information using a logical structure
<b>Criterion D</b>	<b>Applying Mathematics in real-world context</b>	Identify relevant elements of authentic real-life situations, select and apply mathematical strategies to reach a solution, justify the degree of accuracy and whether the solution makes sense in context of the authentic real-life situation

<b>Sciences (Integrated Science - Biology - Chemistry - Physics)</b>		
<b>Criterion A</b>	<b>Knowing and understanding</b>	Explain scientific Knowledge, apply scientific knowledge and understanding to solve problems in familiar and unfamiliar situation, analyze and evaluate information to make scientifically supported
<b>Criterion B</b>	<b>Inquiring and designing</b>	Explain a problem/question to be tested by a scientific investigation, formulate a testable hypothesis and explain it using scientific reasoning, explain the variables and the how data is collected, design scientific
<b>Criterion C</b>	<b>Processing and evaluating</b>	Present, interpret data and explain results using scientific reasoning, evaluate the validity of a hypothesis and method used, explain improvements or extensions to the method

<b>Criterion D</b>	<b>Reflecting on the impact of Science</b>	Explain the ways in which science is applied, discuss and evaluate implications of the use of science, apply scientific language effectively, document the work of others and sources of information used
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### Language Acquisition (French)

<b>Criterion A</b>	<b>Comprehending spoken and visual text</b>	Listen for specific purposes and respond to show understanding, interpret visual text that is represented with spoken text, engage with the text by supporting opinion and personal response
<b>Criterion B</b>	<b>Comprehending written and visual text</b>	Read for specific purposes and respond to show understanding, interpret visual text that is represented with written text, engage with the text by supporting opinion and personal response
<b>Criterion C</b>	<b>Communicating in response to spoken, written and visual text</b>	Interact and communicate in various situations, express thoughts, feelings, ideas, opinions and information in spoken and written form, speak and write for specific purposes
<b>Criterion D</b>	<b>Using Language</b>	Organize thoughts, feelings, ideas, opinions and information in spoken and written form, develop accuracy when speaking and writing

### Individuals & Societies (History – Geography – Social Studies - Religion)

<b>Criterion A</b>	<b>Knowing &amp; Understanding</b>	Use terminology in context, demonstrate knowledge and understanding of content and concepts
<b>Criterion B</b>	<b>Investigating</b>	Formulate a clear focused research question and justify its relevance, formulate and follow an action plan to investigate the research question, use research methods to collect information, evaluate the process and results of the investigation
<b>Criterion C</b>	<b>Communicating</b>	Communicate and structure information and ideas, document sources of information using a recognized convention

<b>Criterion D</b>	<b>Thinking Critically</b>	Discuss concepts, issues, models, visual representation and theories, synthesize information, analyze and evaluate sources /data using OPVL (origin, purpose, values and limitations)
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The Assessment Criteria across subject groups can be summarized as follows:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Language and literature</b>	Analyzing	Organizing	Producing text	Using language
<b>Language acquisition</b>	Comprehending spoken and visual text	Comprehending written and visual text	Communicating	Using language
<b>Individuals and societies</b>	Knowing and understanding	Investigating	Communicating	Thinking critically
<b>Sciences</b>	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
<b>Mathematics</b>	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics In real-world contexts

Assessment Schedule Gr7- 12:

Trimester Assessment Schedule 2018 - 2019										Grade 7		
English	Math	Science	French	Eng. S. St	Arabic	Religion	Ar. S. St	P.T. Teacher Reading	P.T. 1st Draft	P.T. Final Deadline		
Week 1												
Day												
Week 2		Criterion B										
Day		Thursday										
Week 3	Criterion A		Criterion A					Arabic				
Day	Thursday		Thursday					Thursday				
Week 4		Criterion A		Criterion A				Ar. S. St.	Arabic			
Day		Thursday		Thursday				Thursday				
Week 5			Criterion C		Criterion A			Criterion A	Ar. S. St.	Arabic		
Day					Thursday			Thursday				
Week 6					Criterion A	Criterion A		Eng. S. St.		Ar.S.St.		
Day					Thursday	Thursday		Thursday				
Week 7	Criterion D		Criterion A					Science	Eng. S. St.			
Day	Thursday		Thursday					Thursday				
Week 8		Criterion A		Criterion A				Math	Science	Eng. S. St.		
Day		Thursday		Thursday				Thursday				
Week 9	Criteria B,C,D				Criterion A			Criterion A	English & French	Math		
Day	Thursday				Thursday			Thursday		Science		
Week 10					Criterion A	Criterion A			English & French	Math		
Day					Thursday	Thursday						
Week 11	No Tasks or Assignments											
Week 12	Trimester Tests											

Trimester Assessment Schedule 2018 - 2019										Grade 8		
English	Math	Science	French	Eng. S. St	Arabic	Religion	Ar. S. St	P.T. Teacher Reading	P.T. 1st Draft	P.T. Final Deadline		
Week 1												
Day												
Week 2		Criterion B										
Day												
Week 3	Criterion D		Criterion A					Arabic				
Day	Wednesday		Wednesday					Wednesday				
Week 4		Criterion A		Criterion A				Ar. S. St.	Arabic			
Day		Wednesday		Wednesday				Wednesday				
Week 5			Criterion C		Criterion A			Criterion A	Ar. S. St.	Arabic		
Day					Wednesday			Wednesday				
Week 6					Criterion A	Criterion A		Eng. S. St.		Ar.S.St.		
Day					Wednesday	Wednesday		Wednesday				
Week 7	Criterion D		Criterion A					Science	Eng. S. St.			
Day	Wednesday		Wednesday					Wednesday				
Week 8		Criterion A		Criterion A				Math Criterion	Science	Eng. S. St.		
Day		Wednesday		Wednesday				Wednesday				
Week 9	Criteria B,C,D				Criterion A			Criterion A	English & French	Math		
Day	Thursday				Wednesday			Wednesday		Science		
Week 10					Criterion A	Criterion A			English & French	Math		
Day					Wednesday	Wednesday						
Week 11	No Tasks or Assignments											
Week 12	Trimester Tests											

**Trimester Assessment Schedule 2018 - 2019**

**Grade 9**

	English	Math	Science	French	Ing. S. S	Arabic	Religion	Ar. S. St.	P.T. Teacher Heading	P.T. 1st Draft	P.T. Final Deadline
<b>Week 1</b>											
<b>Day</b>											
<b>Week 2</b>			Criterion B								
<b>Day</b>			Tuesday								
<b>Week 3</b>	Criterion A		Criterion A						Arabic		
<b>Day</b>	Tuesday		Tuesday						Tuesday		
<b>Week 4</b>		Criterion A	Criterion C	Criterion A					Ar. S. St.	Arabic	
<b>Day</b>		Tuesday	Tuesday	Tuesday					Tuesday		
<b>Week 5</b>					Criterion A			Criterion A		Ar. S. St.	Arabic
<b>Day</b>					Tuesday			Tuesday			
<b>Week 6</b>						Criterion A	Criterion A		Eng. S. St.		Ar.S.St.
<b>Day</b>						Tuesday	Tuesday		Tuesday		
<b>Week 7</b>	Criterion C		Criterion A						Science	Eng. S. St.	Math
<b>Day</b>	Tuesday		Tuesday						Tuesday		
<b>Week 8</b>		Criterion A		Criterion A					Math	Science	Eng. S. St.
<b>Day</b>		Tuesday		Tuesday					Tuesday		
<b>Week 9</b>					Criterion A			Criterion A	English & French	Math	Science
<b>Day</b>					Tuesday			Tuesday	Tuesday		
<b>Week 10</b>						Criterion A	Criterion A			English & French	Math
<b>Day</b>						Tuesday	Tuesday				
<b>Week 11</b>	<b>No Tasks or Assignments</b>										English & French
<b>Week 12</b>	<b>Trimester Tests</b>										

**Trimester Assessment Schedule 2018 - 2019**

**Grade 10**

	English	Math	Biology	Chemistry	French	Business	Arabic	Religion	r. S. St	P.T. Teacher Heading	P.T. 1st Draft	P.T. Final Deadline
<b>Week 1</b>												
<b>Day</b>												
<b>Week 2</b>			Criterion C	Criterion B								
<b>Day</b>			Monday	Monday								
<b>Week 3</b>	Criterion A			Criterion A						Arabic		
<b>Day</b>	Sunday			Sunday						Sunday		
<b>Week 4</b>		Criterion A		Criterion C	Criterion A					Ar. S. St. & Chemistry	Arabic	
<b>Day</b>		Sunday			Sunday					Sunday		
<b>Week 5</b>			Criterion A			Criterion A				Math & Business	Ar. S. St. &	Arabic
<b>Day</b>			Sunday			Sunday				Sunday		
<b>Week 6</b>							Criterion A	Criterion A	Criterion A		Math & Business	Ar.S.St. &
<b>Day</b>							Sunday	Sunday	Sunday			
<b>Week 7</b>	Criterion C			Criterion A						Biology		Math & Business
<b>Day</b>	Sunday			Sunday						Sunday		
<b>Week 8</b>		Criterion A		Criterion B	Criterion A						Biology	
<b>Day</b>		Sunday			Sunday							
<b>Week 9</b>			Criterion A			Criterion A				English & French		Biology
<b>Day</b>			Sunday			Sunday				Sunday		
<b>Week 10</b>							Criterion A	Criterion A	Criterion A		English & French	
<b>Day</b>							Sunday	Sunday	Sunday			
<b>Week 11</b>	<b>No Tasks or Assignments</b>											English &
<b>Week 12</b>	<b>Trimester Tests</b>											

**Trimester Assessment Schedule 2018 - 2019**

**Grade 11**

	English	Math	Physics /	Chemistry /	French	Arabic	Religion	P.T. Teacher Handing	P.T. 1st Draft	P.T. Final Deadline	
<b>Week 1</b>											
<b>Day</b>											
<b>Week 2</b>											
<b>Day</b>											
<b>Week 3</b>	Criterion A			Criterion A				Arabic			
<b>Day</b>	Monday			Monday				Monday			
<b>Week 4</b>		Criterion A			Criterion A			Chemistry/ History	Arabic		
<b>Day</b>		Monday			Monday			Monday			
<b>Week 5</b>			Criterion A					Math	Chemistry / History	Arabic	
<b>Day</b>			Monday					Monday			
<b>Week 6</b>						Criterion A	Criterion A		Math	Chemistry / History	
<b>Day</b>						Monday	Monday				
<b>Week 7</b>	Criterion A			Criterion A				Physics/ Econ		Math	
<b>Day</b>	Monday			Monday				Monday			
<b>Week 8</b>		Criterion A			Criterion A				Physics/ Econ.		
<b>Day</b>		Monday			Monday						
<b>Week 9</b>			Criterion A					English & French		Physics/ Econ	
<b>Day</b>			Monday					Monday			
<b>Week 10</b>						Criterion A	Criterion A		English & French		
<b>Day</b>						Monday	Monday				
<b>Week 11</b>	No Tasks or Assignments										English & French
<b>Week 12</b>	Trimester Tests										

**Trimester Assessment Schedule 2018 - 2019**

**Grade 12**

	English	Master Statistics	Biology	Physics /	French	Comp. Science/ Comp.	Arabic	Religion	P.T. Teacher Handing	P.T. 1st Draft	P.T. Final Deadline
<b>Week 1</b>											
<b>Day</b>											
<b>Week 2</b>											
<b>Day</b>											
<b>Week 3</b>	Criterion A		Criterion A						Arabic		
<b>Day</b>	Monday		Monday						Monday		
<b>Week 4</b>		Criterion A			Criterion A				Physics/ Psych.	Arabic	
<b>Day</b>		Monday			Monday				Monday		
<b>Week 5</b>				Criterion A		Criterion A			Math / Statistics	Physics/ Psych.	Arabic
<b>Day</b>				Monday		Monday			Monday		
<b>Week 6</b>							Criterion A	Criterion A	Comp. Sci./	Math / Statistics	Physics/ Psych.
<b>Day</b>							Monday	Monday	Monday		
<b>Week 7</b>	Criterion A		Criterion A						Biology/ Business	Comp. Sci./	Math / Statistics
<b>Day</b>	Monday		Monday						Monday		
<b>Week 8</b>		Criterion A			Criterion A					Biology/ Business	Comp. Sci./
<b>Day</b>		Monday			Monday						
<b>Week 9</b>				Criterion A		Criterion A			English & French		Biology/ Business
<b>Day</b>				Monday		Monday			Monday		
<b>Week 10</b>						Computer Science	Criterion A	Criterion A		English & French	
<b>Day</b>						Monday	Monday	Monday			
<b>Week 11</b>	No Tasks or Assignments										English & French
<b>Week 12</b>	Trimester Tests										

## Academic Excellence

Academic achievement will be recognized and rewarded. A High Honor Roll Certificate is awarded at the end of the trimester to a student making an "A" in all subjects, with satisfactory or better in all areas of work habits and social skills. An Honor Roll Certificate is awarded at the end of the trimester to a student receiving an "A" or "B" in all subjects with no lower than satisfactory ratings for work habits and conduct.

## Merit Awards

Students receive special recognition at the school through a variety of awards and programs. These awards are intended to promote and recognize academic skills, perfect attendance, special contributions, and good citizenship. Teachers and parents are expected to promote these awards as an encouragement and incentive towards special effort and achievement by the student.

## Eligibility for School Teams

Students who show talent and abilities in different areas may be asked to join the school team or represent the school in their area of talent. To be eligible to participate on a school team, a student must maintain a C average in the academic subjects of English, Math, Science, Social Studies, French, and Arabic. In the remaining subjects, the student must maintain a passing grade. In addition, the student must hold satisfactory ratings for work habits and conduct in all areas. The department principal will make the final decision on the eligibility of a student to participate on a school team.

## Academic Honesty

Academic Honesty is a set of values and skills that promote personal integrity in teaching, learning and assessment. The Academic Honesty Policy of Bedayia International School embodies the basic fundamentals of **trust, integrity, fairness, respect, and responsibility.**

Bedayia International School is committed to the code of Academic Honesty that aligns with the IB programme requirement

*"An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or*

*paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged. This requirement includes a candidate's responses to examination papers in May and/or November. All quotations in a candidate's examination script must be properly acknowledged."* IB Diploma Program Academic Honesty, July 2011

We, at Bedayia International School, encourage both the academic and personal integrity which is required from all members of the school community. Bedayia's Academic Honesty Policy is designed to explain and clarify the malpractice that can lead to unfair advantage in academic work and the consequences to that.

### **Malpractice:**

The Regulations define malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own.

*Examples:*

- Any representation of others' work as your own
  - Non original work that is not cited and appropriately referenced in submissions.
  - Copying information from a book or a website.
  - Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear.
  - Failure to identify source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc.) that you've derived your work from.
  - Using online language translators unless explicitly allowed.
- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

*Examples:*

- Helping someone else cheat both deliberately and through support.
  - Allowing your work to be copied and/or submitted by another student.
  - Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of assignment).
  - Representing significantly unequal work as an equal collaboration.
  - Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
  - Sharing information about assessment content and questions with other students.
- 
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
  - **Misconduct during an examination,** including the possession of unauthorized material.
  - **Disclosing information** to another candidate, or **receiving information** from another candidate, about the content of an examination paper
  - **Any other behavior** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Academic Honesty in the IB educational Context, July 2014.

## **Repercussions:**

Malpractice incident will be thoroughly investigated. Penalties are imposed to ensure that an unfair advantage is not given, to maintain the school code of integrity, and to ban other students from taking the same action. Appropriate consequences will be administered within the school disciplinary system and decided upon by school administration.

Students should be aware that the school will be checking students' work for plagiarism using a web-based plagiarism prevention service. (turnitin.com)

### **References:**

- IB Diploma Programme Academic Honesty Handbook- July 2011
- Citation of schools referenced in the writing of this policy:
  - Bloomfield Hills School
  - Convent & Stuart Hall – San Francisco
  - UNIS (United Nations International School)

## Promotion Policy

### KG1 to Gr2

Although there are no specific requirements for promotion from KG1--- Gr2, where deemed beneficial and appropriate, the school may recommend on academic grounds that a student repeats the year. Such a recommendation is made after detailed consultation between the class teacher, the principal and Director.

### Grade 3 to 9

Minimum requirements have been established that determine if a student is promoted to pass to the next level. A student who has a final grade (the three trimester grades being averaged together) of less than 60% and thus has received an "F" in the subject, will be said to have failed the course. The student should engage in remedial work in the summer. A retest may be given in mid-July or August to assess whether the student has improved and is able to meet the minimum requirements. A student is permitted to take a maximum of two retests.

A student who has a final grade of less than 60% and thus has received an "F" in three or more of the core subjects (English, Math, Science, Social Studies), will not have met the minimum requirements and will not be eligible to pass to the next grade. Promotion to the next grade will be denied and re-enrollment may be reviewed. Ministry regulations apply to the Ministry subjects such as Arabic, Religion, and Arabic Social Studies.

### Make-up examinations (Grades 3 to 9)

Students who do not reach the requirements for promotion are offered the opportunity to take make-up examinations either in July or/ and August before the commencement of the next academic year. A ceiling grade of "C" is acquired if the student passes the make-up exam. Students who have make-up exam will **Not** be issued in June. Report Cards will be issued only after the result of the make-up exam.

Excessive absence ban student promotion to the next academic year. (Please refer to attendance section).

### Grade 10 and 11

At the end of the school year in June, the student must have an individual subject average of 60% or above in English and Mathematic, and to have passed at least four more subjects in total.

### Make-up examinations (Grades 10 and 11)

For students failing to reach the requirements for promotion, make-up exams are offered in July or/ and August in all subjects before the new academic year starts in September. A

ceiling grade of "C" is acquired if the student passes the make-up exam. Students who have make-up exam will be issued the report cards in June after the result of the make-up exam.

### **Grade 12**

To successfully complete grade 12, at the end of the school year in June, the student must have an individual subject average of 60% or above in English and Mathematics, and to have passes at least four more subjects in total.

### **Note:**

In grade 10-12 a student must pass at least 5 subjects (Math and English are mandatory in order to be promoted to the next grade level).

Subjects' requirements may vary according to university and majors.

### **Kindergarten Assessment Policy**

Kindergarten children are not only evaluated on cognitive skills, but also on the social, personal, emotional, and physical aspects of development. Assessment is a natural, ongoing and important part of daily learning. By questioning and talking to children, listening to the language they use and observing their behavior, teachers gain information about children's levels of skill and understanding.

Verbal praise and incentives will be offered by teachers to recognize achievements and to develop good character traits and good work habits. Throughout the year, the teacher will observe student learning and will record their findings on the trimester report card.

## **H. Student management system**

The school discipline system is designed to ensure the safety and well-being of all students. It is neither meant to label students nor is it meant to punish them. The system is implemented in a way that ensures the application of reflection on the situation; empathy for others and consequences. We also believe in communication with parents to help improve our students' behavior by working together on the same track.

The following is a framework of the BIS student management procedures implemented by the Vice Principle and discipline coordinator.

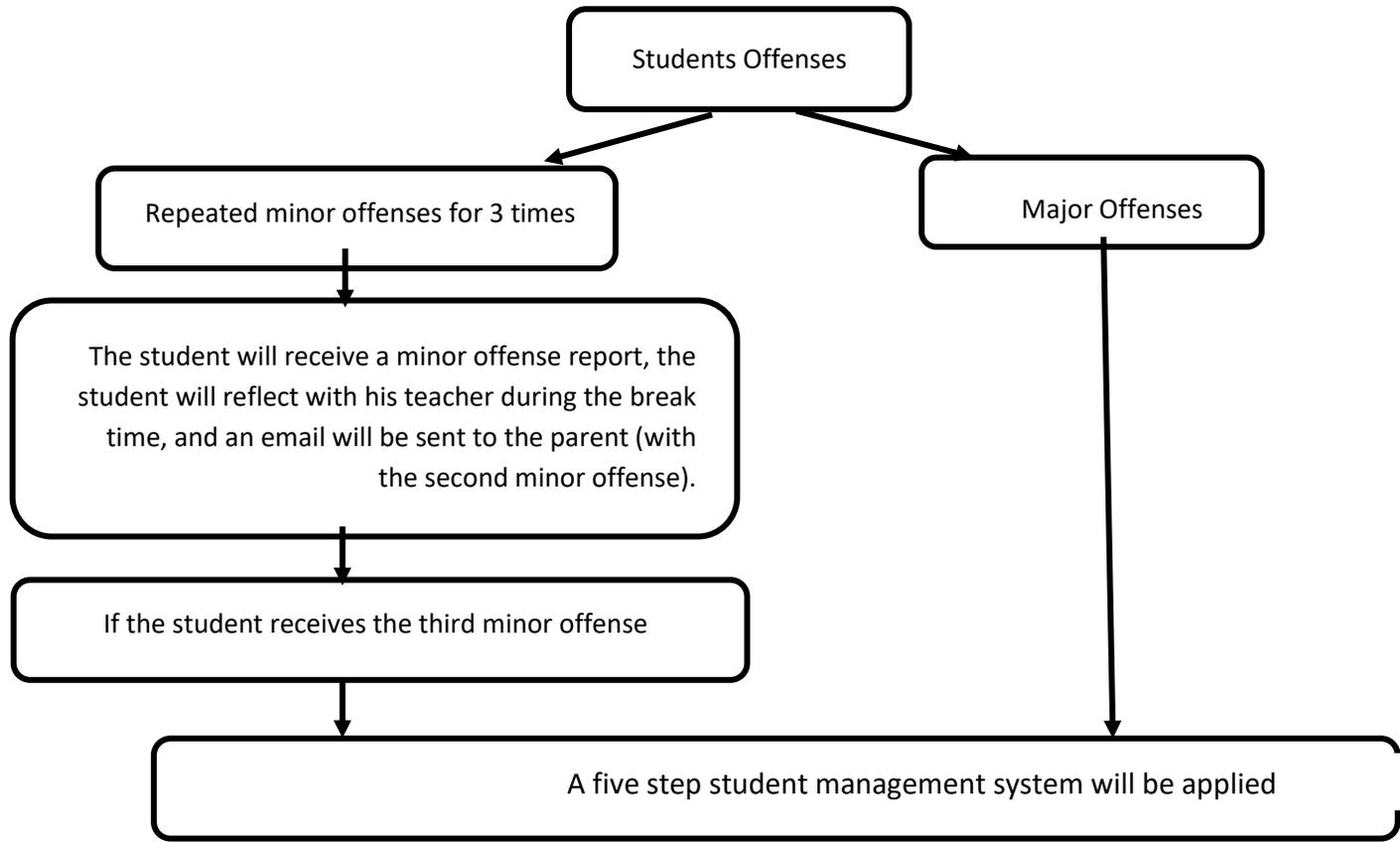
### **The Student Management System for KG'S:**

1. The teacher will refer the student to the discipline coordinator after used 3 different tools and it still doesn't work.
2. The discipline coordinator will deal with the student according to the referral form that sent by the teacher using (role play, story, videos, ....etc.).
3. The discipline coordinator will contact with the parent to follow up and make sure that all the stockholders on the same track.
4. The discipline coordinator will refer the student to the school psychologist in case of 3 different teachers referred the same student during the same week.
5. The school psychologist will observe the student in & out the class then have a conference with his/her parent to put the plan that she should follow.

### **The Student Management System Gr1---Gr4**

The school discipline system is designed to ensure the safety and well-being of all students. It is neither meant to label students nor is it meant to punish them. The system is implemented in a way that ensures the application of reflection on the situation; empathy for others and consequences. We also believe in communication with parents to help improve our students' behavior by working together on the same track.

The following is a framework of the BIS student management procedures implemented by the Vice Principle and discipline coordinator.



### What are major offenses?

- Disrespecting teacher
- Physical Assault
- Bullying (Verbally or Physically)
- Using foul language
- Cheating and plagiarism
- Bringing dangerous devices to school (penknife)
- Tardiness (3 min or more), or skipping class
- In class unattended
- Breaking school rules/ policies
- Vandalism

### What are minor offenses?

- Violation of classroom rules.
- Speaking in a language other than the language of instruction.
- Refusal to participate in classroom activities.

- Inappropriate language.
- Failure to bring classroom materials or assigned work.
- Property misuse.
- General misbehavior, such as eating in class, making loud noises, any act that interrupts the learning etc.....

## **Five steps student management system (GR1- GR2)**

### **1. Step 1**

- Student reflective report 1 signed by parents and kept in the students file.
- 1 day break detention (Reflection).
- An email is sent to the parents.
- I can do it card.

### **2. Step 2**

- Student reflective report 2 signed by parents and kept in the students file.
- 3 days break detention (Reflection).
- An email is sent to the parents.
- Parent - Vice Principal Conference.
- School Psychologist – students Conference.
- Goal card for 2 weeks (If fulfilled, step 2 will be erased, this card is taken once per year)

### **3. Step 3**

- Student reflective report 3 signed by parents and kept in the students file.
- Half a day in school suspension.
- An email is sent to the parents.
- Parent - Vice Principal Conference.
- The student is responsible for covering all missed material for this day.
- Weekly behavior report.
- Following up with the school psychologist.

### **4. Step 4**

- Student reflective report 4 signed by parents and kept in the students file.
- Full day in school Suspension, number of days to be decided by school administration.
- An email sent to the parents.
- Parent- Principal Conference.
- Behavior probation contract.

### **5. Step 5**

- Student reflective report 5 signed by parents and kept in the students file.
- Full day in school Suspension, number of days to be decided by school administration.
- An email sent to the parents.
- Parent- Principal Conference.

- Parent may be asked to sign consent to remove child from school if he/she violates another rule.
- ❖ If reflective report is not signed and returned the day after receiving a step, student will not be allowed into classes.
- ❖ Some serious unacceptable behaviors, such as fighting and extreme disrespect to a staff member, may require immediate action and may not follow all the steps gradually, rather may proceed to step 3 or 4 immediately.
- ❖ Any student that receives step 2 or more may not participate in any extra-curricular activities.

## **Five steps student management system (Gr3 - Gr4 )**

### **1. Step 1**

- Student reflective report 1 signed by parents and kept in the students file.
- 3 days break detention (Reflection).
- An email is sent to the parents.
- I can do it card.
- Any other disciplinary action deemed appropriate by administration

### **2. Step 2**

- Student reflective report 2 signed by parents and kept in the students file.
- An email is sent to the parents.
- Parent - Vice Principal Conference
- A half day in school suspension.
- The student is responsible for covering all missed material for this half day.
- School Psychologist Conference
- Goal card for 2 weeks (If fulfilled, step 2 will be erased, this card is taken once per year)
- Any other disciplinary action deemed appropriate by administration

### **3. Step 3**

- Student reflective report 3 signed by parents and kept in the students file.
- An email is sent to the parents.
- Parent - Vice Principal Conference.
- A full day in school suspension.
- The student is responsible for covering all missed material for this day.
- Weekly behavior report.
- Any other disciplinary action deemed appropriate by administration

#### 4. Step 4

- Student reflective report 4 signed by parents and kept in the students file.
- An email sent to the parents.
- Parent- Principal Conference.
- Full day in school Suspension, number of days to be decided by school administration (community service).
- Behavior probation contract.
- Any other disciplinary action deemed appropriate by administration

#### 5. Step 5

- Student reflective report 5 signed by parents and kept in the students file.
  - An email sent to the parents.
  - Parent- Principal Conference.
  - Full day in school Suspension, number of days to be decided by school administration.
  - Parent may be asked to sign consent to remove child from school if he/she violates another rule.
  - Any other disciplinary action deemed appropriate by administration
- 
- ❖ If reflective report is not signed and returned the day after receiving a step, student will not be allowed into classes.
  - ❖ Some serious unacceptable behaviors, such as fighting and extreme disrespect to a staff member, may require immediate action and may not follow all the steps gradually, rather may proceed to step 3 or 4 immediately.
  - ❖ Any student that receives step 2 or more may not participate in any extra-curricular activities.

## Student Management System Gr5 --- Gr12

### Policies

#### Mobile Phone Policy

Students are not allowed to bring valuable items to school, as they can be easily lost or stolen. Students remain responsible for all of their personal belongings whilst at school. There are no reasons why a student should have their mobile phones in their possession or use a mobile phone during the school day. Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

If a student accesses his/her phone during the school hours, the school has the right to confiscate the phone immediately. On the school premises the phone must be switched off or put on silent mode. Any disruptions due to ringtones, alarms, vibrations etc. will result in immediate

confiscation. Phone use which is discovered via social networking sites or by other indirect means will also result in immediate confiscation. The administration will determine how long the phone will be confiscated.

Number of Confiscations	Consequence
1 <sup>st</sup>	1 day
2 <sup>nd</sup>	3 days
3 <sup>rd</sup>	1 week
4 <sup>th</sup>	End of Trimester

- ❖ The administration has the right to escalate consequences based on the severity of actions.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Management System Policy. The above regulations will be applied on and outside of campus.

### **Lateness to Class Policy**

Students are expected to be on time to all classes. Students are to be inside the classroom when the bell rings. Classroom doors will be closed once the bell rings. Students who are late must report to the hallway supervisor to receive a late pass. Late students will NOT be allowed to enter class without a late pass. Students who receive three or more late passes will be subjected to the student management system.

### **Dress Code Policy**

Students are expected to wear their full school uniform daily unless announced otherwise by the school administration. The school reserves the right to send home a student who is inappropriately dressed as per the following system:

Number of Incidents	Consequence
1 <sup>st</sup>	Email to parents
2 <sup>nd</sup>	Phone call to parents
3 <sup>rd</sup>	Student will be asked to go home

Students who are not dressed according to Bedayia uniform or according to the dress code on out of uniform days will be subject to the student management system.

- ❖ The administration has the right to escalate consequences based on the severity of actions.

### **Bus Code of Conduct**

Please be aware that the school bus is an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Bedayia International School and we reserve the right to take whatever action is necessary to maintain a high level of safety.

Students that misbehave on the bus will receive the following consequences.

Referral 1- Warning (email to parents and bus warning signed by parent)

Referral 2- 3 Days suspension from bus (phone call to parents and warning number two signed by parent)

Referral 3- 5 Days suspension from bus (phone call to parents)

Referral 4- Expulsion from bus

- ❖ The nature of the referral might demand a higher level of consequence.

### **Clinic Policy**

Except in the case of emergency, students may visit the clinic only after obtaining a clinic pass from their teacher. Students need to come to the clinic if feeling ill. We value education and will encourage students to remain in school or class unless they have a communicable illness that prevents them from attending school. Students are encouraged to visit the clinic during break, unless it is an emergency.

### **Behavior Support and Positive Intervention:**

In Bedayia we believe that teaching behavioral expectations and rewarding students for following them would result in creating functional adults who are able to take sound decisions therefore, we also recognize the need to intervene positively whenever a student misbehaves to direct students towards improving their personal/ social conduct. The teacher is the primary support in the classroom. When the classroom management system no longer successfully corrects misbehavior, the teacher will then refer the student to the school's assistant principal with an office referral form. Prior to referring students to the office teachers must have completed at least three teacher referral forms.

Offenses that generally occur in the classroom and can be corrected by the teacher should be documented in the teacher referral form. Offenses that are major and need direct administrative referral should be documented with the office referral form.

**Minor offenses may include but are not limited to:**

- Violation of classroom rules
- Speaking in a language other than the language of instruction
- Refusal to participate in classroom activities
- Unexcused tardiness
- Inappropriate language
- Failure to bring classroom materials or assigned work
- Property misuse
- General misbehavior, such as eating in class, making loud noises, any act that interrupts the learning etc.....

**Major offenses may include but are not limited to:**

- Disrespect
- Foul language
- Vandalism
- Physical Assault
- Bullying (All forms)
- Sexual assault
- Robbery
- Smoking/ Controlled substances
- Plagiarism/ Cheating
- Dangerous devices
- Hate violence
- Obscene acts/ Vulgarity
- Skipping class

**Five Steps Student Management System (Gr 5- Gr8)**

**Offense**

First offense (Warning 1 from teacher)

Second offense (Warning 2 from teacher)

**Minor 1**

Third offense = Minor 1 (reflection report + email to parents + half break detention)

**Minor 2**

Minor 2 from same teacher or from different teachers. (reflection report + email to parents + one break detention)

## **Major**

**Step 1** (3 days break detention + email to parents)

**Step 2** (5 days break detention + email to parents + 1 week no PE + follow up for 2 weeks using Goal Card)

### **Goal Card:**

- 1- It is the responsibility of the student to set a goal depending on the reflection report written in detention.
- 2- It is the responsibility of the Discipline Office to give the student 2 empty copies of the school schedule for 2 weeks.
- 3- It is the responsibility of the student to keep the goal card and give it to each teacher at the beginning of the session and collect it at the end of the session.
- 4- It is the responsibility of each teacher to give a mark on how much the student worked towards reaching the set goal before the end of the session.
- 5- It is the responsibility of the student to show the goal card to the Discipline Office at the beginning of each break.
- 6- It is the right of the Discipline Office to give the student a break detention if the student didn't work hard enough to reach the goal.
- 7- It is the responsibility of the student to get the parents signature on the goal card daily.

**Step 3** (3 days in-school suspension (material covered in class will not be covered by the teacher again to the student and it will be the student responsibility) + parents meeting + no trips / no PE for 2 weeks + behavior report)

**Step 4** (probation + out of school suspension according to the school administration (material covered in class will not be covered by the teacher again to the student and it will be the student responsibility) + parents meeting)

**Step 5** suspension out of the school, decided by the school administration

## **Five Steps Student Management System (grades 9-12)**

### **1. Step 1**

- Student reflective report 1 signed by parents and kept in the students file.
- 3 days break detention (Reflection).
- An email is sent to the parents.
- Any other disciplinary action deemed appropriate by administration

### **2. Step 2**

- Student reflective report 2 signed by parents and kept in the students file.
- Suspension from extracurricular sessions and activities for one week.
- An email is sent to the parents.
- School Psychologist Conference
- Any other disciplinary action deemed appropriate by administration

### 3. Step 3

- Student reflective report 3 signed by parents and kept in the students file.
- Parent - Vice Principal Conference.
- Full day in school suspension, number of days to be decided by school administration (community service).
- The student is responsible for covering all missed material for this day.
- Suspension from extra -curricular sessions and activities for two weeks
- Any other disciplinary action deemed appropriate by administration

### 4. Step 4

- Student reflective report 4 signed by parents and kept in the students file.
- Parent- Vice Principal Conference.
- Out of school suspension, number of days to be decided by school administration.
- Behavior probation contract.
- Any other disciplinary action deemed appropriate by administration

### 5. Step 5

- Student reflective report 5 signed by parents and kept in the students file.
  - Parent- Vice Principal Conference.
  - Out of school suspension, number of days to be decided by school administration.
  - Parent may be asked to sign consent to remove child from school.
  - Any other disciplinary action deemed appropriate by administration
- 
- ❖ If reflective report is not signed and returned the day after receiving a step, student will not be allowed into classes.
  - ❖ Some serious unacceptable behaviors, such as fighting and extreme disrespect to a staff member, may require immediate action and may not follow all the steps gradually, rather may proceed to step 3 or 4 immediately.
  - ❖ Any student that receives step 2 or more may not participate in any extra-curricular activities.

## More Guide Lines

### **Safety Rules for School Buses**

All members of the school student body are expected to live up to the established standards of conduct when using school buses/vans. The following rules should be followed at all times.

- Listen to and follow the directions of the bus supervisor
- Stay seated while the bus is moving.
- Always wear a seat belt.
- Talk quietly to your friends.
- Do not distract the driver.

- Keep your hands, arms and head inside the van.
- Do not eat on the bus.
- Wait until the bus has stopped before you undo your seat belt.
- Stay seated until the driver/supervisor opens the door.
- The bus driver's/supervisor's instructions are final.
- Cell phones are NOT allowed on bus.

### **Search of School Property:**

A search of school property, including lockers, desks drawers, baskets, classrooms, locker rooms, and playgrounds may be made at the discretion of the School Director if a reasonable suspicion arises that stolen items or items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. Lockers, desk drawers, and other storage areas used by students will be emptied at the end of each school year as a matter of routine.

### **Search of a Student's Person:**

A student's person, including a student's bag, will only be searched if there are clear indications that the student has stolen property, drugs, narcotics, weapons, explosives, or other dangerous contraband in his/her possession. Such searches will be made with the knowledge of the department principal in the presence of two adults of the same gender as the person being searched. A written report will be submitted to the school office and a copy sent to the parents.

### **Technology and Internet Standards**

Limited access to the Internet and the local area network is provided to students for research needs and to communicate with others. Students are expected to act in a respectful and responsible manner; otherwise the privilege of internet access will be denied.

Network administrators and teachers may review files and communications in order to maintain network integrity. Users should understand that files stored on the public network or the school's networks are not private. At school, teachers will monitor the use of resources. Outside of the school, families bear the same responsibility for monitoring information resources such as television, telephones, movies, radio, and other potentially offensive media. Individual users of the Internet and school network are expected to abide by the generally accepted rules of network etiquette. These standards were established in order to insure appropriate use of the Internet. The following practices are not permitted at any time:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing or insulting others on public or private networks;
- Damaging computers, computer systems, software, or networks;
- Plagiarism (using facts and materials written by others without giving credit to the original authors);

- Violating copyright laws;
- Using another user's ID or password;
- Illegal use of data in folders or work files;
- Wasting limited resources (e.g. downloading videos or playing Flash games) ;
- Accessing, changing, or copying files and/or data of others without their permission;
- Downloading for recreational use
- Printing of non-educational materials

In the event a student engages in any of the above activities, his/her computer access privileges will be revoked and other disciplinary measures may result.

### **Skipping Class**

A student, who is present on campus but does not report to a class without prior written approval from the teacher or the administration, is considered to have cut (skipped) class. Cutting class has major security and academic implications. Consequences of cutting a class are:

- Students will be required to make up the work, but will not receive credit for any graded assignment, class work, or test missed.
- Students will serve in school suspension helping in some form of community service.
- The discipline coordinator will phone the parents to inform them that the child has skipped class.
- Repeated class cuts will result in further disciplinary action at the principal's discretion.

## **I. School Dress Code**

Students are expected to come to school dressed in the school uniform and to maintain a well-groomed appearance. Students are to wear the school uniform on all school days. This expectation will be strictly enforced by the teaching faculty and administration. Parental support of the school uniform policy is greatly appreciated.

Students arriving at school not properly dressed or groomed according to the dress code will not be permitted to attend class. They may be asked to return home, or parents may be called to bring the proper dress to school. If students enter school wearing a sweater or cover-up that does not conform to the uniform policy, they will be asked to remove it.

Students should be neatly dressed in proper school uniform each and every day including field trip days. For special events and activities when students are allowed to come "out-of-uniform," or asked to wear special attire, parents will be notified in writing or by email.

Clothing worn on non-uniform days or during special activities should be in keeping with the conservative culture of the school. Any questions regarding "appropriateness" will be determined by the school director.

## **Mandatory School Uniform**

The mandatory school uniform may be purchased from the Bedayia Uniform Store at the beginning of the new academic year and throughout the school year. The school uniform consists of the following:

Early Childhood:

- Red polo shirt, gray pants, white PE T-shirt and training suit, pullover, and jacket

Elementary School students:

- White polo shirt, gray pants, white PE T-shirt and training suit, pullover, and jacket

Middle School students:

- Burgundy polo shirt, gray pants, gray skirt or pant-skirt for girls, burgundy PE T-shirt and training suit, pullover, and jacket

Girls are allowed to wear a scarf for religious reasons only. The color of the veil must be one of the following: white, gray, beige, or navy blue – all plain, with no stripes or design.

### **Boys dress code:**

- School uniform needs to fit properly, not too tight not too baggy.
- PE uniform may not be shortened to the knees.
- When wearing shorts, the socks should be solid black, gray, or white.
- Hair must be neatly cut above ear level, above the collar, and above the eyebrows.
- Must NOT shave part of the head and leave another part unshaven

### **Girls dress code:**

- School Uniform must not be tight, must not show any bodily features.
- Only small, stud earrings are permitted.
- Students will be asked to trim nails and remove nail polish at school.
- Girls' hair must be tied back with no loose strands.
- No bodily piercings allowed.

### **Additional Dress Code Standards**

- Shoes should be trainers, sneakers, or dress shoes worn with above ankle length socks.
- Shoes with wheels, lights, or studs are not allowed. Flip-flops, sandals, and high-heeled shoes are not permitted.
- 
- For student safety, rubber-soled shoes are required for physical education.
- Crocs and sandals are not allowed.
- Hair coloring, hair gel, or unusual hairstyles are not considered appropriate for a school setting.
- Students are not allowed to write on their school uniforms.

- The wearing of excessive or valuable jewelry or watches is discouraged. Bedaya International School accepts no responsibility for any jewelry or other unneeded personal items brought to school by students.  
Any item of jewelry or clothing that might create a hazard to a student's safety may not be worn.

### **P.E. Uniform**

The P.E. uniform for both boys and girls consists of the T-shirt, athletic shorts or pants, and athletic shoes (or trainers). Students are expected to wear the P.E. uniform only on days when a P.E. session is scheduled. A student not wearing the P.E. uniform during P.E. sessions will lose marks from the P.E. grades.

Students may wear a baseball-style cap during P.E. classes. For some activities, students may need special P.E. clothes or equipment, for example, swimwear, towels, and swimming goggles.

## **J. Health and Safety**

### **Non-Participation in Physical Education Classes**

If a student is unable to participate in physical education (P.E.) for a medical reason, a note from a parent is required. Without a note, non-attendance in PE will be considered as cutting class, and the class grade will be lowered. Long-term non-participation in PE activities requires a medical certificate.

### **Food and Snacks**

- Students have scheduled times for a snack and lunch each day.
- The canteen is not available during the early morning snack break. Students are expected to bring a healthy snack. Suggested items include sandwiches, fresh fruit or vegetables, yogurt, dried fruit or nuts.
- Junk food including chips or fried cheese snacks, sweets, candy, and fizzy drinks are not allowed. Avoid sugary dessert items such as glazed doughnuts and overly sweet cookies and cakes.
- The school canteen is available for students in Gr3--- Gr12 to purchase food items during the lunch break. Purchases are made only through the use of coupons which can be purchased from the school accounting office. Students are expected to form orderly lines and use polite manners.
- PreK – K2 students may purchase a hot meal. Details will be provided by the Early Childhood department.
- For Gr1 and Gr2 coupons/fees are to be sent in a sealed envelope to the homeroom teacher. The envelope should be stapled in the home connection book. You are kindly requested to label all coupons once received.

- KG hot meal coupons are different in value and in format from the elementary coupons, therefore cannot be exchanged or switched.

The school cafeteria will be offering the food and drinks during break time only and will stop selling 5min's before the end of the break time, so no student would be delayed for class.

- While eating, all students are expected to follow these guidelines:
  - Practice good manners and socialize quietly.
  - Leave the surrounding area clean and orderly.
  - Put trash in the proper containers.
- Chewing gum is not allowed on school property including the school bus.

### **School Doctor**

Health is critical to the process of education. It is the goal Bedayia to facilitate and promote optimal learning for all students by modifying or removing health related barriers to learning.

Parents are urged to keep the school informed of significant health concerns and diagnoses for their children. It is essential that the clinic staff have current work, cell, and home phone numbers, and any other means whereby parents can be contacted should the need arise. Emergencies can occur at any time. It is imperative that the school is able to reach parents and caregivers during the school day.

- The school clinic is staffed with a full-time physician. The school doctor will be available on campus each day from 7:30 to 3:10. The doctor keeps a log of all students who visit the clinic and what action has been taken.
- The school physician provides health screenings and first aid. The school physician is available to consult with parents as needed regarding health concerns of students. When parents need to communicate with the doctor to ask for clarification or advice about an illness or medication, they will be asked to call the reception through the land lines in order to be transferred to the doctor's extension.
- Students from Gr3---Gr11 should go to the school office or to the discipline coordinator to take a permission slip before visiting the clinic. If not an emergency, students are kindly requested to visit the clinic during the break

### **Basic Clinic Procedures**

- Illness at school - If a student becomes sick or injured during the day, he/she will be taken to the clinic. If necessary, the student's parent will be contacted to pick up the child. Parents are requested not to send ill students to school, particularly if the student has had a fever, vomiting, or diarrhea within the past 64 hours.
- Accidents that occur at school are reported to the physician immediately. Parents will be notified if the student needs further medical attention. Any child without an

approved parental permission slip on site will not be treated until the parent is notified.

- A student who has contracted a communicable disease or infection, and has been requested to remain at home, cannot be admitted back to class until seen by the school doctor. The student should report to the school office preferably before morning lines and before entering class.
- The school provides some immunizations according to Egyptian Health Legislation. A vaccination approval form will be sent home and must be signed by parents before any immunization can be given by the school doctor. Parents have the right to administer the vaccination at the child's private doctor's clinic if they wish to do so.
- If you need the school doctor to administer prescription medication, please request this service in writing. The school will not accept oral requests to administer medication.

### **Medication**

If a student is required to take prescription or non-prescription medication during the school day, these guidelines must be met:

1. A written request from the parent is required, stating the student's name, the name of medication, the dosage, the time, the route (oral, injection, inhaled, patch, etc.), and the duration of time that it is to be given (e.g., one week, the school year, etc.), along with the parent's/guardian's signature.
2. Medication must be in a container that has been labeled by the pharmacy and has the most current prescription date. Over-the-counter medication must be in a sealed, unopened new bottle.
3. Parent /guardian must deliver medication to the school receptionist, as students are not permitted to transport medication. If the student rides the bus, the medication may be given to the bus supervisor.
4. All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be discarded.
5. In some situations, accommodations can be made for students with asthma and with potential for severe allergic reactions to self-administer their inhaled asthma medication or their auto-injectable (epi-pen) medication. These situations require written health care plans, along with other specific details for care. Additional questions and concerns may be directed to the school doctor.

### **Head Lice Policy**

If your child comes home with head lice, do not panic. Millions of schoolchildren contract head lice each year. Children play in close contact with each other. A simple exchange of hats, clothing, brushes, combs, and other personal articles can result in transmission of head lice from one child to another. Lice can be easily and effectively treated.

### What You Need to Do:

We would appreciate your cooperation by following the instructions below, if you notice any active lice eggs in your child hair:

- All household members and other close contacts should be checked and those with evidence of an active infestation should be treated.
- Use lice medications as directed by the dermatologist.
- Use a fine-toothed nit comb to remove nits or remove nits manually.
- Soak combs and brushes in hot water for 5-10 minutes daily.
- Hats, scarves, pillow cases, bedding, towels, and clothes worn or used by the infected person in the 2 days prior of treatment should be machine-washed in hot water.
- Lice and their eggs are killed by exposure to temperatures greater than 53.5 °C for 5 minutes. (Babylics or hair ironing is recommended 3 times during the 1<sup>st</sup> week)
- Wash hair with vinegar and water.
- Retreatment is recommended routinely about a week after the first treatment (7-9 days, depending on the drug).
- Vacuuming furniture and floors can remove an infected person's fallen hair that might have viable nits attached.
- Bike helmets, head phones, stuffed animals should be placed in a plastic bag and tied for 10 days.

### **Health and wellness regular checkup Procedures:**

- 1- Regular Check-ups will be scheduled by the school doctor **twice per trimester**.
- 2- In case of detected cases the following steps will be applied:
  - A- Parents will be notified by the school doctor to pick up their child from the school on the same day.
  - B- General guidelines for treating hair lice will be sent from home with the student.
  - C- The student must be kept home for minimum of 3 days to avoid other kids' infection.
  - D- It is highly recommended to consult a dermatologist to put the child on treatment plan.
  - E- The student will not be allowed back on school buses, events, trips and classes unless checked by school doctor and confirmed to be free from Lice.
  - F- The whole class of infected student will be checked by the school doctor to guarantee that all other students are clear from lice.
  - G- For siblings:  
Parents are requested to follow the same procedures with all siblings of the infected child. The school doctor will check the classes of the siblings.

## **Special Health Concerns**

If a student has special health needs (medication, seizure precautions, catheterizations, gastric tube feedings, blood sugar checks, oxygen needs, or others), the parent is to schedule a time to meet with the school doctor to arrange for these needs to be taken care of during the student's school day. The school doctor will assist the parent by preparing a plan of care for the student and to what supplies the student will need at school. Administration of medications, especially short term, should be done at home whenever possible.

## **Health Insurance**

A health insurance offering is available for Bedayia students through the Egyptian Ministry. Further information is available through the school office. These services include: doctor, hospital, child check-ups and shots.

## **K. General Information**

### **Items from Home**

- Students may not bring personal items such as toys, sports equipment, (including balls) radios, playing cards, cosmetics, etc. to school without permission from the teacher. The school cannot assume responsibility for loss, damage, or theft of personal items even if permission is granted.
- Replica (toy) weapons of any kind are not allowed in school at any time.
- Possession of any of these items will result in the items being taken from the student, to be given back at the end of the trimester.
- Students are not permitted to bring cell phones and electronic devices to school. If they arrive at school with a cell phone or electronic device, they are expected to store it with a faculty member. Repeated possession of a cell phone or and electronic device will result in the device being taken from the student. The device will be released again only to a parent.
- Animals may not be brought on school property without expressed permission from the department principal. The parent will receive a written memo in the case that permission has been granted.

### **School Property**

Students should treat school property with care. Students will be held accountable for any damage or breakage of an item due to negligence, unauthorized use, or vandalism, and parents of the student at fault will be held financially responsible. The act of vandalism may result in further disciplinary action.

### **Use of Books**

Textbooks provided by the school remain the property of the school and must be returned at the end of the school year or when a student withdraws. Texts, library books, or other materials which are lost, stolen, or damaged, must be replaced at cost.

## **Supplies and Materials**

Textbooks, workbooks, copybooks, and printed instructional materials will be issued to students. Students will be asked to provide personal items such as pencils, colors, plastic files, etc. The school will provide parents/students with a list of required supplies before the beginning of the school year. Students should label their belongings and have them available by the first day of school. Additional replacement supplies may be requested at a later time in the year if sufficient supplies have been depleted.

## **Locks and Lockers**

At the start of school, each student will be assigned a locker for storage of his or her books and P.E. clothing. Students in grades 1 – 6 will have an unlocked cubby space inside the classroom.

Starting in grade 7, students receive an assigned locker and should abide by the following:

- Put a lock on the locker.
- If the key to the lock is forgotten at home, the locker will be opened and lock must be replaced.
- Students are not permitted to write on lockers or place stickers on the lockers, either inside or outside.
- The locker should be kept clean and neat at all times.
- Students are allowed to go to their lockers at the designated times only.
- The school reserves the right to inspect lockers should the need arise.
- The contents of a locker are considered the personal belongings of the student to whom the locker is assigned.
- At the end of the year, lockers must be completely cleaned out

## **Lost and Found**

Students should clearly label all personal belongings including school uniform items. Students or parents should report lost or stolen items to the school office. Lost items may be reclaimed from the Lost and Found department on the second floor. Lost and found textbooks will be sent to the librarian from whom they may be reclaimed. Students are advised not to bring to school valuable items which have no use in the classroom setting.

## **Field Trips**

Field trips serve a useful educational function in that they allow students exposure to opportunities that cannot be brought into the classroom. They are used by teachers to supplement the academic program in different areas of study.

Field trips are an extension of the classroom, and the same rules and standards of conduct are expected on field trips as in school. Students with prior behavior problems may be excluded from participating in field trips, depending upon the teacher's discretion.

All students who attend field trips must have a signed permission slip on file. Trip fees should be sent on or before the deadline, in an envelope with the child's name and class

written, along with the signed consent form. Trip fees or consent forms cannot be accepted after the due date stated on the field trip information letter.

Parents should send the exact amount of the trip fees as change will not be given. Trip fees cannot be refunded after the due date.

Students who are not attending a scheduled curricular field trip are kindly requested to remain at home on the field trip day but may be expected to fulfill an assignment in lieu of the trip. The student will be marked absent for the day.

For safety reasons, parents may not drop off or pick up students from the field trip destination. Siblings will not be allowed to attend field trips.

Students should be dressed in proper school uniform on all field trip days.

### **School Events**

To avoid disrupting the learning process, students are not allowed to attend school events of their siblings during regular school days. Students who are absent from school in order to attend a performance of a sibling will not be allowed to attend the event and will be removed from the event area.

### **Guests**

Individuals who are not employees of Bedayia or enrolled as students in Bedayia are not permitted on school campus during regular school hours except in the reception areas unless prior permission has been obtained by school administration.

### **Emergency Drills**

Emergency drills are held regularly during the year. Some are announced in advance, some are surprise drills. Emergency instructions are posted in each classroom and all staff members are familiar with exit routes and locations of fire equipment.

### **Birthdays and Celebrations**

Classroom celebrations in keeping with Islamic values may be held for different occasions during the year and must be approved by the school administration. Personal occasions may not be celebrated on school premises. Bedayia International School does not celebrate birthdays nor can birthday celebration invitations be given out on the school premises.

### **Private Tutoring**

Teachers are not permitted to give private tutoring to Bedayia students. The school will work with students during regular school hours or after school hours to provide needed support.

### **Staff Appreciation**

Teachers may not accept gifts or favors from students or parents on any occasion, whether on or off campus. Handmade cards and verbal appreciation are always welcome.

### **Selling or Trading Possessions**

- Students are not allowed to sell or trade personal items at school. These activities often lead to unhappiness or regret after the transaction is complete.
- Fund raising activities and charity campaigns must be approved by the administration.
- Staff members are not permitted to carry on business dealings for personal gain involving other staff members, parents, or students.

### **Smoke-Free Campus**

The school maintains a non-smoking campus. The school campus includes all the school buildings, sports courts, and playgrounds. On and off school events are also non-smoking for staff, students, and parents.

### **After-school activities:**

In each trimester, BIS offers a variety of after-school activities for students on Thursday of each week. All students are dismissed at 02:00 pm, students participating in those activities continue on campus under supervision from 02:30 –04:00 pm to enjoy the activities they signed up for.

A list of the activities is normally sent at the beginning of each trimester with activity descriptions and fees.

### **Swimming pool policy:**

Swimming lessons are provided to BIS students according to a set schedule to organize the number of classes covered per trimester. Well qualified trainers are provided to teach small groups of students during PE sessions. Parents are notified with the swimming sessions' requirements and time. Parents need to sign a consent form and send it to the homeroom teacher as no student will be allowed to use the pool without parental consent.

## M. 10 Things Parents Can Do to Help Their Kids Increase Achievement

If you are a parent looking for ways to help your child succeed in school, here are some tips you can use to help your child improve his/her chances of academic achievement.

1. **Develop regular communication with teachers.** A single contact is not enough to establish meaningful communication between your child's teacher and yourself. Instead, make a habit of communicating when necessary or call during the teacher's conference hour and ask how your child is doing.
2. **Attend every Parent/Teacher conference.** By attending all conferences, you increase the effectiveness of the meetings and always have a voice in the discussion. In addition, teachers and administrators will view your involvement as a sure sign that you are involved in the educational process with your child and that you are taking an active role in his academic progress.
3. **Send notes or emails to teachers if you have questions.** Emails and other forms of digital technology have made it easier for parents and teachers to communicate. Use it to your advantage when necessary.
4. **Keep copies of your child's tests and report cards in a folder at home.** By keeping important tests, assignments and other projects in a specific place, you will have easy access to them to help your child review skills in her weaker areas. In addition, if you ever face a situation where you need to challenge the school on educational placement decisions, you have a place to start.
5. **Encourage your child verbally and with rewards or incentives when he does well.** Positive rewards often help kids remain excited about reaching higher goals. If certain rewards motivate your child, continue to use them when teachers send home improved grades.
6. **Set reasonable goals for improvement and announce the expectations to your child.** Don't set the goals too high for your child to achieve. Instead, set realistic ones that will be good benchmarks to track her progress over time.
7. **Consider a "pay-per-performance" allowance for good or improved grades.** As in business where employers pay employees for commendable or better performance, you can do the same with your child regarding grades. As his performance improves, try increasing his allowance a bit to see if you notice positive results.
8. **Set a schedule/time frame for completion of daily homework.** One of the problems in completing homework in a timely manner is that kids tend to waste time when they get home. Consider a break from school for 30 minutes or so and then instruct your child to get back to studies before dinnertime. One other way you can control the amount of

time involved is to put a timer on each separate homework task until she has completed each one. Consider rewarding with short 5-10 minutes breaks after the completion of each task.

9. **Teach kids to set their own priorities.** Children should learn that it is important to put certain tasks before others an early age. By practicing this with homework and chores, you reinforce an important life skill will follow him throughout life.
10. **Work on specific skills with which your child struggles.** Many standardized tests provide itemized reports on skills that need the most improvements. Focus on the specific skills more than general areas to encourage improvement.

## **N- Contact Information**

Address: 1<sup>st</sup> Urban District, El Banafseg Zone, New Cairo City

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

**Front Desk:** 0111 900 9727; 0111 900 9729

### ➤ **For Academic Concerns:**

#### **Early Childhood Department (Pre-K - Gr2)**

EC Reception: 0111 900 9728

School Office: 0111 044 4330 / 01100936071

Email: [ec.office@bedayia.com](mailto:ec.office@bedayia.com)

#### **Elementary Department (Grade 3-4)**

School Office: 0115 550 0188/ 0100 0728 138

Email: [el.office@bedayia.com](mailto:el.office@bedayia.com)

#### **Middle School Department (Grade 5-8)**

School Office: 0111 555 4794/ 0100 072 8145

Email: [ms.office@bedayia.com](mailto:ms.office@bedayia.com)

#### **High School Department (Grade 9 -12)**

School Office: 01124800071/ 0111 044 4377

Email: [Hs.office@bedayia.com](mailto:Hs.office@bedayia.com)

#### **Director's Office**

Office: 0114 441 1466

Email: [director.office@bedayia.com](mailto:director.office@bedayia.com)

### ➤ **For Non-Academic Concerns:** such as Transportation, Uniform, Hygiene, cafeteria ...etc.

#### **Operation Manager**

Email : [operation.manager.office@bedayia.com](mailto:operation.manager.office@bedayia.com)

#### **Transportation :**

Mobile : 0100 0213354

#### **Finance:**

Mobile : 0100 0480 518

### ➤ **For IT Concerns :**

Early Childhood Department : [EC.lms.inquiries@bedayia.com](mailto:EC.lms.inquiries@bedayia.com)

Elementary Department : [ELEM.lms.inquiries@bedayia.com](mailto:ELEM.lms.inquiries@bedayia.com)

Middle School Department : [MS.lms.inquiries@bedayia.com](mailto:MS.lms.inquiries@bedayia.com)

High School Department : [HS.lms.inquiries@bedayia.com](mailto:HS.lms.inquiries@bedayia.com)

## O. Student and Parent Contract

To acknowledge receipt of the handbook and the intention to abide by the information therein, please **sign and return a copy of this page to the child's homeroom teacher** within one week of the first day of school.

**I hereby verify that I have read the Bedayia Student-Parent Handbook for 2021-2022 and have the intention to abide by all policies therein.**

As a **student** at Bedayia International School, I promise to do my best to exhibit the good Character Traits that are the basis of good conduct and behavior and to exert the effort necessary to meet the academic standards of the school.

Student Signature \_\_\_\_\_

As a **parent** of a student at Bedayia International School, I promise to show respect and support for my child, the staff, and the school's efforts towards academic excellence. I promise to show interest in my child's school life and hold high academic and behavioral expectations for my child.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_