

Al-Afak Al Gateda International School



**Student - Parent
Handbook
2020 - 2021**

***“ACIC welcomes all its stakeholders
to the new academic year, wishing
them a successful, beneficial,
and pleasant year.”***

Personal Information

Student ID:

Name:

Class:

Address:

Home Telephone:

Mobile:

In case of emergency, please call:

Abbreviations:

E.S: *Elementary School*

M.S: *Middle School*

H.S: *High School*

KG: *Kindergarten*

TBC: *To be Confirmed*

Q: *Quarter*

PTC: *Parent/Teacher*

Conference

PTA: *Parent/ Teacher Association*

School Mission

ACIC's mission is to provide an environment in which academic excellence and moral understanding, rooted in Islamic values, can be achieved and maintained. We strive to transform today's learners into tomorrow's mature, spiritual, and responsible citizens of the world having the ability to recognize and acknowledge diversity and ethnicity.

School Vision

It is our vision to be a leading American international school-producing graduates with a sound understanding of Islamic values, democratic ideals and global awareness.

Core Values:

- We believe in supporting others and serving our community.
- We are committed to honesty, fairness and integrity. We embrace inclusiveness and diversity – exploring and respecting all cultures.
- We provide students with the opportunity to experience and develop skills in technology, creative arts and sports.
- We recognize the importance of parent, student and staff involvement in education delivery and actively encourage their participation.
- We offer continual professional development for staff to ensure that the school is providing students with a high quality education.
- Moving through the 21st century we aim to be forerunners in Science and Information Technology.

School Hours

Our school day starts at **8:15** a.m. and ends at **2:35** p.m, from Sunday to Thursday. Morning lines for the all stages will be from 8:15 a.m. to 8:30 a.m.

School Arrival

- For parents who escort their children to school by car, they should be at the main gate of the school no later than **8:15** a.m. Students will not be allowed in school after **8:45** and the school holds the right to send students home if the excused lateness is not accepted. Parents will be notified if repetitive lateness takes place in transporting his/her children.
- Students who arrive to school before **8:00** a.m. or stay at school after **2:35** p.m. are the responsibility of the parent, as no supervision will be provided at this time.
- Please ensure that your child leaves home with his/her lunch as it is not allowed to send food via the school reception desk.

School Dismissal (+ early dismissal)

- Parents/Guardians picking up their children are asked to wait outside school's gate number 2 at 2:35 p.m. to ensure an organized dismissal. Conferring with teachers or entering the building at dismissal time is not allowed.
- No supervision will be provided for children after dismissal time. Parents will be notified if repetitive lateness takes place in picking up his/her children.
- After 3.00 pm, late students will be dismissed from Gate 1 .

Student Attendance

- Student attendance is essential for a beneficial and healthy education. Consequently, irregular or unexcused absences affect the child's ability to maintain a satisfactory academic level due to the missed instructional time.
- **Absences (excused & unexcused)**
Absences are considered excused in cases of illnesses or family emergencies. A note or medical certificate, signed by parent and approved by the school doctor, explaining the absence should be submitted to the school administration upon the student's return. Any work will be made up by the student and only assistance will be provided by the teacher.
- In cases of requested absences, a letter explaining the reason for the absence must be submitted to school administration and will be considered for approval.
- Unexcused absences, which include family vacations and/or religious trips, continually interfere with the students' learning. Therefore, students are required to make up any missed work, including class work, home work, and projects. Quizzes given on these

days will be graded as zero. Teachers are not required to assist the child with this work.

- At ACIC, we strive to create a professional and pleasant environment for open and effective communication. **In addition, please be advised that more than 3 unexcused absence days will result in the student not being allowed to take the quarterly exams.**
- In cases of early dismissal, prior notice (**minimum 24 hours**) must be given for it to be approved. Notice may be: a written and signed note or a phone call by the parent to the school.

Academic Policy

Grading Scale

Grades are designated with a letter grade as shown below:

%	Letter Grade	GPA
96-100	A+	4
93-95	A	4
89-92	A-	3.7
86-88	B+	3.3
83-85	B	3
79-82	B-	2.7
76-78	C+	2.3
73-75	C	2
69-72	C-	1.7
66-68	D+	1.3
63-65	D	1
60-62	D-	0.7
Below 60	F or E	0

- **ACIC Grading Policy**

A) Middle & High School:-

Topic	Percentage
Quarter Exam	60%
Quizzes	20%
Homework	10%
Project/MAP	10%

B) The Elementary School:-

Grading follows standard-based-assessments.

Important notes:

1- All students must pass the quarterly written examination with a minimum grade of 50% of the total mark. Students who fail to achieve the passing mark will be given a grade “F” in that particular subject.

2. Grading policy, in particular subjects may vary regarding point distribution.

3. Students who achieve a GPA less than “1” will not be transferred to a higher grade level before re-examining in two courses defined by school administration.

4. Students who score grade “F” in more than two of the core subjects English, Math, Science, Social Studies, will be given the chance to be re-examined during summer. In case student did not manage to pass the summer examination, he/she will stay in the current grade level for the next academic year.

5. The Elementary Stage, which is from grades 1-5, will be following the Standards Based Grading System. Through this system, students will be assessed based on Common Core Standards by means of formative and summative assessments throughout each academic quarter.

Quizzes/Exams

Quizzes are given in each subject and are distributed according to a schedule which is sent to parents at the beginning of the school year. Exams are scheduled at the end of each quarter. Topics covered on the quizzes and exams are communicated to parents in advance.

Summer School Requirement

The following apply for enrollment in summer school:

- All students are welcome to be enrolled in summer courses based upon their parents' and or teacher's recommendation.
- Students who received a final grade of 'F' in any subject **are strongly advised** to attend.

Summer Examination

- Only offered to students who have failed in one and/or two subjects.
- Students who failed in more than two subjects will stay in **same grade level for the upcoming academic year.**

Homework Policy

Homework is a vital element in the educational experience of a child. We suggest that parents supervise their child's homework in the sense that they make sure that it is completed. We strongly discourage parents from sitting and re-explaining the homework/lesson with their children, as well as spoon-feeding them the answers. This results in the student becoming too dependent and negatively affects their academic levels.

Parents have the responsibility to create a healthy environment conducive for homework and studying. Channel books must be checked on a daily basis for assigned homework. A homework schedule will be sent at the beginning of the school year explaining the subjects assigned per day. Assignments not understood will be re-explained by teacher, following a note from the parent. Any missed work/books due to excused absences **will not** be sent home. Work completed on that day will remain with the school administration until the students' return. Teachers' assistance will be provided and additional time will be provided for the student to complete homework. Daily home work/class work will be posted on the school website for parents/students to check in cases of absences.

Homework is assigned on a daily basis according to the following:

Grades 1-3	30-60 minutes
Grades 4-5	60-90 minutes
Grades 6-8	90-120 minutes
Grades 9-10	120-150 minutes
Grades 11-12	150-180 minutes

Fee Options

Two Installments	Date due
First Installment	August 1 st (60%)
Second Installment	December 1 st (40%)
Three Installments (more than one child)	Date due
First Installment	August 1 st (50%)
Second Installment	December 1 st (25%)
Third Installment	February 1 st (25%)

Early registration procedures:

Early registration for your child is important for several reasons. It is necessary for the school to know the exact number of students in each class, number of books to be purchased, and assignment of required academic services. Early registration for the next academic year will begin of First of **April and Ends May 30.**

School Late fee installment payment:

In case of exceeding the deadline for school fees installment payments, the following actions will be immediately applied:-

- 1. Any given discount will be removed.*
- 2. An annual fee raise, approved by the Ministry of Education, will be assigned.*
- 3. Parents/Students may not be able to participate in school activities.*

School/Home Communication

Channel Book

Daily memos, class work, home work, notifications, or teachers' comments will be communicated daily via the channel book.

Channels must be checked daily and must be used to communicate directly to the teachers for any inquiries, comments, or questions.

Parent phone calls and visits

Parents are always welcomed at ACIC. However, in parents/guardians to take into account the following:

Communication with teachers will be only via private appointments set in advance according to the teachers' office hours.

School vice principals will be available for phone calls from 12 p.m. to the end of the day, or a message may be left with the assistant in case of absence.

In cases of emergencies, the school administration will accept calls at any time. Parents are asked to explain emergency and will be forwarded to appropriate person responsible.

Parents requesting to visit teachers for academic/behavioral issues must have a prior appointment. Visits will not be allowed for parents arriving without a previously made appointment.

Classrooms and school facilities are inaccessible areas, except for school events.

Uniform and Dress Code

Appropriately following the school dress code is important for the orderly operation of the school. Each student's appearance should reflect a positive image of our school.

Rules

- All students are required to wear their school uniforms on a daily basis. Uniforms should be clean and neat.
- Summer uniform to be worn from September to late
- November. Winter uniform to be worn from December to early March, from April to the end of the year, summer uniform will be worn.
- PE uniforms are to be worn on PE days only, with appropriate sneakers. No "stars" football sneakers are allowed. Long-sleeved shirts (if needed) to be worn underneath. PE shirt must be white or blue only.
- If uniforms are torn or need to be replaced for any reason, please purchase a new pair, as ordinary clothing is not allowed. Please label your child's name and class on his/her uniform jackets.
- Lost uniform jackets will be kept on building premises. Jeans are not allowed on school premises.
- Hair must be well-groomed, neat and clean at all times. For girls, long hair must be tied. Boys are required to

keep their hair cut short. Hair coloring or gels are not allowed.

-Nail polish is not allowed and nails must be kept short and clean. Notice will be given to remove polish as soon as possible. Polish will be removed by the school if not done so at home.

-Jewelry and accessories are not allowed.

-Hats or ice caps are not allowed inside classrooms. Roller shoes or high boots are not allowed.

Violations / Consequences

Failure to comply with the school's dress code will result in the following:-

-For the first time, a verbal warning will be given to the student, as well as a note sent home via channel book.

-For the second time, a phone call will be made to parent, explaining situation and ask cooperation to strictly follow school regulations.

-For the third and final time, student will not be allowed into classroom until a meeting is set up with the Principal and Parents

Student Behavior

In Classrooms.

Each classroom teacher will implement a set of rules and regulations for students from the start of the academic year, as well as a management plan to instill a beneficial and healthy learning environment. This system will include consequences for negative behavior as well, and students are expected to follow their class rules at all times.

In Corridors

Students are expected to maintain proper behavior in all facilities of the school building, including moving through the corridors for any purpose. No running is allowed and students are required to walk, not slide, down the stairs.

In Canteen

Students have two breaks in their daily schedules in which they may buy food from the school canteen. As supervision is provided in the canteen during breaks, students are required to stand in straight, orderly lines.

General rules and regulations

Students are required to adhere to the following:

- Respect all school authority, including teachers and Principals.
- Do not use foul or derogatory language towards students or staff.
- Model good and respectful behavior at all times, in all areas of the school premises.
- Do not bully others- verbally or physically

- Do not cheat on exams or quizzes.
- No fighting is allowed (includes “play fighting”)
- No destruction or damage to any school property.
- Leaving an area or moving without permission.
- No eating or drinking (other than water) during lesson time.
- No gum chewing is allowed.
- Toys are not allowed in school.
- Mobiles are not allowed on school premises, or on school buses.
- No yelling or screaming in classes or corridors.
- Stay within assigned break areas and attend morning lines.
- Go up to class quietly and orderly following any breaks.

Mobiles:

Mobile phones are **not allowed** on school premises. The school is available on call at all times to accept emergency calls. It is also prohibited for students to call parents for any reason. Calls are made through ACIC staff only and for dire purposes only. Mobile phones found on school premises will be confiscated immediately. The school does not hold responsibility for lost mobiles.

Text books

- Text books are valuable school’s property. Students **MUST** keep it in good condition and saved, while not in use, in secured place (lockers, bags...)
- Any lost text books **will be charged** and the student will not be given a replacement till the end of academic year.

Note:

Any textbook returned in damaged condition at the end of the school year will be paid for in full directly to the school finance office.

Disciplinary Actions

Failure to comply with the above rules, including bus rules, will result in the following disciplinary actions:-

First time - Verbal warning and a note to parents will be sent via channel book and must be signed and returned. Break detention will be assigned.

Second time- Parent will be called in for a meeting with the teacher and school director.

Third time- One-day suspension and an immediate meeting will be set up between parent and academic director.

Final offense- Two-day suspension and parent will be noticed immediately of student's risk of re-enrollment for upcoming school year.

Certain behaviors/actions may require immediate and serious action. The consequences will be given according to the incident.

Student/Parent Contract

This handbook is designed to explain the routines and procedures established at ACIC. After carefully reading this handbook, please sign and return the form below (To your class teacher) that you have read and understood its contents.

Parent Name

Student Name

Parent Signature

Date

Thank you for your cooperation.

ACIC Administration