



**ABU DHABI INTERNATIONAL PRIVATE SCHOOL**

***Student–Parent Handbook***

***2017/2018***

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*School Mission:*

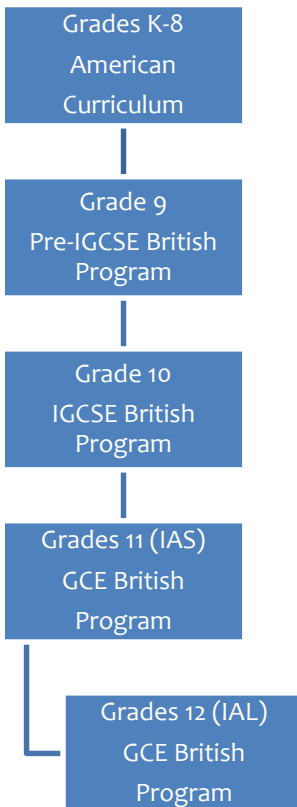
*To support all students attain their full potential in personal development and active citizenship by providing the foundation for lifelong learning through quality education.*

## ARTICLE I: ACADEMIC PROGRAMS

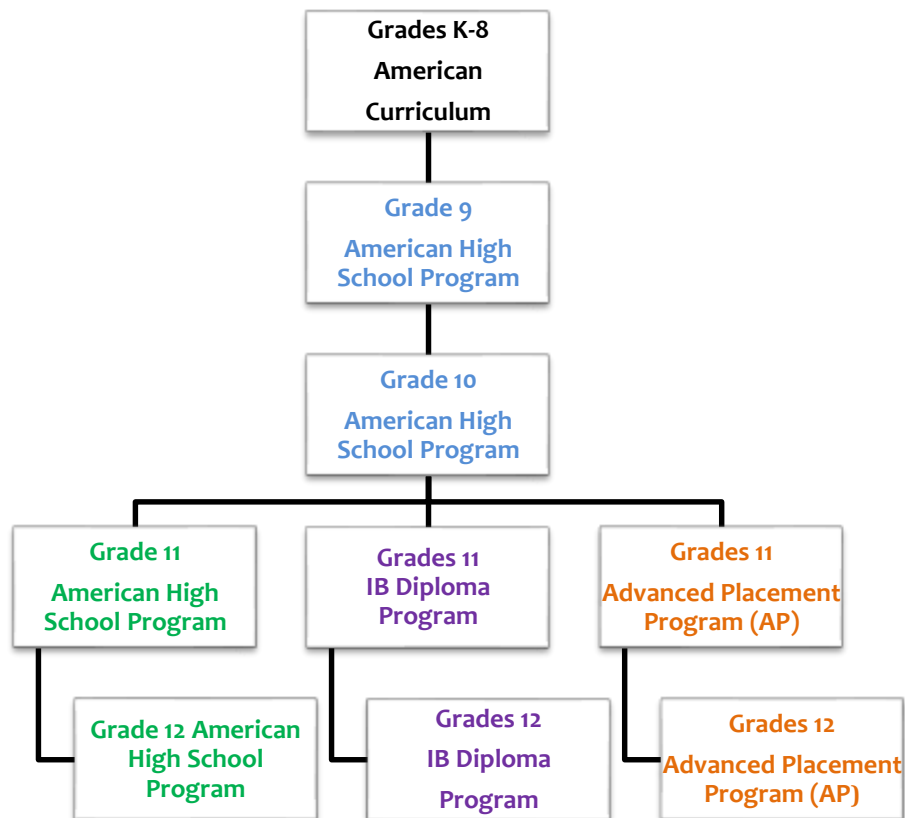
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AIS provides the opportunity for its students to graduate with an American program, the British (IGCSE and A-Levels) program, Advanced Placement Program or the International Baccalaureate Program. The following charts represent the program choices for AIS students.

### Abu Dhabi City Campus



## MBZ City Campus



### Changing Programs and Campuses:

- Students who have successfully completed Grade 8 American program and meet the criteria set by the school to join the IGCSE program may move to study in the British system.
- Students who have successfully completed Grade 8 at Abu Dhabi City Campus and meet the criteria set by the school to join the American program are required to transfer to MBZ campus.
- Students who have completed Grade 10 in the British system and meet the criteria set by the school to join the IBDP program may move to study at MBZ campus.
- Students are not permitted to move from American Curriculum to GCE British System in Grades 11 and 12.

## ARTICLE II: CO-CURRICULAR PROGRAM

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The Co-Curricular Program constitutes an integral component of the educational program and aims to develop and encourage student talents and interests, provide students the opportunity to extend their learning beyond the classroom, and foster active and global citizenship. The Co-Curricular Program includes clubs, field trips, community service, and events.

- **Clubs:** Various after-school co-curricular clubs will be offered for students with diverse interests and talents. Such clubs include film, choir, photography, technology club, science club, and the various sports.
- **Field Trips, Community Service & Conferences:** Students will be provided the opportunity to participate in field trips, community service, and local and international conferences.
- **Events:** The school organizes events that are planned to provide students the opportunity to participate in, celebrate and support community, global and humanitarian causes.

A list of co-curricular activities, guidelines, and schedule of these activities will be assigned by the school administration and will be given to students at the beginning of the academic year in order for students to enroll in these activities.

### Rules and Regulations

- Students must abide by the all the school's rules and regulations and the school's code of conduct during their participation in co-curricular activities.
- Students must follow all the instructions and fulfill all the requirements of the co-curricular activities in which they are enrolled.
- Students must arrive to the activity on time and must be collected promptly at the time the activity is assigned to end. Students who are recurrently late in leaving the school premises at the assigned time will not be admitted to the activity or program in the future.

## ARTICLE III: CHILD PROTECTION

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### PURPOSE

The purpose of this policy is to emphasize the protection of students, provide the guidelines for safeguarding them from any form of abuse, violence or harm while in the care of the school, and ensure that the response to any form of acts of abuse is according to the UAE Federal Law and ADEC regulations.

### INTRODUCTION

The school plays an important role in protecting the physical, psychological and emotional wellbeing of students. This includes preserving students' right to be safeguarded from physical abuse, violence, sexual assault, and psychological and emotional abuse. The school will provide a safe, supportive and disciplined learning environment for students, and take preventive and appropriate measures to ensure their safety at all times; whilst they are on campus, using the school bus to and from school, and while moving between activities organized by the school.

### DEFINITIONS

- A **child** refers to a person under the age of 18.
- **Child protection** is defined as all intervention and support that must be undertaken to protect a child from risks that may cause harm or injury while they are in the care of the school. This includes but is not limited to transportation services to and from school and moving between, waiting for, and taking part in, all activities organized by the school whether on campus or external venues.
- The **school day** is the time spent by a student under school supervision; this includes transportation services to and from school, co- and extra-curricular activities and any organized curriculum events.
- When referring to **abuse**, the school is guided by federal law and ADEC policies and has identified them in the following 5 key areas;
  1. **Physical:** the deliberate injury to a student, or the intentional failure to prevent physical injury. This includes but is not limited to; hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, confinement or giving drugs not prescribed by a physician. Corporal punishment is physical abuse by an adult, such as a parent, guardian, or teacher, who inflicts physical punishment as a form of discipline.
  2. **Emotional:** the persistent ill-treatment of a student which causes severe and persistent adverse effects on their emotional wellbeing and development. This includes but is not limited to; bullying, conveying negative emotions that make them feel unloved or not valued, actions that cause fear or put students in danger and the exploitation or corruption of students to be involved in actions they are not informed about.
  3. **Sexual abuse and exploitation:** is defined as forcing or enticing a student to take part in sexual activities. This includes but is not limited to; physical contact which invades personal space or penetrative acts, non-contact activities; looking at or being involved in the production or distribution of pornographic material, watching sexual activities or encouraging students to behave in sexually inappropriate ways.
  4. **Bullying:** is aggressive behavior from one or more students to another student and involves an observed perceived power imbalance. This includes but is not limited to; tripping, hitting, teasing, cyber-bullying (including instant messaging, email, chat-rooms, pictures, websites, pictures or video using technology such as cell phones, laptops, personal computers). A student can be a perpetrator, victim or both.

5. **Neglect:** is the persistent failure to meet a child's basic physical, emotional and/or psychological needs that could result in serious impairment of the child's health or development. It involves the failure of a parent or guardian to take actions that are considered necessary to care for a child. This includes but is not limited to; adequate food, clothing and shelter, protection from physical harm or danger, access to healthcare and appropriate medical treatment, access to education (including regular school attendance) and maintenance of personal hygiene.

## **POLICY**

1. The school shall protect students from any form of abuse, violence, or harm, whether it may be physical, sexual, or emotional.
2. The Principal accepts the status of loco parentis for all students whilst they are in the school's care, including travelling to and from school using transport provided by the school and while moving between, waiting for, and taking part in all activities organized by the school.
3. The school will provide supervision of students 45 minutes before the start of the school day and 90 minutes after the school hours. It is not the responsibility of the school to supervise students beyond these hours.
4. All staff members are expected to abide by all the school's and ADEC's standards for professional conduct to ensure the safety and wellbeing of the students.
5. All staff will not tolerate harassment in any of its forms. Any suspicion of a student being or may be harmed or abused in any way will be reported to the Principal and Child Protection Officer and will be dealt with according to the procedure of this2 policy.
6. The school is authorized and mandated by ADEC to report all cases of suspected abuse and/or neglect (conducted by a perpetrator inside or outside the school) to the legal authorities. The school will report any suspected breach of the child protection policy to parents/guardians, ADEC and other government entities (i.e., HAAD and the police).
7. The school shall protect the confidentiality of students and their personal data and the confidentiality of reports and investigations related to any kind of student abuse and communications in dealing with ADEC and relevant government entities.
8. The school will provide students with access to a fully trained and licensed school counselor to assist them where needed in dealing with any issue they may have or the results of any investigation or suspected breach of child protection.
9. The school shall take preemptive measures with regards to reasonably foreseeable harm to students;
  - The school will raise student awareness of forms of abuse and how to report it.
  - The school will ensure that all employees, including bus drivers, have been subjected to thorough background checks on criminal records; all new hires will be required to submit police clearance certificates from their last country of employment.
  - All staff members, including support staff, bus drivers, volunteers, and part time staff, will be required to sign a statement of commitment to this Child Protection Policy.
  - The Principal will ensure that all specified staff attend the child protection trainings conducted by ADEC and other governmental entities.
  - The school will provide members of the school staff with the required training in health and safety (i.e., first aid, CPR), and prevention matters so that the school staff knows what is expected of them and what to look out for with respect to child protection.
  - Staff members, including support staff, bus drivers, volunteers, and part time staff, will be required to undergo training on child protection; this includes but is not limited to; health and safety, prevention material, how to recognize signs of abuse, first aid (where relevant).



- The school will implement an integrated and fully functioning access and security system, that includes school entry and exit procedures and surveillance security system, to ensure the safety and wellbeing of all students, staff, and visitors on school campus.
- All students, staff, parents and visitors must wear their school issued ID card at all times when on school campus. The school holds the right to issue a new ID card for any person found on school campus without one; charges may incur.
- The school will ensure that all sensitive and critical locations of the school premises, as well as many commonly utilized areas (i.e., entrances and exits to the school, hallways, storerooms, and computer labs) and areas for storage of valuable/confidential/dangerous items are under visual surveillance.
- The publication of photographs and images will be conducted only after acquiring the consent of students' parents/guardians. All images of students will accurately and appropriately represent students at all times with regard to their social and cultural environment.
- The school will ensure that janitors are appointed to areas during school hours that conform to the following gender assignment; KG–Grade 5 are assigned female janitors only and Grade 6–12 are assigned female janitors for female areas and male janitors for male areas.
- The school's clinic shall be equipped with the necessary resources and equipment to provide regular and emergency medical services; female nurses shall attend to students in KG–Grade 12, and a male nurse, if employed, will attend to male students only in Grades 6–12. Nurses will operate on full-time basis in compliance with the Health Authority of Abu Dhabi (HAAD).

### **Procedures for Reporting Incidents**

The school shall conduct a thorough investigation and report immediately to ADEC all incidents of abuse which students face including any form of physical harm, violence, emotional abuse, sexual abuse, or neglect.

1. If any such incident is proven or suspected, the staff member must report the incident to the Child Protection Officer.
2. The Principal, together with the Child Protection Officer, will conduct a thorough formal investigation and will maintain clear and scrupulous communication and actions when dealing with the relevant government entities, such as HAAD, social welfare institutions, and police departments.
3. The student will be referred to the school counselor who will keep a full and comprehensive record of all information. This must contain dates and times, and actual words the student used. If physical signs of suspected abuse are visible, the size and whereabouts will be noted.
4. Records of the investigation, including written statements from those involved, will be kept confidential and will be shared with ADEC when requested. However, in those unusual circumstances where failure to disclose may result in clear risk to the student or to others, the counselor may disclose minimal information necessary to avert risk.
5. A conscious decision will be made about the most appropriate action that should be taken for the student immediately after disclosure (i.e., returning to class, providing student with further counseling) to ensure that student is protected.
6. In an event a staff member is alleged to have abused a student, the school will immediately suspend the suspected member of staff from duty to safeguard those involved, pending further investigation, and a decision is made concerning the member of staff's eligibility to continue to work.
7. Where the school uncovers a case of severe abuse outside of school, the school will follow-up on the case with the Child Protection Officer. The school will take the necessary steps to protect the

child by communicating to parents/guardians to discuss the matter, or by forwarding the case to the relevant official entities in the UAE (social support institutions).

8. A detailed report will be prepared concerning the incident and the procedures taken in this regard. The report will be kept in the student's file and the school shall ensure confidentiality of the student. The school may notify the relevant official entities in case the incident is a crime.

## ARTICLE IV: ENTRY AND EXIT

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As outlined in Child Protection Policy, to ensure the safety of our students, parents and visitors are expected to abide by the following policies and procedures:

1. Parents/guardians are not permitted to enter the school premises without presenting their Parent Access ID card. Parents/guardians must wear the Parent Access ID card at all times when on school premises.
2. Parents are not permitted to enter the school premises during the school day unless they have a scheduled appointment. Parents entering the school premises during school hours must sign in at the gate.
3. Administrators and teachers will only meet with parents who have scheduled appointments. Parents may not interrupt administrators and teachers from their daily tasks in order to discuss a matter.
4. Appointments are not required if the parent is visiting the Accounts Department, Transport Department, Book Store or Uniform Store.
5. Visitors are allowed to enter the school premises only with a scheduled appointment and permission from the school administration. Visitors must submit an identity card (i.e., ID card or driving license) to the security guard. The visitor will be given a visitor's badge that must be worn at all times when on school premises.
6. Parents and visitors are not allowed to visit other staff members or departments not claimed at the gate.
7. Parents and visitors are strictly prohibited from roaming the school premises, hallways, looking through classroom and office windows, entering classes, and using student washrooms. Such actions are considered a violation of the school's Child Protection Policy.

## **ARTICLE V: PARENTAL INVOLVEMENT**

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### **PURPOSE**

The purpose of this policy is to outline the school's position on parental involvement in their child's education and the school community.

### **INTRODUCTION**

Parents/guardians play a central role in their child's education. Their role and contributions must complement that of the school and both should work together to achieve the school mission.

### **GUIDING PRINCIPLES**

#### **The following are the school's responsibilities related to parental involvement:**

1. The school will establish effective methods of communication with parents to ensure that they are regularly and clearly informed of all general information (i.e., policies, programs, circulars, announcements, school calendar, events and activities, and announcements) and of their child's academic and behavioral performance and progress.
2. The school will use various methods of communication with parents; these methods include the school website, parent portal, text messages, e-mails, phone calls, letters, conferences and meetings.
3. The school shall conduct information sessions for parents to inform them of policies and procedures, curriculum, programs, and approaches and tips to support student learning. Such sessions include orientation sessions, open house, parental workshops, and program and curricular information sessions.
4. The school shall inform parents of all policies and procedures that directly relate to their children, and ensure that parents have access to these policies through the school website and Student-Parent Handbook. Such policies include the attendance policy, student code of conduct, child protection policy, entry and exit policy, and school bus regulations.
5. The school shall ensure that parents are kept informed of their children's academic and behavioral performance and progress by (1) conducting at least 2 parent-teacher conferences, and at least 1 student-led conference annually; (2) arranging for meetings with parents throughout the academic year and as the need arises; (3) ensuring that student performance and progress trackers are updated on a regular basis for parents to view on the portal; (4) providing parents with a progress report at the end of each term or unit of learning, as well as an end-of-year report; and (5) distributing awards of achievement to celebrate students' success in attainment and progress.
6. The school shall conduct a parent-led conference during which parents are provided the opportunity to meet and share with their child's teachers all necessary information related to the child that could inform the learning experiences the school provides to maximize learning.
7. Teachers and Heads of Grade (student academic advisors) will contact parents and arrange for meetings to ensure that parents are kept well informed of their child's academic and behavioral performance and progress, and the next steps to ensure growth.
8. The school shall encourage parents to attend and participate in school events and activities (i.e., cultural events, sports events, social activities, and performances), after obtaining the required ADEC approvals.
9. The school shall form a Parents Committee. The aim of the Parents Committee is to build effective cooperation and partnership between the home and school. The Committee serves as the advisory

board to the school administration, and its members must be persons who are willing to actively participate in supporting the school in attaining its mission and achieving its goals.

10. The school shall provide the opportunity for parents to visit their child's classroom at least once during an academic year, if deemed necessary. Such visits require the prior approval of the Principal.
11. The school shall provide parents with information about their child's class placement, if deemed necessary. However, class transfers or course changes require the approval of the Academic Committee, including the Principal.

**The following are parents' responsibilities related to their involvement in their child's education:**

1. Parents must be positively involved in their child's education by supporting the school's mission and goals, and cooperating and collaborating with the school to ensure that the best opportunities are provided for their child.
2. Parents' communication with the school must be respectful of the school staff, professional, and free of defamation.
3. Parents must understand that the school may not be able to achieve its goals if the parents choose not to cooperate with the school or not be involved in their child's education.
4. Parents must support the school's policies, rule and regulations, including those related to attendance, behavior, uniform, mobile phones, and coursework.
5. Parents must ensure that their child abides by the school rules and regulations by maintaining a good attendance record; meeting the school's character and behavioral expectations; completing assignments; and supporting their learning and progress.
6. Parents must read the school policies communicated to them by the school and the contents of the Student/Parent Handbook, as well as regularly check the student planner, school website, parent portal, and email accounts to ensure that they are kept informed of important information, circulars, newsletters, learning resources, study guides, as well as their child's academic and behavioral progress.
7. Parents must regularly check the school calendar for important dates and ensure that they attend all information sessions, workshops and conferences, and maximize their involvement in the school community and their child's learning.
8. If an issue or concern arises related to a child's academic and behavioral performance, it must be first addressed through a scheduled appointment with the respective teacher or Head of Grade. For any other concerns, parents can refer to the Parent Relations Officer who will support in the process of resolving the issue. Principals will meet with parents only after a referral from the Head of Grade or Parent Relations Officer.
9. Parents are permitted to enter the school premises during the school day only if they have a scheduled appointment. Administrators and teachers will only meet with parents who have appointments.

## ARTICLE VI: IDENTIFICATION CARDS

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All students, new and returning, will be issued a school ID card at the time of purchase of school textbooks and uniform.

- Students are required to **wear** their ID cards with the corresponding school lanyard at all times when on school campus starting the first day of school.
- Students who do not have their ID cards will not be allowed to enter class and exam halls or use the school bus services.
- Students can purchase food and beverages from the school canteen only using the school ID cards.
- ID cards function as debit cards and can be charged at the school cashier. The minimum charging amount for the student ID card is 500 AED. Any remaining balance at the end of the school year will be refunded or transferred to the new academic year.
- Parents can set the daily purchase limit for their children on the Parent Portal.
- Parents/ students can check all purchase transactions and balance online.
- ID cards must only be used by the student to whom the card is issued. ID cards utilized by persons other than the ID cardholder will be confiscated.
- The school is not liable if students use their ID cards to buy for other students.
- Lost or stolen ID cards must be reported immediately to the administration. The lost or stolen ID card will be blocked once reported missing and a new one will be issued.
- Students are liable for any transactions made on a lost or stolen ID card before the card is reported missing.
- The fee for replacing a damaged, lost or stolen ID card is 25 AED, and lanyard is 10 AED. A damaged ID card is one that is no longer functional due to scratches, cracks or any other physical damage.
- For security reasons, if a student comes to school without his/her ID card, the school holds the right to charge the student's account 25 AED for issuing a new ID card and 10 AED for a new lanyard.

## **ARTICLE VII: SCHOOL UNIFORM**

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The school's dress code has been established to promote an atmosphere that emphasizes neatness in grooming, uniformity in our school's image, and pride in the school. All students are expected to be in full uniform each day with the exception of scheduled non-uniform days. Failure to abide by the dress code will result in disciplinary consequences. In addition, students will be sent home or to the supervisor's office to call their parents to bring their school uniform.

### **Dress Code for Girls**

- Girls should wear AIS uniform trousers and AIS shirts. Shirts must be worn over, and not tucked in, the trousers. Girls must wear the AIS purple sweater only with the trousers and shirt. No other sweaters or jackets can be substituted for AIS sweaters.
- Undershirts should be plain white with no print; they should be long enough to cover the abdomen.
- Hair should be well groomed. Long hair should be tied back and short hair should not cover the face.
- Girls can wear white or black veils only.
- Girls can wear only one stud (non-dangling) earring per ear. Nose, eyebrow and lip piercings are not allowed. High School students can wear a simple necklace as long as no religious signs are worn. Girls in Kindergarten and Elementary School are not allowed to wear necklaces or rings for safety reasons.
- Make-up and nail polish are not allowed. Nails have to be kept short and clean.
- Only black shoes are allowed. Sandals and flip-flops are not allowed.
- Running shoes are only allowed on days physical education classes are scheduled. Running shoes can be white or black with no accessories such as wheels.
- Only white cotton socks are acceptable.

### **Dress Code for Boys**

- Boys should wear AIS uniform trousers and AIS shirts. Boys must wear the AIS purple sweater only with the trousers and shirt. No other sweaters or jackets can be substituted for AIS sweaters.
- Undershirts should be plain white with no print.
- Hair should always be well groomed and cut short.
- Boys must be clean-shaven; beards and goatees are not allowed.
- Only black shoes are allowed. Sandals and flip-flops are not allowed.
- Running shoes are only allowed on days physical education classes are scheduled. Running shoes can be white or black with no accessories such as wheels.
- Only white cotton socks are acceptable.

### **Physical Education (PE) Uniform for Girls and Boys**

- All students should wear the school PE uniform on the days they have PE classes. They should wear the school PE trousers, PE T-shirts, black or white running shoes, PE jacket. Even if a student cannot participate in the PE class, the student must come to school in the PE uniform.

## Co-curricular Events Dress Code

On many occasions during the academic year, students are invited to express solidarity towards certain humane causes and promote global awareness by wearing a specific color. In order to improve our student image and create a uniform and orderly appearance of solidarity and student achievement, all students must abide by the following school dress code. This dress code is for all announced activities and events for which students are expected to wear something different from the usual school uniform.

All students must collect from the school the co-curricular polo shirt packet: This packet contains 4 polo shirts designed with logos for different events and celebrations;

- **Green** polo shirt: Environmental & Health
- **Blue** polo shirt: Acceptance, Care & Togetherness
- **Pink** polo shirt: Charity
- **Purple** polo shirt: Student Achievement & Active Citizenship (including field trips)

Students will be informed on which days they are expected to wear each of these polo shirts.

**Polo shirts must be worn with school pants or PE pants if the student has PE on that day. Only black shoes are allowed with white socks.** All other school uniform rules apply on such days and events.

Students must not wear polo shirts that are different from those supplied by the school. The purpose for providing the polo shirts is to establish a uniform and orderly appearance of our students and to ensure that students are properly dressed for school.

## Additional Uniform Purchases

- Uniforms, including polo shirt packets, can be purchased at the school's uniform store.
- If a student requires a size that is not available at the school uniform store, the Uniform Store staff will take measurements and the uniform will be tailored and delivered within a short period of time.
- Any alterations made to the uniform must be consistent with the basic design.
- All uniforms must be clean and neatly worn; worn out uniforms must be replaced.



## ARTICLE VIII: ASSESSMENT AND EVALUATION

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### I. Grades 1–5

In elementary school, assessments focus on **continuous progress tracking** of students' acquisition of skills and concepts. General attainment will be assessed through class activities, short assignments, and unannounced informal quizzes. Student attainment and progress will be communicated in detail on a regular basis.

There are no 'End of Term' report cards issued in Elementary School. Rather, throughout Terms 1 and 2 teachers will provide constant communication relating to student progression through individualized learning targets. This communication will take 3 key forms:

- Live updates through the 'Continuous Progress Tracker' available on the Parent Portal
- Evidence of class work and related feedback through the digital learning portfolio (Seesaw)
- Unit Report Cards displaying student attainment aligned with clear success indicators

Standardized testing will take place periodically during Term 1 and 2 (start and end of Term 1 and midpoint Term 2) and these results will also be communicated to parents. The purpose of these assessments is to inform teaching and learning and will have minimal impact on final attainment levels reported in Term 3.

Communication regarding student progression through individualized learning targets will continue throughout Term 3. However, standardized assessments conducted during this period will make a large contribution to determining students' final attainment levels which will be reported in an 'End of Year' Report Card.

### II. Grades 6–12

#### Averages and Grade Point Average (GPA)

Term Average for each subject is a percentage of the Term Marks and the End-of-Term Marks. In all subjects, the weight of the Term Marks is 65% and that of the End-of-Term Marks is 35%; except for Physical Education, Music, and Art in which the weight of the Term Marks is 80% and that of the End-of-Term Marks is 20%.

A total term average and a cumulative grade point average (GPA) is computed for each term. These averages are generated according to the number of credit hours assigned to each subject; the greater the number of credit hours for a subject, the more the weight that subject has on the overall average and GPA. The number of credit hours for a subject represents the number of periods per week assigned for that subject in an academic year. All the courses listed in a report card are covered in one academic year.

The **Total Term Average** is a weighted average. It is calculated by multiplying the Term Average for each subject by the number of credit hours for that subject; and then adding all these products and dividing by the total number of credit hours.

The **GPA** is calculated by multiplying the grade point received in each subject by the number of credit hours for that subject. Grade points are obtained using the conversion chart below. Grade points for all subjects are then added together and divided by the total number of credits a student has taken.

Note that after the system computes the GPA and the Total Term Average, the Term Average for each subject is rounded to the nearest whole number. For example, (a) 92.4 is rounded to 92, and (b) 92.5 is rounded to 93).

### Grade Point Conversion Chart

Note that this chart is used to convert the average of each subject to a Grade Point. It is not used to convert the total average.

Letter Grade	Percent Grade	Grade Point
A+	97.00–100.00	4.0
A	93.00–96.99	3.9
A-	90.00–92.99	3.7
B+	87.00–89.99	3.3
B	83.00–86.99	3.0
B-	80.00–82.99	2.7
C+	77.00–79.99	2.3
C	73.00–76.99	2.0
C-	70.00–72.99	1.7
D+	67.00–69.99	1.3
D	63.00–66.99	1.0
D-	60.00–62.99	0.7
F	Below 60	0.0

### Honor Roll

At the end of each term students with outstanding academic records may be eligible for the Honor Roll. The minimum requirements to qualify for Honor Roll are as follows:

- **Honors:** This is awarded to students with a term GPA of 3.0–3.49 with no subject grade lower than 80%.
- **High Honors:** This is awarded to students with a term GPA of 3.5–3.89 with no subject grade lower than 80%.
- **Distinction:** This is awarded to students with a term GPA of 3.9–4.0 with no subject grade lower than 80%.

Students who are awarded an Honor Roll designation and no longer meet the eligibility requirements for any reason are removed from the Honor Roll. In addition, students who have engaged in any form of academic dishonesty will be immediately disqualified from the Honor Roll.

### Character Evaluation

Students are evaluated based on 8 character traits: *responsibility, organization, participation, cooperation, promptness, discipline, respect, and honesty*. This evaluation is the result of teachers' joint appraisal of a student's character traits taking into consideration the student's behavioral record in the various subject areas and disciplines.

## ARTICLE IX: STUDENT PROMOTION AND RETENTION

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### PURPOSE

This policy provides the guidelines for making decisions related to student promotion and retention in their grade level.

### POLICY

1. Students will be placed in the grade level that is developmentally appropriate for their age, according to the Council's requirements. By September 1, the age of students enrolled in KG must be 3 years and 8 months, those enrolled in Prep (KG2) must be 4 years and 8 months, and those enrolled in Grade 1 must be 5 years and 8 months.
2. The school will closely monitor student performance and progress and implement appropriate interventions for those students who are observed struggling in any developmental area.
3. Decisions for student promotion and retention are made by the Academic Committee. The Academic Committee is headed by the principal and consists of the counselor, head of grade, and other academic staff members who have worked with the student.
4. All data sources that provide evidence for factors affecting a student's performance will be reviewed by the Academic Committee. These data sources include; (1) attendance records; (2) medical history; (3) progress reports and academic records over the past 2 or more years; (4) assessments and referrals; (5) teacher meetings to analyze patterns of performance or behavior across time, tasks, and subjects; and (6) parent interviews to gain information about the motivating factors for the student, parents' perception of student performance and the presence of any behavioral or medical condition that may contribute to the difficulty experienced by the student.
5. The school will explore other potential alternatives to retention and gauge student's response to such interventions. These interventions may include:
  - *Support sessions* to provide students with differentiated and remedial support in the academic areas in which they struggle.
  - *In-school counseling* to support the student to cope with problematic issues that are affecting the student's performance.
  - *Progress reports* that provide parents an updated and on-going record of student performance that may help the student monitor and remediate his/her performance.
  - *Behavioral plan* that details the consequences for breaches of the contract holding the student accountable for their classroom behavior.
6. Meetings with parents will be conducted to discuss alternative interventions and provide feedback on the impact of such interventions on student progress.
7. Decisions to retain a student will be carefully made to ensure that retention will in fact be beneficial for the student's development. The Academic Committee will consider the following in making its decision:
  - The social and emotional impact on the student.
  - The effect of providing a modified differentiated learning experience to support the student who has been retained in the past.
  - Whether or not the student has already been previously retained.
  - Whether the student has been assessed for special education needs, and whether the student is in need of an Individual Education Plan, which can better serve his/her individual learning needs.
8. Students should progress through the curriculum as not to be retained in the same grade level more than once. While the school will provide the necessary interventions to support the student's learning, students may be advised to seek an alternative program or curriculum in cases when the

progress made is not sufficient to access the curriculum of the next grade level. Students should not repeat more than two grade levels throughout their schooling.

9. Students with special needs who are expected to meet the curricular standards and learning objectives described in their individualized education program (IEP) to progress to the next age-appropriate grade level. Students with special needs who are on an IEP will not be retained.
10. Students in KG–Grade 5 who successfully meet the curriculum requirements will be promoted to the next grade level. While all students will be provided with the appropriate support to prepare them for the next grade level, students may be retained in cases where it is deemed necessary for the child’s learning and development. Parental acknowledgement in such situations will be sought.
11. Students in Grades 6–11 will be promoted to the next grade level if they meet the school’s requirements and the Ministry of Education requirements for promotion. Students must pass all their courses by attaining at least 50% in the Ministry of Education subjects (Arabic, Islamic Studies and Arabic Social Studies) and 60% in all other subjects.
  - Students who fail 3 or less subjects may have the chance to sit for make-up examinations at the end of the academic year. This also applies even if the student’s total yearly average is above 60%. In order to be promoted, students are expected to pass all their make-up examinations. Otherwise, the student will be retained.
  - Students who fail in 4 or more subjects are required to repeat the year and are not entitled to sit for make-up examinations.

## **Graduation Requirements**

1. Students in Grade 12 must meet the graduation requirements in order to be awarded the High School Diploma. Students are expected to meet the school’s curricular requirements of their courses of study, in addition to the placement requirements issued by the National Qualification Authority for students who want to obtain equivalencies for their high school with UAE High School or Ministry of Education Grade 12 High School.
  - Students who achieve a grade less than 60% in 3 or less subjects may have the chance to sit for make-up examinations at the end of the academic year. This also applies even if the student’s total average across all subjects is above 60%. In order to graduate, students are expected to achieve at least at a 60% achievement level on their make-up examinations. Otherwise, the student will not graduate and will be retained.
  - Students who achieve a grade less than 60% in 4 or more subjects are required to repeat the year and are not entitled to sit for make-up examinations.
  - Students should also obtain a minimum score of 63 IBT on the TOEFL, a minimum score of 5.5 on the IELTS, and a minimum score of 400 on SAT I Math. However, the school recommends a minimum score of 90 on the TOEFL, 6.5 on the IELTS and 500 on the SAT for admission to competitive universities.
  - Students sit for the SAT I test in Grade 11 and can repeat the test in Grade 12 if they score below the accepted level. (Note that students may sit for SAT II tests in Grade 12 in the subject areas of their choice. It is a requirement for Lebanese students to sit for SAT II in three subject areas in order to be able to have Lebanese Bac II equivalency. It is a requirement for Jordanian students, who are enrolled in the American Program, to sit for SAT II in seven subject areas in order to be able to have the equivalency.)
2. All students should also meet the Ministry of Education requirements for graduation that include but are not limited to passing the Arabic Language and Islamic Studies ministry examinations.

3. Students enrolled in the IB Diploma Programme will be awarded the IB diploma to candidates whose total score is at least 24 points, provided all the following requirements have been met:
  - CAS requirements have been met.
  - There is no “N” awarded for TOK, the EE or for a contributing subject.
  - There is no grade E awarded for TOK and/or the EE.
  - There is no grade 1 awarded in a subject/level.
  - There are no more than two grade 2’s awarded (HL or SL).
  - There are no more than three grade 3’s or below awarded (HL or SL).
  - The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
  - The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
  - The candidate has not received a penalty for academic misconduct.
4. Students who wish to have their High School Diploma attested by governments of certain countries may need to sit for other external examinations and meet the requirements set forth by the respective government. It is advised to contact the embassies or the education department entities of the respective countries to learn more about such requirements.

## ARTICLE X: CHARACTER EXPECTATIONS

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The goal of the school is to promote academic competence while fostering good habits of character. Therefore, in addition to assessing academic achievement, students will also be evaluated on character and behavior. Students in Grades 1–12 are evaluated based on eight qualities: *responsibility, organization, participation, cooperation, promptness, discipline, respect, and honesty*. The table below includes an explanation for each of the qualities and descriptions of instances that reflect student failure to demonstrate the respective quality.

CHARACTERISTIC	EXPLANATION
RESPONSIBILITY	Student comes prepared for class and completes duties/assignments in a timely manner
ORGANIZATION	Student arranges material and completes assignments in an organized fashion
PARTICIPATION	Student contributes to and participates voluntarily in learning activities
COOPERATION	Student works cooperatively and well in groups
PROMPTNESS	Student is on time for class
DISCIPLINE	Student follows classroom routines and school rules and regulations
RESPECT	Student respects peers, authority, and school property
HONESTY	Student is honest and forthright

## **ARTICLE XI: SCHOOL RULES**

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School rules are designed to maintain a safe and orderly learning environment. School rules apply on campus, school buses, co-curricular activities, field trips, student support sessions, and school-sponsored events. The rules are stated below and the examples provided are illustrative rather than comprehensive.

### **Tardiness**

- Students must arrive to school no later than 7:30 a.m. (Abu Dhabi City Campus) and 7:45 a.m. (MBZ City Campus). Late students must report to the administration for a late slip that allows them to be admitted to class. The administrator will decide whether the tardiness is excused or unexcused.
- Students must be on time for all classes. A student who is late to class will not be admitted without a pass from the Principal's office.

### **End-of-Day Dismissal**

- Only KG and Prep parents can collect their children from their classrooms at the end of the school day.
- Parents must ensure that their children do not stay on school premises during after-school hours, unless they are involved in co-curricular activities, student support programs, or school-sponsored events.
- Students who are involved in after-school programs or activities must be collected promptly at the time the activity or program is assigned to end. Students who are recurrently late in leaving the school premises at the assigned time will not be admitted to the activity or program in the future.
- Parents who are consistently late in collecting their children will be called for a meeting with the Principal.
- If parents/guardians of students cannot pick up their children from school, then they should send an email or a letter informing the school of the identity of the person collecting the child. Otherwise, the teacher will not allow the student to leave the school with that person.

### **Leaving Class or School**

- Students are not allowed out of class unless they have a pass from a teacher. A pass is required at all times, including visits to the washrooms, clinic, library, or main office. If the occasion arises between classes, the student is expected to obtain the approval and a pass from the teacher teaching the next class.
- Students are not allowed to leave the school premises during the school day. If a student has to leave school:
  - The parent/guardian must submit before 8:00 am a written request to the principal stating therein the time and reason for departure. If approved, the principal will prepare a gate pass or a permission slip for the student to leave.
  - The parent/guardian must collect the student personally from the principal's office. If the parent/guardian cannot pick up their child, they should send with the person picking up their child an official letter signed by them authorizing the person to do so.

- In case of illness or injury, students should visit the school nurse. If the student needs to leave school, the nurse notifies the parents and the principal's office. Parents will pick up their child and collect the gate pass from the principal's office.

### **Dress and Appearance**

- Students should come to school wearing the proper school uniform, and should maintain a tidy and proper appearance throughout the school day.
- Students not wearing the school uniform will face disciplinary consequences.
- Students may also be sent to the administration for corrective measures. If additional measures need to be taken, parents will be contacted.

### **Class Preparation**

- Students should come to class with all homework completed and with the required books and learning materials.

### **Classroom Conduct**

- Students should be respectful at all times and abide by all classroom rules and regulations.

### **Food and Beverages**

- Students are not allowed to eat in library, laboratories, and other areas in which beverages and food are prohibited.
- Students are not permitted to chew gum on school campus or in school-sponsored events.
- Parents are encouraged to send with their children healthy snacks. Junk food (i.e., chips, candies, lollipops, and soft drinks) is strictly prohibited in school.
- Ordering food from restaurants is not permitted unless approved by the Principal.
- Bringing food to share with other students is not permitted unless approved by the Principal.

### **Cleanliness/Tidiness**

- Students must maintain the cleanliness of their classrooms.
- Students must dispose their litter in the appropriate bins and not on the floor, school grounds, and playgrounds.
- Students must not write on or scratch their desks or chairs. This act is considered vandalism.

### **Playground**

- Students must dispose their litter in the appropriate bins and not on the floor, school grounds, and playgrounds.
- Students should remain on the playground where they can remain under supervision. Leaving the playground to other undesignated areas is not permitted.
- Students should follow the safety rules and procedures when using play units.

### **Hallways & Stairways**

- Students should move to and from classes in an orderly and quiet manner. Students must refrain from running, pushing, or shouting.
- Students should walk up any stairway on the right and walk down any stairway on the right to ensure the safe movement of all students and staff.



### **Lockers**

- Students should use assigned lockers only at designated times. Students are not allowed to access their lockers during class time.
- Students are prohibited from loitering around lockers.
- Students are requested to maintain and keep their lockers in good condition. The following fines are charged in the case of a damaged locker or a lost key: damaged locker—50 AED and lost key—25 AED.
- Students must return the locker keys before the third semester final examinations start. Students who fail to return the key by the end of the year will be charged 25 AED.
- Students are responsible for their own lockers and are not permitted to share lockers or exchange keys.

### **Profanity and Violence**

- Students are prohibited from the use of profanity and rude language.
- Students are prohibited from verbally or physically assaulting a staff member or student.
- Students are prohibited from fighting of any kind.

### **Bullying & Cyberbullying**

- Bullying and cyberbullying in any form will not be tolerated.
- Any student who uses a school-provided device to threaten an illegal or immoral act, to use vulgar language, to intimidate or harass another person, who creates fear, causes disruption in school, or interferes with the rights of another person in the school community will be subject to disciplinary consequences.

### **Vandalism**

- Students are forbidden from damaging school property (i.e., desks, bulletin boards, and white boards) or others' property.
- Students are prohibited from drawing and writing on school property or others' property.
- The school may request that the students/parents reimburse the school the cost of the item damaged by their child.

### **Prohibited Articles and Electronic Devices**

- Students are prohibited from carrying personal items disruptive to the educational process. These include but are not limited to cell phones, cameras, and toys. All confiscated items will be returned at the end of the school year.
- Tablets or laptops are allowed only when requested by the school and according to school regulations.
- Students may be permitted to bring certain articles for specific educational activities.

### **Prohibited Substances**

- Students are prohibited from possessing or using tobacco, medwakh, and other substances on school campus, at school-sponsored events, and outside the school when wearing the school uniform.

### **Dangerous Items**

- Students are prohibited from possessing or using dangerous items on school campus, at school-sponsored events, and outside the school when wearing the school uniform.

**Inappropriate display of affection**

- Students are strictly forbidden to inappropriately display affection on school campus.

**Technology Use**

- Students should use the school's technology appropriately and comply with the rules and regulations as stated in the Technology Use Policy.

**Academic Honesty**

Student must engage in academic honesty at all times, and must refrain from all forms of cheating:

- copying someone else's homework or exam responses
- allowing someone else to copy homework or exam responses
- plagiarizing or copying someone else's ideas and claiming them as one's own
- improperly obtaining exam questions and answer keys
- falsifying notes, passes, records or other official documents

## **ARTICLE XII: SCHOOL FEES**

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### **PURPOSE**

This policy is intended to state the principle guidelines for the collection of school fees from parents.

### **GUIDING PRINCIPLES**

The school will collect fees according to the schedules and procedures that are consistent with ADEC regulations:

1. The school only charges fees that have been approved by ADEC. None of the charged fees exceed those approved by ADEC.
2. The school will collect registration or re-registration fees before the start of the academic year and at the time of enrollment. These fees do not exceed 5% of the tuition fees and are later deducted from the school fees.
3. Other forms of fees and deposits are not required for admissions and enrollment.
4. Parents will be reimbursed the full registration or re-registration fee if the student does not enroll in the school due to lack of seats available.
5. Fee structures, fee breakdowns by installments, payment details and deadlines will be clearly communicated to parents through the school website and circulars.
6. Fees can be paid in three equal installments; each installment is for each of the three terms.
7. The school may allow more than three installments based on a formal written request from the parents that is approved by the school administration.
8. The school will collect the first installment within the month of August—one month before the start of the academic year. The deadline for payment of the second and third installments is one month before the start of each term.
9. Payments must be made to the school accounting office only through the methods of payments the school accepts; these include cheques, cash and account transfer.
10. Upon all fee payments, formal receipts are issued once only and it is the responsibility of the parents to save those receipts.
11. The school offers fee discounts for children of staff. Members of staff are given tuition discounts for a maximum of three children. The tuition fees discount can vary on the basis of their years of service at the school.
12. The school offers fee discounts for siblings. Sibling discounts of 10% on tuition fees are given to the third child provided the child does not fall under the grandfathering criteria. Grandfathering fees apply only for the students who transferred from the Abu Dhabi City Campus to the Mohamed Bin Zayed City Campus at the start of the academic year 2015–2016.
13. The school may retain a certain amount of the tuition fees in any of the following cases:
  - a. The school has the right to retain the registration or re-registration fee if a student attends any part, or days, of week 1 of the term or does not attend school after the commencement of teaching without the parent notifying the school in writing.
  - b. If a student attends from one week up to three weeks in a term, the school may retain the value of one full month of tuition fees.
  - c. If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of tuition fees.
  - d. If a student attends over six weeks in a term, the school may retain the full term fee.

14. Official holidays and absences from classes are considered part of a week.
15. The value of one-month tuition is calculated by dividing the total tuition for a school year by 10 months.
16. Textbooks and uniform fees are refunded in the same manner as tuition fees, if they have not been used.
17. Transport fees are also refunded in the same manner as tuition fees.
18. The school will not prevent a student from attending class, writing an examination or from using the bus transport to and from school if there is a delay in payment of a school fee.
19. The parents will receive a warning if there is a delay in payment of school fees. In cases where parents receive 3 warnings for settling outstanding payments, the school holds the right to suspend a student for up to 3 days. Warnings will be sent periodically each being one week in duration.
20. If fee payments remain unpaid or overdue, the school may withhold the students' report cards, transfer certificates, transfer on eSIS, and/or the re-registration of the student until all outstanding dues are settled.

## **ARTICLE XIII: STUDENT CODE OF CONDUCT**

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### **PURPOSE**

This policy is intended to state the position of the school in regards to the management of student behavior and ensuring abidance by the code of conduct. The school will ensure this policy abides by the directives and guidance from ADEC and other UAE government entities including regulations from the Ministry of Education in cases not mentioned through ADEC's guidance and policies.

### **INTRODUCTION**

It is imperative that the process of behavior management promotes behaviors viewed as positive while inhibiting negative behaviors, within a fair, equitable and caring environment. Proper discipline contributes to ensuring a safe and comfortable learning environment that is beneficial to all stakeholders; students, parents and staff. The Student Code of Conduct applies while students are on campus, using the school bus to and from school, and while participating in activities organized by the school.

Students and parents are expected to become familiar with this policy. Students are expected to abide by school rules and regulations at all times, as this code of conduct applies while on school premises, school buses, field trips, and in school events and activities. This policy will be communicated to all students and parents at the beginning of the year, as well as through the school website and the Student/Parent Handbook.

### **GUIDING PRINCIPLES**

1. Promoting discipline will involve the collaborative effort of all members of the school community—administrators, teachers, support staff, parents, and students.
2. Students will be assessed on their character development using the following school character assessment standards: Responsibility, Organization, Participation, Cooperation, Promptness, Discipline, Respect, and Honesty. This will be recorded on the school management system and shared in reports, the parent portal and parent-teacher meetings.
3. Positive reinforcement and a constructive approach are central in developing and modifying student behavior. A positive reinforcement program for Grades K–12 will be implemented to reinforce good habits of character. A Good News Report (GNR) is given to students who have performed consistently well, demonstrated exceptional habits of character, or have significantly improved in academic performance and behavioral choice.
4. Students will be given appropriate guidance and counseling at all stages of the behavioral modification process.
5. Disciplinary regulations will allow for individual situations, and take into account the social, emotional, and psychological aspects of a student's behavior as well as previous behavior history, support and interventions.
6. Disciplinary actions decided by the Disciplinary Committee will be in accordance to the student's age, the severity of the misconduct and the student's previous behavioral history.

7. The school strictly prohibits the use of the following as forms of punishment: corporal punishment, mockery and insult, prevention of the use of washrooms, prohibiting the child from eating or drinking, group punishment for an individual's misconduct, and lowering grades. While the school does not use in-school and after-school detention as a disciplinary consequence, counseling and guiding sessions may be conducted during recess and after-school hours after notifying the parents.
8. The Disciplinary Committee will review and discuss student behavioral issues, and ensure that all disciplinary actions are fair and consistent among all students and without prejudice.
9. The school will attempt to prevent or diminish further negative behavior through the implementation of strategies that are considered causative of such behavior.
10. A record of the behavioral history of each student, disciplinary actions and meetings with students and parents, as well as guidance and counseling sessions, will be kept by the Disciplinary Committee and shall be treated confidentially. This record will be recorded in the eSIS system along with the school's own management system.

### **Offense Level and Disciplinary Consequences**

School offenses are tiered into four levels:

- *Level-1 Offenses:* These offenses cause disruption of the teaching and learning environment. Examples of such offenses include: tardiness, unexcused absences, incomplete assignments, disrupting class activity, and not wearing proper uniform. *(Note that the school's dress code has been established to promote an atmosphere that emphasizes neatness in grooming, uniformity in our school's image, and pride in the school. All students must abide by the dress code and are expected to be in proper uniform each day with the exception of scheduled non-uniform days.)*
- *Level-2 Offenses:* These offenses may cause significant disruption to the teaching and learning environment, damage or loss of property, insult to others, jeopardize the safety of self or others, and any academic dishonesty. Examples of such offenses include: vandalism, verbally assaulting peers, cheating on exams, plagiarizing, and use of mobile phones.
- *Level-3 Offenses:* These offenses are those that result in harm to other students and include the possession of illegal or dangerous items on school grounds. Examples of such offenses include: possession of prohibited/dangerous items; verbally assaulting staff; and physically assaulting a student. Any unexcused departure from school grounds is also considered a Level-3 offense.
- *Level-4 Offenses:* These offenses are extremely serious and are in violation of the applicable laws in the UAE. They include, but are not limited to: physical assault of staff members; hacking the school system; generating fraudulent reports, grades, and documents; use of dangerous items with harm being inflicted; the use of or intent to use prohibited substances; defaming the UAE; distributing or participating in the distribution of pornographic material; and sexual assault.

These offenses will result in disciplinary consequences. The consequence depends on the level of the offense and the student's disciplinary record.

## Staged Approach for Dealing with Persistent Misconduct

The following is a staged approach for dealing with breaches to the student code of conduct. The Disciplinary Committee will ensure that these steps are implemented, and will be directly involved in all decisions related to consequences.

1. Students will be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors at all stages in the disciplinary process.
2. The school will provide the appropriate monitoring and support to address and correct the student's behavior irrespective of the level of offense.
3. If a student receives 3 warnings for level-1 offenses and the behavior is not modified, the student will be requested to attend guidance sessions during or after-school hours. Parents will sign an undertaking that any further violations will result in a suspension of up to 3 days.
4. If a student receives 1 warning for a level-2 offense and the behavior is not modified, the student will be requested to attend guidance sessions during or after-school hours. Parents will sign an undertaking that any further violations will result in a suspension of up to 3 days. The following are further procedures and consequences related to specific level-2 offenses:
  - *Use of Mobile Phones.* If a student is found in possession of a mobile phone while on school premises during school hours, the mobile phone will be confiscated and returned directly to the parent after the parent signs an undertaking.
  - *Use of laptops.* Any misuse of laptops will result in the confiscation of the device, and the device will be returned directly to the parents after parents sign an undertaking.
  - *Academic Dishonesty.* A student found cheating on an examination/assignment will be in serious breach of the school's academic honesty policy. The student may receive a zero on the exam/assignment. The same disciplinary consequences apply for students found in possession of a mobile phone during an examination as this is considered cheating. This is in line with the Mandate (84) of the Ministry of Education, 2015.
  - *Vandalism.* A student who commits an act of vandalism of school's or other's property will have to reimburse the school or the person whose property was damaged/lost the cost of the item.
5. Due to the serious nature of level-3 offenses, such offenses will result in an immediate suspension of up to 3 days. The parents will be formally informed and will be requested to sign an undertaking that any further violations will result in a 5-day suspension.
6. If a student persistently commits further violations after receiving the necessary guidance and consequences, the school may suspend the student for up to 5 days and shall issue to the student and the parents a final warning.
7. A level-4 offense will immediately result in a 5-day suspension and may be reported to law enforcement authorities and students may be subject to the investigation from government entities.
8. If a student receives 3 warnings for bus offenses and the behavior is not modified, parents will sign an undertaking that any further violation will result in permanent exclusion from the use of school bus services.
9. If the student fails to modify his or her behavior in accordance with the requirements of the school after receiving a final warning for any repeated offense of any level, the school may apply to the Council to transfer the student to another school or to permanently exclude the student concerned. The school will report to the Council evidence of all the behavioral history of the student, including the stages of behavioral modification adopted by the school.

## Students with Special Needs

1. Students with special education needs are required to follow the same rules and conduct as other students. However, any disciplinary action for a student with special education needs will take into account the nature of the student's special education need and the Individual Education Plan for that student.
2. Students with special education needs will not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.
3. The implementation of the school's code of conduct will not generally differentiate between students with special education needs and other students.

CHARACTERISTIC	LEVEL 1 OFFENSE	LEVEL 2 OFFENSE	LEVEL 3 OFFENSE	LEVEL 4 OFFENSE
RESPONSIBILITY	Incomplete assignment (i.e., homework, project) Failure to get required books and learning materials Unprepared for class; does not have books, assignments and learning materials prepared			
ORGANIZATION	Disorganized assignment Disorganized workbook/notebook Disorganized portfolio/folder			
PARTICIPATION	Does not engage in classroom activities when required Sleeping in class			
COOPERATION	Does not cooperate with peers Does not cooperate with instructor Does not actively engage in teamwork			
PROMPTNESS	Unexcused tardiness to class Visiting locker during undesignated times Loitering in the hallways Leaving class without permission			
DISCIPLINE	Not wearing proper uniform/untidy appearance Chewing gum Eating/drinking in undesignated areas Littering on floor & school grounds Not tidying or cleaning areas around desk Disrupting class activity Throwing objects in class Possession of prohibited articles & electronic devices Running or shouting in hallways Play fighting	Pranking Inappropriate use of technology Use of prohibited articles & electronic devices	Leaving school without permission Possessing illegal or prohibited substances Possessing dangerous items Inappropriate display of affection that is contradictory to morals and ethical values of UAE and the school culture	Assaulting others using weapons and dangerous items Consuming or selling illegal substances Presence in the school under the effects of illegal substances



	Failure to abide by classroom, library, laboratory procedures			
RESPECT	Disobeying the teacher Disrespecting peers	Use of profanity and rude language Bullying & cyberbullying Disrespecting a staff or teacher Damaging school property or others' property Drawing graffiti on desks, walls, or other surfaces	Verbally assaulting staff or teacher Physically assaulting student	Committing acts of indecency Defaming political, religious or social symbols
HONESTY	Exercising dishonesty with staff or peers	Copying Assignment Cheating on tests and examinations Plagiarizing Stealing		

### Student Misconduct During Test Taking

(Aligned with Article 2 of Policy (84) of the Ministry of Education)

Level-1	Consequences
Cheating or helping others to cheat	<ol style="list-style-type: none"> <li>1. Student will be prohibited from writing the examination and will obtain a zero on the examination</li> <li>2. Parents will be informed of the incident and the consequences the student will face if it recurs.</li> <li>3. The Disciplinary Committee will keep a record of documents and evidence.</li> </ol>
Possessing or using a mobile phone, or any smart electronic or audio/video device	
Use of virtual social networking applications or sharing of examination papers	
Behavioral or verbal assault of a staff member	
Threatening a staff member or a student	
Disposing of the examination paper	
Level-2	Consequences
Repetition of any Level-1 Offense	Student will not be allowed to sit for all the examination in all subjects during that term
Level-3	Consequences
Physically assaulting a staff member or student	<ol style="list-style-type: none"> <li>1. Student will not be allowed to sit for all the examination in all subjects during that term</li> <li>2. Student will be placed on a behavioral plan</li> </ol>
Level-4	Consequences

<p>A person other than the student is identified taking the examination</p>	<ol style="list-style-type: none"><li>1. Student will be prohibited from writing the examination and will obtain a zero on the examination</li><li>2. If the person is not a registered student in the school, the case will be referred to the legal authorities</li></ol>
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## **ARTICLE XIV: ATTENDANCE AND ABSENCE**

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### **PURPOSE**

The purpose of this policy is to communicate the school's expectations related to attendance and absence, and to ensure that students attend school and classes regularly and punctually in order to maximize learning and improve the chances of academic success.

### **INTRODUCTION**

Student attendance and timeliness to class are critical in ensuring academic success and the development of good habits of character, such as responsibility and promptness. Students are expected to attend every day of school, and to arrive to their classes on time. Parents must work with the school to ensure that students achieve high attendance rates to promote success.

### **GUIDING PRINCIPLES**

**The following are the school's principles and responsibilities related to attendance and absence:**

1. The school will maintain an attendance record for all students; these records are accessible to parents on the parent portal and are available for review by ADEC and other regulatory authorities.
2. Attendance records include the number of days the student was present at school, the number of excused tardy, unexcused tardy, excused absence, and unexcused absence, the reasons for absence, any supporting documents and actions taken, including parental calls/meetings.
3. Tardies are considered either excused or unexcused. Excused tardiness includes adverse weather conditions (i.e., heavy fog), unusual traffic or car accident. Unexcused tardiness includes oversleeping, living far from school, or dropping a sibling before coming to school/class.
4. Absences are considered excused or unexcused. The following types of absences are considered excused absences when approved by the Disciplinary Committee by way of official documentation (i.e., medical reports): illness, death of first or second degree relative, or urgent family travel for matters of medical treatment.
5. The following types of absences are considered unexcused absences: family visits and trips, unnecessary travel, doctor visits with no evidence of a scheduled doctor's appointment, early leaves before a school holiday, and other types of absences not approved by the Disciplinary Committee.
6. Students are considered unexcused absent if they are absent without their parents' knowledge or consent, or if parents have colluded with their children so that they are absent without a valid excuse.
7. If an absence is excused, the student has the right to make up the work and tests that were missed. If an absence is unexcused, the school will agree with the parents on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
8. The school will inform the parents of their child's absence and tardiness through text messages and the parent portal, where parents can view their child's attendance record.
9. The school will monitor and analyze data related to student attendance to identify trends and propose appropriate strategies to remediate problems.

10. Students with excellent attendance records and those whose attendance records have improved will be recognized. Students failing to abide by the school's attendance policy will face consequences to deter noncompliance.
11. The school will meet and communicate with parents and legal guardians to discuss, address, and resolve problems related to student attendance.
12. The school will arrange to meet with students and parents when the student frequently exhibits periods of unexcused tardy or unexcused absence, or when the regularity or duration of excused absence raises concern.
13. If a student is persistently tardy—accumulating 15 days of unexcused tardiness—and after sending 3 warning letters to the parents, the parents will be requested to sign an undertaking stating that the offense will not be repeated. If the student continues to be tardy, the school holds the right not to re-register the student the following academic year.
14. If a student is persistently absent—accumulating 10 days of continuous unexcused absence or 15 days of non-continuous unexcused absence—the school may expel the student, in consultation with ADEC, and after sending 3 warning letters to the parents.

**The following are the parents' and students' responsibilities related to attendance and absence:**

1. Parents are responsible to ensure that their children attend school every day as specified by the school calendar.
2. Parents must ensure that students arrive to school on time. Students must attend the morning assembly and all classes on time.
3. Parents must attempt to schedule medical appointments after the end of the school day or on weekends.
4. Parents must ensure that family vacations are scheduled only during school holidays as indicated on the school calendar. Note that Islamic holidays are not confirmed until officially announced by the UAE government.
5. Parents and students must recognize that co-curricular and cultural activities are central to their learning and attendance at such events is important and required. Absence on such days will be recorded as unexcused, unless there is an authorized reason for the absence.
6. Parents must ensure that students attend school till the end of the school day even on days prior to a holiday. Parents, drivers, helpers, or friends of the family are not permitted to remove students from lessons or the school without the approval of the Disciplinary Committee. This pre-approval must be obtained in writing at least one-day prior to the early dismissal. Otherwise, the student will not be dismissed.
7. Parents must notify the school promptly of their child's absence and the reason for absence. For unanticipated absences, such as those due to illness, parents must notify the school by calling or sending an e-mail before 8:00 am of the day of absence. The e-mail must state the student's full name, class, section and the reason for absence. Parents must use the following e-mail addresses to communicate absence.
8. Parents must submit a signed letter, the day following the absence, stating the student's full name, class, section and the reason for absence.
9. Parents may be required to justify an absence of 2 consecutive days or more by submitting a certified medical doctor's report to the Principal. Failure to bring this documentation may result in an unexcused absence.

10. Absence on formal assessment days, such as weekly or final exam days, must be justified by a medical report from a certified doctor; otherwise, assessments conducted on those days may not be repeated for the student.
11. Parents who plan to have their children miss several days of school are required to submit a written request to the school at least ten days before the anticipated absence to seek the Disciplinary Committee's approval. The Disciplinary Committee must find the reason for the absence to be valid, and must be satisfied that there are special circumstances that warrant the absence. If the Disciplinary Committee does not approve the request, the absence will be considered unexcused.
12. The student or parents shall be responsible for contacting the school administration to learn of all assignments and tasks given to the student. Students are responsible for completing all assignments and returning them to the relevant teachers either before leaving or shortly after returning from the absence.
13. Parents must respond to communications, attend meetings and follow up on action plans taken to improve their child's attendance.

<b>KG–Grade 2:</b>	ks_mbz@aisuae.com
<b>Grades 3–5:</b>	es_mbz@aisuae.com
<b>Grades 6–12:</b>	hs_mbz@aisuae.com
<b>SSSD:</b>	sssd_mbz@aisuae.com

## ARTICLE XV: STUDENT ADMISSION, REGISTRATION AND PLACEMENT

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### PURPOSE

The purpose of this policy is to define the terms and conditions for admissions, registration and placement.

### POLICY

#### Age and Grade

- Students will be placed with their peer group in terms of age.
- Applicants to KG, Prep (KGII) and Grade 1 must meet the age requirements for these grade levels. By September 1, the age of students applying to KG must be 3 years and 8 months, those applying to Prep (KGII) must be 4 years and 8 months, and those applying to Grade 1 must be 5 years and 8 months.
- The school will not accept applications to Grade 12. Students graduating from the school must have completed at least Grades 11 and 12 at the school.
- Note the following equivalency between the Year system and the Grade system:

<b>Grade</b>	PS	KG	Prep	1	2	3	4	5	6	7	8	9	10	11	12
<b>Year</b>	FS1	FS2	1	2	3	4	5	6	7	8	9	10	11	12	13

#### Nondiscrimination and Transparency

- There will be no discrimination in the admission of students on the basis of nationality, ethnicity, color, or creed.
- Students with mild to moderate special education needs shall be granted admission based on the student application and any further assessments and reports required by the Admissions Committee. Students with severe learning difficulties and disabilities may not be admitted if the school cannot make the provisions to meet their needs.
- Students with chronic medical conditions (i.e., diabetes, epilepsy and asthma) shall not be denied admission based on these medical conditions where the school is able to provide the required support.
- Prior to registration, prospective parents and students may take an appointment to visit the school facilities. Visits will not be scheduled during the school day.

#### Limitations and Prioritization

- Current students who have re-registered for the following year and have paid the full tuition fees take precedence over new students and will be assigned to classes first.
- Applications will be processed on a first-come first-serve basis.
- Admission is limited by the seats available. If there are no vacancies in the grade level of the applicant, the applicant will be placed on a waiting list. The school will contact the parents/guardians of the applicants upon the availability of an opening.
- Admissions will be limited by the available classroom space and therefore the number of applications distributed must be based on the projected number of vacancies. The school will operate at 25 students in Kindergarten Classes (a space of at least 2.16 m<sup>2</sup> per student), and up to 30 students in Grades 1–12 (a space of at least 1.67 m<sup>2</sup> per student).

- When the number of applicants exceed the number of places available, the following priorities for admission apply:
  - Children of AIS Faculty Members
  - Siblings of current AIS students
  - Former AIS students and children of former AIS students
  - Emirati students meeting admission requirements

### **Admission Information and Document Requirements**

- Applicants must submit a complete application form, which includes the applicant’s personal information, parents’ information, educational history, medical history and health record.
- Applicants must submit all required documents. Documents must be in English or Arabic. Report Cards and Birth Certificates that are written in another language must be *officially* translated to English or Arabic (not by parent).
  - **1 recent passport-sized photo**
  - **Copy of the Applicant’s Birth Certificate**
  - **Copy of the Applicant’s Passport Information Page**
  - **Copy of the Applicant’s UAE Residence Visa:** if already living in UAE, otherwise submit at the time of enrollment
  - **Copy of the Applicant’s valid Emirates ID Card:** if already living in UAE, otherwise submit at the time of enrollment
  - **Copy of the Applicant’s Vaccination Card and Medical Records**
  - **Copy of the Applicant’s Most Recent School Report**
  - **Copy of Sponsoring Parent’s Passport Information Page**
  - **Copy of Sponsoring Parent’s UAE Residence Visa:** if already living in UAE, otherwise submit at the time of enrollment
  - **Copy of Sponsoring Parent’s water and electricity bill** to obtain the Premises ID
- For applicants from a school in a different Emirate, a transfer certificate is required. If a transfer certificate is not available, a report card or equivalent document from the previous school will be sufficient.
- Applicants accepted from outside the UAE must submit all of the above mentioned documents, together with the following, by the last week of August in order to complete their enrollment:
  - Original End-of-Year School Report Card with an Official School Stamp and Signature
  - Original Transfer/Leaving Certificate
- If the transfer certificate or report card is issued in a GCC country, the original transfer certificate should be attested from the Ministry of Education in the issuing country.
- If the transfer certificate or report card is issued in the USA, Canada, Australia, New Zealand, or a Western European country, attestation from the Ministry of Education is not required.
- If the transfer certificate or report card is issued in a country other than the above mentioned, the original transfer certificate must be finally attested from the UAE Embassy in the issuing country. If there is no UAE embassy in the issuing country, the document must be attested by the issuing country’s embassy in the UAE and the Ministry of Foreign Affairs in the UAE.
- Newly admitted students (including students transferred from other schools in the Emirate, from other Emirates, or from schools aboard) must submit their vaccination cards and medical records:
  - Students admitted to kindergarten (KGI or KGII) or Grade 1 must submit a vaccination card that fulfills the “Childhood Immunization Schedule” of the current HAAD Immunization Schedule.

- Students admitted to Grades 2 to 11 must submit a vaccination card that fulfills the “Childhood Immunization Schedule” and the “School Immunization Schedule According to Grade” of the current HAAD Immunization Schedule.
- Applicants will not be refused if they do not have vaccination cards or do not meet all the requirements on their vaccination cards. If these applicants meet the admission requirements, they will be accepted on condition they complete the necessary vaccinations and provide a vaccination card that meets all requirements within the school year. Otherwise, they will not be permitted to re-register for the next academic year.
- Parents must provide the school with any changes to the information in a student’s record (i.e., home address, e-mail address, mobile number, medical case, Emirates ID) in a timely manner in order for the school to maintain an up-to-date record of all student files, including official documents, medical records, individual educational plans, academic, psychological or medical assessments for students with special needs and gifted and talented students.

### **Interviews and Placement Tests**

- Parents and applicants will be required to meet with the Admissions Committee to ensure that the prospective parents and the school are in agreement with approaches to educating and learning.
- Kindergarten applicants will attend an orientation session and Grades 1-11 applicants will sit for a placement test to identify the applicants’ strengths and areas for improvement in order to ensure student needs are addressed at the onset of the academic year.
- Applicants and parents will meet with members of the Admissions Committee to discuss student placement test results and, if applicable, the required remediation process that would support the student’s progress to the required grade level.
- Applicants performing below grade-level requirements on their placement test may not be admitted.
- Only for identified cases in which the applicant may require special education services, the applicant and the parents will meet with the special education specialists for further assessments and to discuss the special education services required. It is a requirement that the school is provided with any academic, psychological or medical assessments that are essential to the admissions process.
- Only applicants who meet the school’s entrance requirements will be admitted to the school.

### **Registration**

- Students who meet the admissions requirements and conditions will be registered in the Council’s eSIS system in accordance with the dates determined by the Council each year.
- Applicants seeking admission during the school year may be admitted if the applicant meets the entrance requirements, and approval is obtained from ADEC in case the specified registration time finished.
- It is permissible for students to transfer to another school in the Emirates, taking into consideration the problems that may arise from a change in the program of study and ensuring that the requirements to obtain the equivalency to the UAE’s general secondary education certificate (Al Thanawiya) are met. If the time permitted for transfers has ended, ADEC approval must be obtained.



## ARTICLE XVI: TRANSPORTATION AND SCHOOL BUS RULES

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Parents/Guardians choose how they wish their children to commute between the home and school.

**Parents/Guardians.** Parents/Guardians must collect their children from school on time at the end of the school day. If parents/guardians of students in Grades K–12 cannot pick up their children from school, then they should send an email or a letter informing the school of the identity of the person collecting the child.

**Alone.** If the parents/guardians choose to have their children commute between home and school alone, they should understand that once their child leaves school premises at the end of the school day, the safety of their child is fully their responsibility and the school does not hold any liability.

**Bus.** If the parents/guardians choose to have their children commute between the home and school by bus, then the parents and the students are kindly requested to understand and comply by the following rules:

- All students at all times, must sit in their assigned seat and wear their seatbelt.
- Students must wait at the bus stop 5 minutes before the scheduled time of pick-up. If the bus arrives at the stop at the scheduled time and the student is not there, the bus will not wait and will continue its trip.
- Students must directly go to their buses immediately after the school day ends and must be on the bus at the scheduled times. Buses will leave at the scheduled times and will not wait for late students.
- Students are not allowed to leave the bus or leave unattended items on the bus once they board the bus.
- Parents/Guardians should wait for their children at the bus stop where they are dropped off 5 minutes prior to the scheduled time of the bus arrival. If the parent/guardian is not at the bus stop when the bus arrives, then the student remains on the bus and will be returned to school.
- Parents/Guardians who request that their children to leave the school bus alone when dropped off should understand that once their children leave the bus at the agreed location, their safety is fully their responsibility and the school does not hold any liability. Please note that parents/guardians of children in KG–Grade 4 must collect their children from the bus stop and may not request that their children to leave the school bus unattended by them.
- Parents who withdraw their children from using the school bus services should report the cancellation in writing to the Bus Supervisor.
- In case of a change in a student’s residence after the commencement of the school year, the school should be informed of the new address at least one week before moving to the new location. In addition, the school cannot guarantee that the bus service can be arranged to the new location.
- Parents of bus students must inform the school before 12:30 pm if they wish to pick up their children from school instead of sending them home by bus.
- If parents of bus students show up at school to pick up their children without notifying the school before 12:30 pm, they will be asked to wait until the end of the day when all the bus students are dismissed. Parents then inform the bus supervisor that they are taking their children and will pick up their children from the bus bay.

Additionally, to ensure the safety and the well-being of all students on the bus, students should abide by the following rules:

- Board and depart the bus properly.
- Remain seated at all times until dismissed.
- Wear the seatbelt at all times.
- Obey the orders of the bus driver and the bus assistant.
- Sit quietly in the assigned seat and avoid moving about and disturbing others.
- Refrain from fighting and pushing.
- Refrain from littering and throwing objects in and out of the bus.
- Refrain from eating and drinking the bus.
- Be courteous and use proper language.
- Refrain from tampering with bus equipment.

Note that all school rules apply to the school bus too. Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus will be reported to the administration and will receive a disciplinary warning. After this warning, if the student commits three offenses, the student will be denied the privilege to use the school bus services.

## ARTICLE XVII: TECHNOLOGY USE

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Students will be held responsible for the proper usage of technology. The school administration has the right to inspect, review or retain electronic communication created, sent, displayed, received or stored on devices that are on the school premises. Social Media is considered the use of any websites that incorporate; wikis, blogs, virtual worlds (Google Apps, Moodle, and Gaggle), microblogs (Twitter, Facebook and Foursquare), social networks, and media sharing. Any misuse of social media will be subject to disciplinary consequences.

Please be aware of these rules regarding the use of personal laptops and discuss them with your child:

- Students must store their laptops in protective cases to avoid any damage.
- Students must label their laptops with their name and grade to avoid loss or confusion.
- Students are expected to charge their laptops before coming to school. Classrooms will not be equipped to charge laptops.
- Students must use laptops only during instructional time for learning purposes. Students are not allowed to play games on their laptops at any time when on school campus.
- Students are advised to set their laptops to be passcode protected to refrain others from accessing their machines.
- The school will not be held responsible for the loss or mishandling of the laptops.
- Any misuse of laptops will result in the confiscation of the device, and the device will be returned directly to the parents after parents sign an undertaking. Consequences will apply according to the Student Code of Conduct.

## ARTICLE XVIII: LEARNING RESOURCE CENTER

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### Library Rules

- The school rules and disciplinary code apply in the library at all times.
- Eating and drinking are strictly prohibited in the library.
- Noise, disturbance and other inappropriate behavior are not permitted in the library.
- Group discussions are allowed as long as the discussion is academic and the noise level is kept to a minimum so as not to disrupt others in the library.
- Students and teachers must bring their own stationery to the library.
- Students and teachers must ensure that they leave their working area clean and tidy; they must pick up scrap paper, place books neatly into a pile on the table, and push chairs under tables.
- Students and teachers should not leave their personal belongings in the library.
- Students who are sent to the library by a teacher during instruction time should present a library pass to a librarian.
- All students must make use of the shelf marker when removing books from the shelf.
- Students and teachers should sign up with a Librarian before using the photocopying services for reference materials only. Students must pay for the services used before leaving (25 fils per page photocopied).
- Library computers and student laptops must be used for school-related work only.
- Students and teachers must abide by the school's Technology Use Policy.

### Borrowing Policy for Students

- Students are allowed to borrow two books for 2 weeks.
- Students should return borrowed books 2 weeks after signing out the books.
- Students in Grades 3–5 can renew a fiction book once during their library session.
- Students in Grades 6–12 can renew their books once.
- Students will be charged a fine of 1 AED per item for each day the book is overdue.
- In case a book is lost/damaged, the student will be charged the price of the book with an additional 10% of the book price in compensation for shipping and cataloguing.
- The lost/damaged book cannot be replaced by buying the same book as each book has a barcode and a call number.
- Books should not be marked in any way, not even in pencil; this is considered damage.
- Students who have outstanding payments on their record are not permitted to borrow any books until the payments are made.
- Parents of students in Grades 1–5 must check their children's library folders for reminders of overdue books and other issues regarding items borrowed from the library.

### Classroom Library

Teachers send a book home every Sunday from the class Library. Children must be provided with the required guidance and support to ensure that they have read these books.

Books have to be returned to the class teacher on Thursdays.

Students should exercise responsibility towards using the books and that they refrain from damaging or losing the books they borrow by making sure they do the following:

- Keep books on a shelf or another safe place away from babies/infants and stationery, such as scissors, pencils, and crayons, which may cause damage to books.
- Keep books away from food and drinks and not place them in school bags that contain food and drinks.
- Not exchange books with friends.
- Use a bookmark and not fold the page corner.
- Turn the pages of the book from the middle and not flip pages from the top or bottom corner.
- Refrain from marking, scribbling and taking notes on the book.

Damaged books are those that are returned with marks, scribbles, and notes, and with pages that are dirty, wet, torn and ragged.

- In case a book is lost or damaged, the student will be charged 100 AED.
- The lost/damaged book cannot be replaced with another copy of the book.
- Students cannot keep damaged books even if they have paid the fees for damages.

## ARTICLE XIX: MEDICAL RULES AND PROCEDURES

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- The school nurse is called upon in case of any injury or accident that occurs on school premises. If the school nurse feels that a student requires further medical care, the student's parents or legal guardians are notified. In extreme emergencies, students are taken to Sheikh Khalifa Medical Center in Abu Dhabi City or New Medical Center in MBZ City, and parents are contacted as soon as possible.
- A student who is feeling ill should visit the school nurse with the clinic pass. The nurse will examine the student and will notify the principal in case the student needs to go home. Parents are requested to collect a gate pass and pick up their child from the administration.
- Students should visit the school clinic only in case of an injury or illness. The use of the school clinic as an excuse to leave class or school is prohibited. Frequent visits to the school clinic that are deemed unjustifiable by the school nurse may result in a disciplinary action.
- Students who frequently visit the school clinic due an illness or chronic situation are required to see a licensed physician and a medical report from the physician should be provided to the school clinic.
- Children diagnosed with contagious illnesses should not return to school without the written consent of a licensed physician and the school nurse. The following are some general guidelines for keeping your child out of school:
  - High fever
  - Nausea, vomiting, or severe abdominal cramps
  - Marked drowsiness or fatigue
  - Acute cold, sore throat, or persistent cough
  - Eyes that are red, inflamed or have a discharge
  - Headache or earache
  - Head lice or any skin lesions unless protected and diagnosed as non-contagious
  - Other symptoms suggestive of acute illness
- Upon registration at the beginning of the school year, the school should be informed of students with chronic illnesses, such as asthma, epilepsy, and migraine.
- In the case in which a student has to take doses of medication during school hours, the parents must provide the school nurse with a doctor's prescription describing the dosage of those medications.
- Medications should only be administered by the school nurse; other staff members or students are not permitted to administer any kind of medication.
- Parents are responsible to update the school in case of any change in contact information and their child's medical condition.

## ARTICLE XX: LOST AND FOUND

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The school is not responsible for lost items. Found items are kept inside a locked *Lost and Found* cabinet. Students may retrieve items from the *Lost and Found* by referring to the office staff. Unclaimed items will be donated to the Red Crescent Society or other charitable organization at the end of the school year.

To prevent unnecessary loss, please comply with the following procedures:

- Students' personal items including clothing, sportswear, and books should be labeled with the student's name and class. Parents are encouraged to stitch names of students from the inside of the school jackets. Markers and pens will be erased after washing.
- Students should keep their books, school supplies, and other materials stored in their lockers when left unattended.
- Students are discouraged from bringing personal items, such as toys, valuable items or large sums of money to school.

## **ARTICLE XXI: PRIVATE TUTORING**

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Students are strictly prohibited from receiving private tutoring sessions from AIS staff. Private tutoring is against ADEC policy and recommendations, and can lead to the following repercussions:

- Diminishes students' classroom attention since the students will now depend on the private assistance they will receive
- Increases classroom disruption due to student inattentiveness
- Decreases student sense of responsibility and individual accountability

Any violation of this policy will result in serious consequences that could affect the student record and the status of the student at AIS.



## **ARTICLE XXII: ADDITIONAL ADVICE & GUIDANCE**

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### **A. Sales on Campus**

- Students are not permitted to sell items to others on campus.
- The Student Council may, with school administrative approval, sponsor bake sales only.
- All proceeds of the sales must be deposited at the business office Student Council account the same day they are collected.

### **B. Announcements**

- Notices, posters, advertisements and other announcements should not be posted or circulated before attaining the approval of the Principal.

### **C. Celebrations**

- Celebration of birthdays for students and teachers is prohibited in classrooms and on school campus.

### **D. Gifts**

- Students and parents are not allowed to give a staff member a gift, and staff members should not accept a personal gift from a student or a parent. Only tokens of appreciation are allowed, such as flowers.