



Al Dhafra Private Schools - Al Ain



Student/Parent Handbook 2014 – 2015

The 2014-15 Student/Parent Handbook is provided/ posted to all students at the start of the school year or upon enrollment. It includes information about our school policies and procedures.

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INTRODUCTION

1. This handbook was produced as a resource for students and parents to explain the policies, rules, and regulations governing all students in Al Dhafra Private Schools, Al Ain. Parents must help school personnel to effectively communicate information from this handbook to students. Parents help by requiring students to be in school every day they are physically able to be in attendance, providing information such as correct addresses and phone numbers, attending scheduled conferences with school staff, sending the necessary absence or tardy notes, and learning about the school, its mission, its plan for improvement, and its activities. Parents are encouraged to meet with school staff; however, conferences with teachers should be scheduled in advance to avoid interruption of instructional time. Parents will find the school counselor of assistance to them and their children. The counselor may involve the parent, student, and teachers in conferences to help the student. Please take time to become familiar with the contents of this handbook. The information included is important and knowing it will make the school year easier for the students. If you have questions about information in this handbook, call your school principal's secretary. If further assistance is needed, the secretary will direct you to the appropriate Al Dhafra Private Schools staff. You may also visit Al Dhafra Private Schools website at www.dhafra-alain.sch.ae or email the Principal with any inquiries at dhafra22@emirates.net.ae.



Handbook Responsibility Statement

My signature below indicates that I have received and read the Student/Parent Handbook. I have read the School Rules and Regulations. By signing I understand that all students at Al Dhaфра Private Schools in Al Ain have to adhere to the rules, guidelines and consequences.

Parents should inform the school of changes in residence, custody, emergency telephone numbers of home and work.

Please print and sign this acknowledgment form and return it to your class advisor.

STUDENT'S NAME (print) _____

GRADE / SECTION _____

STUDENT ID # _____

STUDENT'S SIGNATURE (upper elementary and above) _____

PARENT SIGNATURE _____

DATE _____



Al Dhafra Private Schools, Al Ain

Photograph Consent Form

I _____ the parent of _____
in grade _____ American / British give permission for my child
(ren) to be photographed for school purposes. I am aware that photos may be
displayed within the school buildings, published in the yearbook, local
newspapers, school publications or the school website.

☐

Yes, I grant permission to Al Dhafra Private Schools to use photographs of
my daughter(s) / sons(s).

☐

No, I do not wish for photos of my daughter(s) / son(s) to be taken or
published.

Date _____

Parent(s) name _____

Signature of Parent(s) _____

- * If the school does not receive the signed form back then the school
reserves the right to assume that you have given permission for your
child (ren) to be photographed for school purposes.**



The Principal's Message

Dear Parents,

On behalf of the staff, I take pleasure in welcoming you to Al Dhafra Private Schools. This Student/Parent Handbook is published so that all students of Al Dhafra may have a ready reference to information that is necessary for an understanding of the daily operation of our school. It is essential that all parents and students read the information contained in this handbook so there may be as few misunderstandings as possible. When this document does not give you the information you need, you should contact the school administration for assistance.

The goal of Al Dhafra is EXCELLENCE and in order to reach this goal there must be a cooperative effort on the part of students, teachers, administrators, parents and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, I urge you to become actively involved in your daughter/son's studies, extra-curricular activities and the overall education s/he receives.

Best wishes for the 2014-2015 academic year.

Sincerely,

Mrs. Elham Al Abed

Principal

Our Vision

“No boundaries to Learning”

“To provide outstanding education that inspires students to be self-disciplined and independent life-long learners, who are innovative leaders and critical thinkers. This is done within a supportive and advanced technological learning focused environment.”

Our Mission

“Through partnership with parents, teachers and the community, the school is committed to educating students by creating an orderly, trusting, and caring environment where teaching and learning are exciting and students are assisted as they develop responsibility. All aspects of the school's organization, curricular, and co-curricular activities are child centered and designed to accommodate individual learning styles so that all may experience success”

Our Core Values

The following are the values we hold which form the foundation on which we perform work and conduct ourselves. They are the practices we use every day in everything we do:

Respect, Integrity, Achievement, Fairness, Care and Team Work

GENERAL INFORMATION



2014/2015 School Calendar Al Dhafra Private Schools - Al Ain

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug-14																													
Sep-14																													
Oct-14																													
Nov-14																													
Dec-14																													
Jan-15																													
Feb-15																													
Mar-15																													
Apr-15																													
May-15																													
Jun-15																													
Jul-15																													

T1 Starts for students

School Holidays others
Islamic Holidays
Ramadan
Examinations CA
Resit Exams
Non-teaching days

Possible teaching days (excluding exams): 75+60+55=190 (3 less if 8&9 Oct & 4 Dec are declared holidays)

School Name: Al Dhafra Private Schools Al Ain
 Curriculum: British American
 Signature: *Etham Al Had*



AA

WR

Date: 22/4/2014



**Exact date of Islamic Holidays is subject to moon-sighting. Schools must wait for public announcement
 *Educational Field Trips/Excursions more than one days duration may NOT be conducted during regular instructional days
 *Please attach all school functions/major events/ year group and dates on a school letter head.

School Contacts

Telephone Numbers: (971) 03-7671123 / (971) 03-7676690

Fax Number: (971) 03-7676691

Address: P.O Box: 17814, Al Ain, United Arab Emirates

Main Office Hours: 7:30 a.m. - 3:00 p.m.

Web Site: <http://www.dhafra-alain.sch.ae>

Email: dhafra22@emirates.net.ae



School Campus

We are proud of our school and take great pride in keeping the buildings and grounds in quality condition. We do our best work in clean and orderly surroundings. Please help us by keeping our campus clean. Staff, students, monitors and parents are urged to immediately report any acts of vandalism.

Celebrations

The following are Al Dhafra Private schools approved celebrations: National Day and Culture Day. No other celebrations are allowed during the instructional day. Students who bring in treats for their birthday may obtain school approval two days prior to the event. In the case of approval for private celebrations, students can only bring single serving items to be shared during the break. Soda or fizzy drinks are not allowed. Students should not bring balloons or glass bottles to school. These items cannot be delivered to the classrooms as they are a distraction to the learning environment.

Emergency Information

It is essential for the school to have parents' current home/cell telephone numbers, emergency telephone numbers, and current addresses to be notified in case of an accident or illness. Please immediately notify the office when the home address, home telephone number, or work information changes.

Parents' cooperation is important and highly appreciated.

Use of the School Phone

Students' use of the school telephone is limited to emergency situations. Forgotten homework, books, lunch money and/or permission to stay after school are not considered emergencies. The school management requests that parents do not call the school to speak to their children. However, in an emergency, a message may be left and a school official will make sure it is delivered to the concerned child.

Parent Teacher Conferences

Our parent/teacher conferences are held twice during the school year and parents are encouraged to attend. These conferences present the opportunity for parents and teachers to discuss progress and set targets to further attainment.

Arrival and Tardiness

Students must arrive on the school campus before 7:40 a.m. when the first bell rings. The line-up bell rings at 7:40 a.m. Instruction begins promptly at 8:00 a.m. Students, who arrive at or after 8:00 am, must report to the administration supervisor's office to obtain a tardy slip before being admitted to class. Student tardiness is a serious disruption to the educational process. Tardiness interrupts the learning process and infringes on the educational rights of other students. Repeated tardiness will result in disciplinary action.

Supervision

School personnel do not provide supervision before 7:00 am. Prior to assembly, during breaks and after school instructional time students are to remain in the playground. Students are not permitted to use the staircase in the reception area.

Dismissal / Early Dismissal

Students are dismissed at either 2:20 pm or 2:30 pm from their designated classrooms. However, students are dismissed at either 1:30 or 1:40 on Thursdays. Students who have not been picked up by 3:00 pm will be escorted to the office and signed in. A parent or guardian will need to sign before taking the student from the office.

When picking up your child for early dismissal, all parents and/or legal guardians must report to the front office. To ensure your child's safety, students will only be released to the person(s) listed on the student enrolment form provided by the parents and/or legal guardians. Pictured identification may be required each time a student is released early from class and the sign out sheet must be completed. Please do not send an older sibling into the school to pick up a student. We appreciate your cooperation in making our school the safest environment possible for students. No early dismissals will be allowed after 1:35 p.m.

Absences

Al Dhafra Private Schools Attendance Regulation Policy states that student's attendance is a shared responsibility between the students' parents and the school.

Excessive absenteeism for students who exceed twenty unapproved absences during the school year may result in retention. Therefore, it is imperative for students to be present every day in order to gain the greatest benefit from the educational opportunities being provided by the School.

If your child is absent from school, you will need to send a note to the school on the first day of his/her return to school explaining the absence. It is the responsibility of the family to contact the school to obtain appropriate makeup work within three school days directly following the absence. Students shall be allowed a minimum of three (3) days to complete missed work.

If you wish to receive approval for your child's absence, then a letter must be submitted prior to the absence period. The letter should state the reason and length of absence.

Illness while at school

If the student should become ill or is injured during school hours, s/he must ask the teacher for a pass to go to the clinic. A student will only be allowed to leave the school once parental permission has been obtained. Parents are requested to report all communicable diseases to the school as health and care of all our students is the school's priority.

Medication

In the case of a student requiring special medical attention for a temporary or permanent time span, it is the parents' responsibility to inform the school. The school nurse will then supervise prescribed medical treatment and the administration of medication.

Students' Safety Policy

The school recognizes its responsibility to ensure the safety of the students and makes every reasonable effort to provide students with a safe learning environment. Student safety is a shared responsibility of the school board, its employees, parents and students. Students should learn to behave in ways that show respect for the safety and well-being of both themselves and others. Meanwhile, the school is responsible for the effectiveness of its policy and for the provision required to ensure safe conditions.

Several measures are taken to ensure safety as follows:

- The presence of supervisors in all the corridors of the building and installation of cameras inside the classes and the corridors is to monitor the safety of students at all times. All areas of the school premises are monitored by supervisors and teachers at all times.
- Staff members are to ensure that all operations are performed with the utmost regard for safety and health.
- Promote a safe and conducive learning environment by ensuring that all equipment, furniture and facilities used by the students are safe.
- Students are to be trained how to deal with emergency situations such as the fire drill.

- Students should be advised to walk cautiously in school corridors and in the playground. They must refrain from running to avoid accidents.
- Physical conflicts of any kind are strictly forbidden, either by school staff or other students. In case of any such incident, the teacher should call the supervisor who will accompany the child to the school nurse. The school nurse is responsible for reporting to the parents and to decide whether the child needs only first aid or must be taken to the hospital for follow up. Only the school bus/another car suggested by the management should be used to take the student to the hospital.
- Classroom management is primarily the responsibility of the teacher, and he/she must make sure that all the students are out of the classroom during recess time and after school hours.
- Staff should not carry or use anything that could harm students such as hot drinks or sharp objects inside the classrooms/corridors or while supervising the students.
- The presence of any visitor in classes or corridors is forbidden. If the need arises for any visitor to be there, they should be accompanied by a school official.
- Workers who are present in school should always be under the management of a supervisor to make sure that they don't mingle with students.
- Students should not be allowed to leave the school alone and must be accompanied by either a parent or guardian. They can leave with their driver if the parent has informed the school.
- Staff or supervisors are not allowed to transport any student in their private cars, whether in the morning or after dismissal time for their own safety.

School Timings 2014-2015

Sunday - Wednesday											
Grades: 1-3			Grades 4-8			Grades: 9-12 American Grades: 9-10 British			G 11-12 British		
Duration			Duration			Duration			Duration		
1	7:50-8:50	1 Hour	1	8:00-->8:40	40 Minutes	1	8:00-->8:50	50 Minutes	1	8:00-->8:40	40 Minutes
2	8:50-9:40	50 Minutes	2	8:40-->9:20	40 Minutes	2	8:50-->9:35	45 Minutes	2	8:40-->9:20	40 Minutes
Break	9:40-10:00	20 Minutes	3	9:20-->10:00	40 Minutes	3	9:35-->10:20	45 Minutes	3	9:20-->10:00	40 Minutes
3	10:00-11:00	1 Hour	Break	10:00-->10:20	20 Minutes	Break	10:20-->10:40	20 Minutes	Break	10:00-->10:20	20 Minutes
4	11:00-12:00	1 Hour	4	10:20-->11:00	40 Minutes	4	10:40-->11:25	45 Minutes	4	10:20-->11:00	40 Minutes
Break	12:00-12:20	20 Minutes	5	11:00-->11:45	45 Minutes	5	11:25-->12:10	45 Minutes	5	11:00-->11:40	40 Minutes
5	12:20-1:20	1 Hour	6	11:45-->12:30	45 Minutes	6	12:10-->12:50	40 Minutes	6	11:40-->12:20	40 Minutes
6	1:20-2:20	1 Hour	Break	12:30-->12:50	20 Minutes	Break	12:50-->1:10	20 Minutes	7	12:20-->1:00	40 Minutes
			7	12:50-->1:35	45 Minutes	7	1:10-->1:50	40 Minutes	8	1:00-->1:40	40 Minutes
			8	1:35-->2:20	45 Minutes	8	1:50-->2:30	40 Minutes	9	1:40-->2:30	50 Minutes

Thursday											
Grades: 1-3			Grades 4-8			Grades: 9-12 American Grades: 9-10 British			G 11-12 British		
1	7:50-8:45	55 Minutes	1	8:00-->8:35	35 Minutes	1	8:00-->8:45	45 Minutes	1	8:00-->8:35	35 Minutes
2	8:45-9:30	45 Minutes	2	8:35-->9:10	35 Minutes	2	8:45-->9:25	40 Minutes	2	8:35-->9:10	35 Minutes
Break	9:30-9:45	15 Minutes	3	9:10-->9:45	35 Minutes	3	9:25-->10:05	40 Minutes	3	9:10-->9:45	35 Minutes
3	9:45-10:40	55 Minutes	Break	9:45-->10:00	15 Minutes	Break	10:05-->10:20	15 Minutes	Break	9:45-->10:00	15 Minutes
4	10:40-11:35	55 Minutes	4	10:00-->10:35	35 Minutes	4	10:20-->11:00	40 Minutes	4	10:00-->10:35	35 Minutes
Break	11:35-11:50	15 Minutes	5	10:35-->11:15	40 Minutes	5	11:00-->11:40	40 Minutes	5	10:35-->11:10	35 Minutes
5	11:50-12:45	55 Minutes	6	11:15-->11:55	40 Minutes	6	11:40-->12:15	35 Minutes	6	11:10-->11:45	35 Minutes
6	12:45-1:30	45 Minutes	Break	11:55-->12:10	15 Minutes	Break	12:15-->12:30	15 Minutes	7	11:45-->12:20	35 Minutes
			7	12:10-->12:50	40 Minutes	7	12:30-->1:05	35 Minutes	8	12:20-->12:55	35 Minutes
			8	12:50-->1:30	40 Minutes	8	1:05-->1:40	35 Minutes	9	12:55-->1:40	45 Minutes

KG Timings							
KG 1				KG 2			
Sunday – Wednesday		Thursday		Sunday - Wednesday		Thursday	
8:00 – 8:30	Lesson 1	8:00 - 8:25	Lesson 1	8:00 – 8:35	Arabic+ Islamic	8:00 – 8:30	Arabic+ Islamic
8:30 – 9:00	Lesson 2	8:25 – 8:50	Lesson 2	8:35 – 9:10	Arabic	8:30 – 9:00	Arabic
9:00 – 9:25	Lunch Time	8:50 – 9:10	Lunch Time	9:10 – 9:25	Fruit Time	-	Fruit Time
9:25 – 9:45	Play time (Out Door)	9:10 – 9:30	Play time (Out Door)	9:25 – 10:00	Mathematics	9:00 – 9:30	Mathematics
09:50 – 10:25 5 minutes (Teachers Swap)	Lesson 3	9:30 – 10:00 5 minutes (Teachers Swap)	Lesson 3	10:00 – 10:35	Mathematics	9:30 – 10:00	Mathematics
10:30 – 11:00	Lesson 4	10:00 – 10:25	Lesson 4	10:35 – 10:50	Lunch Time	10:00 – 10:20	Lunch Time
11:00 – 11:30	Lesson 5	10:25 – 10:50	Lesson 5	10:50 – 11:10	Play Time (out Doors)	10:20 – 10:40	Play Time (out Doors)
11:30 – 11:45	Fruit time	-	Fruit time	11:10 – 11:45	English	10:40 – 11:05	English
11:45 – 12:30	Lesson 6	10:50 – 11:25	Lesson 6	11:45 – 12:20	English	11:05 – 11:30	English
12:30	Bus kids leave the school	11:30	Bus kids leave the school	12:20	Bus (2, 6 & 7) Leave	11:30	Bus (2, 6 & 7) Leave
12:50	Parents collect their children	11:30	Parents collect their children	12:35	Bus kids leave the school	11:30	Bus kids leave the school
				12:30-1:00	Activities Time	-	Activities Time
				1:00	Parents collect their children	11:30	Parents collect their children

SCHOOL RULES AND REGULATIONS

Dress Code

Al Dhafra Private Schools reserves the right to implement its school uniform policy, and that students wear the school uniform assigned by the school management.

School Uniform

Boys – Gray pants with school polo T-shirt.

Girls – Gray school dress with school shirt. (Gray trousers are not allowed)

PE Uniform

Grades 1-6 (Boys & Girls) Navy blue tracksuit (pants, T-shirt and

jacket) Grades 7-12 (Girls) Purple tracksuit (pants, T-shirt and jacket)

Grades 7-12 (Boys) Navy blue pants and school T-shirt.

Arrival and Assembly

Students must:

- Be at school before 7:40 am.
- Be in line for the morning assembly at 7:40 am.
- Not leave the school premises except with permission from the administration.
- Stay on the playground, NOT in the classrooms, when they arrive.
- Respect the National Anthem and the Holy Quran.
- Stand in a straight line and listen quietly during the morning assembly.
- Wear the school uniform. PE uniform to be worn on PE days only.
- Actively participate in the morning assembly organized by teachers.
- Students who arrive late for school are to report to the school administration.

Break Time Rules

Teachers are required to:

- Be on time.
- Be present on the playground throughout the break.
- Promote positive play to ensure the students' safety.
- Make sure all students leave the classroom when the bell rings.
- Line up their students and lead them to the classrooms at the end of the break.

Students must:

- Walk in line quietly from the classroom to the playground.
- Line up to buy snacks at the canteen.
- Refrain from aggressive behavior play such as running and fighting.
- Not bring unhealthy food to school such as candy, gum, soda and chips.
- Not bring any dangerous items such as firecrackers and rubber bands.
- Keep the playground clean.
- Line up quickly and quietly when the bell rings.

Dismissal Time

Regular dismissal is 2:20 pm (grades 1-8) and 2:30 pm (grades 9-12).

Students must:

- Make sure the classroom is tidy before dismissal time.
- Follow the instruction given by teachers and supervisors.
- Stay on the playground until their designated guardian arrives to collect them.

Cellular Phone Policy

Cell phones should not be brought to school unless there is an **emergency**.

If a cell phone is brought to school, the following guidelines/rules are to be followed:

1. The supervisor should be informed, and he/she should keep the phone till the end of the day. Further, as a consequence of possessing a device in school, the student agrees that his/her cell phone may be searched.
2. Anyone seen using a cell phone during school hours will have the phone confiscated and brought to the Principal's office, and the parent(s) or guardian will have to come to the school to retrieve the phone and write an undertake that this will not be repeated again.
3. If the errant student brings the phone once more, it will be permanently confiscated.

School Bus Rules and Regulations

Bus drivers, students and school personnel all share the responsibility of ensuring that children get to and from school safely every day.

All students are under the supervision of the bus assistant while on the bus.

Only the registered students for the transportation will be allowed to use the school buses.

The bus assistant is in charge on the bus and is responsible to enforce the following rules.

- 1. At the waiting area the students must:**
 - Go to the assigned area 5 minutes before bus time.
 - Wait until the bus has stopped and the door has opened before attempting to enter the bus.
- 2. When getting on and off the school bus, the students must:**
 - Step on and off the bus quickly and quietly.
 - Be patient and not push or shove one another.
 - Cross in front of the bus only and wait when the driver gives a signal.
 - Allow fellow students at the front to exit first.
 - Take the seat promptly and sit properly. Face the front at all times.

3. While on the bus, the students must:

- Be courteous and obedient to the driver and the bus assistant.
- Always follow the bus assistant's instructions.
- Hold small bags and parcels on their laps.
- Sit properly and not stick their feet out into the aisle as it may cause someone to trip.
- Keep their head and arms inside the bus.
- Talk quietly and not be noisy to enable the bus driver to concentrate on driving the bus safely.
- Avoid eating and must not consume food or drink on the bus.
- Sit in their seats and not move around on the bus.
- Not throw anything out of the windows or around the bus.
- Stay seated until the bus arrives at their stop. Wait until the bus comes to a halt.
- Never reach out through the window to take items from a friend.
- Be respectful to others and not use obscene language or gestures.
- Refrain from fighting, yelling or talking loudly.
- Be polite and not harass or intimidate others.

4. In case of an emergency, the students must:

- Remain calm.
- Listen to the instructions of the bus assistant and the driver.
- Get off the bus quickly
- **Students who damage the bus by any means will be charged for the damages. Students will be forbidden from using the bus until arrangements have been made to pay for such damages.**
- **Disregarding the rules and regulations mentioned above may result in being denied the privilege of using the bus.**

THERE WILL BE A ZERO TOLERANCE ON THE BUS. ANY INFRACTIONS WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN.

Library Rules and Procedures

The most important rule in the library is RESPECT

- Respect the books
- Be respectful and considerate of everyone in the library. (Staff

and Students)

Rules of Behavior:

1. Come into the library quietly.
2. Maintain order and silence.
3. Do not chew gum.
4. Drinks and food are not allowed.
5. Return the seats to their proper places before leaving.
6. Do not place the books in the shelf yourself.

Rules for Issuing Books

1. Ask for help if you can't find the book you want.
2. You can borrow only two books at a time for a period of two weeks.
3. Books will be issued during the library periods; otherwise you can come in the second break.
4. Never cut, mark, underline, tear or write on any books.

5. If the books are not returned within the given time limit, a follow-up reminder will be issued.
6. In case the book is misused, wrongly handled or lost, you will have to replace the book or pay its full price.
7. Reference books and current periodicals will not be issued to any student. These can be read only in the library.

Food Policy

As a school, we have always prided ourselves in providing the best education to your children, within available resources, whilst attending our school. We now wish to extend this ethos by promoting healthy eating patterns to our children at school, by taking a more pro-active approach to improving the health and wellbeing of children, while attending class.

In the past, as part of the curriculum and to improve the well being of our children, we have incorporated:

- Healthy eating days
- Provision of water containers for children

We are now taking the work, already done on food in our school, a stage further by introducing a Healthy Eating Policy. This policy will cover the following:

- School food
- Non-school lunch packs
- Healthy eating, as part of the curriculum
- Extra curriculum activities, such as cookery clubs, etc

Our belief is that a balanced healthy, nutritious diet is important for the development of a child's physical state, as well as for their intellectual abilities. Feeding the body with the proper nutrients helps fuel the mind to be more receptive to learning new skills, hence **Feed the Body, Fuel the Mind.**

The school encourages the students to maintain a healthy diet through a number of ways. For instance, fizzy drinks and fried chips are prohibited on school premises and are not sold at the school's canteen. Instead, the canteen offers yoghurt and canned juice as a substitute to fizzy drinks. Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include: ensuring that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training; and that suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled. We consult our local Environmental Health Department about legal requirements.

A "Healthy Lunchbox" suggestion flyer is given to kindergarten and primary students every year, which contains a list of tips for healthy meals. In addition to that, the school also prohibits glass bottles (juice/soft drinks) for safety reasons.

The school does not encourage the regular eating of sweets or other foods high in sugar or fat, especially as a reward for good behaviour or academic or other achievements. Other methods of positive reinforcement are used in school.

Classroom Rules

The classroom rules apply to all students at all times.

- Be in class on time with the correct books and equipment.
- Ask for permission before leaving your seat.
- Don't eat or drink inside the classroom.
- Raise your hand to ask for permission to speak.
- Respect your classmates. Bullying is unacceptable.
- Listen to your teachers. Respect them and follow instructions.
- Cheating is unacceptable. This includes homework and tests. If a student copies homework or answers in a test from another student then both will receive a zero.
- Keep the classroom clean and tidy.

Student Conduct Guidelines and Consequences

1st Degree Offenses

- Arriving late to school without an excuse.
- Failure to wear the school uniform
- Failure to wear P.E. uniform in P.E. classes.
- Causing disturbance in corridors / other school facilities.
- Failure to bring books, pencils, notebooks
- Wearing makeup, nail polish, long nail (Girls)
Long hair below the neck (Boys)
- Failure to attend morning assembly.
- Leaving / entering class without permission.
- Littering on school premises.
- Lack of discipline in class
- Not adhering to teacher regulations.
- Failure to perform assigned duties
- Unexcused frequent absenteeism
- Failure to follow the school's/staff's rules and regulations.
- Misbehaving on the school bus.
- Insulting staff/classmates or use bad language.

1st Degree Consequences

1. Verbal warning (from the teacher to correct this attitude)
2. Second verbal warning (from the teacher and remind the student of the 1st warning).
3. Written notification
4. First written warning

These measures may be accompanied by:

- Fixing the offense, writing an undertaking, parent notification

2nd Degree Offenses

- Skipping classes
- Bringing mobile phones / other electronic devices to school.
- Stealing and vandalizing.
- Misusing school's computers/Smart boards.
- Insulting other students, fighting or bullying with/against other students.
- Behaviors that violates the local values and traditions
- Cheating in the exams or the homework.
- Submitting forged documents
- Leaving school without an authorization

2nd Degree Consequences

1. Oral warning given by the teacher (a copy to be kept in the student's file).
2. Referring the student to the Social Worker to guide and direct him/her.
3. A warning letter to the student signed by the parent.

These measures may be accompanied by:

- To communicate with the parents to fix the offense, paying for repair, as well as other measures such as for stealing and vandalizing, the parent must be informed to take the responsibly and pay for repairing.

3rd Degree Offenses

- Bringing sharp tools to school
- Bringing dangerous materials or dangerous toys to school without using them.
- Vandalizing school or others property on purpose.
- Possession of any materials (writings, pictures...) which violate Islamic / local traditions

- Bring or caught in position of smoking or any similar objects/drug on the premises or in its vicinity.
- Attempting to attack or harm others.
- Playing with dangerous forbidden materials in school.
- Swearing / using bad immoral words against teachers or administrators.
- Stealing any other property including exams.
- Attacking or hitting any employee or staff and harm them
- Bringing any kind of weapons.
- Bringing any press/informational materials against Islamic ethics and morals.
- Sexual harassment or any immoral physical acts.
- Abusing religion or the country or discussing political issues.

3rd Degree Consequences

1. First warning.
2. Second warning.
3. Expulsion
4. disciplinary transferring
5. Cheating punishment in exams is “Zero”.

In case of an unmentioned offense took place. The school will follow the procedures and take the appropriate action to be signed by both the parent and the student.

**** To be signed by both parent and student.***

I have read the above discipline code (General Guidelines and Consequences) and understand that all students at Al Dhafra Private Schools – Al Ain have to adhere to the above mentioned rules, guidelines and consequences.

Student's name: _____

Grade: _____

Student's signature: _____

Parent's name: _____

Parent's signature: _____

Date: _____

Father's mobile number: _____

Mother's mobile number: _____

Telephone number: _____

General Rules

1. The student has the right to appeal to the director of the Educational Zone and then to the responsible administration of the private schools (ADEC) about this suspension.
2. The social worker, or any authorized person, should record, in the student's file, the methods of intervention that have been followed to amend the student's attitude.
3. According to item (10) in Section (4) of (The order of the council of the Ministers), number (9) for the year 2001, and any private school that violates any article of this document must pay a penalty.

ACADEMIC SERVICES

Grade Promotion / Retention Policy

This policy doesn't apply to students in Grade 1-5, as in line with the ADEC policy, all students automatically move up to the next grade - there is no grade promotion or grade retention.

A student is promoted to the next Grade if he/she fulfils the following requirements:

- 1- *Has 'Passed' in all subjects.
- 2- *In Grades 6-9 British and 9-11 American, a student who has got 3 re-sits or less will pass only if he/she passes in all their re-sit exams.
- 3- *Students of Grades 10, 11 and 12 following the British syllabus have to follow the Ministry of Education regulations in circular 1/12 for the year 2003 and the updated circular sent in November 2009 under the subject: Equivalence of Secondary School Completion Certificates of Private Schools Applying Foreign Curricula which is distributed to the students from grade 9 British onward.
- 4- Students of Grade 12 following American syllabus have to follow the Ministry of Education regulations in circular 606 for the year 2001 regulation No. 4443 dated 2-7-2001 and the updated circular sent in November 2009 under the subject: Equivalence of Secondary School Completion Certificates of Private Schools Applying Foreign Curricula which is distributed to the students

from grade 10 American onward.

Notes:

- a) Passing percentage for all subjects for Grades 1-9 British is 50%.
- b) Passing percentage for all subjects for Grades 9-12 American is 60%, except the Social Studies for 9 American, which is 50%.
- c) Passing Grade for IGCSE is E and for AS and A Level is D.
- d) Passing percentage for Arabic and Islamic Studies for Grades 11 and 12 British is 60%.

Our school's curriculum from KG till Grade 8 follows the British National Curriculum .Whereas, starting from Grade 9, students are given a choice between the 2 systems (British or American). To assistthe parents and students when making such an important decision, the information on both systems is provided. The decision should be finalized and confirmed to help the child fulfill the equalization requirements at the end of Grade 12.

1- The British Education System Plan

The students are required to choose between the British and the American Education System starting from Grade 9. The school follows a 4 year plan, which allows the students to complete the requirements necessary to get admission in worldwide universities.

The 3 Phases of the British Education System

The British Education System Plan includes 3 different standards where the subject level increases as the students move from one academic year to the next.



The Plan

The school plan of how these 3 phases are incorporated with the 4-years plan is described below:

1st Phase (Grades 9 & 10)	During these two academic years, students are studying IGCSE subjects ¹ and are appearing for those subjects in Grade 9 as an internal exam and in Grade 10 as an external IGCSE exam.
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2nd Phase (Grade 11)	During this academic year, students study and apply for GCE AS subjects. At the end of this year, they should apply for at least 2 AS subjects external exams.
3rd Phase (Grade 12)	During their final academic year, students study their GCE A2 subjects ³ which allow them to appear at the end of the year for a complete A level exam in different subjects.

IGCSE (International General Certificate of Secondary Education) Subjects

This certificate is sent from the University of Cambridge, which is a worldwide-recognized certificate (Recognized in American & Canadian Universities). We offer the following IGCSE subjects:

1. English as a Second Language
2. First Language Arabic
3. Mathematics
4. Physics
5. Chemistry
6. Biology
7. Business Studies
8. Applied Information & Communication Technology
9. Urdu Second Language
10. French

GCE-AS (General Certificate of Education – Advanced Subsidiary) Subjects

This is the second highest level of secondary education. This syllabus allows the students to study deeper into their subjects. The subjects are more detailed. We offer the following GCE (AS) subjects:

1. Mathematics
2. Physics
3. Chemistry
4. Biology
5. Applied ICT.
6. English

GCE-A2 (General Certificate of Education – Advanced Level) Subjects

This is the third and the highest level of achievement in the British Secondary Education System. We offer the following GCE (AS) subjects:

1. Mathematics
2. Physics
3. Chemistry
4. Biology
5. Applied ICT.

Equalization Requirements in the British System

Students are required to finish at least 5 IGCSE subjects by the end of Grade 10. Students should apply for at least 2 AS subjects in Grade 11 and two AS subjects or one A Level subject in Grade 12 to allow them to equalize their certificate. Meanwhile chances to get admitted to good universities requires at least 2 A Levels to be taken in Grade 12.

Notes:

- For more information about the IGCSE/GCE, please visit the following website: “www.cie.org.uk”
- A-levels are completed in the following manner “Advanced Level = AS + A2”

2- The American Education System Plan

The American Curriculum for secondary school starts at Grade 9. It is a 4-year curriculum after which the students are granted the High School Diploma. AL DHAFRA PRIVATE SCHOOLS is fully accredited as a private school following the American Curriculum and have been accredited by CITA (Commission on International and Trans-regional Accreditation). Recently, our school got full International Accreditation from AdvancED*.

Subjects in the American Curriculum for Grades 9-12

We offer the following subjects in the American Curriculum.

- English (SAT / TOEFL)
- Arabic
- Mathematics (SAT I)
- Physics
- Chemistry
- Biology
- Business Studies
- Information Technology
- Islamic Studies
- History
- Geography

High School Diploma

After successful completion of Grade 12, the students will be awarded the High School Diploma which will have the AdvancED stamp and it is recognized by the Ministry of Education, U.A.E., and by all the universities worldwide.

* AdvancED is the unified organization of the North Central Association commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and school council on Accreditation and School Improvement (SACS CASI).

Equalization Requirements according to the American System

1. Students must study at least 5 subjects excluding Arabic & Islamic Studies with a minimum passing score of 60%.
2. All students should pass Grade 12 Arabic & Islamic Studies Exams set by the Ministry of Education, if they want to equalize their certificates.
3. According, to U.A.E. Ministry rules, the TOEFL or IELTS and SAT I (Math.) is a must to equalize & the passing scores for both is as follows:

- For TOEFL 62/120 (IBT) internet based test
- For IELTS 5.5 minimum score acceptable
- For SAT I Math 400/800 i.e. English score for SAT I is not considered for equalization

SAT (Scholastic Aptitude Test) Exams

Many colleges and universities use the SAT as an indicator to assess students' eligibility for admission. Other indicators include class rank, high school GPA, (Gross Percentage Average), extracurricular activities, personal essays, and teachers' recommendations to get admission. The students are required to give their SAT exams to equalize their certificates, and can take up both the SAT Reasoning Test & SAT Subject tests. Applying for the SAT I exams should be at the beginning of the academic year of Grade 11. Students are required to apply for the SAT II exams during Grade 12.

TOEFL (Test of English as a Foreign Language) Exam

Currently more than 4,400 colleges and universities, professional schools, and sponsoring institutions request TOEFL scores. The students can also take the TOEFL Exam in Grade 12. This exam is required by all of the universities worldwide and it is therefore necessary for students.

Important General Notes:

- For more information about AdvancED, please visit the following website: "www.advanc-ed.org"
- For more information about SAT, please visit the following website: www.collegeboard.com

- For more information about TOEFL, please visit the following website: www.toefl.org
- Students can give other SAT examinations according to the university requirements they wish to apply for.
- Both SAT and TOEFL exams can be taken more than once during the academic year to allow students to improve their scores.

Policy for Issuing Transcripts

- Transcripts and Report Cards are issued from the school administration, through the school computerized system, by authorized personnel only and become a formal document after the signature of the school Principal and the official school stamp.
- Provisional Statement of Results for the IGCSE, AS and AL issued by Cambridge Examination can be printed by the student from the Cambridge website after receiving a formal letter from the school management containing student's username and password assigned by the Cambridge University. Formal IGCSE, AS and AL students' results are sent to the school later, signed and with the official Cambridge Examination seal on them.
- Transcripts and report cards are handed to the student. One of the parents or guardian should sign on receiving these documents. A copy of the Transcript or the Report Card can be sent to a specific fax, e-mail or a mailing address upon a formal request from the management by the parent or the student.
- End of year school internal Transcripts and Report Cards are issued after the ADEC official auditing and approval of the students' results.
- Yearly backup for students' results and Transcripts are kept in two copies.
- The school keeps a hard copy of the IGCSE, AS and AL students Transcript.
- The school also keeps an official hard copy of the school's internal Mark Register at the end of each academic year signed and stamped by both the school management and ADEC.

Special Education Needs Coordinator

A special education needs coordinator is available everyday for the entire school day to help guide the SEN students. When a teacher feels it is necessary that a certain student seeks academic guidance due to low performance, he/she will refer the student in question to the coordinator. On the other hand, parents can also ask for their child to be guided by the special education needs coordinator when they feel their child requires special attention to accomplish their educational goals. Examples of such students are those with ADD (Attention Deficit Disorder), LD (Learning Difficulties) and those who are considered gifted and talented students.

Admission

All new applicants to KG1/2 are considered without prejudice. They are granted interviews. Based on the interview results, the applicant is either accepted for admission or not.

Applicants to Grade 1 to 12 are given entrance exams to assess their English language as well as their Mathematics level. However, for a student to be allowed to sit for an entrance exam, he/she should have passed the previous grade level. They should have no serious infractions against them on their record nor have been expelled.

Registration

- Documents required for Admission (Softcopy & Hardcopy)

a- 2 Copies of valid passport with valid residence visa plus one copy of their father & mother's passport
b- 2 Copies of their Birth Certificate
c- 4 Passport size photographs
d- Immunization card
e- 2 Copies of their National ID card
f- Transfer Certificate from previous school

g- 2 copies of the Report card after ratification

h- Overseas students are required to attest the report card, the transfer certificate and birth certificate from the Ministry of Exterior and the U.A.E. Embassy.

- School uniforms; textbooks, copybooks and diaries must be purchased from the school.
- School bus services are not available for the academic year 2014-2015.

EXTRA-CURRICULAR ACTIVITIES

Al Dhafra Private Schools aspires to have a wide range of extra-curricular activities offered to the children in the school.

The extra-curricular 'Clubs' are created bearing in mind the aims and philosophy of the school. In particular we are seeking:

- To develop the individual to his or her full potential
- To develop social awareness, group responsibility and empathy
- To extend individual talents and interests

As a school we see many benefits in providing a program of extra-curricular activities:

- Children of various age groups join together and share ideas, skills and experiences. They meet with children who are not necessarily in their peer group and so widen their social horizons. Children are able to build relationships with staff, both teaching and non-teaching, who they do not normally meet during the school day
- Staff, both teaching and non-teaching, have an opportunity to meet and work with children from a wide range of age groups
- Staff and children can build upon their interests, expertise and experiences by sharing these with others. At the same time other members of Al Dhafra Private Schools develop new interests and try out new skills and experiences
- There are opportunities for all members of the school community to be together – Clubs involve teaching and non-teaching staff, parent and other adult helpers and children
- Children who may not enjoy academic success are able to achieve success in other areas

- Many opportunities are given for developing social skills

Most extra-curricular activities, in the form of School Clubs, take place after school or on Saturdays.

Children are asked to choose the club that they would like to attend in order of preference. Parents are asked to return a consent form for the child to attend a School Club.

School clubs may have to be cancelled occasionally due to illness or for members of staff to attend meetings or a course. Notice of closure is given in the form of a memo to parents informing parents that the club is cancelled or by telephone if an emergency arises.

Student Council

The Student Council gives students the opportunity to have a voice in the running of the school and also the chance to gain leadership experience. Students from grades 4 – 12 can nominate themselves for the role of Student Councilor. There will be elections where students will be given the opportunity to choose the Student Councilors. Participation in the Student Council is a privilege that brings with it great responsibility. It is the responsibility of students to ensure that their academic achievement does not suffer as a result of participation in the Student Council.

Head Boy and Girl

The Head Boy and Head Girl position will only be available to Grade 12 students and will be nominated and elected by teachers and the administration. The Head Boy and Head Girl will be ambassadors for the school at events. They will speak on behalf of the school body at events such as the Graduation Ceremony. The Head Boy and Head Girl should lead by example. They must act in keeping with school rules and regulations. This includes attendance, punctuality, participation in school events and maintaining good grades. They will act as the Chairperson of the Student Council. They are responsible for communicating the students' views to the school administration.

SCHOOL FEES ACADEMIC YEAR 2014-15

Grade	Total	1 st Inst in Aug.	2 nd Inst in Dec.	3 rd Inst in Mar.	Books	Re-Regn
KG1	10,398	3,120	3,640	3,638	800	520
KG2	11,195	3,360	3,920	3,915	1,200	560
1	12,801	3,840	4,480	4,481	1,370	640
2	13,282	3,980	4,650	4,652	1,641	660
3	13,599	4,080	4,760	4,759	1,886	680
4	14,080	4,220	4,930	4,930	2,007	700
5	14,560	4,370	5,100	5,090	2,156	730
6	14,883	4,460	5,210	5,213	2,086	740
7	16,002	4,800	5,600	5,602	2,468	800
8	16,483	4,940	5,770	5,773	2,363	820
9Br	16,963	5,090	5,940	5,933	2,053	850
10Br	17,760	5,330	6,220	6,210	1,811	890
11Br	18,090	5,430	6,330	6,330	1,941	900
12Br	19,354	5,810	6,770	6,774	1,327	800
9Am	16,090	4,830	5,630	5,630	3,228	800
10Am	18,367	5,510	6,430	6,427	3,034	920
11Am	18,869	5,660	6,600	6,609	3,123	940
12Am	20,204	6,060	7,070	7,074	3,420	1,010

- The above mentioned Re-Regn Fees of 2014/2015 should be paid after closing the current academic year balance due of 2013-2014.