



2019-2020 Handbook

Attendance

Students are expected to be at school at 7:15. The morning assembly starts at 7:20. Students should be in their classroom ready to work at 7:30.

If your child will be absent from school, please call the school no later than 8:00 am.

For safety reasons, the reception calls families when a child is absent and parents have not reported it.

If your child needs to leave school for part of a day, please send a note to the reception in advance. A student who becomes ill and needs to go home should check out through the reception. Leaving school grounds without permission from the administration is not permitted.

Extended absences for reasons other than illness or family emergency should be shared in advance with administration or Principal. Absences from school for travel on other than school holidays are strongly discouraged due to their effect on a student's academic performance. Students with excessive absences or tardiness will receive a warning letter from the administration.

Arrangements to obtain missed class work should be made by students or parent directly with the teachers involved. Teachers are not always able to assign work prior to a student's absence. Teachers are not obligated to design supplemental material for students who are absent.

Please note that unless we have written or telephoned information from you as the parent, we will not release the child to an alternative person. Please make sure to notify the teacher or administration in advance.

Upper grades attendance policy "Grades 6-12"

- If a student enters the class, during the day, after the period starts "unexcused", a mark from attendance or participation will be deducted.
- If a student arrives late to school in the morning a late slip from the administration should be provided.
- Students with excessive absence or tardiness will receive a warning letter from the administration.
- Students who arrive to school after 8:00a.m will not attend the 1st period and will stay in the playground.

Daily Schedule

School hours are from 7:20a.m. to 1:45 p.m. on Sunday-Thursday. We have playground supervision from 7:00a.m. Students should not arrive on campus before this time (except bus students). There is no supervision on the playground after school, so students may not stay without being supervised. For safety reasons students cannot stay after 2:15 p.m.

Books

Books are available at school .Books will be distributed to students within 3 days Students from grade1-5 should laminate books, workbooks, and note books .They all should be labeled and sent back to school since some books will be kept in class.

(English classwork notebooks will be kept in class)

We kindly ask parents to keep the files and folders in their kids' school bags every day, so teachers will be able to send worksheets, quizzes, and sheets needed in these files.

To avoid heavy bags, kindly follow your child's schedule and DO NOT send books not needed.

Homework

Every child from grade 1-5 will receive an age-appropriate amount of reading for homework each night. Students are also encouraged to read on a regular basis. Homework maybe assigned at an individual level for students who require additional support. The amount of homework varies according to the grade and will be mentioned in the cycle plan and will be given to students on day 5 of each cycle as mentioned before .The cycle plan will be also posted on the Facebook school page at the same day.

Upper grades 6-12 Homework policy

1. For students who submit their assignments late (projects, researches, presentation,....etc)
 - 10% of the mark will be deducted after one or two days delay
 - 20% of the mark will be deducted after three or four days delay
 - The assignments will not be accepted by the teacher after five days unless with a valid excuse.

2. For daily homework

-20% of the delayed homework grade will be deducted.

3. Assessments

a. Students who are absent with valid excuse:

-if the student has a valid excuse for being absent, the assessment will be repeated within 2 days.

-If the student has a valid excuse for being absent, and wants to repeat the assessment within one week, 5% of the grade will be deducted.

b. Students who are absent with invalid excuse:

- if the student has no valid excuse for being absent, the assessment will be repeated within one week, 15% of the grade will be deducted.

-After one week no assessment will be assigned.

Student uniform

Students are required to wear their uniform neatly and completely.

All uniform items will be available at school.

The wearing of incorrect uniforms will impose a uniform detention, possible confiscation of the incorrect article, or the student sent home to return with the correct uniform.

No jewelry is permitted other than a watch.

No visible body piercing.

Hair is to be tidy and conventional in style and color.

Makeup and nail varnish are unacceptable.

Communication

The main tool for communication between school and home is the school communication notebook (Gr1-5) .School also maintains a Facebook page for teachers' classes, special subject, news, photos, upcoming events, and other curricular information. School updates also can be found on the Facebook page.

Teachers can be contacted through the communication notebook .Parents can leave a message at the reception or write directly in the communication notebook.

Cycle plan, notes and information going home from the school will be sent with children, usually at the end of each cycle. All papers, memos, and worksheets will be kept in the English file or in the communication notebook. Parents should sign all memos received from school to make sure you have seen them.

We would urge students and parents to communicate problems or concerns as follows:

If a problem emerges with a teacher in a particular classroom, ask for an appointment with that teacher. The majority of problems can be easily resolved at this level. If the conference with the teacher is not satisfactory, contact the Coordinator.

Bullying

In our School we define bullying as the following :

- When someone says or does something unintentionally hurtful and they do it once, that's RUDE.
- When someone says or does something intentionally hurtful and they do it once, that's MEAN.
- When someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them that you're upset, that's BULLYING.

Bullying, whether it is physical or verbal, is not tolerated at school. We have a

No tolerance policy for physical violence, such as hitting, kicking, scratching, biting, etc., and infractions will result in appropriate consequences.

Bullying includes hurtful or inappropriate spoken, written, or electronic text messages such as texting, online chatting or e-mails. When such behavior occurs, the students involved will be sent to the Principal's office. Each student will be able to share his/her side of the story, and detail will be written down on the student misbehavior sheets. Infractions are dealt with on a case-by-case basis.

The consequence for bullying or physical violence includes automatic suspension of some sort. This could include any of the following: missing a recess; in-school suspension; at home suspension, or in extreme cases, expulsion, where a student is asked to withdraw from school and is not invited back. When problems occur, parents are notified by the school principal or counselor, and usually are asked to come for a conference. Students who receive at home suspension must come back with their parents for a meeting with the principal before returning to classes.

Cell Phones

Cell phones must be kept in school administration and not used during the regular schooldays. Students not following this rule will have their phone taken from them until the end of the school day and a warning will be given. If mobiles are found with students after warning them once mobiles will be taken for 3 days.

Lost & Found

Lost and found items are kept in the lost & found office. Students who find valuable items are asked to take them to the administration. Unclaimed items will periodically be given to charity. It is recommended to label all students belongings.

Playground Safety Rules

Students should follow basic rules for safe play and use of Our Choices while on the playground including:

- Refrain from running.
- Refrain from hanging, swinging or climbing on basketball pole
- Remain on the playground during recess.
- At the end of recess when the whistle is blown or the bell rings, students should immediately stop play and form appropriate lines for entry into the building.
- At the direction of a teacher students should WALK into the building quietly.



Al-Sahafa International School Co.
(For Girls)

This form must be signed and dated by your parent after reviewing the 2017-2018 Student Handbook.

You must return this slip to your school within five school days.

Student's Last Name: -----

Student's First Name: -----

School Grade: -----

I have received a copy of Al Sahafa International Schools 2015-2016 Student Handbook. The handbook was explained, and I was given an opportunity to ask questions. I have read and understand the rules listed in the handbook and the consequences for all offenses.

Parent's Signature: -----

Date: -----