



BISK

**BRITISH INTERNATIONAL
SCHOOLS IN KURDISTAN**

Student-Parent Handbook

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Welcome to British International Schools in Kurdistan

This handbook has been compiled for your convenience and contains important information about our school. Cooperation in regard to the policies will help you and your child experience a successful year. Although the teacher will review this handbook with the students, you are required to read it and discuss it with your child. General information, as well as a discussion of discipline, policies and student responsibilities and opportunities, is included in this handbook. Our professional staff is fully committed to providing your child with the best possible learning experience. As part of the parent-child-teacher team, we will work with you to ensure your child's success during the school year. We instigate frequent communication and ask you to encourage your child to accept the responsibilities of a BISK student. This will help him or her to have a most productive school year.

Together—parents-children-teachers—we are an unbeatable team. We wish to extend an invitation to you to visit us concerning school matters. Please check-in at the office before going to the classrooms. Please join us in making this a pleasant and productive year for everyone.

The BISK Vision

Our Vision is to develop well-rounded, confident, and responsible individuals who aspire to achieve their full potential, by providing students a safe, supportive learning environment and opportunities to succeed. We instill the values of community, diversity, and conclusion today, so the students become model leaders of Kurdistan tomorrow.

The BISK Mission

Our Mission is to make today's learners into leaders of Kurdistan and the global community by providing a high-quality international education in a safe secure environment that builds a foundation for life- long.

1. Registration and Admission

New Students:

The admissions process for New Students involves:

- Placement Test for Year 3 – 11
- Arrange a meeting for Primary SEN students with SEN specialist teacher
- Complete and submit all application documentation
- Parents' Contract (English)
- Parents' Contract (Arabic and Kurdish)
- Service Agreement
- Withdrawal Form
- Cancellation Form

Documents required in order to register new students:

- Proof of Age and Nationality (birth certificates or equivalent)
- Passport
- Medical and Vaccination Records (Early Years and Year 1 students)
- Current or previous school reports
- These records have to show exactly what year / grade the student is in. If the student is currently in a school in another country you must get a signed letter from the school stating the name, date of birth, grade when the student left the school and this letter needs to be 'approved' by the KRG Ministry of Education (Azmonakan). If from a local school, then an approved Transfer Certificate is needed.
- Three recent passport photographs

1.1 Tuition and Fees:

Registration fees are due once the application form has been finalized and before paying for tuition and services.

- The application fee is non-refundable.
- If a student attends the school for 10 days, it will be considered as a whole term. You will not be eligible to request for a refund for that term.
- "No show" students will be considered as regular students. As for a student who paid but did not attend the school, the stipulation above applies.

- If payments are made on time BISK has the right to refuse daily attendance of the student at the school, withhold exam results, and/or withhold term Report Cards. If this is a consistent issue, then re-registration for the following academic year may not be permitted.
- BISK does not have a Refund Policy for uniforms and books. On the other hand, you can exchange the uniform within a week from the date of purchase if receipts are provided. The uniform must be unworn, unwashed and with the tag on it.
- External exam fees e.g., Checkpoint, IGCSE, AS, A Level and SAT are not included in the Tuition Fee.
- Please be aware that it is the parents' responsibility to take children to the bus and pick them up when they return.
- If a child misbehaves on the bus continuously, the school will contact the parents and the service might be discontinued without a refund.
- In case of emergency, the school has the right to take injured students to the nearest hospital for urgent treatment.
- The school has the right to use your child's photo as a student at BISK for social media.
- In case of replacing/losing the student's ID card, there will be a charge of \$10 to get a new one.

1.2 Confirmation Letter:

- The parents have the right to ask for a confirmation letter from the school.
- The receptionist will take full information from the parents.
- The parents will be given an accurate date to come to collect the letter.

1.3 Acceptance Letter procedure:

- The school can provide an acceptance letter to students from grade 1 to grade 12.
- The original transfer certificate will be provided by the parents to continue registration procedures.

1.4 Transfer Certificate:

- A withdrawal form must be filled out.
- Check with the accountant for account clarification.
- The administration team will provide a transfer certificate to the parents

2. ANTI-BULLYING POLICY

BISK is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. Bullying behaviour happens when someone keeps hurting, harassing, intimidating, threatening, or causing substantial emotional distress to a person. Cyberbullying is the use of electronic communication media (cell phones, text messages, instant messaging, social networks, etc.) to bully another student in the ways

described above. Bullying and cyberbullying interfere with a student's educational opportunities and can substantially disrupt the orderly operations of the school.

2.1 Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs (i.e., insulting or making fun of someone).
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other kids not to play with someone.
- Using any electronic communication device (texting, cell phones, social networks, etc.) to insult, threaten, or post untrue information or embarrassing photos about another student.

2.2 Students at BISK will adhere to the followings prevent bullying:

- Treat everyone with respect and kindness.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying behavior to an adult.

2.3 Teachers and staff at BISK will adhere to the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying behaviour and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response Process

- (Affirm Feelings, Ask Questions, Assess Safety, and Act by coaching the child on what to do in the future).
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Assign immediate consequences for retaliation against students who report bullying.

2.4 Consequences for Violation of the Anti-Bullying Policy:

- Bully behaviour, including cyberbullying, will not be tolerated. If cyberbullying occurs outside of school hours, but the repercussions are brought to school and disrupt the school and/or interfere with a student's emotional/social wellbeing, consequences will be given. Depending on the severity and nature of the incident, BISK will take one or more of the following steps when bullying occurs:
- Intervention, Warning, and Redirection: A teacher, Head of Department or Admin ~~Admin~~, or staff member will ensure that the immediate behaviour stops and reinforce to the student who is doing the bullying, that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success should they find themselves in a similar situation in the future.
- Notification of Parents: School staff will notify the parents of involved students. The parents might be asked to meet with the Head of Admin Department or other members of the school staff, including the student's teacher and/or the school guidance counselor.
- Resolution with the Target of the Bullying: The student who is bullying may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Referral to School Support Staff: The student who is bullying may meet with the school guidance counselor to help prevent future violations.
- Consequences: The student who is bullying may have to serve one or more days of after-school detention, or lose school privileges (e.g., serving on student council, school newspaper, yearbook, etc.).
- Suspension: In cases of severe or repeated bullying, the student will be suspended.

3. ASSEMBLIES

Every Sunday (weather permitting), all classes attend raising flag at 08:30, The head of the admin and Department Heads will make announcements, give awards, recognise students for leadership, etc.

4. ASSESSMENTS

BISK runs three official end of term assessments and three midterm assessments to assess the academic level of students over the course of the year. The total marks students gain each term is 100, midterm assessment weighs 20%, Participation and attendance weighs 20%, 20% Homework and quiz weighs 40% for the end of term exam. For the final mark, the totals of all three terms are added together and divided by 3 to obtain the total average for the year. The total average marks are given to students and parents as end of term reports.

4.1 REPORT CARD

- Students will receive their report card for each term a week after the end of the exam.

4.2 APPEAL PROCEDURE

- At the end of each term, Parents will receive a report card, in case they have complaints about any subject, within 1 week from receiving the report card they need to fill an appeal form, it will be provided by the examination officer.
- The school appeal committee will handle the case.
- The Parents will receive the result after one week from submitting the appeal form

5. ATTENDANCE PROCEDURES

5.1 Regular attendance:

Regular attendance is important for students to be successful learners. When a student is absent, they miss out on the sequence of instruction and must spend extra time catching up with their classmates upon returning to school. Absences are monitored closely. Please call the school, when your child will be absent.

5.2 Checking in and Out:

Students must be checked in and out through the school office when coming in late or leaving early. Students may ONLY be released to those persons designated on their emergency cards. We are unable to make any exceptions. Parents must insure they have listed the names of any individual who may pick up their child on the student's emergency card

5.3 Lateness & Absences:

Lateness & Absences for student's grade KG through 13: Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility BISK deems it important that all students learn the value of being punctual

5.4 Students arriving late:

Students late to school must obtain a late Admission Slip at the school office before going to their class. Students are considered to be late if they are not in their seat prepared to work before the bell rings for any period.

5.5 Justification for lateness:

Justification for lateness is very limited. Lateness will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted. Class participation is an integral part of students' learning experiences. Parents/guardians and students are strongly encouraged to schedule medical appointments during non-school hours.

Lateness will accumulate during the school year. For each late that occurs within a school year, the following consequence(s) will apply.

- 5th Late — The head meets with the student and makes a telephone call to the parent.
- 6th Late — First Late letter sent home.
- 8th Late — Second Late letter Parent meeting scheduled.
- 10th Late — Referral to school Attendance Review.

5.6 Excused Absences:

Justification for absence is very limited. Absences will be excused only for health reasons, family emergencies and justifiable personal reasons

- A pupil shall be excused from school when the absence is:
 - Due to his or her illness.
 - Due to quarantine.
 - For the purpose of having medical, dental, optometrically, or chiropractic services rendered.
 - Due to illness or medical appointment during school hours - Parents are strongly encouraged to schedule medical appointments during non-school hours.

- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day and not more than three days if the service is conducted outside the city.

5.7 Unexcused Absences:

Absences from school for any reason not outlined will be considered unexcused and the student will be considered absent.

Any student subject to compulsory full-time education or to compulsory continuing education who is absent from school without valid excuse three full days in one school year, late or absent for more than any 30-minute period during the school-day without a valid excuse on three occasions in one school year, or any combination thereof, is absent and shall be reported to the admin department.

Parents must notify the school office of a student's lateness or absence.

- A note from the physician may be required when an excessive number of medical excuses are noted.
- The school reserves the right to determine whether an absence is excused and/or if there is a pattern of non-attendance. Absences will be logged as they accumulate during the school year.

5.8 Attendance Procedures:

The following procedures will be followed to insure student's attendance:

- Absence 6 – The admin contacts the parent by telephone and an absent letter is sent home.
- Absence 8 - 1st letter to parent notifying of excessive absences. Parent meeting may be required.
- Absence 10 - 2nd letter to parent; parent meeting scheduled. Doctor's note required.

5.9 School Attendance Review Board (SARB):

Attendance and lateness are monitored closely throughout the school year. Lateness letters are sent out to students each time they receive three unexcused absences or three lateness. After nine unexcused absences or nine lateness, a referral may be made to the county Student Attendance Review Board (SARB). SARB is composed of educators and county officials who will review the student's attendance history, interview the parents and student, and make various recommendations to which the parents and student must adhere. If these recommendations

are not followed and the student continues to accrue unexcused absences and lateness, the students will be referred to SARB for chronic discipline problems.

Prompt After School Pick Up: School ends at 15:30 and Staff supervision ends at 16:00 pm. Students not picked up by 16:00 pm will be directed to the office. Repetitive late pick-ups will be reported to the head of admin. A phone call or letter may be sent home reminding you that prompt pick-up is important to ensure your child's safety.

5.10 Medical Appointments:

We urge parents to schedule medical and dental appointments so they do not conflict with class time. If a student needs to be checked out of class, parents must come to the office to sign them out (and back when they return). We will call the classroom to have your child come to the office.

6. BACK-TO-SCHOOL Conference

Parents are encouraged to attend this special event at the beginning of the year. The purpose of the meeting is to give teachers an opportunity to share with parents the curriculum, class expectancies and learning opportunities being made available for each child. This conference is for parent/teacher communication, so parents will need to make child care arrangements. Discussion is intended to be general. Meetings for individual concerns are scheduled for a later time.

7. BEHAVIOUR EXPECTATIONS

BISK P.R.I.D.E.

- Personal Best
- Responsible and Safe Citizens
- Innovative Learners
- Demonstrate Respect
- Encourage and Include Others

We want our students to be able to apply the Five-Way test as they work with school staff and with one another:

- Is what I'm saying or doing demonstrating my Personal Best?
- Is what I'm saying or doing being a Responsible and Safe Citizen?

- Is what I'm saying or doing showing that I am an Innovative Learner?
- Is what I'm saying or doing Demonstrating Respect?
- Is what I'm saying or doing Encouraging and Including Others?

8. CELL PHONES/HANDHELD PORTABLE DEVICES

Any personal portable devices (e.g., cell phones, smartwatches, tablets, etc.), except for assistive technology to support medical conditions, may not be used during school hours. They should be turned off and remain with the security desk. If students need to call a parent during school hours, they may ask to use a school phone. The school phone should not be used to schedule after-school play dates as these types of arrangements should be scheduled outside of the school day.

9. CLASS PLACEMENT

When we assign students to classes for the next school year, we endeavor to meet the needs of the individual child and develop classes whose balance and dynamics contribute to a positive learning environment. To achieve well-balanced classes, we consider a balance of girls and boys, health concerns, behavior concerns, ethnicity, academic strengths and weaknesses, familiar faces (e.g. students who have been placed in his or her class previously) etc. It is a lengthy, complicated and painstaking process, but we believe that is essential to create classes that are well balanced, manageable for teachers, and acceptable to the majority of our families. Because of the many variables that go into the careful consideration of the makeup of each class, we cannot accommodate parent requests for a particular placement for a child. Please be assured that we care about your child and will provide a successful school year filled with learning, friendships and excitement. The placement of students each year is a task that our staff takes very seriously and takes into account many, many circumstances. You can feel confident that our goal is to create the most positive, productive learning environment for each and every student at BISK.

10. CHANGE OF STUDENT'S ROUTINE

If a child is going to be doing something different from his/her normal routine after school, the teacher or office should have a note from the parent. If the parent has not notified the school or teacher, the child will be expected to follow his/her normal after school routine. Students may not use the phone to make arrangements for social activities.

11. CLOSED CAMPUS

BISK has established a "closed campus" in the interest of student safety and supervision. Once students arrive on the school grounds, they must remain on campus until the end of the school day. Students who need to leave school before the end of the day need to be checked out in the school office.

For the safety of the students at BISK, we ask that ALL parents sign in at the office when on campus for volunteering purposes. Volunteering needs to be set up through the Admin office prior to volunteering.

12. COMMUNICATION

Teachers will inform parents at the Back-to-School Conference how they would like to communicate between home and school. If your child is going to be absent, please call into the school to report absences. PLEASE CALL EACH DAY YOUR CHILD IS ABSENT.

Student Messages: Parents are requested to call students only in emergencies. Items and messages brought to school for students during school hours are to be brought to the office. Please do not deliver them to the classroom, as this interferes with the continuity of the learning process. Messages and materials will be left for the teacher to be picked up at recess or at the end of the school day.

13. COMPUTERS

Students have access to computers in their computer lab. Before students use the computer, or any electronic device, student and parent must sign a contract. The contract states: Improper use of the computer will result in the cancellation of the student's access privileges and revocation of permission to use the computer, as well as disciplinary action by school officials. The contract also gives or takes away the right for the student to log on to the Internet.

14. DISCIPLINE POLICY & PROCEDURES

The primary mission of the school's discipline policy is to develop a structure of consistency in discipline using a proactive, preventative approach where students develop a respect for others, themselves, and learning. An important element of this policy is how well the students understand the rules and consequences. All students and parents will be asked to review the rules together at the beginning of each year and to sign a form stating that they understand the rules and consequences. See also Grounds for Suspension and Expulsion

15. DRESS CODE

The purpose of a school-wide DRESS CODE is to establish a school environment that supports a productive, academic atmosphere, which supports students' learning and reflects the educational values of the staff and the parents. These standards are consistent with those established by BISK. Please take time to review this policy with your children again. Full school uniforms must be worn. Hats, caps, or visors are not to be worn inside the school.

16. EDUCATIONAL ACTIVITIES AND PROGRAMS

It is one of our goals at BISK to provide students with a variety of experiences that enhance student learning. Following are some of the activities students may participate in:

Assemblies:

Computer Lab:

Field Trips:

Library/Media Center

Music Program:

Drama Program

Cooking Program

17. ELECTRONIC MONTHLY COMMUNICATION

There will be a newsletter, from our school, posted on our website, Various community flyers will also be posted.

18. EMERGENCY PROCEDURES

Emergency procedures are in place to ensure the safety of the students during various emergency situations: earthquake, evacuation, bomb threats or intruder on campus.

During emergencies, children will be dismissed by school to go home only if there is time to return students safely to their homes, and parents can be notified. If a student's parents cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the student until the parent or authorized individual can pick up the student. At no time will a student be excused except to the care of a parent or other adult designated on the emergency card.

In the event of an emergency, school personnel need to be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities.

Students participate in various mock emergency drills such as fire, duck-and-cover, lock-down and classroom evacuations. These are conducted periodically throughout the year to ensure students and staff are familiar with emergency procedures and can respond safely in an emergency situation.

EVACUATION PLANS AND PROCEDURES

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Overview:

Providing a safe, thriving environment for students to learn and staff to teach and work is the foremost goal of any school.

School administrators and emergency managers must work together to create healthy school climates, effective intervention and crisis plans that prepare staff and students for emergencies.

School emergency planning directs staff and student preparation and response. Knowing how to respond during a crisis helps everyone remain calm, understand their role, and act as safely and efficiently as possible.

18.1 Fire Evacuation Plan

18.1.1 Sound of the alarm

- The sound of the alarm will be throughout the buildings as appropriate.
- A continuously ringing bell or a continuous warning siren will be activated.

18.1.2 Raising the alarm

In the event of a fire:

- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point.
- When detecting a fire, automatic detectors will trigger the fire alarm.

18.1.3 Action staff should take upon hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

The targeted time for evacuation is 2.5 minutes

- Head of Admin will take charge and lead in the fire evacuation.
- Dial 066115 or 066125 and request attendance by the Fire Service (Civil Defense), Give the school name, location, and the size of the fire if possible.
- Dial 066122 to request an ambulance.
- Evacuation Chief Head of secondary will take charge of the evacuation from the secondary building.
- Evacuation Chief Head of Primary will take charge of the evacuation from the primary building.
- Evacuation Chief Finance manager will take charge of the evacuation from the administration building.
- Evacuation Chief Logistics will take charge of the evacuation from the cafeteria.
- Security staff will open both sliding doors at the school's main gate.

- **Primary first floor**

Staff in A4 will lead corridor A.

Staff in B4 will lead corridor B.

Staff in C4 will lead corridor C.

Staff in D4 will lead corridor D.

Staff in MC1 will lead corridor MC.

- **Primary second floor**

Staff in A1 will lead corridor A.

Staff in B1 will lead corridor B.

Staff in C1 will lead corridor C.

Staff in D1 will lead corridor D.

Staff in MC1 will lead corridor MC.

Corridor A and B will use the first stairs / Corridor C and D will use the second stairs to go down to the first floor and will use exits to get to the assembly area.

Head of primary will supervise the evacuation process.

- **Secondary first floor**

Staff in A4 will lead corridor A.

Staff in B4 will lead corridor B.

Staff in C4 will lead corridor C.

Staff in D4 will lead corridor D.

Staff in MC1 will lead corridor MC.

- **Secondary second floor**

Staff in A1 will lead corridor A.

Staff in B1 will lead corridor B.

Staff in C1 will lead corridor C.

Staff in D1 will lead corridor D.

Staff in MC1 will lead corridor MC.

Corridor A and B will use the first stairs / Corridor C and D will use the second stairs to go down to the first floor and will use exits to get to the assembly area.

The Head of Secondary will supervise the evacuation process.

18.1.4 Responsibilities of the Evacuation Chief and Corridor leaders:

- On hearing the alarm, taking charge of their section, ensuring the efficient escape of all persons.
- Directing people within their designated areas to the Assembly Point which is indicated on the evacuation map (Bus Parking area).
- Making sure that their areas, corridors, bathrooms are clear and must prevent anyone from going back inside.
- Assigning staff to help SEN students and physically challenged students
- Reporting any issue to the school principal directly.

To be familiar with:

- The site plan for evacuation and emergencies.
- Exit doors.
- Emergency gates.
- Fire extinguishers and fire hose locations and use.
- Escape routes.
- Assembly point.
- Emergencies, fire department, and ambulance contact numbers.

18.1.5 Responsibility of the staff:

- Staff will start evacuation of the buildings – ensuring that this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating.
- Notes:
 - No one should pass the fire point during the evacuation
 - Use 4 Evacuation Rules – Don't Talk! Don't Push! Don't Run! Don't turn back!
- Teachers are responsible for the classrooms that they are teaching in, they will start evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to students needing additional help in evacuating.

18.1.6 Steps that staff and teachers will follow:

- Ask the students to leave the classrooms in a line and line up with the corridor wall.
- Do not spend time collecting your or the students' belongings.
- Close but do not lock the classroom door behind you and shut off lights.
- Walk to the nearest exit, the closest classroom to the exit door will leave first, and then the other classrooms will follow in order.
- Students must be advised not to panic and not to push each other.
- Do not go back to the classroom under any circumstances.
- Follow the routes shown on the evacuation map posted in the classroom.
- Staff without students should report to the school's head of department for directions.
- If students are in the backyard playground during PE lessons, upon hearing the alarm they should immediately use the closest emergency exit (Wall Gate 4).
- **Once outside in the assembly area,**
 - Put students in rows.
 - Instruct students to be quiet.
 - If necessary, instruct students to stay away from fire lanes and emergency vehicles.
 - Send attendance with the names of any missing students or adults to the corridor supervisor.
 - Students are to stay with their teacher at all times.

- Remain outside until the order for re-entry into the building by the principal. Upon safe re-entry, report anything amiss to the Head of department.
- The receptionist will pick up visitors' sign-in book/sheet from the reception desk.
- Academic assistants will check the buildings to ensure all areas are clear.
- If safe to do, electrical mains should be switched off before leaving the buildings. (Maintenance team).
- Finance manager will ensure nobody re-enters the administration building until it's confirmed safe to do so by the Fire Service.
- Meet at assembly point and check to ensure all parents, visitors and staff members are accounted for. (The receptionist). (Bus parking area).
- Maintenance teams are to coordinate with the Fire Service upon their arrival.
- The school doctor and the nurse must be informed of any injury

18.1.7 General instruction:

- Remain outside until the order for re-entry into the building by the school Managers has been given. Upon safe re-entry, report anything amiss to the Fire Chief of your department.
- Delay of evacuation will be permitted ONLY if the situation can be quickly brought under control and evacuation could cause an additional and unnecessary hazard. Delay of evacuation WILL NOT BE PERMITTED when used so to not interrupt a performance or an assembly if a clear hazard exists.

18.2 LOCK DOWN PLANS AND PROCEDURES

Staff and students at British International Schools in Kurdistan have the right to learn and work in a safe and secure environment. However, the possibility of a major incident of violence is a reality that cannot be overlooked. Everyone who spends any amount of time at BISK on a regular basis needs to know how to protect themselves and others in the event of a major incident or threat of school violence. Creating a safe and secure learning environment for all is a priority of BISK.

Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimize disruption to the learning environment whilst ensuring the safety of all students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).

- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.).
- A major fire in the vicinity of the school.

The school Managers will give instructions for the lock down, across through the buildings as appropriate (The school now in the lock down).

18.2.1 Emergency contact numbers:

- Dial **4488997** to ask for the security attendance if situations #1 or #2 mentioned above took place.
- Dial **066104**

066124

066144

to ask the attendance of the police.

- Dial **066122** to request attendance by the ambulance.

The primary goal when locking down a classroom or another secure area is to make that area appear vacant to an intruder.

Before locking a door, staff will gather everyone in the immediate vicinity into their classroom or another secure area -- but only if it is safe to do so. Once inside a secure area staff will lock the doors and move everyone out of the immediate site line.

18.2.2 Upon completing the previous task, Immediately staff should:

- Students who are outside of the school buildings are brought inside as quickly as possible.
- All corridors and bathrooms must be swapped.
- Those inside the school should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be locked).
- Teachers should encourage the pupils to keep calm.
- Take attendance (teachers).
- Ensure everyone stays away from doors and windows.

- Turn off lights.
- Close blinds/drapes (where required).
- If there is a window in the classroom door, consider covering the window.
- Take cover if available (get behind something solid).
- Remain quiet as much as possible.
- Once in lockdown mode, staff should notify the corridor leader immediately of any student not accounted for (and instigate an immediate search for any missing).
- Draw everyone's attention to their cell phones. Ask everyone with a phone to turn it off and indicate it must not be used in any way, including text messages.
- Visitors will be advised to follow the school procedure when it goes to the lock down mode.
- If students are in the backyard playground during PE lessons, upon hearing the alarm they should immediately use the PE changing room to hide (In case going back to the classrooms is not safe).
- Any staff away from the school with students should be contacted if possible. Direct them to take their students to the evacuation site or a designated location.

18.2.3 Procedures for Responding to a Fire Alarm during a Lockdown:

Lockdown procedures take precedence over fire bells/alarms. If a fire alarm is pulled once a lockdown has been called, staff and students shall not respond as they normally would to a fire alarm but shall instead remain locked down if it is safe to do so. Staff and students must always be aware of other dangers such as fire, and be prepared to respond accordingly to ensure their safety.

18.2.4 Procedures to End a Lockdown:

The procedure for ending a lockdown must include the same level of authenticity and authority as the procedure for initiating one. The decision to end a lockdown can only be made by the police commander in consultation with the school Managers— and the actual procedure for ending the lockdown will vary by location and circumstance.

18.3 EARTHQUAKE PLANS AND PROCEDURES

Staff and students at British International Schools in Kurdistan have the right to learn and work in a safe and secure environment. However, the possibility of a major incident of violence is a reality that cannot be overlooked. Everyone who spends any amount of time at BISK on a regular basis needs to know how to protect themselves and others in the event of a major incident or threat of school violence. Creating a safe and secure learning environment for all is a priority of BISK.

School administrators and emergency managers must work together to create healthy school climates, effective intervention and crisis plans that prepare staff and students for emergencies.

School emergency planning directs staff and student preparation and response. Knowing how to respond during a crisis helps everyone remain calm, understand their role, and act as safely and efficiently as possible.

18.3.1 Initiate the response.

During an earthquake response, or at the first sign of ground shaking, students should react immediately, quietly and appropriately. Use the two-word earthquake response command: "EARTHQUAKE - DROP", to initiate the response.

- DROP to the ground. During a large earthquake, this position protects you from falling but allows you to still move if necessary.
- Take COVER under a table or something sturdy and move away from windows or other hazards.
- HOLD ON until the shaking stops. If you cannot get under something, stay low. Protect your head and neck using your arms, a book or anything else within reach.

18.3.2 In the classrooms:

- On the words "EARTHQUAKE - DROP" students should immediately take cover under desks or tables and turn away from the windows. NOTE: This should happen quickly, quietly and without panic.
- Students are to get down on their knees, face down, making themselves as small as possible, covering all body parts with the desk. NOTE: Stress the importance of

students looking down, not sideways and thereby risking facial injury caused by flying objects.

- They should secure their 'shelters' by holding on to the desk legs using both hands.
NOTE: Advise students that desks may topple or move during strong shaking if they do not hold on to them.

18.3.3 Indoors but NOT in the classroom.

- In halls, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside the wall, bend close to the knees, cover both sides of the head with your elbows and clasp your hands behind your neck.
- During assemblies or PE lessons students seated on the floor cover their heads with their hands, get on their knees, making themselves small, crouched together.

18.3.4 In the school ground Students should;

- Turn their back towards the school building.
- Move towards an open space, away from buildings and overhead power lines.
- Crouch low to the ground, legs will not be steady.
- Keep looking around, remain aware of dangers that may demand you to move. a. Parked cars may roll around, large trees may fall and playground equipment or overhead power lines may collapse.

18.3.5 Responsibilities of the Evacuation Chief and Corridor Supervisors:

- On hearing the alarm, they take charge of their section, ensuring the efficient escape of all persons.
- They should direct people within their designated areas to the Assembly Point which is indicated at the evacuation map (Bus Parking area).
- Making sure that their areas, corridors, bathrooms are clear and must prevent anyone from going back inside.
- Assigning staff to help disabilities and SEN students.
- Report any issue to the school administration directly.

To be familiar with:

- The site plan for evacuation and emergencies.
- Exit doors.

- Emergency gates.
- Fire extinguishers and fire hose places and use.
- Escape routes.
- Assembly point.
- Emergencies, fire department, and ambulance contact numbers.

18.3.6 General

- Students remain in this position (Drop, Cover, Hold). until the shaking stops and you tell them that it is “ALL CLEAR” (safe to stand up). NOTE: Stress that no one should stand up until you have checked the room for safety i.e. AC, projectors/lights dangling above desks, broken glass on the floor between desks, which you need to clear before students get up.
- After checking the safety of the class, all students should immediately move to the designated earthquake assembly area for a roll call, they should follow the site evacuation plan that they are already familiar with.
- The school doctor and the nurse must be informed of any injury.
- No one is allowed to go back into the buildings before checking them room by room, and only the principal and the evacuation chief can decide the re-entry.

18.3.7 Emergency contact numbers

- Dial 066122 to ask the attendance of the ambulance.
- Dial 066104

066124

066144

to ask the attendance of the police.

- Dial 115 or 125 and request attendance by the Fire Service (Civil Defense).
- Dial 4488997 and request attendance by the security.

19 GRADING

Report cards are issued once half term/end of term to inform parents of their child's performance.

Below is the grading scale for British and American system:

Grading System (British System)

A* = 90%-100%	C=60%-69%	F=30%-39%
A=80%-89%	D=50%-59%	G=25%-29%
B=70%-79%	E=40%-49%	U=<24%"

Grading System (American System)

A+= 98%-100% B+= 91%- 92% C+= 83% - 85% D+= 70% - 75%
A = 95%-97% B = 89%- 90% C = 80% - 82% D = 65% - 69%
A- = 93%-94% B- =86%- 88% C- = 76% - 79% D- = 60% - 64%
E < 60%

20 GROUNDS FOR SUSPENSION

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished firearm, knife, explosive, or another dangerous object.
- Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
- Offered, arranged, or negotiated to sell look-alike-controlled substances, alcohol, or intoxicants.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco or product containing tobacco or nicotine.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities, willfully defied valid school personnel in the performance of their duties.
- Knowingly received stolen school property or private property.
- Engaged in an act of bullying, including, but not limited to, bullying committed by a means of an electronic act, directed specifically toward pupil or school personnel.
- Committed sexual harassment

- Participated in an act of hate violence
- Harassed, threatened, or intimidated another student.

21 HEAD LICE

Please look out for symptoms of excessive itching and white nit eggs on hair follicles. The school nurse will check students on a weekly basis and students with head lice will be sent home for treatment.

22 HEALTH

Children must have proof of immunization against polio, measles, rubella, mumps, diphtheria, and tetanus. This requirement may be waived for religious reasons only. Children who do not have proof of immunization (month, day, year) will not be registered in school. We make no exceptions. The proper health forms are available in the school office or at the Nurse room. If your child becomes ill or injured during the school day the school nurse will carry out first aid for the kid and parents will be notified. If we are unable to reach the parent, we will call those people listed on the student application.

School personnel may not administer medication without a prescription from a doctor. The prescription must be issued to the student. Medications must be in the proper bottle displaying the prescription information. This includes aspirin, decongestants, cough drops, or any over-the-counter medication. The medication should be in the Nurse room and kept in the proper way until the student's dismissal, then it will be given back to the parents.

Students with chronic disease (Blood sugar, asthma, high blood pressure) or allergy to food, fruit, vegetable and nuts, a medical report must be provided by parents and kept in the nurse's room, the school nurse will notify the teachers in case of any emergencies.

23 HOMEWORK POLICY

Purpose: The purpose of assigning homework at BISK is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

Definition: Homework may be an independent activity, or may require parental help, to be accomplished outside of the school day and without benefit of teacher assistance, to reinforce previously learned ideas.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

Homework will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

- Practice - This includes activities to reinforce skills such as studying spelling words and practicing math facts.
- Preparation - These are assignments designed to provide background information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/Creative - Activities such as book reports, science projects, and research for social studies reports are examples of such homework.
- Amount of Homework: The amount of homework assigned shall be related to the maturity and ability level of the students in a given class.

The following chart suggests these guides as homework schedules for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

Student's Responsibility: It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day. Teachers may use homework assignments to help determine a student's grade.

Parent's Responsibility: It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. If at any time a parent has a concern about the school's homework policy, they are to contact their child's teacher.

Teacher's Responsibility: Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to assure that the students can accomplish the work with reasonable success. The teacher will also monitor, assess, and acknowledge homework results for parents and students.

Specific classroom homework practice will be established by each teacher as well as this school policy and may differ from room to room depending upon the needs and abilities of the students. Teachers will share their homework policy with parents at Back-to-School Conference.

24 LOST AND FOUND

We make every effort to return lost items if names are on them. The lost and found articles are cleaned out once every three months with all items given to a charitable organization. Please ensure that your child's name is on coats, lunch boxes, sweatshirts, and other personal items that may be misplaced.

25 LUNCH PROGRAM

We offer a lunch program for all students. Students are encouraged to prepay for their lunches. These students will be issued an electronic **card**.

26 PHYSICAL EDUCATION

Students must wear the PE uniforms for Physical Education classes, for school sport activities and competitions.

- The PE Kit consists of a t-shirt which tucks into shorts, standard length shorts for summer and tracksuit for winter, socks, and trainers (preferably all kept in a PE kit).
- All students must have trainers.
- For safety reasons no jewelry should be worn during PE lessons.
- Students whose hair is below shoulder length must have their hair tied up.

Students who do not have appropriate clothing and/or footwear will not be able to participate in physical education classes. Students in Pre-Reception through to grade 3 should come to school wearing their PE uniforms on designated PE days. If the weather is cool a sweatshirt may be worn. Students in Grade 4, 5 and 6 are required to change into their PE uniforms in school. If a student is not able to participate in their PE lesson for any reason a letter from the parent or a doctor is required. The most popular sport at school is football played by both girls and boys. Students play other team games such as volleyball, handball, table tennis, warm up games, basketball, badminton and gymnastics. Each tournament is organized by the PE teachers.

27 PICK UP AND DROP OFF

Your child's safety is vitally important to us. Supervision begins at 08:00. Students cannot be dropped off prior to this time.

For those who drive, the supervised drop-off area will be in front of the school. All drivers MUST follow the Arrival and Departure Procedures. The success of this procedure to run efficiently depends on the cooperation of all drivers. Thank you for your cooperation during this important transition period.

DROP-OFF/PICK-UP PROCEDURE

If you are using the drop-off/pick-up lot, we ask that you:

28 SCHOOL HOURS

The school campus is open to students from 08:00 to 16:00. The first bell rings at 08:30 and School ends at 16:00. Students are not to arrive prior to 08:00, as there is no supervision provided in the playgrounds. Please be on time to pick up students. Students not picked up by 6:00 were brought to the office to call home. Parents will need to come into the office to pick up students after 16:00.

The school office is open from 08:00 am to 16:00 Sunday to Thursday on all days when students are in attendance.

30 SPECIAL RESOURCES

It is the desire of BISK to ensure that all students, regard

29 SPECIAL PROGRAMS

If the Student Success Team and parents determine that a student is performing significantly below grade level due to a possible handicapping condition, a referral to special education will be made. Once this referral has been made and parent approval is granted, the school special education staff assesses the student's current level of performance and the level at which the student is capable of performing. In order to qualify for special education services, there must be a large discrepancy between these two areas and an identified learning disability. If this discrepancy exists, an IEP (individual education plan) meeting will be conducted with the parents to share results and set up specific learning goals for the student.

Learning Specialist: Once a student qualifies for special education, the Learning Specialist Team can provide assistance to the students in special education to help meet goals and objectives. Students are given strategies they can utilize in collaboration with the regular education teacher to compensate for their learning disability.

ELD (English Language Development):

less of their unique needs and abilities, are able to achieve and learn the school curriculum. In order to do this, we provide a variety of special resources for students which help those with

difficulties improve and challenge those with exceptional abilities. In order to qualify for these services, students must be referred through the Student Success Team.

31 STUDENT SUCCESS TEAM

The teacher and/or parent may refer a student to the Student Success Team. This team of teachers, school Psychologist, Heads, and parents meet to discuss the strengths and concerns of the student and the team will make several recommendations to the teacher and parents in regards to classroom/home modifications and interventions

32 Student of the Month

32.1 Criteria for Student of the Month

The Student of the Month program aims to promote student success inside and outside of the classroom. BISK's mission is dedicated to preparing our students for the "world of tomorrow." When we acknowledge our students as engaged, respectful citizens of our school community, we encourage their participation and contribution as citizens in a democratic society. Students of the Month demonstrate good character, best effort, most improvement and kindness. This award is designed to nominate and select students who promote and take pride in BISK and in themselves.

32.2 Nomination Criteria

All students from KG through grade 12 are eligible to receive the Student of the Month award. A student cannot receive the award more than once within a year. In order to be considered for an award, students must not be failing any classes or have any discipline referrals for that month. To be nominated as Student of the Month, the candidate should meet at least 3 of the criteria listed below:

- Shows improvement in and/or meets learning standards
- Maintains good attendance or has improved attendance
- Exemplifies good character traits
- Shows excellent or improved behaviour
- Displays a positive attitude toward others and/or learning
- Exemplifies good citizenship or improvement in citizenship
- Participates to the best of his/her ability in the classroom
- Demonstrates responsibility
- Respects peers, teachers, staff, and self
- Is kind and caring to others

32.3 Who Nominates?

Students will be nominated by the teachers and staff. Each month Teaching staff will be reminded of the nominations and sent an email to reply with the names of students for the month. Final decisions for each month's Students of the Month (K-6 and 7-12) will be made at a faculty meeting.

32.4 Selections

The selected students' picture and name will be posted on the school web-site. The administration will present a Student of the Month certificate to the students.

33 SURVEILLANCE CAMERAS

We at BISK believe that reasonable use of surveillance cameras will help the school support its goals for campus security. Cameras are not placed in areas where students, staff, or community members have a reasonable expectation for privacy.

34 TOBACCO FREE SCHOOL SITE

BISK is a tobacco-free site. Use of all tobacco products shall be prohibited within any buildings, facility, or vehicle. In addition, the use of all tobacco products is prohibited on school grounds or premises. This prohibition shall also apply to all individuals attending or representing the school at school-sponsored activities held off school property.

35 TOYS

No toys or sport equipment, from home, are allowed at school. This rule applies to before and after school also. We provide balls and other equipment for use at recess time.

36 VISITORS

All visitors must sign-in and out in the office and wear a visitor's badge

37 VOLUNTEER INFORMATION

BISK values its Parent Volunteers immensely. Volunteer assistance enriches the educational program, increases supervision of students, and contributes to school safety while strengthening the schools' relationships with the community. Parents/Guardians and other members of the community are encouraged to share their time, knowledge, and abilities with students. It is very important for all volunteers to respect confidentiality, be on time and inform the teacher if they cannot volunteer as scheduled. Please contact the admin for volunteer opportunities. Prior to volunteering the attached Parent Volunteer form should be completed.

38 WELLNESS POLICY

When it is time to celebrate a birthday or a special occasion, many of us love to make special treats for our children. When sending in treats please be mindful and respectful of our school wellness policy which includes offering students the healthiest foods while at school. So, if you're planning to send in birthday treats for your child, the treat MUST be HEALTHY.

