

**SHAIKHA HESSA  
GIRLS' SCHOOL**



Middle School/High School  
**STUDENT / PARENT  
HANDBOOK**

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## OUR MISSION STATEMENT

*Our mission is to promote leadership, critical thinking and life-long learning in a secure, healthy, all female environment by providing quality international programmes in education in order to achieve students' potential as individuals as well as global citizens with emphasis on Arabic and Islamic values in an effective joint home-school partnership.*

## OUR VISION

*"Towards a Better Future"*

Serve  
Help  
Give  
Support

## SCHOOL THEME

REACH  
for success

Respect  
Effort  
Attitude  
Cooperation  
Honesty

## **WELCOME LETTER**

Dear Parents and Students,

On behalf of all staff of Shaikha Hessa Girls' School, we would like to warmly welcome you to our School. Our staff at SHGS has been working extremely hard to prepare the best programmes to meet the needs of all students.

We look forward to building strong school-family-community partnerships, which are essential to the educational success of our students. This support will enable students to see themselves as capable and contributing members of SHGS learning community.

We hope that you find our Parents/Student handbook informative and interesting. This handbook is designed to familiarize you with our routines, regulations, and procedures. It also serves as a reference for students and parents during the school year to ensure a safe and productive learning environment for all. Should you need further information or have questions, please do not hesitate to contact us.

Sincerely,

Senior Leadership Team  
Shaikha Hessa Girls' School

# **Introduction**

SHGS was established as the first private, all girls' school in Bahrain. SHGS provides an International curriculum with International General Secondary Education Certificate (IGCSE) and International Baccalaureate Diploma (IBDP).

SHGS offers high quality academic programmes that promotes leadership, with emphasis on both value of integrating the latest in technology and the importance of multi-cultural understanding. SHGS is a National School with an International environment that emphasizes Arabic & Islamic Values. We pride ourselves to have in our school community over twenty nationalities.

SHGS is recognized by the Ministry of Education of the Kingdom of Bahrain. SHGS is fully accredited (2007) by the Middle States Association of Colleges and Schools, USA (MSA). SHGS is a full member (2011) of the Council of International Schools (CIS) and received full joint accreditation with CIS and MSA in April 2014. The School is authorized (2011) by the Edexcel for the International General Secondary Education Certificate (IGCSE) and International Baccalaureate Organization (IBO) as an IB Diploma Awarding Institution (2007). SHGS is proud to be the first IB World School for Girls in Bahrain.

Shaikha Hessa Girls' School believes that each girl is unique and that valuing the intrinsic importance of oneself is critical in the pursuit of life fulfilment. We are seriously devoted to bringing our students the best education in Bahrain. We try to maintain a low teacher-student ratio, and provide our teachers with every incentive for continuous improvements, growth and development. We aim to create a nurturing and supportive yet academically challenging environment that allows each student to reach her fullest potential.

The architectural style of Shaikha Hessa Girls' School boasts state-of-the-art facilities with a central dome connecting three wings, the Administration, Elementary and Middle / High school. The dome serves as an all-purpose meeting place for the students.

SHGS is proud to be up to date with the latest technology; with the addition of two state-of-the-art e- classes, two fully equipped computer laboratories, thirty interactive boards and CCTV cameras in classrooms and around the school campus.

The KG is housed in a purpose-built early years centre equipped with an activities hall, beautiful large sunny classrooms, storage facilities, a kitchen and amenities.

The Elementary building houses a computer lab, science lab, and a home economics lab, in addition to ten classrooms.

The central building hosts the cafeteria and a separate Multi-Purpose Hall that includes Physical Education facilities and a professional stage with audio and light technology. The hall is also used for drama and musical performances, examinations, assemblies, community presentations and other functions.

The outdoor sports facilities include two basketball courts and a soccer pitch. There are separate playgrounds for the KG, Nursery and Elementary, as well as a semi-Olympic size swimming pool.

A new high school building has been added. The new building was opened in school year 2008-2009 and consists of twelve additional classrooms, three science laboratories and a double-storey library.

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## OFFICE HOURS

Office Hours are 07:30 until 15:00 Sunday through Thursday.

## STUDENT ARRIVAL AND DEPARTURE TO AND FROM THE SCHOOL

School hours are from 07:50 - 14:20 on Sundays, Mondays, Wednesdays and Thursdays, and from 07:50 to 13:30 on Tuesdays.

- Supervision at school will start at 07:30.
- The school will not be responsible for students who arrive before 07:30.
- Similarly, departure time will be no later than 14:20 unless students are involved in a sponsored activity.
- All gates will be opened to receive students in the morning. We recommend that younger students be dropped off in the kindergarten parking lot which is open from 07:30 to 08:15. After 08:15 all students must be dropped off at the main gate.
- Kindergarten students will be picked up from the KG building after school at 12:30.
- All other students will be picked up at the designated doors in the Elementary building, at 14:20.
- Parents and guardians are not allowed in the Elementary building classes during drop off and pick-up.

## SCHOOL TIMING

The school day is based on eight periods per day; each period is 38 minutes each. Tuesday is short day for students and professional development day for the staff.

Elementary Timing				
	Normal Day	Mins	Tuesday	Mins
Assembly	7:55 - 8:00	5	7:55 - 8:10	15
Period 1	8:00 - 8:38	38	8:13 - 8:46	33
Period 2	8:41 - 9:19	38	8:49 - 9:22	33
Recess	9:19 - 9:34	15	9:22 - 9:37	15
Period 3	9:37 - 10:15	38	9:40 - 10:13	33
Period 4	10:18 - 10:56	38	10:16 - 10:49	33
Period 5	10:59 - 11:37	38	10:52 - 11:25	33
Lunch	11:37 - 12:07	30	11:27 - 11:42	15
H/Room	12:07 - 12:17	10	No homeroom	
Period 6	12:20 - 12:58	38	11:45 - 12:18	33
Period 7	13:01 - 13:39	38	12:21 - 12:54	33
Period 8	13:42 - 14:20	38	12:57 - 13:30	33

Middle and High School Timing				
	Normal Day	Mins	Tuesday	Mins
Assembly	No assembly		7:55 - 8:10	15
Period 1	8:00 - 8:38	38	8:13 - 8:46	33
Period 2	8:41 - 9:19	38	8:49 - 9:22	33
Period 3	9:22 - 10:00	38	9:25 - 9:58	33
Recess	10:00 - 10:15	15	9:58 - 10:13	15
Period 4	10:18 - 10:56	38	10:16 - 10:49	33
Period 5	10:59 - 11:37	38	10:52 - 11:25	33
Period 6	11:40 - 12:18	38	11:28 - 12:01	33
Lunch	12:18 - 12:48	30	12:03 - 12:18	15
H/Room	12:48 - 12:58	10	No homeroom	
Period 7	13:01 - 13:39	38	12:21 - 12:54	33
Period 8	13:42 - 14:20	38	12:57 - 13:30	33

## Registration / Tuition Fee Policy

Parents of students must ensure that their addresses and all contact telephone numbers are kept updated. This may be done by contacting the school registrar, Sandhya Hari or Dana Abdulrahman. Students are not registered unless their fees and their health files are up-to-date.

### SCHOOL FEES

All registered students must pay school fees. **Delayed payments may result in the student being removed from class/school.**

- ALL PAYMENTS ARE NON-REFUNDABLE & NON-TRANSFERABLE
- Cheque return charges is BD 20
- Tuition fee is payable in three quarterly instalments. Fee structure is mentioned below:

1 <sup>st</sup> Installment Tuition	2 <sup>nd</sup> Installment Tuition	3 <sup>rd</sup> Installment Tuition
Due before April 30	Due before 30 September	Due before 31 January

- Application fees of BD 20/-, Registration fees of BD 180/- and the Development Fees of BD 200/- are payable for the new students only.
- Books & Stationery fees, Educational Program such as IBDP, IGSCE fees will be charged separately and not included in the Tuition Fees.
- All Tuition fees are non-refundable and non-transferable. If the 1<sup>st</sup> installment of the tuition fees for the next academic year is paid before the due date and the student withdraws within one month of payment, the parent will be entitled to receive the full refund of the 1<sup>st</sup> installment paid in the month of April. After one month BD 500/- is deductible from the fees and the remaining will be refunded. No refund is applicable after the start of the academic year.

### FEE COLLECTION PROCEDURE

- A) Accounts department will send the invoices to parents through students by hand and the copy of the same invoice through email as well, informing parents of the fee instalment due.
- B) SMS are sent to remind parents about the due date of instalments.

### FEE DEFAULTERS

- A) Reminder letters for paying pending fees is sent to parents
- B) Reminder SMS
- C) Letters are sent to parents informing them that if payment is not settled, the student's report card will be held by the school
- D) The grades of students with outstanding fees will not be disclosed during the parent-teacher conference.
- E) Reminder phone calls are made to follow up with the fee payment.
- F) After seven reminders and if the payment is not made, the student will not be allowed to attend school.



## SHAIKHA HESSA GIRLS' SCHOOL GUIDING PRINCIPLES REVIEWED AND UPDATED June 2020

### INTRODUCTION

Shaikha Hessa Girls' School (SHGS) is a national, private and non-profit school which offers a bilingual education in Arabic and in English from Pre-school to Grade 12. This is in addition to French as a foreign language from Grade 4 to Grade 8. The school is committed to providing high quality education that fosters students' personal, social, intellectual, physical and aesthetic areas of development. Each individual student is provided with the support needed and is challenged to reach her full potential. To help our students meet with the growing challenges, we optimize their learning opportunities through a wide range of extracurricular and after school activities. In SHGS, we adopt the IB learner profile traits as school values for all students and staff to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced and Reflective. While developing such attributes in our students, we encourage that Islamic and Arabic cultural values together with global citizenship are embedded in all aspects of our students' school life, and in the larger community.

In SHGS, all stakeholders adhere to the school guiding principles and implement them to enhance the school's performance and success.

### SCHOOL VISION:

“TOWARDS A BETTER FUTURE”

### SCHOOL MISSION

Our mission is to promote leadership, critical thinking, and life-long learning in a secure, healthy, all female environment by providing quality international programmes in education to achieve students' potential as individuals as well as global citizens with emphasis on Arabic and Islamic values in an effective joint home-school partnership.

### SCHOOL VALUES:

All members of the SHGS community strive to be:

**Inquirers** - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.

**Knowledgeable** – They explore concepts, ideas and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** – They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.

**Communicators** – They understand and express ideas and information confidently and creatively in more

than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** – They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** – They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of views and are willing to grow from experience.

**Caring** – They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** – They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** – They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** – They consider their own learning and experience. They can assess and understand their strengths and limitations to support their learning and personal development.

### **Cambridge attributes**

Cambridge learners are **confident, responsible, reflective, innovative and engaged**. The Cambridge curriculum gives students 3 particular skills; the ability to analyse, the ability to synthesize and the ability to communicate.

## **SCHOOL OBJECTIVES**

1. Academic Excellence
2. Lifelong learning
3. Inclusive learning environment
4. Multiculturalism and Global citizenship

### **1. Academic Excellence**

SHGS promotes academic achievement and sets standards for high quality teaching and learning, focusing on the students' wellbeing and learning.

At SHGS, we believe high quality learning promotes leadership, critical thinking and allows students to reach their full potential. Life-long learning takes place both inside and outside the school settings and beyond. This is achieved through the systematic development of 21st Century skills.

*High quality learning takes place when:*

1. Students think independently, analyse and solve problems innovatively.
2. Students work and communicate independently and collaborate effectively as a team.
3. Students demonstrate leadership and confidence in decision making when faced with familiar and unfamiliar situations.

4. Students use technology and technological tools to excel intellectually and use literary and scientific knowledge locally and globally.
5. Students act responsibly and ethically, demonstrating honesty and integrity; they are considerate of the needs of others and are mindful of the impact of their actions on those around them and the environment.
6. Students actively participate in service-learning activities both locally and globally.

- SHGS is committed to providing a broad and challenging international curriculum, relevant to the school ethos and to meeting with the standards of the EYFS, Primary Cambridge, IGCSE, IBDP and with the Ministry of Education Arabic National programs.
- The curriculum is balanced, holistic and relevant for students' development promoting intercultural learning and keeping them rooted in their Arabic culture and Islamic values.
- SHGS is committed to providing adequate and latest resources to develop students' digital citizenship ensuring they are using technological tools responsibly and ethically.
- SHGS ensures the school outcomes are aligned with the frameworks and principles of the Bahrain Quality Assurance (BQA), the IGCSE, IBDP, the CIS, the MSA and the U.N Convention on Child's Rights.
- SHGS is committed to supporting teachers with professional development programs, mentoring and coaching them with internal and external training.
- At SHGS, formative and summative assessments are made through a variety of assessment techniques enabling students to acquire learning skills, to make progress and to achieve the expected outcomes.
- SHGS community has built a culture of continuous improvement in all areas of the school through the cycle of review, plan, implement and evaluate. Self-reflection, data analysis, target setting and sharing best experiences are the most used tools to develop communities of learners among SHGS staff and students.

## **2. Life-long learning**

- SHGS has built the culture of life-long learning at the level of leadership, staff and students. They are all given opportunities to be aware of their strengths and their weaknesses, to get different learning experiences and to monitor their progress through structured systems and procedures.
- In SHGS, we use a holistic approach in teaching and learning, thus encouraging the members of the school community to adopt mindful behaviour in their communication and interaction with others.

- Life-long learning is imbedded in all students' activities within the curriculum and in extracurricular activities. In such activities the students strengthen their independent learning skills and take ownership of their learning through critical thinking, problem solving, creativity, collaboration, making informed choices, reflecting upon their work and through setting targets for improvement.
- In SHGS, we build on students' strengths, provide them with adequate support and challenge to help them to reach their full potential.
- Keeping in line with our school mission, we equip learners with values, knowledge and with 21st century skills enhancing their personal development and their active role as local and global citizens.
- In SHGS, students are always encouraged for independent learning in preparation for their next stage of education and for a better future for all.

### **3. Inclusive environment**

- SHGS is committed to providing a safe and healthy school environment for students, parents and staff based on the school culture of partnership and the open-door policy supported by the school Governance.
- SHGS maintains a positive learning and working environment using the school values and procedures that align with Bahrain Ministry of Education, The Ministry of Labour, the UN Convention on the Rights of The Child and the CIS code of ethics.
- The school vision, mission and guiding principles are shared and understood by all stakeholders in different ways such as in the morning assemblies, in class, on the school's portal, website, published documents, physical environment and in meetings and events.
- The leadership teams monitor the implementation of the school guiding principles. In on-going meetings, goals are reviewed, areas requiring improvement are identified and plans are made to support and address issues that may arise.
- SHGS' priority is responding to the student's individual academic and personal needs in all aspects of school life. Students feel positively connected to others, respected and appreciated for the effort and the work they do.
- In SHGS, each student has the basic right to be included in the mainstream educational process to develop a balanced character that prepares her for life.
- Our school behaviour management procedures are corrective and formative and parents' involvement in their children's learning is encouraged at all stages.
- In SHGS, we foster a fundamental understanding and respect of the UN declaration of the Rights of the Child. All students learn their rights in Local and Global Citizenship lessons



and demonstrate a practical understanding of their rights and responsibilities within the local/ global citizenship context. Practicing tolerance and developing skills for peaceful conflict resolutions are encouraged at an early stage.

#### **4. Multiculturalism and Global Citizenship**

- **SHGS defines global citizenship as one who:**

- cares for themselves, others and their environment.
- respects and celebrates similarities and differences among people and cultures.
- demonstrates leadership skills and communicates effectively aiming to make the world a better place.
- aware of local and global issues and contributes innovatively to resolve local and global issues.
- participates in service learning aiming to implement necessary action and creative solutions locally and globally.

## **COMMUNICATION**

At SHGS we value our parents highly, their input and support help make our school a special place in the lives of their children. We encourage them to communicate with us and to become involved in our school. Anytime parents have questions or concerns, they are encouraged to make an appointment to come and see us.

### **SHGS Website**

The school's website has all the necessary information about the school, the admission, news and events and the school publications. It is worth visiting regularly to keep up with what is happening in the school and therefore affecting your child.

### **The Application:**

Olive App is now available on the Apple Store and Google Play Store for Teachers/ Parents and Students. The Application Name is SHGS.

### **SHGS Parent/Student Portal**

**Students are responsible to save the portal username and password once received from the school Admin**

- Communicate with Teachers using internal messaging tools
- View/Download Attendance letters and check their absence percentages
- View/Download the academic newsletter receive as a mail on the portal
- View/Download documents i.e. Calendar PDF, Handbook, School fees etc.
- Get instant notifications about latest announcements and mail
- Calendar including school activities and events
- Parents/Students can view Grades Report to check different courses scores
- Parents/Students can view Attendance
- View the course setup
- Parents/Students can view and print the Progress Report which includes scores for all the courses each quarter.
- View student Demographic information
- View Infractions
- Filter posts which allow to search for Updates or Assignments posted by teachers based on specified dates
- View and Print Student Schedule
- View Assignments posted by Teachers per course and directly contact Teacher (internal messaging tools)
- Access the E-Library

### **Meeting**

Often the best and most effective means of communication is talking. Doing so face to face is not always easy but usually resolves issues most effectively. Teachers will encourage you to contact them and to make arrangements to meet when they see you at your first meeting with them. Sometimes they will contact you to make a time for a meeting. If you want to see them, then please contact by email to make an appointment. The Counsellors are also available to discuss any issue related to your child and the school. They can be contacted directly, or through the Reception.

### **Telephone**

Teachers are encouraged to get in touch with you on any important issue that involves your child. You should feel

free to contact teachers by calling the reception and leaving a message with the reception. Reception will take a message and will pass it to the teacher to call after her teaching hours. **If your telephone number changes at any time during the year it is crucial that we find out as soon as possible to keep the communication channels open.**

### **Mobile SMS**

The school will contact you using SMS to remind you of events, dates and information about your child. It is highly recommended that you update your mobile number with the Registrar's Office to keep communication channels open.

### **Email**

Teachers will contact you using email where appropriate. The most appropriate method of communications with the teachers is through school email. If your email address changes at any time during the year it is crucial that we find out as soon as possible to keep communication channels open.

### **Parent / Teacher / Student Conferences**

There are Parent/Teacher/Student Conferences regularly in the year. Please refer to the school calendar and web site for dates.

## **Student's General Information**

### **Textbooks and Classroom Supplies**

- All students should have the following supplies to begin the first week of school.  
Please LABEL All ITEMS with the child's name.
- A file for each subject to document achievement
- Coloured pencils/ crayons/ markers
- Eraser
- Glue stick
- Pencils / Pens (for older students)
- Scissors
- Ruler

Each classroom teacher will distribute individual letters with their subject specific requirements during the first week of school. Students will buy textbooks and workbooks at a pre-set fee.

## **Health Office**

SHGS offers the service of a full-time resident Doctor. Students who are injured or become ill will be accompanied or directed to the school Doctor.

All health forms with vaccination information need to be at the Health Office prior to the start of the year.

Medical reports regarding absence should be given to the receptionist in order to be excused and recorded in the student medical records.

Students may not consume any medication without Doctor's approval while on school campus. Students who require medications during school hours must have a written statement from parents or physician. Medications must be clearly marked with student's name, instructions, and reason for the medication as well as parent's signature. Only the school Doctor or a staff member designated by the Principal is permitted to administer medication.

## **HEALTH POLICY (Health Care Instruction)**

Children who are ill cannot be appropriately cared for in the school setting. Parents need to have alternate care available for when this occurs. Examples of health symptoms that require exclusion from the school include (but are not limited to):

- Fever; Oral temperature above 38 degrees Celsius
- Persistent diarrhea
- Conjunctivitis, which is an eye infection commonly referred to as "pink eye"
- Undiagnosed rash
- Vomiting two or more times in the previous 24-hour period, or any vomiting accompanied by other signs of illness
- Jaundice (yellow) skin or eyes
- Difficult or rapid breathing
- Symptoms of strep throat or chicken pox
- Head Lice, scabies, or other parasitic infections
- Any condition in which the child acts ill and is unable to participate in classroom activities and which compromises the health and safety of others

The school doctor will provide a child that has developed symptoms of illness a quiet place to rest, that is in her view until the child is picked up. The parent or emergency contact person will be notified of the illness by the school doctor and must pick the child up within one hour.

Administering Medication: Whenever possible, we kindly ask that all medication be given to children at home; We understand that this is not always possible. If medicine must be administered during school hours, the following applies:

- Prescription and orally administered over-the-counter medication may be administered only upon written permission of the parent and written instructions from a health care provider stating that the provider may administer such medication or prescription and specifying the circumstances, if any, that the medication must not be administered.
- Medication must be in the original container labelled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date and, for prescription medication, the prescriber's name and license number.
- Medication must be stored according to the instructions on the label in a place that is inaccessible to children. Medication must be returned to the parent when no longer needed.
- If a child develops symptoms which indicate a need for over-the-counter medication, including topical ointments, while in care, such medication may be given under verbal consent from the parent for that day only. The provider must document that verbal instructions and approval were given by the parent.
- Staff must document the dosages and time that the medication was given to the child.
- For any further concerns regarding your child's health, Dr Basma Yaqoob, our school doctor, can be reached by email: [Basma.yaqoob@shgs.edu.bh](mailto:Basma.yaqoob@shgs.edu.bh)

### **Assembly**

Daily assemblies are held every morning for grades 1-5 in the Dome.

Tuesday assembly for Grades 1-12 are held in the multipurpose Hall at 7.55am.

During the assembly the students are expected to sing the National Anthem and recite Morning Prayer in an atmosphere of calmness, dignity, and respect.

Attendance during assembly is required as students will be marked tardy or absent during the assembly.

Students who misbehave during assembly will receive an initial warning followed by detention. Further disciplinary action could take place if necessary.

### **Emergency Procedures**

A plan has been developed which will insure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Students will be informed of the exit route from their classrooms. In the event of an actual emergency or drill, students must comply with all administrative directives. Parents will be notified to collect their children from school if necessary. Failure to obey the emergency procedures will result in a serious consequence.

## **SHGS ICT Resources Policies and Procedures**

**ICT resources** Includes but is not limited to all networks, systems, software and hardware including local area networks, wireless networks, email systems, computer systems, servers, personal computers (desktops, notebooks and tablets), printers, scanners, mobile phones, portable storage devices including digital cameras and USB memory sticks, external hard drive, handheld devices and other ICT storage devices.

To help ensure Shaikha Hessa Girls' School students become proficient in the information and communication technologies (ICT) competencies essential for success in a 21st century learning environment and beyond, the

school provides a variety of resources in support to programs the school offering. Using ICT resources in the computer labs, e-classes and the library are a great way to increase engagement, help students develop the necessary skills to use technology, and become life-long learner.

To ensure these resources are used effectively, it is therefore obligatory for all students to use technology responsibly, ethically, and with respect for the work of others.

## **Computer Lab Rules**

- Students must use their usernames to login to the computers and must save their files in their area allocated in the server.
- Log off or shut down your machines before leaving the lab.
- Students are not allowed to use websites unless the research is approved by the teacher.
- No food or drink allowed at computer workstations or in the lab.
- No disruptive behavior.
- No moving of the lab equipment and/or cables.
- Laptops, mobiles, iPods or iPads are not allowed in the lab without the teacher's permission.
- No illegal copying of ANY materials.
- Printer can be used only with the IT teacher's permission.
- Keep sound levels to a minimum.
- Users must exit the lab to make it available for the next class scheduled.
- Users must never dismantle or attempt to troubleshoot any equipment within the lab. Please inform IT teacher of any issues or malfunctions.

- Students must not move around in the lab or drag the chairs.
- Keep the bags outside and enter the lab with the needed books and stationery.
- Submit all assignments and projects on time.

## **Library ICT Policy**

Shaikha Hessa Girls' School provides computers, networks, and Internet access to enhance learning and teaching opportunities. In order to become life-long learners, it is important for students to gain electronic information retrieval skills. The school library is provided with computers and Internet access so that students may conduct research as a requirement for their courses. The Library ICT Policy has been developed to outline responsibilities students must adhere.

### **Guidelines for Internet and Computer Use:**

- Students must use the library username and password to login to the computers and if needed, save their files in the area allocated in the server for the library.
- External hard drive and USB flash drive are not allowed. Students may send the documents needed via emails to their email account.
- Log off or shut down the computers before leaving the library.
- Students are not allowed to use websites unless the research is approved by their teachers.
- No moving of the computer and/or cables is allowed.
- Laptops and iPads are not allowed in the library without librarian permission.
- No illegal copying of ANY materials.
- Printer can be used only with the Librarian permission.
- Students must never dismantle or attempt to troubleshoot any equipment. Please inform the Librarian of any issues or malfunctions.
- It is forbidden to delete or alter files or file contents that do not belong to you.
- Students are prohibited from using chat or social networking websites.

### **Guidelines for Responsible Use of Technology for Students**

Shaikha Hessa Girls' School recognizes that access to technology in a school setting gives students greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, and become life-long learner. The school is committed to help students develop 21st century Technology and Communication Skills.

The use of ICT Resources should be responsible, respectful, safe, legal, appropriate, and for educational purposes, and should follow the guidelines outlined in this document. This applies also to technologies brought into the school by students.

## 1-Be Responsible

### *Care for ICT Resources*

- Students should care for ICT Resources, keeping them clean and safe from damage, and reporting them to their teachers anytime they notice that a technology is not working properly.

### *Etiquette*

- The student is expected to follow the generally accepted rules of Network etiquette. As a student, the expectation is to:
- Be polite
- Use appropriate language

Anything done with any ICT Resources or on the network may be monitored by staff and administration.

### *Social Media*

- Posts, chats, tweets, sharing, messaging, etc. may be monitored by staff and administration.
- Students should take precautions and keep all personally identifiable information to themselves, including information about other students and employees.

• *Student email accounts* may be provided to students for academic purposes only, and students are responsible for maintaining their account.

### *Software/Hardware/Removable Media*

- For removable media, it is the responsibility of the student to ensure that the device has no viruses that could cause harm to the School Network.
- If you become aware of any misuse of ICT Resources, report it to a staff member.

## 2-Be Respectful

### • Copyright

- All works must be created using your own words, pictures, audio, video, etc.
- Label anything you borrow from any media source

### • Privacy

- All media activities at school can be viewed by staff and accessed at any time
- Keep all your documents and other Digital Media school appropriate

### • Hardware and Software

- Students must ask staff permission if settings changes are needed
- Students must respect all digital devices: school, personal, others, etc.

### • Social Media

- Students should use school-sponsored social media for academic purposes only
- Students should keep social etiquette at all times with all media and devices

## 3-Be Safe

- The school has an Internet filter to block web sites that are not school-appropriate and keep you safe. However, it is impossible to block 100% of these sites so if you accidentally access an inappropriate website or see others doing so, report it to a staff member.



- Student safety is a primary responsibility of the school; therefore, student use of ICT Resources and its electronic network must follow all guidelines for responsible use.

***To stay safe students should:***

- use technology devices for intended educational purposes
- keep passwords, personal information, and personal work secure
- always get teacher permission before publishing any personal information or photos online
- avoid and/or report cyber-bullying and harassment activities
- send or post appropriate information, comments, images, video, or audio
- protect the privacy and rights of others

*Any speech or content that is considered inappropriate* in the classroom is also inappropriate when using technology devices. This includes, but is not limited to, inappropriate content, profanity, racist, sexist or discriminatory remarks. Shaikha Hessa Girls' School makes no warranties of any kind regarding students' use of ICT Resources or its network and will not be responsible for any damages suffered. This includes loss of data, interruption of internet service, or inaccurate or incorrect information obtained via the internet.

**Student Responsibilities as Digital Citizens**

The use of technology must be respectful, ethical, appropriate and legal at all times and be consistent with the teachings of the Shaikha Hessa Girls' School. With the privilege of this access, come some expectations as outlined below.

***Students need to:***

- Adhere to school rules and acceptable use policies related to the use of personal devices
- Connect their personal devices to the BYOD network using wifi connectivity only
- Obtain classroom teacher approval to use their devices in the classroom
- Protect their privacy by password protecting their personal devices and by keeping all passwords private
- Show respect when working with others
- Refrain from using devices with camera, audio or video recording capabilities in areas where there is an increased expectation of privacy
- Obtain consent to record others prior to making audio or video recordings
- Follow guidelines to help keep them safe when communicating electronically
- Ask permission and give credit to authors when they want to use their work
- Evaluate online resources for accuracy, reliability, currency, comprehensiveness, trustworthiness, security, etc.
- Use technology at the right times and in the right places
- Bring their device to school and class each day, ensure it is fully charged each night and can connect to the Internet

Be aware that the school Administration monitors internet usage and can identify that usage by user. If inappropriate use of personal equipment is suspected, access to the BYOD network will be terminated, and the parents will be contacted.

**Technical issues with personal devices will not be addressed by the school Administration.**

### **Student Password Policy**

Shaikh Hessa Girls' School aims toward ensuring that the school ICT resources and infrastructure/ network is as safe and secure as is reasonably possible and that policies and procedures are implemented by all users. All users are encouraged to take all necessary steps to protect and maintain the security of any equipment, software, data, storage area and passwords allocated for their use.

### **Middle & High School Students Active Directory**

All students have usernames and passwords for the school active directory login, to use in the computer lab during their ICT lesson. All students belong to a grade level group and have specified storage allocation on the school server which can only be accessed by students' credentials.

- All students are responsible for the security of their username and password and must not allow other users to access the system using their credentials.
- The ICT teacher has a list of all students' username on the school active directory. If the student forgot the password, the ICT teacher can request from the IT Specialist to change a student password.

### **Student Portal**

The student portal is a friendly solution that addresses the below student needs:

- Get instant notifications about latest announcements and mail
- Calendar including school activities and events
- Students can view Grades Report to check different courses scores
- Students can view their attendance
- View the course setup
- Students can view and print the Progress Report which includes scores for all the courses each quarter.
- View student Demographic information
- View Infractions
- Filter posts which allow to search for Updates or Assignments posted by teachers based on specified dates
- View and Print Student Schedule
- View Assignments posted by Teachers per course and directly contact Teacher (internal messaging tools)
- Access the E-Library

**All students in Middle and High School have usernames and passwords to login into the School Portal.**

All students are responsible for the security of their portal username and password and must not allow other users to access the portal using their credentials. Student account will be "locked out" following 3 successive

incorrect log-on attempts.

If a student forgot the portal password, they may reset the password by following the steps below:

1-Go to the **shgs.ucmnetwork.com Log In** page and click "**Portal**"

2-Click the "**Trouble signing in?**" link on the page.

3-Select Student or Parent

4- Type in Username (Student portal username)

***Note:** If you do not remember the portal username, you may ask any of your teachers*

5- Type in Student CPR number

6- Type in **email address** to receive an email that will allow you to reset the password.

7- Immediately check your email, an email from SHGS <shgs@ucmnetwork.com> will be delivered.

***Note:** If you do not receive the password reset request email in the Inbox, please check the Spam.*

8- If the student doesn't have an email, they may enter their parent email address or ask their parent to reset the password for them.

### **Office 365**

Office 365 inspires, engages and enables students to learn inside and outside the classroom and to do their best work using familiar applications such as Word, PowerPoint and Excel anywhere anytime. They can easily communicate and collaborate more efficiently, access assignments in shared workspaces across multiple device types.

Using students Office 365 username and password, the students can download Office 365 Education for free on five devices, including Word, Excel, PowerPoint, OneNote, Microsoft Teams, and classroom tools. The school does not back up data stored on Office 365, and cannot restore, or recover, any data or documents that are deleted. Students documents that were created using Office 365 must be moved to another location before the student leaves the school.

The students are responsible for the security of their username and password and must not allow other users to access Office 365 using their credentials. If a student forgot their Office 365 credentials, the student must contact the IT Administrator.

## **SHGS CURRICULUM**

The curriculum at SHGS reflects our philosophy that the student is at the centre of the learning process. Therefore, we strive to educate and develop the whole student's individual, intellectual, physical, emotional and creative identity. Around this philosophy we have developed a curriculum that will grow with the school and its students.

The curriculum encourages student exploration, discovery and experimentation in a pleasant academic environment. The focus of the curriculum is on experiences and lessons that develop students' writing skills, verbal fluency, comprehension, computational skills, analytical abilities and other skills needed to effectively meet a variety of challenges. The curriculum brings together intellectual, creative, social and emotional considerations, guiding the students towards problem- solving and decision-making skills necessary for individual, family and community needs.

## **ASSESSMENT**

We believe that the assessment and reporting process not only measures and reports on learning but also promotes it.

### **Assessment Beliefs:**

- Assessment is fundamentally a feedback process. Self-reflection is an essential component of most assessment.
- Students should have clear criteria for success on any assessment task.
- Assessment should improve student learning. Students should have access to and use assessment results to improve their learning.
- Assessment practices influence instructional practice and assessment results should be used regularly to inform and modify instruction.
- Most learners achieve higher standards when provided with models of excellence, or exemplars, to understand how work is graded.

### **Assessment Guidelines:**

Assessment and reporting should:

- be timely and specific (approx. every 22 teaching days);
- be understood by both students and parents;
- allow for self-adjustment on the student's part;

Assessment should be meaningful and authentic, allowing learners to see a reason for their learning.

## **TYPES OF ASSESSMENT**

### **Formative Assessment**

Formative assessment occurs concurrently with instruction. These ongoing assessments provide specific feedback to teachers and students for the purpose of guiding teaching to improve learning. Examples include quizzes, oral questioning, teacher observations, draft work, concept maps, etc.

### **Diagnostic Assessment**

Diagnostic assessment can precede instruction and is used to check students' prior knowledge and skill levels, to identify student misconceptions, profile learners' interests, reveal learning style preferences, provide information to assist teacher planning and guide differentiated instruction.

### **Summative Assessment**

Summative assessment summarizes what students have learned at the conclusion of an instructional segment. It provides evaluative samples including performance tasks, tests, examinations, projects and work portfolios.

**The Aim of Assessment is to:**

Provide a supportive and positive mechanism that helps students to improve their learning, teachers to improve their teaching and contribute to the efficiency of the programme.

**Principles of Assessment:**

- provide information about how students learn
- determine what students know and understand
- ascertain the skills that students have acquired
- diagnose learning problems and student needs
- monitor standards
- contribute to the efficiency of the programme
- reflect the curriculum and be an integral part of teaching and learning at all levels
- check teaching objectives against learning outcomes
- act as a feedback mechanism for curriculum development
- motivate both teachers and learners through success in achievement

**Effective Assessments Allow the Student to:**

- have criteria that are known and understood in advance
- analyse their learning and understand what needs to be improved
- synthesise and apply their learning in addition to recalling facts
- highlight their strengths and demonstrate mastery and expertise
- learn in ways that the teacher did not foresee
- be reflective and partake in self and peer evaluation
- express different points of view and interpretations
- be encouraged to be responsible for their learning
- experience successful learning
- perform at a higher level when challenged

At SHGS, students will be continuously evaluated, both informally and formally. Every day, the progress and needs of each student should be noted and kept in mind as the lesson for the next day is finalized. Examinations for grades 6-12 will be planned with the students' grade level and subject content needs in mind.

**For High School International General Certificate of Secondary Education, IGCSE, and International Baccalaureate Diploma and Certificates, Formal Assessment**

- adheres to the guidelines of the Exam Boards with regards to internal assessment components and external examination procedures.
- uses a variety of assessment tools within the general school assessment policy, including student performance in internal examinations. It should be noted that the IB mock examination is a formative learning activity.

- There will be no mock exams for IGCSE grade 10, only the semester tests and the official IGCSE Exam.

## **EXPECTATIONS THAT ARE MADE OF THE STUDENT AT SHGS**

### **Students should:**

- have a clear idea of the knowledge and/or skills that are being assessed.
- be aware of the weighting of each assessment in the overall assessment pattern.
- receive clear feedback regarding a mark or grade that has been awarded.
- be able to see each graded assignment.
- take full responsibility for their learning
- be provided with the opportunity to have their performance assessed qualitatively.
- have access to all criteria being used in the assessment.
- Not to expect that every piece of work completed will be formally assessed.
- be given advanced warning of any assessment for which preparation is necessary and be clear about the date of the assessment.
- be aware that failure to meet set deadlines could result in reduced effort and achievement grades

## **Expectations that are made of the teacher at SHGS**

### **Teachers should:**

- agree to deadlines in the light of the students' other workload and give adequate time for the completion of out-of-class assessments.
- clearly define common assessment tasks within departments/subjects for each grade level.
- use student performance as a feedback mechanism to initiate refinements to, or changes in, the curriculum and its delivery.
- use a variety of assessment tools.
- provide one week notice for a major cumulative test and one day notice for a short quiz.

## **Expectations of the School Administration**

### **The School should:**

- produce examination/test timetables with enough notice for students and teachers to formulate a revision programme (at least two weeks)
- keep records of achievement
- create an organisational structure for the efficient and effective enactment of external assessment activities such as IGCSE & IBDP Examinations, PSAT - 10, and other external assessment Tests.

## **Expectations of Parents at SHGS**

### **Parents should:**

- support all policies of SHGS particularly those that relate to learning
- support student adherence to set deadlines for work

- help motivate their child(ren)
- help create an informative environment that is to the benefit of their child(ren)
- support after school activities

### **General Classroom Guidelines**

The goal of the classroom behavior guidelines is to help create a positive and caring learning environment. Thus, we need to set and maintain high expectations for all students both academically and behaviorally.

#### **Respect:**

- I will listen to my peers and to my teachers carefully.
- I will use positive and appropriate language, body language and tone avoiding hurtful words.
- I will keep confidential information private

#### **Cooperation:**

- I will work with others to resolve differences.
- I will endeavor to work as a team towards common goals and interests.
- I will always help others when I can

#### **Class rules:**

- I should be on time for the lesson with the proper school uniform and hair tied back.
- I should have my books and other appropriate equipment/ supplies for every lesson.
- I should follow the teacher's instructions straight away.
- I should speak Arabic in Arabic classes and English in the English classes otherwise marks will be deducted from Productivity in the 4 Ps.
- I should work to my best ability and do all tasks as instructed.
- I should raise my hand to speak.
- I cannot change my assigned seat unless directed by teacher.
- I will not ask for bathroom breaks in lessons directly after recess/lunch.
- I will not use my mobile phone during school hours unless you arrange with a teacher.

#### **NOTE**

- No food, no drinks, no parties or gum are allowed in classes (only a bottle of water).
- All retests/missed tests will be done on a Tuesday after school.

**Let's all work together and realize our school vision: Towards a Better Future**

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_



## **EXAMPLES AND DEFINITIONS OF TOOLS OF ASSESSMENT**

The following methods of assessment have been identified as central to the work of the Shaikha Hessa Girls' School. It is essential that they be seen as a package since they have been selected in order to provide a range of approaches and therefore to provide a balanced view of the child.

### **Written/Oral Examination:**

- an activity, which is in a controlled environment, adheres to SHGS and external examinations such as IGCSE and IBDP examination procedures and is aimed to measure student performance over the whole course taught to date.
- Semester examinations generally only take place at the end of semester in December and May for grade 12, January / June. for middle and high school students

### **Major Test:**

- a formalized class-controlled activity with students given notice (at least one week).
- tests should not be on the day after three or more days' holiday or after a major school event.

### **Unit Test:**

- a formalized, in-class and controlled activity where students have been given notice (at least one week).
- there should be reasonable intervals between tests
- they should measure student performance on work that has been taught
- work should be limited to a defined unit of work that students are aware of as being a unit.
- duration of the test can be no more than a double period.

### **Quiz:**

- a formative piece of assessment on a small part of a unit, or through an informal class activity, given after the completion of a particular topic.

### **Lesson Reviews:**

- short verbal or written questions to assess student understanding.
- all material reviewed should have been taught.

### **Investigation:**

- a piece of structured work not necessarily linked to specific course content.
- problems are often "open-ended" with students achieving results through investigative work.

### **Formal Essay:**

- extended piece of independent student work.
- can reflect a student generated title, a teacher-set title, be open or closed in nature and may have guiding questions.
- as students progress in age, this activity will move from descriptive to analytical or evaluative and increasingly have a formal structure.
- dependent upon the subject area.

### **Research Project:**

- involves both teacher guided and/or independent student work done both in class and/or as homework.
- requires appropriate referencing of research (MLA).
- the product may be in any defined medium: oral presentation, written work, video, computer presentation or appropriate combinations.

### **Project:**

- similar in nature to a Research Project but more appropriate for the lower age range.
- a record of references used may not be seen as necessary, but this

should be made clear before the start of the activity.

**Journal Writing:**

- a continuous-assessment activity, which can be part of class work or homework.
- criteria, guiding how student performance will be determined, should be made available prior to the beginning of the activity.

**Field Work:**

- off-site data collection for analysis and interpretation.

**Practical/Experimental Work:**

- involves both teachers guided and/or independent work.
- this activity is usually in a lab or specialist room involving specialist equipment.
- clear criteria, stating how student performance will be measured, should be available prior to the activity.

**Performance/Presentation:**

- part of a continuous activity.
- clear criteria, stating how student performance will be measured,
- should be available prior to the activity.

**Group Work/Class Activities:**

- part of a continuous activity or a part of other assessment tools.
- individual student performance must be acknowledged as well as the group performance.

**Short Exercises and Discussion:**

- work usually done in class and/or as homework.
- they should form part of a larger assessment mode and reinforce taught material and/or develop specific skills.

**Course Work (or other) Folder –**

- a collection of different activities done in class or as homework.
- clearly defined criteria are required.

**Homework:**

- work done at home, although it may be begun in class, in a non-controlled environment.
- should take the nature of set reading, set writing, reviewing work, revising work or consolidating work that has already been taught.
- may allow continued work on research projects or other projects.
- In the case of external examination such as IGCSE and IBDP, where an Extended Essay or IB Internal Assessment components are involved, then a reasonable amount of work can be expected during vacation and at weekends.
- the recommended number of hours for the activity should be the guide for a “reasonable amount” in terms of homework set.

## **HOMEWORK AS AN ASSESSMENT TOOL**

Homework is anything that children do outside the normal school day, which contributes to their learning in response to guidance from the school. Homework encompasses a whole variety of activities instigated by teachers and parents to support children’s learning. For example, a parent who spends time reading a story to their daughter before bedtime is helping with homework. A parent who discusses a project or an essay or presentation with their daughter is helping with homework.

**The Purpose of Homework at SHGS is to:**

- ✓ Promote a partnership between home and school in supporting each child’s learning
- ✓ Extend learning and provide educational experiences not possible in school;

- ✓ Reinforce new skills and concepts learned in school and to allow children to practice skills taught;
- ✓ Prepare students for new tasks;
- ✓ Consolidate previously learned skills and knowledge;
- ✓ Enable students to revise effectively;
- ✓ Establish independent habits of study.

### **Types of Homework and the Role of Parents**

- ✓ The type of homework assigned, and the length of time expected for students to spend on homework varies according to grade level. Parents are encouraged to speak with the classroom teacher concerning issues related to homework.
- ✓ Aside from daily homework; there is long-term homework, such as monthly book reports, science research projects or other assignments.
- ✓ Homework should be completed during a special time set aside for it in a comfortable, well-lit place, free of distractions.
- ✓ Parents should be aware of their daughter's homework. There is a partnership between parents and the school to help the child receive the most benefit from homework.
- ✓ Homework is an excellent time for parents and children to spend quality time together.
- ✓ All students are expected to read at least 15-20 minutes daily.

### **Marking of Homework**

Students' homework should be received in such a way that they are encouraged and rewarded for their efforts. We mark in a range of ways; some examples include:

- ✓ Teacher comment marking with rewards e.g. ticks, merits, stickers
- ✓ Whole class marking, ticked by students themselves, overseen by teacher
- ✓ Discussed on a set day and provide constructive feedback on the tasks
- ✓ Teacher praise, celebrate and share with others

### **Homework Rules and Regulation**

- ✓ If homework is not submitted on time, the student is expected to complete the homework during Lunch and/or after school on the same day.
- ✓ Late homework will not be accepted without a valid excuse and at the teacher discretion.
- ✓ Homework, projects or books will not be delivered to students during school time after 8:30 a.m. Students are required to be responsible and bring what they need for school with them in the morning.
- ✓ If the student has an excused absence, the homework can be given to the teacher within **the first two days** back at school if appropriate.

## SHGS School Awards

Students who have demonstrated exemplary behaviour, academic excellence, and overall improvement will be recommended for Merit Awards such as **Outstanding Academic Achievement; Significant Effort and Improvement, IB Learner Profile, Exemplary Behavior** and **Perfect Attendance**. These Awards will be approved by the Senior Leadership Team and presented by the principal at assemblies at the end of each semester.

### Academic Honesty/Plagiarism:

Academic honesty is always expected from all students. Academic misconduct or unacceptable academic behavior is defined as follows.

- **Cheating:** Copying another student's work, using hidden sheets, notes, codes, keywords, or writing on any part of the body carrying such material with the intention of using them on a test, exam, quizzes, presentations etc. without prior permission from the teacher.
- **Fabrication:** using false data and information.
- **Plagiarism:** Plagiarism is the act of using another person's work or ideas and not giving credit to the original author of the idea. Plagiarism is not allowed in any form in any academic institution. In SHGS, it is considered academic dishonesty and will result in serious disciplinary action.
- **Deception:** Not being honest regarding missing work such as informing the teacher that the work was submitted when it wasn't.
- **Bribery:** Offering money or any kind of gifts for answers or work to be done on a student's behalf.

### Consequences for Academic Dishonesty:

- First offense: receives a warning, parents are informed, and receives a zero on the section or question cheated on.
- Second offense: both student and parent sign a contract with the counsellor; student loses the exam grade, and the possibility of being suspended.
- Third offense: the student will be suspended from school.

## GRADUATION POLICY UPDATED

Students must complete a minimum of 28.5 credits to graduate. A minimum of 7.5 credits is required each year in Grades 9 through 12. Each core subject is given 200 minutes of instructional time per week. IBDP higher-level courses are given 240 minutes of instructional time per week. The school year is 36 weeks in length consisting of two 18-week semesters. Grade reports are issued at the end of each nine-week session.

- Each missing or failed credit or subject needs to be made up before graduation
- A transferred credit or grade will be transferred according to meet the graduation requirements and respective scale used in school
- Information related to transcripts, report cards and letters should follow the criteria set by the Ministry of Education (MoE) faxed to school in the senior year at the beginning of the year

## GRADUATION REQUIREMENTS

### Shaikha Hessa Girls' School Diploma Graduation Requirements Grades 9-12

Required Courses	Credits
English 9,10,11,12	4
Arabic 9,10,11,12	4
Mathematics 9,10,11,12	4
Science 9,10,11,12	4
Islamic Studies	2 (0.5 per year)
Social Studies	3 or more
National Social Studies 9,10	1 (0.5 each year)
Citizenship 11,12	0.5(0.25 each year)
Computer Studies 9,10	1 (0.5 each year)
Physical Studies 9,10	1 (0.5 each year)
Electives	4

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<b>Total Credits</b>	<b>28.5</b>
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**Students must complete a minimum of 28.5 credits to graduate.**

## REPORTING

Reporting is the process of communicating knowledge gained from assessing students' learning. It should indicate what the student has achieved and offer constructive recommendations. Reporting of student achievement is carried out for a variety of purposes including advice, clarification, encouragement, and negotiation for a variety of audiences such as parents, students, homeroom teachers and Principals. Reporting student progress at SHGS takes place throughout the year both formally and informally, through progress reports, report cards, individual meetings and parent/teacher conferences for Middle and High school students.

Report cards will be sent home at the end of each term and quarter for middle school and High school respectively, progress reports are sent in the middle of each term or quarter. The school calendar outlines the dates progress and report cards are issued.

## QUARTER GRADES AND SEMESTER GRADES MIDDLE AND HIGH SCHOOL

In Shaikha Hessa Girls' school, the academic year in the Elementary and Middle school is divided into three terms and in High School, its divided into two semesters. Each semester has two quarters. The term or quarter grades are determined by all the work in a course in each term or quarter. The work includes formative and summative

assessment grades.

**For Middle School students**

1. Term 2 includes the first exam, and the grade will be 80% on summative and formative and 20% for exam 1
2. Term 3 includes the final exam 80% on term and 20% for exam 2
3. Year final is calculated as average of the three terms
4. Every 30 days (mid-term) a progress report will be issued

#### **For High School students**

1. Semester grades are calculated based on the grades of two quarters and a semester exam, each of the two quarters being 40% and the semester exam being 20% of the semester grade. Final year grade is calculated by taking the average of the two semesters: 50% semester 1 and 50% semester 2
2. Every 22 days (mid quarter) a print-out of the core subjects' grades will be sent home for parental review. This must be signed and sent back to the teacher.
3. Every quarter a report card will be issued during the Parent Teacher conferences. Parents are strongly encouraged to attend conferences and discuss their child's progress.
4. High school operates on a one credit one year system whereby a certain number of credits are earned per subject per academic year (with the exception of Islamic studies and National studies)
5. Students are required to take and pass a minimum of 7.5 Credits each year from grades 9-12.
6. One credit is awarded for each year of full-time study per course in G9-12.

#### **Shaikha Hessa Girls' Elementary School:**

Elementary School academic calendar is divided into three trimesters. Each trimester consists of 60 days.

Elementary Section has two Student Led Conferences during the year; the first conference is after Term 1 and the second conference is after Term 2. Students are expected to fill a reflection form and attend the conferences along with their parents.

Report cards will be submitted to parents on the day of the conferences. Progress reports are posted on the school's portal for parents to view.

The school calendar clearly outlines the dates of progress and report cards.

### **PROMOTION POLICY**

It is important that students take responsibility for their learning and that we ensure, as a school, that students are able to cope with the level of instruction undertaken at various grade levels. For this purpose, a promotion policy is vital.

#### **Middle School:**

1. In the unfortunate event of student failing three core subjects, the school reserves the right to have the student repeat the grade. (The core subjects are Arabic, English, Mathematics and Science)
2. In the unfortunate event of failure of three courses, (2 core subjects and 1 non-core), students will be given the opportunity to make up these courses by taking re-sit exams at the end of the subsequent summer. The

three courses should not be core subjects courses.

3. In the unfortunate event of failing one re-sit exam and passing the other 2, the student will be promoted to the higher grade under probation program and the parents will be notified.
4. In the unfortunate event of failing more than two re-sit courses, the school reserves the right to have the student repeat the grade.
5. Students will be retained if they fail any four subjects. No re-sits will be allowed.

**High School:**

1. In the unfortunate event of student failing three core subjects, the school reserves the right to have the student repeat the grade. (The core subjects are Arabic, English, Mathematics and Science)
2. In the unfortunate event of failure of three courses, (2 core subjects and 1 non-core), students will be given the opportunity to make up these courses by taking re-sit exams at the end of the subsequent summer. The three courses should not be core subject courses.
3. In the unfortunate event of failing one re-sit exam and passing the other 2, the student will be promoted to the higher grade under probation program and the parents will be notified. In addition, she has to repeat the failing subject by sitting 4 quarter tests and passing them to be eligible to graduate.
4. In the unfortunate event of failing more than two re-sit courses, the school reserves the right to have the student repeat the grade.
5. Students will be retained if they fail any four subjects. No re-sits will be allowed.

## **ACADEMIC PROBATION (UPDATED)**

Academic probation will be determined at the end of each quarter by the student's grades. Any student receiving a failing grade in one or more subjects will be placed on academic probation.

**Procedure for Probation**

1. Parents will receive a letter from the Registrar stating that their child is being placed on academic probation at the beginning of the next quarter. The letter will explain the expectations of the student/parent and school for the duration of the academic probation.
2. Students on academic probation will be placed on a weekly progress report to monitor progress throughout the grading period. The weekly progress report collection is the responsibility of the student. Parent support is strongly requested to ensure their daughter's success.
3. Parents may be required to meet with the social counsellor for Middle school students and the College Counsellor for high school students to discuss the conditions of the probation.



## **Students on Probation**

1. At the end of each semester parents of students failing any course will be informed by letter. Students at the risk of failing the year will meet with the Senior Leadership Team, counsellor(s) and parents.
2. Students whose grade is an “F” in any subject in the first three quarters will risk not being promoted to the next grade level.

## **ADD / DROP POLICY Updated**

It is important that the high school students mainly grade 9 and grade 11 to take responsibility for their chosen courses. They may request help from the college counsellor, IGCSE coordinator or IB coordinator. The add/drop usually occurs the first month at the beginning of the academic year.

Add/drop will ONLY be considered if the student’s request meets one of the following criteria:

- A student is missing a course necessary to meet graduation requirements
- A student is double-scheduled (two classes in the same block)
- A student has an incomplete schedule (no classes in one block, missing subject, or missing period)
- A student is failing or failing a course
- A student is changing the elective course
- A student is changing the level of a course from higher to standards or vice versa

Some changes will be rejected if:

- A section is full
- Sections become unbalanced
- It cannot be arranged due to current scheduling or master plan
- If a course is not offered in the current scheduling

## **TRANSFER STUDENT POLICY**

New students coming to SHGS from other school in high school will have to meet with the registrar and college counselor before doing entrance exams to check for eligibility and matching credits for transfer as per graduation requirement.

To fulfil her graduation requirements, the student is requested to make up as per school policy the missing course from previous year for the graduation requirements whilst taking her accepted grade level courses by doing 4 quarter tests and/or project (depending on the subject and or teacher)

The materials as well as the syllabus will be given to her well in advance to enable her to practice and be ready for her respective assignments and dates passed to the student.

In the event the student fails the missing credit, she must pass it again to ease her graduation process.

A new student coming to grade 10 or 12 won't be responsible for the material content covered in grade 9 or 11. Her assignments will include only content of the year she is enrolled unless she wants to do everything. Her grade scale for grade 10 courses and 12 courses will be a regular scale instead of IGCSE or IB scale.

## **PLANNING PROCEDURE**

### **Grade 11 Timeline**

The 11th grade is considered the most important year in the college admission process. Colleges and universities look at all four years of high school with emphasis on the last two years. The college admission officers look for students who have taken a strong and challenging curriculum, one that consists of challenging courses and extracurricular activities. The officers also take into consideration how well a student progresses, and how well they maintain a good record.

#### During the year, students will:

- Have idea about possible standardized tests needed for college/university
- May attend college fair if it is available
- May meet a university representative
- Do research related to universities and colleges
- Introduce some high education bodies
- Work on the eligible students for CPISP
- Check college and majors' interests

### **Grade 12 Timeline**

Students at their final year of high school must be aware of all deadlines. They will be applying to different universities with different deadlines. They must make sure that they have registered and taken all the important and necessary tests. Test scores MUST be sent directly to the school of their choice from the testing centres. Colleges and universities will NOT accept scores sent by the student or by the school.

Students will:

- Register for standardized test if necessary and required by university
- Update information for the extracurricular sheet
- Counsellor may request help of English teacher to guide and check the college writing essays or personal statement
- Set up accounts for UCAS, common app, and other required centers as needed
- Check different applications deadlines of their choices
- Check for scholarship opportunities (could be helped by the counselor)
- May attend college fair
- Work on their college essay or personal statement for proofreading
- For any IB course, they should notify the IB coordinator in case they need to send their grades directly to universities
- May have an interview and do test if they are eligible for the ministry scholarship

## **COORDINATION PROCEDURE**

### **School/student**

#### **The College Counsellor will:**

- Assist student in the university application and check entry requirements
- Distribute when available information related to universities, financial aid, scholarships
- Check when available for college fairs, summer courses
- Assist students in registering for standardized tests when needed (IELETS, TOFEL, SAT)

### **School/parent**

- The college Counsellor will prepare the open house CD including all relevant information from scales, course offered, graduation requirements, syllabus and curricula, grade distribution
- To ease the high school course selection process, grade 8 and grade 10 students attend a Transition Afternoon held in February. During the Transition Afternoon, grade 8 students receive in-depth information about the IGCSE curriculum and the programmes course offerings. Similarly, grade 10 students get in-depth information about the IBDP curriculum and the programmes course offering.

### **Provision**

- Transcripts are provided for the application processes, scholarships, withdrawal for high school students and mainly for seniors as part of graduation
- School profile is prepared and distributed during transition, for seniors and uploaded to colleges when it is requested
- Recommendations from teachers and/or counsellors are prepared upon the request of students for university, scholarships, ...

### **Follow up with teachers**

- Predicted grades are given to the counsellor to upload or email/mail to respective universities when needed.
- Recommendation letters are issued upon student's request;

## **INJAZ BAHRAIN**

#### **The College Counsellor:**

- Coordinates with INJAZ to check for programs available, and offer them for students
- INJAZ program will be mandatory for grade 1-8 students to take the programs during school hours
- Prepares a timing schedule and informs parents/students for highschool students

### **College board for PSAT administration**

- Grade 10 students are registered for PSAT 10 every year in preparation of SAT in case needed by universities

### **Guidance and support**

- Advisory sessions are held for students to assist in the selection of appropriate academic courses
- Group guidance regarding college/university application process, admission tests, admission

requirements, essay is conducted by college counsellor

- Students are assisted in selecting programs of study to enhance career planning
- Students are assisted in developing academic career and personal/skills

## **CODE OF CONDUCT**

Every student at SHGS has the right to be treated with respect, courtesy and consideration by every other student, teacher, or member of the school. Everyone has the right to know what the rules are and has the right to know the basic standards of expected conduct and behavior for themselves and others. Then, and only then, will the school environment be a community of individuals who live and interact based on commonly shared rules, rights, expectations, and common sense.

### **Rights and Responsibilities**

Responsibility is inherent in all rights, especially the basic responsibility and duty to respect and secure the rights of others. No student or other person involved in any school can realize her rights unless she also exercises self-discipline and cares to afford all others the same rights. We should not allow our actions to infringe upon the rights of others.

### **Students at Shaikha Hessa Girls' School are expected to**

- ✓ Come to school ready and prepared to learn
- ✓ Arrive at the lessons on time and with the correct equipment and planner
- ✓ Act with honesty, integrity and truthfulness
- ✓ Be courteous and polite
- ✓ Respect one another
- ✓ Respect school property
- ✓ Walk around the school in an orderly, quiet, and safe manner
- ✓ Maintain school cleanliness. SHGS expect their students to drop their litter in the appropriate garbage bin or recycling boxes provided by the school.
- ✓ Bring healthy snacks and take responsibility of their health (Snack and lunch can be either purchased from the school cafeteria or brought from home in the morning)
- ✓ Refrain from the use of chewing gum, lollipops, chips, fast food, and carbonated drinks in school.
- ✓ Refrain from the use of mobiles in school
- ✓ Refrain from the use of inappropriate behavior or language towards anyone
- ✓ Go to their lockers during Recess and Lunch only

### **Consequences for Infringement of school's Expectations and Policies**

Students are responsible for following the applicable policies and conduct rules of SHGS. The counsellor or homeroom teacher will investigate discipline issues, contact parents with relevant discoveries when appropriate and administer appropriate discipline if required.

The following corrective measures will be enforced when students fail to follow the school's rules and regulations

- The teacher will confer with the students and will hold the students accountable.
- The teacher will communicate with the parents of the offence.
- The student will be referred to the counsellor with a disciplinary form outlining the student's offence, a record of which will then be kept in the student's file. This form must be signed by both teacher and student.
- The counsellor will communicate with the parent and disciplinary action will be taken, such as detention,

suspension from school, etc.

### **What happens if a student skips a class?**

Skipping a class is a serious offence, teaching and learning are lost and this might have serious effect on student's achievements and grades. Students who skip a class will receive consequences for their actions.

- **1<sup>st</sup> offence:** Verbal warning from the teacher, Parent is informed.
- **2<sup>nd</sup> offence:** Half day in-school suspension, Parents are informed in writing.
- **3<sup>rd</sup> offence:** Full day in-school suspension, Parent conference.

Students who are suspended will unfortunately receive a zero for any work missed.

### **Social Behavior Infractions that are not accepted in school.**

Students at SHGS / school administrative and staff / Parents/ Guests or Visitors are expected to maintain positive and respectful relations with others. The following types of behavior are inappropriate and will not be tolerated:

- fighting or assault.
- hazing or initiations.
- Threatening or intimidating behavior (i.e., harassment, verbal abuse, humiliation, ridicule, etc.);
- participating in group behavior that intimidates or threatens.
- physical or psychological harm towards others.
- recruiting or encouraging others to participate in inappropriate activities.
- harmful or intimidating behavior.
- promoting or encouraging membership and interests of groups, clubs, fraternities, or organizations not officially sanctioned by the school, or that encourage or support the above behavior.

### **Anyone that engages in these types of behavior risk appropriate consequences.**

**For students:** Ministry of Education Student's Discipline List activation.

**For Administration/ staff:** Penalties of Ministry of Labour

**For Parents/ Guest/ Visitors:** Official Agreement and Deprivation of entering the school building.

### **What is Bullying and what are the consequences?**

The school has Safeguarding Child Protection policies and procedure to give the students their rights to stop Bullying under the umbrella of Rights of The Child to avoid any kind of Abuse (Physical / Emotional)

The following consequences are for students who have no record of bullying:

- **1<sup>st</sup> offence:** counselling both parties involved, verbal warning, and informing parents – sign an official contract (Parent / Student) as stated in the MOE Discipline Policy.
- **2<sup>nd</sup> offence:** sign an official contract by both student and parent. After school detention.
- **3<sup>rd</sup> offence:** one day in-school suspension

Students who have previous bullying record will have one or more days out of school suspension. Repeated offense

will result in stronger penalties.

### **What will happen if a student brings a mobile to school?**

Use of mobiles is forbidden. Mobile phones will be confiscated if seen by any staff member whether they are being used or not. Loss of mobiles is solely the responsibility of the student, and the school will not be held responsible for the loss or theft of the mobile.

### **Consequences for using mobile phones:**

- ✓ **1st offense: The mobile will be confiscated for one day and informed parents and it will be added to portal**
- ✓ **2nd offense: The mobile will be confiscated for one week and informed parent and it will be added to portal**

### **Are other electronic items allowed in school?**

Electronics including IPODS, IPADS, MP3, headphones, cameras, videos, are not allowed unless written permission is given by a teacher or staff member for school related purposes such as projects, presentations, and events.

### **Expected Behavior During Recess and Lunch**

- ✓ Students are expected to enter the cafeteria through the doors in an orderly manner. At that point, students will be directed by the cafeteria supervisor to form a line. Students observed cutting ahead of others will be placed at the end of the line.
- ✓ Students are expected to pick up their lunches and proceed to their seating area.
- ✓ Students are expected to clean after them. All litter is to be thrown in the trash. All students are expected to cooperate in keeping the school clean.
- ✓ Students are expected not to take food outside of the cafeteria area at any time
- ✓ Always use good table manners.
- ✓ Be always courteous and considerate.
- ✓ Students are expected to wash their hands before and after eating.
- ✓ Students are expected to play only in designated areas.

### **Expected Behavior in the Library:**

- ✓ Report to the Librarian
- ✓ Enter the library quietly and in an orderly manner.
- ✓ Respect others using the library by minimizing noise and conversation.
- ✓ Always keep your hands to yourselves.
- ✓ Running around is inappropriate and will result in losing the privileges to use the library.
- ✓ Make sure you have permission to be in the library at any time and inform the librarian as soon as you enter.
- ✓ Chewing Gum will result in a serious disciplinary action.
- ✓ Respect books. Many books cannot be replaced. It is expensive or impossible to replace books already in the collection. It is your responsibility to take care of them and return them in good condition.
- ✓ Refrain from marking, highlighting, and folding pages as it can ruin a book if you so.



- ✓ Food and drink can damage books and equipment. Please do not eat or drink in the library.
- ✓ Respect the checkout policies.
- ✓ Return books to the library on time or when recalled by the library staff.
- ✓ Respect the purpose of the library as a research and information facility.

## **ATTENDANCE POLICY**

SHGS is committed to the view that consistent school attendance is vital to the long-term academic and personal success of each student. While students can make up written tests and homework missed as a result of absence, nothing can make up for the time missed from a classroom environment that involves discussions, lectures, experiments, and other enriching activities.

Students who miss school for any reason are at a disadvantage in their classes, and the time spent by a teacher in remediating their absence draws the teachers' time away from other students. Students are expected to be in school and to follow their assigned schedule every day. Daily attendance is a condition for fulfilling credit requirements and for participating in extracurricular activities.

We believe that regular school attendance helps students develop invaluable personal habits and supports them in gaining as much as possible from their academic program. Furthermore, we value the contributions each student makes every day, and absence detracts from the quality of all of our classes. Therefore, a student who is absent from a class more than **seventeen (17) unexcused days in the academic year** (10%) will be referred to the ministry of education. This includes days missed due to extended vacations or early departure at the beginning and end of the school.

In cases of catastrophic illness or other emergencies, the student may apply for a waiver from the Principal. The decision to grant a waiver will be made by the Principal who will consider the reason(s) for the student's absence and the number of absences not related to the emergency situation.

### **Procedure and Rules When a Student Does Not Attend School**

- ✓ In case of Absence or lateness after first period, parents are requested to notify the school by telephone or in writing giving the reason for the absence or lateness no later than 8:30 am.
- ✓ Upon returning to school after an absence, the student must present a medical note to the Receptionist explaining the reason for the absence. If they fail to submit an excuse the student's absence will be automatically considered as unexcused absence.
- ✓ SHGS strongly discourages student absence for family vacations or social occasions due to the negative impact absences have on student achievement. Missing assignments during absence are the responsibility of the student and therefore she should follow up on any missing work during absence.

- ✓ Make-up tests and quizzes will be administered within two days upon return to school to students with excused medical absences.
- ✓ Students travelling for medical reasons during semester and final exams will receive an incomplete (I) on their report card, until the exams are made-up.
- ✓ Students travelling for any other unexcused reason during semester and final exams will receive a (0) grade on all exams missed.
- ✓ Frequent medical excuses will result in consultation with parent.
- ✓ It is the student's responsibility to resolve the absence status within 48 hours, No excuses will be accepted for an absence after 48 hours.

#### **What is an Excused Absence?**

1. Family emergency like bereavement, or religious observances,
2. School Sponsored activities: field trips, science fairs, musical concerts and competitions held in or outside the school.
3. University Entrance Requirements; Students taking TOEFL, PSAT, SAT or any external standardized test.
4. Absence due to medical condition requiring traveling abroad will be excused with a valid medical report.
5. Medical or embassy appointment: Parents are strongly encouraged to schedule all appointments (medical, dental, etc.) after school hours.

#### **What is an Unexcused Absence?**

- ✓ Is considered any Absence Other than the above mentioned categories of excused absence
- ✓ Absence in conjunction with official holiday. Any extended travel with a holiday will be considered as unexcused absence.
- ✓ Skipping classes: a student is considered unexcused when she misses all or part of a class period without teacher or office permission or fails to report to where she is directed. Cutting a class or part of it is considered unexcused absences and will result in disciplinary action.

#### **Consequences for absences:**

- ✓ 3% unexcused absence SMS is sent home
- ✓ 5% unexcused absence First warning letter sent home. SMS sent to the parent
- ✓ 8% unexcused absence, parents will be called for a meeting to sign attendance contract. Students will not be allowed to attend classes without the parent's signature.
- ✓ 10% unexcused absence; students will not be allowed to sit for the final examinations. The student's file will be sent to the Ministry of Education.

## Attendance Probation

Students who show tendency for chronic absences and have reached or exceeded 9% absences in the previous year will be placed on Attendance probation for the next school year where a meeting will be held with the students and parents to discuss the consequences of the attendance probation and will refer the student file to the ministry of education when the attendance reaches 5% on the next school year

### **Late to Class in the Morning:**

- ✓ Late students must take a gate note form the student services coordinator, administration representative or security guard stating the time of their arrival.
- ✓ Students who are late 15 minutes or more for the first period should proceed to the Registrar's office where parental notice should to be submitted. Parents are called in the absence of a parental notice
- ✓ Students who are less than 15 minutes late to their first period must proceed directly to their classes with the gate note where the teacher will record them Tardy. Students will not be allowed to enter the classroom without gate notice.
- ✓ Any student who is not in class after the second bell (without legitimate reason) is considered to have an unexcused tardy.
- ✓ Lateness will be counted on Quarterly basis.

### **Consequences to Being Late to class in the morning:**

- ✓ Parents will be notified after the third tardy by an SMS message.
- ✓ When the student is Late/tardy for the fourth time, the student will receive after school detention for 1 hour.
- ✓ When the student is Late/tardy for the eighth time, the student will receive after school detention for 1 hour.
- ✓ Students who are ten times or more tardy per quarter will unfortunately be suspended in-school for the first period and lose instructions or grades awarded during this time.
- ✓ Teachers will take the appropriate action with students who are late between classes. Habitual tardiness is a serious concern which will lead to disciplinary action and may include after school detention and suspension from school.

### **Procedure for leaving the school?**

Students will not be allowed to leave school with their friends unless parents notify Administration in writing. Students must receive permission in writing from the Receptionist in order to leave the campus at any time after arriving on school grounds. No student may leave during the day or during lunch times, without parental permission and Administration approval. Students who fail to check out through the Receptionist will risk facing consequences and it will be considered an unexcused absence.

## **School Uniform**

Please check with the designated shops for the appropriate SHGS uniform

1. Skirt (length of skirt should be below the knee) or trousers with the school's polo t-shirt with the logo embroidered on the sleeve.
2. Bermuda shorts are allowed on condition they meet the acceptable length requirements (length must be below the knee).
3. Tight pants/skirts are not allowed.
4. Only plain white T-shirts are to be worn under the school blouse.
5. During the winter months the navy-blue School jacket with the school logo may be worn, plain white, black, and grey jackets are also allowed.
6. Hats, sunglasses, and bandanas may be worn outside, in the school playgrounds. They should not be worn inside the school building or in the classrooms.

## **SHGS Sports/ P.E Uniform**

Students are expected to wear the PE uniform on PE days only. The PE uniform consists of a white long/short sleeved "Puma" t-shirt with school's training suit. The new SHGS training suit is now available from the designated shops. The training suit is gray for G6 to 12 students.

## **Footwear**

Students should wear closed shoes or trainers. For safety reasons, sandals, high heels, flip-flops, or crocs will not be allowed at any time. Black shoes are recommended but not necessary.

## **Failure to come to school in the proper uniform will result in the following consequences:**

First infraction: verbal warning.

Second infraction: calling the parent

Third infraction: The student will stay in the administration – calling parents to bring the proper uniform

## **Jewelry, Valuables and Money**

Students are not encouraged to wear jewelry in school. Parents are advised not to send valuables and money with their daughters to school. SGHS will not assume responsibility for any valuables or money brought on campus.

## **ID Cards**

SHGS employs the use of ID cards as a method of increasing its overall level of security. ID cards are issued to help identify all students, faculty and staff at all times. Students are required to wear their ID cards daily.

## **Lockers**

Students from G4 - 12 may be assigned to lockers for their classes. The locker is to be kept clean and secure at all times. Students are responsible for the care of the lockers. Lockers are school property and may be inspected or searched periodically as a general inspection of school property. Books and belongings left outside the lockers will be removed by the cleaning staff at the end of the school day.

Lockers must be emptied before the end-of-year examination. Students who damage their lockers will be liable for the

cost of the repairs. The privilege of using a locker may be revoked for sufficient cause.

Students in lower Elementary should be provided with a trolley bag for transporting their books from class to class.

**Identification of Belongings**

Students are expected to clearly mark all their belongings with their names. Such belongings may include books, copybooks, jackets, PE jerseys, bags, lunch boxes, etc.

**Lost And Found**

Students are requested to report missing items and return found items to the Administration. The school is not responsible for items and belongings left after school and during weekends and holidays.

**Lost Textbooks**

Throughout the year, students will be required to check out books and other classroom materials from the library. In addition, students are also responsible for their textbooks which are purchased from the school. They are responsible for the safe care and handling of these materials while in the student's possession. If a student loses a textbook or library book, she will incur charges for the lost item. The charges will be based on the current replacement cost of the item.

**Snack and Lunch Program**

All students have a 15-minute recess in the morning. In addition, Elementary, Middle School and High School students have a 30 minute lunch break. The school has made arrangements with a catering company to provide both healthy snacks and lunches daily, for parents wishing to buy the food. No food deliveries will be allowed during the day.

**Birthday Parties**

Birthday parties must be arranged through the school administration. They should not interfere with the instructional program of the school. Birthday parties must be held in the school cafeteria only, during the lunch period. Celebrations are strictly not allowed inside classrooms and school buildings. Permission from the administration is required before planning any celebration. Birthday cakes are to be brought in early in the morning with the student and not delivered during the day.

For the Preschool students, the parties must be held during the last period of the day. Parents may bring in a cake and finger foods, but no outside entertainment will be allowed, for that takes up too much school time and distracts the children from their work.

Finally, to avoid ill feelings between children in a class, birthday party invitations that do not include the whole class must be distributed outside the school.

**Gifts**

Parents and students are not allowed to give teachers or members of staff any form of gifts or offerings. SHGS administrative team requires parents/students to comply with this policy.

**Parent Volunteers**

Parents are encouraged to be partners in learning with the school. We encourage parents to volunteer their time in the classroom, during field trips or special programmes. Please contact your child's classroom teacher or Administration

to volunteer your services and share your talent.

### **After School Activities (ASAs)**

Students are strongly encouraged to participate in after-school activities (ASAs). Parents' support of the after-school programme is recommended. Teachers and other instructors offer a wide variety of extracurricular activities after school. Activities are offered to all students from grades 1-12. A small fee is applicable to some activities.

### **Student Council**

At SHGS we are committed to student leadership development, which is the process of involving students in meaningful ways both in and beyond the classroom. The council gives our students the opportunity to share their ideas, interests, and concerns with the teachers and Principal.

Representatives are expected to:

- Attend after school or during lunch meetings
- Meet with classmates to discuss ideas and concerns
- Attend and work during all school special events and functions
- Serve as positive role model to other students both academically and socially.

Student Council representatives are elected by their classmates by vote. Representatives will be chosen by vote on the following positions.

- President
- Vice President
- Secretary
- Treasurer
- PTSA Representative

### **PTSA**

The PTSA has the mission to enhance the SHGS community and to support students, faculty, and parents. The PTSA achieves this goal through annually selected activities chosen by the organization and supported by parent volunteers.

### **Visitors**

Upon arrival at school, visitors must present themselves at the Security front office to sign in and receive a Visitor Pass. This pass must be displayed at all times. Visitors or parents will not be allowed to be accompanied in any of the academic buildings. This is for the safety of all our students. Ex-SHGS students are to be escorted by security to the reception when visiting the campus. The Administration team will then decide if the reason behind the visit is valid and if they should be allowed to enter the school premises or not. Students from other schools who have not been part of SHGS in the past are not allowed into the campus. The ex-students can spend time with their friends in the cafeteria only and should leave school campus immediately after.



**School Property**

Students may not damage school property or other property while under school jurisdiction and will be subject to suspension or expulsion. The student/guardian shall be liable for damages. All students are expected to respect and care for all property of the school, including building facilities, technology equipment, desks, chalkboard/white boards, books, lavatories, lockers, etc.

**Vandalism (Pranks)**

SHGS expects the highest standard of behaviour from the students. Vandalism in any form or pranks whether in school or while representing the school are considered very serious and will involve immediate discipline action which may include expulsion. In addition, students will not be allowed to participate in all school events including the Graduation Ceremony.

**End Of Year Procedures**

Students are required to follow specific procedures at the end of the school year which includes returning borrowed textbooks, borrowed library books, empty lockers, etc. in order to receive their final report cards.

**Athletics**

Because school athletics are voluntary and because those participating represent their school, we expect the behaviour of those who participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in this athletic program. We are committed to providing the best equipment, facilities, and coaching. We hope you become an active member of our sports program and become an outstanding representative of SHGS.

In order to participate on an athletic team, a student must fulfil academic and disciplinary requirements.

Athletes are also expected to fill out the parent consent form and submit to the athletic department prior to the first official practice or tryout of a sport.

**ATHLETIC CONTRACT****Athletics:**

Participation in interscholastic athletics is a privilege. Students wishing to take advantage of the opportunities presented to them by SHGS must show a commitment to the athletic programme through regular attendance as well as conformity to the school rules and policies.

Failure to comply with the student code of conduct (see handbook) and/or with this contract will result in disciplinary action and/or dismissal from the team.

**Attendance:**

- Students must have a good record of daily attendance and tardies.
- Students are expected to be in class on time and prepared.
- Athletes should never skip classes. If such an incident occurs, the student will be dismissed from the team and banned from joining any team till the end of the year.

**Behaviour**

- Every athlete is expected to accept responsibility for her appearance and behaviour at all time.
- Students earn the privilege of participating in athletics based on good school citizenship, accepting responsibility and maintaining appropriate behaviour in school and during school events.
- In SHGS, we strongly believe that all students should be accountable for their actions.
- Athletes are responsible for reviewing the Student Handbook and be aware of its contents.

**Injuries:**

- All injuries should be reported to the coach as soon as possible so that treatment may begin immediately.
- Students are not allowed to take any kind of medication without first informing the coach.

**Conduct of an athlete:**

Student/athlete conduct is a reflection on the educational institution. The conduct of an athlete is closely observed in many areas. It is important that behaviour be acceptable in all the following areas:

- **On the field:** During athletic competitions, an athlete must not use profanity or illegal tactics. She must understand that losing is part of the game and is gracious in defeat and modest in victory. The student/athlete is expected to be courteous, makes no excuses, and congratulates the opponent on a well-played game.
- **In the classroom:** In the academic area, an athlete strives to become a good student. If a student is not productive and responsible in class, she might not be allowed to join a team. In addition, students must show respect to other students and faculty members at all times.
- **At home:** As an athlete, students must plan their schedule so that they give sufficient time and energy to their studies to ensure acceptable grades as well as make sure to hand in all homework, projects, and assignments on time.

**Handbook Changes**

Changes in the student handbook may be made during the school year by the school authorities. Such changes will be made available in writing to students.

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**I have read and agreed on the above terms and conditions and promise to abide by them.**

Student's name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade level: \_\_\_\_\_