



Middle/High School

Student/Parent Handbook

2017-2018

***Acknowledgement of
AlZuhour Middle/High School Student/Parent
Handbook
2017 / 2018 - Policies and Procedures***

Dear Student,

Your signature on this document signifies that you have received the handbook and you are responsible for being aware and accepting the policies and consequences within it.

Student Signature:

Grade:

Date:

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1 VISION AND MISSION STATEMENT

Vision

AlZuhour School is a community of lifelong learners that strives for academic excellence, prepares students for the global challenges, and maintains cultural identity.

Mission

To provide a quality international education while maintaining the cultural identity. To celebrate diversity, encouraging leadership, responsible citizenship, moral values and the development of lifelong learning skills.

2 CORE VALUES

Respect: showing regard for self, others, property and those in authority.

Responsibility: willing to be accountable for own actions without blaming others.

Cooperation: working with others to achieve a common goal; knowing when to compromise.

Responsible Citizenship: Taking responsibility towards oneself and community

3 DECLARATION

This handbook is issued to address parents and students of middle and high school starting from grade five to grade twelve.

4 AZPS Curriculum

AlZuhour Private School aims at providing students with the up-to-date standardized education of the American curriculum applying the newest strategies of teaching in classrooms, labs and fields. We work with teacher teams and departments to fulfill the school mission.

Learning at AZPS is based on US standards with high expectations for all students. Our comprehensive curriculum allows for differentiation to meet individual needs in a supportive learning environment.

Graduates of AZPS earn an American High School Diploma that can be accredited by Advanc-Ed our partner in the USA. Advanc-Ed is the largest educational community of schools in US and the rest of the world.

AZPS equips its graduate students with what they need to pursue a prosperous career as they choose. They are highly encouraged to sit for SAT test and score a minimum of 530/800 in the Math test. They are also required to sit for IELTS exam and earn a minimum score of 5.5 (Or an equivalent score in TOEFL). Emirati students are also required to sit for EmSAT (Emirates Standardized Test) if they wish to join local public universities.

4.1 Academic School Year

Academic school year is divided into three trimesters. Students' score at each subject is out of 100 and the passing mark is 50. Starting from grade 7 the students' behavior is considered when calculating in his/her average.

5 PARENT – SCHOOL COMMUNICATION

5.1 PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held four times a year. Please check the calendar for the scheduled dates. Parents are encouraged to contact HOS for additional scheduled conferences at any time.

5.2 PARENT COMMUNICATION CHANNELS

The main method of communication with staff will be through the school's web interface on Portal, e-mail as well as the Student's Diary.

Parents are encouraged to communicate with teachers/staff through Student's Diary and are kindly requested not to call staff after school hours without prior agreement.

5.3 FAMILY OR SOCIAL CHANGES

It is the parent/legal guardian/temporary guardian's responsibility to inform the Registrar Office of any social changes including changes in addresses, telephone numbers or custody changes, and to provide current documentation of such changes.

5.4 Student's Withdrawal

To ensure a smooth transition, parents/guardians are requested to inform the Registrar of their intent to transfer in advance. An official form is available. Procedures for official withdrawal will only commence once student clearance procedures have been completed. If withdrawal does occur during the academic year, report cards and official documents will not be released before the student clearance form is completed by the school administration.

5.5 STUDENT RE ENROLLMENT

A re-enrollment fee, deductible from the first installment of the next academic year, per student will be required to ensure a place is reserved for the following academic year.

6 SCHOOL HOURS & ATTENDANCE

Students will be admitted into the building starting 7:30am. Period 1 starts promptly at 7:55 am, and the day ends at 1:45pm except on Thursday it ends at 1:00. The bell schedules include a 25 minute break between periods three and four for Middle School and between periods four and five for High School. Students will normally leave the building for snack/break. MS

students will be on the Middle School field, H S students on the High School field. Students will not be allowed access to the Elementary building unless a written permission is issued by respective HOS.

6.1 TRANSPORTATION CHANGES

Middle/High School students must submit the transportation change form signed by their parent/guardian to the transportation department by 1:20 pm with any requests to change regular school departure routine. Telephone calls will only be accepted in case of emergencies. Students are not permitted to ride unassigned busses.

6.2 EARLY DISMISSAL

Early dismissal is allowed only for verified emergencies. This verification must be in writing, stating the time of departure, reason and name of the person escorting the student and submitted to the school reception office. Reasons for an excused early dismissal are illness, injury, medical appointments, participation in national sports teams, embassy or visa requirements, either Hajj or Umrah (excused only once every two years) and family emergencies. Other written parental requests for early dismissal will result in the students being allowed to leave as unexcused dismissal. Students will remain in class until the actual time that their transportation arrives at the school and the student is signed out to leave campus. This time of departure will be conveyed through a note given to the student by the office. Phone calls will only be accepted in the event of a crisis.

If students leaving early use school transportation, it is their responsibility to call the bus driver or his assistant to notify their absence.

Students leaving early are responsible for the notifications, education, classwork or assessment taking place in class during their absence.

6.3 ATTENDANCE

All students are required to attend school daily. Parents are kindly expected to support the school's policy in order to educate each student. Therefore, it

is a requirement that all students must be present all day. Absences will be excused if accompanied by a written excuse from the parent. This excuse must include appropriate medical documentation in the case of medical absences. Whether an absence is recorded as excused or unexcused depends on the nature of the absence (national team, medical, or emergency). Any medical absence of more than two days must be accompanied by written documentation.

The Middle and High School office will contact parents of absent students to verify the reason of absence. This contact will not replace the required documentation. AZPS supports student success outside of school; however absence for any reason other than those listed above will be considered excused at the discretion of administration upon presenting a signed note from the parent/guardian only stating reason of absence. Absent excused notes will only be accepted within one week from the date of absence.

Any unexcused absence will affect student's marks in academic ongoing. Furthermore, tests or any sort of assessment will be graded as null and no test rescheduling is allowed.

6.4 MAKE-UP WORK

Students will be expected to make-up any schoolwork missed during any absence. The credit for such work will depend on the nature of the absence.

Regardless whether the absence is excused or unexcused, it is the student's responsibility to request work and follow up on any work/assignments missed during their absence from their subject teachers. Arrangements to make up tests and other work must be made with the subject teacher. Due dates and deadlines will not be extended for unexcused absences.

6.5 EXCESSIVE ABSENCES

Whether the absence is an excused or unexcused one, if a student is not at school, she/he will be counted absent and her/ his records will so indicate.

A student with excused absence may be requested to attend after-school or during break to make up for instruction missed.

More than 20 unexcused days or 15 days consecutively, place a student in jeopardy of failing the year or expulsion as per MOE rules and regulations. If the student fails to notify the school of a prolonged absence, his marks will be affected in academic ongoing mark calculations, his tests and assessments will be counted as zero and student will not have the right for a makeup of whatever academic instruction took place in class during his/her absence.

6.6 TARDINESS

Daily Tardy

Students entering the school gate after 8:00 must report to the school office before being admitted to class. If students arrive after 8:30 without an acceptable excuse they are not allowed in school for the day and counted absent. Their parents will be contacted to arrange for their pick up.

Tardy to Class

1. Students are expected to be in the classroom, in their seat, with supplies as the bell rings. If they are not, they are tardy.

2. Students are required to bring a tardy note to excuse the tardy. Tardy notes will only be accepted from the clinic, an administrator, the Academic Advisor, the Counselor and the MS/HS Office. Tardy without a note will be counted as unexcused tardy.

3. More than 3 tardiness to class result in the below consequences. Tardy to class is cumulative throughout the semester. These are per subject (per semester)

- First, second tardy-reminder from the teacher
- Third tardy- student is counted as unexcused absence in class.

Hall Passes:

Students are to be in class sessions for the full amount of lesson time. Arrival and dismissal bells are indicated by the day's schedule and are supported by the bell system. Student requests to leave classes should only be in the case of emergency situations, and only with permission of the teacher or an administrator. Teachers who give permission must do so in the form of a written Hall Pass. Students who are found during lesson times in hallways without written passes will have to meet the respective HOS for that.

6.7 ATTENDANCE CERTIFICATES

Perfect Attendance:

In order to be recognized for Perfect Attendance, a student must be enrolled the full school year and have no tardy or absence.

Outstanding Attendance:

Students having an exemplary record of attendance and punctuality with two or less tardiness, absences or dismissals, will be recognized as having outstanding attendance.

7 ACADEMIC INTEGRITY

7.1 ACADEMIC HONESTY POLICY

AZPS endeavors to foster a culture of integrity, responsibility, trust and commitment to learning. This policy outlines the expectations of student behavior that are consistent with the vision and mission of our school and which emphasize the education of students to become honorable and principled citizens of a global society.

Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Malpractice is defined as behavior that results in a student gaining unfair advantage.

Malpractice includes:

- **Cheating:** is defined as dishonest violation of rules or attempting to give or receive unauthorized information in academic, extracurricular or other school work.
- **Fraud:** is defined as a deception deliberately practiced in order to secure an unfair gain.
- **Plagiarism:** is defined as the representation of the idea or work of another person as the student's own.
- **Collusion:** is defined as supporting malpractice by another student, as in allowing one's own work to be copied or submitted for assessment by another.
- **Duplication of work:** is defined as the presentation of the same work for different assessment components.
- Any other behavior that gains an unfair advantage.

The student must be ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Students are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful ownership before submission of the final version.

There are many different forms of intellectual property rights including, patents, trademarks and copyright. Students must be aware that forms of intellectual and creative expression must be respected and are normally protected by law. Many students believe that because the internet is in the public domain, information can be taken from websites without acknowledgement. Students must record the URL of all websites from which they obtain information, including any photographs, maps, graphs, etc.

CD's, DVD's, email, and any other electronic media must be treated in the same way as the internet.

The academically honest student:

- Keeps and maintains accurate, personal course notes
- Understands and abides by the school's rules concerning cheating
- Acknowledge help from another person in a specific manner
- Asks beforehand what kinds of external help are permissible
- Documents in appropriate manner information taken from books, CD's, data bases and the internet.
- Uses direct quotation appropriately

The academically honest student does not:

- Copy the work of other students or from internet sources without citation
- Give another student his/her own work to copy
- Use notes during a test
- Do homework for another student
- Present material written by another as his/her own
- Purchase and submit work written by someone else
- Present artistic work in any medium created by someone else

CONSEQUENCES FOR ACADEMIC DISHONESTY

First offence:

- Academic Honesty Referral form based on Plagiarism Consequence table below
- Teacher informs parents of the incident

Second or subsequent offence:

- Academic Honesty Referral form based on Plagiarism Consequence table below
- Parent conference with teacher, student, and administrator
- Disciplinary consequences determined by administration. These may include, but are not limited to detention, disciplinary contract, academic probation, suspension, expulsion.
- The school will reserve its right to report a suspension which was incurred through a violation of the Academic Honesty Policy to any university who requests the information.

PLAGIARISM CONSEQUENCE TABLE

TYPES OF PLAGIARISM	Consequences		
	Grades 5-7	Grades 8-9	Grades 10-12
1. Turning in someone else’s work as if it is one’s	Zero credit	Zero credit	Zero credit
2. Copying sections from someone else’s work word for word without giving credit.	Zero credit	Zero credit	Zero credit
3. Copying someone else’s published ideas:- Images, graphs, maps, charts tables, music, or artwork without giving credit.	Zero credit	Zero credit	Zero credit

4. Duplicating and presenting research papers for more than one class without stating that this work has been previously assessed for a different class/course (self-plagiarism).	Half the credit	Zero credit	Zero credit
7. Failing to use quotation marks or block indentation when copying someone else's work word for word, while giving credit.	5% reduction of total grade for poor use of quotation marks (technical error)	10% reduction of total grade for poor use of quotation marks (technical error)	20% reduction for poor use of quotation marks or more of total grade based on teacher/ subject discretion
9. Citing a non-existent source in the works	40% reduction + a warning. Zero credit for second timers	50% reduction and a warning. Zero credit for second timers	Zero credit
10. Excessive use of other people's ideas and/or words to the extent that the majority of the work is not authentic and reflects little or no added value even if all sources are properly cited.	Ranges from grade reduction to a zero depending on the teacher/subject discretion	Ranges from grade reduction to a zero depending on the teacher/ subject discretion.	Ranges from grade reduction to a zero depending on the teacher/ subject discretion.

8 STUDENT-PARENT INFORMATION & COMMUNICATION TECHNOLOGY POLICY

8.1 AIMS

AZPS aims to educate students, staff and the wider community in the use of effective Information and Communication Technology (ICT) to support the development of skills, knowledge, lifelong and independent learning. This will be facilitated by:

- Using ICT as an efficient and effective teaching, learning, communication tool throughout the school
- Continuously improving the ICT capability of students and staff
- Providing access to high quality ICT resources and support for staff and students

8.2 OVERVIEW

The school's ICT policy is to use and develop opportunities provided by ICT to benefit the entire community. This includes communicating with parents, supporting students with their learning beyond the school day both in school and at home, and encouraging lifelong and independent learning across the local community. The school also views ICT as an important vehicle to promote community cohesion and independent learning for all.

The school website gives relevant information for parents/care givers of prospective and current students. The school's aim is to continue to develop and improve provision and liaison through better collaboration and communication.

8.3 STUDENT ICT ACCESS

All students are entitled to access ICT facilities on school site. At Middle and High school, all students have regular access via ICT lessons. All students have access to ICT through all subject areas. Subject departments may also ensure that pupils have access to ICT in their subject area via a reservation system for ICT rooms.

8.4 INCLUSION

When appropriate, students will be provided with special software and hardware facilities to enhance their learning.

8.5 E-LEARNING

At AZPS, we understand the need for access to learning and data for staff, students and parents both during and outside of normal school hours. For this reason the school offers access to online facilities through Digital Campus or any other portal that teachers find suitable to use, where all work, homework and deadlines are shared with students and parents. All assignments should be posted on Digital Campus. Students are responsible for completing all work posted on Digital Campus.

8.6 NETWORK ACCESS

All staff and students have access through the school's network to their personal data areas, shared data, and the Internet. Any use of the internet must be merely for educational purposes.

8.7 SECURITY AND BACK-UP

Access to areas of the Network is strictly monitored and processed by the ICT network & technical team. The school does maintain a network security for wireless access points in use around the school.

Students are permitted to use their own laptops or devices in school at their own risk if they have a permission from HOS. They are granted this permission if it was arranged with teacher, career counselor or activity coordinator for correspondent necessity.

9 SAFETY

The school will provide a safe and user-friendly environment for students and staff to work, in line with the school's health and safety policy.

On site, technical support is provided by the Network Manager and ICT technicians. The Network Manager is responsible for ensuring the day to day maintenance of the network infrastructure.

9.1 STUDENT CODE OF CONDUCT

PURPOSE

The purpose of this Student Code of Conduct is to inform all students and parents of AZPS's expectations regarding behavior and conduct.

The conditions set forth in this document apply to all areas of student life during school day. Exceptional behavior is expected on the school grounds, on the buses, during off-campus trips; as well as any actions that occur within 500 meters of school property. This Code was based upon Ministry Of Education law, developed to protect the rights of all students by:

- Providing a school wide discipline management plan.
- Specifying the behavior that is expected of all students.
- Describing the broad range of student misconduct and providing appropriate disciplinary consequences or options for the various kinds of misconduct.
- Outlining student rights relating to school.

Students and parents are expected to become familiar with the provisions of the Student Code of Conduct and the rules and regulations adopted and implemented by both the Middle School and the High School. Students are also expected to abide by the policies set forth in the Code so that they can truly get the most out of their years in school.

Prior to implementing punitive consequences, school staff strives to offer positive interventions when dealing with student behavior. Interventions might include counseling, peer groups, mentoring, action-based projects, restitution, etc. It is expected that students behave according to the school's Student Code of Conduct. All faculty and staff members have the responsibility and the right to enforce school rules, and students are expected to respond respectfully.

OFFICE REFERRAL

The referral aims at correcting unacceptable or negative behavior(s) through adult supervision and guidance. The teacher is the primary disciplinarian in the classroom. When the classroom management system no longer successfully corrects misbehavior, the teacher will then refer the student to the head of section with an office referral. All office referrals will be kept in the student's permanent record.

POLICIES WITH DETAILED CONSEQUENCE PROGRAMS

In addition to the below listed leveled infractions and their possible consequences, there are specific policies that have unique consequence systems. These include but are not limited to

- 1- Dress Code
- 2- Electronic Devices
- 3- Academic Integrity

Please refer to the specific sections to more thoroughly understand the details of these consequence systems.

9.2 STUDENT CODE OF CONDUCT

LEVEL I

Offenses that generally occur in the classroom and can be corrected by the teacher. They include but are not limited to:

- Violation of rules or procedures established by the teacher
- Speaking in a language other than the language of instruction
- Refusal to participate in classroom activities
- Unexcused tardiness to school/class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, making loud noises, etc.
- Any act that disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communication between home and school

Students who accumulate 5 infractions in a classroom should be referred to the Head Of School office, with the appropriate referral form.

Staff have the following discipline options:

- Oral correction, teacher-student conference, parent contact via handbook note, email or phone, student counselor conference, teacher maintained detention, restorative justice program, peer mediation, restitution, and other appropriate in-class disciplinary actions

LEVEL II

Offenses that are more serious in nature or a continuance of level I behaviors. This level depends on the offense, previous actions and the seriousness of the behavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school. A staff person who sees a student engaged in a level II or higher misconduct will fill out the incident slip.

- Repeated violation of classroom rules under level I
- Leaving the classroom or school grounds without permission of school personnel
- General disrespect of any staff member in any form
- Posting unauthorized materials on campus
- Tampering with a school property
- Failure to abide by rules and regulations at extracurricular activities, field trips and/or local and international trips
- Play fighting
- Playground disturbance
- Disruptive/dangerous behavior on the school bus or at bus stop
- Accessing materials via technology and sites that are deemed to be inappropriate
- Sending or forwarding inappropriate email, texts, SMS, etc.
- General disrespect of teacher in the form of inappropriate words or tone

Discipline options:

Parent notification via phone and written, required administrative/parent/student conference, detention or placement in in-school suspension (ISS) , exclusion from field trips, exclusion from trips, sports, ceremonies, assemblies, etc, removal from school transportation, removal from the classroom, restitution, referral to the Disciplinary Committee, any other disciplinary action deemed appropriate by administration

Procedure:

1. Written incident slip to the office of Head of School detailing the offense
2. Administrative conference with student and teacher to determine appropriate action
3. Written or oral communication with parent (by admin). Notification is sent to teacher indicating action taken.
4. Discipline Referral form is retained in student file by the office of Student Services
5. Repeating a level II offense will result in a more severe level III intervention

LEVEL III

Offenses that seriously disrupt the educational process in the classroom, in the school, and/or school related activities, trips, or a continuance of Level I, II, or III misconduct. The period of out-of-school suspension (OSS) at this level is limited to 3 days per offense.

- Chronic disciplinary infractions of Level I or Level II offense
- Fighting (even “aggressive play fighting”)
- Theft of school property (including technology) in the amount under 2000 AED
- Defiance of the authority of school personnel

- Cheating, plagiarism, or copying the work of another
- Tampering with a teacher's personal or professional belongings
- Tampering with another student's personal belongings
- Changing school documents, forging a parent's signature on a school related document
- Failure to adhere to terms of a behavior contract
- Selling any merchandise on school property without the consent of the school administration
- Profanity, vulgar language, or obscene gestures in any language
- Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process, including cyber bullying
- Any verbal abuse or bullying of others. Bullying (including cyber bullying) is defined as any act or speech that subjects persons to indignity, humiliation, intimidation, physical abuse, or threat of physical abuse, social or other isolation, shame or disgrace
- Any direct or suggested threat of violence against a member of the AZPS community
- Vandalism of school property
- Logging into a computer, sending email, or accessing the internet using a password other than the student's own
- Filming or taping any school related event or class without prior consent
- Knowingly misrepresenting the school values through any form of social media (posting, sharing, uploading, etc.)
- Possessing any sort of mobile communication device/gadget

Discipline options:

Mandatory administrative/parent/student conference, restitution or restoration, as applicable, for vandalism to school property, exclusion from extra-curricular activities, exclusion from field trips, local and/or international trips, placement in in-school suspension (ISS), out-of-school suspension (OSS) for up to 3 days for each offense, removal of

transportation services for up to one year, restriction or removal of computer privileges for up to one year, removal from the classroom, referral to the Behavior Intervention Program, referral to school counselor, restorative justice program, any other disciplinary actions deemed necessary by school administration

Procedures:

1. Written referral to the office of the school detailing the offense and a with report communicated to parents (by administration)
2. Administrative conference with parent and student. Student input is crucial at this meeting to explain his/her role in the incident. Administrator determines the misconduct
3. Decision is made by administrator to suspend or refer to the Behavior Intervention Program. A written report of the offense, the meeting, and the consequences will be sent to parent by administration in a timely manner.
4. Repeated Level III violators will be subject to a more severe consequence as outlined in Level IV.

LEVEL IV

A student shall be placed in a Behavior Intervention Program, via contract which may result in expulsion or non- re-enrollment, when the student engages in any Level IV offense as listed below.

- Engaging in assault, defined as intentionally or recklessly causing bodily injury to another
- Defacing school property with graffiti or other means that results in loss or destruction of school property
- Knowingly making a false report against a staff member that is later found to be unsubstantiated at the conclusion of an investigation
- Through actions, words or deeds, defacing the reputation of AZPS

- Possession of replicas of guns that is sufficiently similar in appearance to real guns
- Use of computers to access and tamper with AZPS records, to include grade books, or any other school record
- Hacking or breach of computer security or unauthorized access to AZPS computers
- Involvement either directly or indirectly in a false alarm of any kind
- Refusal to participate in a random or mandatory locker/backpack/property safety search by either a teacher or school administration
- The use of electronics for inappropriate purposes
- Possessing, delivering or using tobacco
- Possessing, using, selling, giving, or delivering any type of narcotics, alcohol, drug or drug related item
- Possessing any object that can be determined to have been possessed by the student for use as a weapon
- Engaging in aggravated assault of a student, staff, or volunteer
- Continuous, disruptive misbehavior that violates the school's Student Code of Conduct

Procedures:

1. Referral to the office of Head of School. An investigation will be launched by the office of Student Services if needed
2. Administrative conference with parent and student about the misconduct. Student will be given the opportunity to explain his/her involvement.
3. Administration determines if the offense is a Level IV offense. If this is found to be true, the length of time the student will remain in the Behavior Intervention Program will be determined by administration. A letter will go to the parents in a timely manner outlining the offense, the consequence and the procedures for returning to the classroom from the Behavior Intervention Program.

4. in case of the offense involved drugs, weapons or aggravated assault, an investigation will begin immediately to determine actual events and facts related to students involved. A pre- hearing will be held by school staff to review the finding of the investigation, determine the level of offense, and the school's options, including possible expulsion,

5. A hearing will be convened by the school administration. This hearing will include administrative staff, parents, and student. At this hearing, the parent, student and school will give statements.

6. Parents will also have the right to appeal the school's decision, which can be filed through a third party (to be determined if and when the need arises).

7. Within a timely manner, the parents will be notified of the hearing decision. At that time, possible scenarios will be explained to parent in writing and a parent conference.

8. Possible consequences, including expulsion or non-re-enrollment, might also include restitution or restoration as applicable, referral to counselor, etc.

Cycle for Suspensions document

The office of Student Services manages all behavioral incidents with the objective of constructively redirecting student participation in the AZPS community. Counseling sessions are incorporated into many administrative responses, with the aim of assessing and respecting individual student needs in balance with the overall AZPS community needs. Details regarding Behavior Contracts and the Consequence Cycle for Suspensions can be accessed at the Office of Student Services

CONSEQUENCE CYCLE FOR SUSPENSIONS

	Suspension from Specific Class	In-School Suspensions	Out-of-School Suspensions
1st Offense	<p>1-2 day removal from class sessions. Student will stay in Student Services office during lesson times.</p> <p>0% for that day's participation and any classwork assignment given</p> <p>If quizzes or tests are scheduled, they will be sent to the Student Services Office for the student</p>	<p>1-2 day removal from classes for either half (4 periods) or full days</p> <p>0% for that day's participation and Any classwork assignment given.</p> <p>If quizzes or tests are scheduled, they will be sent to the Student Services Office for the student to</p>	<p>1-2 day (or more based on incident specifics) removal from campus.</p> <p>0% for each day's participation and Any classwork assignment given.</p> <p>If quizzes, tests or other assessments are scheduled during this time the student will sit for the missed assessment the first</p>

<p>2nd Offense</p>	<p>3-5 days removal from class sessions. Student will stay in library during lesson times. 0% for that day's participation and any classwork assignment given.</p> <p>If quizzes or tests are scheduled, they will be sent to the Student Services Office for the student to complete.</p> <p>Responsible for following up on all notes and HW given.</p> <p><input type="checkbox"/> No due-date extensions.</p> <p><input type="checkbox"/> Teacher and Assistant Principal both contacts parent to provide details</p>	<p>1-2 day removal from classes for either half (4 periods) or full days</p> <p>0% for that day's participation and any classwork assignment given.</p> <p>If quizzes or tests are scheduled, they will be sent to the Student Services Office for the student to complete.</p> <p>Responsible for following up on all notes and HW given.</p> <p><input type="checkbox"/> No due-date extensions</p> <p><input type="checkbox"/> Teacher and Student Services Office contact</p>	<p>1-2 day (or more based on incident specifics) removal from campus.</p> <p>0% for each day's participation and any classwork assignment given.</p> <p>If quizzes, tests or other assessments are scheduled during this time the student will sit for the missed assessment the first day they return.</p> <p><input type="checkbox"/> Responsible for following up on all notes and HW given.</p> <p><input type="checkbox"/> All assignments missed are due on day of return.</p> <p><input type="checkbox"/> Teacher and Student Services</p>
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<p>3rd Offense</p>	<p>In-school or out-of-school suspension (based on incident specifics) Behavior Contract specific to class(es) situation Parent Meeting required for signature on Behavior Contract before student is allowed to return to class. <input type="checkbox"/> Twice weekly (rotation) counseling sessions for 2 weeks to implement</p>	<p>Out-of-school suspension, number of days to be based on incident specifics Behavior Contract specific to situation Parent Meeting required for signature on Behavior Contract before student is allowed to return to class <input type="checkbox"/> Twice weekly (rotation) counseling sessions for 2 weeks to implement management plan</p>	<p>If contract is determined to have been broken by student, consequences as outlined in contract will be adhered to.</p>
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<p>Beyond 3</p>	<p>If contract is determined to have been broken by student, consequences as outlined in contract will be adhered to.</p>	<p>If contract is determined to have been broken by student, consequences as outlined in contract will be adhered to.</p>	
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10 LIFE ON CAMPUS

10.1 CLASSROOM RULES

Students are expected to come to school in full uniform prepared to learn and behave in such a way that the educational mission of the school is advanced. In order for all students to receive the maximum benefit from instruction, certain behaviors will not be tolerated during instruction or related learning activities.

Each classroom establishes guidelines to ensure the environment is conducive to a quality education. The school has a strike system in place that tracks off-task behavior of students, used in every classroom. This system begins with warnings and progresses through stages of consequences until the sixth strike. If a student reaches six strikes in a specified time period, he/she is referred to the Head Of School office. Prior to the strike system, staff is encouraged to use a variety of

interventions that establish and maintain a positive classroom environment.

Five Non Negotiable

The following 5 Non-Negotiable are expected of every student, in every class, with no exceptions:

1. Appropriate language of instruction
2. Allow learning to take place.
3. Prepared for class (mentally and physically)
4. Respectful response to staff and peers
5. Always in class on time. (Do not enter a room without a teacher present)

Every classroom follows the same general behavior expectations. For students who choose not follow school rules, the Referral System is used by teachers when behavior becomes disrespectful. This system is used only after all other classroom interventions are tried, (positive interventions, warning, modifications, etc.). For a full description of the Referral System, please refer to the policies and procedures section of this handbook.

10.2 SCHOOL OFFICES AND HALLWAY COURTESY

Students must proceed to their classes in an orderly fashion. Staying to the right and walking quietly is expected of all. When visiting school offices, students are expected to abide by office rules and regulations. Students who are outside of classrooms during class times must have a Hall Pass in hand. The teacher who gives permission for students to leave must provide the Hall Pass.

10.3 LOCKERS

Students are assigned a locker by the relevant Head Of School office. Students are responsible for keeping their lockers clean and in good condition. Lockers should be kept locked at all times and not shared with other students. A fee will be required for a damaged locker.

10.4 FIELD TRIPS

Field trips are designed to complement the student's educational development and should be attended by all students unless otherwise restricted in writing by the student's physician. Students missing a trip will perform makeup work assigned by the teacher.

The school requires a parent's/guardian's signature on the field trip form for the student to participate in field trips at the beginning of the school year, to be kept on file for all school related trips. Permission by phone will not be accepted in accordance with the Ministry of Education

rules and regulations. MP3 players and mobiles will be allowed on field trips at the discretion of the teacher.

10.5 COMPUTER NETWORK PRIVILEGES

The use of the network is a privilege, not a right. Inappropriate use shall result in the cancellation of this privilege. Based upon the guidelines established in this document and individual school policies and procedures, the Student Code of Conduct will determine appropriate use and will withdraw privileges as necessary.

10.6 MONETARY PAYMENTS

Payment required for events or special items must be sent to school in the exact amount with the student's name clearly marked on a sealed envelope within the deadline specified for the event. Refunds exceptions will be made only under certain circumstances and depending on the case. Reimbursement requests are found in the events department.

10.7 LOST AND FOUND

In order to avoid the loss of student belongings, all items should be clearly labeled with the student's full name and class name. Lost articles may be picked up at the Head Of School office's Lost and Found. Unclaimed items will be donated per semester. The school assumes no responsibility for lost or stolen items.

10.8 MOBILE PHONES, LAPTOPS AND OTHER ELECTRONIC DEVICES

Mobile phones and other electronic devices are strictly prohibited in school. In case of emergency the parent/guardian of the student is requested to send a written request to the Head Of School office to hold the phone in the office till the student is dismissed.

Use of mobile phones in school related trips or events and during after school activities will be at the discretion of the teacher. Mobile phone use is not allowed during detentions or suspensions. If a student accesses his/her phone at unauthorized times the school has the right to confiscate the phone immediately until the student's parent or guardian comes to school to collect it. The sim card and battery are confiscated with the phone.

Unauthorized phone use which is discovered via social networking sites or by other indirect means will result in a confiscation of one month.

Mobile phones, laptops and other electronic devices brought to school or school related events after permission is granted from Head Of School office are the responsibility of the student. The school holds no liability for lost, stolen or misplaced items.

11 HEALTH INFORMATION

11.1 IMMUNIZATION REQUIREMENTS

All students must provide proof of immunization to attend school. Documentation of the required immunizations

must include month, day and year the immunizations were given and must be on file in the clinic of the school before a student will be allowed to start school. Parents have the right to refuse school immunizations for their children in writing.

11.2 EMERGENCY CASES

Student emergency contacts must be updated if telephone numbers or place of residence change during the school year. It is necessary to have current information on file to contact the parent/guardian. Accurate and up-to-date information makes it possible for school personnel to provide proper emergency care.

In case of a medical emergency or illness, school personnel will attempt to notify parent/guardian immediately. It is the parent's/guardian's responsibility to make arrangements for the proper care and transportation of their child if she/he should meet with an accident or become too ill to remain in school. These arrangements include designated friends or relatives who would be available to pick up and care for the student in the event the school is unable to reach the parent/guardian. If the emergency is of urgent nature, the school physician and staff will proceed with any action that is appropriate to support and care for the child.

11.3 MEDICATION POLICY

AZPS has a team of experienced, full-time physicians on campus. School personnel will only dispense medications that have been prescribed by a physician. When possible, medication doses should be given at home to avoid

interruption of the school day. If medication is needed during the school day, the policy is:

- Parents/guardians must inform the school clinic in writing when a student requires medication during the school day indicating the proper dosage and providing the medication.
- Administration of all medications will be supervised through the school doctor.
- A written statement is required from the parent/guardian to authorize the school physician to diagnose and prescribe medication for the student. Forms are available at the Clinic.

12 DRESS CODE

Students must wear the original school uniform items and not a replica of them. Any deviation from uniform requirements for medical reasons will require a written doctor's note if three days or more. Less than three days requires a parent note.

Hair ribbons, hairbands, veils etc. must be solid white, dark blue (navy), or black.

School shoes and laces must be only the colors of black. Whenever students have a PE class or a school activity they can request permission to come to school wearing sports shoes or sneakers.

Students must wear the proper PE uniform on days they have PE scheduled. Failing to adhere to this results in negative impact on academic record of students marks in this subject.

Students are allowed to attend regular school days in the proper PE outfit.

School sweatshirt or jacket must be worn on top of the proper school uniform and is not to be worn instead of it.

Heavy winter jackets must be AZPS school jackets or solid white, navy, blue or black. Brand logos should be no more than 3cm in size.

Additional Expectations:

- Practice proper hygiene and be neatly dressed in the appropriate uniform for the school day.
- Maintain a clean, neat hair look. Hair coloring is not allowed.
- Have short, clean nails.
- Girls should refrain from wearing expensive or dangling accessories or jewelry that could cause safety concerns.
- Accessories of any form are not allowed for boys.
- Piercing as well as any facial jewelry is not allowed except for stud earrings for girls.
- Make-up and nail polish are not allowed.
- Caps, hoods and other types of head covering (other than the veil) are not allowed inside the buildings.

10.2 – DRESS CODE VIOLATION

Students are expected to wear their full school uniform daily unless announced otherwise by the school administration. The school reserves the right to send home a student who is inappropriately dressed.

Students who are not dressed according to the Hayah uniform or according to the dress code on Out-of-Uniform days will be subject to the following consequences:

- 1st offense: verbal warning and documented in the student file
- 2nd – 4th offense: communicate with parents and document in student file
- 5th offense or more: phone call to parents and a) either immediate purchase of the correct uniform from the uniform shop. Or b) correct uniform sent from home. Students will only be readmitted to class once he/she is in the correct uniform. The classes missed will be counted as an unexcused absence.

Repeated violations of the AZPS Dress Code will result in the implementation of the Student Code of Conduct.

On out of uniform days, students are expected to be dressed in conservative, loose clothing that does not include any of the following items. In addition, makeup, nail-polish and jewelry requirements are still held to. The school reserves the right to determine the appropriateness of an item.

1. Skinny/tight jeans or pants

2. Revealing short length tops of any description
3. Shorts above the knees for boys (no shorts for girls)
4. Cap-sleeve, sleeveless and above-the-elbow shirts for girls
5. Short pants/skirts for girls
6. Ripped/distressed items of clothing
7. Vulgar/profane comments/words/connotations/images including skulls on clothes

13 BUS TRANSPORTATION

13.1 SCHOOL BUS CONDUCT

It is the responsibility of each student to practice safe and courteous bus conduct. The safety and comfort of all students is of primary importance and must be protected. Students who jeopardize the safety and comfort of others may lose the privilege of school bus transportation. Parents/ guardians are responsible for reinforcing safe bus conduct. The bus matrons will report unacceptable behavior and misconduct to the administration.

Student behavior expectations also apply to the buses. Students are expected to follow all safety procedures when riding the buses. Students that misbehave on the bus receive the following consequences.

- The first referral is a warning

- The second referral is a short-term removal
- The third warning is a long-term removal

The nature of the referral might warrant a higher level of consequence.

13.2 BUS STOPS

Students should be at their assigned bus stop five minutes prior to the scheduled arrival time of the bus. Buses will not return to students who have missed the bus and will depart at the assigned time. Pick up and drop off locations need to be consistent. Transportation will not approve a “two days here and three days there” type of arrangement. Students must always ride their designated bus and go directly home from their bus stop.

13.3 BUSES DEPARTURE ROUTINE

All buses should leave school at 1:45 pm. Students not on their buses will miss the bus and will need to arrange alternative means of transportation.

13.4 REQUESTS TO RIDE AN UNASSIGNED BUS

The transportation system is not designed to permit students to go on different busses or to other stops.

13.5 EATING AND DRINKING ON THE BUS

Eating and drinking anything other than water is not allowed in the school transportation system.

11.6 – BUS MATRONS

Bus assistants are responsible for student safety during bus trips. Students must respect their authority. Assistants are not allowed to deliver/receive verbal or written messages, money, or school work from parents to/from any school staff, or ring parents/students when the bus arrives. Violating any of the above conditions will result in the loss of the privilege to ride AZPS busses. Assistants are not allowed to receive any charitable items (including money).

14 GENERAL INFORMATION

14.1 INSTRUCTIONAL MATERIALS

Students are furnished with all necessary textbooks or e-books, workbooks and notebooks. Each individual student must provide personal items such as binders, paper, pens, etc. Student supply lists are posted on Digital Campus. Students will be required to pay for any damaged or lost materials provided by the school.

14.2 TEXTBOOK POLICY

Text books and other supplies are issued to students in the school's store. Students must write their full names in the assigned area. Students are responsible for keeping track of their own books (including novels and library books) and for maintaining them in good condition. In case of lost or damaged books, students will be requested to purchase a second copy of the book from the store. To obtain

another book, payment for replacement must be made in advance.

14.3 DISTRIBUTION OF MATERIALS

Distributing any form of publication (including advertisements) is not allowed at school under any circumstances. Parents are kindly requested not to send material with students for distribution at school. Although the school is not responsible for material not bearing the school logo, we consider this very important and urge you to report any incidents to the school administration.

14.4 PRIVATE TUTORING

AZPS teachers are not permitted to tutor AZPS students for payment.

14.5 TEACHER APPRECIATION

AZPS teachers do not accept gifts from students or parents for any occasion. Student-made cards or hand crafts are appreciated.