

**KG and Elementary  
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,  
Dear Students,**

It is my sincere pleasure to welcome you to the start of a new academic year filled with hope, renewal, and the pursuit of excellence. At Martyr Asrar Al-Qabandi Bilingual School, we are committed to providing a safe, supportive, and inspiring educational environment that upholds strong values and nurtures a love for learning, creativity, and personal growth.

The kindergarten and elementary stages are among the most crucial in a child's development. These formative years lay the foundation for character, knowledge, and essential life skills. With this understanding, our school embraces a collaborative approach working as a united team and in strong partnership with families to support each student's academic, emotional, and social development.

To support this shared mission, we have prepared this handbook as a comprehensive guide to the school's policies, procedures, and expectations. It is designed to strengthen the connection between home and school and to ensure a successful, enriching educational experience for every student.

We kindly encourage you to review the contents of this guide carefully and to adhere to the guidelines outlined within. Together, let us make this academic year one of meaningful learning, achievement, and growth for all.

Warm regards,

**Atekah Ali Al-Saeed  
School Director**

**Master's degree in education**

## **Welcome Message**

Dear Parents and Students,

Welcome to the MAQBS Handbook for 2025/26.

Please take the time to read this handbook carefully, as it outlines the school's expectations to ensure that everyone enjoys a wonderful, informative, and successful academic year.

A school is not only a place to gain knowledge, but also a space to make new friends, develop social awareness, and grow into responsible citizens of the world. To achieve this, we must work together as a team—parents, students, and teachers.

Our dedicated teachers are committed to giving their best to prepare our students for the future.

I wish you and your children—a great year filled with success, learning, and joy.

Regards,

**Mrs. Pacsa**  
**Elementary Vice Principal**

## **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 contributions and those of others
- ✓ display leadership skills

### **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 Policy

### 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. 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.

#### Note:

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

### General Uniform Policy:

- It is mandatory for all students to wear the official school uniform when entering the school premises. Students without the proper uniform will not be permitted to enter or remain on campus.
- Students must wear the full uniform throughout the entire school day, including arrival and dismissal times.
- Non-uniform attire is only permitted on designated special occasions announced in advance by the school administration (such as Hat Day).
- To ensure uniformity and compliance with school standards, **all uniform items both academic and sportswear must be purchased exclusively from the school’s official uniform shop**. In cases where the appropriate size is not available, families may purchase the official fabric from the uniform shop and have the uniform custom-tailored according to school specifications.

### 1. Uniform Types:

- **Academic Uniform:** Worn on all regular school days.
- **Physical Education (PE) Uniform:** Worn **only during PE lessons**.
- **Casual/Non-Uniform Days:** Casual clothing is only allowed on special occasions announced in advance by the school administration (e.g., Hat Day).

### 2. Uniform Specifications:

#### Shirts & Trousers (Boys & Girls)

- Shirts and trousers must be purchased from the official school store.
- **Trousers:**
  - Navy blue only
  - No jeans, leggings, stretch pants, sweatpants, skinny, overly baggy pants, shorts, capris, or crops, cargo trousers.
  - Trousers must be of proper length and neatly hemmed (may be shortened by a maximum of 1 inch)



## Winter Uniform:

- Only **plain navy-blue** jackets, sweaters, or coats are permitted (no logos, prints, or designs).
- **Plain navy-blue hoodies** are allowed; however, hoods must remain down during the school day.

## Footwear & Socks:

- **Academic uniform:** Plain black school shoes only
- **PE Uniform- black trainers only**
- Sandals, crocs, open-toed shoes, boots, ankle boots are not allowed.
- **Winter Boots:** Permitted during colder months; however, pants must be worn **over** the boots (not tucked in)
- **Socks:** Plain black or white (short or long). White or black tights are also permitted.

## Personal Appearance & Accessories:

### Hair:

#### For Girls:

- Long hair must be neatly always groomed and tied back.
- Hairstyles must be appropriate for the school environment and exotic hair colors are not allowed.
- Only simple, plain headbands in **white, black, or navy blue** are permitted. Hair ties and clips must be modest and free of decorative elements.

#### For Boys:

- Hair must be short, tidy, and well-maintained. It should not extend beyond the shirt collar, eyebrows, or ears.
- Unconventional or extreme hairstyles (such as mohawks) are not allowed.
- Excessive use of hair gel or styling products is prohibited.

## Personal Hygiene:

- Students are expected to always maintain a high standard of personal cleanliness.
- Nails must be kept trimmed and clean.
- Nail polish and cosmetic products (makeup) are not permitted during the school day.

## Jewelry and Accessories:

- Female students may wear **one small pair of stud earrings** only.
- A **simple analog wristwatch** is permitted; smartwatches and digital watches are not allowed.
- Necklaces, bracelets, anklets, rings, or any form of facial jewelry are strictly prohibited.

- Sunglasses may not be worn inside the school building during the school day, unless medically required and approved by the administration.

### **Head Coverings:**

- Hats, caps, scarves, bandanas, or other head coverings are not permitted on campus during the school day, including during classes and recess.
- Exceptions may be made for special events or themed days announced by the administration (e.g., Hat Day).

### **Compliance & Accountability:**

- The school administration reserves the right to determine whether a student's clothing, appearance, or accessories meet school uniform and grooming standards.
- In cases of non-compliance:
  - Parents will be contacted and asked to provide the appropriate uniform or remove non-compliant items.
  - Unauthorized accessories or clothing items will be confiscated and returned only to a parent or guardian.
- It is the responsibility of each student to attend school in full compliance with the approved uniform policy every day.

**Note:** Occasional uniform checks will be conducted. A letter will be sent to the parents to provide the correct uniform.

### **General School Procedures:**

#### **Field Trips:**

Field trips are considered an essential extension of the educational process. They offer students valuable opportunities for experiential learning and help develop their social and practical skills.

To ensure transparency and partnership with families, detailed information about each trip will be shared with parents **in advance** to obtain their approval.

Participation in field trips is important even if a student has visited the destination before, as trips are often linked to **in-class learning activities**, such as projects or group discussions.

#### **Exemptions from field trips will only be granted in the following cases:**

- A documented medical excuse from a recognized authority.
- An emergency family circumstance reported officially to the school administration.

All other cases will be considered **unexcused absences** and will be recorded in the student's file in accordance with school policy.

#### **All students are expected to:**

- Fully comply with the school's code of conduct and behavioral expectations during the trip.

- Wear the full, approved school uniform throughout the entire duration of the trip.

### **Emergency Evacuation Drills (Fire Drills):**

At Martyr Asrar Al-Qabandi Bilingual School, student safety and campus security are top priorities. The school building is equipped with an advanced automatic sprinkler system and adheres to the highest fire safety standards.

Evacuation drills are conducted **regularly each term**, involving all students and staff members, to reinforce awareness and preparedness for emergencies in a safe, structured manner.

**Tampering with fire safety equipment**, including sprinkler systems or causing false alarms, is a serious offense that endangers everyone's safety and carries strict disciplinary consequences:

- **First offense:** Student will be suspended for **2 school days**.
- **Repeated offense:** Suspension increases to **5 school days**.
- **Continued violations:** The student's **enrollment for the following academic year may be suspended**.

We emphasize that maintaining a safe school environment is a **shared responsibility**, and we encourage full cooperation and adherence to all safety guidelines.

### **Lost and Found:**

- Lost and found items are kept in the **corridor next to the VP's office**, and may be retrieved during the following hours:
  - **7:00-7:30am**
  - **2:00-2:30pm**
- Items will be held for **no longer than two months**, after which the school administration will decide how to handle them.
- If a **valuable item** is lost, please notify the class teacher immediately so the case can be documented and assistance provided.

To help protect student belongings, the school recommends the following:

- Do not bring valuable items to school.
- Do not leave personal belongings unattended.
- Do not return to school or send anyone to retrieve forgotten items **after 2:30 PM**.

### **Important Notice:**

The school is **not responsible** for the loss of personal belongings that are left unattended, including bags, books, and electronic devices.

### **SCHOOL LUNCH PROGRAM:**

The school provides a mobile canteen offering a variety of healthy foods, juices, water, and other nutritious options, which students can purchase with cash.

Students are allowed to bring their meals from home and are encouraged to choose healthy and balanced options.

The following items are strictly prohibited on campus:

- Potato chips
- Chocolate
- Soft drinks/fizzy drinks/sodas
- Energy drinks
- All types of sweets or candies

Additionally, chewing gum and lollipops are not allowed during the school day and will be confiscated.

### **BACKPACKS:**

Backpacks are allowed. Your child's backpack will be placed neatly outside the classrooms. They are allowed to bring their lunch bags into the classroom.

### **TEXTBOOKS:**

MAQBS provides all required textbooks for each grade level, with every book numbered and assigned to a specific student.

Student Responsibilities:

- Each student is responsible for the consumable textbooks issued at the start of the school year.
- Books must be returned in good condition, showing only normal wear from regular use.
- Writing, coloring, or marking inside textbooks is strictly prohibited; any book found with writing will be considered damaged.
- Students must pay the full replacement cost for lost, stolen, or damaged books.

Important Procedures:

- Report cards, records, and transcripts will not be released until all textbooks and library books are returned or all fees are fully paid.
- Homeroom teachers will write the student's name and homeroom number inside the front cover of each issued textbook.
- If a lost textbook is found, it must be returned to the designated teacher.

These guidelines aim to protect the rights of all students and ensure textbooks remain in good condition for everyone's benefit.

### **Telephones:**

School telephones are for school business. In cases of emergency, students may obtain permission from their homeroom teacher to use the telephone located in the school counselor's office or the Vice Principal's office.

In case of illness, the school nurse will make a medical decision as to whether a student needs to go home and will notify the parents of the student.

### **Visitors:**

MAQBS warmly welcomes parents and visitors while prioritizing the uninterrupted flow of the educational process and ensuring the safety of all members of the school community. To support these goals, we kindly request adherence to the following procedures:

- All visitors are required to report directly to the reception desk upon arrival during school hours, from 7:45 AM to 2:00 PM, and register their presence with the receptionist.
- Upon registration, visitors will be issued an identification badge that must be worn visibly throughout their stay on campus.
- Visitors with scheduled appointments with teachers should first check in at reception, where the teacher will meet them in the designated area.
- Meetings between parents and teachers must be arranged at least 24 hours in advance and will be conducted in private settings away from the reception and registration area to ensure confidentiality and respect for privacy.

We appreciate your cooperation in adhering to these guidelines, which are essential for maintaining a safe, orderly, and professional learning environment. Thank you for your understanding and continued support.

### **School Parties:**

At MAQBS, we recognize the importance of having special celebrations and special days. We must also ensure that strong academic programmes are maintained. For this reason, parties may only be celebrated during the last Thursday of each month after attaining approval from the Vice-Principal

and are to be celebrated during the last period of the day or during recess. Failure to follow these guidelines will result in having the cake and treats returned to the family to consume at home. Please, make sure to send individual cake slices.

### **School Counselor:**

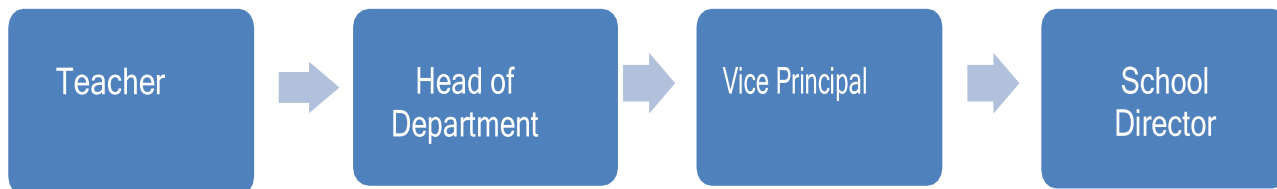
The school counselor is available to advise parents and students on academic or social problems. The prime focus of the counselor is to support students' social and emotional development. In order to do this, communication with parents is very important. The administration, teachers, and the counselor work closely together with the parents for the benefit of the children.

Students who encounter academic and/or behavioral difficulties will meet with the counselor regularly to improve the behavior. Parents may ask to see the counselor at any time; book an appointment to gain assistance with providing help for a student.

### **Parent Concerns:**

If you have a concern-follow the line of communication: It is important that you speak to the teacher first before scheduling an appointment with the other administrative staff.

1. Speak to the teacher-book an appointment with the school Receptionist /Education
2. Schedule a meeting with the teacher through the school Receptionist/Education
3. Schedule a meeting with the Vice Principal through the school Receptionist
4. Schedule a meeting with the School Director through the school Receptionist



### **Communication Channels:**

#### **Education Platform:**

Martyr Asrar Al-Qabandi Bilingual School is committed to fostering a strong and effective partnership between school and home, recognizing that continuous communication is essential to supporting each student's educational journey.

The **Edunation platform** provides parents and students with instant access—via smartphones and smart devices—to the following:

- Academic grades
- Attendance records
- Homework assignments and school announcements
- Digital report cards and academic calendars

The platform also enables teachers to communicate directly with parents, sharing updates about school activities, holidays, and special events.

**Note:** We strongly encourage all parents to register on the Edunation platform to ensure timely, clear, and effective communication with the school.

### **Newsletter:**

Each academic level publishes a **weekly newsletter** that includes:

- Weekly learning plans and lesson topics
- Assigned homework
- Upcoming events and school activities
- Student achievements

Parents are encouraged to read the newsletter and discuss its contents with their children to strengthen home–school communication and academic support.

### **Email/Edunation:**

#### **School Email – Edunation Platform**

The school provides each parent with an official **school email account** to facilitate communication with teachers and the administrative team.

- Your child’s homeroom teacher will provide you with your assigned school email address.
- Please share your **personal email address** with the teacher to help streamline communication and reduce reliance on paper correspondence.
- We strongly encourage all parents to register on the **Edunation platform** to ensure consistent and effective communication between home and school.

### **Parent Teacher Conferences (PTC):**

There are two formal opportunities during the year to meet for parent-teacher conferences at the end of each term. Parents are advised to make time for these, as they are a useful time to update you on your child's learning and progress.

**Parent Conferences:**

Parents and teachers may request additional conferences throughout the school year to discuss their child's academic or social progress. It is very important to pre-arrange a time when meeting with your child's teacher through the school Receptionist

Please, arrange a meeting with your child's teacher through the Receptionist/ Education.

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

**Instagram and School Website:**

Check out our school Instagram page at [aqbs\\_kw](#). It includes photos, announcements and upcoming events.

**Parents Orientation Meeting:**

At the beginning of each academic year, an orientation meeting is held for parents across all grade levels. The purpose of the meeting is to introduce and explain the school's academic and administrative updates, review the student and parent handbook, outline key policies, and clarify expectations for the new school year.



## Attendance, Withdrawal, and School Dismissal Policy

### 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 the reputation of involvement and responsibility. Only the following reasons are allowed for an absence to be considered excused.

#### **Justified Absences (With Acceptable Excuses):**

Absences are accepted **only** in the following cases:

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

Students who are absent are expected to bring an official medical note upon their return to school. Parents are also allowed to send the medical note to the teacher via email or Eduration. Students must give the medical note to their homeroom teacher. If students do not bring in a medical note within 3 school days following an absence, the absence will be considered unexcused.

If a student is absent more than three consecutive days, an explanation and documentation from a parent is expected. Students are responsible for completing any homework or classwork missed during an absence, and it is the responsibility of the student to ask teachers for any missed assignments. All formative and summative assessments missed will be made up the day the student returns back to school.

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

- Three tardies in one class equals one absence.
- A formal warning will be sent to parents. The formal letters will be sent to the Ministry of Education.
- **Unexcused Absences:**
- Excessive unexcused absences may lead to lower academic performance, a meeting with the student's guardian, and in some cases, placing the student under academic monitoring.

<b>Unexcused Absences</b>	<b>Action Taken</b>
<b>3 days</b>	First warning letter is sent to the guardian.
<b>6 days</b>	Second warning letter is issued. The guardian is requested to attend a meeting with the school's school counsellor and the Vice principal to clearly explain the risks of absenteeism. The guardian is also required to sign a <b>Student Attendance Agreement</b> .
<b>9 days</b>	Third warning letter is issued. The guardian is again requested to attend a meeting with the school counsellor and the vice principal. The student is officially placed under <b>academic monitoring</b> , and the guardian is formally notified.
<b>15 days</b>	The school will reconsider the student's <b>re-enrolment for the following academic year</b> , and a formal report will be submitted to the <b>Ministry of Education – Private Education Sector</b>

### **Student Responsibilities During Absence:**

The student is responsible for keeping up with all lessons and assignments missed during their absence. They must take the initiative to communicate with their teachers to obtain the required work. Any missed classwork or final assessments must be completed **immediately upon the student's return to school**.

- 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 to the Clinic without a Clinic or Bathroom pass.**

### **MORNING ARRIVAL:**

KG/Elementary students are expected to arrive to school before **7:10am**. **Lessons start at 7:30am.**

Any student arriving after 7:30 will be recorded late, s/he needs to enter through the front reception and obtain a late pass before proceeding to class. The late pass is to be handed to the teacher, otherwise the late student will not be permitted into the classroom.

### **School Dismissal:**

- **Kindergarten students** are dismissed at **12:45 PM**, while **Elementary students** are dismissed at **1:45 PM**.
- Students are to be picked up from **Gate 3**.
- After **2:00 PM**, students who have not been picked up will be taken to the **waiting room** until their guardians arrive.
- Please, note that there is no teacher supervision after 2:45pm. Only security will be available.

## **ECA/ enrichment Program (ECP) :**

The school offers an extra-curricular activity /**exclusive enrichment care program** for kindergarten children, designed to keep them in a fun and safe learning environment after the end of the regular school day.

The program includes a variety of activities focused on:

- Developing language fluency and reading skills
- English writing skills
- Mathematics and science
- Storytelling
- Interactive and purposeful educational activities

The program runs KG: (4) four days per week **from 1:00 PM to 1:45 PM**.

KG children will be able to stay till 2:30 pm.

Elementary: (4) four days per week from 1:45 pm – 2:30 pm

Please ensure that your child is picked up **on time**.

To register for the program, please contact the **school accountant at the reception desk**, where you will be provided with all necessary details and procedures.

**Note:** Spaces are limited, and registration is based on **priority of booking**.

## **Early Withdrawal from School:**

If you wish to withdraw your child from the school before the end of the academic year, please notify the Registration Department and complete the withdrawal form at least two weeks prior to the intended departure date.

To release the academic records, the following conditions must be met:

- Return all school and library books.
- Complete the financial clearance procedures at the Accounting Department.

If the withdrawal is expected a few days before the end of the term, parents are kindly requested to inform the school in writing as soon as possible and complete the required form at the Registration Department so that official certificates and records can be prepared in a timely manner.

## **Records of Withdrawn Students:**

- Academic records will be ready **one week after the student's last school day**.
- Students leaving the country are required to provide the school with a **postal/Email address**, as records cannot be handed over on the withdrawal day.
- Certificates or final reports will **not be issued before the end of the term**.

## **CURRICULUM DESCRIPTION:**

The curriculum is the driving force behind all teaching, providing an underlying developmental structure and necessary continuity across all grades. Students require consistent, challenging programs that will capture their interest, stimulate creative thinking and prepare them for learning independently throughout their lives. MAQBS students require knowledge and skills that will help them to excel in a global economy and allow them to lead lives of integrity and satisfaction both as citizens and individuals.

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 each individual. Teachers use curriculum expectations and achievement level guides to ensure the expectations of the appropriate grade level are met. Teachers utilize these guides in lessons 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, class numbers, separating siblings and other factors. All class lists are finalized and approved by the Vice Principal and the Director. No personal preferences or requests are accommodated. The Vice Principal reserves the right to approve any changes that are deemed necessary.

## **LANGUAGES:**

English is the language of instruction for most classes. During these classes, students are expected to speak solely in English. If they need to use Arabic for any reason, they should seek permission from the teacher. English language communication is evaluated in every English language course.

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.

## **STUDENT SUPPLIES:**

School supplies, such as paper, pencils, and notebooks must be provided by individual students as needed. A list of school supplies to be bought will be sent home with students at the beginning of the school year.

## **ACADEMIC POLICIES:**

### **Assessment Policy for Kindergarten and Elementary Levels:**

#### **Academic Reports (Certificates)**

The academic year consists of three terms, each lasting approximately ten weeks. At the end of each term, academic reports (certificates) will be distributed.

If a student's academic performance declines, the guardian may receive a progress report sent home with the student, which must be signed and returned to the school. If necessary, a meeting may be arranged between the guardian and the teacher to discuss the student's progress and develop an appropriate support plan.

The term report card and the end-of-year report card are the official documents recognized in the student's academic record.

#### **Student Progress Assessment:**

Teachers continuously and systematically assess students' progress.

A student's assessment may be negatively affected by unexcused absences, frequent tardiness, or deliberate absenteeism.

#### **Academic Progress Reports (Kindergarten/Elementary):**

Progress reports are sent electronically via the Edunation platform at the end of each term, providing guardians with an overview of the student's academic and behavioral performance. At the end of the third term, guardians will receive the end-of-year certificate.

#### **Student Report Cards:**

The school issues an official report card at the end of each term.

Teachers are not permitted to share final assessments or third-term results with parents prior to the scheduled distribution dates, which are specified in the school calendar.

#### **KG1 Evaluation Cards:**

Kindergarten children receive an official evaluation card at the end of each term, assessed based on expected mastery of skills.

The following grading system is used:

- **M** = Meets standards
- **S** = Shows progress
- **N** = Needs improvement
- **N/A** = Not assessed

## Grading System in the Elementary (According to the American Curriculum)

<b>GRADE</b>	<b>PERCENTAGE</b>
<b>A+</b>	<b>96-100</b>
<b>A</b>	<b>93-95</b>
<b>A-</b>	<b>90-92</b>
<b>B+</b>	<b>86-89</b>
<b>B</b>	<b>83-85</b>
<b>B-</b>	<b>80-82</b>
<b>C+</b>	<b>76-79</b>
<b>C</b>	<b>73-75</b>
<b>C-</b>	<b>70-72</b>
<b>D+</b>	<b>66-69</b>
<b>D</b>	<b>63-65</b>
<b>D-</b>	<b>60-62</b>
<b>F</b>	<b>50-59</b>

## Weighted System for the Elementary

<b>Type</b>	<b>Code</b>	<b>% of Grade</b>
<b>Participation</b>	<b>P</b>	<b>10%</b>
<b>Homework</b>	<b>HW</b>	<b>15%</b>
<b>Classwork</b>	<b>CW</b>	<b>20%</b>
<b>Quiz</b>	<b>Q</b>	<b>25%</b>
<b>Test/Project</b>	<b>T</b>	<b>30%</b>

## **Academic and Behavioral Honor Rolls:**

### **1. Academic Honor Roll (Grades 3–5, each term):**

- **A Honor Roll:** Awarded to students who achieve an **A+ grade (95% and above)** in all subjects.
- Names and photos of high-achieving students are displayed on a **dedicated digital screen** in the Elementary School corridor.

### **2. Behavioral Honor Roll:**

- Each term, students from **Grades 1 to 5** who demonstrate exemplary behavior and adhere to school rules and policies are nominated by their homeroom teachers.
- Names and photos of these students are displayed on a **dedicated digital screen** in the Elementary School corridor.

## **Certificates – Kindergarten & Elementary:**

Students who demonstrate outstanding academic or behavioral performance are recognized during **morning assemblies** every **Sunday and Thursday**.

## **Star of the Month – Kindergarten & Elementary**

At the end of each month, **one child per grade level and per class** is selected based on **notable academic or behavioral improvement**.

## **Assessment:**

Each academic year begins with a **Baseline Assessment** for students in **KG to Grade 2** and **standardized benchmark assessments** for **Grades 1–5**, aligned with **Cognia** standards.

Throughout the year, students will take both **formative and summative assessments**, and teachers will use **standards-based evaluation tools** to monitor progress.

All assessments are announced in advance via the **Edunation platform** and the **weekly newsletter**.

- If a student arrives late to a class with an ongoing assessment, they will be allowed to complete it only for the **remaining time** upon arrival.
- **No retakes or rescheduling** will be allowed for missed quizzes.

**Benchmark Assessments:**

Students sit for **three benchmark assessments** throughout the year:

- **Baseline (Beginning of the year)**
- **Fall (Mid-term)**
- **Winter (Mid-Year)**
- **Spring (End of the year)**

These assessments help identify **strengths and areas for improvement**, and guide instruction accordingly.

**Additional Notes on Assessment:**

Teachers continuously assess student performance through:

- Homework
- Projects
- Quizzes
- End-of-term exams
- And other classroom activities

**Private tutoring is strictly prohibited in compliance with the Ministry of Education regulations in the State of Kuwait.**

**Homework Policy:**

Homework is an extension of in-class learning, and may include:

- Daily tasks
- Long-term projects
- Study reviews
- Preparation for assessments

Parental involvement is highly encouraged to support and reinforce learning at home.

**Submission Deadlines:**

- Once a date is set for an assessment or project, **it will not be changed** unless due to emergency circumstances.



- In case of absence, a **written and valid excuse** must be submitted for the student's grade to be unaffected.
- **Full credit will not be awarded** for late submissions **unless justified** by exceptional circumstances and approved by the **teacher and school administration**

## **RE-REGISTRATION POLICY:**

### **Student Promotion:**

Students who successfully complete all academic requirements at their current grade level and who appear to be physically, emotionally, and socially ready for studies in the next grade, will be promoted at the end of the school year.

### **Student Placement:**

Students who are struggling to meet grade-level expectations but are not a retention candidate may be placed in the next grade. Their academic growth will be closely monitored by the Student of Concerns Team (Vice Principal, Homeroom Teacher, Counselor). Students will also be placed if they exceed 30 unexcused absences in the academic year.

### **Student Retention:**

Students may be retained at the same grade level if they required more time to reach the level of achievement necessary for promotion. Retention decisions are made by the Vice Principal in close communication with the parent, teacher school counselor and the school director.

## **EXTRA-CURRICULAR ACTIVITY (ECA):**

There are a wide range of activities on offer at all levels of our school, starting from grade 3. These are offered as after-school programs. Additional activities are offered if enough student interest is generated.

### **Health Procedures:**

MAQBS is committed to caring for the health of its students by providing a full-time nurse who oversees the school clinic and maintains updated health records for each student.

### **School Clinic:**

- Medical care is provided for cases referred to by teachers or the administration.
- Medication is only administered if a written permission from the parent or doctor is provided.
- Any prescribed medication must be registered with the nurse along with written instructions, including: the student's name, date, time of dose, required amount, and number of days.
- In case of fever, the nurse is allowed to administer paracetamol to alleviate symptoms.
- Any special medical condition must be reported to the nurse with the necessary documentation, especially after major surgeries. This information will be shared with the administration and relevant teachers to ensure proper care.

- Students are not allowed to go to the clinic without obtaining the designated permission form from the teacher.
- Vaccinations approved by the Ministry of Health are administered at the school after obtaining parental consent.

### **Illness During the School Day:**

- If a student feels unwell, they are sent to the clinic for evaluation.
- If the nurse or the assistant principal deems it necessary for the student to return home, the parent/guardian will be contacted.
- If the parent/guardian cannot be reached, the student will remain in the clinic until dismissal time.

Please keep your child at home if they are experiencing fever, nausea, vomiting, or any similar symptoms, until they have fully recovered.

### **Head Lice:**

- Head lice spread through direct contact and are common among children during play.
- The most common symptom is itching.
- Once a case is detected, the parent/guardian is notified immediately.
- The student is not allowed to return to school until proper treatment has been completed.
- A special medicated shampoo from the pharmacy is typically used to treat the condition effectively.

### **Accidents and Injuries:**

- Any injury must be reported immediately to the nurse, who will inform the assistant principal.
- First aid is administered immediately.
- In serious cases, the parent/guardian will be contacted right away.
- Please ensure that your contact information is up to date with the registration office and teachers.

## **EXPECTATIONS FOR STUDENTS:**

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **Student Rights:**

- Every student has the right to receive meaningful, high-quality education that meets their learning needs.
- Every student has the right to express their opinions and ideas appropriately, especially regarding the quality and content of their educational environment.
- Every student has the right to be informed, in a timely manner, of all rules, regulations, policies, and consequences they are subject to.

- Every student has the right to physical safety and the protection of their personal belongings within a clean and safe school environment.
- Every student has the right to consult with teachers, the school psychologist, social worker, administrators, and other staff members when needed.
- Every student has the right to file complaints and express concerns through official communication channels, starting with the teacher, then the subject or grade coordinator, and finally the assistant principal.

### **Student Responsibilities:**

- Students must attend school regularly and be on time for all classes, coming prepared and ready to learn.
- Students are expected to show respect to all teaching and administrative staff, fellow students, and the learning environment.
- Students should maintain proper manners and respect, avoiding disruptive behavior, offensive language, and the use of any language other than English within the school—except during Arabic or Islamic Studies classes. Arabic is also allowed in the mosque.
- Students must take care of their health and safety by avoiding smoking, drug use, or any harmful substances.
- Students are required to wear the official school uniform, maintain a clean and neat appearance, and observe personal hygiene in line with societal standards.
- Students are expected to respect school property as well as the belongings of others.
- In case of conflict between students, they should act with wisdom and self-control, avoiding actions that could harm or threaten others.

### **BEHAVIOR EXPECTATIONS :**

MAQBS strives to provide a safe and respectful learning environment for everyone. Each student is expected to demonstrate positive behavior, show respect to others, and take responsibility for their words and actions.

To support this goal, the school has established clear behavioral rules that help regulate conduct within the school community. All students must adhere to these rules. Appropriate actions will be taken in case of any violations.

### **Classroom Rules and Regulations:**

- Follow teachers' instructions carefully.
- Come to class prepared with all necessary materials.
- Raise your hand before speaking and wait for permission.
- Always be polite and respectful to everyone.

### **Prohibited Items on School Premises:**

- ❖ Skateboards, roller skates, water guns, firecrackers, and laser pointers.
- ❖ Animals (unless for educational purposes and with the teacher's approval).
- ❖ Inappropriate printed materials or content that is not suitable for school.

- ❖ Mobile phones (students may only contact parents through the administration office or the school counselor's office and with permission).
- ❖ Music devices such as MP3 players, iPods, computers, tablets, video games, or recording devices (subject to the teacher's discretion).
- ❖ Sharp objects or hazardous materials of any kind.
- ❖ Energy drinks (e.g., Red Bull) and soft drinks.
- ❖ Lighters.

### **Mobile Phones and Electronic Devices**

Students are not allowed to bring their cellphones to school at any time. If a cell phone is observed or heard by a staff member, consequences will apply.

Any behavior that disrupts others' learning or endangers the safety of any individual within the school—whether inside or outside the classroom—is considered a violation of school regulations. Below are examples of unacceptable behaviors; please note that this is a guiding list and not exhaustive:

- Damaging school property or the belongings of others.
- Causing disruption or engaging in disorderly conduct in classrooms, hallways, buses, playgrounds, or during school activities.
- Cheating or lying in exams, projects, or reports.
- Stealing from school or from others.
- Fighting or bullying on or near school grounds.
- Skipping classes without an official excuse.
- Disregarding instructions from teachers or school administration.
- Using mobile phones or electronic devices without permission.
- Misusing hall passes (exit permits).
- Chewing gum on school premises.

### **Bullying:**

- Bullying is defined as repeated behavior involving intentional physical or psychological intimidation, which creates a pattern of abuse or harassment over time. Bullying behavior is typically characterized by three main features: intent, repetition, and a desire to harm the other person.
- MAQBS encourages all students to report bullying behavior. If bullying occurs during break time, it should be reported to one of the supervising teachers. If it occurs in class, it should be reported to the classroom teacher. Students may also report incidents to the school counselor or psychologist at any time.
- All reports are handled with confidentiality and seriousness, and appropriate support is provided to both parties the affected student and the student exhibiting the behavior. In cases where bullying is suspected or reported, the school will take immediate action through the teacher or school counselor, and consequences will be determined based on the nature and severity of the incident.
- For detailed procedures, please refer to the school's approved behavior policy.

## Money and Valuables:

- Students are advised not to bring large amounts of money or any valuables to school unless requested.
- The school will not assume responsibility for money or possessions which are lost or stolen at school.

## Situations for Behavior Code:

- The behavior code applies in the following situations:
- During regular school hours
- On the school bus when going to and from school and on field trips
- During school-sponsored events
- During events and activities associated with the school

## INFRINGEMENTS AND CONSEQUENCES:

At MAQBS, we have clear guidelines when students breach our rules. See table below:

Infringement	Occurrence	Consequence
Behavior: Misconduct	1 <sup>st</sup>	Warning by teacher
	2 <sup>nd</sup>	Parent contacted / Parent signs a commitment form ensuring the behavior will not be repeated
	3 <sup>rd</sup>	Parent Conference
	4 <sup>th</sup>	Referral to Vice Principal/Director, Suspension
Bullying	1 <sup>st</sup>	Incident will be addressed immediately by the teacher or school counselor. Consequences will be determined based on the nature and severity of the case
Uniform- Noncompliance	1 <sup>st</sup>	Verbal warning
	2 <sup>nd</sup>	Call parent to send the proper uniform + undertaking letter to be signed by parents to ensure that their child will wear the proper uniform in future.
	3 <sup>rd</sup>	Parent is contacted to take the student home; the student is marked absent for the day.

A **points system** has been agreed upon to manage student behavior during recess and in the classroom. Each student starts with **30 points** at the beginning of each term. Students can earn or lose points based on their behavior. Teachers record these points, and every Thursday the total

number of points for each student is submitted to the school counselor, who updates the records weekly.

When a student reaches:

- **20 points:** A **first warning letter** is sent to the student, and the parent is summoned to sign a **behavioral commitment form** to help regulate their child's behavior.
- **10 points:** A **second warning letter** is sent, the parent is summoned again, and the student is given detention **after official school hours**.
- **5 points:** A **third warning letter** is sent, and the parent is summoned. A **behavior modification plan** is created by the school counselor. The student's behavior is then monitored by the classroom teacher and the counselor. A follow-up meeting is held with the parents after one week to discuss whether the student has shown progress. If necessary, the student may receive **up to three after-school detentions**.
- **0 points:** The parent is summoned to discuss the consequences of the student's repeated negative behavior. The parents must sign a document acknowledging either a **temporary suspension** from school—based on the type and severity of the behavior—or the **possible denial of re-enrollment for the next academic year**. This decision is made by the school director.

Here is a sample model of various **types of misconduct** and the corresponding **number of points** that will be deducted if the behavior occurs:

No.	Type of Behavior	Points Deducted
1	Not bringing school supplies (books, pens, ruler, etc.)	2
2	Failure to complete homework	3
3	Failure to complete classwork	3
4	Talking during lessons without a valid reason	2
5	Leaving the classroom without permission	4
6	Using inappropriate language	4
7	Throwing objects	4
8	Vandalism or writing on walls	3
9	Refusal to follow instructions	4
10	Disrespecting school staff (teachers, etc.)	5
11	Not wearing the school uniform	3
12	Wearing nail polish	2
13	Chewing gum on school premises	4
14	Arriving late in the morning	2
15	Cheating in exams	2
16	Bullying (pinching, biting)	5
17	Fighting, hitting, biting	5
18	Stealing	5
19	Bringing dangerous items to school	4

**Playground Rules:**

- Students upon arrival will immediately enter their classrooms and will be engaged in activities with the teacher.
- Students are not allowed to stay in the playground after arriving to school.
- Students arriving before 7:00 am will be supervised by the duty teachers
- Students are not allowed to enter the playground without supervision and the presence of the duty teacher.
- Students must obtain permission from the supervisor before returning to the classroom during recess.
- Leaving the playground without permission is not allowed.
- Any injury must be reported to the vice principal and the nurse.
- When the bell or drum sounds, students must stop playing immediately and go straight to their assigned line up position.
- Balls are not allowed to be brought to the playground before or after school unless part of an organized school activity.
- Climbing on walls is prohibited.
- Students must play appropriately: no pushing, hitting, tripping, or shoving.
- Noise levels must be kept low.
- Students must follow the teacher's instructions carefully.
- Students are not allowed to take any equipment from the physical education room without permission.

**Positive Reinforcement Reward System:**

MAQBS believes in the importance of regularly rewarding students. Certificates of appreciation are awarded each semester during the morning assembly. The "Student of the Month" is also announced. Other rewards include (but are not limited to):

- Homework exemption cards
- Class parties or treats
- Positive phone calls home

All other rewards are given at the teacher's discretion.

- Additionally, the name and photo of the top academic student are displayed on the television screen in the school hallway.
- Likewise, the name and photo of the student with exemplary behavior are displayed on the television screen in the school hallway.

**Behavioral Commitments:**

Behavior contracts will be issued to students who do not comply with school rules and continue to repeat inappropriate behaviors after receiving warnings. These behavior commitments are used to monitor the student's behavior throughout the week, during lessons, and recess times, giving the student an opportunity to improve their conduct.

**General School Etiquette:**

1. To maintain the cleanliness of the school campus, chewing gum is prohibited during school hours. Students are asked to dispose of gum in trash bins before entering the school building. Suckers or candies are not allowed during school hours.
2. Students must walk inside the school; running in the hallways is prohibited.
3. Students should speak at a volume appropriate to their location.
4. Eating is only allowed in designated areas to keep classrooms clean.

**Prayer Time Standards:**

1. All Muslim students are expected to perform prayers promptly at their designated times, as prayer is a religious obligation that must not be delayed or neglected. It should be noted that prayer time is not free time for students or teachers; therefore, teachers are prohibited from keeping students in class to engage in activities that could delay prayer time.
2. Female students must prepare their own prayer clothes and prayer mats, ensuring these items are labeled with their names and kept inside their bags.
3. The art room is designated for female students to perform prayers, while male students may pray in the male staff room, with appropriate supervision to ensure order and discipline during prayer.
4. The school discipline policy is fully enforced during prayer times, with consideration given to the individual situation.
5. Any inappropriate behavior recorded during prayer will result in detention at the end of the school day. If violations occur up to three times, the school may decide to suspend the student temporarily for one day in accordance with applicable regulations.

**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 KG-ES/ 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