



Ghars Handbook Basic Policies for

Kindergarten

Middle States Association

(MSA)

The Middle States Association accredits more than 2500 schools, systems, and learning services providers in the United States and in more than 100 countries around the world.

Accreditation provides a means for public accountability by:

Validating the integrity of a school's program and student transcripts. Assuring that the school's purposes are appropriate and accomplished through a viable educational program. Justifying the faith and resources others place in the school. It fosters stakeholder involvement and commitment by providing opportunities for greater involvement in charting the direction and future of the school. It offers a mechanism to involve constituent groups in creating a vision of the future, not just allowing it to happen.

Accreditation builds positive community and stakeholder relations by:

Providing opportunities to emphasize the positive and demonstrate the strength and effectiveness of the school. Broadening the staff view of community expectations and fostering closer school and community collaboration.

Articulating and communicating opportunities between school levels and among stakeholder groups.

Contents

1.0 Mission and Vision Statement3	
2.0 Introduction 4	
3.0 GBHS Parent Communication5	
4.0 Ghars Facilities and Services Policies 6	
5.0 Field Trip Policy6	
6.0 Student Daily Academic Schedule7	
7.0 Ghars Curriculum:8	
8.0 School Furniture & Facilities10	
9.0 Financial Policies11	
10.0 Academic & Behavior PoliciesError! Bookn not defined.	nark
11.0 Retention of StudentsError! Bookmark not defined.	
12.0 Academic & Behavior PoliciesError! Bookn not defined.	nark

The graduates of Ghars High School will be:

- 1. Confident, honest, integrated, and responsible students
- 2. Individuals who have values and treat others respectfully

- 3. Independent learners and critical thinkers
- 4. Upholding Islamic values whilst fostering global citizenship
- 5. Eligible for any field of knowledge in higher level of education

1.0 Mission and Vision Statement

1.1 Our Motto

Ghars means

Ghars means..."The branches of solidly rooted trees reach high"

1.2 Our Vision

Ghars Bilingual School is an educational institute that provides a nourishing environment where students can grow, blossom and flourish into capable and responsible global citizens of tomorrow.

1.3 Our Mission

Ghars provides a safe bilingual learning environment that encourages students to bring out the best in themselves and enables their all—round development through the joy of learning, and the celebration of diversity based on Islamic values.

1.4 Our Beliefs and Core Values

- 1. Develop students' character through confidence, honesty, integrity & responsibility.
- 2. Establish a safe, happy environment where every individual is valued & treated respectfully.
- 3. To encourage independent learners & critical thinkers.
- 4. Upholding Islamic values whilst fostering local and global citizenship.
- 5. Provide students with the highest standards of education to ensure every child finds success.

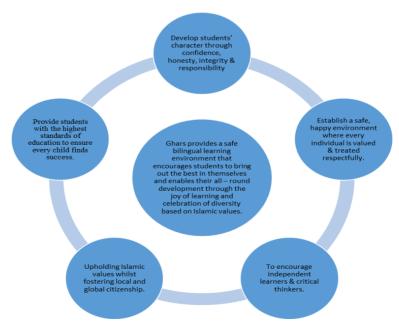


Figure: 1.0 Ghars' Beliefs and Core Values

2.0 Introduction

كَلِمَةً طَيِّبَةً كَشَجَرَةٍ طَيِّبَةٍ أَصْلُهَا ثَابِتٌ وَفَرْعُهَا فِي السَّمَاءِ (Surat: Ibrahim - Verse:24)

An example of a good word like a good tree, whose root is firmly fixed and its branches in the sky.

Ghars curriculum is organized to provide a safe, happy and unique environment for the care and education of our students, it is our goal to develop in each student the love and understanding of Islam and to nurture an identity in each student as a confident and respectful citizen. Ghars Bilingual School is not only a place to learn and develop various academic skills; but also, a place to support students' excellence in understanding and practicing appropriate behavior and conduct, reflected on the mutual respect between students and staff. We encourage independent learning and critical thinking that is based on discipline and self-control, resulting achievers with high educational standards, which have been formulated from a comprehensive perspective, to ensure a better life for them and those around them.

2.1 Academic and Service Staff Roles

2.1.1 Receptionist:

The receptionist greets the parents, receives calls and transfers them to the appropriate department. They set appointments with the teachers, social workers or psychologist or administrators. They answer parents' questions and provide copies of school forms which may be needed by parents.

2.1.2 Student Affairs:

Student affairs coordinator introduces parents to the school system and school facilities; completes registration procedures for new students, opens files for new students, ensures that students' files are updated, inputs all student information for both Ghars and the Ministry of Education in collaboration with Human Resources and contact parents through "WhatsApp" to answer their inquiries (if needed).

2.1.3 Social & Psychological Services:

Ghars social workers support our students, in learning how to cope with all aspects of life: academic, behavioral and social that may affect the educational process and help students to address their concerns which affect them academically, at home, or in the community. All cases handled by social workers are strictly confidential. Teachers can refer students to social workers, who in turn provide counseling and record notes confidentially. Social workers work as a team: to study students' cases, meet parents, teachers and administrators, to monitor progress or to recommend external assistance (if necessary).

The psychologist works on developing students' characters in an integrated manner that includes all aspects such as academic, behavioral, social-emotional, psychological, and medical in order to achieve a better level of compatibility and mental health.

2.1.4 Nursing Department:

Ghars Bilingual School has qualified nurses on campus during school hours in order to care for students who may become ill or injured during school hours. The school nurse's duties include assessing the students need of medical attention and facilitating this care.

• It is parents' responsibility to inform reception or the nurse of any student health issues and medical concerns. (A medical form will be sent in the beginning of the academic year please fill in and return it to the school).

- The nurse will have a student report for every student including any medical concerns, observations or reports (as required by (MOE) Ministry of Education).
- In the case that a student suffers from a chronic disease, it is necessary to hold a meeting with the school administration to know the details and agree on a certain policy to accept the student's admission to the school.
- If a student gets sick within school hours and cannot attend class, our nurse is obligated to contact the parents or guardian to come pick student up from campus.
- If a student needs medicine to be administered within school hours, parents should notify the school nurse in advance to ensure the cause of medications and follow safety precautions, the medicine must be handed over to the nurse only (not the teacher) with a written note. To maintain a safety environment, no fever reducer will be accepted by parents/guardians to be administered during school hours.

In case of accidents:

- Any student who has an accident at school will be taken to the nurse for examination.
- If the student requires extra medical care he will be transferred to hospital via ambulance (if needed), parents will be contacted immediately and will be asked to meet the student at the hospital.

3.0 Parent Communication

3.1 School-Home Communication

3.1.1 Newsletters:

Newsletters will be published on Teams, Parent Plus and our website for academic information.

It will also include any announcements regarding events and activities.

3.1.2 Online – Parent Plus:

It is an interactive web portal for parents and teachers. It enables school administrators and teachers to instantly share data, communicate and engage with parents. Some features are as follows:

- Teacher communication via emails.
- Attendance, Class Schedules, Calendar & more.
- Announcements & Alerts.
- Student Notifications (Newsletters and report cards).
- Can be easily accessible through Mobile App (fees are covered by the school).

3.2 Home-School Communication

3.2.1 Phone Calls:

Ghars School welcomes your calls on the following numbers:

Telephone: 25750825 / 25750826 / 25750827

Mobile:67616770 / 65005158 / 65097000

Any parents' concerns or requests will be dealt through the reception and directed to the right channels.

3.2.2 Suggestions and complaints form:

Verbal complaints won't be counted. If a parent wishes to submit a complaint or a suggestion, the appropriate forms can be found at reception counter, or an email via Parent Plus can be sent according to the stage:

Stage	E-mail
Kindergarten	Kg.support@gharsschool.com
Elementary	Elementary.support@gharsschool.com
Middle School	MS.support@gharsschool.com
High School	HS.support@gharsschool.com

Note:

- -Follow-up and appropriate action will be taken as soon as possible by the administration during the official working days and times.
- -The guardian must submit the complaint individually mentioning his name and the student's name, and no group complaints will be accepted.

3.2.3 PTC (daily):

Ghars welcomes parents to discuss students' progress and their needs, as we believe that the educational process is a partnership between the school and home.

Note:

- -Quick inquiries, delivery, and receipt of papers at the reception do not require a prior appointment.
- -Parents must set an appointment in advance in case they need to meet the administrative or academic team.
- -Parent and Visitor Guidelines during school hours:
- -Parents and visitors are expected to cooperate and submit their civil Ids at the reception. The parent/visitor will be given a "visitor" ID. The parent/visitor will receive the civil Id back upon leaving. Furthermore, parents do not have access to the classrooms and schools' facilities except on conference days, special events.

3.2.3.1 PTC (after each semester):

Parent Teacher Conferences will be held after each academic semester during the times specified by the administration. This gives parents the opportunity to discuss the student's progress directly with the teacher. **Note:** If the parent is unable to attend the parents' meeting, he/she can contact the teacher directly via Parent Plus to schedule another appointment (according to teacher's availability) via Teams to follow up on the student's level or answer any questions.

3.2.3.2 Private parent-teacher conference (when necessary):

Parent / administration has the right to set a private meeting to discuss any incident or concern during the academic year, provided that an appointment is scheduled in advance (by calling on mobile phones).

3.2.3.3 Open House:

The open house is held in the beginning of each academic year before students' attendance at the campus, where parents can learn about curricula, teachers, how to communicate with the teacher, administration, school policies and all academic requirements and learn about all school facilities.

4.0 Ghars Facilities and Services Policies

4.1 After Care Service:

Ghars kindergarten offers an aftercare program. It begins at **1:30 pm** and ends at **2:15 pm** (note: after care service unavailable on Thursdays). If you wish to register for this program, please contact the accounting department to reserve a place.

5.0 Field Trip Policy

Our aim in Ghars is to provide an all-rounded developmental perspective of the world through experiential means. This could be achieved through our field trips, as part of school's integrated curriculum and development to furnish the students with various social experiences.

5.1 Field trip procedures:

- Ghars requests signed and written consent and approval from the parents to allow the students to participate in a field trip.
- The expenses of a field trip must be handed to the teachers in charge in full, alongside with the written consent form.
- Teachers will be handing the expenses to the accounting department, in case of refund please contact the accounting department.

6.0 Student Daily Academic Schedule

-Students will attend school from 7:00 am to 1:00 pm and first period starts at 7:30 am.

Notes:

Main Gates: 1 & 2

- Gate 1: Open from 7:00 to 3:00 except Thursdays to 1:45 pm.
- Gate 2: Open from 7:00 to 2:00 except Thursdays to 1:30 pm and is used for Entrance & dismissal for KG students only at the allocated timings from 7:00 to 7:30 and from 1:00 to 1:30.

6.1 Daily Attendance Policy Notes

- Repeated tardiness will result in the necessary disciplinary actions by the administration according to the rules & regulations of the school.
- It is strictly forbidden for students to leave our school grounds during school hours without prior notification from their parents or guardian.
- Teachers will not be responsible for any missed work due to any unexcused absence, tardiness, or early dismissal.
- Any changes to the daily academic schedule due to special events, holidays, or other circumstances will be shown by message in the newsletter, what's app or text message, by phone and email, to the parents or guardians depending on the situation.

6.1.1 Daily Tardiness Policy:

Students go to their classes daily at 7:25 am, the first class starts at 7:30 am.

Students are registered as late from 7:30 am.

Note:

- Gates 1 and 2 are used for students' entry after 7:30 am until 8:00 am.
- Students will not be allowed to enter after 8:00 am unless accompanied by their parents.

6.2 Absence

Absence or tardiness for more than 15 days in an academic year (without medical leave) will have a negative impact on students' academic level as well as re-registering for the upcoming school year.

Attendance will be taken daily by 7:35am. Students arriving after this time will be considered tardy.

School/Teacher will not be responsible to cover any missed work if student is late to school.

Student will be given any missed test/ quiz on his/her return to school.

With any absence, school will require a medical note or a phone call from parent/guardian to justify the reason of absence. If the student is sick and unable to attend school, please keep him/her at home for his/her benefit of health and of his/her classmates.

6.3 Absence due to sickness

The parent has to send the medical form filled by the doctor to the nurse on the following email **or** print the sick leave form https://bit.ly/3ln334h and fill it in by the doctor and send it to the nurse on the following e-mail:

Kg.support@gharsschool.com

6.4 Absence due to a family or special circumstance:

Parents should inform the teacher and the administration by emailing: Kg.support@gharsschool.com

6.5 In case of absence due to travelling abroad:

Fill in the travel permission form (you can find it on the following link): https://bit.ly/3gBd2PI then send it to the following email: Kg.support@gharsschool.com

6.6 Absence and medical reports regulations:

Medical forms must be signed and dated by the authorized governmental medical institute.

Medical reports will not be accepted after 2 days from the date of absence.

4th medical form during the same semester must be signed by the school's Health Department if it was issued from a private clinic or hospital; otherwise, the student's absence will be considered illegitimate. If the sick student sought medical cure from the public clinic in his/her area, the medical form must be signed and stamped by the examining doctor.

*Note: In all cases, the teacher must be notified via Parent Plus.

7.0 Ghars Curriculum:

7.1 Kindergarten Department

Ghars Kindergarten department consists of KG1 and KG2. It offers a bilingual education in an Islamic setting. Our goal is to develop students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: spiritual, moral, intellectual, social, emotional, and physical. Our program focuses on the needs of the whole child, and it includes the following:

<u>Open Space Classroom:</u> Our Classrooms have an open space plan and focuses on centers that allow students to develop their academic independence; by small group settings of teacher-based curriculum and supportive contact time.

<u>Imaginative play area:</u> Our new Imaginative play area is an open-ended, unstructured community play that focuses on encouraging student independence, language development, problem solving skills and social and emotional development with no rules, goals, or result – except that kids learn a lot along the way.

STEAM Room: This room is dedicated to young children's creative & engineering development that involves them in fascinating explorations of sound, materials, colors, and textures using all their senses, mathematical skills and art. It is an area which they are encouraged to use their critical thinking and imagination to the full and express their developing ideas and challenges.

Recess: KG Department will have 2 break times (40 min) throughout a regular school day for students to have their snacks/lunch and get their body moving with some play time. We believe that it is important for the students to eat healthy. During our snack time, the teacher incorporates healthy habits – table manners along with Islamic eating etiquette.

- **7.2 English:** Our English language program follows American Common Core Standards using NGL "Look & See" and Savvas "My View" Literacy. We give very young learners a strong language foundation and prepare them to read and write with lessons for phonemic awareness, grammar preparation, and prewriting practice. Learning Through Play: Ghars creates a safe & healthy environment where students have unstructured play time while meeting standards through sensory, imagination and social & emotional development within the curriculum.
- **7.3 Math and Science:** Ghars follows American Common Core Standards while using Savvas "Envision Math" and "My View Science Integration" in our Math and Science program. Our lessons include stories, group discussions, instruction, games, labs, and activities that teach important concepts related to the curriculum
- **7.4 Culinary Arts:** In Kindergarten, introducing culinary arts as a subject offers a delightful blend of learning and creativity. Through simple tasks like measuring ingredients, mixing, and shaping, children develop crucial motor skills while engaging in hands-on activities. As they follow recipes and instructions, they enhance their language abilities by learning new vocabulary and understanding sequential steps. Moreover, exploring concepts like counting and basic arithmetic during cooking sessions reinforces mathematical concepts in a practical and enjoyable manner. Culinary arts in kindergarten not only tickles taste buds but also nurtures a holistic approach to education, fostering a love for learning.
- **7.5** Arabic: Ghars's KG Arabic curriculum follows a Lebanese integrated curriculum *Loghaty Kanzy* (My language is my treasure), which offers mathematics and science in Arabic language.

7.5.1 Arabic Enrichment:

- **7.5.1.1 Seesaw:** This program supports the educational process as it is a digital application for students, which enable them to document what they learn at school at any age and share it with teachers and classmates.
- **7.5.1.2 Reading Stories:** Reading stories provides the child with great pleasure, and is also an important source of information, mean of instilling human and moral values, and a tool for developing and strengthening the child's linguistic abilities.
- <u>7.6 Islamic Studies:</u> The Islamic curriculum of our kindergarten department includes both Qur'an recitation and Islamic teachings. KG Islamic Studies curriculum is broken down into 5 Units: Al –Aqida, Al Hadith, Al Fiqh, Al Azkar, and the Biography of the Prophet Mohammad (PBUH). Each grade level has a number of Surahs to memorize.

7.7 Ghars Curriculum:

1- Curriculum to enrich young souls by understanding the names and attributes of God the all mighty through: This is a curriculum that we take pride in. We are pioneers in creating our own, which is used to enrich the knowledge of the names and attributes of Allah the almighty through: -Instilling Islamic values in the students by knowing and understanding the beautiful Names and attributes of Allah the almighty. Educating the students to praise and glorify the creator by adhering to Allah's attributes. Developing the student's character and enhancing their view of life, based on the understanding of the beautiful names of Allah. Training the students to live their daily lives and to behave according to the knowledge of the Names and Attributes of Allah the almighty. Establishing a generation of true believers in Allah with Islamic values that spread peace and love throughout the world.

2-The Holy Qur'an

A curriculum geared towards reciting and memorizing the Holy Qur'an in an exceptional way through: Understanding: The student will know Allah by learning His beautiful names, attributes, and deeds. Memorizing: The student will understand and memorize verses from the Holy Qur'an. Practicing: The student will act and behave according to Islamic Principles.

7.8 Extra Curricular Programs:

Maqr'aa policy for Kindergarten:

How can students join Maqr'aa?

Maqr'aa is only provided for KG 2 students and its divided into two levels:

1- Distinguished students, who are selected as follows:

- -The student's ability to recite is high (evaluated by the class teacher).
- -The student must have recited a larger amount than that at the school's curriculum.

(To be determined after filling out the student assessment form in the Qur'an memorization, through the school's website: Registration - Forms).

2- The rest of students who were not enrolled in Magr'aa:

The curriculum will be recited according to their stage during the Holy Quran classes.

What will my child recite?

- Distinguished Class: Student will recite hezb 60 from (Surat Al-Nab'a to Surat Al-Tarek).

If you have any questions, please refer to the Head of the Islamic Education Department (Mrs. Lateefa)

7.8 ESL Program:

The kindergarten department at Ghars Bilingual School offers an ESL program for KG2 students requiring additional academic support necessary to be successful. Our KG2 ESL goal is to reinforcement grade-level curriculum while improving comprehension of Ghars curriculum and to enhance the following skills, reading, writing, Math, and a variety of English guided lessons in a familiar classroom environment. ESL is based on our American Common Core standards and Savvas curriculum.

8.0 School Furniture & Facilities

Ghars offers a range of new furniture, technology, equipment and resources every academic year. We take pride in how our school is designed and the abundance of resources and equipment we have for education. If students cause damage to any school equipment or property, parents will be obligated to pay the cost of repairing/replacing any damaged material. Students are expected to respect all school property and its belongings.

9.0 Financial Policies

The following financial policy for the academic year **2024-2025** shows tuition fees, due dates, discount policies and other important financial policies.

Parents must be aware of these policies to ensure acknowledgement according to the agreed rules and conditions upon registration. The guardian must sign the financial policy with the school and abide by this system.

First Tuition Fees:

Stage	Fees	Parents'	Total	Registration	1 st	2 nd	3 rd
	Approved	Discount	Fees	Fees	Installment	Installment	Installment
	By MOE				1/9	1/12	1/3
KG1 &KG2	2538 KD	23%	1950	100	620	620	610
G1 & G2	3886 KD	31%	2670	100	870	850	850
G3-G5	3886 KD	28%	2780	100	900	890	890
G6- G8	3971 KD	26%	2920	100	940	940	940
G9-G12	4110 KD	18%	3380	100	1100	1090	1090

Second Policy of Discounts:

- 1. The second and third brother (the youngest) shall be granted a discount of KD 150 only, and the full payment shall be made before 31/4/2025.
- In case there is any other discount from the Ministry of Education, the sibling discount is canceled.
- <u>In case there are two discounts, the parent is entitled to only one discount, which is the highest.</u>
- 2. Withdrawal of the student During the academic year, the discount will be canceled, provided that he is obliged to pay the due installments.
- 3.No discount in case of the absence of the student during the academic year for all academic stages.
- 4. The brothers of a withdrawn brother shall be re-arranged according to paragraph (1).
- 5. Students paid by their parents' employers:
- The school must be provided with a letter from the employer stating the obligation to pay the tuition fees for these students, knowing that the final reports are banned in case of delayed payment of the employer, and they are not included in the discount of the brothers.
- The guardian has the right to obtain a letter addressed to **only one** employer during the registration period.
- The children of the guardian who are not covered by the payment from the employer benefit from the discount of brothers.
- If the employer fails to pay the full amount required, the guardian is responsible for paying the remaining amount.

Third Payment Procedures:

- 1 The new student will pay 100 KD registration fee + the first installment for all stages, and the re-registered student will pay 200 KD at the time of re-registration.
- 2- Payment is available via Ghars App or bank transfer to the school account, or visiting the accounting department and paying in cash, and payment is not available via Visa cards.
- 3-The above-mentioned installments must be paid according to the specified dates. In case of delay in payment, school is entitled to do the following:
- Refrain from providing the parent with the student's school reports about the semester of the payment due.
- Refrain from enrolling the student for the next academic year.

- Refrain from providing the student with an attendance certificate.
- 4- The school reserves the right to admit students enrolled in the waiting lists, instead of the current students who did not pay the registration fees by 30/4/2025.
- 5- The school reserves the right to take necessary legal action in cases of non-payment of fees under this policy.
- 6- The school reserves the right to reconsider or modify the payment schedule in case of delay in payment.
- 7- The school has the right not to re-register any student in the school for academic or behavioral reasons provided that the guardian is informed during the period before the end of the re-registration period.
- 8- Pre-k: registration fee is paid in addition to the first installment upon registration.

Fourth Withdrawal Procedures:

All withdrawal procedures are completed for the student after:

- Attendance of the father to fill the withdrawal request mentioning the reasons of withdrawal (according to the law of the Ministry of Education) before 1/9.
- Bring a certificate to whom may concern from the school (transferred to) stating the student's acceptance at it.
- Payment of all financial dues and return of textbooks and the delivery of the contract of clearance and acquittal from the accounting department, two days after the withdrawal request.

In case of withdrawal, the following procedures are applied:

Registration fee KD 100 cannot be returned or transferred			
Student withdrawn from 1/9 to 30/11.	The first installment shall be entitled, and the		
	registration fee shall not be considered a part of it,		
	whether the student attended or not.		
Student withdrawn from 1/12 to 31/1.	The first and second installments shall be entitled,		
	and the registration fee shall not be considered as		
	a part of it, whether the student attended or not.		
Student withdrawn from 1/2 and beyond.	Full tuition fees shall be entitled, whether the		
	student attended or not.		

A student withdrawing during the academic year will lead to cancellation of the discount included. The parent may refund the tuition fee if the student did not attend from the beginning of the academic year and only the registration fee will be deducted.

Fifth delayed enrollment after beginning of the academic year:

In the case of registration of the student after the beginning of the academic year the following				
discounts are worth:				
From 1/9 to 15/10.	No discount is given.			
From 16/10 to 15/11.	A discount of 10% is given.			
From 16/11 to 31/1.	A discount of 25% of the total fee.			

Payment Methods:

Bank Transfers:

The bank account number for KFH school fees on behalf of the Ghars School is KWD **091010193673**. **(IBAN: KW72 KFHO 0000 0000 0009 1010 1936 73).**

The civil number of the school is (35000549). Please send a picture via WhatsApp to (67616770) or (65005158) after the transfer.

Visit Accounting in School:

Contact by phone calls and visit our accounting department to make payments.

My Fatoor'a:

Makes the payment easier by receiving a text message, opening the link, reviewing the invoice, choosing the preferred payment method, and entering the bank card details to complete the payment.

Education funding:

We agreed with Kuwait Finance House Bank to offer the Education Product which enables the parent to buy a seat in the school.

Please contact the accounting department for any additional information or concerns.

Note: Fees payment via visa is unavailable.

10.0 Academic Support & Behavior Policies

Ghars school is keen to promote virtuous morals and to keep good ethics. The school cares especially about repeated misbehavior of students. These acts will be observed and followed up closely and are also interested in following upon the academic development of the student. The following procedures will be followed in case of any behavior or academic difficulties:

10.1 Behavioral Discipline Policy:

10.1.1 First Stage (Teacher):

- The teacher follows up with the student.
- Repetition of the issue leads to acknowledging the parents.

10.1.2 Second Stage (Supervisors):

• Repetition of the issue: (no resolution despite direct communication between the teacher, the student, and the parent), the student is sent to the supervisor who refers the case to the vice principal.

10.1.3 Third Stage (Vice Principal):

The vice principal follows the student's case.

In case of repetition, the student's file is transferred by the vice principal to the principal.

10.1.4 Fourth Stage (Social Worker):

The social worker follows the student.

10.2Academic Follow Up Policy

- 1- The teacher follows up with the student.
- 2-The teacher informs the parent about the case.
- 3- If the issue persists, the student's file will be referred to the Head of Department for further follow-up, and it may be forwarded to the psychologist/social worker.

Some procedures can be followed by the social worker in behavior or academic cases:

- Observing the student in the class by attending some classes to follow up student's performance in the classroom.
- Meeting class teachers.
- Meeting the student. and
- Meeting the parents.
- Conducting individual or group sessions according to the problem.

Note: Some cases require informing the social worker from the first day, depending on their severity and difficulty.

10.3 Academic Support

We offer academic support tailored to help kids thrive and master the different skills according to our school's policy. Our programs are designed to reinforce classroom learning, build self-confidence, and foster a love for learning.

11.0 Retention of Students:

Ghars shall place students on a "hold" list for registration for the next year with parental notification for academic reasons or behavior problems. If the student did not show progress, Ghars will consider expelling the student, after receiving the Private Education Department's approval.

12.0 Dress Code Expectations

- All students are expected to follow Ghars Bilingual School dress code as students will not be allowed to enter the school campus without it.
- The official school uniform which the students must adhere to is available in the school.
- The school logo must appear on the uniform as it is what gives identity to our school.
- School uniforms need to be clean, neat, and ironed.
- Only school jackets are allowed.
- Jewelry and accessories should not be worn at school except for watches and a pair of small earrings (for girls).
- Shoes or sneakers of any color is acceptable that matches the school uniform. For safety purposes, slippers or Crocs of any kind are not allowed.
- Students need to keep proper and clean hygiene. Nails are to be always kept clean and short.