

### **OUR VISION**

To be recognized as a leading institution that provides multicultural quality education, through nurturing and .inspiring the most precious resource of the nation

### **OUR MISSION**

To provide a truly conducive learning environment that promotes an attitude of excellence and achievement through the cultivation of creative thinking, respect for .social values and a competitive mindset

### **OUR PURPOSE**

To remain relevant to all principles which drive the concept of education for social enlightenment

Al Salam School



## **Welcoming letter**

Dear Parents and Students,

On behalf of all staff of Al Salam School, we welcome you to Al Salam School.

Our staff at Al Salam has been working extremely hard to prepare the best programs 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 Al Salam 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,

**Al Salam School Team**

Welcoming letter

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## **Al Salam School**

The year 2012 - 2013 will be Al Salam's third year of operation. Al Salam School provides an International curriculum.

Al Salam offers a high quality academic programs that promotes leadership, with emphasis on both value of integrating the latest in technology and the importance of multi-cultural understanding.

Al Salam is a National School with an International environment that emphasizes Arabic & Islamic Values.

Al Salam is recognized by the Ministry of Education of the Kingdom of Bahrain.

Al Salam School believes that each student is unique and that valuing the intrinsic importance of oneself is critical in the pursuit of life fulfillment. We are seriously devoted to bringing our students the best education in Bahrain. We 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 Al Salam School boasts state-of-the-art facilities.

The KG building includes an early learning centre equipped with an art room, an activities hall, beautiful large sunny classrooms, and a wide cafeteria. The Elementary building houses a computer lab, and a science lab.

The outdoor sports facilities include two basketball, tennis and squash courts. There are separate playgrounds for the KG, Nursery and elementary.

Al Salam School

# School calendar

## School calendar

### First Trimester

15th Aug	First day for business office
19-21st Aug	Eid Al Fatir Holiday
22nd Aug	Admission office first day
26th Aug	First day for HOD and new teachers
28th Aug	First day for teachers
29-30th Aug	Entrance exams
30th Aug	Orientation day for students
2nd Sept	1st day for students
25-29th	Eid Al Adha Holiday
27th Sept	Open house
1st Nov	1st trimester Report card
8th Nov	Parents / teachers conference
15th Nov	Hijri year holiday
23rd – 24th Nov	Ashoura holiday
5th-12th Dec	1st trimester final exams
13th Dec	National day celebration
16th-17th Dec	National day holiday
23rd Dec – 2nd Jan	Winter break

### Second Trimester

6th Jan	Classes resume
24th Jan	Prophet Mohamed birthday
27th Feb	2nd trimester progress report
28th Feb	Parents / teachers conference Mid-semester break
20th-28th March	2nd trimester final exam
31st-March – 4th April	Spring break

### Third Trimester

7th April	Classes resume
1st May	Labor day
13th-20th June	3rd trimester final exams
13th June	KG's Graduation ceremony-last day for KG students
20th June	Last day for students G1-G8
27th June	Last day for teachers
4th July	Last day for administration staff

School calendar

# School working hours

## School working hours

Office Hours are 7:00 a.m. until 15:00 p.m. Sunday through Thursday.

### (Student arrival and departure to and from the school)

School hours are 07:15 am - 14:00 p.m., on Sunday, Monday, Wednesday, & Thursday

07:15 a.m. - 12:30 p.m. on Tuesday (Early Dismissal)

- Supervision at school will start at 07:00.
- The school will not be responsible for students who arrive before 07:00.
- Similarly departure time will be no later than 14:00 unless students are involved in a sponsored activity.
- Both gates will be open to receive students in the morning. We recommend that younger students be dropped off in the Kindergarten parking lot which is open from 07:00 to 08:15, after 08:15 all students has to be dropped off at the main gate.
- Kindergarten students will be picked up from the KG building after school at 12:45.
- All other students will be picked up at the designated doors in the Elementary building, at 14:00.

### Nursery/ Kindergarten Daily Schedule

KGs	
Morning Assembly	7:20 - 7:30
Classes	7:30 - 8:40
Break	8:40 - 9:10
Classes	9:10 - 10:20
Snack Time	10:20 - 10:50
Classes	10:50 - 12:00

### Elementary Daily Schedule

Grades 1 – 8	Daily Timing	Tuesday Timing
Morning Assembly	7:20 – 7:30	7:20 – 7:30
1st Period	7:30 – 8:15	7:30 – 8:15
2nd Period	8:15 – 9:00	8:15 – 9:00
3rd Period	9:00 – 9:45	9:00 – 9:45
Break	9:45 – 10:00	9:45 – 10:00
4th Period	10:00 – 10:45	0:00 – 10:45
5th Period	10:45 – 11:30	10:45 – 11:30
6th Period	11:30 – 12:15	11:30 – 12:15
Break	12:15 – 12:30	12:15 – 12:30
7th Period	12:30 – 1:15	
8th Period	13:20 – 14:05	

# Elementary Daily Schedule

## School Rules

### Registration

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, Mrs. Sana Ahmed. Students are not registered unless their fees and their health files are up-to-date.

### School homework policies

SY 2012 – 2013

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

### 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.
- The recommended number of hours for the activity should be the guide for a “reasonable amount” in terms of homework set.

### The purpose of homework at Al Salam is to:

- extend learning;
- reinforce new skills and concepts;
- prepare students for new tasks;
- consolidate previously learned skills and knowledge;
- enable students to revise effectively;
- establish independent habits of study.
- 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 child 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.
  - 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.
  - Failure to give assigned homework on time will result in Zero grade. No late homework will be accepted without a valid excuse and at the teacher discretion.
  - No homework, projects or books will be delivered to students during school time. Students are required to bring the homework to school with them in the morning.
  - If the student has an excused absence, then the homework is due in class within the first two days back at school.
- Al Salam provides an environment that fosters understanding, independence, interdependence and cooperation.

### **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 AL SALAM SCHOOL takes place throughout the year both formally and informally, through report cards, individual meetings and parent/teacher conferences. Report cards will be sent home at the end of each quarter. The school calendar outlines the dates report cards are issued.

### Letter grade description

- What is an "A"
- What is a "B"
- What is a "C"
- What is a "D"
- What is an "F"

	ELEMENTARY	MIDDLE SCHOOL
<ul style="list-style-type: none"> <li>• Sustained excellence</li> <li>• Outstanding performance relative to standards</li> <li>• Excellent work habits</li> <li>• Exceptional work</li> <li>• Thorough grasp of content and form</li> <li>• Superior knowledge and insight on assessments.</li> <li>• Ample evidence of serious thought and analysis.</li> <li>• Exhibits constant creativity and initiative</li> </ul>	A+, A, A-	O

	ELEMENTARY	MIDDLE SCHOOL
<ul style="list-style-type: none"> <li>• Solid performance relative to standards</li> <li>• Strong work habits</li> <li>• Fine quality work</li> <li>• Firm grasp of content and form</li> <li>• Sound knowledge and insight on assessments.</li> <li>• Adequate evidence of serious thought and analysis.</li> <li>• Exceeds basic course requirements</li> <li>• Often exhibits creativity and initiative.</li> </ul>	B+, B, B-	VG
<ul style="list-style-type: none"> <li>• Adequate performance relative to standards</li> <li>• Meets or approaches standards</li> <li>• Acceptable work habits</li> <li>• Satisfactory work</li> <li>• Basic grasp of content and form</li> <li>• Reasonable knowledge and insight on assessments.</li> <li>• Exhibits occasional creativity and initiative.</li> </ul> <p>Letter Grade Descriptors</p>	C+, C, C-	G
<ul style="list-style-type: none"> <li>• Poor performance relative to standards</li> <li>• Meets only some standards</li> <li>• Work habits need improvement</li> <li>• Substandard work</li> <li>• Minimal grasp of content and form</li> <li>• Insufficient knowledge and insight on assessments.</li> <li>• Rarely shows creativity and initiative.</li> <li>• Barely fulfils requirements</li> <li>• Modest evidence of student growth</li> </ul>	D+, D, D-	S

# School Rules

# School Rules

	ELEMENTARY	MIDDLE SCHOOL
<ul style="list-style-type: none"> <li>• Inadequate performance relative to standards</li> <li>• Fails to meet most standards</li> <li>• Poor work habits</li> <li>• Unacceptable work</li> <li>• Insufficient grasp of content and form</li> <li>• Lacks knowledge and insight on assessments.</li> <li>• Fails to show creativity or initiative.</li> <li>• Does not fulfil requirements</li> <li>• Minimal student growth</li> <li>• Not passing</li> </ul>	F	N

### Grading and promoting policies

Al Salam School awards  
 Promotion policies  
 Students on probation  
 Retention

### Textbooks and classroom supplies

- The school will provide the students with the stationary and the textbooks after paying the first installment.
- Every student will have a box labeled with his/her name to keep his own stationery in.

### Health office

Al Salam School offers the service of a full-time resident Nurse. 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 nurse'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 nurse or a staff member designated by the Principal is permitted to administer medication.

### **Assembly**

Al Salam School conducts a daily assembly at 7:15 in the morning.

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.

# Code of conduct

## **Code of Conduct**

### **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 his or her rights unless he/she also exercises the self-discipline and care to afford all others the same rights. We can never allow our actions to infringe upon the rights of others.

Every student at Al Salam School 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 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. Students have the right to appeal to higher authority in the case of perceived unfairness.

### **Students of Al Salam School**

- Must be courteous and polite. The use of abusive language will not be tolerated.
- Must respect one another.
- Must respect school property.
- Must walk around the school in an orderly, quiet and safe manner.
- Must maintain school cleanliness.
- Students are encouraged to bring healthy snacks.
- No chewing gum, lollipops, chips, fast food and carbonated drinks will be allowed in school.  
Items will be confiscated.
- Snack and lunch must be either purchased from the school cafeteria or brought from home in the morning.

- No food will be allowed to be delivered during the day.
- Students must come to school prepared.
- Use of mobiles will be strictly forbidden. Mobile phones will be confiscated if seen whether they are being used or not. Consequences for bringing mobiles to school will result in disciplinary action.
- Telephones are located in the Principal's office and Admin office. Students in emergency situations may use them.

**On the bus students are expected to:**

- Comply with bus supervisors directions.
- Sit in your assigned seat and use your indoor voice. There should be no noises that would disturb the driver or other children.
- Avoid moving and disturbing others.
- Keep gum at home. Chewing gum is not allowed in school, on the bus, or on the play ground.
- Refrain from eating or drinking on the bus
- Keep the bus clean and avoid littering inside or outside the bus.
- Avoid bothering other children either verbally or physically.
- Remain seated, facing forward while the bus is in motion.
- Keep head and all limbs in the bus at all times.
- Students will not use the front row of seats.
- Students should remain seated until the bus comes to a complete stop.
- Parents, PLEASE make sure to be on time for bus pick up and drop off.

\*In case of multiple infractions, the student could lose riding privileges ranging from one week to the entire year (depending on the offense) with no bus fee refund.

# Code of conduct

## **In the Cafeteria students are expected to:**

- Say the food supplication before starting.
- Use good manners while waiting for food.
- Avoid crowding the serving line, stand in single file, and wait patiently and quietly for food.
- Cooperate with the lunch ladies and others.
- Use an indoor voice.
- Eat in the designated area and leave gum at home.
- Clean their seats before going back to class.

## **The Code of Conduct applies to All Students in Every Lesson.**

1. Arrive to lessons on time and with the correct equipment and planner
2. Sit in a seat directed by the teacher
3. Follow staff instructions the first time
4. Listen to the person who should be talking
5. Put your hand up if you need attention
6. Mobiles & Music must be out of sight and switched off unless otherwise directed by the teacher
7. Do not interfere with the work of other students
8. Respect must be shown at all times. Do not use inappropriate behavior or language towards anyone
9. Students must respect school property
10. No food is allowed in the classroom
11. Chewing gum is not allowed anywhere in school
12. Students should not go to their lockers during class time

## **Disciplinary Action**

Students are responsible for following the applicable policies and conduct rules of Al Salam School. The Principal or designated person 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 must inform the parents of the offence.
- The student will be referred to the counselor 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 counselor will call the parent and disciplinary action will be taken, such as detention, suspension from school, etc.
- For major disciplinary infractions, the students will be referred to the school's disciplinary committee.

#### **Disruption of classes:**

- Teachers will follow the class room rules and warnings/consequences. Parents contacted by teacher.
- If student continues to behave in an unacceptable way, the teachers will call the Dean of students and the student will be asked to leave the classroom. The Dean will take necessary actions and inform parents. The student will be suspended for that period.
- The student must sign a behavior contract and might be placed in probation period.

#### **Academic Honesty/Plagiarism:**

Academic honesty is expected. Any type of academic misconduct or unacceptable academic behavior.

#### **It includes:**

- Cheating: Copying another students work, using hidden sheets,

# School Rules

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: 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 Al Salam School, 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; student loses the exam grade, and the possibility of being suspended.
- Third offense: Suspension.

## **Attendance Policy**

Al Salam School 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, for any reason, is absent from a class more than thirteen (13) days in a semester (15%) will receive no credit or passing grade for the semester for that class, any student who is tardy to a class six (6) times will receive one (1) absence for that class.

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 required by Parents/ Guardians**

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 return to school after an absence, the parent must send a Medical note to the Attendance office explaining the reason for the absence. If they fail to submit an excuse the student's absence will be considered as unexcused.

Missing assignments are the responsibility of the student and therefore she should follow up on any missing work during absence.

Al Salam School strongly discourages student absence for family vacations or social occasions due to the negative impact absences have on student achievement.

# School Rules

Make-up tests and quizzes will be administered within two days upon return to school, ONLY to students with EXCUSED MEDICAL ABSENCES. No drop quizzes or class work will be made up.

Students traveling for medical reasons during semester and final exams will receive an INCOMPLETE, until the exams are made-up.

Students traveling 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.

Students absent during the day cannot attend school functions held in the school during that day.

A pattern of absenteeism is a cause for disciplinary action and will result in losing the participation grades as well as jeopardizing the student's promotion

## **Excused Absence**

Family emergency, bereavement, or religious observances, to medical including hospital admission, or sick leaves.

- Sick Leave - Parents must call the school before 8:30 a.m. to report an illness/ sick leave and a physician's note must be presented on the first day back.
- Sick notes must be handed in immediately upon return to school, to the resident receptionist.
- 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.

Family emergency like bereavement, or religious observances,

## **Unexcused Absence**

Is considered any Absence Other than the above mentioned categories of excused 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 skipping classes are:

1st Offense: Verbal warning, Parents are informed.

2nd: Offense: Half day in-school suspension, Parents are informed in writing.

3rd offense: Full day in-school suspension, Parent conference.

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

### **Tardiness**

Late students must take a gate note form the security guard stating the time of their arrival. Students who are late 15 minutes or more for the first period must come to the office where parental call or notice is to be submitted. Students who are less than 15 minutes late to their first period attendance must proceed directly to their classes with the gate note and the teacher will record them as tardy where the tardy regulations will be applied. Any student who is not in class after the second bell rings without legitimate reason is considered to have an unexcused tardy. The school must be notified by parent/guardian if a student is late to school.

- Tardy students will not be allowed to enter the classroom in the morning. Upon late arrival, students must first report to Administration.
- Parents will be notified after the 3rd tardy, by an SMS message.
- 4th tardy will result in being suspended in-school for the first two periods
- 5 tardiness will result in a full day in-school suspension.
- 6 tardiness will be counted as one day of unexcused absence
- Students who are repeatedly late between classes will receive lunch detention.

# School Uniform

## **P.E Uniform:**

Students should wear the P.E uniform on the physical education days only, which is white jerseys with the school logo on the fabric, and navy sports pants.

## **School Uniform:**

### **- KGs:**

- **Girls**: Turquoise/white grid design dress with dark turquoise piping. (White tights are recommended).

- **Boys**: Turquoise/white grid design shirt with dark inner collar, school badge on left side, and navy blue knee-length shorts or trousers.

### **- Elementary:**

- **Girls**: navy dress, white blouse with collar.

- **Boys**: White shirt and navy pants.

## **Middle School:**

- Girls and boys should wear green pants and white shirts with a striped tie.

## **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, white and navy blue shoes are recommended.

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

- 1st 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.

- 2nd 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.
- 3rd offense: 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. Al Salam School will not assume responsibility for any valuables or money brought on campus.

### **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 students possession. If a student loses a textbook or library book, she will be charged for the lost item. The charge will be based on the current replacement cost of the item.

### **Birthday Parties**

Birthday parties must be arranged through the student's homeroom teacher. They should not interfere with the instructional program of the school. Birthday parties must be held in the school cafeteria

# Student Council

only, during the lunch period. All celebrations are strictly not allowed inside classrooms and school buildings. Written permission from the administration is required before planning any celebration.

Birthday cakes are to be brought in early in the morning with the students and not delivered during the day.

For the KG, 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.

## **Student Council**

√ At Alsalam 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.

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

- President
- Vice President
- Secretary
- PTSA Representative

## **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 programs. Please contact your child's classroom teacher or Administration to volunteer your services, and share your talent.

### **Parents, Teachers and Students association (PTSA)**

Annual nominations for the Board of parents, teachers will begin at the beginning of the school year Parents membership will last for on academic year only.

Parents, who would like to join the PTA are requested to fill the membership form in the administration office.

Election process of sorting the PTA member will be arranged in an open meeting led by a number of administrators. (same process applied for teachers)

the students representatives in the PTA are the student council president and his deputy

Students attend the meeting twice per semester

the main tasks for the PTA is to contribute effectively in the school activities, and to arrange other activities that improve the school performance.

### **Visitors**

Upon arrival at school, visitors must present themselves at the guard's 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.

### **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)**

Al Salam School expects the highest standard of behavior 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,

# End of Academic Year Procedures

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.

## **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.

**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: .....

**Student's Declaration**

I have read and understood the contents of this handbook I will comply with all the rules and regulations knowing my responsibility as a student and the consequences of not complying.

**Student's name:** .....

**Date:** .....

**Student's Signature** .....

**Parent' Declaration**

I have read and understood and agree to adhere to tht contents of this booklet.

**Parent's name:** .....

**Date:** .....

**Parent's Signatuer:** .....

**Please return to the classroom teacher**

