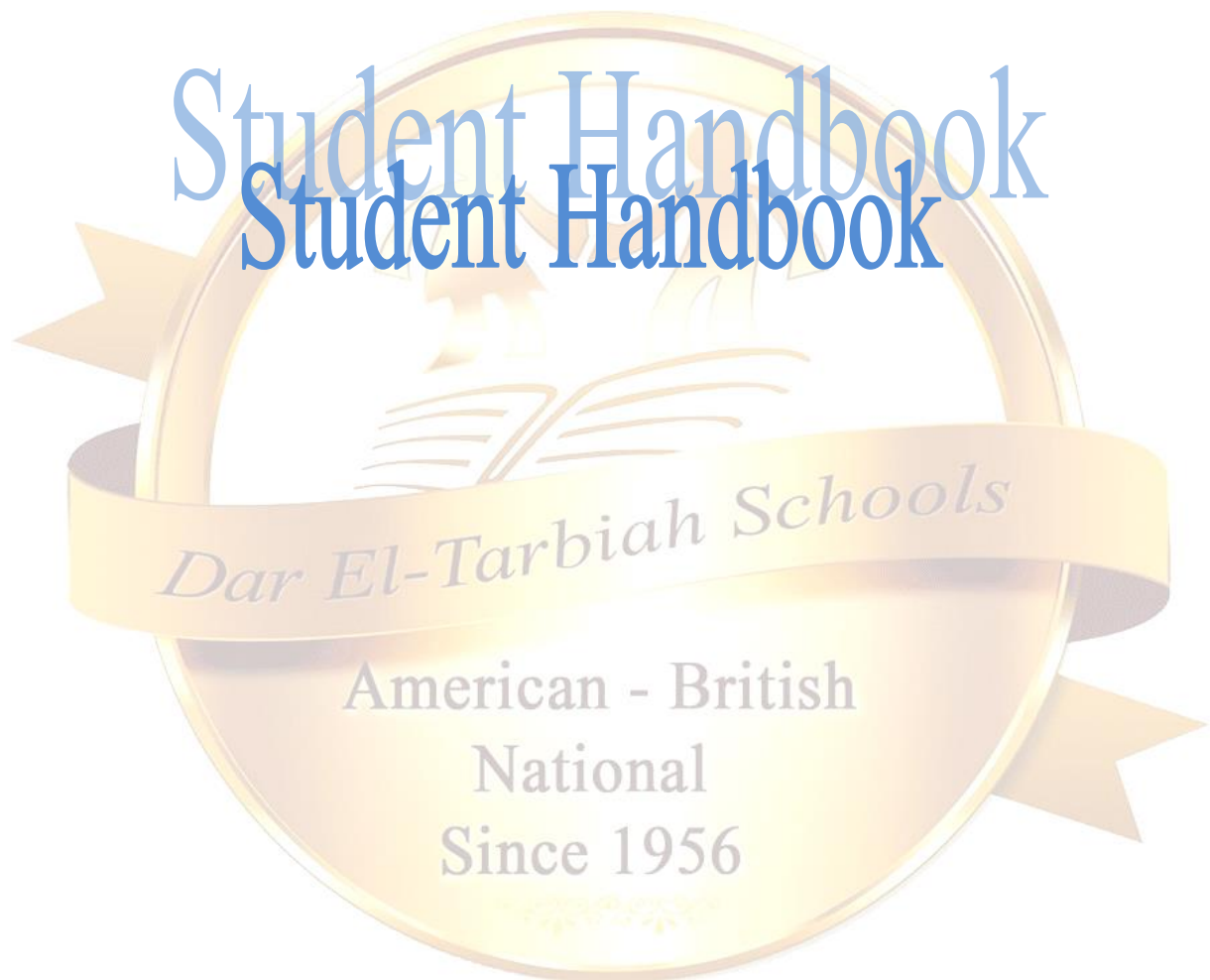




American-High-School-Handbook_2018-2019



2018 - 2019

September 1st, 2018

Dear Students:

On behalf of all Dar El Tarbiah American School Faculty and staff, we welcome you to the 2018-2019 Academic Year.

The American Program provides the best of liberal international education through the promotion of creativity, individualism, problem solving skills as well as the use of research tools, internet facilities and various software programs for all subjects in all levels.

We encourage you to begin the school year by setting high goals for yourselves, then working every day towards the accomplishment of those goals.

This Student Handbook has been designed to familiarize the students with the regulations and policies of the school. Working together, we shall ensure that all our students are responsible, academically prepared and socially adjusted. We shall provide them with the opportunity of a positive self-image while acknowledging respect for others and their environment. It is strongly recommended that you (the students) share this information with your parents.

Best wishes for a fruitful and successful academic year.

Dr. Nawal El Degwi
Chairperson – Dar El Tarbiah

School Contact Information

**Mailing Address: Dar El Tarbiah American School
24 Ismail Mohamed Street
Zamalek ,CairoEgypt
11211**

**BabyHomeAmericanSchool
10 El Maahad El Swisry Street
Zamalek , CairoEgypt
11211**

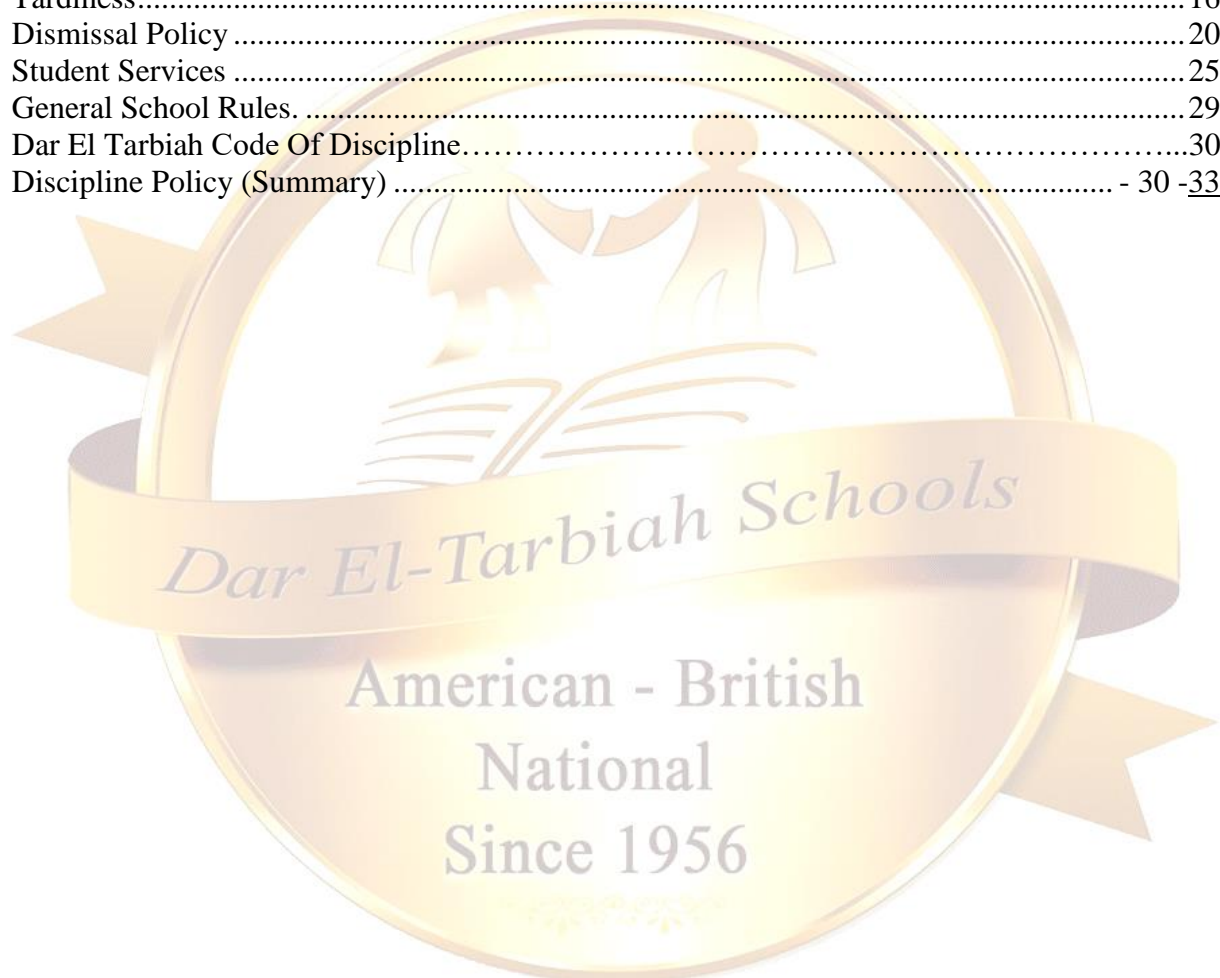
Email Address:American@dareltarbiah.edu.eg

Telephone: 27357682 / 27357683 /27357684

**School OfficeHours: 8:00 am – 2:50 pm
Sunday through Thursday**

Table of Contents

Introduction	5
School Beliefs:.....	6
Admission Procedures.....	13
Graduation Requirements/ Grading System	15
Dress Code	12
Parental Communications.....	14
Tardiness.....	16
Dismissal Policy	20
Student Services	25
General School Rules.	29
Dar El Tarbiah Code Of Discipline.....	30
Discipline Policy (Summary)	- 30 -33



Introduction

In an increasingly competitive world, a university education arms students with wider choices and better career prospects. With a legacy of six decades and a vision for the 21st century, Dar El Tarbiah continues to provide top-quality education to adapt to a changing world.

School Motto:

Make a difference every day, every way.

School Vision:

On our students' journey from the classroom into the world of the 21st century, our vision is to become a center of excellence where the whole community is positively encouraged and fully engaged in creating leaders for tomorrow, today.

School Mission:

Dar El Tarbiah American School is committed to inspiring students to achieve the highest standards of intellectual and personal development through a challenging and comprehensive program. Within a caring and respectful environment, the school instills a desire to honor cultural identity, maintain personal growth and strive for academic excellence to live with purpose and make a difference in a continuously changing world.

School Philosophy:

Dar El Tarbiah Schools are distinguished by the philosophy upon which they have been founded, the goals that have been set and the approaches and methods adopted to accomplish these goals.

Dar El Tarbiah believes that the success of an educational institution should be measured by the value it adds to each student. Our schools strengthen their civil, ethical and moral values.

Dar El Tarbiah's goal is to develop students who are confident, creative, and resilient to become life-long learners and to affirm the voice, passions and talents of students.

Through our Educational System, based on guided and independent inquiry and investigation, skill development, and thinking strategies our students develop a solid foundation of knowledge. They are motivated to strive for academic and personal excellence, and thereby become better geared to meet the challenges of an ever-changing world.

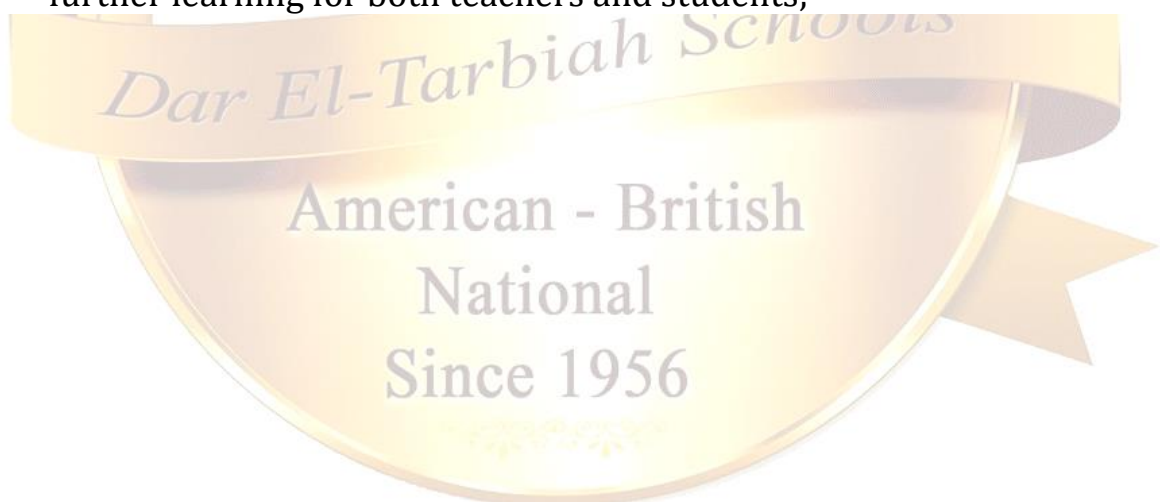
“Always aim for the moon, even if you miss, you will land among the stars”

W. Clement

School Beliefs:

Dar El Tarbiah learning community has a commitment to:

- Shape the future of our school through strategic vision, continuous planning, and agreed upon action plans linked to continuous evaluation;
- Model and promote respect, responsibility, integrity and collegiality;
- Understand and appreciate each other as individuals;
- Respect Egyptian, regional, and international values;
- Experience and value professional development as a lifelong process;
- Support the role of extracurricular activities to explore interests and to cultivate unique skills in students;
- ◀ • Support parent-teacher-student relationships that enable success in learning;
- Develop the skills to utilize contemporary technology to enhance further learning for both teachers and students;



ACCREDITATION

Dar El Tarbiah Institution has successfully served in the Egyptian Education Community since 1958.

Dar El Tarbiah American School is fully accredited by

Advanc-ED Advancing Excellence in Education Worldwide

North Central Association on Accreditation and School Improvement (NCA CASH) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. (SACS CASI) are accreditation divisions of AdvancED.

The American High School Diploma is fully recognized by the Egyptian Ministry of Education.

Upon Graduation from Dar El Tarbiah American School, students are able to apply to National as well as International Universities.

**American - British
National
Since 1956**

Calendar for the School year 2018 – 2019

1st Quarter: - Sept.9th - Nov. 8th , 2018 (44days)

Holidays: Tues Sept 11th : Islamic New Year
Sat Oct 6th : Armed forces Day

2nd Quarter: Nov 11th – Jan 17th(50 days)

Holidays: Tues Nov 20th: Prophet's birthday
Tues Dec -25th : Xmas holiday
Tues Jan 1st: New Year
Sun- Mon Jan 6th-7th: Coptic Xmas
Sat Jan 19th : Epiphany

***Mid term Holiday:** Jan 18th – Feb 3rd ,2019

3rd Quarter : Feb 10th – Apr 24th ,2019 (49 days)

Holidays: Spring break: Apr 25th–May 4th

4th QuarterMay 4th- June 27th , 2019 (days)

Holidays: Tues May 6th –first day of Ramadan
Wed June 5th – 8th: El Fitr Holiday

Last Day of school : Thurs June 27th

Final Grades Report : Thurs July 4th

Total Number of School Days for students: days

Total Number of school days for faculty members: 180 days

Admission Procedure

- Admission is open to all qualified applicants. No forms of discrimination against any applicant is applied or tolerated.
- The school accepts first time applicants to school, transfers from other schools, and from abroad.
- Applicants are required to sit for an admission test for assessment in English and Mathematics before admission.
- According to Governmental Policies, students are not allowed to transfer to the American Diploma Program after grade 10. The required documents for enrollment are:
 1. Student Application Form
 2. 6 Passport Size Photos
 3. Original Birth Certificate
 4. Previous Academic Transcripts
 5. Copy of I.D. or Passport
 6. Medical History Information
 7. Certificate of good behavior from previous school.

Transfer to Dar El Tarbiahat the High School Level from Non-American English Language Schools:

Any student from a non-American English Language school who wishes to attend Dar El Tarbiah American School must:

1- Provide the previously required documents for admission, abide by the following:

2-Be of appropriate age for the grade level they wish.

A candidate may be refused due to, but not limited to, any of the following reasons:

1. Incomplete or improper transcripts and/or records.
2. Low admission test scores and/or poor academic records.
3. A history of disciplinary problems.
4. Classes at Dar el Tarbiah have reached their maximum enrollment numbers.



GRADUATION REQUIREMENTS/ GRADING SYSTEM

The Dar El Tarbiah American School follows the American Credit Hours System.

To meet graduation requirements, a student must complete 24 school units of credit in 8 semesters (over the 4 High School Years) A class that meets five (5) periods a week for one academic year earns one (1) credit.

Appointed Credits	
English	6 Credits
Science	3 Credits
Math	3 Credits
Language (Arabic/French)	3 Credits
Social Studies	2 Credits
P.E.	1 Credit
Electives and AP's	6 Credits

School Year	4 Quarters	9 Weeks each	36 weeks	180 Days
School Week	40 Periods	1 Quiz period per week	39 classes	
School Day	Starts at 8:00	Ends at 3:00		Eight 45 min. periods per day

Student Report Cards are prepared and handed to parents at the end of each academic quarter during the school year. Mid-Quarter progress reports for students enrolled in Academic Support Programs are prepared and discussed with parents at the end of the fifth week of each quarter.

Dar El Tarbiah applies the following grade scale to letter grade:

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

Students are required to attain a “C” average to graduate

Grade averages are according to the 4.0 American GPA Standards Scale:

A	4.00		C	2.00
A-	3.67		C-	1.67
B+	3.33		D+	1.33
B	3.00		D	1.00
B-	2.67		D-	.67
C+	2.33		F	0

Students are required to attain a GPA of 2.0 to graduate.

DRESS CODE

Dar El Tarbiah American School believes that a professional learning environment extends to the dress code of its students. Students have to adhere to the following guidelines concerning what attire to wear at school.

Acceptable attire for boys and girls for all grade levels:

Boys/ Girls Uniform

- White (Short /Long sleeves) shirt with school logo.
- Dark blue pants.
- Black shoes
- White socks
- For Winter
- Green vest , green jacket.

Unacceptable/forbidden clothing that may not be worn to school during the school day or on field trips.

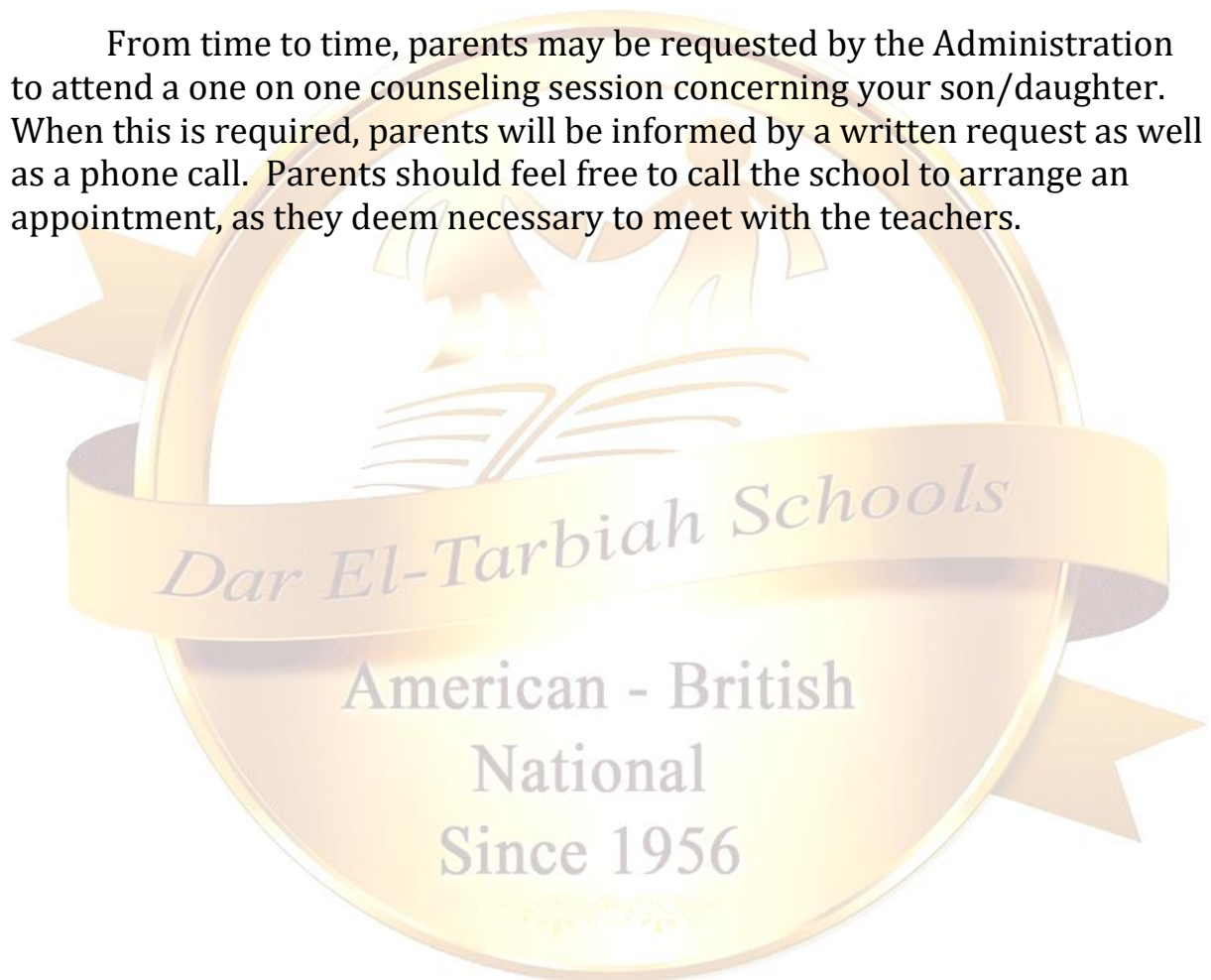
- Rosary beads and chains worn around the neck, pendants, rings, bracelets and gaudy dangling earrings
- Sweatpants, flannel or fleece pants, tight pants
- Slippers (including those with a hard sole)(crocs)
- Flip flops
- Basketball shorts
- Tank tops, spaghetti straps, or camisoles of any kind, including layered tank tops
- Tattered or cut off clothing of any kind
- Hats and caps

Unless instructed otherwise, students are not permitted to be out of uniform on the school premises. They are expected to wear a clean proper uniform throughout the school day. The school shirt with the school logo, proper sized pants (not too tight and no skinny pants allowed. Also no sagging pants that expose undergarments. Pants may need to be secured at waist with a belt). No eccentricities will be accepted by the school, and that includes, **but is not limited**to: piercing, odd hair styles, hair dyes, as well as accessories. Students who will not abide by the dress code will not be allowed in the classroom and will be held in detention the whole day.

PARENTAL COMMUNICATIONS

Communication with parents is a vital part of the home–school link. Communication helps to establish the relationship that will result in better student achievement. Conferences with parents are considered an integral part of the school’s system for reporting student progress to parents; both positive and negative. The school schedules regular parents’ meetings to discuss your son’s/daughter’s progress with the teachers and the Administration.

From time to time, parents may be requested by the Administration to attend a one on one counseling session concerning your son/daughter. When this is required, parents will be informed by a written request as well as a phone call. Parents should feel free to call the school to arrange an appointment, as they deem necessary to meet with the teachers.



ATTENDANCE POLICY

All students are expected to attend school regularly and be on time for their classes. Regular attendance is necessary if students are to be successful in their courses. Irregular attendance makes the learning process more difficult for the students as well as their teachers. The educational process requires a regular continuity of instruction, classroom participation, learning experiences and studying in order to reach the maximum benefits. Poor attendance has a direct effect on course assessment results. Students may be excused from attendance only for family emergencies, and illness. In either case, a written documentation is required upon return to school. However, **no early leave will be granted under any circumstances.** In case of any student developing a fever and/or illness, parents will be immediately contacted.

Students with more than 12 absences will receive an “F” for the semester course.

When the student is absent, the school requires a written note providing the following information:

- The date the note is being written
- Student's full name and his/her class
- Date of absence
- Reason for absence
- Parent's signature and contact number.

If the reason for a student's absence is due to sickness, a written medical documentation must be provided, **as long as the total number of days of absence does not exceed the limit (12 days).** The school has the right to accept or refuse the medical certificate. The student is required to makeup all schoolwork missed during an absence. Absent students, with a valid excuse, are entitled to makeup for missed Quizzes which will be corrected out of 80% only.

TARDINESS

It is the student's responsibility to be at school and in class on time.

Students who are late for school must report to the Office before entering class.

If a student arrives to school after 8:00 am, a parent must call the office stating the reason for tardiness. This call, however, does not automatically excuse the student for being tardy. Excused tardiness will be accepted only in case of emergency.

Car problems or traffic are NOT considered as emergencies. Students are to be present in the classroom when the bell rings to start class.

Tardy students will not be admitted to the classroom without a tardy slip from the office.

School gates are closed at 8:05 am. Students, who arrive between 8:00 am and 8:30 am, are referred to the Administration. Parents will be contacted

Students who arrive after 8:30 am will not be permitted to enter classes and will be in detention for the rest of the day.

A student who is tardy three (3) times will be considered absent for one school day.

Students who may be detained by a teacher, must bring a late note from that teacher to present it as an excuse for tardiness to a class, otherwise the student will be considered as absent from class.

Constant tardiness is a sign of lack of respect for your school.

DISMISSAL POLICY

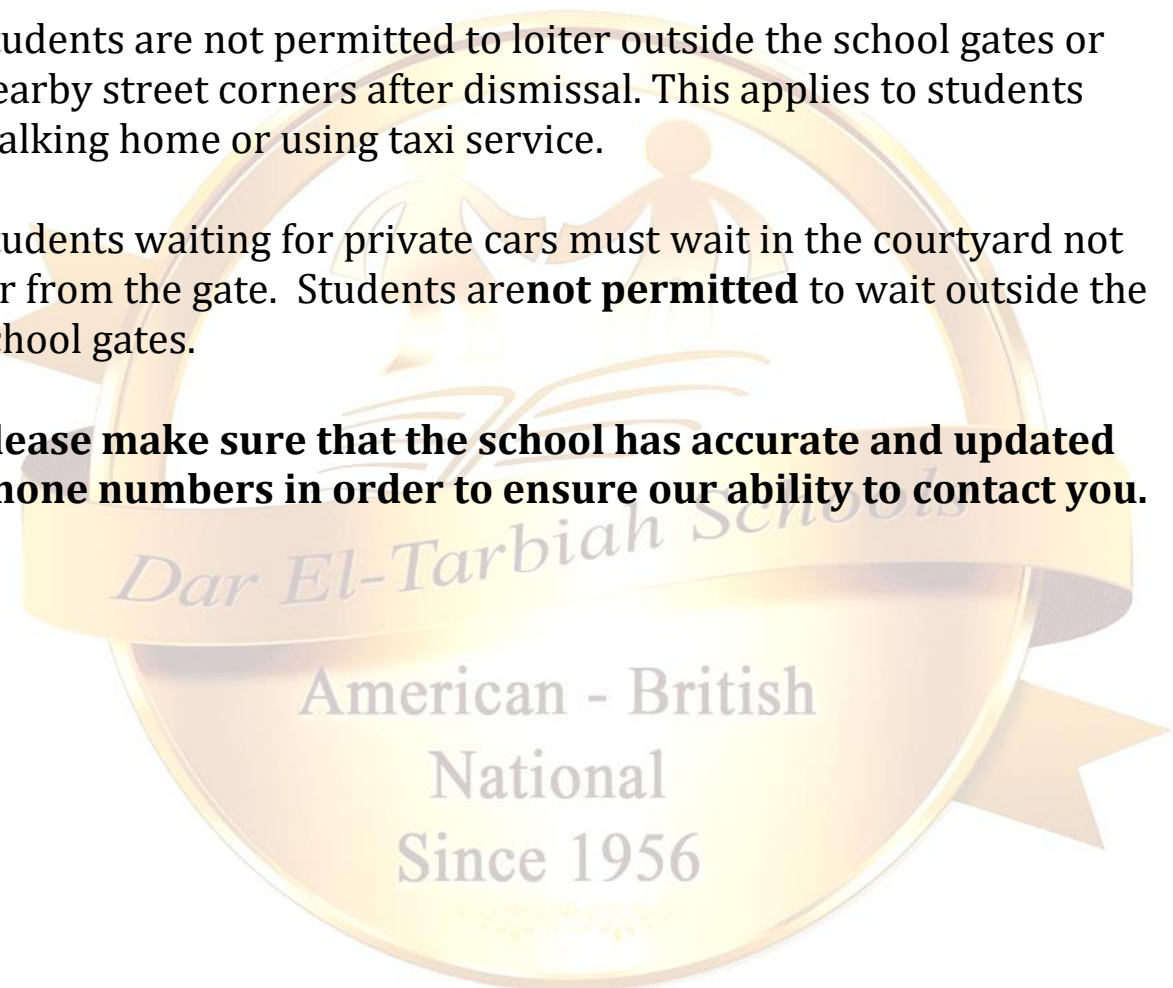
Students are not allowed to leave school premises, for any reason, once they have entered the school premises.

After official dismissal of school at 2:50 pm, all students must leave the school premises, except for those attending after school tutorials, or those under the supervision of a faculty member.

Students are not permitted to loiter outside the school gates or nearby street corners after dismissal. This applies to students walking home or using taxi service.

Students waiting for private cars must wait in the courtyard not far from the gate. Students are **not permitted** to wait outside the school gates.

Please make sure that the school has accurate and updated phone numbers in order to ensure our ability to contact you.



RIGHTS & RESPONSIBILITIES

Rights and Responsibilities of Administration:

The Administration has the responsibility to:

1. Encourage parent communication with the school, including participation in parent-teacher conferences.
2. Promote effective teaching and discipline of all students.
3. Respond to discipline problems referred to them by teachers.
4. Serve as appropriate role models for the students at school.
5. Help students to learn mature self-discipline.
6. Secure a happy and safe environment in which students may learn and develop.
7. Maintain an atmosphere of tolerance where cultural diversity is appreciated and respected, and where students can develop good interpersonal relationships.
8. Promote and encourage self-esteem, as well as high standards of excellence.

Rights and Responsibilities of Teachers:

The responsibilities of teachers are to:

1. Comply with school policies, procedures, rules and regulations.
2. Perform their teaching duties with appropriate preparation, assignments and resource materials.
3. Maintain an orderly classroom atmosphere conducive to learning.
4. Teach students to strive towards being their very best.
5. Give the students a sense of responsibility, self-discipline, motivation in work and self-respect.
6. Establish rapport and an effective working relationship with parents, students and other staff members.
7. Encourage good work habits that will lead to the accomplishment of personal goals.
8. Serve as appropriate role models for their students.
9. Help the students develop good work and study habits.
10. Promote and encourage self-esteem.

Rights and Responsibilities of Students:

In order to achieve a positive environment at school, and school related activities, students should:

1. Attend all classes daily, and punctually.
2. Come to school prepared, bring all books, and school supplies
3. Show respect towards others.
4. Be in full uniform.
5. Be responsible
6. Respect and abide by school rules and regulations.
7. Work hard to improve their performance in case of low grades

Rights and Responsibilities of Parents:

Parents should:

1. Make sure that their son/daughter attend school regularly, and promptly report and explain absences and tardiness to the School Administration.
2. Urge their son/daughter to pay attention and to respect the rules.
3. Encourage and lead their children to develop proper study habits at home.
4. Make sure that the student abides by school uniform even when going on school organized field trips.
5. Remain updated on school policies and academic requirements of school programs.
6. Participate and attend parent-teacher conferences as needed.
7. Discuss progress and report cards and school assignments with their children.
8. Inform the school of any learning problem or condition that may relate to the student education, and learning
9. Submit to school up to date contact numbers and son/daughter information.

SCHOOL SERVICES

Textbooks:

Students are issued textbooks at the beginning of the academic year. Textbooks are marked by the Librarian, and given to the teachers for distribution in class. A Distribution Form is also sent with the books. Teachers ensure that the student's name, textbook number and the student's signature are accurately recorded on the Distribution Form given for textbook distribution. The teachers will also make sure that the student has written his/her name in the textbook that is issued to him/her, in order to avoid any conflict when the textbooks are returned at the end of the school year.

Each student is responsible for his/her own books and for keeping them in good condition. Highlighting, underlining, and writing on books are not acceptable. Students are financially responsible for damaged or lost book. **In case a student has an outstanding book fee, school records such as progress reports, report cards and transcripts will not be released.**

Library Use:

The library is available and open to students if they wish to do research, check out books or learn library skills. Students must abide by the established library rules and regulations. Students may check out a maximum of two books at one time, for a period of 2-weeks each time. The Library is open daily from 8:00 am to 2:50 pm.

Emergencies:

IT IS IMPERATIVE TO HAVE CURRENT EMERGENCY INFORMATION IN THE OFFICE. Students should fill out the Medical Information Form at the beginning of each academic year. This information is kept current and updated (address, phone numbers, cellular phone numbers, etc.) in the Administration. This information is extremely important in the event that the school needs to contact parents/guardians in case of emergency.

Medical Procedures:

Dar El Tarbiah has registered medical personnel on each campus. Students requiring medical attention will be taken to the doctor for a checkup. In each section of the school, there are First Aid kits available for minor scrapes and cuts as well as minor aches and pains.

In case a student requires further minor attention, the parents will be informed by phone and will be asked:

- a) If they wish to meet a staff member and the student at a hospital (the student accompanied the staff member will be taken to the hospital by school vehicle).

Or

- b) If they wish to come to school and go to the hospital with the student accompanied by a staff member.

Dar El Tarbiah American School has Medical Insurance with Misr International Hospital.

In the case of a major injury, the student will be automatically taken to hospital, and the parents will be informed by phone to go directly to hospital, where a staff member will be waiting for them.

All Physical Education instructors are trained to deal with sports injuries and in handling minor injuries.

At the beginning of the school year, every student receives a **Basic Medical Form to be filled out and signed by the Parents, and returned to school to be placed in the student's file.**

Parents should inform School Administration of any medical condition (contagious diseases such as **chicken pox, measles, etc.**) their son/daughter has been in contact with, in order to inform the school community.

Accident Reporting:

All accidents are reported to the School Administration and school doctor to ensure proper treatment. After referral of the student to the school doctor for treatment, the doctor will determine, according to the kind of injury whether further medical treatment is required. The school doctor and various staff members (some of whom are certified physicians) are trained to respond to accidents and medical emergencies. If something more serious occurs, parents will be called immediately and appropriate measures will be taken after consultation with them. In case of minor accidents on the school grounds, the school nurse will treat the student and notify the parents.

Safety:

Dar El Tarbiah conducts regular fire drills, and earthquake drills throughout the school year. These drills are conducted for the safety of the students and school personnel. Building evacuation procedures are posted in each classroom and explained to the students within the first few weeks of school. Tampering with the fire extinguishers will be considered an offense resulting in a substantial fine and suspension from school. All employees are informed of the location of the fire extinguishers in each building. A map of the evacuation routes and procedures are posted next to the door in all classrooms.

Playground Rules:

Playground rules are based on sportsmanship, friendly and fair play, and the reasonable resolution of any disagreement. There will be no fighting or pushing around; hands and feet should be kept to self. Dar El Tarbiah also stresses that English language is spoken at all times. Any student who needs any kind of assistance must ask the teacher on duty or the supervisor if a problem persists.

Lunches and Canteens:

There are canteens on both school campuses. In the Elementary School campus, the canteen offers healthy snacks (milk, juices, etc.). In the High School campus, the canteen offers hot sandwiches, potato chips, juice, etc. Students can also bring their lunch boxes from home.

Students should keep the eating area clean, and to dispose of trash in the trash bins available. Students should stay in the designated areas. If any P.E. equipment such as footballs, basketballs fall outside school premises, students should ask the teacher on duty or the supervisor to retrieve it.

Lost and Found:

There are **Lost and Found Boxes** on both campuses. Lost and found items are kept in these boxes. Certain items such as purses or wallets will be kept in the Main Office. If an item is lost, the student should check first in the **Lost and Found boxes**. The loss of property may be minimized by writing the owner's name on every article.

Field Trips:

All classes go on field trips –educational or fun field trips. School sends home with students a letter informing parents of the field trip – date(s), destination and cost. Parents or legal guardian should fill. **The Permission Slip** attached to the letter giving their approval or disapproval for the student to go on the designated field trip should be sent to school. No verbal or phone call permission will be accepted. Educational and Education related field trips are part of the curriculum, and offer good opportunities for firsthand experience to students. Field trips are an essential part of the curriculum, and therefore are mandatory for all students.

Annual Events:

The school organizes the graduation ceremony every year. The school does not organize any proms.

Students cannot use the name of the school in any event without a written approval stamped by the school.

Bus Code:

Bus service is provided for students who subscribe to the service. Students using the buses are required to behave in a proper way, and with respect to both the bus supervisors and the drivers.

Bus Service is provided door to door, however the school reserves the right to apply restrictions where deemed required. Students not contracting this service will not be allowed to ride the buses. Students must respect the bus rules:

- Follow supervisor's instructions.
- Keep hands, feet and objects to themselves.
- Share seats, remain seated correctly.
- Be nice and respect others.
- No food or drinks.

Students are expected to remain calm and quiet on the bus in order not to distract the driver. **If a student violates the bus rules he/she will be subject to disciplinary action which, in specific cases may be suspended from riding the bus.**

Students using the buses are strictly forbidden to leave school grounds in a vehicle other than their assigned buses.

Students are required to submit a note signed by parents or guardian to the Administration before permission is granted to ride an unassigned bus.

Students leaving school grounds without authorization are under their own responsibility

Buses are to be considered school property, any damage or defacing of a bus will fall into the code of conduct on the same terms as destruction of school property.

Student Services

After School Support Classes / Saturday Classes

The school offers after school, academic support classes in all subjects to students. Parents will be notified by letter regarding tutorial classes and times. Saturday classes are offered for SAT Reasoning preparation for both English and Math, and SAT Subject tests: free of charge. **Parents will receive in advance written notice of class schedules, and timings.**

Homeroom Teachers / Mentors

Class Mentors (Homeroom Teachers) are assigned for each class throughout the school to support the students' academic and social well being. They are available to help students develop healthy relationships in their classes, and to promote social well being throughout the school. Parents and students are urged to communicate with the Homeroom Teacher whenever questions arise.

Extra Curricular Activities

Dar El Tarbiah provides a diverse extra curricular program to the students. We believe that education is not limited to only the academic aspect, but rather it encompasses all aspects of our lives - the process of learning, how to work with others, to be a team player, developing social skills and improving health justifies the time and effort put into our Extra Curricular Clubs.

General School Rules

1. Treat each person in school with respect
2. Co-operate with teachers and classmates in doing work in class
3. Complete all assigned homework – written and oral – set by teachers
4. Have all books and equipment as required for the lessons
5. Wear the proper school uniform
6. Attend school punctually on each school day
7. Go directly and punctually from class to class during the school day
8. Respect the property of others and pay for any loss or damage caused
9. Do nothing inside or outside the school to bring the school community into disrepute
10. Hand in to the school authority any matter likely to be injurious to your welfare or that of others
11. Follow the school regulations for safety and good order
12. Keep the school environment clean
13. Not to loiter or smoke in the vicinity of the school on your way to and from school
14. Respect other students and their learning
15. Participate in school activities.
16. Not to leave the classroom at anytime during the lessons.
17. Not to leave the building except during the break.

DAR EL TARBIAH CODE OF DISCIPLINE

Dar El Tarbiah implements and maintains a strict code of discipline and each student is not only expected to understand the code, but to understand the actions that may be taken according to the stated problem area. Parents are strongly encouraged to read the code carefully and be in full compliance with the understanding that Dar El Tarbiah follows the code and enforces the code with discretion and consideration.

A student can be subject to **social disqualification** due to unacceptable behavior on the part of the student

Parental Conferences:

Positive reinforcement of proper behavior is achieved when home and school come together as one for the benefit of the student. First course of action in any minor disciplinary issue is to bring the parents to school for a counseling session regarding the student. We appreciate the fact that many parents are busy during school hours, but you will be expected to attend appointments scheduled by the Administration.

Warning letters:

Warning letters are issued for breaking school rules. A copy is forwarded to the parent, and a copy is placed in the student's file. If an offence is repeated after a warning letter, a parental conference, suspension or eventual expulsion will be considered depending on the severity of the offence.

Break-detention:

Students showing minor misbehavior have a break detention the day of the offense (if the offense took place before break) or the next day (if the offense took place after break)

After School Detention:

Students who do not submit their assignments on time deserve an after school detention from 2:50 to 4:30 p.m. They are informed the day before the detention. Not showing-up on a detention results in three successive after-school detentions.

In School Suspension (I.S.S.):

Students having "in schoolsuspension"(I.S.S.) will be removed from the regular school setting. I.S.S. will be held every school day from 8:00 am until 2:50 pm. On the day of the I.S.S., students must go directly to the I.S.S. room. They are not allowed to go to any other part of the building. Assignments from their regular classes will be available. Assignments are due when finished before the end of the school day. Work may be taken home to be completed and brought to school the following day for correction. Tests and certain assignmentsshould be done at school as per teachers' requests. Students in I.S.S. must bring their lunch from home as they are not allowed to leave the I.S.S. area.

Suspensions:

Suspension is better known as home detention and typically covers a period of 1 – 3 days depending on the reason for the action. A formal letter will be sent to the parent stating why the action of suspension was applied. The student will not be permitted to re-enter school until parental counseling has been scheduled. All suspensions are placed in the student's permanent file. Repeated suspensions may result in eventual expulsion.

Expulsion:

The permanent removal of a student from the school system is referred to as expulsion. Parents will be informed by letter and by phone that the school has expelled their son/daughter. Parental counseling will be expected immediately so the severity of the problem can be discussed. Students who have been expelled will be required to clear all financial records and return books before files, transcripts or reports are released.

Standards of behavior should reflect values such as:

- Respect for self and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness

Rewards:

- Students are handed a certificate of Appreciation if they achieve 2 (A's) in two consecutive quarters.
- A student's name will be posted on the Chart of Honor for getting straight (A's) or outstanding achievement all through the year in all subjects.



Discipline Policy (Summary)

The school reserves the right to evaluate every situation according to severity before applying disciplinary actions.

Violation	1 st Offence	2 nd Offence	3 rd Offence	Procedure
Mobiles Mobiles are handed in every morning . It is advisable to put a sticker with a student's name on the back. Devices such as: I PODS - MP3/MP4 players - CD players - Game boys These devices are not allowed in school. If the item is found to be in use, the item will be confiscated and shall be returned only to a parent. action. Repeated confiscation of any electronic device may incur a stronger disciplinary action.	Any mobile seen with the students for the first time will be confiscated and handed to the student's parent only.	The second time will be confiscated and handed to the student at the end of the school year	Should a replacement mobile phone be used by the offender for a third time, it will be confiscated and the parent will be contacted for an explanation , after which the student will be subject to further punishment to be decided according to the situation in question.	When the student receives the mobile back, he/she will sign beside his/her name in the class list sheet at the Principal's office. In case of an emergency, the student will be allowed to use the school phones to make any necessary calls.

Violation	1st Offence	2nd Offence	3rd Offence	Procedure
Bullying and harassment	<p>Dar El Tarbiah American School does not tolerate bullying under any circumstances. Should any bullying be observed or reported, the perpetrator will be subject to severe disciplinary measures the nature of which will be determined by the school administration based upon the manner and extent of the aggravation.</p>	<p>Repetition of the offence will incur more severe punishment.</p>		

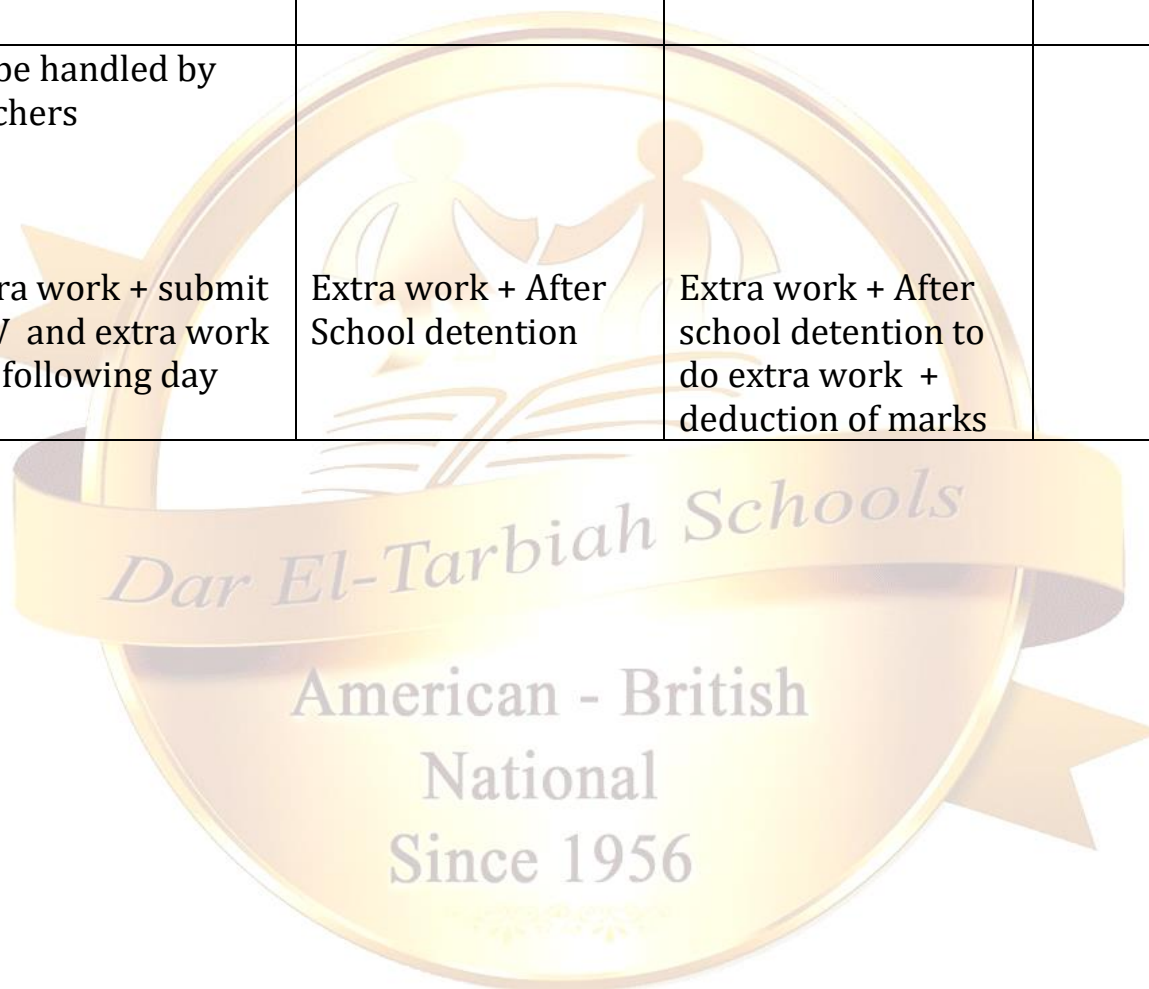
Violation	1 st Offence	2 nd Offence	3 rd Offence	Procedure
*Absence Student is considered absent unless he was severely sick and has a doctor's certificate	(1-2 days) a justifiable parent's note is required the first day the student comes to school	(More than 2 days) parents have to contact school and submit a doctor's certificate the first day the student shows up to school		School administration contacts parents for any daily absence
<p>If a student is absent for more than 12 days during the first semester he/she has to take a summer course to compensate for the credit hours he/she has missed.</p> <p>If the same student is absent for more than 12 days in the second semester , he/she has to compensate for the credit hours he/she has missed during the first semester of the following academic year, which means that he/she will graduate February of the following academic year.</p>				

Tardiness in the morning.	All students are expected to be at school by 7:45 am. However, school gates will be closed at 8:00 am, after which time, no student will be allowed in			-The student is considered as late (3 late days are considered as one day of absence) -The student will prepare the material he missed and he has to present it orally in class the following day
Tardiness during classes	(More than 5 minutes) student will sign a late slip that will be put in his file	(More than 10 minutes) student will sign a late slip that will be put in his file and parent will be contacted		He is considered as late (3 late lessons during the week) are considered as one day of absence

Violation	1st Offence	2nd Offence	3rd Offence	Procedure
Misbehavior and disruption during the lessons Including: behavior that is hurtful (including bullying, harassment and discrimination) behavior that interferes with teaching and	To be handled according to the teacher's discretion Warning	Matter discussed with class teacher & student counselor Break Detention (1 Day)	Matter raised to student counselor & principal Break Detention (3 days)	Punishment will be one of these according to the number of times and/or the severity of the misbehavior 1. Verbal Warning 2. In class, punishment - standing all day-

<p>learning threats or physical hurt to another person</p> <p>Note: Break detention will be given to the student the following day, the students are not allowed to use school canteen</p>				<p>or part of the day according to the incident</p> <ol style="list-style-type: none"> 3. Deprivation of the break for whole week 4. In school suspension with lots of assignments to be done by the student and assessed by the subject teacher and the behavior committee 5. Pupil moved to another class(if possible) 6. Expulsion from school <p>In all cases a warning letter will be issued signed by the principal; it will be sent home in a sealed envelop to be signed by parent and</p>
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				delivered the following day
Excessive talking in class	To be handled by teachers			
Homework	Extra work + submit H.W and extra work the following day	Extra work + After School detention	Extra work + After school detention to do extra work + deduction of marks	



Violation	1st Offence	2nd Offence	3rd Offence	Procedure
School bags and their contents	They are subject to random searches by school staff without prior notification to students.			
Vandalism and property damage / In bus damage	The student pays for what was ruined			
Improper uniform	No student will be allowed on the school premises unless he/she is properly attired according to the school requirements.			

Students who do not adhere to the guidelines and are inappropriately dressed

1. will be spoken to individually & will be asked to change - arrangements must be made for students to go home or for parents to bring clothes to school. Some articles of clothing may be confiscated and will not be returned.
2. will be asked to miss their classes and be detained in the library
3. their parents will be contacted and have to meet with the principal

Students who continually violate this code may be subject to disciplinary procedures for defiance.

Drugs:

Due to the widespread use of drugs among youngsters all around, the school is taking serious measures to protect our children. **We have zero tolerance to the issue of drugs.** Hence, the school reserves the right to conduct searches of the lockers or random drug testing of students at any time.

If a student test proves positive, this will lead to immediate expulsion from the school, no further explanations needed.

Gum Chewing

Chewing gum is not permitted in school from the time a student arrives to school until he or she departs.

Tips on Effective Study Habits:

The development of effective work habits and study skill is probably the most important achievement of any student. Good habits of work and study transfer from one type of activity to another to a greater extent than any other learning gained in school. The following tips may help students improve their study skills.

Daily Homework

- Work in a quiet, well-lit place.
- Make sure you have a dictionary, a ruler, pens and pencils nearby.
- Establish a regular study time.
- Have a study time every day. If nothing is assigned, you just read any book.
- Turn off the TV, radio or stereo.
- Don't accept any unimportant telephone calls.

Preparing for and Taking Tests:

- Absorb information every day.
- Study for several days before a long test.
- Get plenty of sleep the night before a test.
- Have a good breakfast before going to school.
- Listen carefully to the teacher's instructions.
- Read and follow directions carefully.
- Ask your teacher about items you do not understand.
- Look over the test paper before answering any question.
- Answer as many questions as possible.
- If there is still time, review your answers, fill-in the numbers you missed or left unanswered.

Managing Time:

As students, you need to keep good track of your time. A programmed time for school and out-of-school life will result in happy worthwhile activities.

- Plan and schedule your day.
- Sequence your activities; write them down and time them.
- Prioritize your activities. You are a student, give priority to your study time.
- Allow a study break. Experts recommend a 10-minute break every hour to rest the mind and the eyes.
- Consider study sequence. Work where you can be most effective:

1. Do the hardest work first, the easiest, or vice versa.
2. Alternate activities: read, then draw, then write ...etc.
3. First things first: most important work to least important or vice versa. Sequencing varies as personalities do.

DAR EL TARBIAH SAFETY AWARENESS

Fire Drills:

Fire drills are held on a regular basis throughout the academic year. Everybody will be required to exit the building, and every class will proceed to its assigned area until dismissed by an administrator.

During a fire drill, students will be asked to promptly follow the set procedure:

1. At the sound of the fire alarm, teachers will close the windows and turn off the lights. Teachers must have the class list in their possession before exiting the classroom. Students will line up in a single line, and leave the classroom in a quiet and orderly manner. Teachers will close the classroom door.
2. Students must descend stairs staying on the right side, leaving the left side available to teachers, hall monitors, and anyone going up the stairs.
3. When the assigned site is reached, students will remain quiet and orderly lines. Teachers will take roll call and sure all the students are present. When the "all clear" alarm is sounded, students and teachers will proceed in an orderly and quiet manner back to their respective classrooms.

Students are reminded that Fire Drills are a serious matter and should not be taken lightly when alarm is sounded. We hope that we may never have to apply the procedure in reality but we do believe in being prepared.

Best wishes for a Happy and Successful Academic Year!

Form to be collected by Homeroom Teachers

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Dar El Tarbiah American School Student Handbook.

I will abide by the school rules and I fully understand the consequences of any failure to obey the school regulations.

Student's Signature

Parent's Signature

Name: _____

Grade: _____

Date: _____