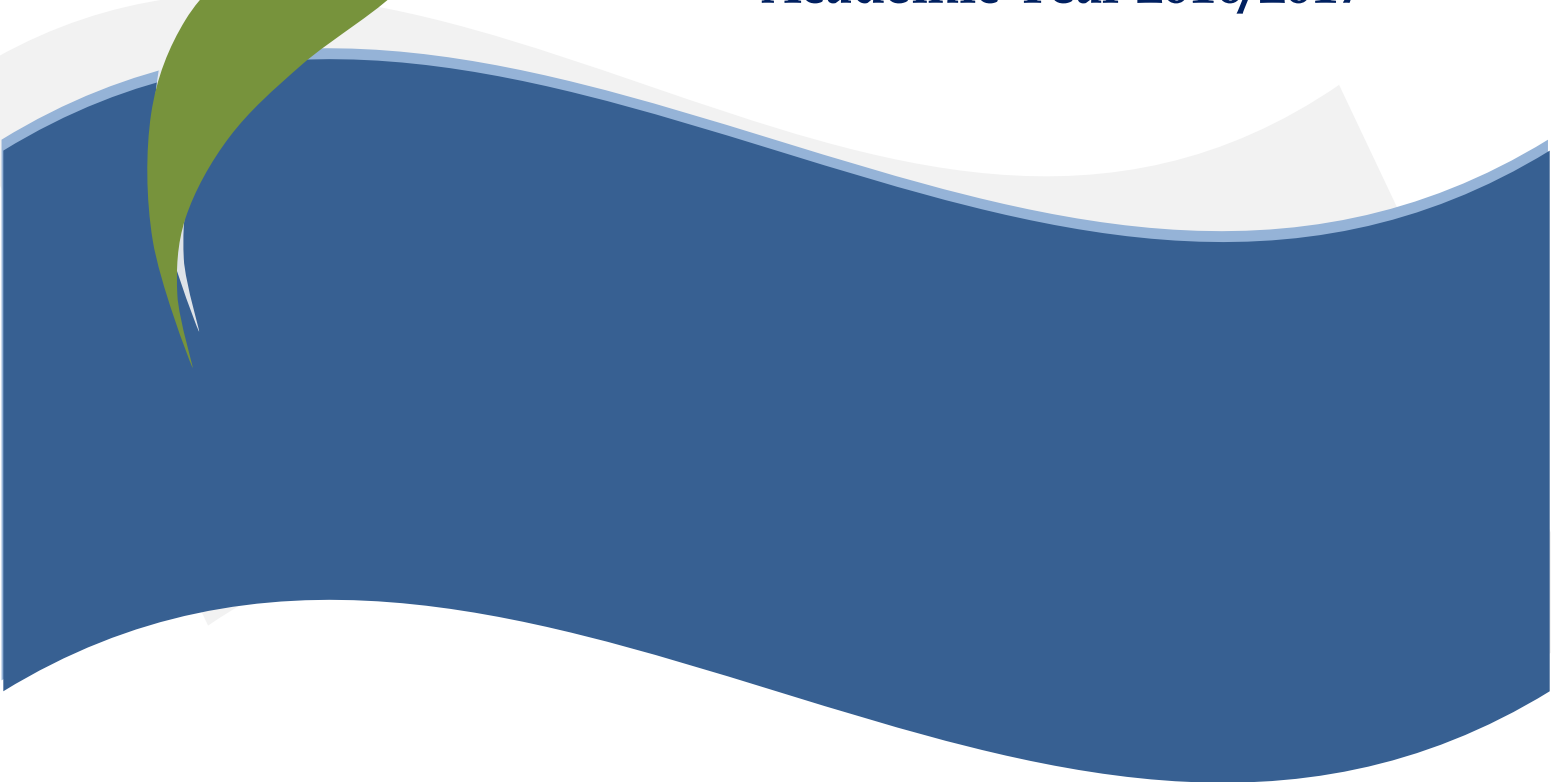




**Student's /Parent's Handbook**

**Academic Year 2016/2017**



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## LETTER TO PARENTS

Dear Parents,

On behalf of the staff and myself, I would like to welcome you to Learning Oasis International School.

I'm Nourhan Soudan, the Executive Manager of LOIS. I started working in LOIS 10 years ago , Through my 15 years of teaching and management in various educational fields and institutions in Riyadh and Middle East, I am truly proud to be a member of this community as it is a great honor to lead such a successful organization that underwent a huge development in many areas.

Learning Oasis International School has a community of different nationalities that consists out of devoted students, supportive parents, and qualified staff. The collaboration among the staff members, parents, and students is remarkably outstanding, which will lead to the achievement of student success.

The learning environment of LOIS is very friendly and extremely motivating. In fact, the sense of dedication is what sets LOIS apart as a distinguished school. As a result, students are motivated to become active learners.

Our goal is to provide the student with the support and resources that will enable him/her to enjoy and excel in his/her work. We share a common commitment to basing decisions on student learning, and to helping making your experiences at LOIS be as positive and enriching as possible.

Yours sincerely,

School Executive Manager

Mrs. Nourhan Soudan.

# School History

Learning Oasis International School is an exceptionally educational or reputable educational institute that was founded in 2008 by Engineer/ Fahad Al- Thounyian.

The first academic year 2008- 2009 started with enrolling about 100 students in Kindergarten Section and Grades Section (grades 1 - 9). The first principal then was Mrs. Hoda Fahmy. Mrs. Nourhan s the KG Manager came to take over the responsibility of running the school in 2009-2010 . Afterwards, Mrs. Nourhan Soudan was assigned as the school's Executive Manager. By the academic year 2009- 2010, the enrollment reached 50 students in kindergarten and 60 in grades. Throughout its history, LOIS has maintained a commitment towards providing the highest caliber of educational experience to learners. The school gradually gained a good reputation till the enrollment reached 429 students in kindergarten and 402 students in grades by the year

2014/ 2015. Finally, the total number of students in 2016/ 2017 reached 1260 in both sections. Although the school campus is a small one as the school provides services for kindergarten, a girls' section for grades 1 - 9 and a boys' section for grades 1- 3; the founders as well as the administrative members were able to develop a clear, successful vision which has helped to sustain a considerable growth and development. Well- selected, trained teachers were hired and helped in creating a helpful, cooperative atmosphere for both the students and the administration. In 2011-2012 the school was officially accredited by the AdvancEd for five consecutive years. Since then, the school has a great development in many areas.

One of these areas is the good use of technology to facilitate learning and communication with parents. LOIS is still yearning for better standards in all aspects of education to present the best QUALITY learning.

## AdvancED

AdvancED is the largest community of education professionals in the world. It conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems to ensure that all learners realize their full potential. Its goal isn't to certify that schools are good enough. Rather, our commitment is to help schools improve.

Learning Oasis International School was accredited for the first time in 2012 This is the renewal of the accreditation This grants our students the privilege to be accepted internationally in any educational institute as they receive the suitable education according to the international standards followed by the schools worldwide. They are officially accepted in the universities they choose to join

### Our Vision

Our vision is to strive to become a safe learning environment that respect discipline and build a strong character in cooperation with families and community .

### Our Mission:

Our mission is to provide all students with a safe and supporting environment based on integration of technology with a curriculum that is rich and challenging which respects learning differences .We strive for our students to be professional global citizen

## School Basic Information

Learning Oasis International School  
 (A Private Independent International School)  
 Operating legally under the Ministry of Education of Saudi Arabia  
 License number 4320140049



## School Management

<b>School General Directress's Name</b>	Mrs. Fatma Al Mosa
<b>School Principal's Name</b>	Mrs. Noura Fahad Al-Thounian
<b>School Vice General Directress's Name</b>	Mrs. Nourhan Soudan

## School Contact Information

<b>Address</b>	Riyadh, Olaya Area - 30th St. P.O. Box 46006
<b>Telephone</b>	00966-1-4610074
<b>Fax</b>	00966-1-4611617
<b>Email</b>	<a href="mailto:learning-oasis@hotmail.com">learning-oasis@hotmail.com</a>
<b>Website</b>	<a href="http://www.loispp.com">www.loispp.com</a>
<b>Facebook</b>	<b>Grades</b> <a href="http://www.Facebook.com/LOISKSA">www.Facebook.com/LOISKSA</a>
	<b>KGs</b> : <a href="http://www.Facebook.com/LOISKGs">www.Facebook.com/LOISKGs</a>
<b>Corporate Contact Telephone</b>	<b>Administration mobile:</b> 0549121361 <b>KG Section mobile:</b> 0540015486 Grades <b>Section mobile:</b> 0549121356 <b>Bus Supervisor(1):</b> 0541945522 <b>School Male administrative coordinator</b> 0594553103

## Grade Level

<b>Kinder garden Section(KG)</b>	Nursery - Pre KG - KG1 to KG3
<b>Lower Primary School</b>	Grades 1-3
<b>Upper Primary School</b>	Grades 4- 5
<b>Middle School</b>	Grades 6- 8
<b>Senior School</b>	Grade 9



## School Objectives, Beliefs & Strategies

### a. Objectives:

- Each student will continuously choose to improve relationships with others, grow in character, and act in an ethical manner.
- Each student will meet or exceed defined grade appropriate standards of knowledge and skills.
- Each student will be a responsible worker who carries out all tasks efficiently and independently.
- Each student will demonstrate an ability to think creatively, reason critically, and communicate effectively.

### b. Beliefs:

- Ethics and values are essential in a community.
- Education is a shared responsibility among the school, parents, students, and community.
- People learn in different ways at different rates.
- Growth is a slow process. Children do not only grow, but they grow up, and up is a very long distance for all of them.
- If a child lives encouragement, he learns confidence.
- If a child lives with acceptance and friendship, he learns to find love in the world.

### c. Goals:

- We will prepare a written curriculum at each grade level.
- We will involve our staff, students, and parents in the strategic plan and its implementation.
- We will support our teachers in their effort to meet the needs of all students in the light of our educational program.
- We will develop a variety of activities and instructions to promote higher-order thinking, problem solving, decision-making, exploration, and self-reliance.

## THE SCHOOL DAY

<b>Grades</b>	<b>KG</b>
School opens <b>at 06:10 AM</b> for all grades and ends at <b>1:10 PM</b> .	School opens <b>at 06:20 AM</b> for all grades and ends at <b>1:10 PM</b> .
Morning assembly starts at <b>06:30 AM</b> .	Circle time starts at <b>06:45 AM</b> .
First period starts at <b>06:40 AM</b>	First period starts at <b>06:45 AM</b>
Last period ends at <b>13:10 PM</b>	Last period ends at <b>13:05 PM</b>
Students should arrive no later than <b>06:30 AM</b> .	Students should arrive no later than <b>07:00 AM</b> .
Staff supervision is available from <b>06:30 AM</b>	Staff supervision is available from <b>06:30 AM</b>
The school is not responsible for any student who arrives before <b>06:10 AM</b>	The school is not responsible for any student who arrives before <b>06:30 AM</b>

#### **d. School Division**

The school is divided into four distinct sections:

1. KG section ( KG1 to KG3 )
2. Lower primary school ( Gr. 1 to Gr.3 ).
3. Upper primary school ( Gr. 4 to Gr. 5 ),
4. Middle school (G6 to G9).

#### **e. The school's community**

The school's community incorporates students from different backgrounds whose parents' main priority is to give their children the best education they can afford. Our growth in student numbers has been noticeable, and we are constantly reviewing our provision and outcomes to ensure that our students receive the best possible learning opportunities. We are aware of the impact of class sizes on students' learning; therefore, our class size consists of maximum 24 students for grades, which is considered an average class size in many private international schools.

The school provides a well-qualified staff that has experience in teaching the grade levels they are assigned to. Some have long experiences of teaching in Riyadh; others had their experiences in their home country and are new to living and working in Saudi Arabia. This gives us an important mixture of experiences that helps us to enrich the educational provision for our students.

The school year is divided into 2 semesters. Report cards are issued at the end of each term. The first semester begins in September, and ends in the middle of January; the second semester begins in February and ends in May.

## LOIS ANTHEM

It's my way and it's my school

L.O.S



(2 Claps)

X2

Where I learn and love my friend from the start until the end

It's my guide; it's my pride, L.O.S

L.O.S



(2 Claps) X3

## SCHOOL MORNING MOTIVATION WORDS:

- + I am Strong .
- + I am smart.
- + I work hard.
- + I am respectful.
- + I am not better than any one.
- + No one is better than me.
- + I am amazing.
- + I am Great.
- + I am here to learn and have fun.
- + I am LOIS student.

# SCHOOL CALENDAR GRADES



**Learning Oasis International School**



## 2016-2017 School Year Calendar (Grades)

### September 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### April 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June 2017

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

#### September

- 18 First day of Gr.5-9
- 19 First day of Gr.3,4
- 20 First day of Gr.2
- 21 First day of Gr.1
- 22 National Day

#### October

- 5 World Teachers Day
- 27 1<sup>st</sup> PTC
- 31 World Cities Day

#### November

- 10 World Science Day For Peace And Development
- 13-19 Midterm Vacation
- 20 School resume after vacation
- 20 Universal Children Day

#### December

- 1 1<sup>st</sup> Trip
- 15 2<sup>nd</sup> PTC

#### January

- 9 Dental Day
- 15-26 Exams Gr.4-9
- 27-2 Midyear vacation

#### February

- 5 School resume after vacation

#### March

- 9 3<sup>rd</sup> PTC
- 20 Happy Day
- 21 Poetry Day
- 22 World Water Day

#### April

- 2-8 Spring vacation
- 9 Resume after vacation
- 20 2<sup>nd</sup> Trip

- 22 International Mother Earth Day
- 23 English Language World Book Day

#### May

- 11 End of the year ceremony
- 15 International Day Of Families

#### June

- 4-15 Exams Gr.4-9
- 5 World Environment Day
- 14 World Blood Donor Day
- 18 End of the school

Study Weeks: 37 Weeks

Vacation Weeks: 3 Weeks

Exam Weeks: 4 Weeks

■ Important Days ■ International Days ■ Vacations

(Calendar subject to change to accommodate any unforeseen situation)

# ACTIVITY CALENDAR GARDES



## LOIS Calendar Activites 2016-2017

Sep	Oct.	Nov.	Dec.	Jan.	Feb.	March.	April	May
<b>18/9</b> First Day of Grade 5-9 	<b>5/10</b> World Teachers Day 	<b>10/11</b> World Science for Peace and development 	<b>1/12</b> 1 <sup>st</sup> Trip 	<b>27/1</b> Midyear vacation 	<b>5/2</b> School Resume after vacation 	<b>9/3</b> 3 <sup>rd</sup> PTC 	<b>2-9</b> Spring Vacation 	<b>11/5</b> End of the year Ceremony 
<b>19/9</b> First Day of Grade 3,4 	<b>27/10</b> 1 <sup>st</sup> PTC 	<b>13-19</b> Midterm Vacation 	<b>3/12</b> International Day of Persons with Disabilities 		<b>17/2</b> Science Week 	<b>20/3</b> National Happy Day 	<b>20/4</b> 2 <sup>nd</sup> Trip 	<b>15/5</b> International Day of Families 
<b>20/9</b> First Day of Grade 2 	World Cities Day 	<b>20/11</b> Universal Children Day 	<b>15/12</b> 2 <sup>nd</sup> PTC 			<b>22/3</b> World Water Day 	<b>22/4</b> International Mother Earth Day 	
<b>21/9</b> First Day of Grade 1 		<b>22/11</b> Math and PE Week 	<b>11-15/12</b> Arabic and Islamic Week 			<b>5/12</b> English Week 	<b>23/4</b> English Language World Book Day 	
<b>22/9</b> National Day 								

# SCHOOL CALENDAR KG



Learning Oasis International School



## 2016-2017 School Year Calendar (KG)

### September 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March 2017

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### April 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### September

- 25 First day of KG3
- 26 First day of KG2
- 28 First day of KG1

#### October

- 5 World Teachers Day
- 6 Class Them
- 13 Color Day
- 20 1<sup>st</sup> PTC

#### November

- 10 Community Development
- 13-19 Midterm Vacation
- 20 School resume after vacation

#### December

- 1 Sports Day
- 6 Global Hand swashing day
- 7 Dental Days
- 8 Math Day
- 15 Trip
- 22 Hat Prada
- 29 2<sup>nd</sup> PTC

#### January

- 1-5 Taking photos
- 12 Science Day
- 19 Fun Day

- 22-2 Midyear vacation

#### February

- 5 School resume after vacation
- 16 English Day

#### March

- 2 2<sup>nd</sup> Trip
- 9 Costume Day
- 30 3<sup>rd</sup> PTC

#### April

- 2-8 spring vacation
- 9 Resume after vacation
- 20 Art Day

#### May

- 4 Earth Day
- 18 End of the year ceremony
- 25 Last Day for KG
- 28 End of year / Vacation

Study Weeks: 36 Weeks

Vacation Weeks: 3 Weeks



Important Days



International Days



Vacations

(Calendar subject to change to accommodate any unforeseen situation)

# SCHOOL CALENDAR KG



## KG Calendar Activity 2016/2017

September	October	November	December	January	February	March	April	May
<p><u>25/9</u> First day of KG 3 </p>	<p><u>6/10</u> Class them day</p>	<p><u>10/11</u> Community Helper day </p>	<p><u>1/12</u> Sport day </p>	<p><u>5/1</u> Science day </p>	<p><u>16/2</u> English Day </p>		<p><u>2-8/4</u> Spring vacation </p>	<p><u>4/5</u> Earth Day </p>
<p><u>26/9</u> First day of KG 2 </p>	<p><u>13/10</u> Colors Day </p>	<p><u>13-19</u> Midyear vacation </p>	<p><u>8/12</u> Math day </p>	<p><u>8-9/1</u> Taking photos for KG 3</p>		<p><u>9/3</u> Costume Day </p>	<p><u>20/4</u> Art Day </p>	<p><u>18/5</u> End of the year ceremony </p>
<p><u>28/9</u> First day of KG 1 </p>	<p><u>20/10</u> 1<sup>st</sup> PTC </p>		<p><u>15/12</u> 1<sup>st</sup> Trip Minoplice </p>	<p><u>10/1</u> Taking photos for KG 2 </p>		<p><u>30/3</u> 3<sup>rd</sup> PTC </p>		
			<p><u>22/12</u> Hat Parade day </p>	<p><u>11/1</u> Taking photos for KG 1 </p>				
			<p><u>29/12</u> 2<sup>nd</sup> PTC </p>	<p><u>19/1</u> Fun Day</p>				
				<p><u>22/1-4/2</u> Midyear vacation</p>				



# ORGANIZATIONAL STRUCTURE

**Learning Oasis International School**

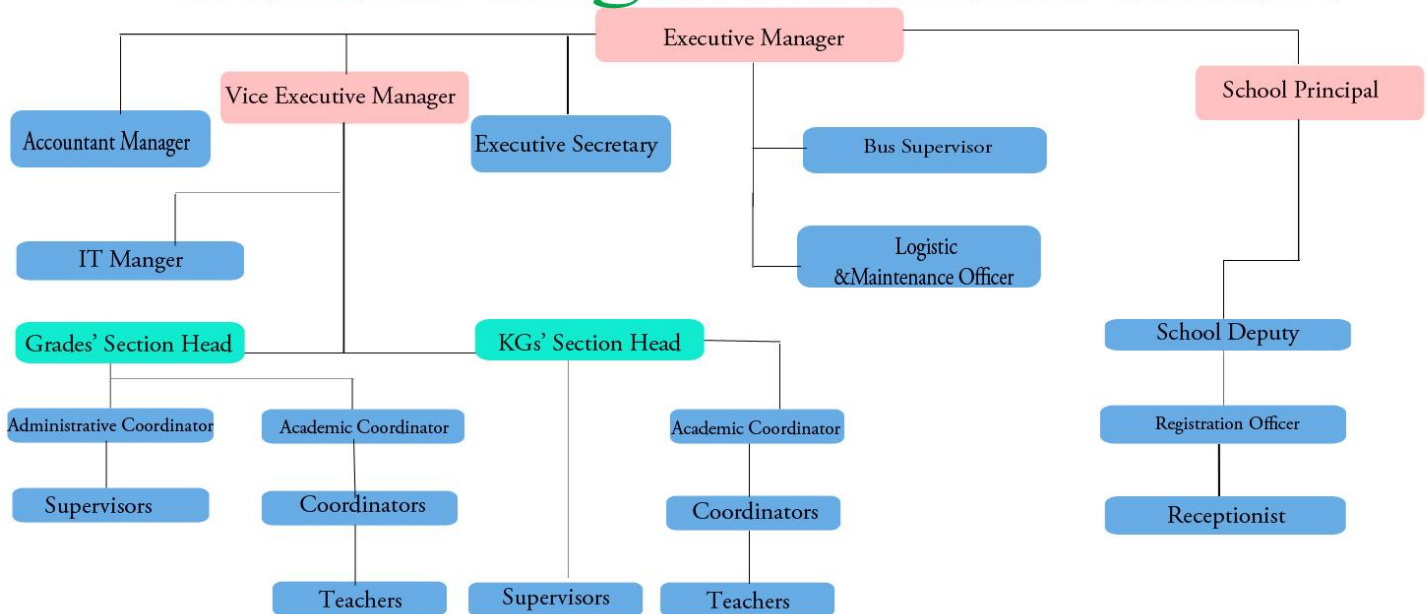


مدارس واحة العلم العالمية

**Vision** -Our vision is to strive to become a safe learning environment that respects discipline and builds a strong character in cooperation with families and the community

**Mission** - is to provide all students with a safe and supporting environment based on integration of technology, and with a curriculum that is rich and challenging which respects learning differences. We strive for our students to be professional global citizens

## School Organizational Chart



## SCHOOL FACILITIES AND SERVICES

Learning Oasis International School (LOIS) is a private, independent, non-discriminative, selective, international English-medium day school serving both the local and expatriate communities in Riyadh, Saudi Arabia. LOIS is coeducational from nursery until grade 3 and a single education for girls from grades 4 to 9. It is operating legally under the supervision of the Ministry of Education.

### **LOIS Facilities include:**

- **1 Phonics Lab**
  - Phonics lab is a room for teaching reading and writing of the English language by developing learners' phonemic awareness—the ability to hear, identify, and manipulate phonemes—in order to teach the correspondence between these sounds and the spelling patterns that represent them.
- **1 Library**
  - The school provides a well-established library that gives students access to a variety of resources to ensure that students will get the appropriate information under the supervision of the librarian.
- **1 Science laboratory**

It is a special facility where experiments are done and typically include equipment, beakers, burners and other tools necessary to complete experiments.
- **1 STEM activity room**
  - It is a place where students develop a set of thinking, reasoning, teamwork, investigative, and creative skills that they can use in all areas of their lives.
- **2 Computer labs; one for Grade 1,2 & one for grades 3 to 9.**
  - The school offers its students a well-equipped computer lab, which enables the teachers to integrate technology in their lessons. The school has enough computer units to help the children obtain effective learning through technology.
- **3 Sports court**
  - The school has 3 spacious playgrounds: one for the KG section and the others are for the lower and upper school. The students have there their P.E. classes and sometimes enjoy there the outdoor activities.
- **1 Art room**
  - It is room at the school set aside for instructions related to the visual arts.
- **1 Canteen**
  - Healthy food and drinks are served every day .
- **1 School Clinic**

- The School Clinic is equipped to deal with all minor and initial emergency concerns that arise at school. We comply with all local Health Authorities requirements and work to evidence based health care practices.

### **LOIS Services for (Grades and KGs sections) include :**

- **1 Teachers' resource room for Grades**
  - Our resource room is supported by the teachers' editions, professional videos and printed workshops.
- **1 KG resource room**
  - Kindergarten resources room is equipment with all charts and alphabet boxes related to the presentation of the lessons.
- **1 Stationary room :**
  - Stationary room is supported with all stationary needed for the teachers.
  - All classes are supported with **projectors and speakers** in KG and Grades.
  - All classes are supported with **Smart Boards** .
  - By using the interactive smart boards , teachers demonstrate lessons and students learn them more effectively .
- **Online Resources.**
  - School's website ( parents' Portal), is the school's center for the teachers and the accountant center .
  - Students have access to the books and have the opportunity to participate and do their assignment online.
- **Co/Extra curricula game and charts activities**
  - A massive amount of activities is done every year to ensure the effective learning and spread joy and happiness among students .
- **2 Social Workers**
  - A social worker is a person whose job is to ensure the social and passionate safety of the students
- **Professional consultation center:**
  - It is a leading center dedicated to the evaluation and treatment of Learning Difficulties and Attention Deficit Hyperactivity Disorder in children.
- **Parent's waiting area**
  - The parents are allowed to stay there only if an appointment is taken.
- **Store Room**
  - The school has a very well organized storeroom which provides the teachers with all the material needed to prepare for their classes.

## SCHOOL CANTEEN REGULATIONS

- School canteen is open from 6:30 -2:00 PM and during break times only.
- Students are not allowed to purchase any kind of food from the canteen during class time, except water.
- Duty teachers will be work to line up students and avoid congestion during break times. Food sales ends 5 minutes before dismissal time.
- If parents choose to send food with their children, please provide them with something healthy to eat at break times in a suitable container marked with their name. Also, provide healthy drinks in containers other than glass.
- Students are allowed to drink water during lessons provided that they don't have to leave class, so please make sure that each has a plastic water bottle.

## STUDENTS EMERGENCY CONTACT FORM

Given the possibility that an emergency with regard to a particular student may arise from time to time, including but not limited to an accident or illness, all parents are required to complete and submit an Emergency Contact form at the commencement of each School year.

Failure to submit the completed Emergency Contact form by 30 September will result in the student being excluded from school until such time as the completed form has been submitted.

## SCHOOL CLINIC REGULATIONS

We have two well-equipped clinics in the school; one in the Grades section and other in the Kindergarten section with full time licensed Doctor and Nurse.

### THE ROLES OF THE SCHOOL CLINICS

The clinics play preventive, curative and educative roles in taking care of the children's health.

#### Preventive Role:

To better discharge the preventive role of the clinics, medical records are maintained by keeping a file for each student. For that purpose, parents are required to fill a health status report or update at the start of each school year. Then the file is updated with all the emerging medical reports from the school clinic and the ones additionally provided by the parents. In addition, records are in place to specially note any kind of allergy that a student is suffering from.

### **Curative Role:**

The curative role involves taking care of illness and accidents that occur during the school hours; sick or injured students are reported to the clinic for treatment. As part of this role, the clinics provide most desirable and required basic symptomatic treatments of any disease or injury. Medicines for fever, abdominal colic, vomiting and allergy are available in the school clinics. All kind of *First Aid* measures are also available in the school clinics. The doctor checks the files for allergies before deciding an appropriate cure. Medical records are done on a daily basis for any student admitted to the school clinics. Such records update the concerned students' files as well.

If the student continues to be sick and needs further treatment, the parents are contacted immediately for further measures. In case of minor accident, the parents are notified either on the phone or by a memo describing what happened and the measures taken.

Major accidents that require hospitalizations are dealt with depending on the seriousness of the situation. Parents are notified at once and asked to accompany their child to the hospital for treatment. If the accident is so serious that the student requires immediate hospitalization, LOIS personnel will take the student to the hospital and the parents are asked to meet them there.

### **Educative Role:**

Besides the preventive and curative measures, the clinics perform an educative role as well. The doctor is involved in class visitations, assemblies on hygiene, health issues etc. and on disseminating information on current health practices.

Health educative sessions and workshops to the school staffs and students are done on regular basis in each quarter of the academic year mainly on the following topics.

1. General and personnel hygiene
2. Dental caring
3. First-aid
4. Age of puberty
5. Prevention of communicable diseases

All the sessions and workshops are prepared with the suitable visual aids in cooperation with medical sponsors like Clinic and Hospitals.

## **MEDICAL POLICIES OF THE CLINICS**

Following are some of the important medical policies of the clinics.

### **Policy on Infectious Diseases:**

To prevent infectious disease spreading to other children, the school insists to the parent concerned the following.

1. Please keep the affected child at home if he\she has:
  - A fever or has had one during the previous 24-hour period.
  - A heavy nasal discharge.
  - A constant cough.
  - Symptoms of possible communicable diseases (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, vomiting, diarrhea plus fever).
2. Parents must kindly notify to the school immediately if any child is identified to have a communicable disease so that the school can take appropriate action from spreading it out to other children

### **Policy on Medical History:**

1. School clinics have a file showing pre-existing medical conditions or allergy of all students, which may require special attention.
2. Parents must kindly notify the school clinics in the health status update form if their children had allergy of which the school should be aware.
3. At the beginning of each academic year school clinics send medical forms to parents to update the medical files.

### **Medication policy:**

If a child is under medication for any kind of a disease as prescribed by an authorized hospital, a clinic or any competent authority thereof, and if the medication has to be administered during the school time, it will be so done only with the expressed written parental permission or request made through parent's portal. If a child has to bring medication to the school, the following steps need to be followed:

1. Parents should notify the school doctor when a child is taking medication.
2. All medication sent must be clearly identified with student's name, type of medication, student's class and dosage.

3. The school doctor keeps a daily record on all matters. Parents can please contact the clinics for any clarification.
4. After a prolonged absence due to illness, the student should submit a medical report from a competent doctor to the head of the school office.

### **Protective policy:**

General hygiene checkup is conducted weekly to check on the nails, hair, teeth and ears of the students.

If a student is suspected of having lice, he or she will be sent to the clinic for a second check. If the presence of lice is confirmed, the parent or guardian will be requested to kindly take the child back to home and seek appropriate treatment. The child would return to school when free from lice and nits. The school doctor will conduct a head check before students would be permitted back into his/her class. If lice or nits are found still present, the child will be sent home and rechecked upon return by the doctor. If the child has siblings in another class, that class will also be checked.

On matters of such health concerns, parents are notified by hygiene reports on 'parent portal' using the following format.

### **Vaccination policy for Grade-1 Students:**

1. Health and immunization records are required and maintained in the school for every student. Parents are urged to notify the school clinic of any significant changes in health during the school year.
2. There may be occasions when immunization programs are available at school through the Ministry of Health. Parents are notified of available immunizations beforehand and their approvals of immunization are obtained using the following format.

## **PERSONAL HYGIENE, HAIR, NAILS AND MAKE-UP**

Personal hygiene is of the utmost importance. Hair must be clean and neat. Girls' hair must be tied at all times and must not interfere with their clear vision. Boys' hair should be short and neat. Long hairstyles are strictly forbidden for boys. Unusual hairstyles are not permitted at an

educational institution. Students will immediately will take a code of conduct through the parents portal site.

No make-up is allowed and nail varnish is prohibited. Nails need to be cut and kept clean constantly.

Refer to school clinic policy page .

## **BUS SERVICES DESCRIPTION :**

Bearing in mind that most of the parents are quite engaged with their own work for the most of the day time, the school plays an important role as being a family assistance in transforming the students from home to school and vice versa .It provides busses to different directions .The school provides the parents with around 37 busses that can contain about 600 students , and this is done because the school's responsibility towards the students. The use of these assets and the tasking of drivers are regulated by the transport Group leader who does his very best to assure that all students come to school and go home very safely every day.

We have around 35 major destinations dominate the route of the school busses.

The bus driver is under the supervision of the bus company, which the school signed a contract with.

**The parent should send the map through the school website ( the parents' portal) once registration fees are paid .**

Registration is open at any time but the acceptance is based on the availability of seats in any of the busses. Parents who really have a problem in transportation have to head quickly toward the school finance department to find a space for their child or children at the school busses .If there is no seats , they'd better leave their names on the waiting list and be patient

LOIS exerts its utmost effort to ensure students' safety while being transported on a school bus. The use of the school bus service is defined as a privilege, and the school reserves the right to suspend or revoke at any time a student who fails to abide by the stated rules of conduct.

## **a. SCHOOL TRANSPORTATION DISCIPLINE REGULATIONS:**

In an attempt to maintain discipline and safety inside the school bus, please read and discuss with your child the bus ' rules before the beginning of the school year , listed in the parents bus contract and school bus services that are issued on the parents portal



Students are expected to behave in a proper manner and respect all the road safety rules once they leave their homes till they arrive to school and back again.

- Each parent is obliged to provide to the school administration and the driver with mobile number and update the numbers with the school administration and the driver.
- The driver will call this number five minutes before the arrival and will wait at the house for two minutes. In case of any delay, the driver will return the child back to school and the parent has to come to school to pick up the child.
- The guardian has to pay the transportation fees at the beginning of each semester without any delay. In case of late payment, the service will stop immediately after two weeks.
- In the event of any complaint whether from the driver or assistant, the parent should contact the school administration and not the driver.
- The parent has to notify the school administration and the driver in case a student is absent or in case the parent wants to drop off or pick up the student personally from school.
- The assistant is not responsible for delivering students to and from the house's door, but will deliver him/her at the entrance only and the parent has to receive the student directly from the bus.
- The driver does not have to wait for the student in case the driver tried to call the parent and the number can't be reached .
- In case of repetitive complains about the behavior of a student, the school administration will apologize for not being able to provide the delivery service to this student.
- The parent is obliged to the itinerary of the bus that is submitted by the school administration.
- A surrender date will be scheduled within ten minutes for the attendance of the driver in the morning and afternoon by the school administration.

Students who fail to follow the above rules will be subject to transportation disciplinary procedures.

### **Bus Disciplinary Procedures :**

When, from the drivers or the assistant's point of view, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, a school bus incident report will be issued. this is to maintain good order and a safe environment for students riding the buses as well as to notify the parents of the misconduct of their children.

The following are standard actions that will generally be applied constantly in response to documented incidents.

**1<sup>st</sup> Violation:** Verbal warning and the parents will be contacted.

- 2<sup>nd</sup>**  
**Violation:** Written warning
- 3<sup>rd</sup>**  
**Violation:** Suspension from bus privileges for five school days
- 4<sup>th</sup>**  
**Violation:** Suspension from bus privileges for ten school day
- 5<sup>th</sup>**  
**Violation:** Termination of the student's right to use the school bus for the rest of the year and no fees will be refunded.

If a student is expelled from the school bus, the student will no longer be allowed to use this service for the rest of the year or the coming school year.

***Bus fees are not refundable if a student is suspended or expelled.***

## ADMISSIONS

Learning Oasis International School does not discriminate on the basis of race, color, religion or national or ethnic origin in the administration of its admission policies.

Applications for admission to the school are accepted throughout the year. All students are eligible for admission if the administration believes that the school is able to meet the student's educational needs. Students with severe physical, mental or emotional disabilities cannot be admitted unless, from the Head's judgment point of view, adequate provision can be made for them.

Learning Oasis will not normally admit a student without first receiving a transcript (or its equivalent) from the student's current or immediately past school. Students may be admitted pending the arrival of such a transcript (or its equivalent) in cases where the student's former school is dilatory in providing the transcript (or equivalent).

Learning Oasis International School reserves the right to deny admission to a student who has previously been expelled from another school for an offence which would be a cause of expulsion at Learning Oasis.

A student with learning differences may be admitted if it is believed that the disabilities can be dealt with by the school's special resource programs. All entrants to Cedar are placed in a regular homeroom. There is no specialized self-contained special resource programmed. The special resource programs are available only to a non-Arab student in Arabic.

A student whose native language is not English may be admitted in pre-reception, reception and first grades. Admission of such a student into subsequent grades is dependent on the views of the Head as to his/her ability to be able to benefit from the educational opportunities offered by the school. This may involve oral and/or written examination in English.

# SCHOOL REGULATIONS

## ADMISSIONS GUIDELINES

### **a. Procedure:**

The admission form must be completed fully and accurately on the school parents' portal system . All relevant information must be declared including details for any disciplinary, social, physical, medical, or psychological problems. Relevant medical and educational psychologist's reports should be attached to the application documents to the school if present.

All prospective students wishing to register and enroll at LOIS must adhere to the strict admission policy. It is the policy of the school to selectively admit any student to the school that completes all application information along with all the documents necessary for registration, and successfully passes the admission interview and examination. As a prerequisite for the interview and placement test, all applications and required documents must be received and approved by the school Registrar's Office. All decisions regarding admission and placement will be made strictly in Registration best interest of the applicant; therefore, the school reserves the right to decline testing or placement.

The school's Registration Office committee will review the prospective student's application, transcripts and report cards of the past two years from the previous school to determine if the student is eligible for LOIS placement exam.

Once the admission committee has reviewed the applicant's file, a standardized admission and placement exam will be take place. Prospective students must successfully pass the admission exam and score specific grade level marks to be considered for placement.

Priority of admission will be given to current re-enrolling students and their siblings. Students asking to register after the closing date of general registration will be placed on a first-come-first-serve basis.

Once classes are full, prospective applicants will be placed on a waiting list, which does not guarantee placement.

### **b. Waiting List:**

The maximum number of students that may be admitted into the primary classes is 20 to 24 .

When a grade level is full, the Registration office advises interested parents/guardians accordingly and then creates waiting lists.

Placement on a waiting list does not guarantee acceptance. Generally, priority will be given to (1) siblings of students enrolled in the school, (2) existing LOIS School students who require placement at an alternate level and (3) students of LOIS School staff.

**c. Entry Assessment:**

The school is not committed to taking a student on a first come /first served basic : it is committed to entering those students who best fit in with the school's educational mission aims and objectives .all decision on who to admit into the school are the final responsibility of the Executive manager

**d. Records Requirements :**

All forms must be completed entirely and submitted to the school. No steps are proceeded until all required documentations have been submitted.

*The following documents should be submitted with the application form:*

- original copy of the last 2 years school report cards attested by the respective official sectors.
- a copy of the student's valid passport.
- a copy of the student's birth certificate.
- a copy of the student's valid ID card "Iqama".
- a copy of the Vaccination certificate.
- a copy of the parents' /guardians' valid passport.
- a letter stating that the parents have no pending financial issues from the previous school.
- a sealed letter of conduct from the previous school.

**e. Minimum Entrance Age :**

• **KG Section**

KG1 03 years

KG2 04 years

KG3 05 years

**Lower primary school**

Grade 1 06 years

Grade 2 07 years

Grade 3 08 years

• **Upper primary School**

Grade 4 09 years

Grade 5 10 years

• **Middle School**

Grade 6 11 years

Grade 7 12 years

Grade 8 13 years

#### f. Registration on Parents Portal :

Parents have to fill in the registration form to provide the school with the necessary data about the student. This registration is online on the school website ( parents portal).

This registration form includes the following documents:

- list of the requested documents
- policy for payment of school fees form
- registration form includes students' information - parents' information according to their passports.
- student's house map
- discipline inquiry form
- medical information form
- school information form, which includes the uniform requirements and books.
- school contract
- bus contract.

## RE ENROLLMENT AND WITHDRAWAL

#### a. Withdrawals:

Parents are requested to inform the school during the pre-registration process for the next year of their intention to withdraw their son or daughter. An annual "Registration Intent Form" will be sent to the parents by the end of March of each academic year in order to fill in whether they will register their child for the coming year or not.

Parents have to fill "LOIS Withdrawal Form" taken from the registration Office and then return it to the concerned person in charge at least two weeks prior to the date of withdrawal. The concerned head of school will notify the Registration's Office regarding the students who are going to leave and the departure date they will leave to check whether the student has any pending financial issues.

Exit/transfer documents will not be released until the student has completed the checkout process and has returned all belongings to the school. All tuition fees, plus any other fees, will have to be fully paid before exit documents are issued to the parents

- *Please note that if a student is withdrawn during the term, the full term's fees must be paid*

## SCHOOL TUITION FEES - ACADEMIC YEAR ( 2016-2017 )

Grade Fees	KG.1	KG.2	Kg.3	Grade 1-3	Grade 4-6	Grade 7-9
<b>Yearly Fees (SR)</b>	<b>12600</b>	<b>13900</b>	<b>14400</b>	<b>16800</b>	<b>17700</b>	<b>16900</b>

### ➤ Transportation:

- One way service : SR 2300 yearly
- Round trip : SR 3800 yearly
- Transportation fees are paid on two installments , one for each term, its paid by term and month.

### ✚ Payment policy

#### There are three methods for payment:

- 1- Tuition fees will be fully paid upon registration for all grades (5% discount applies for the fully paid).
  - 2- Tuition fees will be paid on 2 installments
    - **Installment 1** : Fully paid by the **first week of September , 2016** for the first term.
    - **Installment 2** : Fully paid by the **first week of January , 2017** for the second term.
  - 3- Tuition fees will be paid on 3 installments
    - **Installment 1** : first week of September, 2016
    - **Installment 2** : first week of December, 2016.
    - **Installment 3** : first week of March, 2017.
- **Uniform** is Not included in the school fees.
  - **Books** are Not included in the school fees.
  - **Bus** fees are Not included in the school fees

**N.B.: Tuition Fees cannot be transferred from a student's account to another.**

### ✚ Refund policy

- Tuition Fees are not refundable once you made the registration .
- In case of not showing commitment towards payment ( under any conditions) , **the school administration has all the right to cancel any discount given to your son/daughter ( if any) .**
- In case of transfer to any other school or city in the kingdom, students are required to pay the tuition fees for the entire year.

- Discount policy

For the second child and more:

- a 5 % discount for term fees applies for the second child enrolled in the school.
- a 10 % discount applies for the third youngest child enrolled in the school.

### ✚ Re-enrollment Rules

- Only students with a zero balance will be allowed to re-enroll for the next academic year.

- Any student who leaves the school for a year will be considered as a new student and needs to open a new file and follow all the admission guidelines mentioned above.

**N.B: If re-enrollment fees are not paid to reserve the student a seat on time, the student may lose his/her seat for the coming academic year.**

## CLASS SIZE

In order to underscore that concern for students as individuals which is inherent in the School's philosophy, the School will do everything possible to ensure a student- teacher ratio which is in the best interests of all concerned, taking into account both educational and financial considerations.

Under normal circumstances,

classes in the lower kindergarten KG1 & KG2 should not exceed sixteen (20) students.

Twenty-four (24) students will be permitted in the upper kindergarten KG3.

primary transitions classes with the assistance of a teaching aide.

Classes in the primary school from Grade 1 up to Grade 6 should not exceed 22 to 24 students.

Classes in the middle school should not exceed 24 students.

## CLASS ASSIGNMENT OF NEW STUDENTS

Applications may be made for entrance into the grade level for which the parent or guardian considers the student to be best suited. When a student is accepted for admission into LOIS School, the school will offer of a place into the grade level that it considers most appropriate for the student.

If there is a difference regarding the appropriate grade level or class placement for any student, the final decision goes for the Head.

## MIXING CLASSES AT THE END OF THE ACADEMIC YEAR

Mixing classes is something that is carried out at the end of each academic year for a number of important reasons, all for the benefit of the student.

When looking at the classes in any grade, we strive to achieve balances within each class. The balances should be in areas such as; aptitude of children, language ability, friendship groups, cultural backgrounds, nationalities, and special learning needs. Mixing classes gives the students better social skills and helps them to cope better with meeting new people later in life. Students will obtain a broader experience in dealing with people of different personalities, backgrounds and cultures, and will learn how to relate to them. However, it is our aim to create a well-balanced classroom in which students can work together and form good relationships. Therefore, the class list is thought out well before putting it together. Afterwards, teachers, social workers, and heads of schools review it several times. Hence, according to our procedures, it is not possible for us to accommodate parents' wishes. Nevertheless, we can definitely assure that we will make every possible effort to ensure that your child is placed in the best learning environment.



## EARLY WITHDRAWAL FROM SCHOOL (UPPER PRIMARY -MIDDLE SCHOOL STUDENTS)

When it becomes necessary for a student to leave school prior to the end of the year exams, arrangements will be made according to the ministry regulations, which require that a student will not be issued a report card.

The school does not make arrangements for earlier final examinations.

## PROMOTION AND RETENTION

At the end of each academic year, the teaching faculty recommends those students to be promoted to the next year level at the school.

Sometimes, particularly in the early years of a student's school career, the decision is made to retain a student in a particular year level. This may be made for any one of a number of reasons.

LOIS recognizes that each possibility of retention should be considered individually. The basic guide is this: A student may be retained in the same year level if he/she does not meet academic expectations; if he/she is socially immature; and / or if there is reasonable hope that another year at the same level will result in a positive change.

## STUDENTS RECORD

School shall maintain two records for all students: the first record file will be kept at the registration office which includes all documents requested at the beginning according to the year according to the Ministry of Education Regulations.

The second record will include all the academic notifications, warning, evaluations, reports, anecdotal record or any social incidence related to the student.

Those file are confidential and are designed to promote the welfare of the student.

Parents can ask to review the file by notice ten days ahead.

## STUDENTS EMERGENCY CARE PROCEDURES

In an effort to be able to provide all students with the best possible first aid response within the parameters of the school setting, any student who has a known medical condition, including but not limited to asthma, epilepsy, diabetes, anaphylactic allergies, or hemophilia, must provide the school with written Emergency Care Procedures in the prescribed form signed by the student's attending physician.

The Emergency Care Procedures must be provided to the School at the time of admission.

If the student is already enrolled in the school and the medical condition is discovered at any time, the parent/guardian must address the school immediately and Emergency Care Procedures must be provided as soon as possible.

The Director shall provide the Emergency Care Procedures to the first aid designate. The first aid designate shall be responsible for keeping all relevant personnel apprised of any student who has a known medical condition that may require emergency first aid attention.

Failure to submit properly completed Emergency Care Procedures in a timely manner will result in excluding the student from school until the full form is submitted

## RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES

All students shall have equal opportunity to participate in any program offered by the school except on the basis of the administration's assessment of the ability and conduct of the student.

If a teacher is having difficulty with a student, the teacher should notify the Head in writing who will make the decision as to whether the student will be denied the opportunity to participate.

## ELIGIBILITY EXTRA CURRICULAR ACTIVITIES STUDENTS

Interscholastic activities (meetings among schools) are considered important by LOIS the school. These interscholastic activities include sports, academics, music, speech/debate, drama and other school activities that require preparation beyond the normal school day. Participation in these activities may also involve missed class time. These activities help to provide an extension of class work in areas of interest and ability to the student. They promote excellence in the development of self-discipline, sportsmanship, team work, and they stimulate both mental and physical fitness.

Students should maintain an adequate academic standard and exhibit acceptable behavior to be eligible to participate in interscholastic activities. The Head and the Secondary Head along with the staff will maintain rules and regulations governing eligibility.

## STUDENTS INVOLVEMENT IN DECISION MAKING

The Board shall consider student opinions in establishing policies, particularly those related to student life.

The administration shall maintain channels of communication, e.g. a Student Council, with students, through which the student body may voice its views and suggestions on School regulations and programmes.

Students are going to meet every 2 weeks with student's counselor supervisors to discuss their ideas implement. They should have

- Agenda of meeting
- Points of meeting

And they are going to be evaluated 2 times per year.

## **POLICY OF STUDENTS' UNION AND ADVOCATE**

Running for the students' government is one of the first ways students can get a first-hand lesson in leadership, voting and elections. Whether they are running for president or vice president of the Student Council, the students hold great responsibility towards their society. Thus, LOIS started this year the Student's Union Program.

The Executive Committee of the Students' Union shall be constituted comprising the following office bearers and representatives: a) President and b) Vice-President.

The election is held for grades 6 to 9. Each class had to write a name of a nominee in a paper and this paper was folded to be placed in a box. Then votes were counted and the highest votes were for the class's President and the less votes were for the class's Vice President.

### **Function of the Students' Union:**

The objective and function of the union is :

- a) to organize discussion and functions of the general, cultural, academic national and literary matter.
- b) to organize debate, social and extracurricular activities.
  - b) to invite eminent person to address the Union on specific topics and
  - d) to take up such other activities as are proposed by the Union and approved by the Principal

### **Criteria for choosing students in the Students' Union**

1. She should have good behavior.
2. She should be cooperative.
3. She should be a team leader.
4. She should accept others' opinions.
5. She shouldn't use offensive language when dealing with other students.
6. She should be a good representative.

### **President's Roles:**

- Coordinates meetings.
- Plans agendas, calendars ,and budgets.
- Summarizes ideas.
- Moderates debates.
- Seeks opinions from the student body.
- Informs administration of developments.

- Votes when there is a tie.

### **Vice President's Role:**

- Is prepared to assume role of president at all times.
- Assists with agendas, calendars, and budgets.
- Explains ideas of student council to student body.
- Contributes ideas during meetings.
- Mediates differences in opinions at meetings.

### **Rewards for Responsible Members:**

- By the end of the year, rewards will be given to students who show responsibility.
- They will have a unique trip.
- They will have a certificate of appreciation for their work.
- They will be provided with badges that show their positions.

### **Penalties**

Students who will not show commitment will have two times warning , and then they will be excluded from the school council.

N.B: Presidents and Vice Presidents attend all Parents' Meeting. The first one to attend is the meeting held on Thursday, 27<sup>th</sup> October, 2016. The dress code is white blouse and black skirt.

## **ADVOCATE REGULATIONS**

Our school now has student advisory periods, a time when a group of students meet with two teachers (their advocates) for advisory help. These advisories are supposed to provide mentoring and psychological support with respect to the students learning differences to build a strong character to be professional global citizens. This meets LOIS vision and mission. Most students usually perceive advisories as a time for academic help but not a place where they can go to deal with personal problems and challenges.

The solution was by assigning a student advocate for every 10 to 13 students in each class ( 2 advocates per class) that students can say what if they aren't receiving the help they need or feel their rights are in some way being violated. The student advocate will meet the students once a week for 10 minutes in the morning to fill in any academic, administrative, social life skill problems. This person should not be an advocate in the legalistic sense, but a counselor, mentor and intermediary. She should be someone who will ensure this student is treated fairly and productively in the school organization. The student advocate should also be accessible to parents if the student requests their involvement. This advocate could come from the teaching staff or be someone with a counseling background. The Problem is then sent to the person in charge to recommend solution.

# GENERAL REGULATIONS AND PROCEDURES

## CREDIT ATTENDANCE, ABSENCE, and LATENESS POLICY

### a. The Importance of Attendance

LOIS puts a high priority for the students' attendance. A well-planned class provides a learning opportunity for the students every day. If a student is absent, she/he is losing educational benefits. Many times, it is impossible to make up for the missed experience and gain from this learning experience to the same degree that a student would benefit through the group involvement in the regular class. Participation in class activities cannot be made up! Furthermore, the absence of any student affects not only his/her progress, but also negatively impacts the process of the entire group. Therefore, it is expected that the students will attend classes every school day. All teachers will take role in keeping a record of the attendance, absence, and tardiness.

### b. Absence

A student is allowed to be absent for only five days per semester (with permission) with no deduction. In case of absence, a vacation request should be sent through LOIS Portal Website attached to it a report to show the reason of absence. More than five days, a percentage is to be deducted from the participation marks (CW) for each school subject. Deduction in marks due to absence is to be totalized at the end of each semester.

In case of absence without permission, a percentage is to be deducted from the participation marks (CW) for each school subject and marks will be deducted out of the 100 marks of attendance which is included in the report cards by **deducting one mark for every day**.

The school is not responsible for covering the lessons that are missed due to the student's absence.

In case of sick leave, the student is allowed to be absent for the days as per the medical report.

In case of having infectious diseases, a student should stay at home until completely recovers. Complying with the Health Ministry's regulations, a student with chickenpox has to stay at home for not less than two weeks till all symptoms disappear. Absence is not allowed during the tests or exams weeks.

### c. Prior Arrangements/ Early Leave

LOIS strongly discourages students taking extended vacations during a term or **leaving the school prior to the normal closing date**. During planning for an extended absence, parents and students should understand that in all cases teachers can't possibly reteach the lesson nor provide make up assignments to cover all the material that will be missed. Since a student presumably needs to attend the full term to receive proper learning, it is reasonable to expect that the extended early leave will negatively affect the student's

grades and consequently will get lower marks. However, occasions may arise when extended early leaves are necessary. In this case, the school will make every reasonable attempt to reduce the negative impact that may affect the students's skills that should be covered in this grade level.

#### **d. Lateness:**

Students are expected to be in class on time. If students are late to class, it causes a disruption and interrupts the learning process. Many times, students will miss important information that is impossible to make up. A student is considered late if she/he enters the school after 6:40 a.m.

- Students will register his/ her lateness at the registration office.
- The teacher in his/ her class in the first period will register this lateness or absence during this period.
- In case a student is late for the first three times, an SMS is sent to his/her parent to come to sign a commitment that his son/daughter has to arrive on time at school then he/ she is allowed to join his/her class at the end of the first period at 7:30 a.m.
- In case the student is late for four times for the first lesson, a quarter of mark is to be deducted from the attendance marks.
  - In case a student is late for more than four times, he/she will lose marks from attendance in the final report .

#### **e. Medical Appointments**

If a student has a medical appointment during school time, please inform us in writing and arrange for their picking up from school.

However, we would like your child to have full attendance at school. Therefore, make medical and dental appointments out of school time!

## PERMISSION TO LEAVE

The normal LOIS School day operates on the basis of a closed campus policy. As such, students will not be permitted to leave the campus without prior written permission from the parent/guardian addressed to the Executive Manager.

Where someone other than the parent or guardian is attending to collect a student from School, he/she shall only be considered authorized to do so where the parent/guardian has provided previous written or verbal consent addressed to the Executive Manager, or his/her designee, to that effect.

Parents/guardians collecting students at School must present at the front office and sign the student out on the Sign-out/Sign-in form. If the student returns the same day, the parent/guardian must return to the office and sign the student back in.

## ARRIVAL AND COLLECTION REGULATIONS

We have a very strict policy related to dropping and collecting students. This applies to the normal school day and to any other time that the students are under the school's supervision, e.g. special events and sports events outside the school premises.

### **For Grades:**

We will follow a new system for the dismissal process.( Clear Vision Dismissal Management System )

- 1- **the guardian's card** will be sent with the student
- 2- **the Student's card** will be handed over to him /her.

### **Kindly follow the instructions below:**

- 1- **The guardian** who is responsible for picking up the student **should pass his card** through the barcode reader in the external point outside the school and then a receipt will be printed with a number. The system will show on the screen of the external point that the order has been received, and the student will be called automatically.
- 2- **The system** will call the student automatically and continuously until the student comes to the internal school gate with his card.
- 3- **The supervisor will scan** the card of the student and a receipt will be printed to the student, The number of the student's receipt will have the same number of the guardian's receipt, on the external screen the system will show that the student is now leaving process, Once the student has left the school gate, and for better security, the gate keeper will match both receipts.
- 4- **When the parent arrives at** the gate and passes the card, a message will be sent on the parent's mobile that his son/ daughter is at the gate.  
This service is optional. If the parent wants this service to be available, **SR 100** should be paid per term.

**That system will make us avoid-** -congestion outside the school, waiting for a long time- delay and tension,

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**Note:** Kindly keep your card and your child's card, In case of losing it, issuing a new card will take some time, and you will pay **SR 20**, so please try to keep it available.

### **Exit Gates for Grades:**

- Gate 2 for lower grades (Gr.1-3)
- Gate 3 for higher grades (Gr.4-9)



- Gate 4 for bus students

### **Exit Gates for KGs:**

- Gate 1 for KG1
  - Gate 4 for Bus students
  - Gate 5 for KG2
  - Gate 6 for KG3
- It is the responsibility of the parent/guardian to ensure that the students arrive on time and are collected on time. The school will not be responsible for students who stay after the assigned dismissal time. In case of **emergencies**, when parents are going to be late in collecting their children, the school has to be notified and late children will be assigned to designated waiting areas.
  - Parents are required to provide details and contact numbers of all persons who are to bring or collect their children from the school through the student's pass card. It is the responsibility of the parent to keep this information up-to-date and to show the pass card daily.
  - The school will only allow the person, whose name is registered in the above documents, or who has the dismissal card to collect your child, unless you give prior written permission for another person do so.
  - The school's guards and male coordinator reserve the right to inspect anyone collecting a student with whom we are not familiar.
  - The school does not allow students to be taken early from classes unless they have a very valid reason. In such cases, we ask the parents to provide relevant documentation to verify the reason. Parents who wish to pick up their children early need to pass by the Head of school's office for an Early Dismissal Permission Slip to be presented to the floor supervisor.
  - The lower grade students will be taken to the playground. Fathers or drivers are not allowed into the building as per the directives of the Ministry of Education and need to wait for the students at the gates. The students will be called upon by the microphone by the dismissal management system .

### **For KGs:**

Students are going to be collected from the classes through the intercom system  
There is an Intercom device in every K.G. class to facilitate the students leaving process  
,These intercom devices are connected to the main device in the K.G. exit gate

## COMMUNITY RELATIONS AND GOALS

Establishing and maintaining positive public relations are responsibilities of the Counseling Board, the administration, the faculty and the staff. To some extent they are also the responsibilities of the students as well. The School sees itself as a cohesive factor in the life of the community. For that reason, efforts should be made to keep the community at large informed about the services, accomplishments, needs and goals of the School and to involve the community in its work for the benefit of the students.

All School employees and students are expected to project a positive image of the school and to act in an ethical manner. The Counseling Board endorses a policy of active, open communications between the School, the parents and the community at large and will seek ways to contribute to the community as well as make use of community talent and resources in the School's programmer

## COMUUNICATION AND COMMUNITY INVOLVMENT

Embarking from the fact that our school is an integral part of community it serves, the school administration will never give its back to the parents' role as partners constructing the educational bricks of the school.

To provide the community with a quality education is a vision the school administration and staff are working day in existence is to acquire the satisfaction of the community. Respectfully, the parents' valuable perception about the school is always in a position of analysis and evaluation.

### Communication

The school highly values the linking threads between its staff and parents, for they make the core of the relationship on which the school depends to produce the expected outcomes at the end of every year. Parents are kept in touch with the school events day by day throughout a variety of modern technological methods:

- Every parent has his/her file with full information kept in the school archive.
- The school files are filled with the e-mails of all the parents.
- The weekly plan and many others memos are uploaded to the parents through the School's website (parents' portal), telegram and Facebook page.
- The cellphone number of every parent is recorded in the school files for any emergency case or any issue of discussion.
- Parents complain form
- Parents contact information: LOIS contact information

## PARENT/COMMUNITY RELATIONS

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### **Communications and Parents Involvement**

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- Parents contact information: LOIS contact information

## **Involvement**

LOIS acknowledges the successful Parents involvement in the School's decision making through the following:

### **Improvement Plan**

School improvement planning is a process through which schools set goals for improvement, and make decisions about how and when these goals will be achieved. When parents are involved in their children's education, the level of student achievement increases.

### **Parents Union**

The aim of the parents' council is to act as a conduit between the parent's/teaching staff and Board of Management. It is the responsibility of the parents' council to support and initiate, where appropriate, activities which advance the aims and objectives of the School, ensuring that such activities will not interfere with the process of management of the School.

### **Parent Volunteer Program**

"Parents Volunteer Program" which will engage parents in taking active roles in our school. The volunteerism icon is available on the parent's portal throughout the year. Guardians must read roles and requirement and agreement to go to the next step to fill in the qualification form. The school administration will start contacting parents to join our school premises to be part of our team.

### **School Board**

The local school board is a critical public link to public schools. Whether elected or appointed, school board members serve their communities in several important ways.

First and foremost, school boards look out for students. Education is not a line item on the school board's agenda — it is the only item.

When making decisions about school programs, school boards incorporate their community's view of what students should know and be able to do.

School boards are accessible to the public and accountable for the performance of their schools. School boards are the education watchdog for their communities, ensuring that students get the best education.

## Students' Progress Communication

The School will communicate student progress to parents and guardians on a timely basis after each term of the school year. A comprehensive plan for school/home communications is essential if clear understanding is to take place. Therefore, a plan with combinations of written and oral communications has been devised in order to insure that clear and concise information is transferred. Teachers will also use a variety of methods to be sure parents know the progress of each student.

- Correspondence: Letters, circulars, SMS and Portal messages are our means of communication with parents
- Parent/Teacher Conferences: The school schedules three parent-teacher conferences per academic year.
- Interim Report: upon parent request.
- Three issued Interim Report:
- Progress report will be issued: First term and final term.
- Parents Portal: we encourage you to be as involved as possible in the life of your child at school. That's why we have Parents Portal that allows parents to communicate with all the school's staff.

### The following is a list of expectations for all LOIS parents:

#### Expectations from Parents

- Support the school mission, vision, beliefs, rules, and regulations.
- Support the school discipline policy.
- Communicate regularly with the school.
- Pay fees on time.
- Respect the process of communication within the school community.
- Support the teacher's role.
- Respect the teacher's privacy.
- Attend meetings and functions on a regular basis.
- Ensure that homework is done.
- Volunteer when needed.
- Regularly check parent portal, correspondence letters, etc.
- Ensure that children come to school on time and leave on time.
- Projects and homework are the responsibility of children and should not be completed by parents.
- Communication between parent/child should be consistent with the school.
- Give attention to your child.
- Have discussions with your child daily.
- Ensure hygiene of your child.
- Monitor bedtime, leisure time, and TV/internet use.

we wish that every parent of the children we teach knew that:

we care about their children.

Every child in class holds a very special place in the teacher's heart.

We take our work very seriously and want to make difference.

We hope they , the parents will work as team with us, and together we can make an even bigger and better difference for their children.

## PARENTS PRESENTS INSIDE THE CAMPUSE

The normal LOIS School day operates on the basis of a closed campus policy.

### **Parents**

Parents are responsible for:

- Ensuring their children attend school regularly.
- Ensuring holiday travel arrangements are made in a way that their children are having sufficient rest and are ready to learn upon their return.
- Ensuring their children arrive at school before lessons start and they are ready to learn (having all the necessary study items with them).
- Explaining the absences of their children from school.
- Taking measures to resolve attendance issues involving their children.

### **Parents' Access to School**

In order to ensure that the school is secure, we have limited access for all parents and visitors during instructional time. Our main gates are manned by uniformed guards 24 hours per day.

Upon entering the school, all parents must leave their names with the school guard. Parents will then proceed to the receptionists who will contact the staff member about the appointment taken beforehand. The school staff will not have a meeting unless there is an appointment!

The visitors will be given a LOIS VISITOR badge to wear. This badge should always be visible when the visitor is on campus. Upon leaving the school campus, all visitors need also to sign out, hand in their visitor badge, and pick up their ID or Iqama at the security guards' desk.

In addition, mothers are not allowed to attend the classes with their children during the starting days, especially on the first day of KGs entering the school.

As such, any visitor is required to present himself/herself at the front office upon arrival. He / she shall only be permitted to remain on the campus or attend another area of the School where the appropriate permission has been given to do so.

Anyone other than a Cedar student or employee will be considered a visitor and must present at the front office upon arrival during the School day.

# DISCIPLINE at LOIS

## DISCIPLINE POLICY

High standard of discipline is expected from all students at all times. Misbehaviors are dealt with promptly and fairly. The purpose of our discipline policy is to encourage high standards of courtesy, conduct and self discipline amongst students. This is important so they can reach their full potential, without disruption, within a healthy, safe and caring environment.

## DISCIPLINE RECORDS

Parents should be aware that when a student fails to meet our expectations in terms of managing his/her own behavior, a record of actions will be taken within the school by the teacher in charge.

The record will be registered in the student's file and on the parents portal together with the action taken by the school. Actions may involve interviews with the parents as well as the student. By doing this, more serious consequences may be avoided.

Under normal circumstances, the record is not an ongoing record to hold against students. Rather, it is a documentation the school may need when interviewing parents.

## DISCIPLINE CHAIN

**Class Teacher → Supervisor → Students Counselor → Academic Coordinator → School Principal.**

### Students should:

- Be at school on time. Tardiness is not tolerated.
- Be respectful to all adults at school – teachers, administrators, and all other staff.
- Respect the personal space of others.
- Apply school behavior policies on all trips and after-school activities.
- Report cases of aggression to an adult. Do not strike back.
- Not bully, steal, physically harm, verbally abuse or harass another student. The use of bad language will not be tolerated.
- Respect school property and personal belongings. Students will be expected to return or replace damaged or stolen property.
- Not bring the following to school: chewing gum, knives, cards, real or toy weapons.
- Walk quietly and never run in or outside the building.
- walk to the right side in all staircases and hallways.
- Keep the building clean.
- Use the bathrooms and bathroom materials properly.
- Come to school clean, neat, and dressed appropriately.
- Use the internet appropriately.
- Speak in English at all times in the school building, except during Arabic, Islamic, and French lessons.
- Stay in their designated playing areas.

## VIOLATION OF CODE OF CONDUCT

Violation		Cumulative Violation	Procedures	Parents' correspondence
<b>1<sup>st</sup> degree</b>	<b>Minor Violation</b>	<ol style="list-style-type: none"> <li>1. coming late to school</li> <li>2. eating or drinking during the periods.</li> <li>3. sleeping in class.</li> <li>4. interruption the class.</li> <li>5. not committed to the</li> <li>6. throwing garbage on the floor.</li> </ol>	<ol style="list-style-type: none"> <li>1. The student should be given a verbal warning.</li> <li>2. The student should sign a written warning.</li> <li>3. A formal notice of concern should be sent to the parent.</li> <li>4. An administrative warning should be given to the student and a meeting with the parents should be conducted.</li> <li>5. The case should be referred to the school social worker.</li> </ol>	<ol style="list-style-type: none"> <li>1. White card ( code of conduct 1)</li> <li>2. Yellow card( code of conduct 2)</li> <li>3. Red card ( code of conduct 3)</li> <li>4. Informing the parents with deduction of <math>\frac{1}{4}</math> mark out of 100 ( the discipline marks )</li> <li>5. Follow the school social counselor's plan</li> </ol>



<p><b>2<sup>nd</sup> degree</b></p>	<p><b>Major Violation</b></p>	<ol style="list-style-type: none"> <li>1. Copying homework from his/ her friends, or cheating in quizzes or tests</li> <li>2. Bringing mobile phones , Tablets, electronic games, etc</li> <li>3. Bringing toys or anything that is not allowed at school.</li> <li>4. Corrupting the school's facilities ( writing on the desks or walls ....,etc.)</li> <li>5. Corrupting the safety equipment</li> <li>6. Fighting with colleagues</li> <li>7. Threatening colleagues</li> <li>8. Saying inappropriate words to colleagues</li> <li>9. Not committed to the class or playground rules</li> </ol>	<ol style="list-style-type: none"> <li>1. The student should apologize and should be given a verbal warning ** The mobiles or toys ...,etc. are confiscated with a written notice of concern and the parent should come to receive them from the school **The students should repair what he/she ruined or replace it with a new one</li> <li>2. The student should sign a discipline commitment</li> <li>3. A formal notice of concern should be sent to the parents.</li> <li>4. An administrative warning should be given to the student /a meeting with the parents should be conducted.</li> <li>5. The case should be referred to the school social worker</li> </ol>	<ol style="list-style-type: none"> <li>1. White card ( code of conduct 1)</li> <li>2. Yellow card ( code of conduct 2)</li> <li>3. Red card ( code of conduct 3)</li> <li>4. Informing the parents with deduction ½ mark out of 100 ( the discipline marks )</li> <li>5. -Follow the school social counselor plan.</li> </ol>
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<p style="text-align: center;"><b>3<sup>rd</sup> degree</b></p>	<p style="text-align: center;"><b>Major Offences</b></p>	<ol style="list-style-type: none"> <li>1. Bringing dangerous games or tools to the school</li> <li>2. Tempting to ruin any of the school facilities or buildings</li> <li>3. Insulting anyone from the school teachers, employees, or assistances</li> <li>4. Beating another student or hurting him / her</li> </ol>	<ol style="list-style-type: none"> <li>1. The student should apologize to his/her peers. ** The dangerous games or toys ...,etc. are confiscated with a written notice of concern and parent should come to receive them from the school **The students should repair what he/she ruined or replace it with a new one</li> <li>2. The student should sign a written warning and a discipline commitment .</li> <li>3. A formal notice of concern should be sent to the parents A meeting with the parents should be conducted.</li> <li>4. An administrative warning should be given to the student and a meeting with the parents should be conducted.</li> <li>5. The case should be referred to the school social worker. ** The school has the right to inform the Ministry of Education to make an agreement to transfer the student to another school and inform the parents the procedures .</li> </ol>	<ol style="list-style-type: none"> <li>1.White card ( code of conduct 1)</li> <li>2.Yellow card ( code of conduct 2)</li> <li>3.Red card ( code of conduct 3)</li> <li>4.Informing the parents with deduction of 1 mark out of 100 ( the discipline marks )</li> <li>5.Follow the school social counselor's plan, and Inform the parents with deduction of 3 marks out of 100 (the discipline marks )</li> </ol>
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## SUSPENSION

Violation of school policy or regulations, or non-payment of fees by a student's parent(s) or guardian(s), may result in the suspension of a student.

Minor infractions of School rules/policy may result in Breaks school detention as assigned by the Executive Manager. Repeated detentions may give rise to suspension. The Executive Manager has the right directly to suspend a student from school for up to one day for repeated violation. The Executive Manager has authority to suspend a student for up to two (2) days for major violation.

## EXPULSION

Violation of school policy or regulations, repeated minor offences, or the commission of a criminal or otherwise disorderly act, or non-payment of school fees by a student's parent(s) or guardian(s), may result in the expulsion of a student from the school by the end of the school year.

Only the Executive Manager has the right to expel a student from the School and only with prior Counseling Board approval. Expulsion may only take place after a period of suspension. This is to allow the Executive Manager both to gather all pertinent facts and give due consideration to them and to consult with all concerned, including, but not limited to, the student, the teacher(s) involved and the student's parent(s) or guardian(s).

## DISCIPLINARY PROBATION

- A student will be placed on disciplinary probation upon recommendation from the concerned disciplinary committee (i.e. school director, head of school, supervisor, and class teacher) as per the discipline chain mentioned above.
- Probation will be removed at the end of the term if the student shows substantial and consistent evidence of progress in behavior and attitude.
- A student on disciplinary probation will be denied participation in certain major school activities and trips.
- No student will be allowed to continue his/her enrollment at LOIS if he/she is still placed on disciplinary probation at the end of an academic year.

## TERMINATION OF ENROLLMENT

Student acceptance is based on the assumption that programs being offered are the best available to meet the needs of the students. When, in the judgment of the professional staff, programs and personnel resources do not adequately meet the needs of the enrolled student, a recommendation for termination of enrolment will be made by the Executive Manger by the end of the year.

## REWARDING GOOD BEHAVIOR

As inappropriate behavior has consequences, good behavior on the other hand, is rewarded at LOIS.

Good behavior is rewarded by certificates awarded in the morning assemblies and extra student merit points will be added on the report card.

To reinforce appropriate behavior in social and learning situations, parents are encouraged to:

- Urge students to reflect on their behavior.
- Provide opportunities to discuss conduct and behavior.

## ANTI-BULLYING

### **Purpose**

LOIS does not tolerate any kind of bullying in any context. Everyone has the right to feel free from any threat of bullying or harassment. LOIS recognizes that all students whatever their creed, ethnicity, race, nationality, color, gender, sexual orientation, religion or belief, disability, physical appearance or academic performance have the right to feel safe and secure at school.

Students should feel safe when reporting incidents to members of personnel without fear of reprisals.

The anti-bullying policy will be applied proactively, fairly and consistently to all students.

### **What Is Bullying?**

- Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others over a period of time.
- Bullying is an abuse of power.
- Bullying is the breaking down of a person.

Bullying can occur through several types of anti-social behavior, including but not limited to the following:

**Physical.** A child can be physically punched, kicked, hit, spat at, etc. Physical bullying can also include inappropriate touching.

**Verbal.** Verbal abuse can take the form of name calling, spreading rumors or making unfriendly comments about an individual to another. It may be directed towards creed, ethnicity, race, nationality, color, gender, sexual orientation, religion or belief, physical/social or mental disability, personality, family, physical appearance or academic performance, etc.

**Exclusion.** A child can be bullied simply by being excluded from discussions or activities with those they believe to be their friends.

Damage to Property or Theft. Pupils may have their property damaged or stolen.

Physical threats may be used by the bully in order that the pupil hands over property to them.

Intentional psychological pressure – includes social exclusion, looks, gestures and glares, lying, slander, passing or starting rumors, name calling, reorganizing or pressurizing friendship groups or any other activity designed to intimidate, hurt or exclude an individual.

Incitement of others to become involved in bullying.

**Cyber-bullying** – includes all areas of internet, such as email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera, cell phones and video facilities.

### **What Bullying Is Not**

Bullying is not an isolated incident of aggression between children. Disputes will take place, and will be dealt with accordingly. Unpleasant as these incidents are, not bullying and should not be classified as such.

LOIS is a TELLING school. This means that anyone who knows that bullying is happening is expected to tell a member of personnel. Bullying of any manner will not be tolerated at LOIS.

The LOIS International School Anti-Bullying Procedures and Guidelines attached to this policy are considered to have the same force and effect as the policy.

### **Anti-Bullying Procedure and Guidelines**

#### **Why Is an Anti-Bullying Policy Necessary?**

Studies indicate that early intervention with a focus on counseling results in a higher level of success in modifying bullying behavior. In a school setting, bullies need to learn how their behavior negatively affects other children and how they can modify their behavior to become positive members of the community.

Bullying affects everyone, not just bullies and victims. It also affects those other children who watch, and less aggressive students can be drawn in by group pressure. Bullying is neither an inevitable part of school life nor a necessary part of growing up, and it rarely sorts itself out. It is clear that certain jokes, insults, intimidating/threatening behavior, written abuse and violence are to be found in our society. No person or group, whether student or personnel, should have to accept this type of behavior. The effective challenging of bullying will enable all children to enjoy the learning opportunities available within their school community and empower them to develop appropriate ways of behaving and coping in their life.

We believe that our students have the right to learn in a supportive, caring and safe environment, without the fear of being bullied.

What Can You Do If You Are Being Bullied?

- Tell yourself that you do not deserve to be bullied, and that it is WRONG!
- Be proud of who you are. It is good to be an individual.
- Try not to show that you are upset. It is hard, but a bully thrives on someone's fear.
- Stay with a group of friends or with other people. There is safety in numbers.
- Be assertive - shout "No!" Walk confidently away. Do not be afraid or allow threats to prevent you from reporting the incident to an adult. Go straight to a teacher or member of personnel.

Fighting back may make things worse.

Generally it is best to tell an adult you trust straight away. You have the right to expect and receive immediate support.

Teachers will take you seriously and will endeavor to deal with bullies in a way which will end the bullying and will not make things worse for you. You can never see inside the victim's head.

Remember that your silence is the bully's greatest weapon!

### **If You Know Someone Is Being Bullied...**

- TAKE ACTION! Watching and doing nothing looks as if you are on the side of the bully. This makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult IMMEDIATELY. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not support or pretend to support bullying behavior.

### **As A Parent**

- If you feel your child may be a victim of bullying behavior, inform the school AT ONCE. Before contacting another parent/guardian, consider the possibility that the school may be in a better position to address the situation. Your complaint will be taken seriously and appropriate action will follow.
- Always take an active role in your child's education. Inquire about how their day has gone, who they have spent their time with, how lunch time was spent etc.
- Look for unusual behavior in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- It is important that you advise your child not to fight back. It can make matters worse.
- Tell your own child there is nothing wrong with him/her. It is not his fault that he is being bullied.
- Make sure your child is fully aware of the school policy concerning bullying, and that they should not be afraid to ask for help.
- Children frequently copy behavior that is learned from other adults. Please be a

good role model for all of our students and take the time to discuss this policy and any incidents of bullying with your child(ren).

### **As A School we will :-**

- Treat bullying as a serious offence and take every possible action to eradicate it from our school.
- Display anti-bullying charts at various locations around the school.
- Organize the community in order to minimize opportunities for bullying,
- Use any opportunity to discuss aspects of bullying, and the appropriate way to behave towards each other, e.g. information to parents/careers and students, Parent/Student Handbook, Staff Handbook, staff meetings, assemblies, Second Step Program, Life Skills, circle time, etc.
- Deal quickly, firmly and fairly with any complaints, involving parents where necessary.
- Review the School Policy and its degree of success.
- The school staff will continue to have a firm but fair discipline structure. The rules should be few, simple and easy to understand.
- Encourage pupils to discuss how they get on with other people and to form positive attitudes towards other people. This includes a review of what friendship really is.
- Encourage pupils to treat everyone with respect.
- Provide Anti-bullying resources such as books and videos.
- Place a suggestion/comment box in the senior classes.
- Periodically survey the School population to assess, as accurately as possible, the level of bullying of or by students and the success and appropriateness of the policy.
- The School recognizes the difficulty in monitoring and establishing the existence of cyber-bullying, but will co-operate with any student(s) or parent(s)/guardian(s) in an effort to address issues of cyber-bullying discovered by or brought to the attention of the School.

### **What You Can Do If Your Child Is a Bully**

- Every bully is somebody's child. Statistics show that children who participate in bullying behavior and activity have a higher rate of school drop out, poor school performance and involvement with illicit drugs and anti-social behavior. As a School we believe that the bully deserves to learn a new means of behavior in order to provide him/her with the best education and life skills possible. If you suspect or know that your child is bullying, you must investigate it thoroughly and act immediately. Like all behavioral patterns, bullying is learned and practiced repeatedly. Early intervention is vital if the destructive

pattern is to be broken. Explaining it away or refusing to believe it is happening simply allows the behavior to become more ingrained. Inevitably, the incidents become more and more serious as do the consequences.

Your child must accept responsibility for his/her behavior. The goal is to get the child to admit to bullying and agree to stop the bullying behavior. If apologies are necessary, you can help your child to make them, and start afresh.

If you get a report from the school that your child is bullying, a few points are worth noting:

1. Remember that teachers are not happy about having to tell you that your child is a bully.
2. Speak to your child as soon as possible and try to unravel the facts.
3. Visit the school with the answers to the questions about the incident.
4. If the situation is clear-cut, sort it out quickly and amicably.
5. At all times, indicate that you want your child to accept responsibility for his own behavior.
6. Continue the investigation and try to work together to get to the bottom of what is alleged to have happened.
7. Work with the school, and ensure that you are familiar with the code of discipline and the anti-bullying policy.
8. Make it clear to the school that you do not want, nor you will you accept, your child's misbehavior.

Keep the lines of communication open with your child. Talk to and listen to him/her. now and again, to maneuver the conversation towards bullying or telling you what is happening in his/her life. It helps to get him/her to understand the point of view of the victim.

**Get Them to Step into Their Victim's Shoes. Ask the bully the following questions.**

- What would it feel like for you to be made to do things out of fear?
- How would you feel if you were called names which hurt your feelings?
- How would you feel if someone bigger was constantly pushing you around?
- How would you feel if people made jokes about you and made fun of you in front of others?
- How would you feel if you were left out of games or groups?
- Why do you think it is acceptable to bully others?

It can help to bring up a situation where they were made to feel bad by someone else.

- Can they remember how they felt?
- Was it good for them?
- Why do they think the other person did it to them?
- Did they want it to be stopped?



- What did they do to stop it or when did they tell?
- You might talk about a smaller brother or sister being bullied.
- How would you feel if they were being bullied?
- How would he feel about it?
- What would you do about it?

School and Parents working together can, and do, sort out the majority of these problems. However, please bear in mind that solving these types of problems often takes time.

**Action To Be Taken When Bullying Is Suspected:**

If bullying is suspected we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, help and support will be given as is appropriate to both the victims and the bullies: We will record, investigate and deal with bullying.

**We support the victims in the following ways:**

- offering them an immediate opportunity to talk about the experience with their class teacher, or another member of personnel if they choose.
- informing the victims' parents/guardians.
- offering continuing support when they feel they need it.
- taking one or more of the five disciplinary steps described below to prevent more bullying.

**We Discipline, Yet Also Try To Help Bullies in the Following Ways:**

- talking about what happened, to discover why they became involved.
- informing the bullies' parents/guardians.
- continuing to work with the bullies in order to get rid of their prejudiced attitudes and anti-social behaviors as much as possible.
- taking one or more of the five disciplinary steps described below to prevent more bullying.
- separating the behavior from the person.

**Disciplinary Steps:**

- Bullies will be warned officially to stop offending.
- Bullies' parent(s)/guardians(s) will be informed.
- Bullies may be asked to enter into and sign a Behavior Contract.  
Parent(s)/Guardian(s) may also be asked to sign the Behavior Contract.
- Bullies may be excluded from the school playground at break and/or lunch times.
- If the bullying does not stop, bullies will be suspended and/or expelled in accordance with the school policy.

Monitoring, evaluation and review:

In addition to the survey noted above, the school will review this policy annually

and assess its implementation and effectiveness. The Anti-Bullying Policy, Guideline and Procedures will be promoted and implemented throughout the whole School.

- Provide opportunities to self-correct inappropriate behavior

## OUR STATEMENT OF STUDENT SUCCESS

Successful students understand their role in learning and put forth their best effort to exceed study expectations. Students that are motivated and inspired to continuously improve academically and personally are successful. Successful students are respectful and responsible school citizens who contribute to a positive learning community.

## STUDENTS

Students are expected to put their best effort into every task they attempt. They are also expected to participate in all school/ class activities. In terms of academic requirement, students are expected to complete all tasks and sit for all examinations. Students are responsible for completing work that was missed as a result of a partial or whole day absence.

## PARENTS

Parents are responsible for:

- Ensuring that their children attend school regularly.
- Ensuring that holiday travel arrangements are made in a way that their children are having sufficient rest and are ready to learn upon their return.
- Ensuring that their children arrive at school before lessons start and they are ready to learn (having all the necessary study items with them).
- Explaining that the absences of their children from school.
- Taking measures to resolve attendance issues involving their children.

# STUDENTS CODE OF CONDUCT

All students are expected to comply with the provisions of the Parent/Student Handbook and Code of Conduct as presented and amended from time to time. Failure to do so may result in detention, suspension and/or expulsion. Repeated breaches of the Parent/Student Handbook and Code of Conduct may give rise to expulsion where deemed appropriate.

## ASSEMBLY GUIDELINES

- The students should attend school regularly and punctually. The bell rings at **06:30 AM**.
- All student should behave during assembly and participate in all exercises.

## GUIDELINES TO CLASSROOM DISCIPLINE

- Students should show the best performance in all parts of the school program.
- Students should be respectful and obedient to all lines with the school staff members.
- Students should be respectful to other students and their belongings.
- Students should be courteous, well mannered, and cheerful and cooperative.
- Students should be attentive inside the class.
- Students should complete satisfactorily the approved cause of assignments and study properly.
- Students should not eat inside their classes.

## GUIDELINES IN SCHOOL:

- Damaging school property will hold students responsible for the damage and will have to pay the costs of the damaged items.
- Chewing gum is not allowed inside the school premises.
- Spitting or using abusive language is completely prohibited.
- Eating is allowed only during lunch break.
- Students are not allowed to bring dangerous or inappropriate items to school. These include: walkmans, headsets, radios, electronic games, beepers, mobiles or laptops.
- Students are prohibited to take property that belongs to teachers or others.
- Students should behave respectfully to adults and fellow students through actions and words.
- Students should respect personal space of others
- They should walk to the right in all stair cases and hallways.
- they follow school behavior policies on all trips and school activities.

- English is the language used inside the school premises except in Arabic , French ,or Urdu classes.

## GUIDELINES TO GENERAL APPEARANCE

- Students should always wear the school uniform.
- The school uniform is the student’s identity; the school expects the student to dress, groom, and be neat, clean and ironed.
- Students should not wear headgear, hats, caps, earmuffs, or sunglasses in the school premises.
- Female students should always tie their hair.
- All kinds of jewelry are not allowed at school.
- Students must wear black shoes; boots, sandals and slippers are not allowed.
- Cleanliness and neatness are parts of the personal hygiene, which will be checked for by the school doctor.
- For P.E lessons, students are expected to wear the P.E uniform and white trainers.
- Male students are not allowed to have long hair or fancy styles like spikes, skinhead, extremely short crew, and flattop.
- Female students are not allowed to wear lipstick nor nail polish.

## GUIDELINES TO PLAYGROUND RULES:

### **Breaks:**

- Throwing stones, dirt, sticks, etc. is prohibited.
- Students must play only in the allocated area.
- Fighting is prohibited.
- Litter is to be placed in garbage containers.
- Students must use all playground equipment in a safe manner.
- Skateboards and personal toys are not allowed at school.
- Students are expected to leave the playground clean.

## HALLWAYS GUIDELINES

- Students should walk quietly in an orderly manner through the hallways.
- Students shouldn't play with fire extinguishers.
- Students shouldn't throw litter in hallways, washroom or entry ways.
- Only one student should be inside the bathroom.

## GUIDELINES TO LIBRARY, SCIENCE LAB and COMPUTER LAB

- Appropriate classroom rules apply in the library, science lab, and computer lab.
- Candy, food and drinks are not allowed in the library, science lab, and computer lab.
- Noise is to be suitable to the task at hand.

## LIBRARY PROCEDURES

- Students are allowed to check out books for a period of one week.
- Student may have more than one book checked out at any given time.
- Lost or damaged books have to be paid for or replaced by the student.
- There will be no more borrowing until payment has been received.

## SCHOOL Property

Every student shall take good care of any property provided to the student for his/her use, including but not limited to School texts and resource material and equipment or School furniture and the School building itself. Property placed at the disposal of a student shall be returned in good condition at the end of the School activity on the date and time as determined by the Executive Manager or supervising teacher.

Failure to ensure the safekeeping of any School property may result in the obligation to replace the damaged or lost property or to reimburse the School for the replacement cost of same.

## VALUABLE BELONGINGS, JEWELRY:

No valuables should be worn at school, such as expensive watches, necklaces, rings, etc. Students should leave their valuables at home; these also include iPods, mp3s, electronic game, large sums of money, etc.

Regarding jewelry, girls may only wear one stud per ear, and boys are not permitted to wear earrings **AT ALL**. Both boys and girls may wear a wristwatch. No necklaces, anklets, or bracelets may be worn by students. No facial jewelry may be worn, other than the aforementioned ear stud.

## USE OF CELL PHONS :

Mobile phones are strictly forbidden for primary school students to bring to school. For upper school students, mobiles are to be turned off and submitted to the floor supervisor right at the start of the school day. The supervisor will return the mobiles back to the students during the dismissal time. In case of an emergency, students may call their parents from the administration. Generally, forgotten homework, books, lunches, going to a friend, etc., are not considered an emergency.

**The school is not responsible for any of the lost items mentioned above.**

## USE OF ELECTRONICS EQUIPMENTS :

Personal non-essential belongings are not permitted at School without the permission of the teacher and approval of the Section Head sent to the parent through the portal. “Personal non-essential items” include, but are not limited to, toys, video games, radios, tape/CD players, MP3 players, CDs, cameras, collections, sports equipment or items that may disrupt the educational environment.

Students are not to bring any item that is not needed for the classroom instruction and educational process.

Students are encouraged not to take large sums of money to School.

LOIS School will not accept any responsibility for the safekeeping of money or any personal non-essential items brought on to the campus.

## LOST ITEMS OR BOOKS

- Lost and found boxes are located in various places in the school. Expensive or fragile items (eye glasses, money, watches, purses, etc.) are held in the office of the head of school.
- After two months, items will be discarded and the money given to charity. Students who lose something of value should report it immediately to their head of school.
- In order to keep lost items to a minimum, please make sure that all your child’s belongings are clearly labeled with your child’s name and class.
- Kindly do not call the school and ask for full scale hunt to be carried out if your child has lost something. We cannot do this! However, all labeled items will be returned to your child when found

When a student loses a book, he/she must pay for the replacement of the original book. The student will have to manage with notes or handouts until she/he buys the new book from the school bookshop. The school is not responsible for missing books, copybooks, and bags.

## BIRTHDAYS AND CLASS PARTIES

Birthday parties will be permitted by informing the school administration one week ahead before the birthday. Parents are responsible for all expenses related to the birthday. All birthdays will be handled only during the break time on the last **Wednesday** of every month.

## Uniform

As part of LOIS School identity, all students of LOIS School are required to adhere to the School Uniform Policy as set out below. Students who report to School inappropriately attired may be removed from class and their parents contacted. If available, they may be asked to wear a suitable item from the School supply.

### Regular uniform

#### Uniform Tops

**Type:** Short and long sleeved polo shirt with LOIS logo +Jacket

**Color :** Green polo shirt and white shirt for open days

#### Uniform Bottoms

**Type** (Girls Grades Section ): skirt

**Type** (Girls KG Section): jupe cuulotte Skirt

**Type** (Boys Grades Section): trousers

**Type** (Boys KG Section): short trousers

Socks + green strips

**Color :** navy blue

#### PE. Uniform

**Type** (Girls and Boys) : trousers +jacket+ shirt

**Color :** navy blue trousers + green jacket + navy blue shirt

#### Free Dress Days :

Will be announced by the school providing the attire is clean , tidy and appropriate .

Unless instructed otherwise, school uniforms should be worn on all school trips

## PARENTS PORTAL REGULATIONS

### **Description :**

Is a new online application for Learning Oasis International School, that started in 2016. This application makes the communication between the parents and academic and administrative staff easier and more effective than before.

The Parents are able to follow up the academic level of their children, and communicate with their teachers using the available means in the Portal.

### **REGULATIONS OF PARENTS PORTAL**

- Parents can contact all school employee : Executive Manager ,Head of departments , all academic coordinators, teachers , registration office ,school doctor, Bus supervisors and social workers .
- Parents are allowed to send 3 messages per day.
- Expect a reply within 48 hours.
- Parents are requested to send the message to only one channel only .
- Message should not exceed 400 words .

### **TEACHERS REGULATIONS:**

- Teachers are not compelled to answer the message during their vacations.
- For teachers if the language used by the parent is not appropriate kindly apologize for not being able to answer and forward it to the higher administrations.
- Teachers have to answer the message within 24 hours .
- Teachers have to check their portal daily heads messages have to be checked early morning



## Steps to Create an Account on Portal:

Firstly, the parents should make sure that their mobile numbers are similar to the number in their child's file in the registration office at school, because the portal registration process depends on the correct mobile number.

- 1- Open the website [www.loispp.com](http://www.loispp.com)
- 2- Press on [Parent Login](#).

**Parents Login**

- 3- Press on [Activate Your Mobile Number](#).

*Activate Your Mobile Number*

Type your mobile number. The list of your children's name will appear.

### Activate Mobile Number

\* Please, Enter Parent's Mobile Number \*

05xxxxxxxx

Check Number

- 4- Submit your order, and then you will receive the password on your mobile.

## Main Features in Parents' Portal for Each Student:

### Messages:

The parents are able to send a limited number of messages per week to the staff, he /she will receive the reply on the portal within 48 hours.

**MESSAGES (0)**

### Weekly Plan:

Parents can open the weekly plan for their children, and are able to download and print it. They can access the old weekly plans too.



WEEKLY PLAN

WEEKLY PLAN

## Daily Evaluation:

The parents can follow up the behavior of their children in class by reviewing the daily evaluation.



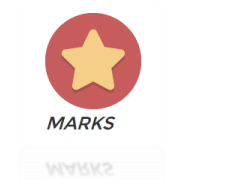
## Interim Report upon parent's request:

The parents can follow up the academic and social attitude of progress for their children several times during the academic year.



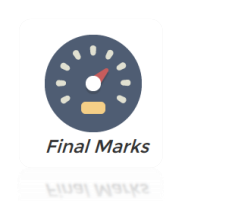
## Marks:

The parents are able to follow up the marks of their children in details. homework, tests, projects and other.



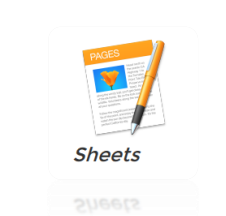
## Final Marks:

The Portal displays the final marks for each semester after the calculation processes.



## Activity sheets:

Teachers upload some activity sheets on the portal for their students, and then upload the answer sheet. The sheets are available on the portal.



## Time Table

It's a table that showing the subject and the the hours for study in each class



## Vacation Requests:

The parents can submit a vacation request for their children. The reply will be sent within few days.



## Transportation Services:

The parents can use the bus services to request a new order, cancel old order, change the bus, submit complains and other services. Parents will receive the reply within few days



## Medical Report:

The parents can review the medical reports of their children, and can directly contact the doctor.



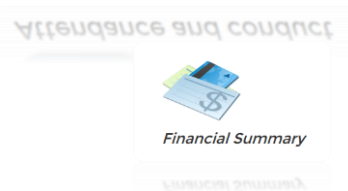
## Attendance and conduct:

The parents can review the absence , conduct of their children, and can directly contact the social worker.



## Financial Summary:

The parents can review their financial reports, total paid amount, total remaining amount, and other installments notifications



## CURRICULUM OVERVIEW

### Our Curriculum aims are

#### To Develop

- the whole child – intellectually, socially, emotionally and physically.
- the basic skills of literacy, communication, and numeracy.
- creative and physical skills.
- confidence, self-discipline, and high self-esteem.
- an enjoyment for learning.
- knowledge, experience and imaginative understanding.
- motivation based on natural curiosity.

#### To Provide

- an environment that is stimulating, caring, and supportive, where students feel valued and respected.
- a well structured, balanced curriculum that will enable each student to develop his/her full potential according to individual needs.
- equal opportunity and equal access to the curriculum irrespective of gender, cultural background or creed.

#### To Promote

- academic excellence.
- emotional well-being.
- partnership between parents and teachers in order to achieve the best interest of each student.
- positive relationships within a multinational environment along with the local community.

Learning Oasis International School offers the American International Program from K-9, which is designed to focus on the growth and the development of the child, touching hearts as well as minds, and encompassing social, physical, emotional and cultural needs in addition to academic development.

It is a trans disciplinary program of international education designed to foster the development of the whole child as an inquirer, both inside and outside the classroom. The program provides a relevant, engaging, challenging and significant educational framework for all children and prepares them to become active participants in a lifelong journey of learning. It encourages international-mindedness, a positive attitude to learning and in-depth inquiry into real issues. This is achieved by integrating subject areas, so students can make connections within the program. The subjects taught in LOIS are English Language, Mathematics, Science, Social

Studies, Islamic Studies, Computer Science, French Language, Arabic Language, Quran, Art and Physical Education.

## ASSESSMENT:

A multitude of methods of assessments are required throughout the school year.

### Weekly Grading:

- Tests – covering a chapter, unit, or a selection.
- Student Merit:
  - a. Classwork –generated during a lesson
  - b. Projects – subject appropriate
  - c. Homework – work assigned by the teacher to be done at home **daily**.
  - d. Behavior – conduct and attendance

## POLICY AND PROCEDURES DURING TERM EXAMS

The following represents the policy and procedures that students should be aware of during term exams:

- All students are required to sit for the end of term exams. No student will be exempted, including A/A+ students.
- When instructed to enter the assigned exam room, students are requested to do so in a quiet and orderly manner.
- Students should sit in the assigned place at least five minutes before the exam is scheduled to start. Students are expected to comply with the decision of the teacher/proctor.
- Students should write their name, class, and section on all question sheets, answer sheets, and scratch papers using a pen only. **NO PENCILS ARE ALLOWED!**
- Any student arriving late will not be given extra time to complete the exam unless clearance is given by the head of school.
- Students must bring to their seats only the material required for the exam. Personal belongings not required for the exam must be placed in areas as designated by the teacher/proctor.
- Borrowing or any type of communication between students is strictly forbidden during exams.
- The teacher/proctor is not authorized to answer any questions related to the content of the exams.
- Students are not allowed to leave the examination room once they are in, unless in case of emergency and after the approval of the teacher/proctor.

- The instructions of the teacher/proctor must be obeyed at all times. The teacher/proctor has the right to expel a student from the exam room if his/her behavior interferes with the proper conduct of the examination.
- Cheating, receiving and possessing unauthorized information, as well as giving out such information is considered a major offense committed by all students involved and will be severely dealt with. Students who are caught cheating during an exam will be given a zero and will not be entitled to a makeup exam!
- Students who have submitted their exams should remain seated until the teacher/proctor allows them to leave the room.
- It is the students' responsibility to make sure that all their answers are completely submitted to the teacher/proctor. Students are not allowed to check their exam sheets once they submit them.

### End of Semester Grading System:

Students from grades 1 – 3, who are subject to a continual testing system, will receive a comprehensive report card at the end of each semester providing information to parents about the student's performance level, achievement, work-study habits, attitude and behavior, attendance, and any other comments the teacher may wish to make.

Students from grades 4 -9 will receive a report card issued at the end of each term. Students are evaluated at the end of each term on their achievement, work-study habits, attitudes and behavior, their participation in class, quizzes, and semester exams. The comprehensive report cards at the end of each term provide information to parents about the student's performance in the core curriculum subjects and related activities.

### Academic Year Grades:

#### All Grades:

- 1<sup>st</sup> Semester = 50%
- 2<sup>nd</sup> Semester = 50%

*For the grades, the end of the academic year grade is the sum of the two semesters.*

### STEPS TO SUCCESS: HOW TO GET GOOD GRADES?

- Believe in yourself -- "To succeed, we must first believe that we can."
- Be at school every day!
- Be successful in the classroom (arrive on time to school and class, adapt to your different teachers, and be prepared.)
- Read your textbook (scan, read, and review).
- Take good notes and listen actively.

- Be organized (use your binder-reminder, and organize your notebook) .
- Find a good place to study at home (without distractions) .
- Study for tests (this helps to reduce anxiety)
- Manage your time well (exercise self-discipline, and do what you have to do!)

## ACADEMIC CONCERNS

- Parents of whose students are underachieving academically may receive notification via academic warnings, which are sent home with the students. The warnings have to be signed by the parents and returned back by the students.
- All concerns regarding grades have to be referred to the Academic Coordinator for re-evaluation in the presence of the concerned subject/homeroom teacher.
- Interim report may be issued at the time during the term if the student's work is below average, failing, or has shown exceptional progress.

## WEEKLY PLANS

- All tests, homework, class notes, worksheets, presentations, and projects are referred to in the weekly plan.
- Tests are also mentioned in the test list arranged according to the days in the weekly plan.
- Weekly plans are uploaded on the parents portal every Thursday for the week ahead.
- Weekly plans will be uploaded on the portal every week.

## HOMEWORK POLICY (Whole School)

### (Learning Oasis international School Statement of Mission):

To provide a healthy education environment that integrates academic excellence and well-defined life-like activities in order to stimulate the students' critical thinking ability and help them apply their newly acquired knowledge in real-life situations.

#### a. Purpose:

Homework should be used as a tool to help students achieve the school's mission

- "...To provide a healthy educational environment..."

Homework must be purposeful and must be used for further development of the skills learned in the classroom.

- "... Integrates academic excellence and well-defined life-like activities..."

Learners must be encouraged to uphold academic integrity in their homework as well as in their school work.

- "... Stimulate the learners' critical thinking ability and help them apply their newly acquired knowledge in real-life situations"

Homework can be used to broaden a student's experience beyond the classroom.

#### b. Principles:

##### *Homework assignments must:*

- Be achievable within the time allowances of the group of students.
- Be achievable without the aid of a parent.
- Build on skills developed in the classroom.
- Make an effective use of student time.
- Have a defined focus and purpose.

##### *Homework assignments could:*

- Allow students to explore different learning techniques and styles to support their in-class learning.
- Allow advanced students to expand their interests.

##### *Homework assignments must not:*

- Be self-study assignments of new content.
- Exceed the time allowances set below.
- Be simple 'busy-work' tasks.
- Form a significant part of formal assessment.



### c. Homework Time Allowances

The time allowances outlined here are upper limits and subject to the following conditions:

- That the student should work effectively on his/her task.
- That distractions and poor time management may affect the student's time negatively.
- Incomplete class work is not included
- If a student has fallen behind due to wasted time in school, it is reasonable to expect that they should catch up on the missed work in addition to the set homework tasks.

### **General Homework Rule:** "Grade Level x 10 minutes"

The upper limit of the time spent on homework per night is the grade level of the student multiplied by ten minutes, e.g. 50 minutes for Grade 5, 30 minutes for Grade 3.

### d. Roles and Responsibilities Regarding Homework:

Learning is a team effort in Learning Oasis International School, and there are roles that can be played by all stakeholders in a student's education.

### e. All Stakeholders:

All people involved in student learning, including the student, have the following roles and responsibilities:

- To participate actively and supportively in the school curriculum and programs.

#### **A Teacher:**

In addition to the roles and responsibilities of all stakeholders, the teacher must:

- Set purposeful and achievable tasks.
- Set tasks which are achievable within the time allowance outlined below.
- Provide students with support and guidance on time-management with regard to homework.
- avoid setting homework which is formally assessed.
- not use homework as a punitive measure.
- set differentiated homework tasks whenever necessary.
- give feedback on homework tasks.
- ensure deadlines are fair given the scope of the task.
- refer to homework and assessment calendars in order to avoid overloading students with deadlines.

#### ➤ **A Student:**

In addition to the roles and responsibilities of all stakeholders, the student must:

- stick to all due dates in the diary or in the weekly plan.
- communicate with teachers when due dates coincide and negotiate changes.
- use homework time effectively and minimize distractions.

- work with academic integrity – avoid copying the work of others and otherwise gaining an unfair advantage during homework tasks.

➤ **A Parent:**

In addition to the roles and responsibilities of all stakeholders, the parent should:

- provide a home environment that is supportive and conducive to studying.
- assist parents child with time-management and resources required for learning.
- avoid giving a level of help to their child that would be disadvantageous to other students

## SCHOOL ACTIVITIES

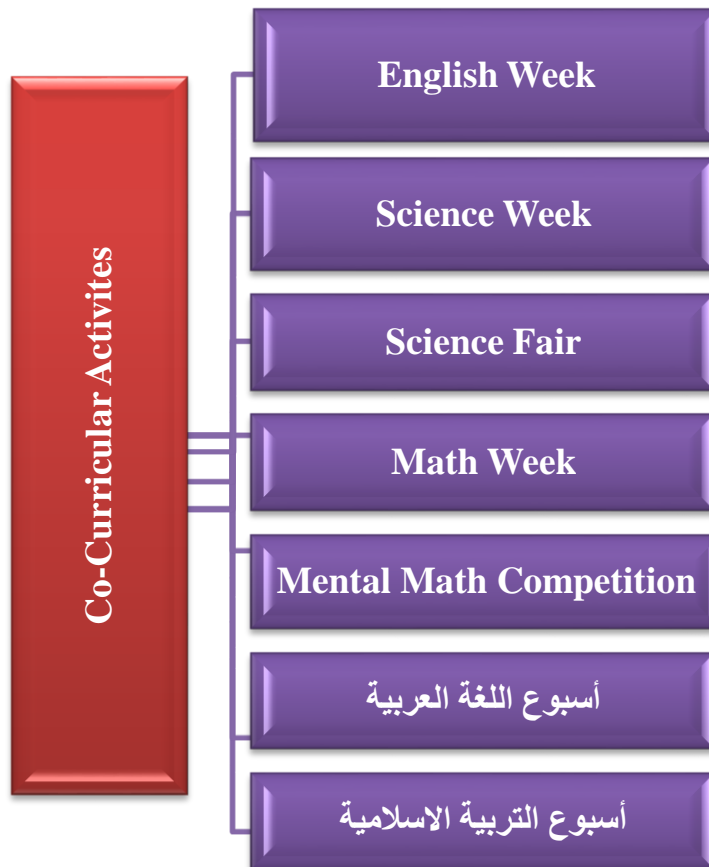
### SPECIAL ARABIC AND SPECIAL URDU PROGRAMS

These programs are available for those students whose first language is not Arabic and therefore require assistance in acquiring the Arabic language and in understanding the Arabic subject in the English language. To participate in this program the students are assessed at the beginning of the academic year.

*The Urdu program is set up for Pakistani students.*

### CO-CURRICULAR ACTIVITIES

Our school's academic programs offer a wide variety of co-curricular activities to supplement formal learning. Students are strongly encouraged to become involved in a co-curricular program. The diversity of the co-curricular program ensures that there is something for all student interests and ability levels. Our students are challenged to use their recreational time in a constructive and fulfilling manner within the general scope of goals set for the school. These include:



## 🚩 English Week:

Enable students to use, understand, appreciate, reflect on, and enjoy the English language through a variety of games and activities that are interesting, enjoyable and interactive

## 🚩 Science Week:

Helps in knowing about the methods, techniques and aid material developed by the individual teacher, students or institution and deriving benefit by coming in contact with each other.

## 🚩 Math and PE Week:

Enhances our students' calculation abilities and speed throughout competition and games

## 🚩 French Week:

Improves the French level talking and link the curriculum to the practical life (practice language)

## 🚩 اسبوع اللغة العربية والتربية الاسلامية

الاحتفاء باللغة العربية " لغتنا الأم " ، و يتضمن العديد من الأنشطة و الفعاليات

و ذلك دعما للغتنا العربية و حثا لأبناننا الطلاب على إحيائها و الارتباط بها

وايضا ترسيخ القيم الاسلامية في نفوس أبناننا الطلاب وتشجيعهم على حفظ القرآن الكريم من خلال المسابقة التي تقيمها المدرسة سنويا. ويتضمن الأسبوع العديد من الأنشطة المقسمة الى اركان مثل (ركن المؤذن الصغير، ركن الاستغفار ، ركن قصص الأنبياء ،.....) حيث يتم تدريب طلاب هذا السن على تلاوة الأذان ، تأديته الاستغفار بصورته الصحيحة ، لاستماع إلى القصص التي تربط بين الإنسان والطبيعة ، و غيرها وايضا القيام ببعض النشاطات الاخرى كجمع التبرعات وترتيبها ومساعدتهم في تنسيق التبرعات وارسالها للجمعيات الخيرية

**Note: Some of those weeks are integrated together to get the best of the students**

## Extra-CURRICULAR ACTIVITIES

In keeping to its mission of educating well-rounded individuals, LOIS considers extra-curricular activities imperative to broadening the students' horizons. Students will get involved in new activities with their friends and it is a fun way to make them challenge each other and learn how to cooperate.

