



**Dar El TarbiahAmericanHighSchool**



September 1st, 2019

Dear Students:

On behalf of all Dar El Tarbiah American School Faculty and staff, we welcome you to the 2019 -2020 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 everyday 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:

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**2 A Mohamed Mazhar Street**  
**Zamalek, Cairo Egypt**  
**11211**

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

**Email:** [american@dareltarbiah.edu.eg](mailto:american@dareltarbiah.edu.eg)

**Telephone:** 27357682 /27357683 /27357684

**Office Hours:** 8:00am– 2:30pm  
Sunday through Thursday

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## 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 21<sup>st</sup> century, Dar El Tarbiah continues to provide top-quality education to adapt to a changing world.

### Vision

Our vision at Dar al Tarbiah School is to inspire students into becoming independent critical thinkers who are technology literate and life-long learners. They should have a great sense of responsibility, integrity, a set of core values and a growth mindset. We also mentor our innovative future leaders to succeed in a rapidly changing world.

### Mission

We are passionate and dedicated to empowering our students to become their best versions. The school paves the way for the coming generations to move forward with their acquired skills, knowledge and mutual respect into the highly competitive global world to meet the current and future challenges while carrying our cultural legacy with pride and dignity.

### Motto:

Local at heart, global at mind

### We believe that:

- All students have the right to learn in an atmosphere of acceptance, tolerance and mutual respect.
- Learning and caring among the school body are understood as inseparable.
- Education is successful when individual learning styles, needs, and talents are respected and utilized.
- It is our responsibility to provide an environment that fosters creativity, develops critical thinking and promotes academic and personal growth.
- Attendance is essential to motivate students to learn.
- Have the courage to be honest with oneself and his colleagues; recognize one's mistakes; call for help when needed.
- Current and relevant technology is an essential part of enhancing instruction.

Extra-curricular activities are valuable to a student's collective educational experience and to creating a culture of leadership, sportsmanship and initiative

# ACCREDITATION

DarElTarbiahInstitutionhassuccessfullyservedintheEgyptianEducationCommunitysince1958.

DarElTarbiahAmericanSchoolis fullyaccreditedby

**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 (SACSCASI) are accreditation divisions of AdvancED.

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

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

## Calendar for the Schoolyear 2019–2020

**1<sup>st</sup> Quarter:** Sept 1<sup>st</sup>- Nov 7<sup>th</sup> (48 days)

**Holidays:** Sun Sept 1<sup>st</sup> : Staff in Service  
Sun Sept 1<sup>st</sup> : Islamic New Year  
Wed Sept 4<sup>th</sup> : First day of school Gr 7 and 8  
Sun Sept 9<sup>th</sup> : First day of school Gr 9 and 12  
Sun Oct 6<sup>th</sup> : Armed forces Day  
Thurs Oct 31<sup>st</sup> : End of 1<sup>st</sup> Quarter

**2<sup>nd</sup> Quarter:** Nov 10<sup>th</sup> – Jan 23<sup>rd</sup> (46 days)

**Holidays** Fri Nov 9<sup>th</sup> : Prophet's birthday  
Wed Dec 25<sup>th</sup> : Christmas Day  
Wed Jan 1<sup>st</sup> – Thurs 9<sup>th</sup> : New Year Holidays  
(New Year Day - Epiphany - Coptic Christmas)

**\*Mid term Holiday:** Jan 25<sup>th</sup> – Feb 8<sup>th</sup> 2020

**3<sup>rd</sup> Quarter** : Feb 9<sup>th</sup> – Apr 24<sup>th</sup> (49 days)

**Holidays:** Sun 12<sup>th</sup> : Palm Sunday  
Sun Apr 19<sup>th</sup> – Thurs. April 23<sup>rd</sup> : Spring Break  
Fri April 25<sup>th</sup> : Sinai Day

**4<sup>th</sup> Quarter** Apr 26<sup>th</sup>- June 30<sup>th</sup> , 2020 (43 days)

**Fri May 1<sup>st</sup>** : Labor Day

**Sun May 24<sup>th</sup> – Thurs. May 28<sup>th</sup>** : Eid El Fetr

**Thurs June 25<sup>th</sup>** Last day of school for students

**Tues June 30<sup>th</sup>** Last day of school for faculty members

**Total Number of School Days for students: 181 days**

**Total Number of school days for faculty members: 186 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.

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 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 provide the previously required documents for admission, abide by the following:

1. 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

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

School Year	180 Days	4 Quarters	
School Week		1 Quiz period per week	40 Periods
School Day	Eight 40-45 min. periods per day	Starts at 8:00	Ends at 2:30

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:

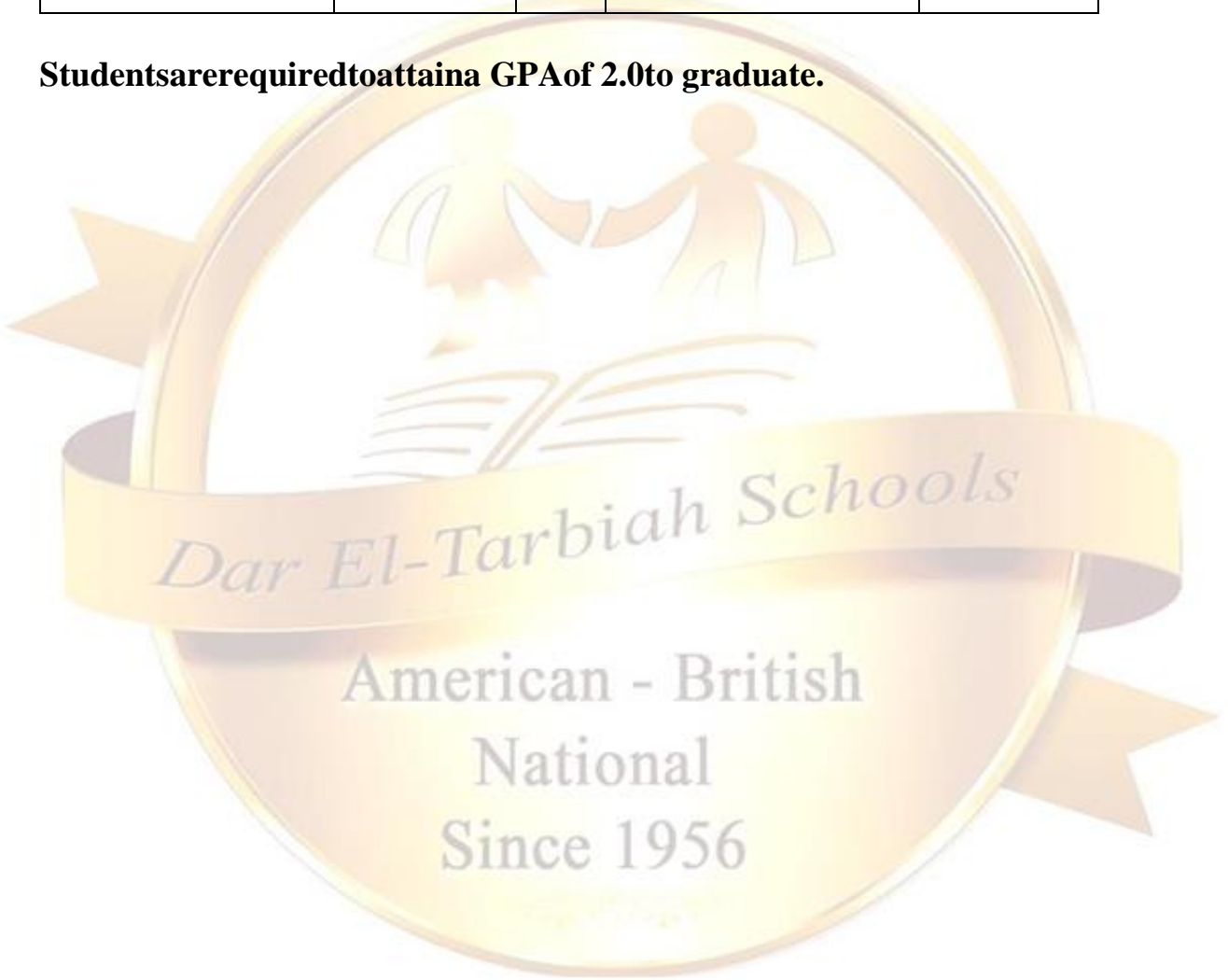
77-79	C+		97-100%	A+
73-76%	C		93-96	A
70-72	C-		90-92	A-
67-69	D+		87-89	B+
63-66	D		83-86	B
60-62	D-		80-82	B-
Below 60	F			

Students are required to attain a "C" average to graduate.

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

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

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



**DRESSCODE**

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) polo shirt/ shirt with school logo.
- Dark blue pants.
- Black shoes
- White socks

### **For Winter**

- Green Jacket with school logo

### **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 crocs).
- Flipflops.
- Basketball shorts.
- 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, properly sized pants (not too tight and no skinny pants allowed, also no sagging pants that expose undergarments. No eccentricities will be accepted by the school, and that includes, but is not limited to: piercing, odd hairstyles, hair dyes, as well as accessories. Students who will not abide by the dress code will be allowed in the classroom but are going to be punished according to the rules.

**First time:** A warning will be issued and kept in the student's file.

**Second time:** Break detention.

**Third time:** After school detention till 4:30.

If the violation of the dress code is repeated, parents will be contacted for further punishment.



## **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.

Parents are also allowed to observe the performance of their sons/daughters and get notified with all school announcements through the school program ( Moodle)



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## 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 this 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 make up all schoolwork missed during an absence. Absent students, with a valid excuse, are entitled to make-

upformissedQuizzes.



## 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 8:00am, 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.

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

Students who arrive after 8:30am will be allowed in the classroom but are going to be punished according to the rules.

**First time:** A warning will be issued and kept in the student's file.

**Second time:** Break detention.

**Third time:** After school detention till 4:30.

If the tardiness is repeated, parents will be contacted for further punishment.

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.



## **DISMISSAL POLICY**

Students are not allowed to leave school premises for any reason during the school day.

After official dismissal of school at 2:30pm, all students must leave the school premises, except for those attending afterschool 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.



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## **RIGHTS&RESPONSIBILITIES**

### **RightsandResponsibilitiesof Administration:**

The Administrationhas the responsibility to:

1. Encourageparent communicationwiththeschool,including participationinparent-teacherconferences.
2. Promoteeffectiveteachingand discipline ofallstudents.
3. Respondto discipline problemsreferredtothembyteachers.
4. Serve as appropriate rolemodels forthe studentsatschool.
5. Helpstudentstolearn mature self-discipline.
6. Secure ahappy andsafe environmentinwhichstudents may learnand develop.
7. Maintainan atmosphere oftolerancewhere cultural diversityis appreciated and respected, andwhere studentscandevlop goodinterpersonal relationships.
8. Promoteand encourage self-esteem, aswellashighstandards of excellence.

### **RightsandResponsibilitiesof Teachers:**

The responsibilitiesofteachersareto:

1. Complywithschoolpolicies,procedures,rules andregulations.
2. Perform theirteaching duties withappropriatepreparation, assignments and resourcematerials.
3. Maintain anorderlyclassroomatmosphere conduciveto learning.
4. Teachstudentsto strive towardsbeingtheirvery best.
5. Give the students a sense of responsibility, self-discipline, motivationinwork andself-respect.
6. Establishrapportand an effectiveworking relationshipwith parents, students and otherstaffmembers.
7. Encouragegoodwork habits thatwilllead tothe accomplishmentofpersonal goals.
8. Serve as appropriate rolemodels fortheirstudents.
9. Helpthe students develop goodwork and studyhabits.
- 10.Promoteand 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 attends 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

### 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 2:30 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 an emergency.

The logo is a circular emblem with a gold border. Inside the circle, there is a stylized illustration of an open book with rays emanating from it. A gold ribbon banner curves across the middle of the circle, containing the text 'Dar El-Tarbiah Schools'. Below the banner, the text 'American - British National Since 1956' is written in a serif font.

*Dar El-Tarbiah Schools*

American - British  
National  
Since 1956

## **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 by 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.

**Dar El Tarbiah American School** has Medical Insurance with the Ministry of Education.

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 chickenpox, 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 will 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 doctor will treat the student and notify the parents.

## **Safety:**

Dar El Tarbiah conducts regular fire 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 most of the time. 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 lunchboxes 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.

## **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 guardians should fill in 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 first-hand 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. Students cannot use the name of the school in any event including proms 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 when believed 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 she/he 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

The school offers afterschool, academic support classes in all subjects to students when needed. Parents will be notified by letter regarding tutorial classes and times. All the classes are 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 wellbeing. They are available to help students develop healthy relationships in their classes, and to promote social wellbeing 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 into 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 any time during the lessons.
17. Not to leave the building except during the break.

## **DARELTARBIAHCODEOFDISCIPLINE**

DarElTarbiah 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 DarElTarbiah 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 offense is repeated after a warning letter, a parental conference, suspension or eventual expulsion will be considered depending on the severity of the offense.

### **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 repeatedly violate the school rules concerning the tardiness, the school uniform or not submitting their assignments on time deserve an after school detention from 2:30 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 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 2:30 pm. On the day of the I.S.S., students must go directly to the library. 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:**

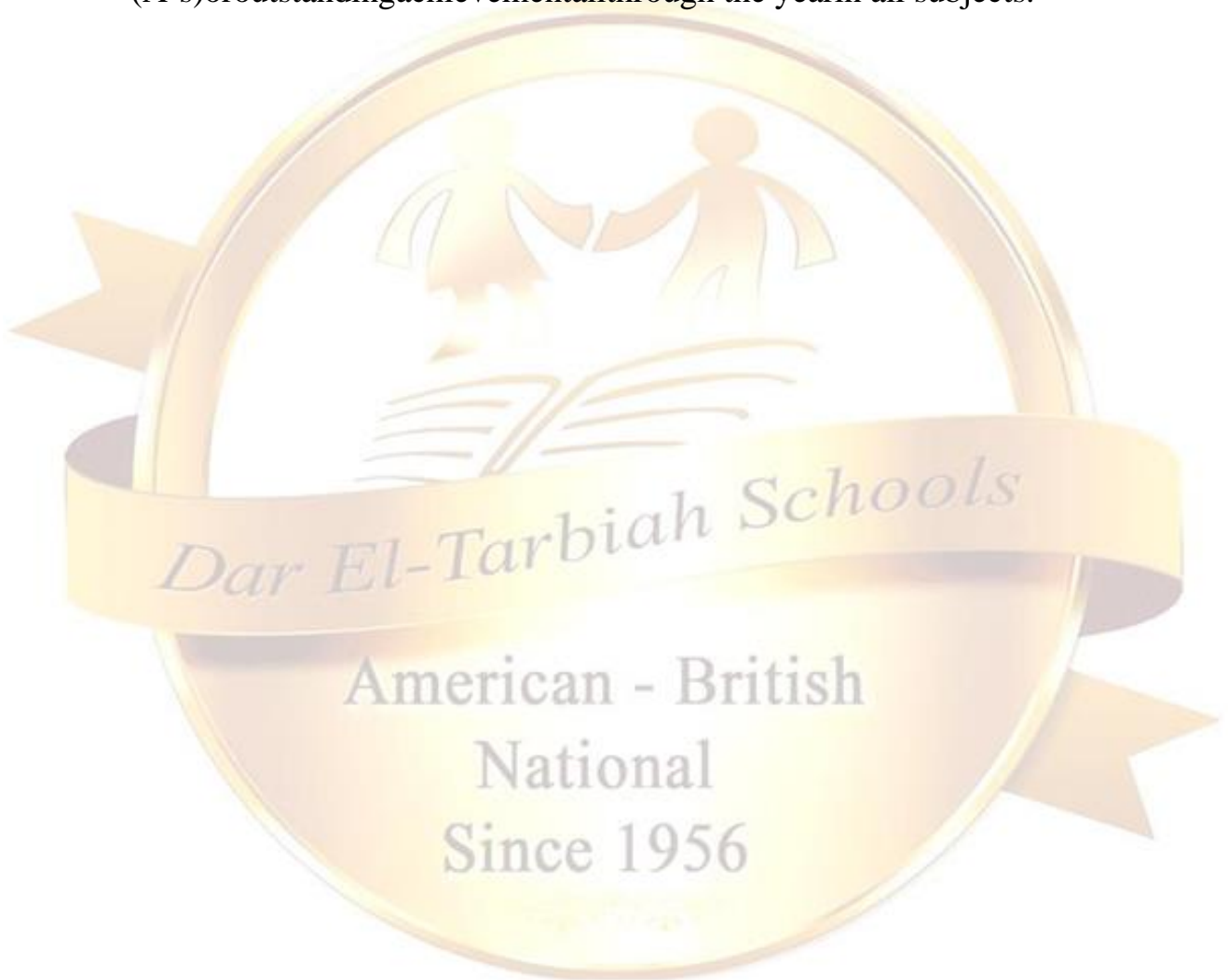
The permanent removal of a student from the school system is referred to as expulsion. Parents will be informed by letter and by phone that the school has expelled their son/daughter. Parental counseling will be expected immediately so the severity of the problem can be discussed. Students who have been 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	1st Offence	2nd Offence	3rd Offence	Procedure
<p>*Mobiles Mobiles are handed in every morning. It is advisable to put a sticker with the student's name on the back. Mobiles and tablets are allowed in classes when needed by the teacher. Devices such as: I PODS - MP3/MP4 players - CD players - Gameboys 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. Repeated confiscation of any electronic device may incur a stronger disciplinary action.</p>	<p>Any mobile seen with the students for the first time will be confiscated and handed to the student's parent only.</p>	<p>The second time will be confiscated and handed to the student at the end of the school year.</p>	<p>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.</p>	<p>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.</p> <p>In case of an emergency, the student will be allowed to use the school phones to make any necessary calls.</p>

<p>*Bullying and harassment</p>	<p>Dar ElTarbiah 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>		
<p>*Absence</p> <p>Student is considered absent unless he was severely sick and has a doctor's certificate</p>	<p>(1-2 days) a justifiable parent's note is required the first day the student comes to school</p>	<p>(More than 2 days) parents have to contact school and submit a doctor's Certificate the first day the student shows up to school</p>		
<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</p>				

February of the following academic year.				
* Tardiness in the morning.	All students are expected to beat school by 7:45 am. However, school gates will be closed at 8:15 am, after which time, tardy students will face punishment 1. written warning 2. break detention 3. after school detention			
* 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	3 late lessons during the week) are Considered as one day of absence	



<p>* Misbehavior and disruption during the lessons Including: Behavior that is hurtful (including bullying, harassment and discrimination) behavior that interferes with teaching and learning threats or physical hurt to another person.</p>	<p>To be handled according to the teacher's discretion  Warning</p>	<p>Matter discussed with class teacher &amp; student counselor Break Detention (1 Day)</p>	<p>Matter raised to Student counselor principal After school Detention</p>	<p>1. Pupil may be moved to another class 2. Expulsion from school A warning letter will be issued signed by the principal; it will be sent home in a sealed envelope to be signed by parent and delivered the following day.</p>
<p>Excessive talking in class  Homework</p>	<p>To be handled by teachers  Extra work + submit H.W and extra work the following day</p>	<p>Extra work + After School detention</p>	<p>Extra work + After school detention to do extra work + deduction of marks</p>	
<p>School bags and their contents</p>	<p>They are subject to random searches by school staff without Prior notification to students.</p>			
<p>Vandalism and property damage/In</p>	<p>The student pays for what was ruined</p>			<p>34</p>

busdamage				
Improperuniform	All student's uniform have to be properlyattired accordingtothe schoolrequirements.	Written warning Break detention Afterschool detention	Studentswhocontinually violate this code may be subjecttodisciplinary procedures fordefiance.Theirparents willbecontacted andhaveto meetwith the principal.	



## **Drugs:**

Due to the widespread use of drugs among youngsters, 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 bags or random drug testing of students at any time. If a student's 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.

## **Tipson 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 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 turn off the lights. Teachers must have the class list in their possession. Students will line up in a single line, and leave the classroom in a quiet and orderly manner.
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 read 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:



*Dar El-Tarbiah Schools*

American - British  
National  
Since 1956