



2019

2020

# Family & Students Handbook

Al Ittihad National Private School  
Abu Dhabi – Khalifa City

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## **Introduction**

Welcome to the Al Ittihad National Private School - Abu Dhabi (INPS). The INPS provides great educational services to a wide range of students.

We believe parents are the main influence in children's lives. Our goal is to build a relationship with the child and with the family. As your child develops a sense of trust in us and the school environment, they learn to separate from you with confidence knowing you will return at the end of the school day. We respect each person's need to experience the separation process in his or her own way, and are here to help the children express their feelings as they build meaningful relationships with us. We believe that when a child's social and emotional needs are met, he or she can participate fully in the wide range of learning opportunities here at school. Children will become familiar with the routines of a classroom environment and benefit from gaining a sense of what it is like to be part of a larger group.

We invite families to become involved in all aspects of our mission. For more up to date information, we encourage you will view our web site at [www.inpsabudhabi.com](http://www.inpsabudhabi.com). We like to build connections between the child's day at school and life at home. We invite you to share your ideas, questions and concerns with us. We hope you will visit the classroom and share aspects of your family life with us. Our goal is to build a sense of community and trust between children, parents, and staff.

The purpose of this Family Handbook is to provide an organized source of detailed information specifically related to the ways that families can partner with the school to ensure a high-quality experience for all. Please have all of your children's primary caregivers (e.g., extended family, nannies, etc.) review the handbook and other materials.

We look forward to collaborating with you as our most important partners through this noble journey.

## **Brief History of the School**

The very first branch of Al Ittihad Private School was established in 1975 by group of U.A.E. nationals seeking a school that could provide excellent education opportunities for their children. In 1976, the late Sheikh Rashid Bin Saeed Al Maktoum granted the school its current land area in Al Mamzar and thus paved the ground to the foundation of a school teaching classes from kindergarten to grade 12.

In order to meet the ever-growing needs of a fast modernizing UAE, ownership of the school transferred to the Al Arabia for Educational Development in 1996, a body of elite national businessmen interested in further developing and expanding educational needs and facilities. Al Arabia for Educational Development's objective is to provide educational services that can meet the vital needs of the modern world.

As the years progressed, the need to open more branches arose. Thus, Jumeira branch was inaugurated in 1996, followed by Al Ittihad National Private School - Al Ain in 2004, and Al Ittihad National Private School - Abu Dhabi in 2006 and lastly Al Ittihad National Private School-Shakhbout Branch was opened in 2018.

Schools are not established for the sole purpose of academics but also as causeways to fine-tune the characters and the social awareness of students. This educational philosophy pressed us to construct a curriculum that teaches values pertaining to our Arab and Muslim culture, whilst still maintaining the modern visions of education around the world.

## **General Information**

### **Al Ittihad National Private School - Abu Dhabi**

The Al Ittihad National Private School - Abu Dhabi (INPS) was opened in 2006. It is a modest facility spanning 11,450 square meters. The school is serving the educational needs of Abu Dhabi community. Currently our school consists of four sections:

1. Kindergarten Section (KG1 & KG2)
2. Primary School (1 to 5)
3. Middle & High School - Boys Section (6 to 12)
4. Middle & High School - Girls Section (6 to 12)

## **Guiding Statements**

### **Vision Statement**

**A Generation of Heritage Guardians and Global Thinkers.**

### **Mission Statement**

We at "INPS-AD" are committed to the intellectual and personal development of our students by providing programs that inspire and empower them to become active national and global citizens.

### **Strategies that Support the Vision and Mission**

**ACTIVE NATIONAL AND GLOBAL CITIZEN** We will challenge our students to become active and responsible citizens inspired by their understanding of current issues and concerned with the wellbeing of others both locally and globally.

**INTELLECTUAL DEVELOPMENT** We will enhance the academic and intellectual development of our students through challenging curricula and teaching strategies that foster learning and thinking skills

**PERSONAL DEVELOPMENT** We will nurture the social, emotional, and physical development of our students through curricular and extracurricular activities.

**COMMUNITY ENGAGEMENT** We will develop strong partnerships with the local and global community to provide rich opportunities for students' intellectual and personal development.

**SUPPORTING INFRASTRUCTURE** We will provide safe and systematic infrastructure, enriched by meaningful technology integration to support student learning, facilitate staff development, and encourage community involvement.

### **Educational Objectives**

To enable students to become

- skilled, creative, flexible life-long learner and effective worker
- cohesive, productive and tolerant member of society
- active participant in the global, multicultural, technology advanced world

### **Our Values**

**Respect   Empathy   Integrity   Tolerance   Care   Resilience   Belonging & Loyalty**

The INPS community is comprised of people of diverse backgrounds. Individually and collectively, members of the INPS community recognize and respect the inherent dignity of every individual. We recognize that each of us shares the responsibility for creating a safe, nurturing and encouraging environment for all of us. We shall recognize and celebrate our strengths and, at the same time, we shall help others to overcome tasks they find challenging.

## Our Competencies

The attributes and descriptions of the Competencies define the type of learner INPS hopes to develop through its programs. All members of the INPS Community including students, teachers, administration, support staff and parents strive to develop these qualities.

Competency	Descriptions
Collaboration	Collaboration means working together on a problem or a task. Collaborative learning is an approach to learning which asks students to work together in pairs, groups or teams to achieve common goals.
Communication	Communication is the act of transferring information from one place [or person] to another. Having effective communication skills involves the ability to transfer information accurately, clearly and as intended, to suit the audience, task and purpose.
Creativity	Creativity in education refers to a student's ability to use their knowledge and skills imaginatively and in a productive way (i.e. when something new is made, performed or imagined.) What is produced (or created) may be a new object or artefact; an original solution to a problem; an innovative way of using or combining ideas or materials or an interesting way of developing a given starting point.
Critical Thinking	Critical thinking is the ability to use the power of reasoning to arrive at a solution, strategy or proposal. It describes the higher order thinking skills of analysis, application and evaluation. It is closely linked to logic, reasoning and deduction.
Cultural Awareness/ Citizenship	Cultural awareness is about having knowledge and understanding of the history, traditions and beliefs of one's own and others' countries and being sensitive to these in dealing with others. Cultural awareness also exists within countries, e.g. generational awareness, urban versus rural customs, etc. Citizenship involves being aware of one's rights and responsibilities as citizens, and being active participants in communities.
Digital Competence	Digital competence can be broadly defined as the confident, critical and creative use of ICT to achieve goals related to work, employability, learning, leisure, inclusion and/or participation in society
Entrepreneurship	The term 'entrepreneurship' usually refers to start-up business activity involving the development of new ideas or innovations in order to make a profit. In the school environment, this is likely to mean that learners

	are actively involved in innovative activities and pursuits which have a positive, often financial, impact on the school or local community.
Global and Environmental Awareness	Global and environmental awareness is about appreciating the social, cultural, economic and environmental background of other nations and knowing how to act responsibly and ethically in a local, national and global community
Leadership	Leadership is the ability to lead or influence people, by means of personal attributes and/or behaviors, to achieve a common goal.
Independent Learning	An independent learner has the necessary skills and attributes to complete a task or activity, including knowing when and where to get help, without reliance on others.
Initiative/Self-Motivation	Having or using initiative involves the ability to assess and initiate things independently, a willingness and ability to take on responsibility, make decisions and solve problems without formal direction or instruction. Having initiative invariably means an individual being self-motivated; having the desire and determination to work towards goals and targets without the need to be pushed or driven by others (for example by teachers).
Problem-Solving	Problem-solving as a competence involves discovering and analyzing simple or complex, defined or ill-defined problems or issues, identifying and overcoming obstacles and finding the solution that best resolves the issue.
Self-Confidence	To be self-confident is for a learner to have confidence in their skills and ability to perform a task effectively, or to fully complete an activity or project

## Curriculum

### Statement of Curriculum

Al Ittihad National Private School – Abu Dhabi aims at fostering a high standard of bilingual comprehensive education from its KG1 through grade 12 programs that meet and integrate both national and international standards. INPS – Abu Dhabi uses Arabic and English as the main mediums for communication and instruction. This implies the use and maintenance of both languages in the daily teaching and learning experiences.

INPS- Abu Dhabi curriculum provides the students with the skills needed for acquisition of knowledge, harmoniously balanced with UAE culture, heritage and religion.

INPS-Abu Dhabi curriculum is based on the newly adopted American Common Core standards (California State Standards) for English, Mathematics, P.E., Art and NGSS standards for Science. The school also offers the MoE curriculum for Arabic, Islamic and Arabic Social studies. These curricula are rich in various resources and strategies to promote students’ needs and skills through all grades. The curriculum also integrates a range of

competences and values that are designed to assist in generally raising the level of educational outcomes and to meet the best international standards.

The ICT curriculum in KG & Primary is integrated with subjects using Tiggly, STEAM Park, Osmo, Learn to Learn, Story Starter, We do, Simple and Power machines and Sphero. In middle school it integrates powerful STEM/STEAM learning into the classroom. We use project –based curriculum “Robotics” that enable the students to build, program and command their own **LEGO robots**. These programs help students to develop their 21st-century skills and help them build information literacy and digital citizenship skills, become knowledgeable about cloud initiation, search strategies, digital footprint, Internet safety, cyber bullying and creating their own websites

**Swift Playgrounds** is a revolutionary app which we teach in grade 9 — a powerful programming language used to build today’s most popular apps

In High school we believe coding is an essential skill. Learning to code teaches our students how to solve problems and work together in creative ways. And it helps them build apps that bring their ideas to life. We think everyone should have the opportunity to create something that can change the world. So we introduce the **XCode** program that lets anyone learn, write, and teach code and the **Arduino** which is a great resource to learn about variables, arrays, control, loops

Adobe **After Effects** is a digital visual effect, motion graphics, and compositing application which we teach in high school and which is used in the post-production process of film making and television production. Among other things, After Effects can be used for keying, tracking, compositing, and animation.

## High School Credits & Electives

The curriculum at Al Ittihad Private School comprises a required program of studies that prepare students for college entrance. The INPS-AD offer a variety of electives that are designed to allow students the flexibility to nurture their abilities and interests. As students move into Grades 9-12, the INPS-AD offers them courses that will help them stream-line their academic choices to support their university course of study and career options. 26 credits are required for graduation from INPS- AD. Every student is required to carry a minimum of (6.5) credits per year. For more details, please review the High School Program of Studies booklet.

## Admission Requirements

The school complies with the admission requirements below and take them into account in their admission, registration and placement of students’ policies:

### Fair, Non-Discriminatory and Transparent Approach

- The school adopts an open approach to accepting students from different races and ethnicities to achieve fairness, equality and transparency
- The school allows prospective parents and their children to visit the school prior to registration so that they may familiarize themselves with it

- The school is required to re-register its students in the next grade, if the parents wish so, as long as there are no behavior issues that justify refusal of the student re-registration
- The school admits students with mild to moderate special education needs and offer additional appropriate learning support as required or needed.
- The school will NOT refuse or withhold admission of students with chronic health conditions (e.g. diabetes, asthma, congenital heart diseases, epilepsy and obesity) and must offer appropriate support as per the student's needs.

### **Interviews and Placement Tests**

- INPS -AD admits students into the Kindergarten stage (KG1 or KG2) which precedes the mandatory education stage without requiring the students to sit for any form of tests. Interviews are conducted to screen for SEN cases and to provide proper support.
- The school conducts an interview with a student during the mandatory education stage (Grade 1-12) and may require the student to take certain placement tests in English and Math (based on the common core standards) and Arabic (based on MoE standards). The purpose of the placement test is to give an indication of students' performance level(s) to be able to provide proper learning support and not for the purpose of accepting or rejecting a student.
- The school conducts an interview with a student with mild to moderate special needs, and may require the student to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.

### **Student Capacity and Admission Priorities**

- INPS-AD has a maximum number of twenty five students for each Kindergarten class (KG1 and KG2) with a space of no less than 1.5m squared per student
- INPS-AD has a maximum number of thirty students for each class of Grades 1 to 12 with a space of no less than 1.5m squared per student
- School will apply admission priority if requests for places is more than the available places as follows:
  1. Students who attended the School in the previous year or period.
  2. Students with siblings already in the School.
  3. Children of School staff.

### **Notification of Admission**

Families of accepted children will have one week to officially notify the school of their enrollment intentions.

## **Inclusion/ SEN Department**

Ittihad National Private School is committed to inclusive education. We intend to meet the academic and the affective needs of all students who are admitted to INPS, including those identified as gifted or talented and those with special educational needs.

INPS believes that our children, including those identified as having Special Educational Needs have a common entitlement to a broad and balanced curriculum. We are committed to meeting the educational needs of students with mild to moderate Special Educational Needs in the least restricted environment (Corresponding to Private School's Policy 48, Article 53 of the Organizing Regulations).

### **Provision**

SEN is a whole school responsibility; every member of staff should contribute to the education of students with SEN. The essence of effective SEN provision is teamwork and cooperation amongst team members. The team consists of everyone involved with the education and well-being of the students: Academic advisor, section principal, coordinators, teachers, social counsellor, SEN teacher, SENCO, and the nurse.

Students with SEN are the responsibility of all teachers and differentiation is the key to making the curriculum accessible. Some students may require additional support inside or outside the classroom; individually or in a small group situation, depending on their individual needs.

### **Procedure**

At Ittihad National Private School recognizes the importance of early identification and intervention. The school undertakes a graduated approach to the identification, assessment and support of students with SEN. This is carried out through 3 stages: Differentiation, Learning Support/ Intervention, and SEN Support.

### **SEN Support**

If the student does not make adequate progress, despite the support provided by the school, then parents are advised to seek a comprehensive assessment by external support agencies.

- The resulting diagnosis will be supported by an Individual Educational Plan (IEP), written by the SENCO in consultation with the parents, SEN teacher, the social counselor, the student's teachers and, where appropriate, the student.
- The school will provide the student with specialized intervention by the SEN teacher.
- Members of the student support committee will review the progress on a termly basis.

### **Individual Education Plan**

An Individual Education Plan is developed for students who have formal documentation of a diagnosis from an Educational psychologist or other specialists and therapists. The IEP will be communicated to teachers, parents, and other professionals. When appropriate, students will be encouraged to participate in their own IEP process. The IEP will be reviewed at least twice a year.

## **Role of Parents**

Parents are key partners in the education of their child. Parents are encouraged to exercise their parental responsibilities with respect to their child's needs. The school actively seeks to work with parents and values the contribution they make. Parents must inform the school if their child is diagnosed with Special Educational Needs. Parents' participation in the special education decision-making process is vitally important. Parents are committed to attend all IEP meetings and to take an active role as a member of the (IEP) team that determines a student's path. The IEP team is charged with making educational decisions for students, and addresses issues such as eligibility, evaluation, and program development.

Parents have to attend all IEP progress report meetings, Transition meetings, in addition to any scheduled or urgent meeting to discuss the medical, academic, behavioral and/ or social emotional needs of the student.

## **School Fees**

The INPS- AD school fees, payment schedules and procedures, are usually approved by ADEK before announced to parents or collected from them. The school shall not charge parents the increased fees until the start of the following academic year.

## **Registration & Re-registration**

- **New student registration**
  - Payment of (5%) from the school's annual tuition fees (registration and admission fees) are deducted from tuition fees.
  - No students will be admitted without paying the re-registration and admission fees.
- **Old student re-registration**
  - Payment of (5%) from the school's annual tuition fees (re-registration fees) deducted from tuition fees.
  - No students will be re-registered without paying the re-registration fees and settling all outstanding tuition fees for the existing academic year
- **The school registration fees**

The school does not charge any guarantee money or deposit money or application fees or first time enrollment fees from parents as means to register students or as payment of any of the remaining fees balance.

## **Tuition Fees & Payment terms**

Tuition fees should be paid by three installments (cash or cheque and credit card) as follows:

- First installment on 1<sup>st</sup> September of every year, total of (34%) of the school tuition fees after deducting (re-registration fees) or (registration and admission fees).
- Second installment on 1st December of every year, total of (33%) of the school tuition fees.

- Third installment on 1<sup>st</sup> March of every year, total of (33%) of the school tuition fees.
- Second & third installment should be paid by two postdated cheques on 1<sup>st</sup> December & 1<sup>st</sup> March and to be handed over along with the first installment on 1<sup>st</sup> September of every year.
- In all cases in which the parent employer or any other party will be paying the tuition fees directly to the school on behalf of the parent, kindly fill the attached form “undertaking from Employer to pay Tuition fees”.
- Amount of DHS 100 will be charged against every returned cheque.

### **Failure to pay tuition fees or delay in payment**

- Withholding student’s academic results.
- Suspend the student for a period up to 3 days from attending classes renewed as required
- Changing the tuition fees payment terms to the parent for next year.
- Not accepting the student to register for next year.
- Withholding the student’s transfer letter to other schools.

### **Withdrawal Policy**

#### **1. Withdrawal before the beginning of the academic year**

- Re-registration fees / Registration & Admission fees are non-refundable if students choose not to return to school for the next academic year; or in case the parent did not inform the school about his children withdrawal before the beginning of the school academic year.
- Parents will be fully reimbursed in the case the school fails to enroll the student as a result of insufficient capacity

#### **2. Withdrawal after the beginning of the academic year**

- If the student attends school in the first week of the semester or does not attend school at all and the parent failed to inform the school in writing ahead of time from the school opening day (within the first week of July), then the school has the right not to refund the registration / re-registration fees
- If the student attends school for a period ranging between one week and three weeks, one month fees will be deducted.
- If the student attends school for a period ranging between three weeks and six weeks, two months fees will be deducted.
- If the student attends school for more than six weeks, one semester fees will be deducted.
- Textbook fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.
- The school uniform is purchased from outside provider “Emirates Industry co.- AD” and the school does not collect uniform fees from parents
- Transportation services are provided by a third party “Emirates Transport”, fees will be refunded in the same manner as tuition fees.

#### **Note:**

- If a student registers and does not attend school, the above withdrawal policy will be applied and the actual withdrawal date will be considered from the date of the parent’s written request to the school through filling the “withdrawal request” form.

- The value of the fee per month is calculated by dividing the total tuition fees by ten.
- Official holidays & student absence will be included along with the student attendance period.

### Late registration

Fees will be calculated on the remaining months till the end of the academic year taking into consideration that a fraction of a month will be considered as a whole month.

### Transfer Between Al-Ittihad Private Schools Branches

In case of any student transferring to another Al-Ittihad Private Schools branch the tuition fees will be adjusted according to the new branch the student is transferring to.

### Discount Fees

The school offers discount on school fees for siblings if they are enrolled in the school according to the following:

2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child	5 <sup>th</sup> Child	6 <sup>th</sup> Child	7 <sup>th</sup> Child
5 %	5 %	5 %	5 %	5 %	5 %

### Expelling Students

If for any case the school decides to expel a student the tuition fees will not be refunded.

### School Fees

<u>Class</u>	<u>Fees</u>
KG1	19,400.00
KG2	19,400.00
Grade 1	25,400.00
Grade 2	25,400.00
Grade 3	25,400.00
Grade 4	31,800.00
Grade 5	31,800.00
Grade 6	31,800.00
Grade 7	32,000.00
Grade 8	32,000.00
Grade 9	32,000.00
Grade 10	39,600.00
Grade 11	39,600.00
Grade 12	39,600.00

### Bus Fees

Abu Dhabi and its' environs 4980

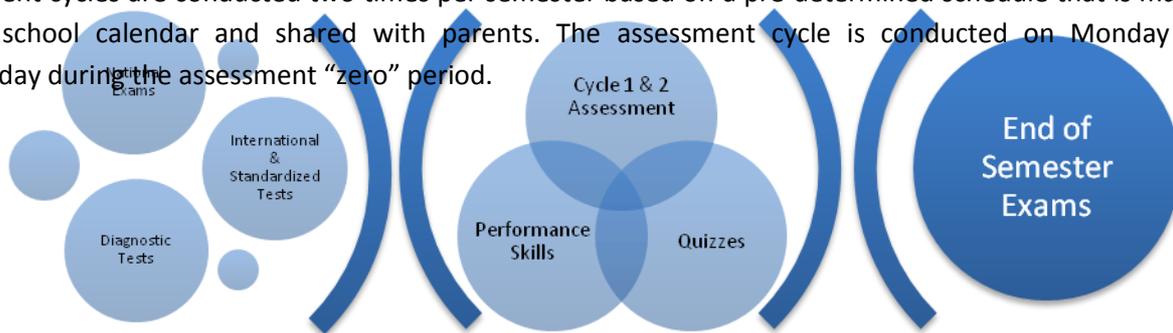
Abu Dhabi and its' environs (One way) 3800

## Assessment and Reporting

The school has a balanced assessment framework and uses various types of internal and external assessment such as short quizzes, unit tests, cycle assessments, end of term exams, performance skills, MAP, IELTS, SAT, EmSAT, etc. Assessment is used to identify students' attainment level and monitor their progress over time. Assessment data is also used to support teachers in gathering information to drive decisions about curriculum, teaching, learning and support programs. KG to grade 5 students are assessed continuously throughout the academic year. Please find below the assessment framework for Grade 6-12 students

### Assessment Cycles for Grade 6-12

Assessment cycles are conducted two times per semester based on a pre-determined schedule that is marked on the school calendar and shared with parents. The assessment cycle is conducted on Monday and Wednesday during the assessment "zero" period.



### Assessment Guidelines for Students

- Students are expected to be present on the assessment days. If a student is absent then it is his/her responsibility to submit a medical report once they come back to school. Students will not be allowed to enter the exam hall unless they have a valid medical report submitted before the reassessment day.
- Students must enter the exam hall by 7:50 am. If the students arrived at 8:10 or later then they can't take the exam.
- Students must bring their own stationery. The school will not provide any student with pens/pencils if they did not have.
- Asking questions is only allowed when the subject coordinator or anyone assigned to replace him/her comes to the halls. Asking questions and talking to invigilators or peers is strictly forbidden.
- Any cheating attempt will result in strict disciplinary procedures. Talking is not allowed once the exams are distributed.
- Students must come to the exam well-prepared.
- Phones, smart watches, hats and hoodies are not allowed.
- Students are expected to answer all the questions and review the exam papers until  $\frac{3}{4}$  of the set duration has elapsed before submitting it.
- Once the exam papers are corrected, students are expected to review their answers, make the required assignment and prepare well for the reassessment (if failed).
- It is the responsibility of the students to check the reassessment schedule and come on time. The exam hall number will be posted on the bulletin board.
- Students caught cheating will be ineligible for a reassessment and will be subject to school discipline as per the school behavior policy.
- Students will not be allowed to enter the "Re-assessment exam hall" unless they have a valid medical report /valid reason submitted before the reassessment day.

- Reassessment is a privilege and students will lose that privilege if they tried to abuse it. If the school noticed that certain students are not taking assessment seriously or and their names were included in the reassessment list twice or more, then a meeting with the student and his/her parent must be conducted and the student might lose his/her reassessment opportunity.

## **Reporting of Student Progress**

The school communicates information on students' attainment and progress in different forms and for various purposes. Reports are used to inform parents about students' attainment and progress over time and against curriculum expectations. The School Information System (SIS) generates detailed standard/skill based report card. Parents and teachers discuss the students' achievement based on the report card. The INPS-AD issues detailed reports twice a year at the end of each semester. There are also a number of opportunities for scheduled parent-teacher conferences twice a year or whenever is needed throughout the year.

## **Promotion of Students to the Next Grade**

### **Kindergarten and Grades 1 to 5**

All students in KG and Cycle 1 will be promoted to the next grade, except in rare circumstances. The decision to retain a student in the same grade will be taken after considering the guidelines included in this policy.

### **Grades 6 to 12**

All students in grades 6 to 11 will be promoted to the next grade when they meet the promotion requirements as per ADEK's approved curriculum. If a student failed in 3 or more subject then s/he will not be promoted to the following grade.

## **Graduation Requirements**

As part of the graduation requirements in Grade 12, students must:

Meet the Ministry criteria to pass grade 12, i.e. attaining at minimum the passing grade in all subjects.

- All graduates must seek "UAE Equivalency" status for their High School Diploma and must sit for:
  - Student must finish 12 years of schooling Grades 1-12
  - Student must achieve minimum of 60% overall average in grade 12
  - EmSAT
    - EmSAT is compulsory for all Emiratis and non-Emiratis students who are studying in governmental or private schools.
    - The EmSAT is compulsory for university admission in government and private universities and colleges in the UAE
    - The EmSAT is a one of the degree equivalency requirements for American Private School students.
    - EmSAT minimum score for Math is 500 and for English is 1100
- SAT

- SAT is a one of the degree equivalency requirements for American Private School students (minimum score of 400 for Mathematics).
- IELTS/TOEFL
  - IELTS or TOEFL is a one of the degree equivalency requirements for American Private School students. TOEFL minimum score of “61” Internet based and IELTS minimum score of “5.5”.
- Community Service/ Internship a minimum of 30 hours in Grade 11/12

### **Students with Learning Difficulties**

In the event a student faces any difficulties and is unable to achieve the desired progress, the school will:

- Provide adequate support and provide possible alternatives, which may include modifications or improvements to the teaching program.
- Discuss measures to be taken to provide the student with additional learning support
- Inform parents of the issue and the results of these solutions and their impact of such interventions on a regular basis.

### **Parent’s Involvement, Communication and Family Rights**

At INPS we aim to have clear, effective communication with all parents and the wider community. We believe that educational outcomes for students are enhanced when there are positive relationships between home and school. Our goal is to increase parents’ involvement in the educational process and provide them with information about the school programs and all related policies.

- INPS -AD encourages parents’ involvement in school and their active participation in the school community through:
- Arrange information and orientation sessions at the beginning of the year and inform parents about the school programs, curriculum, and assessment and provide parents with tools that enable them to support their child’s learning at home.
- Offer opportunities for parents to visit the school, meet with the Principal, Head of Department and meet their child’s teacher
- Offer various communication methods to keep parents informed and regularly updated them about their child’s achievement and their academic performance and behavior such as: letters, news, telephone calls, SMS Text Messages, E-Mails, Meetings, Report Cards, School Website, Social Networking (Edmodo, D6 Communicator) &ClassDojo, Instagram) etc.
- Parent Communication Officer
- All parents are welcomed to contact the school for any other reason or to inform the school administration about any information related with the students by sending email to PCO on -E-Mail: parents@inpsabudhabi.com
- Suggestion box
- All stakeholders are invited to fill out a form that is placed on top of the suggestion boxes that are located throughout the school with any concerns, suggestions, complaints, and inquiries. The school takes parents’ concerns seriously and addresses them promptly.

- Offer opportunities for parents to participate in school activities such as volunteering opportunities, as well as extra-curricular activities such as science fair, art fair, UAE's National Day, graduation ceremony, sports day and other similar activities after obtaining ADEK approval for them and other relevant entities.
- Keep parents updated and inform them with the school policies and guidelines.
- Keep a record of all communication with parents.
- Family & Student's Handbook  
provides important information that will help both parents and students to have a successful school year. In addition to important rules and procedures, there is a calendar with important dates including parent conference days and school holidays.
- Newsletters  
Weekly & Monthly Newsletter is an excellent way to keep everyone in the community informed and up-to-date. The content of the newsletter is always informative, so that it can best meet the needs of our community.
- The INPS Website ([www.inpsabudhabi.com](http://www.inpsabudhabi.com)):  
The school website is designed to keep parents, students, staff and the community informed of what is happening in and around INPS.
- Communication Diary (KG-Grade 5):  
The school Communication Diary is used for KG- Grade 6 students regularly.
- The School Communicator (Delta6)  
INPS-AD uses the School Communicator system to notify parents of special events, reminders or emergencies. This is the place where you will find updated information about what your child is learning in class plus it is the source of where you will find your child's homework information.  
Parents are required to install the Delta6 applications on either their computer and/or smart phone. Steps involved in downloading the School Communicator:

Step 1: Visit <http://www.six-delta.com/>

Step 2: In the Quick Links section, click on School Download (Alternatively, you can directly download by clicking on this link: <http://www.six-delta.com/downloads.html>)

Step 3: Follow instructions to complete personalization and receive a shortcut to the Communicator on your device

Step 4: Use the FAQs on ([www.six-delta.com/docs.html](http://www.six-delta.com/docs.html))

We hope that the School Communicator will help you remain comprehensively up-to-date with your child's learning and the school.

- Class Dojo (KG-Grade 5)

Class Dojo is a behavior management tool for the classroom. Each student has a profile – complete with their own avatar – to which teachers can assign positive and negative points (or 'dojos') throughout the lesson. The program can be operated by a teacher from their computer or tablet, and each time they award a point an (optional) sound plays to alert the class. This information is then recorded on students' profiles so that it can be reviewed throughout the year.

## Parents' Rights

Every parent has the right to become familiar with the school routines and goals:

- Protecting their child's privacy in all ways, including protection from the dangers of the internet.

- Receiving regular reports on students' progress.
- Meeting their child's teachers or the academic advisor at least twice during the year for the purpose of discussing the child's behavior and academic performance.
- Visiting a classroom in which their child is attending a lesson at least once during each academic year, after informing the Principal and receiving permission to do so.
- Being informed about all school policies that have an impact on parents and their children, such as the student code of conduct, attendance policy and tuition fees.

## **Parents Responsibilities**

Parents play an important role at INPS in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress.
- Communicate regularly with the school.
- Promptly report to the school their child's absence or late arrival.
- Regularly read the School Website and install the required applications
- Become familiar with the school code of conduct, behavior policy and school rules.
- Encourage and assist their child in following the rules of behavior as well as assist school staff in dealing with disciplinary issues.
- Treat all school employees with respect and implement school rules.
- must keep the school updated with current contact information, including phone number and email address at all times.
- Inform school of any difficulties at home which may affect a child's performance or behavior
- Attending periodic Parents meetings and evenings.
- Participating in extra-curricular activities organized by the School such as scientific, cultural, social, and sporting or art events after obtaining ADEK approval for them, and other relevant entities.
- Voluntary participation in School and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events after obtaining ADEK approval for them, and other relevant entities.
- Participating in other School activities such as Parents councils.
- Playing an active role in their children's education in accordance with the School's policies, including: ensuring their children's punctual attendance at School every day, their completion of homework assignments, and staying informed of their progress.

## **INPS Students' Behavior Policy General Instructions**

1. The School's behavior policy is based on ADEK's guidelines and policies and will apply the Student Behavior Regulations issued by the Ministry of Education in cases that are not mentioned in ADEK's Guidelines and policies.
  2. The school forbids using any physical punishments.
  3. Decisions are issued on behavior modification in the light of the following criteria:
    - The age of the student
    - Repetition of the offenses
    - The degree of the violation
    - The damage resulting from the violation
  4. The school may choose one or more of the actions/procedures listed under each level/degree of class offences/violations taking into view appropriateness and rationality.
  5. Individual cases of intolerable behavior will be dealt with by Social Counselor that will deal with cases according to the degree of the negativity of the behavior and the number of times it's repeated.
  6. Action will only be taken after a written investigation of the offences/violations.
  7. The school's administration has the right to suspend a student temporary from school up to 5 days and issue a final warning letter for him and inform his/her parents
- For more details, please check Appendix "A" and Appendix "B".

## **Student Misconduct**

The school will take the following procedures when dealing with student misconduct to ensure fair and equitable actions to all students:

1. The School Disciplinary Committee will review and discuss student behavior.
2. Advise student with a clear explanation, with reasons of the changes in behavior that are required of the student by the school.
3. The school puts in place a strategy with appropriate monitoring and support to address and correct the student's unacceptable behavior.
4. If there is a need for further escalation of response, the school will inform parents by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. At this stage, parents will be required to sign an undertaking to support the agreed upon strategy.
5. In the final stage, and after taking all the above mentioned procedures, if a student fails to modify his/her behavior in accordance with the requirements of the school, the school may apply to the Department of Education and Knowledge to transfer the student to another school or permanently exclude the student concerned.
6. The school's Disciplinary Committee will keep record of the disciplinary offences of each student and the actions taken in response, on the SIS system, including uploading all supporting reports for all offenses and actions taken.

## **Students with Special Needs**

- The school takes into consideration before taking any disciplinary action against a student with special needs of special educational needs of individual students and plan.
- Students with special education needs will not be subject to more severe consequences than those imposed on the rest of the students, for comparable violations.

- The school does not discriminate between students with disabilities and other students.

## **Classroom and Section Rules**

Students are expected to follow and implement classroom rules

- Show respect to teachers, classmates and all staff through actions and words, inside and outside the classroom
- Protect the school and the class properties from any damage and in case of violation this will result in invoicing repair costs to parents and consequences to students
- Students are expected to be punctual, arrive to their classes on time
- Students are expected to take exams as scheduled and do not postpone any exam without a valid excuse
- Students are not allowed to leave the class without teacher's permission
- Students are not allowed to go to the cafeteria except during breaks
- Students are not allowed to bring unhealthy food, fizzy drinks and energy drinks
- Students are not allowed to eat in class and during classes
- Avoid going to the clinic without the supervisor's permission
- Students are strictly prohibited from entering teachers' lounges and walking around the school facilities
- Students are always expected to behave appropriately, and avoid any behavior contrary to religion, values, customs and traditions.
- Students are expected not to bring un-educational stories
- Students are expected to avoid cheating
- Students are not allowed to bring large amount of money, expensive watches, jewelry and the school will not be held responsible for any loss
- Personal celebrations such as birthday parties are not allowed in the school

In case of any violation of the above list, the student will get infraction points on his/her behavior report

## **Behavior Management and Physical Intervention**

All students have a right to be treated with respect and dignity. Corporal punishment is prohibited in all schools according to ADEK's expectation and, as such, staff should never touch a child in an aggressive way. Staff must not use any form of degrading treatment to punish a student. This includes both physical and emotional humiliation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation. Shouting aggressively is not acceptable in any situation.

Deliberately frightening students by overweening physical presence is not acceptable in any situation. Staff may legitimately intervene to prevent a student from injuring themselves or others, causing damage to property, engaging in behavior prejudicial to good order, and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment.

## Child's Protection Policy

Al Ittihad National Private School Abu Dhabi (INPS-AD) thrives to protect & safeguard every child under its roof, and is ready to cooperate with the Ministry of Interior -Child Protection Center (MOI-CPC), and the Department of Education and Knowledge (ADEK) to stop any type of child abuse.

Children have rights, most importantly the right to **be happy, respected and safe from danger**; the right to parental guidance not negligence, protection from all forms of violence, good health & health services, the right to education, leisure, play **and** culture. All these rights must put into practice in a warm & loving environment which comprises the family/ home **and** the school that the child is attending.

The Child Protection Officer (CPO) assumes the responsibility of being fully committed to safeguarding **and** promoting the welfare of all children of all ages. The CPO is trained and knows how to handle abused children and Immediately report any case of abuse and/or neglect of students to the Ministry of Interior – Child Protection Center within 24 hours upon suspicion.

## The School Day

All students are expected to arrive on time. The school day begins at 7:30 and lessons start at 8:00am

## Morning Drop Off

Parents are welcome to drop their children at school from 7:15 am onwards.

## Arrival to School

- Students are expected to arrive to the School by **7:30 a.m.**
- **Kindly do not leave your child unattended in the classroom if you arrive earlier than 7:15 a.m.**
- Adults are kindly requested to accompany their kindergarten and primary children to their class and not drop them off at the school's main entrance.
- If your child arrives to School late:
  - Grades 6-12: later than **7:45am**, please, make sure you stop at the Reception to write your child's name and get a late arrival slip.
  - (KG-5) later than 7:45, please make sure you stop by the section administrator to get a late arrival slip.
- For your child's safety outside the school's gates, please make sure that your child is accompanied by an adult at all times.

## Dismissal Time

**Sunday - Thursday:**

Kindergarten at 1:00

Grades 1-12 at 2:35

**Tuesday:**

KG at 12:00

Grades 1-12 at 1:35

## **National Anthem & Morning Assemblies**

Just after the first bell, the UAE National anthem is played. Once the National anthem is played, everyone must stand up. If you arrived to school while the national anthem was playing, you must stop in your place until it is finished. Students are expected to be in school to attend the morning assembly, and stand for the UAE national Anthem as prescribed by the school management and the Ministry of Education.

## **Morning Assemblies**

Morning assemblies for all sections are assigned on certain days where all students are required to attend. On occasions, parents are invited to attend students' assemblies to celebrate children's achievements and accomplishments and watch them perform.

## **Attendance and Absenteeism**

### **Attendance & Absenteeism- Parents' Role**

- Parents should make every effort to ensure that their children attend school every day and arrive on time
- If students need to be absent from school for a particular day, parents must inform the School.
- When a student returns to school after being absent, parents must send a signed note to the school indicating the reason for the student's absence.
- Parents who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during their absence. The student or parent is responsible for contacting the school administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the concerned teacher.
- Parents should seek to ensure that family vacations take place during scheduled School holidays

There are two kinds of recognized absence:

- Excused: Absenteeism with permission of parent/guardian and school administrator. Excused absences are as follows: Sickness, medical appointment, and death in family.
- Unexcused Absence: Absenteeism in one period or more without permission of parent/guardian or school administrator and not approved or pre-arranged with school administration. The following types of absences are to be regarded as unauthorized:
  - Shopping trips
  - Unnecessary travel
  - Other types of absences not included in the authorized absence list

## **Attendance and Absenteeism – Morning & Daily**

### **1. Morning Attendance**

- Students are expected to be in school by 7:30 to attend the morning assembly, UAE national flag and national anthem ceremony. Students arriving after 7:45 will be considered late. They are supposed to enter the school from the main reception area.
- The School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).

## 2. Daily Attendance

- Students are expected to be committed to coming to school regularly, attending (183) days as required by the Department of Education and Knowledge (ADEK). Attendance is taken at the beginning of classes in the morning and monitored throughout the day. This is for the safety of the children. Students who are not in the classroom in the morning while attendance is being taken will be marked absent. Whenever a student is absent, the school shall send a notification message to parents through the school system e-SIS.
- If an absence is authorized, the student will be able to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the parents on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- Students should submit a medical or a valid excuse approved by the administration. In case the documents are not submitted, the school is not responsible for any lessons the student missed due to his /her absence.
- The school does not also allow students to stay afterschool for any group work project.

## Early Release

### Early Release: Allowing students to leave early due to pressing/urgent reasons

- If students need to leave before the end of the day, the Section's Principal must be informed. The admin has the right to refuse if not convinced about the reason/excuse.
- An excuse will be given to the student in case of urgent family or medical issues.
- Parents/guardians in person **must escort/pickup** their child, and in the case of the parent not being able to do so, an identification of the parent/guardian will be required for verification purposes and the parent/guardian must be able to be reached by phone.

## Departing School at the end of the day

- Private Vehicles: Female and male students should be picked up from the exit gates allocated in their buildings. Gate numbers 9 for boys and 5 for girls.
- School Buses: Students should go directly to the assembly point allocated for buses. Female and male students should exit from their allocated gates.
- The school will not be held responsible if the student left the school with his/her relatives or friends without informing the Section's administration.
- Students are not allowed to leave the school during activities and celebrations without obtaining the section principal's permission.

- The school will immediately inform the student’s parents of incidents of truancy and will hold discussions with both of them. In addition, the student’s attendance will be closely monitored.
- Students in Kindergarten - Grade 5 will only be released by the parent(s) access card or others identified by the parents can pick up a child (such as parents, guardian, older sibling...etc.). Parents provide a signed form listing other authorized persons. Under no circumstances can a child be released to anyone not on the signed form. Teachers will ask for identification if they do not know the person. If someone other than the parent or guardian is to pick up the child, please send a written notification signed by one of the parents to the administration or to your child’s teachers (take written permission slip from the admin)

## **Violation to the Attendance Rules**

In case of violation to the rules included in this policy, the following actions will be taken:

1. Verbal warning
2. Then, the parents will be informed of the violation and a record will be kept in the student’s file.
3. Students will receive a warning letter for every three (3) unauthorized absence. A letter of notification will be sent to parents for a formal clarification; accordingly, the parent will sign a written pledge and guidance sessions will be given to the student.
4. The school can expel a student from school when the student has an unexcused absence of 10 consecutive days, or 15 days non-consecutively during the academic year provided that:
  - The school has sent three warning letters (i.e. a warning letter is sent every three days.)
  - The School Principal issues the expulsion
  - The expulsion is approved by ADEK
  - Parents are informed
5. Kindergarten and Primary Sections follow different age-appropriate procedures that are usually shared with parents at the beginning of the year.

## **An Environmentally Friendly” Sustainable” School**

We recognize the importance of environmental sustainability. We expect members of the INPS community to model environmental responsibility and to take every opportunity to help students develop an awareness and understanding of environmental issues. Part of our initiatives to be an Environmentally Friendly School includes recycling also limit the amount of paper we send home. All communication and homework are communicated online through the weekly planner.

## **Electronic Devices**

### **iPad Ownership and Management**

## **Ownership**

The iPad is a students' property. If your child leaves school, or graduates, the school will wipe the iPad of any apps or software purchased by the school and return it to you.

Please note that if your child leaves the school, you cannot return the iPad to us and we cannot refund you for the iPad. The school will wipe the iPad and return it to you.

## **Management**

The school will manage the iPads through a central system. The purchase of apps and other software will be managed by the school. Applications should not be installed or uninstalled by the student. It is the responsibility of the school to install and uninstall all applications.

The school will provide every student with an Apple ID, through the school account.

At the end of each academic year, the IT department may delete all work, videos and photos from the iPad for the new school year.

## **iPad Warranty and Maintenance**

- To implement the one-to-one Apple iPad program at Al Ittihad National Private School, the school facilitated the parent purchase of iPads through Apple authorized reseller/Apple Solution expert for Education. It is the parents' responsibility to purchase the AppleCare+ extended warranty program (Total two years). AppleCare+ provides repair or replacement coverage, for both parts and labor, from Apple authorized technicians
- In case any damage happens, it is the parents' responsibility to visit an Apple Store for replacement or maintenance. It is not the school's responsibility to fix damaged iPads.
- Each iPad will be fixed/replaced for up to two incidents of accidental damage, each subject to AppleCare+ service fee. Starting from the third incident, if any, parents are liable for the full repair cost.

For more details, please read the AppleCare+ service agreement located in the below link:

<http://www.apple.com/legal/sales-support/applecare/applecareplus/docs/applecareplusaen.html>

## **Responsibilities**

### **Parents & Students**

Parents and students should ensure that:

- Students bring in their iPads to school every day. Leaving your iPad at home when it is part of the learning process in a given class is comparable to leaving an assignment at home.
- Establish a routine or checklist at home to bring all of your materials for school.

- Any problems, vandalism, damage, loss or theft of the iPad must be reported immediately to the supervisor and the IT Department. Parents and students should not ignore issues with the iPad, even if they seem relatively minor. These must be reported as soon as they are noticed, as this could affect the warranty and insurance of the device.
- Only a clean, soft cloth is used to clean the iPad screen, and not cleaning fluids. Students should not write or draw on the iPad and stickers should not be applied directly to the iPad.
- A screen protector and an iPad cover should be purchased for students iPads.
- All students should submit their iPads for updates and weekly checking reports

## Acceptable iPad Use

- The iPad is for educational use only and should not be used for recreational purposes. It is an educational aid to learning and must be treated as such.
- In lessons, the iPad should be left on the desk, face down, until the teacher instructs the use of the device. Students should not let other students use their device. This is a serious breach of policy, and will be dealt with accordingly.
- Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place. This includes any profiles added to the device that link the device to the school and allow for delivery of apps provided by the school. Teaching staff have the right to look at any application or file on the iPad at any time.
- Students are not permitted to sync the iPad with any computer, or clear or disable browsing history on the device. They are also not allowed to modify the settings of the iPad.
- The camera feature should only be used at the appropriate times (e.g. when asked by a teacher during an educational activity). **By law, any pictures taken need the permission of teachers and students being captured on camera. Capturing pictures or videos for any teacher/staff at Al Ittihad National Private School is a second level conduct offence and actions will be taken based on the School Discipline Policy**
- Inappropriate media may not be used as wallpaper/screensaver/background photo. Presence of guns, weapons, inappropriate language or materials, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Students are prohibited from using their iPads in any manner which goes against the UAE's cultural or religious values.

## Overview of unacceptable behaviors which may lead to sanctions

The following is not an exhaustive list, but outlines some of the behaviors which need to be avoided when using the iPads.

If any of the below were not followed actions will be taken based on the School Discipline Policy.

- I will use my iPad as a learning device
- Games, Music, Videos and other entertainment resources are not to be used during school times.
- I will follow the classroom rules for the iPad set up by my teacher.
- I will be on task in the class and aware of the off-task consequences.
- I will bring a fully-charged iPad every day.
- I will handle my iPad carefully and respectfully.
- I will never leave the iPad unsecured.
- I will never lend it out to another individual without teacher's permission.
- I will report loss or damage immediately to the supervisor and the IT office.
- I will always update to the latest IOS Version
- I will never Synch my iPad to a computer.
- I will take frequent breaks when using the iPad for long periods of time, and look away from the iPad approximately every fifteen minutes
- I will never share my personal information with anyone over the internet, or share passwords with anyone except school teachers, administrators, and parents
- I will always Be careful! Once it's said, the web is fed.
- I will always say No to Cyberbullying

## **Personal Health and Safety**

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as commonsensemedia.org. Parents are encouraged to set a checking time for their children's mobile electronic devices to encourage a restful night free of gaming, text messaging and or other social media exchanges.

Please keep the iPad in a secure location when it is not at school, and the school recommends that when using the iPad at home, it is used in a family or common area, and not in the bedroom.

- It is strictly forbidden to bring mobile phones, smart watches, portable music devices and electronic games, iPads, iPods for any reason and if found, the device will be confiscated and will be given to parents by the end of the academic year
- If a laptop or camera is required to be brought to school, it should be kept in the supervisor's office till it is used
- Students will adhere to the iPad policy signed by them
- Students are restricted from watching un-educational movies or programs

## **Bus Rules and Guidelines**

1. All buses will be equipped with seat belts. There will be a supervisor on each bus to ensure that all students wear their seat belts and assist them in boarding and exiting the bus. Contact numbers for bus supervisors will be provided at the beginning of the school year.
2. Parents will be informed of the exact pick up and drop off timings by the bus driver before the start of the school year.
3. Please contact the bus supervisor if a student is going to be absent on any given day.

4. Students are expected to be present near their homes, or at the assembly point before the assigned time. Understand that bus drivers cannot hold traffic or delay routes while waiting for students.
5. If a parent was not present at the designated drop -off point (children under 11 years old) at the said timing, then the students will be brought back to school. Parents will then be required to collect the students from school.
6. For safety reasons, no student will be dropped anywhere other than their agreed drop off point. Students cannot switch buses because they are going to their friend's house.
7. If for some reason the student will not be taking the bus home on any given day, please communicate with the School's Transportation Officer or Section Administrator before noon.
8. Parents are expected to read and understand the bus guidelines as well as all transportation rules. Discuss all transportation rules with their child(ren).
9. Students should remain seated while bus is moving. Seat belts must be worn at all times.
10. Remain quiet. Noise on the bus shall be kept to a minimum with students speaking in reasonable conversation voices.
11. Students should keep all objects out of the aisle at all times
12. No offensive, profane or insulting language should be used.
13. Physical abuse and bullying are unacceptable.
14. Students are not allowed to use their iPads on the bus. iPads are the responsibility of the student and it should remain in their bags at all times.
15. Food is not allowed on the bus however, water is allowed.
16. All garbage must be removed from the bus. The bus must be kept clean.
17. Damage or vandalism to the buses will result in repair costs being invoiced to parents and consequences to students.
18. Students are responsible for getting to the bus on time after school; buses will not wait or be called back for students. Kindergarten & Primary students will be escorted by the bus supervisors
19. Students are not allowed to switch buses without prior approval of the school transportation officer
20. Non-bus students will not be allowed on the buses at any time.
21. The bus supervisor is in charge of students on the bus. The bus driver and the supervisor are to be treated respectfully and their instructions must be followed.
22. While on the bus, students must represent the school with pride.
23. The INPS behavior code and its consequences will apply.
24. Students who violate bus rules may lose the privilege of the bus service.
25. Parents must fill the bus form, pay the bus service fees, as well as sign and acknowledge the bus guidelines before allowing their son/daughter to use the bus service.
26. Parents of children already registered in the bus must re-register them for the following academic year. Bus re-registration forms are usually sent with the school re-registration forms

## **Sickness and Accidents**

If your child has any of the following symptoms (high fever, inflamed throat, eye discharge, unidentified rash, vomiting or diarrhea) you must keep him/her at home, unless medical clearance has been given.

If your child becomes ill during the day, the parent will be notified. If medical advice is required we will seek it immediately. In the event of an accident or emergency, the parent or the person named as the emergency contact will be contacted. If the accident or emergency requires a doctor, your child will be taken to the nearest hospital/clinic.

## Medication

If a child is on medication and needs to take it during school hours, parents must ensure that medication is given to the School nurse for safety. All medication must be labeled clearly with the child's name. We do keep pharmacy medicines on the premises, which if we have to administer to your child, we will contact you and ask for your permission.

## School Uniform

Students must conform to school uniform, which is to be worn on every school day unless special activity days are announced.

### KG

- Girls:
  - Striped blue and white dress with school logo, white socks and black shoes
  - P.E.: White shirt with school logo, P.E. pants and gym shoes
- Boys:
  - School shirt (blue and with strips) with the school logo
  - navy- blue school pants or blue short, white socks and black or white shoes
  - P.E.: White shirt with school logo, P.E. pants and gym shoes

### Primary

- Girls:
  - Dark blue sleeveless dress with school logo.
  - Long sleeve school shirt with logo, white socks and black shoes
  - P.E.: White shirt with school logo, P.E. pants and gym shoes
- Boys:
  - School shirt (blue and with strips) with the school logo
  - navy- blue school pants, white socks and black shoes
  - P.E.: White shirt with school logo, P.E. pants and gym shoes

### Middle and High School

- Female students' uniform expectations:
  - Female students are expected to wear (Dark blue school dress with the school logo, the school shirt with long sleeves, "shaylas", white socks and black shoes.) P.E. School Uniform should be worn during P.E. lesson (white shirt with school logo, wide dark blue pants with white strips and sport shoes)
  - Make up/nail polish is not permitted
  - Hair dyes and unusual haircuts are not permitted
  - Hair accessories must be white, navy or black
  - Students should wear decent clothes when allowed during special activities
  - Students are expected to wear the school jacket (without hoodies)
- Male students' uniform expectations:

- School shirt with the school logo
- Navy blue pants
- Black shoes
- P.E. Uniform should be worn during P.E. lesson (white shirt, wide blue pants and white runner /sport shoes)
- Hair is cut (long hair is not permitted)
- Students in all grades can wear plain sweaters (white, dark blue, gray, black)
- Students in all grades must wear the school uniform during the field trips.

**In case of violation to the above rules, the following actions will be taken**

- Verbal warning
- Following the verbal warning, parents will be informed of the violation. The student will be given a written warning that will be kept in the student’s file. Repeating the violation will result in a referral procedure based on ADEK’s guidelines.

**Lost and Found**

“Lost and Found” boxes are located in the reception area of each section. By leaving valuable items at home, you can avoid loss of equipment and clothing. All items must have your child’s name on them.

**Field Trips**

Educational fieldtrips are an extremely important element of Al Ittihad National Private School – Abu Dhabi. Carefully planned field trips allow the students to make connections between the planned curriculum and their everyday experiences. Field trips promote learning in a real context.

The INPS-AD team focuses on providing this opportunity for children to explore, investigate, and find solutions through experiencing the matters within the real-life environment. There will be several visits that can be undertaken throughout the academic year.

Once approval from the venue and ADEK is obtained, the Activity Coordinator will write a letter to parents. This letter will include information on the trip and a permission slip to be returned to [the appropriate staff member](#). This letter should be sent to parents at least three days prior to the trip date. Only students that have submitted permission slips signed by parents will be allowed on the visit. Those unable to attend will be placed in any other activities in the School for the [day or will be sent home](#).

**Nutrition Policy**

We try to promote a healthy attitude toward food. We teach children about good food choices and encourage children to explore new tastes. We ask parents to join in our efforts to promote good eating habits and good food choices with any food coming into the School in lunch boxes. INPS has an anaphylaxis policy that bans all food with nuts and traces of nuts. Please avoid packing peanuts, peanut butter or products that contain peanut oils. Parents should communicate with staff regarding their child’s food intake

concerns or special requirements. Families of children with special diets should provide a letter from a medical practitioner/dietitian outlining the condition or allergy.  
Cookies, sweets, chips and fizzy drinks are not allowed at school.

### **Rules and Regulations at the Cafeteria**

1. Entry and exit in a line
2. Leaving the cafeteria after cleaning up and tidying the place
3. Respecting the workers and using proper language with them
4. Eating and drinking only inside the cafeteria
5. Sticking to food manners
6. Washing hands after eating

### **Volunteering**

If you have a few spare hours either weekly or monthly, please consider volunteering; or if you have special talents or hobbies, please contact us. We can invest in your talents to help the School in a number of ways Please complete a Volunteer Form (to be provided later) and return it to the office. We will use this information to schedule activities according to parent preferences as much as possible. Information about volunteering opportunities will be sent home. Volunteer Form must be completed and returned back to the school. We will use information provided to schedule activities according to parent preferences as much as possible.

## Appendix A: Consequences of breaking school rules - Middle & High School

level	Violation	When committed	Deduction	First repetition	Deduction	Second repetition	Deduction	Third repetition	Deduction
<b>ONE</b>	1. Misuse of electronic devices or using headphones in the classroom.	Verbal warning	0	1. Open a file and document the violation. 2. Send written report to the parent \ guardian.	0	1. Deduct half of the points. 2. Summoning of parent \ guardian. 3. Issuing a first written warning to the student, which the parent \ guardian should read and sign.	-2	1. Summoning of parent \ guardian. 2. Issuing a final written warning to the student and his parent \ guardian in case of non-response. 3. Deduction of all the violation points. 4. Case study by the social worker. 5. Implement a set of strategies to reduce the negative behavior. 6. Shift the violation to level two.	-4
	2. Arriving late to the morning assembly.								
	3. Arriving late in the morning.								
	4. Arriving late to the class.								
	5. Entering / exiting class without permission.								
	6. Sleeping in class.								
	7. Eating in class.								
	8. Not attending classes or school activities.								
	9. Not doing homework.								
	10. Failure to deliver homework on time.								
	11. Not bringing school-related supplies.								
	12. Violation of school uniform.								
	13. Lack of discipline \ causing disturbance inside or outside the classroom.								
	14. Not charging the tablet.								

15. Forgetting the Tablet.							
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level	Violation	When committed	Deduction	First repetition	Deduction	Second repetition	Deduction	Third repetition	Deduction
<b>TWO</b>	1. Leaving the school without permission or skipping school during the school-day.	Summoning of parent \ guardian,  Student and parent \ guardian will sign a pledge not to repeat the violation,  and deduction of half of the points	<b>-4</b>	All points are deducted and the student and the parent \ guardian should sign a warning,  Or suspension from one to three days within the school campus.	<b>-8</b>	The student is suspended from one to three days within school and is assigned homework and issued final warning	<b>0</b>	Transfer the student to another section and refer the case to be studied by the social worker,  then transfer the case to the conduct committee to implement a set of actions that contribute to limiting the behavior,  and shift the violation to level three	<b>0</b>
	2. The instigation of quarrels or intimidation of school peers.								
	3. Wearing makeup to school.								
	4. Behaviors contrary to public modesty.								
	5. Graffiti on walls and vandalism of school furniture / buses.								
	6. Taking photos or distributing photos of school staff or students without their permission.								
	7. Verbal abuse and insults.								
	8. Absence from school before/ after holidays, at the end of the week, and before exams.								
	9. Not obeying administrative decisions.								
	10. Smoking inside school or possession of smoking materials.								

level	Violation	When committed	Deduction	First repetition	Deduction	Second repetition	Deduction	Third repetition	Deduction
<b>THREE</b>	1. Bringing and promoting physical or electronic materials that contradict public decency.	An immediate meeting of the educational committee to make a decision, and summoning of parent \ guardian to sign the decision, and deducting all points	<b>-12</b>	Referral to the disciplinary committee to make the decision to suspend the student, and referring the student to the competent authority to undergo a specialized behavioral program for a period of one to two weeks, and deducting all points	<b>-12</b>	Issuing a decision from disciplinary committee to suspend the student, and requesting the parent \ guardian to seek transfer to another school (if the parent \ guardian fails to comply with the request, the student shall be transferred by the decision of the Assistant Undersecretary for School Operations)	<b>0</b>	The disciplinary committee decides to transfer the violation to level four, and then final suspension from the school	<b>0</b>
	2. Defaming peers or school staff on social media.								
	3. Possession of white weapons.								
	4. Sexual harassment within the school.								
	5. Physical assault on peers or school workers (bullying).								
	6. Committing theft or covering-up theft.								
	7. Destruction of/ seizing school equipment and facilities.								
	8. Insulting religions or provoking sectarian strife.								
	9. Destroying school buses and harming road commuters.								
	10. Cheating / attempting to cheat in exams.								

level	Violation	When committed	Deduction
<b>FOUR</b>	1. Possession or use of firearms or white weapons inside the school.	<ol style="list-style-type: none"> <li>1. Immediate summoning of parent \ guardian.</li> <li>2. Take immediate actions in regard to the violation with the help of the concerned authorities.</li> <li>3. Conduct a disciplinary committee to issue its decision and inform the Student Guidance Department to take the necessary actions.</li> <li>4. Suspension of the student until the completion of the investigation.</li> <li>5. The student and the parent \ guardian shall be held responsible for any damages resulting from the violation.</li> <li>6. Transfer the student to rehabilitation programs approved by the Undersecretary of the Ministry of Academic Affairs in the specialized institutions.</li> <li>7. Suspend the enrollment of the student and prevent him from attending school, and transfer him to continuous integrated education or home-schooling.</li> <li>8. Total suspension from study in the case of exhaustion of all remedies, and transferring the student to a competent authority to modify and treat the behavior.</li> <li>9. Final dismissal in the case of exhaustion of all remedies.</li> </ol>	<b>- 20</b>
	2. Sexual abuse within the school.		
	3. Physical assault leading to injury of a peer or school staff.		
	4. Leaking exam questions or participating in this in any way.		
	5. Starting fires within the school campus.		
	6. Impersonating someone else in school-related transactions or falsifying school documents.		
	7. Insulting political, religious or social symbols in the country.		
	8. Acquiring, promoting, or using narcotics, narcotic drugs or psychotropic substances within the school or appearing under the influence of narcotic drugs in the school.		
	9. Broadcasting or promoting extremist or atheistic ideas or beliefs that oppose the social and political values of society.		

**Note:** Bringing a mobile phone to the school will result in confiscation of the phone until the end of the school year and deducting points of behavior up to 8 points.

<b>Violation</b>	<b>3 days</b>	<b>Deduction</b>	<b>6 days</b>	<b>Deduction</b>	<b>9 days</b>	<b>Deduction</b>	<b>12 days</b>	<b>Deduction</b>	<b>15 days</b>
<b>Unexcused Absence</b>	1. Notice. 2. Written pledge.	<b>-2</b>	1. Notice. 2. First warning. 3. Summoning of parent \ guardian.	<b>-4</b>	1. Notice. 2. Second warning. 3. Summoning of parent \ guardian.	<b>-8</b>	1. Notice. 2. Final warning.	<b>-12</b>	<b>NO registration</b>

<b>Note</b>	<b>Behavior modification 1</b>	<b>Behavior modification 2</b>	<b>Behavior modification 3</b>
<b>Upon modification of negative behavior previously committed.</b>	<b>2+</b>	<b>4+</b>	<b>8+</b>

## Appendix B: Consequences of breaking school rules - Primary Level

<b>Morning tardiness</b>	
First time	Individual advisory session
Second time	Advisory session to all students during assembly
Third time	Calling parents written warning + Formal note in the diary
Fourth time	first verbal warning +calling parents
Fifth time	First written warning + writing a note in the student 's diary
Sixth time	Second written warning + meeting with the parent
Seventh time	Sending the student home immediately

<b>Absence From School</b>
<ul style="list-style-type: none"> <li>• Parents should submit a legitimate written excuse for the absence of their child.               <ol style="list-style-type: none"> <li>1. In the case of sickness: submitting a medical report</li> <li>2. In the case of traveling: Informing the school ahead of time in writing and the school preserve the right to accept or reject it.</li> </ol> </li> <li>• The school is not responsible for repeating the lessons in case of absence without a legitimate excuse.</li> <li>• In case of repeated absence for more than 6 days, the student is given a first written warning.</li> <li>• In case of absence for more than 15 consecutive days, the laws of the Abu Dhabi Education and Knowledge will be followed.</li> </ul>

<b>Breaking class rules</b>	
First time	Verbal warning inside the class by the teacher
Second time	Verbal warning by the supervisor+ Formal note in the diary
Third time	Written warning by the supervisor + calling the parents

Fourth time	Meeting the parents to discuss the appropriate action to be taken
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<b>Disrespecting school property and others</b>	
First time	Individual advisory session
Second time	Oral warning from the supervisor + calling parents t
Third time	Written warning + calling the parents and be followed by the social worker
Fourth Time	Meeting the parents to discuss the appropriate action to be taken

<b>Failing to complete work and bringing school needs on daily basis:</b>	
First time	Verbal warning + writing in school diary/calling parents done by the teacher
Second time	Verbal warning + formal note in diary
Third time	Written warning from the supervisor + referral to the social worker
Fourth Time	Calling parents to identify the reasons
Fifth time	Commitment to do the missing work at home

<b>Failing to keep the school clean (classroom, playground, cafeteria, labs, bathrooms)</b>	
First time	Verbal warning by the teacher
Second time	verbal warning by the supervisor + Formal note in the diary
Third time	Written warning + calling parents in

<b>Using foul language at school</b>	
First time	Verbal warning + apology
Second time	Written warning+ calling parents
Third time	Meeting the parents to discuss the appropriate action to be taken

### **Bullying schoolmates**

First time	Verbal warning + Formal note in the diary + calling parents
Second time	Written warning + calling parent in
Third time	Parents will write a pledge
Fourth Time	In school suspension
Fifth Time	Sending the student home immediately

### **Neglecting personal hygiene**

First time	Verbal Warning + calling parents
Second time	Written warning + Formal note in the diary
Third time	Calling parents in
Fourth time	Parents will write a pledge
Fifth Time	Meeting the parents to discuss the appropriate action to be taken

### **Not sticking to school uniform**

First time	Verbal warning + calling parents
Second time	Written warning + Formal note in the diary
Third time	Calling parents in to bring the uniform
Fourth time	Send the student home immediately to change