

# BAHRAIN MIDDLE HIGH SCHOOL

**Student &  
Parent Handbook**

**2011-2012**



*DEAR PARENTS,*

*The Bahrain 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 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 School welcomes all students and their parents to another exciting academic year as we learn and grow together.*

*Administrators, Faculty & Staff*

*Bahrain Middle High 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

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## **THE BAHRAIN SCHOOL**

The Bahrain School began in Awali, Bahrain in August 1968, as the Bahrain American Elementary School, a Department of Defense School with a staff of one (1) teaching principal and three (3) teachers. They provided for the educational needs of forty students in grades one (1) through eight (8).

By 1970, the school began accepting English speaking Bahraini students and other non-Department of Defense sponsored students. With the addition of these students, the school grew rapidly until, by January 1972, the enrollment was approximately two hundred elementary and correspondence course secondary students. In January 1972, in expectation of even further expansion, the school was moved from Awali to a twenty-four acre campus in Juffair.

From the beginning, foresighted members of the community had anticipated the need for a comprehensive school originally encompassing both American and British Curricula. As a result of an immeasurable amount of donated time, energy and money, the Bahrain School emerged as it is today, with an American Curriculum for grades K-12, the opportunity to take advanced placement examinations, and the International Baccalaureate program for academically oriented students in grades 11 and 12. Integrated into all of this is a full Arabic as a First Language program for students with an Arabic passport.

Special programs include music, art, physical education, English as a Second Language, and enrichment programs. Reading as a separate class is offered to students who qualify. The Career Education program includes courses in industrial arts, drafting, accounting, architecture, business management and computers.

The school includes a library of over 25,000 volumes plus multi-media materials and equipment. There is a facility for drama or musical productions and at least one (1) major production is offered each school year. There are complete guidance services for students including SAT, ACT, PSAT and other standardized college entrance examinations. Information is also available on the dates and location of the TOEFL test. Numerous opportunities exist for participation in student government. Basketball and volleyball courts, soccer and softball fields, a swimming pool, four (4) tennis courts, an athletic track, and two purpose built sports halls are included in the school's facilities.

## **BAHRAIN INTERNATIONAL SCHOOL ASSOCIATION (BISA)**

The Bahrain International School Association (BISA) was officially formed under the laws of the Kingdom of Bahrain on February 2, 1978 and assumed the responsibility for the Bahrain International School and its operations. BISA succeeded the Bahrain School Trust, which had been responsible for joint coordination with the US Department of Defense Dependents' School.

Under a twenty year Lease Agreement signed May 15, 1978 between the Ministry of Finance and National Economy and BISA, BISA has leased approximately twenty-four acres in Juffair, Bahrain, where the Bahrain School is situated. The objectives of BISA are exclusively educational and charitable and no profits are allowed from the operation of the school or from its property.

An agreement for operation and administration of the school exists between BISA and the US Department of Defense Dependents Schools (DoDDS). The scale of tuition fees is set annually by the U.S. Federal Treasury, and school tuition fees are paid by students in US dollars directly through the school's DoDDS administration to the U.S. Federal Treasury.

BISA imposes a mandatory annual building levy on all students attending the Bahrain School. All students other than U.S. Federal Government dependents pay BISA's building levy. In lieu of the building levy for the U.S. Federal Government dependents, an annual fee is paid by DoDDS for the use of the school facilities based on a formula, which closely equates to the building levy for non-U.S. Federal Government Students.

The levy (the rate which is established and announced by the BISA Board) is payable in one lump sum at the commencement of the school year or in two equal installments payable at the commencement of each semester. Attendance at the Bahrain School will be terminated for those students whose building levy is not paid within thirty (30) days of the due date.

BISA is responsible for all the new buildings for Bahrain School e.g. new gymnasium and classrooms extension and for capital investment type of improvements. Routine maintenance, custodial care, teachers' salaries, utilities and all other operating costs are paid by the DoDDS system through federally appropriated funds.

The principal purpose of the building levy is to provide BISA with the funds required to repay the loan taken out from the National Bank of Bahrain for the construction of the school buildings, related facilities and ground improvements, and for the subsequent maintenance and repair to retain them in a safe and effective operating state. BISA is also called upon from time to time to assist the DoDDS School Administration in the provision of goods and services to meet special needs, such instances being reviewed and considered for approval, on a case by case basis, by the BISA Board.

The building levy is only applicable to the main school building and related facilities. The building levy is not used for BISA Dormitory operations, which are managed on a self-funding basis, derived from the Dormitory fees paid by the student boarders.

BISA owns, manages and operates a 120 bed Dormitory adjoining the school grounds for students whose parents are not resident in Bahrain. The BISA Dormitory normally caters for students in Grades 9 to 12 inclusive. Dormitory fees are payable directly to the BISA Administrator in Bahraini Dinars. All Dormitory enrollment inquiries should be directed to the BISA Dormitory.

The BISA Dormitory operates under its own rules and regulations as outlined in the Dormitory Handbook.

BISA Board meets monthly; meetings are closed. Board membership includes the DoDDS Principal and Assistant Principal, Chairman of the Local School Advisory Committee, Chairman and Treasurer of the PTSA, Dormitory Director and Dormitory Sub-Director, the BISA Engineer, BISA secretary to the Board, Commander NSA and Legal Advisory NSA, Bahrain Government Private School Directorate representative and leading members of the Bahrain Industrial and Commercial Community.

**QUICK REFERENCE GUIDE FOR FREQUENTLY USED NAMES, TELEPHONE NUMBERS, AND ADDRESSES:**

**BAHRAIN SCHOOL**

<b>FPO ADDRESS</b>	<b>INTERNATIONAL ADDRESS</b>	<b>PHYSICAL ADDRESS</b>
Bahrain School PSC 451 Box 690 FPO AE 09834-0690	Bahrain School P. O. Box 934 Manama Kingdom of Bahrain	Building 240 Road 4225 Area 342, Juffair
<b>Telephone Number</b>	<b>Fax Number (Guidance)</b>	<b>Fax Number (Admin)</b>
(973) 1772-7828	(973) 1772-5714	(973) 1772-8583

E-Mail: **BAHRINEHS.PRINCIPAL@eu.dodea.edu**

SCHOOL TELEPHONE: (973) 1772-7828

THE PERSONNEL LISTED BELOW CAN BE CONTACTED DIRECTLY AT THE SCHOOL

<b>TITLE</b>	<b>NAME</b>	<b>NUMBER</b>
PRINCIPAL	Mr. Doug McEnery	1771-9823
ASSISTANT PRINCIPAL	Dr. Eldrige Groomes	1771-9824
INTERNATIONAL BACCALAUREATE COORDINATOR		1771-9826
HUMAN RESOURCE/PAYROLL CLERK		1771-9825
RECEPTIONIST/ATTENDANCE CLERK		1772-7828
TUITION CLERK		1771-9805
REGISTRAR/SECRETARY		1771-9802
NURSE		1771-9815
EDUCATIONAL TECHNOLOGIST		1771-7866
ELEMENTARY/MIDDLE SCHOOL COUNSELOR		1771-9827
MIDDLE/HIGH SCHOOL COUNSELOR		1771-9827
SECONDARY COUNSELOR		1771-9807
MIDDLE SCHOOL COUNSELOR//PSYCHOLOGIST		1771-9855
BUS TRANSPORTATION		1771-9808
CAFETERIA		1771-9838
SCHOOL SUPPLY		1771-9818/9

Parent, Teacher, Student Organization (PTSO) – **Representative: Ms. Tracy Kiehl – Tel: 3663-3078**

Bahrain International School Association (BISA) – **Representative: Mr. Mohammed Al Khateeb –**

**Tel: 1767-1711**

Local School Advisory Committee (LSAC) – **Representative: Ms Ghada Algozaibi- Tel: 39696666**

# Organizational Structure

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

**The organizational structure for the Department of Defense Education Activity and Department of Defense Dependent's Schools is as follows:**

Secretary of Defense

Assistant Secretary of Defense for Personnel and Readiness

Director - Department of Defense Education Activity – Ms. Marilee Fitzgerald, Arlington, VA.

Director - DoDDS – Europe, Dr. Nancy C. Bresell, Wiesbaden, Germany

District Superintendent – Dr. Elizabeth Walker, Vicenza, Italy

Principal

Whenever concerns arise regarding our school, experience has shown that the overwhelming majority of them are resolved with the school, and most often by speaking with the classroom teacher. If concerns cannot be resolved at the classroom level the principal or Assistant principal should be contacted.

If, however, you need to contact any of the officials listed above, the appropriate chain of concern should be followed:

**The levels of authority for DoDEA and DoDDS are as follows:**

SUPERINTENDENT – MEDITERRANEAN DISTRICT  
DR. ELIZABETH WALKER  
SUPERINTENDENT OF SCHOOLS  
UNIT 32401, BOX 11  
APO AE 09630 – 0005  
TEL.: +39 0444-71-8460

DODDS – EUROPE  
OFFICE OF AREA DIRECTOR  
DR. NANCY C. BRESELL  
UNIT 29649  
APO AE 09096, BOX 7000  
TELEPHONE: 0049-611-380-7614

DODEA- HEADQUARTERS  
DIRECTOR, DODEA  
MS. MARILEE FITZGERALD  
4040 NORTH FAIRFAX DRIVE  
WEBB BUILDING  
ARLINGTON, VA 22203  
TELEPHONE: (703) 696-4462, EXT.: 104

# **DoDEA Mission Statement**

To Provide an Exemplary  
Education that Inspires and  
Prepares All DoDEA Students  
for Success in a Dynamic,  
Global Environment.

# Bahrain School Vision Statement

Bahrain School provides students a safe environment in which they are challenged to their maximum potential as responsible members of a multi-cultural society.

# Student Performance Goals for Bahrain School

## Goal 1 • Reading Comprehension

All students, by 2014, will improve in reading comprehension through increased proficiency in vocabulary with emphasis on academic/abstract language as measured through system-wide and school based assessments.

## Goal 2 • Problem Solving & Reasoning

All students, by 2014, will improve in problem solving and reasoning as demonstrated through improved proficiency in math as measured by system-wide and school based assessment.



## Bell Schedule - High School A/B day

8:00 - 9:25	1 <sup>st</sup> (A) / 5 <sup>th</sup> (B)
9:35 - 11:00	2 <sup>nd</sup> (A) / 6 <sup>th</sup> (B)
11:10 - 12:35*	3 <sup>rd</sup> (A) / 7 <sup>th</sup> (B) *
12:35 - 13:10*	Lunch*
13:15 - 14:40	4 <sup>th</sup> (A) / 8 <sup>th</sup> (B)

\* MS and HS Schedules are different during these periods

## Bell Schedule-Middle School A/B day

8:00-9:25	1 <sup>st</sup> (A) / 5 <sup>th</sup> (B)
9:35-11:00	2 <sup>nd</sup> (A) / 6 <sup>th</sup> (B)
11:00-11:35 *	Lunch *
11:40-13:05 *	3 <sup>rd</sup> (A) / 7 <sup>th</sup> (B) *
13:15-14:40	4 <sup>th</sup> (A) / 8 <sup>th</sup> (B)

## **ACADEMIC**

### **ACCREDITATION**

Bahrain School is accredited by the AdvancED and is authorized to offer both certificate and full diploma courses by the International Baccalaureate Organization.

### **ACCELERATION POLICY- (SEE WITHDRAWAL FROM SCHOOL)**

### **AWARDS**

An awards assembly is held at the end of each school year to honor students who have achieved highly in each curriculum area. The criteria for and the number of awards are under the supervision of the Curriculum Development Committee. Each department will present one award to the most outstanding student in both the Middle School and the High School.

A number of additional awards may be given to students who meet department criteria on creativity, high motivation, effort and achievement. Teachers may nominate students, who have given special service to the school, for service awards. Each year a special award is given to one student who contributes more than all the others to international understanding. This specially recognized student must speak two languages fluently, be recognized by his/her peers, and be selected by the staff.

Special awards include: Presidential Awards for Academic Excellence and Academic Achievement at Grades 5, 8 and 12.

### **BOOKS**

Students are held responsible for the condition of all textbooks, workbooks and library books checked out to them. A charge will be assessed for the replacement if these books are lost or damaged beyond usual wear and tear.

#### **The DoDDS procedure for lost books is as follows:**

1. Supply Officer will notify the teacher of the cost of the book or school property that has been damaged.
2. Parents will be informed of this amount. The parent should have a U.S. dollar bank draft prepared. (Bank drafts must be affiliated with a U.S. bank).
3. The bank draft should be made payable to "The Treasurer of the United States".
4. Place the bank draft in an envelope marked "For the Attention of the Tuition Secretary".
5. No cash or personal checks will be accepted. Bank drafts must be affiliated with a U.S. bank (i.e. Chase Manhattan, Citibank).

It is also possible to replace lost or damaged books by ordering a new book through Amazon. Com. Please get the ISBN from School Supply Officer.

## **CURRICULUM AREA INFORMATION**

The American Curriculum student is working toward an American diploma. The American curriculum consists of two types of classes: required courses which include language arts, social studies, mathematics, science and other courses such as careers, fine arts, physical education, computers, health, and elective courses which are chosen by the student to meet academic and vocational needs. Curriculum Standards can be found at:  
<http://www.dodea.edu/home/standards.cfm>

In Grades 9-12, a minimum of twenty-six units of credit is required before students may receive an American Diploma. However, students at Bahrain School usually graduate with twenty-eight or more units. Of the required units, the following must be earned in the specific subjects:

<b>DoDEA Class of 2008 and Beyond Graduation Requirements</b>	
<b>Required Courses</b>	<b>Units</b>
<b>English Language Arts 9, 10, 11, 12</b> (2 years of ESL may be substituted for 2 years of English Language Arts.)	4
<b>Social Studies</b> (1 credit of U.S. History, 1 credit of either World Regions or World History, and ½ credit of U.S. Government required.)	3
<b>Mathematics</b> (Algebra 1 and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.) **	3
<b>Science</b> (Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.)	3
<b>Foreign Language</b> (A total of 2 credits in the same foreign language is required.) *	2
<b>Professional Technical Studies</b> (1/2 credit must be in a computer technology course.)	2
<b>Physical Education (PEF 301, PEL 301, PEN 301)</b>	1 1/2
<b>Fine Arts</b> (Courses used to meet this credit must relate to: visual arts, music, theater, dance, and/or humanities.)	1
<b>Health Education</b>	1/2
<b>Sub-total for Required Courses</b>	20
<b>Sub-total for Elective Courses</b>	6
<b>TOTAL CREDITS</b>	<b>26</b>

\*For Arabic passport holders, taking English will satisfy this requirement.

\*\*7<sup>th</sup> and 8<sup>th</sup> grade students may earn high school credit in foreign language and math. The grades will not be counted as part of the high school cumulative grade point average.

It is the Department of Defense Education Activity (DoDEA) policy that students shall be required to have a grade point average of 2.0 or better in order to graduate from a DoDEA high school. **(See school counselor for DoDEA policy on requirements for graduation)**

Credits from courses taken at other accredited American high schools are fully transferable in the American Curriculum. Credits from courses taken at schools other than accredited American high schools will be carefully evaluated; credit may or may not be given. **(See school counselor for DoDEA Policy on student placement)**

Exceptions to the requirements, waivers, early graduation plans, are individual matters dealt with through the guidance office and subject to the approval of the principal. A letter of request from the student's parents to the principal is the first step.

More information on American curriculum requirements may be obtained by calling the guidance office at the school or by visiting the DoDEA website at <http://www.dodea.edu>.

## **ARABIC**

Arabic is a required subject for all Arabic passport holders who must meet the requirement of Arabic in Grades KG-11. At high school level, students are grouped according to skill level rather than grade level and individualization is accomplished according to individual student needs. Arabic students in grades KG-8 also study social studies in Arabic.

Arabic is also offered as a foreign language to those who wish to take it in Grades 7-12. Arabic studies are also available for non-Arabic passport holders on a space available basis. Further information about the Arabic courses may be obtained from the course booklet published by this department or from the Coordinator of the Arabic Department.

## **DIPLOMAS**

### **AMERICAN DIPLOMA**

Bahrain School uses Carnegie Course Units to determine high school placement and to qualify students for graduation with an American Diploma. **(See school counselor for DoDEA policy on student placement)**

### **HONORS DIPLOMA**

DoDEA will award an Honors Diploma to students achieving the high school graduation requirements with honors

Effective School Year 2007-2008, students graduating from DoDEA Schools will earn an Honors Diploma by meeting the following criteria: (1) completion of all graduation requirements; (2) earn a passing course grade and taking the requisite examinations in a minimum of four Advanced Placement Courses; and (3) earning a Grade Point Average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year. **(See school counselor for DoDEA policy on Honors Diploma)**

## **THE INTERNATIONAL BACCALAUREATE**

The International Baccalaureate is a two (2) year diploma program recognized throughout the world and designed for the academically motivated high school student. In many universities, notably in the United States, the IB Diploma is accepted in addition to Advanced Placement studies for credit. Some universities offer entry on the sophomore level to successful diploma students.

The basic subjects of the IB diploma program consists of six (6) areas typical of those studied in the final years at high school. The IB Diploma candidate is required to choose as the sixth subject a second one from an area previously selected.

The diploma candidate must also take a unique course known as the Theory of Knowledge. This course is designed to require at least 100 class hours spread over two (2) years (the duration of the IB program). The student is asked to reflect on his secondary school experience in a comparative and critical way by investigating the knowledge, claims and judgments made in logic, mathematics, natural and social sciences, history, ethics and aesthetics. The course concludes with an examination of opinion, belief and truth.

Students interested in earning the dual diploma (i.e. IB and American High School Diploma) are strongly urged to start their planning at the end of the 8<sup>th</sup> Grade or beginning of the 9<sup>th</sup> Grade by consulting with the International Baccalaureate Coordinator, to meet all the requirements for graduation in a timely manner. For additional information, please contact the International Baccalaureate Coordinator.

## **EXAMS**

School wide examinations are given in grades 6-12 each school year. The last week of the first semester exam covers the first semester's work and material, and again at the end of the second semester could cover the 2<sup>nd</sup> semester material.

1. The major goals of school wide examinations are:
  - a. To teach students effective study habits and examination techniques.
  - b. To make an effort to promote continuous learning throughout the year rather than looking upon the learning process as the completion of certain units, a particular section or reaching a certain objective.
  - c. To encourage teachers teaching the same course to work together in the development of the objectives, the course content and expectations, including the development of the grading scheme.
2. Policies and practices:
  - a. All teachers set examinations. There may be more than one form of the same test.
  - b. Examinations are based upon DoDEA Curriculum Standards.
  - c. The teachers and students will review the assessment results as quickly as possible after the papers have been marked / corrected and materials will be re-taught as appropriate.
  - d. Departments and individual teachers will use the results of these assessments to advise students, evaluate assessments and to review instructional techniques.
  - e. Students will be advised that the assessment does not finish the course. Students will be taught and evaluated until the final day of the school/semester.

## **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.

For Grades 6-12, a list of all students participating in a field trip is published ten (10) days prior to the trip, to inform all staff. If a student should not miss another teacher's class for some particular reason, that student may be retained at school. The final decision rests with the principal.

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.

## **GRADING POLICY**

Grades in the secondary section of the Bahrain School are awarded according to the grade definitions outlined below:

<b>MARK</b>	<b>% (avg)</b>	<b>MEANING</b>	<b>GRADE POINTS STANDARD</b>	<b>A.P. COURSES I.B. HIGHER COURSES</b>
A	90-100	The student has demonstrated understanding and shows work that demonstrates achievement of the standards to an excellent competency.	4	5
B	80-89	The student has demonstrated understanding and shows work that demonstrates achievement of the standards to a good competency.	3	4
C	70-79	The student has demonstrated understanding and shows work that demonstrates achievement of the standards to a satisfactory competency.	2	3
D	60-69	The student has demonstrated understanding and shows work that demonstrates achievement of the standard to a minimal competency (the loss of another mark/point or two would cause the student to fail).	1	2
F	0-59	The student has failed to demonstrate understanding and does not show work that demonstrates achievement of the standards and will receive no credit.	0	0

A grade of incomplete “I” is given to a student in a subject in which he/she has not completed the required work for an acceptable reason or absence. To be removed, the “I” should be “made up” within the same length of time as the absence. If this is not done, a grade representing the value of the work completed with failing grades for the work not completed is given. No “I” can be given for the last marking period. No “I” is put on the permanent report card.

Notices of Student Progress are mailed in the fourth/fifth week in each marking period if work is unsatisfactory or if significant or commendable progress has been achieved. The purpose of these notices is to keep the parent and student up-to-date on academic growth and development and to alert parents if a failing grade is imminent.

## **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 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 from nomination by parents or teachers. 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.

Gifted services may include:

- Additional Opportunities
- AP/Honors Course (HS)
- Grade Acceleration in Content Area
- Grade Acceleration
- Individualized Services
- Interdisciplinary Course
- Regular Class w/Cluster Group
- Regular Class w/Content Acceleration
- Regular Class w/Differentiation
- Resource Class

Our school and local community also offer a wide range of enrichment programs that include extracurricular activities, leadership seminars, exhibitions, performances, mentorships, internships, special projects and publications. Students in GE classes benefit from enrichment activities that allow them to develop their talents and abilities. School and community partnerships work together to provide enriching opportunities for the benefit of our students.

## **THE HONOR ROLL**

The Honor Roll is a means of recognizing students who have maintained a high academic average in all of their school subjects except exploratory courses. Eligibility for placement on the Honor Roll is a Grade Point Average of 3.50 or higher. A grade of D or below disqualifies a student from consideration. The Honor Roll is published four (4) times per year. Continued appearance on the Honor Roll is one of the criteria for eligibility for the Honor Society.

## **GUIDANCE AND COUNSELING SERVICES**

School Counselors are available throughout the school year to advise students and parents on matters of academic progress, personal welfare, educational applications and careers. Appointments should be made in advance either in person or by telephone.

Our guidance program is based upon the Competency Based Guidance Model. This model provides a framework for providing consistently high quality counseling services for all of our students. School counselors deliver programs with a view to attaining the goals and benchmarks established in the Strategic Plan and the Competency Based Guidance Model. Ultimately the goal of the counseling program is to assist students in developing strategies to cope with educational, personal and social challenges that may interfere with the educational process. In addition, counselors assist students into a successful career transition.

The student competencies described in the model will help individual students to succeed in:

- ❖ School
- ❖ Work
- ❖ Life

Our counseling program recognizes the importance of diversity as reflected in our schools, acknowledging that individual differences strengthen both school operations and society in general.

The primary goal of the DoDDS Competency Based Counseling Program is to promote and enhance student learning by focusing on three broad and interrelated areas:

- ❖ Academic Development
- ❖ Career Development
- ❖ Personal-Social Development

Further, the program is organized to promote effective and efficient resource use as well as to provide accountability.

The involvement, cooperation, and support of parents are critical elements for the successful implementation and delivery of competency-based counseling services. Our school counselors make every effort to communicate with parents through consultation, parent education, individual written interaction and on-going counseling newsletters.

Our counseling staff strongly believes that it is critical for students to view counselors as their advocates in the school, as adults who will listen to their concerns and as individuals who can be trusted. In addition, students must perceive their counselors as people who will help them resolve issues that interfere with their success as students, and who are willing to aid them to attain competencies related to their academic, career, and personal/social development.

The counseling staff encourages input and ongoing communication between the counselor, student and parent. Our contact details are below:

**Grades KG-6**

**Office: 973 17 719 812**

**Fax: 973 17 725 714**

**Grades 7-8**

**Office: 973 17 719 806**

**Fax: 973 17 725 714**

**Grades 9-12**

**Office: 973 17 719 807**

**Fax: 973 17 725 714**

## **COLLEGE PLACEMENT COUNSELING**

College placement counseling is conducted during the second semester of the 11th Grade and throughout the 12th Grade. Students should make an appointment in the guidance office to discuss selections of an appropriate college or university, and applications to these institutions, with the secondary counselor. Joint parent and student meetings are also held on specified evenings during grades 9-12 to facilitate discussion, answer questions, and move students forward in the college placement progress.

## **THE CAREER UNIVERSITY INFORMATION CENTER**

The Career University Information Center provides resources for career university planning. Current information is available from a large selection of college catalogs, reference books and career and vocational sources, DVDs, videos and other school materials. Students are encouraged to explore the information available with the guidance counselor.

## **HOMEWORK**

According to the [DoDEA Homework Policy Letter \(2000.9\)](#), the development of study skills must be an integral part of DoDDS regional, district, and school educational policies. DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. On average students in Grades 1-3 will receive 2-4 hours of homework per week; Grades 4-6 will receive 5-6 hours per week; Grades 7-8 will receive 7-9 hours per week; and Grades 9-12 will receive 10-15 hours of homework per week. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills. Homework assignments shall be designed to meet the needs and abilities of individual students. The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be given to school events and other subject area requirements.

## **REPEATING A CREDIT COURSE**

With the permission of the principal, on a space available basis, a course for which credit is granted may be repeated for content or skill mastery. **Credit will only be given once, and the grade will be for the most recent course taken.** The student's permanent record will show that the course was repeated. Students repeating a course in which weighted grades are assigned will receive credit only for the most recent course taken. The grade point average will reflect the most recent course taken. **(See school counselor for DoDEA policy on repeating a credit course)**

## **SCHEDULE CHANGE POLICY**

### **DROP/ADD A CLASS**

- Schedule changes may be made within the first 2 weeks (10 school days).
- If a student withdraws from a course after week two and prior to the end of the semester, grades will be given except in cases where early withdrawal regulations / procedures have been met.

## **DODEA SYSTEM-WIDE TESTING PROGRAMS**

### **TERRA NOVA**

This test is given to all students in Grades 3-11 in all DoDEA schools in the Spring. It is a standardized achievement test that is used to provide consistent, accurate, and objective information about students' achievement in math, language arts, science and social studies.

### **SCHOLASTIC READING INVENTORY (SRI)**

Scholastic Reading Inventory is an online reading comprehension and contextual vocabulary test that assesses students' reading ability. The score from this test helps teachers identify each student's reading level and match readers to books that are appropriate for their reading skills.

### **DEVELOPMENTAL READING ASSESSMENT (DRA)**

The Developmental Reading Assessment is a reading assessment tool designed to provide specific information teachers need to identify individual student needs and inform instruction for students. Through administration and analysis of results of the DRA, teachers can determine each student's independent and instructional groups.

## **ADVANCED PLACEMENT (AP) EXAMINATIONS**

Advanced Placement (AP) examinations are prepared and offered in a variety of subjects.

### **US HISTORY**

End of Course Assessments given in last week of May and first week of June.

# **COLLEGE ENTRANCE TESTING DATES**

## **SY 2011-2012**

<b>Test Dates</b>	<b>Test</b>	<b>Registration Deadlines</b>
Oct 1, 2011	SAT & Subjects Test	Sept 9, 2011
Oct 12, 2011	PSAT	IN HOUSE
Oct 22, 2011	ACT	IN HOUSE
Nov 5, 2011	SAT & Subjects Test	Oct 7, 2011
Dec 3, 2011	SAT & Subjects Test	Nov 8, 2011
Jan 28, 2012	SAT & Subjects Test	Dec 30, 2011
Mar 10, 2012	SAT only	Feb 10, 2012
Apr 14, 2012	ACT	IN HOUSE
May 5, 2012	SAT & Subjects Test	Apr 2, 2012
Jun 4, 2012	SAT & Subject Tests	May 8, 2012
<p><b>TOEFL: To register visit website <a href="http://www.toefl.org">www.toefl.org</a></b></p> <p><b>TOEFL administered at BIBF - contact Zahra Tabbara at 17824409</b></p> <p><b>SAT and Subject Tests: Students MUST register Online at <a href="http://www.collegeboard.com">www.collegeboard.com</a> (see counselor for specific instructions)</b></p> <p><b>ACT: No prior registration is required - sign up on 2 weeks prior to the test.</b></p>		

## **WITHDRAWAL FROM SCHOOL/ACCELERATION**

In order to withdraw officially from school, the student's parents must submit a written statement to the school requesting withdrawal for a specific date with as much advance notice as possible. The student will be given a withdrawal form that must be completed before withdrawal is official.

Tuition reimbursements are based on full quarter grading periods. Refunds will not be made for any quarter that a student has attended school. When a student is officially withdrawn during a grading period, tuition reimbursement will be pro-rated on a quarterly basis. Request for reimbursement must be submitted in writing to the tuition clerk who will forward this request to DoDDS.

The Building Levy Fee, if paid in full, will be partially refunded only if the student withdraws before the commencement of the school semester.

Before final clearance:

- ❖ All fees (tuition and building levy) must be paid before student's records/transcripts/recommendations can be provided to the receiving school.
- ❖ Tuition and Building Levy Fees should be paid in full prior to the child's first day of school and at the beginning of 2<sup>nd</sup> semester. Fees are applicable until final clearance is completed. As stated above, refund for tuition will be pro-rated on a quarterly basis upon final clearance.
- ❖ All books and supplies, which have been issued to the student, must be returned.
- ❖ Cost for lost or damaged books or supplies must be paid.
- ❖ A forwarding address is to be supplied to the Registrar's Office.

Transcripts of grades will not be forwarded to receiving school until ALL of the above conditions have been satisfied.

### **POLICY FOR ACCELERATION BEFORE THE END OF THE SEMESTER:**

Students whose parents are PCS'ing (moving permanently to a new location) have the opportunity to earn semester credit by participating in the acceleration process. DoDDS students may request assignments and tests to earn credit for their classes before the end of the school semester. They may apply for this acceleration if the following conditions apply:

- The sponsor and dependent will be returning to the United States 20 days or less before the end of the semester. A copy of the sponsor's PCS orders must be provided to acknowledge the acceleration request.
- The application for acceleration must be made four weeks prior to the withdrawal date.
- The acceleration request must be completed and returned to the counselor's office within two days so they may receive acceleration contracts.
- If conditions are met, teachers will provide assignments and tests through the end of the semester. These assignments and tests must be turned in at least one day prior to withdrawal from school

If your family is moving, contact a school counselor to find out the earliest date that your child can accelerate. **In order to accomplish this acceleration the counselor must receive the application for acceleration one month prior to this date.**

What does this mean for you and your student?

1. Your child must meet with each of their teachers so they can complete the acceleration contract.
2. You and your child must sign an acceleration application that includes your PCS orders. This ensures that everyone understands your obligation to complete all assignments prior to the move. Your child will receive a contract of course work that will be signed by each teacher.
3. The student must complete all the reading, homework assignments, quizzes, tests, projects and final exams prior to your last day of school in order to get credit. Failure to complete all contracted work will result in the receipt of “NO Credit” for each incomplete class.

High school students whose sponsors are not PCS'ing but are leaving school prior to the end of the semester, will receive the current grade up to that point for class work that allows them to immediately enroll in the next high school to finish the semester. A student who leaves school prior to the end of the semester and does not finish his work will not receive semester credit for the classes taken during that semester. Family trips during this time of the year are not an excuse for leaving early. All class work must be finalized prior to the end of the semester to receive credit for the semester.

## **ACTIVITIES**

### **ACADEMIC ELIGIBILITY**

All students are expected to maintain a GPA of at least 2.0 during the school year in order to be eligible to participate in athletic or non-athletic competition against other schools. Eligibility will be based on the current DoDEA eligibility policy. The GPA of these students will be monitored on a regular basis to ensure that they remain eligible.

### **ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES – ELIGIBILITY**

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills. At Bahrain School, we are pleased to offer a variety of activities in support of these goals. We also strive to develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and Participation Time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing Bahrain School will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with BPSSL, DoDDS, and National Federation policies.

An Extra-Curricular Activities Code has been established for the members of all athletic teams, organizations, and clubs at Bahrain School. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDDS Europe, Student Behavior Expectations memorandum. Anyone having any questions concerning extra-curricular activities at our school should contact the Athletic Director or Principal prior to signing these important documents.

### **ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES CODE**

Staff and administration established the Bahrain School Athletic and Extra Curricular Activities Code. It consists of rules all participants in interscholastic athletics and extra-curricular activities are expected to adhere to during the season and/or school year. The season begins with the first practice or first meeting and ends with the sports banquet or final meeting. Each coach or sponsor may establish additional requirements for group membership. These will be in writing and consistent with this code.

**(1) AGE** To be eligible to participate in Bahrain School athletics, a student must not have reached or passed his/her 19th birthday as of September 1 of the current school year. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.

**(2) PHYSICAL EXAMINATION** Athletes must submit a completed: (1) Physical Examination, (2) Parent Consent for Interscholastic Sports, and (3) Medical Power of Attorney for the current year **prior to the first practice**. Students may not participate in practice until the physical is complete. A physical is valid for one school year. Whenever possible, physical exams should be scheduled during the summer for returning athletes. It is the athlete's responsibility to plan ahead for this requirement.

**Students who get a concussion while playing in the DoDDS-E sports program will not be able to resume participation in sports until their doctor releases them to do so.**

**(3) ACADEMIC ELIGIBILITY.** Eligibility to participate in interscholastic and extra-curricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester 2 grades from the previous school year are used to ensure that all students meet the GPA standard for fall sports. Quarter 1 grades determine eligibility for winter sports and Semester 2 grades will be used for spring sports.

All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students failing more than one class are ineligible for competition or participation. A student participant who has been ineligible for three consecutive weeks may be dropped from the team.

Students not meeting the GPA requirement may request reinstatement of eligibility after three weeks of ineligibility. Demonstrated academic achievement meeting the basic GPA eligibility requirement and no more than one failing grade must support this request.

**(4) FALSIFYING OFFICIAL FORMS** Falsifying official forms required for participation will result in dismissal from the athletic team/activities for the season.

**(5) USE OF ALCOHOL, TOBACCO, and DRUGS** The student athletes/participants will neither use nor possess alcohol, tobacco, or non-prescribed drugs. Violations will result in removal for the season.

**(6) INDIVIDUAL COACHES'/SPONSORS' RULES** Students must meet the requirements and expectations of the coaches or sponsors during the season.

**(7) DROPPING AND TRANSFERRING SPORTS** Participants may not change team membership following the opening contest of each activity's season. A student does not have to participate in a contest for this to be in effect, only be listed as a member on the team roster.

**(8) SCHOOL ATTENDANCE AND PARTICIPATION** Students may not participate in an athletic contest or extra-curricular activity if they are absent from school on the day of that activity due to illness. If a student is absent from school on Wednesday due to illness, he/she may not play on Wednesday, but could play on Thursday with a doctor's clearance.

Students must attend school the full day prior to (or the day of) any scheduled contest or event in which he/she is to participate. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. The administrator will determine approval for the student to participate in the scheduled event.

Students are expected to be back in class following a contest. Students with numerous absences may be dropped from a team or activity. In such a case, the student's sponsor or coach, administrator, and parents will meet to review the matter.

**(9) SUSPENSION** Any student who is suspended from school is ineligible for one week from the date of the suspension commencing on the date the suspension begins. This includes in-house and overnight suspension.

**(10) UNIFORMS AND EQUIPMENT** All uniforms and equipment must be returned at the end of the season or departure from the team. No athlete will be eligible for another sport if they have not cleared a previous sport.

**(11) CONDUCT** Students who have serious misconduct problems or display a tendency towards criminal behavior do not meet our standards of conduct and therefore will not represent our school and community. (Serious criminal activity occurring outside of school will affect participation in the athletic/activity program.)

**(12) TRAVEL** All students must travel to and from out of country events in transportation provided by the school unless prior written permission has been granted by the coach/sponsor and parent.

**(13) RELEASE FROM CLASS** It is the responsibility of the students to see their teachers the day before the classes they will miss due to participation in an event or contest, whether home or away. All work will be made up promptly. All students are required to travel with schoolwork of some kind.

**(14) PARTICIPATION ON Non-DoDDS TEAMS** Students participating on Non-DoDDS and Bahrain School teams simultaneously must participate in all DoDDS practices and scheduled games to maintain eligibility for a Bahrain School team.

**(15) VACATION POLICY** Taking vacations or attending non-DoDDS sponsored activities during a sport season are discouraged. Parents or students wishing to do so should reassess their commitment to being a team member. In the event an absence due to a vacation/trip is unavoidable, the student must contact the coach/sponsor no later than two weeks before the scheduled trip and be willing to assume the consequences related to his/her team status and lettering.

**(16) FINANCIAL OBLIGATIONS** Students are financially responsible for all equipment issued to them. All equipment is to be returned within five days of the last contest meeting, clean and in good condition. School furnished equipment/uniforms are to be worn only for contests, practice or otherwise approved times by coach/sponsor. All equipment not returned in good condition at the end of the season will be subject to a financial penalty. Athletic letters will not be awarded until the issued uniform is cleaned and returned to the respective coach/sponsor.

**(17) LETTERING** Students must complete the season in good standing and have met all requirements set forth by the coach at the beginning of the season. A season begins with the first practice or meeting and ends with last game or final meeting. Coaches will set lettering criteria after approval from the principal.

**(18) CODE OF ETHICS** Students shall abide by a code of ethics. Any conduct that results in dishonor to the student, team, or school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, and/or violations of the law, tarnish the reputation of everyone associated with the athletic and extra-curricular programs and will result in immediate dismissal from the team/activity and/or suspension from school. Negative behavior reports may be grounds for suspension from practice and/or competition.

**(19) HAZING** Students engaged in hazing of any kind face suspension from school and the team/activity. Students at Bahrain School do not need to take part in any kind of hazing activity to be accepted into the team. Hazing can be described as “any activity expected of someone that humiliates, degrades, abuses, or endangers, regardless of the person’s willingness to participate.”  
*Alfred University*

**(20) DUE PROCESS FOR STUDENTS** A student who wishes to have the Athletic/Extra-Curricular Council review an action taken against him/her by the coach/sponsor may request a

review of the actions when extenuating circumstances appear to have occurred. The student must submit the request, in writing, to the Athletic/Activities Director within 24 hours of the action. The council will usually be comprised of the following individuals:

- a. Athletic/Activities Director
- b. Assistant Principal
- c. Additional Coach/Sponsor
- d. Faculty Representatives
- e. Parent Representatives

The council will make its recommendation to the Principal, whose decision is final.

**(21) ILLEGAL ACTIVITIES WHILE AWAY** Should a student be involved in an illegal activity while traveling to or from a DoDDS sponsored event which results in arrest or detainment by police authorities, parents will be required to travel to the site to assume responsibility for the student. Should this situation arise, procedures will be coordinated with parents, administration, command, and police officials. At no time will a team be delayed at a site to accommodate a student who has been apprehended by police authorities for a violation of law or military regulation.

**(22) EVENT/ACTIVITY BUS** The event/activity bus is provided as a special service for student activities. It is solely for the use of authorized students.

Students, who ride the buses to and from events/activities, must adhere to all rules and regulations published in the School Bus Handbook. Coaches/sponsors are not always on the activity buses due to the need to transport equipment, water, and medical supplies to the practice area. Any student not following bus rules will risk loss of bus privileges and dismissal from the team/activity.

**(23) NATIONAL FEDERATION RULES** National Federation Rules govern all athletic play. All participants at an athletic event are expected to fully adhere to these expectations. Sanctions by the coach//sponsor will result for violations.

**(24) DoDDS REGULATIONS** DoDDS Manual 2740.3 (Athletic Policies and Guidelines, available at: [www.dodea.edu](http://www.dodea.edu)) will govern all interscholastic competition and participation. Bahrain School policies compliment or extend these requirements.

**(25) TRAVEL** Each coach/sponsor will provide a trip itinerary that includes locations, Visa requirement, CPR numbers, times, and contact phone numbers 4 weeks prior to travel. Items needed for travel to include food, money or foreign currency, and any special equipment will be part of the itinerary packet.

**(26) STUDENT PARTICIPATION IN OVERNIGHT EXTRA CURRICULAR EVENTS/ACTIVITIES** Mandatory housing requirements will be met. Students who wish to travel to an event/activity are expected to host a visiting team member one - two times a year depending on Bahrain School hosting requirements. (Exception will be taken into account case by case)

**(27) PARENTAL ACKNOWLEDGMENT OF ATHLETIC AND EXTRA-CURRICULAR POLICIES** Each parent or guardian shall read these policies and verify they have received a copy of the athletic/activities eligibility rules and extra-curricular policies of Bahrain School. The signed document will be kept on file in the AD office. Parents are expected to adhere to appropriate spectator behavior to include no harassment of officials, coaches, or players. Any parent who has a concern during a competition should bring it to the attention of an administrator or Athletic/Activities director.

## **BEHAVIOR EXPECTATIONS**

### **DoDDS-EUROPE**

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
5. Electronic music devices are not allowed “on” during instruction or after “lights out”.
6. Each individual is responsible for his/her personal belongings and equipment.
7. Controlled substances (i.e. beer, wine, liquor, drugs) are not to be purchased, brought, or consumed by students attending a DoDDS-Europe sponsored/recognized student activity. Any student attending an unauthorized function where such substances are being consumed will be considered in violation of these rules even if they have not consumed the controlled substance(s). This rule applies also to functions where controlled substances are sold that are part of an authorized activity. An exception to this rule may be granted by the Director, DoDDS-Europe to the attendance restriction where the chaperones and sponsors are in attendance and insure that DoDDS students will not be consuming controlled substances.
8. Smoking is not allowed during DoDDS-Europe sponsored/recognized student activities.

9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated when the incident is reported to the respective school authority(s) and the student will be suspended from the activity.
10. Dress properly for the activity. Some activities are more informal (Creative Connections) and require clothing that can stand up to wear and tear. Other activities are more formal (MUSS & MUN) that require a white collar, professional look. In all cases, dress should be proper and in good taste.
11. Girls and boys rooms are “off limits” to members of the opposite sex.
12. Areas not open to student use (i.e. offices, lounges, etc.) are to be respected.
13. Any action by a participant that might be questionable in its performance, either from a safety or property respect standpoint, must be discussed with a chaperone/instructor before acted upon (i.e. leaving the hotel/billeting/activity facility at lunch or in the evening).
14. Mature student decorum is expected throughout the seminar. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

Minor rules infractions will result in restrictions and obligations being placed on the student (i.e. restriction to their room).

Serious infractions of any of the above items, as well as those discussed at the activity by the sponsors/chaperones will result in student removal from the seminar. Except for attending meals, the student(s) will be restricted to the room. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the seminar.

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

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

Date \_\_\_\_\_

## **AFTER SCHOOL ACTIVITIES/ATHLETICS FOR MIDDLE SCHOOL STUDENTS**

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

## **CO-CURRICULAR ACTIVITIES**

**Co-Curricular Activities Participation** is dependent upon the following:

- If a student is absent from school for any reason on the day of the event, that student may not participate in any co-curricular activity.
- The same rules of dress and behavior apply to co-curricular activities as apply during the school day.
- A student may be restricted from participation in co-curricular activities due to inappropriate behavior during the school day.
- At the end of any event, students shall be picked up within 15 minutes of the set time.

No student may remain at the school after 3:00 p.m. unless they are participating in an organized school activity or otherwise under the supervision of an adult staff member. All school functions will be fully chaperoned by school staff educators and administrators.

## **MIDDLE SCHOOL STUDENT COUNCIL**

The M.S.S.C., Grades 6-8, represents student opinions to the administration, serves as a focal point around which student activities may be organized, and assists in school activities sponsored by other school organizations. The office of president, grade level vice president, treasurer, secretary and three (3) grade level representatives from each grade are elected by a student vote.

## **THE NATIONAL HONOR SOCIETY**

**The National Honor Society**, Grades 10, 11 & 12, and **The National Junior Honor Society**, Grades 7, 8 & 9, are organizations comprised of students selected on the basis of scholarship, leadership, service and character. Membership is determined by a vote of a faculty committee.

## **THE SERVICE CLUB**

Service Club members are asked to devote hours of service to our school and community. The club philosophy of “giving something back” strives to engender a sense of belonging and responsibility to the community in which we live. It fosters the idea that one individual can make a difference in helping to improve our world.

The primary goal of the Service Club is to provide for the less fortunate, and it does so by participating in the annual Carnival and Flea Market and setting up food drives before Christmas and during the month of Ramadan to raise funds which are donated to the needy. They also make visits to the local orphanage and home for the elderly.

The Service Club plays an important role within the school by being responsible for selling UNICEF products, organizing formal dances, and ushering at school dances, concerts and plays.

By engaging in all these activities, the Service Club hopes to make a positive contribution to the school and community.

## **SOCIAL ACTIVITIES**

Social Activities at the Bahrain School are one of the areas in which the student governing bodies have a strong voice. Both the Student Council and the Class Officers give sanction to all planned activities although final approval rests with the school administration.

Club meetings and other activities are held in the late afternoon and early evening, and unless special permission is given, have a maximum length of two (2) hours. Senior activities may start later in the evening but unless special permission is given, are not to exceed three (3) hours. All social activities are expected to be self-supporting.

Guests may, on occasion, be brought to in-school activities if they are former students of Bahrain School. A non-Bahrain School student may be brought as a guest only if prior permission has been granted in writing. Each student may bring only one guest. Any guest at any social activity is, of course, the responsibility of his/her host.

## **SPORTS ACTIVITIES**

Sports activities are an important part of the Bahrain School co-curricular program. Bahrain School is an active member of the Private School Sports League. A full calendar of sports activities exists for the student who wishes to participate. A physical examination for the current school year must be on file in order to participate.

The following sports are usually offered during the school year: soccer, basketball, volleyball, swimming, tennis, track, cross-country and weight training.

## **THE STUDENT GOVERNMENT**

The student government in the secondary school is centered in the Student Council. Elections are held each year in the fall. At that time, students in the upper secondary vote to elect a student body president, vice president, secretary, treasurer, parliamentarian and historian. These officers meet with the elected class representatives and act as the student voice in school affairs. This group of students forms the student body government at Bahrain School with the main purpose of representing student opinion to the administration and setting guidelines for student activities during the school year. A minimum point average of 2.0 is required of any student holding the office of president, vice president, secretary, treasurer, parliamentarian or historian.

## **ATTENDANCE**

### **ATTENDANCE REQUIREMENTS**

Attendance in each class, each day, is necessary for success in school and all students are expected to attend classes unless ill or otherwise legitimately absent.

Although the responsibility for regular attendance rests with the students and the parents, the school will cooperate in any way possible to establish responsible habits and develop good student attendance. Questions and concerns should be addressed through the attendance office to the administrator in charge.

**---It is the responsibility of the parent to call the school every time a student is absent.**

*New DoDEA Attendance Regulation 2095.01 More information will be forthcoming*

### **School Attendance Procedures**

#### **ADVANCE PERMISSION TO BE ABSENT**

Advance permission to be absent may be requested if a family trip is planned or if the student is expected to be absent for some other serious reason. In this event, the parent should write a note stating the reasons for the expected absence and the date of the absence. The student should bring this note to the attendance clerk at least two (2) days prior to the intended absence and receive the appropriate form (Pre-excused Absence) which is to be signed first by the student's teachers and then by an administrator. The form must be completed and returned to the attendance clerk before the student's departure.

Teachers may provide assignments to be completed prior to or during the absence. It is the student's responsibility, by conferring with his/her teachers, to complete all work assigned and to make up tests missed while absent. Family trips taken without prior notification of the school staff will result in an unexcused absence and make-up privileges may not be given.

The Bahrain School calendar is published well in advance and parents are encouraged to plan family trips around school holidays.

#### **MEDICAL APPOINTMENTS DURING THE SCHOOL DAY**

In order to protect instructional time, parents should make every effort to schedule routine medical appointments outside of school hours.

It is essential that students in Grades 9-12 attend all classes and Seminar, if they have one. No student in Grades 9-12 will be permitted to leave during the school day to attend a routine (i.e. non-emergency) doctor's or dentist's appointment unless they have the appointment card with

them. If a student arrives at school late from attending a medical or dental appointment, documentation of that appointment is required.

### **PERMISSION TO LEAVE SCHOOL**

Permission to leave school during the school day for non-medical reasons is mandatory, but will be given only rarely and for exceptional circumstances. Students leaving school during the day are truant unless prior arrangements have been made and the student has been signed out at the attendance desk.

Students must bring a note to the attendance clerk at the beginning of the school day. The note must contain exact details and the attendance clerk reserves the right to phone a parent to confirm the exceptional circumstances. All students must be signed out prior to leaving and upon returning if return is made before the end of that school day. Students will not be released from campus on a phone call. A parent or guardian must be present in order to sign out a student.

### **RETURNING TO SCHOOL AFTER AN ABSENCE**

When a student is absent from school for a full day, that student must report to the attendance clerk before 7:50 a.m. on the first day back at school with a note written by a parent or an adult sponsor stating the dates of, and the reasons for, the absence. If the student returns without a note, the absence will be unexcused.

Students are responsible for contacting the teacher or another student to see what work has been missed. The student is responsible for making up all work missed during any absence.

### **SIGNING IN/OUT OF SCHOOL**

The sign-out register is maintained at the reception desk. Any student arriving at school after 8:00 a.m. will sign the register. Similarly, any student needing to leave school before 2:40 p.m. must be signed out by a parent, guardian or the attendance clerk, and signed in again if returning the same day. Students leaving campus without having followed these procedures are considered truant.

### **TARDY POLICY**

Students arriving at school after 8:00 in the morning must enter the school grounds through the main security gate and sign in at the reception. Any student who arrives in class after 8:00 a.m. must have already signed in at the Front Desk. After 8:00 a.m., or the beginning of any other class, a student is tardy unless they are carrying an excused note from a teacher or administrator, not a parent. Students who arrive repeatedly late to class will be referred to the school administrators for possible disciplinary action.

## **CONDUCT/DISCIPLINE**

### **EXECUTIVE ORDER 13160 – NONDISCRIMINATION**

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.

Refer to <http://www.dodea.edu/> (under “Administration” – “DoDEA Director” – “Office of Compliance and Assistance”) for detailed information on the scope of the program and how to file a complaint.

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS AND TEACHERS FOR A QUALITY EDUCATION ADOPTED 1978**

The Committee for Quality Education comprised students, teachers and administrators of the Bahrain School. The Bahrain School Principal, Bahrain School Student Council and the Bahrain Teachers Organization approved the rights and responsibilities indicated below.

#### **STUDENT RIGHTS** – The student has a right to:

1. Be treated with respect by teachers, administrators and fellow students.
2. Have fair and unbiased teachers in grading policies and classroom activities.
3. A prepared and knowledgeable teacher
4. Privacy of all grades and other records.
5. An academic challenge in classes.
6. Assemble with other students in a peaceful manner.
7. Dress in fashion that pleases him/her as long as it is within basic dress codes and is not offensive to local culture.
8. Attend school under unusual circumstances i.e. pregnancy.
9. Maximum facilities (as budget allows).
10. Question teachers about grades received, assignments given etc., as long as it is done privately and the student is not abusive or disrespectful.
11. Fail, without humiliation or harassment from teachers and administrators, as long as the student is aware of the consequences of failing.

#### **STUDENT RESPONSIBILITIES** – The student has a responsibility to:

1. Speak without shouting using a moderate, polite tone of voice avoiding profane, vulgar, or crude language.
2. Do not insult others or put them down, even when joking.
3. Respect others and their rights; for example, leave personal items alone.
4. Discuss situations with the teacher if the teacher is perceived as unfair or biased.
5. Be prepared for class work by bringing your own class materials to class everyday.

6. Practice integrity; follow through on all activities.
7. Ensure that assemblies in which he/she participates are peaceful.
8. Attend classes as scheduled and on time.
9. Care for school property and facilities.
10. Promote and support extra-curricular activities.

If a student feels that his/her rights have been curtailed or infringed upon in any way, the concern should be discussed immediately with the teacher or individual involved. If this fails, the problem should be discussed with the school counselor or a school administrator.

**TEACHER'S RIGHTS** – The teacher has the right to:

1. Receive respect, consideration, and deference from students.
2. Receive full cooperation and courtesy from all students at all times.
3. Receive respect and consideration from colleagues and administration at all times.
4. Establish and enforce class rules and consequences without superseding DODEA or school policies.
5. Dismiss a disruptive student from a classroom if the disruption interferes with the rights of others.
6. Have the best materials (within budget).
7. Choose the method of teaching best suited for the course and students.
8. Inquire, by discussions with the student and/or parents, as to why a student performs poorly or lacks motivation.
9. Report or refer disruptive students to the administration or other appropriate staff for action.

**TEACHER'S RESPONSIBILITIES** – The teacher has a responsibility to:

1. Respect others and their rights.
2. Do not insult others or put them down, even when joking.
3. Explain his/her grading system, teaching methods and expectations.
4. Try to motivate.
5. Advise and counsel students when appropriate.
6. Be aware of student capabilities.
7. Try to educate the student to his/her full potential.
8. Provide extra educational possibilities for the more capable student.
9. Teach courses objectively so that students may form their own opinion.
10. Be on time, prepared, and give quality instruction.
11. Promote and support extra-curricular activities.
12. Be fair, honest and unbiased in grading.

## **DRESS CODE**

A dress code is in effect for students in Grades 6-12. The basis of this code is that all students will dress in a manner which is neither a distraction to learning, offensive to the school community, nor the local culture.

1. Clothing must cover the waist and back at all times, even with both hands extended above the head. Shirts, blouses and dresses must have sleeves that cover the armpits and shoulders. Transparent clothing is not considered adequate to cover parts of the body. T-shirts must not be so short as to ride up, showing the midriff or navel.

2. All shorts, skirts, Capri pants or dresses must cover the knees when worn at the natural waistline. Tights, leggings and stockings must be covered by a skirt or dress of regulation length, i.e. covering the knees.

3. Undergarments should not be seen at any time.

4. Torn or ripped clothing is unacceptable.

5. Clothes displaying obscene or offensive words or designs may not be worn. Clothes that advertise alcohol or tobacco products are not to be worn to school.

6. Tight or revealing clothing is not appropriate and may not be worn in school.

7. Hats, sweatbands, bandannas and sunglasses will not be worn indoors. Picks or combs may not be left pushed into hair.

8. Jewelry that is a distraction, a nuisance, or attracts undue attention may not be worn by either sex.

9. Students must wear shoes. (Not barefoot, socks, slippers.)

10. All pants, for boys and girls, must be worn from the natural waistline and cover the knees.

11. Sweats, team or gym shorts, pajamas, etc, may not be worn except for gym class or special school celebrations or activities.

12. Students who are on the school premises at any time must be in compliance with the dress code, unless permission has been obtained for activities such as sports. If students have to remain on campus following an after school activity, they must wear clothes that conform to the dress code.

13. The administration reserves the right to decide upon the acceptability of any student clothing. Students violating the dress code will be withdrawn from class until their parents are able to provide them with appropriate clothes, or they will be sent home for the remainder of the school day.

## **BEHAVIOR AT ASSEMBLIES**

Assemblies are planned during the school year to compliment and enhance the regular school program. Since an assembly brings a large group of students into a small area, certain expectations of courtesy are appropriate:

1. All students will move to the assembly accompanied by a teacher unless specific instructions have been given otherwise.
2. All students will sit by classes in the company of the teacher in charge.
3. Any loud behavior, socializing with a neighbor, or booing is discourteous to those on stage, and will not be tolerated.
4. Students are expected to understand the instructions for the assembly prior to entry, and to leave the auditorium in an orderly manner.

## **CLASSROOM CONDUCT**

Instructions for classroom conduct and procedures to follow in each of the classes, the sports areas and the Learning Resource Center will be explained to the students at the beginning of the school year. Classroom rules vary because teachers have individual preferences, limitations, and expectations. Therefore, it is the student's responsibility to recognize and comply with classroom rules in each class.

## **MOBILE (CELL) PHONES AND PERSONAL ELECTRONIC DEVICES**

**This policy addresses phone/PED offenses accumulated during the school year.** Students may carry mobile phones/**PED's** at school, but the phone/**PED** must be switched off (not just on silent) from 8:00 a.m. to 2:40 p.m. (bell-to-bell). If a student is found with a phone/**PED** switched on or in use during these hours or if the device causes a disruption, the phone/**PED** will be confiscated and turned over to administration and the student will be subject to the following consequences:

**First Offense: Parent notification (by the person confiscating the device) device given to the Admin office and returned by request at the end of the school day.**

**Second Offense: Parent notification (by admin), student assigned after school detention, device returned upon request after school.**

**Third Offense: Admin and Parent conference to determine administrative action that eliminates the reoccurrence of the problem.**

**In an "emergency" between 8:00 a.m. and 2:40 p.m., there is always a school telephone available for use.**

All Personal Electronic Devices such as PDAs, IPODs, MP3 Players, CD Players, etc. must be switched off and out of sight during school hours. If a student is found with a PED switched on or in use during school hours, **the above consequences will apply the same as for a phone.**

PLEASE NOTE: The Bahrain School will in no way be responsible for loss or damage to students' phones and/or personal electronic devices.

\* Teachers may require students to hand in their cell phones and/or PEDs for the duration of any test or exam.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not allowed at Bahrain School or during school sponsored activities. Public displays of affection are considered to be any physical contact other than holding hands and may result in disciplinary action.

### **SMOKING POLICY**

Students are prohibited from possessing or using tobacco products anywhere on school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action.

All school rules apply during and after school hours when the infraction/incident occurs during a school sponsored or participatory activity.

All problems of administrative discipline may be referred to the Disciplinary Committee at the discretion of the administrator in charge.

### **DETENTION**

As a result of a disciplinary action Administrators assign detention. **Teachers or administrative assistants whose school rights (see above section: Teachers Rights) have been violated may also assign detention.** Detention may be assigned before or after school. Students are expected to report to detention on time with appropriate materials. They are expected to use their time doing school related work. Failure to report on time or acting inappropriately during detention may result in additional detention days or further disciplinary action. **Parents and students will be notified in advance of the date and time a detention is to be served.** Scheduling conflicts **with non-school appointments** must be worked out in advance with the detention supervisor so that detentions can be rescheduled and served.

**Detention supersedes attendance at extra-curricular activities. Students assigned to after school detention will not be excused to participate in other after school activities.**

Teachers may also assign and supervise their own detentions **for problems within their area of responsibility**. Parents will be notified by the teacher if their child receives a teacher assigned detention.

### **SUSPENSION**

Suspension may be given as a result of disciplinary action. Suspension is defined as the prohibiting by a school principal (or assistant principal) of a student from attending classes or school for any time period short of expulsion. Out of school suspensions are not to exceed 10 (continuous) days for one incident without a formal hearing. Suspensions may be in or out of school. Students are expected to make up all work missed during their suspension. Make up policy is the same as for an excused absence.

### **ZERO TOLERANCE**

DoDDS / DoDEA has a ZERO TOLERANCE policy on drugs, alcohol and weapons (real or not). Students possessing any of these items at school or at school-sponsored activities will be disciplined in accordance with the ZERO TOLERANCE policy.

### **EXPULSION**

Expulsion is the removal of a pupil from school for the remainder of a semester or school year for disciplinary reasons.

**DORM STUDENTS WHO ARE EXPELLED FROM THE DORM ARE AUTOMATICALLY EXPELLED FROM SCHOOL. Dormitory students who are expelled from school will also be expelled from the dormitory for the same period of time.**

**\*\*\*Also See District Discipline Code and Table of Consequences**

## BAHRAIN SCHOOL STUDENT BEHAVIORAL EXPECTATIONS

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

BAHRAIN SCHOOL	P Productivity	R Responsibility	I Integrity	D Determination	E Empathy
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>Consistently produce quality work</li> <li>Complete make-up work</li> <li>Participate in classroom activities</li> </ul>	<ul style="list-style-type: none"> <li>Bring materials and Daily Planner to class on time</li> <li>Take action to achieve academic success</li> <li>Take care of furniture equipment and supplies</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to a positive learning environment</li> <li>Do my own work</li> <li>Take accountability for my actions choices and words</li> <li>Use positive language</li> <li>Honor the electronics policy</li> <li>Respect other's space</li> </ul>	<ul style="list-style-type: none"> <li>Always do my best—never give up!</li> <li>Pursue understanding by asking questions</li> <li>Problem-solve to overcome challenges</li> <li>Work to improve in areas that are difficult for me</li> </ul>	<ul style="list-style-type: none"> <li>Respect teachers, substitutes, guests (ALL ADULTS) and peers</li> <li>Respect my peers' right to learn</li> <li>Help my peers when appropriate</li> <li>Think about how my actions affect others</li> </ul>
<b>Hallways/Lockers/ Bathrooms/ Cafeteria/ &amp; School Grounds</b>	<ul style="list-style-type: none"> <li>Actively work to get to my next class and keep access ways clear</li> <li>Get appropriate materials from my locker</li> <li>Report immediately to appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with supervising staff</li> <li>Keep all areas clean and safe</li> <li>Keep lockers in appropriate places</li> <li>Keep electronics at home or off and away during school hours</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after myself and peers</li> <li>Honor the dress code</li> <li>Secure my locker</li> <li>Keep interactions and language appropriate</li> <li>Take my place at the end of lines</li> </ul>	<ul style="list-style-type: none"> <li>Seek assistance in difficult situations</li> <li>Am an active participant in team competitions and school activities</li> </ul>	<ul style="list-style-type: none"> <li>Am polite to others in the hall—walk on the right</li> <li>Am polite and patient with others during lunch</li> <li>Appreciate what is provided to me</li> <li>Honor other's personal space</li> </ul>
<b>Bus/Vehicle Areas</b>	<ul style="list-style-type: none"> <li>Get to buses on time</li> <li>Respect all bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Keep all areas clean and safe</li> <li>Leave school by 3:00 unless engaged in a supervised school activity</li> <li>Sit facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Remain on campus once I arrive at school</li> <li>Use proper language, tone and volume</li> </ul>	<ul style="list-style-type: none"> <li>Make safe decisions while in or around vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Respect drivers and peers on buses</li> </ul>
<b>Athletics/School Activities/ Assemblies</b>	<ul style="list-style-type: none"> <li>Am an active and positive participant in activities</li> </ul>	<ul style="list-style-type: none"> <li>Follow through with commitments to after school activities</li> <li>Remain in appropriate areas for the duration of events</li> </ul>	<ul style="list-style-type: none"> <li>Honor guests and visiting teams</li> <li>Use positive language to support my team</li> <li>Honor the dress code</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate school and team pride</li> <li>Compete to win with honor</li> <li>Join clubs and teams</li> <li>Excel at eligibility requirements</li> </ul>	<ul style="list-style-type: none"> <li>Show sportsmanship</li> <li>Respect speakers</li> <li>Walk to and from activities</li> </ul>
<b>Home/Dorm/ Community</b>	<ul style="list-style-type: none"> <li>Do my homework</li> <li>Read every night</li> <li>Bring appropriate materials to and from school</li> </ul>	<ul style="list-style-type: none"> <li>Check GradeSpeed progress</li> <li>Take supplies/paperwork to and from school</li> <li>Help in home/community</li> <li>Verify absences (with parent/counselor)</li> </ul>	<ul style="list-style-type: none"> <li>Am truthful about homework and grades</li> <li>Use internet appropriately</li> <li>Attend school daily</li> <li>Contribute positively to my community</li> </ul>	<ul style="list-style-type: none"> <li>Take pride in homework—best work</li> <li>Do what it takes to increase my understanding of difficult academic concepts</li> </ul>	<ul style="list-style-type: none"> <li>Take time to support and communicate with my family</li> </ul>

## MISCELLANEOUS INFORMATION

### ARTISTS / PROFESSIONALS

If you have a specialty that we can use at school to enhance the learning of our students, e.g. that of nurse, storyteller, artist, doctor, banker, engineer, professor, scientist, then we need you. By sharing your talents, you give an opportunity for all students to enhance their education. Please contact the Assistant Principal.

### BUS TRANSPORTATION

The safe transportation of students is our greatest concern. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. Safety also depends on proper conduct by the students that ride buses. We highly encourage parents to go over the rules with their students to ensure that they understand and follow these rules. School bus rules will be strictly enforced. School bus transportation is a privilege, not a right. Students not complying with school bus rules may have their bus riding privileges revoked.

Bus registration is done in the School Transportation Office located in the counseling wing, Room AB18. Please bring all the needed information to complete the School Bus Transportation Form.

When changing location, please allow ample time for the bus office to locate your new home, determine the suitable bus stop and instruct the bus driver. A minimum of three school days is required to ensure the bus can pick up at your new location.

All changes concerning the buses must come through the School Bus Office. Drivers, other school offices, or the teachers cannot make changes or make arrangements for a student when it concerns busing. Please call 1771-9808 or 3962-8914. We will be happy to assist you.

The bus pass, which is issued to every student, has a great deal of information. Please check this pass for: student's name and grade, sponsor's duty phone, bus route number, pick up and drop off points as well as approximate times. The back of the pass has the phone numbers to reach the School Bus Office or school security.

Students must display their Buss Pass when entering the bus. The designated pick up and drop off points on a student's individual pass are the **ONLY** locations that the student may enter or disembark the bus. Riding a bus other than the bus that is assigned is also prohibited.

## **BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

The following are expected behaviors required of all students riding school buses.

On and around school buses students **will**:

- Conduct themselves properly.
- Board and depart the bus in an orderly, safe manner.
- Remain properly seated while the bus is in motion.
- Remain reasonably quiet.
- Keep all parts of the body inside the bus windows. Keep windows closed.
- Keep aisles, doors, windows, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Respect all contractors' property and other private property.
- Promptly comply with the bus driver's instructions.

On and around school buses students **will not**:

- Disrespect, distract, or interfere with driver.
- Fight, push, or shove.
- Eat, drink, or litter on the bus.
- Interfere with other riders while they are entering, exiting, or seated on the bus.
- Spit.
- Be involved in horseplay.
- Throw or shoot objects in, on, to, or from the bus.
- Use tobacco products or have in their possession matches or lighters.
- Tamper with bus controls or emergency equipment, except in an emergency.
- Use profane or abusive language or make obscene gestures.
- Convey any prohibited or unacceptable item (e.g., weapons of any kind, drugs, explosives, alcohol, animals, bulky items, other disruptive items, etc.)
- Engage in any behavior, act, harassment, or incident determined by the principal as interfering with order, safety, or the authority of any adult.

### ***CONSEQUENCES FOR INAPPROPRIATE BUS BEHAVIOR***

1. Warning letter.
2. Bus riding privileges suspended for 1-5 days
3. Bus riding privileges suspended for 10 days.
4. Bus riding privileges suspended for 20 days.
5. Bus riding privileges suspended for the remainder of the year.

Please note that serious infractions may warrant more severe consequences than outlined above.

### **SPACE AVAILABLE TRANSPORTATION**

We are fortunate to be able to provide daily commute buses to our students at this time; however it is imperative that everyone understands the limitations of space available bus service.

Tuition paid to DoDDS is strictly for education and **does not** include daily commuting transportation. Buses are contracted by the Department of Defense to provide transportation for the dependents of their personnel.

Due to the evacuation from Bahrain of DOD dependents in June/July 2004, Bahrain School buses have seats available at this time. Every attempt has been made to provide the best service possible and accommodate the needs of the community within the regulation and entitlements of DoDDS.

Seats being offered to the tuition paying students at Bahrain School are on a space available basis. Space available means that bus service is provided only if:

1. You are near a bus stop serviced by the bus.
2. You are willing to transport your children to a bus stop.
3. There are seats available on the bus.

This service may be terminated at any time and without notice. Should the DOD students return, space available service would be drastically reduced or terminated.

Parents of space available riders will be required to fill out and sign the Space Available Transportation Form when picking up the bus pass.

If you have any further questions about your transportation entitlement and service please contact:

Mediterranean District Transportation Supervisors Office  
Mediterranean District DoDDS/DTS  
Unit 5185, Box 470  
APO AE 09461-5470 Phone 0044-163-852-6585

## **CAFETERIA**

A cafeteria program, which serves varied meals daily, is in operation during the school year. Meal tickets are available for purchase on a daily basis. All lunches, whether brought from home or purchased in the hot meal program, must be consumed in the Great Hall. Snacks purchased from bake sales must be eaten in the Great Hall or outside the school building.

Since the Great Hall accommodates a large number of students in a very short period of time, certain rules of behavior must be strictly enforced:

1. Students are to move quietly at all times while in and around the eating areas.
2. Students are expected to wait their turn in line. Crowding ahead is discourteous and time consuming and will not be tolerated.
3. Students are expected to clean their own area at the tables. Trays are to be brought to the disposal area. Trash and remaining food will be dumped in the garbage cans, and serving trays will be placed on the counter at the rear of the Great Hall.
4. When finished, students may proceed outside or into the mall area, but if the remainder of the lunch period is spent in the mall, order must be maintained.
5. Monitors in the cafeteria are there to supervise the students; an educator will be on duty in the mall area. An administrator is assigned to lunch duty each day.

6. Students are expected to be punctual for their afternoon classes.

### **CONFERENCES**

Conferences between parents and teachers are held formally once each school year. Notification of date and time will be given well in advance. Either party may schedule personal parent/teacher conferences at any time. Parents wishing to speak with their child's teacher should phone the school and request that the teacher contact them.

### **DAILY BULLETIN**

A daily bulletin is published each school day. Current information is communicated to all concerned by this means. This is an official school publication. You may request to have this bulletin emailed to you daily.

### **DORMITORY**

Bahrain International School Association (BISA) runs the dorm. They maintain a separate handbook that dorm students and their parents should be familiar with. **DORM STUDENTS WHO ARE EXPELLED FROM THE DORM ARE AUTOMATICALLY EXPELLED FROM BAHRAIN SCHOOL.**

### **FIRE DRILLS**

Fire drills are a regular part of the school's safety training. There will be one fire drill each week during the first month of school and one each month thereafter. Teachers will brief students on the fire drill procedures. Fire drills are always to be taken seriously and full cooperation is expected.

### **FUND RAISING**

Fund raising projects must have administrative approval.

### **GUESTS**

Guests at school must be preapproved by an administrator. Guests are limited to one day or a partial day visits, and must be of an equivalent age to the classes being visited. When a student wishes to bring a guest to school, a form must be secured from an administrator at least forty-eight hours prior to the scheduled time of the visit. This form must be properly filled out and signed by all of the teachers whose classes will be visited and then approved by an administrator. These forms will be collected, reviewed and signed by an administrator the day before. The administration reserves the right to approve or reject all requests. The guest must carry the permission form at all times while in the school. No guests will be brought to school during the

first two weeks of any semester, during any examination period or any special day at the school. All guests must obey class and school rules, and remain with their student host at all times.

## **ID CARDS**

### **STUDENT ID CARDS**

Students in Grades 6-12 will receive their student ID cards on orientation day. ID cards must be shown at the security gate to gain entrance to the school campus each day. Students are expected to have their ID cards at all times when they are on campus. Lost ID cards should be reported to the security office immediately.

### **PARENT ID CARDS**

Parents are encouraged to get a Bahrain School parent photo ID card. This ID card will facilitate entrance to campus for parents.

## **INFORMATION CENTER**

The Bahrain School Information Center is located next to the counseling wing and serves all elementary and secondary students and teachers. The library collection totals approximately 22,000 volumes plus a video collection of over 1,000 titles to support curricular areas. Local and U.S. newspapers, along with a variety of magazines, are available. There are 25 computer workstations with Internet capability for student and teacher educational use. The Information Specialist is available during regular school hours for assistance with all resources.

## **LOST AND FOUND**

Lost and found is maintained for convenience, but all students are responsible for their own property. Students are not to bring unnecessary or valuable articles to school. If such items are lost or stolen the school cannot be held responsible.

Your child may check with the receptionist at the Front Desk for any lost articles. All coats, hats, books, pencil cases, etc. should be labeled with your child's name for identification. Parents may also come and check for missing items.

## **NEWSLETTER**

A monthly newsletter is published including a calendar, lunch menu, current school events and other information. These are mailed out to parents but can be emailed as well.

## **NON-COMMUTING POLICY**

Bahrain School has a non-commuting policy. All students are expected to live in Bahrain during the school week. Commuting from Saudi Arabia will not be allowed.

## **NOTIFICATION OF PARENTAL ABSENCE**

When parents are away from Bahrain on holiday or for business trips and leave their children in the care of another person, the school requires that they provide information, in writing, to the Administration re: the following:

1. Dates parent(s) will be away.
2. Name and telephone number of the person designated by the parents to be responsible for the child/children during the parents' absence.
3. Current emergency contact person(s) and phone numbers, other than the person designated to care for the children.

## **OFFICE HOURS**

The school office hours are from 7:30 a.m. until 4:00 p.m. Please reserve all calls to the school at other hours to cases of emergency only. After office hours and all day on Fridays and Saturdays, the telephone is put on answering service. A recorded message may be left and will be responded to during the next duty day.

## **OPEN HOUSE**

An Open House is held at the beginning of the school year for parents. The open house allows the parents to visit their child's classroom and meet with their child's teachers in a more relaxed atmosphere than the regular school day permits. However, parents are welcome at all times and are free to meet with their child's teachers by calling the school and making an appointment.

## **PARENTAL CONTACT DURING THE SCHOOL DAY**

In the case of a family emergency, call 17-727-828. We will deliver such emergency messages to your child. At no time should you phone or send text messages to your child during the school day, as this is a violation of our cell phone policy for students.

Parents are requested to make prior arrangements for their children's after school activities and travel rather than leaving telephone messages with the receptionist. Of course, the school is always happy to convey any information that is necessary and urgent.

## **PARENT TEACHER STUDENT ORGANIZATION (PTSO)**

The purposes of the PTSO are:

- ❖ To support, through the distribution of its funds and organizing capability, the promotion of education for the students of Bahrain School.
- ❖ To promote and support special events that will benefit the parents and students.

The PTSO Executive Board meets once per month. All board meeting are open to the public and parents are encouraged to attend.

## **PHOTO PUBLISHING PERMISSION SLIP**

It is DoDEA policy that parents must sign a release before we are allowed to publish student photos. No personal information will be released.

## **PICTURES**

Class and individual pictures are taken each year. Information regarding this will be sent to you at the appropriate time under the sponsorship of the PTSO.

## **POSTERS AND SIGNS**

Posters and signs are not to be posted without approval. If the poster or sign is for an approved student activity, it must have the approval of the activity sponsor or the administrator in charge of student activities before it is hung up. If the poster or sign is of a personal nature (such as a message or a birthday greeting) it must be confined to the receiving student's locker.

## **REGISTRATION**

### **REGISTRATION CHECKLIST**

If you are new to the Bahrain School or are returning to the Bahrain School, the following check list applies:

#### **1. REGISTRATION PACKET**

All forms in the registration packet must be completed and signed prior to the student starting school on the first day of the new school year. Registration Form 600 is used when contacting parents/guardians in the event of an emergency and must, therefore, be accurate and complete with current phone numbers and emergency contact numbers.

Information on registration can be obtained by calling the Registrar on 17-719-802.

## **2. HEALTH RECORDS**

Immunizations and health questionnaire must be completed prior to the student starting the first day of the school year. The Health Office will, throughout the year, communicate with the parents as immunizations again become due.

The school Nurse can be contacted on 17-719-815.

## **3. PAYMENT OF FEES**

Tuition Fees and BISA/Registration Fees must be paid in full prior to the first day of school each semester.

Information on fees can be obtained by calling the Tuition Secretary on 17-719-805.

## **STUDENT RECORDS**

Student records are maintained on each student at Bahrain School in the Registrar's Office. These record files contain the following:

1. Information as appropriate, received from another school.
2. Entrance testing information of Bahrain School.
3. All grade reports and the results of standardized tests of all types.
4. Correspondence between school and parents concerning pupil progress, including progress report.

At the time a student withdraws from the school, parents can pick up a withdrawal packet to take to the student's new school. The information in this packet includes records received from previous schools, plus grade reports and standardized testing from Bahrain School.

Attendance/discipline records are kept in year-by-year files separate from the student's official records.

## **TUITION**

TUITION rates are established annually through DoDDS Washington. Tuition fees are due at the commencement of each semester, and may be paid by semester or annually. Payment is only accepted by Dollar Bank Draft drawn on a U. S. Bank and made payable to The Treasurer of the United States.

Refunds are based on full quarter grading periods. Refunds will not be made for any quarter that a student has attended school. If a student attends only one day in a quarter, tuition is due for the full quarter. Late enrollment fees will be reduced according to the DoDDS late enrollment fee schedule.

Invoices for the full year are sent out in June with a suspense payment date in August. Second semester invoices are forwarded in December with a suspense payment date of January. DoDDS regulations state pupils for whom tuition has not been received will be denied access to school

facilities until full payment is made. Rates are established annually and may be determined by calling the school.

PRIVATE PAY is a designation given to all parents who pay a portion of their child's tuition. In all cases where the employer pays less than 100% of the tuition amount, the parent will be billed for the full amount. The school will provide a receipt that may be presented to the employer for reimbursement.

COMPANY PAY is a designation only for those companies and organizations that pay 100% of all tuition fees. In these instances the company is billed and pays the requested amount in full.

BISA (Bahrain International School Association) imposes a mandatory annual Building Levy on all tuition-paying students attending the Bahrain School. This payment in Bahrain dinars may be paid for the full year or in two (2) installments due at the commencement of each semester. The rates are established and announced annually by BISA Board.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The School Advisory Committee was established early in school year 1983/84 under the provisions of DoD Instruction 5105.49.

This committee was established for the purpose of:

---Advising the principal on such matters as school policies, instructional programs, staffing as it relates to the instructional programs, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs and other educational related matters.

The Committee meets once a month. All meetings of the Committee are open and parents are encouraged to attend.

### **SCHOOL HOURS**

The school hours for instruction are from 8:00 a.m. until 2:40 p.m. for all students. 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. All students are expected to be out of the school building by 3:00 p.m. unless they are participating in a regularly sponsored school activity or are in some other way under the sponsorship of a staff member.

### **SECURITY GUARDS**

Security guards are provided for the school under contract for the safe and orderly operation of motor vehicles on campus as well as for orderly student behavior. Students are expected to respect requests made of them by the security guards.

## **SECURITY FOR SCHOOL SPONSORED EVENTS**

In order to provide security for Bahrain School, anyone entering the school or an event sponsored by the school must provide photo identification in addition to having their name on a list provided by the school to security.

## **STUDENT COMPUTER AND INTERNET ACCESS AGREEMENT**

Students and parents must sign the Student Computer and Internet Access Agreement before we can allow students to use school computers or have network access. Signing the agreement means that parents and students agree to follow the terms and conditions for network access as specified in DoD Directive 1342.6.

## **STUDENT HEALTH**

The major purpose of the school health program is to maintain, improve, and promote the health of the school age child. To accomplish this purpose, the school joins the parents, community personnel and agencies in a team effort. Parents have the primary responsibility for the health of their children.

Each child in Grades K-12 has an emergency card at school that must be filled out by the parent or guardian. Your child's health is important to us. We attempt to maintain a good healthy environment while your child is at school. Health Education is a regular part of the curriculum; the care of teeth and skin, the need for proper foods and rest, self-help for minor first aid problems, and disease prevention are some of the units studied. You can help by encouraging your child to practice at home the good health habits he is studying at school.

Daily outdoor recesses and regularly scheduled physical education classes are a valuable factor in promoting healthy classroom conditions. In as much as children are expected to participate, they should wear appropriate clothing.

## **ENROLLMENT IMMUNIZATION REQUIREMENTS**

**Students who enroll in DoD Dependents Schools (DoDDS) shall meet specific immunization requirements as a condition of attendance.**

The requirements represent a minimum standard of immunization, and do not necessarily reflect the optimum immunization status of a student. The only exceptions shall be for valid medical or religious reasons, as certified by military medical or religious authorities.

DoD Instruction 6205.1 states that prior to entry, parents are required to present proof of immunity, in the form of official stamped immunization documents for all doses of: Diphtheria/Tetanus/Pertussis, Polio, Measles, Mumps, Rubella, 2 doses of Varicella

(Chickenpox), Hepatitis A, Hepatitis B, Meningococcal ACWY (all school ages), and an IPPD Mantoux test for tuberculosis.

All immunizations are expected to be complete prior to the student's first day of school. However, if the time between enrollment and entry is too short, the school may allow the parent 10 school days in which to meet the requirements prior to dis-enrolling the student until such time as the requirement has been satisfied.

Parents are notified annually of any immunizations/tests required to re-register for the next school year.

## **HEALTH SCREENING**

Vision, Hearing, Height, Weight, BMI, and Scoliosis: All students in grades K-3 are screened annually for vision and hearing and BMI. Grades 4 and 5 are screened for Scoliosis. Grades 4-12 are screened for vision and BMI at least every 2<sup>nd</sup> year. Hearing screening in grades 4-12 is done upon parent/student or teacher request. High school screening is done through study halls and upon student/teacher or parent request. A screening does not constitute a thorough examination and parents are notified to seek further evaluation when indicated.

## **HEALTH STATUS**

Parents will give a health history on their child at the time of enrollment, and provide documentation of any long term health or special physical or emotional conditions so that appropriate individual health or emergency care plans may be developed to help the student stay healthy and perform well in school.

If the student is unable to fully participate in the school program, including physical education, medical documentation must be presented which states the limitations and lists alternative activities in which the student is able to participate. (Adaptive P.E. Form)

A "Health Information Update" is required as part of the re-registration process for each school year. Parents are requested to keep the school nurse informed of any changes in the student's health status.

## **MEDICATION POLICY**

This Medication Policy applies to all medications – prescription, non-prescription and over-the-counter.

For the safety of all, students are not permitted to carry medication of any kind at school nor will the school nurse dispense any medication **unless** a "Medication Permission Form"(A, B, C) has been signed by a physician and a parent and is on file in the student health record. It is always best if students arrange to take all medication outside of school hours.

If your child has a medical condition (allergies, asthma, migraines, menstrual cramps, etc.) that requires that medication must be given during the school day, the correct procedures must be followed.

Medication Forms (A, B, C) are available in the School Health Office, by e-mail or by fax to the prescribing physician.

## **STUDENT ILLNESS**

Our primary mission, as is yours, is to keep your child healthy. Sick children do not belong in school. A sick body must have rest in order to heal itself. It cannot handle its usual full work schedule and fight germs as well.

If your child becomes ill with a contagious infection, please keep him at home to avoid transferring germs to other students and teachers. When you send a sick child to school you are not only giving your own child a miserable day, you are impacting every child and teacher in his or her classes.

Teach your child to be considerate of others. Do not allow your child to come for just “one important class/test”. If a student is not well enough to stay for the day, he will not have an educational advantage in attending at all and will expose many people to his germs in the process.

A child should be fever free (below 100F or 37.8 C) for 24 hours without fever medication, before returning to school.

Please do not give Panadol/Tylenol or Ibuprofen or other fever reducing medications before sending your child to school. All this does is „masks“ or „hides“ the fever – it doesn’t cure the illness, it doesn’t remove the germs and it does deprive us of an important diagnostic tool.

Please keep your child at home if s/he is actively congested. Anyone who is blowing his nose often, whose nose is constantly dripping or who is continually coughing is a source of infection to others.

## **STUDENTS WHO BECOME ILL AFTER ARRIVING AT SCHOOL**

If a student is too ill to participate fully in school activities, parents will be notified and asked to collect their child as soon as possible. Our School Health Office is too small to keep sick children for any length of time.

Students in grades 6-12, who feel too ill to stay in school, must first obtain a pass from a classroom teacher to come to the health office for assessment before calling the parent. All students must be signed out of school by a parent or a person authorized by the parent to collect them.

COMMUNICABLE DISEASES CHART

DISEASE	CONTAGIOUS PERIOD	PERIOD OF EXCLUSION FROM SCHOOL
Chicken Pox (Varicella)	1 day before to about 6 days after spots.	7 days after spots and/or until original scabs are gone.
German Measles (Rubella)	4 days after cold-like symptoms	5 days after rash first appears.
Measles (Rubella)	4 days before to 5 days after rash appears.	During cold-like stage and for 7 days after rash appears.
Mumps (Parotitis)	7 days before to 9 days after swelling starts.	10 days or until swelling disappears and temperature is normal.
Scarlet Fever & Streptococcal Sore Throat	Approximately 10 days from onset until symptoms disappear.	At least 7 days from onset of symptoms. Rash must be gone, temperature normal.
Whooping Cough (Pertussis)	From 3 weeks from early cold-like symptoms.	During cold-like stage 7 days post exposure until 3 weeks after cough develops.
Athlete's Foot (Tinea)	As long as fungus is present	Teach importance of hygiene. Not excluded from school
Impetigo	Until lesions are cleared, usually 1- 2 weeks	Not permitted to attend until 48 hours after antibiotic treatment is started.
Head Lice (Pediculosis)	As long as parasites are present or nits are visible.	Exclude as long as parasites are present or nits are visible.
Pinkeye (Conjunctivitis)	Until discharge and symptoms have cleared.	Exclude until released by note from private physician or condition clears.
Ringworm	As long as lesions are present.	Until under adequate treatment. Lesions must be covered if doctor permits attendance.
Ringworm of scalp	As long as fungus can be found in lesions.	Not excluded IF under adequate medical treatment and lesions are covered.
Scabies	Until skin is clear. Usually after 1-2 weeks	Until adequate treatment has been given and or open lesions can be observed.

**STUDENT MAIL**

Student mail, except of an official nature may not be addressed through the school. All casual student mail directed to the school will be returned to the sender.

## **STUDENT PARKING**

Driving to and from school and using the school visitor parking lot is a Senior privilege only.

## **STUDENT USE OF SCHOOL TELEPHONES**

Telephones in the offices are for the use of the teachers and the administration. A student may use these phones only with the permission of an employee of the school. A pay phone is available for use by students, located in the back of the school.

## **VISITORS**

All visitors to the school will be asked to produce current and valid I.D. in return for a visitor's badge, which must be displayed at all times. Visitors must also report to the front reception area, to sign in. This is for the safety of the children as well as the need to reduce interruptions during instructional time. Parents should not be in the hallway before or during school without prior agreement with the teacher. Parents are welcome to wait for their children in the afternoons at the front entrance of the school. Please call your child's teacher beforehand if you would like to visit the classroom or to have a conference.

## **VOLUNTEERS**

Volunteers are always welcome in any school situation. If you have a few hours a week to donate to one of the school programs, or a skill or talent to share, please let us know. There are many places parents can participate in the education of their children, from being a timer or a score keeper at one of the athletic events, to serving on a standing committee, to working on a one to one basis with children who are experiencing difficulty in an academic program. Telephone the school if you would like to help.

## **YEARBOOK**

A school yearbook is published annually. Students may elect to work on this yearbook as an after school activity. Other clubs and activities vary from year to year. A full list will be available in the early fall.

## **ADDENDUM:**

### Acceptance of Incoming Space Available Students:

A review of the process to accept *Space Available* students was conducted to provide a systematic procedure for acceptance at Bahrain Schools.

The first consideration is to ascertain if there is space available in the grade level for which the student is applying.

1. Bahrain School will determine if the student has a need for Special Services such as ESL or Special Education that would not be available at the time. Staffing for special programs is provided from DoDEA based on students that have been in Bahrain for several years and primarily for the *Space Required* population. If the services are available at the time of registration then space available students may be considered for admission.
2. If the student has a history of disciplinary/attendance problems it may disqualify them for acceptance.
3. It must be determined that the student will meet the graduation requirements and a minimum Grade Point Average of 2.0 during their high school years. According to DoDEA regulation, we are unable to grant diplomas for students who earn a cumulative GPA less than a 2.0 (C) average.

If upon review of the registration packet it is deemed that further testing/screening needs to be completed it will be done as described below:

- Requests for consideration and complete registration packets should be at the school registrar by the dates below\*\*. Incomplete packets will not be considered:
  - **March 30<sup>th</sup>** – for Dormitory applicants only
  - **May 2<sup>nd</sup>** for Fall Registration
  - **December 15<sup>th</sup>** for Second Semester Registration\* Second semester applicants will not be considered if they are already residing in Bahrain and attending other schools on the island. These students are only eligible to apply for the following school year and should test in May.
- Registration packets will contain:
  - Completed registration Forms
  - Official Transcripts- these should include grading scales and must be translated by an official agency into English using Carnegie Units. (See the end of this document for information on the Carnegie Unit)
  - Standardized test scores – if available to include reading score levels
  - School Profile
  - Immunization records

- Counselors will review completed registration packets and schedule for a screening test (if needed) which will be given **on or about** the following dates:
  - **May 15** – for Fall applicants
  - **August 20** - late testing for students arriving during the summer if space is still available – **for fall.**
  - **December 15** for second semester admittance \* See restrictions above. For new arrivals only.
- Special Education and ESL teachers will be consulted prior to a final decision and additional testing may be required.
- Parents will be notified within a week after testing if students have been accepted and must make arrangements for tuition payment prior to the first day of school.
- Students of parents that have been transferred after those dates will be considered by the administration on a case-by-case basis with completed registration packets if they have been attending an accredited program. They must also include:
  - Current, transfer grades
  - A letter from their employer stating they are newly transferred

***REMEMBER THAT YOUR STUDENT CANNOT BE TESTED FOR ADMISSION UNLESS YOU SUBMIT ALL REQUIRED DOCUMENTS ABOVE BY THE DEADLINE DATES INDICATED!***

*\*\* Dates will be adjusted each school year*

The **Carnegie Unit** and the **Student Hour** (also called a **Credit Hour**) are strictly time-based references for measuring educational attainment used by American universities and colleges; the Carnegie Unit assesses secondary school attainment, and the Student Hour, derived from the Carnegie Unit, assesses collegiate attainment.

Per its original definition, the Carnegie Unit is 120 hours of class or contact time with an instructor over the course of a year at the secondary (American high school) level. Strictly speaking, this breaks down into a single one-hour meeting, on each of five days per week for a total of 24 weeks per year. However, knowing that classes usually meet for 50 minutes yields a value of 30 weeks per year. A semester (one-half of a full year) earns 1/2 a Carnegie Unit.

Credit is only awarded either for semester course, for .5 credit, or for a full year course, for 1.0 credit.