



ESTABLISHED 1982

Bahrain Bayan School High School Handbook 2022 - 2023

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TABLE OF CONTENTS

Bahrain Bayan School	
Vision.....	5
Mission.....	5
Core Values.....	5
Learner Profile.....	6
Learning Beliefs.....	7
History.....	9
Academic Calendar 2022-2023	10
High School Bell Schedule	12
National Anthem of the Kingdom of Bahrain	13
Bayan School Song	14
High School Staff	16
High School Overview	18
Communication	18
Points of Contact.....	18
BBS Website.....	18
Power	
School.....	19
Google Classrooms.....	19
Social Media.....	19
SMS.....	19
Bayan on Call.....	19
Academic Reporting.....	19
Student Standards, Rules, and Expectations	20
Expectations.....	20
Assembly Expectations.....	20
Educational Field Trips	
Expectations.....	20
Infractions.....	21
Consequences.....	22
Attendance and	
Absence	23
Attendance	
registration.....	24
If a student is	
absent.....	24
If a student is	
tardy.....	24
If a student skips	
class.....	24
Learning in Special	
Circumstances	25
Uniform	28
Student Leadership and Activities	30

Student Wellbeing, Health, and Security	31
Late Access on School Campus.....	31
Counseling Services.....	31
Infirmary - Students in Need of Medical Attention.....	31
Health Records.....	31
Medications.....	31
Food on Campus.....	31
Use of Canteen and Cafeteria.....	32
Hygiene.....	32
Facilities and Campus Boundaries	32
Emergencies and Security	34
Technology	35
High School Academic Overview	36
Academic Support.....	36
Course Changes.....	37
Learning Resources.....	37
Digital Research Center.....	37
Computer Labs.....	37
Assignment Policy	37
Late Submission Policy	38
Academic Honesty	39
Graduation	
Requirements	41
Grading Scale.....	41
High Honor and Honor Roll Ranges.....	42
High Distinction and Distinction Ranges.....	42
Promotion Policy	42
Graduation Awards	44

BAHRAIN BAYAN SCHOOL

VISION

Bahrain Bayan School is a renowned bilingual, coeducational school offering an innovative and dynamic international curriculum resulting in outstanding teaching and learning and preparing students for higher education. Our vibrant learning community is enriched by a distinguished faculty, state-of-the-art facilities, rich resources and collaboration. We instill humanitarian values and a global perspective that enables students to discover pathways and to thrive as citizens in a challenging and changing world.

MISSION

Bahrain Bayan School provides students with a comprehensive bilingual education, rooted in Arab identity and Bahraini culture. We develop internationally-minded students with confidence in their abilities who embrace their responsibilities as national and global citizens.

CORE VALUES

We believe that...

- Embracing our differences makes us stronger.
 - **Global-mindedness**
 - **Compassion**
- Learning is essential for individual development and a thriving and forward-thinking community.
 - **Confidence**
 - **Creativity**
 - **Love of Learning**
 - **Knowledgeable**
- Giving of oneself enriches us all.
 - **Compassion**
 - **Communication**
- Transparency is the foundation for building genuine and trusting relationships.
 - **Integrity**
- Commitment leads to excellence.
 - **Responsibility**
- All people have inherent value and dignity.
 - **Respect**

BAHRAIN BAYAN SCHOOL VALUES AND LEARNER PROFILE

Responsibility

Responsible

Behaving with responsibility and consideration for others and taking responsibility for your own actions and the consequences that accompany them.

Global-mindedness

Globally-Minded

Understanding and appreciating your own culture and personal history. Being open to the perspectives, values, and traditions of other individuals and communities.

Creativity

Creative

Being curious and observant. Developing insights and innovative ideas. Thinking critically and generating solutions to complex problems.

Communication

Communicative

Collaborating with others and articulating your ideas confidently and fluently in more than one language and in a variety of modes of communication (i.e., languages, literacy, the arts, technology, multimodality).

Respect

Respectful

Showing respect for yourself and others in everything you do and accepting that other people do things differently.

Compassion

Compassionate

Showing empathy, caring, and respect towards the needs and feelings of others. Making positive difference in the lives of others and the environment through action and service.

Integrity

Principled

Acting with integrity, fairness, and honesty in all that we do and demonstrating respect for the dignity of yourself and others.

Confidence

Confident

Exploring new roles, ideas, and strategies. Being brave about articulating your own perspectives while being open to the possibility of learning from others.

Love of Learning

Life-long Learner

Enjoying learning and actively sustaining this love of learning throughout life. Understanding the importance of intellectual, physical, and emotional balance to achieve personal well-being.



ESTABLISHED 1982

Knowledge

Knowledgeable

Developing deep understanding across a broad and balanced range of disciplines. Acquiring skills and in-depth knowledge of concepts, ideas, and issues that have local and global significance.

BAHRAIN BAYAN SCHOOL LEARNING BELIEFS

Learning is about understanding. Understanding is enhanced by self-assessment, reflection and thinking about how we learn.

إنّ الفهم والاستيعاب هو أساس العملية التعليمية. يتم تعزيز عملية الفهم والاستيعاب عن طريق التقييم الذاتي والتأمل والتفكير في كيفية تعلمنا.

When learners construct and apply understandings of key concepts and principles of a discipline, they make connections among disciplines, and develop trans-disciplinary understandings, knowledge, and skills.

يتم تسهيل العملية التعليمية عندما يقوم المتعلمون ببناء المعايير الأساسية حول المفاهيم والمبادئ الرئيسية لتخصص علمي معين، بالإضافة إلى تعزيز العلاقة وإقامة قنوات الإتصال بين التخصصات العلمية وتطبيق مهارات متعدّدة التخصصات.

When learners work to develop understanding in new contexts, their knowledge and skills develop.

عندما تتطور المفاهيم عند المتعلم في سياقات جديدة، تتطور لديه المعرفة والمهارات.

Learners learn most effectively when they are engaged; take an active role in their learning; learn through doing and have opportunities to practice and to reflect on their learning.

يتعلّم المتعلّمون بشكل أكثر فاعلية عندما يكونون مشاركين في العملية التعليمية؛ ويقومون بدور نشط وبارز في تعلّمهم؛ وعندما يتعلّمون من خلال التطبيق العملي وإتاحة الفرص للممارسة والتفكير في تعلّمهم.

Learners benefit from on-going, coaching feedback that is clear, constructive, and sufficient to their individual needs.

يستفيد المتعلمون من التقييم المستمر الذي يقدم ردود فعل فردية واضحة وبناءة وشاملة.

Learners learn at their own pace, in many different ways and have diverse abilities, which are most effectively addressed and supported when teachers differentiate and personalize instruction.

يتعلم المتعلمون وفق قدراتهم الخاصة، وبأساليب عديدة ومختلفة، حيث يتمتعون بقدرات متنوعة، يتم توظيفها بشكل أكثر فاعلية عندما يضيف المعلم تعليماته التي تتناسب مع جميع الفروق الفردية في عملية التدريس.

Learners are most highly motivated in real life situations where they can develop and apply new understandings, knowledge, and skills.

إن الدافع والتحفيز هو عنصر أساسي في العملية التعليمية، فسياقات الحياة الحقيقية تحفز المتعلمين على اكتساب معارف ومهارات جديدة تساعد وتشجع على فهم أعمق.

Learners learn best when they are appropriately challenged; are confident they are able to achieve success; find the learning material relevant to their lives and are in a safe environment that nourishes a love of learning.

يتعلم المتعلم بشكل أفضل عندما يقوم بمواجهة التحديات بطريقة تناسبه؛ ويكون واثقاً من قدراته وإمكانياته لتحقيق النجاح؛ وحينما يجد المواد التعليمية ذات الصلة بحياته وهو في بيئة آمنة تغذي حب التعلم لديه.

BAHRAIN BAYAN SCHOOL HISTORY

The Bahrain Bayan School (BBS) is an independent, non-profit, co-educational, bilingual school in Arabic and English, for K-12 students. Accredited and licensed by the Bahrain Ministry of Education, under the Bahrain Government law, BBS provides an American based and Arabic curriculum.

BBS was established in 1982 by Dr. May Al Otaibi and Mrs. Kathleen Acher Kaiksow in response to the perceived need for a bilingual national school on the island of Bahrain. In its first year, the school served students from nursery to Kindergarten with only 40 students enrolled. The school witnessed a growth in enrollment every year, which led to a gradual expansion of curriculum and grade levels. In 1986, to accommodate the increasing enrollment, BBS relocated to its present site at the educational district in Isa Town, which was a land granted by the late Amir of Bahrain His Highness Sheikh Isa bin Salman Al Khalifa. Over the years, Bahrain Bayan School continued working on providing highly exceptional education in all of its grades. As evidence of this, the school introduced its first batch of senior students, with college preparatory courses such as the International Baccalaureate program and American Diploma to its high school students. This was a significant mark in the history of Bayan School.

In 1995 BBS gained accreditation for Preschool to Grade 12. During the same year, the school graduated its first senior class.

The vision of Bahrain Bayan School is to build a well-rounded environment, by providing a strong academic educational platform and multifunctional recreational facilities. In line with this vision, the school currently has a self-contained campus consisting of the following facilities: buildings dedicated to the following sections. pre-school, primary school, middle school, high school, administration, library, and cafeteria. It also includes a gymnasium/multi-purpose building: The Bayan Hall, which was built in 2001 and contains a 600-seat theater, and the Bahrain Hall contains two full-size basketball courts, two squash courts, an aerobic dance studio, weight training and fitness center.

Also, through grateful donations the school was able to build a modern running track, in 2011 donated by Batelco Telecommunications, with the support of the school's Board of Trustees and Parent Teacher Association.

From a generous donation by Dr. May and Ms. Haifa Al Otaibi; the Al Otaibi Building was completed in 2012. This year also marked the opening of the Bayan school Mosque, a central and vital addition to the Bayan community.

September 2016 marked the date of the school's opening of its state-of-the-art Science and Technology, which includes multiple labs for physics, chemistry, and biology and houses the first dedicated robotics lab in the Kingdom. In September 2018, the new and innovative Pre-School campus opened its doors to the Bayan Community. The building is an impressive architectural modern facility.

ACADEMIC CALENDAR 2022 – 2023



BBS ACADEMIC CALENDAR

2022 to 2023

Aug 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8-9 Ashoora (T)
- 17 Sr. Admin/VP/Admin./Finance Return, HOD/Coordinators/Counsellors Return
- 21 All Faculty Return
- 28 Return of all students (Not full time)
- 28-1Sept Open House for Students and Parents (T)
- 29-1Sept Textbooks and Resources Distribution (T)

Sep 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Open House for Students and Parents
- 1 Textbooks and Resources Distribution (T)
- 4 Official first day of students

Oct 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6 PD Day (No school for students)
- 8 Prophet's Birthday
- 9 Compensation Holiday

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 2-3 Primary Parent Conferences
- 16-17 MS/HS Parent Conferences
- 18-19 BAYMUN (T)
- 23-24 Preschool Parent Conferences

Dec 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 3 Winter Carnival
- 4 Compensation Holiday
- 11-15 G12 Semester Exams
- 16-5 Jan Winter Break

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 New Year's Day
- 4 Return of Faculty and Staff
- 8 School Resumes for Students
- 29-2 Feb Semester 1 Final Exams

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 1-2 Primary Parent Conference
- 1-2 Semester 1 Final Exams
- 5-9 Semester Break
- 12 School Resumes

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 19-23 Spring Break
- 22 Ramadan Begins
- 26 Classes Resume

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 12-13 Preschool Parent Conferences
- 19-20 MS/HS Parent Conferences
- Primary Parent Conferences
- 21-23 Eid Al Fitr (T)
- 24-25 Compensation Holiday
- IB External Exams



May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Labor Day
2 School Resumes
24 Graduation (T)

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4-8 Semester Exams
21 Last Day for Students
22 Last Day for All Staff

*IB Official Exams Period: April 28- May 19.

HIGH SCHOOL

BELL SCHEDULE

Gates opening time: 7:15 AM *Students cannot be on school premises before 7:00am*

Gates closing time: 7:50 AM *All gates will close. Students arriving after 7:50 AM must use Gate 1*

Gates opening time for pick-up: 2:00 PM *on regular days*
12:30 PM *on Tuesdays*

HS Bell Schedule	P1	P2	Break	P3	P4	Break	P5	P6	P7
Regular Bell	7:30 - 8:20	8:25 - 9:15	9:15 - 9:40	9:45 - 10:35	10:40 - 11:30	11:30 - 11:50	11:55 - 12:45	12:50 - 1:40	1:45 - 2:35
Tuesday Bell	7:30 - 8:05	8:10 - 8:45	8:45 - 9:10	9:15 - 09:50	09:55 - 10:30	10:30 - 10:50	10:55 - 11:30	11:35-12:10	12:15 -12:50

After 2:35 PM, only students registered in school organized and supervised activities should be on campus.

NATIONAL ANTHEM OF THE KINGDOM OF BAHRAIN

الوطني السلام

بحريننا مليكنا رمز الوئام
دستورها عالي المكانة والمقام
ميثاقها نهج الشريعة والعروبة والقيم
عاشت مملكة البحرين

بلد الكرام مهد السلام
دستورها عالي المكانة والمقام
ميثاقها نهج الشريعة والعروبة والقيم
عاشت مملكة البحرين

Al Salam Al Wattani

Bahrainona

Malikona

Ramz Alweaam

Destoraha a'ali AlMakanat w'al 'Imaqaam

Mithaquha Nahj AlShareeat wa'loroobat wa 'Imaqeem

A'shat mamlakat Al Bahrain

Balad AlKeram

Mahd AlSalam

Destoraha a'ali AlMakanat w'al 'Imaqaam

Mithaquha Nahj AlShareeat wa'loroobat wa 'Imaqeem

A'shat mamlakat Al Bahrain

BAHRAIN BAYAN SCHOOL SONG

نشيد البيان

فوق شواطئ الأمان	صرح العلم بات يعلو
بيرق البيان	فيه عزم فيه عز
والكل إيمان	بعض يفلح بعض يطمح
وارفع راية البيان	ثابر وأنجح جاهد وافرح
نحن للبيان	نحن أبناء المستقبل
والعلم طوق البيان	عقد يمضي عقد يأتي
في هدي البيان	نحن نسعى للأعالي
ويعلو معه البنيان	صرح العلم بات يعلو
راية البيان	راية المجد تُرفرف

BAHRAIN BAYAN SCHOOL SONG

The tower of learning is rising high
 Above the shores of peace
 It has dignity and hard work
 The Bayan Flag
 Some succeed, some aim high
 And everyone believes
 We're future's children
 We're for Al Bayan
 Work and succeed, try hard to be happy
 And raise high Bayan flags
 We're future's children
 We're for Al Bayan
 An era passes, an era comes
 And learning stays Bayan's desire
 We look for the better
 In Bayan's light
 The tower of learning is rising high
 And with it we build
 The flag of dignity flies high
 Bayan's flag



Sarhoul ilmi bata ya'alou
 Fawqua shawati'l laman
 Fihi azmon, fihi ezzon
 Ba raqu'l l'Bayan
 Ba'adhon yaflah, ba'adhon yatmah
 Wa'lkoullou eman
 Nahnou abna'oul moustakbal
 Nahnou lil Bayan
 Thaber wanjah, jahed fafrah
 Warfa'a rayat al Bayan
 Nahnou aba'oul moustakbal
 Nahnou lil Bayan
 Ikdon yamdhi, ikdon ya'ati
 Wa'al elm fawqua al Bayan
 Nahnou nasa's lil a'ali
 Fi hadi l'Bayan
 Sarhou'l ilm bata ya'alou
 Wa ya'alou ma'ahou el bounyan
 Rayat el majdi tourafref
 Rayat el Bayan

HIGH SCHOOL STAFF

Mr. Medhat Merabi	Director of Academic Affairs
Mr. Majdi El Hajj	High School Principal
Ms. Ghuson Mahammed	High School Vice Principal, & IB CAS and TOK Coordinator
Ms. Mervat Awamleh	IBDP Coordinator
Ms. Faten Salehi	IBDP Deputy Coordinator
Ms. Layal Boutros	Head of Counseling & High School College and Guidance Counselor
Ms. Niyaz Dashti	HS College and Guidance Counselor
Ms. Zainab ALSairafi	HS Behavior Management & Student Affairs Coordinator
Mr. Jalil AlRashid	High School Behaviour Management Coordinator
Ms. Hanan Bukamal	Subject Leader Arabic
Ms. Mirna Madi	Subject Leader English
Ms. Latha Richardson Ms. Susan Pulavarthi	Subject Leader Social Studies Subject Leader Science
Mr. Jonny Clements Ms. Amy Teran	Subject Leader PE Subject Leader Arts
Ms. Mulook Al Tublani	Event Coordinator & Parent Liaison
Ms. Fatima AlRahma	Assistant to High School Principal
Ms. Gisele Tadros	Executive Secretary
Ms. Shirley Vidal	High School Attendance Secretary

Ms. Rose Halili

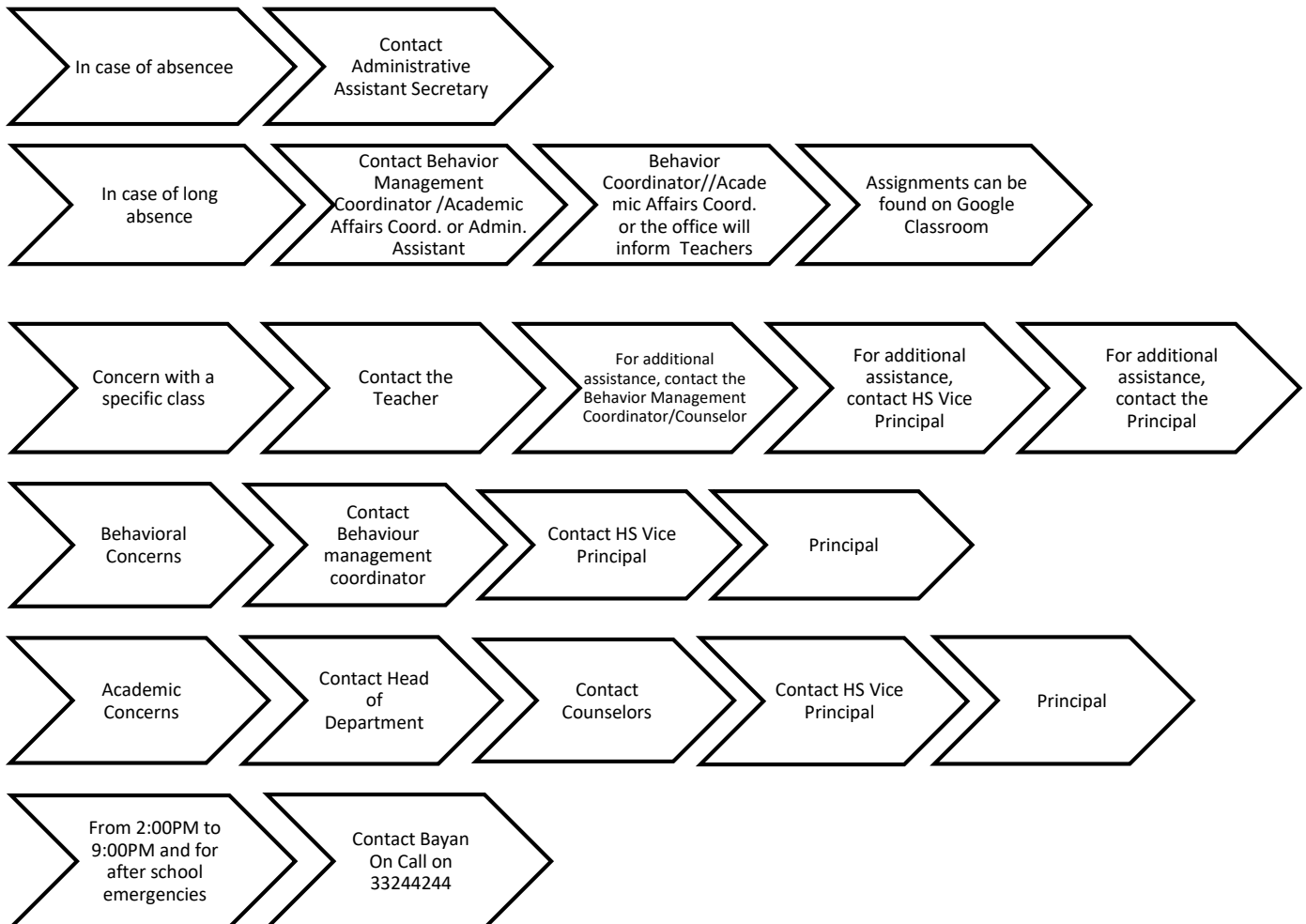
Assistant to the Guidance
Counselor

Ms Shaikha Al Najjar

Administrative Assistant



HIGH SCHOOL OVERVIEW COMMUNICATION



- **BBS Website: <http://www.bayanschool.edu.bh/>**

This is a fully responsive website where information about the school can be found. In addition, the website connects the school's communities to the school's social media and learning resources.

For quick inquiries, the community can ask questions through the **online chat** on the website.

- **PowerSchool**

All student data is digitized on PowerSchool. Teachers access student records for period-wise attendance, tardies and grades. These records are published on Parent and Student Portals, accessible to both parents and students using a secure system.

It is the students responsibility to check daily attendance recorded, if there are any concerns the student needs to get in touch with their teacher.

For your username and password, please contact the Attendance and Student Information Secretary. Parents' email address must be current.

Parent and student Portal: <http://ps.bayan.edu.bh/public/>

- **Google Classrooms**

Google Classrooms is a web-based online platform that provides a seamless HomeLearning Environment (HLE). It is a web application that educators can use to create effective online learning sites.

Through the Classrooms platform, teachers transfer their classes online where students and parents can view assignments, download handouts and presentations, submit work, and join in classroom discussions on the class forum. The school uses Classrooms in the daily teaching and learning activities.

- **Social Media**

BBS stays connected through social media using the following social networks:

- Instagram: @bahrainbayanschool
- Youtube: BahrainBAYANSchool
- Facebook: Bahrain Bayan School

- **SMS**

For important information regarding the school, updates, and upcoming events, the school sends out text messages to parents. It is crucial for parents to update their contact information with the school.

- **Bayan on Call**

A supervisor assigned by the school is present on campus on a daily basis from 2:00 PM – 9:00 PM. This service is to provide parents with a point of contact in case of emergencies or inquiries regarding after school activities, forgotten items, etc.

- **Academic Reporting**

BBS publishes four reports of the child's grades per academic year. Half way through each semester, a Progress Report is sent to parents, updating them on their child's grades. At the end of each semester, a Report Card is sent home.

STUDENT STANDARDS, RULES, AND EXPECTATIONS

BBS students are expected to be highly respectful in all aspects of school life. Above all, students must respect themselves, all teachers and staff members. Students should speak only Arabic in Arabic classes (Arabic, Islamic Studies and Bahrain History) and only English in English classes (all other subjects).

- **Expectations**

BBS students are required to demonstrate respect, responsibility and positive conduct in all ways. BBS students are expected to:

- Arrive on time on campus, and to all classes be it on campus or Home setting.
- Attend class daily with all necessary materials, having fulfilled all responsibilities for the class.
- Demonstrate respect for classmates and teachers
- Demonstrate respect for all school rules, as outlined in this Handbook
- Undertake all assignments, assessments and projects to the best of your ability, with honesty, integrity and a commitment to reaching your potential as a student
- Students are expected to use appropriate and respectful language at all times
- Behaviors that intimidate, or make others feel unsafe, will not be tolerated. All incidents of bullying will be treated as a serious infraction, and will lead to disciplinary action that may include suspension/expulsion from school.
- The use of the lift in the Science and Technology building is permitted to those who have leg injuries and can not use the lift. Disciplinary action will apply to those who misuse the lift.

- **Assembly Expectations**

During assemblies, students are expected to exhibit respectful and attentive behavior to presenters and most importantly to the Bahrain National Anthem. Failure to do so will result in disciplinary action.

- **Sunday Assemblies**

During the academic year, the school hosts an assembly every Sunday for Primary, Middle, and High School students.

- **Student-led Assemblies**

The organization of Student-led assemblies is facilitated by students, which include announcements and BBS reports.

- **Educational Field Trips Expectations**

BBS initiates local and international field trips, both to enhance educational goals, and to build school spirit. All field trips must be approved by the Administration and must have written parental permission.

Students on behavior probation, or any other behavior contract, as well as those with many tardies and absences, will be excluded from field trips, and will have to attend class as usual.

Respectful and responsible behavior, at school and during educational field trips, will safeguard student privileges and allow them to participate in such activities.

- **Behaviour Chart**

Every student has a behaviour chart that the administrator uses to track and record the student behaviour. The behaviour that is recorded on the chart may include minor infractions regarding uniforms, attendance and behaviour. Every student has three opportunities to amend their behaviour, after the 3rd strike students will serve after

school detention. The cycle is repeated once the third strike has been recorded. If the students repeat the behavior they will serve Saturday School. Parents will be notified when a Saturday School needs to be served.

- **Infractions**

Student violations of school set rules are defined with a set of disciplinary actions. The infractions are organized into the following categories: Academic Infraction, Social/Behavioral Infractions, Environmental Infractions, Ethical Infractions, and Infractions Against Society.

- **Examples of Academic Infractions**

- **Late to School:** Coming late to school in the morning without a valid excuse after the start of the first period. Late is defined as arriving to class after 5 minutes after the bell time.
- **Attending school without the school material or a handbook:** Attending school or classes without the necessary materials for learning.
- **Not wearing the student ID card:** The student is not wearing his or her ID card at all times when in school.
- **Going late to class:** More than 5 minutes late to class without a valid excuse.
- **Skipping some of the lessons:** Skipping some of the classes during the school day without a valid excuse from the school administration.
- **Disrupting lessons:** Disrupting the teaching and learning process, such as stirring chaos, troublemaking inside the classrooms, hallways and courtyard.

- **Examples of Social Behavior Infractions:**

- **Not adhering to the dress code:** Not adhering to the appropriate dress code for the school environment (during school days or school occasions and activities held after school time), such as haircuts, hairstyle, revealing clothes, clothes that have prominent logos, unethical phrases or figures, tattoos, full make-up, nail polish, dyed hair, and hats.
- **Leaving campus without permission:** Leaving campus during official school hours without permission from the school administrator whether through the school gate or by jumping off or climbing the school fence. It also includes when the student arrive to school and then leaves before the start of the day..
- **Bullying and aggressive behavior against students:** Consistent use of offensive, insulting language and/or inappropriate graphics that violates ethical values and that may or may not be directed to an individual causing emotional harm.
- **Smoking or possession of cigarettes or smoking devices:** Smoking inside the school campus or possession of items that are used for smoking such as cigarettes, vape, lighter, etc. or inviting others to smoke.
- **Violent assault against students:** Verbally or physically attacking other students in an aggressive or violent manner.
- **Obstructing or distracting the school day:** Carrying out any action that may violate the school's safety and security, obstruct or disrupt all or part of the school day, such as activating a false fire alarm, making a bomb threat, etc.
- **Sharing videos or audio recording:** Taking or sharing videos or voice recordings of school students or staff without official permission.

- **Examples of Ethical Infractions:**
 - **Unethical Behavior:** Using offensive, insulting language and/or inappropriate graphics that violates our ethical, national, cultural and Islamic values and may cause emotional harm to others.
- **Examples of Infractions Against Society:**
 - **Abuse and smuggling of illegal substances:** Using or possessing illegal substances on school campus, attending school under the influence of illicit substances, or offering/sharing illegal substances with others.
 - **Compromising national sovereignty:** Violating the Ministry of Education approach in regard to citizenship and nationalism, according to the laws of the Kingdom of Bahrain. Examples include any act that insults and incites against the nation's leadership such as tearing the national flag, the pictures of the political leadership, writing or drawing on them in any form or disturbing inciting documents.
 - **Problematic misuse of computers and information technology:** Please see attached Bahrain Bayan School Information Technology Acceptable Use Policy.
- **Consequences**

When a student violates the BBS expectations and/or actions listed in Infractions, or other infractions not mentioned, the Child Study Team will match the consequence to the level of infraction according to the Ministry of Education regulations. The tools used to educate the students about their inappropriate action include, but are not limited to, the following:

 - **Immediate Correction of Behavior:** A teacher, Vice Principal or Principal may speak to the student at the time of the offense in order to reaffirm the importance of maintaining appropriate behavior.
 - **Administrative Follow-Up:** The Vice Principal or/and Principal will meet with the student to discuss the offence and the consequences of the student's actions. The student will explain the inappropriate behavior in writing, detailing what happened, and explaining what will occur if the student is faced with a similar situation again. The student is expected to apologize, either in writing or verbally. Teachers communicate with parents on a regular basis regarding behavior. In addition, if the student repeatedly fails to respect the school's behavioral expectations, the school will contact the parents.
 - **Call to Parents:** The Vice Principal or Principal may call home to let the parent/s know that the child is having difficulty meeting community standards.
 - **Conference:** The Vice Principal or/and Principal may require a conference with the student, the parent/s and the counselor.
 - **Contract:** The Vice Principal or/and Principal may require the student to write a contract that explains the rule he/she has been breached, and how his/her actions negatively affect the BBS community. This contract will contain a commitment to follow the rules henceforth. The student and parent will sign the contract, and a copy will be given to

his/her parents.

- **Community Service:** The Vice Principal or/and Principal may require the student conduct community service during break time.
- **In-School Suspension:** The Child Study Team or Principal may require that the student come to school and do community service for a designated period of time.
- **Out-of-School Suspension:** The Child Study Team or Principal may require that the student leave the school campus for a period of time.
- **Probation:** The Child Study Team or Principal may require that the student continues enrollment, or re-enrollment, depending upon meeting the BBS standards.
- **Expulsion:** The Director, Principal and Child Study Team may require that the student leaves the school permanently when it is determined that the student is a threat to the safety and welfare of others, has continuously or seriously disrupted the education of others, or when a student has been placed on a Behavior Probation and has not fulfilled the requirements of the contract.

While these consequences may proceed in a sequential manner in regard to the severity and frequency of offenses, there is no automatic progression from one step to the next. Depending on the level of the infraction and/or reoccurrence of the actions the student will require immediate serious consequences (suspension, Behavior Probation, and /or expulsion), as such, intermediate steps may be skipped.

ATTENDANCE AND ABSENCE

BBS values the daily contributions of each student, and non-attendance detracts from the quality of all our classes. Therefore, a student who, for any reason, is absent from a class **15%** of days in a semester, will fail the course for the semester and lose credit for that class. In cases of emergency, 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 current situation.

If the absence has been approved by the Principal / Vice Principal, the student absent for the day will be allowed to sit for any missing assignment such as an exam, quiz and assessment on the following days. It is the responsibility of the student to follow-up with their teachers on missed assignments.

- **Attendance registration**

All students must be present in school and in class by 7:30 AM. Attendance is taken at the beginning of every class. Students must record their attendance by swiping their identification cards (ID), while in special circumstances teachers will take attendance manually or using google meet data sheet.

- **If the student is absent:**
 - All absences are unexcused, unless the student brings a medical note, or an email/phone call from the parent.
 - For excused absences, medical notes must be submitted the day the student returns to school. Medical notes submitted more than three days after the student returns to school will **not** be accepted.
 - If a student is absent for 10 days, whether consecutive or not, the case file will be referred to the Ministry of Education.

- **If the student is tardy:**
 - All tardies are unexcused, unless a note is provided by a staff member to explain the reason for lateness.
 - Students must swipe their ID to register their attendance.
 - 3 unexcused tardies **in a day** will result in consequences which include after school detentions, Saturday School, or possible suspension.
 - Accumulated tardies in a class will add up to one absence towards the 15% which will result in consequences such as Saturday school, essay writing, probation and or fail the academic year.
 - Students with excessive morning or in-between classes may serve a probation period, receive a warning letter with a recommendation to find another school.
 - Late is defined as arriving after 5 minutes to class
 - 2 unexcused late **in a day** will result in consequences which include after school detentions, Saturday School, or possible suspension.

- **If a student skips class:**
 - Skipping class is a serious violation of the Bayan School Attendance. This will result in immediate parent notification, Probation Contract, and assigned Saturday School, other consequences will be considered during special circumstances. Work missed may not be made up. Refer to Skipping Class in the Infraction section.

Learning in Special Circumstances

Home Learning Policies and Procedures

Bahrain Bayan School students receiving digital curriculum and direct instruction online are subject to this Student Home Learning Code of Conduct. As a Home learning student, there are additional rules and expectations regarding prior online etiquette in place to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, the availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. We especially appreciate partnering with parents to teach responsible Internet use.

1- Internet Etiquette

Common principles of digital citizenship and acceptable network etiquette (netiquette) will help make your online learning more rewarding. Without the aid of facial expression or tone of voice, online communications are easily misunderstood. Your teacher can review and model key guidelines

for a specific class protocol for effective Internet, email, and discussion group conduct, focusing on principles of safety, respect, and clear, intelligent communication. Basic guidelines include the following:

- **Be safe**—never give sensitive personal information online, like your user ID or password.
- **Be polite**—always use an appropriate salutation and the person’s name to personalize your message;
always use a digital signature at the end of an email to validate the message.
- **Be clear**—always use a descriptive subject header or title so recipients can easily identify the focus of your email.
- **Be courteous** – never flame or send insults, or respond to these types of emails; do not forward SPAM, chain letters, or other unsolicited advertising or messages.
- **Be brief**—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared to read a longer email, or save the email for later.
- **Be smart** – represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.
- **Be appropriate**—do not use foul or inappropriate language; if you have a question as to whether your language is too strong or emotional, don’t send your message.
- **Be legal**—obey copyright laws, and do not use others’ content or images without permission.

2- STUDENT EXPECTATIONS

Please review the following rules and expectations carefully:

- **Be on time:** Log in to classes on time. School attendance policy will be applied
- **Students are responsible for proper behavior** during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use inappropriate language and disrespectful behavior.
- **We take the integrity and authenticity of student work very seriously.** Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action. School’s plagiarism policy will be applied.**
- **Remote Learning correspondence is not private.** Never say, write, or record **anything** that will earn you a consequence.
- **Protect your passwords.** Keep it secret from anyone except your parents.

Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited, but are not limited to this list.

These behaviors will result in disciplinary action.

- Not turning your camera on.
- Bullying.
- Sending or posting inappropriate images and videos.

- Using, or disclosing someone else's code or password without authorization.
- Violating copyright law.
- Sending anonymous email messages.
- Skipping classes.
- Disturbing the Home Learning Environment.
- Refusing to follow the rules of the specific Home Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class.
- Being in bed while class is in session.
- Cheating and/or Plagiarism.

Consequences of violating policy:

A variety of consequences will be administered when students do not follow the policies and procedures.

Severe consequences and actions will be taken to protect Students' / Teachers' privacy.

Infraction: Not following Home learning policies and procedures (First Type)		
Definition: The student is not following the Home learning set of policies and procedures		
First Action	Second Action	Third Action
<ul style="list-style-type: none"> • Guiding and counseling the student. • Parents will be notified • The student will be given a written warning. 	<ul style="list-style-type: none"> • Guiding and counseling the student. • Parents will be notified • The student and the parent sign a Probation Contract. • Referred to CST for a decision 	<p>First option:</p> <ul style="list-style-type: none"> • Guiding and counseling the student. • Parents will be notified • The student will be doing asynchronous learning only. <p>Second option:</p> <ul style="list-style-type: none"> • The case is referred to the Child Study Team to take the appropriate action.

3- PARENT/GUARDIAN'S RESPONSIBILITIES

As a parent/guardian of a Home school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way.

Admin/Teachers will keep the **parent/guardian** apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course, just as you would in a regular learning setting. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

Parents/Guardians may contact their child's teacher directly via email to answer questions about the course that they may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

4- Google Meet Etiquette and Expectations:

BE ON TIME	BE IN A QUIET PLACE	BE PREPARED
Wake up early, Log on a few minutes before class.	Find a quiet place, Check your surroundings.	Computer is charged. Use head phones. Make sure you have all what you need.
PRESENTATION	MUTE YOURSELF	PARTICIPATION
Wear appropriate dressing. Sit up straight. Be in camera view. Do not sit in a bed.	Stay muted when teacher or another student is talking.	Be focused. Be attentive. Be an active participant.
CHAT RESPONSIBLY	COMMUNICATION	BE RESPECTFUL
Raise your hand to speak. Type your question in the chat box.	Speak Clearly. Look up when speaking. Stay on topic.	R-E-S-P-E-C-T Be Kind Be considerate.
CAMERA		FOOD
Appropriate background filters are permitted. Face filters are not permitted.		Eating during sessions is not allowed

UNIFORM

At BBS it is compulsory to wear the school uniform at all times. Anytime a BBS student represents the school, they must be in the formal school uniform. Anytime a student is in uniform they are ambassadors of the school, and as such should make the utmost effort to be neat and presentable, as well as ensure they conduct themselves in a manner that shows pride and respect for their school.

Any student out of uniform will receive a strike on their behaviour chart. Repeated violations will result in disciplinary action that will include Saturday detention.

At school, students are expected to wear the following:

Shirt	White shirt with BBS Seal
ID	Student ID with the correct color of lanyard.
Tie	A forest green tie with the BBS Seal, worn properly
Belt	If worn must be black, brown or white
PE	PE uniform
Shoes	Closed shoes. Sandals, slippers, neon colored shoes are not permitted
Head Scarfs	Plain white, forest green, grey or black
Jewelry	Limit accessories to items that are subtle. Earrings and necklaces should be small and discreet, not long or dangling.
Make up	Make-up is not allowed/ shorts nails/ nude nail polish
Jackets/ Sweaters	School hoodies or school jackets OR black/white/ forest green with no logo

Examples of Appropriate Dress Code	Examples of Inappropriate Dress Code
<ul style="list-style-type: none"> • ID is worn • White or black stockings, worn under school uniform • Skirts that are below the knees • Below the knee's capris • Trousers worn at the waist • Clothes are neat, and in good condition • Hats and sunglasses for outdoor breaks, only • Tops that fit properly, with a modest neckline 	<ul style="list-style-type: none"> • Not wearing the ID • Leggings, jeggings, or tight fitted pants that are not uniform regulation • Shorts, tight fitted skirts and pants, or skirts with slits • Shorts or skirts above the knees • Low-riding pants • Clothing that is ripped, or has holes • Hats or sunglasses inside the building • Revealing undergarments • Net, mesh, or other see-through material

STUDENT LEADERSHIP AND ACTIVITIES

BBS offers many activities for all students. At the beginning of each semester, students and parents are provided with information on the activities being offered for the semester.

▪ Student Leadership Opportunities

● Student Council

The Student Council is a group of students elected by the student body who work together with the guidance of an adult advisor within the framework of Students Council's bylaws. The council provides a means for student expression and assistance in

school affairs and activities. The council gives students the opportunities to experience leadership, and it promotes student/faculty/community relations.

- **National Honor Society**

The National Honor Society (NHS) is an elite organization founded to recognize exceptional high school students. NHS serves to acknowledge students who have shown excellence in the areas of scholarship, service, leadership, and character.

The clubs may host fundraising activities to raise money for their group, or for a charitable cause. Any club that wishes to conduct a fund-raising activity must submit a proposal two weeks in advance of the proposed date, including details of the event, the cause and the charity organization. The proposal must be submitted to the Principal for approval before any plans are prepared. All posters, flyers, tickets, etc., need to be approved and stamped by the Principal's Office prior to printing and distribution.

- **After School Activities**

The following are examples of activities that have been offered:

- Sport teams in football, basketball and volleyball for boys and girls
- The IB Diploma candidates are involved in numerous 'Creativity, Action and Service' (CAS) programs, available in the IB Diploma Program
- GLOBE integrates Science and Math skills for making global observations, and learning about the environment
- The BBS Model United Nations (BayMUN) is fully affiliated with The Hague International Model United Nations (THIMUN) – BayMUN is the first to be affiliated with the prestigious THIMUN in the Kingdom of Bahrain and the 6th in the region. It has been attracting approximately 450 participants per year from all over the Island since it began in 2009. BayMUN is a unique international affairs symposium and debate experience that caters to High School and eligible Middle School students with a passion for problem solving and global debates,
- National Honor Society and National Junior Honor Society
- Garden Club
- Programming Club
- Charity Club
- Robotics Club

Once students sign up for an activity, they are obligated to participate in this activity for its duration. Early withdrawal may result in the student not being eligible to partake in any other after school activity for the duration of the school year. Participation in clubs and sports teams is always subject to administrative approval. Academic and behavioral issues can affect a student's membership.

STUDENT WELLBEING, HEALTH, AND SECURITY

- **Late Access on School Campus**

Access on campus after school hours will only be granted to certain cases.

- If a student needs to access campus for a valid reason, the security guard or the individual in charge of **Bayan On Call** will call the parent or guardian if an adult is not accompanying them.
- The school campus is accessible from Sunday to Thursday until 6:00pm, and from 8:00am to 1:00pm on Saturdays.

- **Counseling Services**

BBS offers counseling services for students of grades 9 to 12 in areas related to social, emotional, academic, and career development. These services range from in-class advisory lessons to personalized one-on-one counseling sessions. Counselors of grades 11 and 12 provide students with a focused service in relation to university requirements and admissions procedures. Unless it is an emergency, students or parents who wish to see the counselor are kindly requested to schedule an appointment in advance.

- **Infirmary - Students in Need of Medical Attention**

Parents of students with a medical history, or on medication should inform the doctor to make the necessary arrangements for observation and follow-up. Contact information sheets will be sent home for updates.

- **Health Records**

The school doctor requests an annual update of students' health records, to ensure the health and safety of all BBS students.

- **Medications**

If the student has been prescribed medication, which needs to be taken at school, arrangements must be made with the Infirmary. All medication must be given to the doctor with clear instructions. The doctor will take responsibility for administering all medication.

- **Food on Campus**

BBS has a canteen and a cafeteria where students may purchase a variety of food and drink items. Students are prohibited from ordering food from restaurants to be delivered. Students are permitted to bring their snacks or lunches with them to school from home.

Food is not allowed in any building. Students in a building with food will be asked to take their food and leave. At the end of the break students who have not finished their snack will be asked to dispose of it and go to class. Food is not allowed in buildings during after school activities, or during after school support programs.

- **Use of Canteen and Cafeteria**

BBS provides a clean and comfortable dining area at the Canteen, located after the masjid, and at the Cafeteria located in the Science & Technology building. In order to maintain the order in these spaces, the following guidelines must be followed:

- It is every individual's responsibility to maintain the cleanliness of the Canteen/Cafeteria. Trays, dishes, utensils, bottles, and other litter must be deposited in their designated areas.
 - Students must be respectful to other community members.
 - Students must line up in an orderly manner to purchase food.
 - Students may not cut the line nor have other students save a spot for them in the line.
 - Accidents and food may spill, it is the student's responsibility to clean it up or get help from a staff member.
 - Students must follow the instructions of staff members in the Canteen/Cafeteria. If a student is asked to clear their space, they must do so immediately.
- **Hygiene**
 - Uniforms must be neat and tidy, and laundered regularly
 - Boys must have short, tidy, trimmed hair and beards
 - Girls may not use bright colors to dye their hair
 - Personal hygiene is paramount

FACILITIES AND CAMPUS BOUNDARIES

BBS facilities consist of the following buildings:

- **Administration Building** – includes the Director General's offices, various Administration offices, Innovation Hub, and Business Office.
- **Innovation Hub** - is a student-centered learning workspace that stimulates creativity and innovation. Students will have the opportunity to explore the curriculum further, using the facilities in the Innovation Hub. The Hub consists of the Maker Space that includes CNC machines, 3D printers, and Laser cutters; a second Robotics Lab expanded to VEX robotics; a Multimedia Studio and green room. Also, an extensive digital library from four international databases is readily available for our dear students to use.
- **Science & Technology Building** – The state-of-the-art building houses three science labs, seven classrooms, and High School Principal's and High School College Counselors offices. In addition, the Stallion Hall, a multi-purpose cafeteria is located in the building.
- **High School Building** – includes the High School classrooms, Drama Theater, IBDP Coordinator and the Grade 9-10 Academic and guidance counselor office, and a computer lab.
- **Main High School Building** – houses the Middle and High School Administration Office, Principal's, High School Vice Principal's, High and Middle School classrooms, and Science labs.
- **Middle School Building** – houses the Middle School Behavior Management and Academic Affairs Coordinator (Grades 6-8), Middle School classrooms, computer lab, Grade 5 classes, and Primary Advisor.

- **Primary Buildings 1 & 2** – includes the Primary Principal and Counselors Office, as well as the Primary Events Coordinator. Classrooms for students in Grades 1-4 are also located here.
- **Preschool Campus** – includes the offices of the Preschool Principal and Vice Principal classrooms for students in KG1 and KG2.
- **Gymnasium Complex** – includes the Bayan Hall and Bahrain Hall, indoor and outdoor sports facilities, and PE offices.
- **Cafeteria** – serves as a lunchroom for two lunch periods for the Secondary School. Catered by a professional catering company, supervised by the PTA in terms of health and menu.
- **Prayer Hall** – includes washing area and prayer area
- **Al Otaibi Hall** – includes gym, change rooms, washrooms, P.E. offices
- **Bayan Zone** – houses the Uniform Store, the Infirmary, and PTA Office.
- **Stallion Hall** - multipurpose cafeteria
- **Green House** – sponsored by the “National Initiative for Agricultural Development”, serves as an educational facility for students to practice gardening, and learn about agricultural science.
- **Lockers**
Students are assigned lockers at the beginning of the school year. Students can set their own codes on the locks. Please keep combination codes confidential. BBS does not take responsibility for items lost from lockers.

The exterior of all locker doors are to be kept free of any material or markings. Students may decorate the inside of their lockers in a way that does not damage or deface the locker, and in a manner that is not personally or culturally offensive. If students have problems with their lockers, they must report them directly to the building assistant.

- **Zakat Al Elm** Library

CAMPUS BOUNDARIES

During breaks, students are permitted in the:

- Courtyard area,
- Canteen and cafeteria,
- Science & Technology building.

Students are expected to be in areas visible to the supervising teachers.

Areas NOT permitted for students are:

- Areas adjacent to the Bahrain Hall,
- Areas adjacent to Bayan Hall,
- In and around the Primary buildings,
- The area behind the mosque, and the Middle School buildings.

EMERGENCIES AND SECURITY

- **Bayan on Call**

Bayan on Call is a helpline service available to all parents and students. A supervisor is assigned by the school to be present on campus daily until 9:00 PM and will be the point of contact between the coach/teacher and parents in case of any inquiries regarding the after school activities for all grade levels, retrieval of forgotten items, and/or emergencies.

This Hotline service is provided to ensure the safety of your child on school campus during after school hours. The Hotline will be active between 2:00 PM to 9:00 PM daily, except on Fridays.

- **Surveillance Cameras**

For the safety and security of BBS students, surveillance cameras are installed in several locations around campus, in buildings, and in classrooms.

- **Visitors on Campus**

All visitors to BBS should report to the Gate. They will be required to sign in with the attendant and wear a Visitors Badge for the duration of their time on campus. It is not the general policy of BBS to allow student visitors on campus. All visitors must be on campus for a valid reason, and must complete their task in a timely manner, observing all school policies and procedures.

- **Fire Evacuation Procedures**

Fire Drill Evacuation routes are posted near the exit of each classroom and assembly area. When the evacuation bell sounds, upon the instruction and direct supervision of their teacher, students will leave their classrooms, close the door, walk quietly, and report to the designated area. Attendance will be taken during both real and practiced evacuations.

Tampering with a fire alarm is a serious offense and will be subject to immediate suspension.

- **Lockdown Procedures**

Lock Down procedures could be used in any emergency requiring students to stay in the building, as it may be deemed the safest place. Teachers/staff will take command of the classroom situation. Doors are to be locked, and students are to "cover or hover" as deemed safest by the teacher.

- **Emergency Notification**

In the case of a specific student emergency, the school will contact the parents immediately. In the case of a school-wide emergency, the school will communicate with parents via text message. It is crucial that parents ensure that all phone numbers are kept up-to-date.

- **Personal Family Emergency**

If a family problem arises that may affect your child's performance or well-being at school, such as a death or illness in the family, or parents on extended trips, please notify the

appropriate Principal, Vice Principal and attendance secretary. Confidentiality will be maintained at all times.

- **Lost and Found**

Found items are taken to the main office for safekeeping. All items will be kept until the end of the semester. At the end of the year, unclaimed items will be given to charity.

TECHNOLOGY

Acceptable Use Policy

BBS uses technology throughout the school to enhance students' learning. It also plays a vital role in student-teacher communication. In order for BBS to maintain a safe digital learning environment, all students, faculty, and staff are required to abide by the Acceptable Use Policy. Failing to do so will result in disciplinary action.

The BBS Technology Acceptable Use Policy (AUP) can be found on the school website under Learning at BBS>>Technology and at the following link: <http://bit.ly/30LQIB5>

E-Safety

It is important for students to be safe while using and surfing the web. Students must follow the safe guidelines:

Be Safe

- Keep their password to themselves and not share it with anyone.
- Do not share personal information over the internet.
- Reply to emails from someone they know.

Be Respectful

- Respect the privacy of other users.
- Do not send offensive messages or images to anyone.
- Log on to the school system using their own personal details (username and password).

Be Responsible

- Treat technology and equipment with care and report any damages to the teacher and or the IT Department.
- Use technology communications with teachers and students in a responsible manner.
- Report to a teacher or an administrator if they receive or saw any inappropriate material.
- Do not download software on school computers.
- Only browse appropriate websites.

As a BBS student you should know that bullying and abuse of all kinds is not tolerated. This extends to the use of technology. To be safe, it is highly recommended for students to follow these rules:

1. Do not accept anyone on social networks that you do not know.
2. Do not trust anyone you meet online.
3. Do not tell strangers any personal information.
4. Never, ever, meet anyone you don't know.

HIGH SCHOOL ACADEMIC OVERVIEW

Academic Support

- **After School Support:** The school offers an Afterschool Student Support Program where students are able to get support in Arabic, English, Math, Science, and IB courses. Students are encouraged to attend. This program is designed to allow teachers time with students.
 - **Intensive Support:** Students who fail subject(s) will be assigned to intensive support after school, to assist them gain the necessary skills to succeed in that subject.
 - **Make-up Courses:** Students who fail any course with a final examination will need to redo the exam to meet the required credit for graduation. Semester one make-up courses are made-up during the second semester, and second semester make-up courses are made up during the following academic year. A maximum of 3 credits over the four years of High School may be made up. In special circumstances elective courses will be made up through makeup projects.
- **Course Changes**

Students cannot make changes to their class assignments. For course changes, students must consult their Teachers, Counselors, IB Coordinator, and the Principal. Any changes must be made within the first two weeks of the first semester and the first week of the second semester.
 - **Learning Resources**

Educational Resources and Materials Bookstore (ERM)
BBS students purchase their textbooks from the ERM. The school will not be held liable for any losses or thefts. Students who lose their books due to neglect, carelessness, and accidental exchange with other students, will need to purchase a new one from the ERM.
 - **Digital Research Center**

The Digital Research Center is located in the Innovation Hub. Students have access to an extensive number of research databases that provide vast information from all over the world.
 - **Computer Labs**

The Secondary School contains two technology classrooms equipped with desktop computers, and a Robotics Lab equipped with resources to suit the needs of the technology curriculum.

ASSIGNMENT POLICY

Home Learning Policy

Home learning is a vital part of the learning process, whereby the knowledge gained in class is practiced at home to develop and master the skills taught. The Teacher will assign different types of home learning activities such as reading, researching, practicing certain skills and/or completing challenging worksheets. Different courses have different requirements for home learning as such each department runs according to their needs. It is the students responsibility to follow up with the activities assigned for home learning. Teachers will deduct 10% for any homework submitted late. Students are the ones who should complete the home learning task, plagiarism in the task will result in a zero.

Student Responsibilities

- Understand the task assigned and due date
- Complete the work to the best of their ability.
- Hand in the task by the due date.
- Inform the teacher of any factor that has prevented them from completing the task in advance.

Assessments and Projects

- Students can not have more than two major summative assessments, or other major assignments on any given day.
- Students will not have more than 4 major summative assessments in any given week.
- Students will be informed of any major assessments a week in advance.
- All major assessments will be announced on Google Classrooms.
- Feedback on formative and summative assessments will be given to the students within 5 school days from the date of submission, with the exception of some language assignments like essays, research papers, etc. which might take longer

LATE SUBMISSION POLICY

DEFINITION AND PROCEDURES OF LATE SUBMISSION OF ASSIGNMENTS

An assignment is deemed to be late when it is submitted after the published deadline without an agreed extension and in the absence of a valid justification.

All assignments (including, but not limited to classwork, homework, assignments, labs, quizzes, tests, and projects) must be submitted no later than the due date unless prior arrangements are made with the teacher and a new due date is established and agreed amongst the teacher and student.

If a student submits an assignment after the due date without having made arrangements with the teacher, the assignment will be considered as late and the grade will follow the following mark deduction criteria:

1. Up to 24 hours late, loss of 5% of the mark awarded;
2. Over 24 hours late and up to 7 days late, loss of 10% of the mark awarded;
3. Over 7 days late and up to 14 days late, loss of 20% of the mark awarded.
4. Over 14 days late, work will not be accepted for marking and a failing grade will be awarded.
5. A “Zero” will be awarded for any missing classwork/homework without any valid reason or excuse.
6. First attempt plagiarism- A “Zero” will be awarded for any plagiarized work, parents will be notified. The student will meet with the teacher/ VP/ counselor to conduct a reflection session. After which the student may be given a second chance to redo the work. A second attempt in plagiarizing, this will lead to a zero with no change in score. Parents will be asked to attend a meeting.

Students with documented evidence of an emergency that prevented prior communication with the teacher may present documentation to the teacher/admin for consideration. If a late submission has been requested in advance of the due date and the teacher grants an extension, no points will be deducted from the assignment grade.

Any assignments will not be accepted after the last day of the semester unless arranged.

ACADEMIC HONESTY

BBS Academic Integrity Policy:

BBS’s academic integrity policy is based on our core values, BBS Graduate Profile and IB Learner Profile.

Transparency at BBS: We believe that transparency is the foundation for building genuine and trusting relationships. Therefore, we expect that all school community members adhere to our school values, in alignment with the core values of BBS and offered programmes (IB & AERO). The policy applies to all students to provides assurance that everyone is held to the same ethical standards.

Commitment at BBS: We believe that commitment leads to excellence. The Academic Integrity policy creates an optimal learning environment because it encourages commitment to mutual

respect and high standards among all members of the classroom learning community. This enables faculty to fulfill course goals without the need for establishing individual integrity policies.

BBS Academic Integrity Objectives:

- Define malpractice in the context of the academic programmes at BBS.
- Explain the school's stance of malpractice and academic dishonesty.
- Illustrate the procedures followed once students are suspected of academic dishonesty.
- Outline the penalties imposed on students who are found guilty of malpractice.
- Reinforce the importance of proper citation and referencing in all school's programmes, using the proper convention advised by the teachers (MLA/APA).

Academic Misconduct:

Academic misconduct is a behavior that results in, or may result in, the students or any other student gaining an unfair advantage in one or more assessment components.

Academic misconduct is any activity that undermines the academic integrity of the institution. BBS will discipline a student for academic misconduct. Academic misconduct may involve resources unethically obtained from an individual, hard-copy and/or electronic resources.

Policies of academic misconduct apply to all courses, departments and school related activities, used on semester exams, mock exams, assessments, quizzes, entrance exams, lab experiments, data collection, CAS records, collaborative research projects, field trips, use of calculators, TOK Exhibition, IB DP Art show, conferences, performances, sports activities off campus, etc. Faculty members must take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct.

Academic Honesty: is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

BBS highly prizes academic honesty and the acknowledgment of other people's contributions to knowledge. Students should avoid academic misconduct.

Academic Integrity: is honesty and responsibility in scholarship.

Academic Malpractice: is any activity intentional or otherwise that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally.

Preventing Malpractice: This is done through promoting good practice and providing students with a guide for citing and acknowledging sources of information.

Plagiarism is defined as the representation, **intentionally or unwittingly**, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. **In order to be fair to all students, at BBS we use a variety of software to check for plagiarism.**

Misconduct during examination includes taking unauthorized material into an examination room, disruptive behaviour and/or communicating with others during the examination.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. It includes using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Duplication of work is defined as the presentation of the same work for different assessment components and /or Programme requirements.

Instances of duplication of work are:

- **Paraphrasing without acknowledgment:** using the author's ideas by rewording or rearranging the author's original words without acknowledgement or referencing.
- **Copying:** taking work of another student, with or without his or her knowledge and submitting it as one's own.
- **Falsifying data:** creating or altering data which have not been collected in an appropriate way.
- **Exam cheating:** communication with other candidates in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.

Communication about the content of an examination 24 hours before or after the examination with others outside their school community is also considered a breach of the BBS academic integrity policy and the IBO regulations.

Intellectual Property: creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. In an educational context, this most often refers to issues of copyright.

Authenticity: An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged.

Copyright: legal ownership of intellectual property.

Appropriation: is the intentional borrowing, copying, and alteration of existing images and objects in the visual arts.

IB Students: It is essential that Full IB and Course candidates refer to BBS Academic Honesty Policy and also consult the IBO official website for the rules and regulations pertaining to this policy. Candidates can check the IBO official website at [www. ibo.org](http://www.ibo.org) or directly contact the BBS IB Office requesting further information or clarification .

The school maintains a zero tolerance for cheating or plagiarizing. Students caught cheating or plagiarizing will receive a “0” (zero) for the Assignment/Assessment and students will be given the chance to make up the work. The teacher involved will inform parents. A report will be written by the teacher and submitted to the appropriate administrator, which will be placed on the students’ permanent record. Recurring incidents of cheating or plagiarizing by a student may result in academic probation, suspension, or expulsion from school.

Good practice—recommendations for students:

- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography using the referencing style agreed with your teacher.
- Cite your sources so that readers can find them; if you cannot state the origin of the source it is probably better not to use it.
- Make clear which words, ideas, images and works are not your own (including maps, charts, musical compositions, movies, computer source codes and any other material).
- Give credit for copied, adapted and paraphrased material.
- When using text, make clear where the borrowed material starts and finishes

GRADUATION REQUIREMENTS

To graduate within four years, and earn the Bahrain Bayan High School Diploma, the following academic requirements must be met:

English	4 credits
Arabic	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Fine and practical Arts	2 credits
Physical Education and/or TOK (0.5 credits per year)	2 credits
Bahrain History (grades 9 & 10) (0.5 Credits per year)	1 credits

Islamic studies (0.25 Credits per year)	1 credits
Electives	2 credits
Minimum credits to graduate	26 credits

- 26 credits is the minimum required to receive the BBS Diploma.
- Students may take additional electives in Grades 11 and 12, even though they will graduate with more than the minimum credits.
- Students must accumulate a minimum of 19.25 credits by the end of grade 11 to be promoted to grade 12.
- A minimum GPA of 1.0 is required to graduate from BBS.
- Students should make up any failed courses that they failed in Grade 9 and/or Grade 10.

▪ Grading Scale

Percentage	Letter Grade	Courses	IB SL (Grades 11 & 12)	IB HL (Grades 11 & 12)	IB Points
97-100%	A+	4.3	4.8	5.3	7
94-96%	A	4.0	4.5	5.0	7
90-93%	A-	3.7	4.2	4.7	7
87-89%	B+	3.3	3.8	4.3	6
83-86%	B	3.0	3.5	4.0	6
80-82%	B-	2.7	3.2	3.7	6
77-79%	C+	2.3	2.8	3.3	5
73-76%	C	2.0	2.5	3.0	5
70-72%	C-	1.7	2.2	2.7	5
67-69%	D+	1.3	1.8	2.3	4
63-66%	D	1.0	1.5	2.0	4
60-62%	D-	0.7	1.2	1.7	4
0-59%	F	0.0	0	0	1-3

- From Grade 9-11

- Semester I= 80% 1st Semester + 20% 1st Semester Exam
- Semester II= 80% 2nd Semester + 20% 2nd Semester Exam

- Final Year Grade/ Grade 12:

- Semester I= 80% 1st Semester + 20% 1st Semester Exam
- Semester II= 80% 2nd Semester + 20% 2nd Semester Exam
- Semester II for Grade 12 IB Students= 70% 2nd Semester + 30% 2nd Semester Exam (Mock Exam)
- Final year grade for Group 6 (Arts) is 100% based on the Semester Grade.

▪ High Honor and Honor Roll Ranges

Grade	Honors	High Honors
HS Grades 11 & 12	From 3.745-4.244 GPA	4.245 GPA and above
HS Grades 9 & 10	From 3.445-3.744 GPA	3.745 GPA and above

- **High Distinction and Distinction Ranges**

Upon graduation, Grade 12 students are awarded the Distinction and High Distinction for the accumulation score of Grades 10, 11, and 12.

Grade	Distinction	High Distinction
Grade 12	From 3.645 – 4.144 GPA	4.145 GPA and above

PROMOTION POLICY

Students who pass all courses with a minimum grade of 60% (D-) and have met the attendance requirements will be promoted to the next grade level.

- **Academic Probation**

The admin team will discuss failing students, students who are failing more than two courses will be placed on academic probation. A meeting will be held with the admin team, student and parents to agree on the terms of the probation.

Students placed on academic probation for core subjects may be enrolled in intensive Support Classes to assist them with acquiring the necessary skills required to pass the course during the academic year.

- **Retention (To be revised)**

1. Students will be retained if they fail any two core subjects (English, Arabic, and Math) at the end of the academic year.
2. Students will be retained if they fail any 3 yearlong courses at the end of the academic year.
3. Students will be retained if they fail 4 semester courses, or a combination of any 1 yearlong course and any 2 semester courses.
4. Students who fail one core subject (Arabic, English, or Math), or any other required credit for graduation, must take a make-up examination at the end of the first semester or in August. *See Make-up Examination.*
5. Students are permitted to make-up a maximum of 3 credits over the four years of high school.
6. Students will be retained if they fail the same two non-core subjects for two consecutive years, including Grade 8.
7. Students will be retained if they fail the same core subject for two consecutive years, including Grade 8.
8. Students may not repeat any grade level more than once.

9. Students may not repeat two consecutive grade levels, including Grade 8. 10. Students may not repeat more than two grade levels in Grades 1-12.
10. A student who has not accumulated 19.25 credits by the end of Grade 11 will not be promoted to Grade 12.
11. Students require a minimum GPA of 1.5 to graduate.

- **Make-up Examination**

The following students are eligible to take a make-up exam:

Students who fail any course with a final examination will need to redo the exam to meet the required credit for graduation.

Students who pass the examination will be issued a new report card that states that the course has been made-up with a set grade of 60% grade (D-).

Students who fail the make-up exam must be enrolled in a make-up course for specific hours. The policy of failing courses will similarly apply to the make-up courses.

Students who miss the make-up exam for no valid reason, will not be permitted to write the make-up exam, and they will be enrolled in a make-up course.

- **Make-up Courses**

Failing , some courses will be made up through makeup projects, this applies to Research methods, Arts, National Studies, PE and Islamic studies.

Make-up courses are only offered to students who failed a course and the make-up examination, or students who have missed the make-up exam.

The school will arrange for the make-up courses on Saturdays at a cost to the parents. Mandatory attendance is required. Unexcused attendance will result in failing the subject and possibly the academic year.

In Special Circumstances, some courses will be made up through makeup projects.

GRADUATION AWARDS

Graduating students who excel in different aspects in school are awarded special monetary awards given by members of the Bayan community.

- **Mohammed Yusuf Jalal Leadership Award**

Named after H.E. Mr. Mohammed Yusuf Jalal, Chairperson of the Bahrain Bayan School (1995-2004).

Award criteria:

The award is presented to a student who, by practice, manifests superior leadership qualities. The student takes pride in the school and volunteers time and effort to make Bayan School a happier, friendlier, and more exciting place to be.

- **Mohammed Al Zamil Community Service Award**

Named after the Bahrain Bayan School Chairperson (2005-2009) H.E. Mohammed Al Zamil, this award is given to a senior with exceptional community service record. Half of the monetary award is given to the student's own use and the remainder is to be donated by the student to a Bahraini cause of their choosing.

Award criteria:

This award is presented to a student who has an active role in public service and/or significant charitable or philanthropic contributions reflected in a variety of programs and initiatives, and has at least one reflective aspect by which an act of humanity has touched and forever engraved into the life of the nominee and the community served.

- **Abdulhakeem Yaqoob AlKhayyat Inspirational Award**

This award is presented to the top three performing students of the graduating year, who have shown great effort and demonstrated inspirational achievements whether academic, charitable, professional, or personal. These students are inspirations to both faculty and peers.

The award is presented as a 5000 USD investment that the student can choose to invest in any sharia compliant company of their choosing, and yearly a 2.5% Zakat to be presented by the student. Any profits over the course of the investment are to be split 50% to the awarded students and the remaining 50% to be reinvested.