

Dear Parents,

Welcome to Pioneers Bacculaureate School!

Thank you for participating in your child's education. Communication between home and school is very important to your child's success. This handbook contains the rules we follow and the expectations we have. Please read it thoroughly. The handbook contains a great deal of information you will need to insure your child has a positive learning experience.

We appreciate your support and assistance in having your child at school on time and ready to learn. Our staff is dedicated to providing the best education possible. As you read through the handbook, please let us know of any questions or concerns that you have.

Sincerely,

Lana Khalaf

Deputy Principal

Mission

Pioneers Bacculaureate School was established to build a generation of learners who will be inspired to reach their intellectual and personal potential. By approaching each as a unique individual, we make sure that every child gets the best from this school.

The school will teach the existing Palestinian curriculum utilizing modern teaching techniques. Our first priority is teaching our students to love learning. We will be exposing the students to an intensified English language program and reinforcing their deep roots in the Arab and Palestinian traditions.

Day to Day Activities & Procedures

Admission Policy

Pioneers Bacculaureate is open to all students who meet our admission criteria. The school believes in making sure our students can benefit from our programs and we engage in a rigorous admissions process to help us meet that goal.

Applications for admission are accepted throughout the school year until each class reaches the maximum class size of 22 with the exception of the first grade. The cut-off date for admission to first grade is April. The minimum age to enter first grade is 5 years and 8 months old.

Withdrawal Policy

When a student is leaving Pioneers permanently, the student's parents should inform the Admissions office, in writing, as soon as they know. This will enable the office to prepare the necessary documents that accompany a withdrawal. Before these documents can be issued, a withdrawal form must be prepared which certifies that there is not an outstanding balance or any unreturned school materials. Tuition paid is non-refundable.

Admission Requirements (Necessary Documents)

- Birth Certificate
- Two passport photos
- Completed application form
- Immunization card
- Medical history (including blood type)
- Academic Records
- Copy of Father's I.D. card

After School Activities

Afterschool activities end at 4:00. Teachers are not on duty after 4:00 and parents are responsible for picking their children up promptly. Transportation is not provided for students who choose to participate in after school activities. Parents are required to provide transportation. Parents will be informed of the activities offered by means of News & Notes.

Arrival & Dismissal

The school day begins at 7:30am and finishes at 2:45 p.m. The first class starts at 8:00 a.m. School is open Sunday through Thursday from 7:15am until 3:30pm.

Upon arrival, students should not enter their classrooms. They must keep their belongings with them until they go up to their classrooms with their teachers after morning assembly. At 7:40am the bell rings for students to line up and prepare for morning assembly.

If students arrive after 8:00am, they must report to the main office to sign in and then report to their class. They will be marked as "late." Students are expected to remain on campus during the school day. Students who must leave school early must be signed out at the main office by their parent. Parents should send a note with their children if they know the child will be leaving early.

Parents who come to collect their child early must come to the main office to sign them out. If someone other than the parent/guardian is collecting the student, the school must be informed, by the parents, before the student will be allowed to leave the school. During dismissal, parents of students must wait to meet their children in the Main Entrance/Reception area. We ask that no parents enter the classroom while they are waiting. The buses depart at 2:50pm.

School Hours

Start	End	Description
7:30	7:40	Arrival
7:40	7:55	Morning Assembly
7:55	8:35	Class 1
8:35	9:15	Class 2
9:15	9:35	BREAK
9:40	10:20	Class 3
10:20	11:00	Class 4
11:00	11:40	Class 5
11:40	12:10	BREAK
12:10	12:50	Class 6
12:50	1:30	Class 7
1:30	2:10	Class 8
2:10	2:45	Learning Center

Transportation

PB has a very good bus service. Every day the driver manages to collect and drop off children from all over the Nablus area. Of primary concern is the safety of each child.

Students are expected to follow the bus rules and behave appropriately on the bus at all times.

Please notify the main office before 12:00pm if you do not require the bus on a particular day, if you come to school to collect your child in person, or if you need your child dropped off at a different location. We cannot accept any changes on the bus route after 12:00pm.

Attendance, Absences & Makeup Work

Students are expected to attend school every day. The school is aware that students occasionally need to miss school due to illness, family matters or emergencies. It is strongly recommended that travel and vacation plans be scheduled to avoid missing any school days.

The students must attend a minimum of 85% of school days to be promoted to the following grade. In exceptional instances an exception may be made. Parents are asked to please notify the appropriate school office in writing, ahead of time, if a student is to be absent. The office will notify the teacher(s) concerned.

In the case of illness or some other unexpected absence, parents are required to call the office the morning of the absence. When the child returns to school he or she should provide a note signed by the parent explaining the reason for the absence. In some cases a doctor's note stating any restrictions may also be required.

Students, who miss school for a few days for any reason, should arrange to get assignments (assuming they are well enough to do the work) from a friend in the same class, or the teacher may send a copy home with a sibling or via email if it is possible. Students who miss school for extended periods (whether due to illness or other reasons) can request a list of assignments and recommended work to make re-entry as smooth as possible.

A lot of what happens in school is work which cannot be made up later. The interaction with the teacher, other students, and doing hands on activities, etc, cannot be recreated. Teachers are NOT expected to create extensive individual programs for students who miss school for long periods.

Birthdays

Teachers will recognize student birthdays as appropriate for the age in question. Invitations to private birthday parties may be distributed at school only if all children in the class are invited. Parents who would like their child's birthday celebrated must make arrangements with the teacher in advance. The celebration must be limited to a cake or cupcakes and a drink - no gifts or treat bags- and last no longer than 20 minutes.

Food

We will have a canteen on site with various pitas and other snacks. Students will eat their lunch in designated areas. Students should bring water bottles. Students should not chew gum, or consume chocolate or candies during the school day. Please support us in encouraging a healthy lifestyle by not sending chips, chocolate, candy or fizzy drinks to school at anytime.

Break Time

Students have supervised outside break times during the school day and are expected to go outside to play. Everyone is expected to dress appropriately for the weather. On the occasional day when the weather is considered inclement, outside play will be cancelled. During outside play students are expected to remain in the designated supervised areas and play safely.

School Calendar

The 2008 - 2009 school holiday calendar can be found in the Appendix as well as on the school website. A calendar of events can be found on the school site. Important events are published regularly in the school News and Notes or details are emailed direct to your email account.

Code of Conduct

At the Pioneers Baccalaureate School, we believe in the development of each student's potential for learning in a positive, safe and orderly school environment. We believe that we must state behavioral expectations and discipline procedures in a manner most likely to be read and understood.

Discipline at PB is based upon the following assumptions:

All students are innately good and have the capacity to behave responsibly and make good choices.

A school environment, in which appropriate behavior is consistently expected and recognized, creates a sense of security for students that will increase their attention to learning and to self responsibility.

Disciplinary consequences should be productive, reasonable and related to inappropriate behaviors.

Students' benefit from the educational process best when teachers, administrators, counselors and parents work cooperatively to ensure that students gain the most from their mistake.

The aims of discipline procedures at PB are as follows:

To help students recognize that freedom and responsibility go hand-in-hand.

To help students learn from their mistakes.

To help students develop effective communication skills, problem solving skills and other important social skills.

The Code of Conduct is in line with the IB Learner profile, creating a positive means of encouraging appropriate behavior. The Code of Conduct includes five statements. These are written in a positive manner, and represent the desired behaviors and habits that students are expected to model and practice on a daily basis. We will consistently challenge students to consider their behavior and contributions to school life in terms of the Code of Conduct.

Our Code of Conduct

Be truthful; communicate honestly.

Be actively engaged in learning; ask questions, listen to others, work together.

Be caring, friendly, helpful and polite to others.

Be responsible for personal property and for the property of others.

Be respectful and sensitive to the needs of others.

Problem Solving Steps

Students are encouraged to use the following steps to help them solve problems.

Stop

Talk

Walk

Ask for Help

Disciplinary Procedure

The PB reserves the right to take appropriate disciplinary action, including suspension or expulsion, for activities of a student, whether on-campus or off-campus, which are considered detrimental to the welfare of the school, student body or individual.

PB students are subject to school rules and disciplinary responses for incidents of misconduct or breaches of discipline occurring during school or while attending school-sponsored activities.

PB students are subject to school rules and disciplinary responses while away from school should actions by them be considered detrimental to the welfare of themselves, others or the school.

Breaches of discipline shall be dealt with by applying progressively serious measures, which appropriately meet the seriousness of the offence, which may include behavioral or academic issues.

Disciplinary measures are as follows:

Verbal warning

Time Out

Complete Letter of Apology and Action Plan

Loss of Privileges or do Extra Jobs in class

Visit with Principal or Assistant Principal

Conference

The teacher, counselor or Principal will confer with the student. The parents may be conferred with in person or by phone. As a result of the conference process, one or more of the following consequences may be imposed as a result of a student's inappropriate behavior.

Weekly Progress Report

The Principal or Vice Principal may place a student "on report" due to academic and/or behavioral concerns. We will closely monitor the student's academic performance and/or behavior for the week. A student on report will be required to have his/her teachers complete a report at the end of each lesson for the entire week. After the report is completed, the student will sign it and acquire the signature of parents.

Contract

A formal written contract between the school, parents and student may be required which specifies expectations and consequences of behaviors.

Detention /In School Suspension

Detention/In School Suspension shall mean a disciplinary measure, which requires a student to remain in a designated and supervised area of the school for a specified period of time. Students may be assigned specific work during a detention. Detention may result from inappropriate behavior in class or on the playground, and may be imposed by the faculty or the administration.

Suspension of student

Behavior judged to consistently deviate from accepted standards, or in a single more serious incident, will lead to suspension by the Principal for a period of from one to five days. Consistent unacceptable behavior or serious infringements of the rights, safety or welfare of others may result in suspension. The parents will be advised of the circumstances and action to be taken. A suspended student may not return to school until a conference is held between the administration and the student, parent(s) or guardian. A student shall be referred to the Counselor on returning to school.

Probationary enrolment

A student shall be placed on probationary enrolment as a consequence of behavior judged sufficiently serious that repeated similar behavior will result in automatic recommendation for expulsion.

Expulsion of student

Very serious and/or chronic offences may lead to expulsion, resulting in a student being removed from the school rolls.

Financial Reimbursement

A student and parents may be required to reimburse individuals or PB for damage to or destruction of property.

Other Student Expectations

Personal Appearance

Students are expected to wear the school uniform and safe footwear at all times and to maintain an appropriate level of personal hygiene.

Personal Stereo, Electronic Toys and Mobile Phones

Students are not allowed to use personal stereos, electronic toys or hand phones during the school day. If a student uses a personal stereo, electronic toy or a mobile phone during class or break time, it is considered a disturbance and the equipment may be confiscated by the teacher.

Movement Around Campus

Students are expected to walk on the right hand side of the hall and staircases and move quietly and carefully throughout the building. During outside break time, students are expected to come quickly at the end of break and assemble in lines as instructed.

COMMUNICATION: HOME AND SCHOOL

As professional educators we feel strongly that to maximize learning for our students, we need good communication with parents in order to work together to benefit our students. We maintain close communication with parents in the following ways:

PB Website

This site is our major communication outlet. At present there is detailed information on the curriculum and our assessment policy. Further to this, each grade level has a class page which explains the unit of inquiry being explored and also hosts newsletters, learning links, student work and photographs related to the unit. The monthly community newsletter is also posted on website.

Parent/Grade level mass SMS messages

We rely heavily on digital communication. We have the facility to mass mail groups of parents. We will use this mass mailing system for a number of information bulletins. These will include: when a grade level has a new newsletter available on the class pages; when student work is available online; or to provide news related to a grade level involved in field trips, etc. In order to receive these mass mailings, it is extremely important that you keep the school's main office informed of any email changes.

Class and Grade Level News

Class and grade level newsletters are published on a bimonthly basis. These letters are specific to a particular class and grade level and inform parents of class and grade level activities. This information will be posted on the Grade Level Class pages available through the school's website. Each teacher will have their own webpage with information relating to their class and or grade level.

Quarterly Newsletters

A quarterly newsletter will be published by the Administration summarizing the school's activities, new developments, or future plans.

Parent Information Sessions / Open House

Parent Information Sessions are scheduled in early September to enable parents to meet the teachers and learn about the program and expectations. Attendance is very important. Details related to these sessions will be sent in advance.

Conferences

As part of our regular reporting procedures conferences involving the Student, Parent and Teacher will be scheduled two times a year. These conferences will be held in November and March.

Homework Diary and Home/School Folder

Please check this book and folder regularly. They could contain important notices and messages for you. If there is information to be shared which is confidential, please send a separate note or email the teacher directly.

Open Door Policy

If parents wish to make an appointment to meet with a particular teacher they should make an appointment directly with the teacher concerned. For convenience, it may be easier to communicate directly with the teacher via email.

Emergency Procedures

In the event of an emergency during non-school hours, PB families will be contacted by telephone. In the event of an emergency during the school day, it may be necessary for all PB families to be contacted by telephone.

Field Trips

There will be a number of school-sponsored field trips at each grade level throughout the year.

Parents/guardians are required to sign a general permission slip allowing their child to leave the school campus, on foot, to participate in neighborhood activities or projects, relevant to a particular topic being studied, as well as day trips in the region using public transportation or school buses. Parents/guardians will be informed in advance of all day trips planned. No further response will be needed unless the parent wishes to withhold permission for the specified activity. Students cannot participate in field trips unless they have the written permission of their parent/guardian. We ask for your co-operation in ensuring that the signed slips are returned promptly. We request that parents arrange to have their children at school to begin the Field Trip and the Field Trip will not officially end until all students have returned with their teacher to the school.

Homework Policy

Homework is an important part of the educational program at PB. It provides the student with opportunities for independent practice, skill reinforcement, research, independent projects and also promotes the development of good time management and responsibility. All students are required to keep a homework diary. This diary may also be used for communication between home and school.

All students are expected to read each night as part of their assigned homework. Please encourage your child to read. Make literacy a central theme in your home.

Assessment Reporting

At PB, we see the child, parent and teacher as partners in the learning process. All parties have goals for the child's learning and these will be most effectively realized as the result of open communication. The child, teacher and parents work together to assess and evaluate the child's progress, identify observed strengths and areas to develop, discuss concerns and set future goals to meet the student's needs.

Our Assessment and Reporting process involves a number of components.

1. Focus Week

Each child will be involved in a special Focus Week two times a year. During this week the teacher will make observations and assessments of the child's progress, in all areas of the curriculum. Specialist teachers (English, Physical Education, Art and Music) will also have the lists of children on focus and will pay special attention to the skill development of these particular children.

2. Portfolio

Throughout the year each child will collect work in a Portfolio. The format of this book will be flexible to suit student needs and teacher preferences but the purpose will be the same, to provide evidence of student learning and achievement and to show growth over the course of the year. Presentation of the portfolios will be in November and March.

3. Self Evaluation/Reflection

Each child will be required to do some personal reflection on their work at school and to make their own assessments of their progress.

4. Student/ Teacher Conference

These conference times provide regular opportunities for the teacher and student to have some one-to-one time for the purpose of reflecting on the child's achievements, identifying strengths and areas to develop, discussing concerns and setting goals. These goals are very specific to the individual child and are agreed upon between the child and teacher, with the teacher acting as guide and facilitator. The nature and number of goals set at each grade level will vary and reflect the needs and abilities of children at different ages and stages of development. At this time, the child is given a great deal of responsibility for making honest and open comments about his/her own perceptions of himself/herself as a learner.

5. Progress Report

At the end January and at the end of the year in June, the teacher will complete a formal, written progress report for each child.

6. Student, Parent, and Teacher Conferences

During the first term in November, Student, Parent and Teacher conferences are scheduled during the regular school day. Your child will have some time to show and discuss his/her work. The teacher will highlight particular areas of the child's growth and progress and address any areas of concern. Parents also contribute! Conferences will also be held in March, during the regular school day. At this conference students will be presenting their portfolios and the conference will be more student led than the November conference.

7. Parent Comment

Throughout the year, parents will be asked for written feedback about their child's development. Our assessment and reporting process values the role of the parent as a vital link in the process.

Personal Belongings

Students are asked to PLEASE label ALL personal belongings, which come to school. If items are misplaced this enables us to return them to the proper owner. Students are discouraged from bringing expensive personal items to school such as mobile phones, computers, walkmans, or game boys. Parents are asked to please discuss this issue thoroughly with their children and encourage them to be responsible with their personal belongings. PB is not responsible for damage to or loss of personal belongings.

Lost & Found

The lost and found is located in the main office. In order to reduce the number of lost items stored, we would appreciate if student's belongings are clearly labeled.

School Health Records

It is essential that health records must be completed prior the student entering the school. Any pertinent medical information, addresses, telephone numbers, immunization or other information must be brought to the main office. Be sure emergency information is current, and please help in keeping the records up to date. Teachers and staff involved with a student with specific health problems are informed on a confidential basis about his/her medical conditions.

Emergency Medical Care

Accidents: In the event of an accident, the parents will be notified, and if needed an ambulance will be called. If treatment is necessary but it is not an emergency, parents will be called upon to take the student for medical care.

Illnesses: In the event of severe illness the main office will notify the parents. Parents are required to make arrangements to transport the child to their physician for treatment. If, however, the illness is so severe that there is not sufficient time for the parents to come to the school, an ambulance will be called and the student will normally be taken to the nearest hospital.

What to do in case of a School Accident

An accident report will be filled out by the secretary. It is important that parents cooperate in providing information for the report at the earliest time possible. In the case of hospitalization, the school insurance covers regular hospital accommodation and medical care. The doctor or the hospital should always be informed that it was a school accident.

Excluding a Student from School

A sick student exposes all staff and students he/she may come into contact with his/her illness.

Therefore it is the parents' responsibility to take their sick child home. If the parents cannot be reached, there must be an emergency contact person who is able to take a sick student home.

The following are the school health guidelines for excluding a student from school;

- o Temperature of 99.6°F or 37.5°C or above
- o Nausea, vomiting or severe abdominal pain
- o Diarrhea
- o Acute cold, sore throat, persistent cough
- o Red inflamed, or discharging eyes

- o Acute skin rashes or eruptions
- o Suspected scabies or impetigo
- o Swollen glands around jaws ears or neck
- o Earache
- o Any weeping skin lesions unless protected and diagnosed as non-infectious
- o Head lice
- o Other symptoms of severe illness

No student is permitted to leave the school on account of sickness without contacting the main office.

Excluding a student from Activities (Physical Education)

If for some reason (illness or physical disability) a student cannot participate in physical education activities, he/she must bring a doctor's note to school stating the condition and length of time the student is excused from this activity.

Returning your Child from Illness

Please report any infectious conditions before the student returns to school. Students with these conditions should return with a doctor's note stating they are not longer contagious, or stating which special precautions must be taken.

Students with Head Lice should not attend school until they are effectively treated. They should return with a doctor's note stating they are lice free. This procedure is necessary to ensure the health of the rest of the school.

Pioneers Parent Association

At PB we plan on having a very active Parent Association. The primary function of the PPA is to help families - newcomers and returning families' alike - feel part of the school community. The PTA provides a forum for communication, an organization for providing volunteer services and some financial support by fundraising for items not covered by the regular budget. The PTA coordinates a wide variety of social events, clubs and activities throughout the year.

Volunteers

A child's school life is greatly enriched by a family that is well-informed and active in school affairs. PB welcomes parent involvement and encourages close ties between parents and the school. Early in the school year parents are asked if they are interested in volunteering at the school, as a Room Volunteer for a specific class, as a classroom helper, acting as a mentor for the Learning Center, organizing special projects or reading in the Library. There are many ways in which parents can assist. We'd love for you to be involved!

PHYSICAL EDUCATION (PE) REQUIREMENTS

Students must wear the PE uniforms for Physical Education classes, for school sport activities and competitions. All students must have white soled shoes for use in sports. For safety reasons no jewelry should be worn during PE lessons. Students who do not have appropriate clothing and/or footwear will not be able to participate in Physical Education classes.

Students should come to school wearing their PE uniforms on their designated PE days. If the weather is cool a sweat suit may be worn. If a student is not able to participate in their PE lesson for any reason a note is required.