



Ghars Handbook

Basic Policies for (Elementary Stage)

Contents

1.0 Mission and Vision Statement	4
2.0 Introduction	6
3.0 GBHS Parent Communication	7
4.0 Ghars Facilities and Services Policies	8
5.0 Field Trip Policy	8
6.0 Attendance, Dismissal and Absence policy ..	9
7.0 Curriculum	11
8.0 Policy on School Books & Property	15
9.0 Financial Policies	16
10.0 Academic Support and Behavioral Policy	18
11.0 Students Sanction List	19

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

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.

1.0 Mission and Vision Statement

1.1 Our Motto

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: Our 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 psychologists 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, open files for new students, ensures that students' files are updated, input 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 and psychologists 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. Specialists work as a team: to study students' cases, meet parents, teachers, and administrators, to monitor progress or to recommend external assistance (if necessary).

The psychologists work on developing students' characters in an integrated manner that includes all aspects such as academic, behavioral, social-emotional, psychological, and medical 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.

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 GBHS 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.

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 with through 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 up 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, 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 Lunch Canteen

The school canteen is available for our students to purchase snacks and meals. It is facilitated by a company licensed by the Administration of Private Education.

For students bringing their snacks and lunch with them to school, we strongly advise all parents & students to supply healthy and nutritional foods. Kindly note, chocolate, soda, all caffeinated drinks, chips and other types of junk food will not be allowed.

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 the 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 in order 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 the written consent form.
- Teachers will be handing the expenses to the accounting department, in case of refund please contact the accounting department.

**Please be aware that attendance at any educational field trip is obligatory as it is a part of teaching and learning journey, unless otherwise stated where the parents have the freedom to decide.*

6.0 Attendance, Dismissal and Absence policy

-Students will attend school as follows:

Elementary Stage: from 7:00 (1st period starts at 7:30) to 2:00 pm from Sunday till Wednesday except Thursdays till 1:15pm.

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
- Used for all parents and late students in the morning after 7:30am and in the afternoon after 2:45pm except Thursdays after 1:45.

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 relayed 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 Tardiness

Being in school before the bell rings is a sign of a successful school day.

Late to school after 7:30 am

Tardiness	Procedures and consequences
First to Third	The Tardiness Policy will be explained throughout the first week, and if the student is late, coming after 7:30 the following procedure will be applied: 1. The supervisor provides one-to-one guidance, explaining the consequences of the Tardiness Policy. 2. If the student is tardy for 3 times, the supervisor will contact the parent(s) to inquire about the reasons behind the tardiness, providing suggestions about how to avoid any future tardiness, and explaining tardiness consequences and procedures.
Fourth to Seventh	The student and the parent sign the first pledge to adhere to attendance times.
Eighth to Twelfth	The student and the parent sign the second pledge to adhere to attendance times.
Thirteenth and more	The student and the parent sign the third pledge, and the student have internal detention.

Note	1.The lesson of the first period will not be re-explained. 2.If the student is 15 minutes late to his/her test in the first period, he/she will be allowed to write their test and missed time will not be compensated. 3.If half the lesson passed, students won't be able to attend the test unless the administration reviews the case. 4.The administration reserves the right to take the proper procedure according to the situation and the excuse. 5.If the student is repeatedly tardy, the school administration will consider not accepting his/her re-registering for next year in the school.
-------------	--

6.1.2 Late to school after 8:00 am without excuse

Tardiness	Procedures and consequences
First	- Explain to the students the disadvantages and consequences of being late and the school's procedures. - Supervisor contacts the parent.
Second	- Parent is called in the next day to sign a pledge. - The student attends classes and missed instruction will not be re-explained.
Third	- Student will not be allowed to enter school unless accompanied by his parent and know the legitimate excuse, otherwise he/she is considered illegitimately absent.

6.2 Absence

Absence or tardiness for more than 15 separate 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 absent or late to school.

With any absence, the school will require a medical note or a phone call from parent/guardian to relay the reason of absence. If 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. Student will be given any missed test/ quiz on his/her return to school after submitting the sick leave. In case of repetitive student's absence without an acceptable excuse, written warnings are sent to the guardian to sign with acknowledgment. The absence is dealt with as follows:

Elementary Stage:

Procedures	Days of absence without excuse
Warning the guardian verbally	After 3 days absence
1 st warning	After 6 days absence
2 nd warning	After 12 days absence
3 rd warning	After 18 days absence
4 th warning	After 24 days absence
5 th warning	After 30 days absence

Note: If the student's absence exceeds 30 days: the student will be dismissed, his enrollment will be reconsidered for the next academic year and Private Education will be notified.

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: Elementary.support@gharsschool.com.

6.4 Absence due to a family or special circumstance:

Parents should inform the teacher and the administration by emailing: Elementary.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: Elementary.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 and clinic.

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

7.0 Curriculum

Ghars offers an American Curriculum that is balanced and based on Common Core Standards, while maintaining the integrity of Islamic Values. We follow Savvas Education for all grade levels and subject areas.

The goal for each student is to learn the foundational competencies essential for their future schooling and adult life, but in the context of a rounded education appropriate for the 21st century.

7.1 Elementary Dept. (Grade 1 to 5)

7.1.1 Language Arts

Savvas My View: It consists of five units per grade level; the unit concepts connect the curriculum from start to finish, scaffolding children's prior knowledge. Considering our students are second language learners, we have condensed the curriculum while still sustaining all concepts and language development intact within the school year.

Our curriculum runs on a 2 weeks' span including all skills & concepts that students apply first through guided practice, and then independently:

The units and educational skills included in this curriculum include:

- Reading: comprehension skills, read aloud & decodables, fresh reads & fluency.
- Word Study: high Frequency words, vocabulary, vocabulary skill, phonics & spelling.
- Conventions: grammar, daily journals and writing prompts.

Listening and Speaking

My Perspective integration: Students will have opportunities to actively process receiving and responding to spoken messages through presentations, debates, role plays, public speaking & conversational English skills.

7.1.2 Mathematics

Elementary – Envision Math

Students learn to see relationships, ask questions and try different approaches until they find what best suits them. It is a problem-based learning that challenges students and integrates their knowledge of literacy. Students cover one lesson per day usually one-topic runs for about 2 weeks which includes periods for activities, re-teaching & review, quiz, and topic tests. Students complete a project that connects all concepts learnt within the term and is usually integrated with other subjects.

7.1.3 Science

Elevate Science: Next Generation science program featuring an innovative write-in student edition that makes learning personal, relevant, and engaging. It features multiple levels of inquiry scaffolder to provide practice for all learners.

Ghars follows NGSS Standards within the curriculum. We cover one lesson per week, which includes discussion, activity/lab work, lesson check and inquiry.

Grade 1 to 2 – There are no unit tests and grades are awarded for participation, class work, homework, and projects during the term.

Grade 3 to 5 – Quizzes and chapter tests are given to monitor student progress and master key concepts in getting them prepared for Middle School.

7.1.4 Ghars Curriculum

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:

Planting Islamic values in students by knowing and understanding the beautiful Names and Attributes of Allah the almighty.

Educating students to praise and glorify the creator by adhering to Allah's most perfect attributes.

Developing the student's character and enhancing their view of life, based on the understanding of the beautiful names of Allah.

Training 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.

7.1.5 The Holy Qur'an

A curriculum geared towards reciting and memorizing the Holy Qur'an in an exceptional way through:

Understanding: students will know Allah by learning His beautiful names, most perfect attributes and deeds.

Memorizing: Students will understand and memorize verses from the Holy Qur'an.

Practicing: Students will act and behave according to Islamic Principles.

7.1.6 Elective classes

ICT: Ghars offers weekly Computer classes that enable students to use the computer effectively in a multitude of academic scenarios. The curriculum covers basic concepts, skills, processing, internet safety and programing.

Arts: Ghars offers a vast range of art projects that tie into Common Core Standards and Elements of Art. Students make beautiful and creative masterpieces in Art class.

PE: Ghars offers PE classes weekly with a variety of physical attributes (General fitness, football, basketball, nutrition).

7.1.7 Extra-Curricular Programs:

Walk to reading/ELL Program: Teaches different English language skills, depending on students' English abilities, interests, and needs.

Social Skills: Ghars offers a cross-curricular program within the English language curriculum which depends on the development of social skills according to a specific educational plan. This educational plan is meant to address social skills that will be required by students (communication skills, listening, self-care and conflict management) and aid in their mental development.)

Enrichment Curriculum (Arabic): Ghars follows an enriching Arabic curriculum in addition to the general curriculum, to introduce Arabic language, intellectual skills and activities which enable students to develop linguistic skills through a core curriculum from Lebanon.

AFL: Teaches students basic Arabic skills depending on the student's Arabic abilities. Arabic teachers will recommend struggling students to the program.

7.1.8 Maqr'aa

Maqr'aa policy for Elementary stage:

How can students join Maqr'aa?

The Maqr'aa Program serves students on 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 of the school's curriculum as follow:

Class	Requirement
G1	Part (Juz'o)30
G2	Part (Juz'o)30 & Hezb 58
G3	Part (Juz'o) 29 & 30
G4	Part (Juz'o) 29 & 30 & Hezb 56
G5	Part (Juz'o) 28, 29 & 30

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

-This form is for new students.

-Registered students complete the levels automatically.

2- Diligent students, who are chosen as follows:

- The student suffers from some of the obstacles during the recitation of the schools' curriculum (delayed pronunciation, short memory span (slow in memorization), and new students to the curriculum, non-Arabic-speaking student, etc. from observations that may be noted by the teacher of the class).

- The parent is notified of the student's acceptance (via WhatsApp message).

- The student may be nominated after they begin Maqr'aa according to what the teacher sees and according to student's need, whether distinct or not.

3 - The rest of the 4students who were not enrolled in Maqr'aa:

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

What will my child recite?

-Distinguished Class: The student's curriculum will be determined based on his / her recitation.

-Diligent Class: The student will be taught how to read the curriculum according to stage so that the student can join his classmates.

If you have any questions, please refer to (Ms. Lateefa Al Dhfairi) (Girls:KG2-G5 & Boys:KG2-G3) and (Mr. Mohamed Al Abbad (Boys:G3-G12).

7.2 Additional Academic Units and Programs:

7.2.1 Behavior Intervention Unit

This unit aims to:

- Support students with challenging behaviors, aiming to foster a positive learning environment.

7.2.2 Professional Development Unit:

This unit aims to:

- Provide coaching, mentorship, & feedback/feedforward cycles for teachers.
- Focus on enhancing instructional delivery & improving student outcomes.

7.2.3 Academic Intervention Unit: (Math & ELA)

This unit aims to:

- Develop strategic interventions for at-risk students facing academic challenges.

- Collaborate with teaching faculty to devise personalized support plans.
- Offer local & international universities exploration seminars, university application, workshops, and individual counseling sessions.
- Analyzes results and follows up with alumni, progress & achievement.

7.2.4 STEM Program:

This program aims to:

- Integrate Science, Technology, Engineering & Mathematics.
- Offer hands-on learning with real-world applications
- Boost problem-solving and creativity skills.

7.3 Assessments and Grading

7.3.1 Assessments

Formative Assessments Include:

English -Presentations, listening & speaking activities, comprehension, & writing.

Math – Activities, quick checks, math fluency, quizzes & worksheets.

Science – Experiments, accumulative activities (Gr.1-2).

Summative Assessments include:

English – Spelling test, selection test (vocabulary & grammar), unit test, termly projects.

Math – Topic tests & termly projects.

Science – Chapter tests, termly projects/research (Gr. 3- 5).

7.3.2 Grading Weights

Subject	Part.	H.W	Class W.	Quiz	Test	Pract.	Proj. & Lab for SC	Beh.	Read	Writ.	Total
English	15%		30%	15%		-	10%	-	10%	20%	100%
Science	15%	10%	20%	25%		--	30%	-	-	-	100%
Math	15%	15%	15%	30%		-	25%	-	-	-	100%
K. History	-	-	70%	30%		-	-	-	-	-	100%
Electives	70%	-	30%	-	-	-	-	-	-	-	100%
ICT	50%	-	40%	-	-	-	-	10%	-	-	100%
Subject	Part.	H.W	Work-sheets	Hadith Recitation	Test	Project					Total
Islamic Studies	20%	10%	20%	15%	20%	15%					100%
Ghars	20%	20%	20%	-	20%	20%					100%
Subject	Part.	Daily Recitation	write	Test	Intonation	Echo reading					Total
Quran (G1-2)	20%	20%	-	40%	20%						100%
Quran (G3-5)	15%	20%	15%	20%	10%	20%					100%
Subject	Part.	H.W	Work-sheets	Hand writing	Test	Project	Read	write			Total
Arabic	15%	10%	10%	10%	25%	10%	10%	10%			100%

7.3.3 Grading Weights

Elementary Stage				
Term 1	Term 2	Average	Term 3	Yearly Average
33.33%	33.33%	Term 1 +Term 2	33.33%	T1+T2+T3 = 100 %

7.3.4 Grading Scales

Percentile Scale	
A	94 – 100
A-	90 – 93
B+	86 – 89
B	82 – 85
B-	80 – 81
C+	76 – 79
C	72 – 75
C-	70 – 71
D+	66 – 69
D	62 – 65
D-	60 – 61
F	0.0 – 59

7.3.5 The honor and school badges policy:

We follow the weighted average system for honor distinctions which is calculated by multiplying the grade in each subject by its respective weight*, summing these products, and then dividing the sum by the total number of subjects.

*Weighted system

It is applied based on the number of periods of each subject given per week.

Number of periods per week	Assigned Weight
8 or more	2
6 to 7	1.5
4 to 5	1
3	0.75
2	0.5
1	0.25

Criteria for Honors Recognition:

Excellent with Honors: Students achieving a weighted average between 95 and 100.

Excellent: Students achieving a weighted average between 90 and 94.99.

8.0 Policy on School Books & Property

8.1 Curriculum Books

Ghars offers 3 types of books to students:

Hard Cover Books (lent by the school): These are textbooks given to students on a lending accord. These books are assigned to each student and must be returned at the end of the academic year. These books should not be torn, ripped, or written on. If these books are damaged, parents/student will be charged the cost of the book which may reach 25 dinars depending on the book condition.

Consumable Books and Notebooks: these books are consumable, mostly all workbooks required for the curriculum, readers, writers, and all notebooks.

Interactive Books: that integrate the subject textbook and workbook into one book. These are also considered consumable; they belong to the student, and he/she can write on it.

8.2 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 (ex: Science lab equipment, Furniture etc.) 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 Approved By MOE	Parents' Discount	Total Fees	Registration Fees	1 st Installment 1/9	2 nd Installment 1/12	3 rd Installment 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.
- In case there are two discounts, the parent is entitled to only one discount, which is the highest.

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 assigning additional graded homework to the student and in case the student did not submit parents will be acknowledged.
- Repetition of the issue leads to referring the student to the floor supervisor and 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 takes the appropriate action or referring the student to the HOD or the social worker/psychologist.

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

10.1.4 Fourth Stage (Principal):

The principal takes the appropriate action.

10.2 Academic 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 Intervention Policy

10.3.1 Step 1: Universal Screening/Classroom Based / (1-2 weeks)

- Assessing students in ELA & Math
- Identification of students who are at risk of falling behind.

10.3.2 Step 2: Tier 1: Intervention/Classroom based (Term 1)

- Delivering high quality research-based instruction by the class teacher.
- Monitoring students closely by the teacher and the intervention team.

10.3.3 Step 3: Tier 2 Intervention/Classroom Intervention by the Intervention Team support (Term 2)

- Focused group instruction
- Providing extensive practice opportunities

10.3.4 Step 4: Tier 3 Intervention in class/*Pull outs by the Intervention Team (Term 3)*

- Teaching students in small groups.
- One to one instruction

10.4 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.

10.5 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. Tight and/or short clothing is unacceptable.
- Students must be in full school uniform every day, and wear P.E uniform at the time of P.E class only.
- 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.
- Appropriate hair length for boys is required to be a length that does not touch the collar of their shirt. Girls with hair touching the lower collar must tie it up.
- Students need to keep proper and clean hygiene. Nails are to be always kept clean and short. Nail polish is not allowed. Putting on make-up is not permitted.

11.0 Students Sanction List

Ghars

Ghars Bilingual School



غرس

مدرسة غرس ثنائية اللغة

Students' Violation List					
No.	Type of Violation	Sanctions			
		First Time	Second Time	Third Time	Fourth Time
1	-Non-compliance with school uniform.	-The administrative and academic team verbally warns the student individually and record the incident on the supervision register.	-Written warning. * Sent to the guardian to sign and return to school.	-Send the student home to change his clothes. -Student registered as absent.	
2	-The student's appearance is inappropriate to the Islamic religion and the rules of the Kuwaiti society.	-The administrative and academic team verbally warns the student individually and record the incident on the supervision register.	-Written warning is sent via email.	-Signing a pledge between the guardian and the school administration.	-Internal detention for two days. -Call in the guardian.
3	-Non-compliance with the system during the lesson, causing chaos in the classroom.	-The teacher warns the student verbally. -Acknowledge the guardian via email.	-Transferring the student to the supervisor and the general supervisor. -Administration acknowledges the guardian.	-After following up the case by the heads of departments and social workers, the guardian is called in. -Internal detention. (Number of days will be decided by the administration).	-External detention for two days. -Refrain re-registration.
4	-Escape from the classroom and hiding around the school during classes, recess time or the morning assembly.	-Written pledge to the student and acknowledge the guardian of the incident via email.	-Call in the guardian. -Signing a written pledge between the guardian and the school administration.	-Detention on Thursday. -Call in the guardian. -Signing a written pledge between the guardian and the school administration.	-External detention for three days. -Call in the guardian. -Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration.
5	-Being late for classes during the school day.	-A verbal warning from the floor supervisor, giving the student permission to enter the classroom.	-A written pledge to the student from the administration and acknowledging the guardian.	-Deduction of a mark of participation. -Call in the guardian. -Signing a written pledge between the guardian and the school administration.	-Call in the guardian. -signing a second pledge, and considering re-registering the student.
6	-Escape from school and jump off the fences during school hours.	-Call in the guardian. -Signing a written pledge between the guardian and the school administration.	-External detention for three days. -Call in the guardian. -Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration.		
7	-Deliberate agitation and disorder outside the classroom (during assembly, recess, while commuting within the school,...etc).	-Written pledge to the student and acknowledge the guardian of the incident via email.	-Follow-up of the student by social workers and supervisors. -Call in the guardian. -Signing a pledge between the guardian and the school administration.	-The student is assigned extra work on Thursday from 1:30 to 2:30. -Call in the guardian. -Signing a written pledge between the guardian and the school administration.	-External detention for three days. -Call in the guardian. -Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration.
8	-Lack of seriousness and complacency in academics example: failure to submit homework, projects,... etc.	-The teacher verbally warns the student individually. -Written warning sent to the guardian by the teacher via email.	-Second written warning. * Sent to the guardian via email from the HOD.	-Third written warning. *Sent to the guardian via email from the principal and calling in the guardian.	-Student gets a zero score for any work that he fails to submit on time and any work delivered later than the specified time is not accept.
9	-Bringing electronic devices such as: mobile phone, iPad, cameras, etc.	-Take the electronic device and keep it for a week. -Giving the mobile to the guardian and a pledge is signed by the student and the guardian.	-Take the electronic device and keep it to the end of the term. -Call in the guardian. -Sign a pledge between the guardian and school administration.	-In case of bringing another electronic device will be kept till the end of the academic year. -Call in the guardian. -Sign a pledge between the guardian and school administration.	
10	-Bringing cosmetics or cosmetics tools, etc.	-Take the cosmetics or cosmetics tools and keep them (no return).	-Take the cosmetics or cosmetics tools and keep them (no return). -Call in the guardian. -Sign a pledge between the guardian and school administration.	-In case of bringing another cosmetics or cosmetics tools the same procedure will be followed. -Internal detention. (Number of days will be decided by the administration).	
11	-Bringing or using smoking materials or materials which affect the mind.	-Call in the guardian. -Internal or External detention for one day. -Sign a pledge between the guardian and school administration.	-External detention for two days. -Call in the guardian. -Refer to behavior specialist.	-Set Discipline & Conduct Committee (Sending the report to the Private Education). -Suspension from school or transferring him/her to any other school. -Refrain re-registration.	

Revised on:30/8/23.

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.

رسالتنا: مدرسة غرس ثنائية اللغة، توفر بيئة تعليمية تربية آمنة تعمل على تشجيع الطلاب على التطوير الشامل لقدراتهم الذاتية بشكل ممتع عبر التعلم في جو من التنوع والاختلاف وفق أطر القيم الإسلامية.



12	-Bringing indecent tools, books or images.	-Call in the guardian. -Sign a pledge between the guardian and school administration. -Internal detention. (Number of days will be decided by the administration).	-Call in the guardian. -Sign a pledge between the guardian and school administration. -External detention for two days.	-Call in the guardian. -Sign a pledge between the guardian and school administration. -External detention for three days. -Refrain re-registration.	
13	- The practice of moral misconduct acts (stealing etc).	-Call in the guardian. -Request a referral to a specialist to address the behavior.	-Set Discipline & Conduct Committee (sending the report to the Private Education). - Transferring the student to any other school.		
14	-If a student engages in dangerous behavior towards himself/herself or the classmates, or brings weapons, dangerous substances, fireworks, or similar items to school.	-Call in the guardian. -Sign a pledge between the guardian and school administration. -External detention for two days.	-Call in the guardian. -External detention for three days.	In case of repetition: -Set Discipline & Conduct Committee (Sending the report to the Private Education). -Refrain re-registration.	
15	-Intentional verbal or physical abuse/gestures among students.	-Call in the guardian. -Written warning. -Internal/external detention according to administration decision. (Number of days will be decided by the administration).	-Call in the guardian. -Sign a pledge between the guardian and school administration. -External detention for two days.	-Call in the guardian. -External detention for three days. -Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration.	
16	-Verbal or mockery abuse toward a staff member Or Not following administration's instructions.	-Call in the guardian. -Written warning. -Internal detention for two days.	-Call in the guardian. -Sign a final pledge between the guardian and school administration. -External detention for two days.	-Call in the guardian. -External detention for three days. -Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration or immediate transfer to another school.	
17	-A student's physical abuse on a school employee.	-Call in the guardian. -Sign a final pledge between the guardian and school administration. -External detention for two days.	-Call in the guardian. -External detention for three days. -Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration.		
18	-If the guardian or his representative attacks verbally or physically a school employee.	- In case of physical harm, the case is referred to the authorized authority (police station) and the case is registered. -Transferring the student to any other school.			
19	-Bringing or distributing publications contrary to the laws of the Country.	-Written warning. * Sent to the guardian via email. -Call the guardian.	-Call in the guardian. -Second written warning. * Sent to the guardian via email. -Internal detention for one days.	-Call in the guardian. -Written warning. * Sent to the guardian to sign and return to school. -External detention for two days.	-Set Discipline & Conduct Committee (sending the report to the Private Education). -Refrain re-registration.
20	- Destroy or writing on school facilities or intentionally damage teachers' or colleagues' property.	-Individual verbal warning to the student. -Written warning sent to the guardian by the teacher via email. -Compensate the school financially.	-Second written warning. * Sent to the guardian via email. -Compensate the school financially.	-Third written warning. *Sent to the guardian via email from the principal and calling in the guardian. -Compensate the school financially.	
21	Exams				
	• Attempting to cheat	-Warn the student verbally. -Acknowledge the guardian via email.	- Monitor labels student's paper. -Notify the guardian via email.	-Test paper is withdrawn, and the examination committee takes the appropriate action. -Call in the guardian upon committee's decision.	
	• Using cheating tools (paper/headphones, etc.)	-Test paper is withdrawn and a score of zero is given. -Call in the guardian. -Sign a pledge between the guardian and school administration.	- The same examination period (in another subject) Test paper is withdrawn and a score of zero is given. -Call in the guardian. -Sign a pledge between the guardian and school administration.	- Test paper is withdrawn, and student is considered as failed in the subject and will be re-tested (second round). -Call in the guardian. -Sign a pledge between the guardian and school administration.	

Revised on:31/8/23.

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.

رسالتنا: غرس مدرسة ثنائية اللغة، توفر بيئة تعليمية تربية آمنة تعمل على تشجيع الطلاب على التطوير الشامل لخصائصهم الذاتية بشكل ممنوع عبر التعلم في جو من التنوع والاختلاف وفق أطر القيم الإسلامية.

	Copying (stealing) a test and leaking it from the school	-Deprivation of test's grade. -Call in the guardian and sign a pledge. -External detention for a period determined by the administration (the procedure may amount to expelling or transferring the student to another school with transferring his file to the Private Education and the Department of Investigations at the Ministry of Interior, depending on the case).			
22	Daily unexcused absence				
	Elementary Stage				
	- After 3 days absence: Warning the guardian verbally - After 6 days absence: 1st warning	- After 12 days absence: 2nd warning - After 18 days absence: 3rd warning	- After 24 days absence: 4th warning	- After 30 days absence: 5th warning	-If the student's absence exceeds 30 days: the student will be dismissed, his enrollment will be reconsidered for the next academic year and Private Education will be notified.
	Middle School Stage				
	- After 3 days absence: 1st warning - After 6 days absence: 2nd warning	- After 9 days absence: 3rd warning	- After 12 days absence: 4th warning	-After 15 days absence: 5th warning	-If the student's absence exceeds 15 days: the student will be dismissed, his enrollment will be reconsidered for the next academic year and Private Education will be notified.
	High School Stage				
	- After 5 days of absence: 1 warning letter - Parent(s) comes to sign	- After 10 days of absence: 2nd warning letter - Parent(s) comes to sign.	- After 15 days of absence: Parent(s) comes to sign and are informed about the consequences of a 16h absent day, that is: "If the student exceeds 15 days unexcused absence, whether it consequently absence or not consequently during the academic year, s/he will be suspended from school and will be considered as failed and will not be promoted for the higher class. This year is counted part of the two retention years allowed by the ministry. No retake exams. Private Education memo dated 16/3/2016.ref.wt/s/2/21	-If the student's absence exceeds 15 days: the student will be dismissed, his enrollment will be reconsidered for the next academic year and Private Education will be notified.	
23	Unexcused absence from weekly exams				
	-The student is banned from re-examination and the exam's score.				
24	Unexcused absence from term exams				
	-The administration considers each case individually, and if no reliable reason, the student is banned from re-examination and the exam's score.				

Note:

- These procedures are preceded by student's guidance and advice.
- Some of the mentioned procedures are preceded by a verbal warning with advice and guidance to the student, and when repeated, the above regulations are applied.
- Some behavioral cases require direct action from the administration and non-graduation in penalties.
- In all previous situations, the case is followed up by social workers and psychologists.

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.

رسالتنا: مدرسة غرس ثنائية اللغة، توفر بيئة تعليمية تربوية آمنة تعمل على تشجيع الطلاب على التطوير الشامل لغراتهم الذاتية بشكل يمنع عبر التعلم في جو من التنوع والاختلاف وفق أطر القيم الإسلامية.

Revised on:30/8/23.