

A'Takamul International School

Kindergarten Parent-Student Handbook 2022-2023



RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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 life-long 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.
7. 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.

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A'TAKAMUL INTERNATIONAL SCHOOL

Kindergarten

PERSONNEL

Owner

TES (Tafawoq Educational Services)

Educational Director

Administration

ATIS School Director	Ms Daly Najia
Assistant to the Director	Mr Fahad Al Jarrah
Kindergarten Principal	Ms Margaret Ritchie
Kindergarten Vice- Principal	Ms Reem Haider
Arabic Head of Department	Ms Asmaa Barakat
KG1 Grade Level Leader	Ms Shirley Neira
KG2 Grade Level Leader	Ms Erin Brown

Building Faculty/Staff

Secretary	Ms Basma AlAttar
Nurse (Kindergarten)	Ms Elham/ Ms.Manju

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A Message from the Kindergarten Principal

Dear Parents,

I am happy to welcome you to the 2022-2023 school year and I am looking forward to meeting the new parents and seeing again the returning parents. This is my second year as the Principal of the Kindergarten department at ATIS. I am very excited to work together to make this a wonderful new school year!

For those new to the Kindergarten department, I would like to introduce to you our Vice Principal, Ms. Reem Haoder. This is Ms. Reem's ninth year in the Kindergarten department at ATIS, and her second year as Vice Principal. Her enthusiasm makes everyday something exciting in KG! She is an experienced teacher and administrator; and she is in charge of the day to day operations, and events of the department.

I would also like to extend a special welcome to our incoming Kindergarten students who are new to our school. Kindergarten is a special moment in a child's life; it is the start of his or her educational journey. All the Kindergarten staff is aware of the importance of this stage in the development of our students and we will do our best to make sure every day is a valuable learning experience for all of them.

Some of you may have many questions about this new journey; or you may be familiar with our school as you are parents of returning students. Regardless of where you are at, we are here to support you and your children to make this an enjoyable and enriching school year.

You will receive a welcome letter from the school office and from the classroom teachers with valuable information to help you settle in the Kindergarten department.

Please be sure to sign up on SeeSaw as soon as possible, as well as regularly check your child's backpack and the ATIS Instagram account for notices and updates.

Students' success in school is a shared responsibility between parents and school, and we are looking forward to a year of great collaboration between parents and KG staff for the academic advancement of your children.

If you need anything please do not hesitate to contact myself, or your child's classroom teacher.

I believe this will be a great year!

Sincerely,

Margaret Ritchie Yanez, Principal

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KG1 and KG2

We are an American curriculum school and this curriculum starts in Kindergarten and progresses throughout the remainder of the school. 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 and a full time classroom teaching assistant. 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, ICT and Music up to Grade 3. The classrooms are equipped, so your child has the opportunity to receive a well-rounded education.

The school day starts at 7:00 AM with a morning board for all KG1 and KG2 students. It is very important that your child is on time every morning to provide them with the essential routine they need. Students benefit from participating in the morning routines which establish a sense of security and unity with their classmates and teachers.

At the end of the day, students are dismissed at 12.50 PM and picked up from their classrooms. Students who are picked up late will be kept in a holding room and will be supervised by a late duty teacher until 2:15 pm.

If you have any concerns throughout the year, you are very welcome to make an appointment with your child's class teacher, or with Ms. Margaret Ritchie (Kindergarten Principal). Special appointments can be arranged with the KG Counselor to discuss social and emotional concerns. To make an appointment please call Ms. Basma, the KG Secretary (Ext. 211), and she will arrange all required appointments.

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

Reem Haider

Kindergarten Vice Principal

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The Kindergarten Curriculum

In the Kindergarten School we follow the Common Core Standards in the core subject areas. These standards have been modified to meet the student’s needs. All teaching resources for English, Math and Science are American schemes.

As a school we believe in using the best practices to enrich our students’ learning and growth. Project Based Learning (PBL) is an instructional method where students collaborate with others and “learn by doing.” PBL provides important benefits, it prepares students with life skills that set them up for future success. These are some of the life skills students adquire through PBL: collaboration, problem solving, creativity, in-depth understanding, self-confidence, critical thinking, perseverance, project management, curiosity, and empowerment. Students will work on PBL projects one day a week, in which they will use everything they learned in their classes throughout the week.

English Language

Writing



The transformation that KG students make in their 2 years with us is significant. When they start KG1 they are learning how to hold a pencil and trace lines. By the time students complete KG2 students should be able to write their own sentences and are working on using sounds to build words. In KG1 we teach our students how to write their letters, copy and trace words, and write their own name. In KG2 students learn how to write complete sentences with capital letters, spaces and punctuation marks. KG2 students focus on spelling words based on the sounds that they hear in the word, this means we often see funny spellings, but this is a wonderful indicator of a child’s writing skills.

Speaking/Listening

Communication skills are an integral part of the learning experience. Listening and speaking skills develop as the child progresses through school enabling students to become an active participant in the learning process. Therefore they form an important part of the KG curriculum. Part of our morning routine is teaching students to have conversations with others. Throughout the day students have many meaningful interactions with their peers, teachers when they can practice using the listening and speaking skills they are acquiring.



Phonics

Our students are just beginning to learn phonics, the ability to recognize that letters represent sounds. Our students are learning to identify letter sounds, to blend the sounds. 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.,instead we encourage invented spelling using their phonics sounds.

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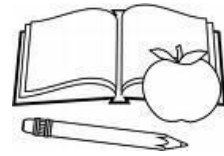
Handwriting



In kindergarten, students learn the strokes which form the basis of manuscript letters. Handwriting instruction focuses on the development of letter formation skills and the application of these skills throughout the curriculum.

Reading

It is the policy of ATIS that students are taught to read well. Reading is a process of getting meaning from print. Early reading in kindergarten includes the direct teaching of words and sounds. Children must be able to distinguish between different sounds of oral language for the purposes of achieving understanding. They also need basic knowledge about the written alphabet, sound-symbol relationships, and concepts of print because these are the basis for decoding and reading comprehension skills. Our students also practice reading comprehension through read-aloud text and fluency through a big book of poems.



Mathematics:



The Mathematics curriculum is based on a set of clearly defined learning objectives following the Mathematics Common Core Standards. These are the skills kindergarten students will learn.

Counting and Cardinality: Know number names and the count sequence. Count to tell the number of objects. Compare numbers.

Operations and Algebraic Thinking: Understand addition as putting together and adding to, and understand subtraction as taking apart and taking from.

Number and Operations in Base Ten: Work with numbers 11-19 to gain foundations for place value.

Measurement and Data: Describe and compare measurable attributes. Classify objects and count the number of objects in each category

Geometry: Identify and describe shapes. Analyze, compare, create, and compose shapes.



Science:

Students learn science as an integrated area of the themes in each unit. When teaching science to our young students we will provide them with lots of objects to observe, touch and ask questions about. Children develop an awareness of the world around them as they explore and investigate it. Our students will investigate the characteristics of rocks, soil, water and weather conditions in their immediate surroundings. They will study non-living things, as well as the interactions and balance among organisms and their environments. Kindergarten students will explore the characteristics of living things – plants, animals, and human beings. Our program teaches children by allowing them to create experiences such as: cooking, nature walks, playing with magnets, planting seeds, and other exciting things.

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 broadening to include the GCC countries and the Arab world.



Music



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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. Once every 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.

Physical Education

Students have one P.E. Class every week. Physical education is an integral part of the total education of every child in Kindergarten through Grade 12. Current educational research shows that the more children are able to move, the more they are able to improve their academic performance. Because building core strength through exercise and physical education activity enables a child to have the posture to sit up at a table or on the floor during circle time. They are better able to attend and learn if their bodies allow them to have “postural stability”. Physical education programs also help increase the physical competence, health-related fitness, self-responsibility and enjoyment of physical activity for all students so that they can be physically active for a lifetime.

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’Takumul 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’Takumul

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. Honesty
4. Tolerance
5. Cooperation
6. Simplicity
7. Humility
8. Happiness
9. Love
10. Peace
11. Simplicity
12. Unity

ITC

IT in the KG department 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



RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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 IT teachers integrate elements of other curricular areas with the introduction and exploration of technology skills through class projects.

After-School Activities



After school students are invited to participate in various KinderCLub Activities. These clubs could include: Reading, Quran, Arabic, Math, and Sports Clubs. Students can sign up for clubs through their class teachers. Clubs will begin from the first semester and continue until the end of the year.

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 school to sensitively 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.

Principals will review the prospective student's application, transcripts and report cards for the past three years from previous school to determine if the student is eligible for the school's placement.

Once the Principal has reviewed the applicant's file and approved eligibility for testing, the school counselor will administer the standardized admission and placement exam.

Prospective students must successfully pass the entrance exam and achieve grade level scores to be considered for placement. All prospective High school students applying for grades 10 and higher will be admitted on a credit transfer basis, and it will not be included in their four year GPA (Grade Point Average) calculation. They will only receive a total GPA for the years actually completed at ATIS. Students that transfer in to grade 10 and have passed a Grade 9 General Science or other Science course, do not need to take our Earth Science course.

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.

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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.

If responsibility and participation are prerequisites to high self-esteem and self-discipline, 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. A'Takamul strives to use positive behavior management to help teach our students good discipline and positive behaviors.

Student 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.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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 has the opportunity to provide a safe place for students and to provide alternatives and choices to help students develop their own attitudes and behaviors.

Adult 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

General School Rules

- Be Safe
- Be Respectful
- Be Responsible

General Common Area Rules

1. All students shall be in the school grounds before 7:20 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.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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 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 who pick up their children must come into the school to meet them and accompany them to the car.

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

This section applies to students in Grades 4-12 only.

1. All Muslim students from **Grades 4 to 12** are expected to pray at the allocated prayer time. Prayer time is obligatory for Muslim students. It is not a free time for students or teachers. Teachers may not keep their students in class to work, and thus making them miss prayer time.
2. Girls must provide their own prayer clothes. These should be labeled with their names, and kept in their classroom.
3. Teachers are to take their students to wash and pray. They must supervise them during their washing, and make sure they go to the prayer hall. Teachers must encourage students to go to prayers in an orderly and quite manner.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

4. When prayers are over, students will be asked to proceed to classroom in a quiet and orderly manner.
5. Discipline policy applies during prayer time.

Bus Standards

1. 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 KINDERGARTEN DEPARTMENT

The KG department believes firmly in positive discipline systems which encourage students to follow rules and procedures through positive reinforcement and behavior narration. 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.

Student of the Week

Classroom teachers award students with the “Student of the Week” when they have performed their best in the classroom. Each individual teacher uses a guide to help identify who the student of the week will be and every child will have a chance to be chosen. Please be patient in waiting for your child to be chosen as the student of the week as each class has many eligible students.

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.

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DISCIPLINE CHAIN

Class Teacher -GLL- Counselor - Vice Principal - Principal -Assistant Director- Director

Subject specialists are, in the first instance, to refer any discipline matters to the class teacher who will then act in accordance with the Discipline Chain.

All subject specialists need to keep a record of any serious or re- occurring offences.

IT IS VERY IMPORTANT THAT DISCIPLINE MEASURES TAKEN FOR SERIOUS OR REPEATED OFFENCES 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
- Move seating position within the classroom
- Isolate student within the classroom
- Keep the student back after class to reprimand
- Write a note to parents on Seesaw
- Contact parents and request a parent conference
- After repeated and very serious offences, students need to be referred to the Vice- Principal for further disciplinary action.

Record Keeping

1. Anecdotal 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 Anecdotal records.
2. Behavior Logs are included in the anecdotal notes of students with behavior concerns. These notes are checked regularly by the Principal and Vice-Principal and concerns are shared with the parents or referred to the school's counselor.

Persistent, Reoccurring or Serious Issues

Teacher to bring notice of the issue to the Counselor or Vice Principal 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 Leader needs to be aware of the issues PRIOR to this conference)
- Consult with Vice-Principal and/or Principal for further actions
- Involve the school counselor

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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 rule, 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 for a limited amount of time within the school to cool off and reflect on unacceptable behavior with a staff member. 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.
- 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-Behavior:

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 uniform will be worn on trips outside the school. PE uniform 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.

Reason for Expected Behavior: 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. Parent needs to be

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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. Assembly begins at 7:20 AM. Students should be in school by 7:15 AM.

Reason for Expected Behavior: Arriving in school on time is a sign of respect for school and learning. Students who do not arrive on time miss valuable learning.

Consequence: If students are late more than 3 times they will be referred to the school counselor to follow up.

3. Physical injury/threats-Behavior: 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.

Reason for 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, parental involvement, parent conference with the principal, behavior plan. In extreme cases students will not be allowed to re-enroll for the next year.

4. Use of bad language– Behavior: Any use of bad language is not acceptable. Our language will show respect for all persons, 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.

Reason for 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. Contact with parents will be required as appropriate.

5. Bullying-Behavior: Physical or verbal is not tolerated.

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

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

6. Honest - Behavior: Lying, stealing, cheating and deceitfulness are forms of dishonesty and as

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

such are unacceptable behaviors. Be honest when dealing with others.

Reason for 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. Unless they have permission or adult supervision the following areas are off limit: Front Office, MS/HS and Elementary sections of the school, PAC, School Gyms, Swimming Pool area, elevators, playgrounds. 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 gently 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 orderly fashion for safety reasons! Students will attend all of their classes and have a valid written pass when out of class.

Reason for Expected Behavior: 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 offence is serious or repeated they will be referred to the school administration.

8. Playground Rules – Behavior: 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 on the playground equipment.

Reason for 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 offence is serious or repeated they will be referred to the school administration.

9. Property-Behavior: 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

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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.**

Reason for 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-Behavior: 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.

Reason for Expected Behavior: 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.

13. Books: School books are the property of the school. It is the students' responsibility to look after the books and return them to the class teacher at the end of each week in an undamaged state. In case a book is lost or damaged, the students/ parents have to pay for the missing book/ damaged book before a new book is assigned to the students.

12.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 deny reregistration of the student for the following academic year.

13. Parents – Behavior: Parents are not allowed to reprimand or threaten any students or staff in ATIS.

If parents are found reprimanding or threatening or physically harm 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.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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 parent's children to 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.

GIRLS:

- Navy Pants/skirts with school logo.
- Girls must not wear the all-in-one simple style dress.
- ATIS Polo Shirts for summer with navy jackets or pullovers for winter must be worn.
- The uniform is sold in our school uniform shop.
- Black shoes and not trainers or sandals.

BOYS:

- Blue polo shirts with a school logo from our school uniform shop.
- Navy pants or $\frac{3}{4}$ shorts with the school logo on it are also available from our school uniform shop.
- Navy jackets or pullovers are available for winter.
- Black shoes must be worn on non PE days. Football shoes are not allowed in school.
- Colored undershirts are not allowed to be worn under the white school shirt.

Winter and Summer PE uniform is available at the uniform shop and on PE days students must wear trainers.

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 student's hair.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

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. If a child has persistent behavior issues the child may be denied the opportunity to attend the field trip. Parents must pay for the trip by the date listed on the permission slip.

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.

Extra-Curricular 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. The Clubs run from 1:20 PM -2:20 PM for a period of 6 weeks. It is the parent's responsibility to make sure that students are picked up on time. Bus students need to be picked up by their parents.

After School Sports Activities and The Saturday Sports Clubs:

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 by the elevator outside the KG 1 and KG 2 areas. Small or more valuable items such as jewelry are left with the KG Secretary.

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.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

Students in KG I, KG II, and Grades 1-2, lunch/snack is eaten in the homeroom classroom under the supervision of the homeroom 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 strongly discouraged 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 canteen provides healthy sandwiches and snacks for our students. Students may only eat at the canteen if they order the food in advance.

Books

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 accompanying their children to school must leave their Civil ID with the security personnel on each visit.
- Older brothers/sisters, uncles, aunts, nannies and drivers cannot pick up students from the school without prior permission from the student's parent.
- All visitors to the campus on any instructional day must sign in at the office before proceeding to a classroom or other destination in the school.
- All students in after school-activities must be picked up promptly at the end of these school activities.
- Appointments with staff members must be made prior to arriving at the

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

Elementary School.

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.
2. 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 doctor'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.

RESPECT, RESPONSIBILITY, RESULTS & RECREATION

Illness

If your child is ill and unable to attend school, please telephone the doctor's office between 8-9 AM on the first day of illness. It is helpful if the nature of the illness is described, so the doctor can watch for general trends.

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. (Any sick leave form issued by the clinic is acceptable.)

If a child attends school and they show signs of an illness the child's parent will be contacted to take them to a doctor. If the illness persists the school may reserve the right to deny entry to the school until a doctors report is presented to the KG administrators.

A'Takamul International School

Student / Parent School Policy Agreement Acknowledgement

Student: _____ Grade: _____

I, _____, have fully read, understood and agree with the information and terms stipulated in this handbook. I will abide by the rules and conditions accordingly.

Parent(s):

As a parent of the above named student, I have read and understood A'Takamul International School's Parent/Student Handbook and have reviewed it with my child.

I abide by the school's regulations stipulated and further understand that my child will also have to abide by the school's rules and regulations pertaining to students.

Parent(s) Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please read, sign and return the above agreement to the Teacher