

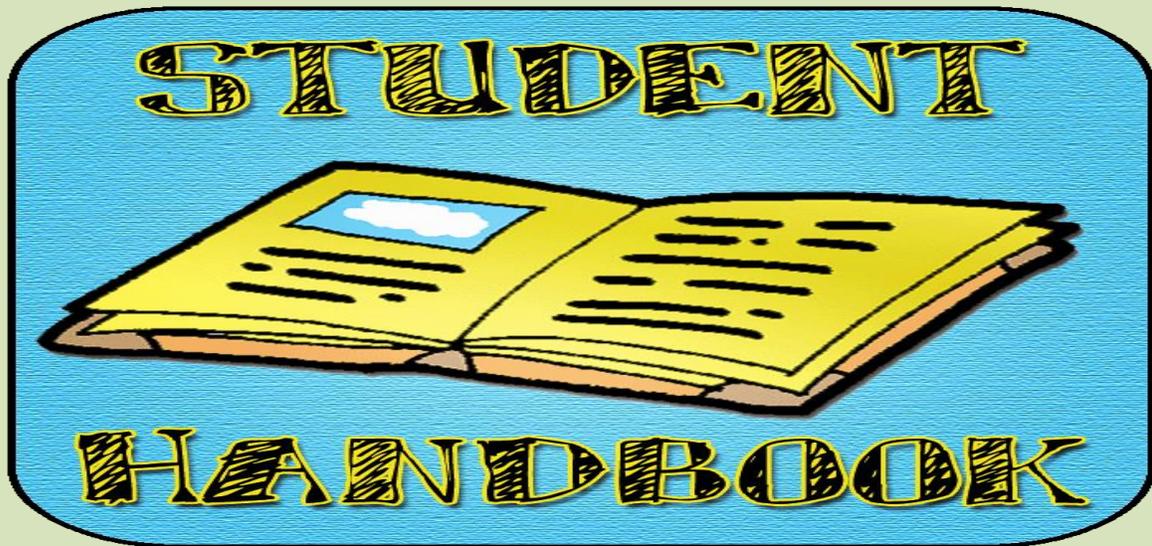


مدرسة أكاديمية الحضارات العالمية
UNIVERSAL CIVILIZATIONS ACADEMY SCHOOL

MIDDLE & HIGH SCHOOL STUDENT HANDBOOK

2021-2022

Universal Civilizations Academy
School





Chairman's Welcome

Dear UCA Students,

Welcome to United Civilizations Academy!

Established in 1994, UCA provides a balanced education for students from kindergarten to high school. Our curriculum is both American and Islamic based.

UCA not only provides an education, but also builds character. We strive to focus on guiding students to become well-rounded individuals academically and spiritually and with a sense of responsibility to themselves and to the community at large. The education offered is one which equally emphasizes knowledge, good morals, ethical values, and the development of physical health.

We are pleased to inform you that as part of our literacy program, we will be conducting extra English, Islamic and Quran classes. This expansion is critical to further developing the reading skills of all of our students. English is an international language, therefore, we want our children to learn and be well versed in Standard English. At the same time, it is our job as parents to ensure that our children be well versed in Arabic and receive a proper Islamic education. Also, central to our mission at UCA is to provide a safe and caring learning environment. We value and welcome the opinion and support of our parents and our community.

With your help, we are looking forward to an amazing academic year!

Mr. Mubarak Al Mutawwa

Chairman



Director's Letter

Dear UCA Students,

Welcome!

Now that the school year is under way, I would like to welcome you all back to United Civilizations Academy and extend an especially warm greeting to all our new students who have just joined us.

UCA offers an English-Arabic bilingual education from kindergarten through Grade 12. The bilingual aspect of the school is its most distinctive feature. Learning another language gives students skills not achievable through a regular language arts program. Perhaps more importantly, a bilingual education prepares students for higher learning in a rapidly changing world, while still maintaining contact with their Arab culture and heritage.

Our vision at UCA is to inspire students to become responsible, creative, and enthusiastic learners. Students have access to a computer lab necessary for today's growing technologies age. The science lab is safe and fully equipped. Reading lessons take place in our bilingual library. We are also pleased to inform you that our school is accredited by AdvancED. An accredited institution provides a quality education program for students based upon a clearly defined philosophy and objectives that are appropriate for the school's unique population.

We have a caring and positive staff. Our school strives to develop strong skills that allow students to pursue dreams and goals as they become young adults.

Looking forward to a successful academic year!

Dr. Ahlam Khattab

Director

Vision Statement

UCA is dedicated to building generations of students who strive to excel academically, are proud of their culture and beliefs, and are open-minded to the world.

Mission Statement

UCA is committed to providing students with the best of two worlds; empowering them with the knowledge that diversity of culture and background is a strength to be respected. Students are encouraged to meet academic challenges with openness, enthusiasm, and a willingness to learn.

Purpose Statement

The focus of UCA is to create an atmosphere of cooperation by respecting individual differences and instilling a sense of pride and accomplishment in our students. We achieve this through exposure to both our curriculum and instruction by aculturally diverse staff. Our students will be prepared for higher learning and become responsible and socially aware citizens.

Core Value

We strive at UCA to build moral character and develop tolerance, cooperation, creativity, and patience within our students. We motivate our students to become proactive thinkers and lifelong learners.

Objectives:

UCA students strive to:

- Acquire the skills needed to become independent learners.
- Become responsible and socially aware citizens.
- Develop a positive self-image so that they may become patient, tolerant, and creative individuals.
- Understand and appreciate their own culture as well that of others.
- Meet challenges with openness and enthusiasm.
- Appreciate the value of time management.
- Work well with others and learn the art of cooperation.
- Acquire the skills needed to become proactive thinkers and lifelong learners.
- Acquire positive attitudes towards different cultures, traditions, and beliefs.

Motto: Faith unites us, knowledge builds our future

SPECIFIC PROGRAM OBJECTIVES

MIDDLE SCHOOL AND HIGH SCHOOL

The middle and high school curriculum aims to reinforce the skills previously learned and continue to support and develop spiritual, moral, civic and intellectual skills and values.

To achieve these goals, each student must have:

1. social skills needed to interact with culturally diverse people
2. basic skills in various subjects
3. skills needed to become successful citizens and life-long learners

SCHOOL TIMING

Regular classes are conducted from Sunday to Thursday according to the following schedules:

Middle & High School	7:30 A. M. to 2:00 P.M
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* Timings will be changed during the Holy Month of Ramadan.

ACADEMIC LEVELS

Middle School: Grades 7 - 8

High school: Grades 9 – 12



Course Descriptions

Middle School Sciences

Grade 7:

The seventh grade science program explores earth and physical science. In the Earth systems unit, students are introduced to the Earth's biosphere, lithosphere, atmosphere and hydrosphere and learn how they can interact. It is a full year course in which students study the structure and composition of the earth including the earth's atmosphere, oceans, surface waters, landmasses and interior. Students investigate the dynamics of the earth's changing surface and the role that energy plays in earth systems. Students learn how the earth's ecological systems support life through environmental relationships and natural cycles. Students develop an understanding of ecological resources and wildlife conservation. Students relate the flow of matter and energy within an ecosystem.

Grade 8:

Eighth Grade Science is a full year course which focuses on fundamental physics concepts. The content of the course includes concepts dealing with motion and energy. It includes topics such as waves, magnetism and electricity, and forces and motion. Hands-on laboratory-style activities will be used during the course to develop process. Students investigate similarities and differences in living organisms, and how living things have changed over time. Students learn about the human body systems and factors that are responsible for maintaining human health.

High School Sciences

Biology

Course Description:

Biology provides a review and extension of the Biological principles including: themes of biology, chemistry in the living cells, and biochemistry, which includes: molecules of life and the structures of the cell with the electron microscope. (Homeostasis and transport) Furthermore, this course includes genetics, the fundamentals of genetics, Mendel's experiments, results and conclusion, the two laws of genetics, nucleic acids with their function and structures and how they share in the structures of proteins in the cell. Finally, the students will study plant structure, function, and reproduction.

Chemistry

Course Description:

Chemistry provides the basis for students to address consumer, health, safety, environmental, technological, societal, and scientific issues on a daily basis. Its content defines the fundamental knowledge and skills necessary for students to develop an understanding of the most basic chemistry concepts associated with structure, form, change, availability, and use of matter and energy. Chemistry's standards are appropriate for high school students and comprise the basic content to be incorporated into all first-year chemistry courses. Emphasis is placed on the Physical Science

domain, but many possible connections to the Earth and Space Science domain as well as to the Life Science domain are made. This chemistry course is laboratory-based and encourages critical thinking and the use of basic chemical concepts and scientific strategies by students as they learn to make intelligent decisions and solve practical problems. Technology is important to this course and is used for measuring, probing, and analyzing matter and energy. Chemistry-related technology includes probe ware and devices such as spectrosopes that can be interfaced with computer- or calculator-based programs in order for data to be acquired directly during investigations both within and beyond the school laboratory. It is also essential that students place theories and discoveries of significant persons into a historical perspective. Students should use clear and accurate language, keep accurate records, make reports, present oral and written projects, and participate in discussions regarding the results and conclusions of scientific investigations.

Environmental Science

Course Description:

Environmental science provides a review and extends to include many types of pollution: air pollution, acid precipitation, atmosphere and climate change, the importance of the ozone shield, how we use land, urban land use, food and agriculture, feeding the world, crops and soil, mining and mineral resources, and mineral exploration and mining. Moreover, the student differentiates between nonrenewable energy including: energy resources and fossil fuels, and renewable energy and alternative energy. Finally, the student should define solid waste and hazard waste.

Physics

Course Description:

Most of the phenomena in the world around you are, at the fundamental level, based on physics, and much of physics is based on mechanics. Mechanics begins by quantifying motion, and then explaining it in terms of forces, energy and momentum. This allows us to analyze the operation of many familiar phenomena around us, but also the mechanics of planets, stars and galaxies. This on-demand course is recommended for senior high school students. The course has a range of interesting practice problems, at-school and at-home experiments, using simple, everyday materials. Prerequisite courses include: Algebra I, Algebra II, Geometry, and Trigonometry. By studying mechanics, the student will understand with greater depth many of the wonders around his/her everyday life, in technology, and in the universe, at large.

Middle School Mathematics

Grade 7:

This course will help students develop the skills necessary to solve equations and inequalities. Students will add, subtract, multiply and divide decimals, fractions and mixed numbers. They will understand and solve integers and square roots, write ratios and explore proportions. Students will identify geometric and plane figures, find area, perimeter, surface areas and volume. Finally, students will learn and use the Pythagorean Theorem.

Grade 8

Algebra I:

This course will help students develop the skills necessary to solve algebraic expression and equations with different steps, use formulas and literal equations, use proportional reasoning, probability, percentage and statistics. This course examines the basic structure of linear functions and slope. Throughout this course, students will develop learning strategies, critical thinking skills, and problem solving techniques to prepare for future math courses and college entrance exams.

High School Mathematics

Geometry:

Students study geometry as a mathematical system through studying circles, chords, secants, tangents segments, finding the area, perimeter, coordinate geometry, and surface area and volume of solids. This course will help students develop more advanced mathematical skills through learning the deductive development of relationships in the plane and space developed intuitively in previous years. Students study congruent

segments and angles, secants and tangent segments, parallel and perpendicular lines, angle measure in triangles, transformations, the Pythagorean Theorem, and coordinate geometry.

Algebra II

This course will help students develop the skills as a mathematical system through studying systems of equations and inequalities, exponents and exponential functions, factoring, functions and systems, quadratic equations and functions, polynomial expressions, and the elementary properties of functions. Mathematical modeling of real-life problems and problem solving are major themes of the course.

Pre-Calculus:

Pre-calculus completes the formal study of the elementary functions begun in Algebra 1 and geometry. Students focus on solving problem involving trigonometric functions, their inverses, complex numbers, and quadratic relations. The course also includes the study of relations and functions, exponential and logarithmic functions, trigonometry in triangles, trigonometric functions, identities and equations.

Integrated Math 2:

Math Matters 2 provides a review and extension of the concepts taught in algebra and geometry. Topics covered will include: equations and inequalities, coordinates and graphs, general functions, polynomial and rational functions, exponential and logarithmic function, trigonometric functions of angles and of real numbers, analytic trigonometry, systems of equations and inequalities, sequences and series, identifying the fundamentals geometric and basic geometric postulates, congruent triangles, polygons and circles. Throughout this course, students will develop learning

strategies, critical thinking skills, and problem solving techniques to prepare for future math courses and college entrance exams.

Integrated Math 3:

Integrated Math 3 introduces students to plane geometry with integration of some space and coordinate geometry. Furthermore, concepts of transformational geometry, measurement, and the basic concepts of right triangle trigonometry will be taught. This class develops geometric concepts using algebraic application. Algebra is used extensively for areas, volumes, lengths, angle measurements, and graphing. Topics covered will include: equations and inequalities, coordinates and graphs, general functions, polynomial and rational functions, exponential function, systems of equations and inequalities, sequences and series. Throughout this course, students will develop learning strategies, critical thinking skills, and problem solving techniques to prepare for future math courses and college entrance exams.

Calculus:

This course is designed to introduce students to selected concepts of calculus and is not as rigorous as the Advanced Placement courses. It introduces the basics of limit, differential and integral calculus, and their applications. Topics include the slope of a curve, the rate of change of a function, properties of limits, derivatives of algebraic and trigonometric functions, extrema, the Mean Value Theorem, integration, area and volume.

Middle School English:

Students in the middle school develop from dependent to independent readers and writers, who read to understand and read for recreation. Students respond to a variety of literature using both literal and critical thinking skills and communicate orally in group settings. The middle school curriculum promotes proficiency in reading, writing, listening, speaking, and research skills. Emphasis is given to developing vocabulary, comprehension, and effective writing skills.

Grade 7:

Grade Seven Language Arts Program places emphasis on the process of reading, writing, listening, and speaking. Course components include the study of a variety of literatures, writing in the genres of narrative, persuasive, expository, and including vocabulary development, spelling, and grammar, along with a balance of oral and written language activities.

Grade 8:

Grade Eight Language Arts Program places emphasis on the continuing improvement of reading, writing, listening, and speaking to ensure success on upcoming levels. Course components include the study of a variety of literature, writing in the genres of narrative, persuasive, expository, and increasing vocabulary development, spelling, and grammar. Also, increasing development of oral and written language activities in an integrated and inter-related manner.

High School English:

The high school curriculum strives to refine research and writing skills and places emphasis on mastering the conventions of Standard English. The curriculum gives students the opportunity to enhance their knowledge of the English language and to be able to recognize and understand the use of a variety of literary elements. Historical periods and writers and poets of these periods are studied in the eleventh and twelfth grades.

Grade 9:

Grade Nine Language Arts Program continues improving and building reading, writing, listening, and speaking skills. Course components include the study of a variety of literature, writing in the genres of narrative, persuasive, expository, and increasing vocabulary development, spelling, and grammar. Also, increasing development of oral and written language activities in an integrated and inter-related manner with direct instructions in language arts, skills and strategies.

Grade 10:

Grade Ten Language Arts Program emphasizes the use of written language for educational and personal endeavors. Preparation will include critiquing oral presentations and using speaking and listening skills while reading and writing. This course is designed to give students an opportunity to enhance vocabulary-building skills and to recognize and understand the use of a variety of literary elements.

Students will learn to respond to a wide range of literature using intelligent and thoughtful analysis. Students will engage in daily and longer-term projects, in order to develop critical thinking and research skills. This

course will prepare students for higher-level English courses and university.

Grade 11:

Grade 11 Language Arts Program emphasizes, refines, and enhances a fundamental literary and communication skills. Indeed, English Language Eleven represents another leap in academic rigor and depth. Beginning in grade eleven, the students will explore the history of the English language. Literary periods and writers and poets of literary periods will be studied. At the end of the year, the students will be required to produce a historical research paper, as this follows their study of the history of the English language. This course will prepare students for higher-level English courses and university.

Grade 12:

English Language Twelve provides focus and polish in personal goals and academic proficiency. Grade twelve students continue to study the historical aspects of the English language. Experiences such as a senior project and a sophisticated research paper (literary subject) culminate the students' high school language experience. Readiness for the work place or post-secondary school is the final reality check. The expansion and appreciation of language and literature is the focus of the senior year. This course will prepare students for university.

Islamic History

Grade 12:

Studying history provides a student with skills which are not confined to the study of the past. Skills of analysis are invaluable in many jobs and the ability to analyze and then priorities information is vital to decision making. This not only provides a skills set for a student but it also keeps career options open. Islamic History allows the students to gain knowledge of history and religion. The following topics are taught and discussed:

The Arabian Peninsula before Islam and how God prepared it to

School Timings

Grades 7 -12 Girls

Morning Assembly	7:30 -- 7:45 am
First Lesson	7:45 – 8:30 am
Second Lesson	8:30 – 9:15 am
Third Lesson	9:15 – 10:00 am
Break 1	10:00 – 10:30 am
Fourth Lesson	10:30 – 11:15 am
Fifth Lesson	11:15 – 12:00 pm
Pray Break	12:00 – 12:30 pm
Sixth Lesson	12:30 – 1:15 pm
Seventh Lesson	1:15 – 2:00pm

Grades 7-12Boys

Morning Assembly	7:30 -- 8:30 am
First Lesson	7:45 – 8:30 am
Second Lesson	8:30 – 9:15 am
Break 1	9:15 – 9:45 am
Third Lesson	9:45 – 10:30 am
Fourth Lesson	10:30 – 11:15 am
Fifth Lesson	11:15 – 12:00 pm
Pray Break	12:00 – 12:30 pm
Sixth Lesson	12:30 – 1:15 pm
Seventh Lesson	1:15 – 2:00 pm

CODE OF CONDUCT

UCA students should conduct themselves appropriately and project a positive image of themselves, their family, and our school. If students make bad decisions, disciplinary action will be taken. The following information is offered so students are aware of our rules.

STUDENTS' ENTRY INTO SCHOOL

- All students must arrive at school, no later than 7:25.
- Students must enter the correct gate:
Gate B: Boys grades 9-12
Gate C: is for all girls and elementary/middle school boys from grades 1-8.
- Girls grades 7-12 should put their bags in their classroom and immediately go to the playground area.
- All students should remain in the appropriate playground area until the assembly ends.
- Boys (grades 9-12) should put their bags in their classrooms/lockers and immediately go to the upstairs playground.

ATTENDANCE

The benefit of classroom instruction, lectures, activities, discussions, and participation cannot be replaced. Therefore, it is pertinent that each student attend school daily.

ASSEMBLY

- All students should be in school before the assembly bell (**7:30a.m.**) rings. If you are not in school by this time, you are tardy.
- All girls (grades 1-12) will have assembly in the courtyard.
- All boys (grades 1-8) have assembly in the courtyard.
- All boys (grades 9-12) have assembly in the upstairs playground.
- Assembly is important because special announcements, awards, and instructions may be given at this time.

TRUANCY AND TARDINESS

- Students shall not be absent or tardy from school without the appropriate permission or excuse.
- Students of UCA must take responsibility for their own punctuality.
- Students must come to the administrative officer's room in order to receive a late pass to class and to present any written documentation.
- If a student is late more than twice in a week, a verbal warning from the Administration Officer will be issued. If a student is tardy more than three times, a telephone call will be placed to the parent or legal guardian of the student and the appropriate disciplinary action will be taken. If a student continues to be tardy, a meeting will be set for the student, parent, and principal.
- Tardiness affects students' progress and educational experience.

ABSENCES

- Upon reaching four unexcused absences, a student may lose credit in his/her classes.
- Students with excessive absences will be required to provide medical documentation in order to remain in class. If additional absences occur and no medical documentation is provided, credit may be withheld. If a medical exemption is given for the semester it may not carry over into the second semester.
- Any student may be placed on an Attendance Contract upon reaching a total of four unexcused absences or when a pattern of unexcused absences occurs.
- Students may not be tardy or absent during test/exam week(s). Medical documentation and administrative acceptance is required to schedule any make-up exam/quarter test. In addition, a meeting with the principal may be required.
- If an entire period is missed because of an excused or unexcused tardy, that period is counted as an absence and will count against the limits of the attendance policy.

ATTENDANCE POLICY

- We believe that excellent attendance is a key to a successful educational experience. Absenteeism negatively affects students' academic progress at school. Students who do not attend regularly miss daily instruction and develop gaps in their learning.
- It is the responsibility of parents/guardians to ensure compliance with this requirement and the responsibility of UCA to ensure that parents/guardians are informed promptly when the attendance is not satisfactory.
- Teachers are required to maintain accurate student attendance records and to report attendance to the principal or vice principal and/or parents/guardians in accordance with school rules.

AFTER (3) EXCUSED/UNEXCUSED ABSENCES/TARDIES

- The classroom teacher/counselor will contact the home and inform parents/guardians that their son or daughter's attendance has not improved and that they have referred the student to their principal.
- The classroom teacher will continue to discuss the attendance problem with the student.
- The classroom teacher will inform the principal and counselor that the student's attendance has not improved and that the home has been contacted. The principal may suspend the student.
- The guidance counselor will fill out a 'Student Progress Feedback Form' which will be completed by the student's teachers.
- The counselor will meet with the student and contact the home.
- The Director or counselor will meet with the student and create an 'Attendance Improvement Plan'. This plan and an attendance policy letter will be sent to the student's home. The Director or counselor will arrange a follow-up meeting with the student.

SKIPPING

Any student found skipping will be referred to the counselor. The counselor will contact the home and suspension may result. A parent meeting with the student and the Director may be requested.

EARLY RELEASE, APPOINTMENTS, ETC.

- To release a high student early for an appointment, a parent/guardian must call the administrative office in advance.
- A parent/guardian must be present and sign an early release slip in order for a kindergarten, elementary, or middle school student to be dismissed early. If a parent/guardian is unable to come to the office, the parent/guardian must call the school's administrative officer and provide the following information: the student's name, time of release, reason for leaving, and name of person that will pick up the student.

UNIFORM POLICY

- Students must wear the uniform at all times, without exceptions.
- UCA uniforms must be purchased from the school.
- All girls in the elementary and middle school (Grades 1 - 8) must wear a light blue polo shirt and a navy blue skirt. All high school girls (Grade 9 - 12) must wear a white polo shirt with black trousers or a skirt. The longer length; long sleeve shirt must be worn with trousers and the shorter length; short sleeve shirt must be worn with a skirt. All boys in the elementary and middle school (Grade 1 - 8) must wear a light blue polo shirt and navy blue trousers. All High School boys (Grade 9 - 12) must wear a white polo shirt and black trousers. All shirts must have the school logo. The KG students should wear navy trousers or skirts and light blue polo shirts.
- The uniform must not be tight or revealing. All shirts must be plain. No writing or pictures are allowed.
- **Jewelry:** For security purposes, students may not wear jewelry to school.
- **Make-up:** Girls may not wear make-up or dye their hair.
- **Nail Polish:** Students may not wear nail polish.
- **Hair for boys:** All boys must have a neat, clean hairstyle. Gel is not allowed.
- **Girl's hairstyle:** All girls must put their hair up during school hours. There are no exceptions.
- **Hijab (headscarf):** Girls may wear either a black or a white headscarf.
- **Shoes:** Shoes must be black. Girls may not wear heels. If shoes have laces or straps, they must be closed properly.
- **Physical Education classes:** The P.E. uniform must be purchased from the school. The P.E. uniform consists of gray training pants and a white or gray shirt. Girls from grades 6 - 12 must wear the training set consisting of a black and grey long shirt and grey training pants. The student must wear white or black tennis shoes in order to participate in the P.E. activities. The P.E. uniform must not be tight or revealing in any way.

The administration reserves the right to use discretion concerning what is not acceptable for dress standards.

DISCIPLINE PROCEDURE

All students are required to comply with the policies, rules, and procedures established by the administration of United Civilizations Academy. The following information is presented so that students are aware of the basic codes. This list is not meant to be all encompassing.

CLASSROOM EXPECTATIONS

1. Students must actively participate in the classroom.
2. Students must complete all assignments (class and homework) given by all teachers.
3. Students must behave respectfully, at all times.
4. Students are expected to bring all textbooks, workbooks, school diary, and class supplies every day.
5. Students must keep their classrooms neat and tidy.
6. Students are required to try their best, always.
7. Students must demonstrate honesty and trustworthiness.
8. Students must treat others with respect and be considerate of the feelings of others.
9. Students must demonstrate responsibility, use of self-control and self-discipline.
10. Students will demonstrate fairness and will not take advantage of others.
11. Students will obey all rules and regulations and will cooperate with the administration, teachers, staff, and classmates.
12. Students are expected to exhibit moral behavior at all times.

OFFENSES

1. Students may not use foul or inappropriate language or gestures in school.
2. Students may not make verbal or physical threats of bodily injury or use of force to anyone, including other students, teachers, staff, or administration.
3. Students may not damage school property, which includes the school building, classrooms, bulletin boards, displays, buses, textbooks, etc.
4. Students may not intentionally take any personal property of another person without the consent of that person.
5. Students may not loiter in the corridors or on the stairways.
6. Students may not ridicule anyone.
7. Students may not skip classes. If done, he/she may lose class points or receive a warning letter from the administration. If this behavior continues, the principal will be informed and a principal/teacher/parent conference will be scheduled.
8. Students may not play in the classroom or in the corridor. This includes writing on the classroom white boards.
9. Students may not bring any electronic device to school. Such equipment includes mobile telephones, I-Pods, CD players, game boy, laptop computers, and any type of device that the administration deems unfit for school.
10. Students may not bring laser pointers, water balloons, matches, lighters, fireworks, or like items into the school.
11. Weapons, of any kind, are not permitted on the school grounds. Weapons include the following: knives, chains, guns, explosive or any threatening instruments.
12. Smoking and/or possession of tobacco is not allowed inside or outside of the school campus. This includes smoking at the mini-market across the street.
13. Loitering outside of the school or at the mini-market across from the school is not permitted.
14. Students may not scream or talk loudly in the corridors.
15. Fighting and/or instigating others to fight is strictly prohibited.
16. Students may not leave the school campus without the permission of the Director, administration, or counselor.

CHEATING

Student may not plagiarize, cheat, or tamper with educational materials. If a student is found cheating, he/she will be given a 0% for that particular test or assignment.

DISCIPLINARY ACTIONS

	BEHAVIOUR	DEFINITION	CONSEQUENCES
1	Weapons (or look-a-like weapon), knives, or any other dangerous objects	<u>Use</u> – Threatening to utilize or utilizing a weapon or a look-a-like weapon <u>Possession</u> – having on your person, clothing, in locker or other personal effects	- Recommendation to Principal for immediate expulsion from school - Suspension
2	Physical Assault or threat to use physical assault against an administrator or staff member	Assault – A violent physical or verbal attack from the student or his parent to one of the school staff	- Recommendation to Principal for immediate expulsion from school or suspension
3	Theft (to steal)	To take or assist others in the taking or attempting to take the property of others without permission and with the intent of keeping or making use of wrongfully	Complete restitution for property taken at its full replacement value and up to five (5) days suspension. May also result in expulsion.
4	Fighting	To engage in a physical activity or altercation that causes or has the possibility to cause harm to others. All combatants, regardless of who initiates the combat, are guilty to some degree for engaging in a fight	An acknowledgement statement and depending upon the severity of the altercation, day (s) of suspension.
5	Smoking	To be in possession or use tobacco products on school property, or at any school-related activity	1-day suspension for the 1 st time, 2 days' suspension for the 2 nd time, 3 days' suspension for the 3 rd time. The 4 th time, a recommendation for immediate expulsion from school will be issued.
6	Unlawful Behavior	Committing an unlawful act or look while subject to the authority of Islamic Religion and the Kuwaiti traditions	An acknowledgment statement signed by the student must be taken. A second offense will result in calling the parent to come and sign a warning letter.
7	Document Forgery (Signature)	To falsify, or fraudulently sign another's signature or to alter a signature, especially a parent's/guardian's signature	Suspension for (1) day
8	Vandalism	To willfully or maliciously destroy or deface school, student or faculty property	Full and complete restitution of property at its full replacement value. Consequences will depend upon the severity of the vandalism and may range from suspension to expulsion
9	Physical Assault or threat of physical assault on another student	Assault: A violent physical attack or the threat of violent physical attack on a student	Suspension for (3) days

10	Sexual Harassment	Any communication or conduct of a sexual action	An acknowledgement statement signed by the student will be taken and a suspension depending on the nature of the harassment will occur.
11	Mobile Phones	Using or keeping the mobile phone in the classroom	An acknowledgement statement signed by the student will be taken. If repeated, a first warning will be issued and signed by the parent. If the action happens a second and third time, warning letters will be issued and signed. However, if the action occurs again, a recommendation for suspension will be issued.
12	Truancy/Tardiness	Unauthorized absence from school	Break Detention for (2) days
13	Cheating (for Middle School & High School)	Copying homework, cheating in quizzes, exams, assignments and projects required for a course	Students will receive "0" on the work and will receive break detention for 3 days.
14	Persistent Disobedience	Repetition of the same inappropriate and disruptive behavior/conduct or accumulation of instances of varied misbehavior/ misconduct	Suspension for a day after acknowledgement and warning letters have been signed.
15	Bad Language	Insult and say bad words to another student	A warning letter will be issued and signed and break detention for 2 days. If repeated, a 2 nd warning letter will be issued. If this action happens again, suspension will ensue.
16	False Fire Alarm	The act of breaking the fire alarm glass and causing the student body to exit the school when no fire exist	Indefinite suspension until a parent/guardian, student and school administrative held to resolve the situation. Increasingly serve consequences for additional infractions
17	Littering	Dumping	Break detention for a day and mandatory clean-up of the area.
18	Food, Chewing Gum, and Drinks	Consuming food, chewing gum or drinking soda or juice in a classroom at any time	Break detention for a day.
19	Morning Assembly	Late to the assembly or nor following the assembly rules	Break detention for a day. If repeated, a warning letter will be issued.
20	Dress Code	Noncompliance with the prescribed uniform	Break detention for two days. If repeated, the parent will be called.
21	Dismissal Policy	If a student is suspended during the exam period	The exam grade will be a zero. The principal has the right to give a student a zero on his exam even if the suspension didn't occur during the exam period, as per punishment of bad behavior.

22	Tapes & Photos which are against public morality	Bringing tapes, CD or photos against public morality	Confiscation of material that violated public morality, then suspension for a week with a warning letter. If the student repeats the incident, he/she will be expelled from school and deprived from receiving a certificate of good behavior.
23	Publication or distributions (video recordings, audio, posters, books, pictures) against country laws.	Bringing publications or distributions (video recordings, audio, posters, books, pictures) against country laws.	Suspension for 3 days for the 1 st offense. If the incident occurs a week suspension will ensue. If the action is repeated a third time, then she/he will be expelled and deprived of a good conduct certificate.
24	Disrupting or disturbing the class	Incitement to disorder or try to disable the study, whatever the purpose of incitement.	Suspension for 3 days for the 1 st offense. Suspension for a week for the 2 nd offense. For a further offense, expulsion and deprivation of a good conduct certificate.
25	Leaving school without permission from the school administration. (Skipping)	Encouraging students to abstain from school or leaving school without permission from the school administration.	Suspend the student for a week with warning letter. If the student repeats the incident, he/she will be expelled from school and deprived from good conduct.
26	Drugs users	Anyone who has possession of drugs while on school or is found using it	Expelled from school

STUDENT HALLWAY BEHAVIOR

- Students are not allowed in the hallways during classes unless permission has been given by the administration or the teacher.
- Students may not disrupt other students by speaking loudly or excessively while in the hallways.
- Students may not disrupt class sessions.
- Students may not run in the hallways.
- Students may not loiter in the hallways or the stairways.

BREAK BEHAVIOR

- Students must walk quietly down the stairs or through the corridor and enjoy their break outside.
- Students may not remain in the classrooms during the break.
- Students may not loiter in the hallways or on the stairs during the break.
- Students may not shove, push or fight during the break.
- Students may not litter.
- Students must line up properly at the canteen.
- Students may not eat inside of the classrooms.
- Students must listen to and follow instructions given by the administration, duty teachers, or any teacher.

DISMISSAL FROM SCHOOL

- All middle school, and high school will be dismissed from school at 2:00.
- Students must exit the appropriate gate while leaving the school grounds.
- Gate A is for all KG students.
- Gate B is for all male students from grades 9-12.
- Gate C is for all girls (grades 1-12) and elementary/middle school boys from grades 1-8.
- Gate A will re-open from 2:00. At this time, female students and teachers may leave through this gate.
- Parents are not allowed into the school until dismissal time 2:00.
- Students may not loiter at the mini-market across the street after school.
- Students may not loiter outside the school gates or near the streets.
- Students may not loiter at the school after the school day has finished. All students must promptly leave the school grounds.
- Students should never approach moving vehicles.
- Students must follow the duty teachers' instructions.

BEHAVIOR ON SCHOOL BUS

- If a student uses the school bus, he/she must follow the instructions of the bus driver and behave appropriately while on the bus.
- If a student rides the school bus, he/she must leave promptly after the dismissal bell rings.
- Disruptive behavior may result in not being allowed to use the school bus.

SCHOOL PROPERTY

Transcripts may be withheld from students who fail to return school property or who have failed to make satisfactory settlement. This includes failure to return textbooks, workbooks, or novels.

STUDENTS' LOCKERS

A metallic locker is allocated for every student in grades 3-12 to be used for placing their books, copybooks and requirements. Students are not allowed to open lockers except during the following specific times:

- Beginning of school day.
- First break
- Second break
- End of school day

The homeroom teacher shall receive the locker keys at the end of every school year after ensuring that that the lockers are clean and free of any dirt or stickers.

USING THE TELEPHONE

Students are not allowed to bring mobile telephones to school. In case of any violation of this law by any student, after being warned twice, the teacher shall confiscate the mobile telephone and deliver it to the school administration.

SEARCH AND SEIZURE

The administration has the responsibility to protect the safety of all students and will conduct searches if reasonable belief exists that some matter is detrimental to the health, safety, or welfare of the school or students.

Lockers are school property and are subject to control and search. The school is not responsible for locker theft.

DUTIES AND RESPONSIBILITIES OF STUDENTS

Students shall have the following duties and responsibilities:

To exert utmost best in the development of their potentialities for service, particularly by undergoing an education suited to their abilities, in order that they may become assets to their families and society.

1. To uphold and academic integrity of the school, endeavor to achieve academic excellence, and abide by the school rules and regulations governing their academic responsibilities and moral integrity.
2. To promote and maintain the peace and tranquility of the school by observing the school rules of discipline, and by exerting efforts toward the attainment of harmonious relationship with fellow students, faculty, and after school personnel.
3. To participate activity in civic affairs, and in the promotion of the general welfare, particularly in the social, economic and cultural development of the community, toward the attainment of a just, compassionate and orderly society.
4. To exercise their rights responsibility with the knowledge that they are answerable for any infringement or violation of the general welfare or the rights of others.

SAFETY PROCEDURES:

EMERGENCIES:

In order to protect all students and workers, the school performs regular trainings to guarantee the general safety in possible emergency cases such as fire, etc.

EVACUATION:

If an emergency occurs, the school will take the following measures:

- The students using school buses will be taken home.
- The parents of students who usually pick up their children from school will be contacted in order to take their children home.
- All school employees will remain in school until all students are evacuated.

EVACUATING THE BUILDING IN EMERGENCY CASES

If a fire breaks out in the school building, the alarm rings and every one must take the following measures:

- Stop working at once and line up.
- The teacher will take the emergency class package with him/her, and then lead his/her class out of the building to the meeting point.

MEASURES TO BE TAKEN IN CASE OF FIRE

Special procedures have been set by the school administration to be prepared for any emergency. Please study this plan well in order to avoid any problem that may arise. All students must walk to the meeting area (large parking lot behind the school) in case of emergencies. After the danger is gone or the practice is over, all students must return to school with their teacher.

SCHOLASTIC POLICIES: UNIT CREDITS

The following table shows the unit credits for each learning area in the high school which are bases for promotion and retention:

Learning Areas	Units / Credits					
	Grade 9	Grade 10	Grade 11(S)	Grade 11(I)	Grade 12 (S)	Grade 12(I)
Islamic Studies	1.0	1.0	1.0	1.0	1.0	1.0
Arabic Language /A.F.L.	1.0	1.0	1.0	1.0	1.0	1.0
Quranic Recitation (Ministry Curriculum)	0.5	0.5	0.5	0.5	0.5	0.5
Qur'an Kareem (School Curriculum)	0.5	0.5	0.5	0.5	0.5	0.5
Hadeeth	0.5	0.5	0.5	0.5	0.5	0.5
English Language	1.0	1.0	1.0	1.0	1.0	1.0
Environmental Science				1.0		1.0
Biology	1.0					
Chemistry		1.0			1.0	
Physics			1.0			
Geometry	1.0					
Algebra 2		1.0				
Pre-Calculus			1.0			
Calculus					1.0	
Integrated Mathematics				1.0		1.0
Social Studies (Arabic)	0.5	0.5				
Islamic History						0.5
Computer	0.5	0.5	0.25	0.5	0.5	0.5
French	0.5	0.5	0.25	0.5		
Art/Home Economics	0.5	0.5	0.5	0.5	0.5	0.5
P.E.	0.5	0.5	0.5	0.5	0.5	0.5
Conduct						
Total	9.0	9.5	8.25	9.0	8.0	8.5

CONDUCT GRADES

A deliberating body presided over by the Director and composed of homeroom teachers, subject teachers, and discipline coordinator sits down together to give quarterly conduct grades to every student.

RULES/POLICY ON GIVING CONDUCT GRADES

90% - Ceiling grade / Highest grade

- Excellent behavior
- Perfect attendance

85% - Excused Tardiness/ lateness with excellent behavior.

80% - Unexcused absences more than 5 times with excellent behavior.

70% - Unexcused tardiness

- Students who come early but fail to attend the flag ceremony.

60% - Cheating in any form during tests and examinations.

- Troublemaker / Disturbing classes/ Suspension
- Smoking inside the campus
- Improper/ Incomplete Uniform (Using make- up)
- Destroying school property
- Using mobiles during class hours
- Verbal abuse: insulting the teacher, calling the teacher derogatory names, and use of indecent language.
- Leaving the campus/ classroom without permission during class hours/ in between periods.

ATTENDANCE AND TARDINESS

The annual attendance and tardiness is found by getting the percentage of the total number of school days.

Elementary : Total No. of School Days = 180

Middle School : Total No. of School Days = 180

High School : Total No. of School Days = 180

$$\left(\text{Example: } \frac{173}{180} \times 100 = 96\% \right)$$

THE GRADING SYSTEM

Grades are reported using letter grade system based on the following conversation tables:

<u>Percentage</u>	<u>Letter Grade</u>	<u>USA GPA</u>	<u>Honors GPA</u>
100 – 97	A+	4.0	5.0
96 – 93	A	4.0	5.0
92 – 90	A-	3.7	4.7
89 – 87	B+	3.3	4.3
86 – 83	B	3.0	4.0
82 – 80	B-	2.7	3.7
79 – 77	C+	2.3	3.3
76 – 73	C	2.0	3.0
72 – 70	C-	1.7	2.7
69 – 67	D+	1.3	2.3
66 – 63	D	1.0	2.0
62 – 60	D-	1.0	2.0
59 and below	F		

The letter **grade (I)** is assigned to the student not completing all requirements of the course due to extraordinary reasons acceptable by the administration. A student must complete the missing requirements within the deadlines set by the administration. If the student fails to complete these requirements within the set deadline, the students may receive an F for the course.

COMPUTATION OF AVERAGE

Semester grades are computed as follows: 70% of the semester grade is based on course work, 30% is based on the semester exam results, 50% of the final annual grade is based on the first semester grade and 50% is based on the second semester grade.

EVALUATION AND PROGRESS REPORTS

Evaluation of student achievement is based on informal observation and supervision of class work and homework. In addition, formal assessments may include oral recitations, presentations, quizzes, announced tests, projects, reports, and semester examinations.

Students will receive a progress report three times per year (fall midterm, end of first semester and midterm of second semester). These reports give the results of the continuous evaluation, and help the student's progress. Parents are invited to meet with teachers to find ways to help the student progress.

The final promotion decision is recorded on the second semester/final report, which is issued in June.

COURSE WORK

Grades are based on student participation, quizzes, projects, tests, observation, and other forms of assessment.

GRADING SYSTEM CALCULATIONS: CUMULITAVE GPA

<u>First Quarter</u>	<u>2nd Quarter</u>	Average $\frac{\quad}{1^{st} + 2^{nd}} = 100\%$ 2	Term Work (70% of Average)	Mid Term 30%	1 st Sem Grade Term Work + Mid Term = 100%	GPA _____ 1 st SEM + 2 nd SEM 2 =100%
30% Quarter Test 70% Class Participation	30% Quarter Test 70% Class Participation					
<u>3rd Quarter</u>	<u>4th Quarter</u>	Average $\frac{\quad}{3^{rd} + 4^{th}} = 100\%$ 2	Term Work (70% of Average)	Mid Term 30%	2 nd Sem Grade Term Work + Final Term = 100%	
30% Quarter Test 70% Class Participation	30% Quarter Test 70% Class Participation					

MARKING SCHEME

A student's grade in each quarterly grading period is based on the following percentage weight distribution

Class Participation	- 70%
Quarterly Examinations	- 30%

The total weight of 70% assigned to Class Standing will be for other measured of achievement and its distribution varies per learning area as shown below:

English

Quiz	- 20%
Class Work	- 10%
Homework/Assignment	- 10%
Projects	- 10%
Class Attendance	- 10%
Behavior/Participation	- 10%
	<hr/>
	70%

Mathematics

Quiz	- 20%
Seatwork	- 15%
Homework/Assignment	- 15%
Unit Test/ Class Participation	
And Project	- 10%
Behavior / Class Attendance	- 10%
	<hr/>
	70%

Science

Quiz	- 20%
Class Work	- 10%
Homework/Assignment	- 10%
Projects / Laboratory Work	- 10%
Class Attendance	- 10%
Behavior / Participation	- 10%
<hr/>	
	70%

Computer

Quiz	- 20%
Laboratory Work	- 10%
Project	- 10%
Class Attendance	- 10%
Behavior	- 10%
Homework	- 10%
<hr/>	
	70%

Art

Behavior	- 20%
Material	- 20%
Project	- 60%
<hr/>	
	100%

Social Studies / Islamic History

Quiz	- 20%
Class Work	- 10%
Project	- 10%
Class Attendance	- 10%
Behavior	- 10%
Homework	- 10%

70%

Physical Education

Participation	- 50%
Uniform	- 20%
Class Attendance	- 15%
Behavior	- 15%

100%

QUIZZES & TESTS POLICY

Middle School and High School:

To avoid giving quizzes and long tests in one day, a schedule has been drawn up as follows:

Sunday	Arabic/Computer/Social Studies
Monday	English/World History
Tuesday	Islamic Studies/French
Wednesday	Science
Thursday	Math

Quizzes in other subjects will be given as the need arises but these will be scheduled on a day when there is only one scheduled test.

POLICY ON MISSED QUIZZES, SEATWORKS & HOMEWORKS/ASSIGNMENTS

Make-up quizzes are given to students whose absences are excused; that is, approved by the Director. However, no make-up quiz to any student whose absence is unexcused. No make-up is given for missed class work for both excused and unexcused absences, because this is part of daily attendance in class.

Physical Education Requirements:

Physical Education is a required subject for all students. Each student should increase his/her ability to play competitive and recreational sport and games. The P.E. uniform is mandatory.

Students may be exempted from Physical Education activities due to health or physical disabilities, but must have the permission of the Director.

THE REPORT CARD

1. Report Cards are issued after each grading period. The report card is an official school document which shows the student's performance per quarter.
2. Parent-Teacher Conferences (PTC) as scheduled during the distribution of the report cards, usually on a Thursday from 5:00 P.M. to 8:00 P.M. This occasion will also give parents/guardians some insight about their children from the teachers. Parents/Guardians may also take advantage of this opportunity to seek the teachers' advice and guidance concerning any academic issue.
3. Parents who failed to get the report cards on the scheduled distribution day may get them from the administration during office hours.
4. Tampering with the report card is a serious offense. Likewise, forging the parent's or guardian's signature is also considered a serious offense.

EXAMINATIONS

The school year is divided into four (4) quarters and (2) semesters. At the end of each quarter an evaluation test in all subject areas is administrated to assess the performance status of each student.

An examination schedule is given to the students at least one week before exams begin. The schedule is posted on the classroom and school bulletin boards.

All school activities are suspended one week before the quarterly examination in order for the students to prepare for and concentrate on the upcoming exam.

Any student caught cheating during exams, quizzes, and the like will be given a zero grade for that particular exam or quiz and an F in conduct for the quarter.

Violations of exam procedures, for example, talking or cheating, etc. will merit the appropriate penalty.

During all tests and examinations, the students must follow these rules:

- Silence at all times.
- Sit in appropriate assigned seat and cannot change seats unless given permission.
- Deposit books, bags, and other personal items in the designated place before the exam begins.
- Desk must be empty of all learning materials, unless required.
- Follow all instructions from the proctor.
- Talking is strictly forbidden. Asking petty questions is not allowed.
- If any problems or concerns arise, the student must raise his/her hand in order to call attention to the proctor.
- Refrain from borrowing any materials such as calculators, corrector pen, eraser, etc. at any time during the examinations.
- Leaving the examination room for any reason during the exam; for example, going to the restroom, is strictly forbidden.
- Review answers and remain quiet until the end of examination.

MAKE-UP EXAMS

Any student who did not attend the exam must submit a medical excuse, which is acceptable to the Director.

RETEST POLICY

The retest exam policy is relevant to students who fail in one or two courses in the Middle/ High school. The retest will be held before the start of the new academic year. (August/ September)

The student fails the grade if there is a failure in 3 core classes and cannot take the retest under the following conditions:

- Students, who fail the retest, fail their grade and must repeat it.
- The retest grade replaces the exam grade and sets the final grade according to the course; therefore, 70% of the yearly activities and 30% of the retest exam will be counted.

FAILURE AND PROMOTION POLICY

GRADES (7-12):

- The students will be promoted to the next grade if all core subjects are passed.
- The students will repeat the grade if he/she fails in three or more core subjects. He/She will not be allowed to take the retest exams.
- The student may take the retest exam in September if they fail in one to two core subjects.
- The student must repeat the grade if they fail the retest exam.

Homework:

Homework is considered an essential part of the academic program. It reinforces the educational skills, work habits, and responsibility. It is expected that the student fully completes his/her homework and turns it in on time.

The teacher may punish the students who neglect to complete their homework.

Homework Expectations:

Middle School (7 – 8)

Grade Five:

Students are encouraged to regularly read at home and to also review their daily studies and accomplish the homework that was not done in class. Homework requires one hour (60 minutes) per day during the week days.

High School (9 – 12)

Students are encouraged to regularly read at home and to also review their daily studies and accomplish the homework that was not done in class. Homework requires one hour and a half (90 minutes) per day during the week days.

Tardiness Policy

Morning Tardiness:

It's important for the students to come to school early in order to attend all classes. Students who are late (after 7:30 a.m.) will be reported to the counselor.

During the first week of the academic year, teachers should explain the tardiness policy, after that, punishments will be applied as follows:

Tardiness:	Punishments:
First and second	Verbal warning from the teacher and/or counselor explaining to him/her the consequences if the action is repeated.
Third and fourth	The counselor will call the parents and make an inquiry into the reason for the student's tardiness. The counselor will ask the parents to come to school to meet and sign a behavior contract promising not to be tardy anymore.
Sixth and more	A message to the parents will be sent to inform them that their child will NOT be allowed to enter the school and will not take any missed quiz or test.
Repeated incidents	Suspension will result and the student will not be allowed to register for the for next year. Furthermore, the student's name will be reported to the Ministry of Private Education.
Note:	* Lessons missed by the student will not be explained again * Missed quizzes and/or tests will be taken only upon the Director's approval.

Missing periods and tardiness without an excuse:

Regular attendance in class helps the student to achieve academic goals and shows respect toward his / her school and the school's policy. Being late for school or absent for classes is not acceptable. The only exception is if the student provides an authenticated medical excuse from an area clinic or signed parental letter explaining the reason of the absence and both must be approved by the school principal.

Tardy to Class:

Being late with no excuse	Procedures taken
First	Verbal warning and marks will be deducted from classwork.
Second	Meeting with the counselor and signing a warning letter. Parents will be informed and the student will take a zero for any missed classwork or quiz.
Third	In-school detention and parent/counselor meeting. The student and his/her parent must sign a final warning letter. The student and the parent will be warned that any repeated action may lead to the following: suspension, classwork and attendance mark will be zero, and the student will not be allowed to take quizzes.
Fourth	Suspension, classwork and attendance mark will be zero, and the student will not be allowed to take quizzes. In extreme situations, the students may be prohibited from taking the exam for that subject.
Missing/Skipping periods with no excuse	Procedures taken
First and second	The student will be taken to the counselor to clarify the consequences of missing/skipping classes. The parent and the student will be required to sign a behavioral contract. Grades will be deducted from classwork and attendance.
Third	Parents will be informed about their son/daughter action and the student will be suspended. The parent and the student must sign a final warning letter. The classwork grade will be a zero.
Fourth and more	The student will not be allowed to take the quarter or semester exam(s). The student will not be allowed to register for the next academic year.

Unexcused Absences	Procedures taken
Absent for 3 days	Notification will be sent to the parents explaining the consequences of being absent for school. Attendance grades will be deducted and the student will not be allowed to retake the weekly quizzes.
Absent for 6 days	A meeting will be set for the parents and the counselor. The parents and the student must sign a final warning letter about missing school for any reason. Attendance grades will be deducted and the student will not be able to retake any missed quizzes.
Absent for 9 to 15 days continuously (or) separately	<ul style="list-style-type: none"> * The student will be suspended. * The student will not be allowed to register for the next academic year. * The student will not be allowed to take final exams. (pending principal's decision)