

Student Contract

Policy, Rules & Regulations

Academic Year 2019/ 2020

The following document is a 'contract.' You, the undersigned student, are asked to read and sign it. The document underlines and states many of the policies and regulations that are part of our school system, norms, values and traditions. They help regulate and facilitate the day-to-day functionalities. Please read through the document carefully and thoroughly; understand it, and do your utmost to respect its clauses. They are policies that help everyone, most of all you and they'll ensure that the school year is kicked off and ended with a smile.

I. Attendance

A. Daily Routine

- The school day starts at 8:00 a.m.
- **Arriving to school on time is imperative.** Any late arrival affects your academic achievement and interrupts the class.
- Arriving to school **after 8:00 a.m. will be considered late.**
- Any late arrival **after 8:00 a.m.** requires a written Late Pass from the administration.
- **Three late days** will result in a verbal warning, notification of your guardian.
- **Four late arrivals** will result in after-school-detention of one hour after school.
- **Five late arrivals** will result in a warning letter.
- **Continuing to arrive late** (particularly after being held for detention and receiving a warning letter) will result in deprivation from school activities, risk of re-registration for the coming academic year.

B. Absence Policy

- Absent students' parents will be contacted.
- Upon returning to school, a certified medical report needs to be submitted to the administration.
- If a medical report is not submitted, absence is considered "Absence without excuse".
- Repeated unexcused absences (3 days) will result in a written warning letter to the student. If absence continues, re-registration is at risk. Attitude to learning will be affected.
- Any absence prior to examinations, weekends, celebrations and holidays is considered "Absence without excuse" and will result in deducting grades from the students' conduct mark.

C. Assessment

It is a fact that students who come late or miss quizzes throughout the academic year experience a drop in academic attainment; therefore, the following rules should be observed:

- Assessments are held early in the morning between (8:00 – 8:50) as per the schedule distributed to the students at the beginning of each term.
- Arriving late for an assessment will result in missing on assessment allotted time. No extra time will be allotted.
- Only students with a valid medical excuse will be permitted to re-sit an assessment.

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D. Class attendance

- Students are expected to arrive to class on time and before the teacher.
- Students have 5 minutes in-between classes to check out books from their lockers and head to their next class.
- Repeated late arrival to classes will result in the teacher requesting students to report to the administration for a late note.
- Repeated late arrival to classes will result in detention in breaks, detention after school, and finally a warning letter and risk of re-registration. Conduct marks will be deducted for every late arrival to class.
- Absconding from classes and/ or school will result in immediate notification of guardian, and a warning letter. Repeated offence will result in a final warning letter and risk re-registration.
- Leaving class requires the teacher's Hall Pass.
- If you need to go to the Main Administration, Nurse, Accountant, etc.... or anywhere else other than your section area, you will have to get a written signed permission from the section's administration.

- If you need to leave before the end of the school day, you will have to get a Gate Pass from your section's administration.
- If you pick up your sibling from the **Primary Section** after school, you will require a special pass to do so. Going to the Primary Section without that pass is strictly prohibited.

II. Class work & Homework Policy

- Students are required to come to class well prepared and equipped (I-pads (fully charged and functional), books, note books, files, pens and pencils, calculators, etc.) Repeated offenders will be put on detention (during and after school), deprived from school activities
- Students are held responsible for submitting homework, which is an integral part of their academic attainment, on time. Failure to do so will result in parent notification and students having to do the needed work during detention (during school or after). Repeating this behavior will put the student at risk of repeating the school year.

III. Dress code:

- Students are to adhere to the school uniform at all times. Sports uniform is to be worn only during PE lessons.
- Jackets and sweaters with bold images, logos, and messages of all kinds are not encouraged as they do not serve the purpose of a school environment; plain and simple designed **black, blue or white** are expected and recommended.
- Sandals, slippers, flip flops and high-heeled shoes as well as bright colored footwear are not functional for school purposes. Dark colored closed shoes are required.
- Hair dying with noticeable colours such as silver, yellow, purple, red, green, gold, etc. is not allowed.
- Girls are required to keep their hair tied when not covered
- Excessive wear of jewelry (diamond watches, rings, long/big/ dangling ear rings), chains & any type of tattoos or nail polish serves no purpose within a school environment. Do not wear them. Note: School will not be responsible for the loss of any valuable item
- Caps and sunglasses are not allowed indoors. The sun does not shine in the classrooms ☺
- If any undershirt is worn, only white or black color is acceptable
- Make - up of any sort is prohibited. Nail polish as well.
- Shirts are to be buttoned; only the first button may be left open.
- Sheilas must be dark colored. Bright colored ones are not favored.

Failure to respect the above mentioned rules will result in disciplinary actions as per the school's rules and regulation and The Conduct Policy signed by your guardians and endorsed by the KHDA.

IV. Discipline and Behavior:

- **The use of mobile phones** is strictly prohibited at school. If you do bring one to school, **switch it off** and leave it in the bag. If at any time you are caught using it, the Administration has the right to confiscate it. The device will be only be returned to you in the presence of your guardian.
- **Smart watches of any sort or kind are strictly prohibited.**
- **Laptops and Ipads are to be used for educational purposes only!**
- The use of cameras of any sort or kind by a student is absolutely forbidden! Using them is a breach of privacy!
- Bringing to school **prohibited material** such as cigarettes (e cigattes included), stink bombs, firework, etc. will result in the strictest disciplinary actions
- Bringing to school **culturally and religiously prohibited and inappropriate material** (pictures, printed or recorded matter) will result in the strictest disciplinary action, which may include expulsion.
- **Cheating on assessments** will result in the severest disciplinary actions and the deduction of marks.
- **Forging signatures** on any documents related to school matters will result in disciplinary action
- The use of the administration's phone is solely for urgent messages
- Bringing large quantities of food and beverages to school (to share with friends) is not permitted without prior permission attained from the administration
- Chewing gum is **strictly banned** in school
- The celebration of birthday parties is not encouraged. Prior notification is imperative!

IV. Respect of School Community and Property

- **There is a zero tolerance policy against bullying** of any kind, manner or channel. This includes direct offence (physical or verbal) or through any kind of media: whatsapp, snapchat, Instagram, emails, sms, Facebook. twitter, letters, etc.
- Abiding by classroom rules as well as school and administration code of behavior is imperative and non-negotiable. Any kind of disruption of the school day which affects classmates, teachers, or any school member or staff will result in the severest of disciplinary actions, leading to expulsion
- Behaving or acting in a manner that disrespects the culture and religion will result in expulsion from school
- If you are involved in any kind of vandalism (against school property or classmate property), you will have to fully pay for the damage you cause. A written warning will also go into your personal file. Pending on the gravity of the situation, expulsion is a possibility
- School lockers and premises (classrooms and campus) are to be kept clean and tidy.

On the school’s website, the ***Behavior and Disciplinary Code*** of IPS-J is published. It is advised you read it to be fully aware of your rights and duties and measures of disciplinary actions.

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We reiterate and draw your attention to the fact that disrespecting any of the above school rules and regulations will result in the school having the right to take the appropriate measure the administration sees fit on a case by case basis.

- As the year progresses, and if necessity dictates adding a clause, we will ask you to sign the new amended clauses.

I, the undersigned,

_____ **Grade** _____

have read and fully understood this contract and will abide by its rules and regulations to the best of my ability.

Student’s Signature: _____

Date : _____