



Elementary School Parent Handbook 2023 - 2024

Table of Contents

Principal's Message	2
1. ABS MISSION STATEMENT	2
2. ABS VISION STATEMENT	2
3. SCHOOL HISTORY	2
4. STUDENT ARRIVAL.....	2
5. STUDENT DISMISSAL	3
6. ELEMENTARY SCHOOL DAY SCHEDULE	3
7. STUDENT ATTENDANCE	3&4
8. STUDENT ASSEMBLIES.....	4
9. ABS - BUILDS CHARACTER.....	4
10. STUDENT DISCIPLINE POLICY	4,5 &6
11. PARENT CONFERENCE GUIDELINES	6
12. School Nurse.....	7
13. CLASS PARTIES:	7
14. UNIFORM POLICY	7 & 8
15. COMMUNICATION TO PARENTS	8
16. FIELD TRIPS:.....	8
17. AFTER SCHOOL CLUBS:.....	9
18. LIBRARY PROCEDURES:.....	9&10
19. SUPERVISION DUTIES.....	10
20. SAFETY PROCEDURES:	10&11
21. EMERGENCY AND EVACUATION PROCEDURES:	11

Principal's Message

A warm welcome to all our new and returning families. We hope you will enjoy being a part of the ABS community. We want to make sure you feel welcome and supported so we are providing this Parent/Student Handbook to ensure you have the information you need to be informed of our policies, procedures and parent/student responsibilities.

We welcome you all as partners in your children's education. To that end, we encourage you to participate in all activities and events held at the school and to feel free to contact us at any time with your questions, concerns and suggestions. Together we can make ABS a vibrant school where everyone is respected, and all voices are heard and appreciated.

I look forward to working with you this year!

Ms. Charmaine

1. ABS MISSION STATEMENT

Nourishing young minds by cultivating a passion for learning & innovation within a safe and conducive environment, engaging bodies in team building sports & performance arts and facilitating mentorship to uncover endless opportunities.

2. ABS VISION STATEMENT

Provide state of the art holistic education within a conducive environment that nurtures future generations with compassion, curiosity and creativity.

3. SCHOOL HISTORY

ABS has been in operation for one year. We are part of the DAS family of schools and have 3 other schools surrounding us on this campus. We do share some facilities with Aspire Bilingual School including the auditorium, pool and gymnasium.

4. STUDENT ARRIVAL

No students or parents are permitted to enter ABS campus before 7:00 am. The primary gate B will open at 7:00 am.

Late Arrivals

- Students who arrive at school after 7:30 a.m. must enter through reception. The teacher/EA will record the late arrivals as they arrive.
- Students who arrive after 7.45 without a valid excuse from the parent will be marked as 'unexcused tardy'.

As per Ministry regulations, 5 unexcused tardy converts to 1 unexcused absence.

- For students with 6-9 lates, the school will call home to remind the parent regarding the unexcused tardy for the day and the policy consequences.
- At the 10th late, the school will call the parent to school to sign an Attendance Undertaking.

5. STUDENT DISMISSAL

- School dismissal is at 12:30 p.m. for PreK and KG1. Students are dismissed through gate B.
- School dismissal is at 1:30 for KG2, Grade 1 -3 students. KG2 student will be dismissed through gate B while grade 1-3 students will be dismissed through gate A. Parents and drivers do not need to enter the campus to collect their children. On days when there are clubs or other after school activities, students will go to their club location. Dismissal from club activities will be through Gate A (reception)
- Bus Students will be collected by the staff bus monitor and taken directly to the bus.

Early dismissal

For the safety of our students, it is important that each of us follow the proper dismissal procedures outlined below for allowing a student to leave the campus early.

- Parents/Designate must inform the receptionist of the reason for early pick-up.
- The parent or designate must go to reception to pick up the student.
- The child is to be sent to the parent/designate at reception.
- Parents/Designates are not permitted to go into the school campus to collect their child from class.

Late Pickups

After 1:45 pm., students who have not been picked up will be kept in the reception area and a call will be made to the parent/driver.

6. ELEMENTARY SCHOOL DAY SCHEDULE

Period One	7:30 – 8:15	Period Five	10:30 – 11:15
Period Two	8:15 – 9:00	Period Six	11:15 – 12:00
Period Three	9:00 – 9:45	Period Seven	12:00 – 12:45
Period Four	9:45 – 10:30	Period Eight	12:45 – 13:30

7. STUDENT ATTENDANCE

Regular attendance helps the student's progress and leads to academic success. Parents will be informed by the teacher/principal when attendance is an issue. Chronic attendance will be reported to the social worker/principal. The process for late arrivals as outlined above will be followed.

Attendance is included on the report card every quarter.

Excused and Unexcused Absences

When absence from school is necessary, parents must notify the school by telephone early in the morning on the day of the absence to explain the circumstances.

- Excused Absence: Absences due to illness or because of an emergency will be considered an excused absence and will not count in the 15 missed absences; however, a doctor's certificate will be necessary. It is important that work and assignments missed during an absence are completed upon the student's return to school. This may result in work sent home for completion.

- **Unexcused Absence:** Absences for extended vacations or other reasons such as over-sleeping, missing the bus, staying home to study, etc. will be recorded as unexcused absences and will contribute towards the 15-day limit .
 - For further unexcused absences, parents will receive 3 registered letters home informing them of their child's status.
 - Students absent for more than 15 days in the school year from the date of their enrollment, will have their progress reviewed by the principal.

Extended Absences / Leaves

The school has no authority to grant additional holidays and families are dissuaded from engaging in this practice. However, if it is necessary to leave school at a time other than official school holidays, the parent must inform the school prior to the holiday and collect any work that can be completed while away from class.

8. STUDENT ASSEMBLIES

Assemblies may occur monthly or as needed.

NOTE: In the event of another COVID19 pandemic, there will be no assemblies and students will head directly to their classes. Any announcements will be made in the classrooms until further notice.

9. ABS - BUILDS CHARACTER

At Aspire Bilingual School, students are expected to:

- Respect self, others, and property
- Treat others with kindness
- Work collaboratively with their peers and teachers
- Work Independently to the best of their ability
- Learn to self-regulate their behaviors and actions
- Take responsibility for their belongings and their actions.

To support and recognize students in building character:

- Each month will have a focus on one-character trait/work habit.
- At the end of the month, teachers will select 2 students who exemplified the trait/show outstanding work habits.
- Certificates will be awarded and photos uploaded for our Instagram page.

10. STUDENT DISCIPLINE POLICY

Our goal is to promote and reward positive behavior and to change negative behaviors rather than to simply punish. ABS promotes a policy of progressive discipline encouraging students to take responsibility for their choices. The office is the last contact when student behavior becomes a problem unless the situation is a safety issue or is an extreme case.

The following guidelines will be used when issues of discipline are in question:

- All children will receive due process
- Every effort will be made to corroborate conflicting stories
- Teachers are responsible for classroom and supervision discipline
- Every effort will be made to recognize and celebrate positive contributions made by students.

Student behaviour has been separated into 2 types of infractions. Both types of infractions are outlined below along with the disciplinary measures to be taken. However, it is important to note that it is the school's prerogative to use the judgement of a judicial parent when assigning consequences.

a. There are 2 types of infractions:

Level 1 Infraction

- Conduct that impedes the orderly operations of the classroom will be handled by the classroom teacher and **be documented on RenWeb** and communicated with the parent using the communication book
- A call home will be made when a teacher- parent conference is necessary.
- Ordinarily, **a teacher will not refer a student engaging in Level 1 behavior to the school administrator until the teacher has taken at least 3 documented, progressive Level 1 disciplinary actions** and has held a conference with the student and parents.

See the chart below for examples of Level 1 Infractions.

INFRACTION	DEFINITION	Consequences/Actions
1. Littering	Throwing or dropping paper, trash, or other material on the floor or ground	When disciplinary measures are taken, teachers must document the situation in VAM. Consequences may include: <ul style="list-style-type: none"> • Verbal Warning • Time out • Written account of the issue and possible actions to avoid repetition of the issue. • Behavior Contract. • Keeping parents apprised of level 1 interaction is an important part of the process. • Persistent behavior should recalled in a parent-teacher conference.
2. Refusal to do classroom work	Refusing to complete work, lab work, projects, or other assignments given by the teacher	
3. Violating classroom rules/ Disruptive Behavior	Not following the classroom rules. Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity (includes all safety measures applied to control COVID19 contamination.)	
4. Inappropriate language/ Verbal Altercation	Using any form of cursing, no matter what language it is spoken in, including hand or bodily gestures	

Level 2 Infraction

This refers to illegal and/or serious conduct in school. A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below.

It is important to note that a level 2 infraction may be dealt with by the classroom teacher and/or the principal depending on the type and severity of the infraction.

Refer to the chart below for examples of Level 2 Infractions.

INFRACTION	DEFINITION	1ST OFFENSE (Teacher)	2ND OFFENSE (Social Worker)	3 RD OFFENSE (Social Worker)
Lying	Giving or providing intentionally untrue or misleading information or communication.	Verbal reprimand and Written notification to parent(s) by the teacher.	Detention	1 day suspension
Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property causing minor damage or defacing school or private property	Verbal reprimand and Written notification to parents by the teacher and parent to pay for damages	Parent to pay damages, 1 day suspension	Parent to pay for damages, 2-3 days suspension
Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	Detention and notifying parent(s) by the teacher	1 day suspension	2-3 days suspension
Bullying	Engaging in verbal, physical, emotional ,threatening acts of bullying and/or cyber bullying	Detention, conference with the parents and written warning by the social worker	1 day suspension	1-2 days suspension
Intentional Bodily Harm	Intentional bodily harm which is unprovoked whether in the classroom or other areas of the school, results in broken bones/cuts.	Reports immediately to the principal to determine 2-3 suspension	3-4 days Suspension	5 days

- **Suspension:** All in school and out of school suspensions must be administered by the Principal.

Don't Touch Policy:

ABS has a 'don't touch' policy that applies to students, in order to minimize the potential of fights and arguments. This includes the below scenarios:

- Do not touch any student; do not allow any student to touch you.

Meetings with Parents: Teachers are required to make at least one personal contact (hallway chat or phone call) with each student's parent by September 30th. At least one phone call or personal contact is to be made during each quarter. The call/meeting will be recorded in the "Parent Contact Log" (with dates) for each student.

- Parent meetings should be held after school. This will allow time to talk. EAs are expected to assist in translation
- Open house is in September which allows teachers and parents to meet.
- Staff will keep track of parent attendance at meetings.
- Negative calls made to the parent over the year will be kept to a minimum.
- "Sunshine calls" will be made frequently (*connecting with parents to give positive inputs about the child's performance*).

11. PARENT CONFERENCES

Conferences with parents will be held three times throughout the year once every quarter. Students may attend these conferences with their parent. Every effort should be made to attend the conferences and if this is not possible then connecting with the classroom teacher to discuss student progress is highly recommended

- Parents may request to see mark books, assignments, projects etc.
- If more time is required, parents may choose to book 2 time slots or arrange an alternate day.

12. School Nurse

A nurse is on duty at ABS from 7:00AM to 2:00PM daily. The nurse's room is located near the boys' bathroom. The nurse conducts multiple health-related checks with students of different grades as per the schedule below.

Please send any medical forms to the nurse's office as soon as they are received. This includes student excused absence forms. The nurse will provide a list of students and their recognized school absence days at the end of every quarter to be included on the report cards.

Month	Activity	Classes	Person Responsible	Comments
September to June	Hand Sanitization	All Students	All Staff	
September - October	Eye check-up	Kg2	Nurse	Results to be submitted to ministry
	Medical cases updates	KG1 +	Nurse	
	Census statistics	KG1 +	Nurse	
October	Visit by Ministry Doctor	Special cases	Ministry Doctor	
	Height and weight (BMI)		Nurse	As per class-wise schedule
November	Flu letter to go home	KG1 +	Nurse	1st of the month
	Special cases - routine check up	KG1 +	Ministry Doctor	
January	Dental check-up (external)	KG1 +	External clinic visit	Dar Al Shifa Clinic, Salmiya
February	Lice check-up	KG1 +	Nurse	As per class-wise schedule
	Awareness session - Healthy Living	KG1	Ministry Doctor	In monthly assembly
March	Flu letter to go home	KG1 +	Nurse	1st of the month
	Height and weight (BMI)	KG1 +	Nurse	As per class-wise schedule

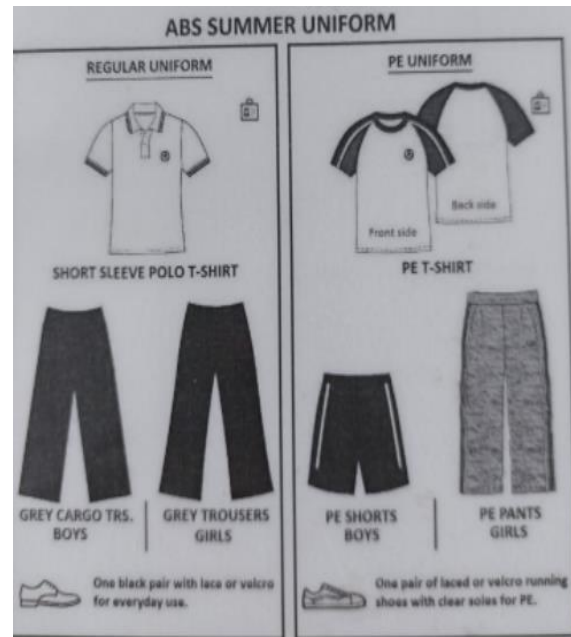
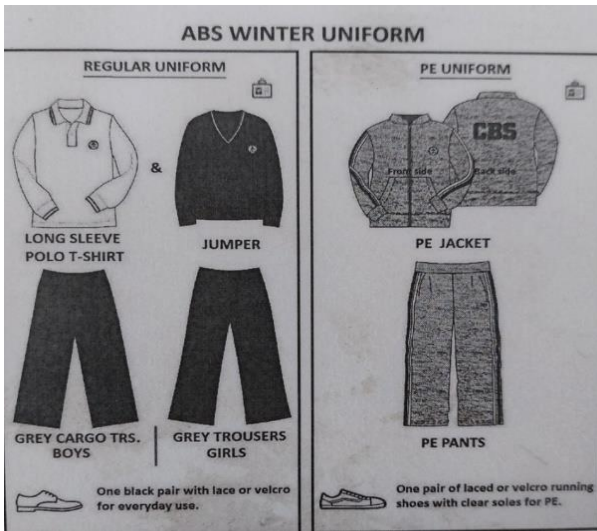
13. CLASS PARTIES:

- At ABS, we recognize the importance of having special celebrations such as students' birthdays and other special days.
- Individually wrapped cupcakes are preferred, rather than cake, due to being more hygienic when distributing in the post-COVID pandemic period.

14. UNIFORM POLICY

Uniform checks will be made daily to ensure that all students adhere to the school uniform policy (except special event days i.e. color day, twin day, etc.).

- All students are expected to wear the Summer Uniform (March 1st – November 15th) or Winter Uniform (November 16th – February 28th), including a black shoe (lace or Velcro). For Physical Education days, as allocated by the student timetable, the students may wear their PE Uniform (all year) including running shoe/sneaker).
- Students are expected to wear the student ID when in school.
- When children are not in the proper school uniform, a call will be made home.



15. COMMUNICATION TO PARENTS

- All written communication in the form of newsletters, parental requests, letters, etc. must receive approval from the Principal before going home to parents.

16. FIELD TRIPS:

- Ministry requested trips must be approved by the Admin office no later than two (2) weeks in advance. Administration must approve which students are to be eliminated from the trip and parents must be notified in writing by the teacher/principal. Signed parent permission forms must be reviewed by Administration.
- A letter outlining the trip and permission form will be sent home in both English and Arabic. Returned forms **must** have the parent or legal guardian signature before any student may go on a school field trip.
- Below are the ministry guidelines for the field trips.
 - Take the approval from public Administration for Private Education – Educational Activities section – Activities Department.
- Class trips may not exceed 4 trips per school year; keep the year-end trip as a fun trip.
- Each field trip must be aligned with the curriculum expectations.
- The adult-student ratio (1:8) is maintained – the school may enlist parent volunteers.
- Trips must comply with local cultural expectations and Islamic traditions.
- Emergency information on every student will be taken on every trip along with the school emergency kit.

17. After-School Clubs:

The school will make every effort to offer after school clubs. There are two 5-week cycles of clubs in a year held on the Wednesdays of Oct-Nov and Feb-March from 1.45 to 2.30 pm. Students will be supervised by 2 staff members per club. Each club is designed to be a fun, interesting and sustainable activity for the students. Some of the club options are:

- Basketball Club
 - Baseball Club
 - Aerobics / Zumba Club
 - Drama Club – performance at end of year
 - Arts Club – crafts
- Attendance will be taken at each session and the classroom teacher/parent will be informed when attendance is irregular or questionable.
 - Students must be picked up promptly at 2:30. Any student who is picked up late on a regular basis may be dropped from the club.
 - All school procedures are in effect in after school activities.

18. LIBRARY

The library will be open daily from 7:30am to 2:00pm. We want the library to be the heart of the school. To ensure safety, students must be supervised at all times when using the library.

Conduct

- All library users must follow the instructions on the proper use of the library as displayed in this handbook and in the library or given verbally by the Library staff.
- Food and drink are not allowed in the library.

Library Materials Handling Procedures

Students are responsible for all the materials that are checked out under their ID's from the library and will be held accountable for lost or damaged books.

Check-in and check-out procedures

- Under no circumstance are students allowed to sign out any materials under another student's name.
- Students may only check out one book at a time. Procedures will be explained by the librarian in the first week of school during the library period.

Overdue books

- If the student has an overdue book, a note will be sent home with the student.
- Until the overdue book is returned or paid for, students will not be allowed to check out another book.

Vacations and Holidays

- One week prior to any calendar listed vacation, students must return their books to ensure that they are not lost during the holidays. Students will not be allowed to check out books for a holiday period.

Fines for lost and damaged books

- Students and teachers will be charged for lost or damaged books so that the books can be replaced as part of the school property.
- Students will not receive their report cards if they have any pending fines – all pending fines need to be paid to Accounts department before their report cards are dispersed.
- If the book is lost and paid for but found later, the money will be refunded to the student immediately if they have their receipt.

See the chart below for a list of damages to books along with their accompanying reimbursement costs.

Description	Fine
Missing barcode	2KD
Damage to cover (repairable)	5KD
Damage to binding (repairable)	5KD
Writing in ink (minor)	50% cost of book
Writing with marker (repairable)	50% cost of book
Excessive writing (repairable)	50% cost of book
Graffiti/ Tagging (unusable)	2 times the cost of the book
Water damage (unusable)	2 times the cost of the book

Lost book	2 times the cost of the book
-----------	------------------------------

19. SUPERVISION DUTIES

The safety of our students is our primary objective from when students arrive at school, while they're at school, and until they are dismissed from school at the end of the day. The following are procedures that should be followed as all times.

- **No student will be left unsupervised at any time or be placed outside the classroom.** If students need a time out temporarily, a quiet space will be used within the classroom.
- Students must be supervised in class and during recess/breaks.

20. STUDENT SAFETY

CLASSROOM SAFETY

- Classroom safety protocols will be set at the beginning of the year, posted and reviewed regularly with students. This will help students understand the importance of safety in the school.
- Objects/ learning aids should not be used as play items or as weapons in the school.
- Aisles within classrooms and access to exits must remain clear to allow for a quick and orderly exit if necessary.
- Student bags should be organized neatly either at the back of the classroom or outside.
- The lunch boxes should be stored on the shelves within the classrooms to prevent food spoilage.

RESTROOM SAFETY

As per the Ministry of Education expectations, girls and boys have separate restrooms. Each restroom is supervised by a member of the house keeping team to ensure that the students use the restroom safely and to maintain the restrooms in a safe and hygienic manner.

Students shall be reminded to wash their hands after using the restroom.

SAFETY DURING RECESS

- For 20 minutes of recess / lunch time, students will be supervised by the supervising teacher on duty. During this time, students will be able to eat the lunches in the classroom.
- During the other 20 minutes of recess, students will be supervised by the year duty staff.

The students are expected to walk and not run when moving from classroom to playground. On the playground, students will use a soft ball to play game.

PLAYGROUND /PLAY EQUIPMENT SAFETY

Safety on the playground, and helping to protect students from injury, requires planning thought, training, and deliberate action. Proper selection, placement, and maintenance of playground equipment, along with effective supervision of playground activities can help prevent accidents or reduce their severity.

The school will practice due care for the safety of playground users in all areas of the playground. To ensure playground safety:

- Students are to be instructed on how to properly play on the playground equipment.
- School will perform regular preventative maintenance of playground equipment.

GYM SAFETY

- Maintaining a safe environment along with the inspection of equipment is a priority in the gym to prevent accidents.
- A supervisory school employee must always be present when the gym is in use.

FIELD TRIP SAFETY

- Students will be kept together when the rest room is required and each student will be monitor.
- A well-equipped first aid kit will be carried by the supervising staff.
- Special medications - Teachers will ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.
- While on a field trip, basic hygiene such as hand washing will be enforced.
- Children will be counted and names recorded on an attendance sheet prior to leaving on the trip and before returning.

21. FIRE DRILL/EMERGENCY EVACUATION/LOCKDOWN

Schools are required to conduct safety drills throughout the year. Students will be apprised of the importance of these drills and every effort will be made to minimize any student anxiety.