



Chairman's Welcome

Dear UCA Parents,

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 well-rounded individuals academically and spiritually and with a sense of responsibility to themselves and to the community at large. The education offered is one which equally emphasizes knowledge, good morals, ethical values, and the development of physical health.

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

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

Mr. Mubarak Al Mutawa
Chairman



Principal's Letter

Dear Parents,

Welcome!

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

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

Our vision at UCA is to inspire students to become responsible, creative, and enthusiastic learners. Students have access to a computer lab necessary for today's growing technologies age. The science lab is safe and fully equipped. Reading lessons take place in our bilingual library.

We are also pleased to inform you that our school 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
Director

Vision Statement

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

Mission Statement

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

Purpose Statement

The focus of UCA is to create an atmosphere of cooperation by respecting individual differences and instilling a sense of pride and accomplishment in our students. We achieve this through exposure to both our curriculum and instruction by 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

Long Term Goals

1. Students meet or exceed high academic standards.
2. Student centered and results-driven classrooms.
3. Accountability for student learning at all levels.
4. Provide support for all students including those who have learning disabilities.
5. Support student learning and family engagement through the parents' council.
6. All students graduate and are prepared for higher learning and successful careers.
7. Students are actively involved in the learning process and are encouraged to participate in international, cultural, and religious activities.
8. Students are provided culturally relevant learning activities.
9. High school teachers involve students in relevant, real-life experiences.
10. All teachers engage in ongoing professional development focused on student achievement
11. All students are effective communicators.
12. All students are effective researchers and able to use technology to obtain, organize and communicate information and to solve problems.
13. All students demonstrate critical thinking skills.
14. Use data to continuously improve the school.
15. Students are encouraged to become productive members of society.
16. Enhance communication and understanding among staff, parents, students, and community.
17. Improve technology within the classroom

THE SCHOOL'S FACILITIES AND EQUIPMENT

AABA is ideally located in Hawally, Kuwait. It consists of an administration section, two science laboratories, two computer laboratories, library and art section, theater and classroom buildings. Our building is examined and approved by the Ministry of Education. Improvements are made to the building as and when the need arises. Classrooms in the main block open covered activity area.

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, writing and arithmetic.

It is therefore expected that at the end of the year, each pre-school and kindergarten student 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, versatile, and enthusiastic learners.

The elementary department aims to assist each learner by providing:

1. Arabic and English language skills.
2. A critical thinking in solving problems encountered in daily life.
3. Example to develop wholesome habits, attitudes, skills and values toward work;

C. MIDDLE SCHOOL AND HIGH SCHOOL

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

To achieve these goals, each student must have:

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

ADMISSION POLICIES & PROCEDURES

UCA has the pleasure to have your child as one of our students.

Admission to Arab American Bilingual Academy is granted to qualified applicants with define understanding that the student and his/her parents or guardians agree to comply with the rules and regulations of the school.

ADMISSION FOR NEW STUDENTS AND REGISTRATION POLICY

- Accepting brothers and sisters for students who are already registered in our school is prioritized.
- Age requirements are as follows

Stage	Age	Date of Birth
Pr KG	3 years	Before 15/9/2009
KG 1	3 years and half and 15 days	Before 15/3/2009
KG 2	4 years and half and 15 days	Before 15/3/2008
Grade One	5 years and half and 15 days	Before 15/3/2007

- For admission new applicants must complete the registration form and attach it to the official papers.
- Applicants must take and pass the qualifying entrance tests and interview (by the head of department and the principal) on the scheduled date and time. The test fee is 10 KD which is non-refundable.
- The entrance tests for a new applicant are in Arabic, Math and English. These tests determine the student's academic level and his/her abilities to meet the graduation requirements for a bilingual school (grades 9 –12).
- Interviews are conducted by the head of the department and the school principal before admission.
- Interviews for a Kindergarten applicant are given by the KG coordinator before admission.
- The 200KD registration fees are irrevocable, according to the private education law.
- An applicant must submit a no objection certificate from his/her previous school in order to complete the procedures for transferring the student's file.

OFFICIAL PAPERS REQUIRED FOR REGISTRATION

- Copy of birth certificate.
- Copy of student's Civil ID
- Copy of the father's or guardian's Civil ID.
- Copy of a parent/ student Kuwaiti nationality.
- Copy of student's passport.
- Copy of parent's passports and residency papers.
- Four passport size photos of the student.
- Health Card.
- Conduct certificate.
- Report Card / Transcript of Records for Transferees.
- Transfer Certificate and Clearance Certificate from previous school.
- Financial release form.
- Certificate of good conduct.

The required official papers must be brought in full prior to registration; otherwise his/her registration is not official.

1. Any student who is accepted into the school must comply with school attendance. If the student is absent for four days without prior written parental notification to the school administration on the fifth day AABA will cancel the students name and his/her seat will be come available for occupancy.
2. If by the end of the academic year the parents fail to pay the tuition fees the students loses the right to register.

School uniform is essential for students at all levels. It is strictly prohibited to have colored /dyed hair, trim, wear make-up, wear colors other than the school colors, wear short skirts, or to use a mobile during school hours.

WITHDRAWAL PROCEDURES:

1. Complete the withdrawal form and give reasons for the withdrawal.
2. Pay the financial dues in order to obtain a clearance.
3. Bring a no objection form from the new school.

SCHOOL TIMING

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

Kindergarten	7:30 A.M. to 1:30 P.M
Elementary	7:30 A. M. to 2:00 P.M
Middle & High School	7:30 A. M. to 2:00 P.M

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

FINANCIAL POLICIES

SCHOOL FEES

Stages	Required fees	Registration fees (Irrevocable)	First Installment (1/9)	Second Installment (1/12)	Third Installment (1/2)	Monthly installment dead time (1/2)
Reception	1200	150	400	350	300	Tuition fees can be paid in monthly installments. The last installment is due on 1/2/2012
KG (1 –2)	1590	150	550	500	390	
Elementary (Year 1 to Year 4)	2020	200	750	650	420	
Elementary (5)	2030	200	750	650	430	
Middle (Year 6 to Year 8)	2480	200	880	800	600	
Grade Nine	2910	200	1000	1000	710	
Grade Ten	2910	200	1000	1000	710	
Grade eleven	2910	200	1000	1000	710	
Grade Twelve	3110	200	1000	1000	810	

Tuition fees include: educational miscellaneous costs, text books and workbooks.

In accordance with the private education sector's regulations and conditions the registration process begins and ends as follows:

A. Previously enrolled students and newly enrolled students may register from, March 3rd, 2012, until May 28th, 2012. Newly enrolled students have a registration deadline of October 30th, 2012.

B. Foreign schools are not obligated to re-register students who fail to register by the end of the registration period: May 28, 2012.

C. The students are not considered registered if they do not pay the registration fees. The registration has already begun. Parents, who want to register, should pay the administration as soon as possible.

D. The transportation fees should be paid in full at the beginning of the school year (250KD).

E. The after school kindergarten program (from 1 p.m – 2 p.m) costs 150KD and should be paid in full, at the beginning of the school year.

DISCOUNTS

- a.) There is a five percent (5%) discount for each brother/sister after the first enrolled student. If any brothers/sisters withdraw the discount will be cancelled and re-calculated according to the remaining enrolled brothers/sisters.
- b.) Students whose parents employment are paying for their education :
 - The discount for brother/sisters will not be granted unless the working place does not pay the entire fees.
 - If a parent's work place pays the academic fees, then an approval letter must be provided to the school. Report card will not be issued if the parent's employer delays a payment.

FINANCIAL POLICY FOR WITHDRAWAL /DROPPING FROM THE ROLLS

In case of withdrawal, the following procedure will be applied:

- a.) Irrevocable registration fees of (200 KD).
- b.) If the child is withdrawn during the period of 1/9 up to 31/10, then 30% of the annual fees are to be paid.
- c.) If the child is withdrawn during the period of 1/11 up to 31/12, then 50% of the registration fees are required.
- d.) If the child is withdrawn after the mid-year then the entire academic fees are required.

For payment of tuition fees, please refer to the accounts department from 7:00 am – 1:00 pm. Kindly see the secretary in the registration department in order to register your child.

ACADEMIC LEVELS

The school is divided into four levels:

Kindergarten: KG1, KG2

Elementary level: Grade 1 – Grade 6

Middle School: Grade 7 - Grade 8

High school: Grade 9 - Grade 12

Add Course Description

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 hands-on experience is the most important component 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 when a child develops and increases his/her reading, writing, speaking, listening, and study skills.

Growth in 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 Islamic History 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.

Middle School Department:

The middle school consists of grades seven 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 Islamic History in twelfth grade. 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 upon the student's chosen area of study). High school science is advanced, sophisticated, and stimulating. Students are taught complex scientific principles, processes, and skills.

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

High school social studies, taught in the Arabic language, prepares students to handle Islamic History in 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 of Common Core States Curriculum. 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 advance their skills and become confident and competent readers, writers, and English speakers.

Middle School:

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

High School

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

Mathematics 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 tests.

Middle School

The middle 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 talks.
- Opportunity for students to discover concepts using problem based learning activities.
- Communicate and translate ideas to /from verbal symbolic forms.
- Developing 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 competencies:

1. Demonstrate skill 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 to/from verbal symbolic forms
 - b. communicating abstract ideas using concrete models
 - c. applying usefulness of mathematics as a language

4. Demonstrate knowledge and understanding of
 - a. man and his relation to society and environment such as appreciation and use of mathematics and reasoning skills toward one's role as a member of society
 - b. the widening capability of mathematics in human activities
 - c. fostering of moral and ethical values

5. Manifest personal competence for
 - a. further study or in obtaining employment
 - b. curiosity, self-expression, self-criticism, cooperative work with others
 - c. 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:

KG :

The 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:

Recognition of their names

- a. Recognition of their names letters names and sounds
- b. communicate their needs and thoughts in words, to develop their spoken language, and to expand their vocabulary
- c. listen with understanding and respond to directions and conversations
- d. understand the purpose of print and become familiar with books
- e. tell stories and experiences
- f. Read sight words
- g. Read/ write sentences (KG 2)

Elementary (grades 1-6) :

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, and describe man-environment interaction

Middle School

UCA Middle School consists of grades 5-8. The Middle School provides a superior educational program designed to meet the individual needs of a select student body. All students 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 society. The curriculum is departmentalized with different 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

- Basic science ideas and health knowledge suited to his/her level in relation to his environment
- Learning science in an active process.
- School science reflects the intellectual and cultural traditions that characterize the practice of contemporary science.
- relating science and technology to society and the environment
- developing the skills, strategies, and habits of mind required for scientific inquiry and technological problem solving
- understanding the basic concepts of science and technology

High School:

The secondary science education program aims to develop 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 t 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

KG

First Lesson	7:45 – 8:15 am
Second Lesson	8:15 – 9:00 am
Break	9:00 – 9:30 am
Third Lesson	9:30 – 10:15 am
Outside Break	10:15 – 11:45 am
Fifth Lesson	10:45 – 11:30 am
Sixth Lesson	11:30 – 12:15 am
Snack Break	12:15 – 12:30 pm
Seventh Lesson	12:30 - 1:00 pm

Grades 1-6 G+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 am
Pray Break	11:50 – 12:10 pm
Sixth Lesson	12:10 – 12:50 pm
Seventh Lesson	12:50 – 1:30 pm
Eighth Lesson	1:30 – 2:00 pm

Summer & Winter Timing

Grades 7 -12 G and 7B and 8B

First Lesson	7:45 – 8:30 am
Second Lesson	8:30 – 9:15 am
Third Lesson	10:00 – 10:30 am
Break 1	10:00 – 10:30 am
Fourth Lesson	10:30 – 11:15 am
Fifth Lesson	11:15 – 12:05 pm
Pray Break	12:05 – 12:25 pm
Sixth Lesson	12:25 – 1:15 pm
Seventh Lesson	1:15 – 2:00 pm

**Summer & Winter Timing
Grades High School Boys**

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 – 12:05 pm
Pray Break	12:05 – 12:25 pm
Sixth Lesson	12:25 – 1:15 pm
Seventh Lesson	1:15 – 2:00 pm

SCHOOL UNIFORMS

The school uniform is an essential contribution to the development of a community spirit and the pride all students feel by being a part of the UCA. Wearing the correct school uniform is; therefore, compulsory.

All items of the school uniform can be purchased at the school's uniform store.

TEXT BOOKS

The itemized list of books per level is available during enrollment. The total cost of books is payable upon enrollment.

TRANSPORTATION FEES

Payment for transport services is 250 KD and must be paid upon enrollment.

NON-PAYMENT OF FEES

Whenever a student's tuition, surcharge, and/or fees remain unpaid, after a billing invoice has been presented, the student will be denied admission to classes and end of term exams. All students from the family that has incurred the debt will be refused admission to classes. No school records or copies of school records will be released until the debt is paid in full.

CODE OF CONDUCT

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

STUDENT ENTRY INTO SCHOOL

- All students must arrive at school, no later than 7:30.
- Students must enter the appropriate gate:
 - Gate A: KG students
 - Gate B: boys grades 7-12.
 - Gate C: girls, elementary and special needs students.
- Girls grades 6-12 and all elementary students' grades 1-6 should put their bags in their classroom and immediately go to the playground area.
- Students should remain in the playground area until the assembly ends.
- KG students should go directly to their classrooms.
- Boys (grades 8-12) should put their bags in their classrooms and immediately go upstairs.

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 students (grades 1-12) 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 administration 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 will be issued. If a student is tardy more than three times, a telephone call will be placed to the parent or legal guardian of the student and the appropriate disciplinary action will be taken. If a student continues to be tardy, a meeting will be set for the student, parent, and principal.
- Tardiness affects students' progress and educational experience.

ABSENCES

- Upon reaching four unexcused absences, a student may lose credit in his/her classes.
- Students with excessive absences will be required to provide medical documentation in order to remain in class. If additional absences occur and no medical documentation is provided, credit may be withheld. If a medical exemption is given for the semester it may not carry over into the second semester.
- Any student may be placed on an Attendance Contract upon reaching a total of four unexcused absences or when a pattern of unexcused absences 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 that excellent attendance is a key to a successful educational experience. Absenteeism negatively affects students' academic progress at school. Students who do not attend regularly miss daily instruction and develop gaps in their learning.

It is the responsibility of parents/guardians to ensure compliance with this requirement and the responsibility of UCA to ensure that parents/guardians are informed promptly when the attendance is not satisfactory.

Teachers are required to maintain accurate student attendance records and to report attendance to the principal or vice principal and/or parents/guardians in accordance with school rules.

AFTER (3) EXCUSED/UNEXCUSED ABSENCES/TARDIES

- The classroom teacher will contact the home and inform parents/guardians that their son or daughter's attendance has not improved and that they have referred the student to their principal.
- The classroom teacher will continue to discuss the attendance problem with the student.
- The classroom teacher will inform the principal and counselor that the student's attendance has not improved and that the home has been contacted. The principal may suspend the student.

SKIPPING

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

EARLY RELEASE, APPOINTMENTS, ETC.

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

UNIFORM POLICY

- Students must wear the uniform at all times, without exceptions.
- UCA uniforms may be purchased from the school.

All students (boys and girls) must wear the following school uniform:

from KG to Grade 8 (boys) Polo shirt , short or long sleeves. Color: blue with school logo,
Dark blue pants

Girls: Same with long dark blue skirt

- Stages from grade 9 to 12 Boys: Polo shirt short or long sleeves Color: white with school logo, black pants

Girls: All same with long black skirt

- 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.
- **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. Girls from grades 6 - 12 must wear the training set consisting of a black and grey long shirt and grey training pants. The student must wear white or black tennis shoes in order to participate in the P.E. activities. The P.E. uniform must not be tight or revealing in any way.

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

DISCIPLINE PROCEDURE

All students are required to comply with the policies, rules, and procedures established by the administration of Arab American Bilingual 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 will demonstrate fairness and will not take advantage of others.
11. Students will obey all rules and regulations and will cooperate with the administration, teachers, staff, and classmates.
12. Students are expected to exhibit moral, 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 supervisor, 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

	BEHAVIOUR	DEFINITION	CONSEQUENCES
1	Weapons (or look-a-like weapon), knives, or any other dangerous objects	<u>Use</u> – Threatening to utilize or utilizing a weapon or a look-a-like weapon <u>Possession</u> – having on your person, clothing, in locker or other personal effects	- Recommendation to Principal for immediate expulsion from school - Suspension
2	Physical Assault or threat to use physical assault against an administrator or staff member	Assault – A violent physical or verbal attack from the student or his parent to one of the school staff	- Recommendation to Principal for immediate expulsion from school or suspension
3	Theft (to steal)	To take or assist others in the taking or attempting to take the property of others without permission and with the intent of keeping or making use of wrongfully	Complete restitution for property taken at its full replacement value and up to five (5) days suspension. May also result in expulsion.
4	Fighting	To engage in a physical activity or altercation that causes or has the possibility to cause harm to others. All combatants, regardless of who initiates the combat, are guilty to some degree for engaging in a fight	An acknowledgement statement and depending upon the severity of the altercation, day (s) of suspension.
5	Smoking	To be in possession or use tobacco products on school property, or at any school-related	1 ay suspension for the 1 st time, 2 days suspension for the 2 nd

		activity	time, 3 days suspension for the 3 rd time. The 4 th time, a recommendation for immediate expulsion from school will be issued.
6	Unlawful Behavior	Committing an unlawful act or look while subject to the authority of Islamic Religion and the Kuwaiti traditions	An acknowledgment statement signed by the student must be taken. A second offense will result in calling the parent to come and sign a warning letter.
7	Document Forgery (Signature)	To falsify, or fraudulently sign another's signature or to alter a signature, especially a parent's/guardian's signature	Suspension for (1) day
8	Vandalism	To willfully or maliciously destroy or deface school, student or faculty property	Full and complete restitution of property at its full replacement value. Consequences will depend upon the severity of the vandalism and may range from suspension to expulsion
9	Physical Assault or threat of physical assault on another student	Assault: A violent physical attack or the threat of violent physical attack on a student	Suspension for (3) days
10	Sexual Harassment	Any communication or conduct of a sexual action	An acknowledgement statement signed by the student will be taken and a suspension depending on the nature of the harassment will occur.
11	Mobile Phones	Using or keeping the mobile phone in the classroom	An acknowledgement statement signed by the student will be taken. If repeated, a first warning will be issued and signed by the parent. If the action happens a second and third time, warning letters will be issued and signed. However, if the action occurs again, a recommendation for suspension will be issued.
12	Truancy/Tardiness	Unauthorized absence from school	Break Detention for (2) days
13	Cheating (for Middle School & High School)	Copying homework, cheating in quizzes, exams, assignments and projects required for a course	Students will receive "0" on the work and will receive break detention for 3 days.
14	Persistent Disobedience	Repetition of the same inappropriate and disruptive behavior/conduct or accumulation of instances of varied misbehavior/ misconduct	Suspension for a day after acknowledgement and warning letters have been signed.
15	Bad Language	Insult and say bad words to another student	A warning letter will be issued and signed and break detention for 2 days. If repeated, a 2 nd warning letter will be issued. If this action happens again, suspension will ensue.
16	False Fire Alarm	The act of breaking the fire alarm glass and causing the student body to exit the school when no fire exist	Indefinite suspension until a parent/guardian, student and school administrative held to resolve the situation. Increasingly serve consequences for additional

			infractions
17	Littering	Dumping	Break detention for a day and mandatory clean-up of the area.
18	Food, Chewing Gum, and Drinks	Consuming food, chewing gum or drinking soda or juice in a classroom at any time	Break detention for a day.
19	Morning Assembly	Late to the assembly or 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 (video recordings, audio, posters, books, pictures) against country laws.	Bringing publications or distributions (video recordings, audio, posters, books, pictures) against country laws.	Suspension for 3 days for the 1 st offense. If the incident occurs a week suspension will ensue. If the action is repeated a third time, then she/he will be expelled and deprived of a good conduct certificate.
24	Disrupting or disturbing the class	Incitement to disorder or try to disable the study, whatever the purpose of incitement.	Suspension for 3 days for the 1 st offense. Suspension for a week for the 2 nd offense. For a further offense, expulsion and deprivation of a good conduct certificate.
25	Leaving school without permission from the school administration. (Skipping)	Encouraging students to abstain from school or leaving school without permission from the school administration.	Suspend the student for a week with warning letter. If the student repeats the incident, he/she will be expelled from school and deprived from good conduct.
26	Drug 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 2:00 p.m.
- All middle school, and high school will be dismissed from school at 2:00.
- Students must exit the appropriate gate while leaving the school grounds.
- Gate A is for all KG students.
- Gate B is for all male students from grades 6-12.
- Gate C is for all girls students and elementary boys from grades 1-6
- 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' behavior 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.

SCHOOL PROPERTY

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

STUDENTS' LOCKERS

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

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

USING THE TELEPHONE

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

SEARCH AND SEIZURE

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

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

IMPORTANCE OF SCHOOL LAWS AND PROTECTION RIGHTS

In order to provide a safe and an adequate educational environment for our students, we have formulated the adequate educational laws to protect the basic rights of each pupil and teacher, among which:

- Student's right to learn and teacher's right to teach in a safe, organized and positive environment (free of any disturbance).
- Right to mutual respect.
- Right to protect personal and school properties.
- Right to security by not being exposed to any physical or mental abuse.

Each student is responsible for his/her behavior. In order to encourage students to comply with the rules, we will carry out a continuous positive appraisal of good behavior to encourage students to keep up the good conduct by the different available means. However, if the student chooses to violate these stipulated laws, whether class laws or the general discipline law adopted by the administration, we shall take the appropriate educational measures to correct the non-complaint conduct so as to protect our students, knowing that there exists measures to correct the student's conduct violating any of the school laws of general disciplinary laws adopted according to a well-determined plan and clauses in collaboration with each of the basic

educational operation elements (student – teacher – family). All this because educating young generations is our priority.

We should always bear in mind that every person is responsible for his choices and duties.

WAYS TO CORRECT THE STUDENT'S CONDUCT

Punishment is not necessarily the only way to correct a turbulent student's behavior, and a student will never be punished by beating since this method violates school laws.

Order in class is the teacher's responsibility. The teacher uses the class law to correct the violating conduct. Hence, the school system and laws should be clarified and explained in details to the students who should be trained on complying and respecting them.

The teacher carries out the following:

- Guide all the students in general without indicating any particular student conduct.
- Meet with the violating student individually.
- Promote the student's positive aspects and ward off the negative ones.

STEPS FOLLOWED TO CORRECT THE VIOLATING CONDUCT

The teacher is responsible for class order and should use all means and methods to correct the students' conduct and train them on complying with the school systems and laws, provided that he/she guides and directs all students in general without indicating a particular student's conduct.

First Step - Guiding the violating student individually and away from the others' hearing, clarifying the violating behavior and the result thereof, while confirming the accepted and required behavior at school. He should also reinforce the positive aspects of the student (cooperation, intelligence etc).

Second Step – Determining a punishment logically relevant to the violation such as the student to write an apology letter to the person whom he has offended, carrying out additional work when he has failed to finish his homework, asking him to clean up and arrange the classroom if he has thrown papers etc. on the floor, detaining the student in the classroom or depriving him of an activity he likes.

Third Step – Detaining the student for thirty minutes during breaks, provided that he is allowed to eat, and then giving him concentrated duties under the teacher's supervision.

Fourth Step – if the problem persists, the teacher writes a detailed report about the student and submits it to the social supervisor to study the case and work together in order to set an adequate treatment plan.

Fifth Step – Notifying the guardian of his child's problem so as to cooperate while clarifying his role in executing the plan so as to solve his problem.

Sixth Step – The social supervisor and teacher apply the plan for a month approximately while concentrating on the positive aspects of the student and staying away from accusation, blame and mockery (the department head should be notified of the problem).

Seventh Step – In case the student keeps on breaking the school or commits a gross violation, the school director should be notified and his interference often takes the form of a meeting

with the student, his guardian and the teachers to discuss the problem and possible solutions, to ensure that the student shall comply with the rules and correct his conduct.

ADMINISTRATION RIGHTS TO TAKE PARTIAL MEASURES

- Temporary deprivation of the student within the school during class hours by isolating him in a secluded room during a whole school day and giving him work pertaining to each of the subjects.
- Detaining the student after school hours.
- Concluding a conduct contract among the parties of the problem (student, administration, guardian) to follow-up the student's conduct in every period, with the signature of all the teachers.
- If the problem persists despite all the steps taken by the school and the student continue to violate the rules, the school may deem necessary to expel the student definitely at the end of the school year.

It should be noted that the administration shall have the right to choose the adequate punishment and especially as regards gross violations, without following the above mentioned steps, in order to provide a safe educational environment for its students.

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.

DUTIES AND RESPONSIBILITIES OF PARENTS

1. It is the primary duty and responsibility of parents and guardians to know and keep track of the progress of their children in school. They are encouraged to confer with school authorities whenever necessary or whenever calls for conferences are issued to them.

2. All parents are required to attend the Parent-Teacher conference during the distribution of the Report Card which is scheduled every after each grading period.
3. Conferences and consultation of parents with teachers or school administrators should be by appointment through the Principal's Office which should be done at least a day before the actual date of appointment.
4. Entry of visitors and parents in school premises are confined only to administration. Parents, guardians and/or visitors are not allowed to speak talk to the teachers in the classrooms while classes are going on. Conferences with the teachers are done by appointments only through the Student Diary and these take place in the designated places only.
5. All materials, messages, medicine, etc. to be given to the students during class hours shall be cursed through the Principal's Office.
6. Parents or guardians must fill out the Excuse Slip found in the Reception counter when their children are unable to attend classes due to sickness or other serious reasons. This excuse slip must be pretend to the Principal before he/she can be admitted to class.
7. No parent or outsider can get a pupil from classes without a written permit from the Principal.
8. The choice of transportation is left to the direction of the parents. Students who are allowed/authorized by their parents/guardians to go home on their own after school hours shall be required to present to the Principal's Office the written authorization from their parents/guardians to that effect. Without authorization from parents/guardians, students should not be allowed to leave the school premises/campus.
9. During dismissal time parents/guardians or house helpers with private transport are advised to wait for their children outside the gate.
10. The Correspondence Slip portions at the Reception counter shall be used by parents to communicate anything to the school. Parents are discouraged from using the daily page intended for student and teacher use. Long letters which cannot be accommodated in the Correspondence Slip shall be written a separate sheet of paper.

HEALTH SERVICE

In order to achieve the required level of safety and health/social care for our children, we kindly request parents/guardians who have children who require special health care to inform the school and specially those who need continuous monitoring.

A medical file is necessary to accept the student in the school. In order to complete the file, the following are required:

- School Health Record.
- Pink Card (BCG)
- Current vaccination records.
- School medical form.

You are also required to inform the nurse of any special circumstances he/she should know, bearing in mind that this information is confidential.

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 of a fire in the school building, the alarm bell rings and everyone must 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.

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.

SCHOLASTIC POLICIES

I. UNIT CREDITS

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

Learning Areas	Units / Credits					
	Grade 9	Grade 10	Grade 11(S)	Grade 11(I)	Grade 12 (S)	Grade 12(I)
Islamic Studies	1.0	1.0	1.0	1.0	1.0	1.0
Arabic Language /A.F.L.	1.0	1.0	1.0	1.0	1.0	1.0
Quranic Recitation (Ministry Curriculum)	0.5	0.5	0.5	0.5	0.5	0.5
Qur'an Kareem (School Curriculum)	0.5	0.5	0.5	0.5	0.5	0.5
Hadeeth	0.5	0.5	0.5	0.5	0.5	0.5
English Language	1.0	1.0	1.0	1.0	1.0	1.0
Environmental Science				1.0		1.0
Biology	1.0					
Chemistry		1.0				
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 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.

RULES/POLICY ON GIVING CONDUCT GRADES

90% - Ceiling grade / Highest grade

- Excellent behavior
- Perfect attendance

85% - Excused Tardiness/ lateness with excellent behavior.

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

70% - Unexcused tardiness

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

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

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

CODE OF CONDUCT GRADES FOR MIDDLE AND HIGH SCHOOL

90 - 92 % A-			
89 - 87 % B+	79 - 77 % C+	69 - 67 % D+	59 % - F
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 conversation tables:

<u>Percentage</u>	<u>Letter Grade</u>	<u>USA GPA</u>
100 – 97	A+	4.0
96 – 93	A	4.0
92 – 90	A-	3.7
89 – 87	B+	3.3
86 – 83	B	3.0
82 – 80	B-	2.7
79 – 77	C+	2.3
76 – 73	C	2.0
72 – 70	C-	1.7
69 – 67	D+	1.3
66 – 63	D	1.0
62 – 60	D-	1.0
59 and below	F	0
49 for elementary		

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.

COMPUTATION OF AVERAGE

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

EVALUATION AND PROGRESS REPORTS

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

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

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

COURSE WORK

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

GRADING SYSTEM CALCULATIONS: CUMULITAVE GPA

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

IV. 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%
		<u>70%</u>
b. Mathematics	Quiz	- 20%
	Seatwork	- 15%
	Homework/Assignment	- 15%
	Unit Test/ Class Participation And Project	- 10%
	Behavior / Class Attendance	- 10%
		<u>70%</u>
c. Science	Quiz	- 20%
	Class Work	- 10%
	Homework/Assignment	- 10%
	Projects / Laboratory Work	- 10%
	Class Attendance	- 10%
	Behavior / Participation	- 10%
		<u>70%</u>
d. Computer	Quiz	- 20%
	Laboratory Work	- 10%
	Project	- 10%
	Class Attendance	- 10%
	Behavior	- 10%
	Homework	- 10%
		<u>70%</u>
e. Art	Behavior	- 20%
	Material	- 20%
	Project	- 60%
		<u>100%</u>
d. Social Studies /Islamic History	Quiz	- 20%
	Class Work	- 10%
	Project	- 10%
	Class Attendance	- 10%
	Behavior	- 10%
	Homework	- 10%
		<u>70%</u>
f.Physical Education	Participation	- 50%
	Uniform	- 20%
	Class Attendance	- 15%
	Behavior	- 15%
		<u>100%</u>

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 drawn up as follows:
 - b.

Every Sunday	English (1-12)
Every Monday	Arabic/Social Studies (1-12)
Every Tuesday	Math (1-12)
Every Wednesday	Science (1-12)
Every Thursday	Islamic/Computer (1-12)
 - c. 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.

POLICY ON MISSED QUIZZES, SEATWORKS & HOMEWORKS/ASSIGNMENTS

1. Grade School and High 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.

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), but for the middle school (Grade 6-8) and high school, only topics will be given
2. If ever projects are to be assigned by teachers, the following considerations shall 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. 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.

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 (PTC) as scheduled during the distribution of 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.

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 administered 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.
 - Refrain from borrowing any materials such as calculators, liquid paper, eraser, logarithmic tables, 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 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 he/she 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

ELEMENTARY (1-6):

- 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.

GRADES (7-12):

- 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 of the academic 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 completes his homework and delivers it in the appropriate time.

Students need to complete their homework in an accurate manner.

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:

The program of homework does not exceed 30 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 (3 - 6):

Homework is on a daily basis according to a schedule determined by the teacher, the homework does not require more than one hour (60 minutes) per day during the week days.

Middle School (7 – 8)

One and half hours per day during the week.

In the middle of the middle school, homework should not exceed two hours per day.

High School (9 – 12)

Around three hours per day.

In the high school, homework should not exceed two hours per day.