



Parent & Student
Handbook
2022 – 2023

Third Edition

HIS

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Our School

Welcome from the Principal

This handbook is intended to be a guide for the parents and students of Hawar International School and we hope that it will answer many of the questions you may have about the daily life of our school community. If you have questions about any aspect of school life that are not covered in this handbook, please check our website for more details or feel free to contact us.

As an international school located in Bahrain, we aim to provide a safe, inclusive and caring environment in which young people can learn to live and work together in a spirit of harmony and mutual respect. We encourage each student to play an active role in school life, both in and out of the classroom.

We are fortunate to have a very supportive and interested parent body and we encourage open, two-way communication between home and school. We welcome constructive feedback on how we are doing because it helps us to grow and improve.

We are proud of our school and of the achievements of the members of our school community but we are not complacent. We seek to continuously improve the quality of our facilities and the educational programs we offer to better serve our students' learning and personal development.

We welcome you to school and look forward to your active participation in the activities and events at Hawar International School.

Warmest regards,

Principal
Hawar International School

School Mission

Hawar International School aspires to provide a balanced bilingual education in order to develop caring, inquisitive and open-minded global citizens who harmoniously exist within the culture and values of Islam and Bahrain.

We aim to produce lifelong learners who are able to adapt with the needs of an ever changing world. As an inclusive school, we continuously strive to create a community of young people who act with compassion, integrity and respect diversity, and who promotes equality, freedom, tolerance and understanding.

Our programs of holistic learning enable our students to thrive in the various areas of their lives.

Our Philosophy

- Children are born free and are able to (gradually and at different speeds) learn and adapt
- Each child has the right to be treated with respect, fairness and dignity
- Cooperation, collaboration and acceptance of others are the grounds upon which social security is built
- Human knowledge is endless and needs constant amendment and development.
- “Time” and “work” form an essential value in establishing development and promotion
- A child’s personality is formed naturally if the attention is balanced towards all its dimensions; physical, emotional, social, mental and spiritual
- We believe that the hidden curriculum (the school culture and the school environment) is no less important and influential in the upbringing of the students than the regular curriculum
- We believe in transparency
- We believe in the need for the contribution of students in school activities
- We believe in the inevitability of helping the country socially and in contributing to charitable events

Our Goals

- Make the school a leading icon in education locally and internationally
- Gain internationally recognized awards and accreditations
- Provide a high standard of education and continue to improve it
- Provide educational services to students with special needs and support them to overcome their difficulties
- Contribute in developing a student with self-respect, good moral understanding, a positive stable character and sensitivity towards others and their surroundings
- Emphasize information technology, communication and research development

We aim to be an inclusive community of self-motivated and reflective learners with high expectations and standards. We are achievement-focused and we encourage each child and adult within our community to reach their personal best, both academically and in all aspects of their lives, and to develop a lifelong love of enquiry and learning. We provide our students with close academic monitoring and supportive pastoral care. We take a whole-child approach,

with a focus on balance and a healthy lifestyle, and we encourage the constructive and positive contribution and support of parents.

Contacting the School

We are always happy to respond to any enquiry and our reception staff will be delighted to help out in any way they can. Please note, however, that the reception staff are unable to deliver messages or belongings personally to students in their classrooms.

Parents are also requested to make prior arrangements for their children's after school activities and travel rather than leaving telephone messages with the receptionist. Of course, we are always willing to convey any information to students that is necessary and urgent but please keep messages to your children to an absolute minimum except in the case of a family emergency.

Your child's classroom teacher or homeroom tutor is your first point of contact with the school. You are welcome to contact them if you have any concerns about your child's progress or if they are experiencing difficulties of any kind. An appointment can be arranged and most problems can be easily solved when dealt with at an early stage. They may be able to deal with the issue themselves or they will help you to decide which member of staff is best suited to deal with your enquiry.

We encourage the use of email as the most convenient form of contact with the teachers, however, if you need to discuss a serious issue with one of the Principals please contact reception who will either put you through or take a message. You can also email the relevant secretary.

You can contact staff by calling reception and leaving a message for the class teacher or homeroom tutor to call you back. Your call will be returned as soon as possible, given the teacher's full-time teaching commitments and activity schedule. If the message is particularly urgent, please tell the receptionist and every effort will be made to get back to you at the first available opportunity.

We strongly advise booking an appointment as this will reduce the amount of time you may need to wait. Please note, we will not allow teachers to leave their classes to meet visitors / parents. Teachers are usually available each day at 2.00 pm.

Contact with Parents

It is essential that we have the correct contact information for the parents or guardians of our students in our data system. If you have changed any of your contact information, please send the information to school through our registration department.

Newsletter

There is a weekly newsletter containing important and useful information which is emailed and posted on our website. We encourage you to read it every week to ensure that you receive the updated information.

SMS

In the event of urgent information that we need to communicate with parents, we will send out a SMS. It is the parents' responsibility to ensure we have the most up to date phone number for you.

Parent Portal / Digital Campus

The school uses school management software that allows parents to follow their child's progress over the course of the academic year. Information explaining the use of the parent portal is given at the start of the year. This area of the school's website requires individual username and password for access.

Parent Meetings

There is a schedule of parent meetings for each year group held throughout the year for parents to meet their children's tutors and teachers. Details of these meetings will be sent out to you throughout the year via the weekly newsletter. Parents are also welcome to come to school to meet with individual teachers throughout the year but please only do so if you have made a pre-arranged appointment with the teacher concerned.

We strongly advise booking an appointment as this will reduce the amount of time you may need to wait. Please note, we will not allow teachers to leave their classes to meet parents.

PTA – Parent Teacher Association

The PTA is a committee that consists of parents and teachers. The PTA committee is elected from voluntary participants of the school community and then elected by the parents under the supervision of a representative from the Ministry of Education. Teacher representatives are nominated by the school administration. The PTA meet monthly to propose a set of events and social activities. Money raised by the PTA is used to improve the school's cultural, educational and sports projects.

Student and Parent Induction

At the start of each academic year and just before the students have their first day, the school arranges an opportunity for all parents (new and continuing) along with their children to attend an induction evening where the policies and procedures of the school are explained. A couple of weeks later the school organizes evenings to explain the curriculum that your child will be following for the current academic year, it is also an opportunity to meet with your child's teachers.

Registration Procedure

The criteria for admitting new students to Hawar International School are based upon several factors. These include:

- The past records of the applicant from his previous school
- Passing the entrance exams
- Passing an interview
- Having a good behavior record in the previous school
- For students with Special Educational Needs, an educational psychologist's report is required before entry to HIS will be considered. The school has the right to request this information if the school believes the child has learning needs based on test results and previous school reports

Availability in the appropriate Grade level, students will be placed on a waiting list when there is no availability. Priority is given to the brothers and sisters of HIS students, and to the applicants who have the best results.

Once a new student joins HIS, the student and the parents must abide by all school rules and policies.

Registration and Exam Fees

Subject to passing the entrance exam, the parent or the guardian will pay a registration fee once.

School Fees

The current school fees can be found on the school website and are paid in three instalments:

- The first instalment is payable in the middle of the Second Semester (in April) for regular students. New students pay the first instalment during registration
- The second instalment is payable at the beginning of the first semester (in September)
- The third instalment is payable at the end of the first semester (in December)

Please note that the misplacement or non-receipt of the original invoice will not be considered a valid reason for failure to pay the fees by the due date. No exam certificates, school reports or transfer documents will be released until all outstanding fees have been settled.

If more than one child from a family is enrolled AND the full amount owing for ALL enrolled children is not settled by the invoice due date, the school reserves the right to withdraw the places for ALL siblings in that family who are enrolled at the school. In these circumstances the school may cancel the places allocated to the family and, additionally, offer them to new applicants for places at the school. There is a demand for places and we have waiting lists in most year groups. The fees are payable in full, regardless of sickness or absence for other reasons.

Refund of School Fees

Registration fee is non-refundable. In the event of the parent wishing to withdraw their son/daughter from the school, the following will apply:

- The school must be informed in writing
- If the withdrawal is made before the end of June, the school will keep 50% of the fees up to that date
- If the withdrawal is made from the beginning of July until mid-August; the school will keep 80% of the fees up to that date
- If the withdrawal is made between 16 August up to the first day of the new academic year, no refund will be made up to that date
- If the withdrawal is made during the academic year, the school has the right to retain all fees even if it was paid in full

Transfer Certificates

If your child is transferring to another school, please inform your child's homeroom tutor and the registration department. Please also inform the Principal of the relevant section in writing in good time before your child's withdrawal from school. We require at least two full school weeks' notice for exit documentation or references, transcripts and reports to be prepared. Please note that this documentation will not be provided until all school fees are paid and all books and equipment belonging to the school have been returned. Your child's homeroom tutor will assist them with the necessary exit arrangements before he or she leaves the school.

Academics

Academic Honesty

The school is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

Academic dishonesty includes (but is not limited to) the following:

- **Cheating:** Copying another student's work, using hidden sheets, notes, codes, keywords, or writing on any part of the body carrying such material with the intention of using them on a test, exam, quizzes, presentations etc. without prior permission from the teacher
- **Fabrication:** using false data and information
- **Plagiarism:** Plagiarism is the act of using another person's work or ideas and not giving credit to the original author of the idea. Plagiarism is not allowed in any form in any academic institution. It is considered academic dishonesty and will result in serious disciplinary action. Where appropriate, other peoples' work should be cited.
- **Deception:** Not being honest regarding missing work such as informing the teacher that the work was submitted when it wasn't
- **Bribery:** Offering money or any kind of gifts for answers or work to be done on a student's behalf

Academic Probation

Academic probation will be determined at the end of each quarter by the student's grades. Any student receiving a failing grade in one or more subjects will be placed on academic probation.

Procedure for Probation

- Parents will receive a letter from the Principal stating that their child is being placed on academic probation at the beginning of the next quarter. The letter will explain the expectations of the student/parent and school for the duration of the academic probation
- Students on academic probation will be placed on a weekly progress report to monitor progress throughout the grading period. The weekly progress report collection is the responsibility of the student. Parent support is strongly requested to ensure their child's success
- Parents may be required to meet with the social counsellor and College Counsellor to discuss the conditions of the probation

Students on Probation

- At the end of each semester parents of students failing any course will be informed by letter. Students at the risk of failing the year will meet with the Senior Leadership Team, counselor (s) and parents
- Students whose grade is an "F" in any subject in the first three quarters will risk not being promoted to the next grade level

Assessment

We believe that the assessment and reporting process not only measures and reports on learning but also promotes it. Assessment is fundamentally a feedback process. Self-reflection is an essential component of most assessment and students should have clear criteria for success on any assessment task. Assessment should improve student learning. Students should have access to, and use assessment results to improve their learning. Assessment practices influence instructional practice and assessment results should be used regularly to inform and modify instruction. Most learners achieve higher standards when provided with models of excellence, or exemplars, to understand how work is graded.

Types of Assessment

Diagnostic Assessment

Diagnostic assessment can precede teaching and learning and is used to check students' prior knowledge and skill levels, to identify student misconceptions, profile learners' interests, reveal learning style preferences, provide information to assist teacher planning and guide differentiated instruction.

Formative Assessment

Formative assessment occurs concurrently with teaching and learning. These ongoing assessments provide specific feedback to teachers and students for the purpose of guiding teaching to improve learning. Examples include quizzes, oral questioning, teacher observations, draft work, concept maps, etc.

Summative Assessment

Summative assessment summarizes what students have learned at the conclusion of an instructional segment. It provides evaluative samples including performance tasks, test, examinations, projects and work portfolios.

Examinations

- Students in Grades 1-3 have ongoing assessment throughout the year and do not sit any formal school examinations
- Students in Grades 4-12 have Semester Exams

The school follows a strict assessment policy in which each student's ability is tested in all areas related to school life. The scoring method balances between objectively scored tests as well as essay types. Strengths and weaknesses of students are tested on a daily and monthly basis and the necessary remedial work is carried out. The final evaluation scores are given in percentage of one hundred and the parallel grades are as follows:

Score in Letters	Score in numbers	GPA for high school students only	Score in Letters	Score in numbers	GPA for high school students only
A+	97 - 100	4.0	C-	70 - 72	1.7
A	93 - 96	4.0	D+	67 - 69	1.3
A-	90 - 92	3.7	D	63 - 66	1.0
B+	87 - 89	3.3	D-	60 - 62	0.7
B	83 - 86	3.0	F	Below 60 (Fail)	0.0
B-	80 - 82	2.7	E	Excused	-
C+	77 - 79	2.3	I	Incomplete	-
C	73 - 76	2.0			

Passing Grades

- To pass a grade level the student should score at least (D-) which is equivalent to 60% of the yearly total mark
- His/ Her attendance record should accommodate the school attendance regulation
- S/he should have a good behavior record
- S/he cannot repeat the class more than once
- An (F) score (Failed) is below 60%

Letter Grade Descriptors

The letter descriptors used in HIS are A to D and F.

“A” (Excellent)

- Sustained excellence and outstanding performance relative to standards
- Excellent work habits and participation in class
- Exceptional work and thorough grasp of content and form
- Superior knowledge and insight on assessments
- Ample evidence of serious thought and analysis
- Exhibits constant creativity and initiative

“B” (Very Good)

- Solid performance relative to standards and strong work habits
- Fine quality work and participation in class
- Firm grasp of content and form with sound knowledge and insight on assessments.
- Adequate evidence of serious thought and analysis.
- Exceeds basic course requirements
- Often exhibits creativity and initiative

“C” (Good)

- Adequate performance relative to standards and meets or approaches standards
- Acceptable work habits and participation in class
- Satisfactory work with a basic grasp of content and form
- Reasonable knowledge and insight on assessments
- Exhibits occasional creativity and initiative

“D” (Satisfactory)

- Poor performance relative to standards and meets only some standards
- Work habits and participation in class need improvement
- Substandard work
- Minimal grasp of content and form with insufficient knowledge and insight on assessments
- Rarely shows creativity and initiative
- Barely fulfils requirements
- Modest evidence of student growth

“F” (Unsatisfactory)

- Inadequate performance relative to standards and fails to meet most standards
- Poor work habits and lack of participation in class
- Unacceptable work
- Insufficient grasp of content and form and lacks knowledge and insight on assessments
- Fails to show creativity or initiative
- Does not fulfil requirements
- Minimal student growth
- Not passing

Retention/Promotion Policy: updated September 2017**A. Retention:**

Students who fail more than 2 core subjects (Arabic, English, Math & Science) (either for academic performance or attendance reason) or a total of any 4 subjects, will repeat their current academic year.

B. Retest:

Any promoted student who failed (Academic or attendance) in any subject will be given an opportunity to attend RE- SIT exams as scheduled by the school.

C. Probation & Make up Classes:

Promoted Students who failed in RE-SIT exams, must register in Make - up courses as per Graduation requirements. Make –Up courses will take place in the first Semester of every Academic year. Schedule & payment details will be informed by the school at the beginning of the new academic year.

Educational Support Unit

Students who register with the school as special needs students or students who are diagnosed as special needs by the school will be directed to the Education Support Unit for a special support program according to their level. They will be evaluated and parents charged accordingly. Report cards that are issued by school will indicate the program the student is currently on.

Students are assessed continuously throughout the year and may not require support from the ESU or a reduced level of support in subsequent years. This is the school's decision based on current assessment records.

It may be required from the school that your child may need a shadow teacher to accompany them and give support in lessons. This will be discussed on an individual basis with parents. Parents must cover the costs of the support that is deemed necessary.

The pass mark is 60% for each subject.

Note: To ensure a fair marking scale among mainstream students and ESU students, the registered ones in the ESU department are eligible for a maximum grade of 79% (C+). Teachers will issue an exam out of 79%. 60% is passing grade. (This applies on students of grade 6-12 only)

Curriculum

The school follows the Cambridge curriculum for all English subjects from grades K – 10. For Arabic subjects the school follows the standards set by the Bahrain Ministry of Education. In the KG section there is a 50/50 split between Arabic and English subjects allowing for literacy and numeracy in both languages. The KG2 follows the Ministry of Bahrain curriculum for Arabic subjects whilst the English program is based on the Cambridge Curriculum.

Elementary students study Arabic Language, Arabic Social Studies, Islamic Studies, English, GP, Math and Science. Lessons are also taken in Art, PE and ICT. Students in Grades 1-5 also study Mandarin Chinese.

In the Middle School students study Arabic Language, Arabic Social Studies, Islamic Studies, English, Math, Science and GP. Lessons are also taken in Art, PE and ICT.

In the High School students study Arabic Language, Arabic Social Studies, Islamic Studies, English, Math, Science (Biology, Chemistry and Physics) and Social Studies including Business Studies. Lessons are also taken in PE and ICT.

Educational Trips

A wide range of trips relevant to the curriculum are arranged and are prepared in advance by the teachers and the Activities Coordinator. All trips are notified to parents and require an approval form to be completed and handed in to the school Activity Coordinator for the necessary arrangements to be made prior to the trip. Students without written permission will not be allowed to attend the trip. The formal school uniform should be worn on all educational trips unless otherwise indicated in the trip letter. Students who do not attend the trip are expected in school as usual and curriculum work will be organized in their lessons. The costs for transport for day trips within school are covered by the school fees. The costs incurred will be explained in the trip letter where appropriate and should be paid to the school cashier prior to the trip.

The school organizes annual overseas trips which usually take place over school holidays, information letters detailing the trip and associated costs are sent to parents in advance of the trip. Parents are responsible for arranging visa documentation.

The school reserves the right to withdraw students from a trip if the student's disciplinary record is poor over the course of the current academic year or if the school believes the student poses a risk to other students.

Graduation Requirements (High School)

Hawar International School students are required to complete the graduation requirements during their high school career in order to earn their High School Diploma. Students wishing to study around the world will need credits from three years of high school (Grade 10 - 12). These requirements are weighted by credit value. One credit approximates to 90 hours of instruction and coursework as a minimum.

Report Cards

- Progress Reports are issued in the middle of each semester
- Semester Grade Reports are issued at the end of each semester
- Monitoring reports are issued as necessary
- Parents of students who need help are invited to meet with teachers
- Final promotion decision is recorded in June's report card

Copies of these important documents are kept by the school and original documents must be kept in a safe place by the parents. If school fees have not been paid, then parents must collect report cards from the school cashier.

Report cards are issued at the end of the school day; the student must be in attendance in school uniform from the start of the day to receive their card. Report cards will not be issued before the end of the day and will only be given to parents at this time if the student is absent.

Replacement report cards can be requested through the Administration and charges will be applied.

Textbooks

The school provides textbooks for students and distributes them at the beginning of the year for a small fee that is paid with the tuition fees. The teacher may use the textbooks alongside the educational process and in an appropriate manner as set out by the school curriculum. The homeroom teacher takes responsibility for issuing and retrieving the textbooks.

Throughout the year, students will be required to check out books and other classroom materials from the library. In addition, students are also responsible for their textbooks which are received from the school. They are responsible for the safe care and handling of these materials while in the student's possession. If a student loses a textbook or library book, s/he will incur charges for the lost item. The charges will be based on the current replacement cost of the item. Students and parents will be responsible for the payment of lost or damaged books.

Pastoral

After School Activities

Students are strongly encouraged to participate in after school activities (ASAs). Parents support of the after school program is recommended. Teachers and other instructors offer a wide variety of extra-curricular activities after school. Activities are offered to all students from grades 1-12. A small fee is applicable to some activities. It is the parents' responsibility to arrange appropriate transport so that students are not left waiting around after the activity finishes.

Attendance Policy

HIS is committed to the view that consistent school attendance is vital to the long-term academic and personal success of each student. While students can make up written tests and homework missed as a result of absence, nothing can make up for the time missed from a classroom environment that involves discussions, lectures, experiment, and other enriching activities.

Students who miss school for any reason are at a disadvantage in their classes, and the time spent by a teacher in remediating their absence draws the teachers' time away from other students. Students are expected to be in school and to follow their assigned schedule every day. Daily attendance is a condition for fulfilling credit requirements and for participating in extracurricular activities.

We believe that regular school attendance helps students develop invaluable personal habits and supports them in gaining as much as possible from their academic program. Furthermore, we value the contributions each student makes every day, and absence detracts from the quality of all of our classes. **Therefore, a student who, for any reason, is absent (excused or unexcused) from a class for more than 15% (14 days) per semester, will not be able to sit for the end of semester exam for the concerned subjects as he/she will be assigned a 50% for the subject if his/her grade is above 50%, or his/her current grade if below 50%.** This includes days missed **due to illness, extended vacations, or early departure at the beginning and end of the school.** Any student who is late to a class five (5) times will receive one (1) absence for that class.

In cases of catastrophic illness or other emergencies, the student may apply for a waiver from the Principal. The decision to grant a waiver will be made by the Principal who will consider the reason(s) for the student's absence and the number of absences not related to the emergency situation.

Lateness to School

Parents must advise the school in advance of lateness in writing or by phone before 7.30am. In cases of persistent lateness parents will be requested to come to school to discuss management of the lateness.

1.	Student late three times	= Formal letter
2.	4 th Lateness	= Formal detention for one hour
3.	5 th Lateness	= Parent phone call with concern
4.	6 th Lateness	= Parents invited into school
5.	7 th Lateness	= Internal isolation
6.	8 th Lateness	= Parents requested to come to school

Lateness to Class

In case if a student enters a class after the start of a lesson, he/she will be marked as late unless provided with an excused note from the Section Supervisor.

A student who arrives late to a lesson for more than 10 minutes, he/she will be marked absent unless provided with an excused note from the Section Supervisor.

Procedure and Rules When a Student Does Not Attend School

- In case of Absence or lateness after first period, parents are requested to notify the school by telephone or in writing giving the reason for the absence or lateness no later than 7:30 am
- Upon returning to school after an absence, the student must present a medical note to the Homeroom Teacher explaining the reason for the absence. If they fail to submit an excuse the student's absence will be automatically considered as unexcused absence
- HIS strongly discourages student absence for family vacations or social occasions due to the negative impact absences have on student achievement. Missing assignments during absence are the responsibility of the student and therefore s/he should follow up on any missing work during absence
- Make-up tests and quizzes will be administered within two days upon return to school to students with excused medical absences
- Students travelling for medical reasons during semester and final exams will receive an incomplete (I) on their report card, until the exams are made-up
- Students travelling for any other unexcused reason during semester and final exams will receive an (F) grade on all exams missed
- Frequent medical excuses will result in consultation with parent
- Students absent during the day may not attend school functions held in the school during that day or collect reports at the end of the day
- A pattern of absenteeism is a cause for disciplinary action and will result in losing the participation grades as well as jeopardizing the student's promotion
- It is the student's responsibility to resolve the absence status within 48 hours, no excuses will be accepted for an absence after 48 hours.

What is an Excused Absence?

- Family emergency like bereavement, or religious observances,
- School Sponsored activities: field trips, science fairs, musical concerts and competitions held in or outside the school
- University Entrance Requirements; Students taking TOEFL, PSAT, SAT or any external standardized test
- Absence due to medical condition requiring travel abroad will be excused with a valid medical report

What is an Unexcused Absence?

- Any absence other than the above mentioned categories of excused absence
- Parents are strongly encouraged to schedule all appointments (medical, dental, Embassy, etc.) after school hours
- Absence in conjunction with official holiday. Any extended travel with a holiday will be considered as unexcused absence

Skipping classes: a student is considered unexcused when s/he misses all or part of a class period without teacher or office permission or fails to report to where s/he is directed. Skipping a class or part of it is considered unexcused absences and will result in disciplinary action.

Consequences for absences

- Each day supervisors call the parents of the absent students
- 5% absence, meeting is set up with the parents. Contract is signed by both the students and parents
- 10% absence, warning letter sent home, Parents invited in to school and Ministry of Education informed
- 12-14% absence, Final warning sent to parents and Ministry of Education informed.
- **15% absence, any student who, for any reason, is absent (excused or unexcused) from a class for more than 15% (14 days) per semester will not be able to sit for the end of semester exam for the concerned subjects as he/she will be assigned a 50% for the subject if his/her grade is above 50%, or his/her current grade if below 50%.**

Procedure for leaving the school

Students will not be allowed to leave school with their friends unless parents notify Administration in writing. Students must receive permission in writing from the Receptionist in order to leave the campus at any time after arriving on school grounds. No student may leave during the day without parental permission and Administration approval. Students who fail to check out through the Receptionist will risk facing consequences and it will be considered an unexcused absence.

Parents must notify the school the day before any planned early departure from school and students will not be given permission to leave school without this. If leaving school early for medical appointments, a copy of the appointment card is required the day before. Notes are not required in the event of family emergency or following medical advice from the school clinic.

When students leave the school early, the adult responsible for collecting them must sign for the student at reception.

Code of Conduct

Every student at HIS has the right to be treated with respect, courtesy and consideration by every other student, teacher or member of the school community. Each individual has the right to know what the rules are, and has the right to know the basic standards of expected conduct and behavior for themselves and others. Then, and only then, will the school environment be a community of individuals who live and interact based on commonly shared rules, rights, expectations and common sense.

Rights and Responsibilities

Responsibility is inherent in all rights, especially the basic responsibility and duty to respect and secure the rights of others. No student or other person involved in any school can realise his or her rights unless s/he also exercises the self-discipline and care to afford all others the same rights. We shouldn't allow our actions to infringe upon the rights of others.

Students at Hawar International School are expected to:

- Come to school ready and prepared to learn
- Arrive to lessons on time and with the correct equipment and planner
- Act with honesty and integrity
- Be courteous and polite
- Respect one another
- Respect school property
- Wear the correct school uniform appropriately
- Walk around the school in an orderly, quiet and safe manner
- Maintain school cleanliness
- Not have chewing gum, lollipops, chips, fast food and carbonated drinks in school
- Not have mobiles or other electronic devices in school
- Refrain from the use of inappropriate behaviour or language towards anyone

Students who establish a pattern of disciplinary violations will be required to sign a behaviour contract in the presence of their parents and a representative of the school administration. S/he may also be placed on daily report. Failure to comply with the terms of the contract may result in extended suspension or expulsion from the school. Copies of the contract will remain on permanent record in the student's file.

Bullying

The policy of the school is to provide a working and educational environment for students and employees that is free from any form of bullying or other behaviour that tends to create a hostile learning / working environment. Any form of bullying or harassment that includes nonverbal, verbal, written, graphic, cyber or physical nature will result in disciplinary action:

- **Formal School Warning.** Contact the parents or guardians giving details of the offence and inviting them in to School to discuss the matter and to be present when their child is given a Formal School Warning. Their support for the School's actions should be enlisted if possible.
- **Suspension** at the Principal's discretion
- **Exclusion** at the Principal's discretion

We will also not tolerate the bullying of students or staff by parents or visitors and will take action against this kind of behaviour.

Skipping Lessons

Absence from a class of longer than five minutes after it has started without permission is considered skipping. All students out of class must have the required permission (Yellow Slip) from the teacher of that class. Skipping a class is a serious offence, teaching and learning are lost and this might have serious effect on student's achievements and grades. Students who skip a class will receive consequences for their actions.

- 1st time: Parent is informed and student signs a pledge, after school detention issued
- 2nd time: Parent must come to school and sign a pledge, student has an internal suspension and receives counselling
- 3rd time: Parents informed and student suspended for one day from school
- 4th time: Parents come to school, student suspended for 2 days from school

If a student continues to skip classes, this becomes a health & safety issue and we will not take responsibility for their actions or where they are during the school day. Parents will be summoned to school and the student may be suspended until the end of the semester / academic year. The student may not be allowed to re-enroll for the next academic year.

The school will inform the Ministry of Education of all students who are skipping lessons on a regular basis. Students who are suspended will unfortunately receive a zero for any work missed.

Social Behaviour

Students at HIS are expected to maintain positive and respectful relations with others. The following types of behaviour are inappropriate and will not to be tolerated:

- Fighting or assault
- Hazing or initiations
- Threatening or intimidating behaviour
- Participating in group behaviour that intimidate or threaten
- Physical or psychological harm towards others
- Recruiting or encouraging others to participate in inappropriate activities
- Harmful or intimidating behaviour
- Promoting or encouraging membership and interests of groups, clubs, fraternities, or organizations not officially sanctioned by the school, or that encourage or support the above behaviour
- Any form of cyber bullying

Students who engage in these types of behaviour are not welcome at Hawar International School and will receive consequences which will include counselling, pledges detention, suspension and / or exclusion - depending on severity, frequency and previous school behaviour record.

Forbidden Items

The following items are not allowed in school and the school will not take any responsibility for loss, damage or theft of personal belongings. Forbidden items will be confiscated (or removed in the case of make-up) and parents will need to come to school to collect them. Items found marked with an asterisk (*) will lead to suspension of the student and investigation.

- Jewelry (one stud / sleeper per ear for girls is permissible)
- Make-up & Nail Polish
- Chewing gum
- Soft drinks / Energy drinks
- Junk food /fast food (including candy & chocolate)
- Electronic devices

- Mobile phones
- Aerosols / Spray cans
- Non-prescribed medicines*
- Political / Anti-religious literature / images*
- Subversive literature / images*
- Sharp objects / Weapons in any form*
- Lighters / Matches / Flammable liquids*
- Cigarettes or any smoking paraphernalia*

Tobacco, E-cigarettes, Drugs, Alcohol and Illegal Substances

The school is a smoking, drug, alcohol free environment and will not tolerate any use of these substances. If a student is caught s/he will immediately be suspended pending a full investigation and may be excluded permanently. In the event of illegal substances being found, the police will be informed.

Mobile Phones & Electronic Devices

Use of mobiles and other electronic devices is strictly forbidden. Mobile phones will be confiscated if seen by any staff member whether they are being used or not. Loss of mobiles is solely the responsibility of the student and the school will not be held responsible for the loss, theft or damage of the device. If a device is confiscated, it is the responsibility of the student to inform their parents. The device will only be returned to the parents when they are able to come to the school to sign a pledge and collect it. If a device is confiscated again it will be kept at school until the end of the semester or school year. Students refusing to cooperate with staff members will not be allowed into class until parents have come to school to discuss.

Health Care

Every student that is admitted to HIS must have filed with the school nurse a health record. The admissions package contains a form that parents, with the assistance of the family doctor, must complete. Contact information must be accurately and comprehensively recorded on the form.

If a student is suffering from any condition that places him / her or others at-risk, this information must be supplied to the school so that the nurse and teachers can exercise special precautions. Examples of conditions falling under this category include convulsions, asthma, epilepsy, sickle cell disease and diabetes mellitus. The school declines any responsibility, should parents fail to notify the school nurse.

Students have access to the school clinic with two full time nurses available. Students do need permission to go to the clinic. The clinic is not a hospital and will only evaluate student health issues. No medication will be given without parent permission. Following evaluation, the child may be returned to class or stay in the clinic for further evaluation. If a hospital visit is deemed necessary then in non-emergency situations, parents will need to collect their child from the clinic. In emergency situations the school will arrange transport to the hospital and advise parents to meet at the hospital.

- If your child is unwell in the morning they must not be sent to school until they are better
- Detailed immunization information should be handed to the school

- Any contagious diseases that the student develops should be reported to the nurse
- In case a student has to bring medication to the school, it should be given to the school nurse in a sealed container with clear labels indicating how to use it and the child's name should also be on the label. The nurse will be responsible to administer the dosage correctly.
- In cases of asthma, inhalers and respirators can be given to the nurse for use in emergencies

Parents will be notified by telephone by one of the school nurses if a student becomes too sick to remain at school and you will need to make arrangements for your child to be collected and taken home as soon as possible. Students leaving school for reasons of illness are required to sign out at reception before leaving and will be issued with a "Permission to leave school" pass which must be handed to the security guard at the gate. A student will only be permitted to leave school if accompanied by a teacher, parent or guardian.

First Aid treatment is available at school for minor accidents or injuries. A member of staff or one of the school nurses will notify parents if they need to follow up on an injury or illness. If your child is hurt at school, they should tell an adult immediately. In the case of serious injuries or illnesses, parents will be notified as soon as possible. If parents cannot be reached, the emergency numbers listed by parents will be contacted. If necessary, your child will be taken to hospital by ambulance and, if you are not available, will be accompanied by a member of staff.

Please make sure all your phone numbers on our school records are current and that the school knows your back-up plans if you are out of Bahrain.

Homeroom Tutor

Our tutorial system provides the foundation for the personal, social and academic development of each student. Its primary function is to support students as learners. Students are arranged into class groups throughout their time at HIS, these class groups may change from year to year at the school's discretion.

The role of the homeroom tutor is a crucial one. They are the first point of contact for the parent or student should issues arise and they also monitor the progress of each student. Your child's homeroom tutor is responsible for the welfare and well-being of your child. They monitor attendance, punctuality, academic progress and deal with most home-school issues.

Rewards

There are a variety of awards and certificates that reward positive participation in school, good or improved behavior and good records for attendance and punctuality.

Student Uniform

Hawar International School students are representative of their school, and are expected to maintain their appearance in compliance with the school dress code and with respect to Bahrain customs and traditions. Students are required to be in the appropriate uniform from the time that they arrive at school until the time that they leave the campus at the end of the school day.

Students are expected to be appropriately dressed according to their daily timetable. Uniforms and PE clothes should be neat and tidy at all times. In cases where students are not properly dressed, they are not allowed to enter the classroom and the parents will be contacted to bring the proper clothes to school or to take their child home.

During the colder months, non-uniform jackets are permitted to and from school as well as during break. At other times they are not allowed and should be removed when inside the school building. Hats are not permitted inside the building but are strongly advised during break in the hot sunny months.

In addition we ask all parents to pay particular attention to the following:

- Shoes must be of black leather and of a regulation design. They should not have high heels, ostentatious ornament or high platforms. Trainers, boots, open toed sandals or loose fitting slip-on shoes may not be worn. Football boots with studs are not acceptable footwear
- Girls may wear one pair of ear studs and a chain if it is of religious significance, but no other jewelry, nail polish or make-up is allowed
- All items of clothing should be clearly marked with the child's name
- Hair should be neat and tidy with no unnatural colors. Long hair should be tied back. Hairstyles should not be aggressive or idiosyncratic. It is at the discretion of the Principal to decide whether a hairstyle is acceptable or not
- Tight fitting leggings are inappropriate for boys and girls in any Grade level and students will not be permitted in school wearing these

High School (Grades 9-12)

Girls: Charcoal striped trousers and vest with school logo, a white shirt, slanted red and light grey (silver) striped neck tie, black shoes and white or black socks.

If the student wishes to wear a head scarf, it should be **white** with school uniform and **black** with PE uniform.

Boys: Charcoal striped trousers and jacket with school logo, a white shirt, slanted red and light grey (silver) striped neck tie, black belt, shoes and socks.

Middle School (Grades 6-8)

Girls: Grey trousers and vest with the school logo, a white shirt, slanted red and light grey (silver) striped neck tie, black shoes and white or black socks.

If the student wishes to wear a head scarf it should always be **white** only.

Boys: Grey trousers and white shirt with the school logo, slanted red and grey (silver) striped neck tie, black belt, shoes and socks.

Elementary School (Grades 1-5)

Girls: Grey pinafore with the school logo, a blue striped shirt and a red neck tie with black shoes and white socks only.

If the student wishes to wear a head scarf it should always be **white** only.

Boys: Grey trousers and blue striped shirt with the school logo, a red neck tie, black belt, shoes and socks.

Nursery, KG1 & KG2

Girls: White and blue stripes pinafore, rounded collar and a belt tied at the back, black shoes, and white socks.

Boys: Two piece white and blue striped outfit (pants and shirt), red belt, black shoes, black socks and red necktie.

Student Uniform for Sports

HIS has introduced a new sports uniform from the academic year 2019-20. The three piece suit includes Dark Blue Jacket & Trousers with red stripes and a white T-Shirt.

Nursery - Grade 5

Round neck white T-shirt with red sleeves with the school logo in the front and School Mascot picture printed at the back.

Grade 6 - Grade 12

Collared neck white T-shirt with school logo in the front and School Mascot picture printed at the back.



Social & Career Counsellors

The counsellors are available before and after school as well as during the break. If a student has any problem with any issue the social counsellor will be of help in resolving the matter. If any student wishes to speak to the counsellor, please feel free to make an appointment with him or her.

The school arranges many university visits throughout the year. University guidance is of great importance and the Career Counsellor is available to discuss all options and give advice to all students seeking university entrance.

Student Council

The Student Council is a formal group within the school, made up of students from Grades 4 to 12 and is formed through election. Its responsibility is to raise awareness and spirit in the school by organizing campaigns and events. The student council is also responsible for helping students as much as they can and be a mediator between the administration and the students. The student council is managed by the students solely and is supervised by an allocated teacher who will guide them through the year. The purpose of the student council is to encourage students to act as leaders and make decisions that will benefit the school and improve the school's academic and administrative level. This will help them develop leadership and team building skills.

Routines

End of Year Procedures

Students are required to follow specific procedures at the end of the school year which includes returning borrowed text books, borrowed library books, empty lockers, etc. in order to receive their final report cards.

Fire Evacuation

Current legislation and standards state that all people should be evacuated if there is a fire. Evacuation should commence as soon as possible after the alarm has been activated. There are signposted evacuation muster points around the school grounds. Evacuation will be carried out according to an existing plan with regular drills through the year. Every activation of the fire alarm must be treated as a potential fire. If you are visiting the school and the alarm sounds, please make your way to the nearest muster point which is sign posted throughout the school.

Gifts

Parents and students are not allowed to give teachers or members of staff any form of gifts or offerings. The HIS administrative team requires parents/students to comply with this policy.

Lockers and Book Bags

Students from Grade 6 to Grade 12 may be assigned to lockers for their classes. Lockers can be rented for the academic year for BD 10.000 and this includes the lock and key. The locker is to be kept clean and secure at all times. Students are responsible for the care of the lockers. Lockers are school property and may be inspected or searched periodically as a general inspection of school property. Books and belongings left outside the lockers will be removed during and at the end of the school day.

Lockers must be emptied before the end-of-year examination. Students who damage their lockers will be liable for the cost of the repairs. The privilege of using a locker may be revoked for sufficient cause.

Students in lower Elementary should be provided with a trolley bag for transporting their books from class to class.

Lost and Found

Any items found should be given in to the Reception where it will be placed in a 'Lost and Found' box. All items brought into school should be clearly labelled so that lost articles can be easily identified and returned to their owner. Books will be returned to the appropriate department. Your child may check with the receptionist in each section for any lost articles.

Parents may also come and check for missing items. We reserve the right to clear unnamed lost property at the end of each month and will pass on items to charitable organisations.

Please help to reduce the amount of lost items by clearly labelling your child's clothing and property. The school takes no responsibility for lost items.

Parties

We are an institution of learning with a focus on academic rigor. However, there are occasions when parties and celebrations may take place. We are unable to allocate time to celebrate students' birthdays and some families prefer their child not to be involved in birthday celebrations. If you need clarification please discuss with the relevant Head of Section.

Prayer Time

HIS has built into its timetable an opportunity for all students to pray each day (except for short days). This time in the afternoon is not a break and students should either be in their homeroom or be in prayer.

School Day

School timings for Sunday, Monday, Wednesday & Thursday:

Gr.1-8		Gr.9-12	
1	7:30-8:15	1	7:30-8:20
2	8:20-9:05	2	8:25-9:15
Break	9:05-9:35	3	9:20-10:10
3	09:35-10:20	Break	10:10-10:40
4	10:25-11:10	4	10:40-11:30
5	11:15-12:00	5	11:35-12:25
Break	12:00-12:20	Break	12:25-12:45
6	12:25-13:10	6	12:45-13:35
		7	13:40-14:20
		8	14:20-15:00

School Timing for Tuesday:

Gr.1-8		Gr.9-12	
1	7:30-8:10	1	7:30-8:15
2	8:15-8:55	2	8:20-9:05
Break	8:55-9:25	3	9:10-9:55
3	9:25-10:05	Break	9:55-10:15
4	10:10- 10:50	4	10:15-11:00
5	10:55-11:35	5	11:05-11:50

- Supervision at school will start at 07.00am
- The school will not be responsible for students who arrive before 07.00am
- Similarly, departure time will be no later than 14:30 unless students are involved in a sponsored activity
- Gates 3 and 6 will be open to receive students in the morning (as well as Gate 5 for KG)
- After 07.30am all students have to be dropped off at the main gate and sign in as late
- If students arrive after 8.20am without prior notice they will not be able to enter school
- Kindergarten students will be picked up from the KG building after school at 13.30pm
- Parents and guardians are not allowed in the Elementary building classes during drop off and pick-up

School Day during Ramadan

During the Holy month of Ramadan the school follows a modified timetable which will be showed before the start of Ramadan.

School Property

Students may not damage school property or other property (including parked cars) while under school jurisdiction and will be subject to suspension or expulsion. The student/guardians shall be liable for all damages and costs. All students are expected to respect and care for all property of the school, including building facilities, technology equipment, desks, chalkboard/white boards, books, lavatories, lockers, etc.

School Snacks

From Nursery to Grade 5:

All parents are liable to pay for the snack provided to students. The meal includes healthy food options. Students are not allowed to bring snacks from home, except for medical reasons. The snack fee has to be paid at the beginning of the school year.

From Grade 6 – Grade 12:

Students can purchase their snack from the school canteen or bring their own healthy food option in to be consumed in the canteen only.

We are a school that promotes healthy eating and as such, junk food such as sugary drinks, burgers and chips etc. should be kept to a minimum. It is school policy that children are not allowed to order food for delivery from outside of school. This is against the school rules and the food delivered will be confiscated. We will contact you and if you wish to keep the food and you will need to come and collect it from school on that day. Any uncollected food will be distributed to those in need, it will not be returned to the students and the school will not take responsibility for any costs incurred by the students. Please help us to maintain healthier lifestyles for our children.

Students' Equipment

All students should have the following supplies to begin the first week of school. Please LABEL all items with the child's name.

- A file for each subject to document achievement
- Colored pencils/ crayons/ markers
- Eraser
- Glue stick
- Pencils
- Scissors
- Pens (for older students)
- Ruler
- Calculator (Middle & High School students)

Visitors

Upon arrival at school, visitors must present themselves at the Security front office to sign in and receive a Visitor Pass. This pass must be displayed at all times. Visitors or parents will not be allowed unaccompanied, in all the academic buildings. This is for the safety of all our students.

Ex-HIS students are to be escorted by the security to the reception when visiting the campus. The Administration team will then decide if the reason behind the visit is valid and if they should be allowed to enter the School premises or not. Students from other schools who have not been part of HIS in the past are not allowed into the campus.

We strongly advise booking an appointment as this will reduce the amount of time you may need to wait. Please note, we will not allow teachers to leave their classes to meet visitors / parents.

Students who have been marked as absent are not permitted to visit the school on the day of their absence.

Water Bottles

It is recommended that your child brings a labelled water bottle to school each day. Fresh drinking water is available for the students to top up if needed during the day.

Changes to the Handbook

Please note to ensure the highest quality of service, changes in the parent handbook may be made during the school year by the school authorities. Such changes will be made available in writing to parents and students and will be updated in the following academic year in the handbook.