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School Vision, Mission, and Beliefs

OUR VISION

We envision our students' as successful individuals, proud of their identity, believing in themselves, enjoying learning, excelling in work and dedicated to achieve

"Success is Everyone's Right"

OUR MISSION

Our students will be empowered to achieve the best of their abilities and reach their intellectual and personal potential. They shall become independent, productive, and integrated in their society through their lifelong learning journey. This will be accomplished by implementing a complete, well studied systematic inclusion system using our holistic approach in an attractive, safe and nurturing environment.

Our services are provided by a highly competent, experienced, and multidisciplinary staff for whom integrity in work, transparency, and respect of individual differences are core values.

"Together we make the difference"

OUR BELIEFS

We Believe:

1. In the value and importance of EARLY INTERVENTION
 2. That INCLUSION is a key strategy to enhance learning and the means to achieve acceptance of others
 3. That everyone has RIGHTS to claim and DUTIES to fulfill
 4. In the right of EQUAL OPPORTUNITIES in learning, in employment, and in living
 5. That everyone must PARTICIPATE in the progress of his nation
 6. In the necessity of DIVERSITY to live and learn together for the benefit of everyone
-

7. In LEARNING AS A LIFE-LONG JOURNEY

8 missing information

Letter from the School Director and Founder

Dear Parents

We promise that your children will enjoy a safe and organized educational environment through advanced curricula, support services, academic and social care that will address their needs with your participation, and through our mission's motto:

"Together, we make the difference"

which will be achieved by the presence of the Parents and Teachers' Council, to whom we extend our thanks and gratitude for their interest and effort in positive and effective participation. We wish them every success.

Among the most important programs and services that we have been keen to add to our curricula: "The methodology of the learning in the twentieth century," according to UNESCO. It has four pillars considered as basic principles to reshape education for sustainable development:

1. **Learning to know**, to provide the cognitive tools required to better comprehend the world and its challenges, and to provide an appropriate and adequate foundation for future learning.
2. **Learning to do**, to provide the skills, which would enable individuals to effectively participate in the global economy and society.
3. **Learning to be**, to provide self-analytical and social skills, to enable individuals to develop to their fullest potential psycho-socially, effectively as well as physically, for an all-round complete person.
4. **Learning to live together**, to expose individuals to the values implicit in human rights, democratic principles, intercultural understanding, respect, and peace at all levels of society and human relationships, to enable individuals and societies to live in peace and harmony.

Finally, this school handbook is intended to provide you with an overview of school rules, policies, and grading system. It is advisable to share it with your

children. As we affirm the school management's readiness to clarify any inquiry and provide you with all the necessary help and support, we wish everyone success.

Sincerely yours,

Dr. Nora Saleh Al Dhahiri
School Director and Founder

KINDERGARTEN AND ELEMENTARY PRINCIPAL'S MESSAGE

Welcome to Parents and Families of Al Nibras International Bilingual School (NIS),

My name is Dr. Glenda Buchanan and I am the principal for NIS KG and Elementary Divisions. I am very passionate about education and I look forward to partnering with you to provide our students with a rigorous, engaging, and high-quality educational experience. As a parent of two children and a grandparent of five grandchildren, I recognize the importance of a strong home and school connection. Parents are every child's first teacher and I believe that by working together, we can make sure your child's academic, social, and emotional needs are met.

I believe that great schools are the results of great teachers, so my primary objective is to ensure that every student is receiving high-quality instruction from every teacher at NIS. My staff and I work as a team to embrace and implement the school's vision, mission and beliefs reflected in one of our school's motto, "Success is Everyone's Right."

It is also my aspiration as an educator, to help our students meet their fullest potential by establishing an environment where students feel safe, are comfortable, taking risks with new learning, and are presented with opportunities to share their thoughts and ideas. I am working closely with our staff to guarantee that all our students are intellectually challenged and have access to the social and emotional support critical to students during their kindergarten and elementary years of learning.

I am asking you as parents to get involved with our Parent Teacher Support/Parent Teacher Association (PTS/PTA) and or other school events to join in our school's road to success.

Thank you for the opportunity to serve your families in this role. Please do not hesitate to reach out to me if you have any questions, concerns, or ideas you would like to share. You can contact me by email, glenda.buchanan@nis.edu.kw.

Sincerely,

Dr. Glenda Buchanan
Principal, KG and Elementary Divisions
Al Nibras International Bilingual School

KINDERGARTEN PROGRAM

At Al Nibras International Bilingual School (NIS), we make sure that learning is fun for our Preschool and Kindergarten students. Kindergarten is a very important stage where the child has the most rapid phase of growth and development. Additionally, it is the child's first experience in a school setting.

We at NIS are very excited to work with you and provide your child with all the necessary skills, knowledge, and experiences that will develop his/her social, emotional, motor, linguistic and cognitive abilities to become an independent learner, proud of his/her identity, believing in himself/herself and enjoying learning. This handbook is prepared to provide you with all the necessary information that will help us to embark together on this journey.

Academic Information

Learning in Kindergarten is an active, engaging process that involves learning through fun, play, exploration, skill practice on various subjects that foster the child's curiosity and interest. Our children are involved in a variety of activities that require them to communicate with their teachers and classmates, think critically, acquire knowledge, and develop language throughout the day. All the activities provided work in developing not only the students' educational needs but also the social, emotional and physical needs. NIS provides three levels of KG: Pre-KG, KG1, and KG2.

National Curriculum

The Al Nibras International Bilingual School (NIS) adopts Kuwait Ministry of Education curriculum to teach Islamic Education, and the Holy Quran.



International Curriculum

NIS follows internationally recognized curricula that quantify and qualify students to be successful globally.

Arabic and English

Kindergarten classes are based on a comprehensive curriculum that enables our children to comprehend both basic Arabic and English languages through conversation. Our Arabic and English programs provide opportunities to our students to orally express their thoughts and needs while enhancing their vocabulary and other language skills on various topics. Our language lessons also provide them with pre-reading and writing skills that pave the way for the primary stage.



Mathematics

Mathematics in the Kindergarten Level focuses on counting and cardinality, the operation of adding and subtracting, recognizing shapes and sizes. Our students are provided hands on activities that enable them to explain, explore, experiment, sort, classify, compare, match, and follow patterns. They learn by using a variety of concrete, real-life objects, manipulatives, and other materials that enhance their acquisition of mathematical skills through the transfer of mathematical applications from abstract concepts to sensory applications.

Genius Map Program

Genius Map is a special mathematics program based on the use of Soroban, or abacus, which is an ancient mathematical tool used for calculating basic number operations. The program is used to enhance students' learning, problem solving skills, and self-confidence. Additionally, it aids in improving creative thinking, reinforcing self-discipline, and increasing concentration, speed, accuracy, memory power to perform calculations, ultimately, making math fun.

The benefits of Genius Map include, but are not limited to:

- Self-confidence and increase self-expression
 - Teamwork ability
-

- Desire to excel
- Academic proficiency

Science

The Kindergarten Level offers a new integrated program in the natural sciences, earth sciences, and life sciences. The curriculum focuses on research skills that enrich students' critical thinking, as well as observation skills, as a key focus of science. The tools range from interactive textbooks, smartboards, and labs, to facilitate the transfer of concepts to concrete applications.



Visual Arts

The School Visual Arts Platform helps our students to identify colors, shapes, and blends via drawing, or designing different characters and handicrafts. The focus is on the development of imagination, self-expression and cognitive perception.



Music

The Music curriculum, which is applied for KG2 classes onwards, helps our students to participate individually and/or collectively to show their understanding of music basics through singing, playing, and using singing skills to prepare or create musical tunes.

Physical Education (PE)

The PE curriculum helps our students to enhance motor skills, develop healthy habits and feel successful when participating to the best of their ability in a wide variety of activities. They are encouraged to have fun and enjoy PE and swimming lessons.

Note to Parents: If your child has any physical or medical problems that may stop him/her from participating in swimming, or PE lesson, please let us know.



GRADING SYSTEM

For kindergarten, the grade is expressed as follows:

Conduct Rating Scale	
Excellent Conduct	1
Above Expectations	2
Satisfactory	3
Below Expectations	4
Unsatisfactory	5

Grading	
Exceeds Expectations	E
Meets Expectations	M
Shows Progress	S
Not Mastered	N
Not Introduced	N/A

LETTERS OF CONCERN

Letters of concern are addressed to parents of students who have difficulties in meeting academic requirements. NIS issues this letter at the end of each quarter. The letter includes recommendations and actions to be taken to help students reach their goals. Letters are generated when the student's grades are rated as a 4: below expectations.

ADDITIONAL ACADEMIC SUPPORT SERVICES

NIS students who are eligible, receive the following additional individualized support services:

- Academic or therapeutic intervention from a team of highly trained specialists
- Individual Education Plan (IEP) to address the needs and adjust these plans to suit each student

HOMEWORK

- Our students are assigned homework commensurate with the curriculum they are studying.
 - We provide no more than one 60- minute homework load per week.
 - The assignments of the Pre-KG and KG levels are followed daily through the student's communication log.
-

ASSESSMENT POLICY

- Notifications for revisions and assessments are sent through the communication log.

GENERAL INFORMATION



COMMUNICATION BETWEEN SCHOOL AND HOME

Parents' engagement plays a key role in students' success in school and in developing a sense of confidence in the school community. We are committed to assisting you and your child by establishing active partnerships that strengthen learning. As parents, you are encouraged to communicate with your child's teacher regarding a classroom issue through messages on Parent Portal Plus online service.

You will receive information about Parent Portal Plus during the registration time of school and if you need additional assistance, please let us know. Additionally, we have included some information about the Parent Portal in the appendix of this Handbook. As the official communication site between you and the school, please be advised of the following:

- It is very important that you read the online service daily.
 - Please note teachers will communicate with you through the online service.
 - If you have any questions, write them on-line and the teacher(s) will respond within 24 hours.
 - A Parents Lesson Plan (PLP) is sent with the child every Thursday. This will allow you to know all the information introduced to your child in the class.
 - The social worker can communicate with you by appointment through the Gate 3 receptionist.
 - You can contact all specialists through the receptionist by appointment or by phone if needed.
 - Should you need to relay anything else, you can make an appointment with the administration by phone or through the receptionist.
-

EARLY REGISTRATION

You can re-register your child as early as February of the same school year.

LATE REGISTRATION

Registering your child at the beginning of the school year is considered late registration. Students registering late may be less motivated and may miss important information presented in class.

TRANSFERS

Transferring students from one classroom after they have been placed by our team of specialists is not be allowed. Students are placed according to their achievements and learning outcomes. Any transfers made after the placement will be determined by our team of specialists.

SCHOOL HOURS

Kindergarten classes start from 7:30 am and end at 12:40 pm. Our after-school program, for kindergarten students is given from 1:00 pm to 2:30 pm daily and it is a paid service.



EARLY ARRIVAL

Staff commence their duty at 6:45 am to accept students. Security guards are located at all reception area entrances before 7:00 am. It is not allowed to leave your child with security guards. Kindly wait with your child until morning duty starts.

LATE ARRIVAL

Students being on time is an important factor in their academic success; therefore, it is important for your child or children to come to school on time. In the event this does not occur, the following procedure should take place:

- Students who come to school late should be accompanied by their parents. Please do not send your drivers, nannies or maids.
- Latecomers are redirected to Gate 3 since Gate 2 closes at 7:45 am.
- Each student must receive a late slip or note arriving later than 7:45 am without an acceptable excuse, for example, illness or emergency family circumstances.
- Students without a late slip or note from the reception area are not allowed to enter late his/her classroom.
- Teaching staff will accompany the late students to classes.
- Parents need to pick up their children between 12:41 pm - 1:00 pm. If parents are late for more than three times in picking up their child, then the child will be automatically enrolled for the KG after school program which will be added to the fees if not paid on time.

ABSENCES

In the event your child is absent from school, parents are requested to:

- Accompany your child, with a medical note from a physician.
- Present documents that justify a late return for students who report back to school from the holidays

Important Note to Parents: Students absent for more than 15 days without justification will not be able to re-register for the following year.

MORNING ASSEMBLY

Morning assembly is the mental, physical and spiritual preparation before beginning the school day. It develops a feeling of unity among students and a sense of identity with the school. Assembly starts at 7:30 am every Thursday morning and it is a must, therefore make sure that your child reaches early to attend the morning assembly.

AFTER-SCHOOL PROGRAM

NIS provides an afterschool program, Kid's Creations, for our KG students. The aim of this service is to provide supervision along with fun activities to KG students in a safe school environment. The service is available for NIS staff and parents who cannot pick up their KG children by the regular dismissal time at 12:40 pm. The time for the program is from 1:00 to 2:30 pm.

Registration in the Kid's Creations program requires monthly payment by parents at the requested time or during student enrollment. Parents are requested to contact the receptionist on Gate 3 for registration and payments.

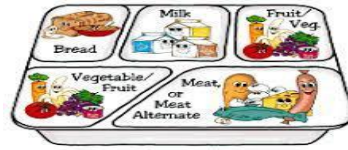
SCHOOL UNIFORM

Dress code rules are part of the overall school rules and are outlined below:

- School offers a suitable daily uniform. Uniform is a daily must for students, and PE days according to the schedule.
- Parents are contacted in case that the student do not wear the daily uniform.
- Parents are requested to ensure that the child wears the daily school uniform, neat and clean, has short nails and neat hair.
- For children's safety, jewelry is not permitted.
- The child wears white socks and black or white shoes daily except when he/she has PE classes. All shoes must fit securely onto the child's foot and have traction to run safely.
- All clothes must have the student's name and classroom written on the label.
- Uniforms must be bought from the school.

EXTRA CLOTHES

- Please provide a change of clothes for your child to be used in case of any untoward incidents. The set should include shirt, pants, underwear, and socks. Put the clothes in a bag labeled with your child's full name and class and give it to the class teacher at the beginning of the year.
 - Kindly update your child's change of clothes to account for season and size changes.
 - Notification will be sent to you when the extra clothes are used to make the necessary replacement.
-



RECESS AND EATING TIMES

Please make sure your child eats breakfast every morning. It is very important that children have enough energy throughout the morning.

Pre-KG and KG students are given two breaks during the school day. The first break is from 9:35 am to 9:57 and the second break is from 11:32 am to 11:54 am.

Students may bring one or two nutritious snacks to school each day. Snacks should be portable and easy to open and eat. There are many nutritious snack choices so please encourage your child to participate in selecting his/her own snack for Kindergarten. The following represent healthy snack ideas your child:

- Sandwich, sliced or cut vegetables or fruit, raisins, crackers, yogurt and similar food.
- Chocolate, chips, candies, fizzy and bottle drinks are **not allowed**.

NIS provides canteen/restaurant service to all students to encourage students to eat healthy meals. If you are interested in the school meals, kindly be aware that

- This is a paid service which is offered to Pre-KG and KG students in the classroom.
- You can choose different meals for a week or a month.
- You can access this service by filling out a meal order form, which is available at the receptionist.



MEDICAL SERVICES

Our School Health personnel are professional registered nurses present on the school premises to provide first aid to injured or ill students. In case of a medical emergency, the child's condition is assessed by the school nurse and he or she might be transferred to the hospital, depending on the medical circumstances. Parents will be duly notified.

It is very important, in case of an emergency, to provide the school your current address, and pertinent phone numbers and contact details of you and your emergency contact person.

In Class

- Teachers are very vigilant in monitoring students' well-being in the school. If a teacher notices any changes in a child's disposition or condition, and suspects a sudden illness, the child is sent to the clinic, accompanied by an adult.
- Any urgent or immediate medical conditions will be assessed by the school clinic and you will be notified.

The school's medical clinic is equipped with state-of-the-art first-aid kits. Any accidents requiring first aid, the nurse will call you.

Medication

Should your child need to be given any medication during the time he/she is in school, the following steps must be completed.

- Do not send any type of medication in the child's lunch bag.
- The child's parent or guardian must give written permission for the prescription medication to be given to the child with instructions for dosage and the schedule for taking the medicine.
- The medication shall be put in a plastic bag with the student's name and class written clearly on a label.
- All prescription medication must be in the original container with the printed directions on the container.
- You need to present all medications to the child's teacher, then turn it over to the school clinic.

Please note: If your child is taking any prescription, or non-prescription medications at home, please notify the child's teacher when you come to

school. This enables us to observe the child for any signs of a reaction and helps us to know why a child may have a change in behavior.

Health Concerns: Please let the school know (if you have not already done so) of any health concerns your child has, such as allergies, dietary restrictions, asthma, or medications that may impact him/her at the school. Additionally, you must notify the school clinic and the school social worker if your children have any chronic health problems with a medical note from a physician.

KEEPING A SICK CHILD HOME

It is very important for you to keep your sick child at home for his/her welfare and the welfare of his/her classmates. Below are sufficient reasons to keep your child at home:

- Temperature over 37 degrees. Your child needs to remain at home and has to be fever-free for 24 hours without the assistance of medication before returning to school.
- A strep infection or contagious disease
- Vomiting during the night or in the morning.
- Persistent diarrhea during the night and into the morning.
- Red or swollen eyes that itch/hurt and are draining.
- Unexplained rash



PERSONAL HYGIENE

The overall wellness of our students is always on the minds of our school staff; therefore, we encourage you to maintain your child health and personal care by performing these tasks to your child daily:

- Sleep not later than 8 pm. Children who received plenty of rest will improve their academic performance.
 - Bath or shower, and brush teeth daily.
 - Eat a healthy breakfast and bring healthy foods to school for lunch, if the child does not take a school meal from the canteen.
 - Always wear clean clothing daily which includes underwear and uniforms.
-

- Discard or throw away all uneaten foods from his/her lunch container. Then clean the container with soapy water and rinse with clean water daily.
- Bring a bottle of water daily.
- Following these steps will increase the child's chances of being a healthy student throughout the school year.

TRANSPORTATION

NIS provides transportation service to certain areas. You can inquire with the Student Affairs Department for the areas NIS transportation covers.

PHONES

Students can make calls to parents in special circumstances and with the supervision of a social worker. Students are required to leave their phones and notepads at home.



LOST AND FOUND

Parents are urged to clearly and permanently mark belongings with the child's name: jackets, uniforms labels, sweaters, swimsuits, lunch containers, pencil cases, and all other personal properties. Labeling students' belongings allow for the proper identification of an item and facilitate its return. The "Lost and Found" is in the reception area at Gate 3. Unclaimed items are disposed of at the end of the school year.

BIRTHDAYS

Birthdays are special occasions that are better celebrated at home with family and friends. In case you would like your child to celebrate his/her birthday with classmates, kindly make it simple and note the following:

- Inform the class teacher to get the necessary approval at least a week in advance of the celebration.
 - Inform the class teacher about the type of cake you will bring to note any allergies or special circumstances.
-

- Sparkly candles are not allowed
- Bring all items needed such as plates and other utensils.
- The school may reschedule the celebration as deemed necessary.
- If you are planning to celebrate a birthday outside the school, invitations must be distributed outside the school.

FIELD TRIPS

Field trips provide a connection to the community and the curricula. We will always let you know of a planned field trip in advance. The school will send you a parental consent form for every field trip on time. Your signature is requested for your child participating in the field trip.

Students that need a Shadow teacher, nanny, or nurse cannot attend any field trips without one of the above stated. Students' parents are also required to pay all fees for any Shadow teacher, nanny or nurse attending the field trip.

For safety reasons, children must wear their school uniform and can only go on the field trip on the school bus.



MONEY IN SCHOOL

The money required for school activities, projects, and functions is collected by the classroom teacher at the beginning of the school day. The school cannot assume responsibility for the loss of money left in such locations as desks, book bags or clothing; however, every reasonable effort will be made to assist your child in finding it. Put any money sent to school in a sealed envelope. Write the student's name, class, the amount and the purpose of this money. Put the envelope in the child communication log folder.



TOYS

Toys and other non-educational objects are distracting to their owners and other children and may constitute a safety hazard with a large group of children. They should be left at home. Knives and guns (**real or toys**) are not allowed in school for any reason.



EMERGENCY AND EVACUATION DRILLS

- The school adopts a vigilant plan for emergency evacuation in case of any untoward incident in school.
- Students and all employees are required to practice this plan not less than twice during the school year.

STUDENT BEHAVIOR EXPECTATIONS

Our school-wide approach to managing student behavior consists primarily of modeling and reinforcing positive attitudes and behaviors. Teachers have class rules, which are based on the school's expectations. We need your support and cooperation in emphasizing the good manners and discipline rules by talking to your child. Some of these rules are: listen to the teachers, follow the instructions in the school, use kind manners, sharing, and respecting his/her teachers and classmates.

COMMUNITY SUPPORT

Our Parent-Teacher Association is a supportive organization that helps us pursue our goals through:

- Maintaining open lines of communication with administration, NIS staff, and the community
- Address community concerns when they arise
- Working together with NIS administration and staff to meet our students' goals

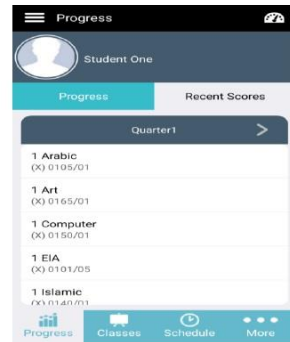
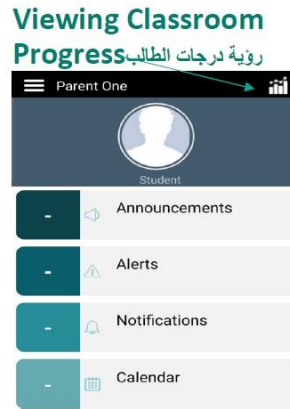
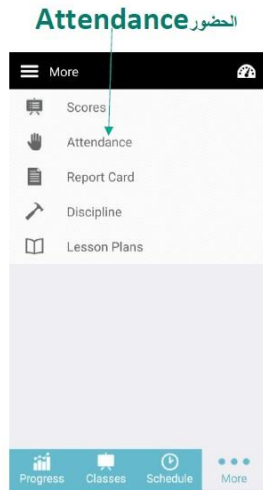
God willing, we will continue to have your support as we strive to increase the membership of the Parent- Teacher Association, to whom we extend our thanks and gratitude for their interest and desire for effective participation.

NIS is also a member of the UNESCO's global network of schools. This network is enhancing our vision, mission, and principles, adding to our distinguished services and enriching the student's and school's relationship with society and the environment locally and globally.

Thank you for all your support and inspiration. Hoping our children will have a tremendous academic year full of fun, joy, and success at Al-Nibras International Bilingual School.

APPENDIX

Parent Portal Plus Instructions



مدرسة النبراس الدولية ثنائية اللغة
Al Nibras International Bilingual School

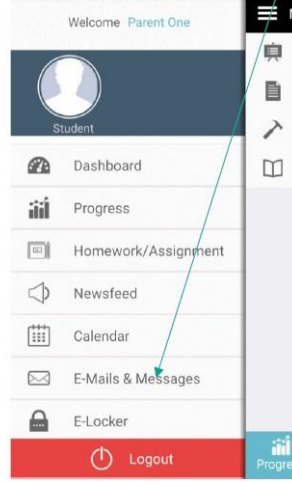
بلس بورتل PlusPortals

برنامج الطالب وولي الأمر على أجهزة الجوال والأيباد
ParentPlus and StudentPlus Mobile Apps :

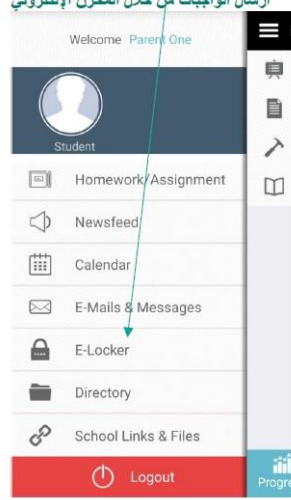
- ▶ The apps can be used on Android and iOS and are found on iTunes or Google Play by searching for "ParentPlus" and "StudentPlus" or just "Rediker" (among other keywords). To find the apps, you can also visit the ParentPlus or StudentPlus web pages.
- ▶ User Name and Password
اسم المستخدم وكلمة المرور

The screenshot shows the ParentPlus login screen. It features a green header with the school's name and logo. Below the header, there is a form with fields for 'Parent Name' (ANibrasInternationalBilingualSchool_Kuwait) and 'Email' (parentone@gmail.com). There is also a 'Password' field and a 'Remember Me' checkbox. A green 'Login' button is at the bottom.

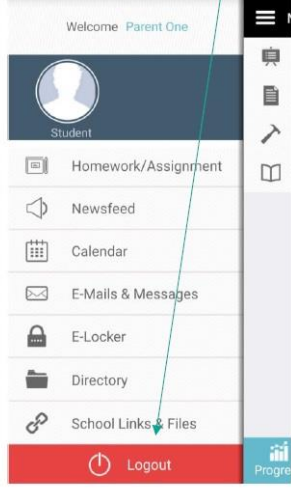
Send E-Mails and Messages



Submit Homework through E-Locker



School Links & Files



قوائم برنامج Parent Plus

Progress	قائمة الدرجات
Homework/Assignment	قائمة الواجبات والمشاريع والاختبارات التصيرة والطويلة
Newsfeed	قائمة أخبار المدرسة: تحديثات - إعلانات - تنبيهات - تحذيرات
Calendar	قائمة التقويم الدراسي: يظهر التاريخ والأيام الأحرى إذا كان هناك حدث.
E-Mail	قائمة البريد الإلكتروني: التواصل مع المدربين وإدارة المدرسة
Progress Reports	قائمة تقارير المتابعة الأكاديمية: تظهر هنا حسب التقويم الدراسي تقارير المتابعة للطلاب المستأجرين على أقل من 70 درجة في السنة الدراسية
School Links & Files	قائمة الجداول والملفات
Settings	
Logout	

إذا ظهر هذا السهم وهذا التحذير معناه أن
هناك ملف يجب تحميله وقراءته

Acknowledgment and Receipt of Parent-Student Handbook

As your partner in helping your child succeed in his / her academic, social and emotional life, Al Nibras International Bilingual School (NIS) asks you (as his or her parents/guardians) to acknowledge that you have read and agree to be bound by the information provided in this Parent-Student Handbook.

Please print, sign and return this slip to the Homeroom Teacher or Social Worker

Student's name _____

Class _____

Parent's signature _____

Date _____
