

Bahrain Elementary School



Parent & Student

Handbook

SY 11-12



DEAR PARENTS,

The Bahrain Elementary School is a unique institution within the worldwide DoDEA system. The school possesses an individual character that stems from the wonderful variety among our students. We aim to help our students become alert to their many skills and to realize their potential through the energy they bring to school each day. Our goal at the Bahrain Elementary School is to assist your child in acquiring the tools and knowledge necessary to for them to successfully pursue their educational goals.

This handbook provides most of the general information that any student and his or her family will need. As with any dynamic organization, we welcome any suggestions, additions, or improvements you may have to make the handbook a better tool. The staff of Bahrain Elementary School welcomes all students and their parents to another exciting academic year as we learn and grow together.

Administrators, Faculty & Staff

Bahrain Elementary School



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-0005**



17 August 2011

Dear Students and Parents, Community and Commands, and Educators and Support Staff:

Where has the summer gone? Here we are again, welcoming back our students and colleagues, even though it seems like only yesterday when we were cheerily bidding everyone "Happy Summer Holidays." This past year, in early June, I let all our administrators and logistical personnel know that one of my highest expectations was the readiness of each school—with *no problems!* I was very focused on ensuring that our schools, all 17 of them, would be ready to open their doors at least ten days prior to the first of our teachers returning. Our schools would be absolutely ready for every child in every classroom. That meant: construction and renovation projects were to have been completed; technology and computers were to be in place; supplies, equipment, and materials were to have been ordered and stocked; deep-cleaning was to be underway; air conditioning was to be functioning; grounds were to be well tended; schedules, bus routes, menus, handbooks, and parent bulletins were to have been prepared; our classrooms and offices were to be creatively arranged and inviting for everyone; and our curricular implementations would be ready to go. My District Office staff and all our administrators have been working really hard so that the total Mediterranean District—with its 17 schools in five different countries—continues to be a shining star in DoDDS-Europe and in DoDEA.

The curriculum implementations in Math and Social Studies, as well as the continuation of last year's English Language Arts implementation, are providing challenging and innovative ideas for students. Learning will be exciting for them, taking them to new levels of problem-solving and understanding. The "Train-the-Trainer" model, initiated right here in the Mediterranean District, is now being used across the system. Continuous School Improvement (CSI) teams are meeting already, taking the results of Terra Nova, Advanced Placement, and other assessments to weave these data into a formula that will improve instruction and learning for all students. Our schools that were recipients of Quality Assurance Reviews (QARs), formerly known as NCA visits, now can build upon the reports they received, further enhancing everything positive and working hard to strengthen areas in need. But none of us can make this happen overnight—and we certainly cannot do it alone. We need the help and support of all students, parents, educators, support staff, and military community members!

My staff of 11 Instructional Specialists, 2 Safety & Security Officers, 4 Budget Department members, 5 Logistics Management personnel, 3 Information Technologists, 1 Administrative Assistant, and 1 Executive Officer, and 3 Executive Leaders—all help me with problem-solving and decision-making. We continue to be a wonderful team, working together at all times toward developing the best possible schools in the most exceptional District. Because we are here for you, another one of my high expectations is that all our educators and support staff in this District will dedicate themselves and their skills toward enriching our students' lives. With that goal in mind, I wish all of you a dynamic and successful year!

Dr. Elizabeth Walker, Superintendent
Mediterranean District

QUICK REFERENCE GUIDE

BAHRAIN ELEMENTARY SCHOOL

THE PERSONNEL LISTED BELOW CAN BE CONTACTED DIRECTLY AT THE SCHOOL

TITLE	NUMBER
PRINCIPAL Ms. Christy Blevins	(principalbahraines @eu.dodea.edu)
REGISTRAR	1771-9821
SECRETARY	1771-9814
RECEPTION	1771-9829
NURSE	1771-9815
ELEMENTARY SCHOOL COUNSELOR	1771-9812
BUS TRANSPORTATION	1771-9808
EDUCATIONAL TECHNOLOGIST	1771-9866



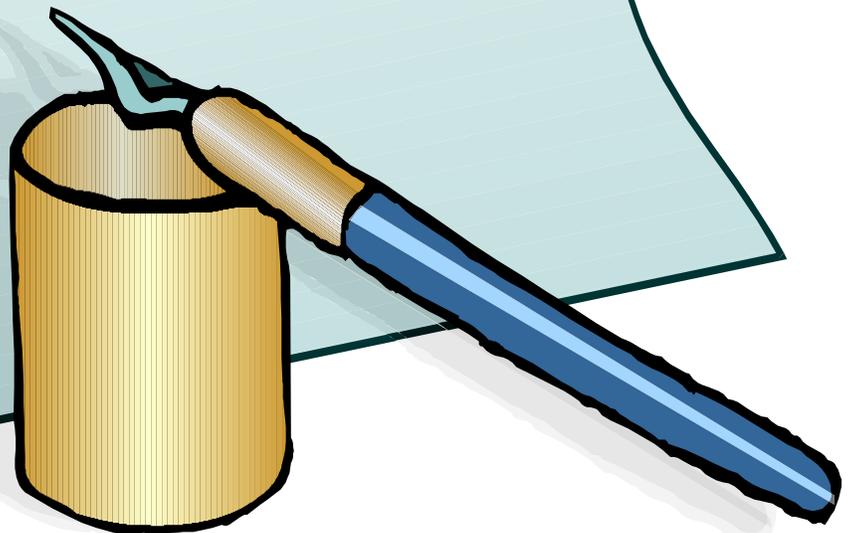
Department of Defense Education Activity (DoDEA)

Department of Defense Dependents Schools (DoDDS)

The Department of Defense Education Activity (DoDEA), Arlington, Virginia maintains authority for the overseas schools (DoDDS) and the stateside schools (DeDESS). Bahrain School is, therefore, DoDDS, under the authority of DoDEA.

Daily Schedule

7:45	Morning Assembly—Gill Hall
11:15—11:45	Recess (3-5)
11:30—12:00	Lunch (K-2)
11:45—12:15	Lunch (3-5)
12:00—12:30	Recess (K-2)
1:00—1:45	Specials (K-2)
1:50—2:35	Specials (3-5)
2:35	Dismissal
2:52	Bus Departure



ACCREDITATION

Bahrain School is accredited by the AdvancED™. Our school participates in the accreditation process that is inextricably linked to institution and educational system improvement. The accreditation process asks institutions and systems to critically evaluate their vision, strategies, priorities, leadership, and programs and resources. The process of earning and maintaining accreditation provides institutions and educational systems with clear and compelling direction for implementing changes to move toward excellence.

ABSENCES

It is the responsibility of the parent to call or email the school every time a student is absent.

When your child returns to school after any absence, you must send a note to the teacher explaining the child's absence.

Should your child be absent from school more than three (3) consecutive days please notify the school giving the reason for the absence.

Please give the school 48 hours notice whenever an extended absence is planned. Teachers are willing to supply advanced assignments.

Homework/tests must be made up as per DoDEA policy.

AFTER SCHOOL ACTIVITIES

After school activities/athletics for Elementary School age students is the responsibility of Youth Services – not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services

Any child remaining after school for after school activities (school-sponsored activities, sports, etc.) must complete and return the permission form distributed by the sponsor. Parents should obtain the name and contact number of the person who is sponsoring the activity for further information.

ANIMALS AND PETS

Pets and animals are not allowed in school except as service animals or as approved by the administration.

ARABIC PROGRAM

Students in Grades K through 5 who hold an Arab passport are required to take Arabic instruction. Arabic language instruction is also available for non-Arab passport holders in Grades K-5 on a space available basis.

ART

The program for the elementary school consists of many art experiences with clay, collage, arrangements and composition, fact and figure drawing, perspective drawing, optical illusions, paper, painting, etc.

Many classes do clay or ceramics, and students make small sculptures that are glazed and fired by the art instructor.

Grades 1 through 3 learn basic skills such as using art techniques and materials appropriately, increasing conceptual development and visual awareness, and expressing their ideas creativity.

4th and 5th Grades continue to expand their basic art techniques by using various materials to create original designs.

BIRTHDAY PARTIES

These are left up to the discretion of the teacher. At most, it is only a “treat” and should not interfere with the instructional program. Contact the teacher first before sending any refreshments to the school.

CLASSROOM SUPPLIES

Each grade level will have specific items required for each program. A supply list will be sent home at the beginning of the school year. Please check with your child frequently to see if their supplies need to be replenished. Most school supplies are available from the PTSO School Store located near the cafeteria.

CHECKING OUT

In order for our end of day dismissal to be orderly, there will be no checking out students after 2:15PM. Parents must wait for the students to be dismissed at 2:35PM in the Elementary school reception area or plan to pick up before 2:15PM.

DISCIPLINE

Discipline at the Bahrain School is everyone’s concern. Learning takes place in an orderly atmosphere. With the cooperation of parent/guardian, teacher and student, we will have a school that has a positive environment in which to work, study and enjoy. Serious behavioral problems may be referred to the Administration.

BAHRAIN SCHOOL STUDENT BEHAVIOR EXPECTATIONS

As a student at Bahrain School, I understand that I am expected to ...

Be Respectful. I will not:

- ❖ Damage, destroy, or steal property.
- ❖ Disobey the staff.
- ❖ Use vulgar language.
- ❖ Bully or degrade others.
- ❖ Fight.

Be Honest. I will tell the truth. I will not:

- ❖ Copy homework or give mine to be copied
- ❖ Copy, give, receive, or communicate information during tests
- ❖ Plagiarize

Be in class appropriately dressed, prepared, and on time. I will not:

- ❖ Skip
- ❖ Come without materials
- ❖ Be late

Be responsible for all other school rules as listed in the Bahrain School Parent/Student Handbook.

CLASSROOM EXPECTATIONS

At the beginning of the school year, the teacher will establish and maintain an environment that is conducive to learning. Your child's teacher will send you his/her list of class rules and expectations for the classroom.

RECESS EXPECTATIONS

Students, teachers and parents expect the following behaviors to be followed during entry, recess and dismissal:

- ❖ Respect one another and the facility.
- ❖ Rocks and sand stay on the ground.
- ❖ Stay in assigned area.
- ❖ Slide down the slide. Do not run up the slide.
- ❖ Remain outside except with a pass from the monitor.

The above rules are not all-inclusive but show what is expected of each student.

Breaking the rules during recess, lunch or at other time in other areas of the school, could result in the following actions: removal of recess privileges, public service or other similar disciplinary action. The disciplinary action will be determined by the administration.

FIELD TRIPS

Field trips are an integral part of the school's educational program. Students are expected to participate with their class when assigned to a field trip. Parents are encouraged to participate in field trips as chaperones. Information regarding field trips will be sent with each student prior to the excursion. A general permission slip for each student is required at the beginning of the school year. If the child does not have a signed permission slip on file, the student will not be allowed to attend the field trip. He/she will be placed in another classroom until his/her class returns.

GIFTED EDUCATION PROGRAM

Bahrain School offers gifted education services at all grade levels. Students who perform or show the potential for performing at remarkably high levels of accomplishment, equivalent to the top 3 to 5 percent of students of similar age in a particular area or areas of ability or achievement, when compared with others of their age, experience, or environment are referred to the school's Gifted Review Committee.

Referrals may come from screening of school records or nomination by parents, teachers or self. Multiple criteria are used for determining eligibility. The Gifted Review Committee considers all available information collected in a Student Profile of Strengths folder. Data collected may include rating scales, classroom observations, student work samples, grade reports, test scores and anecdotal records.

Eligible student's services are provided for students who have a documented need for additional differentiation and challenge in their instructional program.

Gifted services may include:

- Individualized Services
- Regular Class w/Cluster Group
- Regular Class w/Differentiation
- Resource Class

Our school and local community also offer a wide range of enrichment programs that include extracurricular activities, exhibitions, performances, special projects and publications. School and community partnerships work together to provide enriching opportunities for the benefit of all students.

HOMEWORK

It is generally conceded that homework should be an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in school.

The teacher keeps the following recommendations in mind when assigning homework:

1. It will have a definite purpose.

2. Homework will be within the capability of the individual student. Assignments should be clear and understood so all students know what they are expected to do. When possible, the homework assignments should begin under the supervision of the teacher.
3. Homework should supplement, complement and reinforce classroom learning and should not introduce new materials.
4. All homework is checked to ensure that assignments have been done completely and properly.
5. Each 4th and 5th Grade student will maintain a school-supply Homework Log. Parents need to review the log and sign it. The student returns the log the following school day.

GUIDANCE COUNSELING SERVICES

The Guidance Counselor works directly with children, parents and teachers. Students will attend weekly guidance lessons and work with the counselor on an as needed basis. The goals of the guidance program are for students to:

- ❖ Understand, accept and appreciate self.
- ❖ Understand, respect and have concern for others.
- ❖ Be able to make responsible decisions.
- ❖ Have a positive attitude towards learning and school.

HOST NATION

Host Nation classes give the children a better understanding of Bahrain and the Arab World. A unique and interesting environment is presented to our students.

The students and the instructor discuss a variety of topics in Host Nation class, with an attempt to make the children feel at ease and have fun. Basic topics, which will be covered, include:

- ❖ The nature of the country, the climate, vegetation, animals, flag, government, etc.
- ❖ The feast or “Eid” experience in the Moslem World.
- ❖ Traditional industries such as fishing and pearling.
- ❖ Modern Bahrain as an oil and banking center.
- ❖ Architecture in Bahrain.
- ❖ Characteristics of the Bahraini family.
- ❖ Basic Arabic words, Arabic numbers, some of the alphabet, their own name in Arabic, etc.

The Host Nation teacher considers it very important for the children to “experience” Bahrain. The program includes activities and experiences such as having an Arabic style meal, listening to typical Bahraini music played by Bahraini musicians, seeing displays and wearing traditional costumes and jewelry.

LUNCH PROGRAM

All students (Grades K-5) have fifty (60) minutes for lunch and mid-day recess. In an attempt to prevent students from eating too fast in order to get outside, students will be dismissed by table when directed. Students may bring a cold lunch from home or purchase a hot lunch provided by the school. Lunch tickets are available and may be purchased at the school. If your child needs to borrow lunch money, it is his/her responsibility to bring the money the following day.

Students are encouraged to bring nutritious snacks for break. Please, no candy or sodas for snack.

Paid lunch monitors supervise the lunch period. Students are expected to follow all directions given by the lunch monitors and show respect at all times. It is important to have the child understand that using the lunchroom is a privilege for all students. During lunch, food is not permitted outside on the playground. Students must eat their food in the cafeteria before going outside.

LUNCH ROOM RULES

Students will be seated with their classmates at assigned tables. The following rules apply.

- Walk!
- Be polite to all cafeteria staff.
- Clean up after yourself. It is the individual student's responsibility to make sure his/her area is clean prior to leaving the table.
- Remain at your table until a monitor dismisses you. If a student requires additional assistance, he/she will raise a hand and the monitor will give assistance.
- Food is for eating, not for playing with.

MONEY AND OTHER VALUABLES TAKEN TO SCHOOL

When money is sent to school (except for lunch money) parents should realize their responsibility:

- ❖ Place the money in an envelope.
- ❖ Include a note inside stating reasons the money is being sent.
- ❖ Place teacher's name and child's name on outside of the envelope.

We would like to discourage parents from allowing children to bring large amounts of money to school. Bahrain School is not responsible for loss or theft of articles or money. This is a parental responsibility.

PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences are held in the fall and spring of each school year. Please check the school calendar and wait for notices to be sent home. These conferences are by appointment and you will be notified well in advance of your appointment. We hope as parents/guardians, you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you.

SPECIAL CONFERENCES

The school staff welcomes all parent-teacher conferences. Arrangements can be made by calling, emailing or by writing a note to the individual teacher. An administrator may be called upon at any time to attend a scheduled conference.

PERSONAL APPEARANCE

The Bahrain School Elementary Section does not have a specific dress code. However, it is expected that parents will dress their children in an appropriate manner, bearing in mind the expectations of the host nation. Flip-flops are not allowed, and hats are only to be worn outdoors. Students should wear appropriate clothing and shoes for playing outdoors. Gym classes will require specific attire.

PHYSICAL EDUCATION

The elementary physical education program recognizes that each child is a unique individual with different physical, mental, emotional and social needs.

Through participating in physical education classes, children develop proficiency in movement skills that they can use for life in a variety of physical activities. Students also improve muscular strength, endurance, flexibility, agility, balance and coordination, and gain an understanding of how these factors relate to life-long physical fitness.

Parents will receive a schedule of PE classes. Students should wear or bring appropriate gym attire on those days.

REPORT CARDS

The school year is divided into quarters and students will receive their report cards at the end of each quarter. If you have questions regarding your child's progress at any time, contact your child's teacher.

STUDENT ARRIVAL TO AND DEPARTURE FROM SCHOOL

No student should arrive at school before 7:40 a.m., as there are no provisions for students and no teaching staff on duty prior to that time.

Students are tardy after 8AM.

There will be no check-outs after 2:15PM.

Adults who are responsible for picking up children may wait in the Elementary school lobby. Pick up should be no later than 3:00 p.m.

TARDY

All students arriving after 8AM, the parent or guardian must escort the student into school and check in with the Elementary school reception.