

# 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**

## **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 members at SHGS have 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**

The year 2016 - 2017 will be SHGS's sixteenth year of operation. It 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). It celebrated the successful graduation of the tenth cohort since 2008.

SHGS offers a 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.

The 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 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 board 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 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. In addition to a Semi-Olympic size swimming pool.

A new high school building has been added. The new building was opened in school year 2008-2009 consisting 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 - 14:35 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 14:35 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 have to 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 14:35.
- 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 40 minutes each. Tuesday is short day for students and professional development day for the staff.

Elementary		
	Normal Day	Tuesday
<b>Assembly</b>	7:55 - 8:00	7:55 - 8:10
<b>Period 1</b>	8:00 - 8:40	8:13 - 8:46
<b>Period 2</b>	8:43 - 9:23	8:49 - 9:22
<b>Period 3</b>	9:26 - 10:06	**9:22 - 9:37
<b>**Recess</b>	10:06 - 10:21	9:40 - 10:13
<b>Period 4</b>	10:21 - 11:01	10:16 - 10:49
<b>Period 5</b>	11:04 - 11:44	10:52 - 11:25
<b>Lunch</b>	11:44 - 12:14	11:27 - 11:40
<b>H/Room</b>	12:14 - 12:29	No homeroom
<b>Period 6</b>	12:29 - 13:09	11:45 - 12:18
<b>Period 7</b>	13:12 - 13:52	12:21 - 12:54
<b>Period 8</b>	13:55 - 14:35	12:57 - 13:30

Middle & High School		
	Normal Day	Tuesday
<b>Assembly</b>	7:55 - 8:00	7:55 - 8:10
<b>Period 1</b>	8:00 - 8:40	8:13 - 8:46
<b>Period 2</b>	8:43 - 9:23	8:49 - 9:22
<b>Period 3</b>	9:26 - 10:06	9:25 - 9:58
<b>Period 4</b>	10:09 - 10:49	**9:58 - 10:13
<b>**Recess</b>	10:49 - 11:04	10:16 - 10:49
<b>Period 5</b>	11:04 - 11:44	10:52 - 11:25
<b>Period 6</b>	11:47 - 12:27	11:28 - 12:01
<b>Lunch</b>	12:27 - 12:57	12:03 - 12:18
<b>H/Room</b>	12:57 - 13:12	No homeroom
<b>Period 7</b>	13:12 - 13:52	12:21 - 12:54
<b>Period 8</b>	13:55 - 14:35	12:57 - 13:30



\*\* Elementary Recess falls between period 2 and 3 on Tuesdays

\*\*MSHS Recess falls between period 3 and 4 on Tuesdays

### 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, Lorraine Shirfield. 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:

<b>1<sup>st</sup> Installment Tuition</b>	<b>2<sup>nd</sup> Installment Tuition</b>	<b>3<sup>rd</sup> Installment Tuition</b>
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 remaining will be refunded. No refund is applicable after the start of 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 post also about informing the fee instalment.
- B) Reminder 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 down 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 parents' teachers' conference.
- E) Reminder Phone calls are made to follow up with the fee payment.
- F) After seven reminders sent if the payment is not made, the student will not be allowed to attend school.

## **GUIDING PRINCIPLES**

SHGS provides an environment that fosters understanding, independence, interdependence and cooperation. Within that context we believe that:

### **SHGS students appreciate:**

- Arabic culture, language and literature;
- developing personal values while appreciating the values of others;
- valuing one's own culture while understanding and demonstrating respect for the culture of others; and
- understanding multiculturalism within a global society.

### **SHGS is a caring community that encourages students by example to:**

- share, cooperate and contribute responsibly to a global society;
- develop sensitivity to appropriate work and social relationships consistent with the principle of equal rights, including gender equality;
- display sound decision-making skills by reflecting on choices and consequences;
- lead a positive, healthy life;
- care for others as they would have others care for them;
- share resources; and
- build understanding and trust.

### **SHGS students strive for academic excellence by:**

- learning how to learn and discovering the joy of learning;
- attaining depth and breadth of academic knowledge and understanding;
- acquiring skills that support intellectual endeavour and academic success;
- acquiring aesthetic appreciation;
- understanding modern technologies and using them wisely and effectively; and
- acquiring academic skills and knowledge required to gain entrance to and success at competitive local and international universities.

### **SHGS students benefit from an international education whereby they:**

- gain historic and contemporary knowledge and understanding of the world through intellectual endeavour;
- acquire international understanding by studying and experiencing other cultures while, at the same time, acquiring knowledge of, and appreciation for, their own cultural heritage; and
- maintain the fluency of their mother tongue while valuing the acquisition of other languages.

### **SHGS students are committed to the spirit of internationalism by:**

- demonstrating respect for human rights and for the principle of equal rights irrespective of race or gender;
- practicing tolerance and living together in peace and developing skills for the peaceful resolution of conflict;
- understanding their individual responsibilities within society and the relationship between rights and responsibilities; and
- providing leadership that demonstrates an awareness of ethical and moral issues.

We have adopted the Learner Profile created by the International Baccalaureate (IB) as a guide here at SHGS.

## **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 view, and are willing to grow from the 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 give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## 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 user name and password once received from the school Admin**

- Communicate with Teachers using internal messaging tools
- 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 them by telephone or 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.

## **Student Homework Diary**

There is space in the Student Homework Diary for notes to travel home and to school. Please check your child's Homework Diary **regularly** this will tell you about her homework and school work. The Homework Diary will occasionally have notes that need to be read and sometimes signed to confirm that you saw them. We would like parents and homeroom teachers to sign the diary weekly in the space provided.

## **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 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 labeled 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 the verbal consent from the parent for that

day only. The provider must document that verbal instructions were given 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 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, test, 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. On a daily basis, 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.

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

- adheres to the guidelines of the Exam Boards with regard 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 mock examination is a formative learning activity

## **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 expect that every piece of work completed will be formally assessed.
- Be given advance 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, 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
- Support the school after school activities

## 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 February and May.

### **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 teacher 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 vary from grade level 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**

Student's 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.

### **Elementary Homework Rules and Regulation**

Students are expected to complete and return homework on the assigned day. If homework is not submitted on time, the teacher will take the following action according to the student's situation:

- ✓ Write a note in the dairy or portal to inform parents about the incomplete homework.
- ✓ Give the student a chance to complete the homework during lunch break, homeroom or the following day.

## 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 Behaviour** 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 expected from all students at all times. Academic misconduct or unacceptable academic behaviour 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 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
Islamic Students	2 (0.5 Credits each year)
Mathematics	4
Science (includes Health)	4
Social Studies	3 or more
National Social Studies	1
Computer Studies	1
Physical Studies	1

Electives

4

**Total Credits**

**28**

**Students must complete a minimum of 28 credits to graduate. A Minimum of 7.5 credits is required each year, in Grades 9-12.**

## **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 quarter for middle and High school, progress reports are sent in the middle of each quarter. The school calendar outlines the dates progress and report cards are issued.

## **QUARTER GRADES AND SEMESTER GRADES MIDDLE AND HIGH SCHOOL**

Shaikha Hessa Girls' Middle and High School academic year is divided into two semesters. Each semester has two quarters. The quarter grades are determined by all the work in a course in a given quarter. The work includes formative and summative assessment grades.

For Middle and 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 the conferences and discuss their child 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 of 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 one 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 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. 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**

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 subject 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 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.

## **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. Each individual has the right to know what the rules are, and has the right to know the basic standards of expected conduct and behaviour 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 realise her rights unless she also exercises the self-discipline and care to afford all others the same rights. We shouldn't 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 to 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 behaviour 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 to 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 Behaviour Infractions that are not accepted in school**

Students at SHGS are expected to maintain positive and respectful relations with others. The following types of behaviour are inappropriate and will not be tolerated:

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

Students who engage in these types of behaviour risk appropriate consequences.

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

The policy of the school is to provide a working and educational environment for student and employees that is free from any form of bullying or other behaviour that tends to create a hostile learning environment.

Any form of bullying or harassment that includes nonverbal, verbal, written, graphic, or physical nature will result in a disciplinary action.

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

- **1<sup>st</sup> offense:** counselling both parties involved, verbal warning, and informing parents.
- **2<sup>nd</sup> offense:** sign an official contract by both student and parent. After school detention.
- **3<sup>rd</sup> offense:** 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 penalty.

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

Use of mobiles is strictly 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.

- ✓ **1<sup>st</sup> offense:** Phone will be confiscated for one day; parents are informed by SMS
- ✓ **2<sup>nd</sup> offense:** Phone will be confiscated for one week; parents are informed by SMS
- ✓ **3<sup>rd</sup> offense:** Phone will be confiscated for one month; parents are informed by writing
- ✓ **4<sup>th</sup> offense:** Phone will be confiscated for a semester; parents are informed by writing

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

Electronics including IPODS, IPADS, laptops, 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 Behaviour 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
- ✓ Use good table manners at all times.
- ✓ Be courteous and considerate at all times.
- ✓ Students are expected to wash your hands before and after eating.
- ✓ Students are expected to play only in designated areas.

**Expected Behaviour 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.
- ✓ Keep your hands to yourselves at all times.
- ✓ 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 the 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.
- ✓ Marking, highlighting and folding pages can ruin a book do not do so.
- ✓ Food and drink can damage books and equipment. Please do not eat or drink in the library.
- ✓ Respect the sign out 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, experiment, 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.

#### **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 pullover with school logo may be worn.
6. Hats, sunglasses and bandanas may be worn outside, in the school play grounds. 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 a must.

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

- ✓ 1<sup>st</sup> offence: Students will receive a verbal warning and will be given a uniform pass which should be kept for the whole day in order to be shown to teachers or designated persons upon request. Parents will be notified by SMS.
- ✓ 2<sup>nd</sup> offence: Student will call home to have the proper uniform sent. A temporary pass will be given to the student until the uniform is sent. Parents will be contacted.
- ✓ 3<sup>rd</sup> offence: Students will be unable to attend classes until they change into the correct school uniform. Parents will be contacted.

### **Jewellery, Valuables and Money**

Students are not encouraged to wear jewellery 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**

One way SHGS increasing its overall level of security is with ID card program. 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 G6 - 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 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 extra-curricular 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 unaccompanied, in all the academic buildings. This is for the safety of all our students. Ex-SHGS students are to be escorted by the 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 text books, 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 by 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 to review 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 home work, 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: \_\_\_\_\_