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**STUDENT HANDBOOK**  
**HIGH SCHOOL DEPARTMENT**  
**2020-2021**

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**Welcome to the start of a great school year!**

GVS is a private co-educational language school licensed by the Ministry of Education. While the Egyptian curriculum is the basis of the education offered in school with the addition of the German language, the approach to the objectives written in the Egyptian curriculum is based on British books and teaching methods.

In GVS, we believe that:

- Students' learning needs are the primary focus of all decisions impacting the school's educational program.
- Each student is a valued individual with unique intellectual, physical, social and emotional needs.
- All students are capable of learning and need to apply their learning skills in meaningful contexts.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff members.
- Embracing diversity strengthens individuals and enriches life.

In GVS we are committed to:

- Recognize the achievements, uniqueness and individualism of all students.
- Encourage staff and students to achieve their highest potential.
- Guide our students in a way that will encourage them to satisfy the needs of their society and improve it.
- Develop each student's sense of self-esteem and self-respect.
- Employ excellent staff who is highly motivated and committed.
- Be committed to education as a lifelong process.
- Develop strong parent-teacher-student cooperation.

Family involvement is a leading factor in academic success, and we value your collaboration in support of your son/daughter's learning. Your participation, feedback and suggestions are always welcomed. Have a great year!

School Management Board  
Staff Members

**SCHOOL CONTACTS** - Available online.

*Please make sure to frequently check our website <http://www.gvs-eg.com/GVSchool.aspx> for school events and important notifications.*

## **PART I – INTRODUCTION**

This Handbook is a collective source for GREEN VALLEY guidelines and regulations. Parents are an essential component of a student's successful educational experience. You are encouraged to be an active participant in the education of your son/daughter. Through this information handbook, there are several areas for you to consider in being a successful "partner" with the school staff and your son/daughter.

On a daily basis, learning in GVS is moved from rote learning to learning by doing, discovering and working with others to solve problems. It's a hands-on approach that helps students develop skills in a meaningful way.

### **GVS VISION**

#### **To Become an Authentic Trilingual School**

This vision has shaped the education provided by the school since it was founded. It is a vision that continues to dictate every aspect of school life today. Arabic, English and German are taught in parallel. Every effort is made to develop students' sensitivity and fluency in these languages and to ensure that they receive full benefit from their extensive linguistic education. The quest for our vision continues...!

### **GVS MISSION**

*"GVS is committed to providing a distinctive high-quality education with emphasis on languages to meet the educational needs of the international and national community while preserving the Egyptian identity - at a reasonable cost".*

Green Valley School **will fulfil its mission by:**

- Creating a stimulating and interesting environment for students that is secure, caring and comfortable.
- Providing an active learning program, which is based on the instructed learning-by-doing principle, where students are encouraged to gain practical experience through discovery, reasoning and working with others to solve problems. The program is guided by the strategic and active engagement of students to learn through doing and reflection, which empowers them to apply their knowledge to practical endeavours inside and outside of the classroom.
- Offering a system of learning where trusting relationships are nurtured by supporting lots of active social interactions between students, teachers, the school community and the community at large.
- Applying pedagogical strategies that utilize the role of technology in creating adequate environments where teaching methods support the necessary interactions to achieve the learning goals.
- Creating a learning atmosphere where life-long learning becomes a habit, which directs the transition from "learning to please the teacher" to learning for its own sake.
- Introducing innovative curriculum development based on the most current research.
- Creating opportunities for students to become confident, responsible and self-disciplined adults
- Continually seeking ways to provide services more efficiently and with higher quality.
- Providing an environment which actively promotes students' language and communication skills and places language and communication awareness as one of the highest priorities in the school.
- Challenging all students to envision new possibilities.
- Ensuring that student learning is the focus of all school activities.
- Creating an educational environment in which the pursuit of academic excellence and intellectual growth is complemented by a concern for the moral, physical, psychological, and creative development of each student.

### **SCHOOL MOTTO**

Supported by its Motto – follow the rules, accept your responsibilities and uphold your rights - GVS aspires to live as a community that shares responsibilities and that values intellectual integrity, loyalty, and discipline

## **PART II: LOGISTICS**

### **Language**

At GVS, English is the main language of instruction. Students are expected to speak in English at all times except during Arabic or German lessons. It is strongly recommended to set a time at home (like lunchtime, sleeping time ...) for talking in English with your son/daughter. This is very important, as your son/daughter will learn that you appreciate his/her effort to converse in English. At the same time, it will strengthen your student's language acquisition in English.

### **SCHOOL HOURS**

Sundays through Thursdays: 7:30 a.m. - 2:05 p.m.

School gates are open for students starting 7.15 a.m. No student is allowed in school before.

Buses leave at 2:15 p.m., except on early leave occasions stated in GVS calendar.

**2020-2021 Update - Hybrid system** is followed according to communication with parents per year group.

### **ATTENDANCE**

GVS has a commitment to provide formal quality education to its students. To achieve this goal, students must constantly be in attendance at school. Chronic absences or tardiness disrupts the learning process, and makeup work is not a sufficient substitute for physical attendance at school. For that reason, it is important that the school and home come together as partners to assure students achieve high attendance.

- Regular attendance is a very good habit to develop and is important starting early age for their social and educational welfare. Poor attendance and underachievement go hand in hand. To receive maximum benefit from school and instructional experiences, it is important that students report to school each day.
- When school is missed, teachers' explanations, class projects and homework can never entirely be made up for. Unnecessary absence deters the student's ability to learn.
- Students who miss school, for whatever reason, can experience a loss of self-confidence and social isolation as well as having gaps in their learning.
- Parents and students should set school attendance as a number one priority. Parents are expected to make every effort to avoid absences during school days.
- There are such times when it is impossible for students to attend school because of illness or fever. If a student is not feeling well, we encourage parents to keep him/her at home.
- In case of planned absence, where a student is absent due to a family emergency, the school administration must be notified in advance and, upon returning to school, the student must submit a formal document justifying this absence either through an email accompanied by a scanned document stating the reason of absence (i.e. a medical report, travel or championship stamped document)

### **Attendance Violations**

- The school inspects the attendance of students, in case the student does not maintain 85% of his/her attendance record, the administration will send a note to the parents reminding parents that the student is almost beyond the attendance percentage.
- Parents will be asked to meet with their son/daughter's Acting principal to discuss his/her attendance.
- Repeated absence might lead to missing final revisions, losing grades and eventually reconsidering the student's future in GVS.
- In case a student is sick on an exam day (quiz, cycle exam, ..) or a final exam, a medical note from a doctor should be e-mailed to school in order to re-sit for the exam s/he missed according to a schedule set by the school.
- If the student misses an exam day (quiz, cycle exam, ..) or a final exam, because of a national or international championship, he/she must submit a stamped document to sit for a makeup exam, according to the school make-up schedules.

- Whether or not the student's absence is excused, s/he would have missed a lot of valuable in-class teaching that will not be made up for.
- It is always the student's duty to know materials covered or assignments given during his/her absence and catch up. The teacher may decide to give additional help if deemed necessary.

**Absences may normally be accepted for the following reasons:**

- Illness
- Family loss (for a limited duration)
- Family Emergency
- Championships or tournaments
- Off-site examination (high school students)

**Illness (check appendix 1)**

- In case a student is ill and will be absent for more than three days, parents should contact the school to justify his/her absence and absence has to be validated by a medical report from a physician upon return.
- Any student having evidence of contagious diseases will be, unfortunately, immediately dismissed from school and school-related activities for the needed period of time.

**Contagious diseases (check appendix 1)**

- If a contagious disease is discovered at home, parents should inform the school administration. A sick student should remain out of school for the required number of days for that disease for example:
  - Chickenpox ----- until scabs disappear – usually 5-6 days.
  - Mumps ----- 9 days or until the swelling disappears.
  - Covid 19
- For the sake of all students' protection, it is important that sick ones stay out for the required number of days.
- A medical report is expected to be sent to school before his/her return to school.

**Medications**

- Health and physical wellbeing of students takes the highest level of care and attention.
- The school clinic is fully equipped to handle all minor injuries, diagnose common illness and treat any arising symptoms with the prior permission of parents.
- Parents are required to provide their son/daughter's full medical record, a health plan for their son/daughter in case they have a special medical issue (i.e. allergic reactions, asthma attacks, diabetes, epilepsy, ....).
- Parents will determine the level of medical intervention they authorize the school to use in case of illness and/or emergency.
- All medicines sent to school to be taken under the supervision of the school nurse must be labelled with the student's full name, class and details about the intake dosage and time.

**Hygiene check-up Process**

The school nurse performs hygiene screening which includes hair (Lice and/or nits) nails, and ears.

- The process does not take more than 10-15 minutes for each class.
- **Frequency:**
  - Scheduled: Once a month during the school day.

**Hair (Lice and/or nits)**

If lice/nits are suspected to be found in a class, the nurse will check students' hair and the following procedure will take place:

- The affected student will be removed from class immediately and parents are asked to pick him/her up. Plus, a letter is sent home asking parents to keep the student home for treatment. S/He is ONLY allowed to join the class when totally cured.
- A letter to all students in that classroom is sent home asking parents to take preventive measures to avoid the spread of such infection.

- The affected student will be re-checked by the nurse on their return before joining their classes.
- In case the affected student is sent to school before being cured, s/he will not join the class until parents pick him/her up from school. If s/he uses the school transportation facility, s/he will not be allowed to ride the bus back home.

**The process of informing the parents and rechecking is done in an extremely discreet manner.**

### **Medical Emergencies**

Injured students are first aided by the school nurse.

If during the school day a serious accident occurs, these are the steps which will be taken:

- The nurse will assess the seriousness of the situation and proceed accordingly. The nurse will take care of minor injuries. In such a case, a note describing the injury and the action taken will be sent home with the student.
- In case of a student's injury; the school will notify the parents and ask them to pick him/her up.
- A student who needs hospital attention, the school will call the parents to choose whether:
  1. To pick the student up from school or at a meeting point
  2. Or to be accompanied by the school appropriate representative to a hospital (recommended by parents or to Ain Shams specialized hospital, El Obour city) where further treatment will be provided.
  3. The moment the student arrives at the hospital, it becomes the hospital and parents' responsibility to give any appropriate treatment.

### **Athletes**

- Athletes are expected to act as role models in Physical Education classes.
- The ONLY excused absence that is allowed for a student-athlete is the number of days stated and approved by the athletic organization they are going to join.
- The student must catch up with the parts of the syllabus she/he has missed and ask for teachers' help in case of need.
- If the student misses a quiz or a cycle exam, they should be retaken according to a schedule set by the school and the student gets his/her actual grade.
- If the student missed a final exam, because of a national or international championship, he/she must submit a stamped document to sit for a retake, according to the school retake schedule.
- Exceptions might be given to athletes who have regular national team training in the early mornings. These exceptions are given in the presence of a supporting document.

### **Championships OR Tournaments**

- In such case, the school administration must be notified in advance and, upon returning to school, the student must submit a formal document justifying this absence either through an email accompanied by a scanned document stating the reason of absence (i.e. a medical report, travel or championship stamped document).

### **Early leave:**

- Early dismissal is NOT allowed.
- In emergency\* cases parents might request to pick up their students early, the student is usually taken between sessions but NEVER during a session. Students who leave early for any of the approved situations may not return to school.
  - In case an internal school exam is scheduled on that specific day, it must be taken before departure.
  - In case a ministry exam is scheduled on that specific day, the student may not leave before completing the exam.



- Approved reasons for students' leaving early:
  - Family member loss
  - Embassy appointment
  - Championship
  - Doctor's appointment provided there is a medical note and at least one-day notification via email.

### **Late arrival:**

All students should be in school at 7:15 - 7:30 am.

Exceptions might be given to athletes who have regular national team training early mornings. Such exceptions take place provided submission of a supporting document.

Late arrival negatively affects student's attendance record

Arrival, after 7.35 am (during the first lesson), is considered late arrival for students who come by car and will result in the following consequences

- 1st violation: Rule reminder + Email to parents. The student is not allowed to interrupt class and will attend class starting the 2nd lesson.
- 2nd violation: Students fill in the reflection form + Email to parents. The student is not allowed to interrupt class and will attend class starting the 2nd lesson.
- 3rd and 4th violation: The student fills in the agreement form + Send the form of agreements to parents.
- 5th violation: Reflection with Discipline coordinator +The student is not allowed to interrupt class and will attend class starting the 2nd lesson + the student is asked to organize art class /design a chart related to the action.

## **Emergencies**

- **Emergency Evacuation Procedures**
- Evacuation drills will be held during the 1st term of each year to familiarize students with necessary procedures and problems.
- At the sound of the evacuation alarm, students evacuate the building immediately and quietly.
- They exit quickly according to the evacuation plan and remain with their current subject teacher until a clear signal is given to re-enter the building.
- **Emergency Calls (Precautionary Procedure in cases of emergency)**
  - In the case of an emergency (non-controllable health or safety issues, extreme weather conditions, civil defence emergencies) that may require school closing or early leave, parents will be notified as soon as a decision is taken.
  - Accordingly, it is very important that parents update students' contact information whenever there is a change.

## **UNIFORM**

- All GVS students are expected to attend school (physical and online sessions) with the full school uniform in accordance with their stage requirements
- Junior High - Blue, IGCSE - Green, Senior Year: unified uniform that is subject to change each year upon their decision.
  - For both summer and winter (normal school days):
    - White/ blue/green socks.
    - Shoes must be plain black with black laces and without any logos or colourful markings.
    - P.E. Kit (only when P.E. is on schedule):
    - School P.E. kit (summer/winter outfit).
    - Sport shoes (sneakers). Sports shoes are ONLY allowed on days with P.E. classes.
  - Jackets
    - School jacket/Dark blue jacket without any logo for all stages.

- PE kit should be worn ONLY on days when they have Physical Education classes. Students who come to school without their P.E. kit and sports shoes are not allowed to participate in the P.E. session.
- All sorts of accessories (such as wristbands, bracelets and anklets) for boys and girls are not allowed.
- Only wrist watches are allowed in school. All kinds of smartwatches and trackers are strictly forbidden.
- Hairstyles must be tasteful, classic and neatly groomed to meet the wearing of a uniform. Unusual hair color or style -either boys or girls- is unacceptable.

<b><u>Accepted Male hairstyle</u></b>	<b><u>Accepted Female hairstyle</u></b>
<ul style="list-style-type: none"> <li>● Colour—Hair is to be your natural colour.</li> <li>● Length—Hair should be off the collar and ears.</li> <li>● Front—Hair may come no lower than one finger width above the eyebrows.</li> <li>● Style—Neat and well-groomed (not tangled braided, nor spiked). Bold hairstyles are forbidden.</li> <li>● Hairbands are strictly forbidden.</li> </ul>	<ul style="list-style-type: none"> <li>● Colour – Hair is to be your natural colour.</li> <li>● Style – Hair should be tied up. Hairstyles should be neat and feminine.</li> <li>● Only simple, plain hair accessories are allowed.</li> <li>● Headcovers (Veils) are either blue or white/ IG: green or beige.</li> </ul>

- Nails should always be clean and well-trimmed. Nail polish is not allowed.
- Students should be properly groomed for school and to wear the school uniform daily unless announced otherwise.
- No hats, hoods, gloves or sunglasses allowed in the building during school hours.
- During events when students are allowed to come to school out of uniform, outfits should be chosen with great care; transparent, sleeveless, revealing or short clothes will not be permitted.
- Lest students shall follow the instructions given to them regarding the dress code prior to any school event; they might be deprived of participation.

### **Prohibited Items**

- Bags that have rollers or wheels at the bottom are not allowed in school because this interferes with the safety of students.
- Students are not allowed to bring cell phones or smartwatches to school even during school events and on trips.
- All types of communication gadgets with telephone capability and chat lines are strictly forbidden within the school premises, during events and trips, and on the school bus.
- This includes any device that accepts a sim card such as tablets or similar gadgets.
- Students are allowed to bring the following items to use only on the bus: MP3s, MP4s, electronic games, toys and private stories.
- If any of the above-mentioned items are found with the student in the school, School assumes no responsibility for finding or protecting these items
  - Refer to the cell phone and social networking section (below).

## **Transportation**

Parents and teachers need to work together to ensure that students use the buses in a safe and responsible manner.

**2020-2021 Update** - Students are expected to follow precautionary regulations on the buses for their safety as well as their colleagues.

### **Bus Rules and Regulations**

- At GVS, we treat bus drivers and monitors with respect. All students must display an appropriate level of respect and attention when spoken to by a bus monitor.
- Students should wait at their bus stop minimum of 5 minutes before the regular pickup time.
- While on the bus, students should keep his/her hands and head inside at all times. Students should remain seated while the bus is in motion. Loud noises and excessive movements are to be avoided for their own safety.
- No eating or drinking is allowed on the bus.
- Buses will leave school premises at 2:15 p.m.
- Buses are to be boarded on time. Should any student miss the bus back home, it will be parents' responsibility to pick their son/daughter where the school provides supervision until 3:30 only.
- The bus will not wait for a late student in the morning. In the afternoon, if the person responsible for picking the student is not on time, the student would be returned to the school (El Obour city), where s/he will wait for their parents to pick them up.
- To ensure the safety of students, Parents send an email to year group admin, in case a student will not be taking his/her regular bus on a specific day.
- Please clearly state the date when he/she will not be using the bus and state whether he/she will use another bus, or someone will pick him/her up on that day. N.B. the parent must notify the school with the name of the person picking up the student, relation, and ID number to identify them.
- Verbal messages from students are not taken into consideration to consolidate parent-school communication.
- In case of any change in the parent's email or telephone number the school should be informed through email.
- Students are only allowed to use their MP3s, MP4s or electronic games. Accordingly, the school is not responsible for damage or loss of these items. It is advised not to allow your son/daughter to exchange his / her electronic devices and their accessories with his/her peers as the school will not be involved in handling such problems.
- Full-time students are not allowed to bring cellphones to school. All types of communication gadgets with telephone capability and chat lines are strictly forbidden.
- Higher grades students are not allowed to use the KG buses or vice versa. Only KG students can ride on the higher grades' buses provided that there is no KG bus available for that destination.
- As space availability is an issue, please note that
  - Arrangements for transporting students on a different bus can be carried out provided that there are spaces available on the chosen bus. We will operate on a "First Come, First Served" basis.
  - No new bus applications will be accepted after the start of the school year.
  - KG & Primary students' buses routes vary and buses with both KG & Primary students together are limited to some but not all routes.
  - KG students riding Primary buses will wait in the school after the school day is over to go home with the Primary buses (30 minutes after the last KG bell) provided that there is no KG bus available for that area.

### **Consequences for breaking bus rules:**

- Should any of the above rules be broken, the student will be verbally warned, and an email will be sent to the parents.
- After two incidents, the school will take disciplinary action which will result in the student being suspended from the school bus for a period of time, from 1-5 days.

- In more serious matters/offences, the student might be - **at this instant**- suspended from the school bus for a period of time **without receiving any prior warnings**.
- **Buses are to be boarded on time. Should any student** deliberately delay the bus will be warned twice, and then the parents will be notified?
- On the third time of breaking this rule, s/he will **miss the bus back home and it will be parents' responsibility to pick their son/daughter where the school provides supervision until 3:30 only**.

In some cases, the school reserves the right to terminate the transportation service for a student for a period of time or until the end of the year without any explanation.

For students' safety, those who are using private transportation are not allowed on campus before 7:15 am or after 2:30 pm since the necessary supervision is not available.

### **Safety Guidelines;**

#### **a) While waiting for the bus, students must:**

- Stay back from the edge of the road
- Stand quietly and respect other people's property
- Don't throw objects
- Wait until the bus comes to a complete stop before attempting to get on.
- Be on time as the driver has a schedule to maintain

#### **b) When boarding or leaving the bus, students must:**

- Step on and off quickly and quietly
- Not push their way through
- Watch their steps
- Wait until they have a clear view of the road before crossing it
- Cross properly in front of the bus ONLY

#### **c) While on the Bus, students must:**

- Keep quiet and only talk using inside voices
- Sit properly with their feet off the seat
- Use only one seat for themselves
- Adhere to the seating plan instructed by the bus monitor
- Refrain from doing anything which might distract the driver's attention
- Refrain from using pens and pencils on the bus
- Remain seated until the bus stops
- Keep feet and belongings out of the aisles
- Never throw objects
- Keep their heads and arms inside the bus at all times
- Keep the bus clean
- Refrain from shouting, whistling or gesturing from the bus windows
- Refrain from eating or drinking on the bus as it is not permitted. Drinking water (only) is allowed.
- **2020-2021 Update:** Students should wear face masks all the time on the bus

### **Students must follow the bus monitor's instructions at all times.**

- Bus monitors and drivers are strictly instructed not to get off the bus to deliver students; the person responsible for picking the student must receive him/her at the bus door.
- Parents are requested not to discuss any matter with the bus monitor or the bus driver at any time.
- Parents are requested not to call the bus monitor or the bus driver at any time for any reason.

## **Means of Communication**

### **Comments or concerns;**

Parent/ guardian forwards any comments or concerns they have to the transportation department via email: [transportation@gvs.edu.eg](mailto:transportation@gvs.edu.eg).

**All concerns and comments are highly appreciated, and any related necessary actions will be taken as promptly as possible.**

### **Emergencies during bus routes ONLY;**

Morning (6:00 a.m. – 7:15 a.m.) & Afternoon (2:15p.m. – 4:00p.m.)

In order to serve parents' needs, the Transportation Department has provided the following cell phone numbers to receive parents' calls in case of emergencies during the bus route:

0111 050 4979

0111 050 4970

0111 050 4971

## **Changing address**

### **1) Changes of address (request placed on the same day) – depending on space availability**

- If a bus student will NOT be taking the bus home OR if a student is being picked up by someone other than a parent, the parent must notify the school with the name of the person picking up the student and ID number to identify them.
- Parents call tel. 01000982949 or 01143395968 or send an email to the year group admin.
- Appropriate notification to school is required ONLY from 7:30 a.m. till 12.00 noon.

### **2) Temporary/ Permanent Changes to a new address (request placed 4 days in advance) – depending on space availability**

- Any change from the current address to a new address during the academic year, the school has to be informed 4 days in advance.
- Parents call tel. 01000982949 or 01143395968 or send a request through an email to the year group admin.
- Requests are ONLY taken from 7.30 a.m. till 12.00 p.m.

### **3) Changes to a new address (for the following academic year) – depending on space availability**

- In case of a permanent change in address for the following year, the school must be informed before the summer vacation or as soon as possible to avoid delays and/or issues when placing students in the new route.
- Parents call 01000982949 or 01143395968 or send a request through an email to the year group admin.
- Requests are ONLY taken from 7.30 am till 12.00 p.m. noontime.

## **PARENTS /TEACHER COMMUNICATION:**

The school maintains good communication with parents regarding students' progress and behaviour through different channels.

- Parents should make sure that the school admin has the correct contact information (email address and phone number) to facilitate communication throughout the academic year.

- Any requests, complaints, remarks, etc. can be sent via email to the school and a reply should be sent within 2-3 working days.
- In case of an emergency, parents are welcome to set an appointment- during working hours- with the Acting School Principal through email or phone. Under any circumstances, parents may not show up at school and demand an immediate meeting with the Acting Principal; a preset appointment is required to ensure parents are better served and the students' needs are met.
- Any requests, complaints, remarks, etc. can be sent in a sealed envelope marked "Confidential" and addressed to the Acting School Principal.
- It is against the school's policy to contact teachers personally for any reason. Parents are also kindly requested not to stop teachers at the school gate on their way home to discuss their son/daughter's progress.
- **School Letters** - In order to conserve resources, school letters are uploaded on the school website (NEWS page) rather than sending hard copies **OR** sent via email. The only exception to this would be letters requiring a signature of parents.
- **GIFTS** - Material gifts to staff members are strictly forbidden.

## **Communication Channels**

### **High School**

Parent's phone calls are most welcomed from 8:00 a.m. to 10:00 a.m.

- Parents meetings are held once per term on a Saturday. Parents are kindly requested to attend these meetings to discuss their son/daughter's progress and/or issues.
- Individual conferences can be set between teachers and parents to discuss arising problems or academic performances of students upon the request of either party.
- Parents who cannot attend the parents' meeting or have any concerns, should make an appointment (meet only two teachers) through the administration who will notify the teacher to schedule a time to meet those parents in his/her free time.
- Teachers are not allowed to discuss student's problems over the phone or to give their personal numbers to parents.
- Emails are considered the main channel of communication with the school. We welcome all your queries, comments and concerns and we will gladly respond to you within 2 working days.
- Furthermore, the school will be using emails to communicate with your important information in specific situations. We, therefore, ask you to check your mail regularly and to make sure you always keep us informed with your accurate email address.
- Any educational concern should be conveyed to teachers or Heads of Departments through email sent to the grade level email.
- Sent emails to teachers normally take 2 to 3 working days to be replied to because some of the matters need to be investigated or discussed before any reply is sent. Letters inquiring about straightforward matters may be addressed quicker. Likewise, responding to more complicated issues may take up to a week.
- Any behavioural complaints or concerns should be sent via email. Investigations, followed by school action, are considered internal school matters that might not be shared with parents.

### **CELL PHONE AND SOCIAL NETWORKING POLICY – The Rationale**

Our school policies and regulations are purely centered around and grounded in achieving the healthiest and most beneficial learning environment for students. They are constantly evaluated and updated in accordance with the most recent research and perceptions of education. Below two policies are being addressed: the banning of mobile phones in school and the should-be-controlled involvement of youngsters in social networking.

#### **1. Cell Phones**

The technology of cellphones has developed considerably to include the downloading and the taking of photographs and digital images which can be forwarded or stored. Although a mobile phone is a potentially powerful tool for learning, it is assumed to cause chaos in school because it may distract students' concentration as well as let loose 'misuse' of cell technology.

Cell phones in school pose a considerable threat to both student and staff security and privacy. 'Misuse' of cell technology includes filming and taking pictures without permission; sending inappropriate or threatening text messages, videos or photographs. All of these are a form of cyber-bullying and contravene our school aims and ethos.

The school policy regarding cell phones on and off-campus is designed to eliminate the 'misuse' of mobile technology.

Please abide by the following rules:

- Full time students must not bring cell phones onto the school site during the school day. If a student is found in possession of a phone in school or is found using a cell phone during the school day, policy applies.
- As for handheld electronic devices (games and music devices only), students are permitted to bring these to school but only to play with on the bus. If students decide to bring handheld devices (this does NOT include cell phones) they do so at their own risk; the school accepts no responsibility for replacing lost, stolen or damaged devices. The safety and security of these gadgets is a whole matter for students/parents.
- In case of engaging in taking pictures, filming, texting or sharing on social media while in school or on the bus using any gadget, the procedure will vary according to the individual case. Such a violation will require a meeting between the principal and parents of the student.

### **Social Networking Advice**

The advent of 'Social networking' has increased pressure on individuals to protect their security and privacy. With social networking, it is easy to forget that a wide range of people can rapidly access information shared online. The instant nature of social networking may mean views are expressed in a manner which can bring the individual or the school into disrepute.

The following guidelines should adhere to:

- Parents should refrain from using social networking sites to contact staff on a school matter. The normal protocol for contacting members of staff is through the channel book, by letter, by a phone call or approaching the school administration staff.
- Parents should not take offence if a member of staff does not accept a 'friend' request from a parent.
- Staff members of the school are bound by safeguarding regulations and should not accept students as contacts.
- When engaging in mobile communications with their peers outside school hours, students should adhere to the school rules/code of conduct by respecting others.

### **Break time**

It is an important part of the day for all students. It provides an opportunity for fresh air and physical activity. Students have 2 breaks/day.

Students should

- Walk quietly to/from their classes immediately when the bell rings.
- Be talking in English and using good language while playing or talking to each other.
- Only play in the allocated areas where there is teachers' supervision.
- Report to the teacher on duty if s/he is bullied by any means.
- Follow the instructions of teachers on duty.

**2020-2021 Update:** Cohort groups strategy will be followed to maintain physical distancing  
Students should

- Not litter. All trash must be thrown in the baskets.
- Not play cards during break times.
- Not play football as it is not allowed during break times.
- Not throw sticks or stones at each other.
- Not fight or bully.
- Not play rough games; carrying or lifting other students are not allowed.

### **Bullying**

- We believe that everybody should enjoy school equally, and feel safe, secure and accepted. Bullying can be pushing, hitting, and spitting, as well as name-calling, picking on, making fun of,

jeering at, and excluding someone or ruining their property. Bullying also includes joking by hand which may include slapping, beating, punching, pulling a chair out from under someone, etc.

- We are following the “Zero Tolerance” policy towards any kind of violence/bad language. Therefore, any aggressive behaviour/foul language ends up in an in-school suspension for the bullying student.

## **Healthy Nutrition**

Healthy eating habits form at a young age. It is our policy to encourage students to eat healthy food whenever possible.

### **Update 2020-2021: As a result of pandemic of COVID-19**

- Students should get their lunch boxes prepared from home as canteen services are not available.
- Water and Juice are ONLY available for students to purchase using school canteen coupons.
- Money transactions are not allowed.
- Sharing food or any other item is not allowed for students’ safety.

### **Lunch Box**

- In terms of nutrition, it is important that the students are encouraged to bring a healthy well-packed lunch to school. Chocolates, chewing gum, fizzy drinks, sweets, chips and similar food (which are high in preservatives, sugars and fats) are not allowed at school.
- Please make sure the food sent is not messy or saucy to avoid spillage. The ideal lunch box that students should bring into school would consist of any or all of the following:
  - Fresh fruit
  - Crunchy vegetables, such as cherry tomatoes, carrot and cucumber sticks
  - Protein food such as slices of lean meat, hard-boiled egg, or peanut butter
  - Dairy food such as cheese, milk or yoghurt
  - Starchy food such as bread, muffins, biscuits, fruit bread or crackers
  - Water (not in a glass bottle)

*Using other students' water bottles is not healthy. Kindly make sure your student has a clean bottle/cup to drink from during the day.*

*Some students tend to borrow coupons or food from other students and never return them, so make sure your son/daughter has enough food with him/her.*

## **Lost and Found**

It is our school policy to teach our students to take full responsibility for their belongings on the school premises and/or the bus.

If a student finds an item which does not belong to him/her or loses a personal item, he/she is strongly advised to head to the floor supervisor and deliver this item to her.

Any losses should be reported immediately to the administration by email.

## **High school:**

Lost and found items will be located with the floor supervisor.

**Unclaimed property will be donated to charity at the end of the school year.**

## **Daily Routine**

The school day starts at 7.30 am.

During the school day, two breaks in the middle of the schedule take place. Timings vary from one stage to another

## **High School**

The school day ends at 2.05 pm

**2020-2021 Update:** Morning lines are not taking place for students’ safety.



## **Circle Time**

- Duration: 15 min early morning
- Led by the class teacher, circle Time is an active teaching strategy. It is developed in a planned way to create a positive ethos in the class by:
  - Keeping students informed of things happening in school.
  - Reinforcing positive relationships among peers, giving them the tools to engage with and listen to each other.
  - Dealing effectively with problems that are affecting the class, for example too much talking during lessons, or someone being picked on, hallway manners, etc. using scientific steps
  - Improving speaking and listening skills which in turn develops confidence and helps self-esteem.
  - Including every member of the class in talking activities that promote self-discipline, mutual understanding, responsibility and better relationships.
  - Train thinking skills
  - Increase Focus on proactivity
  - Lower Stress
  - Improve Energy level between all GVS partners

## **Learning Process**

### **Assigning students to classes**

In assigning students to classes, a variety of issues are taken into consideration to ensure that each student will have a successful school year. Examples of such issues include (but are not limited to) the following: a fair distribution of the gender, specific health needs, special needs required, interpersonal relationships, learning styles, as well as academic and social needs, ... etc. The supervisor's/team leaders will place heavy priority on teacher recommendation.

### **Seating plans**

#### **High School**

The seating plan will not be changed, students should abide by their assigned seating spot and physical distancing should be preserved.

### **High School English and German Textbooks**

It is a necessity that all students acquire these books. In order to facilitate this process, the school administration offers students the following options:

- **Option 1: Buy the books**
- - Students pay the full price of the books and own them for good (they don't return them at the end of the year, nor receive refund)
- **Option 2: Get the books on their own**
- - Students will get the required books on their own with no interference from school

## **GVS enrichment Classes**

- GVS offers **enrichment** classes in some subjects as seen necessary by the subject teacher. These additional **enrichment** classes focus on improving student's skills.
- The classes are designed to help fill in any gaps in learning or gaps in prior content knowledge. Students receive additional content and specific instruction to help support their learning.
- Parents are informed through email.
- Self-study courses are another way of **enriching** students who need to do extra work to consolidate their understanding and skills. Students may do the work on their own and turn it in to be marked, or in certain cases, they will be required by the subject teacher to complete it as extra work.

## **PRIVATE LESSONS**

Private lessons are strictly forbidden. Nevertheless, sometimes you are asked to get external help just in the German language. In such cases, the tutor should only enrich a student's vocabulary and his/her language skills using external materials other than the school's.

## **HOMEWORK**

**In GVS, our aim is that our students go through the learning process effectively.**

GVS sees homework as a way of supporting work done at school and getting into good working habits. Homework is an extension of the daily school program; it plays a vital role in the students' learning process and is counted as part of the student's final grade. It gives parents the opportunity to see what's going on in school and to express positive attitudes toward achievement. It also helps students recognize that learning can occur at home as well as at school.

Homework can foster independent learning and responsible character traits. As a general rule, all students should be able to carry out their homework tasks without external help and turn them in on time. If a student finds a piece of homework particularly difficult, s/he should be encouraged to complete it on his/her own. Parents may prompt and support but may not do the work for their children.

Parental support and follow-up are required to make sure that assignments are competently and neatly done.

## **High School**

### **Preparations and Assignments:**

Students are expected to study their lesson using preparation posted for them, the book, copybook or booklet to ensure that they can do their assignments on their own, helping them gain the utmost benefit. Copybooks, booklets and books are the main resources used in class, so it is highly appreciated to have all materials ready according to the schedule posted to students.

### **Before sessions:**

Material for preparation is sent each Thursday for all subjects – on Google classroom- to allow students to prepare for the following week; its aim is to provide a mindset that prepares students to achieve the highest level of understanding through sessions.

N.B. Each student will receive a username and password for his/her account at the beginning of each academic year, sharing user IDs and passwords is forbidden.

### **During sessions:**

Sessions are dedicated to practicing and consolidating the concepts students understood, this will be through group work, pair work activities and individual presentations. And at the same time, preparing them for exams.

### **After sessions:**

1. Homework will be given to consolidating the part taught in class.
2. There will be assignments like projects, researches and presentations given to students to consolidate the learning.
3. A pop-quiz might be given at the beginning of the session.

### **Incomplete preparations/ homework (High School):**

Parents are notified and a follow up plan according to the policy takes place.

### **Assessments**

If tests or quizzes are missed during an excused absence, the student is given the opportunity to sit for make-up tests/quizzes which will be on the first day s/he joins school after his/her absence. If the student does not bring a medical report, the missed test/quiz will result in a failing grade.

For High School mid-year and end-of-year assessments, an absent student will be sitting for a make-up exam later (to be decided upon accordingly based on the school calendar).

Certain year groups may take their ministry exams on weekends/ holidays or out-of-school. When these exams are on school days, school buses pick up/drop off students as usual to/from school.

If the ministry exams are on weekends/holidays, meeting points service will be offered to students.

### **Examination Papers**

EXAMINATION PAPERS WILL NOT BE SENT HOME as they are considered very important internal documents that the administration depends on for evaluating the whole school performance.

The teacher may discuss the student's performance whether points of strength or weakness with parents in terms of reflective comments based on the examination paper without showing the exam paper to the parents.

### **High School Assessment and Evaluation**

#### **Assessment and evaluation are based on the following**

Final grade is split into for evaluation and portfolio; both make up the final grade of the student for the subject:

- Evaluation grade - students are expected to show commitment through attendance, participation, and on exam days.
- Portfolio which is the sum of student's preparations, assignments, homework; classwork and classroom participation; individual/group projects activities; researches and presentations assigned by their subject teachers; and in compliance with classroom rules.

## **Exams**

- High School exam papers are collectively corrected in a class by the teacher and students, no exam papers are given back to students to take home or exposed for parents.
- Parents can discuss their son/daughter's grade during the parents meeting where the teacher highlights the points of strengths and weaknesses in the exam.
- Official reports are issued 3 times a year (Portfolio term 1, End of the first term, End of year). Reports need to be signed by parents/guardians and returned to school.

## **Promotion to the Next Grade Level**

- Students must receive a passing grade of 50% or higher (exam+effort and attitude) in all subjects in order to be promoted to the next grade level as per the Ministry.
- Not passing in 1 or 2 subjects **other than English** will result in a re-exam in the subjects failed. The date of the re-exam will be determined by the school administration and cannot be rescheduled. Passing the re-exam must result in a passing mark of 50% in order to be promoted to the next grade level.
- Failure in 3 or more subjects **other than English** will affect the student's future in GVS.
- If a student fails in **English only** by scoring 50 % or less in the total results of Academic Achievement and Effort/attitude & Contribution for Term 2, this student should
  - be held back at the same grade level
  - receive support material to work on during the summer vacation
  - receive continuous English support during the following year.

## **German Language Support**

### **High School German Program Overview for newcomers:**

The following German Language support phases are:

- **Phase 1: Pack 1 (self-study songs) \_ 5 hours**
- **Phase 2: A quick course of 40 hours**
- **Phase 3: Pack 2 self-study - \_ 40 hours**
- **Phase 4: A summer school \_ 40 hours**
- **Phase 5: Fit in Program-self-study 1<sup>st</sup> Term**

By completing the above phases, the student should confidently complete level A1 according to CEFR\* and is ready to start level A2 during the academic year. In case the student fails to complete the above-mentioned phases, they will struggle academically during the year and will no longer be provided with similar support materials.

N.B. Students assigned to Fit in the program are supervised by the German teacher of their class.

\*[Common European Framework of Reference for Languages - Wikipedia, the free encyclopedia](https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages)

## **DISCIPLINE**

**Discipline in the school is the students' responsibility. This is meant to clarify expectations and guide him/her to a smooth academic year through developing a deeper understanding of his/her rights and responsibilities.**

### **Discipline Policy Aims**

- Guiding parents to establish a common vision and school-wide expectations for student behaviour.
- Establishing consistent practices to encourage students to exhibit appropriate behaviour throughout the school.
- Collecting, summarizing and stating school discipline data.
- Defining characteristics of student behaviours and identifying positive behavioural strategies for implementation in the school.

## **Discipline Policy Vision**

- To promote a safe, healthy and orderly environment in which all students have a positive experience every day providing positive behavior implementation when necessary.

## **GVS Disciplinary Code**

- Parents play an important role in supporting the expectations and standards of the school. By working together, we provide a safe & well-disciplined school environment. Parents are kindly requested to adhere to all rules and encourage their students to learn, respect and abide by these regulations.
- Teachers and staff members at GVS have high expectations for all students, both academically and behaviorally.
- At the beginning of the year, students are made aware of the school rules, their rights and their responsibilities. High school students will carefully review and sign that s/he will adhere to the school rules.
- Students are taught that choosing to break the rules means accepting certain consequences.
- We subscribe to a policy of assertive discipline which by stressing fairness, firmness, and consistency, helps Students learn to make important decisions about abiding by school and classroom rules.
- Students learn that they are responsible for their own personal conduct.
- All students are expected to
  - Attend ALL classes on time. Truancy and/or persistent tardiness to classes/school (refer to attendance section)
  - Follow the clear standards of behavior outlined in this handbook.
  - Show respect at all times. No impolite behaviour will be tolerated.
  - Speak English at all times. Arabic and German are used in correspondent classes.
  - Dress in proper uniform, the uniform and appearance are expected to be clean and neat.
  - ONLY healthy food is allowed in school (refer to healthy food section).
  - Abide by the ethical code of conduct.

## **Consequences**

We are always keen to reward good behaviour and use it as examples for others to follow. Staff uses a variety of methods to do this. We are convinced that a positive attitude to behavior raises standards throughout the school.

The staff has also sanctions to use against students who are continually in trouble.

## **Discipline Probation**

- A student who has multiple academic or behavioural problems will be placed on a period of probation.
- The period of probation will last for 15 days, during which a student will not be allowed to participate in any school or extracurricular activities.
- After 15 days, the student's behaviour will be reviewed and a meeting will be held with the administration, his/her class teacher, and his/her parent/guardian. If the student's state has changed the probationary period will end. If the same pattern of misbehaviour persists, the student may not continue in school the following academic year. Parents will be notified with this result during this meeting.
- Students may be placed on behavioural probation for a variety of offences including Continuous or major disruption to school routine; Skipping class; Three or more suspensions; Excessive tardiness to class/school; Any repeated violations of one or more rules.

**All warning letters are sent to parents via email.**

Steps of the graded system may be skipped in case of a serious breach of discipline; students may receive a suspension without going through the graded sanctions.

All throughout the process and starting from the first detention, parents are kept involved and the class teacher continues to intervene with action plans to help students correct the misbehavior and hold them accountable for their own actions. Intervention strategies include individual conferences, keeping a feelings journal, watching videos about needed skills, responding to essays, self-evaluation, analyzing behavior scenarios and judging them, etc.

**High School**

Students' behavior is evaluated by all teachers according to the following criteria

- The student follows directions, is respectful to teachers, staff members, and fellow students.
- The student is attentive to teacher instructions, classroom lessons and assigned work. And, is willingly taking turns in discussion without interrupting others
- Student takes responsibility for his/her own mistakes or misbehaviours and does not blame others for them

D (Democracy)*	C (cooperation)	B (Bullying)	An (anarchy)
Abiding by all criteria	Almost abiding	Rarely abiding	Never

This evaluation will be stated in the student's portfolio.

<ul style="list-style-type: none"><li>• Student Code of Conduct Responsibility</li></ul>	<ul style="list-style-type: none"><li>• Listen</li><li>• Follow Directions</li><li>• Follow the Dress Code</li><li>• Be On-Time and Prepared</li><li>• Be where you belong</li></ul>
<ul style="list-style-type: none"><li>• Come Prepared</li></ul>	<ul style="list-style-type: none"><li>• Be On-Time</li><li>• Have Needed Materials</li><li>• Be Present</li><li>• Complete Assignments and Homework</li><li>• Dress Appropriately</li><li>• Move Quickly and Orderly to Destination</li></ul>
<ul style="list-style-type: none"><li>• Respect</li></ul>	<ul style="list-style-type: none"><li>• Be Courteous with Each Other</li><li>• Use Appropriate Language</li><li>• Use Materials Appropriately</li><li>• Meet Dress Code Guidelines</li><li>• Follow Directions</li><li>• No Class Disruption</li><li>• School, others and your own property</li></ul>
<ul style="list-style-type: none"><li>• Show Self Control</li></ul>	<ul style="list-style-type: none"><li>• Think Before You Speak or Act</li><li>• Keep Hands and Feet to Self</li><li>• Use a Controlled Tone of Voice</li><li>• No Abusive Language</li></ul>

## **2020-2021 Code of Conduct Update - check appendix 2**

### **Extracurricular activities and Events**

Extracurricular activities at GVS are designed to encourage students to take learning outside the classroom, to develop students' social abilities and expose them to other aspects of the world that may not be included in the regular school curriculum; e.g. projects & presentation skills, communication and collaboration, cultural awareness, civic engagement, etc.

### **Annual Events**

**2020-2021 Update:** Events whether physical or online will be decided according to safety measures and precautions

### **High School**

- Science Fair
- Lingo Expo (Languages celebration)
- New Year Celebration (half day)
- Vista and Perspectives
- Easter Celebration (half day)
- Ramadan Iftar
- End-of-year (after-exam activities celebration).

### **MUN International**

Green Valley School participates, in collaboration with MUN Inc., in the Model United Nations conference held in February every year.

MUN Inc. will be delivering a 12-session, after school program to the participating students from year 9 & 10. The MUN Inc. program is designed to provide a comprehensive development experience to its participants. Participating students will witness an improvement in their communication skills, public speaking, research skills and their critical & analytical thinking.

### **Having an active role in these activities and events**

Entitles students to get a recommendation letter; which adds weight to their CV, whether for going to university or later on in practical life.

### **Tournaments**

Throughout the year GVS runs multiple High School tournaments, these tournaments are organized and announced for registration by Senior IG students under supervision of their -Seniors in action- advocate.

### **Community Service**

At GVS teachers, staff members, and students collaborate together and share ideas to create opportunities for students to serve the community when needed.

We have several community service activities:

- Orphanage visits
- Packing and distributing Ramadan bags for people in need
- Sharing learned skills with non-private schools
- Others; changeable according to annual calendar.

This handbook is meant to clarify expectations and guide students into a smooth academic year through developing a deeper understanding of their rights and responsibilities and fulfilling the school motto. This understanding will ultimately guide students' actions throughout the school year and enable them to make the best out of their schooling by realizing their abilities and finding success and pride in their academic growth. We hope our students will have a productive and prosperous year.

The Green Valley School retains the right to modify these policies at any time. In such case, updates will be emailed to parents for notification.

## Appendix - 1

### 2020-2021 Update: COVID-19 Contingency Plan and Policy

<b>Case</b>	<b>Consequence</b>
Unexcused absence of a student	<ul style="list-style-type: none"><li>- Parents are required to send an explanation for absence via email for documentation</li> <li>- School studies the reason of absence and replies by acceptance or denial of request (Notification to parents with decision taken and consequences OR action plan)</li></ul>
Excused absence of a student due to a medical condition during pandemic	<ul style="list-style-type: none"><li>- Verification of case through documents.</li> <li>- Academic support.</li> <li>- Full inclusion of the student during online sessions.</li></ul>
Absence of a student as being infected by COVID-19	<ul style="list-style-type: none"><li>- Verification of case through documents</li> <li>- Screening of students/ staff members who were in contact</li> <li>-All in contact stay home for 2 weeks, online classes are followed with full Academic support.</li> <li>Mild Symptoms: Full inclusion of the student during online sessions</li> <li>- Serious Symptoms: Schedule set for online sessions of compensations according to teachers' schedules</li></ul>



<p>A student family member is infected by COVID-19</p>	<ul style="list-style-type: none"> <li>-Verification of case through documents.</li> <li>- Academic support.</li> <li>- Full inclusion of the student during online sessions.</li> <li>- Verification upon return to school with documents.</li> </ul>
<p>Student with high temp (above 37.5) or showing flu-like symptoms or any COVID-19 like symptoms like stomachache or throwing up or diarrhea</p>	<ul style="list-style-type: none"> <li>- Upon reporting, the student is sent instantly to the isolation room.</li> <li>- Nurse checks.</li> <li>- Parents collect the student from school with a recommendation to join back with a validation doc of symptoms' ONLY.</li> <li>- Students are not using the transportation facility if registered.</li> </ul>
<p>Students not wearing face masks (during arrival, leave, breaks or any activity with close interaction). Taking the mask off in class with physical distance preserved is not a violation</p>	<ul style="list-style-type: none"> <li>- 1st time: Class teacher meeting with the student 's reflection and sending email to the parent.</li> <li>- 2nd time: Leader's Meeting and student prepare a poster or sign regarding the importance of the face mask, set agreement form.</li> <li>-Send the agreement form to parents.</li> <li>- 3rd time: student's isolation inside the class -parents virtual meeting.</li> </ul>

**Appendix 2 - 2020-2021 Code Of Conduct Update** (due to COVID-19)

**Physical Positive Discipline Code of conduct**

Violation	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
By Car students (7:50 - 8:15) High- school students aren't allowed to enter school after 8:45	-Rule Reminder by class teacher.  - Email to parents.	- The student fills in the reflection form.  -Email to parents.	-The student fills in the agreement form.  - Send the form of agreements to parents.	-The student fills in the agreement form.  -Send the form of agreements to parents.	-Reflection with Discipline coordinator.  -The student is not allowed to interrupt class and will attend class starting the 2nd lesson.  -Organizing art class, design a chart related to the action.
By Car students ( 8:15 - 8:45)  - No high school student is allowed to e enter o school after 8:45.	-Rule Reminder by class teacher.  -The student is not allowed to interrupt class and will attend class starting the 2nd lesson.  - Email to parents.	- The student fills in the reflection form.  -The student is not allowed to interrupt class and will attend class starting the 2nd lesson.  - Email to parents.	- The student fills in the agreement form.  - Send the form of agreements to parents.	-The student fills in the agreement form.  -Send the form of agreements to parents.	-Reflection with Discipline coordinator.  The student is not allowed to interrupt class and will attend class starting the 2nd lesson.  -Organizing art class, design a chart related to the action.

<p>Unexcused Absence maximum than 3 consecutive days</p>	<ul style="list-style-type: none"> <li>- Students hand a medical report to the class teacher.</li> <li>- Reflection form with the class teacher.</li> <li>- Email to parents.</li> </ul>	<ul style="list-style-type: none"> <li>- Submits a research of 500 words about the importance of school attendance/ Commitment (leader talks to the student and give him the assignment above).</li> <li>-Class teacher: follows up with the student to submit his research.</li> <li>- Email to parents.</li> </ul>	<ul style="list-style-type: none"> <li>- Class meeting topic.</li> <li>- Set agreements with the leader (importance of school attendance).</li> <li>-Send the form of agreements to the parents.</li> </ul>	<ul style="list-style-type: none"> <li>-Reflection with Discipline coordinator.</li> <li>-Parents meeting.</li> </ul>	
<p>Violation of Bus Rules</p>	<ul style="list-style-type: none"> <li>-Positive reflection with the student through the Class teacher.</li> <li>-Email to parents.</li> </ul>	<ul style="list-style-type: none"> <li>- Written reflection with the class teacher.</li> <li>-Warning letter (that should be returned signed by parents and added to the student's file).</li> <li>-Email to parents.</li> </ul>	<ul style="list-style-type: none"> <li>-Leaders set agreements with the student.</li> <li>- Class meeting topic.</li> <li>-Send the agreements form to parents.</li> </ul>	<ul style="list-style-type: none"> <li>-Discipline Coordinator meeting with the student.</li> <li>-Parents meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- Bus suspension up to 2 days.</li> </ul>

<p>Disrespecting attitude to adults</p>	<ul style="list-style-type: none"> <li>-Student fills in reflection form with the subject teacher during the session.</li> <li>-Subject Teacher fills in the dashboard.</li> <li>- Class teacher follows up.</li> </ul>	<ul style="list-style-type: none"> <li>-Student fills in reflection form with the Class teacher after the session.</li> <li>- Student writes an apology note.</li> <li>-Subject Teachers fill in the dashboard.</li> <li>- Class teacher follows up.</li> <li>- Acknowledge Parents with the behaviour level and actions taken with the student.</li> </ul>	<ul style="list-style-type: none"> <li>-Writes a 500 words research related to the action he did and present to his class.</li> <li>- Class meeting topic</li> <li>- Leader meeting with the student using an agreement form.</li> <li>-leader shares the action plan needed with the student and informs DC with the plan.</li> </ul>	<ul style="list-style-type: none"> <li>-Discipline Coordinator meeting with the student.</li> <li>-Use the wheel of choices regarding community service.</li> <li>-Behaviour follow up card.</li> <li>-Send form of agreements to the parents.</li> </ul>	<ul style="list-style-type: none"> <li>-Parents meeting.</li> </ul>
<p>Not abiding by morning line rules and regulations</p>	<ul style="list-style-type: none"> <li>-Rule reminder by C.T</li> <li>-(High School) Staff members teach by modelling.</li> </ul>	<ul style="list-style-type: none"> <li>- Running 5 laps, not attending circle time.</li> <li>- Reflection with the class teacher after circle time.</li> </ul>	<ul style="list-style-type: none"> <li>-Running 10 laps.</li> <li>-Choose a school service task with the leader.</li> <li>- Prepare a class meeting topic.</li> </ul>	<ul style="list-style-type: none"> <li>- Do a 3 mins plank</li> <li>- Run 10 laps</li> <li>-Sign a behaviour contract with the leader.</li> </ul>	<ul style="list-style-type: none"> <li>- Refer to D.C</li> </ul>

<p>Verbal Bullying (High School)</p>	<ul style="list-style-type: none"> <li>-Student reflection with the subject teacher.</li> <li>-Email to parents</li> </ul>	<ul style="list-style-type: none"> <li>- Class meeting topic.</li> <li>- Write an appreciation message.</li> <li>-CT reflection form.</li> <li>-Email to parents.</li> </ul>	<ul style="list-style-type: none"> <li>- Student assigned to start a campaign against bullying (with the help of a leader and a student focus group).</li> <li>-Leader meeting, with the student using an agreement form.</li> <li>-CT follow up.</li> <li>-Send the form of agreements to the parents.</li> </ul>	<ul style="list-style-type: none"> <li>- Refer to D.C.</li> <li>-Behaviour card follow up.</li> <li>- Choose a school service task.</li> <li>-An email with the action taken and behaviour progress through the behaviour card.</li> </ul>	
<p>Physical Bullying /Interaction</p>	<ul style="list-style-type: none"> <li>-Reflection with the CT.</li> <li>- Apology note to the bullied student.</li> <li>- C.T. follow up through motivation and encouragement.</li> <li>- Bullying Campaign with the student focus group.</li> <li>-Sending disciplinary Report to parents.</li> </ul>	<ul style="list-style-type: none"> <li>-Verbal or written apology to the student in front of the whole class.</li> <li>-A simple gift/gesture.</li> <li>-Class meeting topic with the D.C and leader.</li> <li>-Leaders meeting to set an agreement (form).</li> <li>-Send an email with documentation warning.</li> </ul>	<ul style="list-style-type: none"> <li>- student, leader and D.C conference.</li> <li>-Clear action steps.</li> <li>- School service task.</li> <li>-weekly follow up with the leader.</li> <li>- Warning letter.</li> <li>-Sending the agreements and all actions taken with the student to parents.</li> <li>- Parents meeting when need follow up at home.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily follow up with the leader.</li> <li>-Follow up behaviour card</li> <li>- isolation from the extracurricular activities during the week.</li> <li>-Weekly meeting with Dc.</li> <li>-Parents meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- D.C Reflection.</li> <li>-Up to 3 days suspension if needed.</li> </ul>

<p>Usage of an electronic device in school</p>	<p>-Confiscation and returned ONLY to parents.</p> <p>-CT(reflection form).</p> <p>-Email to parents.</p>	<p>-Confiscation and returned ONLY to parents.</p> <p>- Agreement form with the leader.</p> <p>-Email to parents with Agreements.</p>	<p>-Confiscation and returned ONLY to parents.</p> <p>-Class meeting topic: misuse of electronics.</p> <p>-Choose a community service task</p> <p>-Email to parents</p>	<p>-Confiscation and returned ONLY to parents.</p> <p>- Reflect with D.C.</p> <p>- School Community service task.</p> <p>-Not participating in the technology week.</p>	<p>-Parents meeting.</p>
<p>Misbehavior during ICT/Science lab sessions</p> <p>Or Misuse of equipment (Destruction of school property)</p>	<p>-Student fills reflection form with the Class teacher.</p> <p>-Know the root cause of his intention (anger management or by accident).</p> <p>-If electronics: he should pay for it.</p> <p>-If wooden: Fix it under the supervision of the maintenance or pay for it.</p> <p>-Email to parents.</p>	<p>-Leaders meeting to set agreements (form).</p> <p>-Fix the property if possible.</p> <p>-School Community service task.</p> <p>-Email to parents.</p>	<p>-Fix the property if possible.</p> <p>-Write research about how to have a safe school environment.</p> <p>-Prepare a class meeting topic.</p> <p>-Discipline coordinator reflection and follow up with class meeting solutions.</p> <p>-The leader follows up with the ct. and student's behaviour.</p> <p>-Send an email with documentation warning.</p>	<p>- Discipline coordinator reflection.</p> <p>-Follow up behaviour card.</p> <p>-Parents meeting.</p>	

Usage of a cell phone on the bus	-Verbal warning. -Email to parents.	-Sign a contract with the leader. -Email to parents.	-Choose a community service task. -Notify parents via phone call.	-Isolation from P.E session. -Parents meeting.	-Bus Suspension up to 3 days.
Misbehavior during exam	- 3 minutes of exam time are taken.	-5 minutes of exam time are taken.	- Student moved to another exam location.	- Student moved to another exam location. - Email to parents.	
Cheating	-Paper confiscation for 10 mins. -Change his place. -Leader's reflection.	-Paper confiscation for 15 mins. -Change his place. -Leader's reflection.	-Examining him privately. -Refer to D.C	-Confiscate the exam paper. -Examining him privately to use another version for the exam.	
Misbehavior during or after exam activities period	- Verbal warning - Written reflection.	-Deprived from Sports tournament.	- Deprived from the after-exam activities.		
Incomplete preparation for class (High School ONLY).	- Verbal warning - Email to parents.	-Student will be separated inside the classroom doing an additional assignment. -Marks will be deducted. -Email to parents.	-Students are denied the privilege of attending half the P.E. session to complete an additional task. -Marks will be deducted. -Email to parents.	-Parents-Student-Teacher conference is held to set a plan to get the student committed to do his/her preparation and homework.	

Dress Code Violation  Out of school uniform (different color jacket or odd pants) WILL not attend the morning lines or breaks)	- Rule reminder	-C.T reflection form.  -Email to parents	- Leaders agreement form  -Create a poster/chart about the importance of school uniforms. -Send form of agreements to parents	-1st session isolation beside the class.  -Parents meeting	
Throwing a ball outside school premises	- Fine is assigned to be paid by students	-In case of repetition, the fine assigned is doubled		-Parents meeting	

**Online Positive Discipline Code of conduct 2020 -2021**

<b>Students Misguided action</b>	1st time	2nd time	3rd time	4th time	Notes
Late student for the online session after 15 mins.	-Verbal warning.  -Insert in the discipline dashboard.  -Send email to parents.	-Not allowed to participate for half the session.  - Prepare for tomorrow's 1st session starter.  -Insert in the discipline dashboard.  -Send email to parents.	-Not allowed to participate for half the session.  -Extra HW.  -Insert in the discipline dashboard.  -CT Meeting with the students  -Send email to parents	-Student muted all the session.  -Extra HW.  -Leader meeting with the student.  -Call parent.	-If repeated meetings with D.C.  -Virtual Parent's meeting.



<p>Not in School uniform</p>	<p>-Verbal warning.</p> <p>-Allow students to wear their uniform in 5 mins.</p>	<p>-Not allowed to participate for half the session.</p> <p>-Insert in the discipline dashboard.</p> <p>-CT meeting with student using the reflection form.</p> <p>-Send an email to parents.</p>	<p>-Student muted all the session.</p> <p>-Extra time on zoom to do some tasks with the subject teacher.</p> <p>-Send an email to parents.</p>	<p>-Not allowed to attend the session.</p> <p>-Leaders meeting to set.</p> <p>-Send agreements to parents.</p>	<p>-Discipline coordinator meeting.</p> <p>-Call parents</p>
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<p>Inappropriate behavior.</p>	<p>-Subject teacher Verbal warning.  -Inserted in Discipline Dashboard.</p>	<p>-Sits the breakout room (in a recorded zoom meeting) for 15 mins reflecting through a google form.  -Inserted in Dashboard.</p>	<p>-Sits the breakout) for half of the session reflecting through a google form.  -Return to session muted and not allowed to participate.  -Inserted in the discipline dashboard.  -CT one to one meeting to reflect on the behaviour and set action steps with the student after leaders' approval.</p>	<p>-Remove from the session.  -Research 300 words for mutual respect.  -Meeting with the leader during the break to set an agreement.  -Inserted in the discipline dashboard.</p>	<p>-Meeting with D.C.</p>
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