



### *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 both academically and psychologically and with a sense of responsibility to themselves and to the community at. 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 instructed in Standard English. At the same time, it is our job as parents to ensure that our children receive a proper Islamic and Arabic education. Also our main mission at UCA is to provide a safe and exciting environment. We value and welcome the opinion and support of parents and 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 UCA the Universal Civilization and I extend especially warm greeting to all our new students who have just joined us.

UCA offers bilingual education of both English and Arabic 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 Advance ED 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**

Arab-American Bilingual 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**

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 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**



## **1.SPECIFIC PROGRAM OBJECTIVES:**

### **A. KINDERGARTEN:**

The kindergarten curriculum is designed to meet the needs of new learners. It prepares them for formal education and aims to help them make the most of their potential. They are exposed to activities where they experience the beauty and joy of living and working with others. They are given challenging, satisfying and interesting experiences to help them acquire the basic skills needed to become competent at study and play. The emphasis of the program is placed on learning the basic skills of reading.

It is therefore expected that at the end of the year, each pre-school and kindergarten pupil will have:

1. basic communication skills in Arabic and in English
2. creative and critical thinking skills
3. social skills
4. independence

### **B. ELEMENTARY SCHOOL:**

The elementary school curriculum aims to provide a broad general education that will assist each individual learner. These skills will develop productive, and enthusiastic learners.

The elementary department aims to assist each learner by providing:

1. Arabic and English language skills.
2. Demonstrate logical, analytical and critical thinking in solving problems encountered in daily life.
3. State and explain basic science ideas and health knowledge suited to his/her level in relation to his/her environment;
4. Show wholesome habits, attitudes, skills and values toward work;

## **2.SCHOOL TIMING**

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

Kindergarten	7:30 A.M. to 12:30 P.M
Elementary School	7:30 A. M. to 2:00 P.M

\* The timing will be changed during the Holy Month of Ramadan.

\* Make up classes: Courses, which are scheduled after regular, school hours.

## **3.CURRICULUM OVERVIEW:**



### **Kindergarten Department:**

Kindergarten is divided into KG1 and KG 2. We seek to provide a structured, balanced, interesting, and stimulating environment in which young children learn through experiences and are guided by professional, caring adults. We use a structured, lively two-leveled language course to provide our young learners with fundamental English knowledge. Our students study basic mathematics and science skills, as well as Arabic and Quran. Formal, “book work”, is important, but hand-on experiences are the most important components of the kindergarten program of study.

### **Elementary Department:**

The elementary curriculum provides the foundation upon which all future learning is based. Grades one and two are the early stages where a child develops and increases his/her reading, writing, speaking, listening, and study skills, growth of mathematical and scientific language allows students to understand concepts such as: addition, subtraction, identifying two and three dimensional figures, place value, problem solving strategies, measurement, gathering, organizing and explaining data, and understanding basic environmental science and the scientific process. The curriculum for grades three through five allows students to practice and apply strategies learned in previous grades. Students become independent readers, writers, and problem solvers. Social studies, taught in the Arabic language, is introduced in grade four and prepares students to handle more advanced topics in the middle and high school courses and eventually 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 and the English curriculum focuses on building skills in listening, speaking, reading/comprehension, and writing skills. Students read and analyze literature appropriate to their grade level. They study a variety of classic and contemporary works in order to increase their vocabulary and their 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 and communicate ideas. Students write using given topics and also write creatively. 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.

### **Kindergarten:**

Since the majority of our students are new to the English language the focus of the kindergarten curriculum is on listening, speaking, and social skills. The curriculum stresses hands on activities and encourages learning through play and interaction. The curriculum promotes vocabulary skills, which develops self-assured English speakers.

### **Elementary:**

Students are immersed in a literature rich environment. The children grow in language development through reading, writing, speaking, and listening. Students apply skills learned in previous grades in order to improve their skills and become confident.

### ***Science Department:***

**KG School:**

UCA Kindergarten program provides educational learning experiences in two languages, Arabic and English. Both programs use themes, pre-reading skills and pre-writing skills. The KG1 and KG2 curricula will vary to the instructional level of children taught. Other areas in the KG curriculum include developing fine motor skills, teaching of science, math, Islamic Studies, art, and physical education.

**Some of our curriculum objectives include:** UCA KG program also follows the curriculum goal, which encourages children to be actively involved in the learning process and to experience a variety of developmentally appropriate activities and materials. It also develops practical life skills and provides the children with the necessary foundation for the coming years.

**Cognitive Development: Language & Literacy**

- recognize their own names
- recognize letters names and sounds
- communicate their needs and thoughts in words, to develop their spoken language, and to expand their vocabulary
- listen with understanding and respond to directions and conversations
- understand the purpose of print and become familiar with books
- tell stories
- read sight words
- read/ write sentences (KG 2)

**Math**

- sort and classify
- recognize patterns
- identify and name shapes and colors
- recognize numbers, count objects and understand one-to-one correspondence

**Social Studies**

- identify community workers and the services they provide
- cooperate and work well with others
- recognize similarities and differences in people
- recognize the reason for rules

## **Science**

- appreciate science through hands-on activities
- make observations and draw conclusions
- investigate living things in the environment
- use scientific tools such as balance scales, and magnifying glasses for investigation
- use common weather related vocabulary
- understand basic safety practices
- be aware of health & nutrition through healthy-eating and proper hand washing routines

## **Fine Arts:**

- explore creativity and various art forms
- expand their fine motor skills through use of scissors, crayons and glue
- develop an appreciation for music

## **Physical Development**

- develop large muscle skills through exercise, creative movement and balancing, running, jumping, throwing and catching.
- develop fine motor skills through the use of scissors, crayons, puzzles, and beads

## **Social - Emotional Development**

- develop self-control and comfort away from a parent
- manage transitions and begin able to adapt to changes in routine
- engage in cooperative group play
- share materials and experiences and take turns
- develop relationships with other students and adults
- show initiative and independence actions
- exhibit eagerness and curiosity as learners
- develop problem-solving skills
- develop listening skills and learn to follow basic instructions



## ***Science Department:***

The Elementary School:

The elementary science program emphasizes a hands-on, inquiry-based approach to learning. Younger students learn effectively when they are actively engaged in the discovery process. Children's natural curiosity leads them to explore the natural world. We encourage our teachers to provide opportunities for their students to have direct experience with common objects, materials, and living things in their environments.

- Recognize the various aspects of growth and development in plants, animals, and children.
- Describe some natural habitats and the specific living organisms in them.
- Name the senses, their organs and functions, and mention the general functions of the human body.
- Classify animals and the food we eat into suitable groups.
- Observe animals, plants, and phenomena in the environment, and arrive at proper inferences based on observation and experience.
- Communicate orally, in writing, and by symbols.
- Acquire proper health and environmental personal habits.
- Name sources of heat energy, relate changes of state to heat, and infer the effects of force on objects.
- Measure length, temperature, and time by suitable devices.
- Carry out guided simple experiments and practice problem solving within the context of what is studied.
- Develop self-confidence through individual activities, exploring environment, and beginning to understand the organization of human body.
- Develop cooperation, respect, and positive interaction with others through team learning.
- Orient their inherent curiosity into interesting science activities.
  - Name the components of a natural habitat and state the characteristics of fresh water habitats. Describe man-environment interaction

## ***Math Department***

### **Kindergarten**

A balanced mathematics program includes:

- A focus on developing key concepts in the five strands (Number Sense and Numeration, Measurement, Spatial Sense and Geometry, Patterning, Data Management and Probability)

- A variety of activities for students to engage in all of the mathematical processes
- A balance of guided, shared, and independent mathematics
- A variety of opportunities for students to problem solve within the 5 strands
- Numerous occasions for students to talk about, listen to, read, and write mathematics.
- Children should see mathematics as being connected to the real world

**Elementary school**

A balanced math program includes the following elements:

- Number Sense Activities: Mental Math, Estimation, Number Talks
- Student-Centered Concept Development: Opportunities for students to discover concepts using hands-on or problem-based learning activities
- Learning Through Communication: Students explain their thinking and justify their answers
- Rich Problem Solving Experiences: Students develop and connect their problem solving skills through real-life problem solving experiences
- Performance-Based and chapter test.

**Summer & Winter Timing**

**Grades 1-5 G+B**

<b>First Lesson</b>	<b>7:45 – 8:30 am</b>
<b>Second Lesson</b>	<b>8:30 – 9:15 am</b>
<b>Third Lesson</b>	<b>9:15 – 10:00 am</b>
<b>Break 1</b>	<b>10:00 – 10:30 am</b>
<b>Fourth Lesson</b>	<b>10:30 – 11:15 am</b>
<b>Fifth Lesson</b>	<b>11:15 – 11:50 am</b>
<b>Pray Break</b>	<b>11:50 – 12:10 pm</b>
<b>Sixth Lesson</b>	<b>12:10 – 12:55 pm</b>
<b>Seventh Lesson</b>	<b>12:55 – 1:35 pm</b>
<b>Eighth Lesson</b>	<b>1:35 – 200 pm</b>

## **CODE OF CONDUCT**

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

### **STUDENT ENTRY INTO SCHOOL**

- All students must arrive at school, no later than 7:25.
- Students must enter the correct gate:
  - Gate A: girls and elementary students
  - Gate B: girls, elementary students, KG students
- All elementary students grades 1-5 should keep their bags in their classroom go to the playground area.
- Students should remain in the playground area until the assembly ends.
- KG students should go directly to their classrooms.

### **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 elementary students (grades 1-5) 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 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 of unexcused absences occur.
- 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 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 will contact inform parents/guardians and inform that their son or daughter's attendance has not improved and that parents 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 the 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 student from class without permission 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 or elementary 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.

## **15. 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 school (Grades 1 - 5) must wear a light blue polo shirt and a navy blue skirt. All boys in the elementary school (Grade 1 - 5) must wear a light blue polo shirt and navy blue trousers. 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 may be purchased from the school. The P.E. uniform consists of gray training pants and a white or gray shirt. 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.**

## **16. DISCIPLINE PROCEDURE**

All students are required to comply with the policies, rules, and procedures established by the administration of UCA 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 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 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 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 Principal, Administrative Officer, or School 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**

	<b>BEHAVIOUR</b>	<b>DEFINITION</b>	<b>CONSEQUENCES</b>
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	Suspension for the 1 <sup>st</sup> time, 2 days suspension for the 2 <sup>nd</sup> time, 3 days suspension for the 3 <sup>rd</sup> time. The 4 <sup>th</sup> 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, 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 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	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 a warning letters signed.
14	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 <sup>nd</sup> warning letter will be issued. If this action happens again, suspension will ensue.



15	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
16	Littering	Dumping	Break detention for a day and mandatory clean-up of the area.
17	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.
18	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.
19	Dress Code	Non compliance with the prescribed uniform	Break detention for two days. If repeated, the parent will be called.
20	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.
21	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.
22	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 <sup>st</sup> 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 <sup>st</sup> offense. Suspension for a week for the 2 <sup>nd</sup> 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 BEHAVIOUR**

- 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 BEHAVIOUR**

- 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 elementary students will be dismissed from school at 2:15 p.m.
- Students must exit the appropriate gate while leaving the school grounds.
- Gate A is for all elementary and female students.
- Gate B is for all KG, elementary, and female students.
- 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 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**

- Students are expected to remain seated till the driver and supervisor permit them to leave.
- Students are not allowed to move around , standup ,or change their seats during the trip>
- Food and drink are not allowed in the school's buss.
- Students are expected to show the best of their behavior by remaining quiet to listen to the driver's or supervisor's voice in all school's busses.
- Implementing the school's discipline policy in the school's buss.
- Students are expected to adhere to perfect behavior and good manners all times.
- Supervisor are expected to maintain the school's system and policy to guarantee students' safety and well being>

- If the students' miss behavior is expected to affect other students safety or well being, or giving a bad image about the school; supervisor must take the students back to school, meet the management and address the issue.

## **17. 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.

## **18. STUDENTS' LOCKERS**

A metallic locker is allocated for every student in grades 3-4 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.

## **19. 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.

## **20. 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.

## **21. DUTIES AND RESPONSIBILITIES OF STUDENTS**

Students shall have the following duties and responsibilities, in addition to others provided for under existing laws:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

## **22. SAFETY PROCEDURE**

### **A. 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.

### **B. 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.

### **C. 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 and then lead his students out calmly according to the plan set for this case, while ensuring that the classroom and toilets are evacuated.

#### **D. 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 get back to their classrooms when the danger is gone, as shown in the report of the emergency plan.

#### **23. CONDUCT GRADES**

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

#### **A. 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
- Improper/ Incomplete Uniform (Using make- up)
- Destroying school property
- 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.

## B.ATTENDANCE AND TARDINESS

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

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

## C.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 extra-ordinary 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.

## D.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.

### **E.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.

### **F.COURSE WORK**

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

### **G. GRADING SYSTEM CALCULATIONS: CUMULITAVE GPA**

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

### **H. MARKING SCHEME**



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

Class Participation - 70%

Quarterly Examinations - 30%

2. 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:

a. English

Quiz - 20%

Class Work - 10%

Homework/Assignment - 10%

Projects - 10%

Class Attendance - 10%

Behavior/Participation - 10%

\_\_\_\_\_

70%

b. Mathematics

Quiz - 20%

Seatwork - 15%

Homework/Assignment - 15%

Unit Test/ Class Participation

And Project - 10%

Behavior / Class Attendance - 10%

\_\_\_\_\_

70%

c. Science

Quiz - 20%

Class Work - 10%

Homework/Assignment - 10%

Projects / Laboratory Work	- 10%
Class Attendance	- 10%
Behavior / Participation	- 10%

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70%

d. Computer

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

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70%

e. Art

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

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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%

## **24. POLICY OF GIVING QUIZZES & LONG TESTS**

### 1. Preschool

- a. There will be a maximum of five (5) quizzes to be given for each subject per quarter.
- b. The days of giving quizzes will depend on the internal arrangement among teachers to avoid giving quizzes at the same time in one day.
- c. Raw scores will be recorded and totaled at the end of the grading period and then computed as percentages.

### 2. Grade School

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

Every Sunday	English (Elementary)
Every Monday	Math (Grade School)
Every Tuesday	Science (Grade School)
Every Wednesday	Arabic (Grade School)
	Social Studies ( Grade School)

- b. Tests 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.

## **25. POLICY ON MISSED QUIZZES, SEATWORKS & HOMEWORKS/ASSIGNMENTS**

1. Preschool
  - a. Make-up quiz is given to students whose absences are excused that is, excuse slip must be duly signed by the parents and approved by the Principal. The highest possible grade is 95%
  - b. No make-up quiz for students whose absences are unexcused. The score is automatically zero (0) for that quiz.
  - c. No make-up for missed seatwork for both excused and unexcused absences because this is part of daily attendance in class.
  - d. If a student fails to do his homework, he/she is given a score of zero for that homework.
  - e. If a student is absent on the day the homework is given, he is given consideration if he/she submits the homework on the day reports back to school.
  
2. Grade School
  - a. Make-up quiz is given to students whose absences are excused that is, excuse slip must be duly signed by the parents and approved by the Principal. The highest possible grade is 95%. However, no make-up quiz to any student whose absence is unexcused.
  - b. No make-up for missed seatwork for both excused and unexcused absences because this is part of daily attendance in class.

## **26. 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 1-5).
  
2. If ever projects are to be assigned by teachers, the following considerations shall be taken into account.
  - b. Assigning group projects will take into account the residences of students to facilitate easy coordination and to lessen the problem on transport.
  
  - c. Group projects are given at least one week for submission.
  
3. 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. Pupils and 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 this, the students shall be given activities or projects which are equal to the actual Physical Education activities.

## **27.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. A Parent-Teacher Conference (PIC) as scheduled during the distribution of the report cards which is usually 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 nor problems exist. 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 duly 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.

## **28. 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 exam.
4. For any kind of irregularity in examinations, tests, quizzes and the like, the student will be given a failing mark.
5. Any student caught cheating during exams, quizzes, and the like will be given a zero grade for that particular exam or quiz and F in 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 petty questions is not allowed.
- If any problems or concerns arise, hand must be raised in order to call attention to the proctor.
- 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 examinations.

### **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 let 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.

### **29.FAILURE AND PROMOTION POLICY**

## **ELEMENTARY (1-5):**

- Student shall be promoted to the next grade level if all core subjects have passing grades.
- Students will fail and stay in the same grade if failure is in four core subjects.
- Student shall be promoted if they fail in one or two core subjects provided that they participate in an extensive summer school program, with a pledge from the parents signed with technical supervisor. In the beginning to the academic year in September, they will complete an exam to assess their level after the summer program.
- Student fails the grade and should repeat it if they fail again in one or two core subjects in the next year.

### **Homework**

Homework is considered an essential part completing the academic program; they reinforce the educational skills and work on the development of new educational habits and reinforce the student's feeling of responsibility.

Homework is not only represented by solving exercises, it also means to study and review what has been learnt and to memorize what should be memorized.

It is expected that the student fully accomplishes his 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 of skills and concepts in order to be firmly established in the students' minds and that trainings are not being repeated but diversified covering what has been studied by the student with the necessity to observe the schedule of homework of each subject.

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

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 accomplish their homework.

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

**Time fixed for homework during each phase:**

**KG section:**

The homework will be every Monday and Thursday, twice per week.

**Elementary (1 – 2)**

**Grades One and Two:**

There is a program for homework in such a manner that it does not exceed the necessary time for the performance thereof thirty minutes per day; 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.



**Grades Three and Four**

Obligations to be accomplished at home have been determined on a daily basis according to a program elaborated by the teacher, provided that the homework does not require more than one hour (60 minutes) per day during the week days.

**Middle School (5 – 8)****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.