



DASMAN دسمن
BILINGUAL SCHOOL مدرسة ثنائية اللغة

Student-Parent Handbook

Dasman Bilingual School – Kindergarten

2026–2027 ACADEMIC YEAR

Table of Contents

01

About DBS & Bilingual Education

Mission, vision, accreditation, and educational objectives

02

21st Century Expectations

Academic, social, civic, communication, and critical thinking skills

03

Admissions

Requirements, process, screening, and placement

04

Academic Reports & Assessment

Grading keys, progress reports, and conferences

05

Golden Rules & Incentives

Six Golden Rules, rewards, and behavior expectations

06

School Operations

Hours, uniforms, attendance, lunch, library, and communications

01

Digital & Online Learning Policy

Virtual education, student eligibility, and online guidelines

02

Health & Safety

School nurse, sandstorms, emergency procedures, and bus safety

03

Code of Conduct & Discipline

Behavior expectations and discipline steps

04

Child Protection Policy

Definitions, indicators, procedures, and staff responsibilities

05

Mobile Phone & IT Policy

Device rules, internet use, and data protection



About Dasman Bilingual School

Dasman Bilingual School (formerly Dasman Model School) opened in 1996 with 400 students. Today, it spans seven buildings and is one of the largest private school campuses in Kuwait. DBS is proudly the only school in Kuwait that promotes inclusiveness and integration between mainstream and special needs students.

What Is Bilingual Education?

Bilingual education teaches academic content in both **English and Arabic**, recognizing that students are ambassadors for their culture. It is essential that children remain connected to their native language, religion, and traditions while gaining global competencies.



Take a virtual tour of our campus: www.dbs.edu.kw/Virtualltour

DBS Educational Objectives



Academic Excellence

Empower students with skills, knowledge, values, and competencies for personal and academic development. Engage students in challenging academics and reflective learning.



Global Citizenship

Provide real-world learning experiences to develop responsible local and global citizens. Inculcate a global ethos and universally accepted value system.



Play-Based Learning (KG)

Inspire active and creative minds using a play-based, child-centered approach. Cultivate high self-esteem, self-confidence, and respect for others.

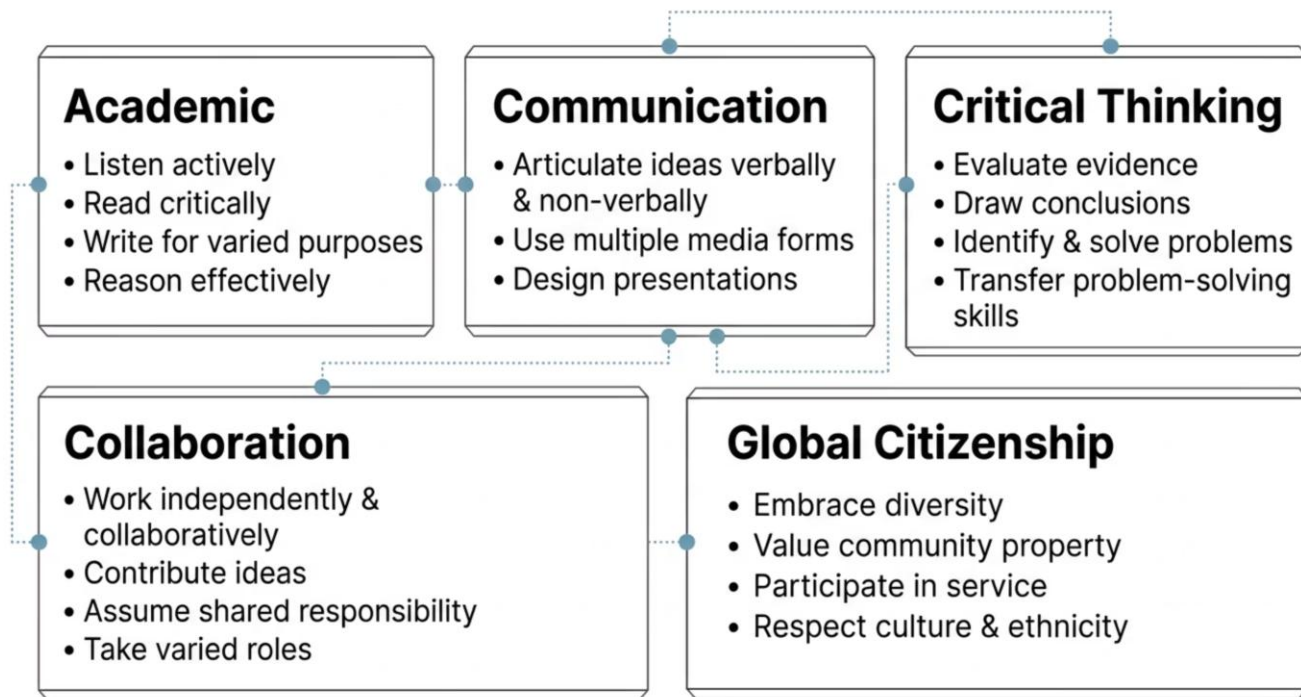


Holistic Support

Provide multi-disciplinary support services for academic, social, and emotional development. Engage differently abled students to recognize and optimize their full potential.

21st Century Expectations

DBS prepares students across five core competency domains to thrive in a global society.



These expectations guide every learning experience at DBS from the classroom to the community.

Accreditation & Kindergarten Philosophy

Global Accreditation

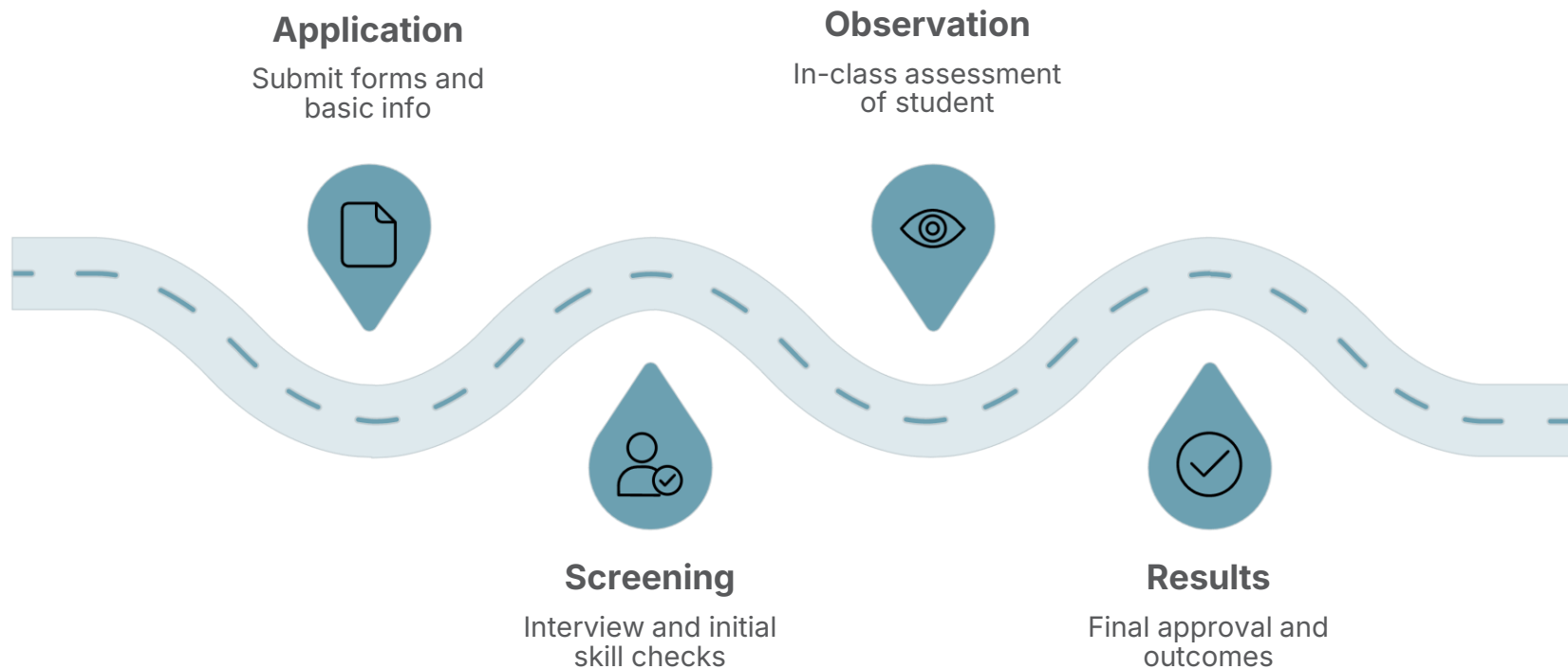
DBS is a proud member of the **Council of International Schools (CIS)** and the **New England Association of Schools and Colleges (NEASC)**, affirming our commitment to producing knowledgeable, skilled global citizens.

Our KG Philosophy

Kindergarten is at the forefront of early childhood development. Our **play-based, themed learning environment** meets each child's needs while fostering cross-cultural experiences, social skills, and friendship-building. We foster courtesy, consideration, respect, and individual responsibility shaping young minds for the world ahead.



Admissions Process



Potential students are assessed on basic written, verbal, fine motor, and gross skills. Parents are NOT allowed in the testing room. Students who fail to assess at their appointed time are rescheduled after 30 days. In-class observations may last 3–5 days. Final approval is granted by the English Principals and Superintendent. DBS reserves the right to refuse admission to any applicant who does not meet requirements.

Additional Admissions Requirements

Age & Toilet Training

Students must be at least **2 years and 6 months old** and completely toilet trained by September of the academic year. Students not toilet trained may be asked to remain home for a minimum of 10 days.

Siblings & Staff Children

Special consideration is given to qualified siblings of enrolled students, but admission is not guaranteed. DBS staff children follow the same admissions procedures with no guarantee of admission.

Therapy & Withdrawal

The KG Division does **NOT** provide Speech Therapy, Occupational Therapy, or Behavior Modification Therapy. Dasman reserves the right to withdraw any student deemed in the best interests of the student or school.



Academic Reports & Assessment

The school year is divided into **two semesters**. Report cards are issued at the end of each semester in January and June. Progress reports are provided on a continuous basis as needed.

E

Exceeding the Standard

3

Meeting the Standard

2

Approaching the Standard

1

Not Meeting the Standard

KG assessment covers fine and gross motor skills, language development, reading, math, writing readiness, physical development, creativity, and social development. Most students are expected to reach the standard by the end of the academic year.

Six Golden Rules & Incentives

The Six Golden Rules



We Listen



We Work Hard



**We Look After
Property**



We Are Kind



We Are Honest



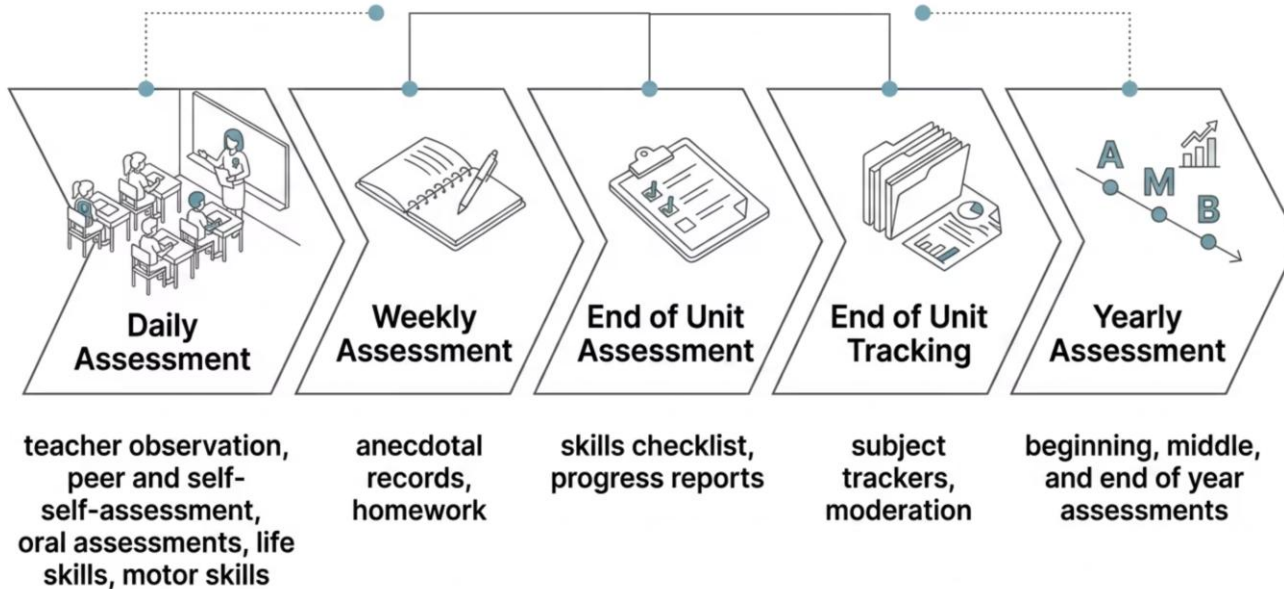
We Are Gentle

Rewards & Consequences

Students who follow the rules daily earn **15 minutes of Golden Time every Thursday**. Each day, one student is selected to take home the class toy as a reward, with a diary to share entries the next day. Students who do not follow the rules receive a visual warning first, then lose Golden Time. Parents are informed and given the opportunity to support their child for the following week.

- ☐ All staff — including admin and nannies follow the Six Golden Rules as role models.

Assessment Policy & Homework



Homework is sent home in a folder. Parents should help but **not complete** their child's homework, as it provides a clear picture of the child's abilities. Some homework may be issued on weekends at the teacher's discretion. Certificates are awarded during flag ceremonies for good behavior, phonics, writing, life skills, and academic improvement.

Textbooks, Timetables & Back-to-School Night

Textbooks & Supplies

Parents must purchase all textbooks, e-books, online subscriptions, consumables, and notebooks. A required supplies list will be sent home in the first week and posted on the school website.

Back-to-School Night

All divisions host a Back-to-School Night during the first weeks of school. Teachers provide a curriculum synopsis, grading overview, and brief introduction. **This is not the time to discuss individual student performance** please schedule a separate appointment.

Student Timetables

Timetables are distributed at the start of each school year. Any changes **MUST** be approved by the Superintendent. Teachers are not permitted to arrange changes independently, as this affects the master timetable.

Conferences & Counselling Services

Teacher-Student Conferences

Informal conferences provide students with feedback on their progress and allow them to reflect on their own work and make decisions about their portfolios.

Scheduled Teacher-Parent Conferences

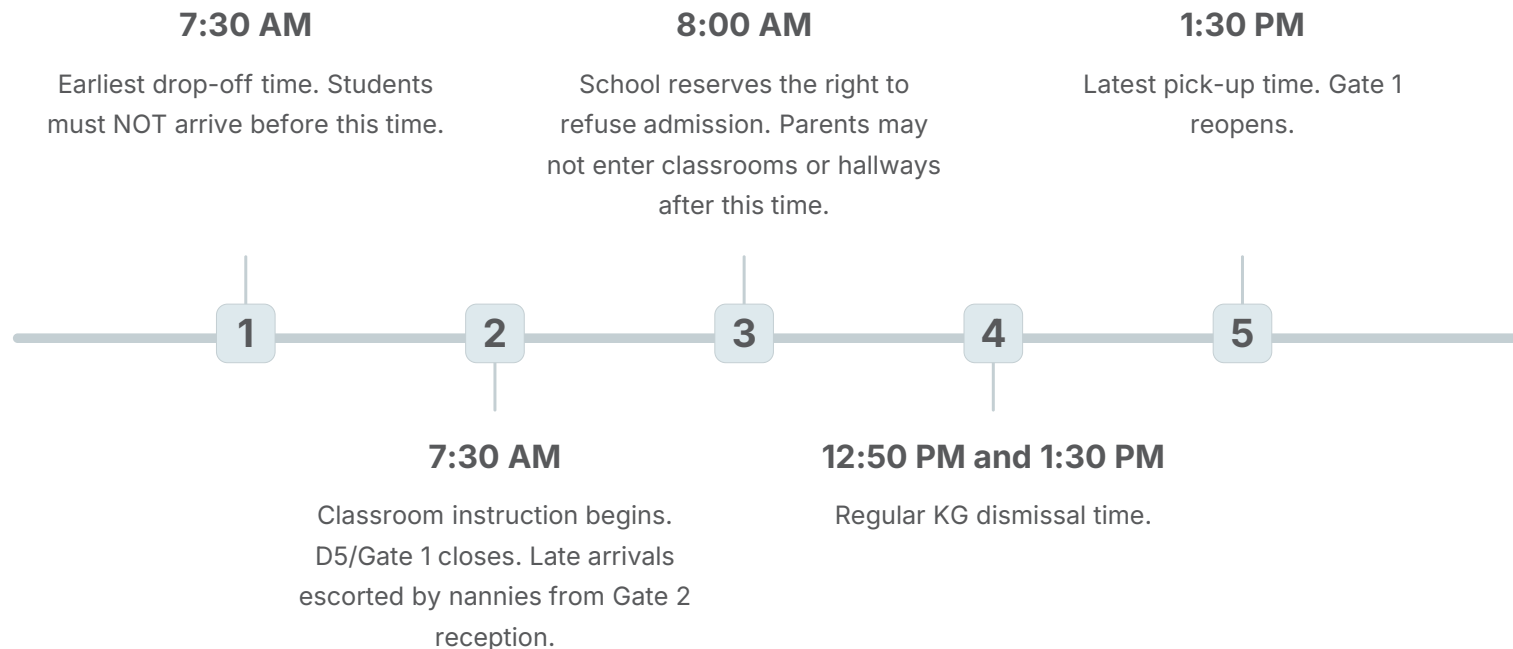
Formal conferences include both language teachers, Support Team members, and parents. Teachers answer questions, address concerns, and help define the parent's role in the learning process. Either teachers or parents may request a conference at any time.

Counselling Services

The KG Division has access to **one on-site counselor** available to observe students with difficulties in the classroom and offer mental health support to students and staff.

The counselor also serves as the **Child Protection Liaison Officer (CPLO)** and can join conferences as needed.

School Hours, Drop-Off & Pick-Up



Special deliveries (forgotten iPads or lunches) must be left at Gate 2 reception, please note that parents are not allowed inside classrooms. If a designee is collecting your child, notify the teacher and/or division secretary in advance.

Attendance Policy

Excused Absences

- Personal illness affecting health of student or others
- Serious illness or death in the immediate family
- COVID-19 quarantine (health department or physician order)
- Recognized religious holidays
- Medical/dental appointments with verification
- Government order or hazardous weather conditions

Key Rules & Consequences

- Absences exceeding **15 days** may result in expulsion and grade repetition
- Students in school fewer than **5 hours** are deemed absent for the day
- No permissions for leave on **Thursdays**
- Absences immediately before/after vacation are **unexcused**
- Work missed due to unexcused absence is graded down by **50%**
- More than **30 days** absent without valid reason = no promotion

 All ministry regulations are applied immediately. Medical clearance is required for contagious illnesses (e.g., H1N1, lice) before re-entry.

Lateness, Early Release & School Uniforms

Lateness

Students arriving after **7:30 AM** are considered tardy. A late pass is required for entry. Unexcused lateness includes reasons such as traffic and oversleeping). School may refuse entry after 8:00 AM.

Early Release

Parents must obtain an Early Release form from the division secretary. Valid reasons include medical appointments, family emergencies, or adverse weather. Early release is at **11:30 AM**. Unauthorized releases are unexcused absences.

School Uniforms

Uniforms available from the school store from **August 10, 2026**. All uniforms must be marked with the student's name. PE uniform: grey DBS t-shirt and grey DBS sports trousers. Students without PE kit receive zero for that lesson.

On dress-down days, modesty and cultural sensitivity are required. Shoulders and knees must be covered; sheer or revealing clothing is unacceptable.

Recess, Lunch, Birthdays & Siblings

Recess & Lunch

KG students have **two breaks** daily — lunch then recess, followed by snack then recess. Lunch is eaten in the homeroom classroom. Recommended items: fruit, sandwich, vegetables, milk, yogurt, juice, or water.

- No candy, soda, fizzy drinks, or chewing gum
- No strong-smelling foods (tuna, eggs, meat)
- Dasman is a **nut and egg-free campus**
- KG students may NOT use the canteen

Birthdays & Siblings

Birthdays may be celebrated on **Wednesdays and/or Thursdays** with prior teacher permission. Only **cupcakes and a juice box** are allowed no cakes, balloons, clowns, or party accessories. Parents must account for classroom allergies.

Siblings in other divisions are **not** to be released from class to attend birthdays, assemblies, or special events in other divisions.

Library, Lost & Found, Communications & Devices

Library / Media Center

Classes visit once a month. Only one book may be checked out at a time. Lost or damaged books must be paid for report cards are held until fines are settled. No eating, drinking, or disruptive behavior in the library.

Lost & Found

Located near the KG front office. Label all clothing, books, and PE uniforms. Unclaimed items are donated to charity. The school is not responsible for lost or stolen articles.

Website & Communications

Visit www.dbs.edu.kw for newsletters, announcements, and events. Teachers use iSams, email, Instagram, Facebook, and Class Dojo. Teachers are **not permitted** to create or join WhatsApp groups with parents. All communications must be conducted through iSAMS or email.

Toys & Electronics

Mobile phones, electronic devices, toys, and motorized transport must be left at home. The school takes no responsibility for lost or stolen electronics. Confiscated devices are held by administration.

Digital Learning Policy

DBS offers a virtual education program for Pre-K through Grade 12, developing 21st century skills including critical thinking, creativity, collaboration, digital literacy, and cyber safety.

Two Modes of Online Learning

Synchronous

Live, collaborative sessions with teacher and peers at the same time

Asynchronous

Self-paced learning with teacher feedback, completed at any time

Blended Learning

Students learn partly online (with control over time, place, and pace) and partly in a supervised setting, with both modalities integrated into a unified learning experience.

Data Protection in Online Learning

- Student images, videos, and submissions are personal information — anonymized unless written permission is given
- Personal names must be avoided in chat invites or titles
- Students and guardians must be informed if sessions are recorded
- Learning management systems are ministry-compliant
- Social media must not transmit student personal data to third parties

Virtual Education: Student Requirements & Support



Eligibility

Students must be enrolled at DBS and meet the required health and enrollment requirements and have consistent daily internet access.



Removal Reasons

Students may be removed from virtual education when they **violate the school technology policies**.



Attendance & Progression

Students are in attendance if successfully progressing through coursework. Course progression must match the pace of a traditional class. **Punctuality to online sessions is paramount.**



Student Support

Virtual afternoon help is provided three days per week. Counselors assist with academic, career, and social needs through one-on-one or group sessions.

Health, Safety & Emergency Procedures

School Nurse

The KG Division Nurse is located in the D1 Building and is on duty all day. All sick students must be collected from the nurse's office. Medicine must be given to the nurse by an adult. Students with nits or lice require nurse clearance for re-entry.

Sandstorms

Nurses alert teachers of asthmatic students immediately. Parents may collect their child without a signed release slip during a sandstorm. Other students remain in class unless there is a major emergency.

Emergency Evacuation

- Signal: continuous bell ringing for minimum 60 seconds
- Assembly point: large playing field outside Dasman 1
- Teachers carry class lists and green/red cards
- Teachers close doors and switch off lights/AC if time allows
- Fire Escape Maps are posted on classroom doors
- SMS messages sent to parents — keep contact info updated

Only eyeglasses or medication may be delivered to school, labeled with the student's full name and grade.

Bus Safety Rules

1

At the Bus Stop

Arrive 10 minutes early. Stay well away from the street. Never move toward the bus until it has fully stopped and the driver opens the door.

2

Boarding the Bus

Stay 5 meters from the front or back. Use the handrail. Check that drawstrings and backpack straps cannot catch on the door or handrail. Do not push or shove.

3

On the Bus

Find a seat and fasten your seatbelt. Do not put head or arms out of windows. No eating, drinking, loud talking, or throwing objects. Obey the driver and attendant at all times.

Code of Conduct & Discipline

Our Expectations

Every DBS student is expected to be an inquiring, knowledgeable, and caring global citizen. Physical aggression of any kind is not allowed. The school discipline system aims to develop responsibility and self-discipline through monthly core values.

Discipline Steps

Step 1 – Verbal Warning

One to one talk with student

Step 2 – Consequence

Timeout, detention, or green slip

Step 3 – Phone Call Home

Step 4 – Parent-Teacher Conference

Step 5 – Warning Letter

Home & School Partnership

Parents will be notified of both concerning and excellent behavior. The school appreciates being informed of changes in home life that may influence a child's behavior. Students with recurring issues will be placed on a behavior modification plan by the counselor.

- ☐ Staff members are authorized to speak with parents or legal guardians ONLY. Confidentiality is strictly maintained.

Mobile Phone & IT Policy

Mobile Phone Policy

Mobile phones must **not** be brought to school at any time, per Ministry of Education Bulletin 6038/2017. Students wishing to bring phones must hand them to administration at arrival for collection at end of day. The school is not responsible for lost or stolen electronics. Unauthorized devices will be confiscated and held until a parent collects them.

IT & Internet Policy

- Internet use must support education and research only
- Do not damage computers, networks, or spread viruses
- Do not install unauthorized software or download without administrator permission
- Plagiarism and copyright violations are strictly prohibited
- No accessing obscene, lewd, or inappropriate material
- No personal email, chat rooms, or unauthorized computer access
- Do not disclose personal identification of yourself or others
- Use appropriate, respectful language at all times

 The Public Administration for Private Education will take legal action against students who do not abide by mobile phone regulations.

Child Protection Policy

DBS fully recognizes its responsibility to safeguard and promote the welfare of all children. All DBS staff are **mandated reporters** of abuse and/or suspected abuse inside and outside the school.

Physical Abuse

Includes hitting, shaking, burning, or any physical harm. Corporal punishment by any adult is considered physical abuse.

Emotional Abuse

Persistent maltreatment causing severe adverse effects on emotional development, including bullying, belittling, or age-inappropriate expectations.

Negligence

Persistent failure to meet a child's basic physical or psychological needs including food, shelter, supervision, or medical care.

Sexual Abuse

Often perpetrated by known and trusted individuals. Typically planned and systematic, involving grooming of the child and their environment.

The Child Protection Liaison Officer (CPLO) at DBS is the School Counselor. Concerns must be reported to the CPLO immediately. MOI Child Protection Centre Hotline: **147 or 25632140**.

Child Protection Procedures & Staff Responsibilities

If You Suspect Abuse

1. Record your concerns immediately
2. Report to the CPLO / Principal without delay
3. Consider if immediate medical intervention is needed
4. Make an accurate written record within 24 hours, including dates, times, injuries, and explanations given

When a Child Discloses to You

- Give undivided attention; show warmth without distress
- Do NOT promise confidentiality or ask leading questions
- Use open questions: "Tell me...", "Describe to me..."
- Record the child's exact words, sign and date, and hand to CPLO immediately

Safe Professional Culture

All staff must:

- Work openly and transparently at all times
- Avoid unnecessary physical contact with children
- Not accept or give personal gifts to students
- Not establish social contact with students outside school
- Only use school email systems to communicate with students
- Never use personal punishment of any kind
- Report any conduct concerns to the Principal within 24 hours

⊗ Allegations against the Principal must be raised with the School Board and Ministry of Private Education within 24 hours.