



**MIDDLE and HIGH SCHOOL**

**STUDENT / PARENT HANDBOOK**

**2025 -2026**

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## **MAQBS Vision**

The vision at Martyr Asrar Al-Qabandi Bilingual School is to foster fully bilingual students who can think critically and learn independently. We aim to instill in them the core values of honesty, optimism, and sociability, so that they become patriotic and responsibly minded citizens.

## **MAQBS Mission**

We strive to create an environment that: encourages success through engaging and interesting experiences, is safe, orderly, caring, and supportive, and maintains respectful relationships between students, staff, and parents.

## **WELCOME MESSAGE**

Dear Parents,  
Students of Middle and High School,

It is my pleasure to welcome you to the beginning of a new academic year, filled with hope and ambition. Together, we strive to achieve excellence and growth in a stimulating and safe learning environment. The middle and high school stages are important milestones in shaping the student's personality and developing their academic and social skills.

At our school, we are committed to providing the necessary support and guidance to every student to help them reach the highest levels of success and empowerment.

This guide has been prepared to serve as a reference for understanding the school's policies, regulations, and procedures, which aim to promote discipline and responsibility, and to organize a learning environment based on mutual respect and seriousness in work.

I trust in your abilities and believe that each of you carries within a powerful energy capable of change and creativity when properly guided. Let this year be your starting point toward achieving your dreams. We are with you every step of the way.

Wishing you a successful and fruitful academic year.

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## **WELCOME MESSAGE**

Dear Parents / Guardians,

It is with great joy and anticipation that I welcome you to MAQBS MHS. Our school is more than a place of learning; it is a vibrant community where every child is known, valued, and empowered to grow. We are committed to nurturing a respectful and inclusive environment where curiosity is encouraged, effort is celebrated, and every student is inspired to reach their full potential.

At MAQBS, we believe that education is a shared journey. Our dedicated team of educators and support staff work tirelessly to create a culture of high expectations, compassion, and achievement. We aim for our graduates to leave not only with academic excellence but also as kind, confident, and responsible individuals who are ready to contribute meaningfully to society and lead fulfilling lives.

As partners in this journey, your involvement is essential. We ask for your support in helping your child thrive by encouraging them to:

- Attend school regularly and arrive on time, prepared to engage and learn
- Complete assignments with diligence and pride
- Read daily to foster a lifelong love of learning and strengthen literacy
- Share their school experiences with you to build a bridge between home and school
- Speak openly about any challenges they face so we can support them together
- Understand that you believe in their success and expect them to pursue higher education
- Treat peers and staff with kindness and respect, upholding the values of our school

Enclosed you will find key information about our school's policies and procedures. These guidelines are designed to support a safe, respectful, and enriching experience for all students. Please note that policies may be updated as needed to reflect best practices and evolving needs.

Together, we will continue to build a culture rooted in respect, responsibility, and academic excellence. Thank you for entrusting us with your child's education. We look forward to a successful and inspiring school year ahead

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## **SCHOOL-WIDE LEARNING EXPECTATIONS**

**Students will be:**

**Critical independent thinkers who:**

- ✓ solve problems creatively
- ✓ analyze and synthesize information
- ✓ show competence in research and study skills
- ✓ work independently

**Effective communicators who:**

- ✓ understand oral and written instructions and information
- ✓ express themselves logically in oral and written forms
- ✓ use technology to problem-solve in other disciplines
- ✓ have the ability and confidence to adapt to changing technology
- ✓ use the arts as a medium of non-verbal expression

**Self-directed learners who:**

- ✓ demonstrate a thirst for knowledge
- ✓ apply and integrate skills and knowledge from all disciplines
- ✓ recognize and expand their strengths and talents

**Collaborative workers who:**

- ✓ respect the diversities inherent in an international society
- ✓ value their own contributions and those of others
- ✓ display leadership

**Well-rounded individuals who:**

- ✓ value and preserve life in all its forms
- ✓ develop moral and ethical values
- ✓ understand that physical and mental health is a lifelong process
- ✓ appreciate artistic expression of various cultural origins
- ✓ become involved in a variety of lifelong social and creative activities

## **SCHOOL UNIFORM**

MAQBS believes that a uniform is an integral part of operating a safe and effective school environment, and that modesty is something that should be modeled by all. All students are required to wear the school uniform unless the school authorizes special “non-uniform” days. For all students there are two uniforms, one for academic classes and another for Physical Education classes. Students may wear their PE uniform to school only on the days when they have PE. Please refer to the handbook for the school’s policy regarding jewelry. All students must come in proper school uniform and must also leave school in their proper school uniform. It is important that you take pride in your appearance by wearing your complete uniform.

### **ALL UNIFORMS MUST BE PURCHASED FROM THE SCHOOL UNIFORM SHOP**

#### **Shirts:**

- Must be purchased from the uniform shop.
- **NO black T shirts are allowed**
- Students may wear a plain navy shirt with no logos or writing only if their shirt size is unavailable in the uniform shop

#### **Pants:**

- **Must be purchased from the uniform shop.**
- Navy blue trousers.
- No cropped trousers, no skinny style or cargo style pants are permitted.
- No jeans, stretch pants, leggings, or sweatpants will be worn.
- No shorts allowed.
- **No black trousers or track pants are allowed**

#### **Winter Uniform:**

##### **Sweatshirts, Sweaters & Jackets:**

- Not permitted other than solid navy-blue sweater or hoodie may be worn. Clear of writing, brands, and logos.
- Hoods must not be worn throughout the entire school day.

#### **Footwear:**

- Only PLAIN black shoes may be worn with school uniform.
- Only PLAIN black trainers may be worn with PE uniform.
- **NO SANDALS, CROCS AND SHOES OF A SIMILAR NATURE ARE ALLOWED AT SCHOOL.**
- No open toed or heel shoes permitted.
- No high-top shoes allowed.
- Plain socks, white or black tights may be worn with school uniform.



**PE Uniforms:**

- PE Uniforms must be purchased from the school uniform shop.
- For students who need larger sizes not available at the school uniform shop, they may purchase the fabric from the school store and have their uniform tailored.

**Hair items and other accessories:****Girls:**

- Long hair on girls must be neatly pulled back and held in place.
- Hair color and style must be appropriate for school.
- Any hair bands, clips, and barrettes must be kept simple.

**Boys:**

- Haircuts are to be short and tidy, with hair off the collar and evenly cut.
- Hair must be above ears, eyebrow, and collar.
- Excessive gel on hair is not allowed.

**Head coverings:**

- Girls are allowed to wear plain white scarves.
- Hats, caps, baseball hats, bandanas, etc are not allowed to be worn in school during classes nor during breaks. **DO NOT BRING CAPS OR HATS ON CAMPUS DURING SCHOOL TIME.**

**Jewelry:**

- Girls may only wear one small earring stud per ear (no dangles),
- Boys are not permitted to wear earrings.
- Both boys and girls may wear a wristwatch.
- Wearing ring is not permitted, and this applies for both boys and girls.
- No necklaces, anklets, or bracelets may be worn by students.
- No facial jewelry may be worn (nose piercings)

**Make-Up:**

- Girls may not wear any type of make-up, including nail polish.
- Colored contact lenses are NOT allowed.

**Accessories:**

- Sunglasses cannot be worn during the school day

**It is each student's responsibility to wear his or her uniform daily.**

Administration makes the final decision as to whether clothing and/or accessories are in line with the school uniform policy. **If a student arrives to school without the correct uniform or with inappropriate items, the following will occur:**

Incorrect uniform - the parent/guardian will be asked to bring the appropriate item to school. The student may also be sent home immediately and asked to return wearing the correct uniform.

Inappropriate items - will be c the hood must be always worn down within the school onfiscated and returned only to a parent/guardian.

Hoodies specifically – the hood must be always worn down within the school. No exceptions. Failure to do so will result in the hoodie being confiscated. Repeated offenses will be regarded as insolence (see section on Major Areas of Disciplinary Concern) and may result in after school detention **and or suspension**.

## **COMMUNICATION BETWEEN SCHOOL and HOME**

### **VISITORS:**

At MAQBS we want to welcome parents and legal guardians, while making sure our school is safe and that student learning time is not interrupted.

Visitors' hours are from 7:45 am to 2:00 pm and is preferred that appointments are communicated with the teacher through Edunation. Visitors need to come directly to the reception and check-in with Receptionist

If you have an appointment with a teacher, the receptionist will call the teacher for the meeting. We appreciate your support in this matter. Meetings between parents and teachers will be scheduled and held in a private location. Meetings should not be held in the reception area, registration office, or accounting office.

If you need translation from English to Arabic, we would be happy to provide that service.

\*Please note that **meetings can only take place between teachers, counselling specialist and parents or legal guardians**. Any other relatives and friends are not permitted to meet with staff as this violates student privacy laws.

### **EDUNATION:**

Edunation is a school management and student information system (SIS) designed to help teachers improve student behavior and communicate more effectively with parents. Homeroom teachers create a profile online for each student in his/her class. Parents will have access to the Edunation appl from their cell phones and computers and they also will receive an alert when when teachers have something to communicate to parents. Edunation also allows parents to communicate with teachers.

### **TERM Evaluation:**

All MHS subject departments produce term evaluations on Edunation. These are sent to parents each quarter to inform and assist with your children's education.

### **TEXT MESSAGES:**

If urgent or important communication to the parent or legal guardian is necessary, the school will send a text message (SMS). Parents are not allowed to request teacher's or counselling specialist's mobile numbers or vice versa.

**EMAIL:**

The classroom teacher will provide each parent with their school email address to facilitate communication. To reduce paper and provide faster feedback, we request you provide your email address to the homeroom teacher.

**REPORT CARD CONFERENCES:**

There are two formal opportunities during the year to meet for parent-teacher conferences at the end of Terms 1 and 2. Parents are advised to make time for these, as they are a useful time to update you on your child's learning and progress. **Please note that financial deadlines set by the Accounts dept MUST be met to receive Report Cards and attend end of term parent-teacher conferences.**

**PARENT CONFERENCES:**

Parents and teachers may request additional conferences throughout the school year to discuss their son's/daughter's academic or social progress. It is very important to pre-arrange a time when meeting with your son's/daughter's teacher. A request can be made by scheduling an appointment with the reception.

We encourage you to discuss any concerns you have with your son's/daughter's teachers. The staff at MAQBS are dedicated to your son's/daughter's success and want to be aware of any concerns you may have.

**INSTAGRAM and SCHOOL WEBSITE**

Check out our school Instagram page. It includes photos, announcements, and upcoming events. The school website is a work in progress.

**GENERAL SCHOOL PROCEDURES****FIELD TRIPS:**

Information about specific field trips is sent home well in advance so that parents are fully informed. Even though a student may have visited the destination previously, she/he is expected to go on the field trip, because there will be follow-up classroom discussions and projects. In addition, it is important for students and teachers to share experiences outside the classroom. Unless a medical excuse is presented or there is a family emergency, an absence on a field trip day will be considered unexcused. All school rules apply on trips.

Students must wear school uniform. Parents are required to sign permission forms for their children to attend field trips. Students without permission forms will not attend the field trip or activity.

**FIRE DRILLS:**

The safety of students at MAQBS is always a major concern. The building meets current codes of safety which include a sprinkler system in the event of a fire. Fire drills are conducted each semester for students and staff. To assist with these drills all classrooms are equipped with a fire drill bag, which will be taken by the teacher in the event of a drill or fire. Tampering with fire extinguishers and sprinkler systems or causing a false fire alarm will result in a violation that warrants a penalty determined by the school administration at the time, and may lead to expulsion from the school.

### **LOST AND FOUND:**

Lost and found items are stored near the Coordinators' office. Items will be held for no longer than two months, after which the school administration will decide how to handle them. Students who lose something of value should report it immediately to their homeroom teacher or coordinator. Valuables should be left at home. MAQBS is not responsible for lost bags, books, or other personal belongings.

MAQBS is not responsible for items left at school unattended. Students may not come back to school, or send someone back to school, to retrieve any forgotten items after 2:30 pm. Students are encouraged to remember to take all their belongings with them after the end of the day.

### **CANTEEN:**

The school has retained a canteen which provides healthy food, juice, water, and other items available for purchase. Students have the choice to either bring their own lunch or buy it on a cash basis. The canteen is open during both breaks for all MHS students.

As a result, students are encouraged to bring a healthy lunch to school. No chips, no chocolate, no carbonated drinks (soda), energy drinks and no candy are allowed in school. Students are not allowed to chew gum nor eat lollipops or other candy during the school day. These items will be confiscated.

### **TEXTBOOKS:**

MAQBS provides all required textbooks for students. All books are numbered, and every student is assigned a numbered book. Each student is responsible for all textbooks LOANED to him/her at the beginning of the school year, and each student is expected to return all books at the end of the course. Students must pay for any books that are lost, destroyed, stolen or damaged. Students must return books in good condition, with no more wear and tear than usual that results from normal use. NO WRITING IN TEXTBOOKS is allowed. If students write in textbooks, the book will be considered mutilated and damaged. Students must **pay** the full replacement cost of the lost or damaged textbook. Report cards, records, transcripts and/or diplomas will not be issued until all books are returned or all fees paid. Students should immediately write their name and homeroom number in all textbooks issued to them in the space provided inside the front cover. If a lost textbook is found, the book will be returned to the designated teacher.

<b>Book Type</b>	<b>Lost or Damaged</b>
Hard-cover Textbook	50 KD
Hard-cover Novel	40 KD
Soft-cover Novel	25 KD
Workbooks	35 KD

## ATTENDANCE, WITHDRAWAL, SCHOOL DISMISSALS

### **ATTENDANCE POLICY:**

MAQBS puts a high priority on student attendance. It is important for students to attend school consistently and participate in all school activities. This is the best way to build a strong academic record and to establish a reputation of involvement and responsibility. Only the following reasons are allowed for an absence to be considered excused.

- Personal illness
- Severe illness or death in the family
- Exposure to contagious diseases
- Official holidays
- School-related activities that have been pre-approved by the school

Students who are absent are expected to bring an official medical note upon their return to school. Students show the medical note to their homeroom teacher and each subject teacher the day they return. The note will be kept in the class register until it is no longer required. **Students who do not bring in a medical note within 3 school days following an absence will automatically receive a zero for any homework and class work missed.**

If a student is absent more than two consecutive days, an explanation call from a parent is expected. Students are responsible for completing any homework missed during an absence, and it is the responsibility of the student to ask teachers for any missed assignments.

Parents/legal guardians will be contacted, and disciplinary action may be taken when students are repeatedly tardy for school and classes.

- If a student comes to school after 8:15 am without a formal excuse, he will be asked to return home.
- If a student is late (3) times to a class will be considered one absence.
- If a student is **absent for any 5 classes** of a particular course in a term, without a valid excuse, he or she may get an incomplete grade.
- Also, **students are not allowed to leave the classroom during the first and last 10 minutes, except for emergencies.**
- **Students are not allowed to leave their classes to the toilet or nurse without a hall pass.**

### **MORNING ARRIVAL:**

MHS students are expected to arrive at school before 7:10 am and go directly to their homeroom. Any student arriving after 7:30 am needs to enter through Gate 1. Late students will be kept in the waiting area near the Vice Principal's office for period 1 so that lessons are not interrupted. Late students will be recorded, and parents/guardians will be informed.

- If a student is late four (4) times during a single term, they will be permitted to attend school on the day of the fourth tardy. However, if any classwork or assessments take place on that day, 5% will be deducted from the total grade.
- If a student is late five (5) times during the same term, they will be sent home and not permitted to attend classes on the day of the fifth tardy. Should any classwork or assessments be scheduled for that day, a 5% deduction will be applied to the total grade.

### **REGULAR DISMISSAL:**

MHS students will be dismissed at 1:45pm. Parents or drivers should pick them up from the MHS gates. After 2:00pm, students who have not been picked up will be escorted to the late pick-up room, where they will wait for their parents with the teacher on duty.

### **EARLY WITHDRAWAL FROM SCHOOL:**

Notice of early withdrawal from school should be made at least two weeks prior to departure. All books must be turned in, and financial clearance must be made at the school registrar's office before records can be released.

If withdrawal is expected a few days prior to the end of the term, parents are asked to notify the school in writing as soon as possible so that the official transcript can be prepared. Students who withdraw from school prior to the midterm or final exam will not receive a semester grade or final grade. Withdrawing students may not be absent more than 5 days in any quarter to gain credit. A student who will miss more than 5 days in a term will receive "W" or "withdrawing" grades, and it will be at the discretion of the other school how they accept those grades.

### **EXAMS/GRADES FOR WITHDRAWING STUDENTS:**

Withdrawn students will be provided with their last term's report.

### **PHONE CALLS HOME:**

Students are not allowed to call home without permission from the MS or HS Coordinators or VP only. Students may not call during class time.

### **RECORDS FOR WITHDRAWING STUDENTS:**

All records for students withdrawing from MAQBS will be ready one week after the last day of school. Students who are leaving the country must leave a mailing address since they cannot have their records on the last day of school. No report cards will be released before the last day for students.

### **REPORT CARDS:**

A student's report card is an important record of their accomplishments and progress. As a result, it is extremely important that parents not only receive these but also review them with the students. Report cards will be issued to students, unless parents request in writing that report cards should be held for pick up by parents or a designated adult. **Teachers cannot give grades to parents early. Report cards & final grades will be distributed on the day listed in the school calendar.**

## **TRANSCRIPTS:**

Grade 12 students are entitled to receive two copies of their school transcript at no additional cost. Other students may receive only one copy per academic year. Additional copies for current students or alumni will require payment of an extra fee per copy when needed.

## **HEALTH SERVICES and PROCEDURES**

The school Health Policy is designed to provide the greatest safety and protection for students and all others at MAQBS. A certified nurse is on duty during the entire school day. **Students must have a HALL pass from the subject teacher, grade level coordinator or MHS VP during class time to visit the nurse's office.**

MAQBS employs a full-time nurse who maintains health files for each student. Our nurse treats children referred to by their classroom teachers and administration. Medicines are administered to students who have written permission from a doctor or parent. Any prescription drugs required by a student during school hours should be registered with the nurse. The student's name, date, time the medication needs to be given, dosage amount, and the number of days it needs to be taken must have written instructions.

- If the student is sick with fever, nurses are allowed to give out Paracetamol to ease the illness.
- Any medical information concerning the student must be given to the school nurse, plus medical documentation after recent major surgery. These medical documents will be shared with the principal and teaching staff involved with the student. This will enable us to give the best possible care to individual students.
- Immunizations prescribed by the Ministry of Health will be administered by the nurse with prior permission from the parents.

## **MEDICATION:**

Medication can be brought to school if it is essential to the health of the student. The medicine with accompanying statement must be clearly marked with the student's name, correct dosage, and parent's signature. Medicine will be kept in the nurse's office during school hours. **ONLY the nurse can administer medication to students at school without exception.**

**\*If any student brings medication of any kind or quantity to school, including but not limited to prescription drugs, Panadol or similar pain relievers, health supplements, or vitamins, it will be considered a direct violation of the school's health and safety procedures. Appropriate action will be taken against the student, and no exceptions will be made.**

Please note that if any student has a special medical condition, for example: diabetes, severe asthma and or allergies, G6PD etc, please provide us with the latest medical report. This is important to ensure the health and safety of the student.

**EMERGENCIES:**

In the event of an accident or sudden illness involving a student at school, the nurse will make every effort to contact the parents. Parents must inform the school administration of any changes to their home or work address or emergency contact numbers. If the school is not provided with updated contact information, this will be considered a waiver of the parents' right to communicate with the school's teachers, administration, and staff. In such cases, the school disclaims responsibility for notifying the parent in the event of an emergency involving the student.

**ILLNESS:**

If your son/daughter is ill and unable to attend school, please telephone the nurse's office between 8-9 am on the first day of illness. It is helpful if the nature of the illness is diagnosed, so the nurse can watch for general trends.

**ILLNESS at SCHOOL:**

If a student feels unwell at school, the teacher will immediately send them to the medical clinic, where the nurse will assess the nature and severity of the illness and determine the appropriate action. If the nurse or assistant principal decides that the student should be sent home due to illness, the parents will be contacted to come to the school. If the parents cannot be reached, the student will remain in the medical clinic until dismissal time. If the student is suffering from fever, vomiting, nausea, or similar symptoms, they must stay home until fully recovered before returning to school.

**ACCIDENTS and INJURIES:**

Injuries that occur at school are reported to the school nurse immediately. The nurse notifies the Vice Principal. Students injured at school receive first aid from the nurse immediately. Parents will be contacted in the event of a minor or serious injury or accident. Parents are to ensure that their updated contact numbers are with the Registration office.

**MEDICAL CONCERNS:**

It is extremely important for parents to inform the school administration, especially the student's teacher, of any health issues the school needs to be aware of. Additionally, parents must provide the school administration with copies of the student's medical reports within three (3) days of the student's return to school. If these reports are not provided for a sick student, the school will not be able to offer the necessary medical support and will not be held responsible for any health issues the student may face.



## **ACADEMIC POLICIES**

### **CURRICULUM DESCRIPTION:**

The curriculum is the driving force behind all teaching, providing an underlying developmental structure and necessary continuity across all grades.

MAQBS follows the Common Core & NGSS American Curriculum. It is a carefully cultivated approach that is designed to meet the creative and academic needs of everyone. Teachers use curriculum expectations and achievement level guides to ensure the expectations of the appropriate grade level are met. Teachers utilize these guides in lesson and unit planning. The curriculum is also used to assess student progress and write student report cards.

### **CLASS PLACEMENT:**

Preparing class lists is treated with great care. Students are assigned to classes depending upon behavioral issues, peer concerns, academic ability, class numbers, separating siblings and other factors. All class lists are finalized and approved by the MHS VP. No personal preferences or requests are accommodated. The MHS VP reserves the right to approve any changes that are deemed necessary.

### **LANGUAGES:**

At MAQBS we are committed to producing bilingual learners with strong language abilities. English is the language of instruction for: English, Math, Science, IT, Art, and PE. During these classes, students are expected to speak and work solely in English. Arabic, Islamic and Social Studies are significant parts of the curriculum as mandated by the Kuwait Ministry of Education. These three subjects are taught in Arabic and the same language rules apply.

## **MIDDLE & HIGH SCHOOL GRADING POLICY:**

### **I. Term Grades: assessment will be drawn from among the following:**

- Tests – covering a chapter or a unit
- Quizzes – covering a topic or section
- Class Work – generated during a lesson
- Projects – subject appropriate
- Homework – work assigned to be outside class time and due as assigned by the teacher

### **II. Term Grades: Grades will be assigned per subject based on the following standard:**

#### **HS Grading:**

- |                      |                   |
|----------------------|-------------------|
| • Term 1 Grade = 60% | Term 1 Exam = 40% |
| • Term 2 Grade = 60% | Term 2 Exam = 40% |
| • Term 3 Grade = 60% | Term 3 Exam = 40% |

#### **MS Grading**

- |                      |                   |
|----------------------|-------------------|
| • Term 1 Grade = 80% | Term 1 Exam = 20% |
| • Term 2 Grade = 80% | Term 2 Exam = 20% |
| • Term 3 Grade = 80% | Term 3 Exam = 20% |

### **III. Academic Year Grade: The following standard will be used to calculate the final grade for MHS:**

- Term 1 Grade =  $\frac{1}{3}$
- Term 2 Grade =  $\frac{1}{3}$
- Term 3 Grade =  $\frac{1}{3}$

### MHS ASSESSMENT SCHEDULE TERMS 1-3:

For Eng / Math / Sci / IT	%
Quiz 1	15
Test 1	25
Classwork / participation	20 (formative assessment)
Homework	15
Project	25
	100

For Arabic / Islamic / Soc	%
Test 1	50
Classwork / participation	20 (formative assessment)
Homework	10
Project	20
	100

For PE / Art	%
Practical test or Project	30
Rules / Knowledge	30
Attendance	20
Effort	20
	100

For Electives	%
Classwork / IT lab / Science lab work	20
Project / Test and or IT Lab test/Science Lab test	30
Quiz	15
Participation	25
Homework	10
	100

- On the calendar subject teachers will write the days of Quiz 1, Test 1 and the project.
- Not more than 1 test or quiz on any day.

### GRADE REPORTING:

MAQBS will issue a formal Report Card at the end of each Term. An academic year will consist of three terms. Parents/guardians of students who are under-achieving academically may be required to come to school to discuss the student's progress. Parents may also call the school receptionist to schedule an appointment with teachers. Only the signed and stamped report cards are permanent legal documents.

### STUDENT PROGRESS EVALUATION:

MAQBS teachers will continuously and consistently evaluate the progress of students. A student's grade will be adversely affected if a student misses class instruction time due to unexcused absences, tardiness, or truancy. Incomplete or late submittal of class work assignments, homework, or projects will result in deductions of marks. A student loses 5% for each day an assignment is late. A week after the deadline, a grade of zero is given.

### **EXAM POLICY (for Terms 1 - 3):**

1. Students must double check the examination schedule and rules beforehand.
2. **No questions are allowed during the examination at any point.**
3. If there is a mistake on the exam, the subject teacher will make the necessary adjustments.
4. No bathroom or breaks during the examination unless the student has a documented medical condition from the examining doctor.
5. If a student goes to the bathroom during the exam, without a medical excuse, that student's exam will be considered finished, and the student will not be allowed to return to the exam hall.
6. Students who are suspected of cheating will have their exams withheld by invigilators to be marked by the subject teacher whether the exam has been completed in full or not.
7. Students who are caught clearly cheating will be awarded a mark of zero for the exam.
8. Students who talk or move unnecessarily will have their exams taken from them even if they did not finish the exam.
9. The time allotted for the exam will be as specified. Students will not be given any extra time. Except in special cases, where the parent provides a report explaining the student's condition, and the decision to extend exam time is left to the discretion of the administration.
10. Students who are absent during an exam must submit an official medical report if the reason is health-related, or any other documentation deemed acceptable by the administration. The administration has the right to request supporting documents related to the reason for absence. If approved, the student will be allowed to retake the exam the following day.
11. Students who miss an exam without a medical report are not permitted to take the retake exam.
12. Students are not allowed to leave the examination room.

### **TEST and QUIZ POLICY (for assessments that take place in class):**

1. Students must remain quiet and seated throughout the assessment. Students who talk or move unnecessarily will have their assessments taken from them even if they did not finish it.
2. If there is a mistake on the assessment, the subject teacher will make the necessary adjustments.
3. No bathroom or water breaks during the assessment unless the student has a documented medical condition.
4. If a student goes to the bathroom during the assessment, without a medical excuse, that student's assessment will be considered finished. The student must submit the assessment

to the teacher before going to the bathroom. When the student returns the assessment will not be returned. The student will sit quietly until the assessment is over.

5. Students who are suspected of cheating will have their assessments withheld by the subject teacher whether the exam has been completed in full or not.
6. Students who are caught clearly cheating will be awarded a mark of zero for the exam.
7. Students who miss an assessment must provide a formal medical report to write it when they return to school.
8. Students who miss an assessment without a medical report will receive a zero.

### **HOMEWORK POLICY:**

We believe that homework forms an integral part of teaching, and that if used effectively homework is a valuable teaching aid.

The emphasis of homework should be placed on the value of the assignment for the student, rather than on the time allotment needed for its completion. The purpose of a homework assignment may be to:

1. Enhancing understanding and reinforcing information
2. Developing independence and responsibility skills
3. Improving thinking and analytical skills
4. Preparing for tests and assessments
5. Strengthening research and inquiry skills
6. Maintaining ongoing communication with parents to support collaboration between the school and the family

Homework assignments must be planned carefully in accordance with the following guiding principles:

1. The purpose of the assignment and its relation to what has been learned in the classroom must be understood by the students.
2. Students should understand fully what to do, how to do it, and when it is due.
3. Homework should grow from classroom tasks, projects, and concerns.
4. Homework assignments must be planned carefully as all other class activities and recorded in daily teaching plans.
5. Reading should be assigned daily.
6. Homework assignments must be checked for completion, and accuracy where needed to help teachers identify difficulties that students are facing. A grade is rewarded for completion and is reflected in the quarter grade.

Students with “Incompletes” in any class are ineligible to be considered for High Honor Roll or Honor Roll.

## **PROMOTION, RETENTION AND PROBATION:**

According to the Ministry, for middle and high school students (Grades 6-12) to be promoted to the next grade level, a student must not fail more than two courses.

- A student must pass all the five core courses, Arabic, English, Math, Science and Social Studies, in order to be promoted. A pass is 60% and above.
- Any student who fails one or two courses may take a re-sit exam(s) and must obtain a pass to be promoted.
- All students who pass re-sit exams will have their academic progress monitored the following academic year. During that following academic year, students who continue to underperform may have their re-registration blocked until their grades improve.
- Any student who fails any three or more courses must repeat the year. This student is not eligible to take any re-sit exams.
- Consistent behavioral problems or multiple disciplinary referrals will be taken into consideration when reviewing the student's probationary status at MAQBS.
- Any HS student who receives a GPA of less than 1.8 will be placed on academic probation.
- Any student who remains on academic probation for 2 terms of an academic year will have their file sent to the Ministry to be withdrawn from MAQBS at the end of the academic year.

## **COURSE OF STUDY GRADES 6 to 12**

All MAQBS students from grades 6 to 12 will follow a defined and coherent course of study as outlined in the table below:

Grade	Eng l	Arab ic	Math	Scien ce	Isa m	Qura n	Soci al	IT	A rt	P E	Elect A	Elect B	Elect C	Tot al less ons /wk	Tota l GPA credi ts
6	6	7	6	5	2	1	2	2	2	2				35	n/a
7	6	7	6	5	2	1	2	2	2	2				35	n/a
8	6	7	6	5	2	1	2	2	2	2				35	n/a
9	6	6	6 Alg 1	5 Bio 1	2	1	2	3	2	2				35	7.0
GPA Cred it weig ht	1.0	1.0	1.0	1.0	.5	.25	.5	.7 5	.5	.5					
10	6	6	6 Geom	5 Chem 1	2	1	3	2	2	2				35	7.0
GPA Cred it weig ht	1.0	1.0	1.0	1.0	.5	.25	.75	.5	.5	.5					
11	6	6	5 Alg 2	5 Phys 1	2	1		2		2	2 Acct 1 or Stats	2 IT 1 or Engl 1	2 Art 1 or Bio2	35	7.25
GPA Cred it weig ht	1.0	1.0	1.0	1.0	.5	.25		.5		.5	.5	.5	.5		
12	6	6	5 PreCa 1	5 Envir o	2	1		2		2	2 Art 2 or Calc	2 Chem 2 or Phys 2	2 IT 2 or Engl 2	35	7.25
GPA Cred it weig ht	1.0	1.0	1.0	1.0	.5	.25		.5		.5	.5	.5	.5		
															28.5

\*In accordance with the Ministry of Higher Education Scholarship Memo for the 2023-2024 academic year, any students planning on studying Medicine or Dentistry in the UK **must** take the Grade 11 Bio 2 and Grade 12 Chem 2 electives.

Lessons / week	GPA Credit weight
1	0.25
2	0.5
3-4	0.75
5-6	1.0

## GRADUATION REQUIREMENTS:

**MAQBS offers the following courses between grades 9 and 12:** Arabic, English, Math, Science, Islamic Studies, Social Studies, IT, Art, PE, and electives. Students **MUST** obtain a minimum of 28 credits to be awarded a high school diploma.

## HIGH SCHOOL GPA CALCULATION POLICY & GRADING FORMAT:

MAQBS uses a standard Grade Point Average (GPA) system in HS. The table below is used to calculate GPA and is approved by Kuwait Ministry of Education:

PERCENTAGE	GPA	LETTER GRADE
97-100	4.0	A+
93-96	4.0	A
90-92	3.7	A-
87-89	3.3	B+
83-86	3.0	B
80-82	2.7	B-
77-79	2.3	C+
73-76	2.0	C
70-72	1.7	C-
67-69	1.3	D+
63-66	1.0	D
60-62	1.0	D-
59 and below	0.0	F

Current GPA = includes grades from a specific term

Cumulative GPA = includes grades earned from grade 9 onward.

Quality Points (QP) = the number of credits per course multiplied by the equivalent grade point  
 GPA is equal to the number of Quality Points (QP) divided by the total number of Credits. If a HS student receives an “F” grade in any course, it will result in zero credit hours and will not be counted toward graduation requirements. However, it will still count in the GPA.



$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credits}}$$

## HOW WE CALCULATE GPAs:

GPA Calculation Example: Final GPA of each year x total number of credits for that year:

Grade 9	3.56 x 7.0	= 24.92
Grade 10	3.47 x 7.0	= 24.29
Grade 11	3.85 x 7.25	= 27.91
Grade 12	3.90 x 7.25	= 28.27

TOTAL QUALITY POINTS = 105.39

Divide the total quality points (105.39) by the total number of credits. Total number of credits:  
 $7.0 + 7.0 + 7.25 + 7.25 = 28.5$

$105.39/28.5 = \mathbf{3.69 \text{ GPA}}$

## ELECTIVES

In grades 11 and students are asked to choose from a variety of electives options. The procedure for choosing these courses is as follows:

1. Students will be sent home with an elective form which must be signed by them and their parents/ guardians.
2. The signed and completed form **MUST** be returned **in person to the MHS Counsellor only** – no other teacher has responsibility for this form.
3. When the form is received the Counsellor will number, date and time stamp it on a first come first served basis.
4. When electives classes are full, class lists will be closed. As a result, students who return their forms late may not get the elective they want. MAQBS takes no responsibility for students who are placed in an elective which is not their first choice.

## Changing electives

Changing electives can **ONLY** take place as follows:

1. If the desired elective course is not full.
2. Within the first 10 school days of Term 1 starting. After that **NO** changes will be considered and there are **NO** exceptions.
3. If courses are full and 2 students willingly agree to swap within the first 10 school days. For example, if student A is in Bio 2 and student B is in Math 2 and both courses are full, but they agree to swap then this may take place **ONLY** with the written permission of the MHS VP, who will inform the electives teachers. **Teachers cannot and do not have the authority to move or swap students between electives.**

**\*Any student is found attending an elective they are not enrolled in, that student will be considered truant and disciplinary rules will be enforced.**

## **HONOR ROLL**

MAQBS administration announces two Honor Rolls: one for Academic Excellence and the other for Behavioral Excellence, for both middle and high school levels. Student names will be displayed on the board at the end of each semester. The boards include the following:

- Students with a GPA of 3.8 or above will be listed on the High Honor Roll during the school year.
- Students with a GPA of 3.4 – 3.79 will be listed on the Honor Roll.
- Students who demonstrate good values and behavior and consistently follow the school's rules and regulations will have their names displayed on the Behavioral Honor Board.

## **GRADUATION AWARDS**

### **VALEDICTORIAN AND SALUTATORIAN**

The graduating senior who receives the highest grade-point average computed over a 4-year period (9<sup>th</sup> grade through 12<sup>th</sup> grade) will be recognized at the graduating ceremony as Valedictorian. The graduating senior with the second highest grade point average will be recognized as the Salutatorian. These two awardees must also have attended MAQBS for at least six terms of high school prior to graduation. If there are two students with the same GPA, then the above awards may be shared. These are the two most prestigious honors offered at MAQBS. The final selection is not made until Term 3 and averages have been compiled.

**NOTE: The GPA policy here is a noted exception to the new student transfer policy.**

### **THE MOST DISTINGUISHED AWARD:**

As any school grows and matures, there are bound to be changes that reflect this. The Most Distinguished Award is given to **one student** who embodies the ideal of MAQBS; the integration of the best of the east and west.” We are not looking for just the top academic students, but rather all-round students who live our motto; students who, while having good grades, balance their life to include other activities. However, in addition to being involved in the life of the school, their actions and demeanor also must reflect a sense of dignity and integrity; truly, a model for other students to follow. To find such students, we consult as many staff members as possible about who knows our graduates the best. Therefore, the recipients of this award are decided by the senior administration in consultation with all Grade 12 teachers.

### **SUBJECT AWARDS:**

Each subject offers **two awards**:

- An **Academic Award**, which is given to the student who earns the **highest grade** in the subject.

- An **Outstanding Achievement Award**, which is given to a student who has **excelled academically, socially, and ethically** throughout the course.

## **EXTRA-CURRICULAR**

We are part of the Bilingual Schools Sports Federation of Kuwait (BSSFK). As members of BSSFK we enter several competitions in the following sports: volleyball, soccer, indoor soccer, basketball, and table tennis. We hold trials throughout the year for students interested in the sports that we have entered. If your son/daughter is chosen to represent the school on one of these teams, then they will be participating in practices and games two afternoons a week after school.

We are very excited to be able to offer our students the opportunity to participate in inter school competitions for the various age groups. We want the students to benefit from active involvement in this area of their school life. MAQBS encourages teamwork, training to improve their ability, commitment to the team, sportsmanship, and fair play.

Lastly, we hope that the living values courses, the BSSFK competitions, and the students' physical education lessons help instill in our students a positive attitude towards adopting a healthy lifestyle not only during their time studying at MAQBS but also throughout their life.

## **ACTIVITIES IN THE MIDDLE AND HIGH SCHOOL**

There are a range of activities on offer at all levels of our school. These are offered as after-school programs for 5 or 6 weeks each Term and can take place if enough student interest is generated.

## **STUDENT COUNCIL**

Student Council is a student-based civic organization designed to help promote school spirit and leadership among students. Students participating in Student Council must maintain a high standard of personal conduct. Students interested in applying for Student Council may receive an information packet at the beginning of the school year.

### **Criteria to participate:**

- Candidate must have a minimum of 3.0 GPA for High School
- Candidate must have a B average for Middle School
- Candidate must have exemplary behavior
- Candidate must possess leadership and organizational skills

### **Member's responsibilities:**

Once elected, members must abide by the following rules and regulations. If a member violates any of the rules of the school and/or committee, the administration will replace the student with a suitable candidate.

- Maintain a minimum 3.0 GPA for High School and B average for Middle School students.
- Maintain exemplary behavior.
- Work cooperatively with committee members.
- Work cooperatively & respectfully with administration.

### **Important Rules & Regulations**

- The Committee must present the Student Council coordinators with a tentative yearly plan, including specific dates and events.
- A draft proposal must be handed in at least two weeks prior to any event.
- The draft proposal must include the purpose, procedures and costs of the event
- All events must be approved by the Student Council coordinators.
- After each event, the committee must provide a formal report which includes an account of all funds raised and/or spent.
- Monthly financial reports must be submitted to the Student Council coordinator.
- Money raised by the Student Council may only be used to benefit the entire High School or Middle School. Activities funded by the Student Council must include all students.
- At the end of the year, Student council will provide a final accounting of all money raised and spent, including the number of students who participated

## **EXPECTATIONS FOR STUDENTS**

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

- ✓ Students have the RIGHT to a meaningful education with high standards that adequately meet the needs of all students.
- ✓ Students have the RESPONSIBILITY to punctually attend every class and be appropriately prepared.
- ✓ Students have the RIGHT to voice their opinions and views in an appropriate manner in matters that directly affect the quality and content of their learning environment.
- ✓ Students have the RESPONSIBILITY to demonstrate respect for the professional staff, support staff, their peers and the learning environment.
- ✓ Students have the RIGHT to timely notice of all rules, regulations, policies and penalties to which they are subject to.
- ✓ Students have the RESPONSIBILITY to demonstrate sincere consideration for others by refraining from boisterous behavior, use of obscene language and a language other than English in the presence of a staff member other than Arabic or Islamic Studies teachers.

- ✓ Students have the RIGHT to physical safety and protection of their personal property within a safe and clean facility.
- ✓ Students have the RESPONSIBILITY to maintain good health and safety by refraining from smoking, use of drugs, and other substance abuse.
- ✓ Students have the RIGHT to adequate consultations with teachers, counselors, administrators, and other school personnel.
- ✓ Students have the RESPONSIBILITY to wear appropriate attire, as outlined for the school uniform, look neat and practice personal hygiene which is acceptable within the community.
- ✓ Students have the RIGHT to free election of their peers in student organizations according to guidelines set by the school's administration.
- ✓ Students have the RESPONSIBILITY for showing respect for school property and the personal property of others.
- ✓ Students have the RIGHT to present grievances and voice concerns using the proper lines of communication. First, students may meet with their teacher, then with the subject or grade coordinator, and finally with the V.P.
- ✓ Students have the RESPONSIBILITY to maintain good judgment in student conflicts, acting in such a manner as to not expose others to injury or intimidation.

#### **BREAKTIME DETENTION (BD):**

Students may receive a BREAKTIME DETENTION (BD) during either of the breaks during the day. BD will be managed by the member of the staff who requires it. Students will be allowed to eat and drink and go to the bathroom briefly if needed. They must come prepared to work during the detention and cannot participate in any after-school activity on that day. **After three separate BDs a student will be referred for AFTER SCHOOL DETENTION (ASD). If a student truants a BD, they will be given an ASD.**

#### **AFTER -SCHOOL DETENTION (ASD):**

Students referred for AFTER SCHOOL DETENTION (ASD) report from 1:50 pm until 2:30 pm. ASD will be managed by a member of the staff. Students may be asked to write a self-reflection essay during detention and or be required to use detention time to complete school related work. They must come prepared to work during the detention and cannot participate in any after-school activity on that day. **After three separate ASDs a student will be suspended. If a student truants an ASD, they will be suspended.**

## **ATTENDANCE AND PUNCTUALITY TO CLASS:**

Attendance and punctuality are important, and students are expected to arrive at class on time. Three tardies will count as one absence. Absenteeism of 30% or higher in any given class will result in an incomplete grade. In addition, class work participation grades are affected if students are tardy, absent, or truant. **Students who are late to class may receive a breaktime detention at the discretion of school management.**

## **CLASS ATTENDANCE:**

Education is an interactive process between receptive students and qualified and caring adults. MAQBS attendance policy is based on the belief that regular attendance is essential for academic success. This policy requires that a student must attend at least 70% of scheduled classes from the first day of the year to receive course credit. The teacher's attendance record book is used to determine if attendance requirements have been met.

## **EARLY DISMISSAL:**

Students should only be removed before the end of the school day, for pre-arranged medical appointments or other necessities and an official appointment note must be provided. In case of a sudden illness incurred during the school day, a student is allowed to leave the school's premises only if the nurse provides a withdrawal slip after conducting an examination. **Students will not be allowed to leave early for any other reasons, such as entertainment or convenience. For example, parents / drivers are not allowed to take students from school early after class presentations, Science Fairs, Arabic Day, quizzes, tests, school trips, going to the chalet, etc.**

## **EXCUSED AND UNEXCUSED ABSENCES:**

Absences for reasons of illness, family emergencies, visa requirements, school sponsored trips or an activity approved in advance by the school are excused. Students **MUST RETURN WITH A SIGNED NOTE** for all the parent-initiated absences. For all absences, it is the student's responsibility to contact teachers to obtain make-up work. Students absent for all, or part of a day are required to bring a written note of explanation signed by a parent to the homeroom teacher or VP. A Late Slip will be issued to the student for re-entering class. If a student does not provide a signed note, the absence will be considered UNEXCUSED. Absent students aren't allowed to enter the building. Any study material may be collected from 2.15pm—3.00pm.

## **REPEATED OCCURRENCES OF OFFENSES, INAPPROPRIATE BEHAVIOR**

For serious infractions, a student may be suspended from school. Students on school suspension are not allowed to participate in school events, such as trips, sporting events or after-school activities.

The suspension procedure for the 2025-26 academic year is as follows:

1 <sup>st</sup> offense	Late dismissal from school, exclusion from certain sports activities, or deduction of participation grades. The consequence depends on the nature of the behavior and is determined after discussion with the assistant principal, school administration, and the psychological and social specialist.
2 <sup>nd</sup> offense	A written pledge signed by the parent, committing that the student will not repeat the behavior. This applies to behaviors such as verbal altercations with peers, repeated tardiness to class, or consistently taking excessive time in the restroom without a medical excuse.
3 <sup>rd</sup> offense	One-day suspension. The school administration will meet with the parent to explain the behavior and have them sign the suspension notice and a pledge to cooperate with the school in correcting the student's behavior. If the suspension occurs during short or midterm exams, the student will retake the exam on another date with a 10% grade deduction.
4 <sup>th</sup> offense	Two-day suspension. The school administration will meet with the parent to explain the repeated behavior and have them sign the suspension notice and a pledge to cooperate with the school. If the suspension occurs during short or midterm exams, the student will retake the exam on another date with a 20% grade deduction.
5 <sup>th</sup> offense	Three-day suspension. The school administration will meet with the parent to explain the repeated behavior and have them sign the suspension notice and a pledge to cooperate with the school. If the suspension occurs during short or midterm exams, the student will be denied the opportunity to retake the exam and will receive a zero.

During the suspension period, the suspended student must not attend school until the suspension ends. They are not allowed to see their teachers, friends, or participate in any after-school activities. If this occurs, school security will escort the student out of the building. A meeting with the parents may be required before the student is allowed to return to school. The school reserves the right to require the parent's presence in person if necessary.

If a student receives three suspension warnings, the school has the right to notify the student and their parent that they will not be re-enrolled for the following academic year. The school will also inform the Private Education Department of this decision.

MAQBS reserves the right to amend suspension procedures at any time based on the severity of the violation. If the incident involving the student is considered highly serious, the school will apply the suspension policy as it sees fit.

### **STUDENTS DRIVING TO SCHOOL:**

Students with valid Kuwaiti driver's licenses who drive to school must park in the designated parking areas. Students will not be allowed to park on the sidewalks in front of or around the school. Students who violate this policy will not be allowed to drive to school. Students may not

leave the school premises during the school day without the written permission of a senior management member.

### **TEACHER/CLASSROOM MANAGEMENT:**

Students are expected to follow the teacher's academic guidelines and the classroom behavior code. Most violations can be avoided by using common sense and sound judgment. Each teacher has full authority to respond to inappropriate behavior either in accordance with school policies or by referring the student to the Psychological and Social Services Office for evaluation, follow-up, and communication with parents after consulting the school administration. Repeated violations will be referred to the school administration for appropriate action based on school rules and regulations.

### **PROCEDURES FOR STUDENTS with PROBLEMS:**

#### **Academic problems**

Students who are experiencing academic difficulties must first contact the subject teacher. The student may also discuss academic issues with the head of the department for that subject. The proper communication flow is: Student → Subject Teacher → Department Head. It is also essential to inform the parent about their child's academic status and maintain continuous communication between the teacher and the parent through the Edunation platform.

#### **Behavior problems**

For behavioral issues, such as when a student is being harassed by another student, they should report the incident to their classroom teacher. The student may also inform their subject teacher, grade coordinator, psychological and social specialist, or the assistant principal for middle and high school.

The proper communication flow is: Student → Subject Teacher → Grade Coordinator → Psychological and Social Specialist → Assistant Principal for Middle School.

## **DISCIPLINE & BEHAVIOR POLICIES**

### **MAJOR AREAS OF DISCIPLINARY CONCERN:**

Although rare, some student violations are serious and must have consequences. In such cases, the administration may decide on immediate temporary suspension instead of detention. In all cases, a meeting with the parent is held before the student is re-enrolled. In certain situations, this meeting is mandatory.

**BULLYING, HARASSMENT AND/OR ABUSE OF FELLOW STUDENTS:** Bullying and harassment of students is NOT ALLOWED OR TOLERATED at MAQBS. Older students do not have the privilege to require demeaning activities of younger students. Older students are school



leaders and are expected to set an example. Any activity designed to intimidate, haze, embarrass, or isolate other students is strictly prohibited and **may lead to suspension**.

**CYBERBULLYING, HARASSMENT AND/OR ABUSE OF FELLOW STUDENTS:** Cyber bullying and harassment of students is NOT ALLOWED or TOLERATED at MAQBS. Cyber bullying includes using computers, websites, internet, cell phones, text messaging, chat rooms and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student or school employee. Students who cyber bully other students on school property will be subject to all school discipline policies because they are endangering and negatively affecting another student's ability to study, learn, and succeed at MAQBS. Bullying, harassment, and abuse **may lead to suspension**.

**CHEATING:** Students cheating will receive an automatic zero and the parent / guardian will be informed. Academic dishonesty includes lying, stealing, copying from other students, and plagiarism. Falsifying a parent's signature or altering grades is dishonest. A student who helps/assists another student to cheat will also receive a zero. Cheating on final exams will result in loss of exam credit. When cheating is suspected, after the exam has been marked, students may be required to retake an exam or part of an exam to verify the grade. Possession of 'crib/cheat' notes once the test/exam has started will automatically be considered cheating. Academic dishonesty is considered a serious misconduct. If the academic dishonesty involves schoolwork, the offending student will receive a grade of ZERO. A repeat offense will result in a grade of ZERO and the student may be denied the ability to re-register for the next academic year.

**CUTTING CLASS AND TRUANCY FROM SCHOOL:** Truancy is defined as students' absence unauthorized by parent or legal guardian. (This includes forged notes) An unauthorized absence from class is one without teacher permission. A student who leaves a class with permission and does not return or who is absent without permission from a lesson is in violation and will be assigned an ASD. Repeated truancy from lessons will result in suspension. Truancy that involves a student leaving school property will result in suspension. If a student is found guilty of truancy, they will receive a grade of ZERO for the subjects missed that day. Attendance is taken daily by teachers and reported to the office.

**DRUGS:** Any student found to be in the possession of drugs including but not exclusive to over-the-counter medication and or prescription drugs will be suspended from school for a minimum of 3 days.

\*Any student found in possession of, taking, using, buying, or selling, giving, or accepting any nonprescription narcotics, barbiturates, hallucinogenic drugs, or marijuana on the school campus, on the school bus, at any school activities or in the school neighborhood **WILL BE EXPELLED** from MAQBS. In any situation when it is suspected that a student is under the influence of drugs, parents will be called to come to school. ABSOLUTE PROOF IS NOT REQUIRED. As a part of the school's detection procedure urinalysis may be conducted at a facility of MAQBS choice. Lack of cooperation on the part of the parent or student may result in the student's immediate suspension from MAQBS.

**FIGHTING AND USE OF VERBAL PROFANITY:** Fighting, the use of offensive language, insults, and inappropriate gestures are unacceptable during school hours, on school buses, or during school-related activities both on and off campus. Committing such violations may result in temporary suspension from school or denial of re-enrollment for the next academic year.

**INSOLENCE AND RESPECT TO TEACHERS:** Insolence is talking back to teachers and staff, rude behavior, ugly facial and body expressions, making threats, use of derogatory language and excessive sarcasm. Insolence can also include raising a voice and refusing to follow directions. Insolence will be regarded as refusal to wear proper school uniform and or obey instructions related to it, for example, refusal to remove the head covering of a hoodie when asked. If a student is insolent or disrespectful to a teacher, **the student will be immediately suspended from school temporarily.**

**SLANDER, DISPARAGING BEHAVIOR AND ABUSE:** Misbehavior can take many forms, all of which are unacceptable. Any student who mistreats another student or any staff member through social media—such as through words, comments, messages, images, text messages, emails, or online posts—will be immediately suspended from school temporarily.

**SMOKING AND USE OF TOBACCO / NICOTINE:** Possession and/or use of tobacco / nicotine products is always prohibited during school hours, at school sponsored activities or on trips, on the school bus, at bus stops or in the school neighborhood. IF STUDENTS ARE FOUND TO BE IN A SMOKE-FILLED AREA, THEY WILL BE CONSIDERED TO BE SMOKING. Possession of any tobacco / nicotine products (including lighters or vapes) **will result in suspension.** Smoking anywhere in the school and even smelling of cigarette smoke **will result in immediate suspension.**

**THEFT:** This refers to the actual act of theft, assisting in theft, or participating in any way in stealing someone else's property without their knowledge. The school administration has the right to search students and their personal belongings. A student accused of theft will be temporarily suspended from school. In cases of repeated violations, the school administration will conduct several discussions before considering re-enrollment for the next academic year.

**VANDALISM AND GRAFFITI:** Most students appreciate and respect the efforts of our personnel in keeping the school functional, clean, and beautiful. Vandalism is considered a serious offense and **can result in immediate suspension.** Vandalism includes defacing, destroying and/or moving school property, and an offender will pay for the damage. Bus vandalism is equally serious and can result in suspension from the bus and/or the school.

#### **OTHER AREAS OF INAPPROPRIATE BEHAVIOR:**

**MOBILE PHONES, TABLETS, CAMERAS, IPODS etc**

Mobile phones, tablets and cameras are **NOT** allowed in school. They will be confiscated immediately if found in school. If students are rude, aggressive, or arrogant to a member of staff when asked to hand over any of these items, they will be confiscated, and **the student will be suspended**. MAQBS takes no responsibility for any of these items which are broken, lost, or stolen on school property. For students found in possession of these items the following rules will be applied:

1 <sup>st</sup> offence	Item is taken and returned at the end of the day or the end of the following day IF the item is taken after 10 am	Parent will be notified on Edunation
2 <sup>nd</sup> offence	Item is kept for week (including SIM card if a phone)	Parent will be notified, and item returned to parent ONLY
3 <sup>rd</sup> offense or more	Item is kept until end of term	Parent will be notified, and item returned to parent ONLY

#### **REFUSING TO PARTICIPATE IN LESSONS:**

All students who refuse to participate in lessons, without a valid medical excuse, **will have participation marks deducted**. In addition, their parents/guardian will be informed. Repeated refusal to participate will result in a reduction of marks at the subject teacher's discretion. In addition, students will be denied the opportunity to participate in extracurricular activities and or school trips.

#### **SENIOR DITCH DAY:**

Senior Ditch Day is considered a serious infraction, and it is not allowed at MAQBS. Any seniors who participate in Senior Ditch Day will receive a phone call home to parents; a grade of zero for any scheduled tests, quizzes, or assignments; and suspension for 1 or more days, depending on behavioral status. Students cannot return to school without an interview with parents and administration.

#### **SENIOR PRANK:**

Any student who participates in a prank will not receive a good conduct report and will not be allowed to attend the graduation ceremony at the end of the academic year if they are a graduating student. If the student is in a lower grade, they will be temporarily suspended from school.

#### **BEHAVIOR CONTRACTS:**

Behavior contracts will be given to students who do not obey school rules and continue to engage in behaviors after warnings are given. Behavior contracts track a child's behavior throughout the week during lessons and recess and give the student a chance to improve his/ her behaviors.

**COMMITMENT LETTERS:**

Some students may be required to sign commitment letters. This is an agreement between the student and school in which the student acknowledges the offending behavior and agrees not to repeat it.

**PRAYER TIME STANDARDS:**

- All Muslim students are expected to pray promptly at the allocated prayer time.
- Prayer time is obligatory, and students are afforded the opportunity to pray during second break.
- Teachers may not keep their students in class to work, and thus making them miss prayer time.
- Conversely, students **MUST** not ask teachers if they can leave lessons to pray.
- Girls must provide their own prayer clothes.
- Teachers must encourage students to go to prayers in an orderly and quiet manner.
- Discipline policy, as per the appropriate level, applies during prayer time.
- Students may not go to the counselor's office during prayer time, nor may they talk to teachers about class work, homework, or other school issues during prayer time.
- Poor behavior during prayer time will result in a breacktime detention

**IN RECEIPT OF AND AGREEMENT**

This handbook has been sent to you electronically in both English and Arabic. Upon receiving it you acknowledge that you and your children will abide by the procedures, rules, and regulations within it. If you would like to discuss any aspect of this handbook or receive clarification regarding it, please make an appointment with the MHS VP who will be pleased to discuss it with you.

## Student / Parent School Policy Agreement Acknowledgement

Student: \_\_\_\_\_

I, \_\_\_\_\_, Grade \_\_\_\_\_, have fully read, understand and agree with upholding the information and terms stipulated in this handbook. I will abide by the rules and conditions accordingly.

Parent(s):

As a parent of the above-named student, I have read the Martyr Asrar Al-Qabandi Bilingual School Parent/Student Handbook and have reviewed it with him/her.

I fully agree with the regulations outlined in this handbook, and I understand that my child will be responsible for all materials and communications sent and received.

Parent(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I received this handbook by email.

Please read, sign and return the above agreement to your child's home room teacher before Sunday, September 21<sup>st</sup>.

Dasma, Block 5, Al-Rasheed St., State of Kuwait

Phone: (965) 22021075 / 6 / 7 / 8

TWITTER : @AQBSKW