

مدرسة النخبة الخاصة
ELITE PRIVATE SCHOOL



PARENT AND STUDENT HANDBOOK



Version 3.2
January 2019

Table of Contents

School Contact Information.....	Page 3
Introduction.....	Page 4
Students' Rights and Responsibilities.....	Page 5
Home-School Cooperation	Page 6
Attendance	Page 8
Student Appearance.....	Page 11
Student Identification Badges	Page 12
Personal Electronic Devices.....	Page 13
Student Behavior	Page 13
Behavior Sanctions	Page 19
Student Health.....	Page 22
Student Wellbeing	Page 23
Student Transportation	Page 24

Our Mission

**Elite Private School
aims to**

**“prepare a generation of
educated, innovative,
globally minded
future leaders.”**

School Contact Information

Main Number: 02-4475800

School Receptionists	Suhaila Hussain Hend Mabkhot	Ext. 200 Ext. 201	suhaila.h@eps.ae
Principal	Sohil Batarsah	Ext. 204	sohil.b@eps.ae
Vice Principal	Brent Walker	Ext. 230	b.walker@eps.ae
Parent Communication Officers	Moza Saeed (KG-5) Sara Jumma (6-12)	Ext.242 Ext. 202	moza.s@eps.ae sara.j@eps.ae

**“Every child
has the right
to learn.
Every teacher
has the right
to teach.”**

Dear Parents and Students,

The following rules and measures are devised to facilitate the teaching and learning processes and to maintain the safety of all students. The Behavior Code is also meant to create awareness among EPS students and parents of the rules for student behavior and the possible consequences of any violation.

EPS aims to promote good citizenship by emphasizing cultural values, respect and pride in all EPS students. We believe that the Behavior Code assists us in achieving this goal.

All EPS personnel and students should demonstrate the following qualities and values:

- Academic Excellence
- Honesty
- Integrity
- Reliability
- Loyalty
- Independence
- Fairness
- Sportsmanship
- Kindness
- Open-Mindedness
- Respect for Traditions and Customs of Others
- Appreciation of the Diversity of Human Culture

We believe our mission statement and values direct us toward these characteristics.

EPS is a vibrant center for educational, personal and social growth in the world, providing a rich academic curriculum for pupils in the local and international community. Through the use of best practices in teaching and learning, EPS educates, motivates and inspires students in a challenging environment, empowering them to realize their potential. EPS recognizes the individual needs of each pupil and promotes every pupil's intellectual, physical, social and moral development. EPS is committed to raising the standard of education not only within its own campuses but also in the region and beyond.

Elite Private School is committed to doing the following:

- Provide a learning environment that encourages the development of each child within a broad and balanced curriculum.
- Recognize each child's strengths and weaknesses and challenges or addresses them accordingly.
- Develop a child's self-esteem in order to promote and foster independent learning.
- Employ well qualified professionals who are personally committed to the ethos of our school.
- Encourage a close liaison with parents and the wider community.

Elite Private School seeks to build a climate with the following characteristics:

- Everyone feels safe, valued and respected.
- Students want to come to school because it's fun and fulfilling.
- Students are happy.
- Corridors and rooms ring with the buzz of cheerful, positive conversation and ready laughter.

- The care and courtesy modeled by teachers are learned and shared by the boys and girls in a spirit of community.
- Bright, enquiring young minds are fed the intellectual food of challenge and high expectation.
- Creativity, curiosity, original thinking and questioning are encouraged and expected.
- The emotional wellbeing of every student is central to everything the school does.
- Each girl and boy gets a chance to find his or niche and make a difference.
- All students get opportunities to improve their self-esteem and to build resilience.

Students' Rights and Responsibilities

Rights

- Students have the right to attend school and gain education.
- Students have the right to be treated respectfully by staff and other students.
- Students have the right to attend school in a safe environment that is free from disruptive behavior, discrimination or abuse.

Responsibilities

- Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
- Students are responsible for knowing and following all applicable classroom rules, expectations and procedures.
- Students are responsible for treating all persons respectfully.
- Students are expected to treat the property of others and the school responsibly.
- Students are responsible for treating other students and school employees respectfully and in a manner that does not discriminate or harass others.
- Students are responsible for reporting to staff (i.e., teacher or principal) incidents of discrimination, harassment, violence or retaliation that they have experienced or of which they are aware.
- Students are responsible for behaving in such a manner that supports learning for all and does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others.

Home-School Cooperation

Notifications of Emergencies and School Cancellations

In the event of a school closure due to an emergency or adverse weather conditions, parents will be notified by telephone SMS. Parents must ensure that the school has updated contact information.

Visitors

All visitors, including parents, must sign in at the registration desk. Visitors will receive a visitor pass that must be worn at all times. This policy is to ensure the safety and security of our students and staff and will be strictly enforced.

Parents are asked not to go directly to their child's classroom during class time. The parent communication officer will assist you if you need to speak with your child.

Class Parties and Gifts

Elite Private School schedules regular class parties to celebrate specific occasions and holidays. Parents are welcome to participate in these celebrations organized by the school. If parents would like to provide food and gifts for a party other than on these occasions, the parent must first obtain approval from the principal. Please note that birthday parties are not celebrated during school time and it is respectfully requested that parents do not send food or gifts. **Teachers cannot accept gifts from parents or students.**

Parents Roles and Responsibilities

It is critical that each parent is familiar with the contents of this handbook in order to support your child in following the school rules. The school works collaboratively with parents, so children receive consistent input about how to behave at school and at home.

Elite Private School encourages parents to play an active role in their child's education and progress and to provide a positive learning environment at home. This means having daily conversations about classroom activities, homework and tests. If a parent is concerned about any aspect of their child's school experience, they are encouraged to contact the student's teacher to seek clarification or explanation. Parents may also log onto the online Parent Portal to obtain teacher contact information.

EPS expects the parents to support their children's learning and to co-operate with the school rules as set out in this handbook. EPS staff members work constantly on building a supportive dialogue between home and school and informs parents immediately if there are concerns about a child's welfare or behavior. The school realizes that close cooperation with parents is an essential ingredient of an effective school.

How Parents Can Help the Teachers

- Keep children home if they are sick.
- Notify the school if their child is going to be absent.
- Notify the teacher and the transport manager if there is going to be a change in a child's

transportation.

- Encourage their child to follow all school rules.
- Make sure their children get adequate sleep.
- Ensure children eat a healthy breakfast at home to prepare them for the day ahead.
- Provide supplies needed to complete homework assignments.
- Prepare a quiet, comfortable place for their children to study.
- Guide children on difficult assignments, but never do the homework for the child.
- Review teacher comments on graded homework assignments.
- Monitor homework time and ensure it is used efficiently.

Parent-Teacher Communications

Communication between parents and teachers is an essential component in fostering strong partnerships with families. This positive partnership is very important to the health, happiness and progress of our children. Elite Private School encourages close cooperation between home and school in a variety of ways and is always open to suggestions to help foster parental involvement in our students' education.

Parent-teacher meetings are scheduled at the end of terms 1 and 2. Parents who require an additional meeting with the teacher can arrange an appointment by calling the school. Teachers cannot accept visitors during class time because a parent's presence in the classroom will be disruptive and will interfere with the lesson.

Communication between home and school is maintained in the following ways:

- **Homework diary brought home every day**--There is a section for parent-teacher written communication.
- **Weekly Scheme on the parent portal online**--The password-protected online school portal enables parents to have access to a wide range of information about their child at all times. Parents can view the weekly scheme of work, attendance, cafeteria purchases, messages from teachers, email access to teachers and school administration, a notice board displaying letters sent home and more.
- **Letters sent home to parents on specific issues**--On occasion, the school may write to individual parents to report a child's achievement or to invite the parent to discuss an area of concern. Sometimes children forget to take home or hand over letters from school. Parents need to check their child's notes folder regularly. All notes can also be found online on the parent portal.
- **Telephone contact**--Often it is simpler to phone parents instead of writing regarding minor matters that may arise. Teachers as well as other teaching and administrative staff may contact parents if they feel a concern in any matter. When parents have a concern about their child's progress or their welfare, it is advisable for them to make an appointment to speak to the class teacher, supervisor, vice principal, or the principal. In doing this, the staff members will be able to set aside the time to spend with you and prevent disruption to class time. Please feel free to do this at any time. Please note that teachers will not be called to reception to meet a parent unless a meeting has been scheduled. If it is urgent, the parent can meet with the designated administration staff member.

Concerns and Complaints

While EPS applies itself conscientiously to its goal of providing quality in every area of its work, there may be occasions when you feel you have cause for complaint. The school encourages parents to share their concerns with the supervisor who will respond promptly, consider fully and investigate as appropriate, any matter brought to their attention.

If you wish to write down your concern, suggestion or request, you may also fill in a Parent Concern/Suggestion Form available at the reception desk. If you disagree with the supervisor's decision, you may contact the school principal.

Attendance

Regular school attendance and punctuality are essential for a successful school experience and establishing good habits.

Basic Expectations

- Students are required to be at school each day by 7:45.
- The school day starts at 7:45 AM. The arrival gate opens at 7:15 AM and supervision is provided from 7:15 AM to 7:45 AM. Students should not arrive before 7:15 AM.
- All gates are closed at 7:45 AM for the observation of the National Anthem of the United Arab Emirates and the Morning Prayer.
- Period one starts at 8:00 AM.
- Last period ends at 2:05 PM. The departure gate will be opened at 2:05 PM and parents are welcome to collect their children from their classrooms at 2:15 PM. The school does not have late supervision so please be on time so parents must arrange for their children to be picked up on time. Students will not be released to parents before 2:15 PM.
- At the end of the first break students are to head to class directly.
- At the end of the second break, students are to line up and head to the prayer rooms.
- Students are to remain inside the classroom during the scheduled class times. Time between classes should be used to prepare for next class.
- Information & Communication Technology (I.C.T), Physical Education (P.E), Music and Art students should remain in class until the teacher comes to escort them.

Lateness

Students who arrive at school after 7:50 am will be marked late. Students are expected to arrive on time for class and assembly. Gates will close at 8:00. Lateness is disruptive to the teachers and other students in the class.

Parents must report a reason (by phone or in writing) for their child's lateness in order to receive consideration for an "excused late". The school will, upon being informed of the reason, make a final decision as to the status of the lateness (excused or unexcused). Typical "excused" lateness would include medical appointments and other unforeseen emergencies. Traffic is busy every day in Abu Dhabi; however, it is never an acceptable reason for being late. Excessive lateness is grounds for various sanctions including parent conferences and/or suspension.

Leaving School Early

- If a child needs to leave school early, the parent must contact the Parents Communication Officer (PCO) before 12:00 PM. and fill out an early release form at the PCO department.
- The school prefers that parents schedule medical and dental appointments for children outside of school hours.
- The students are allowed to leave early 3 times each semester with a statement of reason; parents must cooperate with the school in not taking out their children before the end of the school day in order to maintain the quality of education.
- Only parents, guardians or designated adults are allowed to pick up students. For students' safety, identification is required by the school administration.
- Parents are NOT to pick up their child directly from the classroom.
- Students cannot ask the secretary to call the parents to go home. Parents should initiate the communication in this regard.
- Parents who arrive after 1:30 p.m. must wait for their child/children to be dismissed at the regular time and should wait in the reception area. Keep in mind the main gate closes at 2:30 every day.
- Parents or guardians are not permitted to go directly to classrooms. They must have permission to do so and be accompanied by a supervisor, administrator, or security.
- Please note early dismissal is for emergency reasons only and that Thursday is a regular school day. Please note the school will monitor student early dismissal and any trends will be investigated. Kindly support the school in enforcing this rule.

Absenteeism

Before the student and parent make the decision to miss school for non-school related extracurricular activities, parents and students should discuss the consequences of the decision to be absent.

A total of 3 absences per class will be allowed for a student in one term. This includes excused or unexcused absences. Students are expected to be on time and prepared for the start of their class. Three counts of having unexcused tardiness will equal one absence and require a parent conference. A parent conference will be required for students that exceed 3 absences. Parents will be contacted after the second unexcused tardy by either the teacher or Parent Communications Officer of the school.

A student who knows in advance that he or she will be absent must have a parent or guardian call the school the day they will be out and bring a note from his/her parent explaining the absence upon his/her return. Any absence must be accompanied by a doctor's note or a parent's note explaining the absence. This note must be submitted to the Parent Communications Office. The principal will review the excuse provided and may request further documentation.

Extended Leave/Vacations

Parents who wish to take their children out of school for more than 3 school days must submit an extended leave request form to Principal at least two weeks in advance of the absence. The form is available from the Parent Communication Office. Requests placed less than two weeks in advance may result in not allowing for the student to make up missed work. This may affect the student's grade.

The Principal will notify the parent that the leave has been approved for advanced make-up work. Upon approval, teachers will be notified to make arrangements for missed assignments.

Parents must understand the student is responsible for all work missed during his/her absence. Work missed must be made up within 2 weeks of returning or as arranged with each teacher. Students will be required to take a test to assess whether the student has mastered the grade material for promotion to the next grade, if the absence occurs at the end of the school year. Absence waivers can be attained in the case of an extraordinary long term preplanned trip. These waivers must be in writing from the attending physician or principal.

Make-Up Work

The purpose of providing make up work is to allow the student to have the opportunity to make up classroom work that closely relates to the learning experience that occurred within the classroom. This allows the students to maintain progress toward the achievement of learning objectives set forth in the curriculum approved by the Board of Directors. Timely completion of the make-up work is important for the continued academic progress of the student. It is the responsibility of the student to obtain work missed from the teacher for the period of time for excused absences.

Students who are absent will be expected to make up missed work. Any student who has absences and fails to make up missed assignments within the time appointed by the teacher will receive unsatisfactory grades for those assignments. Work for unexcused absences may be provided at the discretion of the teacher or principal. Any appeal concerning make-up work shall be made with the teacher first, then the principal.

Truancy

Any absence from school without permission or legitimate cause will be categorized as truancy. This also applies to students not arriving at class within a reasonable time frame, when they are clearly still present in the school. Truancy also applies to students who are delivered to school but never enter. No credit will be given for work missed during the time of the truancy. EPS and its teachers are not obligated to provide students the chance to make up work that they missed when they were truant. Truancy appeals may be directed to the principal within five days of the occurrence of the truancy.

Students who jump over the school wall or leave the school illegally will be suspended and guardians will be contacted to inform them and ask them to sign on undertaken.

Student Appearance

Students must wear the approved EPS at all times. The principal may permit minor deviations in dress based upon special health circumstances only.

Boys' Uniform	Girls' Uniform
White shirt with EPS logo, with the student's name written inside.	White blouse with EPS logo, with the student's name written inside.
Khaki full length trousers.	Long khaki skirt or culottes.
Green sweatshirt with EPS logo, with the student's name written inside.	Green sweatshirt with EPS logo, with the student's name written inside.
White socks – a small trim or single stripe is acceptable	White socks – a small trim or single stripe is acceptable.
Black or white shoes NO Converse or sport shoes NO sandals or slippers	Black or white shoes NO Converse or sport shoes NO sandals or slippers
Hair must be kept neat and clean. Beards must be neat and trimmed.	Hair accessories are allowed but must be tasteful. A black or white hijab is acceptable.
PE uniform is a green tracksuit with EPS logo, with the student's name written inside, a white t-shirt and white training shoes.	PE uniform is a green tracksuit with EPS logo, with the student's name written inside, a white t-shirt and white training shoes.

Basic Expectations

- All students should arrive to school on time wearing the school uniform.
- The EPS uniform must be worn at all times. The physical education (P.E.) uniform is to be worn on P.E. days only.

Prohibited Items and Styles

- Students must not wear jewelry at school. Only simple stud earrings (for girls) and a watch (boys and girls) are allowed.
- If a student is found wearing any other jewelry item, it will be confiscated and kept in a locked cupboard in administration. Parents will be notified and asked to retrieve the item from the school administration.

- Hair must be neat and clean; hair longer than top part of the neck must be tied back for girls and cut above boys. Noticeable color changes, highlights, or elaborate hairstyles are not allowed.
- Inappropriate hair accessories will be confiscated. Students who do not have their hair tied back will be given a temporary band in school with which to tie it back.
- Make-up of any kind is prohibited.
- Students will be asked to remove make up, including nail polish and false nails.
- Students who do not wear the correct school uniform will be corrected in accordance with the Student Behavior Code. Persistent disregard of these rules will ultimately lead to a parent conference and may result in suspension.

Please note: EPS will not accept responsibility for items of jewelry that is lost, stolen or damaged on school premises.

Student Identification Badges

Elite Private School uses a school-wide identification badge system for its students. The badges are important for safety and security. Everyone knows at a glance who is “official” and they permit emergency personnel who may not be familiar with our students to know quickly who is who in an emergency situation. The ID card helps to identify who belongs where and helps to provide a safe and orderly environment for student learning.

The ID card system also provides the school with an efficient way to manage our computerized library and cafeteria systems thus improving services to students. Finally, besides enhancing school safety, the ID cards also create a feeling of unity among students.

Badge Policies and Procedures

- Each student will be issued an ID card after fall pictures are taken.
- Students must carry their photo ID card at all times while in the school building
- The badges may not be changed or altered in any way.
- The first badges and one replacement are free. Since they are required, the cost of additional replacement badges is 25 AED. Badges may be obtained from the parent communication office.
- Damaged or defaced ID cards will be confiscated and must be replaced at the student’s expense.
- Students are responsible for their ID cards. A student who has lost his/her identification card should apply for a replacement in the PC Office.

- ID cards shall not be duplicated.
- Any student with unauthorized possession of an ID card not belonging to him or her will be subject to disciplinary action.
- A student must surrender his or her ID card to any staff member upon the staff member's request.
- Anyone without an ID card may be stopped and questioned.
- Students without ID cards may not check out library books.
- Students withdrawing from school must return their ID card in order to complete the checkout process.

Personal Electronic Devices

Students are strictly prohibited from using mobile phones, iPods, cameras, Blackberries, headphones, and other electronic devices in school, or on school trips.

If a student is found to have an electronic item in school, the item will be confiscated, turned over to the principal and will be kept in a locked cupboard in the administration area of the school. Parents will be informed and asked to retrieve the item for the student. The item is not to be returned to school without written permission of the principal.

Any student found with such items will be corrected in line with the Student Discipline Code. Persistent disregard of this rule will ultimately lead to a required Parent Conference and or suspension from School.

Please note: EPS will not accept responsibility for electronic devices that are lost, stolen or damaged on school premises.

Student Behavior

Motivation

It is the duty of the teacher or supervisor to model and recognize the following positive attributes:

- | | |
|--------------|---------------------------------|
| • Excellence | • Integrity |
| • Respect | • Cooperation |
| • Loyalty | • Responsibility and Commitment |
| • Belonging | • Tolerance |

Behaviors that will be rewarded include the following:

- | | |
|-------------------------------|---|
| • Participation in the lesson | • Helping someone |
| • Continued effort in class | • Perseverance with something challenging |
| • Homework | • Showing initiative |
| • Quizzes | • Innovation |
| • Exams | |
| • Teamwork | |

There may be cases where a prize of some sort can be given, at the discretion of the teacher. Also stickers or stamps can be an effective means of giving rewards or a phone call home with positive news is appreciated. Students always enjoy an element of competition and this can be used to motivate groups of students. Adults should remember to use positive language. Instead of saying, “Don’t do X,” state the preferred behavior with positive language such as “Please remember to X.”

The ultimate aim is for students to receive a greater percentage of positive comments than negative ones.

Classroom

The school aims to create an attractive environment that facilitates learning. Thus, all students are to abide by the general guidelines of the school as well as the rules of each teacher in the classrooms.

- Students must be fully ready to begin the class when a teacher enters.
- Students must be respectful and courteous towards adult and peers.
- Students must be calm and talk in a polite manner when addressing teachers, other students and workers.
- Any attempt to disrupt class will be dealt with in a serious manner.
- Students must abide by homework due dates.
- Students must wait for teachers’ instructions before dismissal.
- In case of a disagreement, students are required to remain calm, follow teacher’s instructions, and not talk back; students may visit the counselor, Head of School, or Principal after class to discuss the issue.
- Students are expected to help to keep the classrooms clean.

Bullying

Bullying is the deliberate, unprovoked and unjustifiable use of force, either physical or mental, by an individual or group. In order to ensure a positive, healthy learning environment for students, EPS will not tolerate any form of bullying.

Physical bullying includes hitting, kicking, pushing, punching, stealing, and sexual harassment.

Verbal and non-verbal forms of bullying include the following: insults; name-calling; threats; teasing and tormenting a person about their social class, race, gender, personal appearance, school performance, possessions, or disabilities; being sent unpleasant notes or made the subject of graffiti; being pressured to do something you do not want to do, for example, another child’s homework; demands for money or possessions; hiding someone’s possessions; gossip; rumors; and ignoring or excluding people from activities.

If a student exhibits any of these behaviors, the following steps will be taken:

1. The responsible teacher will immediately report the incident to the supervisor.

2. The supervisor will then investigate the incident, analyze the situation and may take necessary actions from the list as defined below:

Minor level of Abuse	Medium level of Abuse	Major level of Abuse
Immediate intervention and counseling from the counselor.	Immediate intervention and counseling from the administration.	Immediate intervention and counseling from the administration.
The incident will be reported to the parents through the student's communication book, which the parents will sign.	The parent communication office will contact the parents about the incident and a note will be written in the student's communication book.	Parents will be requested to attend a meeting with the teacher and principal.
Continued monitoring of the situation by the teachers and counselor.	Continued monitoring of the situation by the teachers, supervisors, and the administration. Feedback will be given through the student's communication book, which parents must sign.	If deemed necessary, suspension or expulsion.

Parents will be informed of any actions taken and may contact the Principal's office to receive further information.

Smoking

Smoking is strictly prohibited on school grounds. Any student who smokes, accompanies a smoker, or has tobacco odor will face suspension and/or expulsion as a consequence.

Vandalism

Students are asked to respect school grounds and property. We encourage students to report any vandalism to the administration. Students who willfully cause damage to school property will be fined to repair the damage and will face severe disciplinary charges.

First and Second Break

- Students are not allowed to stay in classes or corridors during breaks.
- Students are to go the playgrounds in an orderly manner.
- Cleanliness, sanitation and orderliness are required at all times. Students should not drop litter.

- During the second break, students are expected to enter the school cafeteria in an orderly manner.
- While inside the cafeteria, students are to stand in line and refrain from pushing, shoving or being loud and disruptive.
- All students are to maintain cleanliness on school premises.
- Chewing gum and seeds are not to be brought to or used in school.
- Preparation for prayer should be during break, not after.
- Parents should only provide their kids with healthy food as per the ADEK'S health and safety standards.
- Junk food is prohibited on the school premises and outside vendors will not be permitted to deliver food to the school for students.

Fire alarm:

- All students and employees must evacuate the school building to the safety assembly points assigned by the school
- Teachers must accompany their students to assembly points and make sure that nobody is inside
- Supervisor should check their section to make sure that they are empty .
- Fire alarms are fixed to help keeping the students safe
- Any kind of using fire alarms in correctly or damaging them will be fined 500 dirhams and suspension

Cafeteria

- Students should enter and exit in a line.
- Students should clean up after themselves.
- Students should respect the cafeteria workers and using proper language with them.
- Students should eat and drink only in the cafeteria.
- Students should use appropriate dining etiquette.
- Students should wash hands after eating.
- No food is allowed to be purchased from the canteen outside of regular break times
- Students have to collect the food wastes to keep the cafeteria clean under the duty teacher supervision.

Lockers

Students in grades 6 and up are assigned a locker to store their belongings.

- Students may only use the locker that was assigned them. Students should not give their combinations to any other person, or tamper with any other locker.
- Students should not store valuable items in the locker.
- **EPS** is not responsible for any lost or stolen items from the lockers.
- Students should not store any food overnight, as this may produce odors and attract rodents and pests.
- Any damage done to the lockers is an act of vandalism and disciplinary action will be taken.
- Nothing may be hung or posted on the outside of the locker.
- Students are asked to respect the belongings of their peers. Opening someone else's locker without their permission may be cause for suspension.
- Lockers are the property of the school and may be inspected by the administration at any time.
- School administration reserves the right to remove locker privileges as a disciplinary consequence.
- Locks belong to **EPS** and students must return the locks to the school at the end of the school year.
- **Failure to return the lock to the supervisor will result in a 150 AED charge on the student's account.**

Prayer

- Prayer will be conducted in school on a daily basis.
- All Muslim students can to perform prayer at the designated time.
- Absolute respect and calmness is required during prayer.
- Students should enter and exit prayer rooms in an organized, orderly, and calm manner and follow teachers' instructions.
- Any abuse of the prayer rooms may result in expulsion.

Playground

- Students should help keep the playgrounds clean.
- Students should run and play in a safe manner.
- Students should be respectful and take turns appropriately.
- Students should return to class on time after recess.

Bathrooms

- Students should wash hands properly after using the bathroom.
- Students should make sure the seat is clean before leaving the bathroom.
- Students should use paper hand towels to dry hands.
- Students should avoid wasting time, water, soap and tissues while using the washroom.

Behavior Sanctions

Behavior and Action		First verbal warning	Second verbal warning	Written notification + student signature + detention + calling parents	First written warning (informing parents in writing) + written pledge + calling parents	Second written warning + calling in parents	School	
							Suspension	Disciplinary
1st Degree Offences	Arriving late to school	x	x	x	x	x	x	x
	Failure to wear correct the school uniform	x	x	x	x	x	x	x
	Failure to wear P.E. uniform in class	x	x	x	x	x	x	x
	Causing disturbance in corridors / other school facilities	X	X	X	X	X	X	X
	Failure to bring books, pencils, notebooks	X	X	X	X	X	X	X
	Wearing makeup/ nail polish/ long nail	X	X	X	X	X	X	X
	Hair below the neck (boys)	X	X	X	X	X	X	X
	Failure to attend morning assembly	X	X	X	X	X	X	X
	Leaving/ entering class without permission	X	X	X	X	X	X	X
	Littering on school premises	X	X	X	X	X	X	X
	Lack of discipline in class	X	X	X	X	X	X	X
	Not adhering to teacher regulations	X	X	X	X	X	X	X
	Forgetting school badge	X	X	X	X	X	X	X
	Failure to display badge when requested	X	X	X	X	X	X	X
Writing on walls, desk, chairs, tables	X	X	x	x	x	x	x	

Behavior and Action		First verbal warning	Second verbal warning	Written notification + student signature + detention +	First written warning (informing parents in writing) +	Second written warning + calling in parents	School	
							Suspension	Disciplinary committee
2nd Degree Offences	Repetition of first-degree offenses			x	x	x	x	x
	Cheating on homework - Academic dishonesty			x	x	x	x	x
	Displaying mobile phones or other electronic devices			x	x	x	x	x
	Misusing school computers			x	x	x	x	x
	Insulting other students			x	x	x	x	x
	Misbehaving during school activities			x	x	x	x	x
	Failure to submit homework and missing books			x	x	x	x	x
	Failure to be attentive in class			x	x	x	x	x
	Arriving late to class with no excuse			x	x	x	x	x

Behavior and Action		First verbal warning	Second verbal warning	Written notification + student signature + detention + calling parents	First written warning (informing parents in writing) + written pledge	Second written warning + calling in parents	School Disciplinary committee	
							Suspension + Investigation	Expulsion
3rd Degree Offences	Repetition of second-degree offenses						X	X
	Fighting						X	X
	Imitating fights / hurting other students						X	X
	Smoking or encouraging others to smoke						X	X
	Ill speaking of Islam, UAE, local customs and traditions						X	X
	Stealing others' belongings						X	X
	Cursing or other inappropriate language						X	X
	Insulting staff members, workers in school						X	X
	Damaging school property + the student will pay the amount of damaged amount						X	X
	Behavior that violates the local values and traditions						X	X

Behavior and Action		First verbal warning	Second verbal	Written notification + student signature +	First written warning parents in writing) +	Second written warning + calling in parents	Suspension	Expulsion
Threatening verbally or physically staff, teachers, workers							X	
Swearing at staff members, teachers or workers							X	
Creating any false alarm (Fire, Police)							X	
Skipping the school that violates the repetition and the general morals							X	
Possession of arms or dangerous materials							X	
Vandalizing staff property							X	
Assault on any staff member							X	
Forging documents							X	
Displaying materials that violate Islamic local traditions							X	
Insulting religion, country customs, traditions							X	
Sexual harassment							X	

Exams

- Students must come to their exam on time according to the school instructions .
- Students must wear the school uniform during exams.
- Students have to bring their stationary during exams time.
- Any mobiles used in the exam time will be confiscated.
- Students who leave the exam rooms before the full time is finished must go to the appropriate area to wait for dismissal .Boys must go to main yard .Girls must go to their canteen area , students will not be permitted in the reception area.
- Students who cause any troubled during exams will be faced by sanction according to exam rules
- Only students with a valid excuse who miss an exam will be allowed to take it as a re-sit exam

➤ Exam Behavior

During the exam, students who fail to cooperate with supervisors, who talk to other students, who attempt to cheat, who share answers with other students, who look at any written material but the exam, or who commit any other actions that threaten exam security or that interfere with the fair and orderly administration of the exam will have their exams marked for review and risk receiving a zero (0) on the exam or may be required to re-sit the exam at a time convenient to the school.

➤ Electronics

During exam weeks, all students must surrender electronics (phones, watches, headphones, earbuds, or any mobile devices) to the invigilators at the beginning of the exams. Any student with a phone or any other networked device on his or her person during an exam will fail the exam. The grade will be zero (0).

➤ Supplies

Students must bring their own equipment that they will need for the exams. This includes blue non-erasable pens, pencils, a ruler, and a calculator (according to the exam rules).

Student Health

The school has a full clinic with a nurse to ensure the well-being of all students. Students will receive a variety of beneficial services from the medical clinic, such as necessary vaccinations and medical treatment if necessary.

- The school nurse will provide students with the urgent medical treatment.
- Students must have permission from their supervisor to visit the clinic.
- While in the clinic, students must follow instructions of the school nurse.
- Students must have a pass to visit the clinic
- Medication is not allowed in the classroom. Medicine must not be carried around the school by students. All medications must be kept in the clinic.
- All medication, both prescription and over-the-counter, must be brought to the school by the parent or guardian.
- If a student is too ill to remain at school, the school nurse will contact the parents or guardians and advise them to collect their child from school and inform the section supervisor that the child is being dismissed from school.

Parents should keep their children home from school if they have any of the following:

- Fever
- Diarrhea or vomiting
- Any infectious illnesses, including hand-foot-mouth disease, chicken pox, measles, etc.
- Head lice.

The clinic keeps medical files for all students that and this includes their immunization record. Parents must ensure the school has updated medical records and emergency contacts at all times.

Student Wellbeing

Child Protection Policy

All staff at EPS is committed to safeguarding and promoting the welfare of our students. This policy exists to protect students from abuse through four main elements:

1. Prevention through creation of a positive school atmosphere
2. Identifying signs of abuse
3. Supporting children who have been abused
4. Providing counseling services to student

Preventing Abuse

EPS recognizes that high self-esteem, confidence and open lines of communication with a trusted adult can help prevent abuse and bullying. EPS will:

- Establish an environment where children feel secure and are encouraged to express themselves.

Ensure that children know there are adults in the school whom they can approach if they are worried or in difficulty.

- Provide activities which equip children with the skills they need to stay safe from abuse and to know whom to turn to for help.

The best way to protect children is to empower them to protect themselves.

EPS provides a series of lectures in collaboration with different governmental entities to ensure that students acquire specific skills and information in relation to child protection and so that they are empowered to protect themselves in situations of risk. Such skills and information might include understanding what constitutes “good touch” and “bad touch”, appropriate and inappropriate behavior and guidelines.

Identifying Abuse

EPS will ensure it has senior members of staff designated as Child Protection Officers for each section of the school (KG, Elementary, Middle School and High School) who have undertaken the appropriate training. All staff is kept informed about child protection policies and procedures through induction, briefings and awareness training.

All EPS staff members are required to

- Understand the responsibilities of their role.
- Always act in the child’s best interests.
- Pay particular attention to incidents of bullying/abuse and take action promptly.
- Fully understand the EPS bullying policy.
- Report a disclosure of abuse immediately to the Child Protection Officer.

The Child Protection Officer will immediately refer cases of child abuse in accordance with the Child Protection Policy, a copy of which can be requested from the school. If the child is in extreme danger, the Officer's first step is to take necessary action to ensure the child's safety. In extreme cases, the police may be called.

Supporting At-Risk Children

Child victims of abuse may have difficulty building a sense of self-worth and confidence. They may feel ashamed, humiliated and may experience withdrawal symptoms such as isolation, defiance and poor academic performance. The school will endeavor to support these students through the following measures:

- The content of the curriculum which encourages self-motivation and self-esteem.
- The school ethos which promotes a supportive and positive learning environment.
- The school's Discipline Policy, which focuses on the offending behavior of the child, rather than on the child himself, in order to not humiliate the child and damage his self-esteem.
- Keeping records of each child and notifying directors and the principal in case of any concern.

Counseling

In order to provide assistance for personal problems that various students face, a full time social worker/school psychologist will be onsite to provide necessary moral and emotional support. Moreover, there will be a perpetual communication link between the social worker and teachers to ensure that personal, social, health and emotional issues of children are acknowledged and addressed consistently by all.

In addition, a range of activities will be in place to support young children and to raise awareness amongst them on their personal and communal issues, such as on subjects of bullying at school, and conflict resolution skills.

School Transportation

Elite Private School provides door-to-door, air-conditioned transportation to ensure students arrive at school safely and on time. All of the buses adhere to the regulations established by the Abu Dhabi Department of Transport (DOT). Buses will be comfortable and kept in a clean and safe condition. Drivers and assistants will be given clear and specific job descriptions and any necessary training.

For all bus-related inquiries, please contact the transportation manager, Nasra Awad Salih, at 054-7770407.

Elite Private School will communicate with parents before the beginning of the school year in order to establish the required number of buses and routes. Priority for places on buses will be given to passengers travelling both to and from the school.

For reasons of economy, buses will operate with as near to maximum passenger capacity as possible. Routes will be established to provide the shortest possible average journey times. No route should take longer than 1 hour to complete. The areas that buses will cover are those specified by the school. In the event of any problems or difficulties, the school will communicate with parents

with minimum delay.

Once the routes have been established and operated for a few days, pick-up and drop-off times and places will be finalized (subject to any necessary changes later). The bus driver will endeavor to adhere to agreed times and places. Routes are established or modified only by the transport manager. Where necessary and appropriate, bus assistants will call parents five minutes prior to arrival at drop-off times. This does not apply to pick-up times in the morning.

Students who travel by bus must notify the transport manager if they will not be using the bus at any particular time. Please inform the transport manager directly on 054-7770407 by 11 AM. Not informing the manager results in delays for all students.

Students are expected to be at the bus stop five minutes prior to their pick-up time. The bus driver will only wait two minutes for a student who is not at the bus stop. This is to ensure that all students on the bus arrive at school on time. In the afternoons, buses will wait for a maximum of two minutes for parents/guardians to pick up their children. A bus assistant will be placed on each bus to supervise the children. Bus assistants will ensure that passengers are collected by a responsible person where appropriate, especially in the case of young children.

Parents are requested to agree to the following conditions:

Any troubles practiced by the students, are faced by certain sanction like suspension, financial fines and guardians contact.

- Families requiring bus transport shall register with the school before the beginning of the school year and pay the initial fee. This applies to both new and returning students.
- The transport manager shall be kept fully informed, in writing, by phone or in person, of any change in the information given by parents at the beginning of the school year. Please use the form provided by the Transport Office to communicate these changes, including temporary changes to pick-up and drop-off points or times. A notice of 10 days is required for a change of address. This notice period give the bus company time to find the new pick-up location and incorporate it into existing routes.
- Parents must notify the transport manager and school reception in advance of occasions when they will not be using the transport service. It is especially important to also inform the supervisor if children will not be taking the bus home as usual. Please telephone the school in such cases.
- In case of young children (KG to Gr-6), they shall be met at the agreed drop-off points at the agreed time. If no one is present to receive the child, the driver will attempt to contact the parent or guardian before returning the student to school. If the child is brought back to the school, the parent/guardian must then collect the child from the school.
- Parents shall support the school by encouraging their children to behave sensibly on the school buses and to abide by the School Bus Policy.
- Parents wishing to comment on any aspect of the school bus service shall communicate with the bus supervisor whose number will be made available. All queries should be directed to the supervisor. Bus drivers are not allowed to take mobile phone calls while driving.

Children using the bus service must abide by the following rules:

- Students should keep the school buses clean and to refrain from littering.
- Students should use the seat assigned to them by the school transport provider.
- Students should show respect to driver and assistant.
- Students should not be late for the bus. Students should be waiting for bus in the morning.
- Students should not cause any disturbance on the bus or while waiting for the bus.
- Students should not argue with the driver or assistant. If students have a complaint, they should take it to the administration.
- Students should not use mobile phones or other electronic devices on bus.
- Buses shall be boarded promptly after school and will leave 10 minutes after the bell has rung at the end of the school day. If students are late to board the bus, parents must come to pick up their child from school. The driver will not be held responsible for returning to the school to collect late children.
- Once the bus has left, children must not run after it.

Passengers shall not attempt to give instructions to the bus driver contradicting the agreed and established routes and times.

- Male and female students will be seated separately.
- Passengers shall be assigned seats and must only use the seats assigned to them.
- Passengers shall use the seatbelts provided on buses that have seat belts equipped by the manufacturer.
- Bags and coats shall be placed under the seats or on the racks; the bus aisles must be kept free.
- Items left on the bus shall be collected from the school the following day. Drivers are not allowed to return to drop-off points.
- Passengers shall respect the authority of the bus driver and the bus assistant and follow all instructions.
- Passengers shall remain seated at all times unless boarding or leaving the bus.

- Children using the bus shall behave sensibly and responsibly. There shall be no rowdy or boisterous behavior, no damage to the bus, and no eating or drinking is permitted. The bus shall be left in a clean and tidy condition at the end of the route.
- Any damage caused to buses by students shall be paid for by their parents.
- Toys, mobile phone and music players are not allowed to be used on the bus.
- Children shall not distract the bus driver. If they have a request or concern, they may speak with the bus assistant.

Disciplinary Procedures

All users of the bus service are required to abide by the School Bus Policy. Any failure to do so may lead to the suspension of the parties involved. Any one failing to abide by this policy will be first notified by phone. Students who continue to violate this policy can be given up to two written warnings before their bus service is suspended. The first suspension will be for one week. Repeated failure to follow the policy will lead to a second suspension of one month. Further infringements will lead to permanent suspension.

Complaints Procedure

Parents wishing to complain about any aspect of the bus service should contact the transport manager or the administration. Parents having a complaint about the behavior of children on the buses should contact the school administration. They may also fill out a complaint form available from the school office. Complaints will be dealt with at the appropriate level as quickly as possible and the outcomes communicated to parents.

مدرسة النخبة الخاصة
ELITE PRIVATE SCHOOL



In order to prepare a generation of educated, innovative, globally minded future leaders, in order to respect that every child has the right to learn, and in order to ensure that every teacher has the right to teach, Elite Private School needs its parents support in helping enforce these rules.

I _____, parent of the below mentioned students, acknowledge the receipt of this policy.

Student Name	Grade
1.	
2.	
3.	
4.	
5.	
Email Address of Mother, Father or legal Guardian	

Signature:

Date: