



# Al Zuhour Private School



Parent - Student  
Parent - Student



Hand Book  
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## INTRODUCTION

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This handbook provides students and parents a complete description of the policies and procedures they should comply with at *Al- Zuhour Private School*.

Please read the handbook and become acquainted with its entries. Please note that no set of rules or policies can address every contingency; rules will be revised and updated when needed. Any revisions will be communicated to students and parents.

## SCHOOL VISION

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Serve as an educational model that nurtures students' intellectual, creative and distinguished potentials through commitment to their creed and nationalism.

## MISSION STATEMENT

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Our mission is to respect each student's uniqueness and strive to nurture his or her natural love for life and learning. We aim to provide a holistic educational environment where we can cultivate independence, a passion for inquiry, critical thinking, and a sense of responsibility. We strive to endow students with a sense of value, meaning and personal integrity by addressing culture, tradition, and beliefs thereby setting the seeds for a future generation of tolerant responsible individuals that can help build a better tomorrow.



## EDUCATIONAL OBJECTIVES

### ➤ Objective 1:

To teach the fundamental knowledge and skills that lead to intellectual excellence and physical well-being:

- ✚ Offering a rigorous, standard-based curriculum that includes a broad program of physical education, fine arts, and other activities that are also considered fundamental in the education of our students.
- ✚ Providing a learning environment that encourages students to take an active role in their learning.
- ✚ Emphasizing good habits of physical fitness, health, cleanliness and safety.
- ✚ Supporting students in learning how to learn, and reinforcing learning as a lifelong process.

### ➤ Objective 2:

To encourage good citizenship and foster good habits of character by:

- ✚ Fostering in our students a sense of responsibility, self-discipline, courage, honesty, integrity, perseverance, and respect for others.
- ✚ Fostering in our students' leadership, decision-making, and relationship skills.
- ✚ Maintaining a climate that encourages freedom of thought while stressing personal responsibility.
- ✚ Helping students develop a sense of self-worth and self-identity, and supporting them discover their own capabilities.
- ✚ Educating and fostering student respect for other cultures and heritages, and promoting student awareness of their contributions.
- ✚ Fostering in students a sense of dedication and commitment for the benefit of humanity.

### ➤ Objective 3:

To encourage constructive use of leisure time by:

- ✚ Encouraging reading for enjoyment and relaxation.
- ✚ Encouraging participation in programs of service to the school and community.
- ✚ Making the school the center of student activities by providing the facilities and opportunities for enhancement through extracurricular activities and sports.



## I: Educational Programs

*Al- Zuhour Private* School implements an educational system adapted from the United States educational frameworks to meet the requirements set by the UAE Ministry of Education, and the needs of the students and the community it serves. The language of instruction is English, and Arabic programs are offered as required courses for all grade levels for both native and foreign speakers.

Islamic Studies is mandatory for all Muslim students and those who are interested may also enroll in these classes.

The school has the following structure:

- ✚ Kindergarten School: Pre-school, Kindergarten, and Preparatory classes.
- ✚ Elementary School: Grades 1-5
- ✚ Middle School: Grades 6- 9
- ✚ High School Grades 10 - 12

Throughout the school, an American program is offered. The American curriculum is offered from preschool to Grade12.



## II: School Schedule

### ➤ *Hours of Operation*

The school administration hours of operation are:

- ✚ Sunday through Thursday: 7:00 a.m. - 2:30 p.m.
- ✚ Saturday: 9:00 a.m. - 1:00 p.m.

### ➤ *Days of Instruction*

*Al- Zuhour Private School* instructional days are Sunday through Thursday. There are approximately 180 days of instruction per year – September through June. The number of days varies from year to year. Occasionally, a make-up teaching day may be required; in this case, school may be held on a Saturday.

### ➤ *Hours of Instruction*

- ✚ The school day begins at 7:40 a.m. with a short assembly for all students in the courtyard. The opening activities include the national anthem, announcements and general information on activities, meetings, and other school functions. Students are encouraged to be present on the grounds at least 10 minutes before the bell rings.
- ✚ Classroom instruction begins at 8:00 a.m.
- ✚ Classroom instruction ends at:
  - 01:30 p.m. for Kindergarten School
  - 2:20 p.m. for the rest of the School



### III: Admissions and Registration

Enrollment at Al- Zuhour Private School is open to students of all nationalities who meet the school entrance requirements outlined herein.

#### ➤ *Placement Tests*

All students applying to Al- Zuhour Private School must sit for a placement test. Placement tests do not require previous preparation by the student and can be completed in less than two hours. The design of the test considers the fact that the examinee has been away from schooling for some time. These tests give general levels of achievement in English and mathematics. Grade placement is influenced by the results of these tests. Students applying to:

- ✚ Kindergarten School will be interviewed.
- ✚ Grades 1-12 sit for a test which includes English, mathematics and Arabic.

Placement tests are administered during the months of April, May, June, and September. Students who arrive mid-year sit for the placement tests upon their arrival.

#### ➤ *Registration*

To apply to *Al- Zuhour Private School*, the applicant should provide the following documents:

- (1) Completed application form.
- (2) Three (3) passport size colored photographs.
- (3) Original and a copy of birth certificate.
- (4) Copy of the passport.
- (5) Copy of father's passport.
- (6) Transfer certificate from previous school.
- (7) Most recent report card.



(8) Attested transfer certificate, report card and birth certificate by the U.A.E. Embassy in the country of migration for those students arriving from outside U.A.E.

(10) A registration fee of Dhs. 500 must be paid upon registration and is deductible from the last tuition payment of the academic year. The registration fee is charged for each year of attendance at Al- Zuhour Private School. Students who wish to withdraw from the school may have their money refunded provided they notify the school in writing prior to August 31. Refunds are not made unless the original cash receipt is returned to the administration. The refund is made according to the Ministry of Education rules.

Note that the school textbooks are issued only when all the above documents are provided and the first tuition payment is received.



#### IV: Grades and Reports

The year is divided into three terms – First, Second and Third Terms. Students sit for three end-of-term exams at the end of each term. Students are evaluated as follows:

- ✚ A student's final grade in a subject for each term is determined as follows: 60% for daily work and 40% for term exam.
- ✚ A student's final evaluation is the average of the student's final grades in the three terms.

##### ➤ *Report Cards*

Report cards are distributed to parents at the end of the first and second semesters and at the end of the year. Teachers must conduct student assessments and submit their grades. The principal reviews these grades and then the report cards are prepared. Copies of yearly report cards are retained for permanent files.

##### ➤ *Progress Reports*

Midway through the term, progress reports are provided for new incoming students; students whose work has been evaluated as unsatisfactory (F), incomplete (I), and minimal passing requirements or below their ability level (Needs Improvement); and those students with behavioral problems.

Teachers may send a subject progress report (favorable or adverse) at any time during the year. Progress reports will be kept in the student files. Progress reports must be signed by a parent/guardian and returned within three school days.

Note that students having overdue library books, unpaid fees, or other unfinished school matters at the end of each term will not receive their report cards until their outstanding accounts are settled.



## V: Promotion and Graduation Requirements

### ➤ *Promotion Requirements:*

(1) Students are promoted to the next grade if:

- (a) Their total yearly average is 60% or above; and
- (b) Their average in each subject is 60% or above.

(2) Students are entitled to make-up exams in July if their final grades in 3 or less subjects are below 60%.

This rule applies even if the total yearly average is above 60%.

(3) Students whose averages in four subjects or more are below 60% should repeat their year provided their age and social behavior are acceptable.

(4) Students may be requested not to re-enroll (to withdraw from the school) if:

- (a) They have not successfully completed a repeated year.
- (b) They have not successfully completed the current year and their ages do not allow the repetition of the same grade level.
- (c) Their social behavior has been judged detrimental to the operation of the school and/or other students.



## VI: Attendance and Absenteeism Policy

Daily and regular attendance is critical to learning and an important aspect of developing good character and self-discipline. Parents are kindly requested to:

- ✚ Ensure that their children arrive at school on time and be present during regular school days.
- ✚ Consider the school policies and procedures when planning vacations and other activities, which may affect students' regular attendance at school.

### ➤ *Absenteeism policy*

- (1) Absence without a valid reason for a period or more is considered as an absence for the whole day.
- (2) If a student is absent for more than 6 days for no valid reason, a warning letter will be sent to the parents to notify them of their child's absenteeism and its consequences.
- (3) If the absence continues, the parents are called for a meeting.
- (4) If the absence continues up to 12 days, the case will be reported to the Ministry of Education.
- (5) If a student is absent for 20 days or more for any reason other than disciplinarian, irrespective of whether the absence is uninterrupted or intermittent, the student will fail the year. (Note that the school administration should notify the parents and the ministry – Sharjah Educational Region.)

The above mentioned absence policy applies from the date the student joins the school.



➤ *Absenteeism policy for Grades 1-12 related to examinations.*

(1) If a student is absent for a valid reason from the first / second end-of -term examinations in one or more subjects, the student will be required to sit for make-up examinations during the first week of the following term.

(2) If a student is absent from make-up examinations with or without valid excuse, the student will be given a score of zero on the examinations. In such a case, the student will be given a final grade for this term that is determined by dividing the scored mean average during the term by two. If the absence continues for a valid reason, from the end-of-year final examinations, the student will be allowed to sit for the examination at the earliest possible date.

(3) If a student fails to sit for the make-up examinations in July with or without a valid excuse, the student will not be promoted to the next grade level and will need to repeat the academic year.

➤ *Late arrivals:*

Students arriving late must report to the principal's office and / or Head of School and will not be admitted to class without a late slip. The principal decides whether the tardiness is justified or not.

➤ *Late for class following recess:*

(1) This is a minor discipline infraction

(2) Teachers make a note in their Attendance Book and record it for disciplinary procedures.

➤ *Leaving school during the day:*

(1) If a student has to leave school during the school day, parents must provide a written request expressing therein the time and reason for departure.

(2) The student should present the request to the principal and / or Head of School prior to the first bell (assembly) in the morning.

(3) If approved, the principal and / or Head of School will prepare a gate pass or a permission for the student to leave.

(4) The student should present the gate pass to the classroom teacher or advisor and retain the gate pass to give it to the gateman.



(5) The classroom teacher notes the time and reason of departure of the student in the Attendance Book.

(6) Departures due to illness: If a student needs to leave the school due to an illness, he/she should visit the school nurse who will diagnose the student and will notify the principal in the case the student needs to go home.

➤ *Returning after an absence:*

A student returning to school after an absence must present the Head of School with a written note signed by a parent giving the dates and reason for the absence. Failure to bring a note will result in an unexcused absence and loss of credit for missed classes. Absence of more than two days must be justified with a certified medical doctor's report. The credibility of the report is left to the principal's discretion.

➤ *Unexcused absences:*

Unexcused absences are considered and dealt with as an offense.



## VII: Parent-Teacher Communication

At *Al- Zuhour Private School*, we believe in the importance and the central value of parental involvement in a child's educational progress. In order to have an efficient and effective home-school communication, we kindly request parents to comply with the following rules and procedures:

### ➤ *Channel Book:*

All students from Pre-K to Grade 12 should have a Channel Book. The school Channel Book is a means of communication between parents and teachers.

- (a) Parents are strongly urged to check their children's Channel Book in order to be informed of any messages the school would like to communicate to the parents.
- (b) If the parents have any concerns or questions for the teacher regarding their child, they are invited to document them in their child's Channel Book.
- (c) A student whose parents have noted a message on the student's Channel Book is expected to personally bring forward the note to the teacher.

### ➤ *Parent-Teacher Conferences:*

These conferences are essential to support student learning by establishing stronger home-school connections.

- (a) Parents are encouraged to participate in the school scheduled parent-teacher conferences that are held each term. One parent-teacher conference is scheduled after the mid-term exam results are tabulated.
- (b) Additional conferences are encouraged as needed throughout the year. If an urgent matter concerning a student should arise, parents and teachers should arrange for an immediate conference.
- (c) Parents are encouraged to visit the school by appointment. Parents should contact the office or principal to request a meeting. (Please note that parents or nonparent visitors should not enter classroom areas without authorization from the appropriate administrator.)



➤ *Communication by telephone:*

(a) Telephone calls from parents to teachers are strongly discouraged.

(b) If parents have any urgent concern regarding their child, a school secretary will note the parent name and reason for the call. The message will be reported to the school principal, and a parent-principal or parent-teacher meeting will be scheduled and the parents will be informed of the scheduled meeting.

(c) If the parent calls for an urgent immediate matter, the call will be transferred to the school principal and or Deputy Principal.



## VIII: School Uniform Policy

At *Al- Zuhour Private School* our dress code has been established to create a positive school climate by emphasizing standards of neatness in grooming, uniformity in our school's image, and pride in our school. Students should abide by the school's uniform policy and parents are requested to cooperate by enforcing the school uniform policy. All students are expected to be in full uniform each day with the exception of scheduled non-uniform days.

### ➤ *Dress Code for Girls:*

- (1) Girls should wear *Al- Zuhour Private School* gray-striped shirts and gray skirts.
- (2) Girls can wear *Al- Zuhour Private School* jumpers or sweaters only.
- (3) Hair should always be neat. Long hair should be tied back and short hair should not cover the face.
- (4) Girls can wear white or black veils only.
- (5) Flashy jewelry, necklaces, and bracelets are not allowed. Only ear piercings are allowed and one stud (non-dangling) earring per ear.
- (7) Make-up and nail polish are not allowed. Nails have to be kept short and clean.
- (8) Only black proper shoes are allowed. Sandals and flip-flops are not allowed even if they are black.
- (9) Running shoes are only allowed on PE day. They can be white or black with no accessories such as wheels.
- (10) Only white cotton socks are acceptable.



➤ *Dress Code for Boys*

- (1) Boys should wear *Al- Zuhour Private School* uniform gray pants.
- (2) Boys should wear *Al- Zuhour Private School* gray-striped shirts.
- (3) Undershirts should be plain white with no print.
- (4) Hair should always be neat, clean, and cut short.
- (5) Only black proper shoes are allowed. Sandals and flip-flops are not allowed even if they are black.
- (6) Running shoes are only allowed on PE day. They can be white or black with no accessories such as wheels.
- (7) White or black cotton socks are acceptable.

Note that deviations from the specified uniform colors are not acceptable. For example, navy blue sweaters cannot be substituted for *Al- Zuhour Private School* sweaters. White shirts cannot be substituted for *Al- Zuhour Private School* white shirts.

➤ *PE Uniform for Girls and Boys*

- (1) All students should wear the school PE uniform on the days they have PE classes. They should wear:
  - (a) *Al- Zuhour Private School* PE navy-blue pants
  - (b) *Al- Zuhour Private School* PE white T-shirts
  - (c) Athletic shoes; shoes can only be black or white.
- (2) Students who are not dressed in the PE uniform will not be allowed to participate in the PE class and will face a disciplinary measure.
- (3) Students who have after-school sport activities must change into their PE uniform just before the activity.
- (4) Even if a student cannot participate in his/her PE class, for instance in case of an illness, the student should also come with the PE uniforms.



➤ *Uniform Purchases*

- (1) Uniforms can be purchased at the school's uniform store.
- (2) *Al- Zuhour Private School* pants and skirts must properly fit the student's waist.
- (3) Any special size requirements that cannot be met at *Al- Zuhour Private School* uniform store should be brought to the attention of the administration. Measurements will be taken and the uniform will be tailored and delivered within a short period.
- (4) Any alterations made to the uniform must be consistent with the basic design.
- (5) All uniforms must be clean and neatly worn. Worn-out uniforms must be replaced.

➤ *Dress Code Violation Policy*

We love to build responsibility and consistency in every child. Parental cooperation is necessary to maintain a uniform dress code. It is the parent's responsibility to assure the uniform regulations are followed so class time is not taken for teachers and the principal to remind and enforce adherence to the dress code. All parts of the dress code uniform policy are at the discretion of the teachers and principal. If the policy is not adhered to, the following violation policy is in effect.

- (1) Students who choose to come with inappropriate uniform will not be allowed to enter the classroom unless the parents bring the uniform to school.
- (2) Not wearing the proper uniform is breaking the rules. Students not in proper uniform will:
  - ✚ Be sent to the office to telephone their parents to request that the uniform be brought to school.
  - ✚ Not be admitted to class until properly attired.



## IX: Student Academic Support

### ➤ *A. Individual Student Assistance*

It is the responsibility of the school to meet students' academic needs through the resources provided at *Al- Zuhour Private School*. Students who struggle with subject material may require additional assistance beyond that received during formal classroom instruction. Teachers should encourage students to obtain assistance during school hours. The school principal may identify students who struggle and may initiate the following procedure:

- (1) The principal meets with the teacher to discuss the student's case and identify ways in which differentiated instruction is provided to the student in the classroom.
- (2) If necessary, a parent-teacher-administrator meeting is scheduled to discuss and develop strategies to support the student academic achievement through efforts initiated at the home and school.
- (3) As a team, it may be decided that the student may benefit from additional one-on-one assistance.

### ➤ *B. Private Tutoring*

Parents who opt to hire a private tutor for their children should be aware that they are prohibited from hiring any of the school staff members for this purpose.

### ➤ *C. Remedial Sessions*

Each term, the school organizes remedial classes to assist students to develop study skills and promote academic achievement. Students who are identified as struggling are encouraged and recommended by the teacher to attend these sessions. Remedial sessions may consist of:

- (1) Small study groups directed by a subject teacher outside school hours; these normally are for specialized subject instruction; or,
- (2) A study hall for a larger number of students requiring supervision and assistance for preparing homework that usually covers several subjects.

### ➤ *D. Special Education*

Through its Special Education Department, the school aims to promote the welfare of students with special education needs by supporting these students to attain their full potential academically, socially and psychologically. Teachers coordinate with the Special Education Department according to the policies put forth by the department.



## X: School Rules

- (1) Students are not allowed to bring to school their cell phones, beepers, I-pods, large amounts of money, toys and other items that are disruptive to the educational process.
- (2) Students must not eat or drink in the classrooms or library. Chewing gum is not allowed on school premises.
- (3) Smoking is strictly forbidden. This includes in or around the school campus or at the school sponsored events.
- (4) Students are expected to be on time in the morning and to be on time for all classes during the day.
- (5) Students should arrive to school properly attired in school uniform.
- (6) Students should not leave the school during the day for any reason without a written request from their parents and without the written permission from an administrator. (See VI.)
- (7) A written excuse must be provided by the parents for the absence of their child. (See VI.)
- (8) Students must have the teacher's approval in the form of a pass when they are out of the classroom.
- (9) Students should abide by the following classroom rules:
  - (a) Attend all classes on time and wait quietly for the next lesson.
  - (b) Come to class prepared by having all the necessary books and materials. Borrowing or sharing is strongly discouraged.
  - (c) Work quietly during the class session and follow all the teacher's instructions.
  - (d) Refrain from disturbing the class in any manner.
  - (e) Remain in assigned seats until the teacher dismisses the class.
  - (f) Respect and maintain the cleanliness and the tidiness of the classroom.
  - (g) All books should be stored in lockers and no books are to be left on the floor.



- (10) At the end of the school day, students should go home immediately by bus or car unless involved in a school-sponsored activity or in a study period with a teacher in the library or classroom.
- (11) Students are expected to move to and from classes in an orderly manner by walking quickly and quietly and by not running, pushing, and shouting.
- (12) Students should be respectful and courteous toward adults and peers and use appropriate language at all times. Mutual courtesy and respect between students and absolute respect for staff and faculty are expected of all students.
- (13) Students should refrain from vandalism and respect school property and the property of others.
- (14) Fighting of any kind, including play fighting, is not allowed at the school, or at school-sponsored events. Infractions may result in suspension.
- (15) Students should stay in the assigned areas during recess times.
- (16) Students are expected to dispose their personal garbage in waste bins.
- (17) Students are expected to use the lockers at assigned times and avoid loitering around the lockers.



## XI: Transportation and School Bus Rules

Parents may choose to have their children commute between the home and school by bus, taxi, or by the parents taking them to and bringing them from school.

***Parents:*** If the parents choose to pick up their children from school, they are kindly requested to pick up their children from inside the school to ensure their safety.

***Taxi:*** If the parents choose to have their children commute between home and school by taxi, they should understand that once their child leaves school premises at the end of the school day, the safety of their child is fully their responsibility and the school does not hold any liability.

***Bus:*** If the parents choose to have their children commute between the home and school by bus, then the parents and the students are kindly requested to understand and comply by the following rules:

- 1- The student should wait at the bus 5 minutes before the scheduled time of pick-up. If the bus arrives at the stop at the scheduled time and the student is not there, the bus will not wait and will continue its trip.
- 2- For KG students, a parent or guardian should wait for their child at the bus stop where their child is dropped off 5 minutes prior to the scheduled time of the bus arrival.
- 3- If the parent or guardian is not waiting for the student at the bus stop, then the student will remain on the bus and will be returned to school.
- 4- School buses go on main roads only and not side roads in order to reduce the time of the bus trip and therefore minimize the time the students spend on the bus, in response to parent's requests.
- 5- If parents request their child to leave the school bus alone without the parent/guardian escort, then they should understand that once their child is dropped off at the agreed location, the safety of their child is fully their responsibility and the school does not hold any liability.



Additionally, to ensure the safety and the well-being of all students on the bus, students should abide by the following rules:

- ✚ Board and depart the bus properly.
- ✚ Remain seated at all times until dismissed.
- ✚ Obey the instructions of the bus driver and the bus assistance.
- ✚ Sit quietly in the assigned seat and avoid moving about and disturbing others.
- ✚ Refrain from fighting and pushing.
- ✚ Refrain from littering and throwing objects in and out of the bus.
- ✚ Refrain from eating and drinking in the bus.
- ✚ Be courteous and use proper language.
- ✚ Refrain from tampering with bus equipment.

Note that all school rules apply to the school bus too. Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus will be reported to the administration by the bus assistant or driver and will receive a disciplinary warning. After this warning, if the student commits three offenses, the student will be denied the privilege to use the school bus services after the third offense.



## *XII: Disciplinary Code*

Good behavior in the school provides all students with the best atmosphere for learning. The school staff has the responsibility to ensure good student conduct. The following code of conduct, policies, and disciplinary procedures are implemented at *Al- Zuhour Private School*. Please read below carefully.

### ➤ *Level 1 Offenses*

Level 1 offenses include but are not limited to:

- ✚ Disturbing and interrupting a class or study period.
- ✚ Throwing objects in the classroom.
- ✚ Failure to properly dispose of litter and waste.
- ✚ Tardiness.
- ✚ Use of rude or inappropriate language.
- ✚ Violation of the school dress code.
- ✚ Taking someone else's property.
- ✚ Fighting (simple assault).
- ✚ Unwillingness to do assigned work.
- ✚ Unpreparedness for a class and incomplete homework.
- ✚ Chewing gum.
- ✚ Eating food or drinking beverages in the hallways and/or in undesignated areas.

### ➤ *Disciplinary Measures:*

- ✚ If this is the first time the student commits an offense in front the teacher, the student receives a verbal warning.
- ✚ If this is the second time the student commits an offense, the teacher verbally warns the student and refers the case to the school principal.
- ✚ A written record of the incident and a behavioral contract is issued that should be signed by the student and principal.
- ✚ If this is the first disciplinary warning that the student receives, a letter is sent to the parents describing the offense committed by their son/daughter.
- ✚ If this is the second disciplinary warning that the student receives, the parents are called for a principal-teacher-parent conference.
- ✚ If this is the third disciplinary warning that the student receives, the student is immediately suspended from school for a week



➤ **Level 2 Offenses**

Level 2 offenses include but are not limited to:

- ✚ Unacceptable behavior/harassment.
- ✚ Smoking on or around school campus, or anywhere when wearing the school uniform.
- ✚ Use of profanity (swear words) directed at others.
- ✚ Exercising vandalism (destruction, harm).
- ✚ Failure to cooperate and being insubordinate
- ✚ Leaving school premises without an administrative permission that could be given by the school administration, principal, or nurse.
- ✚ Possession and/or use of electronic devices; such as pagers, mobiles, and I-pods on school campus.
- ✚ Intentionally damaging school property.

➤ **Disciplinary Measures:**

- ✚ The teacher verbally warns the student and refers the case to the school principal.
- ✚ A written record of the incident and a behavioral contract is issued that should be signed by the student and principal.
- ✚ If this is the first disciplinary warning that the student receives, a letter is sent to the parents describing the offense committed by their son/daughter.
- ✚ If this is the second disciplinary warning that the student receives, the parents are called for a principal-teacher-parent conference.
- ✚ If this is the third disciplinary warning that the student receives, the student is immediately suspended from school for a week.
- ✚ In case the student damages school property, the student will also be fined the cost of the damaged objects.

➤ **Level 3 Offenses**

Level 3 offenses are defined as those that can be categorized as extremely serious, offensive behavior which may endanger or seriously harm others. These offenses include but are not limited to:

- ✚ Assaulting any staff member.
- ✚ Unauthorized possession of dangerous instruments or devices.
- ✚ Starting or threatening to start a fight in a gang related fashion.
- ✚ Extreme physical or verbal harassment.
- ✚ Other major incidents deemed relevant by school administration.

➤ **Disciplinary Measures:**

- ✚ The teacher reports the incident to the school principal.
- ✚ The student is immediately expelled from school without any warnings.



### *XIII: Learning Resource Center*

#### ➤ *Learning Resource Working Hours*

The Learning Resource Center opens Sunday through Thursday at 7:20 a.m. It closes at 2:00 p.m. The center also opens during recess time. Students can visit the library during opening hours for independent research.

#### ➤ *Scheduled Library Hours*

- ✚ Students in KG and Prep visit the library twice a month for reading time and storytelling.
- ✚ Students in Grades 1-6 are scheduled a library period each week. Students in Grades 1-5 learn about the library's resources and procedures, and are taught concepts of library science and library skills during this period.
- ✚ Students in Grades 7-9 are not scheduled for a library session but teachers can schedule with the librarians a time during which their students can visit the library to check out books.

#### ➤ *Borrowing policy:*

- ✚ A contract that states the library borrowing policy and procedures should be signed by the parents and reserved in the library. Students whose parents have not signed the contract cannot check out books throughout the year but can only use books in the library.
- ✚ Each student can check out two books at a time. Reference books, such as dictionaries, encyclopedias, almanacs, and atlases, cannot to be checked out from the library at any time.
- ✚ Students who have assigned library periods may check books out during their library period. Two books per student can be checked out for a duration of six days. Books must be returned to the library one day before their assigned library period between 7:45 and 8:00 a.m. For example, students who have library on Monday need to return their books every Sunday. The class teacher collects the books and sends them to the library with two or three students.
- ✚ This policy will ensure that the books are returned on time for processing so that the students are able to borrow new books each week.
- ✚ Students who do not have assigned library periods may check out books any time they visit the library. Borrowed books can be returned or renewed during recess. Library books can only be renewed once. The return due date will be stamped at the back of the book.



➤ *Late Returns*

Library books are used by all students and need to be returned on the due date promptly for the benefit of other students. Students who fail to return a book on time will not be allowed to check out other books. In addition, students in Grades 5-9 will be fined 1 Dirham each day they are late in returning the book (holidays and weekends do not count).

➤ *Loss and Damage*

- ✚ Every student is responsible for the books that they check out from the library; if a book is lost or damaged, the student will be charged the price of the book with an additional 10% of the book price in compensation for shipping and cataloging. The lost book cannot be replaced by buying the same book as each book has a barcode and a call number. In addition, the student will not be allowed to check out library materials until the charges have been paid.
- ✚ In the case of a second loss or damage, the student will be charged the price of the book with an additional 10% of the book price, and the student will not be allowed to borrow any material for the rest of the school year.
- ✚ In case a book is damaged, please do not use tape or any other material to repair the book. The library uses special book repair material for this purpose.
- ✚ Damaged books must be kept in the library for inventory taking. All fines will be used to buy more for the collection.

Please make sure that library books are not marked in any way, not even in pencil.



#### *XIV: Student Council*

The Student Council is a cabinet from the student body pledged to attend to student affairs and assist the school's administration to preserve the school rules and maintain a healthy learning environment at all times.

The Council serves as a voice for the student body and strives to promote cooperation, responsibility, friendship, equal privileges, and school spirit among the students. It also works to boost student, faculty, and administration relations.

*Al- Zuhour Private School* has two student councils:

- ✚ Elementary School Student Council
- ✚ Middle and High School Student Council

For further details please refer to the Student Council Constitution.



### *XV: Accidents and Medical Procedures*

(1) The school nurse is called upon in case of any injury or accident that occurs on school premises. If the school nurse feels that a student requires further medical care, the student's parents or legal guardians are notified. In extreme emergencies, students are rushed to the hospital and parents are contacted as soon as possible.

(2) If a student needs to leave the school due to an illness, he/she should visit the school nurse who will diagnose the student and will notify the principal in the case the student needs to go home.

(3) Children diagnosed for contagious illnesses should not return to school without the written consent of a licensed physician and the school nurse.

(4) Upon registration at the beginning of the school year, the school should be informed of students with special medical needs such as asthma, epilepsy, and migraine. In the case in which a student has to take doses of medication during school hours, the parents must provide the school nurse with a letter describing the dosage and prescription of those medications. Medications should not be kept in classrooms or offices, only in the nurse's office.



## *XVI: Emergency Evacuation*

Emergency evacuation routes are posted in each classroom. Emergency evacuation drills are conducted several times each year. Teachers and staff should acquaint all students with the proper emergency procedures and evacuation routes. In the case of an emergency:

- ✚ An alarm goes off.
- ✚ Students and teachers should ensure that all windows and doors are closed and the lights are turned off before evacuation.
- ✚ Students should stand quietly in the classroom until the teacher gives a signal to depart
- ✚ All buildings should be evacuated as quickly and quietly as possible by walking in line to the designated safe muster point.
- ✚ Students should stay quietly with their supervising teacher at the designated safe muster point.
- ✚ Students should return quietly and in line to the classroom when the signal is given.



### *XVII: Lockers*

Lockers are assigned to students in Grades 4-12 during the first week of the academic year. They are located outside the classroom areas. Students are asked to keep their lockers in good condition and well protected at all times. The following fines are charged in the case of a damaged locker or a lost key:

- ✚ Damaged locker: Dhs. 200
- ✚ Lost key: Dhs. 100

### *XVIII: Lost and Found*

The school is not responsible for lost items. Found items are kept inside a locked Lost and Found cabinet near the administration. Students may retrieve items from the Lost and Found by referring to the office staff. Unclaimed items will be donated to the Red Crescent Society or other charitable organization at the end of the school year.

To prevent unnecessary loss, please comply with the following procedures:

- ✚ Students' personal items including clothing, sportswear, and books should be labeled with the student's name and class. We strongly urge parents to ensure that their children's belongings are labeled.
- ✚ Students should keep their books, school supplies and other materials stored in their lockers when left unattended.
- ✚ Students are discouraged from bringing valuable items or large sums of money to school.
- ✚ Please note that electronic devices such as cell phones, I-pods, and personal music sets are not allowed in school. These items will be confiscated and not returned.



### *XIX: Sales on Campus*

- (1) Students are not permitted to sell items to others on campus for personal financial gain.
- (2) The Student Council may, with school administrative approval, sponsor bake sales only. The request for the sale must specify the cost, and the material or equipment needed (i.e., knives, paper plates, and napkins) as well as the intended use of funds.
- (3) All proceeds of the sales must be deposited at the business office Student Council account the same day they are collected.