







**GLOBAL BILINGUAL ACADEMY  
PARENTS HANDBOOK  
KINDERGARTEN AND ELEMENTARY  
2020 – 2021**

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## **I General Information**

### **Global Bilingual Academy Administrative Team, Counselors, and Supervisors**

#### **Principal**

**Administrative Assistant to the Principal**

**Ms. Marlene Horton**

**Ms. Shaimaa Ezzo**

#### **Pre-K and Kindergarten Vice Principal**

**Kindergarten Secretary**

**KG Counselor**

**Ms. Margarite Shahbazyan**

**Ms. Dina Gwily**

**Ms. Yasmine Hdaib**

#### **Elementary Vice Principal**

**Elementary Secretary**

**Elementary Counselor**

**Elementary Student Supervisor (boys)**

**Ms. Yasmine Khairy**

**Ms. Lamia Hashem**

**Ms. Aisha Tarek**

**Mr. Elsayed Ibrahim**

### **Special Message from GBA Administration**

We welcome all students and parents to the new school year!

At the time of publication of this handbook, we all are still facing continually changing news and advice related to ways to practice health and safety with regard to the Global Pandemic, COVID-19.

Please note that the health, safety, security of our students, our families, and our staff is our first concern at all times – and in particular, during these times.

Please take note of these important points of information:

- When we return to school, our administration and staff will take every precaution and extra safety measures to ensure the continued health and safety of all students.
- We have a commitment to following all guidelines and requirements as set forth by the Ministry of Health and the Ministry of Education.
- We will have clear, procedures in place to ensure that we can keep all GBA students, parents, and staff safe.

When the time for a return to school draws near, we will provide full and detailed information to all of our parents and staff. Further, we have noted in several sections of this handbook with a notice that some services and programs may be subject to change due to local circumstances related to the need to be safe and healthy due to the pandemic. Look for notices in **red** at the following headings:

- School Calendar
- Daily Schedule
- Field Trips
- Pool/Swimming Classes



## 1. Principal's Message

*Welcome all students and parents to the new school year!*

I am excited to serve the students, families, and staff at Global Bilingual Academy (GBA) as your Principal. Returning parents will find some new procedures, new teachers and new school leaders.

At GBA we are a team – a school family – a community of learners. We want you to feel this way as well and when we work together for the best possible social and educational learning experience, then we can always put our children's education and their welfare first.

Your child's education is a partnership between school and home. We utilize the Common Core standards from the United States and current teaching methods to help your child learn about the world around them. Our students gain the academic and social skills that will serve your child through life in the 21st Century.

There is a saying that behind every cloud is a silver lining. The spring of 2020 brought a Global Pandemic that created the need for swift action and dramatic change to the way we are used to living and working. This happened for everyone – including schools. It was a challenging and difficult time. Yet, there were benefits as well. One benefit for GBA was that we acted as one to move swiftly to providing online education for our students and families. Our team of teachers, counselors, technology experts, administrative assistants and administrators put a plan in motion and working around the clock to train our teachers and staff and connect all the pieces to provide an online learning experience in a record amount of time. We are so excited about our enhanced use of technology to enrich the learning experience for our children and our ever-increasing use of 21<sup>st</sup> Century practices that will make your children even more prepared for the world they will soon be running. Watch for news and information in the coming months!

Learning how to learn is even more important in today's changing world than ever before. We aim to help your child develop strong skills for learning – while they learn their various subjects. To help your child learn to navigate the mountains of new information available to them, we very much appreciate your support at home as we all work together to help your children work toward their learning goals.

Thank you for trusting us with the education and well-being of your child. It is our pleasure to serve our students and families at Global Bilingual Academy.

Warm Regards,

Marlene Horton



## 2. Academic School Calendar 2020/2021

**NOTE: This is subject to change due to local events and Ministry Guidelines related to COVID-19.**



### Global Bilingual Academy Academic Calendar 2020-2021



August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUG.1:** Academic & Non-Academic Admin Start  
**AUG.8:** K-8 Online classes resume SY 19-20  
**AUG.20:** New Hijri Year holiday\*

**JAN.3:** Mid-term review week GR 5-9  
**JAN.10-21:** Mid-term Exams GR 5-9  
**JAN.21:** 2nd Quarter Ends (44 days)  
**JAN.24:** 3rd Quarter Begins

(Total: 210 Days)

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Sep.10:** Last day of classes SY 19-20  
**Sep.13:** Teachers/ TAs start  
**Sep.20:** SY 20-21 begins KG-9 (Online classes)  
 1st Quarter Begins

**FEB.7:** PT Conference / No students  
**FEB.14-24:** Mid Year Holiday  
**FEB.25:** National & Liberation Days Holiday  
**FEB.28:** Classes Resume

(Total: 90 Days)

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**OCT.15:** Staff Professional Development Day  
**OCT.28:** Prophet Birthday (PBUH) holiday\*

**MAR.11:** Israa & Miraj Holiday\*  
**MAR.18:** Early Release for students/ Staff PD

(Total: 20 Days)

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NOV.12:** 1st Quarter Ends (39 days)  
**NOV.15:** 2nd Quarter Begins  
**NOV.18:** PT Conference / No classes  
**NOV.26:** Staff Professional Development Day

**APR.1:** 3rd Quarter Ends (38 days)  
**APR.4:** 4th Quarter Begins  
**APR.11-15:** Spring Break Holiday  
**APR.18:** Ramadan Timing

(Total: 21 Days)

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**DEC.24:** 1/2 day early release for Students/Staff  
**DEC.27-31:** Winter Break

**MAY.13:** Eid Al Fitr Holiday\*  
**MAY.27:** Last Day for KG Student  
**MAY.30-31:** KG 2 Graduation

(Total: 18 Days)

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Beginning/ End of Staff Working Days
- Quarter (Qtr.) Beginning/ Ending
- Open House/ Parent Teacher Conferences (PTCs)
- Holidays
- Mid-term and Final Exams GR 5-9
- Early Release 11:30 - In-Service Day

**JUN.6-15:** Final Exams GR 5-9  
**JUN.15:** 4th Quarter Ends (47 days)  
**JUN.23:** Last day for Academic Staff  
**JUN.30:** Last day for Non-Academic Staff

(Total: 110 Days)

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Instructional Days: 168  
 Total Teacher Days: 181

\* Subject to change according to Ministry announcements, Islamic Holidays may vary due to sighting of the moon, GBA is not responsible for any resultant changes.

This calendar is subject to change due to local events and Ministry Guidelines related to COVID-19.



### **3. Our Vision**

We aspire to be the leading, accredited academic institution in bilingual education; providing our students with comprehensive, rigorous instructional programs and to prepare them for lifelong academic and professional success.

### **4. Our Mission at Global Bilingual Academy School (GBA) is to:**

- Deliver and utilize high standards of a rigorous curriculum and apply powerful educational instruction using state of the art technology that is focused on academic and linguistic competence in Arabic and English.
- Provide a learning environment that is safe, orderly and positively geared to making students feel valued, challenged, supported and encouraged to pursue self-discovery and become lifelong, inquiry-based learners.
- Challenge and support our students to become critical thinkers, effective communicators and responsible global citizens who respect their religious and cultural identity.
- Recruit and retain talented, multinational school staff that will create a strong professional teaching and learning culture.
- Engage and empower families to support children's learning at home and school and strengthen community partnerships with the school.

### **5. Our Core Beliefs**

- Students are the center of attention in the school and should be provided with the proper academic and behavioral support needed to achieve their full potential and the best possible academic achievement.
- Students' safety, security, and well-being come first, and we hold high expectations for the care of every student.
- We expect excellence from our staff and hold them accountable.
- Frequent assessment and analysis of teaching and learning data is used to sustain student progress and curriculum development.
- Punctuality and reliable attendance from staff and students is a critical factor in achieving the school Vision and Mission.
- Families and community play a positive and significant role in determining our students' success in school and life.
- On-going professional development for staff in content areas, pedagogy and leadership is required to fulfill school's Vision, Mission, and Core Beliefs.
- Effective classroom management is essential for the success of the learning and teaching process.
- Frequent use of modern educational resources and technology in the teaching and learning practice is expected and required.
- Strong leadership is important for the school's effectiveness and success.



## 6. **Accreditation**

We are proud to note that since 2018, GBA met all the standards required to be fully accredited by Cognia (formerly AdvancED). The Cognia/AdvancED standards framework provides eligible educational institutions a series of internationally recognized benchmarks to work towards. Schools are then judged against these standards, ultimately leading to officially documented areas of strength and prioritized areas for improvement. GBA is fully committed to the improvement process, through systematic, continuous self-review. Periodic reviews, undertaken by Cognia/AdvancED experts, will take place to check our commitment to the improvement process. We continue to implement processes and practices to examine where we are doing well and where we want to continue to improve.

Cognia is the largest global school improvement network in the world. This organization has a long history of providing high quality research, training and experts to help schools improve their quality of education across all facets of school operation.

## 7. **Technology at Global Bilingual Academy**

- GBA has become a Google School. We have implemented other web-based tools and practices to enhance the quality of teaching and learning to prepare our students for 21<sup>st</sup> Century skills.
- Blended learning in the classroom – a strategic “blending” of traditional, hands-on ways to teach and learn along with enhanced practice using technology.
- Gradual movement toward the use of e-books.
- Google classroom for teacher-student-parent communication, delivery of materials, posting of notices and newsletters, and other information related to your child’s learning experience.
- Smart projectors in every classroom

## 8. **Use of Cameras for Safety**

At Global Bilingual Academy we employ security video cameras in our public spaces, hallways, and classrooms. This practice is aligned with Ministry of Education – Private and Qualitative Section directives and ensures the safety and security of our students, staff, and visitors.

Our policy regarding the use of these cameras follows Ministry of Education directives that these are for the sole use of appropriate school personnel and/or Ministry of Education officials.

Under no circumstances will parents be allowed to view any camera footage captured by these cameras per Ministry of Education directive.





## 9. Student Punctuality and Attendance and Daily Schedule

**NOTE: This is subject to change due to local events and Ministry Guidelines related to COVID-19.**

Daily Schedule - <b><u>Please note that there is no supervision prior to 7:00 am.</u></b>	
<b>7:00</b>	<b>Teacher Arrival</b>
<b>7:15</b> <i>Morning Assembly</i>	Sunday: Grades 1-2 & Grades 3-7 girls Monday: Grades 3-5 boys Thursday: Kindergarten
<b>7:30</b>	All classes begin. Students should be ready and in their seats.
<b>12:30</b>	Pre-K, KG1 and KG2 are dismissed
<b>2:15</b>	Grades 1-9 are dismissed
<b>2:15 – 3:00</b>	After School Activities
<b>3:00</b>	Teacher Dismissal

### 9.1 **Students' Arrival and Dismissal:**

- All students must use gates number 2 and 4 to enter school from 7:00 to 7:30.
- After 7:30 – 8:00 students must use gate 1 to register late arrival in reception area.
- Students are not allowed in school after 9 a.m. without a medical excuse.
- KG dismissal will be from classrooms at 12:30 p.m. daily.
- Grades 1 – 9 will be dismissed from ground floor playgrounds at 2:15 p.m.
- No students will be dismissed from Gate 1.
- Parents, drivers, nannies or others who come to the school to collect their children must wait outside.

### 10 **Communication Protocol**

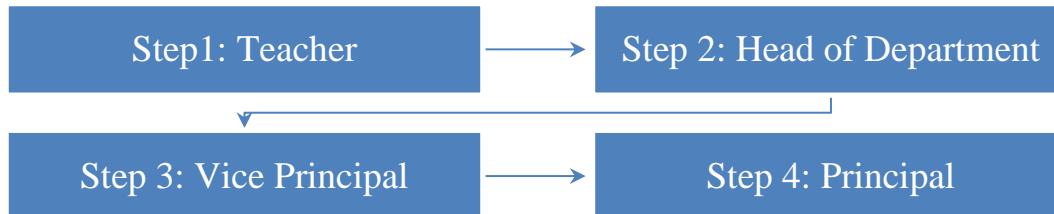
At GBA, we take great pride in our communication with parents. We feel it is essential that there be good communication between home and school. Our teachers are outstanding in their efforts to be available to parents.

We respect that our parents have busy days. Please understand that school days are busy, too. To save your time and to make sure the appropriate staff member is able meet with you:

Please follow the communication protocol below by **setting an appointment (24-hour notice)**.

### 10.1 Concerns – Flow of Communication

Kindly follow the flow of communication illustrated below for any academic concern:



### 10.2 Concerns Guide

Who do I make an appointment with?	Concerns
Teacher	<ul style="list-style-type: none"> <li>• Student issues</li> <li>• A conference</li> <li>• Questions about student grades or behavior</li> <li>• Questions about activities related to the classroom</li> <li>• Curriculum specific to the classroom</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>• Behavior, emotional concerns</li> <li>• Academic Probation (with Vice Principal)</li> </ul>
Head of Department	<ul style="list-style-type: none"> <li>• Curriculum</li> </ul>
Vice Principal	<ul style="list-style-type: none"> <li>• Policies, and procedures</li> <li>• Unresolved issues <i>after</i> teacher contact</li> <li>• Security or safety related to the school or the student</li> <li>• Feedback and/or suggestions about school-wide issues</li> <li>• Academic Probation</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Any unresolved issues (<i>after</i> meeting with the teacher and / or Vice Principal)</li> </ul>
Reception	<ul style="list-style-type: none"> <li>• School-wide events/Calendar</li> <li>• General information</li> </ul>



**10.3 Extension Numbers call 2220 6834, then follow the prompts to enter the extension**

Department	Extension Number
Kindergarten Vice Principal: Ms. Margarite Shahbazyan	Contact Secretary
Kindergarten Department Secretary (Pre-K – KG 2)	175
Elementary Vice Principal: Ms. Yasmine Khairy	Contact Secretary
Elementary Department Secretary (Grades 1-5)	110
Reception	0
Registration	222
Financial Department	113
Clinic	159 / 112

**10.4 Departments and Clinic Mobile Numbers**

Department	Mobile Number
Kindergarten Department Secretary, Ms.	98021340
Elementary Department, Ms. Lamia	97553056
Clinic	69935903

**11 Re-enrollment and Fees**

Global Bilingual Academy re-enrollment takes place every year according to an official announcement from the School Administration.

**11.1 Criteria for Re-enrollment:**

- The student is not on the Academic Probation List.
- The student has a good attendance record.
- The student does not have severe emotional / behavioral issue.
- The student does not face developmental disorders.
- The student does not have severe health problem.

**11.2 Payment of Tuition Fees**

Please note that the Tuition Fee due dates are listed in the school’s financial policy signed by all parents and a copy can be obtained from the Finance Department.

Textbooks are distributed free of charge to students. Subject-based text books must be returned at the end of the school year. Any library books that have been borrowed must also be returned. Please note that if any books are lost or damaged, you must check with the Finance Department to settle related charges.

Kindly refer to Appendix 1 Returning Textbooks at the back of this handbook for a complete list of returnable books by grade level



## II Policies Related to Discipline

### 12 Expectations at GBA

Students at GBA are expected to:

- Arrive on time prepared and ready to learn.
- Wear the full school uniform.
- Respect themselves, respect others, and respect school property.
- Speak respectfully to others.
- Follow school and class rules.
- Focus during class time.
- Walk properly in the hallways.
- Complete homework and assignments on time.
- Read daily, as reading is the key to success.

### 13 Star of the Week

The Homeroom Teacher will choose one student every week to be recognized as the Star of the Week in the morning assembly. Every student in grades Pre-K – Grade 5 will have the chance to be the *Star of The Week!*

#### **To be the Star of the Week, the student should:**

- Come to school on time.
- Respect friends and teachers.
- Finish assignments on time.
- Follow school and class rules.
- Go above and beyond expectations.



## 14 Code of Conduct

My Rights	My Responsibilities
I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or hurt my feelings.	I will treat others with compassion. I will not laugh at others, tease others, or hurt others' feelings.
I have the right to be myself in this school. This means no one will treat me unfairly.	I will respect others as individuals and won't treat others unfairly.
I have the right to be safe in this school. This means no one will: hit me, kick me, push me, pinch me, threaten me, hurt me.	I will make the school safe by not hitting, kicking, pushing, pinching, threatening or hurting anyone.
I have the right to expect my property to be safe in this school.	I will not steal or destroy the property of others.
I have the right to hear and be heard in this school. This means no one will: yell, scream, shout, make loud noises or otherwise disturb me.	I will help maintain a calm and quiet school. This means I will not yell, scream, shout or disturb others.
I have the right to show pride in my appearance.	I will follow the dress code.
I have the right to learn in a bilingual school environment.	I will speak English at all times, except in my Arabic, Islamic, and Quran classes.



## 15 General Discipline

### 15.1 School Rules -All grades

Global Bilingual Academy has established five school rules that all staff members and students should follow at all times. We teach young children best by modeling these rules. All teachers are required to have these rules posted in their classrooms.

- Treat yourself and other people respectfully.
- Be a good listener and speak politely.
- Be honest.
- Be responsible.
- Keep your hands and feet to yourself.

### 15.2 Pre-K –KG2

The Kindergarten Department will be using a Parent-Teacher Communication Booklet, which will be an easy way of monitoring the student's daily behavior at school.

We use a color system with stamps in your child's communication booklet to indicate for parents how your child's day was:	
Green stamp	indicates a student who has had a good day at school.
Yellow stamp	indicates a student has had a slightly unpleasant day.
Red stamp	indicates a child's behavior has not been as expected with the classroom rules, and child's parents will be contacted.

All children will have the chance to prove themselves through the day in order to have all green stamps in their booklet.

The Parent-Teacher Communication Booklet needs to be in the child's file and school bag daily.

Parents need to sign the booklet daily and return it to school the next day.

Your cooperation is highly needed to ensure the best discipline environment and Education outcome for your child.

### 15.3 Discipline Policy (Grade 1 and higher)

It is important that parents and the school work together as a team to ensure that students develop appropriate behaviors while in school. If there is any problem involving your child or difficulties at home or in the family that may affect your child's behavior, please let us know so that we can work with you and your child during a difficult time.



Some indicators of inappropriate behavior:

- Lying, stealing, or inappropriate language.
- Absence from a class without a valid excuse.
- Disruptive behavior in classrooms, hallways, play areas.
- Cheating on daily class work or tests.
- Fighting or harassing other students.
- Destruction of or defacing school or personal property.
- Late arrival to class without permission.
- Disrespect shown to a staff member.
- Forgery of a required signature.
- Failure to follow oral or written directions of a staff member.
- Causing injury to another student or practicing unsafe behavior.

### 15.4 Behavior Probation

We do all we can to counsel and help students adjust their behavior. However, sometimes, even when parents and school are working together, a child’s behavior continues to be problematic. If this happens, we place the student on behavior probation with a goal to help the student improve. If there is no improvement, then re-enrollment may be blocked

### 15.5 Discipline Consequences Guide

This is a general guide and the school *reserves the right* to adjust discipline consequences depending on the severity or level of student’s behavior.

Step 1	The student will be counseled by the homeroom teacher.
Step 2	The student may lose a recess period or have a consequence set by the teacher.
Step 3	The teacher will communicate with the parents by note in the Homework Log/Communication Booklet / Planner, by telephone or through a behavior slip. Either teacher or parents may initiate a parent conference at this time
Step 4	If inappropriate behavior continues, the teacher may refer the student to the students’ supervisor, vice principal or the principal. Some form of consequence will be given, and a form of action will be taken.
Step 5	The School Discipline committee will meet to review the investigation, establish the facts, and make suggestions for further disciplinary action in the form of a disciplinary/probation contract. Parents will be requested to attend a meeting with Vice Principal, Student Support Supervisor, Counselor, and teachers (as appropriate to the situation) to discuss which action will be the most effective in dealing with the child.



Step 6	The Vice Principal and Student Supervisor may assign recess detention in the office. Students will have snacks and/or lunch in the office.
Step 7	The Vice Principal and Student Supervisor along with the School Discipline Committee may assign after school, in school, or out of school suspension. Parents will be contacted either by phone or letter. A note will be sent home if detention is assigned.

**Notes and definitions about discipline and detentions / suspensions:**

- Corporal punishment is not ever used with any student, for any reason.
- For any detention or in-school suspension, students are always allowed their scheduled snacks, lunch, and comfort breaks.
- For any detention or in-school suspension, students are allowed to completed classwork and/or assessments as scheduled.
- **Recess and after-school detention** involves keeping the student in the classroom or Student Supervisor’s office during one or more of the student’s recess breaks, or after school – depending upon the situation.
- **In-school suspension** is assigned to a student as a consequence for more serious problems with behavior. There is a supervised room for in-school suspension and the students go through their school day with classwork provided by their teachers and help if they need it. Students in in-school suspension will also have a meeting with the counselor.
- **Out-of-school suspension** is a serious consequence for serious behavioral infractions. The student serves this suspension at home.

**16 Student Punctuality, Attendance and Daily Schedule**

Daily Schedule - <b>Please note that there is no supervision prior to 7:00 am.</b>	
<b>7:00</b>	<b>Teacher Arrival</b>
<b>7:15</b> <i>Morning Assembly</i>	Sunday: Grades 1-2 & Grades 3-6 girls Monday: Grades 3-5 boys Thursday: Kindergarten
<b>7:30</b>	All classes begin. Students should be ready and in their seats.
<b>12:30</b>	Pre-K, KG1 and KG2 are dismissed
<b>2:15</b>	Grades 1-9 are dismissed
<b>2:15 – 3:00</b>	After School Activities
<b>3:00</b>	Teacher Dismissal





### **16.1 Students' Arrival and Dismissal:**

- All students must use gates number 2 and 4 to enter school from 7:00 to 7:30.
- After 7:30 – 8:00 students must use gate 1 to register late arrival in reception area.
- Students are not allowed in school after 9 a.m. without a medical excuse.
- KG dismissal will be from classrooms at 12:30 p.m. daily.
- Grades 1 – 9 will be dismissed from ground floor playgrounds at 2:15 p.m.
- No students will be dismissed from Gate 1.
- Parents, drivers, nannies or others who come to the school to collect their children must wait outside.

### **16.2 Absenteeism**

Attendance is an important factor in school success among children. Beginning in Kindergarten, students who attend school every day, regularly score higher on tests than their peers who are frequently absent. Unexcused Absenteeism (regardless of reason) is identified as an important early warning sign that a student is at risk for school failure.

Missing a day means that the child will miss the introduction and development of some necessary skills.

### **16.3 Excessive Unexcused Absences**

Excessive unexcused absences normally result in lower grades, meetings with parents, and sometimes result in a student being placed on Academic Probation.

### **16.4 Excused Absence with Prior Arrangements/Make-up Work**

- Students are strongly discouraged from extending vacations/leaves during the school year, prior to holidays or at the end of the school year.
- Parents and students must understand that teachers cannot possibly pre-teach the lessons nor provide make-up assignments to cover all the material missed on extended leaves.
- If parents need to ask for permission for a leave, parents *must* notify both administration and their child's Homeroom Teacher at least one week in advance in order to have enough time to collect work that will be prepared by their teacher to review at home.
- A leave permission form obtained from the department's office secretary shall be signed stating the period and the reason for the leave. In some cases, parents may need to obtain a letter from the Ministry of Education in order to have the extended absence excused.



- Upon returning, the student will be responsible for completing mandatory assignments, quizzes and tests within the set period of one day for each day absent, and the student’s progress and achievement will be assessed, and a grade will be assigned once the excused leave is verified with proper paperwork.
- If the leave is due to medical reasons, then the proper medical proof is required within 3 days of the student’s return to school. Completed school work will NOT be recorded until the absence is confirmed as excused due to valid reasons and proof of same.

3 days unexcused	First warning letter will be sent to the parent.
6 days unexcused	Second Warning Letter in which parents will be requested to attend a meeting with the counselor / VP to clearly understand the risk and sign an Attendance Contract.
9 days unexcused	Third Warning Letter in which parents are called to the school for a meeting with the counselor / VP where they will be informed the student has been placed on the Hold for Re-enrollment List.
15 days unexcused	Re-enrollment will be reconsidered.

### 16.5 Absenteeism during tests, quizzes, and other assessments

If a student is absent on a testing day, the test or quiz *will be made up on the day the student returns*, and the grade will be entered when the medical excuse is received. (It is expected to receive the medical excuse within 3 days after the student return to school.)

### 16.6 Early Departure for Students

The academic progress of the student and that of the entire class is disrupted when a student leaves class early.

If a student leaves early, he/she shall be considered absent for the classes missed. Further, there will be no make-up lessons offered to replace class time that the student missed due to the early departure.

The number of early departures will be recorded, and the parents must sign an obligation letter with the department secretary. This letter will be kept on file.

Early departure will be only excused by administration (for limited number) in case of emergency, travel abroad, or medical appointment, for which the



school shall be notified at least one day in advance. Classwork can be made up only with an excused early leave.

In the event of a repeat of the early departure, the guardian is required to sign a pledge not to repeat this. But if you continue to leave early, this may affect the student's re-enrollment.

### 16.7 Tardiness

Being on time for school is essential for student success. Students who arrive after 7:30 are considered tardy and must go to the reception area first to register their arrival. Kindergarten should go to kindergarten office to register arrival.

Once three late arrivals have occurred, parents will be notified. More late arrivals will result in Parents being called to meet with the Vice Principal to rectify the problem.

**Students are not allowed to enter classes after 9:00 a.m. and they will be considered absent for the day.** The one exception to this is students who arrive with a doctor's note.

Teachers do not have the time to make up the work the student missed due to being tardy.

If your child is late this means he / she

- Will lose valuable instruction time.
- Will not benefit from the community building of Morning Routine.
- Will miss an organized start to the day.

### 16.8 Tardiness Policy

3x tardy	Parents will be contacted.
6x tardy	Warning letter will be sent home signed by Vice Principal.
9x tardy	Meeting with parents.
15x tardy	Student will be placed on Academic Probation.

## 17 School Uniform and Daily Dress Code

**The school uniform** is the official GBA clothing (pants, sweaters, shirts, and skirts) with the GBA logo.

Students should come with flat, black shoes on regular days and P.E. shoes on P.E. days. All students should wear white socks. P.E. uniforms should be worn on P.E. days.

**Our daily dress code** requires that students wear the school uniform every day, which may be purchased at the school; parents will be notified if the student is not in uniform.



Students should exhibit good hygiene at all times. Girls are not allowed to wear make-up, jewelry and/or nail polish. Boys are not permitted to have long hair.

School approved and required PE uniform and swimwear are to be worn according to each child’s class schedule. If a student does not have the approved/required PE/swim clothes, they will not be allowed to participate in the class.

**Hairstyles**

- Hair should be well-groomed, conservatively styled, and appropriate for academic purposes.
- Student’s hair should be away from the eyes.
- Boy’s hair should be above the collar.

**17.1 Consequences for students not following GBA dress code:  
Non-compliance with our dress code will result in the  
implementation of our school discipline plan.**

First offense	Contact parents – may need to bring uniform or take child home.
Second offense	Written warning - may need to bring uniform or take child home.
Third offense	Meet with parents - may need to bring uniform or take child home.

**17.2 Dress Code for Special Activities**

During the school year, we will have special activities where the students will not be required to wear their uniforms. On those days, you will receive information from your classroom teacher as to what they will be allowed to wear. On those special days, if a student chooses not to participate, he/she must wear their uniform.

**18 Bullying**

GBA has zero tolerance for bullying. Students will not engage in any verbally, physically, or emotionally aggressive behavior. Physical and verbal fighting will not be allowed; this includes play fighting. Teasing, intimidation, bullying or threatening other students or staff members will not be tolerated in our school.

**19 Vandalism**

In the case of vandalism, deliberate or not, parents are required to compensate the school for all expenses incurred for the replacement of the item and or material. Deliberate cases of vandalism may result in serious consequences.



**20 Electronic Devices, Toys, etc.**

Electronic Devices such as laptops, iPads, MP3’s, cell phones, etc. may not be brought to school. Students may not bring toys or distracting items from home unless approved for academic purposes.

GBA follows a zero-tolerance policy with regard to student possession or use of mobile phones in school. It is strictly forbidden for students to bring mobile phones to school and to use mobile phones in school. This policy is in accordance with the Ministry of Education bulletin - General Administration for Special Education - No. (6889) dated 04/23-2019 regarding the ban of students bringing their mobile phones to school.

Consequences for violation of this school policy:

Violation of policy	Consequence
First instance	The Vice Principal is immediately notified. The student will be immediately referred to the Vice Principal, Student Supervisor, or Counselor immediately. Parents will be called to come to school and collect the phone and sign an obligation letter. The student will remain out of class until the parent arrives to collect the phone.
Second instance	The Vice Principal is immediately notified. The student will be immediately referred to the Vice Principal, Student Supervisor, or Counselor immediately. Parents will be called to come to school to sign an out-of-school suspension form for the next school day and to take their child home. The student will remain out of class until the parent arrives to sign the form, collect the phone, and take their child home.
Third instance	The Vice Principal is immediately notified. The student will be immediately referred to the Vice Principal, Student Supervisor, or Counselor immediately. Parents will be called to come to school to sign an out-of-school suspension form for the next 3 school days and to take their child home. The student will remain out of class until the parent arrives to sign the form, collect the phone, and take their child home. The school will also send the student’s file with those violations to the Student Affairs Office of the General Administration of Special Education with a decision not to re-enroll the student for the next academic year.



### III ACADEMIC INFORMATION

#### 21 Assessment and Grading

##### 21.1 Assessment of Students

To achieve a good overall assessment of a child's academic achievement, it is necessary that work is closely monitored throughout the year and regular assessments given.

For reporting purposes, the school year is divided into four quarters. A progress report is sent home in the middle of each quarter to inform parents of the student progress.

Report Cards are issued four times a year and will indicate the child's academic progress and effort toward work. Parent - Teacher Conferences are scheduled at the end of each of the first two quarters. Marks/grades reflect student's work, student's growth and development, and teacher's observation.

##### 21.2 Grading Scale for Pre-K and KG 1

S	Satisfactory
D	Developing
N	Needs Improvement

##### 21.3 Grading Scale for KG 2

G	Good
S	Satisfactory
D	Developing
N	Needs Improvement

##### 21.4 Grading Scale (Grades 1-5)

Grade	Percentage
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
N	Below 60

##### 21.5 Grading Categories (Grades 1-5)

Category	Percentage
Classwork	30%
Assessment	30%
Quiz	20%
Homework	10%
Projects	10%



### 21.6 Child Study Team (CST)

The Child Study Team meets when all other efforts to help a student be successful have not resulted in an improvement in academic progress or achievement. Homeroom Teacher completes the referral form and the counselor reviews the documentation, the strategies used, and will observe the student. The counselor will call for a meeting with all the Student's teachers. During the meeting, a written plan of action will be developed. The meeting with the parents will be scheduled and they will be informed of the way forward.

### 21.7 GBA Academic Probation

Marking period	Issue	Action	Result
Quarter 1 – at time of 1 <sup>st</sup> quarter progress report, and again at end of Q1	Grades are below 65% or student earns an N or F in 2 or more Core Subjects: English, Math, Arabic and/or Science	Referral to the Counselor. Counselor meets with student's teachers, the VP, and parents. This is the Child Study Team (CST) meeting.	A response to intervention plan (RTI) is created.  Possible academic probation. Letter signed by parents.
Quarter 2 – at time of 2 <sup>nd</sup> quarter progress report, and again at end of Q2	Student's grades have improved OR Grades are below 65% or student earns an N or F in 2 or more Core Subjects: English, Math, Arabic and/or Science	Follow up CST meeting held to review grades and progress.	If grades are improved, then the child may be removed from academic probation.  If not, then an "Academic Probation Letter" is prepared for parent signature. Possible EXIT letter meeting – and signed by parents.
Quarter 3 – during Q3...	If a student is failing (less than 60%) in two or more Core Subjects in 3 <sup>rd</sup> quarter	Academic probation for the following school year	Conditional enrollment for the next year discussed. At risk of non-re-enrollment. Possible EXIT letter meeting and signed by parents.



**Students in KG 2:**

After all reasonable attempts at remediation and classroom support have been tried, a child is failing to thrive academically, a CST shall be convened to include parents, the child's teacher, the VP and Counselor. Together this team will develop and implement a plan to help the child improve basic skills needed for future academic success.

**22 Teacher's Communication with Parents**

Teachers are responsible for opening and maintaining effective lines of communication between home and school. Therefore, teachers are expected to:

- Notify parents of student progress and/or missing assignments
- Send Progress Reports
- Schedule parent conferences (formal and informal)

Teachers may communicate with parents using any of the following:

- Parent Portal (The school's management system)
- Phone calls
- E-mail and/or Google Classroom
- Parent meetings
- Homework Log / Planner / Parent – Teacher communication booklet

**23 Student Placement - Parents may not request a specific teacher.**

GBA's professional team of educators are responsible for ensuring the best placement of each child to ensure he/she receives the optimal learning environment for the continuing academic and personal success of each student.

**24 Homework**

Homework helps students develop responsibility, life skills and the ability to manage tasks. As well, it provides experiential learning, increased motivation, and opportunities to learn to cope with difficulties and distractions, and academic benefits. Reading is part of the daily homework; make sure your child is reading every day for 20 minutes. English teachers will send extra stories home for more practice.

**24.1 Kindergarten Homework Guidelines:**

- KG 1- Review worksheets, tracing and coloring of what they have learned the week before. (30 minutes weekly)
- KG 2- Review worksheets, ELA, Math, (after Q2 A-Z reading will be applied for better comprehension literacy). (60 minutes weekly).





## **24.2 Elementary Homework Guidelines:**

Grades 1 – 3	20 minutes' daily
Grades 4 – 5	45 minutes' daily

### **Why do teachers give homework?**

- To reinforce what is taught in school.
- To exercise your child's brain.
- To review concepts, they have already learned to keep their skills fresh.
- To teach responsibility for one's own learning.
- To develop study skills for future academic life.

### **Tips for doing homework:**

- Have a healthy snack.
- Take a short break after school before beginning homework.
- Gather everything that is needed before beginning (paper, pencils, books, erasers).
- Set a regular study pattern that works.
- Find a quiet, comfortable place to study.
- Stay in one place until all homework is done.
- Make sure the TV is off and there are no distractions.
- Make sure there is enough light to read easily.

### **To Develop a Love of Reading:**

- Children like to be read to. If possible, read to them daily.
- Buy books that include a recording. Recorded stories help to improve listening, fluency and pronunciation.
- Listen to your child read aloud. Twenty minutes each day will ensure growth. Discuss the pictures, characters, story problem, setting, and solution. Make a "text to self" or a "text to text" connection.
- Encourage your child to visit bookshops, libraries or internet sites to find books of interest. Try downloading books, also. These do not need to be always fiction. Nonfiction books can help develop different reading skills and build content knowledge.
- Reading can also include magazines, labels on cereal boxes, or even the signs as you drive around the city. Help your child become aware of print in both Arabic and English. When you travel, there are unlimited opportunities for 'authentic' reading experiences!
- There are many good websites and "apps" which your child can use to build reading skills. Please talk to your child's teacher for some suggestions that will work best for your child.



- Have books available at home. Model reading for your child. Your family's culture will include the value of the written word, and thus, your child will more likely value reading.

## **25 Programs and Academic Curriculum at GBA (K – 5)**

Global Bilingual Academy is committed to providing a strong academic curriculum while encouraging each student's overall development. Students are taught in self-contained classrooms. It is important to create an environment in which our dedicated teachers can actively encourage each student to achieve his or her full academic potential, explore creative abilities, develop physical talents, and become a productive and responsible individual. Students learn in a wide variety of settings through the use of diverse tools and methods.

### **25.1 Our Counseling Program**

The Counseling Department mission is to provide services that will support and increase the personal growth and development of our students. Services are tailored to assist students to maximize their potential and academic achievement. In collaboration with teachers, parents and the community, school counselors ensure all students at GBA have access to and are prepared with the knowledge and skills to be lifelong learners who contribute at the highest level as productive members of society.

### **25.2 Kindergarten After Care Program**

We provide care for GBA PreK – KG2 students after KG dismissal until 2:15 p.m. This service is offered to working parents, and families who have students in upper grades.

To complete your application for this service and to learn about the fees for using our After-Care program, please see the KG Department Secretary.

### **25.3 Our Curriculum**

In order to provide a challenging curriculum for our students, Global Bilingual Academy has adopted the American Common Core State Standards (CCSS) for Language Arts and Math. We have adopted the Next Generation Science Standards (NGSS).

The students are taught Language Arts, Math, and Science in English. The students follow the prescribed Ministry of Education program for Arabic, Islamic Studies, Quran, and Social Studies.



## 25.4 GBA Language Policy

It is the goal of GBA to prepare students for English-speaking universities and colleges. Therefore, English is the language of instruction and communication throughout the school. When a student insists on speaking a language other than English they are missing an opportunity to improve their language skills.

At GBA all students and staff should strive for inclusion– the use of a common language to communicate and build understanding between all participants. At GBA, students are expected to speak English in all classes except the Arabic language subjects of Arabic, Arabic Social Studies, and Religion. Recognizing that language usage contributes to cognitive knowledge, students will:

- Develop their knowledge and understanding of the English language through purposeful use in listening, speaking, reading, and writing
- Learn to speak, read, and write English developmentally, progressing across a continuum of skills in each area
- Endeavor to express themselves confidently in English in a variety of situations
- Be given the opportunity to take part in instruction in multiple languages
- Be encouraged to seek and use resources in their first language as necessary to help in the understanding of academic content.
- Respect each other as valued members of the school community.

## 25.5 English Language

All subjects are conducted in English except for Arabic, Islam and Arabic Social Studies. English should be spoken throughout the school, except for in Arabic classes, as this will promote and improve fluency. Since English is the language common to all, it is simply common courtesy to speak English when in a diverse group, even outside the classroom.

## 25.6 English Language Arts

English is taught by utilizing strategies appropriate for students learning English as a second language. Strategies include a “whole language” approach, which means that our students learn reading, writing, and spoken language together. We utilize lessons in grammar, spelling, building vocabulary, and reading for understanding to develop students’ skills at a deeper level of understanding.



## 25.7 Mathematics

Math instruction is always evolving with new approaches to pedagogy, engagement, and technology. Our curriculum meets students and teachers on their math journey, raising student's achievement scores and supporting teachers along the way.

Our approach incorporates the latest thinking in its comprehensive approach and engages digital learners with cross-platform technology. It helps teachers to differentiate instruction, build and reinforce foundational math skills that easily translate from the classroom to real life.

## 25.8 Science

GBA follows the Next Generation Science Standards (NGSS). These are current, international, K–12 science content standards. Standards set the expectations for what students should know and be able to do.

A goal for developing the NGSS was to create a set of research-based, up-to-date K–12 science standards. These standards give local educators the flexibility to design classroom-learning experiences that stimulate students' interests in science and prepare them for college, careers, and citizenship.

## 25.9 Arabic

The Arabic curriculum is prepared and provided by the Ministry of Education in Kuwait. We deliver this curriculum in accordance with set standards and competencies. The teaching of Arabic language arts includes practical, essential, and culturally rich instruction linked to the abilities of learners. Our teachers blend essential instruction with modern strategies and use of technology, to enhance the quality of teaching and learning for our students. We enrich the curriculum with a variety of activities to encourage critical thinking skills and keep all students engaged.

## 25.10 Islam

The subject of Islam is presented and taught according to the curriculum plan received from the Ministry of Education. Our teachers enrich students' learning with various educational activities to provide relevance, raise the level of interest and connections, and to develop the thinking skills of students and link it to students' lives and society.



### **25.11 Social Studies**

The social studies syllabus is the result of continuous research and study in accordance with Kuwait's new national approach to present our culture and history in a clear, scientific manner - based on original sources. Educational materials are supported by maps, images, charts and documented tables that help our students acquire knowledge, values and thinking skills through educational activities.

### **25.12 Computer**

GBA students will develop basic computer technology skills, knowledge, and competencies that will enhance opportunities for learning in all areas of the classroom curriculum. We continually seek to improve digital literacy for our students.

### **25.13 Art Education**

It has been proven that early exposure to visual Art promotes activity in the brain. Art helps children understand other subjects much more clearly- from Math and Science to Language. Participating in art activities helps children to gain the tools necessary for understanding human experience, adapting to and respecting others' ways of working and thinking, developing creative problem-solving skills, and communicating thoughts and ideas in a variety of ways.

### **25.14 Physical Education**

Physical Education in school effects students mentally, physically, and emotionally. It is important for students to participate in P.E. class because it builds a foundation for participation in activities later in life. Moreover, Students can burn off excess energy so that they can focus better in class.

### **25.15 Swimming**

**NOTE: This is subject to change due to local events and Ministry Guidelines.**

Swimming lessons are an integral part of the school program from Grades 2 - 5. Swimming is a significant part of the educational program. Every student must adhere to the following:



### **Swimming Pool Rules:**

- No running.
- No pushing.
- No diving.
- No swimming after a heavy meal.
- No food is allowed in or around the pool area.
- No toiletries (soap, shampoo, etc.) are allowed in the swimming pool.
- All swimmers must use the toilet before entering the pool area.
- All swimmers must take a shower before entering the pool area.
- No outdoor shoes are allowed on the pool deck.

### **25.16 Library**

The GBA school library has more than seven thousand books that cover various areas of interest. We encourage our students to borrow books once a week and return them the next week.

#### **Library Rules:**

- Walk properly in the library.
- Use a shelf marker.
- Return books to proper places.
- Return the library books on time (borrowed books are to be returned the next week).

## **IV OTHER IMPORTANT GBA INFORMATION**

### **26 School Activities**

School activities play a very important role in school life. Activities provide additional opportunities for students to develop their skills. Activities also complement the instructional program.

There are several activities that are set in the School Calendar. You will receive a copy of the calendar each month. Among those activities are:

Parent Teacher Conferences  
National Week Celebration  
Prayer Week

Sports and Field Day  
International Day  
Reading Week

### **27 Birthday Celebrations**

We do not celebrate birthday or any personal celebrations in the classroom, please avoid sending your child with any food or drinks.



## **28 Field Trips**

**NOTE: This is subject to change due to local events and Ministry Guidelines.**

Field Trips will be arranged throughout the school year. Field Trip forms will be sent home given an adequate time for the parents to decide whether they'd like their child to attend the trip or not. Please note that forms need to be filled out with the child's name, class/ teachers name, signed and returned to the class teacher. Teachers need to be informed if the child will not be attending the trip. Parents are not to drop off or pick their children from the trip destination.

## **29 Parent Volunteers**

Parent volunteerism is an important component of the education of our children. There are many opportunities throughout the year for parents to volunteer in our schools. If you are interested in volunteering at your child's school, please fill out and return the volunteer request form that may be sent home in the fall. Your service as a volunteer is deeply appreciated.

## **30 Snack Time and Healthy Food**

A snack time and lunchtime are included in the daily schedule. Parents are encouraged to send a healthy and nutritious snack and lunch. Soda, chips, gum, candies and chocolates are not permitted. If any of these foods are found with your child, they will be confiscated and not returned. No glass containers are permitted at school. We also ask that parents respect any notes home from teachers regarding students with food allergies in the classroom.

## **31 Clinic Procedures**

Our mission is to provide a safe, healthy learning environment in our school and to keep the student in CLASS for optimal learning. The school clinic will provide first aid, and in the case of an emergency, GBA reserves the right to take your child to the nearest hospital/clinic if required. Parents' understanding and cooperation is highly appreciated in order to provide your child with the best care.



### 31.1 When to Keep Your Child at Home

Many parents are frequently concerned about whether to keep children home or send them to school. A child should stay home if he/she:

- Has a fever of 38 degrees or more.
- Has vomited or has had diarrhea.
- Has a persistent cough or discolored mucus.
- Has a rash.
- Has open or draining skin sores.
- Has inflamed or draining eyes or ears.
- Evidence of lice or "nits".

If a student has or is found to have a contagious disease, the school reserves the right to not allow the student in to the school until a stamped Doctor's Clearance

Letter is submitted, and the school clinic has verified that the child is fit to return.

If your child is sick, please call the school at **2220-6834** or **69935903** to report the illness and please come to pick up a sick leave form available at the reception area.

If parents or guardians have any questions regarding the above information, the school clinic should be contacted.

### 31.2 Medicines

- Clearly labeled medicine must be delivered to the school clinic - *in person* - by the parent with a doctor's prescription and clear instructions and times of previous doses.
- The Clinic will not accept medication brought to school by anyone other than the parent.
- Medicine of any kind, prescription or over-the-counter, cannot be brought to school by the student by any method.
- Only the school clinic is allowed to dispense medicines.

### 32 Thank you

We hope this information helps you and your child have a successful school year. If you have questions, please do not hesitate to contact us. Thank you for choosing Global Bilingual Academy.





Appendix 1: School textbooks that must be returned to GBA at the end of the school year. Kindly refer to the policy on page 11.

When you sign the acknowledgement in the parent handbook, you indicate that you are aware of the items in this list that must be returned to the school at the end of the school year.

Grade	English Title & ISBN	Hard Cover
1	JOURNEYS 1.1 - 978-0-547-88537-7	X
1	JOURNEYS 1.2 - 978-0-547-88538-4	X
1	JOURNEYS 1.3 - 978-0-547-88539-1	X
1	JOURNEYS 1.4 - 978-0-547-88541-4	X
1	JOURNEYS 1.5 - 978-0-547-88542-1	X
1	JOURNEYS 1.6 - 978-0-547-88545-2	X
2	JOURNEYS 2.1 - 978-0-547-88547-6	X
2	JOURNEYS 2.2 - 978-0-547-88548-3	X
3	JOURNEYS 3.1 - 978-0-547-88549-0	X
3	JOURNEYS 3.2 - 978-0-547-88551-3	X
4	JOURNEYS 4 - 978-0-547-88552-0	X
5	JOURNEYS 5 - 978-0-547-88553-7	X
6	Inside: Level A Student Book: Language and Reading 978-1-2854-3709-5	X
6	Inside: Level A Student Book: Writing 978-1-2854-3714-9	X
7	Inside: Level B Student Book: Language and Reading 978-1-2854-3710-1	X
7	Inside: Level B Student Book: Writing 978-1-2854-3715-6	X
8	Inside: Level B Student Book: Language and Reading 978-1-2854-3712-5	X
8	Inside: Level C Student Book: Writing 978-1-2854-3716-3	X
<b>HIGH SCHOOL</b>		
9	English Edge: Level A Student Book 978-1-2854-3948-8	X
9	Science Inspire Biology, G9-12 Comprehensive 978-0-02-145262-0	X
9	Health Glenco Teen Health 978-0-02-138540-9	X



**Please complete the form below and return to your child’s teacher.**

I hereby acknowledge that I have received the GBA Parent Handbook and will abide by and follow it accordingly.

=====

Student’s Full Name: \_\_\_\_\_  
First                      Father’s                      Grandfather’s                      Family

Civil ID # \_\_\_\_\_

Class: \_\_\_\_\_                      Date: \_\_\_\_\_

I have read and discussed this handbook with my child.

Mother’s Name: \_\_\_\_\_

Mother’s Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Father’s Name: \_\_\_\_\_

Father’s Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_