



مدرسة دبي كرمل
Dubai Carmel School

STUDENT/PARENT
HANDBOOK

**Work hard. Do your best.
Achieve your dreams, at DCS!
2016-2017**

www.dubaicarmelschool.com

Email: info@dubaicarmelschool.com

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Our Vision

An Educator of exemplary generations instilling creativity, tradition, culture & knowledge in its graduates

Our Mission

Deliver high quality education to our students and high quality service to the parents.

Dear Parents,

This handbook is an important source of information for each one of you. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind those policies that are more detailed and procedures are available in each section. If you have any questions, please see your child's classroom teacher and the principal. We sincerely hope you all have an enjoyable and successful year. Please let us know how we can help you in the BEST interest of our children.

Sincerely

**Ms. Alia Yahya Abu Younis
School Principal**

This handbook was designed to answer many of the questions that you may have as your child enters Dubai Carmel School.
Please refer to the website to have detailed information.

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These students code of conduct are as per Ministry of Education Document.

GENERAL RULES AND CODE OF CONDUCT

1. School Attendance

- a. Parents are requested to inform the administration if their child is sick or going to be absent. Students will not be admitted to their class without a medical report or a letter from the guardian justifying the reasons for their absences.
- b. Morning tardiness will not be tolerated and violators (Grades 7 → 12) will be penalized by deducting one (1) mark from the behavior each time a student comes late to school.
- c. Less serious offences such as not attending lectures or failing to complete homework would receive verbal warnings and their parents would be informed.
- d. If students find doing offenses which include possessing sharp objects and arms, stealing, smoking, sexual harassment, indecent public displays and blasphemy. In such cases community service of up to five days and suspension from classes can be implemented.
- e. Students if caught defacing school property or bullying other pupils their behavior will be notified to the parents and may be assigned community service agreed by parents and school management.
- f. Girls are not allowed to wear make-up including kohl, have long nails, or use nail polish.
- g. Girls who don't wear Hijab must keep their hair off their faces, tied back and tidy. No gold jewelry or trinkets are allowed. Coloring the hair is strictly forbidden.
- h. Boys must have an ordinary haircut; no other styles are allowed. Long hair is not allowed. Violators will be sent home.
- i. Black, maroon, white or grey jackets are allowed during winter.

2. UNIFORM RULES

- a) School and P.E. uniforms are provided by the school at the beginning of the academic year.
- b) Students should wear the uniform at all times in school. Mobile phones are not allowed in the school. Violators will be punished and their mobile phones will be confiscated until the end of the school year.
- c) No electronic games are allowed and will be confiscated if brought to school.
- d) No cameras are allowed without a written permission from the supervisors.
- e) No gaseous drinks or glass bottles are allowed. Only fresh fruit juice in carton containers is allowed. Parents are kindly advised to choose only healthy products which don't contain sugar or coloring or other chemicals.
*** **"Chips", "Energy Drinks" and fast foods are not allowed.**
- f) Parents are not allowed into classrooms during classes and shall not hold any conversation with teachers at the classroom door or embarrass the teacher with special requests regarding their children. Instead, parents may coordinate an appointment with the supervisor to meet with the teacher.
- g) Seating arrangements inside the classroom will consider the physical requirements of each student, so no special requests by parents will be considered.
- h) Assigning students to different sections is solely the school's responsibility. No request to move a student from one section to another will be considered.
- i) Parents are requested to participate in all meetings and activities that require their presence and to take note of all letters sent to them.
- j) Parents need to follow-up the student's weekly assignment schedule, extra-curricular activities, and teacher's remarks and instructions. Parents must see to it that students study at home on a daily basis without direct assistance, but with guidance and advice.
- k) We ask parents to support the school:
 - while making decisions regarding their children
 - in treating the students on an equal basis
 - in showing how important the school teacher's role is
- l) Mischievous, lazy and frequently tardy students will be detained after school whichever the administration deems necessary.
- m) Bus students are expected to use the assigned bus only. Requests to change buses are not honored unless it is an emergency case and with a written note from the parents.
- n) Extra-curricular activities start in October.
- o) Regular PTA meetings are scheduled at the end of every term. Parents may request special meetings with the teachers after coordinating an appointment with the Supervisors.

3. Tests & Exams

a) All parents should get the examination schedule, which is usually made available one week prior to the examination date. It is very important for the parent before the examination period to:

- Remind the student of the examination and how to get ready for it.
- Make sure that the student has received the required material for each subject.
- Do not embarrass the teacher or school by requesting a re-test if the result is unsatisfactory.
- Keep all the daily quizzes and exam papers as they will be needed for the preparation of the end-of-term tests.

b) Absence from any examination will not be allowed and no re-test will be conducted unless:

c) The cause of absence is sickness which is confirmed and authorized by the administration.

Introduction:

The handbook outlines the day to day policies and procedures of Dubai Carmel School (DCS) this handbook is very important to students' success. DCS requires that all students and parents or guardians read through this handbook and become familiar with its contents.

What is DCS School?

DCS is a private school from KG to Secondary with IGCSE & AS Level Cambridge Curriculum. The belief and mission of DCS is to impart the best of Modern knowledge within the Islamic values and cultures of the Islamic Society. The DCS website is www.dubaicarmelschool.com.

DCS provides a blend of instruction, combining the best attributes of modern education along with all extracurricular activities and events participations.

DCS Mission Statements

Our mission is to produce a respectful, safe, encouraging, and rigorous learning environment where all students are able to learn and develop their strengths as their academic, social, emotional, and physical developmental needs are met. Deliver high quality education to our students and high-quality service to the parents.

DCS Board of Governors

DCS is governed by the Board of Governors comprised of the DCS faculty, parents and DCS partner's .The Board determines policy for the school and upholds the mission and vision of the school. As a collective, they have fiduciary responsibility for the school, have the accountability right and provide governance for the school. They welcome input of the school and families. The board meets on a periodic basis, generally quarterly.

Administrators, Teachers and Staff

DCS is composed of qualified, experienced, dedicated and motivated administrators, teachers and staff members. As a team DCS staff members work to empower students to flourish by providing effective data-driven instructions to support students and parents. The DCS Management and staff handle day to day management of DCS. English, Math, Science teachers are all KHDA and Ministry of Education approved. They can be reached through Paradigm (DCS School Management system) Emails and phones .Meetings with the subject- area teachers can be arranged through an Email or telephonic call at the reception to Ms. Rajah.

Arabic, Islamic Studies, Physical Education, and School Nurse are at the school campus during school hours and can be met by parents if a meeting is scheduled in advance.

The Administration is always available to answer questions and help guide the students and families and is dedicated to the success of everyone throughout the school year. If you wish to contact an administrator call the main office or send a mail or message through the paradigm directly to the administrator to set up a time to meet.

Admission Policy Procedures and Requirements

All students from KG to Gr.12 at time of admission go through the following procedure

1. Interview of the parents with the child/children.
2. Internal assessment in English, Math and Arabic
3. Previous school's final year report card.

The above procedures are met and the student is successful in the internal evaluation, the admission will be confirmed.

Registration will take place at the Central Administration building located in the front part of the building. Please call ahead (04-2675424) to schedule an appointment with the registrar Ms. Rajah.

Please bring the following items with you when you register:

1. Your child's birth certificate
2. Immunization records
3. Passport copy with the visa page
4. Last report card of the child
5. Last leaving certificate (with attestations done if you are new to the country)
6. Passport size photographs of the child (5)

Registration Form is available at the front desk and is also listed on our web page. The registration process will go faster by downloading the forms and filling them out before time.

DCS Fees Refund Policy

In the case of both the existing and new students, deposits and will not be refunded if the students choose not to return to school for the next academic year or choose not to take the offered places, in accordance with the Knowledge of Human Development Authority (KHDA)

In case of refund and recovery, the school fees will be calculated as follows (KHDA guidelines):

- If the students attend school for two calendar weeks or less, one month's fees will be deducted.
- If any students attend more than 6 calendar weeks of the term, no refund will be given.

The Head of School and /or Board reserve the right to make rare expectation to the above policy for compassionate reasons at their discretion.

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Registration Forms is available at the front desk and is also **are** listed on our web page. The registration process will go faster by downloading the forms and filling them out ahead of time.

School Policies

Policies and Procedures are an important part of any school because they help set the tone for the school year and provide parents and students with an understanding of how the school functions and what is required in order to have a successful school year. Students and Parents are expected to read the following important procedures and policies carefully to better understand the expectation of attending DCS.

Attendance Policy

Attendance is mandatory at school five days a week from 7.20 to 1.45 except on school holidays or early release days.

Excessive Absenteeism

The U.A.E by law requires school attendance for all children between the ages of 4 to 18 of ages. Attendance applies DCS student in the form of regular attendance at the school. This attendance is recorded in the Paradigm on daily basis as a record for the parents and school.

A DCS student will be considered truant if:

A .student misses school for one week (30 hours) without providing the school a valid reason to excuse the absence.

B. If the child is absent from the school for 21 days without an excuse, email or written letter from the parent or guardian will all be considered as Absence.

If a student or family becomes unreachable by E-mail or phone and accumulates an excess of 21 days the school, will assume that the family has selected another school to attend and failed to contact DCS. In this case, after the school has made repeated number of attempts to contact the family, the student may be withdrawn.

DCS functions as a school with the partnership of the students, parents and teachers. And believes that, parents play, an important role in bringing, success to the students.

The Secondary school parents are requested to ensure the students complete their course work as assigned by their assigned teachers and making sure students ask for help when it is needed. The Parents should check their child's home work in the Paradigm along with the child's attendance and progress. In the School Management System daily, where parents can find definitive answers to the questions and ask if they have any query. It is important that students have active parents who are involved in tracking their academic progress.

Tardiness

Late students must pass through the main office to get a late pass before proceeding to their respective classes. Students who demonstrate chronic tardiness (more than 8 tardiness in one school year) will be required to have a meeting with their parents and a DCS staff member to discuss strategies to reduce tardiness.

Excused Absence

DCS sends SMS to all parents, if the child is absent on the same day by 10:00 am. When a student is absent, the school should be informed the same morning. DCS request a written explanation from the student's legal guardian or parents if the child is absent for more than two days. Notes can also be given to the main office or parents can also send a written excuse via an E-mail to the office Administrator which should include:

- Students first and last name
- Date of Absence
- Reason for Absence(must be one of the reasons below for it to be excused)
- Signature from Parents/Guardian
- Appropriate documentation from a Physician((if absent more than two days due to the illness)

The following may be counted for a valid cause for an absence: illness, death in the immediate family, family emergency, safety/health reasons, and other situation beyond the control of the student as determined by the Principal or Vice Principal's designee, on a case by- case basis.

Unexcused Absence

An unexcused absence is defined as an absence that is not one of the valid expectations above. These can be an individual classes or parts or all of the school day. Each unexcused absence shall be entered on the student's record. The parents or guardian of the student shall be notified immediately concerning each unexcused holiday.

Unexcused Absence: students who accumulate a total of three (3) or more absence will be required to attend a meeting with the school personnel in person at the school, which will include; teachers and anyone else designated by the head of the school to discuss the absence of and a truancy plan for improvement.

After a total of 21 unexcused absences are accumulated, families who wish to remain enrolled at DCS will be required to participate in Truancy Meeting.

Students Drop Off & Pick-Up Procedures

Pick-up and drop off point: The students not using the school bus will be dropped at the GATE NO.1 all five days a week at 7:20 am. Students not using the school buses will be supervised by the security and teacher on duty for one hour after the school. Doors to the school will open for home time at 1:45pm all five days a week. Students are picked-up from GATE NO.1 the front door of the school each day.

Buses Pick-up and drop off point:

If the student is using a school bus. Any change in pick-up or drop-off locations must be made in writing to Mr. Abdullah the transportation in charge. Transportation to and from school and school-sponsored trips is a privilege and not a right. All student drop-off and pick-up will occur on gate NO.4 and 5.

Arrival &Dismissal Procedures for students

Students who arrive early to the school are expected to wait in their designated area after dropping their bags in their respected classes before proceeding for the morning Assembly. Students who arrive late to school must check in at the main office before being escorted to class by the staff.

Students who leave School Early

Students who need to leave early (doctor's appointment etc.) must first get a written permission slip from their respective section supervisor along with their parents, then proceed to the security gate to give the permission slip to the security guard to let you pass through the exit gate.

No secondary student will be allowed under any reason to leave the school early until not picked up by their parent or guardian upon approval from the section supervisor and the main office.

Students going home with adults/students other than their legal guardian In the event the parents or legal guardian wishes to designate another adult to transport a student to or from school, that designation will need to be recorded on the students Transportation Form.

School Hours

Students are to be in the school building by 7:20 am. Prior to the school day beginning, students are to report in their designated area where there are teachers on duty until students are gathered for their morning assembly and escorted by their respective teachers to their classes, beginning at 7:30 a.m.

The school day for all ends at 1:45p.m and all sections are supervised by duty teachers escorting students towards their designated buses and the parent's pick-up area.

Transportation

DCS provides buses or transportation to students at parent's expense. All information regarding the bus provider, cost and pick-up and drop-off timing and locations will be provided by the school transport office in charge Mr. Abdallah. All families are required to fill in a form, which is maintained on file at the transport office.

Visitors

Parents and visitors are welcomed to visit the school. We request the prior approval from DCS administrator. All parents or visitors are not allowed beyond the front office desk between 7:30 a.m. and 2 p.m. All visitors and parents must sign in and sign out at in a log book at the gate with the security and mention the area of your visit and collect a visitors badge wearing it at the time of your presence in the school building. Your child's safety and security is the most prior at DCS. For the sake of your child's safety and security please avoid any visits during schools operation hours until it is utmost important. Also for the safety and security of your students it is required that parents and visitors ONLY meet with their child or the student with whom they have documented authorization from a parent to a legal guardian.

Students Behavior &Expectations

Students must follow the school rules established by DCS in the Code of Conduct as well as class room's rules and the pledge created by classroom teachers and School Principal and put up on the class room walls. There is a standing expectation that all students will treat the school facility with utmost respect and care. There may be sections in the school building off limits for students. Students who violate the off-limits policy will be subject to serious consequences.

1. Walk inside the building. Running, skipping or jumping, is not allowed.
2. Voice levels and language should contribute to productive, positive, respectful school atmosphere.
3. Students are encouraged to use the restroom before class, after class, or during breaks.
4. Students are required to attend class in appropriate attire as defined in DCS dress code.
5. Food drinks and gum is not permitted outside the designated area.

Students Code of Conduct

All DCS students are subject to the rules, restrictions and regulations implemented by the DCS student Code of Conduct and Acceptable Use Guidelines, which is provided at the end of this hand book. At the beginning of each year students must read the Student Code of Conduct and Acceptable Use Guidelines and agree to abide by its terms. Copies of this document will be available at the main office throughout the year.

Consequences of violating any of the policy written in the code of conduct could include, but not limited to the followings:

1. Teachers- Students conference
2. Administrator-Teacher-student –Parents Conference
3. In School inspection (1 to 3 days)
4. Out of school suspension (5 to 10 days)
5. Expulsion
6. Disciplinary reassignment

School Canteen

The school canteen sells healthy foods, all inspected and checked by Dubai Municipality. Please do not send any unhealthy food with your child/children e.g. fizzy drinks, chips, chocolates, glass bottled drinks, sausages etc.

Care for Students with Allergies and sensitivities

DCS wants to make sure the learning experience is safe, comfortable and pleasant for every student. Therefore DCS requires all students and families to be sensitive to health related issues. If the child is allergic to anything, please it is of utmost important to inform the school nurse on the very first day of school. Each year form is sent by the School nurse asking clearly if the child is allergic to anything please read the form attentively and fill it with all details required. If the parent are notified about any health related issue by the School Nurse, please do take immediate action on the matter.

Field Trips and Events

Students will be invited to attend various field trips and school events throughout the year. Scheduled school event will take place each year, each semester and students and parents will be reminded through Paradigm. If you are ever interested in helping out at a school event please contact the main office.

All students should have a permission slip signed by the parents which will be provided by the school prior to the actual day of the trip or event. The students will always be accompanied by teacher and other staff and often by mothers from the mother's committee. Students will always be looked after without leaving them unattended. The trip details will be available prior to actual date of the trip, so please be sure to read through it carefully before of time and contact DCS staff member for any question. Additionally it is each parent's responsibility to provide transportation fees for the student's trips when required.

All paid trips are non-refundable and refunds will not be given if students decide not to attend last minute.

For all school events and trips, parents make sure students are picked up and dropped off and on time. On field trips and during school trips and events, all students are expected to follow DCS rules and should dress properly as per the dress code specially when visiting other schools, factories companies as you are representing DCS. Swimming lesson too has a dress code which strictly needs to be followed.

Parental Participation-Correspondence and Paradigm (school management system)

In the blended community, we rely heavily on our internal school management system or on info excess to communicate with the teachers and other DCS staff. Parents are encouraged to log into the info or Paradigm at least once a day.

It is each parent and guardian's responsibility to ensure students are keeping up with their daily course work. Teachers will monitor daily progress at school, but parents or guardian should check with students after school hours to support and encourage their students. It is extremely important that students have an active parent who is tracking their academic progress while working with teacher(s) please contact any subject teacher for specific questions about the related subject.

Parents- Teacher Conference

We encourage our parents to be active partners in learning. Parents may request meetings with teachers. Requests for meetings can be submitted through DCS administrative office. Parents will also have the ability to attend scheduled parents- teachers' conferences.

Scheduled conferences will occur throughout the school year. Students will develop a portfolio and will share their progress at the scheduled teachers- students and parents conferences.

Dress Code

Students required to dress in the mandatory school uniform. Students are required to purchase DCS school uniform for both regular school wear and physical education classes from the school uniform store which functions throughout the year. These are to be worn at school daily for any school events, trips, outside of normal school hours.

Students are not allowed to wear make-up and nail polish. Earrings worn should be small stud earrings only.

Classroom Rules

- Food and drinks are not allowed in the school lab and classrooms
- Students must provide their own snack and drink//water. Snacks are available for sale at the school canteen only at break times. Students must purchase their food during breaks only they will not be allowed to leave classes to buy their snack or drink/water
- Healthy food and snacks are required. Fizzy drink, candy/crisps etc. are not permitted.
- There is strictly no smoking allowed at the DCS Campus.
- Students should not bring in food products that contain nuts, peanuts and peanut butter in the event one or the other student has food allergy.
- Electronic devices such as iPhones, i pads, games etc. must be put away during school hours.
- Students' mobile phones are strictly not allowed during school working hours. The parents can call school's direct landline which can connect the parent to their required section if you need to talk or leave a message for your child/children. The school's landline number is 04-2675424.
- Students are allowed to visit DCS approved sites ONLY at school. Example of websites not approved are You-Tube, Facebook, Personal E-mail accounts etc.

IGCSE & AS Level Curriculum, International benchmarks and Cambridge Checkpoint

DCS provides students with appropriate material to engage in the curriculum on a daily basis, e.g. textbooks, past papers, computers and other curricular supplies. DCS also provides to help compare and gauge our students on international benchmarks and extended examination like Pissa, and Acer (PIRLS). DCS has introduced Cambridge checkpoint to prepare the child at primary and secondary level for the IGCSE & AS Level Examination.

Computer Use

Students are expected to use computer equipment for education purpose only. Any technical problem occurring during use of DCS computers should immediately be referred to the IT Head Mr. .Husain. Students are fully responsible for the care of DCS computer hardware and peripherals. Parents will be responsible of any loss, stolen or damaged of school property

Communication on internet access should be conducted in a responsible manner reflecting the school's commitment to honest, ethical and discriminatory practice. Therefore the following is prohibited:

- Any use that violates federal, emirates or local law regulations
- Knowing of reckless interference with the normal operation of computers, peripherals or networks.
- The use of DCS internet-related access, transmit, store, display or request inappropriate materials
- Any use that is deemed to adversely affects DCS.
- Violation of DCS School Management System or to its website.

- Non-school approved sites and /pr programs such as Skype, twitter, YouTube and any other external site/program as deemed appropriate by school administration.

DCS reserves the right to review any material transmitted using DCS instructional computing resources or posted to a DCS instructional computing resource to determine the appropriateness of such material. DCS may review this material any time.

Students' lockers

Students will be assigned the use of lockers. These lockers provide students to store school books, materials, PE kits etc. Students must, clean their lockers and will dispose of any leftover items accordingly. Students may not share lockers or locker keys. Students are not allowed to glue or permanently attach any stickers, photos, sketches or posters.

Programs and Services

DCS English Acceleration Program is for students who cannot function in a regular all English programs. These students are given extra lesson so they can succeed socially and academically in their regular classes.

These extra classes are for students to develop their English language written as well as spoken. This program helps number of students gain English Language skills while providing parents and teachers with strategies to help these students to be successful. The focus of this program consists of four primary domain, listening, speaking, reading and writing.

Late Assignment Policy

To be successful, students should turn their work in on time and the day it is due. It is each student's responsibility to check for daily assignments in the Paradigm. Please check with your respective teachers to determine how to catch up if you fall behind in your work.

Academic Integrity Policy

DCS seeks to establish academic integrity policy within the school community. DCS has identified the following as unacceptable practice, including but not limited to:

1. Cheating in its various forms, whether copying another students work, allowing your own to be copied, using unauthorized aids on an assignments, getting answers from an online source, essay, quiz, or tests, having someone else complete an assignment essay, quiz, or test for you, submitting as your own another person's work, rescheduling a test on a false excuse.
2. Plagiarizing (e.g. presenting as your own words or ideas of another person), including inadequate documents of sources (electronic, internet or print) and excessive dependence on language of sources

even when documented, relying on similar order of sentences while altering a few words or word order.

3. Submitting the same work for more than one course or assignment without prior written approval from the instructor(s)
4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies etc.)without permission:
5. Fabricating data: these include falsifying or manipulating data to achieve desired results, reporting results for experiments not done or falsifying citations in research reports.
6. Destroying tampering or altering another students work to impede academic progress
7. Falsely reporting completion of assignments.
As the instructors discretion, depending on the nature of offence, student's grade or ability may be affected if a student violates any of the Standards above. All students who violate the principles of the academic integrity will be reported to Administrator and violations will lead to further disciplinary action according to the Students Code of Conduct.

Report card

Students will be given grade thrice a year, grades will be based on three term exams, assignments, projects, class quizzes, monthly exams, pop quizzes. The following percentage below represents the scale to determine the Grade.

classroom	grading scale
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	Below

Final Exam

DCS will post a final examination schedule for all grades in the class syllabus and will be sent to the parents through a soft copy in the Paradigm. There is no exception for students to take exams outside of the scheduled week, so do not schedule any appointments, vacations, or other events that may conflict with the testing schedule, because you will be putting your child in jeopardy of failing the exam. If a child falls sick and cannot appear for the final exam on the scheduled date then a medical unfit letter from the government hospital should be produced so the child is examined on other dates.

To prepare for the final exams the students should revise all worksheets, notebooks and other material provided by their respective teachers.

Academic Probation

Students who show signs of failure, late submission of homework or incomplete work, exam test and quiz results 60% or below will be asked to work more closely. The parents will be called for a meeting to discuss the child's progress. The administration can put up a special program for the student's steady progress and achieving goals within the given time. Students who repeated remain on Academic Probation will be seen by the Academic Coordinator with the teacher(s) concerned and the parents.

Students Code of Conduct

Suspension/Expulsion

This Pupil Suspension and Expulsion policy has been established in order to promote learning and protect the safety and wellbeing of all the students at DCS. When a policy is violated, it may be necessary to suspend or expel a student from Regular classroom instruction. The list of offence and procedures provide adequate safety for student, staff and visitors to the school and serves the best interest of the school's pupils and their parents /guardians.

Staff should enforce disciplinary rules and procedures fairly and consistently among all students.

Discipline includes but is not limited to advising and counseling students conferring with parents/guardians, detention during and after school hours, Use of alternative, educational environment, suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A .Grounds for suspension and Expulsion of students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any

other school or a school-sponsored event, occurring at any time including but not limited to: a) while on school grounds.

b) While going to or coming from school.

c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school sponsored activity. The frequency and severity of the offence will determine whether the student is suspended from school or expelled from school.

Suspension and /or expulsion offence

Students may be suspended (and ultimately expelled) for any of the following acts when it is determined the pupil;

- a. Caused attempted to causes, or threaten to cause physical injury to another person.
- b. Unlawfully possessed ,used ,offered ,arranged, or negotiated to sell any controlled substance, alcoholic beverage, cigarettes ,or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person and other liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- c. Committed or attempted to commit robbery, extortion, damage to school or private property.
- d. Committed an obscene act or engaged in habitual profanity or vulgarity.
- e. Disrepute school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- f. Committed sexual harassment for the purposes of this section, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create and intimidating, hostile, or offensive educational environment.
- g. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading students' rights by creating an intimidating or hostile educational environment.
- h. Engaged in an act of bullying, including, but not limited to, bullying, committed by means of an electronic act, directed specifically toward a pupil or a school personnel.

C. Suspension Procedures

Suspensions shall be initiated according to the following procedures:

1. A conference will be held with the parents, student and the head of school.
2. Written notice will be given to parents and students regarding the duration of suspension. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

3. Students will work to complete as much schoolwork from home in order to remain on task in assigned courses.

D. Authority to Expel and Expulsion Procedures

A student may be expelled either by the Head of the school or his/her authorized designee (if not available). Steps to comply with the Knowledge and Human Development Authority (KHDA) will also be followed.

1. A hearing will be held with the parent, student, and Head of school within thirty (30) calendar days after an expellable offence has been committed. Three (3) DCS staff members, the student, the parent(s) and any witnesses both parties deem appropriate will be invited. Detailed notice will be taken.
2. Parents and the students will be notified within three calendar days as to the decision reached by the Head of the school.
 - a. Students who are expelled will have two (2) calendar days to withdraw from school.
 - b. Students who are not expelled will work with DCS staff to create a three (3) month behavioral contract which details good conduct and includes measureable goals.

E. Expulsion Appeals

Appeals must be made in writing within three (3) working days of the decision. Within the body of the letter should be noted why the decision should be over turned, what was learned by the student from this incident, and what she will do differently if admitted back in the school. This letter can be written by the parents/guardian but is suggested to be written by the student.