



أكاديمية الأرقام للبنات
Al Arqam Academy For Girls

Student Handbook Secondary (2023-2024)



AI Arqam Academy Student Guide to Secondary

Dear Parents and Students.

Welcome to AI Arqam Academy. We are pleased to offer you a student guide for the 2023- 2024 academic school year.

Student handbook gives you all the information you need to facilitate communication between school and home. This helps to achieve the success of the educational process and raises both moral and academic levels of the students.

All Academy staff is working together with Academy administration to provide the students and their parents a clear image about school systems and policies that ensures discipline and efficiency. A system that provides an opportunity for parents to participate and interact to achieve an outstanding educational system, which satisfies the individual needs of each student and her own potential and capabilities.

Your active participation and your cooperation with us to abide by the directory will achieve success and continued development of the functioning work of the Academy for the benefit of our students.

Secondary School Administration

SCHOOL DAY TIMINGS

Key Stage 3	7:00 a.m. -1:50 PM
Key Stage 4 & 5	7:00 a.m. – 1:50 PM
Note: On Mondays, all students finish school at 12:15pm.	

Lesson timings

(Sun -Tue - Wed – Thu)

Morning Line up	7:00-7:15
Lesson 1	7:15-8:05
Lesson 2	8:05-8:55
Break	8:55-9:10
Lesson 3	9:10-10:00
Lesson 4	10:00-10:50
Lesson 5	10:50-11:40
Salah/Break	11:40-12:10
Lesson 6	12:10-1:00
Lesson 7	1:00-1:50

Monday timing

The presence of students in the class	7:00-7:15
Lesson 1	7:15-8:00
Lesson 2	8:00-8:45
Lesson 3	8:45-9:30
Break	9:10-10:00
Lesson 4	10:00-10:45
Lesson 5	10:45-11:30
Lesson 6	11:30 - 12:15

Establishment of Al Arqam Academy

The school was established in 1996 as an Arabic private School for Girls but was distinctive as it included modern teaching methods and a variety of creative development programs.

In 2004, keeping pace with education reforms in Qatar, the school changed to an international English curriculum combined with a progressive Arabic and Islamic Studies syllabus. The school becomes a fully accredited Cambridge International Examinations (CIE) center for both primary and secondary. It is also an accredited center for international examinations at IGCSE and AS levels both by CIE and by Edexcel.

In 2013-2014, the school was awarded the Qatar National School Accreditation (QNSA) for 5 years; and for 3 years in 2018-2019 and for 5 years again in 2021-2022.

Al Arqam Academy promotes an innovative and balanced education program that strongly promotes students' retaining the tenets of their cultural and religious identity.

We aim to create a supportive and caring environment where each student is known and educated as an individual.

Vision:

To prepare a generation of students who are; faithful to their origins, proud of their identity, committed to values, dedicated to academic excellence, and connected to humanity.

Mission:

Al Arqam Academy focuses on providing a distinguished quality education, based on Islamic principles and values, responsible citizenship to build students' national and Islamic identity, encourage critical thinking and creativity in a healthy and safe environment, enable the students to face modern challenges and contribute to local and global society.

Our Values:

- * Honesty
- * Respect
- * Responsibility
- * Sincerity
- * Sisterly Love

Strategic goals for Al Arqam academy:

1. To develop the students socially, physically and psychologically via varied curricula, skills and activities which in accordance with our culture, and our identity.
2. To deliver high level of education in Arabic and Religion, English, Science, Math and other subjects to prepare our student for local, and international universities.
3. To develop personal and social skills; promote the ability to obtain information, solve problems, think critically, and communicate effectively. Encourage students to respect others and themselves by building positive values, confidence, and cooperation.
4. Ensure students enjoy learning throughout their lives and apply this learning to real life scenarios.
5. To foster a generation of students who are proud of their identity, adherent to values and morals and are responsible citizens.
6. To embrace and utilize cutting-edge Information Technology ensuring students have the tools to succeed in a rapidly changing world.
7. Achieving excellence in performance of teaching and administrative staff with academic and educational vision.
8. To ensure that parents, students, school and the community are joined in a partnership of mutual respect.

Learning outcomes of Al Arqam Academy

1-Al Arqam student graduates to be:

Having Correct Aqida that influences her ethics, attitude, and life style.

An independent personality in thought and behavior.

An independent thinker who are proud of their Islamic and Arabic identity.

2-Al Arqam Academy students will demonstrate 21st century skills such as critical thinking, self-motivation and reflection, problem solving and adaptability using technology responsibly to allow them to succeed in achieving their academic and personal goals.

3-Al Arqam Academy students will have a well-balanced lifestyle understanding the importance of physical and mental health.

4-Al Arqam Academy students will be able to communicate clearly and confidently with others in both English and Arabic.

5-Al Arqam Academy students will be responsible for themselves, their family, their country and their Ummah, while being aware of global events.

Rights and Responsibilities of Students

- 1- Every student has the right to a strong sense of self-esteem and belonging in our school community; therefore, every student should conduct and present herself in accordance with the values of Islam and the expectations of the academy.
- 2- Every student has the right to be respected; therefore, every student should show respect to her teachers and classmates.
- 3- Every student has the right to academic and emotional support; therefore, every student should not hesitate to ask for help if needed.
- 4- Every student has the right to express her thoughts and ideas; therefore, every student should use the opportunities provided to do that in positive ways.
- 5- Every student has the right to be in an environment that is healthy, clean and well- kept; therefore, every student should do her best to look after the school environment.
- 6- Every student has the right to learn; therefore, every student should do her best to support the learning of others.
- 7- Every student has the right to show her best effort; therefore, every student should do all she can to focus her effort in class and complete all assigned work on time and to the best of her ability.

We look forward to contributing to your successful future.

As you contribute to the success of the Academy.

Al Arqam Academy Agenda for Academic year 2022/2023

Please be informed that the school Calendar for the next academic year 2023-2024 will be as follows



أكاديمية الأرقام للبنات Al - Arqam Academy for Girls

Calendar for the Next Academic Year 2023-2024 will be as follows:

Event	Date
Administrators and Coordinators First Day	Tuesday 15/08/2023 (28 Muharram 1445)
All Staff First Day	Sunday 20/08/2023 (4 Safar 1445)
Students First Day and Beginning of Term One	Sunday 27/08/2023 (11 Safar 1445)
Mid of Term One Break	Sunday 22/10/2023 to Thursday 26/10/2023 (07 Rabi'ul Thani 1445 to 11 Rabi'ul Thani 1445)
Return After Mid-Term One Break	Sunday 29/10/2023 (14 Rabi'ul Thani 1445)
Term One Exams	Starting from Sunday 12/11/2023 (28 Rabi'ul Thani 1445)
End of Term One	Wednesday 22/11/2023 (08 Jumada Awwal 1445)
Term One Break for Staff	Thursday 23/11/2023 (09 Jumada Awwal 1445)
Term One Break for Students	Thursday 23/11/2023 to Sunday 26/11/2023 (09 Jumada Awwal 1445 to 12 Jumada Awwal 1445)
Return After Term One Break for Staff	Sunday 26/11/2023 (12 Jumada Awwal 1445)
Return of Students and Beginning of Term Two	Monday 27/11/2023 (13 Jumada Awwal 1445)
Qatar National Day	Monday 18/12/2023 (05 Jumada Thani 1445)
Mid-Year Break (According to Ministry of Education and Higher Education)	Sunday 24/12/2023 to Thursday 4/1/2024 (11 Jumada Thani 1445 to 22 Jumada Thani 1445)
Return After Mid-Year Break for Staff	Sunday 07/01/2024 (25 Jumada Thani 1445)
Return After Mid-Year Break for Students	Monday 08/01/2024 (26 Jumada Thani 1445)
National Sports Day	Tuesday 13/2/2024 (03 Sha'ban 1445)
Term Two Exams	Starting from Sunday 18/02/2024 (08 Sha'ban 1445)
End of Term Two	Wednesday 28/02/2024 (18 Sha'ban 1445)
Term Two Break for staff	Thursday 29/2/2024 (19 Sha'ban 1445)
Term Two Break for Students	Thursday 29/2/2024 to Sunday 03/03/2024 (19 Sha'ban 1445 to 22 Sha'ban 1445)
Return After Term Two Break for Staff	Sunday 03/03/2024 (22 Sha'ban 1445)
Return of Students and Beginning of Term Three	Monday 04/03/2024 (23 Sha'ban 1445)
Ramadan and Eid Al-Fitr Break	Sunday 07/04/2024 to Monday 15/04/2024 (28 Ramadan 1445 to 6 Shawwal 1445)
Return After Eid Al-Fitr Break	Tuesday 16/04/2024 (07 Shawwal 1445)
Term Three Exams	Starting from Sunday 02/06/2024 (25 Dhu'l-Qi'dah 1445)
End of term 3	Thursday 13/06/2024 (07 Dhu'l hijj'ah 1445)
Eid Al-Adha Break	Sunday 16/06/2024 to Wednesday 19/6/2024 (10 Dhu'l- hijj'ah 1445 to 13 Dhu'l- hijj'ah 1445)
Return After Eid Al-Adha	Thursday 20/6/2024 (14 Dhu'l-hijj'ah 1445)
Last Day for All Staff	Sunday 30/06/2024 (24 Dhu'l-hijj'ah 1445)
Students First Day and Beginning of Term One	Sunday 01/09/2024 (28 Safar 1446) subject to change according to the MOEHE

*International exams start in April according to Cambridge & Pearson International Organizations Schedule
*These dates are subject to change according to the Ministry of Education and Higher Education

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****Please note that dates of holidays and beginning of next academic year are subject to change based on Government and Ministry of Education decisions.**

Where to go for students & parents

SN	Matter	Person in charge	SN	Matter	Person in charge
1	Copybook/Uniform	Building supervisor	13	Learning difficulties	Coordinators /HODS/Academic Deputy Head
2	Arabic /Sharia textbooks	Librarian	14	Voluntary work /working hours /career advice	Students' guidance
3	Library books	Librarian	15	Talents to be enriched /suggestions for clubs and activities	Activity organizer
4	English subject textbooks	Librarian	16	Community projects	HOYS/ Students council
5	Health issues	School Nurse	17	Suggestions /ideas/requests /complains	Pastoral coordinator
6	Academic advises or questions	Coordinators /HODS/Academic Deputy Head	18	Appointments for parents	Reception
7	Trips/parties/requests/suggestions	Pastoral coordinator	19	Cleanliness and maintenance	Floor Monitors /Building supervisor
8	Problems with lockers / lost & found	Floor Monitors	20	Question about behavior policy	Home room teachers /HOYS/ Pastoral coordinator
9	Social problems with others / social problems	Home room teachers /HOYS/Social Worker	21	Paying IGCSE, AS, CHECKPOINT	Accounting office
10	Leaves of absence and health certificates with for student.	Students' affair	22	Students reports / files	Students' affair
11	Missing Exams or Assessments	Academic Deputy Head	23	IGCSE, AS arrangements/ registration /questions	Exam Officer
12	School Activities	Activity organizer			

31/8/2023

General Policies and Guidelines for Students and Parents

Admission and Registration:

In order to be accepted at the academy, student must go through the following stages:

1. Pass the Admission test (placement test) successfully and achieve the academic level required. Year 12 students are accepted according to their IGCSE results.
2. Complete the interview of the student and her parent/guardian.
3. Provide a report or certificate to prove the success of the previous school year.
4. Sign an agreement to comply with school rules and regulations.
5. The priority is given to people who are committed to the registration dates and those who have sisters in the Academy.
6. Provide a letter of recommendation from previous school as well as other required documents.

Tuition Payments:

1. Entrance & Registration fees are a one-time only payment for new students and are non-refundable.
2. For existing students, a down payment must be paid as part of the first term tuition fee to secure student enrollment for next year, and this payment is non-refundable in case of withdrawal.
3. If a student is admitted in the first half of the term, full term fee will be charged.
4. If a student is admitted in the second half of the term, half of the term fee will be charged.
5. If a student is withdrawn in the first half of the term, half of term fee will be charged.
6. If a student is withdrawn in the second half of the term, full term fee will be charged.
7. All payments must be made in QR via cash, cheques or credit card.
8. Percentage of discount for the 3rd sister (10%) for the Third term tuition fees.
9. Deadline for tuition fee payment is two weeks after the beginning of the term.
10. For bus fee, half of the fee is to be paid in the first and second term whilst the rest to paid in the beginning of the third term.
11. IGCSE and AS students are not allowed to sit for their exams before paying both exam and school fees.
12. The fees approved by Ministry of Education, which are listed in the tuition fees list, are mandatory for all students.
13. International exams fees are not included in the school fees and are paid separately.
14. Students are obliged to buy and use the school copy books on a yearly basis.
15. Regarding the school policy, Parents must pay the school fees within the 1st two weeks of the beginning of each term.
16. In case of not paying any of the fees listed, students will not be allowed to attend school until the full payment of the fees is made. This may affect the continuity of student registration for the next academic year.
17. In case of any delay, parents should write a letter to the school's principal, and the academy will reply with acceptance or rejection. In case of acceptance, parents are expected to pay before the end of the fee extension period.
18. Third term fees must be paid or Seat reservation fees for next year will not be accepted.

Our Vision: To prepare a generation of students who are, faithful to their origins, proud of their identity, committed to values, dedicated to academic excellence, and connected to humanity.

Al-Arqaam Academy Fees Policy for the Academic Year 2023/2024 for Primary, Preparatory & Secondary

In accordance with the Ministry of Education and higher Education policies, we would like to inform you that the academic year structure will be as follows :

Class	Entrance Test	Registration	Tuition	Books	Notebook+ Photocopies	First Term		Second Term		Third Term	
	QR	QR	Per year/QR	Per year/QR	Per year/QR	QR	Due Date	QR	Due Date	QR	Due Date
Year 1 To 6	213	1600	24704	587	213	12352	27 August 2023	12352	8 th of January 2024	-	4 th of March 2024
Year 7 To 9	213	1600	27610	427	213	13610		13610		-	
Year 10 To 11	213	1600	36330	427	213	14000		14000		8330	
Year 12	213	1600	43595	427	213	14000		14000		15595	

Fees policy

- 1- Entrance test and registration fees are one-time payment and non-refundable.
- 2- The Re-registration fees for the next year must be paid to ensure the student's place in the school noting that this is part of the school fees and non-refundable.
- 3- If a student withdraws or leaves the school, the re-registration fees are accepted only after payment of term 2 fees.
- 4- If a student is admitted in the first half of the term, full term fees will be charged.
- 5- In case of a student's withdrawal before the end of the first month of the 1st semester, fees are paid for the number of school days attended in addition to the re-registration fees.
- 6- In case of a student's withdrawal after the first month of the 1st semester, full term fees will be paid.
- Note: This also applies to the bus fees.
- 7- All payments must be paid in QR via cash, cheques or credit card.
- 8- Percentage of discount for the 3rd sister is (10%) for the total tuition fees.
- 9- Deadline for tuition fees payment is two weeks after the beginning of the term. In case of delay in paying on time, an appointment will be between parents and administration to hand in cheques of the due amount.

Other fees		
Books from grade 1 to 6		587
Books from year 7 to 12		427
Notebooks & photocopies		213
Check points	Per subject 107 (3 subjects)	
IGCSE Exams fees		480
AS Exams		693
Re-Registration for new academic year deducted from the first term fees for new		3000

10- Full bus fees should be paid at the beginning of the year (non-refundable). In case that the bus fees exceed the value of any coupons, parents will be responsible for paying the difference.

11- For years 11 and 12 parents must pay third term before IGCSE exam start.

12- Kindly note that there is a difference in balance between the whole year school fees and the coupon starting from year 10, 11 and 12 as follows :

Year 10, Year 11 = 8330 QR Year 12 = 15595 QR Differences in fees should be paid in the first term.

13- The above books fees are only for borrowing purposes. Books have to be returned in their original condition at the end of the year. Books have to be returned in their original condition at the end of the year except the Arabic, Arabic Humanities & Social studies. The policy on books will be enforced as per the student handbook.

I have read the above regulations and agree to them. I am responsible for payment of the fees as laid out above.

Bus fees		
Bus fees	One-way	Two ways
Per year	3000	6000
Per term	2000	4000

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23-5-2023



Seat reservation fees:

- It's a compulsory fee that must be paid at the time determined by the school and the ministry of education and higher education and it will be deducted from first term fees.
- If the seat reservation fee is not paid, then this would be an official declaration of parent's interest in not to continue in the school for the coming year. The school then has the right to delete her name and to register for another student instead of her.
- If any parent wanted to pay the seat reservation fees after its due time, then she must provide a letter to the head of the academy, and she replies either by approving or declining according to seats availability.
- Seat reservation fees can be refund till the last day in the ongoing academic year, and after the end of the year the fees will not be refunded. The seat reservation fees refund takes place till the last day for the admin staff in the academy according to academy's calendar.

Books fees and returning books policy:

Academic books:

Due to the high prices of the British curriculum books especially for the higher stages (the price of one book ranges between QR 200 and QR 350), the Academy set the policy of borrowing books rather than buying them to reduce the burden on the parent. And this results in the following:

- Delivery of the books at the end of the academic year in a good condition.
- The student must ensure that the retrieved book holds the same serial number registered in her name on the system.
- If the book is damaged or lost, the school is entitled to withhold the grades report until the book is returned, replaced or the student pays (200 QR).
- The Arabic language, Sharia and Qatar history books are free for Qatari and non-Qatari students as specified in the fee policy.

Books borrowed from the library:

As for borrowing from the school library, in case of damaging or losing the book, the student has to provide alternative book or to pay (100 QR).

Withdrawal Policy:

The following procedures must be followed in order to withdraw a student from the Academy:

1. A request for withdrawal is to be made and submitted to the student Affairs in advance. School fees policy will be implemented based on the date of withdrawal letter submission.
2. Student clearance form to be collected from students' affairs and the student needs to get it signed by all respective departments.
3. Settle the financial matters with the Accounting Department.

4. Providing all these documents and receipts to the Department of Student Affairs for receiving the student's file.
5. Students who withdraw from the school and then wish to reenroll will be obliged to follow the process of new student registration including any fees and tests associated with that.
6. Bringing a vacancy availability paper from the school which the student is being transferred to so the academy be able to delete the student's name from the school system.

Working in partnership

The quality of learning experiences we provide for the children can be greatly affected by the level of interest and involvement of parents. It is a policy of the school to encourage contact with parents on matters concerning the progress and welfare of their daughters. A strong and transparent one-to-one relationship is developed and encouraged. Variety of avenues is provided for interaction and partnership with parents:

Communication and appointments

One of our aims is to encourage communications with both parents and children.

Three groups of people are involved with a student's education: The student, the Teachers and the parents. Communication between all parties is therefore vital.

1. Parental portal on k12 system.
2. Communication is also available through the live window on Academy's portal, as all questions there are being answered immediately.
3. Appointments to see a teacher or other staff member should be made in advance. Please contact the receptionist of the school with a brief description of the reason for the meeting, name of the student and phone number. A meeting will then be arranged, and parents will be informed of the date and time.
4. Orientation meetings are held at the beginning of each academic year (Year 7 parents are invited to a separate orientation meeting).
5. Regular Teachers- Parents meetings are held to discuss student progress with teachers and gain recommendations from teachers on how individual targets can be achieved.
6. Parents may also meet teachers during school hours with prior appointment through the school reception if they wish to discuss areas that need immediate attention.
7. Mid-Term1 progress meeting is held and End of term reports are sent home via k12 on a regular basis for updating parents about their daughters' academic level and behavior at school.
8. Mothers are welcome to participate in school activities and work alongside with students and teachers to achieve school's vision, mission and goals.
9. Mothers are invited to attend the open day where they could share their daughter's learning experience.
10. We are open to parents' proposals and new ideas for enhancing academic performance and policy development.
11. Suggestion box is available for any suggestions or complaints.
12. School website is updated on regular basis with important information in the various areas.

- The following numbers may be reached for further assistance during official working hours:

- Reception 44234202 – 44234203
- Student Affairs 44234217
- Nurse 44234259
- Accounts 44234241 – 44234222
- Social Worker 44234257

- **Numbers to be contacted via WhatsApp only:**

- **44925556 – 44929884 – 44924965 – 44925445 – 44266986**

School Uniform

1. The official school uniform is strongly recommended to be purchased from the school and not to be changed or altered in any way other than alterations for fit.
2. The full school uniform is to be worn to school daily by all students.
3. It is a white shirt with sleeves and school logo and long navy-blue skirt till ankle. Students need to wear a white top under their shirts. A white shirt to be worn under the school uniform.
4. Students from Yr 7 to Yr 12 must come and go from school in a simple black Abaya and Hijab. Additionally, they must wear Abaya and Hijab on all school trips and events.
5. Shoes must be plain black, white or navy blue with a flat heel. Open-toe footwear or slippers are not allowed.
6. Sweaters and jumpers must be in accordance with the colors of the school uniform and not have sayings, decorations or pictures on them. They must be plain navy blue, white, black or grey
7. The full school uniform is compulsory at all official school functions unless otherwise is announced by the Head of School.
8. No make-up, nail polish or artificial nails are allowed. Students may wear a practical watch – smart watches are not allowed – and pair of simple ear-rings, no other jewelry is allowed.
9. On body piercing, piercing on any part of the head, except ears (and 2 earrings maximum), is not allowed.
10. Hair must be neat and tied back. Students are not allowed to dye their hair with extreme hair colors (e.g., red, purple, blue). Very short hair cuts are also not allowed.

Physical Education Uniform (PE)

The PE uniform consists of loose navy-blue PE pants and a T-shirt with the school logo, white or black sport shoes and white socks. PE T-shirt is to be purchased from the Secondary school.

Punctuality and Attendance

Learners may be absent from school for illness or emergency reasons only. Parents or Guardians must explain absenteeism, in writing in emergency cases on the day of the students return; otherwise they need a pre-approval from the Head of the school for the planned absences. **Learners must enquire from their teachers the missing work while being absent and are then responsible for catching up that work.**

1. School attendance is compulsory. Students must fulfill at least 90% attendance of the academic year.
2. Students who are absent for more than 18 days in the school year without accepted excuse will be referred to the ministry of education.
3. School attendance for Yr. 11 & Yr.12 students continues till the beginning of the international exams.
4. **Student must ask her teachers about the missing homework and class works and the student is also responsible about what's missing and she has to catch them up.**
5. Learners will attend school from the first until the last school day of each term.
6. Medical/Sick leave from a doctor has to be submitted the day the student joins back and maximum within a week. Otherwise, it will be considered as an unauthorized absence.
7. On the first day of the child's return after a period of absence from school, a signed letter stating the reason for having being absent is required from the parent or guardian.
8. **More than 4 days of absence in a term will lead to sending a written notification to parents to be signed or informing them through the school portal. Parents are expected to encourage their daughters not to be absent.**
9. In case a student's absence reaches 12 days, parents will be called in to sign a pledge or sending it to them through the school portal.
10. If Student's absence exceeded 12 days:
 - A- Student's file to be transferred to the social worker who opens a file for her, recording all warnings and pledges which is signed by student's parent/guardian or they have been informed about them through the school portal.
 - B - The social worker will call student's parent/guardian to school to sign a second pledge as a proof that school has informed him/her about student's absent days number and the possibility that she couldn't attend end-of-year exams. Also to inform him/her that this would affect her continuity in the Academy for the following year if her absence reached 18 days.
 - C-If the parent didn't attend the school to sign, then the written pledges that were sent to him manually / or electronically through the school portal, will be counted as an official parent notification and the school has the right to go on the official procedures.

In case a student's absence reaches 18 days without any excuse :

- The student's file is transferred to the private schools office in the Ministry of Education and Higher Education with an official cover letter from the social worker with the student's case and academy's decision not to allow her to enter end-of-year exams and not to re-register her in the academy for the following year. The decision is taken by ministry officials upon the request of Academy's administration.

- Students Affairs Department informs Accounts Department about Ministry of Education decision that student will not continue at school and to block student's continuity for the following year.

11. The official school day starts at 7:00 AM and finishes at 1:50 pm for Years 7 to 12 except on Monday, school day finishes at 12:15pm.
12. The school gates will open at 6:20AM Students have to be at school before 7:00 AM every day. The school duty starts at 6.20 a.m. so no student will be supervised before that time and no student is allowed to enter the school after 7:20 AM unless the parents have informed the lateness of the student prior to her arrival to the school. (please check lateness policy mentioned later in this Handbook)
13. School finishes at 1:50 p.m. No students are allowed to stay in the school after 2:30 p.m. as there will be no supervision for the students after 2:20 PM
14. For the safety and security of our students, the Academy will issue School ID card.
15. Only the cardholder will be allowed to take the student.
16. Student is not allowed to leave with a taxi (Uber, Careem, Karwa) except if the driver has shown the student's ID that is issued by the school and the authorized person must bring that ID everyday during dismissal time to be allowed to pick the student up.
(In case of losing the card , the student pays 15 riyals for another one).
17. As far as possible, all doctor, dental or other specialist appointments to be arranged and booked after school hours or during holidays.
18. **The policy of calculating absence days in secondary:**

In case the student is absent on any day, the following policy will be applied:

Notification via k12 : 5 days absence

1st warning via k12: 10 days absence

2nd warning via k12: 13 days absence

3rd warning via k12 :: 16 days absence

In case the number of absences exceeds 16 days, the matter will be transferred to the social worker, who makes contact with the parents to write a pledge not to have more absence. If the student's absence continues, and the number of absent days reaches 18 days, the academy will take formal measures, which will lead to depriving the student of taking the final exam and not renewing the continuity of students in the Academy. Her file will be referred to the Ministry of Education and Higher Education for a final decision on the matter.

Personal cleanliness and hygiene

1. Each student is expected to keep presentable appearance, tidy and clean.
2. Clothes are expected to be clean, ironed and smell good and fresh.
3. Nails must be short and clean.
4. Hair must be clean, tided and tidy at all times.

Hair check policy

The school's nurse does a regular periodic hair check for students. Therefore, in case of noticing a student with hair lice, the school follows the following procedures:

1. The student's mother will be contacted to come and collect her daughter. Meanwhile, the student will be kept away from other students in order to avoid spreading the problem.
2. The Mother will be provided with clear guidance and information on the type of medication, methods of treatment and precautions to prevent reoccurrence of the problem.
3. The student must stay at home till the problem will be completely resolved. On student return, thorough checking will take place by the school nurse and the student will be sent home if the problem still persists.
4. As hair lice could easily from one person to another, parents are advised to check all family members and maids or nannies dealing with the child.
5. In case a parent refuses to follow the school policy, their daughter will not be re-registered for the next academic year.

Absence during an exam or a test

In the event of a learner not being able to write an examination, a doctor's Medical certificate has to be submitted to Head of School **the day the student joins back and maximum within a week. Otherwise, it will be considered as an unauthorized absence, and no permission for taking missing assessments/exams will be given.**

Arrangements must then be made with the Exam Officer and the Head of the school to re-sit the exam as soon as the student is back. If there is no prior approved permission of absence from school, the student will not be allowed to re-sit the exam.

Celebrations and Gifts

1. Any party or celebration needs prior written approval from the Head of School.
2. At any event or achievement, encouragement and appreciation are shown keeping in mind the school values. Birthdays and personal occasions are not celebrated in the school.
3. The school appreciates students' love and care towards the school and teachers, which can be shown through flowers, chocolate and good words only.
4. As a part of administrative policy, the school doesn't accept any gifts to the teachers or administration from students at all occasions and the school doesn't allow celebrations for birthdays for students or teachers and if any student brings gifts, it will not be accepted by school and will be returned back to the parent at the end of the day.

Types of Food allowed at school

1. Students should be encouraged to eat a healthy breakfast before coming to school and to bring healthy foods for snack and break times.
2. Chocolate, sweets, gum, chips, fizzy & energy drinks and glass bottles are not allowed in school.

The distribution of students on classes Policy

Students are distributed on classes according to a clear and declared policy that achieves fairness with all students at all aspects; academic, social and psychological, as follows: -

1. Before the end of the academic year, a meeting is held to bring together all subject teachers with homeroom teachers and heads of years to develop suggestions on the distribution of students on classes for next year, taking into account the academic balance, mental health, behavioral aspects and social relations between students for all classes.
2. Suggested lists done by teachers are reviewed by the social worker to give recommendations to ratify the effectiveness of the distribution.
3. Lists are submitted to the head of secondary for the final approval on the proposed lists.
4. Parents do not have the right to request to change their daughter's class at the beginning of the academic year. School administration will make the final decision after careful consideration of all aspects.
5. In case parents have valid reasons for not having their daughter in a particular group, the school request form should be submitted to the Student Affairs Department. The relevant committee will look at this and decision would be made. During the academic year, students may be transferred from one group to another just in case of social, psychological or health problems that are estimated by the administration.
6. The Academy has the right to transfer students who have not been attending school since the beginning of the academic year, from one group to another according to academy's considerations before they join the school.

Transferring students from group to another

Class that a student will be transferred to is determined upon academy study of each student case, the transfer from group to another only takes place when there are social, medical, psychiatry problems that Academy administration sees.

Academics:

Curriculum

Al-Arqam Academy for Girls is an international school with an Islamic beliefs and ethics background. The school follows the Ministry of Education in the Arabic Language, Sociology and Islamic Education, as well as the British National Curriculum and the Secondary 1 Preparatory Curriculum in English Language, Mathematics and Science, the International Program for Cambridge in IGCSE and AS, and the Edexcel program in some subjects.

The Academy selects and evaluates the British curriculum in accordance with its values and principles without compromising the academic aspect and in line with the needs of the Academy's students. In addition, the academy added the Robot and Scientific Research curriculum which were developed to prepare Al-Arqam students to keep pace with the age and technology. Both curriculums are for secondary school students.

Special Achievement Awards

There are times when students make great achievements, in or out of school. This may be in any area of school life, or achievement within the Community, including good behavior, helpfulness, or personal development such as perseverance. Recognition of a child's special achievement will result in receiving a Special Achievement Award certificate in front of the whole school. Other awards such as trips, vouchers, swimming pool parties are also implemented. (Please see rewarding system for further details)

Al Dhuhr Prayer (Salah time):

Students and teachers pray Al Dhuhr prayer together in the circle areas every day except on Monday as students are dismissed at 12:15pm.

Extra-Curricular Activities

The student can take part in sports competitions like the Schools Olympic Program, robotics and scientific research competitions, Little Muhadeth competitions, Quran competitions, MOEHE competitions like "I Am a Researcher," Qatar University competitions like "Al Bairaql for Scientific Research," competitions held by the country like "Future Writers," and after school activities like "Media," "Cooking," "First Aid," "Library," "Art," and other activities that help students develop their skills.

School field trips

The school organizes school trips, for the different classes, on a regular basis both for educational purposes, developing students' experiences and as a mean of rewarding students for different types of achievements. The following rules need to be applied:

- A student must bring both the trip fee and a written approval from parents before the trip day.
- Students must wear the school uniform on field trips and must wear closed Abaya and Hijab, Not to Put Any Makeup, and behave in compliance with school values.
- Students must come to school on time, as a normal school day.
- Students must pay the trip cost asked for by the school.
- Students must stick to the schedule of the field trip.
- Students should reflect the school image while being in the trip.
- Students are not allowed to carry the mobiles and cameras on the trip.
- Students should not be picked up by the parents from venue of the trip.
- If a student doesn't bring the letter back to school before the organized trip , she will not be going on the trip.
- In the case of not wearing the proper school uniform the student will not be going on the trip.
- If the student comes late to school on the trip day, she will not be allowed to go on the trip.
- If a student misbehaves on a field trip she will not be going on the next school trip that will be organized.
- Students must follow school discipline policy in order to have permission to go to schools trip (students with 3 detentions will not permitted to join school trips)

Homework Policy

We believe that homework contributes significantly to a student's progress in school. It helps to raise standards of achievement and plays an essential part in preparing students for tests, examinations and, most importantly, for lifelong independent learning. It extends challenges open to students and can maximize the effective use of teaching time in school.

Major aims of setting homework:

- **To help raise achievement:** this is assisted through the additional study time which homework requires and provides. Well-set homework offers appropriate challenges based on reinforcement, consolidation and extensions of work done in lessons.
- **To increase motivation:** Students should be encouraged to undertake independent learning at home as an essential part of their education. They should be made aware of the link between good study habits, high standards of organization and achievement, and examination success. Rewards for good homework help to improve effort.
- **To develop independent study skills:** Students must progressively learn to take responsibility for their learning and develop the skills, attitudes and confidence necessary to study effectively throughout their lives. As they move up the school there will be increasing demands placed on them. They need to develop good organizational skills such as time-management, prioritizing and meeting deadlines.
- **To encourage a strong partnership between parents and School:** through helping students with opportunities to use resources and materials not available in all lessons (e.g. visits, newspapers, television and radio, further use of computers, internet, libraries) and, most importantly, by ensuring that students have time and space for quiet uninterrupted study, parents can work most effectively towards maximizing their daughter's progress.

Purposes of Homework for students

- Offers additional study time to help them achieve higher standards.
- Enables them to review classwork and check that they have understood it.
- Enables them to prepare for future lessons through individual research.
- Gives them the opportunity to reinforce their skills by practicing them.
- Requires them to read – for information and for pleasure.
- Requires them to write in different styles (e.g. essays, summaries, notes, extended written work).
- Requires them to solve problems.
- Extends their learning and widens their experience.
- Enables them to pursue individual interests in subject areas.
- Helps them to develop study skills – including time management and planning.
- Requires them to use a variety of resources (books/internet/CDs) to help with their work.

Homework tasks may take many different forms, including:

- Textbook questions
- Exam style questions
- Past exam questions
- Research tasks
- Learning key words
- Projects
- Presentations
- Revision
- Tasks uploaded on Teacher- students' blogs

Each homework task may not be assessed by the teacher, as a standard ongoing homework for all classes is the review of that lessons work. This is assessed as part of the formal testing procedure. However, homework will be formally marked by the teacher or checked through whole class discussion. Feedback will be given in on pieces of work/assessments with individual targets for the student on how to improve.

Each year group will be set a one homework minimum per week in each subject area. The average time spent on homework will vary for each year group, increasing as they move up the key stages. Some weeks, students will be given longer tasks which will take more time and other weeks will be less than the average time. Please see the table below for specific average times

for each year.

Year	Home Work Hours Per Week								
	English	Science	Math	Arabic	Humanities Arabic	Humanities English	Shariah	ICT	Option subjects
7	2.5 hours	1.5 hours	2.5 hours	2.5 hours	1 hour	1 hour	1.5 hours	1 hour	NA
8	2.5 hours	1.5 hours	2.5 hours	2.5 hours	1 hour	1 hour	2 hours	1 hour	NA
9	3 hours	2 hours	3 hours	3 hours	1 hour	1 hour	2 hours	1 hour	NA
10	3 hours	3 hours	3 hours	3 hours	1 hour	NA	1 hour	2.5 hours	2.5 hours
11	4 hours	3 hours	4 hours	4 hours	1 hour	NA	1 hour	2.5 hours	2.5 hours
12	4 hours	4 hours	4 hours	4 hours	1 hour	NA	1 hour	4 hours	4 hours

How parents can help their daughters (Parental support)

Parents can support their daughters by:

- Taking an interest in what they are doing in school, for example asking them about their learning and about what happened in school that day.
- By supporting them in doing their homework, for example by providing a place and time for them to do it, and resources such as books as well as access to a computer with Internet connection.
- By attending all Parent-Teacher meetings at school
- By making sure they eat a good diet (in particular that they eat a healthy breakfast before coming to school) and get a good night's sleep.

- By encouraging 100% attendance. (Whether online/blended, according to the learning system chosen by the student).
- Commitment to attend school and support lessons and activities.
- Making clear how important homework is to academic progress and by showing how they value it.
- Supporting the expectations that deadlines will be met and checking that they are.
- By attending different activities, events or sessions parents are invited to. (This is not applicable for the academic year 2020-2021 during the Corona virus pandemic).

Assessment and monitoring

At Al Arqam Academy, we try to ensure effective assessment by letting students know what they are learning. This may be:

- Specific knowledge
- A new skill
- Understanding a difficult concept.

Teachers also let students know:

- What we expect them to learn by the end of each lesson
- How well they are doing in the lesson
- What they need to do next to make more progress.

Teachers allow students to know:

What we expect them to learn before the end of each lesson

- Their own performance of the lesson.
- What should they do in the future to achieve more development.

Comments in books should be about 'ways to improve'. Additionally, we monitor children's progress regularly, throughout the year, to ensure that they remain on track.

Assessment

A wide variety of assessment procedures are used. This includes (class work/ remote work during live lessons, homework, projects, tests and examinations). Parents are kept informed of their child's progress via comments in exercise books, through the diary, reports, Chat via Microsoft Teams (for blended/online learning system) and parent teacher conferences.

There are 2 types of Assessments

1. Formative Assessment
2. Informal Assessment

(Both assessments are given to the students after enough practice and explanation)

- In Year 9, students sit the International Checkpoint Exams in Math, English and Science in order to assess their level and help guiding them whilst choosing IGCSE courses.
- At end of Yr. 11, students sit IGCSE exams.
- At end of Yr. 12, students sit AS exams.

Grade boundaries for Key stage 3(years 7-9)

Grades are awarded as shown below.

95-100	A*
90-94.9	A
85-89.9	B*
80-84.9	B
75-79.9	C*
70-74.9	C
65-69.9	D*
60-64.9	D
55-59.9	E*
50-54.9	E
0-49.9	F

All Subjects	Weight in Term Grade
Homework	10%
Attendance	10 %
Class work	10%
Unit Assessments	30%
Summative Assessments (End of term assessment)	40%
Total	100%

Year 10-12

Grades are awarded based on the CIE and Edexcel exam board grade boundaries for different subjects. Students and parents can check with subject teachers what these are or they can check on the CIE or Edexcel website for current grade boundaries for IGCSE and AS subjects. The boundary for other subjects is similar to those of KS3, or as the department decides.

Year 12 essential requirements:

(please refer to IGCSE and AS exams policy page No.54-55)

Absence and missing Exams:

If a student missed an exam, she should do the following:

- Submit a sick leave certificate from the doctor to the deputy head of academics as soon as she returns to the school after her sickness absence and within a week as a maximum.
- If the certificate is not submitted within the mentioned period, it will not be accepted by the administration and no re-tests will be conducted for the student.
- The Head of academics must accept the certificate, and then make the proper arrangements with the subject teacher retest the student once she returns.
- If the student didn't take a prior absence permission, She will not be allowed to retake the exam.
- In case of travelling the school must be notified in advance, student must take an absence permission to be allowed to retake the missed exams (traveling for medical treatment for the student or her first degree relatives, is accepted by school)

Reports

Students get an end of term report at the end of each term they attend.

Progress reports are an important way to let students and their families know how students are performing academically and socially in between report cards. Progress reports are also narrative, and include detailed information about student performance, homework, attitude, behavior, and attendance. Students and families should feel free to contact classroom teachers and heads for updates on student progress. The report will also indicate anything specific you, or your child, can do at home to accelerate progress.

Full reports are sent out at the end of Term 3, reporting on the year's progress. Parents have an opportunity to discuss this with the subject teacher if they wish to do so.

Policy for dealing with academically low achieving students (years 7, 8, 9 & 10):

1. After the beginning of the academic year and after the results for the diagnostic test are out, a list of academically low-achieving students is made (first list) by coordinators to the student counselor to organize support classes according to school policy.
2. A variety of methods to support students are applied, such as:
 - Individual support for the student outside/ inside the classroom.
 - A support program is made for each student inside the classroom during lesson, by instructions, worksheets and activities appropriate for students.
 - Program with several levels is made for preparatory students in main subjects taught in English.
3. Coordinators and deputy heads follow up with the programs provided to measure students' improvement.
4. The support program is carried out throughout the whole academic year in accordance with students' needs (teachers, coordinators and student counselor cooperatively).
5. After the results of Term 1, a second list is made of student results and is analyzed by teachers and coordinators. Then, the list of low-achieving students (scoring less than 50%) is sent to the students' counselor (for years 7, 8 & 9 only).
6. A support file will be open for each student (students' counselor)
7. Parents of low-achieving students (scoring less than 50%) are contacted via in-person meetings to inform them of the areas of weakness, teachers' recommendations, to discuss individual support plans set by teachers (students' counselor). This happens once every 6 weeks to track improvement (in case an in-person meeting is not available, above-mentioned steps are carried out via phone calls and plans and recommendations are shared on K12).
8. A record of individual meetings is kept in the meetings file and support file of each student (students' counselor).
9. Individual meetings with parents are to be documented.
10. After the results of Term 2 and specifically in April, a third list is made of students who still are low-achieving, parents are called in to be informed of the seriousness of the situation and the possibility of students failing and that the school policy will be applied as follows:

❖ First:

After term 3 results are announced, an average of students' performance in the 3 terms for all subjects will be calculated. Students who have scored an F grade, achieved less than 50%, in any of the following subjects: English, Mathematics, Science, Arabic, Sharia, Humanities Arabic, and Humanities English):

- If the student failed in 4 or less of the subjects mentioned above, she will re-sit the exam in August.
- If after re-sitting the exam in August, the student failed again in any of the subjects, the student will have to repeat the same academic year she studied.

❖ Second:

After calculating the average of the 3 terms, if the student failed in more than 4 of these subjects:

(English – Arabic – Sharia – Science – Math – Humanities Arabic – Humanities English),

then the student will have to repeat the same academic year she studied and cannot re-sit any exams in August.

The student and her parents have the right to choose to move the student to another school that may be more suitable for her. The other school admission policies will apply to the student which may result in the student repeating the year in the school she will move to.

11. The student's case will be documented through:

- A report about procedures taken during the year.
- Student's results and the student's support file.
- Documenting meetings with parents and parents sign meeting minutes.
- Submitting the student's support file to the students' affairs department which will be included in the student's school file.

Behavior Policies

We believe that the school should guide students towards appropriate behaviors so they can enjoy schoolwork and life to the full. The school aims to provide a framework of affirmative, positive and caring discipline through effective and timely intervention. The school has a clear expectation that students and staff will be courteous, polite, tolerant, and respectful of the views and values of others. The school recognizes that rewards are more important than punitive disciplinary measures.

Students are expected to comply with the ethos of the affirmative discipline policy to benefit both themselves and the wider school community. Students will be actively praised for positive actions: excellent work, acts of kindness and consideration, demonstration of community spirit, good effort, excellent attendance, looking smart and other areas worthy of private/public mention. While students are attending school, present on the school premises, attending any school sponsored function, or while in any vehicle being used for school-related transportation, they are expected to conduct themselves in a manner which will bring credit to themselves, their parents and our school.

Staff members positively encourage the development of student independence and self-discipline and take every opportunity to give appropriate praise and celebrate students' achievements. The staff members recognize that students may occasionally experience difficulties in conforming to school expectations. When this occurs, the school has a clear obligation to identify issues and support students as appropriate to enable them to overcome their problems. Staff members have a clear responsibility to encourage and positively enforce the accepted standards of discipline.

Introduction

By registering your daughter in this school, the parent or guardian indicates both support and acceptance of the disciplinary structures and procedures of Al-Arqam Academy for Girls.

The contents of this document therefore form a legally binding contract to which a learner and her parents, upon enrollment in this school, are contractually bound.

Purpose of code of conduct

General Goals

A code of conduct contributes towards creating an atmosphere in which Islamic principles and norms form the basis and environment in which education can take place. In this manner, pride in the school is developed and retained while the uniqueness of the individual is recognized. The intention of this code to uphold the values and traditions that are proudly associated with Al-Arqam Academy.

Specific Goals

In conjunction with the mission of the school, the code of conduct ensures that:

- The school is properly administered so that the highest possible standard of education is maintained.
- Educational goals are realized.

- A high standard of discipline is maintained so that the norms and standards of civilized society are retained.
- An atmosphere in which independent thought, creative reasoning and self-motivation can flourish.
- All students are equal and are treated with fairness, respect and integrity.
- A respect for race and religious belief is inculcated.

Behavior and general attitude

- The behavior (conduct) and attitude of our learners must do the parents, the school society in general proud. Learners' behavior should reflect respect and consideration for others.
- Learners should, at all times (in and outside the boundaries of the school), behave and conduct themselves according to the values of the school.
- Learners are expected to greet teachers and visitors to the school in a polite manner and must always offer assistance where necessary .
- Learners must always show respect for the privacy, creed, culture, religion and family of every member of the school community.
- Learners must always speak distinctly and respectfully. Abusive or foul language will not be tolerated. Body language, facial expressions and voice tone are to be considered when speaking to staff and classmates.
- Lining up and dismissing from assemblies as well as the movement around the school, should take place in an orderly and calm fashion: taking right side while walking in corridors, and when going up/down the stairs.
- Learners may only go to the bathroom during the break before the day starts and the end of the day. Should they need to go to the bathroom during or between the lessons they may only do so once they've been granted permission by a teacher. (through getting cards used for bathroom, or clinic)
- No one may leave school grounds during school hours without permission by Head of Admin.
- No learner may chew gum.
- Insolence towards parents or teachers will not be tolerated and will be dealt with severely.
- No learner may bring a weapon or any dangerous tool of any description onto the school grounds.
- At any official function, encouragement and appreciation will be shown by Takbeer, the clapping of hands and not by screaming, whistling, and making noises or by stamping of feet. Out of politeness, no loud laughing or other inappropriate noises will be made, when the person who is performing makes a mistake.
- Girls are not to bring cell phones or digital watches or any other electronic equipment to school.
- Textbooks and stationery must be appropriately looked after and be returned back on time.
- Students are not allowed to write on furniture, deface or ruin school equipment.
- Each person's property must be treated with respect.
- All learners are to respect the property and possessions of others and any learner caught stealing will be dealt with severely.
- Learners may not remain in their classrooms during break unless they have the permission of the relevant teacher.
- School property must not be damaged or defaced. Learners found guilty of this offence will be dealt with in terms of the discipline policy.
- Should a learner break anything accidentally, it must be reported to the administration immediately. The school reserves the right to recover the cost of replacement/repair of the item/property from parents/guardians.

- Lost property must be handed in to the monitors .
- All learners are to assist in keeping the grounds tidy. Littering is strictly forbidden.

Library and Labs

When using school library and ICT Al Arqam students are expected to do the following:

- Show good manners and be respectful towards all you encounter in these rooms.
- Please, no profanity or vulgar language, and keep the noise level down. Do not shout across the room to another student or colleague.
- Under no circumstances are you allowed to bring food into any of these rooms. Eat your lunch outside. Keep the place clean and tidy.
- The computers in these rooms are to be used for practical, projects, activities, homework, and research and NOT to be used for Nonacademic purposes.
- When logged onto a computer, students responsible for any violation of computer use. They should keep this in their mind if they are considering giving their login to another student. They will be held responsible for anything that student does on the computer under their login.
- Students must clean up after themselves when they leave the room.
- While in the library/computer labs students are not to alter or attempt to alter a computer setup or system configuration or download games or other non-educational files.
- Ensure all materials borrowed are returned on time.

Important note: Students are not allowed to use classrooms, PE halls, Labs, Library in absence of the supervising teacher. They are completely not allowed to stay in staffrooms or reception at any time.

Secondary school Behavior Policy 2023-2024

Teachers and admin staff will fill in the disciplinary record cards for students available with the students' counselor. Homeroom teachers will check report cards every Monday before meeting with Head of year, add comments if any and then pass it on to discuss with HOY the report cards that include required action by HOY.

Merit stickers/collected points and positive comments in students' record cards will be checked by HOY at the end of each month for achievement recognition and awards.

Secondary School students' rewarding system as positive recognition

***Stickers /points** are awarded for:

Exceptional improvement*	+1	Exceptional effort *	+1
Participation in presenting morning assemblies	+1	Participation in competitions	+1
100% attendance and punctuality (monthly)	+1	Being helpful to other students	+1
Performing Salah regularly (monthly)	+2	Exceptional achievement*	+2
Getting awards or scoring places in competitions	+2	Excellent homework	+1
Voluntary contributions to the school society*	+2	Extra Consistent effort(monthly)	+1
Wearing proper uniform regularly(monthly)	+1	Attending morning up regularly (monthly)	+1
Participation in programs and activities to enhance identity	2+	Displaying classroom works.	1+
Active participation in designing boards and works to display that are appropriate for the classroom and education	1+		

***Exceptional improvement:** When a student achieves a 10% or more improvement in test/assessment results.

***Exceptional effort:** When a student has done work beyond what she was required to do.

*** Exceptional achievement:** Academic achievement above 85%

*** Voluntary contributions to the school society:** When a student participates or carries out a project or service for the school such as spreading awareness, delivering lectures, promoting school cleanliness, promoting school values and others valuable initiatives.

***Awarding system:**

Students will be awarded by one of the following awards according to the no of points student has got:

25 points :

- Award certificates to students recognizing areas of achievement
- Praising students in the morning assembly
- Students are allowed to stay at school on a Monday and order food from outside.

50 points:

- Non-uniform day
- Treat for students during break time such as ice-cream, doughnuts, or pizza paid for by school.
- Taking students out of school for a treat, watching a movie at school

80 points:

- Students have breakfast with the school principal or CEO
- Collective breakfast for the students
- Vouchers
- Trips and camps
- Prizes and gifts

Consequences for Violation of Behavior Guidelines:

In the following section, violations will be clarified according to the level, number of occurrences, and the relevant disciplinary action.

Level one violations include:

Tardiness, entering and exiting the classroom without permission, causing chaos in the classroom or the school (yelling, playing with class tools & equipment, talking during class, playing with water), eating or drinking in class without permission, interrupting the teacher repetitively during lesson, sleeping in class, not doing homework, not bringing school supplies and books to class, tardiness from morning line up, damaging resources or tools such as books, wearing makeup, nail polish, un tied hair, chewing gum in class and bringing prohibited food or drinks such as fizzy, energy drinks and chips, and hair dye or cutting it very short.

Level two violations include:

Skiping lessons, bringing mobile phones to school, bringing electronic equipment, bringing playing cards, racism, Missing a detention, arguing or basic physical violence such as slapping (without injuries or harm), littering the classroom or school, vandalism, defacing or writing on furniture, not wearing school uniform, not wearing Abaya & Hijab while entering and leaving the school, not looking presentable in school, breaking the school bus rules, refusing to follow rules from the school administration and using the internet for non-academic purposes.

Level three violations include:

Forging a parent's signature, Plagiarism, stealing school property or the property of others, disrespecting school faculty or staff verbally or with obscene gestures, ringing fire alarm with no reason, bringing and using dangerous toys to school such as fireworks, colored

Gas bombs, etc., physical violence that encounter harm or injury and damage of school property.

Level four violations include:

Physical violence towards school faculty or staff, ganging up on others to hurt them in any way, bringing inappropriate materials to school and passing them out, misusing a mobile device, dressing in a transgender way, forging official documents, leaving school during the school day without permission as well as some other violations that may not be mentioned here but they are mentioned in the Supreme Educational Council student handbook.

Secondary disciplinary actions relevant to behavior policy 2023-2024

Behaviour	Occurrence	Teacher's action	Disciplinary action
Level one violations			
(1) Tardiness (Coming late to lesson) (in case the student is late more than 15 minutes, the policy of skipping class is applied) Entering and exiting the classroom without permission Causing chaos in the classroom or the school (yelling, playing with class tools or equipment, playing with water, talking during class) Eating or drinking in class without permission	First time	Student apologizes	Speaking by a teacher on an educational basis promotes positive behavior
	2 nd time	Verbal warning – Teacher records the violation+Informing Parent	Speaking by the HOY in an educational manner that promotes positive behavior. A written pledge (Pastoral coordinator) (evidence must be attached to this by the teacher)
	3 rd time	Break detention (Pastoral coordinator) - Teacher records the violation+Informing Parent	Upload the student file to the Student Care Coordinator to put her in isolation room. Notify the parents by phone, and coordinate with them to correct the behavior (3 different times for the same subject) (HOY)
	4 th time	Record the violation - 2 nd break detention (Pastoral coordinator)	Written warning by the parents(Pastoral coordinator)
	5 th time	Inform Pastoral coordinator - Teacher records the violation+Informing Parent	1. Parents will be called in, and a warning will be written not to repeat the violation 2. students are placed on a Weekly Report (Students counselor) 3.In the event that a violation occurs after placing the student on the weekly report, the isolation policy will be applied (this is decided by a committee consisting of the Student Care Coordinator, the social worker and the HOY)
	6 th time	Inform Pastoral coordinator and she fills in the disciplinary record card Record the violation	1. Student suspension from the school 2. Calling parent in/ inform parent on the phone about the violation and the disciplinary course of action and he signs

Repetitive unnecessary interruption for the teacher during the lesson (-1) Writing inappropriate words during class time			the suspension and return it back to school (private committee).
	If the violation occurs more than 7 times, the student's case will be forwarded to the MOE for further action. ** In case more than a student repeated the violation with the same teacher, a study needs to be carried out about the reasons and remedial plans. ** Each of the mentioned violations is dealt with separately according to the above-mentioned steps and disciplinary actions.		
(2) Sleeping in class (-1)	1st, 2nd time	Records the violation+ informing Parent	Verbal warning to the student immediately, in a manner that encourages positive behavior
	3rd time	Referral to school nurse in coordination with HOY and the Pastoral coordinator.	The nurse calls parent and make sure that there is no medical problems.
	4th time	Referral to Students' counselor if there is no medical problem.	Case study in coordination with the parent.
(3) Not bringing school supplies and books to class (-1) Violation No. 3 is only to do with not bringing resources/books. It is separate from homework, the teacher must not combine it	1st, 2nd time	Teacher records the violation+Informing Parent	Verbal warning to the student immediately, in a manner that encourages positive behavior
	3rd time	Record the violation by subject teacher and inform the parent.	Inform the parents by phone by the HOY. Writing a pledge (Pastoral coordinator) (after reviewing the teacher's evidence)
	4th & 5th time	Record the violation on by subject teacher and inform the parent. Inform students' counselor.	1. Pledge by student not to repeat the offence and inform her parent (HOY). 2. Study of student's behavioral and social case in order to provide further guidance by the students' counselor.

with Violation No. 4			
<p>Repeating the same action more than 5th time, will result in referring the student to ministry of education to take the suitable decision.</p> <p>In case more than a student repeated the violation with the same teacher, a study needs to be carried out about the reasons and intervention plans.</p>			
<p>(4)</p> <p>H.W. not being done (H.W represents 10% of the final grade each term. Marks will be deducted according to no. of H.W. not doen) (-1)</p> <p>Ignoring the teacher's instructions</p> <p>Inappropriate use of language with the teacher</p> <p>Arguing with the teacher to waste class time</p> <p>Lying to the teacher</p> <p>(Detention policy is applied after repeated</p>	1 st time	Records the violation—coordinating with Parent.	Verbal warning to the student immediately, in a manner that encourages positive behavior. (Mention the student situation in a separate file)
	2 nd time	Records the violation—coordinating with Parent	Detention during break where student will do the homework (organized by teacher and supervised by her) (Mention the student situation in a separate file)
	3 rd time	Detention during break - Teacher records the violation+Informing Parent	Subject teacher notifies parents via email /phone or portal Student signs a pledge (HOY)
	4 th time	Detention during break - Record the violation.	Verbal warning by the subject teacher in coordination with the students' counselor and the parent needs to write a pledge.
	<p>If problems persist, then students are placed on a Daily Report Card by HOY in coordination with the students' counselor.</p>		

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violations after discussing with the student engagement and academic advisor)			
<div>(5)</div> <div>Delay in attending the morning line up, activities, school activities and gatherings despite the presence in the school</div>	1st, 2nd time	Homeroom teacher records the violation+Informing Parent	Verbal warning, in a manner that encourages positive behavior
	3rd time	Homeroom teacher records the violation+Informing Parent	Student writes a pledge (HOY)
	4th & 5th time	Inform the parent + Break detention (Student Care Coordinator)	The students' counselor set an appointment to meet the parent who needs to write a pledge.
	If problem persists, the day will be assumed as an absence without permission and school sends the parent a Notice letter.		
	<div>(6)</div> <div>Damaging resources or tools such as books</div> <div>(-2)</div>	1st time	Verbal warning to the student immediately, in a manner that encourages positive behavior. Teacher records the violation+Informing Parent
2nd time		A pledge by the student not to repeat the offence (HOY) Record the violation	Notify the parents about the violation and the procedures taken, in addition to bill with cost of damaged property. (Social Worker)
3rd time		Ban student from using books and other pieces of school property until the due amount is paid / replaced or the damage is fixed. Record the violation	Notify the parents about the violation and the procedures taken, in addition to bill with cost of damaged property.
<div>(7)</div> <div>Make up / nail polish / high heels /artificial nails / untied hair / chewing</div>	1st time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation + inform the parent	verbal pledge from student

gum in class / bringing prohibited food or drinks such as fizzy drinks, energy drinks and chips (-1)	2 nd time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation + inform the parent	Written pledge (HOY)
	3 rd time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation + inform the parent	break detention (Homeroom teacher) Informing parents (HOY)
	4 th time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation Notify HOY and the student's counselor.	Written warning+ informing parents (Student's counselor)
	5 th time	To be confiscated by teacher (nail polish to be removed in the class after end of the lesson + hair to be neatly tied) Record the violation on. Notify the students counselor.	Parents will be called in and students are placed on a Weekly Report Card (Student's counselor)
Repeating the violation results in students' temporary suspension from school.			
(8) Hair dye (Unnatural hair color)	1 st time	The student is asked to remove the color or wear the hijab while she is in school. Record the violation by homeroom teacher + Informing Parent	If the procedures are refused (wear the hijab or change the color), the student will not be allowed to attend school day till abide by the school policy.
Level two violations			
(9)	1 st time	Record the violation + Informing Parent and HOY	Written pledge by student + Break detention + Notify parents (subject teacher)

Skiping a lesson (-3)	2nd time	Record the violation by the subject teacher + Informing HOY	Informing the parents by phone + detention Meet the parents + written warning from the parents (pastoral coordinator)
	3rd time	Record the violation + Informing HOY	Parents are called in by social worker + One day suspension by HOS + Calling parent in/inform parent on the phone about the violation and the disciplinary course of action and he signs the suspension and return it back to school.

If the violation occurs more than five times, the student's case will be referred to Ministry of Education.

(10) Bringing cell phones to school (-1)	1 st time	Record the violation.	Taking the device away and pass it to (pastoral coordinator) who will return it to parents only after one week . (Writing a pledge by the student not to repeat the incident)
	2 nd time	Verbal warning and informing HOY + Record the violation.	Inform parents. Taking the device away and pass it to HOAD who will return it to the student at the end of the term+ pledge by the student.
	3 rd time	Written warning +HOY takes the device away + Record the violation.	HOAD passes it on to HOS and the device will only be returned to the student at the end of the year (inform parents)
(11) Bringing electronic equipment/ smart watches bringing playing cards (-1)	1 st time	Verbal warning + Record the violation (Homeroom teacher) + informing Parent	Taking the device away and returning it back to the student at the end of the day.
	2 nd time	Verbal warning + passing the equipment on to the HOY + break detention + Record the violation by HOY	HOY contacts parents. The equipment will be taken away and will be returned to student at the end of the term
	3 rd time	Written warning + passing the equipment on to the HOY + Record the violation	HOY contacts parents. The equipment will be taken away and will be returned to student at the end of the school year

(12) Racism, bullying, threatening/ Arguing or basic physical violence that does not result in injury/ Arguing that involves inappropriate language including using curse words or gestures or Improper movements (- 2)	1 st time	Verbal warning + Record the violation + informing Parent	Pledge by student (pastoral coordinator)
	2 nd time	Record the violation + informing Parent Informing HOY	Warning by Pastoral coordinator + Informing parents Studying the student's case by Social worker.
	3 rd & 4 th time	Record the violation . Informing HOY	Parents are called in + Pledge by parent that the offence will not be repeated (pastoral coordinator) One day suspension (HOS)
	If the violation occurs a fifth time, student's case will be referred on to the MOE.		
(13) Using the internet for non-academic purposes/ Using Internet for non-academic purposes	1 st & 2 nd time	Record the violation + Verbal warning (Homeroom teachers) + informing Parent	Written pledge by student (pastoral coordinator)
	3 rd time	Record the violation + Informing HOY	Break detention (pastoral coordinator) – calling parents to inform them.
	4 th time	Record the violation + Informing HOY	Parents are called in + Pledge by parent that the offence will not be repeated. (Pastoral coordinator)
(14) Breaking the school bus rules	1 st time	1. Record a report to prove the violation (Bus Officer). 2. Student must pledge not to repeat the offence. (Pastoral coordinator) 3. Parents are notified with instructions on how to help alleviate the behavior. (Homeroom). 4. If damage is done to the bus, a bill with the cost of the damages must be paid. (social worker)	

	2 nd time	1.Admin takes note of the event as evidence 2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action 3.If damage is done to the bus, a bill with the cost of the damages must be paid 4.Study of student's case in order to further guide 5.Student is banned from riding the school bus for one day	
	3 rd time	Steps 1,2& 3 same as 2 nd time Student is banned from riding the school bus for three days	
	4 th time	Student is banned from riding the school bus for a week. (This may affect student's continuity at the school for the next academic year)	
In case of repetitive violation/ misbehavior on the school bus, student will not be allowed to use the bus till end of school year.			
(15) Littering the classroom or school (tearing boards-removing plants-including writing in the walls)	1 st time	1.Student must pledge not to repeat the offence 2.Student must repair what was ruined (EG: fix posters, clean walls, trees) 3. Notify parent about the violation occurred. (Social Worker).	
	2 nd time	1. Written warning to student. 2.Student must repair what was ruined (EG: fix posters, clean walls, trees) 3. Notify parent about the violation occurred. 4. Study of student's case in order to further guide. (Social Worker).	
	3 rd time	1.Ask parent to come in and student pledge not to repeat the offence again 2.Student must repair what was ruined (EG: fix posters, clean walls, trees). 3. Suspension from school. (Social Worker).	
(16) Out of uniform Accessories (Item can be removed) (-1)	1 st time	Confiscating the item + recording the violation by homeroom teacher and informing parent	Confiscating the item and can be collected at the end of the day. With the conversation recorded by classroom teacher)
	2 nd time	Confiscating the item + recording the violation by	Confiscating the item, Item will be kept till the end of the term (with the head of admin).

		homeroom teacher and informing parent.	
	3 rd time	Confiscating the item + Recording the violation by homeroom teacher	Confiscating the item and parents are phoned by HOY. Item will be kept till the end of the term.(with the head of admin).
(17) Out of uniform (Item cannot be removed) (-1)	1 st time	Verbal warning for student + informing HOY + Recording the violation by homeroom teacher and informing the parent.	Verbal pledge by student. With the conversation recorded by classroom teacher)
	2 nd time	Record the violation + + Recording the violation by homeroom teacher informing HOY and the parent.	Student has to write a pledge + Parents to be informed (HOY).
	3 rd time	Recording the violation. informing pastoral coordinator	Student is not allowed in class till uniform is brought+ informing parents. (Pastoral coordinator) If problems persist, parents are called to the school by the student's counselor

(18) Students not wearing Abaya & Hijab while entering and leaving the school (-1)	1 st time	Verbal warning for student from the school management	
	2 nd time	Record the violation by the homeroom teacher	the student writes a pledge (HOY)
	3 rd time	Written warning (HOAD) Recording the violation by the Pastoral coordinator.	Calling parents If problems persist, parents are called to the school. Students' counselor
(19) Not wearing the proper PE uniform	1 st time	Recording the violation and informing parent.	Verbal warning in a way that enhances the good behavior (subject teacher)
	2 nd time	Recording the violation and informing parents. (Subject teacher)	Student will have a break detention (pastoral coordinator)
	3 rd time	Recording the violation and informing parents. (Subject teacher)	The subject teacher arranges an appointment with the parent in coordination with the social worker. The parent to write a pledge.

(20) Secondary students going outside or to the Primary building without permission	1st time	Recording the violation by the administration. (Homeroom Teacher)	student writes a pledge (HOY)
	2nd time	Parents phone called by Pastoral coordinator	Break detention (Pastoral coordinator)
	3rd time	Recording the violation by homeroom teacher.	Calling parents, and the student write a pledge that the action will not be repeated
(21) Students using the elevator	Detention during break for every time the student used the elevator without permission. (Pastoral coordinator)		
(22) Missing a detention (-1)	Missing a detention leads to assign another 2 times detention, If the student misses both brake detentions, parents are contacted and requested to verify the student's commitment to the code of conduct.		
(23) Refusing to follow rules from the school administration	1st time	Recording the violation by HOY (informing the students counselor and the pastoral coordinator)	<ul style="list-style-type: none"> - Meeting with parent to discuss the behavior & the disciplinary course of action - Pledge by the parent that the student will abide by all school rules.
	2nd time	Recording the violation by HOY (Informing the students counselor and the pastoral coordinator)	<ul style="list-style-type: none"> - Student is suspended from school - Study student's case for guidance - Not registering student for the following year
Level three violations			
(24) Forging a parent's signature	1st time	Informing HOY + Recording the violation by the homeroom teacher	Written warning (Pastoral coordinator) Confiscation of documents & notify parents of the situation
	2nd time	Informing HOY + Recording the violation by homeroom teacher	Written pledge from student in the presence of her parent of not repeating this offence. (Students' counselor) Confiscation of documents

	3rd time	Informing HOY + Recording the violation by homeroom teacher	1. Confiscation of documents & meeting with parents. 2. Student and her parent writes a pledge of not repeating this offence 3. Suspension from school (private committee)
If the violation continues to happen, the student will be put under supervision in the daily report and will be followed up by social worker in coordination with the (pastoral coordinator).			
(25) Plagiarism	1st time	If its homework: verbal warning and homework needs to be done again. (Teacher). If its assessment: exam marks will be deducted partially or totally according to the case (with counseling with head of Academics) (By exam observer forwarded to the Social Worker) Record the violation.	Student writes a Pledge (pastoral coordinator) informing Parents
	2nd time	If its homework: Student will lose HW mark If its assessment: Student will lose the whole mark and parent will be informed about this Record the violation .	Informing parents Written warning to student signed from her parent (Students' counselor)
	3 rd & on	Same of previous action	parents will be called in and students will be suspended for one day

(26) Damage or theft of school property or the belongings of others	1st time	<p>If the student is caught stealing, the student should be sent to the school administration</p> <p>Stolen items should be confiscated and also sent to the school administration</p>	<p>1.Admin takes note of the event and is filed as evidence</p> <p>2. Meeting with parent to discuss the behavior & the disciplinary course of action.</p> <p>3. Pledge by student not to repeat the offence.</p> <p>4.Student must replace or fix whatever was stolen/damaged, in order to return item to designated owner</p> <p>5.Study of the student's case in order for further guidance</p>
	2nd time	<p>If the student is caught in case of theft, she is sent to the school administration.</p> <p>Confiscation of stolen items seized and sent to the school administration.</p>	<p>1.Admin makes a record of the event as evidence and this report is forwarded to the MOE</p> <p>2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action</p> <p>3.Student must replace or fix whatever was stolen/damaged, to return item to designated owner</p> <p>4. Student is suspended from school</p>
	3rd time	<p>If the student is caught in case of theft, she is sent to the school administration.</p> <p>Confiscation of stolen items seized and sent to the school administration.</p>	<p>1. Student must replace or fix whatever was stolen/damaged, in order to return item to designate owner.</p> <p>2.Student is suspended from school and referred to the MOE</p> <p>3.Meeting with parent to discuss the behavior and the disciplinary course of action.</p>
(27) Disrespecting school faculty or staff verbally, using inappropriate words or with obscene gestures	1st time	<p>Informing students' counselor + Recording the violation by homeroom teacher</p>	<p>1.Admin makes a record of the event as evidence and this report is forwarded to the MOE</p> <p>2.Meeting with parent to discuss the behavior and the disciplinary course of action</p> <p>3.Student must pledge never to repeat the offense again</p> <p>4.Student apologizes to staff member</p> <p>5.Student is suspended from school if and when necessary</p>

	2nd time	Informing students' counselor + Recording the violation by homeroom teacher	Same steps from 1st time and the report will be forwarded to the MOE including disciplinary actions.
	3rd time	Informing students' counselor + Recording the violation by homeroom teacher	Meeting with parent to discuss the behavior and referring student to MOE for further action
(28) Physical violence that encounter harm or injury and damage of school property	1st time	-Informing students' counselor Recording the violation by homeroom teacher	1.Admin makes a record of the event as evidence and this report is forwarded to the MOE 2.Necessary emergency sectors are called in case of injury (To be decided by the school management) 3.calling parents at the same day meeting with them to discuss the repetitive behavior and the disciplinary course of action – sent student home on the same day - 4.Student must apologize to all parties 5.Student is suspended from school (From 1 to 3 days, depending on the evaluation of the Behavior Assessment Committee) 6.Student must pledge never to repeat the offense upon return to school
	2nd time	-Informing students' counselor Recording the violation by homeroom teacher	1.Admin makes a record of the event as evidence and this report is forwarded to the MOE 2.Necessary emergency sectors are called in case of injury 3.Transfer of student to the MOE
	IMPORTANT NOTE: Such situations are viewed case by case, and school administration may decide, from the first occurrence of such a violation, that the student must be transferred to the MOE and to a different school entirely.		

(29) Bringing dangerous materials to school (eg. Fireworks and all kind of sprays) / any prohibited materials / anything that may trigger the fire alarms	1st time	-Informing students' counselor -Recording the violation by homeroom teacher	1.Admin makes a record of the event as evidence 2.Meeting with parent to discuss the behavior and the disciplinary course of action 3.Materials are confiscated, and material is damaged 4.Student must pledge never to repeat the offense again 5. Student must replace or fix whatever damaged as a result of using these materials. 6.Suspension from school
	2nd time	-Informing students' counselor -Recording the violation.	1.Admin makes a record of the event as evidence 2. Meeting with parent to discuss the behavior and the disciplinary course of action. 3.Materials are confiscated and material is damaged 4. Written pledge by parent that the offence will not be repeated. 5. Student must replace or fix whatever damaged as a result of using these materials. 6.Student is referred to MOE.
Level four violations			
(30) Leaving school during the school day	1st time	Informing school administration -Record the violation .	1. Verbal warning to the student immediately, and clarify further disciplinary action that will take place if the action happens again 2. Admin makes a record of the event as evidence + this report is forwarded to MOE (To be decided by the school) 3. Meeting parents to discuss the behavior and the disciplinary course of action 4. Suspension from school
	2nd time	Informing school administration -Record the violation.	1.Admin makes a record of the event as evidence and this report is forwarded to the MOE (To be decided by the school) 2.Meeting with parent to discuss the behavior and the disciplinary course of action 3. Suspension from school and transferring the student to MOE for expelling her from school.

<p>(31)</p> <p>Physical violence towards school faculty or staff</p>	<p>1st time</p>	<p>Student is sent to admin immediately, and if student does not respond, the teacher should exit the classroom and call for assistance from school admin</p>	<p>1. Admin takes note of the event and is filed as evidence and the report is sent to the MOE.</p> <p>2.If need be, outside security forces are called in</p> <p>3.Meeting with parent to discuss the behavior and the disciplinary course of action.</p> <p>4.Student is suspended from school and transferred to the MOE for further disciplinary action</p>
<p>(32)</p> <p>Ganging up on others to hurt them in any way</p>	<p>1st time</p>	<p>Informing school administration</p>	<p>1. Admin takes note of the event and is filed as evidence</p> <p>2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action</p> <p>3.Student is suspended from school</p> <p>4.Student must pledge never to repeat the behavior upon return to school</p> <p>Study of the student's case in order for further guidance.</p> <p>If any physical injury occurs:</p> <p>1-Security forces are called</p> <p>2-Student is transferred to the MOE for further disciplinary action</p>
	<p>2nd time</p>	<p>Informing school administration</p>	<p>1.Admin takes note of the event and is filed as evidence</p> <p>2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action</p> <p>3.Student is suspended from school</p> <p>4.Student will be referred to Ministry of Education</p>

(33) Bringing inappropriate materials to school and passing them out / Misusing a mobile device (The teacher's duty is to hand over the phone to the administration or to report the situation and the administration will take actions)	1st time	Record the violation by the homeroom teacher. Informing students' counselor Careful supervision of the student to prevent a second incident from occurring	1.Admin makes a record of the event as evidence 2.Mobile device/inappropriate materials are confiscated, and material is damaged in front of parents 3.Student must pledge never to repeat the offense again 4.Student is suspended from school 5. Study of student's case for further guide.
	2nd time	Record the violation by the homeroom teacher. Informing students' counselor Careful supervision of the student to prevent a second incident from occurring	1. Admin makes a record of the event as evidence. 2. Mobile device/inappropriate materials are confiscated and damaged in front of parents. 3.Student is suspended from school and transferred to the MOE for further disciplinary action 4.Student must pledge never to repeat the offense again
(34) Dressing in a transgender way	1st time	-Record the violation . Informing students' counselor	1.Parent is called in for a private meeting in order to discuss the student's behavior and an appropriate course of action 2.Student must pledge never to repeat the offense again 3.Study of student's case for further guide
	2nd time	Record the violation by the homeroom teacher. Informing students' counselor.	1. Student's case is forwarded to the MOE with a recommended treatment plan. 2.Private meeting with parent to inform of events and decisions made

(35) Forging official documents	1st time	<p>Documents are confiscated and student is sent to school admin</p> <p>Record the violation by the homeroom teacher.</p>	<p>1.Admin makes a record of the event as evidence</p> <p>2.Meeting with parent to discuss the behavior and the disciplinary course of action</p> <p>3.Confiscation of documents</p> <p>4.Student must pledge never to repeat the offense again</p> <p>5.Student is suspended from school</p>
	2nd time	<p>Documents are confiscated and student is sent to school admin</p> <p>-Record the violation .</p>	<p>1.Admin makes a record of the event as evidence and this report is forwarded to the MOE</p> <p>2.Meeting with parent to discuss the repetitive behavior and the disciplinary course of action</p> <p>3.Student is transferred to the MOE for further disciplinary action</p>

Student failing to meet the expectations of the curriculum standards:

- In case failure of one term	<p>Additional support given to students during and after the school+ Weekly Progress report to parents (diary/email/call)</p>	<p>Formal meeting with the parent at the end of the term and reported in the student's file.</p>
- In case failure of two terms	<p>Teacher contacts the students' counselor, Individual intervention plan with specific targets to be set.</p>	<p>Second formal meeting with parents is called and notification to the parents sent that child might have to repeat the year as no progress was shown for two terms.</p>
- In case of failure in the final average	<p>Informing HOD who will meet with social worker and HOS</p>	<p>Formal letter from the school sent to the parents notifying that child has to re-sit exam in August or repeat the class-completed by HOS (Depends on the number of subjects)</p>

Important:

Trips and camping are considered extra-curricular activities awarded to students, therefore, Secondary School administration preserves the right to deny participation of students in one of the following cases:

1. Committing violations of third or fourth degrees.
2. The student getting detention during break for three or more times in the same term.
3. Recording 20+ negative points in the student behavior log on K12.

4. School suspension.

In case the violations and punishments are repeated, and the school has exhausted all possible procedures with the student, the school preserves the right to deny the student enrolment for the next academic year.

If the behavior correctional committee decides to expel the student, her absence during expulsion is to be considered unexcused and taken out of her days of absence.

If the student commits violations of third or fourth degrees in the last day of school, the administration, after discussion with the behavior correctional committee, has the right to sign the student on written warning to be recorded in her behavior file for next year.

Policy on Asking Students to Leave Lessons:(Isolation)

This refers to the student leaving one lesson and not all of her lessons.

- Teachers are not allowed to let students leave the lesson or prohibit students from attending without prior agreement and coordination with the student counselor or the pastoral coordinator.
- Students are asked to leave the lesson if they disrupt the class, refuse to follow rules or violate them five or more times, and after the implementation of all the policies regarding behavioral problems.
- Students are asked to leave only the lesson that has been determined by the student counselor and/or pastoral coordinator.
- Students can be asked to leave if they repeat offenses or violations, and they may be granted entry to the class by the student counselor and pastoral coordinator.
- Students cannot leave the same subject class for more than two lessons.
- Students that leave the lesson will be given study material by the class teacher.
- Parents will be informed by the student counselor before a student will leave the lesson.
- If a student repeats the offenses or violations, she will be escorted by the floor monitor to the student counselor, who will then determine who will accompany the student (the pastoral coordinator / HOAD / Deputy head)

Exit Permission Policy:

- Students are allowed to leave the school for medical appointments or for any other reason that the administration approves of.
- Parents must notify the administration at least one day in advance before any appointments for students outside the school, or any other reasons for leaving. In emergency cases, the administration should be notified at the beginning of the school day.
- Parents should present an appointment card or proof that the student has a medical appointment or otherwise, to be shown to the administration.
- In case the parent persists on picking up their daughter without a medical note or urgent reason approved by the school, the school has the right to consider the student inexcusably absent.
- Students are not allowed to leave the school unaccompanied during school hours. Any parent or non-parental guardian picking up students must present the identification card for the student given by the school as well as personal ID. Parental consent must be given to the school before students will be allowed to leave with anyone who is not a parent.

LATENESS POLICY For secondary students 2023- 2024

Students have to present at school before 7:00 am.

Kindly note the school gate will be closed at **7:20 am every day**

students are not allowed to enter the school before 6.20am

In case of any emergency – please call 55361891

Students that are late to school and have informed the School Management through an SMS or phone call will be allowed to enter the class for **only 3 times** during one term. After the third time they will not be allowed to enter the class until the 2nd lesson.

Students that are late **without** informing the School Management through an SMS or phone call will be allowed to enter **only one time** during one term. Any uninformed lateness after that will result in the student not being allowed to enter the class until the 2nd lesson, and the following Policy will take place:

TIME	NOTIFICATION	ACTION
2 nd Time	Registration /Late slips by the Security Student File	1. Verbal warning by student affairs 2. Students will wait in the Reception and will enter the class in the beginning of lesson 2
3 rd Time	Registration /Late slips by the Security Student File	1. Students will sign a <u>lateness pledge</u> 2. Students will wait in the Reception and will enter to class in the beginning of lesson 2
4 th Time	Registration /Late slips by the Security	1 – Calling the parents in to write a pledge that the student will not be late again. (Student counselor) 2 - Students will wait in the Reception and will enter the class in the beginning of lesson 2
5 th Time	Registration /Late slips by the Security	Calling the parents informing them that <u>the student has already been late for the 5th time and that at the 6th time the student will not allowed to attend her lessons and tell them that this day will be counted as an unexcused absence.</u>
6 th Time	Student Affairs/ Student File	<u>the student will not allowed to attend her lessons and tell them that this day will be counted as an unexcused absence.</u>
Repeated Action in each term	Attendance Register/ Student Affairs / Students' File	The number of absences (<u>because of lateness</u>) for each student will affect her academic standard and her registration for the next academic year.

Absence policy 2023 - 2024

Absence whole day without medical leave or permission: -Exams are not repeated -Missed work not re-explained	2 successive days	1- Names will be sent by floor monitors to Student Affairs 2- Floor monitors are to keep a record of all attendance and calculate each student attendance.	The students' affairs call parents to check on the reason of absence.
	5 days		Written notifications by students affairs
	10 days		1 st written warning is signed by HOAD and to be signed by the parents .
	13 days		2 nd written warning is signed by HOAD and to be signed by the parents + SMS sent to parents mobile
	16 days		Students' counselor calls the parents in and asks them to sign a 2 nd written pledge to proof that they know the number of absence days, and to let them know that not attending 18 days will result in not allowing student to sit for exams and will affect student's continuity in the school for the next academic year. Or they are informed through k12.

Note:

If the parents didn't attend to sign, then the pledges sent to them either written pledges or through k12 will be counted as an official notification to the parents and the academy has the right to take the official procedures and actions.

School Policy for IGCSE and AS exams

Al Arqam academy has its own vision and mission that helps in graduating outstanding students academically and ethically. This vision is announced and clarified in the students' handbook and school behavioral policy. In this appendix about IGCSE & AS rules and regulations, we would like to highlight some important points that should be clear for Yr.10 student before joining Yr.11 and Yr.11 student before joining Yr.12 to choose if she would like to continue her secondary stage in Al Arqam academy, or she would prefer to continue in another school that suits her interests and preferences more.

We would like our students and their parents to read these rules and regulations carefully and afterwards sign for approval if they would like to continue at Al Arqam for the coming year Insha'Allah.

Rules and regulations for IGCSE & AS

1. As from 2019/2020 academic year, students in year 10 must pass all subjects at the end of year 10 by 50% in order to move to year 11. If a student does not pass a subject in the retest exam, she has to repeat year 10.
2. Students must take 7 IGCSEs in Year 11. No student is allowed to drop any subject to have less than 7 IGCSE subjects. Students must take all 7 exams for the chosen subjects in order to receive a school certificate.
3. Year 11 students are considered to move to year 12 if she achieves success in the tests of five IGCSE subjects. The results of the students are as detailed as follows:
 - A Pass result for the student who passed the IGCSE courses.
 - An Incomplete result for the student who did not pass a maximum of two subjects, provided that she completes them in the grade 12.
 - A result of failure for the student who did not pass in more than two subjects and must repeat the full 11th grade.
4. Students in Year 11 can register for an extra IGCSE exam (more than the 7 subjects), as long as it is not a practical exam, while taking responsibility for studying the subject, exam result and exam preparation as the school will only act as a center for taking the exam of this subject.
5. Students can take the 7 IGCSE subjects only with the board of the examination that the school has registered for the subject (Cambridge – Edexcel). Any extra IGCSE subject can be registered with the exam board of their choice, or they can choose to perform its exam with the school.
6. No student is allowed to take IGCSE exams in Year 10 or AS exams in Year 11.
7. Students in year 11 are not allowed to register for the October/November exam.
8. Students are allowed to repeat their IGCSE exams in Year 12 in the October/November session, if they have already passed their IGCSE exams and just wish to improve their grade.

9. 9- The student is moved to 12th grade if she achieves success in at least five IGCSE subjects, but she will not be able to do so unless she obtains an E grade and above in 3 of the subjects offered by the Academy in grade 12. Students in year 12 are allowed to take exams in January series if they take A level subjects or take 4 or more AS subjects.
10. Students in Year 12 must register for a minimum of 3 AS courses at the beginning of the year, and they must take their exams, in addition to AS exams at the end of the year in school.
11. Students will receive a school passing certificate in August only if they pass a minimum of 2 out of 3 AS courses.
12. All students must attend all internal and external exams for the subject they have registered for.
13. Arabic, Shari, Humanities Arabic and English are compulsory subjects for yr.11 and yr.12, in which students must study, take their exams, and passing them successfully, so they can take school passing certificate & the recommendation letters that are required for universities admission.
14. If a Yr.11 student fails in Arabic, sharia & Humanities Arabic or she didn't attend their exams, she must re-sit these subjects' exams and pass it successfully, in order to receive the school passing certificate.
15. Yr.12 student will not take school passing certificate and the school stamp on AS certificates, unless she successfully passes in Arabic / Sharia re-sitting exam. If the student failed to pass the exam, she will not be considered as graduated from Al Arqam.
16. The Ministry of Education will approve or certify only those certificates that are from the school at which the student is registered. They will not approve any certificate from an outside center.
17. Students must follow and abide by all the school's policies, school behavior policy, and school rules, in order to have an approved school certificate and receive recommendation letters from teachers or management of the Academy for submitting to universities.

Student's Signature
signature

Mother's signature

Father's

Date

Summary of Behaviour Rules and Policies

The school has a clear expectation that students must be courteous, polite, tolerant, and respectful of the views and values of others. Students are expected to comply with the ethos and policies/rules of the school as distributed in the student handbook. The behavior policy of the school is designed to benefit students and the wider school community.

Student Declaration:

I ----- student in Class ----- at Al Arqam Academy have read the Code of Conduct and School Rules and pledge to abide by these in both letter and spirit while a member of this school and recognize that I am accountable and responsible for reading, understanding and applying the policies and guidelines of the school that have been provided to me.

Thank you,

Student's signature: -----

Date: -----

Parent Declaration:

I / -----

Guardian of /----- year /-----

----- year /-----

----- year /-----

promise to commit to and adhere to all the Academy laws, recent policies and any updated policies from the registration date to withdrawal date and be committed to following all the policies included in the Student Handbook, tuition and re-registration fees policy, books and note books fees policy, any updated policies sent via email or on the K12 system and all the policies that ensure discipline at the Academy such as attendance and lateness policy, uniform policy, behavior policy and other . Note that the subjects of instilling identity, which are the Arabic language, the Qur'an, history and Islamic studies, are among the compulsory subjects in the academy. They are obligated to study them in the form that the academy agrees to define, whether it is compulsory books or enrichment materials in all stages. Noting, that any update in the policies will be announced to the parents through the K12 account of each student. It is the responsibility of the parent to check their account and be aware of announced policies and to provide accurate and updated email addresses and mobile numbers and to inform the Academy of any changes immediately.

In Case of non-compliance with laws and policies, Al-Arqam Academy has the right to take all formal procedures approved by it.

This pledge includes all of my daughters enrolled in the Academy.

Date

Guardian's Signature
