

Al Anjal Private School

American Division



STUDENT / PARENT HANDBOOK

2015–2016

Al Anjal – A bridge to future leaders

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ABOUT APS (AL-ANJAL PRIVATE SCHOOL)

Introduction

We hope that the handbook will enable you to be better informed as to the policies and procedures of our school and allow you to function more successfully we strongly encourage you to be thoroughly familiar with the contents of this handbook. Reference to it will preclude miscommunication on the numerous issues that teachers and students deal with on a daily basis and will contribute to the smooth operation of the school.

If omissions are discovered, the administration will update the Handbook accordingly.

School's Purpose

Vision

- Empowering students to achieve academic excellence through international-based educational programs and carefully-planned club activities that develop their life skills, knowledge and character and allow them to become well-rounded future leaders holding the core values of their community, proud of their national identity and knowledgeable about diverse global issues.

Mission

- To develop students' competence of basic skills of learning through AdvancED standards of performance.
- To utilize clubs' activities and research programs to help create students' general awareness of global environment and its current challenges.
- To reinforce students' pride in their geographical, ethnic and national identity.

Philosophy

- Learning experiences must be appropriate to a student's age, learning readiness, stages of development and level of maturity so as to
- Enable the student to integrate skills and knowledge across grades and disciplines and which will allow him to work to the best of his ability.
- Parents and teachers are partners in student learning.

- Education should develop, foster and advance:
 - i. Individuality.
 - ii. Fairness and values.
 - iii. Respect, tolerance, cooperation and teamwork.
 - iv. Individual responsibility for personal excellence, the community and the environment.
 - v. Self-confidence, self-esteem and a positive set of values.
 - vi. Independent learning, problem solving and critical thinking.
 - vii. An appreciation of aesthetic forms and ideas.

APS Vision Statement, Mission Statement, and Philosophy define the purpose of the school.

Statement of Purpose

The school helps students to maximize their potentialities through quality international education by using a balanced 1-12 international curriculum and maintaining accreditation status with reputable agencies by following set international standards

School Orientation

Orientation to the American program is conducted in August for parents who wish to enroll their child in this program.

The orientation includes explanation of the whole program, its High school degree equivalence, international recognition as well as graduation requirement.

ACADEMIC REQUIREMENTS AND REGULATIONS

A. Criteria for student Admission:

Students applying for admission are considered on an individual basis. Admission and grade level placement are finalized after evaluation of the previous school records, and a personal interview with the heads of departments.

1. Application for admission at APS
2. Interview test Scheduled for the student
3. Student must pass this interview with at least 50% and must be able to comprehend and speak English. All classes except Arabic, Qur'an and social studies are taught in English.
4. Students must show their most recent school record.
5. Admission Tests

B. American Diploma Graduation Requirements:

- ❖ English
- ❖ Mathematic
- ❖ Science
- ❖ Social Studies
- ❖ Arabic
- ❖ Religion (Islamic studies)
- ❖ Electives

The total required credits for graduation are 28 credits or more. One credit per year is earned per course upon completion of grade 11 and grade 12.

1. The American curriculum is offered from grade 1 to grade 12 for the next academic year.
2. All courses at our institute are given in American English; furthermore all students are expected to speak English in the class rooms and throughout the school.

The core subjects, math, science, English are given along with computer and Social Studies. Furthermore, Arabic, social studies and religion are required by ministry of educations in the American diploma section

C. Homework policy:

Homework is a vital element in the educational experience of a student, and affects positive academic achievement.

We suggest that parents supervise their children's homework in the sense that they should make sure that it is complete. We strongly discourage parents to sit with their children (especially after third grade) while they are performing their assignments or to

spoon-feed them the answers as this makes them too dependent on their families and negatively affects academic performance.

Parent/guardians have the responsibility to provide the conditions for homework to be complete.

1. Making homework time a regular routine.
2. Ensuring that the proper space and supplies are provided.
3. Being available to provide assistance when required.

All teachers, in all academic subjects, will assign homework.

Assignments should generally be planned from Sunday through Thursday.

The head of department and the parents will be notified at an early stage when students fail to complete assignments.

Homework assignments will include assigned reading, review of class work, notes, and written homework assignments at least twice a week.

Teachers should grade written assignments and include comments for improvement as well as affirmation of satisfactory accomplishment.

All regular homework is to be corrected by the teacher and returned to the student within

D. Grades

Grades are designated by a letter grade as shown in the following table:

Explanation (%)	Letter grade
100 - 97	A+
96 – 94	A
93 -90	A-
89 –86	B+
85 – 84	B
83 – 80	B-
79 – 77	C+
76 – 74	C
73 – 70	C-
69 – 67	D+
66– 64	D
63 – 50	D-
Below 50	F

Assessment Scale:

American Division / Grades Distribution

Strand	Assigned Grade
Quarter Tests	30
Projects - Blogs	25
Quizzes	10
Homework	10
Class work	15
Participation	10
Total	100

The final grade or the year end grade is computed as the average of the four quarters or the average of the two semester grades.

The two semester grades are made a part of the official transcript that is sent to the receiving school.

E. Progress reports \ Report cards:

1. Progress reports will be issued quarterly.
2. Report cards will be issued four (4) times during the academic school year.
3. Parent / guardian signature is required on all reports.

F. Procedure for students at academic risk:

APS American Division is an academic institution, which prepares its students for colleges and universities. This requires a standard of excellence for the entire student body. The minimum standard is a 2.0 Grade point average (GPA). All teachers evaluating students at risk of failure will take the following steps:

1. In the progress report, the teacher will identify students experiencing academic difficulties.
2. The teacher will attempt to address the issues using appropriate strategies like:
 - A. Discussing issues with the Head of Department.
 - B. The Principal will schedule an appointment with parents / guardian to act accordingly.
3. Student receiving two or more "F" grades at the end of the first semester will be placed on academic probation and a letter will be sent to notify the parents.
4. Students on academic probation who continue to be at risk of failure will be placed on a formal monitoring program.

SCHOOL SCHEDULE

The Daily Schedule for Grade 1 – 6 from Sunday through Thursday

	Sunday	Monday	Tuesday	Wednesday	Thursday
Morning Assembly	7:00– 7:15	7:00– 7:15	7:00– 7:15	7:00– 7:15	7:00– 7:15
Period 1	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00
Period 2	8:00– 8:45	8:00– 8:45	8:00– 8:45	8:00– 8:45	8:00– 8:45
First Break	8:45 – 9:05	8:45 – 9:05	8:45 – 9:05	8:45 – 9:05	8:45 – 9:05
Period 3	9:05 – 9:50	9:05 – 9:50	9:05 – 9:50	9:05 – 9:50	9:05 – 9:50
Period 4	9:50 – 10:30	9:50 – 10:30	9:50 – 10:30	9:50 – 10:30	9:50 – 10:30
Period 5	10:30 – 11:10	10:30 – 11:10	10:30 – 11:10	10:30 – 11:10	10:30 – 11:10
Second Break	11:10 – 11:25	11:10 – 11:25	11:10 – 11:25	11:10 – 11:25	11:10 – 11:25
Period 6	11:25 – 12:05	11:25 – 12:05	11:25 – 12:05	11:25 – 12:05	11:25 – 12:05
Period 7	12:05 – 12:45	12:05 – 12:45	12:05 – 12:45	12:05 – 12:45	12:05 – 12:45
Prayer Break	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00
Period 8	1:00 – 1:30	1:00 – 1:30		1:00 – 1:30	1:00 – 1:30
Period 9	1:30 – 2:00	1:30 – 2:00			

The Daily Schedule for Grade 7–9 from Sunday through Thursday

	Sunday	Monday	Tuesday	Wednesday	Thursday
Morning Assembly	7:00– 7:15	7:00– 7:15	7:00– 7:15	7:00– 7:15	7:00– 7:15
Period 1	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00
Period 2	8:00– 8:45	8:00– 8:45	8:00– 8:45	8:00– 8:45	8:00– 8:45
Period 3	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30
Period 4	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15
First Break	10:15 – 10:30	10:15 – 10:30	10:15 – 10:30	10:15 – 10:30	10:15 – 10:30
Period 5	10:30 – 11:15	10:30 – 11:15	10:30 – 11:15	10:30 – 11:15	10:30 – 11:15
Period 6	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00
Period 7	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45
Prayer Break	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00
Period 8	1:00 – 1:30	1:00 – 1:30		1:00 – 1:30	1:00 – 1:30
Period 9	1:30 – 2:00	1:30 – 2:00			1:30 – 2:00

The Daily Schedule for Grade 10–12 from Sunday through Thursday

	Sunday	Monday	Tuesday	Wednesday	Thursday
Morning Assembly	7:00– 7:15	7:00– 7:15	7:00– 7:15	7:00– 7:15	7:00– 7:15
Period 1	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00	7:15 – 8:00
Period 2	8:00– 8:45	8:00– 8:45	8:00– 8:45	8:00– 8:45	8:00– 8:45
Period 3	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30	8:45 – 9:30
Period 4	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15
First Break	10:15 – 10:30	10:15 – 10:30	10:15 – 10:30	10:15 – 10:30	10:15 – 10:30
Period 5	10:30 – 11:15	10:30 – 11:15	10:30 – 11:15	10:30 – 11:15	10:30 – 11:15
Period 6	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00
Period 7	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45
Prayer Break	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00	12:45 – 1:00
Period 8	1:00 – 1:30	1:00 – 1:30			

COMMUNICATION

Strong, open communication between students, teachers, and parents is a key element in the success of Al-Anjal students.

- Important announcements and upcoming events will be announced to parents either by memos, SMS, or a posted note on the Al-Anjalwebsite.
- Check the Al-Anjalwebsite to keep you updated with what your child has been learning during the current week by using Black Board.
- Emailing academic concerns to the Heads of departments office is welcomed.
- Parents may direct general suggestions, comments, and concerns to the Principal's office and can meet the teachers every Thursday.

Channel Book

Please use the Channel Book to write any questions, comments, or concerns. Check the Channel book daily for student homework, teacher comments, or school news.

Parent / Teacher Conference

Parent – Teacher Conferences will be held every nine weeks when report cards are issued. The purpose of parent – Teacher Conferences is for the teacher to explain to the parents the progress and / or problems of the child. Parents should also express any concerns they have to the teachers or to the Academic Coordinator. Parent – Teachers Conference are meant to enhance their partnership as we believe they are indispensable for a child's academic, mental , and physical well-being.

Parent – teacher conferences are not Revising grades-once grades are placed on the report card. They are non – negotiable.

Parent / Teachers Association (PTA)

The parents and the teachers council is considered an educational and social gathering where the elite of experienced parents involve to achieve the school vision and enforce the relationship between the school and home through periodical meetings and the engagement in school activities .

The parents and teachers' council has been designated for the school educational stages as follow:-

1. The First Stage Council represented by two members for each class of grade (One, Two, Three)
2. The Second Stage Council represented by two members for each class of grade (Four, Five, Six)
3. The Third Stage Council represented by two members for each class of grade (Seven , Eight , Nine)

4. The fourth Stage Council represented by two members for each class of grade (Ten, Eleven, Twelve)

A council chairman and deputy will be nominated for each council to hold the responsibilities and tasks designated for the council , eventually , a unified council will be set up for all the stages to carry out the school visions and the required tasks with the help of principals , coordinators , supervisors and teachers .

The Council Objectives:

1. Enforcing the relationship between the school and community and finding cooperative chances to achieve the school missions.
2. Developing the School role in the community and enforcing its educational and cultural identity.
3. Enforcing cooperation between the school and governmental and private sectors to be utilized for students' benefits.
4. Introducing advice for school administration and cooperating with its board in dealing with students' behavioral issues and discussing odd extraordinary behavior.
5. Coordinating with private Training Bodies to achieve educational Training for teachers as well as students

CODE OF CONDUCT (DISCIPLINE)

It is our goal in working with students to provide opportunities for them to take responsibility for their own behavior. Parents will be informed if a student is called to the office depending on the seriousness of the incident. The following behaviors may be considered serious offenses and may cause the child to be issued a warning, go on detention, or be expelled.

1. **ACADEMIC DISHONESTY (CHEATING).** Cheating may be in the form of copying someone else's homework, plagiarizing (copying without paraphrasing or citing) published materials, copying answers during an examination, and other related actions. Any student who knowingly allows another student to cheat by giving his answers, test information, or their own work to copy will receive the same consequence as the students who cheated. Academic dishonesty will be recorded in the students file and automatically disqualify a student from receiving an academic letter or other academic commendations.
2. **VANDALISM TO PROPERTY OF OTHER STUDENTS OR SCHOOL.** Defacing or destroying property is a punishable offence. The student is expected to compensate for any damage he causes.
3. **BRINGING ANY DANGEROUS ITEMS TO SCHOOL.**
4. **FIGHTING.** Mutual combat is when both parties have contributed to conflict either by verbal or physical action.
5. **BULLYING.** Harming a fellow student; damaging property; creating fear in a fellow student; or behaving in a hostile manner is considered to be "bullying" and is unacceptable at Al-Anjal. Repeated incidence of bullying might lead to suspension.
6. **DISRESPECTFUL CONDUCT OR SPEECH INCLUDING PROFANITY.** Disrespectful verbal, written or symbolic language or gesture which is inappropriate in public settings and directed at a staff member or another student. Repeated incidence of inappropriate communication will lead to detention and then suspension.
7. **DISRUPTION BY STUDENTS OR OTHERS.** A student is strictly prohibited from disrupting any classes or school activities. Such conduct is subject to disciplinary action.

REWARD OF GOOD BEHAVIOR

Every student who shows good conduct and good personal attributes will be rewarded by a letter sent to his parents, and his behavior will be acknowledged and praised by the administration.

Grades for behavior:

100 degrees (50 degrees per semester) and added to the total score at the end of the academic year of the transfer and certificate

Evaluation: The student's behavior is continuously evaluated according to his commitment to his punctuality and good behavior

BEHAVIOR POLICY

Violation	Procedures taken against the behaviorally undisciplined students	Cut Marks
<p>First degree violations:</p> <ol style="list-style-type: none"> 1. Not wearing the national uniform 2. Not bringing books and stationary 3. Not participating in the morning assembly 4. Entry and exit from the class without permission 5. Cheating in doing the homework 6. Bringing mobiles to schools 7. Abuse of textbooks 8. Not doing homework 9. Sleeping in the classroom 10. Hairstyles and clothing that are against the Islamic style 11. Bringing gum, nuts and the like 	<ul style="list-style-type: none"> • Individual warning from the teacher who faced the situation • Punishment by the vice principal and transferring him to the student counselor • Depriving him of going out with his classmates and putting him away of his friends for a period ranging from one day to five days as the Committee deems • Taking a written commitment from the student to be punctual • Calling the parent and his commitment that his son will not repeat that bad behavior again bad behavior • Dismissal for a period ranging from one day to five days depending on what the committee decides • Transferring to another school 	- 1
<p>Violations of the second degree:</p> <ol style="list-style-type: none"> 1. Graffiti 2. Tampering with property 3. Negligence in the performance of prayer 4. Escape from school 5. Quarreling and threatening others 6. The misuse of computers 7. Possession of media materials contrary to good manners 8. Uttering abusive words against others 9. To forge a signature of the guardian 	<ul style="list-style-type: none"> • Call the parent and take a written pledge. • In addition to what has been stated, the student is dismissed for a week and a notice of transfer to another school. • Isolating the student for a period ranging from one day to five days according to what the committee deems • Compulsory transfer to another school. 	- 3
<p>Third degree Violations:</p> <ol style="list-style-type: none"> 1. Leaving prayers 2. View of media materials contrary to the ethics and values 3. Bringing sharp objects to school 4. Bringing materials and dangerous games 5. Deliberate damage to property of others 6. Deliberate damage and 	<ul style="list-style-type: none"> • Calling the student's parent. • To reform the student's mistakes and return the stolen objects or pay their value. • Apologizing to those who offended him of his colleagues. • Isolating the student for a period ranging from one day to five days 	- 10

<p>destruction of school equipment</p> <ol style="list-style-type: none"> 7. Deliberately attacking students and causing damage to him 8. Theft of property of others and smoking 	<p>according to what the committee deems.</p> <ul style="list-style-type: none"> • In addition to what has been stated, the student is dismissed for a week and a notice of transfer to another school • Compulsory transfer to another school depending on the opinion of the educational administration in the area 	
<p>Fourth degree Violations:</p> <ol style="list-style-type: none"> 1. Possession of drugs and the like 2. Distribution of media materials contrary to Islamic ethics 3. The threat of administrators and teachers and bringing firearms 4. Damage to property of the school staff 5. Deliberately attacking students and damaging them 6. Uttering obscenities at the students or teachers 	<ul style="list-style-type: none"> • Calling the student's parent. • To reform the student's mistakes and return the stolen objects or pay their value. • Apologizing to those who offended him of his colleagues. • Isolating the student for a period ranging from one day to five days according to what the committee deems. • In addition to what has been stated, the student is dismissed for a week and a notice of transfer to another school • Compulsory transfer to another school depending on the opinion of the educational administration in the area 	<p>- 15</p>
<p>Fifth degree Violations:</p> <ol style="list-style-type: none"> 1. The attack on the school officials or a staff 2. Falsification of official documents 3. Underestimated some of the symbols of Islam 4. The practice of abnormal behavior 5. Use of weapons as a means of threat within the school 6. Drug smuggling 7. Cases where the student becomes a danger to the school 	<p>Offending in the first semester have the opportunity to study at a school other than his former school in the year that followed after the approval of the Director of Education. In the case of the student offense in the second quarter, the student has to be dismissed the rest of the class and deprived of study in the next year. He has the opportunity to study at a school other than his former school after the approval of the Director of Education.</p>	

STUDENT CLASS ATTENDANCE

Attendance Philosophy

- There is a distinct and direct correlation between prompt attendance and the abilities of a pupil to excel in school.
- Students who regularly attend lessons are kept up to date and informed of all course material.
- As our pupils will soon discover in the real world that attendance is not only vital in school but is necessary at work. We try to mould our students to become mature and responsible adults who understand the importance of attending all obligations in their lives.
- We stress that any problems in attendance are not only handled by our staff, but also by the parents of the students. It is important for the guardians to realize the necessity of good attendance in school.

Attendance implementation

- Attendance of pupils at our institution is continuously and closely monitored. Students are expected to attend all classes they have registered for.

Disciplinary action concerning poor attendance

1. Upon absences surpassing the school rules, disciplinary action is taken. Firstly, a phone call from the administration to the guardian of the student is made to notify the parents of the attendance violation.
2. If constant absences persist, and then the administration will hold a parent - teacher conference to discuss the offense.
3. Finally, suspension or expulsion is considered based on the severity of absences.

General rules on the school (taking into account the chronological age in the application of sanctions):

- If you cannot perform an action for lack of compatibility with the offending behavior, move to the next procedure
- Take a gradual approach in the implementation of sanctions under the Regulations and the school has the right to skip
- The school has the right to double the degree of positive behavior or irregularities behavioral emergency
- The school will notify the guardian the parent of his son's if the discount was 10 degrees or its doubling
- Procedures for sanctions when the offense is repeated does not if the degree of acquired behavior improved
- If there is a positive behavior of the student, the school estimates the grade
- Lack of involvement of the student counselor when executing sanction

Attendance Grades

100 grades is assigned to attendance, 50 for each semester

Sanctions of the violations of attendance and degrees of decisiveness:

- Taking off one mark for each day of the repeated absence without an acceptable excuse during the semester
- Cutting two marks for each day of absence without an acceptable excuse in the week preceding the holiday or that follows
- Cutting two marks for each day of absence without an acceptable excuse in the week before the tests
- Cutting half a degree of delay of the morning assembly .The cut is executed after the third time without an acceptable excuse
- Cutting quarter of the degree of delay of the share and starts the discount if he is comes late to the class. This is to be executed after the second time

General rules in attendance:

Tardiness or absence

- The school administration writes a letter to the parent if the student could not be contacted at the address agreed on when registering his son or if the student didn't bring documents to justify his absence .A copy of the letter is kept in the student's file
- The student is transferred to the student counselor to study his condition in case of repeated delay or absence for five days continuously or at intervals
- If the student reached absence rate of 25% in the days to be attended during the year without an acceptable excuse, the school will call the guardian to show him the actions that will be applied against his son. the student and parent or guardian have to write pledge of commitment and attendance at school
- If the student's absence amounted to 25% or more of the days due to attend, whether continuously or at intervals through the year without an acceptable excuse, the school issues a decision.
- Depriving the student from attending to the test of the semester. This is to be done after the approval of director of education.

Practices that should be avoided in the implementation of attendance sanctions:

- Body punishment in all its forms and kinds
- Reduce subject degrees or use it as a threat tool depriving the student from having breakfast on time
- Students have to copy the homework several times
- Provoking the student to do false behavior or absence from school
- Laughing at the student
- Group punishment due to a violation committed by one student

GENERAL ADVICE

1. Check your child's appearance concerning his uniform, hair, nail and general neatness
2. Long nails and long hair are completely prohibited.
3. Please don't send your child to school if he is sick.
4. Make sure that your child is eating nutritious food and sleeping at least 8 hours nightly.
5. Each student should provide his own lunch or buy from canteen.
6. A daily "**Homework Diary**" will be sent for homework, schedules and comments. Please sign on a daily basis and write your comments if you have any.
7. A **Report Card** will be sent once a term.
8. Any books sent home must be returned the following school day.
9. Gifts are not allowed to be given to teachers or administrators.
10. Our teachers are not allowed to give private tutoring to students from Al-Anjal Private School.
11. At parent-teacher meetings we will inform you of all school procedures. So, prepare any questions and concerns you may have in preparation for these meetings.
12. Every student should wear sport uniform (the one which is decided by administration) every day.

MONEY AND PERSONAL BELONGINGS

Occasionally your child will need to bring money or personal belongings to school.

Please refer to the guidelines below:

1. Students should bring to school only the money that they plan to spend for the day.
2. Never leave money in a desk or book bag.
3. If money is to be handed to the office, please put the exact amount in a sealed envelope with the child's name and purpose of payment, and hand it directly to the accountant.
4. Games and toys should be left at home unless there is a written notice from the teacher to bring it to school for "Show-and-Tell".
5. Never trade or give money to another student.

CLASSROOM RULES

Please make sure to follow the following:

1. Make sure your bag is packed with correct books, copybooks, and booklets each day. Bring your pencil case with pencils, erasers, a ruler, and a sharpener. For upper grades, scissors, glue sticks, and blue pens should be added.
2. Be prepared for your lessons on time by having your books and supplies out on your desk when the teacher arrives.
3. Mind your manners in class:
 - Raise your hand before speaking or getting out of your seat.
 - Do not interrupt your teacher or your classmates.
 - Listen carefully to your teacher.
 - Treat other people the way you would like them to treat you.
4. Always put forth your best effort in class. Complete your work neatly and on time.
5. Ask for help if you don't understand or are confused. We all make mistakes and learn from them. Your teacher will gladly help you.

HOMEWORK

We encourage students to develop the practice of independent study, perseverance, and self-discipline. A wide variety of work across the curriculum is undertaken with particular emphasis on the core subjects: English, Math, and Science are regular type of homework.

1. Every student who is able to read is expected to have a short reading assignment every other day.
2. Homework for the entire week will be attached by the Homeroom teacher on Saturday and is always due the next day unless a specific date has been mentioned.
3. Other homework will be assigned according to the grade level and student needs.
4. Time spent on homework should range from 30 to 45 minutes for the 1st and 2nd Grades and 1 hour or more for the 3rd to upper grades.
5. Homework assignments are to be completed and turned in on time or marks will be deducted from the student's homework scores. Students are expected to show that they have made an honest attempt to complete homework.
6. Whenever a student is absent, it's his responsibility to secure the assignment that were missed and turn them in to the teacher.

EXERCISE BOOK RULES

1. Keep your exercise books clean and neat.
2. Write the full date (on the left if it is English and on the right if it is Arabic).
Title and page number should be written at the beginning of each lesson.
3. Title should be underlined using a ruler.
4. Make sure that you have your exercise books with you whenever you have class.
5. Use neat and clear handwriting

AL ANJAL CRISIS MANAGEMENT PLAN

Al Anjal Private School must be prepared to address a crisis because school staff must quickly respond to any kind of emergency. All staff (including substitutes, maintenance, support personnel, etc...) must be familiar with these emergency procedures.

A. Emergency Evacuation Procedures:

A Number of drills will be held throughout the year so that we are properly prepared and trained in case of emergency. Notification of drills may be given in a variety of forms; i.e teacher notification, bell notification or direct contact. All drills are to be accomplished in a quiet, orderly, serious manner. All students and all members of staff are expected to evaluate to their designated locations. Students are to be instructed to remain quiet and to proceed in a single line through all passages and stairways.

Each room will be assigned a designated assembly area and teachers should immediately check attendance when they arrive at that location. It is suggested that students remain perfectly quiet .This is necessary to communicate directions in the event of an actual emergency .The last person out of the classroom should close the classroom door (when appropriate).

Students are NOT to go to their lockers or to leave their class group during any emergency evaluation drill. Return to class will be signaled by bell or direct administrative contact.

Teachers are to display in their rooms the most up - to - date emergency evacuation procedures.

B. When the evacuation alarm goes off:

Announce to your students that they must be silent during the drill. If there is no exit map in the classroom, proceed to the nearest exit, and outonto the field. All students and personnel must be familiar with the exit plan from any room they use. Teachers should turn off lights before evacuating the classroom.

C. Evacuating the Class:

- Teachers will see that students walk in an orderly fashion and maintain silence throughout the drill. Teaching staff will resort to the field and check in with the appropriate person. Each teacher will escort students to the field.
- If there are seriously injured students. The teacher needs to alert school physician immediately.
- If the alarm is sounded during break time, all available personnel will assist to ensure that students walk in a safe, orderly manner to the field.

- Students and teachers may only take what personal belongings they have on them. i.e. purse. wallet.
- Under no circumstances is anyone allowed to go to his locker or classroom to retrieve anything There are absolutely no exceptions to this rule.
- Key personnel will be assigned to check bathrooms, classrooms and isolated areas.
- All other personnel must resort to the field to await further instructions.
- Teachers must enforce silence during this time and students must remain in line until the drill has concluded.
- Students who are in the restroom or hallway should not return to their classroom, but rather join with the nearest class and make their way to the field.
- Once they reach the field, the student must notify the nearest teacher who will help them to their proper class teacher for attendance purposes.

D. Assembling on the field:

All teachers are responsible for bringing the classes they teach to the field at the time of the alarm. Teachers must escort students to the field to record attendance.

MISCELLANEOUS

A. Evaluation of school and courses materials:

A student and / or parent may be requested to fill out several surveys of the course, content and school facilities twice a year. These evaluations will be collected and reviewed by the school board staff in order to modify do any other necessary changes.

B. School Breaks:

Students are not permitted to leave school property at any time during their breaks.

The school grounds must be kept free from all litter. All trash should be disposed of the waste containers provided under janitor's responsibility.

C. Lost and found personal property:

Any item that is lost and / or found will be taken to the secretary of the principal. APS is not responsible for any lost or damaged items.

D. Official school language:

At school the English language is the primary spoken language. The only exception is for the Arabic, Religion and Social Studies classes.

E. Student Records:

Files which contain student personal information (entrance records. Parent-school correspondence and other material) are considered.

- Student names are kept with the registrar and vice principal and are used for record keeping purposes.
- Student records are not to be kept out of office files overnight. A check out form is to be filled out by any faculty member when any Student's record is to be taken from the office files. These student records are to be kept neat and alphabetized.
- By the end of the third week of each new school year, teachers should check student records against their class roll, and inform the vice principle.
- When students withdraw from the APS, teachers will receive a Withdrawal Notice and students "check List".
- All staff members are reminded that student records are confidential. The casual "sharing" of personal information about students is a breach of the right of privacy which applies to student records. Remember, "Teacher room" discussions may be overheard by someone without a sense of professional responsibility

F. Student's Transfer

In the event a student's transfers out of APS, the following procedure will take place:

- Notification of transfer from the parent must be submitted to the school's principal.
- Authorization for release of school records is needed from school.
- Original records will be given to the parents/guardians.

Photocopies of school records will remain on the student's files for five years from the Date of transfer, and all photocopied records will be destroyed.

G. Bus Information:

APS provides its own bus service on a daily basis, before and after school. In addition, a number of buses are on call throughout the school day for field trips or other school needs.

Even with the best bus service, we can expect delays or mechanical problems from time to time. The following are some guidelines that may help when unusual circumstances arise.

H. Textbook Procedures:

- During the first week of school, the teachers will hand out text books. The teachers should ask each student to fill in the name of the text book(s) being issued in that class with the date in the "sign out form ". The teachers then record the name, number and condition of the book on the master list and ask the student to sign.
- Students are responsible for books in their care. If a student has lost or damaged a book, teachers are required to report him, and his report card will be held by the registrar until he has reimbursed the books.

We have read this handbook and understand the policies, procedures, rules, regulations, and expectations set forth in it and we are committed to help in applying its content.

Student Name: _____

Student Signature: _____

Parent (Guardian Signature): _____

THE SCHOOL YEAR ACADEMIC CALENDAR 2015 / 2016 (1436 / 1437 H)

Term	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events	Hijra
AUG		16	17	18	19	20	21	22	Preparation for School Year 2015-16	1 – 5/11/1436
	1	23	24	25	26	27	28	29	1 st day of School Year 2015-16	8 – 12/11/1436
SEPT	2	30	31	1	2	3	4	5		15 – 19/11/1436
	3	6	7	8	9	10	11	12		22 – 26/11/1436
	4	13	14	15	16	17	18	19		29/11 – 4/12/1436
		20	21	22	23	24	25	26	Hajj Break	7 – 11/12/1436
OCT	5	27	28	29	30	1	2	3	School Resume after break	16 – 18/12/1436
	6	4	5	6	7	8	9	10		21 – 25/12/1436
	7	11	12	13	14	15	16	17		28/12 – 2/1/1437
	8	18	19	20	21	22	23	24		5 – 9/1/1437
	9	25	26	27	28	29	30	31	Revision Week & First Quarter Exam	12 – 16/1/1437
NOV	10	1	2	3	4	5	6	7		19 – 23/1/1437
	11	8	9	10	11	12	13	14	Beginning of 2 nd Quarter	26/1 – 1/2/1437
	12	15	16	17	18	19	20	21	Parents meeting	4 – 8/2/1437
	13	22	23	24	25	26	27	28	Professional Development	11 – 15/2/1437
DEC	14	29	30	1	2	3	4	5		18 – 22/2/1437
	15	6	7	8	9	10	11	12		25 – 29/2/1437
	16	13	14	15	16	17	18	19		2 – 6/3/1437
	17	20	21	22	23	24	25	26	Professional Development	9 – 13/3/1437
JAN	18	27	28	29	30	31	1	2	Revision Week & Second Quarter Exam	16 – 20/3/1437
	19	3	4	5	6	7	8	9		23 – 27/3/1437
		10	11	12	13	14	15	16	Mid-Year Vacation	30/3 – 4/4/1437
	1	17	18	19	20	21	22	23	Beginning of 3 rd Quarter	7 – 11/4/1437
	2	24	25	26	27	28	29	30	Parents meeting	14 – 18/4/1437
FEB	3	31	1	2	3	4	5	6		21 – 25/4/1437
	4	7	8	9	10	11	12	13		28/4 – 2/5/1437
	5	14	15	16	17	18	19	20		5 – 9/5/1437
	6	21	22	23	24	25	26	27		12 – 16/5/1437
MAR	7	28	29	1	2	3	4	5		19 – 23/5/1437
	8	6	7	8	9	10	11	12	Revision Week & Third Quarter Exam	26/5 – 1/6/1437
	9	13	14	15	16	17	18	19		4 – 8/6/1437
		20	21	22	23	24	25	26	Spring Vacation	11 – 15/6/1437
	10	27	28	29	30	31	1	2	Beginning of 4 th Quarter	18 – 22/6/1437
APR	11	3	4	5	6	7	8	9	Parents meeting	25 – 29/6/1437
	12	10	11	12	13	14	15	16		3 – 7/7/1437
	13	17	18	19	20	21	22	23		10 – 14/7/1437
	14	24	25	26	27	28	29	30	External Review Visit	17 – 21/7/1437
MAY	15	1	2	3	4	5	6	7	Professional Development	24 – 28/7/1437
	16	8	9	10	11	12	13	14	Revision Week	1 – 5/8/1437
	17	15	16	17	18	19	20	21	Fourth Quarter Exam	8 – 12/8/1437
	18	22	23	24	25				Last day of school	15 – 19/8/1437
SUMMER VACATION: 26/05/2016 – 11/09/2016									SUMMER VACATION	29/8 – 9/12/1437
SEP		11	12	13	14	15	16	17	Preparation for School Year 2016-17	10 – 14/12/1437
	1	18	19	20	21	22	23	24	1 st day of School Year 2016-17	17 – 21/12/1437

School Resume Staff Development Revision & Exams Vacations Parents meeting Events

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Aug. 23 – Nov. 5	Nov. 8 – Jan. 7	Jan. 17 – Mar. 17	Mar. 27 – May 25
48 days	45 days	45 days	44 days
Total = 182 days			