



Middle School and High School

Parent-Student Handbook

2017-2018

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RESPECT, RESPONSIBILITY, RESULTS & RECREATION

Our Vision

Our Vision at ATIS is to develop a unique school system that integrates an American curriculum with Kuwaiti culture and Islamic values. ATIS shall be a leader in promoting lifelong learning by encouraging students to realize their full potential in academic, creative, aesthetic, physical, emotional, moral and spiritual development.

Our Mission

Our mission at ATIS is to lead a quality instructional program recognized by American colleges and universities. It is implemented by qualified and motivated staff, involving students, parents and the community as valuable members. Our program will empower students to become successful Kuwaiti and global citizens.

Our Beliefs

1. The school program is founded on the requirements of the modern world providing a supportive and safe learning environment encouraging students to become enthusiastic lifelong learners.
2. ATIS encourages diverse learning styles and teaching strategies to enable students to communicate effectively in English and Arabic, solve problems competently, and think creatively to empower them to reach their full potential.
3. The educational experience facilitates scientific research, exploration, mastery of computational skills, aesthetics, and physical activities to make learning enjoyable and challenging.
4. Through mutual respect and cooperation our school community nurtures Kuwaiti and Islamic values that promote dignity, integrity and human rights.
5. ATIS acknowledges diverse viewpoints to inspire students to become conscious and responsible global citizens.

Middle and High School Principal

Disclaimer: A'Takamul reserves the right to add or delete any section of this handbook, as required or needed. If this happens, parents and students will be notified in writing.

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This handbook is designed for your use and easy reference to general information. It is in no way intended to be all-inclusive. When more information is need, please contact the office where every effort will be made to get this information to you as soon as possible.

SCHOOL WIDE LEARNING EXPECTATIONS

Students will be:

Critical independent thinkers who:

- ✓ solve problems creatively
- ✓ analyze and synthesize information
- ✓ show competence in research and study skills
- ✓ work independently

Effective communicators who:

- ✓ understand oral and written instructions and information
- ✓ express themselves logically in oral and written forms
- ✓ use technology to problem-solve in other disciplines
- ✓ have the ability and confidence to adapt to changing technology
- ✓ use the arts as a medium of non-verbal expression

Self-directed learners who:

- ✓ demonstrate a thirst for knowledge
- ✓ apply and integrate skills and knowledge from all disciplines
- ✓ recognize and expand their strengths and talents

Collaborative workers who:

- ✓ respect the diversities inherent in an international society
- ✓ value their own contributions and those of others
- ✓ display leadership

Well-rounded individuals who:

- ✓ value and preserve life in all its forms
- ✓ develop moral and ethical values
- ✓ understand that physical and mental health is a lifelong process
- ✓ appreciate artistic expression of various cultural origins
- ✓ become involved in a variety of lifelong social and creative activities

EXPECTATIONS FOR STUDENTS

STUDENTS' RIGHTS AND RESPONSIBILITIES:

- ✓ Students have the RIGHT to a meaningful education with high standards that adequately meet the needs of all students.
- ✓ Students have the RESPONSIBILITY to punctually attend every class and be appropriately prepared.
- ✓ Students have the RIGHT to voice their opinions and views in an appropriate manner in matters that directly affect the quality and content of their learning environment.
- ✓ Students have the RESPONSIBILITY to demonstrate respect for the professional staff, support staff, their peers and the learning environment.
- ✓ Students have the RIGHT to timely notice of all rules, regulations, policies and penalties to which they are subject to.
- ✓ Students have the RESPONSIBILITY to demonstrate sincere consideration for others by refraining from boisterous behavior, use of obscene language and a language other than English in the presence of a staff member other than Arabic or Islamic Studies teachers. The Arabic Language may be used in the mosque.
- ✓ Students have the RIGHT to physical safety and protection of their personal property within a safe and clean facility.
- ✓ Students have the RESPONSIBILITY to maintain good health and safety by refraining from smoking, use of drugs, and other substance abuse.
- ✓ Students have the RIGHT to adequate consultations with teachers, counselors, administrators and other school personnel.
- ✓ Students have the RESPONSIBILITY to wear appropriate attire, as outlined for the school uniform, look neat and practice personal hygiene which is acceptable within the community.
- ✓ Students have the RIGHT to free election of their peers in student organizations according to guidelines set by the school's administration.
- ✓ Students have the RESPONSIBILITY for showing respect for school property and the personal property of others.
- ✓ Students have the RIGHT to present grievances and voice concerns using the proper lines of communication. First, students may meet with their teacher, second with the subject or grade coordinator, third with the Vice Principal, and finally with the Principal.
- ✓ Students have the RESPONSIBILITY to maintain good judgment in student conflicts, acting in such a manner as to not expose others to injury or intimidation.

The Code of Student Conduct is enforced during school hours and at all school-sponsored events including field trips, athletic functions, and other activities.

1. GENERAL SCHOOL INFORMATION

1.1 The School Day

Gates Open.....	6:45 am
Schools Begins.....	7:30 am
Dismissal.....	2:30 pm
Gates Close.....	4:00 pm

1.2 Backpacks

Backpacks are not allowed in classrooms. They are to remain in lockers at all times.

1.3 Changes in Personal Information

The school must be kept informed of any changes in mailing or residential addresses and telephone numbers for students as well as work numbers where parents may be reached during the day in the event of an emergency or other school-related business. Please contact the Registrar in the Main Office, Ext. 120, with the changes as soon as possible.

1.4 Closed Campus

Once a student arrives on school grounds, he/she must remain on school grounds until the end of the school day. Students are not to leave the property at any time during the day unless have acquired documented permission through the Vice-Principal or administrative offices.

1.5 Deliveries to School

Students are not allowed to call home for forgotten school work, assignments, food, etc. Any deliveries except uniform deliveries will be given to the student after 2:30 pm.

1.6 Elevators

The school elevators are used expressly by those individuals who are physically unable to use the stairs. Students must have a pass in order to use the school elevator. Students must bring a medical note with the length of time he/she needs to use the elevator. Any student using the elevator without an approved pass will get an immediate suspension.

1.7 Field Trips

Information about specific field trips is sent home well in advance so that parents are fully informed. Students are given an invitation to field trips. Teachers, coordinators, and the Vice-Principal will decide if a student should not attend a field trip. Students may be invited depending on their academic standing or behavior. Even though a student may have visited the destination previously, she/he is expected to go on the field trip, because there will be follow-up classroom discussions and projects. In addition, it is important for students and teachers to share experiences outside the classroom.

Classes missed because of the field trip on school time are considered excused absences. Class work missed must be completed in a timely fashion. Unless a medical excuse is presented or there is a family emergency, an absence on a field trip day will be considered unexcused. All school rules apply on trips. All students must wear school uniform or they will not be allowed to participate.

Students participating in a field trip or school-sponsored activity are representatives of ATIS and should behave appropriately. Infractions of school rules during field trips will result in the enforcement of the Code of Student Conduct.

Graduates of ATIS are considered alumni and are, therefore, not eligible to participate in field trips sponsored by the school. Only currently enrolled students may participate in school-sponsored field trips.

1.8 Fire Drills

The safety of students at ATIS is always a major concern. The building meets current codes of safety which include a sprinkler system in the event of a fire. Fire drills are conducted each quarter for students and staff. When the emergency bell sounds, stop all activity and follow instructions. Promptly clear the building by the prescribed route. Any student outside of his/her assigned classroom when the alarm sounds must exit the building immediately. The student must then locate his/her teacher or an administrator to ensure that all individuals are accounted for. Remain outside the building until permission is given to re-enter.

Tampering with fire extinguishers and sprinkler systems or causing a false fire alarm will result in a two day suspension for a first offense and in a five day suspension for a second offense. Any additional offenses may result in expulsion for the following year.

1.9 Food and Beverages

Food and beverages (with the exception of water) are prohibited in the classroom and may not be purchased during instructional time. Items purchased during instructional time may be confiscated. Students must not bring coffee/tea mugs into the classroom.

1.10 Halls/Hall Passes

Approximately 5 minutes are allowed to pass from class to class. It is expected that students will be in their seats when the tardy bell rings. With a large student body moving in such a limited time, it is important upon each person to move quickly and in an orderly manner observing normal traffic flow. Please do not run, push, or loiter in the halls. Teachers will be present in the halls to assist students. Cooperation with fellow students and teacher is essential.

The students are required to carry an Official Hall Pass anytime he/she leaves the classroom after the tardy bell. It is both the responsibility of the student and the teacher to ensure that no student leaves class without permission of the teacher and without being given an approved hall pass.

1.11 Hall Sweeps

In an attempt to curb student tardiness, hall sweeps may be conducted on a random basis throughout the course of the year. When a hall sweep is conducted all students who have not arrived to class by the time the tardy bell rings may be directed by school personnel to a "detention" area. These students may be issued a citation and then released to class.

1.12 Library Rules

Library will be open for student use from 8:00 am to 2:30 pm. Students must have a pass when entering the library apart from a class. The pass must be signed by the class teacher with the correct

date & time the student left the class. If a student wishes to use the library during his break period, he/she should get a pass from the Vice-Principal and sign in with the librarian upon arrival in the library. **Students are not allowed to eat lunch in the library.**

The Library study area is to be used for quiet study, reading, and computer use. Preference will be given to students working on assignments that involve use of library resources. Classes scheduled to use the Library will have priority.

The library computers are to be used for research and online class purposes only. DOWNLOADING from the internet is STRICTLY FORBIDDEN. No student, AT ANY TIME, is allowed to install software on the library's computers. The library printer is for TEACHERS USE ONLY.

1.13 Littering

Students are expected to act responsibly. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students found littering will be subject to disciplinary action.

1.14 Lockers and Locks

In the MS/HS, the school has a book locker program. Students are responsible for any damage or abuse to locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse.

Students may go to their lockers in the morning before 1st period, before lunch, after lunch (middle school only) and at dismissal. Students may NOT go to their lockers at any other time of the school day. Lockers must be locked at all times. Students must provide their own locks. Students with unlocked lockers will receive a warning, with detention and/or suspension after multiple warnings. Students are to keep their lockers clean and orderly. Changing or sharing lockers is strictly prohibited. A student found entering another student's locker without his or her permission may face suspension. The school retains the right to conduct both announced and unannounced locker searches.

1.15 Lost and Found

Lost and found boxes are located in the VP's office. At end of each quarter, items will be discarded. Students who lose something of value should report it immediately to their homeroom teacher or VP. Valuables should be left at home. ATIS is not responsible for lost bags, books, or other personal belongings.

ATIS is not responsible for items left at school unattended. Students may not come back to school, or send someone back to school, to retrieve any forgotten items after 3:30 pm. Students are encouraged to remember to take all their belongings with them after the end of the day.

1.16 Outside Baqala and Restaurants

The baqala and restaurants next to the school are out of bounds to ATIS students both before school and after school. Upon arrival, students are to immediately enter and remain on campus. At the end of the day at 2:30 p.m., students are required to go directly to their bus or private vehicle. We do not want students congregating across the street with friends and/or acquaintances we do not know.

Students should be on their way home by 2:40 p.m. Students participating in scheduled activities after school must remain on campus.

1.17 Parent-Staff Meeting

Parents need to make an appointment in order to meet with any staff member.

1.18 Phone Calls Home

Students are not allowed to call home without permission from the VP or the nurse, and may not call during class time. If the VP is unavailable, students may seek permission from the Grade Level Coordinator.

1.19 Photocopies

Students are not permitted to enter the Photocopy Room or use school printers.

1.20 Photographs

Each year students have their pictures taken for the yearbook. They have the option of purchasing their school pictures from the photographer.

1.21 Restricted Areas

Each school facility has restricted areas as determined by the building administration. Students will be informed by the Administration as to the locations. Students found in these areas may be subject to disciplinary action. See **1.23 Boundaries**.

1.22 School Bus Procedures

For those students who take the daily school bus, there are a set of rules that must be obeyed. These rules also apply to any student taking a school bus for any activity or trip.

Bus Conduct Rules:

1. All the school rules and appropriate attitude and behavior apply to riding the ATIS school buses. A student can be temporarily suspended from bus riding privileges for behavior endangering the safety of the bus and/or its occupants.
2. Students are expected to take the assigned seat, sit facing forward and remain seated while the bus is in motion. SEAT BELTS, where provided, MUST BE WORN AT ALL TIMES.
3. The bus driver or an adult who is on the bus is in charge and will handle any misconduct. Bullying, fighting, or any unacceptable behavior on the bus could result in suspension.
4. All bus riders and their parents must be familiar with the specific bus regulations that are given to each student at the beginning of the year. Failure to abide by the bus safety rules may result in suspension from ATIS buses.
5. It is the student's responsibility to be on time. Students should be ready a minimum of five minutes before the scheduled pick-up time. At the end of the day, most buses leave the school within a few minutes after the final bell. Students need to be sure to go directly to the bus after their last class. The school is not responsible for any students left behind.

1.23 School Lunch Program

Students must remain on campus during the lunch period. The school has retained the services of an external catering company. They provide lunches available for purchase. Students have the choice to either bring their own lunch or buy it, on a cash basis.

Students are encouraged to bring healthy foods to school. No chips, no chocolate, no carbonated drinks, and no candy are allowed in school. Students are not allowed to chew gum nor eat lollipops, seeds, or other candy during the school day. These items will be confiscated. Food is not allowed in the hallways or classrooms. Students are not allowed to order lunch from a takeout vendor to be delivered to the school at lunch time.

Staff members will be supervising during the Break period and enforcing all school rules. Students will be expected to conduct themselves as ladies and gentlemen and are to observe the rules pertaining to Break.

Please adhere to the following: remain in a single line, clean up, and discard trash appropriately. All students will remain in designated areas during the Breaks. Students will not be allowed in the halls. Students will be permitted to access the library and guidance departments during breaks provided they have a pass and permission. At no time is a student to leave the school without administrative permission.

Boundaries

The following areas are not available to students during the Break periods:

- PAC
- All stairwells
- KG and Elementary hallways

1.24 School Management System

ATIS School Management System is a Web-based classroom-to-home communication tool that allows students, teachers, and parents to communicate with each other about school and related issues.

Students will be provided with a username and password for their account during homeroom within the first few weeks of school.

1.25 Students Driving to School

Students with valid Kuwaiti driver's license who drive to school must park in the designated parking areas. Students will not be allowed to park on the sidewalks in front of or around the school. Students who violate this policy will not be allowed to drive to school. Students may not leave the school premises during the school day, without the written permission of a senior management member.

1.26 Student Computer/Internet Use

Use of the computer network is a privilege that will be revoked if it is abused. Abuse includes using obscene messages or verbal abuse on the system in any form or tampering with the equipment.

Abuse of the computer network may result in suspension from school. Internet access is available to students; however, students are expected to follow ATIS policy and must sign a user contract.

1.27 Study Hall

Only students assigned to Study Hall are permitted in the Library. A Study Hall period is intended for study and review. The Library is available for this purpose. **Students must not be in the halls or at their lockers during this time.**

1.28 Textbooks

ATIS provides all necessary textbooks for students to participate in school. Each book is numbered, and students are assigned a numbered book. Each student is responsible for all textbooks LOANED to him/her at the beginning of the school year, and each student is expected to return all books at the end of the course. Students must pay for any books that are lost, destroyed, stolen or mutilated. Students must return books in good condition, with no more wear and tear than usually results from normal use. NO WRITING IN TEXTBOOKS is allowed. If students write in textbooks, the book will be considered mutilated and damaged. Students must **pay 35KD**, or full replacement cost if higher, for each textbook lost or any new book damaged. Report cards, records, transcripts and/or diplomas will not be issued until all books are returned or all fees paid. Students should immediately write their name and homeroom number in all textbooks issued to them in the space provided inside the front cover. If a lost textbook is found, the book will be returned to the appropriate teacher.

Text Book Charges		
Book Type	Lost	Damaged/Vandalized
Hard-cover Textbook	35 KD	25 KD
Hard-cover Novel	25 KD	15 KD
Soft-cover Novel/Textbooks	15 KD	10 KD
Workbooks	10 KD	5 KD

1.29 Visitors

Visitors are prohibited from being on campus or attending classes. Visitors must first register with the receptionist at the main entrance, sign-in, provide a photo identification, and upon clearing, proceed to the MS/HS office. Any individual who willfully fails to register in the Main Office will be considered trespassing and will be asked to leave the school premises.

2. ACADEMIC POLICIES

2.1 Grading Policy

Academic grades reflect student academic achievement. The determination of the specific grade a student receives is based on the teacher's professional judgment after careful consideration of all aspects of student's performance during a grading period. All teachers are required to distribute a course outline at the beginning of the year that will provide a more specific definition of the evaluation used in each course.

- A. Quarter Grades: Assessments will be drawn from among the following:
- Tests – covering a chapter or a unit
 - Quizzes – covering a topic or section
 - Class Work – generated during a lesson
 - Projects – subject appropriate
 - Homework – work assigned to be outside class time and due as assigned by the teacher
- B. Semester Grades: Grades will be assigned per subject based on the following standard:

MS Grading

- 1st Quarter Grade = 40%
- 2nd Quarter Grade = 40%
- Semester Exam Grade = 20%

Most Grade 6 – 8 core courses include a one hour and half semester exam.

HS Grading:

- 1st Quarter Grade = 35%
- 2nd Quarter Grade = 35%
- Semester Exam Grade = 30%

Most Grade 9 to 12 core courses include a two-hour semester exam.

Specific dates for the Midterm and Final Exams for the school year will be provided to parents. Permission to take final examinations on any date other than the assigned date can only be granted by the principal.

Note: We strongly recommend that parents do not schedule family vacations or appointments for their son/daughter during the formal exam periods.

- C. Academic Year Grade: The following standard will be used to calculate the final grade:
- 1st Semester Grade = 50%
 - 2nd Semester Grade = 50%

2.2 Homework Policy

It is the belief of ATIS that homework forms an integral part of teaching, and that if used effectively homework is a valuable teaching aid.

The emphasis of homework should be placed on the value of the assignment for the student, rather than on the time allotment needed for its completion. The purpose of a homework assignment may be to:

1. Strengthen basic skills.
2. Extend and reinforce classroom instruction.
3. Stimulate and further interests.
4. Develop initiative, self-direction and organizational skills.

The homework requirements for each class are spelled out in the course expectation sheets given to each student at the beginning of the school year.

2.3 Late Work Policy

Late assignments will not receive full credit.

Late assignments will lose 5% for each day an assignment is late after the due date.

Five school days after the deadline a grade of zero is given.

An assignment turned in late will receive no higher than 75% of the earned credit.

Late assignments must be accompanied by a note from the parents in order to be graded.

The student is responsible to ensure an assignment is given to the appropriate teacher, even if the assignment is due on a date in which the student does not have the subject lesson.

2.4 Grade Reporting

ATIS will issue a formal Quarterly Report Card at the end of each quarter. An academic year will consist of four quarters and each quarter consists of approximately eight weeks. These reports are retained by parents and not returned to school. Several types of assessments are used to determine student progress including, but not limited to: individual, oral, and group participation; written assignments; tests; and investigative projects. Other means might be appropriate to specific courses.

2.5 Student Progress Reports

Progress reports are issued to students at any time during the grading period when it is apparent that the student may fail or is performing unsatisfactorily in academics, effort, or conduct.

Parents of students who are under-achieving academically may receive notification via Scholastic Warnings sent home with students to be signed by parents and returned. Parents and teachers may deem it necessary to schedule conferences to further discuss the student's progress. Parents may call the school secretary to schedule an appointment with teachers. Only the Quarterly Report cards and the Final Year Report card are considered to be a permanent legal transcript document.

2.6 Student Evaluations

ATIS faculty will continuously and consistently evaluate the progress of students. A student's grade will be adversely affected if a student misses class instruction time due to unexcused absences,

tardiness, or truancy. Incomplete or late submittal of class work assignments, homework, or projects will result in deductions of marks.

2.7 Permanent Records

A permanent record is maintained in the school for each registered student. This record includes attendance data, conduct, academic grades, and standardized test scores.

2.8 Transcripts

Seniors can obtain up to 5 transcripts at no extra cost. Other students are allowed one per school year. Former students and graduates will have to pay 5 KD. For courier delivery, there will be an additional charge for each transcript.

2.9 Honor Roll – HS and MS

ATIS publishes a High Honor Roll and Honor roll at the end of each grading semester.

High School:

- Students with a GPA of 3.80 or above will be listed on the High Honor Roll
- Students with a GPA of 3.40 – 3.79 will be listed on the Honor Roll

Middle School:

- Students with 93% and above in all courses will be listed on the High Honor Roll
- Students with 90-92.9 % in all courses will be listed on the Honor Roll

2.10 Promotion, Retention and Probation

Following guidelines provided by the Ministry of Private Education, in order to be promoted to the next grade level students must achieve a minimum 60% (D-) in all courses – including core and electives.

- Any student who fails up to and including two courses, core or electives, will be required to retake the relevant course(s) in Summer School and/or Examination Retake to receive a minimum passing grade.
- Any student who fail three core subjects, or both math and English, will be required to repeat the grade level.
- In the High School (**only**) there may be an opportunity to retake an elective course in a following term to receive a passing grade. Students will not be promoted within an elective course until they receive a passing grade and thus have an effect on the ability to meet graduation requirements.
This option is dependent on the timetable and may not be available in a single academic year.
- Any student that has a GPA of less than 2.0 will be place on academic probation until such time the grade average exceeds the minimum. Students will be provided with relevant support depending on their needs.
- Students on academic probation may be subjected to a limitation of course selection based.

- Students that remain on academic probation for 2 quarters in an academic year will have their files sent to the Ministry of Private Education and subjected to be withdrawn from ATIS.
- Students have the right to learn in a positive environment. As such, consistent behavioral issues and/or multidisciplinary referrals will be taken into account when reviewing a student’s probationary status at ATIS (refer to Code of Conduct policy).

2.11 Summer School

ATIS offers Summer School to those students who have failed one or two academic subjects. Any student who fails more than two subjects will repeat the year. During summer school, the maximum attainable grade is 60% (D-). This is to reflect the fact that students are not able to complete the entire course again during the summer. Any other courses taken during summer school, which are offered during the normal school year, are for enrichment only and will not count for credit.

2.12 High School GPA Calculation Policy and Grading Format

Grade points are numerical values assigned to letter grades. Bonus points are additional numerical values assigned for Advanced Placement (AP) courses.

- ✓ Only final semester grades for each course attempted will be used in the computation of the GPA (Grade Point Average).
- ✓ A cumulative grade point average is computed by using grades received for more than one grading period.
- ✓ A non-cumulative grade point average is computed by using grades received for a single grading period.
- ✓ A weighted grade point average is computed by including AP points.
- ✓ An unweighted grade point average is computed without AP points.

A'TAKAMUL INTERNATIONAL SCHOOL GPA SYSTEM

Based on the American Curriculum Grading Scale

Approved by Kuwait Ministry of Education

GRADE	PERCENTAGE	GPA (regular courses)	GPA (AP courses)*
A	93-100	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	0.67	1.67

F	00-59	0.00	0.00
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Current GPA = includes grades from a specific quarter/term

Cumulative GPA = includes grades earned from grade 9 onward.

Credits refer to how many times per week the class meets:

4 times per week = 1.0 credit

2 times per week = 0.5 credit

1 time per week = 0.25 credit

Quality Points (QP) is equal to number of credits per course multiplied by the equivalent grade point

GPA is equal to the number of Quality Points (QP) divided by the total number of Credits

If a HS student receives an "F" grade in any course, it will result in zero credit hours and will not be counted toward graduation requirements. However, it will still count in the GPA.

All final course grades earned will be placed on the student's permanent record and appear on all official transcripts for the school.

Sample GPA Calculation

2.13 General Assessment Policy (Exams, quizzes, and tests)

- A. Students must double check their assessment schedules and rules beforehand.
- B. In general, teachers must not answer questions during an assessment. However, on occasions it might be necessary for teachers to answer questions at their own discretion.
- C. If there is a mistake on the assessment, the subject teacher will make the necessary adjustments during grading.
- D. No bathroom or water breaks during the assessment, unless the student has a documented medical condition.
- E. Students who are suspected of cheating will have their assessments withheld by the proctors to be marked by the subject teacher whether the assessment has been

Course	%	Grade	Grade Point Equivalent	Credits	Grade Points x Units	Quality Points
English	93	A	4.00	1	4.00 x 1	4.00
Math	82	B-	2.67	1	2.67 x 1	2.67
Science	76	C	2.00	1	2.00 x 1	2.00
Social Studies	92	A-	3.67	1	3.67 x 1	3.67
Arabic	97	A	4.00	1	4.00 x 1	4.00
Islamic Studies	95	A	4.00	0.5	4.00 x 0.5	2.00
Koran	81	B-	2.67	0.25	2.67 x 0.25	0.67
Living Values	92	A-	3.67	0.25	3.67 x 0.25	0.92
Elective	62	D-	0.67	0.5	0.67 x 0.5	0.34
Elective	90	A-	3.67	0.5	3.67 x 0.5	1.84
Elective	88	B+	3.33	0.5	3.33 x 0.5	1.67
Totals				7.5		23.78
GPA = $\frac{\text{Total Quality Points}}{\text{Total Credits}}$				$\frac{23.78}{7.5} = \mathbf{3.17}$		
The formula to convert GPA to percentage is: (GPA + 1) X 20				$3.17 + 1 = 4.17 \times 20 = \mathbf{83.41 \%}$		

completed in full or not.

- F. Students who are caught clearly cheating will be awarded a mark of zero for the assessment.
- G. Students who talk or move unnecessarily will have their assessments taken from them even if they did not finish the assessment.
- H. The time allotted for the assessment will be as specified. Students will not be given any extra time.
- I. Students are not allowed to leave the assessment room.
- J. Assessments will not be rescheduled to accommodate travel plans.
- K. Students missing assessments may be given a completely new assessment.
- L. Students who are present and refuse to take the assessment shall receive a zero on the assessment, with no option to take a make-up exam.

2.14 Missing Quiz and Test Policy

- A. Students who miss an assessment must provide a formal medical report on their first day back to school.
- B. Students who are absent before and the day of an assessment will be allowed up to two days to review before taking the assessment.
- C. Students who are absent the day of and days after an assessment will have to take the assessment on their first day back to school.
- D. Students who fail to bring in a formal medical report will not be allowed to take the assessment and will be given a zero.

2.15 Missed Exam Policy

- A. Students who miss an exam must provide a formal medical report on their first day back to school.
- B. Students who miss an exam must be prepared to write the missed exam on their first day back to school.
- C. Students who miss a final exam without a medical report are only permitted to take the retake exam with Summer School students.

3. GRADUATION REQUIREMENTS

3.1 General Diploma Requirements (for the Classes of 2015 to 2020*)

A minimum of 28 credits are required for graduation.

The number of credits students must earn in grades nine through twelve (9 -12) to be eligible for high school graduation are to be earned from the following categories:

CORE COURSES:

ENGLISH

English 9	1 credit
English 10	1 credit
	4 credits

English 11		1 credit
English 12 or AP English Literature and Composition		1 credit
MATH		4 credits
Grade 9	Algebra I	1 credit
Grade 10	Geometry	1 credit
Grade 11	Algebra 2 or Pre-Calculus or Pre-AP-Pre-Calculus	1 credit
Grade 12	Pre-Calculus or Business Statistics or AP Calculus	1 credit
SCIENCE		4 credits
Grade 9	Earth Science	1 credit
Grade 10	Biology	1 credit
Grade 10	Chemistry 1	1 credit
Grade 12	Physics or Environmental Science	1 credit
SOCIAL STUDIES		4 credits
Grade 9	World History 1	1 credit
Grade 10	World History 2	1 credit
Grade 11	American History	1 credit
Grade 12	Economics	1 credit
ARABIC		4 credits
Arabic 9 or AFL 9*		1 credit
Arabic 10 or AFL 10*		1 credit
Arabic 11 or AFL 11*		1 credit
Arabic 12 or AFL 12*		1 credit
(*AFL, Arabic as a Foreign Language, requires Ministry of Education approval)		
ISLAMIC STUDIES/QURAN/LIVING VALUES		4 credits
Islamic Studies/Quran/Living Values 9		0.50/0.25/0.25 credit
Islamic Studies/Quran/Living Values 10		0.50/0.25/0.25 credit
Islamic Studies/Quran/Living Values 11		0.50/0.25/0.25 credit
Islamic Studies/Quran/Living Values 12		0.50/0.25/0.25 credit
REQUIRED ELECTIVES		4 credits
FINE ARTS		1 credit
2	1/2 credit courses	
INFORMATION TECHNOLOGY		1 credit

2 1/2 credit courses

***WORLD LANGUAGES**

1 credit

2 1/2 credit courses

(To be taken consecutive)

*** Class of 2020**

2 1 credit course

2 credits

PHYSICAL EDUCATION

1 credit

2 1/2 credit courses

(ONLY two 1/2 credit courses permitted)

ADDITIONAL ELECTIVES

2 credits

2 credits earned in any other courses

3.2 PSAT

The PSAT is given each year in October. All eleventh grade students are required to take this test at no charge. The PSAT provides an excellent opportunity for students to prepare for the SAT by learning about their strengths and weaknesses in English and mathematics.

3.3 Advanced Placement (AP) Courses

Advanced Placement (AP) courses are advanced-level courses with external exams. Students who take AP courses are required to complete the end-of-course AP examinations. Students may receive college credit and/or placement based upon their exam grades. The AP program is offered in English and mathematics. AP courses are offered as open enrollment to all students committed to rigorous, academic work. Further information about the AP program may be obtained by contacting the AP coordinator.

Advanced Placement (AP) courses, receive an additional 0.5 added to the final grade upon successful completion of the course. Successful completion is defined as completing the course with a passing grade and completing the corresponding exam. For example, a final grade of A in an AP course shall receive 5.0 quality points for purposes of calculating grade point average.

AP (Advanced Placement) students are required to pay 50 KD for each College Board AP exam.

3.4 SAT and TOEFL/IELTS

Students must take the SAT and TOEFL (or IELTS) tests in order to meet all graduation requirements.

SAT	sat.org	collegeboard.org
TOEFL (US)	toefl.org	ets.org
IELTS (UK)	ielts.org	

3.4.1 SAT (SCHOLASTIC APTITUDE TEST)

The SAT and SAT Subject Tests are designed to assess your academic readiness for college. The SAT tests the reading, writing and math skills that you learn in school and that are critical for success in college and beyond. It gives both you and colleges a sense of how you'll be able to apply the thinking, writing and study skills required for college course work. ATIS students are required to take the SAT.

3.4.2 TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE) and IELTS (INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM)

The TOEFL and IELTS measure student's ability to use and understand English at the university level. They evaluate how well you combine your listening, reading, speaking, and writing skills to perform academic tasks. ATIS students are required to take the TOEFL or IELTS.

3.5 Registration for Classes

After Third Quarter grades are finalized, each student receives a Course Registration Form to register for the next year's courses. After parents have approved the course selections, the master schedule is prepared and students' schedules are processed.

Schedule Changes/ Withdrawals

A schedule change may be requested during the first 5 days of the school year.

Provided the student meets the criteria for dropping a **core course**, withdrawal is permitted without any penalty. Please select your courses carefully. We will work very hard to provide with the support to be successful in every class.

Drop /Withdrawal Date is October 13, 2016. After this date, students will not be able to drop a class. It will remain on their course history and transcript. A mark of W will be recorded on the student's transcript.

3.6 Repeating Elective Courses

Students usually repeat high school elective courses only when they have failed the course the first time. Both grades will be figured in the GPA and recorded on the transcript.

4. GRADUATION AWARDS

4.1 Valedictorian and Salutatorian

The graduating senior who receives the highest grade point average computed over a 4 year period (9th grade through 12th grade) will be appropriately recognized at the graduation ceremony as Valedictorian. The graduating senior with the second highest grade point average will be recognized as the Salutatorian. These two awardees must also have attended ATIS for at least four semesters of high school prior to graduation. If there are two students with the same GPA, then the above awards may be shared. These are the two most prestigious honors offered at ATIS. The tentative selection is made at the end of the third quarter, but the final selection is not made until 4th quarter and averages have been compiled.

4.2 ATIS Most Distinguished Award

As any school grows and matures, there are bound to be changes that reflect this. The Most Distinguished Award is given to **one student** who embodies the ideal of ATIS; the integration of the best of the east and west. The criteria used to choose the recipient comes from our school motto, "Respect, Responsibility, Recreation, and Results." We are not looking for just the top academic students, but rather all-round students who lived our motto; students who, while having good grades, balance their life to include other activities. However, in addition to being involved in the life of the school, their actions and demeanor also have to reflect a sense of dignity and integrity; truly, a model for other students to follow. To find such students, we consult as many staff as possible who knows our graduates the best. Therefore, the recipients of this award are decided by the senior administration in consultation with all Grade 12 teachers.

4.3 Subject Awards

Each subject has two awards: the Academic and Exemplary Achievement Awards. The Academic Award is given to the student with the highest grade in the subject, while the Exemplary Achievement Award is given to the student who has excelled academically, socially, and morally throughout the course.

4.4 Graduation with Honors

ATIS High school offers two types of honor cords to graduating seniors:

Gold Honor Cord

- To qualify, the student must have either a regular or weighted cumulative GPA of 3.8 or higher based on at least four semester attendance at ATIS.

Silver Honor Cord

-To qualify, the student must have either a regular or weighted cumulative GPA of 3.5 – 3.79 based on at least four semester attendance at ATIS.

5. ATTENDANCE, WITHDRAWAL and SCHOOL DISMISSALS

5.1 Time Schedule

Classes are in session from 7:30 am until 2:30 pm. Students are expected to be on time to their classes. Students are not to be in the building at other times unless participating in a school sponsored activity with the sponsoring teacher present. Students are expected to be off the school grounds within ten minutes after dismissal unless under supervision of school personnel.

5.2 Attendance Policy

ATIS puts a high priority on student attendance. It is important for students to be in school in a consistent routine of study and participation in school activities. This is the best way to build a strong academic record and to establish the reputation of involvement and responsibility. Only the following reasons are allowed for an absence to be considered excused.

- Personal illness
- Severe illness or death in the family
- Exposure to contagious diseases
- Religious holidays
- School-related activities that have been approved by the school

Procedure

1. If a student is not physically present in the classroom assigned, he/she will be marked absent, regardless of the reason (school business, committee meeting, field trip, illness, prearranged, etc.).
2. Students who are absent are expected to bring an official medical note upon their return to school. Students show the medical note to their homeroom teacher and each subject teacher the day they return. At the end of the day, the note is to be given to the VP.
3. Students who do not bring in a medical note within 3 school days following an absence will automatically receive a zero for any homework and class work missed. The student will be held responsible to make up any school work that was missed due to these excused absences. Excuses from doctors and parents will not be accepted after the three-day limit.
4. If a student is absent more than two consecutive days, an explanation call from a parent is expected. Students are responsible for completing any homework missed during an absence, and it is the responsibility of the student to ask teachers for any missed assignments. Students are expected to submit make-up assignments within the time frame specified by the individual teacher. (See Late Work Policy and General Assessment Policy)
5. If a student must miss school for an extended period of time, please call the Principal or Vice-Principal to discuss the matter. It is the responsibility of the student to see their teachers in advance of the absence to obtain the necessary assignments. **Students are responsible for making up work missed.**

Parents will be contacted and disciplinary action may be taken when students are repeatedly tardy for school and classes.

- If a student comes to school **after 7:40am without a formal excuse**, he/she will be asked to return home.
- Three tardies in one class equals one absence and lunch time detention.

- **Students are not allowed to leave the classroom during the first and last 10 minutes, except for emergencies.**

Note: All absences regardless of the reason will be counted. This includes absences that are due to suspension.

5.3 Attendance and Punctuality to Class

Attendance and punctuality are important, and students are expected to arrive to school on time and to each class on time. Three tardies will count as one absence. Absenteeism of 30% or higher in any given class will result in an incomplete grade. In addition, class work participation grades are affected if students are tardy, absent, or truant. Doors will be locked at 7:40am. No student will be allowed to enter school after 7:40am without a formal medical note. Students are expected to attend all classes, including 1st period.

3 Tardies---Lunch Time Detention---Cumulative---After School Detention

5.4 Tardy to School

A tardy is defined as arrival to class within the first ten (10) minutes after the tardy bell rings. Students arriving at school after 7:30am are expected to report to the Vice-Principal Office for a tardy pass. Arrival to class 10 to 29 minutes after the tardy bell will constitute a late. Arrival to class 30 minutes or later will constitute an unexcused absence. Repeated tardiness may be considered violation of the Code of Student Conduct.

Students are expected to take advantage of the educational opportunity afforded to them by attending all classes punctually.

Morning Tardy Guide

- First late arrival: Student will receive first verbal reminder of timeliness.
- Second late arrival: Student will receive a second verbal reminder of timeliness.
- Third late arrival: The student will receive a detention. A phone call will be made to the parents discussing tardiness and the consequences of further tardiness.
- Sixth late arrival: A meeting will be arranged involving the parents, grade coordinator, and vice-principal.

The first and second tardy receive warnings; thereafter the appropriate discipline actions will be taken. Each teacher is responsible for recording each student's tardy to their class.

The tardy count starts at zero at the beginning of each semester.

5.5 Class Attendance

Education is an interactive process between receptive students and qualified and caring adults. ATIS attendance policy is based on the belief that regular attendance is essential for academic success. This policy requires that a student must attend at least 76% of scheduled classes from the first day of the year in order to receive course credit. The teacher's attendance record book is used to determine if attendance requirements have been met.

5.6 Tardy to Class

A warning bell will ring five minutes before the tardy bell. A student will be considered tardy to class if he/she is not in his/her assigned room when the tardy bell rings. Students who are excessively tardy will be referred to the appropriate administrator.

A student is considered absent when he/she is 20 minutes late or more from the start of class.

5.7 Early Dismissal

Permits to leave school are granted in emergencies. Students are urged to arrange doctor, dental, and other appointments at hours that are not in conflict with school time. Students should only be removed before the end of the school day, for pre-arranged medical appointments or other necessities and an official appointment note must be provided.

In case of a sudden illness incurred during the school day, a student is allowed to leave the school's premises only if the nurse provides a withdrawal slip after conducting an examination.

If an emergency should arise, a parent or guardian must sign the student out of school. No permission to-leave slips will be written without a parent or guardian signature. **Students will not be allowed to leave early for any other reasons, such as entertainment or convenience.**

5.8 Excused and Unexcused Absences

Absences for reasons of illness, family emergencies, visa requirements, school sponsored trips or an activity approved in advance by the school are excused. Students **MUST RETURN WITH A SIGNED NOTE** for all the parent-initiated absences. **For all absences, it is the student's responsibility to contact teachers to obtain make-up work. Students absent for all or part of a day are required to bring a written note of explanation signed by a parent to the homeroom teacher or VP. A Late Slip will be issued to the student for entering class.** If a student does not provide a signed note, the absence will be considered UNEXCUSED. Absent students aren't allowed to enter the building. **Any study material maybe collected from 2:30 pm—3:30 pm.**

ATIS has an established attendance policy which states, "A student accumulating ten (10) or more unexcused absences in a core course or five (5) or more unexcused absences in an elective course is subject to the withholding of the final passing grades. Students whose grades are withheld will receive NC(no credit) on their report card."

From time to time, there are absences for such things as school field trips or school sponsored events that will be considered an excused absence. These **excused absences will not be counted against the student. Excused absences will be determined only by the Administration of the school.**

5.9 Truancy

Truancy is defined as a student being absent without approval of his/her parents or school officials. Truancy occurs when: the student leaves school without permission to leave; the student is in the building, but it is out of class without permission.

Students declared truant may be assigned an After School Detention, suspension, and/or break time detention to make up the time they missed. A third incident of truancy may result in suspension.

5.10 Vacation

We do not recommend that students go on extended vacations during instructional time as it may adversely affect the students' academic success in their courses. **Teachers are not responsible for providing notes or alternate assignments for classes missed during vacation.** Students returning from vacation will be required to complete missed work and evaluations. It is the responsibility of the parents to inform the MS/HS Office, in writing, well in advance of the vacation.

5.11 Early Withdrawal from School

Notice of early withdrawal from school should be made at least two weeks prior to departure. All books must be returned, and financial clearance must be made at the school registrar's office before records can be released.

If withdrawal is expected a few days prior to the end of the semester, parents are asked to notify the school in writing as soon as possible so that the official transcript can be prepared. Students who withdraw from school prior to the midterm or final exam will not receive a semester grade or final grade. Withdrawing students may not be absent more than 5 days in any quarter in order to gain credit. A student who will miss more than 5 days in a quarter will receive "W" or "withdrawing" grades, and it will be at the discretion of the gaining school how they accept those grades.

5.12 Exams/Grades for Withdrawing Students

Withdrawing students will be provided with their last quarter's report.

5.13 Records for Withdrawing Students

All records for students withdrawing from ATIS will be ready one week after the last day of school. Students who are leaving the country must leave a mailing address since they cannot have their records on the last day of school. No report cards will be released ahead of the last day for students.

5.14 Report Cards

A student's report card is an important record of their accomplishments and progress. As a result, it is extremely important that parents not only receive these, but review them with the students. Report cards will be issued to students, unless parents request in writing that report cards should be held for pick up by parents or a designated adult. **Teachers cannot give Final grades and/or 4th Quarter grades to parents early. Report cards & final grades will be distributed on the day listed in the school calendar.**

6. SCHOOL UNIFORM

ATIS believes that a uniform is an integral part of operating a safe and effective school environment, and that modesty is something that should be modeled by all. All students are required to wear the school uniform unless the school authorizes special “non-uniform” days. For all students there are two uniforms, one for Academic classes and another for Physical Education classes. Students may wear their PE uniform to school only on the days when they have PE. Please refer to the handbook for the school’s policy regarding jewelry. All students must come in proper school uniform and must also leave school in their proper school uniform. It is important that you take pride in your appearance by wearing your complete uniform.

ALL UNIFORMS MUST BE PURCHASED FROM THE SCHOOL UNIFORM SHOP.

MS/HS GIRLS:

Shirts:

- Must be purchased from the uniform shop.

Undershirts:

- Shirts worn under the ATIS polo-style MUST be solid WHITE only – must be tucked in at all times and be worn under uniform polo or oxford shirt.
- Colored undershirts and colored undergarments MUST NOT be worn under the white school shirt.

Trousers/ Skirts/ Jumpers:

- Must be purchased from the uniform shop.
- Navy blue trousers, long skirts or tunic ONLY. Skirt length is 6 cm. below the knee or long skirts.
- Avoid skirts which are too short, too tight, or too full.
- **No cropped trousers, no skinny style or cargo style pants are permitted.**
- Pants shall be worn with both legs rolled down.
- No jeans, stretch pants, leggings, jeggings, pajama pants or sweatpants will be worn. NO CAPRI PANTS WILL BE WORN.
- **No shorts allowed.**

Winter Uniform:

Sweaters & Jackets:

- Only a school sweater may be worn.
- In colder weather navy blue jackets may be worn without any word or designs. **No hoodies allowed.**

Footwear:

- Only PLAIN black shoes may be worn with school uniform.
- Only PLAIN black trainers may be worn with PE uniform.
- SANDALS ARE NOT TO BE WORN. CROCS AND SHOES OF A SIMILAR NATURE ARE NOT TO BE WORN TO SCHOOL.

- No open toed or heel shoes permitted.
- No high top shoes allowed.
- In winter months, boots may be worn with trousers, provided the trousers are worn over the boot. Pants may be cut 1" from the bottom. They must be hemmed. Trousers will not be tucked into the boots.
- Plain white socks, white or black tights may be worn with school uniform.

MS/HS BOYS:

Shirts:

- All uniforms must be purchased from the uniform shop.
- Colored undershirts are not allowed to be worn under the white shirt.

Pants:

- Navy blue dress pants. No cargo style pants are permitted.
- **NO SHORTS**
- Sagging Pants: Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. No undergarments (including boxer shorts) should be showing.

Footwear:

- Only PLAIN black shoes may be worn with school uniform.
- Only PLAIN black trainers may be worn with PE uniform.
- SANDALS ARE NOT TO BE WORN. CROCS AND SHOES OF A SIMILAR NATURE ARE NOT TO BE WORN TO SCHOOL.
- Plain socks may be worn with school uniform.

Winter Uniform:

Sweaters & Jackets:

- Only a school sweater maybe worn.
- In colder weather navy blue jackets may be worn without any word or designs. No hoodies allowed.

All Students:

PE Uniforms:

- PE Uniforms must be purchased from the school uniform shop.
- For students who need larger sizes not available at the school uniform shop, they may wear solid, navy blue gym pants with solid white shirt; polo shirts are not allowed.

Hair items and other accessories:**Hair:****Girls**

- Long hair on girls must be neatly pulled back in a full ponytail or half-ponytail and held in place with a hair band.
- Hair color and style must be appropriate for school.
- Any hair bands, clips, and barrettes must be kept simple. Headbands must be plain color white, black or blue.

Boys

- Haircuts are to be short and tidy, with hair off the collar and evenly cut (no mohawk, etc).
- Hair must be above ears, eyebrow, and collar.
- Excessive gel on hair is not allowed.

Head coverings:

- Only PLAIN WHITE scarves are to be worn. Scarves must NOT be decorated in any way.
- Seniors are allowed to wear plain navy blue scarves.
- Hats, caps, baseball hats, bandanas, etc. are not allowed to be worn in school during classes nor during breaks. DO NOT BRING CAPS OR HATS ON CAMPUS DURING SCHOOL TIME.

Jewelry:

- Girls may only wear one earring stud per ear (no dangles).
- Boys are not permitted to wear earrings.
- Both boys and girls may wear a wristwatch.
- No necklaces, anklets, rings, or bracelets may be worn by students.
- No facial jewelry may be worn, other than the earring stud.

Make-Up:

- Girls may not wear any type of make-up, including foundation, mascara, or eyeliner.
- Colored contact lenses are NOT allowed.
- Nail polish is not allowed.

Accessories:

- Sunglasses cannot be worn during the school day and must be kept in the lockers upon arrival at school.

Non- Uniform Day Dress Code**Girls**

- Skirts/ dresses must be below the knee
- No torn t-shirts, jeans
- No tight jeans, jeggings, leggings, or shorts
- Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn
- Sleeves – should be medium length
- No make-up

- Nail polish is allowed
- No flip-flop sandals

Boys

- No shorts
- No flip-flop sandals

Administration makes final determination as to whether clothing and/or accessories are in accordance with the school uniform policy. **If a student arrives in any inappropriate items, the following will occur:**

- If uniform is out of compliance, parent will be called and asked to bring appropriate item of dress or the student will be required to buy the uniform from the school uniform shop.
- Student habitually coming to school out of uniform will be given after school detention.
- Inappropriate items will be confiscated and released only to a parent/guardian.
- ***It is each student's responsibility to wear proper uniform daily.***

Violations of the dress code will lead to disciplinary action.

7. BRING YOUR OWN DEVICE (BYOD)

Definition

Bring Your Own Device (BYOD) is a policy that allows students to bring and use their own personal electronic devices at school. Devices include but may not be limited to: tablets (such as iPad), laptops, and netbooks (smartphones and eReaders are not included). With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize productivity tools available to them.

Purpose

The BYOD program is designed to help students keep up with the demands of the 21st Century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students authentic experiences to build their 21st Century skills (collaboration, creativity, communication and critical thinking) to prepare them for college and career.

Bring Your Own Device

Students in grades 6-12 may bring a supported personal computing device to school for educational purposes with teacher approval.

Guidelines

When using their device, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes will subject the student to disciplinary action. Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Responsibility for Devices

- The electronic devices that students bring to school are their sole responsibility.
- The school assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Only limited resources will be spent to locate lost or stolen items.
- Personal devices may be subject to investigation in accordance with School Policy.
- Students are expected to keep their devices secure at all times and not loan to others.
- Students are expected to exhibit digital responsibility and follow the ATIS Acceptable Use Policy while using technology.
- Use of technology is a privilege, not a right. This privilege can be revoked.

8. EXTRA-CURRICULAR ACTIVITIES

We are part of the KFSAC (Kuwait Foreign Schools Athletics Conference) organization. We have entered the U20, U16, U14 and U11 age groups for both boys and girls. As members of KFSAC we have entered a number of competitions this academic year in the following sports: volleyball, soccer, indoor soccer, basketball, table tennis and swimming for Middle/High School. We will be holding trials throughout the year for students interested in the sports that we have entered. If your son/daughter is chosen to represent the school on one of these teams, then they will be participating in practices and games two afternoons a week after school.

We are very excited to be able to offer our students the opportunity to participate in so many inter-school competitions for the various age groups. We want the students to benefit from active involvement in this area of their school life. ATIS encourages team work, training to improve their ability, commitment to the team, sportsmanship, and fair play.

Lastly we hope that the KFSAC competitions and the students' physical education lessons help instill in our students a positive attitude towards adopting a healthy lifestyle not only during their time studying at A'Takamul International School but also throughout their life.

ACTIVITIES IN THE MIDDLE AND HIGH SCHOOL

8.1 School-Sponsored Activities

ATIS offers membership in various After-School Activities. A list of activities is given to each student at the beginning of the year. Students who are interested in joining can contact the sponsor for membership information. Students are encouraged to participate and enjoy all school-sponsored functions.

The school offers the following programs:

- Radisson SAS Art Competition
- Variety of Teacher-sponsored clubs are offered during the year

Additional activities are offered if enough student interest is generated.

8.1.1 Evening Activities

Activities held on campus during the evening must have clearance from the administration. These activities must at all times have a sponsor present. A request must be submitted and approved at least two (2) weeks prior to the event.

Evening activities are open only to current ATIS students in grades 6 - 12. All other guests must be pre-approved by the administration. The student is responsible for the conduct of his/her guest. If the administration believe the student's behavior to be inappropriate, suggestive or unsafe the student(s) may be removed from the activity. All school-sponsored evening activities must conclude by 11:00 pm.

8.1.2 Publications

Student publications permit students interested in various aspects of journalism (e.g., writing, layout, sales, advertising, proof-reading, editing, photography, bookkeeping, etc.) to gain some practical experience while developing their own abilities.

8.1.3 Sales

The Middle School/High School Principal and the School Superintendent must approve in advance or in writing Bake Sales of all merchandise on school's grounds or at school events. No student may sell any items for personal profit. This is a violation of the Code of Student Conduct and will result in administrative actions.

8.2 Student Council and Senior Committee

Student Council and Senior Committee are student-based civic organizations designed to help promote school spirit and leadership among students. Students participating in Student Council and Senior Committee must maintain a high standard of personal conduct.

Elections for Student Council and Senior Committee officers are held at the start of the school year. Students interested in applying for Student Council/Senior Committee may receive an information packet at the beginning of the school year.

Criteria to Participate:

- ✓ Candidate must have a minimum of 3.0 GPA for HS & B average for MS students
- ✓ Must not accumulate excessive unexcused absences/tardies
- ✓ Acquire a minimum of 4 recommendation letters from all their teachers from Grade 11
- ✓ Candidate must have demonstrated exemplary behavior
- ✓ Candidate must possess leadership & organizational skills

Member's Responsibilities:

Once elected, members must abide by the following rules & regulations. In the event that a member violates any of the rules of the school and/or committee, administration will replace the student with a suitable candidate.

- ✓ Maintain a minimum 3.0 GPA for HS & B average for MS students
- ✓ Must not accumulate excessive unexcused absences/tardies while holding office
- ✓ Maintain exemplary behavior
- ✓ Work cooperatively with committee members
- ✓ Work cooperatively & respectfully with administration

If an officer violates the Code of Student Conduct, fails to adhere to the aforementioned policies, or fails to fulfill his/her duties as determined by the faculty sponsor, the student will be subject to immediate removal from office, and the faculty sponsor will appoint a replacement of his/her choice.

Important Rules & Regulations

- Committee must present the Senior Committee coordinator with a tentative yearly plan, including specific dates and events.
- Only one fund raising activity per quarter is allowed during school hours. Other activities should be organized after school.
- A draft proposal must be handed in at least two weeks prior to any event.
- The draft proposal must include the purpose, procedures and costs of the event.
- All events must be approved by the Senior Committee coordinator and the head office.
- After each event, the committee must provide a formal report which includes an account of all funds raised and/or spent.
- Monthly financial reports must be submitted to the Senior Committee coordinator. Failure to submit the financial report will result in freezing all activities.
- Money raised by the Senior Committee may only be used to benefit the entire senior class. Activities funded by the Senior Committee must include all seniors.
- At the end of the year, Senior Committee will provide a final accounting of all money raised and spent, including the number of students who participated.

9. HEALTH PROCEDURES

The school Health Policy is designed to provide the greatest safety and protection for students and all others at ATIS. A certified nurse is on duty during the entire school day.

Parents have the opportunity to inform the school, confidentially, of any student health conditions that needs to be noted. This is recorded on the Student Health Records.

The procedure for admittance to the clinic is as follows:

1. A student who is ill must first secure a pass from his/her teacher or duty teacher during break in order to visit the nurse's office. Students cannot report to the clinic during the 5-minute passing time between classes.
2. Serious illness will require the nurse to telephone a parent or guardian.
3. Students may remain in the clinic for 15 minutes. After 15 minutes, the student will be required to return to class.

Emergencies

If an accident or sudden illness occurs at school the nurse will make every effort to contact parents. Please keep the office informed of any change in home, business, or emergency phone numbers. In the event that the school is not provided with updated contact numbers, parents waive their right to communicate with their school's teachers, administration, and staff.

Illness

If your child is ill and unable to attend school, please telephone the nurse's office between 8-9am on the first day of illness. It is helpful if the nature of the illness is described, so the nurse can watch for general trends.

Medical Concerns

It is vitally important that you notify the school, especially your child's teacher, if there are any health concerns we should be aware of. Additionally, parents must provide the school nurse with copies of their child's medical records. In the event that an ailing student's medical records are not provided, the school's ability to help the student is severely hampered, and ATIS is not responsible for any health-related issues.

Medication

Medication can be brought to school if it is essential to the health of the student. The medicine with accompanying statement must be clearly marked with the student's name, correct dosage, and parent's signature. Medicine will be kept in the nurse's office during school hours.

NURSE'S OFFICE (Girls) ext. 224

NURSE'S OFFICE (Boys) ext. 215

10. TEACHER/CLASSROOM MANAGEMENT

Students are expected to follow teacher rules on academics and behavior posted in individual classrooms. COMMON SENSE AND GOOD JUDGMENT will prevent most infractions. Each teacher has the authority to respond to inappropriate conduct, according to ATIS policies, or to contact parents, after advising the administration, if necessary. Repeated infractions are referred to the administration for AFTER SCHOOL DETENTION OR SUSPENSION.

Student Behavioral Management Chart

The behavioral management chart shows students the consequences of repeatedly unacceptable behavior in school and is the formula for administering behavior related discipline.

1. Each completed BEHAVIOR LOG results in 1 Lunch Time Detention (LTD)
2. 3 LTDs result in 1 After School Detention (ASD)
3. 3 ASDs result in 1 SUSPENSION
4. SUSPENSIONS ARE INCREMENTAL (IN DAYS): 1, 2, 3, 5, 7, 10, 14
5. TRUANCY without a valid excuse (for example medical) automatically moves discipline procedures up to the next level.
6. VPs and the Principal have the right to award ASDs or SUSPENSIONS at their discretion for serious student infractions.

REPEATED OCCURRENCES OF OFFENSES, INAPPROPRIATE BEHAVIOR

For serious infractions, a student may be suspended from school. Any assignments such as homework, class work, or projects, which are missed due to suspension will receive a late GRADE. Suspended students will not be allowed to make up any missed tests or quizzes.

Students on school suspension are not allowed to participate in school events, such as trips, sporting events or afterschool activities. Furthermore, during suspension, students must remain off school property at all times until the suspension is completed. Students may not come to school to see their teachers, friends or participate in after school activities. In the event that this happens, school security will escort the suspended student outside the building. SUSPENSION MAY REQUIRE A PARENT CONFERENCE PRIOR TO RE-ADMITTANCE TO THE SCHOOL. The school reserves the right to mandate that this be in person, if necessary. **Three suspensions or more will result in the Ministry being notified for the permanent withdrawal of the student.**

A.

11. CODE OF CONDUCT and DISCIPLINE POLICIES

The staff and administration of ATIS use a variety of strategies to deal with discipline issues. The most common of these are the following:

1. School Management System message or/and phone call

Teachers are encouraged to discuss their concerns directly with the parents of the student. Likewise, parents are invited to get in touch with their son's/daughter's teachers to discuss issues relevant to learning and behavior.

2. Detention

- When a student fails to honor his/her detention, it is doubled.
- When a student misses a doubled detention, he/she has chosen a after-school detention.
- Students who repeatedly miss detentions and doubled detentions will receive a full-day suspension.

11.1 Major Areas of Disciplinary Concern

Though occurring infrequently, some student offenses are serious and the student will be severely disciplined. An administrative decision for the following inappropriate behavior may call for immediate suspension from school rather than detention. In all cases parental conferences will be required prior to re-admittance after suspension. In some cases in-school and/or out of school counseling may be required.

11.2 Bullying

A. **Bullying** means any intentional gesture or any intentional written, verbal, or physical act or threat by a student that a reasonable person under the circumstances should know, will have the effect of:

1. Harming a student,
2. Damaging school property,
3. Placing a student in reasonable fear of harm to his or her person,
4. Placing a student in reasonable fear of damage to his or her property,
5. Is sufficiently severe, persistent or pervasive that it creates intimidating, threatening or abusive educational environment for a student,
6. Unreasonable interferes with an individual's educational performance.

B. **Cyberbullying** is an aggressive, intentional act carried out by a group or individual using electronic forms of contact. These include but are not limited to:

1. **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort,
2. **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people,
3. **Phone call bullying via mobile phone** uses silent calls or abusive messages,
4. **Email bullying** uses email to send bullying or threatening messages,

5. **Chat room bullying** involves sending menacing or upsetting responses to people when they are in a web-based chat room,
6. **Bullying through instant messaging (IM)** is an internet-based form of bullying where students are sent messages as they conduct real-time conversations online,
7. **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites.

Students who engage in any form of bullying another student or school employee either during school or after school hours will be subjected to all school discipline policies. Bullying in any form may lead to suspension.

11.3 Prohibited Behavior

Students attending ATIS are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including, but limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; causing damage to another's clothing or possessions; and another belongings.
 2. Verbal abuse against a student, including, but not limited to, name calling, threatening, taunting, and malicious teasing.
 3. Psychological abuse against a student, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.
 4. Bullying also includes any act of retaliation taken against:
 - a. Any person bring a complaint of bullying
 - b. Any person assisting another person in bringing a complaint of bullying, or
 - c. Any person participating in an investigation of an act of bullying
- **CHEATING:** Students cheating will receive an automatic zero and have the work sent home to be signed by a parent. Academic dishonesty includes lying, stealing, copying from other students, and **plagiarism***. Falsifying a parent's signature or altering grades are dishonest. Any student who falsifies a school document, report, transcripts, and scholastic warnings will lead to a suspension ranging from 1-5 days. A student who helps/assists another student to cheat will also receive a zero. Cheating on final exams will result in loss of exam credit, will receive a zero. When cheating is suspected, after the exam/test has been marked, students may be required to retake an exam or part of an exam in order to verify the grade. Use of a cell phone during a test or quiz is considered cheating. **Possession of 'crib/cheat' notes, once the test/exam has started will automatically be considered cheating, student will automatically receive a zero.**
 - ***Plagiarism: Also see "CHEATING."** Passing off someone's work as your own is known as plagiarism. Individuals who plagiarize material deliberately are committing an illegal act. More common is the failure of an individual to cite the sources of their information. Students when writing assignments/ projects must list the sources they used to take the texts, pictures, animation, movies, sounds or graphics. Students at ATIS must follow the rules stated above. Parents of student proved to have submitted plagiarized work for the first time will be asked to meet the teacher and the grade coordinator and sign a letter stating that his/her child

committed plagiarism. Student will then be allowed to repeat his/her work however the repeated assignment will be capped to 75%. A grade of zero will be awarded to repeated offense.

- **CLASSROOM DISCIPLINE PROBLEM WHEN SUBSTITUTE IS PRESENT**

Students who are sent to the office by a substitute for disciplinary problems can expect a more severe consequence than they might if they were sent by their regular classroom teacher. This includes taking advantage of a substitute's lack of knowledge regarding regular school and classroom procedures.

- **CUTTING CLASS AND TRUANCY FROM SCHOOL:** Truancy is defined as student's absence unauthorized by parent or legal guardian. (This includes forged notes) An unauthorized absence from class is one without teacher permission. A student who leaves a class with permission and does not return or who is absent without permission from a lesson is in violation and will be assigned an after school detention. Repeated truancy from lessons will result in suspension. Truancy that involves a student leaving school property will result in suspension. If a student is found guilty of truancy, they will receive a grade of zero for the entire day in all subjects. Attendance is taken daily by teachers and reported to the office.

- **DRUGS:** Any student found to be in the possession of, taking or using, buying or selling, giving or accepting any nonprescription narcotics, barbiturates, hallucinogenic drug, or marijuana on the school campus, on the school bus, at any school activities or in the school neighborhood will be expelled from ATIS. In any situation when it is suspected that a student is under the influence of drugs, parents will be called to come to school. **ABSOLUTE PROOF IS NOT REQUIRED.** As a part of the school's detection procedure urinalysis may be conducted at a facility of ATIS's choice. Lack of cooperation on the part of the parent or student may result in the student's immediate suspension from ATIS.

- **FIGHTING AND USE OF VERBAL PROFANITY:** Fighting, the use of profanity, insulting and profane gestures are unacceptable during school hours, on school buses, or during school functions on or off ATIS campus. It may lead to suspension or expulsion from the bus.

- **INSOLENCE AND RESPECT TO TEACHERS:** Insolence is talking back to teachers and staff, rude behavior, ugly facial and body expressions, making threats, use of derogatory language and excessive sarcasm. Insolence can also include raising a voice and refusing to follow directions. If a student is insolent or disrespectful to a teacher the student **WILL BE SUSPENDED IMMEDIATELY.**

- **SLANDER, DISPARAGING BEHAVIOR AND ABUSE:** May take many forms all of which are unacceptable. If a student is found abusing another student or member of staff through forums such as words, notes, letters, pictures, text messages, emails or postings on the internet and the like the offender will be suspended from school immediately.

- **SMOKING AND USE OF TOBACCO:** Possession and/or use of tobacco products including e-cigarettes are prohibited at all times during school hours, at school sponsored activities or on

trips, on the school bus or in the school perimeter. IF STUDENTS ARE FOUND TO BE IN A SMOKE FILLED AREA, THEY WILL BE CONSIDERED TO BE SMOKING. Possession of any tobacco products (including lighters) will result in detention and confiscation. **Smoking anywhere in the school and even smelling of cigarette smoke will result in immediate suspension.**

- **THEFT:** Acts of theft consist of actual taking, assisting in taking or in any way participating in receiving materials belonging to someone else without that person's consent. ATIS has the right to search students and their personal possessions. School assigned lockers can be searched at any time. A student charged with theft will be suspended. Counseling may be required before re-admittance to ATIS. Repeated offenses may lead to denial of re-admittance.
- **VANDALISM AND GRAFFITI:** Most students appreciate and respect the efforts of our personnel in keeping the school functional, clean and beautiful. Vandalism is considered a serious offense and can result in immediate suspension. Vandalism includes, defacing, destroying and/or moving school property. An offender will be required to repair, replace or pay for damages caused accidentally or willfully.
Bus vandalism is equally serious and can result in suspension from the bus and/or the school.

11.4 Consequences for Behaviors Not Requiring Suspension

For some students, consequences are needed to discourage misbehavior or to learn new behaviors and responses. Failure to adhere to the practices outlined in the handbook may result in consequences that include one or more of the following at the discretion of the teacher and administration:

- Verbal warning
- Loss of recess
- Contacting a parent or guardian
- Written assignment
- Contract agreeing to specific behavior
- Detentions – during school (Break time), after school,
- Personal escort to classes
- Meeting with student
- Teacher-assigned detentions
- Assignment of appropriate task
- Re-doing assignment with supervision
- Use of daily tracking sheets
- Exclusion from attending school-sponsored events and activities
- Withdrawal of privileges
- Payment for damage or loss
- Involvement of parents
- Referral to counselor
- Referral to vice-principal, principal
- Temporary withholding enrollment
- Referral to Ministry of Private Education

For more Serious Offense:

- Suspension
- Loss of credit
- Recommendation for expulsion
- Referral to Ministry of Private Education
- Refusal to enroll in next academic year

Suspension shall be considered for:

- Using profane, lewd, obscene or abusive language, gestures or other written or electronic communication
- Uttering a threat to inflict serious bodily harm on another person
- Possessing illegal drugs
- Being under the influence of drugs
- Possessing a weapon and/or using a weapon to cause or to threaten bodily harm to another person
- Swearing at a teacher or at another person in a position of authority
- Committing physical assault on a student or adult
- Committing sexual assault
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.

If a student engages in inappropriate behavior not specifically cited in this document, the behavior shall be dealt with in a manner that reflects the spirit of this document.

12. OTHER AREAS OF INAPPROPRIATE BEHAVIOR

12.1 Nuisance Items

Nuisance items are not allowed at school. If students are found to have any nuisance items discipline procedures will be enforced. The following are some examples, but is not an exhaustive list: Music players, IPODS, electronic games, cameras, sunglasses, permanent ink markers, white-out pens or corrector liquid, squirt guns, toys, sports balls, laser light pens, gum and candy. Any items will be confiscated and only returned to parents.

12.2 Treatment of Administrators, Teachers, and Staff

A student who commits an infraction against or involving an administrator, teacher, or other staff member will be subject to a minimum of 3 days suspension.

12.3 Mobile Phone Policy

This policy applies to Mobile Phones, Smart watches, IPADS, IPODS, MP3, MP4 PLAYERS, and other music players

In accordance to Ministry of Private Education regulations, mobiles phones and other electronic devices are **NOT** allowed in school at all times during the school day. This rule also applies to classes that are permitted outside during the school day. Mobile phones and other electronic devices will be confiscated immediately if used in school.

1. When a student's phone is confiscated for the first time, his/her parents must come and sign an agreement letter that he/she will not bring the phone to school again.
2. Phones confiscated after the agreement letter has been signed will be kept in the Principal's Office for a minimum of 1 quarter - even if parents ask for them to be returned early.
3. **1st offense:** the phone is returned to the parent upon his signing of an agreement letter;**2nd offense:** the phone is kept for a quarter;
3rd offense: the phone is kept for two quarters.
4. Students will not be given the SIM card or battery if a phone is confiscated.
5. **ONLY** Parents will be permitted to collect confiscated items.
6. If the student is rude, aggressive or arrogant to a member of staff when asked to hand over a phone, the phone will be confiscated and the student will be suspended.

If any of the above items are seen or heard without permission from teachers and administrators, they will be confiscated.

Any cell phone or electronic device that is confiscated will be returned according to the following schedule (for a first offense, parents can pick up the electronic device before the scheduled pick up day. However, the parent must call the Vice-Principal at least a day in advance to schedule the pick-up):

- First Offense

Confiscated on Sunday – returned on Thursday from 2:30 – 3:00 pm **ONLY**

Confiscated on any other day – returned on the following Thursday, from 2:30 to 3:00 pm **ONLY**.

- Second Offense

Returned on the first day of the new quarter

- Third Offense

Returned on the last day of school in June

ATIS is not responsible for any lost or stolen items mentioned above. Any unclaimed items will be discarded effective June 30 of the year it was confiscated.

12.4 Senior Ditch Day

Senior Ditch Day is considered a serious infraction, and it is not allowed at ATIS. Any seniors who participate in Senior Ditch Day will receive a phone call home to parents; a grade of zero for any scheduled tests, quizzes or assignments; and suspension for 1 or more days, depending on behavioral status. Students cannot return to school without an interview with parents and administration.

12.5 Senior Prank

Any student found participating in any Senior Prank **will not receive a good conduct report and will not be allowed to attend graduation** at the end of the year. It may also lead to cancellation of graduation.

13. STUDENT SERVICES

13.1 Conference with Teachers

Parents are urged to take an active part in their child's schoolwork. Parent/Teacher conferences can be scheduled by e-mailing the teacher via the School Management System or by calling the MS/HS secretary. Parents should arrange for a conference before coming to school. Teachers maintain busy planned schedules and are not available for unexpected visits. Please be considerate and respectful of their time management.

13.2 Parent and/or Student Complaints

To help parents and students seeking resolution of concerns and complaints, the following procedures have been developed.

For issues involving an individual or class:

- ✓ Level 1. A conference with the Teacher
- ✓ Level 2. A conference with the Grade Coordinator or Subject Coordinator, who will study and evaluate the situation and make a decision
- ✓ Level 3. A conference with the Vice-Principal who will evaluate the situation and make a decision
- ✓ Level 4. A conference with the Principal

14. OTHER ATIS POLICIES

14.1 Performing Arts Center (PAC) Etiquette

When in the PAC, students will

1. Enter in single file with your class, and walk to the assigned seating area.
2. Remain seated. Moving around in the PAC blocks other people who have yet to get to their seats. Show consideration for others.
3. Do not put your feet up on seats in front of you or talk loudly to someone in another row. Wait for intermission, where applicable, if you have to leave the PAC. Food, drink, or gum chewing are not permitted in the PAC.
4. Stand up and remain still while the national anthem is being played.
5. Do not interrupt the speakers. Applaud only at the end of a presentation.
6. At the end of the program remain seated and wait for dismissal directions. Check to see that you have left nothing behind. ATIS SENIORS HAVE THE PRIVILEGE OF LEAVING THE AUDITORIUM FIRST.
7. No students are allowed in the PAC without teacher supervision.

14.2 General School Etiquette

1. In order to keep our campus clean, gum chewing is not permitted during school hours. Students are requested to throw their gum into the trash containers before entering the school building. Students will not be allowed to eat any type of seeds (banak), lollipops or other candy during school hours.
2. In the interest of safety and orderly process, there will be no running in the hallways, classrooms, stairways, sidewalks, or other areas of school unless it is a part of organized activity. You should always walk on the right-hand side of the hallways and stairways when you are moving about the school.
3. Students should speak in a volume appropriate to the area they are working in.
4. Students should leave potentially harmful objects at home. Some examples of this are: knives, laser pens/pointers, or aerosol spray cans.
5. No playing cards (gambling/game cards) of any type will be permitted.
6. Students are expected to do their part in keeping classrooms tidy. Students are expected to place all rubbish in the bins provided during lessons, and are expected to clean the floors, desks etc. of any rubbish before vacating the room.
7. In order to keep our classrooms clean, food is only to be consumed in designated areas.
8. During school, students are not allowed to use the downstairs toilets, even during PE. Boys may only use the MS/HS Boys' toilets, and girls may only use the MS/HS Girls' toilets.
9. A student whether in his school or another, whose actions at any school-sponsored activity serve to discredit the school and its students, will be subject to disciplinary action.
10. All students are subject to the discipline and directions of any member of the school staff. In addition, all students should properly identify themselves when asked to do so by any school staff member and should follow any reasonable request made by a staff member.

14.3 Prayer Time Guidelines

1. All Muslim students are expected to pray during Second Break. The Mosque will be open for those students wanting to pray. Teachers may not keep their students in class to work, and thus making them miss prayer time.
2. Girls must provide their own prayer clothes. These should be labeled with their names, and kept in their lockers.
3. Teachers will supervise students during their washing, and make sure they go to the prayer hall. Teachers must encourage students to go to prayers in an orderly and quiet manner.
4. Discipline policy, as per the appropriate level, applies during prayer time.
5. Students may not go to the counselor's office during prayer time, nor may they talk to teachers about class work, homework or other school issues during prayer time.
6. Non-Muslim students will go to a designated area during prayer time so as to not distract the other students who are praying.
7. Poor behavior during prayer time will result in lunch time detention. Three lunch time detentions will result in after school detention.



PARENT / STUDENT SCHOOL POLICY AGREEMENT ACKNOWLEDGEMENT

Student: _____

I, _____, Grade _____, have fully read, understood and agree with upholding the information and terms stipulated in this handbook. I will abide by the rules and conditions accordingly.

Parent(s):

As a parent of the above named student, I have read the A'Takamul International School's Parent/Student Handbook and have reviewed it with him/her.

I fully agree with the regulations outlined in this handbook, and I understand that my child will be responsible for all materials and communications sent and received.

Student Signature: _____ Date: _____

Parent(s) Signature: _____ Date: _____

Please read, print, sign and return the above agreement to your child's home room **teacher before September 30th**.
