



Chairman's Welcome

Dear UCA Students,

Welcome to Universal Civilization 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 fully developed individuals both academically and psychologically and with a sense of responsibility to themselves and to the community. The education offered is 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 develop the reading skills of all of our students. English is an international language, therefore, we want our students to learn and be well instructed in Standard English. At the same time, it is our job as parents to ensure that our children receive a proper Arabic and Islamic education. Also, our main mission at UCA is to provide a safe and exciting learning environment. We value and welcome the opinion and support of parents and the community.

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

Mr. Mubarak Al Mutawa

Chairman



Principal's Letter

Dear UCA Students,

Welcome!

It is my pleasure to welcome everyone back for another great year in Universal Civilization Academy and I extend a special warm greeting to all our new students who have just joined us.

UCA offers a bilingual education of both English and Arabic from kindergarten through high school. The bilingual aspect of the school is its most distinctive feature. Learning another language gives students skills not achieved 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 that meets their needs of doing research and coping with the latest technologies. 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 has applied for AdvancED accreditation. 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

The Principal

Vision Statement

Universal Civilization Academy 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

Universal Civilization Academy 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 a culturally 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 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

1. Regular classes are conducted from Sunday to Thursday according to the following schedule:

Middle & High School	7:30 A.M. to 2:00 P.M.
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* The timing changes during the Holy month of Ramadan.

* Make up classes / Courses are scheduled after regular class hours.

ACADEMIC LEVELS

Middle School: Grade 6 - Grade 8

High school: Grade 9 - Grade 12

Curriculum Overview

Middle School Department:

The middle school consists of grades six through eight. The curriculum promotes proficiency in communication and technology. Emphasis is placed on building vocabulary, spelling, and writing skills. This includes strategies to improve study skills and development of computation skills. The areas of basic probability and statics, pre- geometry and pre-algebra will be stressed. Middle school places emphasis on scientific literacy in the fields of biology, chemistry, physics, and earth/space sciences.

Middle school social studies, taught in the Arabic language, prepares students to handle more advanced topics in high school courses and eventually World History in eleventh and twelfth grades. Social studies are taught per the standards and guidelines of the Kuwaiti Ministry of Education.

Physical Education, Art, and Information Technology/Computer classes are taught using age-appropriate equipment, supplies, and computer software.

Arabic, Islamic Studies, and Quran are taught per the standards and guidelines of the Kuwaiti Ministry of Education.

High School Department:

The high school curriculum refines skills in reading comprehension, writing, and critical thinking. Students expand vocabulary skills, understand and successfully use literary elements and polish research skills. The high school student studies advanced mathematics such as: Geometry, Algebra II, and either Integrated Mathematics III and IV, or Pre-Calculus, Trigonometry, Statics, and Calculus (depending on the student's chosen area of study). High school science is advanced, and stimulating. Students are taught complex scientific principles, processes, and skills.

In grades eleven and twelve students have the option to study advanced mathematics and science courses or to take an international program of study.

High school social studies, taught in the Arabic language, prepare students to handle World History in eleventh and twelfth grades. Social studies is taught per the standards and guidelines of the Kuwaiti Ministry of Education.

Physical Education, Art, and Information Technology/Computer classes are taught using age-appropriate equipment, supplies, and computer software.

Arabic, Islamic Studies, and Quran are taught per the standards and guidelines of the Kuwaiti Ministry of Education.

English Department:

The English curriculum follows the standards and benchmarks of the Common Core State Standards as well as the Harcourt School Publishers.

The English curriculum focuses on building skills in listening, speaking, reading/comprehension, and writing. Students read and analyze texts appropriate to their grade level. They study a variety of classic and contemporary works in order to increase their vocabulary and understanding of the English language. Comprehension and critical reading skills are essential and will be developed through all grades. Students work toward mastering Standard English in their writing and speaking. They learn to use an appropriate writing process (pre-writing, drafting, revising, editing, and publishing) to express ideas. Students write using given topics as well as pointing out their own perspectives according to their understanding and research. Students evaluate and edit their own writing and the writing of their peers. Research skills will be taught and reinforced at all grade levels. These skills will enable students to become lifelong learners.

Middle School

Students in the middle school develop from dependent to independent readers and writers. Students respond to a variety of literature using both literal and critical thinking skills and communicate orally in groups. 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.

High School:

The high school curriculum strives to elaborate 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, writers and poets of these periods are studied in the eleventh and twelfth grades.

Mathematics Department:***Middle School***

The math program provides the students with the following:

- Handling, measuring and calculating figures using geometric set.
- Reading and manipulating mathematical expressions.
- Numbers sense activities using mental math, estimation, numbers fractions, and decimals.
- Opportunity for students to discover concepts using problem based learning activities.
- Translate ideas from/to verbal symbolic forms.
- Develop and connect the students' problem solving skills through real life problem solving experiences.

High School:

The secondary mathematics program provides the student with the following:

1. Demonstrate skills in:
 - a. Handling, measuring and calculating instruments
 - b. Reading and interpreting graphs
 - c. Reading and manipulating mathematical expressions
2. Demonstrate analytical and creative thinking in systematic counting, estimating, approximating, calculating, sound reasoning, spatial perception and visualizing.
3. Manifest ability in
 - a. Communicating and translating ideas from/to verbal symbolic forms
 - b. Communicating abstract ideas using concrete models
 - c. Applying useful mathematics as a language
4. Demonstrate knowledge and understanding of
 - a. Man and his relation to society and environment
 - b. The widening capability of mathematics in human activities
 - c. Fostering of moral and ethical values
5. Manifest personal competence for
 - d. Further study or in obtaining employment
 - e. Curiosity, self-expression, self-criticism, cooperative work with others
 - f. Fostering the investigative attitude

Competencies in Geometry are found in grade nine, Algebra II for grade ten, Pre-Calculus for grade eleven (scientific studies) and Integrated Mathematics III (international studies), and Calculus for grade twelve (scientific studies) and Integrated Mathematics IV (international studies).

Science Department:**The Middle School**

The UCA Middle School consists of grades 7-8. The Middle School provides a superior educational program designed to meet the individual needs. All pupils follow a core program of studies in each subject and are expected to achieve mastery of basic skills. The program emphasizes: academic excellence; personal, social and intellectual growth; and encourages each student to be a well-motivated and constructive member of the society. The curriculum has subject teachers for each discipline. Students have one team of teachers per grade level, which fosters rapport between teachers and students. Students are taught effective study habits and independent learning.

The middle school science includes the following courses

- State and explain basic science ideas and health knowledge suited to his/her level in relation to his/her environment
- Learning science in an active process.

- School science reflects the intellectual and cultural traditions that characterize the practice of contemporary science.
- To relate science and technology to society and the environment
- To develop the skills, strategies, and technological problem solving
- To understand the basic concepts of science and technology

High School:

The secondary science education program aims to develop the understanding of concepts and key principles of science, science process skills, and desirable values in order to make the students scientifically literate.

Secondary science includes the following courses:

Grade 9: Biology

- Develops an understanding of man's living world and his interaction and relationship with the environment
- Presents biological problems related to food production, health, reproduction, heredity, and conservation

Grade 10: Chemistry

- Studies the properties of materials to determine their uses
- Relates properties/chemical behavior of materials to their atomic structure
- Investigates chemical changes and chemical technology and how these link to the environment and society

Grades 11 and 12: Physics

- Treats concepts as basics for the interpretation and understanding of physical phenomena
- Studies energy as the main theme
- Discusses technology in relation to efficiency

Competencies in Environmental science are found in grades eleven and twelve for International Studies.

Summer & Winter Timing

Grades 1-12 G

Grades 1-8 B

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 – 2:00 pm

Summer & Winter Timing

Grades 9-12B

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 break rules, disciplinary action will be taken. Please find the following rules:

STUDENT ENTRY INTO SCHOOL

- All students must arrive at school, no later than 7:25.
- Students must enter the appropriate gate:
 - Gate C: boys grades 5-12
- Girls grades 6-12 and all elementary students grades 1-5 should keep their bags in their classroom and go to the playground area.
- Students should remain in the playground area until the assembly ends.
- Boys (grades 6-12) should keep their bags in their classrooms and go to the basketball court.

ATTENDANCE

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

ASSEMBLY

- All students should be in school before assembly bell (7:30a.m.) rings. If you are not in school by this time, you are tardy.
- All girls (grades 6-12) will have assembly from 7:30-7:45.
- 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 many 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.
- 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. Absents 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 will contact parents/guardians and inform them that their son or daughter's attendance has not improved and that they have referred the student to their principal.
- The classroom teacher will inform the principal and counselor that the student's attendance has not improved and that parents have been contacted. The principal may suspend the student.
- The guidance counselor will fill out a 'Student Progress Feedback' form that will be completed by the student's teachers.
- The counselor will meet with the student and contact his/her parents.
- The principal 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 principal or counselor will arrange a follow-up meeting with the student.

SKIPPING

The absence of a student from class without permission. Any student found skipping will be referred to the guidance counselor. The counselor will contact parents and suspension may result. A parent meeting with the student and the principal may be requested.

EARLY RELEASE, APPOINTMENTS, ETC.

- To release a high school 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 may 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. Long sleeve shirt must be worn with trousers and 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's 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.
- **Boy's hair:** 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 tight properly.
- **Physical Education classes:** The P.E. uniform may 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 codes.

DISCIPLINE PROCEDURE

All students are required to comply with the policies, rules, and procedures established by the administration of Universal Civilization Academy. The following information is presented so that students are aware of the basic codes.

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 everyday.
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 must demonstrate fairness and will not take advantage of others.
11. Students must obey all rules and regulations and will cooperate with the administration, teachers, staff, and classmates.
12. Students are expected to exhibit moral, Islamic behavior at all times.

OFFENSES

1. Students must not use foul or inappropriate language or gestures in school.
2. Students must not make verbal or physical threats.
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 must not bring any electronic devices to school. Such equipment include 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 such 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 devices.
12. Smoking and/or possession of tobacco are not allowed inside or outside the school campus. This includes smoking at the mini-market across the street.
13. Loitering outside of 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 Principal, Administrative Officer, or School Counselor.

CHEATING

Student must 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 of any kind: knives, or any other dangerous objects	<u>Use</u> – Threatening to utilize weapon	- 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’s staff	- Recommendation to Principal for immediate expulsion from school or suspension
3	Theft (to steal)	To take or assist others in attempting to take the property of others without permission.	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	A 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 according 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, fraud, sign another's signature or to alter a signature, especially a parent's/guardian's signature	Suspension for (1) day
8	Vandalism	To 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 that occurred.
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 signing a warning letter.
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, students will get suspended.
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 not following the assembly rules	Break detention for a day. If repeated, a warning letter will be issued.
20	Dress Code	Non compliance 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 of (video recordings, audio, posters, books, pictures)	Bringing publications or distributions of (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

	against country laws.		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 leave school without permission from the school administration.	Suspend the student for a week with a 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 BEHAVIOUR

- Students are not allowed to be in the hallways during classes unless permission is given by the administration or the teacher.
- Students must not disrupt other students by speaking loudly while in the hallways.
- Students must not disrupt class sessions.
- Students must not run in the hallways.
- Students must not loiter in the hallways or the stairways.

BREAK BEHAVIOUR

- Students must walk quietly down the stairs or through the corridor.
- Students must not remain in the classrooms during the break.
- Students must not loiter in the hallways or on the stairs during the break.
- Students must not shove, push or fight during the break.
- Students must not litter.
- Students must line up properly at the canteen.
- Students must 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 B is for all female students.
- Gate C is for all male students from grades 6-12.
- Gate A will re-open from 1:00 - 1:45. At this time, female, elementary students and teachers may leave through this gate.
- Parents are not allowed into the school at dismissal time: 1:30 until 2:00. Parents should make arrangements to pick up their student(s) from the appropriate gate.
- Students must not loiter at the mini-market across the street after school.
- Students must not loiter outside the school gates or near the streets.

- Students must 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.
- Any 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 settlements. 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 supplies. 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 the lockers are clean.

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 take 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, in addition to others provided for under existing laws:

1. To uphold an 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 actively 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.

SAFETY PROCEDURE

MEASURES TAKEN IN CASE OF EMERGENCY

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

ARRANGEMENTS TO EVACUATE STUDENTS IN EMERGENCY CASES

When necessary to send students home early, the school shall take the following measures:

- The students using school buses shall be sent to their homes.
- As for students whose parents usually pick them up from school, they shall be returned home in school buses under the teachers' supervision.
- All school workers shall remain in school until all students are evacuated.

MEASURES TAKEN TO EVACUATE THE BUILDING IN EMERGENCY CASES

In case a fire breaks in the school building, the alarm bell rings and everybody has to take the following measures:

- Stop work at once and ask students to stand in regular lines calmly.
- The teacher shall take the attendance roll and grade book with him/her and then lead his/her students out calmly according to the plan set for this case, while ensuring that the classroom and toilets are evacuated.

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 whereas we will try it every once in a while in order to avoid any problem that may arise.

All students shall go to the area determined for each one of them in case of emergencies, and then go back to their classrooms when the danger is gone, as shown in the report of the emergency plan.

SCHOLASTIC POLICIES

I. UNIT CREDITS

The following table shows the unit credits for each learning area in high school that 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
Quran 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				
Physics			1.0		1.0	
Geometry	1.0					
Algebra 2		1.0				
Pre Calculus			1.0			
Calculus					1.0	
Integrated Mathematics				1.0		1.0
Business Mathematics			(Elective)	(Elective)		
Statistics			(Elective)	(Elective)		
Social Studies (Arabic)	0.5	0.5				
World History				0.5		0.5
Constitution (Dostoor)		0.5				
Computer	0.5	0.5	0.5	0.5	0.5	0.5
French	0.5	0.5	0.25	0.5	0.25	0.5
Art	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	8.25	9.0

II. CONDUCT GRADES

A committee consisting of the principal and composed of homeroom teachers, subject teachers, and discipline coordinator sit 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 National Anthem.

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 names, and use of indecent language.
- Leaving the campus/ classroom without permission during class hours/ in between periods.

CODE OF CONDUCT GRADES FOR MIDDLE AND HIGH SCHOOL

90 - 92 % A-	79 - 77 % C+	69 - 67 % D+	59 % - F
89 - 87 % B+			
86 - 83 % B	76 - 73 % C	66 - 63 % D	
82 - 80 % B-	72 - 70 % C-	62 - 60 % D-	

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	$\left(\text{Example: } \frac{173}{180} \times 100 = 96\% \right)$
Middle School	: Total No. of School Days = 180	
High School	: Total No. of School Days = 180	

III. THE GRADING SYSTEM

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

<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 reasons accepted 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 student 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.

2. The total weight of 70% assigned to Class Standing will be for other achievements and the distribution varies per learning area as shown below:

a. English

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

b. Mathematics

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

c. Science

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

d. Computer

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

70%

e. Art

Behavior	- 20%
Material	- 20%
Project	- 60%

100%

d. Social Studies / World History

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

70%

f. Physical Education	Participation	- 50%
	Uniform	- 20%
	Class Attendance	- 15%
	Behavior	- 15%

		100%

V. POLICY OF GIVING QUIZZES & LONG TESTS

1. Grade School and High School
 - a. To avoid giving quizzes and long test in one day at the same time, a schedule has been put up as follows:

Every Monday	English (High School)
Every Sunday	Math (Grade School and High School)
Every Tuesday	Science (Grade School and High School)
Every Wednesday	Arabic (Grade School and High School)
	Social Studies (Grade School)
Every Thursday	Qur'an (Grade School and High School)
	World History / Social Studies
 - b. Tests in other subjects will be given when needed but these will be scheduled on a day when there is only one scheduled test.

POLICY ON MISSED QUIZZES, CLASSWORKS & HOMEWORKS/ASSIGNMENTS

1. Grade School and High School
 - a. Make-up quiz is given to students whose absences are excused. Excuse slip must be signed by the parents and approved by the Principal. The highest possible grade is 95%. However, no make-up quiz is given to any student whose absence is unexcused.
 - b. No make-up for missed classwork for both excused and unexcused absences because this is part of daily attendance in class.

OTHER SCHOLASTIC POLICIES

1. Pointers for review are given by subject teachers to prepare students during quarterly exams. These pointers include among other things the directions to follow as well as examples for each type of tests for preschool and elementary (Grade 1-6), but for the middle school (Grade 7-8) and high school, only topics will be given
2. If projects are to be assigned by teachers, the following considerations should be taken into account.
 - a. Assigning group projects will take into account the residences of students to facilitate easy coordination and to lessen the problem on transport.
 - b. Group projects are given at least one week for submission.
2. Physical Education
 - a. Physical Education is a required subject for all students. Each student should increase his tendencies and abilities to play competitive and recreational sport and games. The prescribed P.E. uniform is required for health and safety measures.
 - b. Students may be exempted from Physical education activities by reason of health or physical dis-abilities but must have the permission of the Principal. In cases like these, the students shall be given activities or projects that are equal to the actual Physical Education activities.

THE REPORT CARD

1. Report Cards are issued after each grading period. The report card is an official school document that shows the student's performance per quarter.
2. A Parent-Teacher Conference (PIC) as scheduled during the distribution of the report cards which is usually held on Thursday from 5:00 P.M. to 8:00 P.M. Aside from receiving the report cards, this occasion will also afford parents/guardians to know some observation about their children straight from the teachers whether or not problems have existed. Parents/Guardians may also take advantage of this opportunity to seek teacher's advice as to how best can their children perform for the rest of the school year.
3. Report cards must be signed by the parents/legal guardians and must be returned immediately to the Homeroom teacher on the next regular school day.
4. Parents who failed to get the report cards on the scheduled distribution day may get them from the Registrar's Office during office hours.
5. Tempering of the Report Card is a serious offense. Likewise, forging the parent's or guardian's signature is also considered a serious offense.

EXAMINATION

1. 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.
2. 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.

3. All school activities are suspended one week before the quarterly examination in order for the students to prepare for and concentrate on the upcoming exams.
4. For any kind of irregularity in examinations, tests, quizzes and so, the student will be given a failing mark.
5. Any student caught cheating during exams, quizzes, and so will be given a zero grade for that particular exam or quiz and F in the conduct for the quarter.
6. Violations of exam procedures, for example, talking, possession of textbooks or notes, etc. will merit the appropriate penalty.
7. During quarterly 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 exam begins.
 - Desk must be empty of all learning materials, unless required.
 - Follow all instructions from proctor.
 - Talking is strictly forbidden. Asking questions is not allowed.
 - If any problems or concerns arise, hand must be raised in order to call attention to the proctor.
 - Refrain from borrowing any materials such as calculators, 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 the exam period.

MAKE-UP EXAMS

Any student who did not attend the exam during the first or second period (end of the year) has to submit a written excuse acceptable to the principal of the school to allow them take the complementary exam before the end of the time set for the exam.

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 (6-12):

- Student may be promoted to the next grade if all core subjects are passed.
- Student must repeat the grade if he/she fails in three or more core subjects. He/She is not allowed to perform retest exams.
- The student may do 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 to complete the academic program; it reinforces the educational skills and work on the development of new educational habits and reinforces the student's feeling of responsibility.

Homework is not only represented in solving exercises, it also means to study and review what has been learnt.

It is expected that the student fully accomplishes his/her homework and delivers it in the appropriate time.

Students will need to follow up these duties in an accurate manner; homework should be an implementation of what has been studied by the student.

Homework can take the form of an activity and this by charging the student to research various types of information or to write about a subject with a number of his/her classmates.

The teacher must accurately follow-up obligations and to correct them and discuss them with the students; the teacher should also punish the students who neglected their homework and this by keeping them in class during the breaks in order to complete their homework.

In the event where the problem remains, the matter should be exposed to the social supervisor; then the school director should be informed.

Time fixed for homework during each phase:

Grade Five:

Obligations to be daily accomplished at home have been determined according to a program elaborated by the teacher, provided that the homework does not require one hour and a half per day during the week.

Grade Six, Seven and Eight:

One and half hours per day during the week.

High School (9 – 12)

Around three hours per day.