





Respect, Responsibility, Recreation & Results

# **Our Vision**

Our Vision at ATIS is to develop a unique school system that combines an American curriculum with an Arabic curriculum and ethos, as well as Islamic and Kuwaiti values. ATIS shall be a leader in promoting student learning, and achievement, by providing a place of excellence where students can realize their full potential in academics, creative, personal, physical, moral, and spiritual development.

#### **Our Mission**

The Mission of ATIS is to provide high quality international education, while preserving and promoting Kuwaiti values, and traditions. We lead a quality instructional program recognized by American colleges, and universities, implemented by highly qualified and motivated teachers, involving parents, and the community as valuable members. It promotes high expectations, and creativity in all students, enabling them to become contributing, successful Kuwaiti, and global citizens.

### **Our Beliefs:**

- 1. Learning should be enjoyable, and challenging.
- 2. The curriculum should be founded on the requirements of the modern world that provides an active learning environment, encouraging students to be enthusiastic lifelong learners, with the ability to think independently, as well as receptive to positive ideas of others.
- 3. The curriculum must be flexible, challenging, relevant, and continuously developed to enable each child to reach his/her full potential.
- 4. The school recognizes and respects diverse learning styles, and teaching strategies employed by highly competent, and qualified staff committed to education.
- 5. The educational experience should enable students to learn to communicate effectively both in English and Arabic, solving problems competently, thinking actively, and creatively.
- 6. Scientific research and exploration, mastery of computational skills, artistic creativity, and physical activity will be encouraged.
- There will be mutual respect and cooperation among all members of the school community nurturing Islamic and Kuwaiti values that build human rights, dignity, and integrity.
- 8. The student's educational program will be a shared responsibility involving home, school, teacher, and student.

#### A'TAKAMUL INTERNATIONAL SCHOOL

# **Elementary School**

#### **PERSONNEL**

#### **Owner**

TES (Tafawog Educational Services)

### **Educational Director**

#### Administration

ATIS School Director: Ms Daly Najiya

ATIS Assistant Director: Mr Fahad Al- Jarrah

Elementary Principal: Mr Denes Csulak

Elementary Vice- Principals: Ms Hibbah Ghonim (Gr 3-5)

Ms Hibah Kaddo (Gr. 1 -2)

Arabic Head Mr Amro Abdeen

Islamic Head Mr Mamdouh Mahran

#### **Building Faculty/Staff**

Nurse (Elementary) Ms Elham

Secretaries Ms Ghadeer and Ms Ferial

**Registrars** Ms Abrar and Ms Yasmeen

**Receptionists** Ms Abeer and Ms Malak

### A Message from the Elementary Principal

Welcome to the Elementary Department of A'Takamul International School. Despite being the largest section of A'Takamul International School, we strive to educate all our students on an individual basis, recognizing that each student is a unique individual with a distinct set of values, passions, experiences and ideas. In keeping with the school's mission statement we want our students to be lifelong learners in an increasingly global society where each individual student has the necessary skills and attitudes to be successful in their adult lives.

Elementary schooling begins at home where the parents have a significant influence on the skills, experiences and knowledge that your children bring with them when they start school as a three and a half year old KG1 student. Elementary education builds on the experience of the early years of a child's life and for following a child's first two years in the KG Department the teachers in Grades 1-5 and to develop the independent study skills necessary for the later years of education. Our program enables students to develop the ability to communicate effectively, reason critically and exhibit a greater understanding of the world as a whole, while still maintaining Kuwaiti values, customs and traditions. To keep parents informed of their children's progress the elementary school follows a program of continuous assessment, using both formal and anecdotal tools to provide a U - A rating of achievement in both oral and written disciplines. We also provide an assessment of the effort being made by our students and on the report card this is rated on a 1 – 5 scale.

We recognize that education is not only in the classroom. Our students are involved in grade level productions, assemblies and a variety of school events where they are able to showcase their talents and performance skills. They take part in field trips into the wider community to learn firsthand, aspects of the curriculum they have been studying, and after-school clubs enable them to take part in a wide range of motivating activities including sports, the arts, and further academic opportunities. We believe we deliver an exciting and complete educational experience, and invite you to come and see us at your convenience.

#### Grades 1-5

We are an American curriculum school and this curriculum starts in Kindergarten and progresses throughout the remainder of the school. The curriculum is seamless throughout Elementary with each Grade level building upon the experiences and subject matter taught the previous year.

We offer your child a broad and balanced curriculum which places emphasis upon the major aspects of children's physical, emotional, social and cognitive development. The curriculum

promotes child-centered learning and will provide your child with a challenging, stimulating environment.

Each class has a class teacher in Grades 1 - 5 and shared teaching assistants in lower elementary classrooms. Your child's classroom teacher will teach your child Math, Language Arts, Social Studies and Science while subject specialists will teach Arabic, Islamic, Physical Education, and ICT. Music is taught up to Grade 3. The classrooms are very well equipped, to ensure your child has every opportunity to receive a well-rounded education.

The school day starts at 7:30 AM for all Grade 1-5 students. It is very important that your child is on time every morning to provide them with the essential routine they need. The day starts with attendance taking, then the teacher will immediately start the day's teaching. Please note that your child will miss valuable information if he/she is absent or late for school. Therefore, please ensure that your child arrives at school on time.

At the end of the day, students are dismissed by 1:15 PM (Gr 1&2) and 1:40 PM (Gr 3-5). Students who are picked up late will be kept in a holding room and will be supervised by a late duty teacher from 2:25 PM.

If you have any concerns throughout the year, you are very welcome to make an appointment with your child's class teacher, Mr.Denes Csulak (Elementary Principal) (denes@atakamul.edu.kw) or Ms. Hibbah Ghonim (hibba@atakamul.edu.kw) and Ms. Hibah Kaddo (hibah.k@atakamul.edu.kw) (Elementary Vice-Principals). Special appointments can be arranged with the Grade level Leaders to discuss curriculum matters or the School Counselors to discuss social and emotional concerns. To make an appointment please call the Elementary Secretaries Ms Ghadeer Ext. 118 - for Gr 1-2) and Ms Fryal Ext. 230 (Gr 3-5) and they will arrange all required appointments.

Alternatively, you may telephone the school's reception and leave a message stating the concern and leave your telephone number, so we can respond to your queries.

On behalf of all the Elementary Department, I welcome you to A'Takamul International School and we welcome the opportunity of being a significant factor in your child's education.

Sincerely Yours,	
Denes Csulak	

Elementary Principal

# The Elementary Curriculum

In the Elementary School we follow the Common Core standards in the core subject areas. All teaching resources for English, Math and Science are U.S. schemes. We are incorporating activity based interactive learning to our curriculum.

### **English Language**

#### Writing

Writing begins with the student's initial school experience. The use of the writing process (brainstorming, pre-writing, drafting, revising, and conferencing, editing and publishing) and the 6 Traits plus 1 analytical writing approach continues throughout the grades. Writing is not an isolated experience but is integrated throughout the school day in various curricular areas. Teachers introduce and reinforce the components of good writing at each grade level. Students and teachers use a writing portfolio as a vehicle for the development of skills in composing, revising and reflecting on writing throughout the grades.

#### **Speaking/Listening**

Communication skills are an integral part of the learning experience. Listening and speaking skills develop as the child progresses through school. Learning these skills enables the student to become an active participant in the learning process. These skills are particularly important for second language learners. Therefore they form an important part of the Elementary curriculum.



#### **Spelling**

Beginning in kindergarten, students experiment with letters and sounds and learn how those letters build words. Emergent writers may have difficulty spelling words within their oral vocabularies. Rather than interrupt the flow of thought, invented spelling is encouraged. As students progress in their writing abilities, the purpose of the spelling curriculum is to help learners master conventional spelling. The formal spelling program focuses on spelling patterns and words students frequently misspell. Students also learn to use tools such as the dictionary, collaboration with peers, and technological devices.

#### **Handwriting**



In the early elementary grades, students learn the strokes which form the basis of manuscript letters using the D'Nealian scheme. Handwriting instruction focuses on the development of letter formation skills and the application of these skills throughout the curriculum. Cursive handwriting is introduced in the third grade and refined in fourth and fifth

#### Reading

It is the policy of ATIS that students are taught to read well. We believe that reading is one of the keys of the whole curriculum. It is, therefore, important that an interest in literature is fostered in the classroom from an early age. Students must be taught in a structured way the necessary skills to become competent and comprehensive readers so that reading becomes a part of their work in adult life.



#### **Our Teachers will:**

- 1. Ensure that each student achieves at least the minimum reading level required for each group.
- 2. Ensure that each student is encouraged to progress with reading and reach the highest level possible for their age and special abilities.
- 3. Maintain reading records for each student to monitor progress and development.
- 4. Ensure that reading skills are taught in a systematic way in each classroom as part of the language curriculum.
- 5. Ensure that parents understand the importance of reading and involve them in reading activities with their children at home.
- 6. Teachers will use a variety of learning and teaching approaches; which will include group reading as well as individual reading.

#### **Individual Reading**

- The class teacher will listen to each student at least twice a week.
- The student's reading book will be changed as soon as the book has been completed satisfactorily.
- Diagnostic reading records, which hold clear comments about progress and areas of weakness, must be kept.
- Students must have a reading assignment on a daily basis.
- Parents should be encouraged to help their child with reading by listening to them at home.
- All reading should be accompanied by some comprehension exercise.
- Students are to be assessed every 12 weeks, reading and information ganging skills, in addition to fiction.
- Reading group activities should involve a variety of skills e.g. producing class books, closed procedures, games, book weeks, reading competitions, etc.

#### **Supplementary Reading**

- Each class should have a suitable variety of books in the class and home library. Books should include both fiction and non-fiction.
- Early year Teachers should develop a reading area in the classroom which would stimulate children's
  interest in books. This should include interesting displays of books, wall displays, comfortable and informal
  seating etc.
- Reading competitions will be set up where certificates or book tokens are given out.

#### **Mathematics/ Mental Math**



The Mathematics curriculum is based on a set of clearly defined learning objectives. Major concepts include: the four basic operations, addition, subtraction, multiplication and division, numbers and numerals, fractions, measurement, geometry, decimals, graphing, number theory and probability. These concepts are developed through a balanced use of

manipulative materials, text-based instruction, problem solving and daily practice of basic facts.



#### <u>Science</u>

Science is best learned when students are engaged in practicing science. Hands-on activities encourage students to experience for themselves, through direct observation and experimentation, the process, joy and fascination of science. Through scientific experimentation, students answer their own questions and develop patience, persistence and confidence. Learning how to use reasoning and logic, and the steps of the scientific method is an integral part of the program. The HSP Science textbook is the main book used. However additional information books and videos are used to support the science program.

#### **Social Studies**

The social studies curriculum is designed to help children understand citizenship, cultural diversity and their place in the global community. The program begins with the local community and history, and broadens to include the GCC countries and the Arab world.



#### <u>Art</u>

Art lessons are integrated with other areas of the curriculum. Students will regularly have the equivalent of one period of Art each week. The projects that will be completed are designed to exercise and strengthen the pupil's ability to perceive, appreciate, perform and criticize, while learning subject content at the same time.



#### Music (Grades 1 - 3)

The goals of the music program are to provide the opportunity for every child to learn the basic skills of singing and rhythm, to develop song repertoire, to broaden listening skills, and to learn language skills. At least once a week, every child meets with the music teacher for one period for musical activities that include listening, singing, performing, moving, reading and creating. Through these activities, the students learn concepts dealing with the major elements of music which are rhythm, melody, form and harmony, tone, color, style and expressive qualities.

Students are provided with a variety of performing opportunities. All elementary students participate in school musical productions. These performances have a lot of value in providing students with opportunities to apply their learning, practice speaking skills, gain confidence, and develop team working skills.



#### **Physical Education**

Physical education contributes to the well - being of students through participation in activities designed to meet their physical, social, emotional and intellectual needs as well as instilling healthy habits. It is a tool used to develop individual values of good citizenship and sportsmanship for real-life situations. As students move through the elementary grades, there is an increased degree of difficulty in skills and a greater emphasis on team play. The program is designed to provide equal opportunities for all students to participate in physical activities that promote self-confidence and the ability to work in teams.

#### **Living Values**

Living values is an education program that is designed by educators and recognized by the United Nations.

It promotes the development of values- based learning communities and it fosters quality education by supporting the development of the individuals in a value based atmosphere.



The aim of the program is to improve student's behavior and the climate of the school.

A'Takamul International School has adopted this program and we aim to improve student's behavior and the climate of the school by embedding values in everything we teach.

Through this program the students at A'Takamul International School will be engaged in activities that allow them to explore and experience their own qualities and the qualities of the people around them. They will learn to become motivated learners and develop cooperative social skills. The program will involve creative activities teaching the students the following values:

- 1. Respect
- 2. Responsibility
- 3. Caring
- 4. Citizenship
- 5. Honesty
- 6. Fairness

#### Homework

It is the belief of A'Takamul International School that homework, if used effectively, can be a valuable tool. The purpose of a homework assignment should be to:

- 1. Extend learning and provide practice
- 2. Master skills already acquired

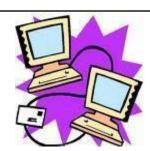
Homework assignments are planned carefully in accordance with the following guiding principles:

- 1. The purpose of the assignment and its relation to what has been learned in the classroom must be understood by the students.
- 2. Students should understand fully what to do, how to do it.
- 3. Time allotments should not exceed:

- a. Grades 1-3 30 40 minutes
- b. Grades 4 -5 40 50 minutes
- 4. Assignments are communicated to parents via Class Dojo. Individual or small group assignments, differentiated to meet the different needs of students, are expected.

#### Information and Communication Technology (ICT)

ICT in elementary school provides students with an understanding of the technological culture that affects their everyday lives. By utilizing networked computers and software applications, students solve practical problems and begin to apply technological skills and processes. Students are encouraged to explore, create and work together in a cooperative environment. Since technology is a medium that supports all curricular areas, the development of subject specific skills is a natural extension of the IT program. The ICT teachers integrate elements of other curricular areas with the introduction and exploration of technology skills through class projects.



#### **Extracurricular Activities**

We believe that extracurricular activities provide students with wider horizons and a breadth of experiences.

All children in grades 3, 4, and 5 are eligible to participate.

Sports opportunities are also offered after school. In addition students have an opportunity to join one of the school's teams to participate in inter-school activities organized by KFSAC. As some of these activities are seasonal or may be set up as play days or team competitions, students are informed of dates and times close to the time.

# **General Information**

#### **ADMISSION PROCEDURES AND REQUIREMENTS**

All prospective students wishing to register and enroll at A'Takamul International School (ATIS) must adhere to the strict admission policy.

It is the policy of the school to admit any student to the school that completes all application information along with all documents necessary for registration and successfully pass the entrance interview and examination. As the prerequisite for the interview and placement test, all applications and required documents must be received and approved by the school Registrar's office in order for an interview and placement examination to take place. All decisions for admission and placement will be made strictly in the best interest of the applicant; therefore the school reserves the right to deny testing or placement.

It is the responsibility of parents to inform the registrar if they are aware of any special educational needs and difficulties that the student may have at the time of submission of the application. Students suspected of requiring special educational needs that cannot be provided by the school may be asked to provide assessment information from independent professional evaluation centers prior to making a decision for eligibility for admission and placement testing. Based upon test results, the school reserves the right to offer various options such as acceptance, denial of admission or acceptance to a lower level.

Priority for admission will be given to current re-enrolling students. Students requesting to register after the closing date of general registration will be placed on a first-come-first-serve basis. Once classes are full, prospective applicants will be placed on a waiting list, which does not guarantee placement.

# ATIS Discipline Policy

The purpose of the Discipline Policy is to help children learn appropriate behavior. We believe that appropriate behavior needs to be taught, modeled, monitored, and re-taught. This is a continuous learning process that children develop and refine over a lifetime.

Responsibility and participation are prerequisites to high self-esteem and self-discipline, so students need to feel that they are trusted to assume responsibilities and given opportunities to make critical decisions.

It is important to remember that students have the right to be in school, however, with that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning.

To encourage this, the students need a safe place where they can be themselves, learn to know themselves, and take important steps toward developing positive behaviors. School is a place where there is a joint effort to learn, to relate, and to grow.

Our goal is to encourage children to realize that by being given responsibility they will learn to make appropriate decisions.

### **Students' Responsibilities**

In schools with a positive, productive school climate, students are responsible for their own behavior and academic successes and failures. Student responsibilities include:

- To laugh with, not at others
- To speak to others in a kind and respectful way
- To respect others and treat them with dignity and worth
- To respect their own and others, personal space
- To not hurt others through words or actions
- To express their feelings and opinions respectfully and appropriately
- To eliminate unkind remarks with regard to race, religion, sex, color, creed, national origin, or age
- To use appropriate language
- To respect school property and equipment.
- To use the available school resources with care.

# The student has the right to be in school. This right includes:

- To be treated with respect as a unique person
- To be treated with compassion
- To be in a safe learning environment
- To learn about themselves
- To express their feelings and opinions in a responsible manner, without fear of punishment or disapproval
- To know when behavior is appropriate or inappropriate

# **Adults' Responsibilities**

The adult members of staff have the opportunity to provide a safe place for students and to provide alternatives and choices to help students develop their own attitudes and behaviors.

## **Adults' Responsibilities Include:**

- To respect the rights of all students
- To establish limits and to maintain consistent clear ground rules
- To foster academic and social responsibility
- To discipline with authority
- To help every student when behavior is appropriate or inappropriate
- To act as a positive role model of behaviors expected of students

### Parents or guardians responsibilities:

- Parents or guardians may only enter the school premises at the end of day dismissal time providing proper identification when requested by a staff member.
- Parents and guardians are not permitted to be in the school premises in the morning or during the school day/ instructional time unless it was specifically requested by the school administration in a designated meeting room.
- Parents or guardians are not permitted to engage in any verbal or physical contact with students other than their own that may cause any form of distress or fear.
- They must refrain from reprimanding students other than their own.
- Parents or guardians are not permitted to use any form of physical or verbal action that may cause fear or distress among staff members.

### **General School Rules**

- Be Safe
- Be Respectful
- Be Prepared

#### **General Common Area Rules**

- 1. All students shall be in the school grounds by 7:30 AM. Tardiness will not be tolerated.
- 2. Students are responsible to all adults at school---Teachers, Administrators, and all other staff.
- 3. Students are to walk quietly at all times in and around the building. Keep to the right in all staircases.
- 4. Students must keep the building clean.
- 5. Students must use the bathrooms and bathroom materials properly.
- 6. Students must respect the personal space of others.
- 7. Students must show courtesy for the staff, fellow students, security staff and cleaning staff.
- 8. Students are not permitted to hit each- other.
- 9. Students should report cases of aggression to an adult. They should not strike back.

- 10. Students will not bully, steal, physically harm, verbally abuse or harass another student. The use of bad language will not be tolerated.
- 11. School behavior policies apply on all field trips and after-school activities.
- 12. Students must respect school property and personal belongings. Students will be expected to return or replace damaged or stolen property.
- 13. Students are not to bring the following items to school: mobile phones, iPods, iPads, electronic games, matches, make-up, jewelry, accessories, chewing gum, knives, collector cards, toys, real or toy weapons.
- 14. Students must come to school clean, neat, and dressed appropriately. Complying with dress code regulations or parents will be called to bring correct attire. Boys must keep their hair neatly trimmed. (No fancy haircut or gelled hair style is allowed.)
- 15. Inappropriate use of the internet will not be tolerated.
- 16. Students are expected to speak in English at all times in the school building, except during Arabic/Islam lessons.
- 17. Parents/ nannies/ drivers who bring the students to school, must accompany them to the designated school gates and hand them over to a member of staff.
- 18. Parents/ nannies/ drivers who pick up the students must wait for them at the designated school gates and accompany them to the cars.
- 19. Upper Elementary (Gr 4 and 5 students) may be able to enter the school premises and leave the building at the end of the day on their own.

# **Playground Rules**

- 1. All students shall stay in the designated play areas. No one will be permitted in reception, in front of the principal's office, in the hallways, stairwells, around the front or the back of the school building by the school entrances.
- 2. Any activity considered dangerous or inappropriate by staff will not be permitted. These include:
  - a) throwing objects
  - b) pushing, wrestling, fighting, tackling or kicking
  - c) throwing litter on the ground
  - d) using hard balls
  - e) jumping on benches or tables

#### **Prayer Time Standards**

1. Grade 5 students will be given the opportunity to pray in a designated area supervised by the Islamic staff upon request.

- 2. Girls must provide their own prayer clothes. These should be labeled with their names, and kept in their classroom.
- 3. When prayers are over, students will be asked to proceed to the classroom in a quiet and orderly manner.
- 4. Discipline policy applies during prayer time.

### **Bus Standards**

- Bus transportation to and from school is a privilege. This may be temporarily suspended or permanently revoked if misconduct jeopardizes the safe operation of the bus and the safety of the other passengers.
- 2. If the bus driver determines that a safety factor is violated, a discipline report will be submitted and an immediate student/Vice-Principal conference will be held.
- 3. A second report from the bus driver may, after consultation with the Principal and School Director, result in suspension from riding the bus.

#### DISCIPLINE GUIDELINES FOR THE ELEMENTARY SCHOOL

Discipline is initially the responsibility of the class teacher or the teacher on the 'scene' of any disturbance or problem that they come across within the grounds of the school. While discipline systems are in place at A'Takamul International School, it is expected that all staff use their professionalism and training to institute a range of rewards and punishments that adequately deal with the range of most occurrences.

In all cases positive reinforcement techniques should be used in order to get the desired outcomes rather than relying solely on punitive measures to deal with general classroom behavior.

# **Principals Certificates & Special Class Certificates**

These special certificates will be given out for a variety of reasons, determined by the staff in order to recognize and promote student achievement and used as a tool of positive reinforcement.

### **Discipline Procedures**

Individual staff members are responsible for their own discipline measures as used in the classroom and should not pass on the problem to the next level of administration until a range of measures have been used and documented or a major problem which requires urgent action occurs.

#### **DISCIPLINE CHAIN**

Classroom Teacher → Grade Level Leader → Vice Principal → Principal → Director

Subject specialists → HOD → Vice Principal → Principal → Director

IT IS VERY IMPORTANT THAT DISCIPLINE MEASURES TAKEN FOR SERIOUS OR REPEATED OFFENSES ARE RECORDED FOR EVIDENCE ESPECIALLY WHEN PARENT CONFERENCES OCCUR OR POSSIBLE SUSPENSION IS PENDING.

### Possible Disciplinary Actions to be used in the Classroom

- Reprimand orally
- Given additional written work of self reflection as a punishment
- Move seating position within the classroom
- Isolate student within the classroom
- Keep student in the classroom during recess
- Keep the student back after class to reprimand
- Write a note to parents in the communication book
- Contact parents and request a parent conference
- Send a Scholastic Warning slip home to parents to read, sign and return it with the student.
- Send the student to recess detention to the detention classroom.
- After repeated and very serious offenses, students need to be referred to the Principal or to the Vice Principal for further disciplinary action such as out of school suspension.
- If the behavior remains unacceptable that school reserves the right to deny re-registration of the student and refer the case to the MOE.

# **Record Keeping**

1. Teacher's records are teachers' notes including specific dates, times and events of incidents that occur throughout the school year. Academic, social and emotional progress is noted in the Teacher's records.

2. Behavior Logs are teacher's notes of students with behavior concerns. These notes are checked regularly by the Vice-Principals and concerns are shared with the parents or referred to the school's counselors.

## **Persistent, Reoccurring or Serious Offences**

Teacher to bring notice of the issue to their Grade Level Leaders who will assist the classroom teacher in any one of the following ways:

- Give additional advice or support to the class teacher
- Take the student into their own classroom for a set period of time
- Be involved in any parent teacher conference (Grade Level Leader needs to be aware of the issues PRIOR to this conference)
- Consult with Vice-Principals and/or Principal of further actions to take
- Involve the school counselors
- Pass the issue on Principal or Vice Principals

### **Daily Report**

Students who consistently infringe or cause problems can be put on DAILY REPORT by the Grade Level Leader, Vice Principal or Principal.

The DAILY REPORT consists of a series of photocopied sheets pasted into an exercise book which the student gives to their teacher at the start of EVERY lesson to be filled in.

At the end of every day the classroom teacher will sign the form which then goes home to the parents to sign.

#### **BEHAVIOR AND CONSEQUENCES**

When students break rules and do not behave as outlined in the school policy, teachers, supervisors or administrators will apply one or more of the following consequences as deemed appropriate by the circumstances.

Reminder of the rules, first warning, discussion of possible consequences, reprimand.

Cleaning, picking up, repairing, apologizing, or making restitution to undo the damage caused by the misbehavior. Developing, writing, signing and carrying out a plan for improved behavior.

Phone call or letter to parent(s), who may be asked to attend a conference about the situation.

Loss of unscheduled time at recess, lunch hour or another appropriate time.

"Time-out" in an appropriate location within the school to cool off and reflect on unacceptable behavior. Hallways are not appropriate places.

Participation in counseling with the teacher, administrator, school counselor, and other staff support person, or professionals from other agencies external to the school.

In school suspension

Out of school suspension

Blocking of registration of the student for the next academic year

All behavior issues should be documented and available for administration when needed. The student referrals will be documented by the school administration. This process will include teacher, student and parental signatures for highly inappropriate student misconduct.

#### 1. Dress Code:

Students will dress in accordance with the school uniform policy. Dress in a clean, neat, appropriate manner. Hats are to be removed while we are in the building. School uniforms will

be worn on trips outside the school. PE uniforms must be worn for PE lessons. Dress on open dress days needs to be appropriate – no slogans or offensive writing. It needs to reflect the values of the school.

<u>Expected Behavior</u>: Our appearance reflects our good judgment and our respect for ourselves and others. Wearing appropriate clothing both inside and outside is necessary for comfort and good health. Clothing that may be appropriate in another environment may not necessarily be acceptable in a "work" environment such as school (for example, beach clothing is not acceptable in school, etc.).

**Consequence:** Students are required to change into acceptable clothing. Parents need to be contacted and asked to bring in the school uniform or PE uniform including proper school or sports shoes on PE days.

**2. Tardiness**: Students will arrive in school and to class on time. Students should be in school no later than 7:30 AM. Students arriving after 7:30 AM will be considered tardy. Students will not be allowed to enter the school premises if they arrive later than 8:00 AM.

**Expected Behavior:** Arriving in school on time and attending school regularly is a sign of respect for school and learning.

**Consequences**: If students are late more than 3 times/quarter and/or have more than 3 unexcused absences they will be referred to the school administration and parents will be called in for a meeting.

**3. Physical Injury/Threats:** Students will not cause, attempt to cause, or threaten to cause physical injury to another person whether initiating or in retaliation. Treat others as we would like to be treated. Fighting, hitting, kicking, rough pushing, gestures, biting, spitting and throwing objects, etc. are all forms of unacceptable behavior.

**Expected Behavior**: Everyone deserves to be treated with respect. A necessary skill to develop is getting along with others. Rough behavior will hurt someone's feelings or cause injury.

**Consequence:** Physical misconduct will be immediately identified and the student(s) involved will be reminded of expected behavior. As every situation has its unique set of circumstances, appropriate action will be taken to resolve the incident. Examples: time out, suspension, parental involvement, parent conference.

**4. Use of bad language:** Any use of bad language is not acceptable. Our language will show respect for all people, students, staff, volunteers, visiting community members, etc. Name calling, rude or obscene language or gestures, racist comments, offensive gender comments, yelling, disrupting, and spreading hurtful rumors are all unacceptable.

**Expected Behavior**: Speaking respectfully is an important and valuable life skill.

**Consequence**: Inappropriate language will require immediate attention. The student will be asked to reflect on a personal level. Serious infractions will require written confirmation with the possibility of detention or further disciplinary actions such as suspension, for serious infractions. Contact with parents will be required as appropriate.

**5. Bullying**: Physical or verbal abuse is not tolerated.

**Expected Behavior:** We should treat all others with kindness and respect.

**Consequence:** After school detention, parent contact, counseling referral. Possible suspension.

**6. Dishonest behavior:** Lying, stealing, cheating and deceitfulness are forms of dishonesty and as such are unacceptable behaviors. Be honest when dealing with others.

**Expected Behavior:** Honesty is the best policy! Without honesty, a relationship based on trust is very difficult.

**Consequence**: We will make our best effort to seek the truth. As every situation is unique, appropriate action will be taken to resolve the incident. Examples: peer mediation, peace room, adult intervention, discussion with others who may provide insight into the situation, etc.

**7. School Rules About Movement:** Students will stay within school boundaries in their designated areas of the building. Certain places are off limits to Elementary students unless they have permission or adult supervision. These off limit areas are: Front Office, MS/HS and KG sections of the school, PAC, School Gyms, Swimming Pool area, elevators.) Students will not be in classrooms without adult supervision. They will use play equipment fairly and properly. At the end of break they will line up quietly and promptly. They will play cooperatively and appropriately at all times. They will seek assistance from duty persons when needed. Bus drivers

will be respected and bus rules will be followed. Students will get off the buses in the morning and we will line up for the buses at the end of the school day in a safe and organized manner.

**Expected Behavior in the building**: We will walk, not run. We will walk quietly, in line single file as required. We will travel throughout the school building in an orderly manner. We will keep to the right on staircases. All building evacuation routines such as fire drills, will be conducted in an extra orderly fashion for safety reasons! Students will attend all of their classes and have a valid written pass when out of class.

<u>Expected Behavior</u>: These guidelines are necessary for security, order and to ensure that all students are being safely looked after during their school day.

**Consequence:** Students will be reminded of the expected behavior and requested to follow it. If the offense is serious or repeated they will be referred to the school administration for further disciplinary action.

**8. Playground Rules:** Students are expected to sit down while eating. No litter should be thrown in the playground. Students are expected to stay in the designated play areas. Students will be expected to follow school rules. **Balls are not permitted in the central courtyard or undercover area.** 

**Expected Behavior**: The playground should be a safe and clean place where all students and staff can enjoy their breaks.

**Consequence:** Students will be reminded of the expected behavior and requested to follow it. If the offense is serious or repeated they will be referred to the school administration for further disciplinary action.

**9. Respecting Property:** Students will respect the personal property of themselves and others, school property and the environment (desks, classrooms, bathrooms, hallways, equipment, books, materials, and playgrounds). They are expected to keep classrooms, all rooms, in the building clean. They are expected to keep bulletin boards and walls clean. Bathrooms and bathroom materials should be used appropriately. They will be responsible for the care and maintenance of their belongings, materials and property. They will treat the school and environment with the same care we would give our own most valuable possessions. **Chewing gum is not permitted in any area of the school.** 

**Expected Behavior:** To promote pride and responsibility in our school community.

**Consequence:** If property is damaged the offender will be responsible to repair it, replace it, or make restitution at the principal's discretion, in consultation with the student and parent.

Possible detention or suspension will be given to students vandalizing or damaging school property.

**10. Electronic Devices-IPods, Ipads, mobile phones, sound systems, electronic games**: Sound systems are not permitted on campus unless part of an academic activity with special permission from the school principal by the class teacher. Students will not bring any electronic communication devices such as beepers, phones, Ipads, tablets or electronic games or cameras to school.

<u>Expected Behavior</u>: It is not appropriate to bring certain equipment to school that may divert the student's attention from learning or may be misused by students.

The school, school administration, or staff members will not take responsibility for any damaged, lost, misplaced or stolen electronic devices.

**Consequence**: First offense-confiscation. Parent contact. Second offense will be treated as defiance of authority; detention. Third offense - One day out of school suspension.

**11.** <u>Internet</u>: Inappropriate use of the Internet will not be tolerated.

**Consequence:**Parents will be contacted. Possible school suspension will follow.

- **12.** <u>Textbooks:</u> Textbooks are the property of the school. It is the students' responsibility to look after the textbooks and return them to the class teacher at the end of the academic year in an undamaged state. In case a textbook is lost or damaged, the students/ parents have to pay for the missing textbook/ damaged textbook before a new book is assigned to the students.
- **13.** Repeated/ Serious Offenses: If a student displays behavior that can endanger his/her own safety or the safety of other students, refuses to cooperate with the teachers or any other members of staff, or abide by the school rules, the school administration has the right to keep the student suspended, deny reregistration of the student for the following academic year and report the student to the MOE.
- **14.** Parents' Conduct: Parents are not allowed to reprimand or threaten any students in ATIS.

If parents are found reprimanding or threatening or physically harming another student, the school has the right to deny reregistration of the parent's child and ban the parent from entering the school premises. Further legal action may follow.

If a parent threatens, physically harms or uses unacceptable language with a member of staff, the school has the right to ban the parent from entering the building and deny re enrollment of the parents's children in ATIS.

#### **SCHOOL UNIFORM**

ATIS believes that a uniform is an integral part of operating a safe and effective school environment. Therefore, all students are required to wear the school uniform unless the school authorizes special "non-uniform" days. For all students there are two uniforms, one for academic classes and another for Physical Education classes. Students may wear their PE uniform to school only on the days when they have PE.

## **Elementary Girls:**

- Navy trousers or skirts
- Long or short sleeve white polo shirts, school sweater
- The uniform is sold in our school uniform shop.
- The school logo must be stitched onto the uniforms. (If the uniform is not available at the uniform shop you may purchase the school logo from them.)
- Black shoes and black sneakers for PE

### **Elementary Boys:**

- Long or short sleeve white polo shirts.
- Navy pants or ¾ shorts with the school logo on it are also available from our school uniform shop.
- The school logo must be stitched onto the uniforms. (If the uniform is not available at the uniform shop you may purchase the school logo from them.)
- School sweaters, sold at our school uniform shop.
- Black shoes and black sneakers for PE

Winter and Summer PE uniforms are available at the uniform shop and on PE days students must wear sneakers. Students may only wear their PE uniform on their scheduled PE days.

All students must come in proper school uniform and must also leave school in their proper school uniform!

The school believes that modesty is something that should be modeled by all. Regarding jewelry, the following policy is in place; girls may only wear one stud per ear, and boys are not permitted to wear earrings. Both boys and girls may wear a wristwatch. No necklaces, anklets, rings, or bracelets may be worn by students. No facial jewelry may be worn, other than the aforementioned ear stud. Long hair on girls must be neatly pulled back and held in place. Any hair bands, clips, must be kept simple. No nail polish may be worn. Boys' haircuts are to be conservative. Hair needs to be short and neatly trimmed. No fashion - style haircuts are allowed. Patterns or symbols are not allowed to be shaved in the students' hair.

### Field Trips

Field trips are an integral part of ATIS's educational program, and all students are expected to participate. Information about specific field trips is sent home well in advance so that parents are fully informed. Even though a student may have visited the destination previously, she/he is expected to go on the field trip because there will be follow-up classroom discussions and projects. In addition, it is important for students and teachers to share experiences outside the classroom. Unless a medical excuse is presented or there is a family emergency, an absence on a field trip day will be considered unexcused.

## **Fire Drills**

The safety of students at ATIS is always a major concern. The building meets current codes of safety which include a sprinkler system in the event of a fire. Fire drills are conducted each quarter for students and staff. Tampering with fire extinguishers and sprinkler systems or causing a false fire alarm is a very serious offense in Kuwait.

# **Extracurricular Activities Policy**

ATIS offers a wide range of extra-curricular activities to the students. These activities are important for a whole school experience. We feel this should be a way for students to engage in motivating experiences for their general growth, education, and well-being.

Clubs will be offered to all Elementary students. Parents will be informed of the details. All students will have to get written permission from their parents to take part.

# **After School Sports Activities:**

WHAT ARE THE GOALS OF AN AFTER SCHOOL SPORTS PROGRAM?

- Provide an opportunity to participate in sport and physical activities without regard for high performance skill or ability.
- Provide activities in a safe and professionally supervised environment.
- Nurture healthy competition, enjoyment, fair play and teamwork.
- Establish a student-centered program that considers the needs and interests of all students.
- Enhance social interaction and reduce student conflict.
- Provide opportunities for students to experience a variety of physical activities that will
  contribute to an active lifestyle and enhance their leisure time.

#### **Lost and Found**

Lost and found items will be placed in a wooden box located near the corridor leading to the Grade 1 hallway on the ground floor and on the first floor by the principal's office.

#### Lunch

All students are required to bring a healthy packed lunch from home. We suggest a lunch made of fruit, a sandwich, raw vegetables, milk, yogurt, juice or water.

Students lunch/snack is eaten in the homeroom classroom under the supervision of the classroom teacher. Each student is responsible for the cleaning-up of his/her area. When temperatures rise, please ensure your child has an adequate amount of water to drink during the day.

- Candy and soda are <u>discouraged</u> as part of a student's lunch or snack.
- Milk or juices are preferred lunch beverages.
- Please put your child's name inside the lunch box, or mark the paper bag so a lost lunch or lunch box can be returned to the owner.

Our cafeteria provides healthy sandwiches and snacks for our students.

<u>Parents, please make sure your child doesn't bring more than KD2 to school for buying lunch or a snack.</u>

#### **Textbooks & Library books**

Textbooks and Library Books are provided by the school to students on a loan basis. Students are responsible for returning all school books in reasonable condition. They are required to pay damage or replacement fees for damaged or lost books. A second copy of a text will be issued only when a replacement fee has been paid for the lost copy. Damage fees may be charged for torn pages, writing in books, torn bindings, liquid spilt on books, etc. Report cards are withheld if fees are not paid by the end of the year.

#### **School Visitors**

In order to provide a safe and secure learning environment for our students, we ask that all parents, visitors, and volunteers adhere to the following guidelines when entering the school grounds:

- Parents are not allowed to enter the school premises, other than the main reception area before the end of day dismissal time.
- Appointments with staff members must be made prior to arriving at the Elementary School.
- Parent meetings should only be held in the offices at the main reception area.
- Older brothers/sisters, uncles, aunts, nannies and drivers cannot pick up students from the school <u>without a written permission note from the student's parents.</u>
- All students in after school-activities must be picked up promptly at the end of these school activities.

# **School Bus**

For those students who take the daily school bus, there are a set of rules that must be obeyed. These rules also apply to any student taking a school bus for any activity or trip.

#### **Bus Conduct Rules:**

- 1. All the school rules and appropriate attitude and behavior apply to riding the ATIS school buses and at bus stops.
- Students are expected to take the assigned seat, sit facing forward and remain seated while the bus is in motion. SEAT BELTS, where provided, MUST BE WORN AT ALL TIMES.
- 3. The bus driver, student monitor or, an adult who is on the bus, are in charge and will handle any misconduct.
- 4. All bus riders and their parents must be familiar with the specific bus regulations that are given to each student at the beginning of the year. Failure to abide by the bus safety rules may result in suspension or permanent removal from ATIS buses.

### **Health Procedures**

The school Health Policy is designed to provide the greatest safety and protection for ATIS students. Two certified nurses are on duty during the entire school day.

### **Medical Concerns**

It is vitally important that you notify the school, especially your child's teacher, if there are any health concerns we should be aware of.

### Medication

Medication can be brought to school if it is essential to the health of the student. The medicine with accompanying statement must be clearly marked with the student's name, correct dosage, and parent's signature. Medicine will be kept in the nurse's office during school hours.

### **Emergencies**

If an accident or sudden illness occurs at school the nurse will make every effort to contact parents. Please keep the office informed of any change in home, business, or emergency phone numbers.

#### Illness

If your child is ill and unable to attend school, please leave a message to the class teacher on Class Dojo on the first day of illness. If a child misses a test or exam due to illness it is necessary to provide the school with a sick leave which is stamped by both the doctor and the clinic. Please note that the student will not be permitted to re-take a test or quiz unless the sick leave is provided on the day of the student's return to school.

Absence from school due to illness will be considered as an excused absence if the sick leave is provided upon the student's return to school.

#### **Disclaimer:**

- ATIS International School administration reserves the right to change or update any of the above school policies and procedures to meet the MOE and MOH regulations for the health and safety of students and school staff.
- Please note that the above regulations are applicable to all students and their parents/ quardians if a student has been registered at A'Takamul International School.

#### A'TAKAMUL INTERNATIONAL SCHOOL ATTENDANCE POLICY - ELEMENTARY

Policy Number: ATIS-ATT-ES01
Effective Date: September 2020

Review Date: May 2025

**Approved By:** School Administration **Applicable To:** Elementary Department

#### I. Purpose

The purpose of this policy is to establish clear expectations regarding student attendance in compliance with the guidelines set forth by the Kuwait Ministry of Education. Regular attendance is essential for academic success, personal development, and maintaining continuity in learning. This policy aims to promote responsibility, accountability, and consistent participation in all educational activities.

### II. Scope

This policy applies to all students enrolled at ATIS from Grade 1 through Grade 5. It outlines procedures for daily attendance, reporting absences, handling tardiness, and consequences for excessive absenteeism or unexcused absences.

#### **III. Definitions**

- **Excused Absence**: An absence approved by the school administration due to illness, medical appointments, family emergencies, or religious observances.
- **Unexcused Absence**: An absence not supported by documentation or not approved by the school.
- **Tardiness**: Arriving late to school or class without a valid reason.
- **Truancy**: Unauthorized absence from school or class without parental knowledge or approval.
- **Maximum Allowable Absences**: As per Kuwait MoE, students are not permitted to miss more than 20% of total school days in an academic year.

#### **IV. Attendance Expectations**

#### A. Daily Attendance

All students are expected to attend school every day unless prevented by illness or other legitimate reasons. The school day begins at [Insert Start Time], and students must be present for the full instructional day.

### **B.** Reporting Absences

Parents/guardians must notify the school within one (1) school day of their child's absence via:

- Phone call to the attendance office
- · Email to Vice principals or Principals
- · Written note upon return to school

### **C.** Documentation Requirements

For absences exceeding two (2) consecutive days, parents must provide:

- A doctor's note for medical absences
- · Documentation for family emergencies or travel (if applicable)
- Proof of religious observance if requested

#### V. Excused vs. Unexcused Absences

Type of Absence	Status	Required Documentation
Illness	Excused	Parent notification or doctor's note
Medical/Dental Appointments	Excused	Doctor/dentist appointment slip
Bereavement/Family Emergency	Excused	Written explanation or documentation

Religious Holidays	Excused	Notification in advance
Family Travel	Unexcused	Not considered excused under MoE policy
Truancy/School Skipping	Unexcused	N/A
Lack of Transportation	Unexcused	N/A

# **VI. Tardiness Policy**

Students arriving after the official start time are considered tardy. Three (3) unexcused tardies equal one (1) unexcused absence.

#### Procedures:

- · Students arriving late must sign in at the attendance office or front desk.
- Repeated tardiness will result in parent notification and possible disciplinary action.

### **VII. Consequences for Excessive Absences**

As per the Kuwait Ministry of Education, students who exceed the maximum allowable absence limit (20%) may:

- · Be restricted from sitting for semester exams
- Be required to repeat the grade level
- Be subject to review by the School Promotion Committee

Tiered Intervention Approach:

Number of Unexcused Absences	Action Taken
3 absences	Parent notified; counseling session scheduled
6 absences	1 <sup>st</sup> Formal warning letter issued; attendance contract signed
12 absences	2 <sup>nd</sup> Formal warning letter issued
18 absence	3 <sup>rd</sup> Formal warning letter issued
24 absences	4 <sup>th</sup> Formal warning letter issued
25+ absences	Students will be referred to Ministry of Private Education

# VIII. Responsibility of Parents/Guardians

Parents/guardians are responsible for:

- · Ensuring regular school attendance of their child(ren)
- · Informing the school of any anticipated absences
- Providing necessary documentation for excused absences
- · Collaborating with school staff in addressing attendance concerns

#### IX. Role of the School

The school will:

- · Monitor attendance daily and maintain accurate records
- Notify parents/guardians of attendance issues promptly

- Provide support services to address chronic absenteeism
- · Follow up with appropriate authorities as required by law

#### X. Legal Compliance

This policy complies with the Compulsory Education Law of the State of Kuwait and the attendance regulations outlined by the Ministry of Education. Failure to comply may result in legal action against the parents/guardians.

### سياسة الحضور للمرحلة الابتدائية

تاريخ التنفيذ: سبتمبر 2020

تاريخ المراجعة: مايو 2025

تمت الموافقة عليها من قبل: إدارة المدرسة

تنطبق على: قسم المرحلة الابتدائية

الهدف

تهدف هذه السياسة إلى وضع توقعات واضحة بشأن حضور الطلاب وفقًا للمبادئ التوجيهية لوزارة التربية والتعليم في الكويت. يُعد الحضور المنتظم ضروريًا للنجاح الأكاديمي، والتطور الشخصي، واستمرارية التعلم. تهدف هذه السياسة إلى تعزيز المسؤولية والمحاسبة والمشاركة المستمرة في جميع الأنشطة التعليمية.

النطاق

تنطبق هذه السياسة على جميع الطلاب المسجلين من الصف الأول إلى الصف الخامس. وهي تحدد إجراءات الحضور اليومي، والإبلاغ عن الغياب، والتعامل مع التأخير، وعواقب الغياب المفرط أو غير المبرر.

التعريفات

الغياب المبرر: غياب تمت الموافقة عليه من الإدارة بسبب المرض، المواعيد الطبية، حالات الطوارئ العائلية، أو المناسبات الدينية.

الغياب غير المبرر: غياب غير مدعوم بوثائق أو غير معتمد من المدرسة.

غياب التأخير: الوصول متأخرًا للمدرسة أو الفصل دون سبب مقنع.

التغيب: غياب غير مصرح به دون علم ولى الأمر أو موافقته.

الحد الأقصى للغياب: لا يسمح للطلاب بتجاوز 20% من أيام الدراسة السنوية وفقًا لوزارة التربية الكويتية.

الحضور:

أ. الحضور اليومى

يجب على جميع الطلاب الحضور يوميًا إلا في حالات المرض أو الأسباب المشروعة الأخرى. يبدأ اليوم الدراسي الساعة 7:30 ويجب على الطلاب التواجد طوال اليوم الدراسي.

ب. الإبلاغ عن الغياب

يجب على أولياء الأمور إبلاغ المدرسة خلال يوم دراسي واحد من الغياب عبر:

- الاتصال بمكتب الحضور

-البريد الإلكتروني لمساعدي المدير أو المدير

-تقديم إخطار كتابي عند العودة

ج. متطلبات التوثيق

في حالات الغياب لأكثر من يومين متتاليين، يجب تقديم:

- تقرير طبى للغياب المرضى

-وثائق لحالات الطوارئ العائلية أو السفر (إن وجدت)

-إثبات للمناسبات الدينية عند الطلب

# أنواع الغياب

نوع الغياب	الحالة	الوثائق المطلوبة
المرض	مبرر	إخطار ولي الأمر/نقرير طبي
المواعيد الطبية	مبرر	إثبات مو عد من الطبيب
حالات الطوارئ العائلية	مبرر	شرح كتابي أو وثائق
المناسبات الدينية	مبرر	إخطار مسبق
السفر العائلي	غیر مبرر	غير مقبول حسب سياسة الوزارة
التغيب عن المدرسة	غیر مبرر	غير مقبول
مشاكل المواصلات	غیر مبرر	غير مقبول

سياسة التأخير

- يُعتبر الطالب متأخرًا إذا وصل بعد وقت البدء الرسمي.

-ثلاث تأخيرات غير مبررة = غياب يوم واحد غير مبرر.

- يجب على المتأخرين التسجيل في مكتب الحضور.

-التكرار يؤدي لإخطار ولى الأمر وإجراءات تأديبية.

عواقب الغياب المفرط

وفقًا لوزارة التربية، الطلاب الذين يتجاوزون 20% غياب:

قد يُحرمون من امتحانات الفصل

- قد يُطلب إعادة الصف

- تُعرض حالتهم على لجنة الترفيع

نظام التدخل المتدرج للغياب غير المبرر:

عدد أيام الغياب	الإجراء المتخذ
3 أيام	إخطار ولي الأمر وجلسة إرشاد
6 أيام	إنذار رسمي أول + توقيع عقد حضور
12 يومًا	إنذار رسمي ثانٍ
18 يومًا	إنذار رسمي ثالث
24 يومًا	إنذار رسمي رابع
25+ يومًا	إحالة لوزارة التعليم الخاص

مسؤوليات أولياء الأمور

ضمان الانتظام في الحضور

إبلاغ المدرسة عن أي غياب متوقع تقديم الوثائق اللازمة - التعاون مع المدرسة لحل مشاكل الحضور دور المدرسة مراقبة الحضور يوميًا إخطار أولياء الأمور فورًا تقديم الدعم للطلاب - متابعة الجهات المختصة عند اللزوم الامتثال القانوني تتوافق هذه السياسة مع قانون التعليم الإلزامي الكويتي. عدم الالتزام قد يعرض أولياء الأمور لإجراءات

إدارة المدرسة

#### A'TAKAMUL INTERNATIONAL SCHOOL UNIFORM POLICY

Policy Number: ATIS-UNI-001 Effective Date: September 2019

Review Date: May 2025

Approved By: School Administration

Applicable To: All Students (Grades K-12)

### I. Purpose

The ATIS School Uniform Policy is designed to promote a positive learning environment, enhance school identity and pride, reduce socioeconomic disparities among students, and ensure that all students are dressed in a neat, respectful, and safe manner conducive to learning.

### II. Scope

This policy applies to all students enrolled at ATIS from Kindergarten through Grade 12. Compliance with the uniform dress code is mandatory on all regular school days, unless otherwise communicated by the administration.

#### **III. Definitions**

**Uniform Items:** Clothing items officially branded with the ATIS logo and purchased through approved vendors.

**Non-Marking Soles:** Shoes that do not leave marks or scuff the floor surfaces, especially in indoor facilities.

**Plain White Scarf:** A white scarf without any logos, patterns, embroidery, or additional decorations.

Senior Polo Shirt: Specialized uniform shirt designated for Grade 12 students.

### **IV. Uniform Requirements**

#### A. Daily Uniform – Grades K–5 (All Students)

- ATIS white polo shirt
- ATIS navy blue shorts or trousers (for boys)
- · ATIS navy blue dress or trousers (for girls)

- White socks
- All-black dress or sport shoes with non-marking soles
- · Sandals are not permitted for safety reasons

#### B. Daily Uniform – Girls, Grades 6–12

- · ATIS white polo shirt
- · ATIS navy blue skirt (length must be below the knee) or trousers
- · White socks (with trousers) OR black tights (with skirts)
- · All-black dress or sport shoes with non-marking soles
- · Sandals or heels are not permitted for safety reasons
- Only plain white scarves may be worn (no decorations allowed)

#### C. Daily Uniform – Boys, Grades 6–12

- ATIS white polo shirt
- · ATIS navy blue trousers
- White socks
- · All-black dress or sport shoes with non-marking soles
- · Sandals or Crocs are not permitted for safety reasons

### D. Physical Education (PE) Uniform – All Grades (K–12)

- ATIS PE T-shirt
- · ATIS navy blue track pants
- · Black or white athletic shoes with non-marking soles
- $\cdot$  Shoes with flashing lights, sounds, football cleats, or wheels are not permitted

#### E. Seasonal Wear

- ATIS grey sweater or cardigan
- · ATIS blue sweatshirt

#### V. Grooming & Appearance Guidelines

**Hair:** Must be clean, neat, and of appropriate length/style. Excessively long, dyed, or distracting styles may not be permitted.

**Jewelry:** Girls may wear one small stud earring per ear only. No other visible piercings or jewelry are allowed.

Makeup/Nail Polish: Not permitted for all students.

#### VI. Enforcement

Teachers and staff will monitor daily compliance with the uniform policy. Students who arrive out of uniform will be sent home.

Repeated violations may result in parent notification and/or administrative follow-up in accordance with the student code of conduct.

### VII. Parent/Guardian Responsibility

Parents/guardians are responsible for ensuring their child adheres to the uniform policy. They are encouraged to:

- · Review the policy annually with their child(ren).
- · Purchase uniforms from approved vendors.
- · Communicate any concerns or questions to the school administration.

سياسة الزي المدرسي لمدرسة التكامل العالمية

تاريخ التنفيذ: سبتمبر 2019

تاريخ المراجعة: مايو 2025

تمت الموافقة عليها من قبل: إدارة المدرسة

تنطبق على: جميع الطلاب (من الروضة إلى الصف الثاني عشر)

الهدف

تهدف سياسة الزي المدرسي إلى:

- تعزيز بيئة تعليمية إيجابية
- · تعزيز الهوية المدرسية والفخر بالانتماء
- تقليل الفوارق الاجتماعية والاقتصادية
- و أنيق وآمن ومحترم للطلاب

النطاق

تطبق هذه السياسة على جميع الطلاب من مرحلة الروضة حتى الصف الثاني عشر في جميع أيام الدراسة العادية، ما لم يتم الإعلان عن غير ذلك.

التعريفات

- · الزي الرسمي: قطع ملابس تحمل شعار المدرسة ويتم شراؤها من المدرسة
- · الحذاء: أحذية لا تترك علامات أو خدوش على الأسطح، خاصة في المنشآت الداخلية.
- وشاح أبيض عادي: وشاح او حجاب أبيض بدون أي شعارات أو تطريز أو زخارف إضافية.
  - · بولوشيرت: بلوزة موحدة مخصصة لطلاب الصف الثاني عشر (Grade 12).

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متطلبات الزي المدرسي
أ. الزي اليومي - الصفوف (K-5)
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- · قميص أبيض مزود بشعار المدرسة
- · بنطال أو شورت أزرق بحري (للذكور)
- · فستان أو بنطال أزرق بحري (للإناث)
  - · جوارب بیضاء
- · أحذية سوداء رياضية أو رسمية (غير ملونة)
  - ممنوع ارتداء الصنادل

- · قميص أبيض مزود بشعار المدرسة
- · تنورة زرقاء (تحت الركبة) أو بنطال
- · جوارب بيضاء (مع البنطال) أو جوارب كاملة سوداء (مع التنورة)
  - أحذية سوداء
  - ممنوع ارتداء الصنادل أو الكعوب
  - · الحجاب او الوشاح الأبيض العادى فقط مسموح به

### ج. الزي اليومي - الذكور (6-12)

- · قميص أبيض مزود بشعار المدرسة
  - · بنطال أزرق غامق (كحلى)

- جوارب بيضاء · أحذية سوداء · ممنوع ارتداء الصنادل أو أحذية كروكس د. زي التربية البدنية (لجميع الصفوف) · تى شيرت التربية البدنية الخاص بالمدرسة · بنطال التدريب الأزرق ( الكحلى ) · أحذية رياضية سوداء أو بيضاء (غير ملونة) • ممنوع الأحذية ذات الأضواء أو الأصوات أو العجلات ه. الملابس الموسمية · سترة صوفية رمادية سترة رياضية زرقاء إرشادات المظهر العام · الشعر: يجب أن يكون نظيفاً ومرتباً وبطول مناسب · المجوهرات: مسموح بقرط واحد صغير لكل أذن للبنات فقط · المكياج وطلاء الأظافر: غير مسموح بهما
  - آلية التنفيذ
  - · سيقوم المعلمون بالإشراف على الالتزام اليومي
    - · سيتم إرسال الطلاب غير الملتزمين للبيت

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· قد تؤدي المخالفات المتكررة إلى إخطار أولياء الأمور أو اتخاذ إجراءات تأديبية

مسؤوليات ولى الأمر

- · مراجعة السياسة سنوياً مع الأبناء
- شراء الزي من الموردين المعتمدين فقط
  - · التواصل مع الإدارة لأي استفسارات

ملاحظة: يحق لإدارة المدرسة تعديل هذه السياسة عند الضرورة مع إعلام أولياء الأمور بذلك.

ادارة المدرسة

### A'Takamul International School Zero Mobile Phone Policy

Policy Number: ATIS-MOB-001 Effective Date: September 2020

**Review Date: May 2025** 

**Approved By: School Administration** 

Applicable To: All Students (Grades K-12)

#### I. Purpose

The purpose of this policy is to establish a zero-tolerance approach regarding mobile phone usage during school hours at A'Takamul International School. The policy aims to minimize distractions, promote face-to-face communication, enhance classroom engagement, and ensure a safe and focused learning environment for all students.

#### II. Scope

This policy applies to all students enrolled at A'Takamul International School, including Grades K–12. It covers the use of mobile phones, smartphones, smart watches, tablets, and any other personal electronic devices capable of communication or internet access, unless otherwise specified.

#### **III. Definitions**

- Mobile Device: Any electronic device that can make calls, send messages, access the internet, or play media (e.g., smartphones, tablets, smart watches).
- · Zero Mobile Policy: A policy under which students are not allowed to carry, use, or access personal mobile devices during school hours.
- · School Hours: From the official start of the school day until dismissal, including breaks, lunchtime, and extracurricular activities held on campus.
- Authorized Personnel: Designated staff members permitted to use mobile devices for school-related duties.

#### **IV. Policy Statement**

A'Takamul International School implements a strict Zero Mobile Phone Policy during school hours. Students are not permitted to bring mobile phones or similar devices to school. If brought, these devices must remain powered off and stored in the student's bag at all times.

Exceptions may be made only with prior written approval from the school administration for specific medical, psychological, or exceptional circumstances.

#### V. Procedures

#### A. Arrival at School

- Students are expected to leave their mobile phones at home or in their vehicles.
- · If a mobile device is brought to school, it must be:
- Turned off
- Stored in the student's bag
- Not accessed at any time during school hours

### **B.** In Case of Emergency

- $\cdot$  Parents/guardians may contact the school office directly for urgent matters.
- The school will relay necessary messages to the student through administrative staff.

### C. Teacher/Staff Communication

• Students needing to communicate with parents during school hours must use the school landline or request assistance from the front office or assigned staff member.

### **VI. Enforcement and Consequences**

Violation Level	Action Taken
First Offense	Device confiscated and returned to parent; verbal warning given
Second Offense	Device confiscated for one week and returned to parent; written warning sent home
Third Offense	Device confiscated for one quarter; parent meeting required; possible disciplinary action
Repeated Violations	Device confiscated for one semester; parent meeting required; possible disciplinary action

Note: Confiscated devices will be kept in the school office until collected by a parent or guardian.

## **VII. Special Circumstances and Exceptions**

Requests for exceptions to this policy must be submitted in writing to the school administration and will be reviewed on a case-by-case basis.

### Approved exceptions may include:

- · Medical conditions requiring emergency contact
- · Specific school-related events where mobile devices are authorized for educational purposes

### VIII. Parent/Guardian Responsibility

Parents/guardians are responsible for:

- Supporting the school's Zero Mobile Phone Policy
- · Ensuring their child understands and complies with the policy
- · Communicating any concerns or requests for exception in writing to the school

### IX. Student Responsibility

### Students are expected to:

- Leave personal mobile devices at home
- · Follow school instructions regarding electronic devices
- Respect the learning environment by focusing on classroom instruction and peer interaction

#### X. Review and Evaluation

This policy will be reviewed annually by the school administration to ensure its effectiveness, relevance, and alignment with school goals and community expectations.

سياسة حظر الهواتف المحمولة في مدرسة التكامل العالمية

تاريخ التنفيذ: سبتمبر 2020

تاريخ المراجعة: مايو 2025

تمت الموافقة عليها من قبل: إدارة المدرسة

تنطبق على: جميع الطلاب (من الروضة إلى الصف الثاني عشر)

الهدف

تهدف هذه السياسة إلى:

- خلق بيئة تعليمية خالية من المشتتات
- · تعزيز التواصل المباشر بين الطلاب
- · زيادة التركيز في الفصول الدراسية
  - ضمان بيئة آمنة ومناسبة للتعلم

النطاق

تشمل هذه السياسة:

- · جميع الطلاب من الروضة حتى الصف الثاني عشر
- · الهواتف المحمولة والأجهزة الذكية (ساعات ذكية، أجهزة لوحية)
  - أي أجهزة إلكترونية قادرة على الاتصال أو الدخول للإنترنت

التعريفات

- جهاز محمول: أي جهاز إلكتروني يمكنه إجراء المكالمات، أو إرسال الرسائل، أو الوصول إلى الإنترنت، أو تشغيل الوسائط (مثل الهواتف الذكية، والأجهزة اللوحية، والساعات الذكية).
- سياسة عدم استخدام الأجهزة المحمولة: سياسة تمنع الطلاب من حمل أو استخدام أو الوصول إلى الأجهزة المحمولة الشخصية خلال ساعات الدوام المدرسي.
- ساعات الدوام المدرسي: من بداية اليوم الدراسي الرسمي حتى وقت الانصراف، بما في ذلك الفرص، وقت الغداء، والأنشطة التي تقام داخل الحرم المدرسي.
- الموظفون المصرح لهم: أعضاء الهيئة المعنيون المسموح لهم باستخدام الأجهزة المحمولة لأغراض متعلقة بالمدرسة.

### بنود السياسة

- يُمنع منعاً باتاً إحضار أو استخدام الهواتف خلال اليوم الدراسي
- و اذا تم إحضار الجهازفي حالة الطواريء ، يجب أن يكون: ( مغلقاً تماماً، يبقى في الحقيبة غير مستخدم طوال اليوم)

الاستثناءات:

· حالات طبية أو ظروف استثنائية (بموافقة خطية من الإدارة)

#### الإجراءات التنفيذية

أ. عند الوصول للمدرسة:

- · يُفضل ترك الأجهزة في المنزل أو السيارة
  - · إذا أحضر الجهاز:
    - o يجب إغلاقه

- o وضعه في الحقيبة
- o عدم استخدامه طوال اليوم

## ب. في حالات الطوارئ:

- · يمكن التواصل مباشرة مع مكتب المدرسة
- · سيتم إيصال الرسائل للطلاب عبر الموظفين

# ج. التواصل مع أولياء الأمور:

- · يُستخدم هاتف المدرسة الأرضى
- · يمكن طلب المساعدة من مكتب الإدارة

### العقوبات والإجراءات

مستوى المخالفة	الإجراء المتخذ
المرة الأولى	مصادرة الجهاز وإعادته لولي الأمر + إنذار شفوي
المرة الثانية	مصادرة لمدة أسبوع + إنذار كتابي
المرة الثالثة	مصادرة لمدة فصل دراسي + اجتماع مع ولي الأمر
تكرار المخالفات	مصادرة لمدة فصل دراسي كامل + إجراءات تأديبية

ملاحظة: تحتفظ المدرسة بالأجهزة المصادرة حتى يستلمها ولي الأمر شخصياً.

## حالات خاصة واستثناءات

تقديم طلب خطى للإدارة ، ويتم النظر في الحالات التالية:

- o حالات طبية طارئة
- أنشطة تعليمية معتمدة

## مسؤوليات ولى الأمر

- · دعم وتطبيق هذه السياسة
- · التأكد من فهم الطالب للسياسة والتزامه بها
- · تقديم أي استفسارات أو طلبات استثناء كتابياً

### مسؤوليات الطالب

- · ترك الأجهزة في المنزل والالتزام بتعليمات المدرسة
  - احترام بيئة التعلم والتركيز على الدراسة

## المراجعة والتقييم

· يتم مراجعة السياسة سنوياً و ضمان مواكبتها لأهداف المدرسة وتوقعات المجتمع

إدارة المدرسة