



مدرسة النبراس الدولية

NIBRAS INTERNATIONAL SCHOOL



Parent/Student Handbook

Updated August 2011

School Hours

- Students are not permitted on school property before 7.30
- KG classes begin at 8am and conclude at 1.15pm
- KG students who have older siblings in the school may remain until 2.30 to participate in various activities
- Students in grades 1 through 12 begin classes at 8am and conclude at 2.45

Finance Policy

- A Non-Refundable Application Fee of AED500 must be paid upon the submission of the application for KG-12. This fee is solely for admission purposes and for the completion of the Placement Test. Kindergarten students will be assessed orally at the discretion of the school. This Application Fee will not guarantee your child's seat.
- The tuition fees are to be paid in three installments (as outlined below) and do not include extra-curricular activities, field trips, books, uniforms, student stationery and special (remedial) classes.
- The first installment must be paid in-full and accompanied by two PDC's for the 2nd and 3rd installment. Please note that in all of the above payments, parents whose checks are not honored by the bank will incur a penalty fee of 500 AED for each bounced check.
- Should you require the services of the school bus, you are requested to complete a *Student Transport Request Form*, which is included in the Application File
- In case of unforeseen circumstances that require the parents to remove the children from the school or stop them from using the bus, the parents should immediately inform the school. In such cases part of the fees may be refunded in accordance with the following conditions:
 - a. Where the student's attendance has continued into a new school term regardless of how early in the term this may be, fees must be paid in full for that term.
 - b. Where written notice (addressed to the principal and accountant) is given at least **thirty days** prior to the commencement of the first term, the total amount of Tuition Fees will be refunded less: 2000 AED for tuition fees; and 1000 AED for bus fees.
 - c. Where written notice (addressed to the principal and accountant) is given at least thirty days prior to the commencement of the second term, the total amount of Tuition Fees will be refunded less: First Term Fees; 2000 AED for tuition fees; and 2000 AED for bus fees.
 - d. Where written notice (addressed to the principal and accountant) is given at least thirty days prior to the commencement of the third term, the total amount of Tuition Fees will be refunded less: First Term Fees; Second Term Fees; 2000 AED for tuition fees; and 2000 AED for bus fees.

Student Discipline Philosophy

At *Nibras International School* we believe in the concept of "positive discipline" in which students are held accountable for their actions (via a clearly defined system of consequences), yet receive counseling on how to improve their behavior. We further believe that students should be consistently praised for their academic effort and good behavior, thereby helping to establish a positive environment throughout the school.

Discipline Procedure

Teachers report behavior issues to the appropriate Supervisor who will contact the parents and issue the appropriate punishment (see below). Behavior issues are categorized as "minor" or "major."

"MINOR" infractions include: classroom, hallway, or cafeteria disturbance

"MAJOR" infractions include: cheating, stealing, fighting, disrespect of authority

Consequences for unacceptable behavior KG-6th

- *Loss of 1st or 2nd break or PE for a minor*
- *Afterschool or Saturday detention after the 1st major*
- *1-day suspension after the 2nd major*
- *2 day suspension after the 3rd major*
- *3-day suspension after 4th major*

- *One week suspension after the 5th major, and the school will request **expulsion** through the Ministry of Education*
- *Certain extreme behavior can result in immediate expulsion (including the use/possession of tobacco or alcohol)*

Consequences for unacceptable behavior 7-12th

- *Loss of 1st or 2nd break or PE for a minor*
- *Afterschool or Saturday detention after the 1st major infraction*
- *1-day suspension after the 2nd major*
- *3-day suspension after 3rd major*
- *One week suspension after the 4th major, and a Disciplinary Contract will be issued with terms for expulsion.*
- *Certain extreme behavior can result in immediate expulsion*

Electronic Devices

Students are not allowed to use any type of electronic device (including mobile phones) while on school property. Administrators have the right to confiscate any device which they see being used by a student for a period of **three days**. Teachers who see a student using an electronic device will tell the student to “put away the device” and will then inform the appropriate administrator.

Tobacco and Alcohol

The use or possession of tobacco or alcohol on school property is expressly forbidden. This can result in extended periods of suspension, and also expulsion.

Bus Behavior

Inappropriate behavior while riding the bus can result in removal from the bus service for an indefinite period of time. Eating and drinking is not permitted on the bus. Students are expected to follow the instructions of the Bus Assistant, who will report any on-board issues to the Bus Supervisor. Students who are registered to use the bus **MUST** inform the appropriate supervisor in-writing if they will not use the bus service on a particular day.

Assigning students to classes

Students will be assigned to classes on a random basis. Parents may not choose their child’s teacher.

Attendance

Nibras International School (NIS) is committed to achieving high standards in learning and achievement levels of our students. NIS believes that students are better placed if their attendance and punctuality record is excellent.

Improving and maintaining school attendance requires a committed partnership. All NIS staff as well as parents and students have the responsibility for maintaining good attendance and responsibility.

- Parents are asked to contact the school by telephone if their child will be absent for the day.
- The school will call home for confirmation of illness and record the reason on the absence sheet.
- The student must present a medical note upon his/her return to school in order to be registered as an excused absence.
- A student that does not present the school with a medical note will be marked as unexcused absence.
- A student with more than ten unexcused absences in a term will be subject to various actions from the school, including lesson checks, parental contact, and potential sanctions (Detention).
- A student with more than 15 absences during the academic year may not be promoted.

On-time to school

All students are expected to arrive to school on-time. Late arrivals must report to the appropriate Supervisor for a late slip before entering the classroom. Students who are frequently late to school are subject to disciplinary action.

Absence for travel

Parents should notify the school in-writing at least two weeks in advance if their child(ren) will be absent for a prolonged period of time.

Leaving school early

Students are not permitted to leave school early without the presence of a parent or a signed note from a parent. The supervisor will contact the parent to verify the signature.

Classroom parties

Classroom parties are not permitted. Parents may bring cupcakes and juice for a child's birthday which will be served during Break.

Uniforms

Students must be in the appropriate uniform at all times. Only uniforms purchased at the school's Uniform Store may be worn. Only white t-shirts may be worn beneath the uniform. Uniform shirts which are overly large must be tucked-in. The Uniform Store is open daily. Please refer to the enclosed *Uniform Policy* for further details. Only "school uniform jackets" can be worn. Student names should be placed inside the jacket.

Books

Books, copybooks, and diaries may be purchased at the school's Bookstore. Students are expected to maintain well-organized copybooks and diaries which will be periodically checked by teachers.

Methods of assessment

Periodic quizzes

Quiz dates will be announced by teachers via the *homework diary* at least 48 hours prior to the quiz.

Homework

Homework is typically given on a daily basis via the *homework diary*. Completion of homework assignments is mandatory.

Average Homework Time.

G 1 to 3	30 mins.
G 4 to 6	60 mins.
G 7 to 12	90 mins

Projects

Teachers will typically assign at least one project per term in each subject. Projects should be completed by the student, with minimal assistance from parents.

End of Term Exams

Study guides will be provided by the teachers at least one week prior to the exams. An exam schedule will be posted on the school's website.

Make-up Exams

Make-up exams/quizzes are given for ONLY two reasons ...

- More than 1/3 of the class fails the exam/quiz, in which case all students will re-take the assessment and the higher of the two scores will be used.
- A student provides a medical certificate to validate their absence

Grade Scale 1-12th

A	90-100
B	75-89
C	65 – 74
D	55 – 64
F	below 55

Weighting for 1-6th

1. Quiz	40%
2. End of Term Exam	30%
3. Homework	10%
4. Project	10%
5. Participation	10%

Weighting for 7-12

1. Quiz	30%
3. End of Term	30%
4. Homework	20%
5. Project	10%
6. Participation	10%

Parent/teacher communication

Parents wishing to speak with their child's teacher must make an appointment through the front office. All meetings with teachers will be held in the presence of an administrator. Parents are encouraged to use the Homework Diary as a means of communicating with teachers.

Promotion requirements for 4-12th grade

Students who fail three or less subjects (based upon end-of-year results) must sit for make-up exams in August before being permitted to begin the next grade level. Students who fail four or more subjects must repeat the grade level.

12th Grade Valedictorian

The class valedictorian is awarded to one student who has achieved the highest overall average (with consideration to all subjects), has a good disciplinary record, and meets the attendance requirements of the Ministry of Education.

Parent Teacher Conferences

Conferences will be scheduled following the end of the first three terms in order to distribute Term Reports and discuss the results.

Open House

An Open House will be held in late September (or early October) during which parents will have the opportunity to meet their child's teacher.

Parent Association

The *Parent-Student-Teacher Committee* (PSTC) meets regularly with the principal (and other administrators) and is responsible for assisting the school in organizing annual events (such as International Day and the Spring Fair) and serving as a medium for parents to share their concerns with the administration. One or two members of the PSTC will be selected to serve on the *School Board* which meets each term with the school's ownership.

Afterschool Activities

The school is contracted with an Afterschool sports provider. Parents/students may register for these activities at the beginning of each term. Payment is made directly to the provider.

Remedial (Special) Classes

Students who are performing below a satisfactory level in English and Math will be assigned to “Special Classes,” which will be taught during or after school hours.

Annual Events

Parents are invited to the following annual events: International Day, Sports Day, School Musical, and the Spring Fair.

Awards

Each term, Award Assemblies will recognize student achievement in academics and behavior.

Cafeteria

Drinks and sandwiches are available for sale in the cafeteria each day. Students are also permitted to bring their own food to school. The school strongly encourages the students to bring healthy lunches. **Soda and candy are not permitted.** Students are not permitted to order food from outside the school for delivery.

Inappropriate Material

Anything considered inappropriate by the administration will be confiscated. Such items include: mobile phones, electronic games, non-academic magazines and books, playing/trading cards of any kind.

Student Illness

The school nurse is available in the school’s clinic daily. The school doctor is available weekly. Parents will be contacted by the school nurse if:

- The student has a temperature
- The student has suffered any kind of a head injury
- The student has visited the clinic more than two times in one week.

PLEASE NOTE:

- Parents are asked to inform the school of any pre-existing medical conditions.
- Student diagnosed with Chicken Pox must remain out of school for 14 days
- Students who have lice will be checked by the nurse before returning to class.
- The Ministry of Health will provide vaccinations/immunizations to students during the year.

Complaints & Suggestions

Complaints and suggestions should be directed to the **principal** (principal@nisdubai.com). It is not necessary to schedule an appointment. Please visit the main office at your convenience. Parents are also encouraged to use the “drop box” located in the Administration Area

**Please complete the following page and return to the
appropriate school Supervisor**

Parent-Student Handbook 2011 *Signature Page*

All students & parents are required to read this handbook and sign below.

I have read this handbook and agree to follow all rules and policies outlined within.

Student Name

Grade

Student Signature

Parent Signature

Date

Please return to the appropriate school Supervisor