



STUDENTS' HANDBOOK



ents' Handbook

STUDENT Handbook

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About Alia National School

The Alia National School is an independent, not-for-profit foundation which aims to provide a caring environment which encourages students to develop fully their skills, knowledge and personal qualities. The School believes that all children should have their needs met, and that they should have full access to a broad, balanced curriculum. Some children will need extra support in order to progress and understand the material they have covered.

The School has clearly defined methods of assessing and identifying children with Special Educational Needs. The School aims to work in partnership with parents who have an important role in their child's learning. The student's views are also important, and the student will be encouraged to participate in all the decision-making processes in their education.

It is important that children who have Special Educational Needs are identified early in their school career and their needs matched with appropriate provision. The School has a range of strategies to support children and Individual Education Plans underpin the process of planning and monitoring intervention for students. The Special Educational Needs Coordinator manages the provision for children and liaises with external services if needed. To provide a world-class, quality education of international standards with English as the language of instruction for children from 3 years old to university entrance.

Vision

To be an exemplary school fostering a learning community and developing the children with special educational needs to become useful citizens in future world. We envision Alia National School with a positive learning environment that inspires students to achieve to their fullest potential and become productive citizens. Where collaborative support and communication between home, school, and community is essential for an effective educational program.

Mission

We inspire to become a leading school to work with families and the community to successfully educate our diverse student body to achieve academic excellence and make positive contributions to the world.

Beliefs

The Alia School is dedicated to excellence in the intellectual and personal development of tomorrow's world citizens. The mission of Alia National School, in cooperation with home and community, is to prepare students (regulars and special need) for responsible citizenship, lifelong, learning, and productive employment by: **ALIA**

- Accepting individual differences.
- Learn to keeping a smile on our faces.

- Identifying and addressing strengths / weaknesses, and Engaging students in meaningful learning activities.
- Always working as a team.



In Alia National School we believe that every child should have the best possible learning opportunities and we therefore promote inclusive practice. We recognize that some children may have particular needs or disabilities and we take specific action to support and encourage these children within a caring environment.

We enable all children to participate fully in learning activities and experiences by providing a curriculum that responds to the individual development of each child.

We work closely with parents and other agencies to monitor the child's progress carefully, and provide effective, additional support to meet the child's needs. Alia School agrees that these fundamental principles inform our school Policies.

A child with special educational needs should have their needs met.

The special educational needs of children will normally be met in mainstream schools or settings. The views of the child should be sought and taken into account. Parents have a vital role to play in supporting the child's education.

Children with special educational needs should be offered full access to a broad, balanced and relevant education.

Philosophy

- We aim to provide children with an academically rigorous and intellectually stimulating environment, and to promote the development of creativity, critical thinking and problem - solving skills.
- We aim to provide instruction geared to the individual needs of the student.
- We nurture a learning environment based on trust, respect, integrity, responsibility and concern for others.
- We offer an international curriculum that celebrates the rich and diverse backgrounds of our students and focuses on concepts common to us all.
- The progress of all students will be continuously monitored to identify needs as they arise: needs will be identified and support provided as early as possible.
- Full access to the curriculum will be provided through differentiated planning by class teachers, SENCO, and support staff as appropriate.
- Specific input, matched to individual need, will be provided in addition to differentiated classroom provision, for those students with SEN.
- Progress of students with SEN will be monitored and reviewed regularly to provide the most

effective and relevant learning provision.

- All members of the school community will perceive students with SEN positively. SEN provision is positively valued and accessed by staff and parents.
- Parents will be fully involved in plans to meet their child's special needs.
- All children will be involved, wherever possible and will be encouraged to contribute and participate in all decision-making processes.
- Children will move on from us well equipped in the basic skills of Literacy, Numeracy and social independence to meet the demands of school life and learning.



Where to go for help

When do I call one of my son's/ daughter's teacher(s)?

Contact your child's teacher through the school switchboard/reception when you have questions about his/ her academic performance, grade on report card, issues regarding classroom activities, homework or class work. You need to leave a message and the teachers will try to contact you as soon as possible.

Important: Parents are not allowed to communicate with students other than their own children. If they have any complaints against any student, they are encouraged to contact the student affairs dept. or principal at the school to discuss their concerns. Under no circumstances are parents allowed to take matters into their own hands and address students or parents of other students. Such communication must be done through the school administrators.

Which school administrator do I see when I have a question about....?

- Contact **Dr. Ashraf Labana, Principal** when you have a question about school policies, accreditation, discipline, teachers, rules and regulations.
- Contact **Mr. Daniel , Vice Principal**, when you have questions regarding academic program, academic progress and probation, performance in class, weekly agendas, trips, activities, report cards, academic concerns, school policies and procedures.
- Contact **Mr/Ron**, when you have questions regarding discipline, your child's behavior at school, trips, activities, attendance, school policies and procedures.
- Contact **Mr/Benjamin . , Accountant**, when you have questions regarding tuition fees and payments.

School contact numbers and addresses

Tel: 17737377



American TESOL
Institute



ASDAN
Registered Centre



Fax: 17912155

P.O. Box: 37304 - Kingdom of Bahrain,

Email: admissions@aliaschool.com

Website: <http://aliaschool.com/>

Assessment Criteria

General Guidelines

Homework must be set regularly on the day(s) allocated to your subject. The work set should be sufficient to occupy pupils for an appropriate length of time (the guidelines are 30 minutes in the Lower School and 50-60 minutes in the Upper School). As a general rule, at least one piece of written homework should be set each week.



When coursework is in progress, this should be regularly and carefully monitored. Within these guidelines, teachers are responsible for determining the frequency and nature of written homework in their subject.

This work should be done in exercise books or folders. All written work must be marked clearly as classwork or homework and dated. Work of an unsatisfactory standard should be repeated in full. Important errors and omissions must be entered as corrections under that title, before the next piece of written work. Marking should aim to encourage as well as correct. Constructive comments which recognize achievements and help pupils to improve and develop are as important as marks. Experience shows that prompt and supportive marking has a strong direct effect on the standards of presentation and progress in work.

The Students' Assessment Criteria (Homework and class work)

Homework and class work are marked using a common framework and comments are made as appropriate. Marks are usually awarded, (1-10 with 10 being the top grade) as indicators of the degree of attainment of these criteria.

Homework Marking Criteria

| | |
|-------|--|
| 10 | Excellent work which demonstrates exceptional effort, understanding and attention to detail. All required elements are present such as dates and titles. |
| 9 | Very good work which is accurate, detailed, well presented and of good quality. |
| 8 | Good work which demonstrates a sound understanding and is well presented. |
| 7 | Above acceptable work which is generally correct and well presented. |
| 6 | Acceptable work which is generally correct and well presented. |
| 5 - 1 | Work is of an unacceptable standard must be re-presented. |
| 0 | No work is submitted to the teacher in the required time frame. |

Classwork Marking Criteria

| | |
|-------|--|
| 9 -10 | Excellent Conduct: Consistently follows classroom rules, never disruptive in class, always demonstrates maximum effort, regularly contributes answers and useful ideas, holds a positive attitude in class, respectful of staff and students. |
|-------|--|

| | |
|-------|--|
| 6 - 8 | Satisfactory Conduct: usually follow classroom rules, rarely disruptive in class, usually tries their best, usually has a positive attitude in class, occasionally offers answers and ideas, usually focused on assigned task . |
| 3 - 5 | Conduct Needs Improvement: rarely follows classroom rules, is disruptive in class, rarely contributes answers or ideas, rarely tries their best, rarely has a positive attitude in class, rarely focused on task. |
| 1 - 2 | Unsatisfactory Conduct: does not follow classroom rules, is disruptive towards other students, makes little or no effort, does not have a positive attitude in class, consistently distracted and off-task. |



Student Conduct Grade

- 9-10 **E Excellent Conduct:** Consistently follows classroom rules, never disruptive in class, always demonstrates maximum effort, regularly contributes answers and useful ideas, holds a positive attitude in class, respectful of staff and students.
- 6-8 **S Satisfactory Conduct:** usually follow classroom rules, rarely disruptive in class, usually tries their best, usually has a positive attitude in class, occasionally offers answers and ideas, usually focused on assigned task.
- 3-5 **N conduct Needs Improvement:** rarely follows classroom rules, is disruptive in class, rarely contributes answers or ideas, rarely tries their best, rarely has a positive attitude in class, rarely focused on task.
- 1-2 **U Unsatisfactory Conduct:** does not follow classroom rules, is disruptive towards other students, makes little or no effort, does not have a positive attitude in class, consistently distracted and off-task.

Homework and Study Habits

Success in the academic field is enhanced by efficient study habits. Time in the classroom is spent acquainting the student with study techniques, but the knowledge of techniques must work hand in hand with independent thinking and concentration. For this reason, the faculty recommends that there be a quiet place at home for study and that a sufficient amount of uninterrupted time be devoted to this aspect of academic training.

Alia National School attempts to instill in each student a desire to learn to the best of his/her ability.

Parents can help in this effort by taking the position that school is of major importance, that its

schedule must be observed, and that outside activities must not be so time consuming or numerous as to infringe on the time necessary for school work.

General Guides to the Development of Proper Study Habits

- Have a regular time and place to study each subject.
- Use willpower to keep on task.
- Concentrate on the work at hand.
- Keep up assignments from day to day.
- Keep well physically in order to feel like studying.
- Have sufficient materials at hand to use while studying. Improve reading habits and skills. The ability to read well is a prerequisite to effective study.
- Use a dictionary.

Realize that learning pays off. Take pride in being a good student.

Recognizing that research indicates a positive correlation between increased time on homework and higher proficiency scores, Alia National School has developed the following homework policy for students. Homework, in this instance, refers to work assigned by a teacher to be completed outside of

class time. This work is not limited to that which can be written but may include other types of work, such as studying, conducting research, or developing projects. It is our belief that homework serves many purposes:

- To improve academic and vocational performance
- To help students organize their time
- To extend learning and critical thinking beyond the school day
- To develop individual responsibility, decision making skills and independence
- To provide additional time for the application of new skills
- To keep parents involved and informed about the curriculum and skills being developed

To enhance grades as the effectiveness of any policy depends upon cooperation of all concerned, the following responsibilities are stated:

Student's Responsibilities

- Record assignments daily.
- Gather materials necessary for the completion of the assignment. Ask for clarification or help if assignment is not understood. Complete the assignment on time.
- Should expect an average of around two hours of homework per night. Homework may consist of written assignments, reading, studying for quizzes and tests, practicing, or working on long term projects or assignments (Honors and AP students should expect more).
- Plan adequate time for long-term assignments.

Teachers' Responsibilities

- Provide a thorough explanation of how to do an assignment.

- Post homework assignments for students.
- Acknowledge each assignment in some way (such as comment upon, grade, check, etc.).
- Ensure that homework assignments are meaningful.
- Provide ample time for long-term assignments throughout the school year.
- Communicate consequences for not completing homework to the students.
- Communicate the value of homework assignments with respect to the overall grade.

We Ask for **Parental Cooperation** with the Following:

- Establish homework as a priority
- Foster pride in completed tasks.
- Provide a quiet place, adequate time and materials to complete assignments. Watching TV, allowing telephone interruptions or listening to music should be avoided while doing homework.
- Assist the student in managing his/her time outside of school to ensure enough time is allowed to complete homework.
- Encourage consistent daily routine.
- If a student says that assignments are completed, see that the time is devoted to reading, reviewing, or other academic pursuits.
- Support consequences when homework is not completed.

Working Hours for students

Kindergarten : 9.00 AM to 12.45 PM

Grades 1 to 8 : 7.45 AM to 12.45 PM

Grades 9 to 12 : 7.45 AM to 2.30 PM

Periods and duration

Kindergarten : 45 minutes / period (4 periods per day) Grades 1 to 8 : 45 minutes / period (6 Periods per day) Grades 9 to 12 : 60 minutes / period (6 Periods per day) One academic year is with 2 Terms.

Student Attendance

Students and their parents are warned after each fifth absence. Our accounting of attendance must be very accurate.

- Students who are late should not be allowed to enter class without a pass from the reception/discipline/principal office.
- Registration will e-mail the names of students who are absent and whether they are excused or not.
- When a student has accumulated five absences in your class during any semester, you need to notify Registration/Social counselor by E-mail.

When a student is absent for any reason, we ask that the parents notify the registration office before 7:30 AM on the morning of the absence at 17737377 - Fax 17912155 When returning to school after an absence, a student must bring a note, signed by the parent, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.

A student, absent from school, for any reason, is encouraged to make up specific assignments missed and to complete additional in-

depth study assigned by the teacher to meet subject or course requirements.

Parents may pick up children for health care appointments during the school day by following the sign-out procedure in the reception. If the child goes to the doctor for a health care appointment and returns with a note from a professional, the child is not considered absent for the day. Notes from the professional must be submitted to ensure that the student is coded properly for attendance purposes.

Any absence from school represents an educational loss to the student. Field trips are scheduled as part of the educational process. A student not attending school on a field trip day will be given an unexcused absence unless the student returns with a note from a doctor stating that the student was ill.

Excused absences are defined as illnesses, urgent medical appointments, or a death in the family. We strongly discourage any absences due to activities such as family trips or routine appointments. If students are absent, they are responsible for all class work and homework assignments.

Attendance for Credit

Punctual, regular attendance to the school is crucial for the educational process. Every school day is an important one. Student supervision begins at 7:00 am.

Students who exceed 15% of unexcused absences in any subject will not receive credits for the subject. Students are not allowed to miss more than 15% of the entire academic year (180 days). Registration will send a written notification to parents by mail when any student misses a cumulative total of 5 day intervals.

A student who exceeds the 15% days of excused absence from the class cannot receive credit for the year unless the attendance committee finds that the absences are the result of extenuating circumstances. The attendance committee will use the following guidelines to determine extenuating circumstances:



- All absences will be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, and health-care appointments will be considered days of attendance for this purpose.
- The committee will consider the acceptability and authenticity of documented reasons for the absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could not exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The committee can decide to give the student a "D-" grade and credit for the subject.

If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class.

Subjects

Core subjects : Subjects include English, Math, Science, and Arabic as core subjects.

Non Core subjects : ICT, Social Studies, Physical Education, Islamic, and Social Arabic are taught as non core subjects.

Music is given for the classes 1 to 8.

Electives

The students take elective subjects from grade 10 onwards. The electives include Creative Arts,

Creative writing and Photo editing with more subjects being added in near future.

Developmental Languages

Special Needs and the students who don't have their mother tongue as Arabic will be permitted with Developmental studies in Arabic, Islamic and Social Arabic.

The subjects are named as

- Arabic Language Developmental
- Islamic Language Developmental
- Social Studies Developmental

Special Educational Needs (SEN)

Special Educational Needs (SEN) could mean that a child has difficulties with:

- All of the work in school.
- Reading, writing, number work or understanding information.
- Expressing themselves or understanding what others are saying.
- Making friends or relating to adults.
- Behaving appropriately in school.



- Organizing themselves.
- Some kind of sensory or physical or emotional needs which may affect them in school.

Special Education Needs Coordinator is responsible for coordinating, overseeing and developing the SEN department in the school. The SENCO once a month discusses the case of each pupil with the Principal and the Class Teacher (Plus Shadow Teachers) to provide the best possible help according to the learning needs of the pupil.

Modified Students

Students with extra support are given a status of modified. They are provided with studies based on

their difficulties. The modification will be done either through curriculum or through instruction.

Terms Weighting

Each term is divided as per criteria below. Average of two terms will be calculated for final report card.

| | |
|--------------------------------|--------------|
| Class Participation | 5 % |
| Classwork | 10 % |
| Learning Attitude / Group work | 5 % |
| Homework | 10 % |
| Project | 15 % |
| Quizzes | 15 % |
| Unit Test (Exam) | 40 % |
| Total | 100 % |

Types of Educational Assessment and its Methods:

Summative Assessment

Summative assessment will be done on the basis of exams conducted 4 times per year. The exams will be arranged in such a way so that the competencies for the particular categories are tested without bias. 40 % of the total grades will be from summative assessments.

- I. The question paper for summative assessment should be
 - a. with 50 / 100 marks.
 - b. With approximately, all the parts of the lesson / all objectives tested.
 - c. With different types of questions included.
 - d. With valid and clearly stated questions.
 - e. Without any repeated questions or concepts.



- f. With two marks for critical thinking and should be kept as the last question and as the last part of the question paper.

- II. The question paper should be
 - a. divided into many parts, such as Part I, Part II etc./ section A, Section B etc., Each part should be with instructions for how to answer, in bold.
 - b. each part should be allotted with mark and mark divisions. (i.e 5 x 2 = 10 , 5 - total questions, 2 – mark for each question , 10 – total marks for the section)

III. Stylish fonts should be avoided for easy reading.

IV. Point size specifications: - 16 pt for grade 1 to 3

14 pt for grade 4 to 6

12/13

pt for

grade 7 to 12

V. Modified students will be given with a question paper depends upon their modification.

Formative Assessment

Formative Assessment will be assessed through the following categories. 60 % of the total grades will be from formative assessment.

Class Participation

Classwork

Learning Attitude / Group work

Homework

Project

Quizzes

School Wide Grading Scale

Each academic department of the school uses the following scale to assign grades:

Regular Classes

| | |
|--|----------|
| Indicates Excellent work | |
| A+ = 97-100 | A+ = 4.3 |
| A = 93-96 | A = 4.0 |
| A- = 90-92 | A- = 3.7 |
| Indicates above-average work | |
| B+ = 87-89 | B+ = 3.3 |
| B = 83-86 | B = 3.0 |
| B- = 80-82 | B- = 2.7 |
| Indicates average work | |
| C+ = 77-79 | C+ = 2.3 |
| C = 73-76 | C = 2.0 |
| C- = 70-72 | C- = 1.7 |
| While this is a passing grade, it indicates minimum achievement – below average work | |
| D+ = 67-69 | D+ = 1.3 |
| D = 63-66 | D = 1.0 |
| D- = 60-62 | D- = 0.7 |
| No credit is given; most, if not all, course requirements are not completed | |
| F = 0-59 | F = 0.0 |

AP Classes

| | |
|--|----------|
| Indicates Excellent work | |
| A+ = 97-100 | A+ = 5.3 |
| A = 93-96 | A = 5.0 |
| A- = 90-92 | A- = 4.7 |
| Indicates above-average work | |
| B+ = 87-89 | B+ = 4.3 |
| B = 83-86 | B = 4.0 |
| B- = 80-82 | B- = 3.7 |
| Indicates average work | |
| C+ = 77-79 | C+ = 3.3 |
| C = 73-76 | C = 3.0 |
| C- = 70-72 | C- = 2.7 |
| While this is a passing grade, it indicates minimum achievement – below average work | |
| D+ = 67-69 | D+ = 2.3 |
| D = 63-66 | D = 2.0 |
| D- = 60-62 | D- = 1.7 |
| No credit is given; most, if not all, course requirements are not completed | |
| F = 0-59 | F = 0.0 |

Requirements for Graduation Policy

1. Students completing their 4 years of high school at ANS need to have a minimum of 27 credits if muslim and not exempted from civics. If a student is exempted from civics for language reasons or religion, they will not be required to have a total of 27, their total target of credit can range from 25 – 27 depending on their exemptions.
2. Transfer students who join during high school years from overseas countries can be exempted

from: Civics (if holding a western nationality), Health, Music/Art, electives if not offered at their previous schools.

3. Students must pass all subjects in order for the credits to be counted.
4. Any subject that has an F for a final grade will get zero for credits.



5. The elective subjects that are taken are subject to change upon availability of teachers, resources and approval of MOE.

It shall be the policy of the school to acknowledge each student's successful completion of the instructional program by the awarding of a diploma. Students shall receive diplomas of graduation from high school only after completing the prescribed course of study. The minimum requirements for graduation shall be the satisfactory completion of the following: A. Attendance: The school shall award the diploma of graduation at the end of the semester during which the student completed the course of study.

B. Participation in commencement exercises: A student may not participate in the graduation ceremonies until all the school's graduation requirements have been met.

C. Exceptions to Graduation Requirements: Any exceptions to the graduation requirements may be made only with the principal's recommendation and the approval of the Director. [Graduation Requirements](#)

Graduation Requirements

In order to graduate, the school requires that a student fulfill the following requirements:

- Meet or exceed all academic requirements
- Complete community service requirement
- Be recommended by the faculty as a student of good character and integrity
- Be approved by the school administration
- In addition, parents and guardians must meet all financial obligations to the school before any student is eligible to graduate

Policy for Promotion and Retention

In the average of term 1 and term 2, the student has to get 60 % in each subject. Less than 60 % in any subject will be considered as failed.

1. Failing in maximum of three core subjects = result with held
2. Failing in any number of non-core subjects = result with held
3. Failing in maximum of three core subject + non-core subjects = result with held
4. Failing of more than three core subjects = Fail

Nos 1, 2 and 3 will be given with re-sit exams / make up exams

In case of number 4, the student cannot take any make up exam or resit exam.

And the student has to repeat, the grade.

The student has to pass all the subjects to go to the next grade.

Re-sit exams / make up works

Resit / make up works will be arranged to those who did not meet the required 60 %..



The exams will be conducted and the total mark including the formative assessment will be 60 % even if he scores more.

The Re-sit exams or make-up works will be done on the basic necessary competencies for the particular grade and subject.

If it is in the form of exam , it will be conducted for either 100 or 50 Marks.

If it is in the form of make up works, it will be given in the form of assignments or projects

Grade Retention / Academic Dismissal

If the administration concludes the needs of a student are not being met by the academic program at Alia National School (determined after reviewing test scores, report cards, and the student's progress), a conference will be held with the parents, classroom teacher, guidance office and administration. At that time, it will be decided if it is in the best interest of the student to repeat a grade level at Alia National School or be dismissed from the school.

Academic Probation / Academic Dismissal

As a part of the probationary status, Alia National School recommends that the student be professionally tested for a learning disability at the parent's expense. Results of the testing should be presented to the guidance office to investigate what support, if any, may be made by Alia National School for any learning disabilities detected. If the student fails any subject for the year while on probation, the student cannot attend Alia National School the subsequent year.

Students – Excused from Exams

1-Students who are hindered from taking practical exams due to their disability are exempted from them. Their final grades in these subjects are counted based on conceptual parts of the subject.

2-Students who do not attend one exam or more will have a make-up exam if their absence was because of:

- a- Having an accident or suffering from an illness, which must be certified with a medical report signed by the medical committee with mentioning the student's incapability to

attend the exam.

- b- The death of a first degree relative in that his absence period doesn't exceed three days before and during the exam. A formal letter determining the date of death must be submitted.

Cheating and Plagiarism

Alia National School adheres to a strict policy of transparency, truthfulness, and integrity concerning student work. It is imperative that students realize the full meaning of cheating



and plagiarism in relation to their personal integrity and the validity of the work they complete in every course.

Cheating is defined as the giving or receiving of information and/or answers on a test, project, or homework assignment.

Plagiarism is defined as the quoting of material written by another person without indicating the source or properly citing the quoted material as a quote. Proper credit must be given to the arguments and ideas of another person. Instructional emphasis is given to this matter, especially in the upper school. It is essential that students realize its full meaning relative to the integrity of their work in every course.

The consequences for cheating and plagiarism are the same:

1. *1st offense*

- Student will receive a grade of zero for the assignment or work in question.
- Student will serve one Saturday School.
- Student will be required to call parents to inform them of the cheating or plagiarism incident.

2. *2nd offense*

- Student will receive a grade of zero for the assignment or work in question.
- Student will serve one day of in---school suspension
- Student will be required to call parents to inform them of the cheating or plagiarism incident.

3. *3rd offense*

- Student will receive a grade of zero for the assignment or work in question.
- Student will serve two days of in---school suspension
- Student will be required to call parents to inform them of the cheating or plagiarism

incident.

- Student will be excluded from membership in all academic honoraries and/or student council for a period of one year.

Credit Requirements

From grade 9 to 12 credits are earned by the students based on the subjects they take. The following tables summarize the credit system

Subjects offered from Grade 9 – 12 with Credits

Aligned with North Carolina Standard Course

Table 1 : Compulsory Credits

| Subjects | Credit Requirement | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|--------------------|--------------------|--|--|--|--|
| English | 4 | English (1 credit unit) | English (1 credit unit) | English (1 credit unit) | English (1 credit unit) |
| Mathematics | 4 | Geometry (1 credit unit) | Algebra 2 (1 credit unit) | Pre-calculus (1 credit unit) | Calculus (1 credit unit) |
| Science | 4 | Physical Science (1 credit unit) | Biology (1 credit unit) | Chemistry (1 credit unit) | Physics (1 credit unit) |
| Social Studies | 4 | Social Studies / (1 credit unit) | World History and Geography / (1 credit unit) | World History and Geography (1 credit unit) | Economics (1 credit unit) |
| World Languages | 2 | Arabic / *Arabic Language Development (.5 credit unit) | Arabic / *Arabic Language Development (.5 credit unit) | Arabic / *Arabic Language Development (.5 credit unit) | Arabic / *Arabic Language Development (.5 credit unit) |
| Physical Education | 2 | Physical Education (.5 credit unit) | Physical Education (.5 credit unit) | Physical Education (.5 credit unit) | Physical Education (.5 credit unit) |
| ICT/Computer | 2 | ICT/Computer (.5 credit unit) | ICT/Computer (.5 credit unit) | ICT/Computer (.5 credit unit) | ICT/Computer (.5 credit unit) |

Table 2: Local Requirements of the Ministry of Education for Arab Students

| Subjects | Credit Requirement | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|-----------------------|--------------------|---|---|---|---|
| Islamic | 1 | Islamic Studies / *Islamic Language Development (.25 credit unit) | Islamic Studies / *Islamic Language Development (.25 credit unit) | Islamic Studies/ *Islamic Language Development (.25 credit unit) | Islamic Studies/ *Islamic Language Development (.25 credit unit) |
| Social Studies Arabic | 1 | Social Studies Arabic / *Social Studies Development (.25 credit unit) | Social Studies Arabic / *Social Studies Development (.25 credit unit) | Social Studies Arabic / *Social Studies Development (.25 credit unit) | Social Studies Arabic / *Social Studies Development (.25 credit unit) |

Table 3 : Electives

| Grade 10 | Grade 11 | Grade 12 |
|-------------------------------|----------------------------------|-------------------------------|
| Creative Arts (1 credit unit) | Creative Writing (1 credit unit) | Photo Editing (1 credit unit) |

Table 4:

Summary of Credit Units

| | |
|--------------------|------------------------|
| Compulsory Credits | 22 Credit Units |
| Elective Subjects | 3 Credit Units |
| | 25 Credit Units |
| Local Requirements | 2 Credit Units |
| Total | 27 Credit Units |

Awards and Honor Roll

Students are motivated and encouraged to keep high standards and grades. Students will be awarded the following awards and certificates of achievement:

- o Student of the Month: these awards will be issued in all subjects on a monthly basis in each grade level to encourage students who exhibited a strength in the specified subject. (Grades 1-12)
- o Student Honour Roll: Students will be awarded this certificate for achieving an average above 90% in the following subjects (English, Math, Science) in grades 4-12. These certificates will be awarded at the end of each semester and distributed with report cards. Those attaining Student Honor Roll for both semesters qualify to attend Honor Roll Ceremony at end of year and will receive a trophy. Honor Roll status will be evident on the report cards of each Quarter report cards.
- o Principal Honour Roll: students will be awarded this certificate for achieving the highest grade in the following subjects in grade levels 6-12 (English, Math, Science). These certificates will be awarded at the end of each semester. Those attaining Principal Honor Roll for both semesters qualify to attend Honor Roll Ceremony at end of year and will receive a trophy. Its not mandatory to receive Principal Honor Roll for both semesters but must have an Honor Roll status for both semesters to be invited to the Honor Roll Ceremony. Each class section will have its own Principal Honor Roll student.
- o Sports Awards : are given to those participating in various sporting events
- o Special Awards: for reading, science, arabic and math excellence will be given to elementary students.
- o Best Improved Award: Students will be awarded this certificate if they showed exemplary improvement in their academic performance. This certificate can be issued on monthly basis. Teachers must show evidence for their choice. Academic controllers must review for consistency and fairness.

Guidelines for School Conduct

ANS Code of Conduct

It is very important that you understand and abide by the following ANS Code of Conduct so that you

can be a positive member of our learning community. This Code helps us to provide a safe and caring learning environment for all students and gives guidelines for how to treat others. You should always abide by the Code of Conduct. It states the following guidelines:

ANS students respect themselves. They are honest and honorable in your actions at school and with others.

ANS students respect others and the right of all students to be able to learn in a safe, caring and supportive environment. They are kind, considerate and thoughtful. ANS students support and help others. They are aware of their own safety and the safety of others.

ANS students respect the environment. They take care of our school, the environment, and respect the property of others.

Alia National School Rationale of Discipline

Students of Alia National School are expected to meet the highest standards of personal, ethical and moral conduct possible. Attending Alia National School is a privilege that is extended on the condition that students and parents accept and support all School policies, including these conduct and discipline policies. When used in this document, the term “parents” will be considered to include legal guardians.

Students and parents are expected to be familiar with the school's conduct and discipline policies and to willingly abide by them. If any student or parent violates any of these policies, there will be a disciplinary response by the Alia National School. The school, in its sole discretion, will make the final determination of whether there has been a violation of its policies. Serious violations may result in expulsion.

Alia National School Philosophy of Discipline

Alia National School strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that demonstrates personal responsibility for academic success. The fundamentals of discipline as looked upon by the Administration of Alia National School have the following objectives:

- To develop in all students a high level of responsibility with respect to the adherence to mandated rules, all school assignments, commitments to extra-curricular activities, and all other facets of their lives both school related and non-school related.
- To create and preserve the conditions essential to the orderly process of the school.

- To prepare the student for effective participation in adult life.

The policies of conduct and discipline described hereafter are in place to provide an orderly, safe, and effective learning environment. The Board of Trustees supports policy decisions made by the administration and expect students and parents to adhere to these policies.

The conduct and discipline policies described in this section applies to any student who is:

- In attendance at school or on school property;



- At any school sponsored function or school related function on or off the Alia National School campus; or
- Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of Alia National School.

Parents and students must be aware that attending Alia National School is a privilege. Students who are not committed to obeying the rules of conduct of Alia National School will be asked to leave.

Student Responsibility

- An Alia National School student is expected to respect Alia National School and the authority of the school (i.e., administrators, teachers (regardless of whether the teachers are personal teachers of the student or not), and staff).
- An Alia National School student is responsible for knowing and adhering to the policies of Alia National School as they pertain to student conduct and student life.
- An Alia National School student is expected to respect the property of other students, staff and personnel. No student is to borrow or use another person's property or enter another person's desk or locker without permission.
- An Alia National School student is responsible for his own personal property and is expected to take care of his belongings. The school takes no responsibility for the loss or damage to personal property.
- An Alia National School student is expected to respect school property, including the building, furnishings, grounds, equipment, and textbooks. Misuse, damage, or loss caused by a student is subject to fine, replacement, suspension or expulsion.

Standard Classroom Policies

- The following are the Standard Classroom Policies. In addition, teachers may have special regulations not listed below.
- Students are bound by both the following rules and by the teacher's special rules.

- Students are to be in their classrooms and prepared to begin class when the tardy bell rings. They are not to leave their places in the classroom without permission.
- Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, paper, pencil/pen, etc.
- Students are to be attentive and participate actively in all class activities assigned by the teacher. They are not to do work for another class or to read other---than---class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non--- class activities should not be on a student's desk.
- Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.
- Students are not to congregate around a teacher's desk without permission. All items on the teacher's desk are considered personal; students are not to touch or read papers, grade books, etc.



- Students are to avoid any actions that are distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.
- Students are responsible for the cleanliness around their desks. Students are to clean-up around their desks at the end of each class.
- Students are not to use: vulgar, obscene, suggestive, or insulting expressions; overt demonstrations of disapproval; and/or any behavior that is disruptive to the classroom situation. Additionally, they are not to argue about tests, grades, and/or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

Disciplinary Structure

Alia National School does not administer corporal punishment. In the absence of corporal punishment, other disciplinary measures will be used such as reprimand, loss of privileges, before school detention, parent conference, Saturday school, internal school suspension, external school suspension, or expulsion.

Students are subject to progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses. The decision will be the sole decision of the administration.

Parents will be notified by email or personal contact if a student is required to visit the office and receives some form of the disciplinary actions mentioned below.

Before School Detention

Detentions will be held each Tuesday, Thursday and Friday from 7:00 A.M. until 7:50 A.M. Students assigned a before school detention will be given notification and expected to serve detention at the assigned time.

Students are expected to be on time and dressed within the Alia National School dress code guidelines – students may not come dressed in athletic practice clothing. Detention begins promptly at 7:00 A.M. Students who do not report for detention at 7:00 A.M. will be considered absent and will have to make the entire detention assignment up on a subsequent day and will be assigned an additional full detention.

Parents will receive notification of an impending detention via email prior to the assigned detention date.



Saturday School

Saturday School will be used as a progressive mode of discipline in the event that before school detention does not seem to be deterring improper behavior for a student so as to avoid a suspension. It also may be used as an initial form of discipline in some instances.

Saturday School will be held from 8:00 A.M. until 12:00 P.M. on the assigned Saturday of the month or as needed. Failure to report on the assigned date will result in at least one day of internal or external suspension. Each student is expected to be on time and dressed within the Alia National School dress code guidelines. Any student late for Saturday School must stay in Saturday School thirty minutes past the assigned dismissal time. A student late for Saturday School must serve the remainder of the time assigned and will be assigned an additional form of discipline (i.e., additional time in Saturday school, after school detention(s), or an additional Saturday school).

Parents will receive notification of an impending Saturday School assignment prior to the date of the assignment.

A student that has been assigned to Saturday School more than one time in a school year will forfeit his/her privilege of exam exemption for the remainder of the school year.

Internal School Suspension

Internal school suspension (in-school suspension or ISS) will be given to students for continued discipline problems or inappropriate behavior. Students that are internally suspended will receive a one-point deduction from the final class average per internal suspension assignment at the end of the nine-week period for each class missed. The point deduction will be for each class missed according to the following guidelines:

- If a day of internal suspension is only for a portion of a school day, the points will be deducted only from the classes missed.
- If a day of internal suspension is for an entire school day, including early dismissal days and field days, the point deduction will be for all classes regardless if the classes actually met or not on the day of suspension.

Furthermore, the student will be required to complete all work issued and return it to the teacher at the prescribed time. Students will be internally suspended from 7:50 A.M. until their regularly scheduled dismissal time and will not be allowed to participate in any extracurricular activities that day (including practice or games).

A student that has been assigned to in-school suspension will forfeit his/her privilege of exam exemption for the remainder of the school year.

External Suspension

When a student has committed several minor offenses without improvement, violated school rules considered by the administration a serious breach of conduct, displayed immoral behavior, or has been arrested, he/she is subject to external suspension.



External school suspension will result in a loss of points from the final average for the nine-week period at a rate of two points per day suspended, up to six points per suspension. The points deduction will be for each class missed according to the following guidelines:

- If a day of suspension is only for a portion of a school day, the points will be deducted only from the classes missed.
- If a day of suspension is for an entire school day, including early dismissal days and field days, the points deduction will be for all classes regardless if the classes actually met or not on the day of suspension.

Upon the receipt of the second external suspension a student will be placed on disciplinary probation. *A student that has been assigned to out-of-school suspension will forfeit his/her privilege of exam exemption for the remainder of the school year.*

Other important notes regarding external suspension:

- The suspended student MAY NOT be on the Alia National School campus or in attendance at any school function or activity, on or off campus, throughout the duration of his/her suspension.
- All assignments from each class for the duration of the suspension will be available for a representative of the suspended student to pick up. It is the suspended student's responsibility to be sure that the assignments are picked up.
- All daily work (homework / class work) missed during suspension will be due at the first of each class period on the day the student is readmitted to school.
- Tests scheduled during the days of suspension: The student will have up to the number of days suspended to make-up any missed tests.
- Tests assigned during the suspension time and scheduled to be taken on a day that the student has been readmitted to school: The student will be required to take the test on the day it has been assigned, including the day he (she) is admitted to school.

Expulsion

In the event of a severe offense, the repetition of suspension---producing offenses, or the breach of disciplinary probation a student will be subject to expulsion. Should such an occasion arise, the Head of School will suspend the student for ten (10) days and recommend expulsion of the student to the Board of Trustees. An expulsion hearing will be held by a committee of the Board within ten (10) school days, the decision of the committee will be final.

The student and his/her parent(s) are entitled to a "due process" hearing, thus they will be informed of the date and time of the board committee hearing. A detailed account of violations/actions will be provided to the student, parent(s), and the Board.

If the decision of the Board committee is:

- *Expulsion* – the student will be withdrawn from school immediately and his/her permanent record/transcript will indicate the student was expelled; tuition relief is at the discretion of the school. In some cases, if certain conditions are met, re---enrollment is possible.



- *Ten (10) Days of Suspension* – the student responsibilities and penalties are outlined above in the section on External Suspension.
- *Less than Ten (10) Days of Suspension* – For the ruled suspended days – the student

responsibilities and penalties are outlined above in the section on External Suspension

- For the days out of school above the ruled suspended days – all missed and due work must be turned in no later than the second day of return to school; tests will be made up within the time frame set by the administration

Parents and students must be aware that attending Alia National School is a privilege. Students who are not committed to obeying the rules of conduct will not be permitted to remain at Alia National School.

General Rules of Conduct

Note: This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

Guiding Principles

School officials are guided by certain principles in the administration of discipline. The guiding principles include the following:

- The school reserves the right to consider all attempts to commit violations in the same context as completed violations. Accomplices in violations may be considered as involved as violators and face similar consequences.
- During the investigation of a violation the administration may suspend the student or prohibit or restrict participation in student activities, including, but not limited to athletics, student organizations, or elected positions. This action may be in conjunction with or in addition to any other form of disciplinary procedure utilized.
- The school reserves the right to discipline students for off---campus behavior when the police are involved, whether or not charges are brought, or when the student's behavior is so blatant that it brings embarrassment or dishonor to the school. The administration shall determine whether the off---campus behavior in question shall result in disciplinary action.
- The school reserves the right to consider any violation in which the students are/were involved, regardless of the time passed.
- The school reserves the right to use progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses whether or not specified in the following descriptions. The decision will be the sole decision of the administration.

Level One Infractions and Consequences

Infractions

A Level One infraction involves behavior that is generally distracting or disruptive to the learning environment and/or the day--- to---day operations of the school.

Consequences

The consequence for a Level One infraction shall consist of any one or combination of the following actions. There is no progression in the consequences. Likewise, the consequence is determined at the discretion of the administrator.

- Reprimand
- Loss of privileges
- Before school detention

Level One infractions are listed as follows:

- Violation of dress code – 1st, 2nd, and 3rd infraction
- Violation of cell phone policy – 1st and 2nd infraction
- Violation of technology responsible use policy Level 1 --- 1st, 2nd offenses
- Tardiness – 1st, 2nd, and 3rd infraction per semester
- Disruptive and disorderly conduct
- Food, drinks, or chewing gum in buildings
- Disrespect shown towards teacher or adult
- Insubordination towards teacher or adult
- Insulting or obscene language, gestures, or behaviors
- Inappropriate physical contact
- Inappropriate driving or parking on campus
- Visitation to other schools

A detailed description of policy regarding some Level One Infractions are given below:

Dress Code

Students are expected to adhere to the dress code guidelines on a daily basis and should enter the building at the start of the school day in full compliance. Students who are found to be out of compliance with the dress code at any time during the school day will have the following consequences administered within one semester. In addition, students must correct the dress code infraction before they will be allowed to return to class:

- 1st infraction – Student will receive an administrative warning
- 2nd infraction – Student will serve one morning detention
- 3rd infraction – Student will serve two morning detentions

Tardiness

Punctuality is expected of all students. Alia National School believes it is the responsibility of parents to see students arrive at school on time. It is the student's responsibility to arrive in class on time. The

disciplinary action that will be administered for tardiness to a class within one semester is as follows:

- 1st Tardy – Student will receive an administrative warning.
- 2nd Tardy – Student will serve one morning detention.
- 3rd Tardy – Student will serve two morning detentions.



Physical Contact

Physical contact, handholding, hugging, and kissing, are inappropriate behaviors in school. It is important for all students to understand while certain behaviors may be viewed as correct in one social situation; they may be viewed as inappropriate at another time or place.

Cell Phones

While we realize that cell phones are a very important part of parent and student lives, they do not have a place in the educational environment. The use of a cell phone through any of its functions (calls, pictures, texting, etc.) is disruptive and interferes with the educational process. The use of cell phones is not permitted on school campus during school hours without permission from a school official. Phone should remain turned off and stored in their backpacks or lockers. Any phone that is visible or audible is subject to be taken up.

- First Offense - Phone taken up and held in office for two days. Phone can be retrieved by a parent only at the end of the second day. Student will serve one morning detention.
- Second Offense - Phone is taken up and held in office for three days. Phone can be retrieved by a parent only at the end of the second day. Student will serve two morning detentions.

Electronic Devices on Campus

Laptops (other than those leased from Alia National School), radios, CD/DVD players, iPods, iPads, kindle type devices, pagers, headsets, cameras and other electronic devices are not to be used or visible on campus during school hours. Violations of this policy will result in the same penalties as described above for cell phones.

If an electronic device is necessary for an educational activity, permission must be obtained from a school administrator.

Visitation to Other Schools

Without permission from the school in question, Alia National School students are not to visit the campus of another school while that school is in session.

Level Two Infractions and Consequences

Infractions

Level Two infractions constitute violations of school policy in a more serious, destructive, or threatening manner than Level One infractions. Also considered in this category are repeated and/or multiple violations of any Level One infraction. Some consequences also reflect a progression for violation of a specific policy.

Consequences

The consequence for a Level Two infraction shall consist of any one or combination of the following actions. There is no progression in the consequences. Likewise, the consequence is determined at the discretion of the administrator.

- Saturday School (SS)
- In-school suspension (ISS)



Out-of-school suspension (OSS)

- Expulsion

Level Two Infractions are listed as follows:

- Truancy or skipping class
- Violation of dress code – 4th, 5th+ offenses
- Violation of cell phone policy – 3rd, 4th+ offenses
- Violation of technology responsible use policy Level 1 – 3rd offense
- Violation of technology responsible use policy Levels 2 and 3
- Tardiness 4th, 5th infraction per semester
- Disruptive and disorderly conduct (multiple infractions)
- Disrespect shown towards a teacher or adult (multiple infractions) Insubordination towards teacher or adult (multiple infractions)
- Insulting or obscene language, behavior, or gestures (multiple infractions) Improper leaving of campus
- Cheating or plagiarism
- Stealing
- Vandalism or damage to property, private or school
- Truancy or skipping class
- Gambling
- Unauthorized entry of school premises
- Indecent exposure or any offense otherwise punishable by law
- Use, under the influence, or in possession (on person, in personal belongings, or in vehicle)

of alcohol or drugs

- Possession of a weapon (on person, in personal belongings, or in vehicle)
- Use, possession, distribution, or sale of tobacco or vape products or paraphernalia (on person, in personal belongings, or in vehicle)
- Possession of pornographic or hate-group materials

A detailed description of policy regarding some Level Two Infractions is given below:

Truancy/Skipping

An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. Truancy will result in the notification of parents and will be subject to Saturday school, internal suspension, external suspension, or any combination of the aforementioned.

Students on campus must be in their assigned/scheduled class unless permission has been obtained from the classroom teacher (or substitute teacher) of their assigned/scheduled class. Students found to be absent without permission (skipping) will result in the notification of parents and will be subject to Saturday school, internal suspension, external suspension, or any combination of the aforementioned.



Checking Out / Leaving the Campus

Permission to check out / leave campus may only be obtained from the office. Students are not allowed to leave campus without checking out. An office staff member must make personal contact with the parent before a student will be allowed to checkout/leave campus. The desired forms of personal contact are 1) the parent being present at the time of checkout or 2) a signed note with a follow-up phone call. Once a student checks out he/she must leave campus.

Any student leaving the campus without following proper checkout procedures will result in the notification of parents and the student will be subject to before school detention, Saturday school, internal suspension, external suspension, or any combination of the aforementioned.

Dress Code

Students are expected to adhere to the dress code guidelines on a daily basis and should enter the building at the start of the schoolday in full compliance. Students who are found to be out of compliance with the dress code at any time during the school day will have the following consequences administered within one semester. In addition, students must correct the dress code infraction before they will be allowed to return to class:

- 4th infraction – Student will serve one Saturday School
- 5th and subsequent infractions – Student will serve one day of ISS per infraction accrued

Tardiness

Punctuality is expected of all students. Alia National School believes it is the responsibility of parents to see students arrive at school on time. It is the student's responsibility to arrive in class on time. The disciplinary action that will be administered for being tardy to a class at level two is as follows:

- 4th tardy – Student will serve one Saturday School
- 5th and subsequent tardy – Student will serve one day of ISS per tardy accrued

Stealing

Students determined to have stolen property or money from another individual or the school will be subject to internal or external suspension and the parents will be notified.

Weapons

Students, faculty, administrators, and visitors are prohibited from bringing guns, knives, or weapons of any kind on Alia National School campus. The school and/or law enforcement officials will deal with violators. Students shall not possess, handle, or transmit or house in a vehicle razors, ice picks, explosives, fireworks, cigarette lighters, matches, or any other objects that can be considered weapons or dangerous instruments.

Student Harassment Policy

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered to harass someone. Harassment can be physical, racial, verbal, or sexual or consist of social media comments and postings. Harassment includes text messages, face to face contact, or social media.



Harassment is a behavior, which is UNWELCOME and REPEATED; it will NOT be allowed to continue. Some forms of harassment are UNLAWFUL.

The conduct and discipline policies described in this section applies to any student who is:

In attendance at school or on school property;

- At any school sponsored function or school related function on or off the Alia National School campus; or
- Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of Alia National School.

In school, harassment can happen when:

- A student harasses another student

- A student harasses an adult

Physical Harassment

- Hitting, punching, jostling, pushing, or spitting
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical Harassment

- Name-calling or putting others down
- Using offensive names or making suggestive comments
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious, or social background Ridiculing a person or making derogatory comments about his or her body, face, or clothing Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about students, adults, or their families
- Belittling another student's abilities or achievements
- Posting or sending derogatory messages, comments, or images, via email, text, group texts, or social media platforms

Any student who engages in any harassing behaviors toward another Alia National School student or adult will be subject to Level Two disciplinary action, which may include Saturday School, suspension or expulsion.

Any student who engages in retaliation towards another student, teacher, or adult when harassment is reported will be subject to Level Two disciplinary action.

Sexual Harassment Policy

Alia National School is committed to ensuring that the students have a school free from sexual harassment and therefore, recognize the need to have and enforce a sexual harassment policy.



Sexual harassment includes any un-welcomed sexual advances, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:

- Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures;
- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments, or gestures or other verbal abuse of a sexual nature;

- Graphic, verbal commentary about one's individual's body, sexual prowess, or sexual deficiencies;
- Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
- Visual conduct such as derogatory or sexual posters, improper use of cell phones, photographs, cartoons, drawing or gestures or other displays of suggestive objects or pictures;
- Retaliation for having reported or threatened to report sexual harassment.

This behavior is unacceptable at Alia National School and at Alia National School functions such as athletic events, dances, plays, field trips, etc.

Alia National School encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that the behavior is unwelcome. Since the school recognizes this may be ineffective or impossible, the incident(s) should be reported to an administrator.

All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate; the offending student will be subject to a Level Two disciplinary action that may result in the student being terminated from Alia National School without a refund of fees.

The fraternization of teachers and students is strictly prohibited, this includes such behaviors as texting, individually and/or in group messages.

Cheating and Plagiarism

Alia National School adheres to a strict policy of transparency, truthfulness, and integrity concerning student work. It is imperative that students realize the full meaning of cheating and plagiarism in relation to their personal integrity and the validity of the work they complete in every course.

Cheating is defined as the giving or receiving of information and/or answers on a test, project, or homework assignment.

Plagiarism is defined as the quoting of material written by another person without indicating the source or properly citing the quoted material as a quote. Proper credit must be given to the arguments and ideas of another person. Instructional emphasis is given to this matter, especially in the upper school. It is essential that students realize its full meaning relative to the integrity of their work in every course.

The consequences for cheating and plagiarism are the same:



American TESOL
Institute



ASDAN
Registered Centre



1st offense

- Student will receive a grade of zero for the assignment or work in question.
- Student will serve one Saturday School.
- Student will be required to call parents to inform them of the cheating or plagiarism incident.

2nd offense

- Student will receive a grade of zero for the assignment or work in question. Student will serve one day of in-school suspension
- Student will be required to call parents to inform them of the cheating or plagiarism incident.

3rd offense

- Student will receive a grade of zero for the assignment or work in question. Student will serve two days of in-school suspension
- Student will be required to call parents to inform them of the cheating or plagiarism incident.
- Student will be excluded from membership in all academic honoraries and/or student council

for a

period of one year.

Drugs/Controlled Substances

A student's use, under the influence, possession (on person, in personal belongings, or in vehicle), sell, or supply of illegal drugs/controlled substances is not permitted on campus or at any school sponsored or school related function and will result in suspension or expulsion from school. This policy shall also include the abuse of prescription or over-the-counter products.

Alia National School reserves the right to administer an accepted form of controlled substance detection methodology to students at school or school-sponsored activities when deemed necessary. The school may turn individuals involved in drug related offenses over to the appropriate law enforcement personnel.

In the case of illegal drugs/controlled substances in a vehicle, all Alia National School Students in the vehicle will be considered in violation of the Drugs/Controlled Substances policy and will be subject to the same disciplinary action.

Smoking/Vaping/Tobacco Products

Alia National School expressly forbids students from smoking, vaping, or using tobacco products, as well as possessing such products and or paraphernalia, at any time in or on Alia National School



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property, buses or other school vehicles, adjacent properties, or on Alia National School sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion.



Alcoholic Beverages

A student's use, under the influence, or in possession (on person, in personal belongings, or in vehicle) of alcohol is not permitted on campus or at any school sponsored or school related function and will result in suspension or expulsion from school. Additionally, the possession, use, sale, or supply of alcoholic beverages by or to an underage person is a violation of Mississippi law and individuals may be turned over to the appropriate law enforcement personnel.

Alia National School reserves the right to administer an accepted form of alcohol detection methodology to students at school or school sponsored activities when deemed necessary.

In the case of alcohol in a vehicle, all Alia National School Students in the vehicle will be considered in violation of the Alcoholic Beverage Policy and will be subject to the same disciplinary action.

Miscellaneous Policies

Parental Supply or Facilitation of Access to Alcoholic Beverages or Drugs/Controlled Substances

Parents of Alia National School students shall not provide or knowingly facilitate access of alcoholic beverages or drugs/controlled substances to a Alia National School student(s) in violation of MS Law and in violation of Alia National School's Rule of Conduct concerning alcoholic beverages and student use, etc. Violation of this policy may result in the termination of the relationship between that family and Alia National School.

Office Telephone Usage

Calls regarding illness or emergencies are to be made in the office by school officials.

Students will not be allowed to leave class to make phone calls unless they are sick. Phone calls must be made between classes, at break, or at lunch.

Dress Code

Alia National School will require students' K – 12th grade to wear the dress uniform daily in order to cultivate excellence and promote esprit de corps. Students' dress and appearance must be neat, clean, in good repair, and in good taste. Clothes should be within standards of modesty. The administration will make final decisions regarding the appropriateness of dress and appearance. The dress code is in effect from the moment a student arrives on campus in the morning until the end of the academic day. Alia National School has chosen Lands' End, The Liberty Shop, and Tommy Hilfiger School Uniforms to supply uniform needs. To minimize misunderstandings relating to matters of student dress we recommend that uniform items be purchased from these sources.

Dress Uniform

The school uniform for daily wear consists of your choice of the following:



Boys Tops

- Long or short sleeved blue, collared, button---down or polo style shirt with the Alia National School logo. Shirrtails are to be worn tucked in for boys.
- Grey crewneck sweatshirt or hoodie with logo
- Grey lightweight fleece jacket with logo

Boys Bottoms

- Grey, plain---front, or elastic waist (must have belt loops) dress slacks (no jeans, cargo pants, sweat pants, wind pants, or knit fabrics)

Girls Tops

- Long or short sleeved Blue, collared, button down/plain collar blouse or polo style shirt with the Alia National School logo
- Grey crewneck sweatshirt or hoodie with logo
- Grey lightweight fleece jacket with logo
- Grey vest with logo
- Classic Grey Pinafore with logo

Girls Bottoms

- Grey, plain---front, or elastic waist (must have belt loops) dress slacks (no jeans, cargo pants, sweat pants, wind pants, or knit fabrics)
- Tights and/or leggings must be worn underneath any Pinafore with a hem line more than 4 inches above the knee.

Tucking in of Shirts

- Boys must wear dress shirts, polo shirts, and base layer shirts tucked in for the daily uniform. This applies when the shirt is worn under a pullover sweater, sweatshirt/hoodie, or fleece.
- Girls have the option to wear their shirts tucked or untucked. However, untucked shirts should fall neatly at the hip and should not be overly long or short.

Guidelines for Boys

- Boys are expected to be neatly groomed and sharply dressed in the appropriate school uniform pieces daily.
- Hats and caps are not permitted to be worn during the school day.



- Shirts should be of sufficient length that they stay tucked in when walking, bending, sitting, and reaching. Base layer shirts should be free from writing that would show through the white uniform shirt.
- Hairstyles for boys and must be neat, well---groomed, and not extreme in color, length, or style.
- Hair must be cut above the eyebrows.
- Facial hair (beard or stubble) is not permitted. Boys must be clean shaven at the start of each school day.
- Body piercings for boys are not allowed.

Guidelines for Girls

- The basis of the dress code for girls requires that clothing choices and the manner in which they are worn provide for sufficient length and loose enough fit to afford proper modesty at all times.
- Skirts may be worn with a hem that is no shorter than 4 inches above the back bend of the knee.
- All shirts and blouses must fit such that no skin shows at the midriff or back when walking, bending, sitting, and reaching.

- Tight fitting shirts are not permitted. Likewise, base layer shirts should be free from writing that would show through the white uniform shirt.
- Undergarments should be chosen carefully and should not be extreme in color or style so as to draw inappropriate or unwanted attention. Straps of undergarments should not show at the neckline of tops.
- Hairstyle for girls should be neat, well groomed, and not extreme in color or style. Girls should refrain from coming to school in the mornings with wet hair.
- Body piercing for girls is limited to small, singular piercings in each ear only. Earrings, or similar jewelry, are approved for wear only in the ears. Wearing rings or metal or plastic discs/objects in other areas of the body where piercings may be present is not permitted during the school day.
- Blankets are not allowed to be used as coverings at any time during the school day.
- Specific guidelines for clothing worn at formal events will be outlined and discussed with girls prior to each event. However, clothing that is overly revealing – such as extremely short in length, low-cut or plunging necklines, two-piece or cut-out so as to reveal the skin of the waist/midriff area, or splits in dresses that rise too high on the leg will not be allowed.

Free Dress Code Days

All free dress code days must be approved by the administration.

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