



Ghars Handbook

Basic Policies

for

(Elementary Stage)

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The graduates of Ghars High School will be:

1. Confident, honest, integrated, and responsible students.
2. Individuals who have values and treat others respectfully
3. Independent learners and critical thinkers
4. Upholding Islamic values whilst fostering global citizenship
5. Eligible for any field of knowledge in higher level of education

Middle States Association (MSA)

The Middle States Association accredits more than 2500 schools, systems, and learning services providers in the United States and in more than 100 countries around the world.

Accreditation provides a means for public accountability by:

Validating the integrity of a school's program and student transcripts. Assuring that the school's purposes are appropriate and accomplished through a viable educational program. Justifying the faith and resources others place in the school. It fosters stakeholder involvement and commitment by providing opportunities for greater involvement in charting the direction and future of the school. It offers a mechanism to involve constituent groups in creating a vision of the future, not just allowing it to happen.

Accreditation builds positive community and stakeholder relations by:

Providing opportunities to emphasize the positive and demonstrate the strength and effectiveness of the school.
Broadening the staff view of community expectations and fostering closer school and community collaboration.
Articulating and communicating opportunities between school levels and among stakeholder groups.

1.0 Mission and Vision Statement

1.1 Our Motto

Ghars means...“The branches of solidly rooted trees reach high”

1.2 Our Vision

Ghars Bilingual School is an educational institute that provides a nourishing environment where students can grow, blossom and flourish into capable and responsible global citizens of tomorrow.

1.3 Our Mission

Ghars provides a safe bilingual learning environment that encourages students to bring out the best in themselves and enables their all– round development through the joy of learning, and the celebration of diversity based on Islamic values.

1.4 Our Beliefs and Core Values

1. Develop students’ character through confidence, honesty, integrity & responsibility.
2. Establish a safe, happy environment where every individual is valued & treated respectfully.
3. To encourage independent learners & critical thinkers.
4. Upholding Islamic values whilst fostering local and global citizenship.
5. Provide students with the highest standards of education to ensure every child finds success.



Figure: 1.0 Ghars: Our Beliefs and Core Values

2.0 Introduction

كَلِمَةً طَيِّبَةً كَشَجَرَةٍ طَيِّبَةٍ أَصْلُهَا ثَابِتٌ وَفَرْعُهَا فِي السَّمَاءِ

(Surat: Ibrahim - Verse: 24)

An example of a good word like a good tree, whose root is firmly fixed and its branches in the sky.

Ghars curriculum is organized to provide a safe, happy, and unique environment for the care and education of our students, it is our goal to develop in each student the love and understanding of Islam and to nurture an identity in each student as a confident and respectful citizen. Ghars Bilingual School is not only a place to learn and develop various academic skills; but also, a place to support students' excellence in understanding and practicing appropriate behavior and conduct, reflected on the mutual respect between students and staff. We encourage independent learning and critical thinking that is based on discipline and self-control, resulting achievers with high educational standards, which have been formulated from a comprehensive perspective, to ensure a better life for them and those around them.

2.1 Academic and Service Staff Roles

2.1.1 Receptionist:

The receptionist greets the parents, receives calls and transfers them to the appropriate department. They set appointments with the teachers, social workers or psychologists or administrators. They answer parents' questions and provide copies of school forms which may be needed by parents.

2.1.2 Student Affairs:

Student affairs coordinator introduces parents to the school system and school facilities; completes registration procedures for new students, open files for new students, ensures that students' files are updated, input all student information for both Ghars and the Ministry of Education in collaboration with Human Resources and contact parents through "WhatsApp" to answer their inquiries (if needed).

2.1.3 Social & Psychological Services:

Ghars social workers and psychologists support our students, in learning how to cope with all aspects of life: academic, behavioral, and social that may affect the educational process and help students to address their concerns which affect them academically, at home, or in the community. All cases handled by social workers are strictly confidential. Teachers can refer students to social workers, who in turn provide counseling and record notes confidentially. Specialists work as a team: to study students' cases, meet parents, teachers, and administrators, to monitor progress or to recommend external assistance (if necessary).

The psychologists work on developing students' characters in an integrated manner that includes all aspects such as academic, behavioral, social-emotional, psychological, and medical to achieve a better level of compatibility and mental health.

2.1.4 Nursing Department:

Ghars Bilingual School has qualified nurses on campus during school hours in order to care for students who may become ill or injured during school hours. The school nurse's duties include assessing the students need of medical attention and facilitating this care.

- It is parents' responsibility to inform reception or the nurse of any student health issues and medical concerns. (A medical form will be sent in the beginning of the academic year please fill in and return it to the school).
- The nurse will have a student report for every student including any medical concerns, observations or reports (as required by (MOE) Ministry of Education).
- In the case that a student suffers from a chronic disease, it is necessary to hold a meeting with the school administration to know the details and agree on a certain policy to accept the student's admission to the school.
- If a student gets sick within school hours and cannot attend class, our nurse is obligated to contact the parents or guardian to come pick student up from campus.

- If a student needs medicine to be administered within school hours, parents should notify the school nurse in advance to ensure the cause of medications and follow safety precautions, the medicine must be handed over to the nurse only (not the teacher) with a written note.

In case of accidents:

- Any student who has an accident at school will be taken to the nurse for examination.
- If the student requires extra medical care he will be transferred to hospital via ambulance (if needed), parents will be contacted immediately and will be asked to meet the student at the hospital.

3.0 GBHS Parent Communication

3.1 School-Home Communication

3.1.1 Newsletters:

Newsletters will be published on Teams, Parent Plus for academic information. It will also include any announcements regarding events.

3.1.2 Online – Parent Plus:

It is an official interactive web portal for parents and teachers. It enables school administrators and teachers to instantly share data, communicate and engage with parents, some features are as follows:

- Teacher communication via emails.
- Attendance, Class Schedules, Calendar & more.
- Announcements & Alerts.
- Student Notifications (Newsletters and report cards).
- Can be easily accessible through Mobile App (fees are covered by the school).

3.2 Home-School Communication

3.2.1 Phone Calls:

Ghars School welcomes your calls on the following numbers:

Telephone: 25750825 / 25750826 / 25750827

Mobile: 67616770 / 65005158 / 65097000

Any parents’ concerns or requests will be dealt with through reception and directed to the right channels.

3.2.2 Suggestions and complaints form:

Verbal complaints won’t be counted. If a parent wishes to submit a complaint or a suggestion, the appropriate forms can be found at reception counter, or an email via Parent Plus can be sent according to the stage:

Stage	E-mail
Kindergarten	Kg.support@gharsschool.com
Elementary	Elementary.support@gharsschool.com
Middle School	MS.support@gharsschool.com
High School	HS.support@gharsschool.com

Note:

- Follow-up and appropriate action will be taken as soon as possible by the administration during the official working days and times.
- The guardian must submit the complaint individually mentioning his name and the student’s name, and no group complaints will be accepted.

3.2.3 PTC (daily):

Ghars welcomes parents to discuss students' progress and their needs, as we believe that the educational process is a partnership between the school and home.

Note:

- Quick inquiries, delivery, and receipt of papers at the reception do not require a prior appointment.
- Parents must set an appointment in advance in case they need to meet the administrative or academic team.
- Parent and Visitor Guidelines during school hours:

Parents and visitors are expected to cooperate and submit their civil IDs at the reception. The parent/visitor will be given a "visitor" ID. The parent/visitor will receive the civil ID back upon leaving. Furthermore, parents do not have access to the classrooms and schools' facilities except on conference days, special events.

3.2.3.1 PTC:

Parent Teacher Conferences will be held twice during the academic year. This gives parents the opportunity to discuss the student's progress directly with the teacher.

Note: If the parent is unable to attend the parents' meeting, he/she can contact the teacher directly via Parent Plus to schedule another appointment (according to teacher's availability) via Teams to follow up on the student's level or answer any questions.

3.2.3.2 Private parent-teacher conference (when necessary):

Parent / administration has the right to set up a private meeting to discuss any incident or concern during the academic year, provided that an appointment is scheduled in advance (by calling on mobile phones).

3.2.3.3 Open House:

The open house is held in the beginning of each academic year, where parents can learn about curricula, teachers, how to communicate with the teacher, administration, school policies and all academic requirements and learn about all school facilities.

4.0 Ghars Facilities and Services Policies

4.1 Lunch Canteen

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

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

Note:

For the safety of all students, please do not send glass or metal water bottles to school.

We kindly ask that you provide your child with a lightweight, safe plastic water bottle.

4.2 Celebrations and Giveaways:

The school is keen on organizing events and celebrations that foster a strong sense of community and reinforce students' national identity. These include:

- End-of-Term Celebration: Conducted at the end of each academic term.
- Official Celebrations: Marking selected occasions such as National Day, Eid, and other approved social events.

Note: Students are not permitted to bring giveaways except during these designated celebrations, and only with prior coordination with their class teacher.

5.0 Field Trip Policy

Our aim in Ghars is to provide an all-rounded developmental perspective of the world through experiential means. This could be achieved through our field trips, as part of the school's integrated curriculum and development to furnish the students with various social experiences.

5.1 Field trip procedures:

- Ghars requests signed and written consent and approval from the parents in order to allow the students to participate in a field trip.
- The expenses of a field trip must be handed to the teachers in charge in full, alongside the written consent form.
- Teachers will be handing the expenses to the accounting department, in case of refund please contact the accounting department.

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

6.0 Attendance, Dismissal and Absence policy

-Students will attend school as follows:

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

Notes:

- **Entrance (7:00-7:30) and dismissal (2:00-2:45 daily except Thursday 1:15-1:45) gates for high school:**
Gate 7: For girls and **Gate 8:** For boys.

Main Gates: 1 & 2

- **Gate 1 (Boys) Gate 2 (Girls):** Open from 7:00 to 3:00 except Thursdays to 2:00 pm.

6.1 Daily Attendance Policy Notes

- Repeated tardiness will result in the necessary disciplinary actions by the administration, according to the rules & regulations of the school.
- It is strictly forbidden for students to leave our school grounds during school hours, without prior notification from their parents or guardian.
- Teachers will not be responsible for any missed work due to any unexcused absence, tardiness, or early dismissal.
- Any changes to the daily academic schedule due to special events, holidays, or other circumstances will be relayed by message in the newsletter, what's app or text message, by phone and email, to the parents or guardians depending on the situation.

6.1.1 Tardiness

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

Late to school after 7:30 am

Tardiness	Procedures and consequences
First to Third	The Tardiness Policy will be explained throughout the first week, and if the student is late, coming after 7:30 the following procedure will be applied: 1. Verbally guiding and explaining the consequences of the Tardiness Policy to the student and acknowledging the parent(s).

Fourth to Fifth	1. Verbally warn the student and inform the parent that the student will not be allowed to attend the first period.
Sixth to Seventh	The parent signs a pledge to adhere to attendance times.
Eighth	The student will be recorded as absent without an excuse, and he/she will attend the school day as usual.
Ninth and more	The school administration will consider not accepting his/her re-registering for next year in the school.
Note	<ol style="list-style-type: none"> 1. The lesson of the first period will not be re-explained. 2. If the student is 15 minutes late for his/her test in the first period, he/she will be allowed to write their test and the missed time will not be compensated. 3. If half the lesson passes, students won't be able to attend the test unless the administration reviews the case. 4. The administration reserves the right to take the proper procedure according to the situation and the excuse.

6.1.2 Late to school after 8:00 am without excuse

Tardiness	Procedures and consequences
First	<ul style="list-style-type: none"> - Explain to the students the disadvantages and consequences of being late and the school's procedures. - Supervisor contacts the parent.
Second	<ul style="list-style-type: none"> - Parent is called in the next day to sign a pledge. - The student attends classes and missed instruction will not be re-explained.
Third	<ul style="list-style-type: none"> - Student will not be allowed to enter school unless accompanied by his parent and know the legitimate excuse, otherwise he/she is considered illegitimately absent.

6.2 Absence

Absence or tardiness for more than 15 separate days in an academic year (without medical leave) will have a negative impact on students' academic level as well as re-registering for the upcoming school year.

Attendance will be taken daily by 7:35 am. Students arriving after this time will be considered tardy.

School/Teacher will not be responsible for covering any missed work if a student is absent or late to school.

With any absence, the school will require a medical note or an email from the parent/guardian via Parent Plus to stage's email to relay the reason for absence. If a student is sick and unable to attend school, please keep him/her at home for his/her benefit of health and of his/her classmates. Student will be given any missed test/ quiz the following Sunday to his/her return to school after submitting the sick leave. In case of repetitive student's absence without an acceptable excuse, written warnings are sent to the guardian to sign with acknowledgment. The absence is dealt with as follows:

Elementary Stage:

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

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

6.3 Absence due to sickness

The parent has to send the medical form filled by the doctor to the nurse on the following email **or** print the sick leave form <https://bit.ly/3ln334h> and fill it in by the doctor and send it to the nurse on the following e-mail: Elementary.support@gharsschool.com.

6.4 Absence due to a family or special circumstance:

Parents should inform the teacher and the administration by emailing: Elementary.support@gharsschool.com.

6.5 In case of absence due to travelling abroad:

Fill in the travel permission form (you can find it on the following link) :<https://bit.ly/3gBd2PI> then send it to the following email: Elementary.support@gharsschool.com.

6.6 Absence and medical reports regulations:

Medical forms must be signed and dated by the authorized governmental medical institute.

Medical reports must be sent to the stage's email before or upon student's return and **won't be accepted after two days of return.**

4th medical form during the same semester must be signed by the school's Health Department if it was issued from a private clinic or hospital; otherwise, the student's absence will be considered illegitimate. If the sick student sought medical cure from the public clinic in his/her area, the medical form must be signed and stamped by the examining doctor and clinic.

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

7.0 Curriculum

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

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

7.1 Elementary Dept. (Grade 1 to 5)

7.1.1 Language Arts

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

Our curriculum runs on a 3 weeks' span including all skills & concepts that students apply first through guided practice, and then independently:

The units and educational skills included in this curriculum include:

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

Listening and Speaking

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

7.1.2 Mathematics

Elementary – Envision Math

Students learn to see relationships, ask questions and try different approaches until they find what best suits them. It is a problem-based learning that challenges students and integrates their knowledge of literacy. Students cover one lesson per day usually one-topic runs for about 2 weeks which includes periods for activities, re-teaching &

review, quiz, and topic tests. Students complete a project that connects all concepts learnt within the term and is usually integrated with other subjects.

Note: Grade 1-2: Topic tests are taken internally after students receive in-school review lessons.

7.1.3 Science

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

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

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

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

7.1.4 Arabic Language

The school adopts the “Lughati Al-Arabiya” curriculum approved by the Ministry of Education in Kuwait, following the official learning outcomes and assessment guidelines. The program covers core language skills, projects, and remedial activities, supported by an enrichment booklet “Gharsuna”, prepared by the school’s Arabic Department. which is prepared by the Arabic department which provides additional explanations and exercises.

7.1.5 Social Studies:

The school follows the curriculum approved by the Ministry of Education in Kuwait, aiming to foster values of belonging and citizenship while promoting awareness of Kuwait’s history, geography, and its regional and global standing. The curriculum covers diverse topics, including geography, history, civic education, economics, citizenship, and environmental issues. It also develops students’ critical thinking and problem-solving skills, reinforcing the principles of responsible citizenship and social responsibility.

7.1.6 Ghars Curriculum

Curriculum to enrich young souls by understanding the names and attributes of God the all mighty through:

This is a curriculum that we take pride in. We are pioneers in creating our own, which is used to enrich the knowledge of the names and attributes of Allah the almighty through:

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

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

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

Training students to live their daily lives and to behave according to the knowledge of the Names and Attributes of Allah the almighty.

Establishing a generation of true believers in Allah with Islamic values that spread peace and love throughout the world.

7.1.7 The Holy Qur’an

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

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

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

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

7.1.8 Elective classes

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

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

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

7.1.9 Extra-Curricular Programs:

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

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

Enrichment Curriculum (Arabic): Based on the Arabic Language Department's vision at Ghars, which is to "Engage students in the Arabic language through listening and reading," Ghars adopts the Bravo platform as an enrichment curriculum for elementary students. It allows students to read and listen to hundreds of engaging, Arabic stories, in addition to the weekly homework assignment on the platform.

AFL: Ghars School adopts the "Talk" curriculum to teach Arabic to non-native speakers at four levels (introductory, basic, pre-intermediate, and intermediate). It aims to enable students to communicate in standard Arabic in daily life, and develop speaking, writing, aesthetic appreciation, and calligraphy skills.

Passing the Private Education test is required. Students then take a placement test at Ghars before being accepted into the program, which begins in the fourth grade only.

After completing the fourth level (Intermediate), students transition to the Ministry's adapted curriculum for a bridging year, which includes support classes and simplified assessments to ensure a smooth integration into the standard academic program.

7.1.10 Maqr'aa

Maqr'aa policy for Elementary stage:

How can students join Maqr'aa?

The Maqr'aa Program serves students:

Distinguished students, who are selected as follows:

-The student's ability to recite is high (evaluated by the class teacher).

-The student must have recited a larger amount than that of the school's curriculum as follow:

Class	Requirement
G1	Surat Al -Nas to Surat Al-Balad
G2	Surat Al -Fajer to Surat Al-Naba'a
G3	Surat Al -Morsalat to Surat Al-Haqa
G4	Surat Al -Qalam to Surat Al-Saf
G5	Surat Al -Momtahana to Surat Al-Waqeaa

(To be determined after filling out the student-level form in Qur'an, (which is sent as a link via Teams)).

-This form is for new students.

-Registered students complete the levels automatically.

What will my child recite?

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

For all inquiries related to Maqraa, kindly contact us via email at maqraa@gharsschool.com.

7.2 Additional Academic Units and Programs:

7.2.1 Behavior Intervention Unit

This unit aims to:

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

7.2.2 Professional Development Unit:

This unit aims to:

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

7.2.3 Academic Intervention Unit: (Math & ELA)

This unit aims to:

- Develop strategic interventions for at-risk students facing academic challenges.
- Collaborate with teaching faculty to devise personalized support plans.
- Offer local & international universities exploration seminars, university application, workshops, and individual counseling sessions.
- Analyzes results and follows up with alumni, progress & achievement.

7.2.4 STEM Program:

This program aims to:

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

7.3 Assessments and Grading

7.3.1 Assessments

Formative Assessments Include:

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

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

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

Summative Assessments include:

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

Math – Topic tests & termly projects.

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

7.3.2 Grading Weights

Subject	Group Work		Listening & speaking			Participation			Project		Total
Social Skills	20%		30%			20%			30%		100%
G1-2											
Subject	Part.	H.W	Class W.	Test & Lab for SC		Pract.	Proj.	-	Read.	Writ.	Total
English	10%		25%	25%		-	10%	-	15%	15%	100%
Science	10%		30%	30%		--	30%	-	-	-	100%
Math	10%	10%	40%	20%		-	20%	-	-	-	100%
G3-G5											
Subject	Part.	H.W	Class W.	Test		Pract.	Proj.	-	Read.	Writ.	Total
English	10%		25%	25%		-	10%	-	20%	10%	100%
Science	15%	10%	20%	30%		--	25%	-	-	-	100%
Math	15%	15%	15%	30%		-	25%	-	-	-	100%
G1-G5											
Subject	Part.	H.W	Class W.	Test		Pract.	Proj.	-	Read.	Writ.	Total
K. History (G4-5)	-	-	70%	30%		-	-	-	-	-	100%
Electives	70%	-	30%	-		-	-	-	-	-	100%
ICT	50%	-	50%	-		-	-	-	-	-	100%
Subject	Part.	H.W	Work-sheets	Hadith Recitation	Test	Project	-	-	-	-	Total
Islamic Studies	20%	10%	20%	15%	20%	15%	-	-	-	-	100%
Ghars	-	-	-	-	-	-	-	-	-	-	-
Subject	Part. & Echo reading	Daily Recitation	writing	Test	Intonation	-	-	-	-	-	Total
Quran (G1-2)	20%	20%	-	40%	20%	-	-	-	-	-	100%
Subject	Part.	Daily Recitation	writing	Test	Intonation	Echo reading	-	-	-	-	Total
Quran (G3-5)	15%	20%	15%	20%	10%	20%	-	-	-	-	100%
Subject	Part.	H.W	Class W.	Hand writing	Test	Project	Reading	Spelling	-	-	Total
Arabic	15%	10%	10%	10%	25%	10%	10%	10%	-	-	100%

Grading weights are subject to modification in accordance with updates from the Ministry of Education.

7.3.3 Grading Weights

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

7.3.4 Grading Scales

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

7.3.5 The honor and school badges policy:

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

*Weighted system

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

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

Criteria for Honors Recognition:

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

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

8.0 Policy on School Books & Property

8.1 Curriculum Books

Ghars offers 3 types of books to students:

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

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

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

8.2 School Furniture & Facilities

-Ghars offers a range of new furniture, technology, equipment and resources every academic year. We take pride in how our school is designed and the abundance of resources and equipment we have for education.

-If students cause damage to any school equipment or property (ex: Science lab equipment, Furniture etc.) parents will be obligated to pay the cost of repairing/replacing any damaged material.

-Students are expected to respect all school property and its belongings.

9.0 Financial Policies

The following financial policy for the academic year **2025-2026** shows tuition fees, due dates, discount policies and other important financial policies.

Parents must be aware of these policies to ensure acknowledgement according to the agreed rules and conditions upon registration. The guardian must sign the financial policy with the school and abide by this system.

First Tuition Fees:

Stage	Fees Approved By MOE	Parents' Discount	Total Fees	Registration Fees	1 st Installment 1/9	2 nd Installment 1/12	3 rd Installment 1/3
KG1 & KG2	2538 KD	23%	1950	100	620	620	610
G1 & G2	3886 KD	31%	2670	100	870	850	850
G3-G5	3886 KD	28%	2780	100	900	890	890
G6- G8	3971 KD	26%	2920	100	940	940	940
G9-G12	4110 KD	18%	3380	100	1100	1090	1090

Second Policy of Discounts:

1. The second and third brother (the youngest) shall be granted a discount of KD 150 only, and the full payment shall be made before **31/4**.
 - In case there is any other discount from the Ministry of Education, the sibling discount is canceled.
 - In case there are two discounts, the parent is entitled to only one discount, which is the highest.
2. Withdrawal of the student During the academic year, the discount will be canceled, provided that he is obliged to pay the due installments.
3. No discount in case of the absence of the student during the academic year for all academic stages.
4. The brothers of a withdrawn brother shall be re-arranged according to paragraph (1).
5. Students paid by their parents' employers:
 - The school must be provided with a letter from the employer stating the obligation to pay the tuition fees for these students, knowing that the final reports are banned in case of delayed payment of the employer, and they are not included in the discount of the brothers.
 - The guardian has the right to obtain a letter addressed to **only one** employer during the registration period.
 - The children of the guardian who are not covered by the payment from the employer benefit from the discount of brothers.
 - If the employer fails to pay the full amount required, the guardian is responsible for paying the remaining amount.

Third Payment Procedures:

- 1 - The new student will pay 100 KD registration fee + the first installment for all stages, and the re-registered student will pay 200 KD at the time of re-registration.
- 2- Payment is available via Ghars App or bank transfer to the school account, or visiting the accounting department and paying in cash, and payment is not available via Visa cards.
- 3-The above-mentioned installments must be paid according to the specified dates. In case of delay in payment, school is entitled to do the following:
 - Refrain from providing the parent with the student's school reports about the semester of the payment due.
 - Refrain from enrolling the student for the next academic year.
 - Refrain from providing the student with an attendance certificate.
- 4- The school reserves the right to admit students enrolled in the waiting lists, instead of the current students who did not pay the registration fees by **30/4**.
- 5- The school reserves the right to take necessary legal action in cases of non-payment of fees under this policy.
- 6- The school reserves the right to reconsider or modify the payment schedule in case of delay in payment.
- 7-The school has the right not to re-register any student in the school for academic or behavioral reasons provided that the guardian is informed during the period before the end of the re-registration period.
- 8- Note: Registration fees are non-refundable.

Fourth Withdrawal Procedures:

All withdrawal procedures are completed for the student after:

- Attendance of the father to fill the withdrawal request mentioning the reasons of withdrawal (according to the law of the Ministry of Education) before 1/9.
- Bring a certificate to whom may concern from the school (transferred to) stating the student's acceptance at it.
- Payment of all financial dues and return of textbooks and the delivery of the contract of clearance and acquittal from the accounting department, two days after the withdrawal request.

In case of withdrawal, the following procedures are applied:

Registration fee KD 100 cannot be returned or transferred	
Student withdrawn from 1/9 to 30/11.	The first installment shall be entitled, and the registration fee shall not be considered a part of it, whether the student attended or not.
Student withdrawn from 1/12 to 31/1.	The first and second installments shall be entitled, and the registration fee shall not be considered as a part of it, whether the student attended or not.
Student withdrawn from 1/2 and beyond.	Full tuition fees shall be entitled, whether the student attended or not.
A student withdrawing during the academic year will lead to cancellation of the discount included.	
The parent may refund the tuition fee if the student did not attend from the beginning of the academic year and only the registration fee will be deducted.	

Fifth delayed enrollment after beginning of the academic year:

In the case of registration of the student after the beginning of the academic year the following discounts are worth:	
From 1/9 to 15/10.	No discount is given.
From 16/10 to 15/11.	A discount of 10% is given.
From 16/11 to 31/1.	A discount of 25% of the total fee.

Payment Methods:

Bank Transfers:

The bank account number for KFH school fees on behalf of the Ghars School is KWD **091010193673**. (IBAN: **KW72 KFHO 0000 0000 0009 1010 1936 73**).

The civil number of the school is (35000549). Please send a picture via WhatsApp to **(67616770)** or **(65005158)** after the transfer.

Visit Accounting in School:

Contact by phone calls and visit our accounting department to make payments.

My Fatoor'a:

Makes the payment easier by receiving a text message, opening the link, reviewing the invoice, choosing the preferred payment method, and entering the bank card details to complete the payment.

Education funding:

We agreed with Kuwait Finance House Bank to offer the Education Product which enables the parent to buy a seat in the school.

Please contact the accounting department for any additional information or concerns.

Note: Fees payment via visa is unavailable.

10.0 Academic Support & Behavior Policies

Ghars school is keen to promote virtuous morals and to keep good ethics. The school cares especially about repeated misbehavior of students. These acts will be observed and followed up closely and are also interested in following upon the academic development of the student. The following procedures will be followed in case of any behavior or academic difficulties:

10.1 Behavioral Discipline Policy:

10.1.1 First Stage (Teacher):

- The teacher follows up with the student.
- Repetition of the issue leads to assigning additional graded homework to the student and in case the student did not submit parents will be acknowledged.
- Repetition of the issue leads to referring the student to the floor supervisor and acknowledging the parents.

10.1.2 Second Stage (Supervisors):

- Repetition of the issue: (no resolution despite direct communication between the teacher, the student, and the parent), the student is sent to the supervisor who refers the case to the vice principal.

10.1.3 Third Stage (Vice Principal):

The vice principal takes the appropriate action or referring the student to the HOD or the social worker/psychologist.

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

10.1.4 Fourth Stage (Principal):

The principal takes the appropriate action.

10.2 Academic Follow Up Policy

- 1- The teacher follows up with the student.
- 2- The teacher informs the parent about the case.
- 3- If the issue persists, the student's file will be referred to the Head of Department for further follow-up, and it may be forwarded to the psychologist/social worker.

Some procedures can be followed by the social worker in behavior or academic cases:

- Observing the student in the class by attending some classes to follow up student's performance in the classroom.
- Meeting class teachers.
- Meeting the student. and
- Meeting the parents.
- Conducting individual or group sessions according to the problem.

Note: Some cases require informing the social worker from the first day, depending on their severity and difficulty.

10.3 Academic Intervention Policy

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

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

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

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

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

- Focused group instruction
- Providing extensive practice opportunities

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

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

10.4 Retention of Students:

Ghars shall place students on a “hold” list for registration for the next year with parental notification for academic reasons or behavior problems. If the student did not show progress, Ghars will consider expelling the student, after receiving the Private Education Department’s approval.

10.5 Dress Code Expectations

- All students are expected to follow Ghars Bilingual School dress code as students will not be allowed to enter the school campus without it.
- The official school uniform which the students must adhere to is available in the school.
- The school logo must appear on the uniform as it is what gives identity to our school. If the uniform is custom-made, it must be completely consistent with the approved specifications in terms of color, design, and materials used. Different designs, and a white shirt with the school logo will not be permitted.
- School uniforms need to be clean, neat, and ironed. Tight and/or short clothing is unacceptable.
- Elementary girls are required to wear white leggings with their school uniform.
- Students must be in full school uniform every day.
- Middle and high school girls are required to wear long uniforms. Any shortening of the uniform is prohibited.
- P.E uniform for middle and high school girls is a **blouse only** to be worn with black pants under the school uniform.
- Only school jackets are allowed.
- Only school jackets or plain-colored jackets are permitted based on the stage:

Kindergarten & Elementary: Beige - **Middle School:** Grey - **High School:** Dark Blue

- Jackets with hoods (hoodies), or those without buttons or zippers, are not allowed.
- Jewelry and accessories should not be worn at school except for watches and a pair of small earrings (for girls).
- It is prohibited to wear very tight, sleeveless, or short clothing during events.
- It is prohibited to wear hats in classrooms (except for medical reasons).
- Shoes or sneakers are acceptable (non-bright colors). For safety purposes, football shoes, slippers or Crocs of any kind are not allowed.

- **Hair:**

Boys: Hair must be short and neat. Extreme or standout hairstyles are not permitted.

The school reserves the right to request a haircut adjustment if the policy is violated.

Girls: Girls with hair touching the lower collar must have their hair neatly tied back with a black elastic band.

Bright hair colors are prohibited.

- Students need to keep proper and clean hygiene. Nails are to be kept clean and short at all times. Nail polish is not allowed. Putting on make-up is not permitted.