Dear Students, Parents, Community and Commands, Educators and Support Staff:

I am delighted to welcome you to School Year 2016-2017! Last year was an extraordinarily busy one with many challenges. This year promises to bring more innovation and specialized training to the educators throughout the district. I am sure that with the professionalism, expertise and efforts of our administrators, teachers, and support staffs, we will meet the challenges and triumph. I am counting on the continued dedication and determination of everyone in the Europe South District to ensure that all our students receive the very best educational opportunities possible.

One of my goals is to guarantee that each and every one of our 15 schools in the four countries has a smooth and successful school year. In order to do that I strive for open and frequent communication with all of you. Equally important to making the year successful is having the opportunity to work with an experienced leadership team, skilled school level administrators, knowledgeable and productive educators, and a finely-honed District Office staff.

Equipping our educators with the resources necessary to successfully implement College and Career Ready Standards in their classrooms is our highest priority. In School Year 2016-2017 professional educators will continue their robust training schedule for the ongoing implementation of these changes and new standards. In addition to elementary teachers’ continued work with mathematics, middle school professionals will begin their training for grades 6-8 math implementation. High school educators will participate in the preliminary implementation of the College and Career Ready Standards for Literacy, which will include all subject areas, with a focus on informational reading and writing. It promises to be an exciting and rigorous training year.

School principals will talk more about the comprehensive training schedule as we implement the next phase of College and Career Ready Standards during local “Back to School” events and Open Houses. We encourage you all to get involved and participate as we move forward.

I look forward to meeting you as I visit schools throughout the Europe South District in the coming school year.

High Performing Schools for ALL Students!

[Signature]
Kent Worford
Superintendent
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GENERAL INFORMATION

Mailing Address: Bahrain School
PSC 851 Box 690
FPO AE 09834 0007

Phone Numbers: Grades K-12
Administration: DSN (318)742-3301
DSN (318)742-3301
CIV 00973-17727-828
CIV 00973-17727-828

Counselor: Grades K-5 Grades 6-8 &12 Grades 9-11
DSN Grades K-5 Grades 6-8 &12 Grades 9-11
CIV +973-17719812 +973-17719807 +973-17719829
CIV +973-17719812 +973-17719807 +973-17719829

Official Website: http://www.bahr-ehs.eu.dodea.edu

Monday Message/Principal’s Blog:

Facebook Page: Bahrain Community School

Twitter:

Liaison Officers:

BS Principal Email:

SCHOOL HOURS

Main Office: 0730 - 1600

School Instruction Hours (Sunday – Wednesday)
   Warning Bell 0755 hours
   Tardy Bell 0800 hours
   Grades K-12 0800 – 1440 hours

School Instruction Hours Thursday
   Grades K-12 0800 – 1340 hours
CHAIN OF COMMAND

Parents are asked to resolve student matters (questions, complaints, or concerns) directly with teachers. When it is impossible for matters to be resolved at the teacher level, please refer your concern to a school administrator and/or counselor as appropriate. If resolution is not possible at the school level, such matters may be raised higher through the following Chain of Command. Prompt action frequently prevents complications and more serious problems in the future.

1. Classroom Teacher: Bahrain School
2. Grade Level Counselor: Bahrain School
   Commercial: 00973-17727-828
   Verdelle Joyner K-5
   Regina Zilinski, 6,7,8,12
   Dana Knight 9,10,11
3. Principal Staff: Bahrain School
   DSN: 742-3301 / Commercial: 00973-17727-828
   Email: BahrainMHS.Principal@eu.dodea.edu
4. Kaiserslautern District
   DoDDS Mediterranean District Office
   Unit 32401, Box 11
   APO AE 09630 -0005
   DSN 634-8460 / Commercial +390444-71-8460
   Email:
   Website:
5. Director DoDDS-Europe: Office of the Director DoDDS – Europe
   Unit 29649 Box 7000
   APO AE 09096
   DSN 338-7614 / Commercial: 0611-380-7614
   Email: Director.DoDDS.Europe@eu.dodea.edu
   Website: http://www.eu.dodea.edu/
6. Director DoDEA: Department of Defense Education Activity
   4040 North Fairfax Drive
   Arlington, VA 22203-1635
   DSN: 226-4462 / Commercial: 001-703-696-4462
   Email: webmaster@hq.dodea.edu
   Website: http://www.dodea.edu/
ACADEMIC

ACREDITATION

Bahrain School is accredited by the AdvancED/North Central Accreditation and is authorized to offer both certificate and full diploma courses by the International Baccalaureate Organization.

ACCELERATION POLICY - (SEE GUIDANCE COUNSELING)

ACTIVITIES

ACADEMIC ELIGIBILITY

All students are expected to maintain a GPA of at least 2.0 during the school year in order to be eligible to participate in athletic or non-athletic competition against other schools. Eligibility will be based on the current DoDEA eligibility policy. The GPA of these students will be monitored on a regular basis to ensure that they remain eligible.

ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES – ELIGIBILITY

Sports and other organized activities help students develop self-esteem, self-confidence, cooperation, and leadership skills. At Bahrain Middle High School, we are pleased to offer a variety of activities in support of these goals. We also strive to develop strong character traits to include fairness, trustworthiness, responsibility, and respect.

In order to be eligible to participate in sports and other extra-curricular activities, students must maintain eligibility in the following three areas:

- Academics
- Behavior
- Practice and Participation Time

Students must maintain grades according to regulation and show respect for fellow students and faculty members at all times. The ultimate objective for each student representing Bahrain Middle High School will be to display appropriate behavior and good sportsmanship in all events, contests, and practice sessions in accordance with BPSSL, DoDDS, and National Federation policies.

An Extra-Curricular Activities Code has been established for the members of all athletic teams, organizations, and clubs at Bahrain Middle High School. This code will be explained to every candidate and his/her parent(s) will be required to sign a verification statement. In addition, students and parents must sign the DoDDS Europe, Student Behavior Expectations memorandum. Anyone having any questions concerning extra-curricular activities at our school should contact the Athletic Director or Principal prior to signing these important documents.

ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES CODE

Staff and administration established the Bahrain Middle High School Athletic and Extra Curricular Activities Code. It consists of rules all participants in interscholastic athletics and extra-curricular activities are expected to adhere to during the season and/or school year. The season begins with the first practice or first meeting and ends with the sports banquet or final meeting. Each coach or sponsor may establish additional requirements for group membership. These will be in writing and consistent with this code.
(1) **AGE** To be eligible to participate in Bahrain Middle High School athletics, a student must not have reached or passed his/her 19th birthday as of September 1 of the current school year. Students beyond the eighth semester of high school are ineligible to participate in interscholastic athletics.

(2) **PHYSICAL EXAMINATION** Athletes must submit a completed: (1) Physical Examination, (2) Parent Consent for Interscholastic Sports, for the current year prior to the first practice. Students may not participate in practice until the physical is complete. A physical is valid for one school year. Whenever possible, physical exams should be scheduled during the summer for returning athletes. It is the athlete’s responsibility to plan ahead for this requirement.

**Students who get a concussion while playing in the DoDDS-E sports program will not be able to resume participation in sports until their doctor releases them to do so.**

(3) **ACADEMIC ELIGIBILITY.** Eligibility to participate in interscholastic and extra-curricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester 2 grades from the previous school year are used to ensure that all students meet the GPA standard for fall sports. Quarter 1 grades determine eligibility for winter sports and Semester 2 grades will be used for spring sports.

All student participants will be monitored for D’s and F’s on a weekly basis throughout the semester. Students failing more than one class are ineligible for competition or participation. A student participant who has been ineligible for three consecutive weeks may be dropped from the team.

Students not meeting the GPA requirement may request reinstatement of eligibility after three weeks of ineligibility. Demonstrated academic achievement meeting the basic GPA eligibility requirement and no more than one failing grade must support this request.

(4) **FALSIFYING OFFICIAL FORMS** Falsifying official forms required for participation will result in dismissal from the athletic team/activities for the season.

(5) **USE OF ALCOHOL, TOBACCO, and DRUGS** The student athletes/participants will neither use nor possess alcohol, tobacco, or non-prescribed drugs. Violations will result in removal for the season.

(6) **INDIVIDUAL COACHES'/SPONSORS’ RULES** Students must meet the requirements and expectations of the coaches or sponsors during the season.

(7) **DROPPING AND TRANSFERRING SPORTS** Participants may not change team membership following the opening contest of each activity’s season. A student does not have to participate in a contest for this to be in effect, only be listed as a member on the team roster.

(8) **SCHOOL ATTENDANCE AND PARTICIPATION** Students may not participate in an athletic contest or extra-curricular activity if they are absent from school on the day of that activity due to illness. If a student is absent from school on Wednesday due to illness, he/she may not play on Wednesday, but could play on Thursday with a doctor’s clearance.

Students must attend school the full day prior to (or the day of) any scheduled contest or event in which he/she is to participate. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. The administrator will determine approval for the student to participate in the scheduled event.
Students are expected to be back in class following a contest. Students with numerous absences may be dropped from a team or activity. In such a case, the student’s sponsor or coach, administrator, and parents will meet to review the matter.

(9) SUSPENSION  Any student who is suspended from school is ineligible for one week from the date of the suspension commencing on the date the suspension begins. This includes in-house and overnight suspension.

(10) UNIFORMS AND EQUIPMENT  All uniforms and equipment must be returned at the end of the season or departure from the team. No athlete will be eligible for another sport if they have not cleared a previous sport.

(11) CONDUCT  Students who have serious misconduct problems or display a tendency towards criminal behavior do not meet our standards of conduct and therefore will not represent our school and community. (Serious criminal activity occurring outside of school will affect participation in the athletic/activity program.)

(12) TRAVEL  All students must travel to and from out of country events in transportation provided by the school unless prior written permission has been granted by the coach/sponsor and parent.

(13) RELEASE FROM CLASS  It is the responsibility of the students to see their teachers the day before the classes they will miss due to participation in an event or contest, whether home or away. All work will be made up promptly. All students are required to travel with schoolwork of some kind.

(14) PARTICIPATION ON Non-DoDDS TEAMS  Students participating on Non-DoDDS and Bahrain Middle High School teams simultaneously must participate in all DoDDS practices and scheduled games to maintain eligibility for a Bahrain Middle High School team.

(15) VACATION POLICY  Taking vacations or attending non-DoDDS sponsored activities during a sport season are discouraged. Parents or students wishing to do so should reassess their commitment to being a team member. In the event an absence due to a vacation/trip is unavoidable, the student must contact the coach/sponsor no later than two weeks before the scheduled trip and be willing to assume the consequences related to his/her team status and lettering.

(16) FINANCIAL OBLIGATIONS  Students are financially responsible for all equipment issued to them. All equipment is to be returned within five days of the last contest meeting, clean and in good condition. School furnished equipment/uniforms are to be worn only for contests, practice or otherwise approved times by coach/sponsor. All equipment not returned in good condition at the end of the season will be subject to a financial penalty. Athletic letters will not be awarded until the issued uniform is cleaned and returned to the respective coach/sponsor.

(17) LETTERING  Students must complete the season in good standing and have met all requirements set forth by the coach at the beginning of the season. A season begins with the first practice or meeting and ends with last game or final meeting. Coaches will set lettering criteria after approval from the principal.

(18) CODE OF ETHICS  Students shall abide by a code of ethics. Any conduct that results in dishonor to the student, team, or school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, and/or violations of the law, tarnish the reputation of everyone associated with the athletic and extra-curricular programs and will result in immediate dismissal from the team/activity and/or suspension from school. Negative behavior reports may be grounds for suspension from practice and/or competition.
(19) HAZING Students engaged in hazing of any kind face suspension from school and the team/activity. Students at Bahrain Middle High School do not need to take part in any kind of hazing activity to be accepted into the team. Hazing can be described as “any activity expected of someone that humiliates, degrades, abuses, or endangers, regardless of the person’s willingness to participate.” Alfred University

(20) DUE PROCESS FOR STUDENTS A student who wishes to have the Athletic/Extra-Curricular Council review an action taken against him/her by the coach/sponsor may request a review of the actions when extenuating circumstances appear to have occurred. The student must submit the request, in writing, to the Athletic/Activities Director within 24 hours of the action. The council will usually be comprised of the following individuals:
   a. Athletic/Activities Director
   b. Assistant Principal
   c. Additional Coach/Sponsor
   d. Faculty Representatives
   e. Parent Representatives

The council will make its recommendation to the Principal, whose decision is final.

(21) ILLEGAL ACTIVITIES WHILE AWAY Should a student be involved in an illegal activity while traveling to or from a DoDDS sponsored event which results in arrest or detainment by police authorities, parents will be required to travel to the site to assume responsibility for the student. Should this situation arise, procedures will be coordinated with parents, administration, command, and police officials. At no time will a team be delayed at a site to accommodate a student who has been apprehended by police authorities for a violation of law or military regulation.

(22) EVENT/ACTIVITY BUS The event/activity bus is provided as a special service for student activities. It is solely for the use of authorized students.

Students, who ride the buses to and from events/activities, must adhere to all rules and regulations published in the School Bus Handbook. Coaches/sponsors are not always on the activity buses due to the need to transport equipment, water, and medical supplies to the practice area. Any student not following bus rules will risk loss of bus privileges and dismissal from the team/activity.

(23) NATIONAL FEDERATION RULES National Federation Rules govern all athletic play. All participants at an athletic event are expected to fully adhere to these expectations. Sanctions by the coach/sponsor will result for violations.

(24) DoDDS REGULATIONS DoDDS Manual 2740.3 (Athletic Policies and Guidelines, available at: www.dodea.edu) will govern all interscholastic competition and participation. Bahrain Middle High School policies compliment or extend these requirements.

(25) TRAVEL Each coach/sponsor will provide a trip itinerary that includes locations, Visa requirement, CPR numbers, times, and contact phone numbers 4 weeks prior to travel. Items needed for travel to include food, money or foreign currency, and any special equipment will be part of the itinerary packet.

(26) STUDENT PARTICIPATION IN OVERNIGHT EXTRA CURRICULAR EVENTS/ACTIVITIES Mandatory housing requirements will be met. Students who wish to travel to an event/activity are expected to host a visiting team member one - two times a year depending on Bahrain Middle High School hosting requirements. (Exception will be taken into account case by case)

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(27) PARENTAL ACKNOWLEDGMENT OF ATHLETIC AND EXTRA-CURRICULAR POLICIES Each parent or guardian shall read these policies and verify they have received a copy of the athletic/activities eligibility rules and extra-curricular policies of Bahrain Middle High School. The signed document will be kept on file in the AD office. Parents are expected to adhere to appropriate spectator behavior to include no harassment of officials, coaches, or players. Any parent who has a concern during a competition should bring it to the attention of an administrator or Athletic/Activities director.

AFTER SCHOOL ACTIVITIES/ATHLETICS FOR MIDDLE SCHOOL STUDENTS

After school activities/athletics for Middle School age students are the responsibility of Youth Services – not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services.

CO-CURRICULAR ACTIVITIES

Co-Curricular Activities Participation is dependent upon the following:

- If a student is absent from school for any reason on the day of the event, that student may not participate in any co-curricular activity.
- The same rules of dress and behavior apply to co-curricular activities as apply during the school day.
- A student may be restricted from participation in co-curricular activities due to inappropriate behavior during the school day.
- At the end of any event, students shall be picked up within 15 minutes of the set time.

No student may remain at the school after 3:00 p.m. unless they are participating in an organized school activity or otherwise under the supervision of an adult staff member. All school functions will be fully chaperoned by school staff educators and administrators.

THE NATIONAL HONOR SOCIETY

The Dilmun Chapter of the National Honor Society is comprised of students selected on the basis of scholarship, leadership, character and service. Inductions are held annually. In order to be eligible for NHS selection, a student in grades 10, 11 or 12, must first have a minimum unweighted cumulative grade point average of 3.4. These academically eligible students must then complete an application packet in which evidence of school and/or community service is listed. All teachers of prospective NHS members are given an opportunity to provide additional input on their eligible students’ demonstration of leadership, character, and service. All information is collected and reviewed by a faculty council, selected by the NHS sponsor. The faculty council consists of at least five core high school teachers and a counselor, who review the student applications and teacher comments before determining the final selection of new inductees. Inductions are held during the final quarter of each school year. The Dilmun Chapter of the National Honor Society focuses on a variety of charity projects at Bahrain School and the local community. Members of NHS are held to the high standards of the organization. Each year NHS develops new projects or contributes to existing school projects in an effort to make Bahrain School the best it can be.

BAHRAIN SCHOOL NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is the United States’ premier organization established to recognize outstanding students in grades 7-9. NJHS is more than just an honor roll. This organization serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, citizenship, and character.
To be eligible for membership in the Dilmun Chapter of the National Junior Honor Society at Bahrain School, the candidate must be a member of the seventh through ninth grades. Candidates must have a cumulative GPA of 3.50 or higher and must have been in attendance in our school for a minimum of one full semester. Eligible students must complete an Information Packet outlining their community service and leadership. All teachers of prospective NJHS members are also given an opportunity to provide additional input on eligible students’ demonstration of leadership, character, and service. A Faculty Council comprised of teachers from grades 7-9 shall then evaluate candidates on the basis of students’ applications and teachers’ information and make the selections of new members. Induction is held in the spring.

**ELEMENTARY SCHOOL ACTIVITIES/CLUBS**

After school activities/athletics for Elementary School age students is the responsibility of Youth Services- not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services.

There will be after school clubs throughout the year. The list of school clubs will be sent out to the students and parents in the fall for the entire school year. Each student that submits a request to join a club will be given at least one of his/her top choices of clubs. To be fair to all the students that sign up, no student will be placed in a second club until all students receive one of his/her top choices. This provides all students with the opportunity to participate in a club. Parents are responsible for picking up students on time from clubs. There is no bus transportation available. Child Youth Services are available for those parents that are not able to pick up their child.

Any child that attends an after school activity must have a signed and completed permission form by the sponsor. Any student that is absent from school on the day of an activity or an event such as a school dance, may not attend the after school activity. The student must be present the entire school day to participate in an after school activity or function unless he or she has permission for the school administration.

**SOCIAL ACTIVITIES**

Social Activities at the Bahrain School are one of the areas in which the student governing bodies have a strong voice. Both the Student Council and the Class Officers give sanction to all planned activities although final approval rests with the school administration.

Club meetings and other activities are held in the late afternoon and early evening, and unless special permission is given, have a maximum length of two (2) hours. Senior activities may start later in the evening but unless special permission is given, are not to exceed three (3) hours. All social activities are expected to be self-supporting.

Guests may, on occasion, be brought to in-school activities if they are former students of Bahrain School. A non-Bahrain School student may be brought as a guest only if prior permission has been granted in writing. Each student may bring only one guest. Any guest at any social activity is, of course, the responsibility of his/her host.

**SPORTS ACTIVITIES**

Sports activities are an important part of the Bahrain Middle High School co-curricular program. Bahrain Middle High School is an active member of the Private School Sports League. A full calendar of sports
activities exists for the student who wishes to participate. A physical examination for the current school year must be on file in order to participate.
The following sports are usually offered during the school year: soccer, basketball, volleyball, swimming, tennis, track, cross-country and weight training.

THE STUDENT GOVERNMENT FOR HIGH SCHOOL

The student government in the secondary school is centered in the Student Council. Elections are held each year in the fall. At that time, students in the upper secondary vote to elect a student body president, vice president, secretary, treasurer, parliamentarian and historian. These officers meet with the elected class representatives and act as the student voice in school affairs. This group of students forms the student body government at Bahrain School with the main purpose of representing student opinion to the administration and setting guidelines for student activities during the school year. A minimum point average of 2.0 is required of any student holding the office of president, vice president, secretary, treasurer, parliamentarian or historian.

MIDDLE SCHOOL STUDENT COUNCIL

The M.S.S.C., Grades 6-8, represents student opinions to the administration, serves as a focal point around which student activities may be organized, and assists in school activities sponsored by other school organizations. The office of president, grade level vice president, treasurer, secretary and three (3) grade level representatives from each grade are elected by a student vote.

ELEMENTARY SCHOOL STUDENT COUNCIL

The Elementary School’s student council is made up of students from 4th and 5th grades. The student representatives are responsible for representing the elementary students’ opinions and ideas to the administration. Each year, they sponsor several community service projects for the entire student body.

ATTENDANCE

ATTENDANCE REQUIREMENTS

Attendance in each class, each day, is necessary for success in school and all students are expected to attend classes unless ill or otherwise legitimately absent.

Although the responsibility for regular attendance rests with the students and the parents, the school will cooperate in any way possible to establish responsible habits and develop good student attendance. Questions and concerns should be addressed through the attendance office to the administrator in charge.

----It is the responsibility of the parent to call the school every time a student is absent.

*New DoDEA Attendance Regulation 2095.01 Available on the school website.*

- Any student who is absent for more than seven (7) days in a Semester is in danger of NOT earning credit.
School Attendance Procedures

ADVANCE PERMISSION TO BE ABSENT

Advance permission to be absent may be requested if a family trip is planned or if the student is expected to be absent for some other serious reason. In this event, the parent should write a note stating the reasons for the expected absence and the date of the absence. The MS/HS student should bring this note to the school receptionist at least two (2) days prior to the intended absence and receive the appropriate form (Pre-excused Absence) which is to be signed first by the student’s teachers and then by an administrator. The form must be completed and returned to the school receptionist before the student’s departure.

Teachers may provide assignments to be completed prior to or during the absence. It is the responsibility of the student and parent, by conferring with his/her teachers, to complete all work assigned and to make up tests missed while absent. Family trips taken without prior notification of the school staff will result in an unexcused absence and make-up privileges may not be given. The Bahrain School calendar is published well in advance and parents are encouraged to plan family trips around school holidays.

ELEMENTARY SCHOOL ABSENCES

IT IS THE RESPONSIBILITY OF THE PARENT TO CALL (1771-9829 OR EMAIL (BAHRES.ATTENDANCE@eu.DODA.edu) THE SCHOOL EACH TIME A STUDENT IS ABSENT BY 1000 AM.

Please do not notify the teacher directly of any late arrivals or absences. The front office staff will ensure that the teacher is notified.

When your child returns to school after any absence, you must send a note to the teacher explaining the child’s absence. Any student with excessive absences may require a medical note from a physician. The sponsor will be contacted by an administration if their child has excessive absences.

Please give 48 hours’ notice whenever an extended absence is planned. Teachers are willing to supply advance assignments if they are given time to prepare. Homework/tests must be made up as per DoDEA policy.

MEDICAL APPOINTMENTS DURING THE SCHOOL DAY

In order to protect instructional time, parents should make every effort to schedule routine medical appointments outside of school hours. It is essential that all students attend all classes and Seminar, if they have one. No student will be permitted to leave during the school day to attend a routine (i.e. non-emergency) doctor’s or dentist’s appointment unless they have the appointment card with them. If a student arrives at school late from attending a medical or dental appointment, documentation of that appointment is required.

PERMISSION TO LEAVE SCHOOL

Permission to leave school during the school day for non-medical reasons is mandatory, but will be given only rarely and for exceptional circumstances. Students leaving school during the day are truant unless prior arrangements have been made and the student has been signed out at the Reception.
Students must bring a note to the attendance clerk at the beginning of the school day. The note must contain exact details and the attendance clerk reserves the right to phone a parent to confirm the exceptional circumstances. All students must be signed out prior to leaving and upon returning if return is made before the end of that school day. Students will not be released from campus on a phone call. A parent or guardian must be present in order to sign out a student.

RETURNING TO SCHOOL AFTER AN ABSENCE

When a student is absent from school for a full day, that student must report to the Reception before 7:50 a.m. on the first day back at school with a note written by a parent or an adult sponsor stating the dates of, and the reasons for, the absence. If the student returns without a note, the absence will be unexcused. Students in Grades K-5 must give the note to the classroom teacher. Students are responsible for contacting the teacher or another student to see what work has been missed. The student is responsible for making up all work missed during any absence.

SIGNING IN/OUT OF SCHOOL

The sign-out register is maintained at the reception desk. Any student arriving at school after 8:00 a.m. will sign the register. Any student needing to leave school before 2:40 p.m. must be signed out by a parent, guardian or the receptionist. That student must be signed in again if returning the same day. Students leaving campus without having followed these procedures are considered truant.

STUDY TRIPS

Field trips are an integral part of the school’s educational program. Students are expected to participate with their class when assigned to a field trip. Parents are encouraged to participate in field trips as chaperones.

For Grades 6-12, a list of all students participating in a field trip is published ten (10) days prior to the trip, to inform all staff. If a student should not miss another teacher’s class for some particular reason, that student may be retained at school. The final decision rests with the principal.

Information regarding field trips will be sent with each student prior to the excursion. A general permission slip for each student is required at the beginning of the school year. If the child does not have a signed permission slip on file, the student will not be allowed to attend the field trip. He/she will be placed in another classroom until his/her class returns.

ELEMENTARY SCHOOL STUDY TRIPS

Study trips are an integral part of the school’s educational program. Students are expected to participate with their class when assigned to a study trip. Parents are encouraged to participate in study trips as chaperones. Information regarding study trips will be sent with each student prior to the excursion. A general permission slip for each student is required at the beginning of the school year. If the child does not have a signed permission slip on file, the student will not be allowed to attend the field trip. He/she will be placed in another classroom until his/her class returns.
**TARDY POLICY**

Students arriving at school after 8:00 in the morning must enter the school grounds through the main security gate and sign in at the reception. Any student who arrives in class after 8:00 a.m. must have already signed in at the Front Desk. After 8:00 a.m., or the beginning of any other class, a student is tardy unless they are carrying an excused note from a teacher or administrator, not a parent. Students who arrive repeatedly late to class will be referred to the school administrators for possible disciplinary action.

The tardy count for each student will be counted by quarter so that each quarter each student begins with a zero tardy count. Consequences:

--3 tardies and the student will meet with the principal/assistant principal and receive a warning that one more tardy will result in detention. Parents will be called or emailed.
--4 tardies and the student will serve an after school detention for one hour.
--5 tardies and the student will serve 2 after school detentions for one hour each.
--6 tardies and the student will serve 3 after school detentions for one hour each.
--7 tardies and the student will serve one day of suspension.
--8 tardies and the student will serve two days of suspension.
--9 tardies and the student will serve three days of suspension.
--10 tardies and the student will serve four days of suspension.

**ELEMENTARY SCHOOL TARDY POLICY**

All students arriving after 8AM, the parent or guardian must escort the student into school and check in with the school reception. The student’s sponsor will be contacted if a child has extensive tardies. Disciplinary action may be administered to students with extensive tardies.

--4 Tardies The sponsor with receive a written notice from the administration
--5 Tardies The student will be referred to the Student Support Team (SST) for interventions and monitoring
--6 Tardies Mandatory Parent Conference with Administration
--7 Tardies Recess Detention
--8 Tardies Recess Detention
--9 Tardies In-school Detention/Alternate Learning Setting
--10 Tardies One (1) day of Suspension

**BOOKS**

Students are held responsible for the condition of all textbooks, workbooks and library books checked out to them. A charge will be assessed for the replacement if these books are lost or damaged beyond usual wear and tear.

The DoDDS procedure for lost books is as follows:

It is possible to replace lost or damaged books by ordering a new book through Amazon. Com. and providing the teacher with the order slip. Please get the ISBN from the teacher or School Supply Officer.
CONDUCT/DISCIPLINE

POSITIVE BEHAVIOR, CONDUCT RULES, AND EXPECTATIONS

At Bahrain School, we take a proactive approach to building a school climate that promotes good citizenship. School-wide expectations are established at the beginning of the year and promoted throughout the year by administrators, teachers, and other staff.

Positive Cafeteria Behavior Expectations

Be respectful of others:
- Use your quiet voice
- Keep hands and feet to self
- Walk in the cafeteria
- Use appropriate language with others
- Only eat your own lunch
- Do not share food with others (many students have allergies)

Be respectful of your environment:
- Keep your eating area clean
- Pick up your trash and clean up any spill or dropped food
- Keep food and drink in the cafeteria

Be respectful of the adult supervisors:
- Listen to and follow the lunch monitor’s directions
- If you have a question or need help, raise your hand and wait for a monitor (elementary students)
- Remain at your table until dismissed by the lunch monitor (elementary students)

Be respectful of our cafeteria staff:
- Carefully empty trash and return trays to the window
- Thank them for providing you with lunch
- Set a good example for others

In an attempt to focus on academic and social growth, our school personnel use the following steps in discipline matters when learning or general school environment is disrupted.

Step 1: The Teacher is the first line of discipline
Teachers will have rules and procedures in place so all students will know what is expected of them. If a student violates the rules or procedures, the teacher will first provide a warning or pre-planned consequence. If necessary, the teacher will contact the student’s parent via a phone call or email.

Step 2: Parent Contact, Student consequences
If it becomes necessary for the teacher to contact a student’s parents, the teacher will provide details of the student’s behavior and assign appropriate consequences. It may be necessary for the parent to come to the school for a conference to discuss the student’s behavior.

Next Steps: Parent Contact, Student Consequences, Administrative Referral
Certain behaviors require that the teacher write a discipline referral immediately. When a referral is written, the parent will be contacted by either the teacher or an administrator. The consequence for the
behavior will be determined based on the **TABLE OF CONSEQUENCES OF CODE OF
CONDUCT/DISCIPLINE INFRINGEMENTS** which is taken from DoDEA Regulation 2051.1. If a
student repeatedly violates the rules of the classroom or school, further consequences will ensue. These
consequences may consist of detention, suspension, or expulsion. The school’s administration will decide
the consequences based upon the individual circumstances involving the violation. All students are to
respect all staff, faculty members, students, and visitors at all times. Students are expected to obey the
classroom and school’s rules, regulations, and procedures.

**TABLE OF CONSEQUENCES FOR CODE OF CONDUCT/DISCIPLINE INFRINGEMENTS**

<table>
<thead>
<tr>
<th>Categor y</th>
<th>Example Infraction</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
<th>Fourth Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Minor Infract ions</td>
<td>• Bystander (witness to misconduct)</td>
<td>➢ Confiscate Items</td>
<td>➢ Confiscate Items</td>
<td>➢ Confiscate Items</td>
<td>➢ Confiscate Items</td>
</tr>
<tr>
<td></td>
<td>• Dress Code violation</td>
<td>➢ Contact Parents</td>
<td>➢ Parent/Teacher/Administrator Conference</td>
<td>➢ Parent/Teacher/Administrator Conference</td>
<td>➢ Contact Parents</td>
</tr>
<tr>
<td></td>
<td>• Horseplay</td>
<td>➢ Warning</td>
<td>➢ Document Incident</td>
<td>➢ Document Incident</td>
<td>➢ Document Incident</td>
</tr>
<tr>
<td></td>
<td>• General Classroom Misconduct</td>
<td>➢ Document Incident</td>
<td>➢ Detention</td>
<td>➢ Detention</td>
<td>➢ Detention</td>
</tr>
<tr>
<td></td>
<td>• Loitering in unauthorized places</td>
<td>➢ Conferenc e with Parents</td>
<td>➢ SST Referral (if necessary)</td>
<td>➢ SST Referral (if necessary)</td>
<td>➢ SST Referral (if necessary)</td>
</tr>
<tr>
<td></td>
<td>• Misuse of electronic devices</td>
<td>➢ Detention</td>
<td>➢ Suspension (up to 1 day)</td>
<td>➢ Suspension (up to 2 days)</td>
<td>➢ Suspension (up to 3 days)</td>
</tr>
<tr>
<td></td>
<td>• Profanity</td>
<td>➢ Conference with Parents</td>
<td>➢ SST Referral (if necessary)</td>
<td>➢ SST Referral (if necessary)</td>
<td>➢ SST Referral (if necessary)</td>
</tr>
<tr>
<td></td>
<td>• Public Display of affection</td>
<td>➢ Document Incident</td>
<td>➢ Suspension (up to 1 day)</td>
<td>➢ Suspension (up to 2 days)</td>
<td>➢ Suspension (up to 3 days)</td>
</tr>
<tr>
<td></td>
<td>• Tardies (Attendance)</td>
<td>➢ Conference with Parents</td>
<td>➢ SST Referral (if necessary)</td>
<td>➢ SST Referral (if necessary)</td>
<td>➢ SST Referral (if necessary)</td>
</tr>
</tbody>
</table>

<p>| B. Interme diate Infract ions | • Cheating/Plagiarism/Forgery | ➢ Contact Parents | ➢ Parent/Teacher/Administrator Conference | ➢ Parent/Student Administrator Conference | ➢ Administra tive Action |
| | • Disruption to learning environment | ➢ Warning | ➢ Document Incident | ➢ Document Incident | ➢ Document Incident |
| | • Endangerment to self or others | ➢ Document Incident | ➢ Behavior Contract | ➢ Behavior Contract | ➢ Behavior Contract |
| | • Offensive Material/Language | ➢ Conferenc e with Parents | ➢ SST Referral (if necessary) | ➢ SST Referral (if necessary) | ➢ SST Referral (if necessary) |
| | • Insubordinatio n | ➢ Detention | ➢ Suspension (up to 1 day) | ➢ Suspension (up to 2 days) | ➢ Suspension (up to 4 days) |</p>
<table>
<thead>
<tr>
<th>Permission</th>
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</thead>
<tbody>
<tr>
<td>Technology Misuse</td>
</tr>
<tr>
<td>Theft less than $25.00</td>
</tr>
<tr>
<td>Truancy</td>
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<tr>
<td>Vandalism less than $25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Serious Infrctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive behavior to peers</td>
</tr>
<tr>
<td>Alcohol</td>
</tr>
<tr>
<td>Assault and Battery</td>
</tr>
<tr>
<td>Bullying/Threats</td>
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<tr>
<td>Deliberate disobedience</td>
</tr>
<tr>
<td>Fighting</td>
</tr>
<tr>
<td>Gambling</td>
</tr>
<tr>
<td>Harassment (verbal, physical, electronic)</td>
</tr>
<tr>
<td>Insubordinatio n with disrespect</td>
</tr>
<tr>
<td>Smoking/Tobacco Products</td>
</tr>
<tr>
<td>Technology Misuse (severe)</td>
</tr>
<tr>
<td>Theft less than $100.00</td>
</tr>
<tr>
<td>Vandalism less than $100.00</td>
</tr>
</tbody>
</table>

| ➢ Contact Parents |
| ➢ Document Incident |
| ➢ Parent/Teacher/Administrator Conference |
| ➢ SST Referral (if necessary) |
| ➢ Suspension (up to 3 days) |

| ➢ Document Incident |
| ➢ Parent/Teacher/Administrator Conference |
| ➢ SST Referral (if necessary) |
| ➢ Suspension (up to 4 days) |
| ➢ Suspension Hearing |

| ➢ Document Incident |
| ➢ Parent/Teacher/Administrator Conference |
| ➢ SST Referral (If necessary) |
| ➢ Suspension (up to 5 days) |
| ➢ Suspension Hearing |

| ➢ Document Incident |
| ➢ Parent/Teacher/Administrator Conference |
| ➢ SST Referral (if necessary) |
| ➢ Suspension (Up to 10 days) |
| ➢ Expulsion hearing |

| ➢ Parent Conference |
| ➢ Document Incident |
| ➢ Evaluation /Suspension |
| ➢ Expulsion Hearing |

| ➢ Administrative Action |
| ➢ Administrative Action |
| ➢ Administrative Action |

| ➢ Administrative Action |
| ➢ Administrative Action |
| ➢ Administrative Action |
sm greater than $100.00
- Unprovoked physical abuse
- Weapons/Replica of Weapons/Objects used as a Weapon

Revised 10.31.10 Disclaimer: The above Table of Consequences gives examples of infractions/consequences. It is not meant to be all-inclusive. As necessary, the table is reviewed and revised. Administrative discretion is allowed per DoDEA policy for application of the range of consequences.

Anti-Bullying

Bahrain School is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; having as its overlay race, ethnicity, religion, gender, physical, or mental ability. Bullying can manifest in several different ways:

1. Physical Violence and attacks: Traditionally, any physical contact that harms someone else, through hitting, punching, or pinching, has been considered bullying when it is repeated, happening over a length of time, and targeted towards a specific individual. Constant poking or the pulling someone hair could also be considered a form of bullying.
2. Teasing, verbal taunts, name-calling, and making someone feel less than, despondent, embarrassed, humiliated, or sad can also be forms of bullying when they are repeated, happening over a period of time, and targeted towards a specific individual. This form of bullying is very common in schools, but will not be tolerated.
3. Threats and intimidation: This kind of bullying results when someone feels superior or stronger than another.
4. Stealing extortion: This type of bullying happens when a person steals another person’s money, lunch, or personal belongings.
5. Exclusion or “cliques”: When students form cliques that exclude other students, it is a form of bullying. All students should never feel like he or she is not welcome at Bahrain School.
6. Cyber-bullying: Cyber-bullying includes any of the above forms of bullying through social network sites, cell phones, emails, instant messaging, blogs, posting bad or inappropriate pictures of students, posting fights, or using someone’s name to spread rumors or lies about someone else. Cyber-bullying will be prosecuted at the highest level.

Staff at our school will do the following to prevent bullying and help children feel safe:
- Watch for signs of bullying behavior and respond appropriately
- Provide training opportunities for students and families regarding awareness and prevention of bullying
- Look into reported bullying incidents and respond appropriately
- Assign consequences for bullying based on the school discipline code
- Provide consequences for retaliation against students who report bullying
Children and youth in our community are expected to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

Discipline procedures for bullying in school may include, but are not limited to:

- Notifying parents/guardian of the incident and consequences
- Assisting the involved student(s) to find more appropriate ways to relate to peers
- Conferencing with teacher, principal, and/or parent
- Referrals to school counselor
- Corrective instruction
- Temporary removal from the classroom
- Loss of school privileges
- Classroom or administration detention
- Suspension
- Expulsion

Behavior at Assemblies

Assemblies are planned during the school year to complement and enhance the regular school program. Since an assembly brings a large group of students into a small area, certain expectations of courtesy are appropriate:

1. All students will move to the assembly accompanied by a teacher unless specific instructions have been given otherwise.
2. All students will sit by classes in the company of the teacher in charge.
3. Any loud behavior, socializing with a neighbor, or booing is discourteous to those on stage, and will not be tolerated.
4. Students are expected to understand the instructions for the assembly prior to entry, and to leave the auditorium in an orderly manner.

Mobile (Cell) Phone Policy

We support the responsible use of cell phones. Our job is to help students learn what responsible use means.

Students may possess and use cell phones at their discretion during non-class time. Cell phones should be kept on silent and or vibrate mode so as not to disturb others. Students may use cell phones within the classroom only if they have the express permission of the teachers in advance of any use.

Any student using a cell phone or other electronic devices during a test or quiz (not expressly authorized) will be considered to be gaining an unfair advantage and will be charged with cheating.

Any student whose cell phone disturbs the class or is distracted from learning because of a cell phone, will have the cell phone taken by the teacher responsible for that class. The teacher will turn over the phone to the administration, who will keep the phone for one week, unless the parent claims the confiscated phone prior to the end of the one week time period. Multiple infractions will result in additional consequences to include detention.
Taking unauthorized pictures or videos of the school and its environs without the express permission of the teacher, the students involved, or the principal (depending upon the circumstances) is strictly prohibited. A violation of this expectation will result in a minimum of suspension from school. Unauthorized publication or posting on the Internet of pictures or videos of Bahrain Middle High School, its students, or staff without the express permission of the people involved and the administration will likely result in a referral for expulsion to the disciplinary committee.

The same policy applies to all Personal Electronic Devices such as PDAs, IPODs, MP3 Players, CD Players, etc. Cell phones and other electronic devices are the responsibility of students. The school assumes no responsibility for their loss or damages if they are brought to school.

**PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not allowed at Bahrain School or during school sponsored activities. Public displays of affection are considered to be any physical contact other than holding hands and may result in disciplinary action.

**SMOKING POLICY**

Students are prohibited from possessing or using tobacco products anywhere on school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action. All school rules apply during and after school hours when the infraction/incident occurs during a school sponsored or participatory activity. All problems of administrative discipline may be referred to the Disciplinary Committee at the discretion of the administrator in charge.

**DETENTION**

As a result of a disciplinary action Administrators assign detention. Teachers or administrative assistants whose school rights (see above section: Teachers Rights) have been violated may also assign detention. Detention may be assigned before or after school. Students are expected to report to detention on time with appropriate materials. They are expected to use their time doing school related work. Failure to report on time or acting inappropriately during detention may result in additional detention days or further disciplinary action. Parents and students will be notified in advance of the date and time a detention is to be served. Scheduling conflicts with non-school appointments must be worked out in advance with the detention supervisor so that detentions can be rescheduled and served. Detention supersedes attendance at extra-curricular activities. Students assigned to after school detention will not be excused to participate in other after school activities.

Teachers may also assign and supervise their own detentions for problems within their area of responsibility. Parents will be notified by the teacher if their child receives a teacher assigned detention.

**SUSPENSION**

Suspension may be given as a result of disciplinary action. Suspension is defined as the prohibiting by a school principal (or assistant principal) of a student from attending classes or school for any time period short of expulsion. Out of school suspensions are not to exceed 10 (continuous) days for one incident without a formal hearing. Suspensions may be in or out of school. Students are expected to make up all work missed during their suspension. Make up policy is the same as for an excused absence.
ZERO TOLERANCE

DoDDS / DoDEA has a ZERO TOLERANCE policy on drugs, alcohol and weapons (real or not). Students possessing any of these items at school or at school-sponsored activities will be disciplined in accordance with the ZERO TOLERANCE policy.

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Inherently Dangerous Weapon</th>
<th>Dangerous Weapons</th>
<th>Dangerous Weapons</th>
<th>Dangerous Weapons</th>
<th>Dangerous Weapons</th>
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<tbody>
<tr>
<td></td>
<td>First Offense</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Second Offense</td>
<td>Third Offense</td>
</tr>
<tr>
<td>All Cases</td>
<td>No Injury</td>
<td>With Injury</td>
<td>No Injury</td>
<td>With Injury</td>
<td>All Cases</td>
</tr>
<tr>
<td>K-3</td>
<td>36 Weeks Suspension</td>
<td>5 Days Suspension</td>
<td>10 Days Suspension</td>
<td>10 Days Suspension</td>
<td>20 Days Suspension</td>
</tr>
<tr>
<td>4-5</td>
<td>36 Weeks Suspension</td>
<td>10 Days Suspension</td>
<td>20 Days Suspension</td>
<td>20 Days Suspension</td>
<td>40 Days Suspension</td>
</tr>
<tr>
<td>7-8</td>
<td>36 Weeks Suspension</td>
<td>20 Days Suspension</td>
<td>30 Days Suspension</td>
<td>30 Days Suspension</td>
<td>40 Days Suspension</td>
</tr>
<tr>
<td>9-12</td>
<td>36 Weeks Suspension</td>
<td>9 Weeks Suspension</td>
<td>9 Weeks Suspension</td>
<td>18 Weeks Suspension</td>
<td>18 Week Expulsion</td>
</tr>
</tbody>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Third Offense</td>
<td>Fourth Offense</td>
</tr>
<tr>
<td>All Cases</td>
<td>All Cases</td>
<td>All Cases</td>
<td>All Cases</td>
<td>All Cases</td>
</tr>
<tr>
<td>K-3</td>
<td>1 Day Suspension</td>
<td>2 Days Suspension</td>
<td>3 weeks Suspension</td>
<td>18 Weeks Expulsion</td>
</tr>
<tr>
<td>4-5</td>
<td>3 Days Suspension</td>
<td>5 Days Suspension</td>
<td>5 Weeks Suspension</td>
<td>18 Weeks Expulsion</td>
</tr>
<tr>
<td>7-8</td>
<td>4 Days Suspension</td>
<td>6 Days Suspension</td>
<td>6 Weeks Suspension</td>
<td>18 Weeks Expulsion</td>
</tr>
<tr>
<td>9-12</td>
<td>5 Days Suspension</td>
<td>10 Days Suspension</td>
<td>9 Weeks Suspension</td>
<td>18 Weeks Expulsion</td>
</tr>
</tbody>
</table>

Inherently Dangerous Items: Deadly Weapons (firearms, knives, explosives, or other dangerous objects of no reasonable use to the student at a school activity) - It is not necessary to determine if the student was going to use the weapon.

Dangerous Items: Replicas and Other Items (not inherently dangerous)- Used in such a way as to injure others or instill fear (small pocket knives, small fire crackers, tools, laser pens/pointers, and other objects used to threaten, frighten, or harm others).

Potentially Dangerous Items: Replicas or Other Items Inappropriate (not inherently dangerous) on School Grounds that are not used to Injure others or Instill Fear- (unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons. Small pocket knives, small firecrackers, tools, laser pens/pointers, and other objects that could be used to threaten, frighten, or harm others).

EXPULSION

Expulsion is the removal of a pupil from school for the remainder of a semester or school year for disciplinary reasons.

IN MOST CASES DORM STUDENTS WHO ARE EXPELLED FROM THE DORM ARE AUTOMATICALLY EXPELLED FROM THE SCHOOL. In most cases, Dormitory students who are expelled from school will also be expelled from the dormitory for the same period of time.
BUS TRANSPORTATION

The safe transportation of students is our greatest concern. DoDDS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. Safety also depends on proper conduct by the students that ride buses. We highly encourage parents to go over the rules with their students to ensure that they understand and follow these rules. School bus rules will be strictly enforced. School bus transportation is a privilege, not a right. Students not complying with school bus rules may have their bus riding privileges revoked.

Bus registration is done in the School Transportation Office located in the admin wing, Room AB18. Please bring all the needed information to complete the School Bus Transportation Form.

When changing location, please allow ample time for the bus office to locate your new home, determine the suitable bus stop and instruct the bus driver. A minimum of three school days is required to ensure the bus can pick up at your new location.

All changes concerning the buses must come through the School Bus Office. Drivers, other school offices, or the teachers cannot make changes or make arrangements for a student when it concerns busing. Please call 1771-9808 or 3962-8914. We will be happy to assist you.

The bus pass, which is issued to every student, has a great deal of information. Please check this pass for: student’s name and grade, sponsor’s duty phone, bus route number, pick up and drop off points as well as approximate times. The back of the pass has the phone numbers to reach the School Bus Office or school security.

Students must display their Buss Pass when entering the bus. The designated pick up and drop off points on a student’s individual pass are the ONLY locations that the student may enter or disembark the bus. Riding a bus other than the bus that is assigned is also prohibited.

BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

The following are expected behaviors required of all students riding school buses.

On and around school buses students will:

- Conduct themselves properly.
- Board and depart the bus in an orderly, safe manner.
- Remain properly seated while the bus is in motion.
- Remain reasonably quiet.
- Keep all parts of the body inside the bus windows. Keep windows closed.
- Keep isles, doors, windows, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Respect all contractors’ property and other private property.
- Promptly comply with the bus driver’s instructions.

On and around school buses students will not:

- Disrespect, distract, or interfere with driver.
- Fight, push, or shove.
- Eat, drink, or litter on the bus.
- Interfere with other riders while they are entering, exiting, or seated on the bus.
- Spit.
- Be involved in horseplay.
- Throw or shoot objects in, on, to, or from the bus.
- Use tobacco products or have in their possession matches or lighters.
- Tamper with bus controls or emergency equipment, except in an emergency.
- Use profane or abusive language or make obscene gestures.
- Convey any prohibited or unacceptable item (e.g., weapons of any kind, drugs, explosives, alcohol, animals, bulky items, other disruptive items, etc.)
- Engage in any behavior, act, harassment, or incident determined by the principal as interfering with order, safety, or the authority of any adult.

The After School Bus Departure Schedule is:
2:40-Students are Dismissed
2:45-Warning Whistle
2:47-Final Whistle/Bus Check
2:50-Buses Depart

(Students cannot enter the Bus Zone to load a bus once the buses begin moving!)

STUDENTS: If you miss your bus at 2:50, please return to the Front Office Reception desk to call your parents to come and pick you up from school.

### SCHOOL BUS - TABLE OF CONSEQUENCES

<table>
<thead>
<tr>
<th>Category if</th>
<th>Examples of Infractions</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
<th>Fourth Referral</th>
<th>Fifth Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Minor Misconduct</td>
<td>1- Boarding or exiting the bus unsafely to include crossing in front of or behind the bus 2- No bus pass or improper bus pass 3- Standing while bus is in motion or not being properly seated 4- Obstructing an empty seat, door, stairs or aisle 5- Making excessive noise 6- Disturbing/insulting/harassing other students 7- Public Display of Affection (PDA) 8- Eating, drinking, chewing gum 9- Using profane/obscene language or gestures 10- Littering</td>
<td>Verbal/Written Warning</td>
<td>1-5 day suspension</td>
<td>6-10 day suspension</td>
<td>15-20 day suspension</td>
<td>Suspension of Riding Privileges for the Remainder of SY</td>
</tr>
<tr>
<td>B Serious Infractions</td>
<td>1- Failure to comply (or disrespectful, talking-back, lying) with bus driver or other adult’s instructions 2- Exchanging or refusing to show bus pass 3- Horseplay and spitting 4- Throwing objects at, within, or out of the bus 5- Sticking objects/body parts out the window/door 6- Full or partial nudity 7- Damage/theft/pilfering &lt;$100</td>
<td>1-5 day suspension</td>
<td>6-10 day suspension</td>
<td>15-20 day suspension</td>
<td>Suspension of Riding Privileges for the Remainder of SY</td>
<td></td>
</tr>
<tr>
<td>C Severe Offenses</td>
<td>1- Tobacco/Alcohol use 2- Sitting in driver’s seat/tampering with controls 3- Interfering with driver 4- Unauthorized operation of emergency exits 5- Fighting, hitting, biting, pushing 6- Vandalism/damage/theft &gt;$100 7- Any action that leads to a bus accident</td>
<td>6-10 day suspension</td>
<td>15-20 day suspension</td>
<td>Suspension of Riding Privileges for the Remainder of SY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Criminal or Illegal Acts</td>
<td>1- Possession/use of weapons or other prohibited items 2- Possession of illegal substances 3- Lewd or indecent acts 4- Threatening or causing injury to another person 5- Bomb Threats</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL SUSPENSION/EXPULSION PROCEEDINGS INITIATED**

Serious Incident Report to appropriate authorities Notification to installation Commander via Schools Liaison Office (SLO) if appropriate SLO to be informed when suspensions/expulsions from bus occur
Note:
1- All rule infractions are cumulative in most cases for the SY. A series of minor infractions may result in serious consequences.
2- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct incidents.
3- Possession of weapons or prohibited items, controlled substances, alcohol or other serious incidents will be reported on DoDEA Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.
4- Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1

Please call 973-1771-9808 for situations concerning bus problems and bus complaints.
School Bus Transportation Office is open from 0800 – 1600 (Lunch from 1200-1300).

CURRICULUM AREA INFORMATION for MIDDLE/HIGH SCHOOL

The American Curriculum student is working toward an American diploma. The American curriculum consists of two types of classes: required courses which include language arts, social studies, mathematics, science and other courses such as careers, fine arts, physical education, computers, health, and elective courses which are chosen by the student to meet academic and vocational needs. Curriculum Standards can be found at: http://www.dodea.edu/home/standards.cfm

In Grades 9-12, a minimum of twenty-six units of credit is required before students may receive an American Diploma. However, students at Bahrain School usually graduate with twenty-eight or more units. Of the required units, the following must be earned in the specific subjects:

<table>
<thead>
<tr>
<th>DoDEA Class of 2008 and Beyond Graduation Requirements</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts 9, 10, 11, 12</strong> (2 years of ESL may be substituted for 2 years of English Language Arts.)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Social Studies</strong> (1 credit of U.S. History, 1 credit of either World Regions or World History, and ½ credit of U.S. Government required.)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong> (Algebra 1 and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.) ***/^</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong> (Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Foreign Language</strong> (A total of 2 credits in the same foreign language is required.) *</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Technical Studies</strong> (1/2 credit must be in a computer technology course.)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Physical Education (PEF 301, PEL 301, PEN 301)</strong></td>
<td>1 1/2</td>
<td></td>
</tr>
<tr>
<td><strong>Fine Arts</strong> (Courses used to meet this credit must relate to: visual arts, music, theater, dance, and/or humanities.)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Health Education</strong></td>
<td>1/2</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total for Required Courses</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total for Elective Courses</strong></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>
*For Arabic passport holders, taking English will satisfy this requirement.
**7th and 8th grade students may earn high school credit in foreign language and math. The grades will not be counted as part of the high school cumulative grade point average.
^ Starting with the Graduating class of 2016, students must take 4 years of High School Math. At least 3 of the Math courses must be taken in Grades 9-12.

It is the Department of Defense Education Activity (DoDEA) policy that students shall be required to have a grade point average of 2.0 or better in order to graduate from a DoDEA high school. (See school counselor for DoDEA policy on requirements for graduation)

Credits from courses taken at other accredited American high schools are fully transferable in the American Curriculum. Credits from courses taken at schools other than accredited American high schools will be carefully evaluated; credit may or may not be given. (See school counselor for DoDEA Policy on student placement)

Exceptions to the requirements, waivers, early graduation plans, are individual matters dealt with through the guidance office and subject to the approval of the principal. A letter of request from the student’s parents to the principal is the first step.

More information on American curriculum requirements may be obtained by calling the guidance office at the school or by visiting the DoDEA website at http://www.dodea.com

ARABIC

Arabic is a required subject for all Arabic passport holders who must meet the requirement of Arabic in Grades KG-11. At high school level, students are grouped according to skill level rather than grade level and individualization is accomplished according to individual student needs. Arabic students in grades KG-8 also study social studies in Arabic. Arabic is also offered as a foreign language to those who wish to take it in Grades 7-12.

DIPLOMAS

AMERICAN DIPLOMA

Bahrain Middle High School uses Carnegie Course Units to determine high school placement and to qualify students for graduation with an American Diploma. (See school counselor for DoDEA policy on student placement)

HONORS DIPLOMA

DoDEA will award an Honors Diploma to students achieving the high school graduation requirements with honors

Students graduating from DoDEA Schools will earn an Honors Diploma by meeting the following criteria: (1) completion of all graduation requirements; (2) earn a passing course grade and taking the requisite examinations in a minimum of four Advanced Placement Courses; and (3) earning a Grade Point Average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year. (See school counselor for DoDEA policy on Honors Diploma)

THE INTERNATIONAL BACCALAUREATE

The International Baccalaureate is a two (2) year diploma program recognized throughout the world and designed for the academically motivated high school student. In many universities, notably in the United
States, the IB Diploma is accepted in addition to Advanced Placement studies for credit. Some universities offer entry on the sophomore level to successful diploma students.

The basic subjects of the IB diploma program consists of six (6) areas typical of those studied in the final years at high school. The IB Diploma candidate is required to choose as the sixth subject a second one from an area previously selected. The diploma candidate must also take a unique course known as the Theory of Knowledge. This course is designed to require at least 100 class hours spread over two (2) years (the duration of the IB program). The student is asked to reflect on his secondary school experience in a comparative and critical way by investigating the knowledge, claims and judgments made in logic, mathematics, natural and social sciences, history, ethics and aesthetics. The course concludes with an examination of opinion, belief and truth.

Students interested in earning the dual diploma (i.e. IB and American High School Diploma) are strongly urged to start their planning at the end of the 8th Grade or beginning of the 9th Grade by consulting with the International Baccalaureate Coordinator, to meet all the requirements for graduation in a timely manner. For additional information, please contact the International Baccalaureate Coordinator, Ms. Linda Berger.

**DRESS CODE MIDDLE/HIGH SCHOOL**

“U.S. personnel and their families must be aware of local sensitivities and cultural values in order to minimize the impact of U.S. military presence and reduce, to the maximum extent possible, any potential host-nation friction. Unless otherwise directed in writing by higher authority, all U.S. Navy personnel attached to COMUSNAVCENT/COMFIFTHFLT units and family members must adhere to the requirement of General Order OPORD 1000-10(U).” (Military Installations website.)

The Bahrain School dress code is based upon this policy in an effort to project a positive impression upon our host nation community.

Please note the following excerpts from the attire policy as you plan your SY 16-17 shopping excursions:

Clothing will be loose fitting and concealing. Neither males nor females shall wear shirts or blouses of sheer fabric that could be considered as revealing. Casual shorts will not be more than 2 inches above the knee for both male and female. Conservative slacks, denim pants, skirts, dresses, or shorts and collared shirts are generally acceptable. Lady and Gentlemen Falcons are encouraged to wear shirts with crew-neck collars, casual or dress type. Collared shirts are highly recommended. Approved clothing items include:

**Lady Falcons**
Jeans, slacks, and Capri pants in good repair. Skirts and Dresses worn at or below the knee. Casual Shorts: no more than 2 inches above the knee (measured from the top of the kneecap).

**Gentlemen Falcons**
Jeans and slacks in good repair. Casual Shorts: no more than 2 inches above the knee (measured from the top of the kneecap).

**Prohibited items include:** bandannas, du-rags, visible undergarments, frayed shirts or pants, shirts that show midsection, shirts or pants with cut-out or rips, and shirts with no sleeves.

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For more information and examples, please see the following link:
http://www.militaryonesource.mil/12038/MyDoD/UniformCivilianAttirePolicy_CUSNC_5F_OPORD10
00-10%5B1%5D.pdf

Section 4b. Policy on Uniforms and Clothing/Civilian Attire
In addition to the information above, Bahrain School has additional dress code requirements that apply to
all students – military and non-military dependents. Our dress code is based on the above policy in an
effort to project a positive impression on our host nation community.

Students are encouraged to wear clothing that is loose fitting and concealing. Casual shorts, jeans, slacks,
capri pants, skirts and dresses should be no shorter than 2 inches above the top of the knee cap.

Please note the following specific information about our school dress code.

- Clothing must be neat, clean and appropriate.
- Pants, skirts, and shorts should fit so that there is no gap at the waist—no “sagging” of pants or
  shorts is permitted—undergarments should NOT be shown in any way.
- Dresses, skirts, and shorts must be no shorter than 2 inches above the knee as measured from the
top of the kneecap—this applies when leggings are worn underneath the dresses, skirts, shorts as well.
- Shoulders and upper arms must be covered—no sleeveless tops.
- Shirts/tops should cover the upper torso completely (including shoulders, underarms, upper chest,
  stomach, upper, mid, and lower back)—sports jerseys/other large cutouts allowed only with a
  regular t-shirt underneath (no “belly” shorts, tube tops, halter tops, one strap shirts, tank tops with
  large arm holes, spaghetti straps, off the shoulder tops, racer-back tops or shirts).
- Refrain from wearing clothing offensive to our host nation—either by style or by message.
- Sleep wear should not be worn to school—this includes “pajama-style pants” and “slippers”—
  exceptions would include scheduled and approved Spirit Days.
- Sunglasses (without doctor’s orders) may not be worn inside the building.
- Hats and visors may be worn outside the school building but must be removed immediately upon
  entering the building and may not be worn inside the school building—hoods on hoodies may not
  be worn in the school.
- Symbols, obscene language, terms of violence, or other writings that might be offensive to others
  should not be worn.
- Hoods, bandanas, sweatbands, and “do” rags are not appropriate for school.
- Chains and chains attached to wallets are not appropriate for school.
- No sheer or see-through clothing without an appropriate top or slip underneath which provides
  coverage to the upper and lower torso—no spaghetti straps, racer back, tube tops, halter tops, 1
  strap shirts, tank tops with large arm holes, off the shoulder tops underneath the top and the
  slip/under skirt cannot be shorter than 2 inches above the knee as measured from the top of the
  kneecap.
- No tight fitting or body revealing clothing.
- No clothing revealing any cleavage or off the shoulder tops.
- If leggings are worn, the shirt/top over the leggings must be “finger tip” length.
- Clothing should have no holes whether purchased with holes or whether holes were self-made
  (wearing leggings or other articles of clothing underneath clothes with holes will not n=make the
  clothing appropriate!)
Consequences for violating the dress code policy:

First offense – warning given and clothing must be altered or changed—for example, a jacket could be worn over an inappropriate top.
Second offense – parents will be contacted and appropriate clothing may need to be brought to school.
Third offense – lunch detention and appropriate clothing may need to be brought to the school.
Fourth offense – administrative action including suspension.

**DRESS CODE ELEMENTARY STUDENTS**

The Bahrain School Elementary Section does not have a specific dress code. However, it is expected that parents will dress their children in an appropriate manner, bearing in mind the expectations of the host nation. Flip-flops are not allowed, and hats are only to be worn outdoors. Students should wear appropriate clothing and shoes for playing outdoors. Gym classes will require specific attire.

**ENROLLMENT/REGISTRATION - CHECKLIST**

If you are new to the Bahrain School or are returning, the following check list applies:

1. **REGISTRATION PACKET**
   All forms in the registration packet must be completed and signed prior to the student starting school on the first day of the new school year. Registration Form 600 is used when contacting parents/guardians in the event of an emergency and must, therefore, be accurate and complete with current phone numbers and emergency contact numbers. School Bus Transportation must also be completed each year during registration.

   Information on registration can be obtained by calling the Registrar on 17-719-802.

2. **HEALTH RECORDS**
   Immunizations and health questionnaire must be completed prior to the student starting the first day of the school year. The Health Office will, throughout the year, communicate with the parents as immunizations again become due.

   The school Nurse can be contacted on 17-719-815.

3. **TUITION FEES**
   Tuition Fees and BISA/Registration Fees must be paid in full prior to the first day of school each semester. Students may not attend unless all fees are paid in full.

   Information on fees can be obtained by calling the Tuition Secretary on 17-719-805.

**STUDENT RECORDS**

Student records are maintained on each student at Bahrain School in the Registrar’s Office. These record files contain the following:

1. Information as appropriate, received from another school.
2. Entrance testing information of Bahrain School.
3. All grade reports and the results of standardized tests of all types.
4. Correspondence between school and parents concerning pupil progress, including progress report.
At the time a student withdraws from the school, parents can pick up a withdrawal packet to take to the student’s new school. The information in this packet includes records received from previous schools, plus grade reports and standardized testing from Bahrain School. Attendance/discipline records are kept in year-by-year files separate from the student’s official records.

**ENROLLMENT IMMUNIZATION REQUIREMENTS**

Students who enroll in DoD Dependents Schools (DoDDS) shall meet specific immunization requirements as a condition of attendance.

The requirements represent a minimum standard of immunization, and do not necessarily reflect the optimum immunization status of a student. The only exceptions shall be for valid medical or religious reasons, as certified by military medical or religious authorities.

DoD Instruction 6205.1 states that prior to entry, parents are required to present proof of immunity, in the form of official stamped immunization documents for all doses of: Diphtheria/Tetanus/Pertussis, Polio, Measles, Mumps, Rubella, 2 doses of Varicella (Chickenpox), Hepatitis A, Hepatitis B, Meningococcal ACWY (all school ages), and an IPPD Mantoux test for tuberculosis.

All immunizations are expected to be complete prior to the student’s first day of school. However, if the time between enrollment and entry is too short, the school may allow the parent 10 school days in which to meet the requirements prior to dis-enrolling the student until such time as the requirement has been satisfied.

Parents are notified annually of any immunizations/tests required to re-register for the next school year.

**NON-COMMUTING POLICY**

Bahrain School has a non-commuting policy. All students are expected to live in Bahrain during the school week. Commuting from Saudi Arabia will not be allowed.

**TUITION**

TUITION rates are established annually through DoDDS Washington. Tuition fees are due at the commencement of each semester, and may be paid by semester or annually. Payment is only accepted by Dollar Bank Draft drawn on a U. S. Bank and made payable to The Treasurer of the United States.

Refunds are based on full quarter grading periods. Refunds will not be made for any quarter that a student has attended school. If a student attends only one day in a quarter, tuition is due for the full quarter. Late enrollment fees will be reduced according to the DoDDS late enrollment fee schedule.

Invoices for the full year are sent out in June with a suspense payment date in August. Second semester invoices are forwarded in December with a suspense payment date of January. DoDDS regulations state pupils for whom tuition has not been received will be denied access to school facilities until full payment is made. Rates are established annually and may be determined by calling the school.

PRIVATE PAY is a designation given to all parents who pay a portion of their child’s tuition. In all cases where the employer pays less than 100% of the tuition amount, the parent will be billed for the full amount. The school will provide a receipt that may be presented to the employer for reimbursement.
COMPANY PAY is a designation only for those companies and organizations that pay 100% of all tuition fees. In these instances the company is billed and pays the requested amount in full.

BISA (Bahrain International School Association) imposes a mandatory annual Building Levy on all tuition-paying students attending the Bahrain School. This payment in Bahrain dinars may be paid for the full year at the commencement of the year. The rates are established and announced annually by BISA Board.

**SPACE AVAILABLE TRANSPORTATION**

We are fortunate to be able to provide daily commute buses to our students at this time; however it is imperative that everyone understands the limitations of space available bus service.

Tuition paid to DoDDS is strictly for education and **does not** include daily commuting transportation. Buses are contracted by the Department of Defense to provided transportation for the dependents of their personnel.

Seats being offered to the tuition paying students at Bahrain Middle High School are on a space available basis. Space available means that bus service is provided only if:

1. You are near a bus stop serviced by the bus.
2. You are willing to transport your children to a bus stop.
3. There are seats available on the bus.

This service may be terminated at any time and without notice.

Parents of space available riders will be required to fill out and sign the Space Available Transportation Form when picking up the bus pass.

**EXAMS**

School wide examinations are given in grades 6-12 each school year. The last week of the first semester exam covers the first semester’s work and material, and again at the end of the second semester could cover the 2nd semester material.

1. The major goals of school wide examinations are:
   a. To teach students effective study habits and examination techniques.
   b. To make an effort to promote continuous learning throughout the year rather than looking upon the learning process as the completion of certain units, a particular section or reaching a certain objective.
   c. To encourage teachers teaching the same course to work together in the development of the objectives, the course content and expectations, including the development of the grading scheme.

2. Policies and practices:
   a. All teachers set examinations. There may be more than one form of the same test.
   b. Examinations are based upon DoDEA Curriculum Standards.
   c. The teachers and students will review the assessment results as quickly as possible after the papers have been marked / corrected and materials will be re-taught as appropriate.
d. Departments and individual teachers will use the results of these assessments to advise students, evaluate assessments and to review instructional techniques.

e. Students will be advised that the assessment does not finish the course. Students will be taught and evaluated until the final day of the school/semester.

**GRADING POLICY**

**Grades 4-12:** GRADES 4-12 will use the following DoDDS required evaluation codes on the quarterly progress reports in Language Arts, Reading, Math, Social Studies, Science and Health:

- A  90 - 100%
- B  80 - 89%
- C  70 - 79%
- D  60 - 69%
- F  below - 59%

Gradespeed is an online gradebook application for all DoDEA students in grades 4-12. For more information about Gradespeed or to sign up for an account, visit the DoDEA website at http://www.eu.dodea.edu/gradespeed/

Parents will formally be informed of the student progress and achievement through quarterly report cards and parent conferences.

**Progress Reports**

**Kindergarten through Third Grade:** The Progress Report is developmental in nature, and as such, encompasses a wide range of skill levels. Students move through a continuum of skills at their own rate. For example, some students may acquire a skill in Kindergarten while other students may not acquire that same skill until first grade. In Kindergarten through 3rd grade, the following codes are used:

- CD  Consistently Displayed – student **Consistently** displays skill in this area.
- P   Developing/Progressing – student is **Progressing or Developing** the skill in this area.
- N   Not Yet Evident – This student needs **More Developmental Growth** in this area.
- X   Not Addressed – This area has not been addressed at this time.

Life Skills, Social Development, Special Subjects, and all sub-content areas will be marked with:

- P  Participates
- +  Shows Strength
- /  More Effort Needed

**THE HONOR ROLL**

The Honor Roll is a means of recognizing students who have maintained a high academic average in all of their school subjects. Eligibility for placement on the Honor Roll is a Grade Point Average of 3.00 or higher. A grade of D or below disqualifies a student from consideration. The Honor Roll is published four (4) times per year. Continued appearance on the Honor Roll is one of the criteria for eligibility for the Honor Society.

Student in Grades 4 and 5 are recognized at that end of the school year for A and A/B Honor rolls. The classroom teachers, guidance counselor, and administration work together to determine the academic awards based of the grades and classroom performance of the students.
CONFERENCES

Conferences between parents and teachers are held formally each school year. Notification of date and time will be given well in advance. Either party may schedule personal parent/teacher conferences at any time. Parents wishing to speak with their child’s teacher should phone the school and request that the teacher contact them. The first conference in November is mandatory for all parents.

GUIDANCE AND COUNSELING SERVICES

School Counselors are available throughout the school year to advise students and parents on matters of academic progress, personal welfare, educational applications and careers. Appointments should be made in advance either in person or by telephone.

Our guidance program is based upon the Competency Based Guidance Model. This model provides a framework for providing consistently high quality counseling services for all of our students. School counselors deliver programs with a view to attaining the goals and benchmarks established in the Strategic Plan and the Competency Based Guidance Model. Ultimately the goal of the counseling program is to assist students in developing strategies to cope with educational, personal and social challenges that may interfere with the educational process. In addition, counselors assist students into a successful career transition.

The student competencies described in the model will help individual students to succeed in:

- School
- Work
- Life

Our counseling program recognizes the importance of diversity as reflected in our schools, acknowledging that individual differences strengthen both school operations and society in general.

The primary goal of the DoDDS Competency Based Counseling Program is to promote and enhance student learning by focusing on three broad and interrelated areas:

- Academic Development
- Career Development
- Personal-Social Development

Further, the program is organized to promote effective and efficient resource use as well as to provide accountability. The involvement, cooperation, and support of parents are critical elements for the successful implementation and delivery of competency-based counseling services. Our school counselors make every effort to communicate with parents through consultation, parent education, individual written interaction and on-going counseling newsletters.

Our counseling staff strongly believes that it is critical for students to view counselors as their advocates in the school, as adults who will listen to their concerns and as individuals who can be trusted. In addition, students must perceive their counselors as people who will help them resolve issues that interfere with their success as students, and who are willing to aid them to attain competencies related to their academic, career, and personal/social development.
**COLLEGE PLACEMENT COUNSELING**

College placement counseling is conducted during the second semester of the 11th Grade and throughout the 12th Grade. Students should make an appointment in the guidance office to discuss selections of an appropriate college or university, and applications to these institutions, with the secondary counselor. Joint parent and student meetings are also held on specified evenings during grades 9-12 to facilitate discussion, answer questions, and move students forward in the college placement progress.

**THE CAREER UNIVERSITY INFORMATION CENTER**

The Career University Information Center provides resources for career university planning. Current information is available from a large selection of college catalogs, reference books and career and vocational sources, DVDs, videos and other school materials. Students are encouraged to explore the information available with the guidance counselor.

**HOMEWORK**

Homework assignments are reinforcements from classroom instruction and are assigned to support student learning, practice skills, and build student responsibility. The amount and frequency of homework will vary from class to class. We encourage parental participation and assistance with homework. Parents should encourage a home reading program and visit the library. Children always benefit from being read to and/or reading independently. The suggested amount of homework is as follows:

At every grade level

- ♦ at least 15 minutes daily of reading or being read to is expected of every student
- ♦ older children should be reading at least 30 minutes daily.

**Grade and minutes/hours/weekly - Approximate**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minutes/hours daily</th>
<th>Hours weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>No regular assignments; special individual ones as needed</td>
<td></td>
</tr>
<tr>
<td>1-3</td>
<td>0-30 minutes</td>
<td>1-3 hours</td>
</tr>
<tr>
<td>4-5</td>
<td>40-50 minutes</td>
<td>3-5 hours</td>
</tr>
<tr>
<td>6-8</td>
<td>As needed to meet the demands of the course</td>
<td>As needed to meet the demands of the course</td>
</tr>
<tr>
<td>9-12</td>
<td>As needed to meet the demands of the course</td>
<td>As needed to meet the demands of the course</td>
</tr>
</tbody>
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**REPEATING A CREDIT COURSE**

With the permission of the principal, on a space available basis, a course for which credit is granted may be repeated for content or skill mastery. **Credit will only be given once, and the grade will be for the most recent course taken.** The student’s permanent record will show that the course was repeated. Students repeating a course in which weighted grades are assigned will receive credit only for the most recent course taken. The grade point average will reflect the most recent course taken. (See school counselor for DoDEA policy on repeating a credit course)
SCHEDULE CHANGE POLICY

DROP/ADD A CLASS
- Schedule change request may be made within the first 2 weeks (10 school days). All schedule changes after the first two weeks of the Semester require administrative approval.
- If a student withdraws from a course after week two and prior to the end of the semester, grades will be given except in cases where early withdrawal regulations / procedures have been met.

TUTION REIMBURSEMENTS/REFUNDS

Tuition reimbursements are based on full quarter grading periods. Refunds will not be made for any quarter that a student has attended school. When a student is officially withdrawn during a grading period, tuition reimbursement will be pro-rated on a quarterly basis. Request for reimbursement must be submitted in writing to the tuition clerk who will forward this request to DoDDS.

The Building Levy Fee is not refundable.

Before final clearance:
- All fees (tuition and building levy) must be paid before student’s records/transcripts/recommendations can be provided to the receiving school.
- Tuition and Building Levy Fees should be paid in full prior to the child’s first day of school and at the beginning of 2nd semester. Fees are applicable until final clearance is completed. As stated above, refund for tuition will be pro-rated on a quarterly basis upon final clearance.
- All books and supplies, which have been issued to the student, must be returned.
- Cost for lost or damaged books or supplies must be paid.
- A forwarding address is to be supplied to the Registrar’s Office.

Transcripts of grades will not be forwarded to receiving school until ALL of the above conditions have been satisfied.

POLICY FOR ACCELERATION FOR STUDENT WITHDRAWAL BEFORE THE END OF THE SEMESTER:

Students whose parents are PCS’ing (moving permanently to a new location) have the opportunity to earn semester credit by participating in the acceleration process. DoDDS students may request assignments and tests to earn credit for their classes before the end of the school semester. They may apply for this acceleration if the following conditions apply:
- The sponsor and dependent will be returning to the United States 20 days or less before the end of the semester. A copy of the sponsor’s PCS orders must be provided to acknowledge the acceleration request.
- The application for acceleration must be made four weeks prior to the withdrawal date.
- The acceleration request must be completed and returned to the counselor’s office within two days so they may receive acceleration contracts.
- If conditions are met, teachers will provide assignments and tests through the end of the semester. These assignments and tests must be turned in at least one day prior to withdrawal from school.
If your family is moving, contact a school counselor to find out the earliest date that your child can accelerate. **In order to accomplish this acceleration the counselor must receive the application for acceleration one month prior to this date.**

What does this mean for you and your student?

1. Your child must meet with each of their teachers so they can complete the acceleration contract.
2. You and your child must sign an acceleration application that includes your PCS orders. This ensures that everyone understands your obligation to complete all assignments prior to the move. Your child will receive a contract of course work that will be signed by each teacher.
3. The student must complete all the reading, homework assignments, quizzes, tests, projects and final exams prior to your last day of school in order to get credit. Failure to complete all contracted work will result in the receipt of “NO Credit” for each incomplete class.

High school students whose sponsors are not PCS’ing, but are leaving school prior to the end of the semester, will receive the current grade up to that point for class work that allows them to immediately enroll in the next high school to finish the semester. A student who leaves school prior to the end of the semester and does not finish his work will **not receive semester credit** for the classes taken during that semester. Family trips during this time of the year are not an excuse for leaving early. All class work must be finalized prior to the end of the semester to receive credit for the semester.

There is no official acceleration policy for students in elementary school. Students that leave prior to the end of a semester will receive a final withdrawal grade on his or her report card.

**ACCEPTANCE OF INCOMING SPACE AVAILABLE STUDENTS**

A review of the process to accept *Space Available* students was conducted to provide a systematic procedure for acceptance at Bahrain School.

The first consideration is to ascertain if there is space available in the grade level for which the student is applying.

1. Bahrain School will determine if the student has a need for Special Services such as ESL or Special Education that would not be available at the time. Staffing for special programs is provided from DoDEA based on students that have been in Bahrain for several years and primarily for the *Space Required* population. If the services are available at the time of registration then space available students may be considered for admission.
2. If the student has a history of disciplinary/attendance problems it may disqualify them for acceptance.
3. It must be determined that the student will meet the graduation requirements and a minimum Grade Point Average of 2.0 during their high school years. According to DoDEA regulation, we are unable to grant diplomas for students who earn a cumulative GPA less than a 2.0 (C) average.

- Registration packets will contain;
  - Completed registration Forms
  - Official Transcripts- these should include grading scales and must be translated by an official agency into English using Carnegie Units. (See the end of this document for information on the Carnegie Unit)
  - Standardized test scores – if available to include reading score levels
  - School Profile
  - Immunization records
• Parents will be notified within a week after testing if students have been accepted and must make arrangements for tuition payment prior to the first day of school.

• Students of parents that have been transferred after those dates will be considered by the administration on a case-by-case basis with completed registration packets if they have been attending an accredited program. They must also include:
  o Current, transfer grades
  o A letter from their employer stating they are newly transferred

_REMEMBER THAT YOUR STUDENT CANNOT BE TESTED FOR ADMISSION UNLESS YOU SUBMIT ALL REQUIRED DOCUMENTS ABOVE BY THE DEADLINE DATES!

MICHELANGELO INFORMATION

BIRTHDAY PARTIES (ELEMENTARY SCHOOL)

These are left up to the discretion of the teacher. At most, it is only a “treat” and should not interfere with the instructional program. Contact the teacher first before sending any refreshments to the school.

CLASSROOM SUPPLIES

Each grade level will have specific items required for each program. A supply list will be sent home at the beginning of the school year. Please check with your child frequently to see if their supplies need to be replenished. Most school supplies are available from the PTSO School Store located near the cafeteria.

DORMITORY

Bahrain International School Association (BISA) runs the dorm. They maintain a separate handbook that dorm students and their parents should be familiar with. IN MOST CASES, DORM STUDENTS WHO ARE EXPELLED FROM THE DORM ARE AUTOMATICALLY EXPELLED FROM BAHRAIN SCHOOL.

FIRE DRILLS

Fire drills are a regular part of the school’s safety training. There will be one fire drill each week during the first month of school and one each month thereafter. Teachers will brief students on the fire drill procedures. Fire drills are always to be taken seriously and full cooperation is expected.

GUESTS

Guests at school must be preapproved by an administrator. Guests are limited to one day or a partial day visits, and must be of an equivalent age to the classes being visited. When a student wishes to bring a guest to school, a form must be secured from an administrator at least forty-eight hours prior to the scheduled time of the visit. This form must be properly filled out and signed by all of the teachers whose classes will be visited and then approved by an administrator. These forms will be collected, reviewed and signed by an administrator the day before. The administration reserves the right to approve or reject all requests. The guest must carry the permission form at all times while in the school. No guests will be
brought to school during the first two weeks of any semester, during any examination period or any special day at the school. All guests must obey class and school rules, and remain with their student host at all times.

**LUNCH PROGRAM**

All students (Grades K-5) have sixty (60) minutes for lunch and mid-day recess. In an attempt to prevent students from eating too fast in order to get outside, students will be dismissed by table when directed. Students may bring a cold lunch from home or purchase a hot lunch provided by the school. Lunch tickets are available and may be purchased at the school. If your child needs to borrow lunch money, it is his/her responsibility to bring the money the following day.

Students are encouraged to bring nutritious snacks for break. Please, no candy or sodas for snack or lunch.

Middle and High School students have 40 minutes for lunch. The school has paid lunch monitors supervise the lunch period. Students are expected to follow all directions given by the lunch monitors and show respect at all times. It is important to have the child understand that using the lunchroom is a privilege for all students. During lunch, food is not permitted outside on the playground or in the hallways. Students must eat their food in the cafeteria.

**SECURITY FOR SCHOOL SPONSORED EVENTS**

In order to provide security for Bahrain School, anyone entering the school or an event sponsored by the school must provide photo identification in addition to having their name on a list provided by the school to security.

**HEALTH AND MEDICATION**

The school nurse is available during the school day for evaluation and treatment of student injuries and illnesses. Parents will be contacted in the event a child needs to go home or be seen by a physician. It is important that parents have an emergency contact person, other than a family member, and that telephone numbers for that person (both home and work) are on file at school. School health records (Health History and Immunization) are completed during registration. Please ensure that the school nurse is aware of any particular health concerns, including allergies. Immunizations MUST be up to date. PLEASE KEEP YOUR PERSONAL CONTACT INFORMATION CURRENT.

Medications at School: Students are not permitted to have any kind of medication in their personal possession at school – this includes “over the counter” medications also. **If a child must take medication during school hours, it will be necessary for the parent/guardian to provide a permission form with parent and physician signatures. Forms are available in the school health office.** Medications must be in a pharmacy-labeled container with the child’s name.

**Communicable infection, infestations, and illnesses** are always a concern in the student population. Some examples are head lice, ringworm, “pink eye,” chickenpox, etc. If your child has contracted one of these, please share this information with the school nurse and your child’s teacher. There is a standard protocol for all infectious diseases. Do not send your child to school unless you have talked with the school nurse first. He/she will advise you as to school policy/procedures.
ID CARDS

Student ID Cards: ID cards must be shown at the security gate to gain entrance to the school campus each day. Students are expected to have their ID cards at all times when they are on campus. Lost ID cards should be reported to the security office immediately.

Parent ID Cards: Parents are encouraged to get a Bahrain School parent photo ID card. This ID card will facilitate entrance to campus for parents.

Security Guards: Security guards are provided for the school under contract for the safe and orderly operation of motor vehicles on campus as well as for orderly student behavior. Students are expected to respect requests made of them by the security guards.

Visitors: All visitors to the school will be asked to produce current and valid I.D. in return for a visitor’s badge, which must be displayed at all times. Visitors must also report to the front reception area, to sign in. This is for the safety of the children as well as the need to reduce interruptions during instructional time. Parents should not be in the hallway before or during school without prior agreement with the teacher. Parents are welcome to wait for their children in the afternoons at the front entrance of the school. Please call your child’s teacher beforehand if you would like to visit the classroom or to have a conference.

NOTIFICATION OF PARENTS TRAVELLING OUT OF THE COUNTRY

When parents are away from Bahrain on holiday or for business trips and leave their children in the care of another person, the school requires that they provide information, in writing, to the Administration re: the following:

1. Dates parent(s) will be away.
2. Name and telephone number of the person designated by the parents to be responsible for the child/children during the parents’ absence.
3. Current emergency contact person(s) and phone numbers, other than the person designated to care for the children.

PARENTAL CONTACT DURING THE SCHOOL DAY

In the case of a family emergency, call 17–727-828. We will deliver such emergency messages to your child.

Parents are requested to make prior arrangements for their children’s after school activities and travel rather than leaving telephone messages with the receptionist. Of course, the school is always happy to convey any information that is necessary and urgent.

PARENT TEACHER STUDENT ORGANIZATION (PTSO)

The purposes of the PTSO are:

- To support, through the distribution of its funds and organizing capability, the promotion of education for the students of Bahrain School.
- To promote and support special events that will benefit the parents and students.

The PTSO Executive Board meets once per month. All board meetings are open to the public and parents are encouraged to attend.
POSTERS AND SIGNS

Posters and signs are not to be posted without approval. If the poster or sign is for an approved student activity, it must have the approval of the activity sponsor or the administrator in charge of student activities before it is hung up. If the poster or sign is of a personal nature (such as a message or a birthday greeting) it must be confined to the receiving student’s locker.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Committee was established early in school year 1983/84 under the provisions of DoD Instruction 5105.49.

This committee was established for the purpose of:
---Advising the principal on such matters as school policies, instructional programs, staffing as it relates to the instructional programs, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs and other educational related matters.

The Committee meets once a month. All meetings of the Committee are open and parents are encouraged to attend.

STUDENT MAIL

Student mail, except of an official nature may not be addressed through the school. All casual student mail directed to the school will be returned to the sender.

STUDENT PARKING

Driving to and from school and using the school visitor parking lot is a Senior privilege only.

STUDENT USE OF SCHOOL TELEPHONES

Telephones in the offices are for the use of the teachers and the administration. A student may use these phones only with the permission of an employee of the school.

VOLUNTEERS

Volunteers are always welcome in any school situation. If you have a few hours a week to donate to one of the school programs, or a skill or talent to share, please let us know. There are many places parents can participate in the education of their children, from being a timer or a score keeper at one of the athletic events, to serving on a standing committee, to working on a one to one basis with children who are experiencing difficulty in an academic program. Telephone the school if you would like to help.
SPECIAL SERVICES

Child Find: Child Find is an ongoing process used by DoDDS to seek out and identify children from birth to 21 years of age who show indications that they might be in need of special services. Child Find activities include dissemination of information to the public as well as identification, screening, and referral. Anyone having contact with a child suspected of needing assistance is encouraged to contact the school promptly.

Child Study Committee (CSC): This committee is established by and functions according to the Individuals with Disabilities Education Act (IDEA). The purpose is to provide consultative help, assess identified students, plan individualized programs, and provide services for identified special education students. The team meets on a regular basis and consists of a school administrator, classroom teachers, special educators, counselor, nurse and speech/language therapists. Parents of students considered for special education placement become part of the team and are required to attend meetings.

English As A Second Language (ESL): The English as a Second Language (ESL) program is an essential component of the curriculum of the Department of Defense Dependents Schools (DoDDS) and is responsive to the needs of students with limited or no English proficiency. Through the ESL program, students receive instruction that facilitates full participation in the total school program. The ESL program is also designed to build self-esteem and promote the development of a positive self-image.

Gifted Education Program: “Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.” (U.S. Dept of Education, 1993) Students who enter the Gifted Education Program are teacher-recommended and have standardized test scores with a total battery of 96 percent or above. Activities are specially designed to meet student needs and encourage higher level critical thinking skills.

Guidance/Counseling: The Guidance and Counseling Program stresses the importance of the student’s acquisition of realistic competencies in the educational, personal, social, and occupational areas. To assist students in the acquisition of these competencies, the following services are offered: classroom lessons on a variety of topics, group counseling, individual contracts, parenting sessions, testing, and training.

READ 180™: READ 180™ is an intervention program used to supplement reading instruction in the regular classroom. Read 180™ expands the amount of time that your child will receive focused support in reading. This research-based reading program supports and motivates students by delivering individualized, adjusted reading instruction that helps move students to grade level as they progress toward becoming lifelong readers and learners.

School Psychologist: The psychologist assists students and families by providing diagnostic, counseling/therapy, and consultation services. Specifically, the psychologist: ♦ Assists children in the area of school adjustment.
♦ Administers academic and psychological tests.
♦ Assists with the identification of gifted students.
♦ Participates in the Child Study Committee for children who are being considered for services.
♦ Provides counseling services to individual students and groups of children.
♦ Assists students in understanding the effects of their behavior.
♦ Assists Pupil Personnel Service staff in implementing social and personal growth programs.
♦ Assists parents in understanding the growth and developmental stages of their children.
♦ Consults with community agencies, and/or serves as a professional resource person to the community.

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**Students/Staff Support Team (SST):** The SST consists of staff members with diverse talents and expertise who work collaboratively toward the creative resolution of student problems. Teachers may request and obtain assistance from the SST in resolving student problems that impede student performance. The SST augments, supports, and compliments other school programs. It provides for immediate support and problem resolution while other programs may have requirements (paperwork, evaluation processes, and waiting periods) that result in a delay of assistance. Please contact the school psychologist or counselor for more information.

**ELEMENTARY SCHOOL SPECIALISTS PROGRAMS**

**Art Program:** In this class, the students will create works of art, develop art vocabulary, and skills. The students will also learn about the elements and principles of design. While developing knowledge of Art Heritage, students will learn about cultures, individual artists, art masterpieces, and art careers. They will utilize critical judgments in the visual arts: recognition of differences, evaluation, analysis, comparison, appraisal, discrimination, and wisdom in artistic choice. Children will experience creating with a wide variety of materials: drawing, ceramics, weaving, printing, painting, and computer graphics. An art gallery with recognized work exists in our school foyer.

**Host Nation Program:** The basic objective of the Host Nation program is to foster mutual understanding between Arabic and American people. The program enhances human awareness and provides a means by which individuals become better prepared for national and world citizenship. Emphasis in the elementary grades is on the cultural aspects of Bahrain and its people. Functional language is an adjunct of the program. Host Nation classes are taught by Bahraini nationals who are certified teachers.

**Information/Media Center (Library):** The Information Center is designed to support the elementary school curriculum. The center has state-of-the-art computer instruction in the use of the computer for research, locating books of choice, and enjoying technology and media. Children may utilize books, magazines, and reference areas for research, audiovisual materials such as filmstrips, cassettes, videos, games, puppets, and computers. Students may go to the Information Center alone or in small groups. Teachers may arrange to bring their classes for special research projects. You are invited to visit any time.

**Music Program:** The music program consists of a variety of activities that are designed to help the child develop musical skills and to recognize and appreciate many different styles of music. Activities include: listening to various music to identify instruments and style, playing simple instruments, performing musical dramas, choreographing body movement to music, and singing songs from American folk tradition, international songs from around the world, and patriotic and holiday songs.

“Music in Our School Month” is celebrated during the month of March by having various guest instrumental and vocal demonstrations, and other musical experiences.

**Physical Education:** The PE program is designed to promote life-long recreation and fitness. When students come to physical education classes, they should wear comfortable, loose fitting clothes and sturdy athletic shoes. For the safety of your child and other children, please do not let your child wear boots or slippery-soled shoes. If a student comes to physical education class with improper clothing or shoes, they will be allowed to participate in activities that do not endanger themselves or others. They may be asked to do an alternate activity if the teacher thinks they will be at risk. The grade can be affected by proper dress, appropriate behavior and following directions.
BAHRAIN SCHOOL

Bahrain School began in Awali, Bahrain in August 1968, as the Bahrain American Elementary School, a Department of Defense School with a staff of one (1) teaching principal and three (3) teachers. They provided for the educational needs of forty students in grades one (1) through eight (8).

By 1970, the school began accepting English speaking Bahraini students and other non-Department of Defense sponsored students. With the addition of these students, the school grew rapidly until, by January 1972, the enrollment was approximately two hundred elementary and correspondence course secondary students. In January 1972, in expectation of even further expansion, the school was moved from Awali to a twenty-four acre campus in Juffair.

From the beginning, foresighted members of the community had anticipated the need for a comprehensive school originally encompassing both American and British Curricula. As a result of an immeasurable amount of donated time, energy and money, the Bahrain Middle High School emerged as it is today, with an American Curriculum for grades 6-12, the opportunity to take advanced placement examinations, and the International Baccalaureate program for academically oriented students in grades 11 and 12. Integrated into all of this is a full Arabic as a First Language program for students with an Arabic passport.

Special programs include music, art, physical education, English as a Second Language, and enrichment programs. Reading as a separate class is offered to students who qualify. The Career Education program includes courses in industrial arts, drafting, accounting, architecture, business management and computers.

The school includes a library of over 25,000 volumes plus multi-media materials and equipment. There is a facility for drama or musical productions and at least one (1) major production is offered each school year. There are complete guidance services for students including SAT, ACT, PSAT and other standardized college entrance examinations. Information is also available on the dates and location of the TOEFL test. Numerous opportunities exist for participation in student government. Basketball and volleyball courts, soccer and softball fields, a swimming pool, four (4) tennis courts, an athletic track, and two purpose built sports halls are included in the school’s facilities.
BAHRAIN INTERNATIONAL SCHOOL ASSOCIATION (BISA)

The Bahrain International School Association (BISA) was officially formed under the laws of the Kingdom of Bahrain on February 2, 1978 and assumed the responsibility for the Bahrain International School and its operations. BISA succeeded the Bahrain School Trust, which had been responsible for joint coordination with the US Department of Defense Dependent’s School.

Under a twenty year Lease Agreement signed May 15, 1978 between the Ministry of Finance and National Economy and BISA, BISA has leased approximately twenty-four acres in Juffair, Bahrain, where the Bahrain School is situated. The objectives of BISA are exclusively educational and charitable and no profits are allowed from the operation of the school or from its property.

An agreement for operation and administration of the school exists between BISA and the US Department of Defense Dependents Schools (DoDDS). The scale of tuition fees is set annually by the U.S. Federal Treasury, and school tuition fees are paid by students in US dollars directly through the school’s DoDDS administration to the U.S. Federal Treasury.

BISA imposes a mandatory annual building levy on all students attending Bahrain School. All students other than U.S. Federal Government dependents pay BISA’s building levy. In lieu of the building levy for the U.S. Federal Government dependents, an annual fee is paid by DoDDS for the use of the school facilities based on a formula, which closely equates to the building levy for non-U.S. Federal Government Students.

The levy (the rate which is established and announced by the BISA Board) is payable in one lump sum at the commencement of the school year. Attendance at Bahrain School will be terminated for those students whose building levy is not paid within thirty (30) days of the due date.

BISA is responsible for all the new buildings for Bahrain School, e.g. new gymnasium and classrooms extension and for capital investment type of improvements. Routine maintenance, custodial care, teachers’ salaries, utilities and all other operating costs are paid by the DoDDS system through federally appropriated funds.

The principle purpose of the building levy is to provide BISA with the funds required to repay the loan taken out from the National Bank of Bahrain for the construction of the school buildings, related facilities and ground improvements, and for the subsequent maintenance and repair to retain them in a safe and effective operating state. BISA is also called upon from time to time to assist the DoDDS School Administration in the provision of goods and services to meet special needs, such instances being reviewed and considered for approval, on a case by case basis, by the BISA Board.

The building levy is only applicable to the main school building and related facilities. The building levy is not used for BISA Dormitory operations, which are managed on a self-funding basis, derived from the Dormitory fees paid by the student boarders.
BISA owns, manages and operates a 120 bed Dormitory adjoining the school grounds for students whose parents are not resident in Bahrain. The BISA Dormitory normally caters for students in Grades 9 to 12 inclusive. Dormitory fees are payable directly to the BISA Administrator in Bahraini Dinars. All Dormitory enrollment inquiries should be directed to the BISA Dormitory.

The BISA Dormitory operates under its own rules and regulations as outlined in the Dormitory Handbook.

BISA Board meets monthly; meetings are closed. Board membership includes the DoDDS Principal and Assistant Principal, Chairman of the Local School Advisory Committee, Chairman and Treasurer of the PTSA, Dormitory Director and Dormitory Sub-Director, the BISA Engineer, BISA secretary to the Board, Commander NSA and Legal Advisory NSA, Bahrain Government Private School Directorate representative and leading members of the Bahrain Industrial and Commercial Community.
BEHAVIOR EXPECTATIONS FOR TRAVEL TO DODDS-EUROPE STUDENT ACTIVITIES

DoDDS-EUROPE
These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools.

5. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).

6. Students are not to move facility furniture unless authorized to do so by the activity sponsors.

7. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.

8. Students must observe curfew regulations as they pertain to “in the room” and “lights out.”

9. Electronic music devices are not allowed “on” during instruction or after “lights out”.

10. Each individual is responsible for his/her personal belongings and equipment.

11. Controlled substances (i.e. alcohol, tobacco, drugs) are not to be purchased, brought, or consumed by students attending a DoDDS-Europe sponsored/recognized student activity. Any student attending an unauthorized function where such substances are being consumed will be considered in violation of these rules even if they have not consumed the controlled substance(s). This rule applies also to functions where controlled substances are sold that are part of an authorized activity. An exception to this rule may granted by the Director, DoDDS-Europe to the attendance restriction where the chaperones and sponsors are in attendance and insure that DoDDS students will not be consuming controlled substances.

12. Smoking is not allowed during DoDDS-Europe sponsored/recognized student activities.

13. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated when the incident is reported to the respective school authority(s) and the student will be suspended from the activity.

14. Dress properly for the activity. Some activities are more informal (Creative Connections) and require clothing that can stand up to wear and tear. Other activities are more formal (MUSS & MUN) that require a white collar, professional look. In all cases, dress should be proper and in good taste.

15. Girls and boys rooms are “off limits” to members of the opposite sex.

16. Areas not open to student use (i.e. offices, lounges, etc.) are to be respected.

17. Any action by a participant that might be questionable in its performance, either from a safety or property respect standpoint, must be discussed with a chaperone/instructor before acted upon (i.e. leaving the hotel/billeting/activity facility at lunch or in the evening).
18. Mature student decorum is expected throughout the seminar. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

Minor rules infractions will result in restrictions and obligations being placed on the student (i.e. restriction to their room).

Serious infractions of any of the above items, as well as those discussed at the activity by the sponsors/chaperones will result in student removal from the seminar. Except for attending meals, the student(s) will be restricted to the room. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the seminar.

Student Signature ____________________________

Parent Signature ____________________________

Date________________________________________
### Elementary Lunch Schedule – Regular Day
Sunday - Wednesday

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>1130-1200</td>
<td>1200-1230</td>
</tr>
<tr>
<td>2-3</td>
<td>1145-1215</td>
<td>1115-1145</td>
</tr>
<tr>
<td>4-5</td>
<td>1200-1230</td>
<td>1230-1300</td>
</tr>
</tbody>
</table>

### Bell Schedule – Middle and High School
Regular Day - (Sunday - Wednesday)

#### Bell Schedule-Middle School
Regular Day - A/B

<table>
<thead>
<tr>
<th>Time</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;/5&lt;sup&gt;th&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;/6&lt;sup&gt;th&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;/7&lt;sup&gt;th&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;/8&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-0925</td>
<td>85 min</td>
<td>85 min</td>
<td>85 min</td>
<td>85 min</td>
</tr>
<tr>
<td>0935-1100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100-1140</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1145-1310</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1315-1440</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Bell Schedule-High School
Regular Day – A/B

<table>
<thead>
<tr>
<th>Time</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;/5&lt;sup&gt;th&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;/6&lt;sup&gt;th&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;/7&lt;sup&gt;th&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;/8&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-0925</td>
<td>85 min</td>
<td>85 min</td>
<td>85 min</td>
<td>85 min</td>
</tr>
<tr>
<td>0935-1100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1105-1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1230-1310</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1315-1440</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Elementary Lunch Schedule - Thursday
Shortened Day

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>K - 1</td>
<td>1100-1130</td>
<td>1030-1100</td>
</tr>
<tr>
<td>2-3</td>
<td>1115-1145</td>
<td>1045-1115</td>
</tr>
<tr>
<td>4-5</td>
<td>1215-1245</td>
<td>1145-1215</td>
</tr>
</tbody>
</table>

Bell Schedule for Middle and High School
Thursday – Shortened Day

### Bell Schedule-Middle School
Shortened Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-0910</td>
<td>1\textsuperscript{st} /5\textsuperscript{th}</td>
<td>70 min</td>
</tr>
<tr>
<td>0920-1030</td>
<td>2\textsuperscript{nd} /6\textsuperscript{th}</td>
<td>70 min</td>
</tr>
<tr>
<td>1030-1110</td>
<td>Lunch</td>
<td>40 min</td>
</tr>
<tr>
<td>1115-1225</td>
<td>3\textsuperscript{rd} /7\textsuperscript{th}</td>
<td>70 min</td>
</tr>
<tr>
<td>1230-1340</td>
<td>4\textsuperscript{th} /8\textsuperscript{th}</td>
<td>70 min</td>
</tr>
</tbody>
</table>

### Bell Schedule-High School
Shortened Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800-0910</td>
<td>1\textsuperscript{st} /5\textsuperscript{th}</td>
<td>70 min</td>
</tr>
<tr>
<td>0920-1030</td>
<td>2\textsuperscript{nd} /6\textsuperscript{th}</td>
<td>70 min</td>
</tr>
<tr>
<td>1035-1145</td>
<td>3\textsuperscript{rd} /7\textsuperscript{th}</td>
<td>70 min</td>
</tr>
<tr>
<td>1145-1225</td>
<td>Lunch</td>
<td>40 min</td>
</tr>
<tr>
<td>1230-1340</td>
<td>4\textsuperscript{th} /8\textsuperscript{th}</td>
<td>70 min</td>
</tr>
</tbody>
</table>
BAHRAIN SCHOOL HONOR CODE

As a student at Bahrain School, I understand that I am expected to…

Be Respectful-
I will not…
- Damage, destroy, steal property
- Disobey or disrespect the faculty or staff
- Use vulgar language
- Bully or degrade others
- Fight

Be Honest-
I will tell the truth. I will not…
- Copy homework from another person not give mine to be copied
- Copy, give, receive, not communicate information during or abut a tests to others
- Plagiarize: the deliberate representation of someone else’s words, ideas, or information as one’s own
- Tell or give information that is false

Be Ready-
I will dress appropriately, come prepared to learn, and be on time. I will not…
- Skip school or classes
- Come to school late
- Come without my learning materials
- Violate the dress code

Be responsible for following all other school rules as listed in the Bahrain Parent/Student Handbook.