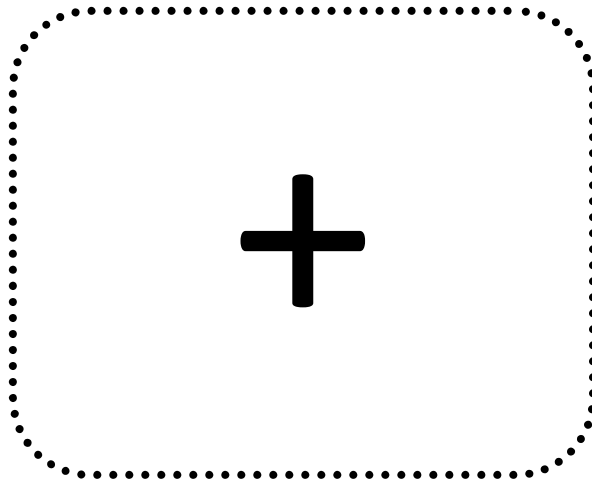


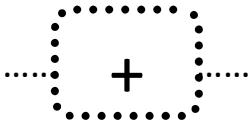
Cover



September 2020

This handbook has been developed to provide information regarding policies and procedures of Wahat Al-Ma'arefah International Schools. Please feel free to make suggestions, corrections, or additions.

I sincerely hope that this will be a rewarding year for you and your students.



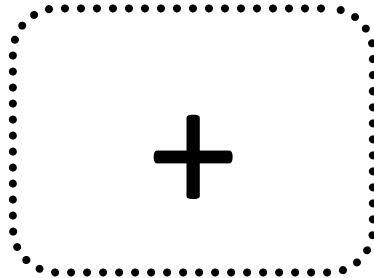
Principal

PHILOSOPHY STATEMENT

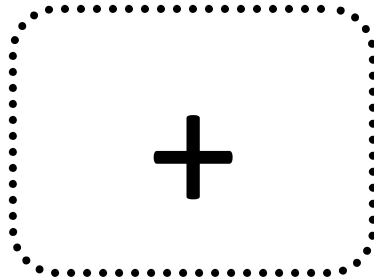
“Success teaches Success – Failure teaches Failure”

Can be
modified

MISSION STATEMENT



VISION STATEMENT



Supervision – The parents send their children to us each day trusting that they will be properly supervised. To have consistency in supervision of the students, these guidelines have been established:

Be at your classroom in time.

Escort your class to and from each special class.

Meet your class at the end of break.

Escort your class to the bus at dismissal. Please check with the designated staff member as you lead your students to the bus.

1. It is the duty of every teacher to correct the conduct of any student on the playground or in any part of the building.
2. Students are not to be in the halls except to move to and from buses, restrooms, playground or going to and from the office, nurse's office or special classes. It is the teacher's responsibility to know where his/her students are when they are not in the classroom during a class period. This problem can be minimized by good room organization.
3. Do not ask the teachers on recess duty to supervise your students' disciplinary punishment.
4. Students may be kept in at recess periods if assigned work has not been completed and if the teacher supervises those left in the classroom.

At no time are students to be left unsupervised in the classroom.

5. Students are not to be dismissed from any class or playground to leave with anyone (including parents) without office notification.

Personal appointments, such as dental, doctor, etc. should be scheduled with the hours of the school day in mind.

It is the teacher's responsibility to always check with the office regarding any unusual technique or experiment to be used in the instructional program.

The teacher is responsible for the class under his/her supervision. If an extreme emergency arises making it necessary for the teacher to leave the classroom, be sure to notify the office/principal.

It is the teacher's responsibility to check with the principal regarding any deviation or change in schedule and any change that involves another class.

Staff members are expected to work cooperatively in solving problems that may arise. This should always be done in a highly professional manner.

PLAYGROUND/RECESS

The classroom teacher will discuss rules regarding the playground so that students will have a thorough understanding of the playground rules. The P.E. Instructor will explain game rules the first week of school. It is very important that playground rules be clearly understood by all students.

1. The following activities are NOT permitted:

- Fighting
- Kicking
- Tackling
- Pulling on clothing/other people
- Pushing
- Picking up/throwing sticks, dirt, rocks, snowballs/mud balls and/or other debris

2. The students will line up quietly when signaled
3. No jumping from the playground equipment from unsafe heights.
4. Students are not permitted to leave the school grounds for any reason unless the office has notified the teacher on duty.
5. No tag playing or roughhousing allowed.
6. Students are not to bring athletic equipment from home without prior approval from the Principal.
7. Students should not play around the building walls or talk to those students in time out.

PLAYGROUND SUPERVISION

1. Students will be supervised on the playground according to the teacher duty schedule. Do not dismiss students for recess until there is someone on duty.
2. Students are to stay away from classroom windows.
3. Teachers on duty have absolute authority over every child and should have respect and obedience from every child. Fighting, wrestling and tag playing are not permitted. Profane or obscene language or gestures will not be allowed. Teachers are to report bad behavior of any kind that they feel they cannot handle.
4. Students sent to the health room due to illness or injury need a completed health pass if possible. If there is a serious injury requiring immediate help, one adult should stay with the injured child while someone else is sent to get the nurse.
5. Students should not bring toys from home.
6. All playground equipment shall be used only for the purpose intended to assure the safety of the students.
7. Paper and trash shall be placed in trash containers.

8. The classroom teacher should meet students coming in from the playground.
Because other classes are in session, reasonable quiet should be observed.
9. When weather does not permit outside recess (cold, rain, snow/ice) an inside recess duty schedule will be followed.

GENERAL INFORMATION

BASIC SCHOOL RULES

- No items from home, cell phones, pagers, sunglasses, hat, radio, doll, toy, etc...
- No gum chewing
- No food out of the cafeteria
- Teachers may permit a cup for water

COMMUNICATION TO HOME

Notes: If in any way controversial, get approval from the Principal.

Keep a copy of notes sent home.

Conferences: Notify Principal of conference. Direct parent/s to the school office if a conference becomes controversial. Tact should always be used in talking with parents.

HOMEWORK

The purpose of homework is to:

- Stimulate independence, responsibility and self-direction commensurate with the student's age.
- Supplement, support and reinforce the school experience.

- Acquaint parents with their child's achievement and experience in school and to invite their involvement.
- Provide for the continuation of learning outside the confines of the classroom.
- Provide teachers with additional information on a student's comprehension.
- Produce a lifetime learner.

PROGRESS REPORTS

Progress reports are to be sent home to all students at the mid-point of the second and third trimesters. Fill out; turn in to the office before sending home. Retain a copy. A copy should be placed in the cumulative file.

CUMULATIVE – PERMANENT RECORDS

A permanent record folder and cumulative file are maintained in the office.

DRESS GUIDELINES

Emphasize to your students the importance of appropriate dress for school. If you have a student/s not appropriately dressed and they have already been reminded about it, please notify the office. Hats should not be worn in the school building

DAILY PROGRAM

The allotment of school time is very important both to the student and the teacher. Please submit a daily schedule to the principal shortly after the first week of school.

EXCUSING STUDENTS

A student leaving school early must get permission to leave through the Principal's office.

DO NOT MAKE AN EXCEPTION TO THIS RULE

VISITORS/PARENTS

Visitors/parents are always welcome. The following guidelines have been established for the safety of all students.

- All visitors must report to the office.
- Only in an emergency should students be dismissed early
- All students will be dismissed through the office.
- No students will be dismissed from the classroom.
- Parents should not pick up other students (neighbors) without notifying the office and providing a written note from the parent.
- Parents wanting to visit a classroom should check with the office,

EDUCATIONAL FIELD TRIPS

Great care should be exercised in choosing a place to visit so that the excursion will supplement the classroom activities either as an intro for, a clarification of, or a culminating activity to a unit of work.

School buses are provided for transporting a class on an educational field trip. Completing Form and sending this to the school office for conformation accomplish the reservation of a bus.

A permission slip should be sent home with the student a week prior to the field trip requesting the parent's consent for the student to accompany the class.

CUSTODIANS

We can help the custodians with their schedules and make for a better cooperation all around if we try to make the load lighter. If we use care in the selection and use of materials, we can help with the school chores

DISCIPLINE

Effective discipline procedures are important to the overall function of Wahat Al-Ma'arefah International Schools.

Procedures:

Complete office referral when sending a student to the principal. Please be specific regarding what inappropriate behavior the student is exhibiting and include what interventions you have tried in the classroom.

Building a positive relationship with students plays a major role in any classroom management plan.

Teacher Expectations:

All classroom teachers must be at their classroom door in time supervising students in the hallway and as they enter the classroom. We are responsible for students as soon as they enter the building. This procedure will greatly improve our morning arrival procedure

“We won’t achieve greatness until we expect greatness”