September 2013
Dear Students:

On behalf of all Dar El Tarbiah American School Faculty and staff, we welcome you to the 2013-2014 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 in order to familiarize our 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 students share this information with their parents.

Best wishes for a fruitful and successful academic year.

Dr. Nawal El Degwi
Chairwoman – Dar El Tarbiah
School Contact Information

Mailing Address:  Dar El Tarbiah American School
24 Ismail Mohamed Street
Zamalek, Cairo Egypt
11211

Baby Home American School
10 El Maahad El Swisry Street
Zamalek, Cairo Egypt
11211

Email Address:  american@dareltarbiah.edu.eg

Telephone:  27357682 / 27357683 / 27357684

School Office Hours:  8:00 am – 2:50 pm
Sunday through Thursday
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Dar El Tarbiah: MISSION

To enable all students to become life-long learners, through providing them with the essential knowledge, skills and tools to become productive, responsible citizens who can adjust to our fast-growing world

Dar El Tarbiah: BELIEFS

We believe in promoting a healthy and safe climate fostering quality learning and enhancement of individual creative gifts for each student.

We believe in promoting individual self worth in building responsible, productive students, who are appreciative of school, community, nation as well as the global society.

We believe that the school is committed towards identifying, encouraging and rewarding individual and group achievements.

We believe that the school must set and continue to implement high academic, social, and personal expectations geared towards ongoing student development.
Dar El Tarbiah Institution has successfully served in the Egyptian Education Community since 1958.

Dar El Tarbiah American School is fully accredited by AdvancED

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.
School Calendar for the Academic year

Calendar for the School year 2013 – 2014

1st Quarter: - Sept 15th - Nov. 14th, 2013 (38 days)

Holidays:  
Sun Oct 6th: Armed forces Day  
Sun Oct 13th – Fri Oct 18th: Al Adha holiday  
Tues Nov 5th: Islamic New Year

2nd Quarter: Nov 17th – Jan 23rd (45 days)

Holidays:  
Wed Dec -25th : Xmas holiday  
Wed Jan 1st: New Year  
Sun- Mon-Tues Jan 5th - 7th: Coptic Xmas

*Mid term Holiday: Jan 24th – Feb 8th ,2014

3rd Quarter: Feb 9th – Apr 16th (48 days)

Holidays:  
Sun Apr 13th: Palm Sunday  
Thurs Apr 17th – Sun Apr 20th: Easter Holiday  
Mon Apr 21st -: Sham El Nessim

4th Quarter Apr 23rd - June 26th, 2014 (47 days)

Holidays:  
Fri Apr 25th –Sinai day  
Thurs May 1st : Labor Day

Total Number of School Days for students: 178 days
ADMISSION PROCEDURES

- 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 the 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
Transfer to Dar El Tarbiah at 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 above-mentioned required documents for admission.
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.

<table>
<thead>
<tr>
<th>Appointed Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6 Credits</td>
</tr>
<tr>
<td>Science</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Math</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Language (Arabic/French)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2 Credits</td>
</tr>
<tr>
<td>P.E.</td>
<td>1 Credit</td>
</tr>
<tr>
<td>Electives</td>
<td>6 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Year</th>
<th>4 Quarters</th>
<th>9 Weeks each</th>
<th>36 weeks</th>
<th>180 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Week</td>
<td>40 Periods</td>
<td>1 Quiz period per week</td>
<td>39 classes</td>
<td></td>
</tr>
<tr>
<td>School Day</td>
<td>Starts at 8:00</td>
<td>Ends at 3:00</td>
<td></td>
<td>Eight 45 min. periods per day</td>
</tr>
</tbody>
</table>

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 weak students 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 – 100%</td>
<td>C+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>A</td>
<td>93 – 96</td>
<td>C</td>
<td>73 – 76%</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
<td>C-</td>
<td>70 – 72</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
<td>D+</td>
<td>67 – 69</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
<td>D</td>
<td>63 – 66</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
<td>D-</td>
<td>60 – 62</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Students are required to attain a “C” average in order to graduate
Grade averages are according to the 4.0 American GPA Standards Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

**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 their son/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 their 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 study in order to gain the maximum benefits. Poor attendance has a direct relationship with course failure. Students may be excused from attendance only for family emergencies, and illness. In either case, a written documentation is required upon return to school.

**Students with more than 12 absences (maximum of 3 absences per quarter) during the academic year will receive an “F” for the 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
- Signature and contact number of parent.

If the reason for a student’s absence is due to sickness, a written medical documentation must be provided. The school has the right to accept or refuse the medical certificate. The student is required to make up all schoolwork missed during an absence. Absent students are not entitled to make up for missed tests.
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 reporting to 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 8:30 am. Students, who arrive between 8:00 am and 8:30 am, are referred to the Administration, at which point the parents will be contacted.

Students who arrive after 8:30 am will not be permitted to enter the school.

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 grounds, for any reason, once they have entered the school premises.

Students requesting early dismissal are required to bring a note from a parent requesting early leave. The note will be confirmed via a telephone call to the parent before the student is released. The parent must pick up and sign out the student at the office.

No student will be permitted to leave school unless being picked up by a parent or guardian. Once the student has left, the school bears no responsibility.

After official dismissal of school at 2:50 pm, all students must leave 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:

Dar El Tarbiah
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.

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 their son/daughter attend school regularly, and promptly report and explain absences and tardiness to the School Administration.
2. Tell 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 name, textbook number and the student signature have been 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 cases 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 check up. 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 and 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 and a staff member.

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

In case of a major injury, the student will be automatically taken to the hospital, and the parents will be informed by phone to go directly to the 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 the 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. 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 contacted 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. Please read the Emergency Drill Procedures on page 26.

**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 be 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.

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**Lunches and Canteens:**

Dar El Tarbiah
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, soft drinks, etc. Students can also bring their own lunch boxes from home.

**Students should keep the eating area clean, and dispose of trash in the trashcans 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 out the **Permission Slip** attached to the letter giving their approval or disapproval for the student to go on the designated field trip. 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 first hand experience to students. Field trips are an essential part of the curriculum, and therefore are mandatory for all students.

**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 necessary. 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 yourself.
- Share seats, remain seated correctly.
- Be nice and respectful to others.
- No eating or drinking on the bus.

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 suspension from the bus service.

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 not the school’s responsibility.

Buses are school property, any damage or defacing of a bus will fall under the code of conduct and be treated as destruction of school property.

**Student Services:**

**After School Support Classes / Saturday Classes**

The school offers after school, free of charge, academic support classes in all subjects to students. Parents will be notified by letter regarding tutorial classes and times. Saturday classes are offered for SAT1 preparation for both English and Math, free of charge. **Parents will receive in advance written notice of class schedules.**

**Homeroom Teachers / Mentors**
Class Mentors (Homeroom Teachers) are assigned for each class throughout the school year to ensure 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 year. 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 the academic aspect, but rather 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 which justifies the time and effort we put into our Extra Curricular Clubs.

- Art Club (crafts and painting)
- Music Club (instrument, singing & music appreciation)
- Drama Club (acting, costume design & make up)
- Computer Club (power point, graphics, web design)
- Science Club (future scientists)
- Charity Club (community service and fund raising)
- Cooking Club (International & National Cuisine)
- Student Council

**General School Rules**

1. Treat each person in school with respect
2. Co-operate with teachers and classmates in doing class work
3. Complete all assigned homework – written and oral – given by teachers
4. Have all books and equipment as required for the subjects classes
5. Wear the proper school uniform
6. Attend school punctually everyday
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 you caused
9. Do nothing inside or outside the school disreputable to the school community

10. Surrender 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. Turn off the mobile at all times during school hours and not to use it for any reason except outside school

15. Respect other students and their learning

16. Participate in school activities.

17. Not to leave the classroom during the lessons.

18. 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. 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 it with discretion and consideration.

**Parental Conferences:**

Positive reinforcement of proper behavior is achieved when home and school work together for the benefit of the student. The first course of action in any minor disciplinary issue is to bring the parents to the school for a counseling session regarding the child. 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.

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

Students "in school suspension" (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 assignments should 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 that 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 problems 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.
<table>
<thead>
<tr>
<th>Mobiles</th>
<th>Be aware mobile phones should not be visible or used from the point of entering the school they should be switched off at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Other Electronic Devices such as:</strong></td>
</tr>
<tr>
<td></td>
<td>I PODS</td>
</tr>
<tr>
<td></td>
<td>- MP3/MP4 players</td>
</tr>
<tr>
<td></td>
<td>- CD players</td>
</tr>
<tr>
<td></td>
<td>- Game boys</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>action. Repeated confiscation of any electronic device may incur a stronger disciplinary action.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>any mobile seen with the students for the first time will be confiscated and handed to the student at the end of the day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the second time will be confiscated and handed to the student the following day</td>
</tr>
<tr>
<td></td>
<td>The third time will be confiscated and handed to the parent by the end of the quarter.</td>
</tr>
<tr>
<td></td>
<td>The student shouldn’t buy or get a new mobile during this period.</td>
</tr>
</tbody>
</table>

<p>|                 | When the student receives the mobile back he should sign beside his name in the class list sheet at the Principal’s office |</p>
<table>
<thead>
<tr>
<th><strong>Absence</strong></th>
<th>(1-2 days) a justifiable parent’s note is required the first day the student comes to school</th>
<th>(More than 2 days) parents have to contact school and submit a doctor’s certificate the first day the student shows up to school</th>
<th>School administration contacts parents for any daily absence</th>
</tr>
</thead>
</table>

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. 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.
<table>
<thead>
<tr>
<th>Tardiness in the morning</th>
<th>(5-10 minutes late) The student won’t be allowed to join the assembly lines - He will enter class and stand during the first &amp; second lessons.</th>
<th>(more than 10 minutes late) The student will enter class and stand during the first, second &amp; third lessons.</th>
<th>Deprivation of the break for a couple of days with extra assignments to be handed in the principal’s office before attending the rest of the classes - subject teachers has to assess &amp; grade the work assigned</th>
<th>- 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardiness during classes</td>
<td>(More than 5 minutes) student will sign a late slip that will be put in his file</td>
<td>(More than 10 minutes) student will sign a late slip that will be put in his file and parent will be contacted</td>
<td>He is considered as late (3 late lessons during the week) are considered as one day of absence</td>
<td></td>
</tr>
<tr>
<td><strong>Excessive talking in class</strong></td>
<td><strong>Homework</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-----------------------------</td>
<td>-------------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Extra work + submit H.W and extra work the following day</td>
<td>Extra work + Break detention at which time he will be required to do the missing H.W</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To be handled by teachers</td>
<td>After school detention to do extra work + missing H.W</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misbehavior and disruption during the lessons</td>
<td>To be handled according to the teacher’s discretion</td>
<td>Matter discussed with class teacher &amp; student counselor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Including:</td>
<td>Warning</td>
<td>Break Detention (1 Day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>behavior that is hurtful (including bullying, harassment and discrimination)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>behavior that interferes with teaching and learning, threats or physical abuse to another person</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** Break detention will be given to the student the following day, the students are not allowed to use school canteen

<table>
<thead>
<tr>
<th>Punishment will be one of these according to the number of times and severity of the misbehavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verbal Warning</td>
</tr>
<tr>
<td>2. In class punishment e.g. standing all day- or part of the day according to the incident</td>
</tr>
<tr>
<td>3. Deprivation of the break for a whole week</td>
</tr>
<tr>
<td>4. In school suspension with lots of assignments to be done by the student and assessed by the subject teacher and the behavior committee</td>
</tr>
<tr>
<td>5. Pupil moved to another class (if possible)</td>
</tr>
<tr>
<td>6. Expulsion from school</td>
</tr>
</tbody>
</table>

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 delivered the following day.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School bags and their</strong></td>
<td>They are subject to random searches by school staff without prior notification to students.</td>
<td></td>
</tr>
<tr>
<td><strong>contents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vandalism and property</strong></td>
<td>The student pays for what was ruined</td>
<td></td>
</tr>
<tr>
<td><strong>damage / In bus damage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Improper uniform</strong></td>
<td>Verbal Warning</td>
<td>Deprivation of the break for two days with extra assignments to be done</td>
</tr>
</tbody>
</table>
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:
- a blue polo shirt with the school logo
- beige pants
- a blue sweater with a full zipper in the front in winter
- proper shoes/sneakers

Unacceptable/forbidden articles of clothing that may not be worn in school during the school day or on field trips.
- Rosary beads and chains worn around the neck, pendants, rings, bracelets and gaudy dangling earrings
- No nose, lips or extra ear piercing
- No weird distracting hairstyles or hair colors or tints
- Sweatpants, flannel or fleece pants, tight pants

(Pants must fit with no sagging that exposes undergarments. Pants need to be secured at waist with a belt)
- 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

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 miss their classes and be detained in the library
3. their parents will be contacted and required to meet with the principal

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

**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 skills is probably the most important achievement of any student. Good habits of work and study transfer from one type of activity to another more 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, just read any book.
- Turn off the TV, radio or stereo.
- Do not 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 questions.
- 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, then 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★

Dar El Tarbiah
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 for teachers, hall monitors, and anyone going up the stairs.

3. When the assigned site is reached, students will remain in quiet and orderly lines. Teachers will take roll call and make sure that 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 the 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!
HANDBOOK AWARENESS STATEMENT

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

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

Student’s Signature  Parent’s Signature

________________________  __________________________

Name: ________________  Grade: ________________

Date: ________________