



مدارس البكالوريا
BACCALAUREATE SCHOOLS

☎ 0593-119966
☎ 02-240-9966 / 02-241-9966
✉ bas@bas.sch.ps
🌐 bas.sch.ps
f 📷 Baccalaureate schools

Dear Parents and Guardians of Baccalaureate Schools Students,

In the spirit of cooperation and partnership between the school and home, we kindly ask you to read these instructions, explain these points to your children, clarify their benefits and primary purpose, and commit to them by signing your approval. We appreciate your efforts in supporting our students.

- The school and kindergarten doors open at 7:30 AM, and the bell for the morning assembly rings at 7:45 AM. Students must arrive before this time.
- School dismissal is at 2:30 PM daily, except on Tuesdays when students are dismissed at 1:30 PM.
- School students should be picked up no later than 2:45 PM on all weekdays and at 1:45 PM on Tuesdays.
- Kindergarten dismissal begins at 2:00 PM daily, except on Tuesdays when dismissal is at 1:30 PM.
- Kindergarten students should be picked up no later than 2:30 PM on all weekdays and at 1:45 PM on Tuesdays.
- Students are not allowed to remain on school premises after the designated closing time.
- The school bears no responsibility for students who remain beyond these hours.
- The school offers a free academic support program, Study Hub, after official hours from 2:45 PM to 3:30 PM on all weekdays except Tuesday. Students will be selected based on their academic needs through evaluations and at the discretion of the academic supervisor, with parental consent.
- Students must adhere strictly to the school uniform (white dress shirt, blazer, tie, formal trousers - or PE uniform only if they have a PE class).
- Students may not start the school day without their complete uniform, appropriate actions will be taken for dress code violations.
- The school cafeteria has a daily menu of fresh meals available for students to purchase from. Students that choose to bring their lunch are encouraged to choose healthy food.
- The kindergarten is provided with a fresh healthy lunch for students daily from our cafeteria, and parents must provide breakfast from home, ensuring it does not include unhealthy items.
- Bringing unhealthy foods such as energy drinks, carbonated beverages, gum, extremely colored and spicy foods are strictly prohibited.
- Each student is provided with a wristband for cafeteria purchases.
- Wristband accounts can be recharged in the finance office, daily spending limits can also be set for students in the finance office.
- Purchases made in the cafeteria are made strictly using the wristband.
- If a wristband is lost or damaged due to misuse, the parent must purchase a new one for \$10.



- Each student has a personal locker outside their classroom for storing books and stationery, which should be maintained. If the key is lost, a fee of \$20 will be applied to the students account.
- Bringing mobile devices to school is strictly prohibited. If there is a necessity for a student to bring a phone, it must be submitted at reception before the school day begins, and the school assumes no responsibility for the devices.
- Any phones found on a student during school hours will be confiscated until the end of the semester.
- Students must maintain good hygiene practices. They are expected to maintain clean hair, clean nails and personal hygiene.
- Wearing rings, bracelets, or any type of accessories is not allowed.
- Bringing perfumes and using cosmetics (for girls) during the school day is prohibited.
- A nurse is available in the medical clinic throughout the school day and is available to provide any necessary medical services for students. If you have any health concerns, please contact student affairs directly.
- Bringing any type of medication independently is prohibited unless there is a medical report verifying the student's health condition. This must be coordinated with student affairs and the school nurse before bringing any medication to school.
- Students must respect school property. If a student causes damage, the parent is responsible for compensating the school for repairs. The student will be referred to the school's disciplinary council.
- Any behavior violating school rules, inside or outside the classroom, will result in referral to the disciplinary council.
- Students must maintain cleanliness in the school environment (classrooms, yards, facilities).
- Using and touching others' personal belongings is strictly prohibited.
- Students are expected to comply with all school administration and teacher instructions, as per the student guide.
- Aggressive behaviors and the use of inappropriate language is strictly prohibited. Violations will result in referral to the disciplinary council.
- Student absences are recorded on LMS, reasons for the absence should be called in to the school administration by phone or message.
- If a student is absent for a valid medical reason or otherwise, proof of absence must be provided, and the parent should contact student affairs.
- If parents need to visit the school for any administrative or academic matters, they must coordinate an appointment in advance with the school reception by phone.
- Information and all communication will be sent directly via the Baccalaureate Schools App and SAVVAS Realize. For any technical inquiries, please arrange an appointment with the IT department.
- The student affairs department is the only authorized body to meet with parents regarding all matters concerning their child.



مدارس البكالوريا
BACCALAUREATE SCHOOLS

☎ 0593-119966
☎ 02-240-9966 / 02-241-9966
✉ bas@bas.sch.ps
🌐 bas.sch.ps
f 📷 Baccalaureate schools

- For direct communication with teachers regarding daily educational matters, the Baccalaureate Schools App is the only approved channel, during official school hours only.
- To ensure the safety of our students, parents are prohibited from being on school premises and in the courtyards without proper coordination.
- For the safety of our students, school gates close at 8:00 AM, and no one may enter or exit without prior coordination with the reception.
- For urgent communication after school hours, you may contact us via WhatsApp at the official number +970593119966.

This notice is part of the school administration's regulations and serves as a clear and binding notification for parents and students.

With utmost respect and appreciation,

Baccalaureate Schools Administration