

SCHOOL MISSION

The School mission is to equip its graduates with 21st-century skills and a high level of awareness of themselves, their community, and the world. It works to ensure they have the ability to make the right decisions, are actively responsible, and have essential world-class skills that allow them to pursue their academic and professional goals.

Dear parents

Let me take the opportunity to welcome you on behalf of the administrative and educational staff of our school. As parents we feel happy when our children grow up in school age.

Choosing the appropriate school is one of our duties to our children if they first attend school or go from one school to another. The purpose of this guide is to introduce us as an educational institution which helps in answering your questions, the duties and responsibilities of all parties' involved Educational process are specific and clear.

School principal

In our school:

- We control the unique values of each person and look forward to quality in our work.
- Our aim is to give distinct advantages to the overall atmosphere of interest, attention, and welcome
- We care about the safety of our students in all school parts.
- Respect views of our students and encourage them to participate in order to improve our school environment to make them always where they love and dream to come to it.
- We welcome and respect the diversity of our school community.
- We seek to develop students' self-confidence and move them towards continuous learning.
- Cultivate our curriculum with targeted and well-planned activities.
- We are keen to discover and develop student's talents
- We follow the developments in the educational arena and develop the skills of our teachers.
- We make parents partners with us to provide the best for their children.

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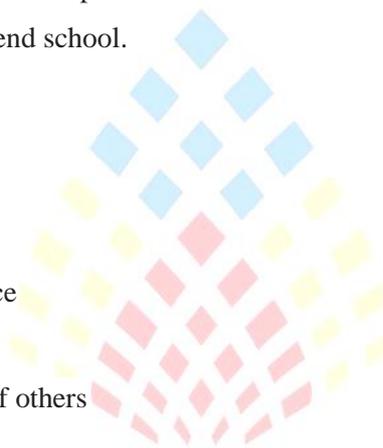
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Introduction

The student is the main aim for which schools are established, educational systems are developed, curricula are formulated, and teachers are trained to provide the best methods of education. Students graduate to a degree of awareness of themselves, their potential and the society in which they live, especially the world around them. Helping them to make the right decisions in their lives, work hard, take responsibility, and be lifelong learners are probably visions that all schools meet.

Therefore, the student should benefit from the opportunities offered by the school community in the development of his skills and knowledge, and to recognize his main responsibilities towards his school so as to benefit of the school. Family can play a role as a first factor in recognizing the student with these responsibilities and his commitment to be abided by them from the first days children attend school.

Student Responsibilities

- 
- Attendance and absence
 - Punctuality
 - Respect the property of others
 - Positive participation
 - Respect the rights of others
 - Maintain appropriate behavior
 - Perform the required tasks
 - Resolving disputes peacefully, and using specialists if necessary
 - Follow school rules
 - Performance required with the highest degree of proficiency possible.
 - Care of appearance of "hair and uniform"
 - Discuss problems to find solutions
 - Communicate with parents and teachers in a positive way

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Parents' responsibilities towards their children in their educational journey

The family plays the first role that helps the student to succeed, through their keenness to accustom their children to the best habits, and to let them behave properly in all situations.

Parents are the role models that children follow and are proud of.

Parents' responsibilities:

- Raise expectations of children at the academic and behavioral levels.
- Provide the appropriate environment at home that enables the student to perform his duties with high quality standards
- Provide appropriate support to the student when needed
- Daily positive communication between parents and students about the school day.
- Accept mistakes, and encourage review and reform

Parents can answer the questions on a daily basis in the following table, knowing that the choice of the item does not mean that the parents need more to integrate themselves in their children's educational journey.

	Yes	No
I have set clear behavioral controls for my children in their social life and I am sure they have understood them well		
I explained to my children what would help them to progress academically according to their potential Specific		
goals have been set up, models and tools have been developed to help my children assess their personal and academic development		
I have a positive daily dialogue with my children to discuss each of the achievements, needs and problems.		
I always communicate with the teacher to know how I can support home learning in the classroom?		
I always try to relate what children learn to practical applications in life.		
I provide my children with an environment that enables them to study without interruption and provide them with the materials and resources they need.		

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School Attitudes :

1 - Students' time:

Duties of students:

- Attend the school every school day as specified in the school calendar.
- Attend the school daily on schedule.
- Attend the daily morning assembly.
- Presence in classrooms to attend classes on time.
- Completion of missing school assignments in case of absence
- Do not leave school for any reason without obtaining permission from the administration.

Parental duties:

- Make every effort to ensure that children are present daily in the morning.
- In case of absence of student, the guardian must follow the following procedures:
 1. If the student is affiliated with the school transport:
 - Communicate with the bus supervisor and inform her of absence before the arrival of the school bus to accompany the student in the morning
 - Communicate with heads of departments at school and inform them of absence
 2. If the student is not affiliated with the school transport:
 - Inform the HODS of the school about the student's absence

In the case of morning delay :

The guardian is not entitled to drop his son / daughter at the main gate and follow up his journey, but he has to go with his son / daughter to the administration building and justify the delay in order to ensure that the student access with entry card to follow the school day,

Parental commitment will be

1. Contact him to return to school and justify absence
2. Direct the student to the library to spend the day and work his time if the parents do not respond.

In the case of leaving the school early:

- The guardian must inform the HODS or receptionist in advance
- The parent should come directly to school if he / she is informed of an emergency medical condition requiring his / her son to leave school, so parents are always

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expected to ensure that they are easily communicated while their children are in school

- Approval of the school administration if the need for a student's absence from the school is not necessary. The absence of the student to leave for school vacations is not allowed because it has a direct impact on the results of the students.

The procedures followed by the school administration in the case of absence:

In case of absence:

1. The policy of absence will be followed by the Department of Education and Knowledge, which includes the following steps:
2. The absence of the ESIS student information system will be recorded immediately after receiving the teachers' reports
3. After registration, the student will automatically send SMS messages via the ESIS student information system to the absent students' parents
4. In the event that the student's absence is justified, this is recorded in the ESIS Student Information System as an absence of excuse
5. In the event that the student's absence is not justified, this is recorded in the ESIS Student Information System as an absence without an excuse.
6. The joint report issued by the ESIS Student Information System contains a statement of the number of absence days and the number of absence days without an excuse
7. In the event that the number of days of absentee's absence exceeds 2% of the school days, ie, 6 academic days, 5 credits will be deducted from the total number of students at the end of the year "based on the policies of the Department of Education and Knowledge.

In case of repeated absence of the student:

1. In the event that the student is absent during the semester for more than six separate days or related to an "unjustified" absence, the case will be referred to the social worker, who in turn will send for the guardian to investigate the reasons for the absence and take a pledge of delegation.
2. In the event of unjustified absence after guardian's commitment, the school may not re-register the student for a new academic year

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2 -Break time:

For a safe and amusing area:

Al Ma'ali International Private School vision includes developing physical and mental capacity of each student within a safe environment and qualifying him to take his role within the larger community beyond the school boundaries.

It is our duty to take care of their social skills and develop the relationship between the students, which is governed by literature and cooperation to make this time useful and enjoyable.

Duties of students:

- Make sure that you bring the food you bring into playground.
- Go down to the playground, not to stay inside classrooms and not to return to it during the break time.
- Presence in places under supervision only.
- Do not raise your voice while playing and do not stand up with your colleagues.
- Pushing or pulling is strictly prohibited while playing.
- Pay attention while playing and do not bump into others.
- I treat my colleagues with kindness as I love to be treated.
- Always use polite and proper words.
Follow the games rules.
- Keep the playground clean and put trash in the dustbin.
- Stop playing and talking, get ready to go to the assembly when you hear the bell
- Head to the assembly without a stampede
- Stand quietly in the assembly.

During the morning assembly:

- Stand on the line specified in the assembly.
- Repeat the national anthem and slogans

Violations	Punishment	Duration
Pushing	Stop of playing.	break

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Hitting	Warning letter is delivered to the guardian from school administration.	
Non-polite words	Fill the follow- up behavior table.	Week
Throw the trash on the ground	Fill the follow- up behavior table.	Week

Behavioral follow-up model in the break:

The student will take the supervisor's signature at the end of each break as evidence of his commitment to the rules of clearance for one week.

Parental duties:

- Support the school administration by learning their children the importance of complying with the laws
- Clarify that laws are important to protect students and their safety

3- in class

Al Ma'ali International Private School vision includes: Building a student who has a "cause" of self-confidence, collaborating with each one within the school community and responsible for the success of the educational process.

Objectives:

- Create learning environment
- Support the educational environment and reach all students to the highest levels of discipline
- Develop commitment and self-discipline
- Discover and respect the committed students

Parents have a major role to play in establishing this educational base outside the school, by following up children and their commitment to the school rules

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To ensure that all students have the right to a quiet, respectful and disciplined line, these basic guidelines have been laid:

- Prepare for the lesson (end the conversation and prepare my mind and tools)
- Arrange my stuff and place it in its designated place
- Listen to my teachers and obey them
- Follow the classroom rules
- Keep the property
- Keep clean
- Help my colleagues
- Raise my hand to request permission when required
- Do not eat in class

4 - In the corridors and on the stairs

- Walk quietly and do not run
- Move without talking or eating food
- Leave a distance and do not exceed others
- Move the staircase without jumping
- Walk upright without bending or climbing
- Commitment to specific signs for the direction of the corridors
- Go straight to my classroom and do not walk around the corridors
- The stampede is strictly prohibited

5 -Rules of communication with parents / visitors:

As a partnership between us and parents, it is important that everyone recognizes the importance of working together to provide children with necessary skills at every stage of lives. For these reasons, we continue welcoming parents and encouraging them to participate fully in our school.

Target:

The purpose of this policy is to remind all parents and visitors of our school of the expected behavior of them. So that we can ensure prosperity and progress in mutual understanding.

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Guidance

The parents are expected to:

- Respect our school values and rules.
- Teachers and parents should work together for their children.
- Show respect for all members of the school community and this is reflected in the way of speech and behavior.
- Clarify the school vision in dealing with events, and seeking for a peaceful solution to any issue.
- Helping children to correct wrong behavior if they are bad, and to clarify that misconduct towards others may lead to aggressive behavior or unsafe behavior.
- Communicate with the school to help resolve any issue by scheduling a meeting with the classroom teacher or with the school principal.
- Avoid using staff as threats to reprimand children.
- Assess that team members are busy during the school day and when a parent needs to talk to a staff member, it is possible to set a date for doing so.

In order to support a safe school environment, school administration cannot tolerate parents and visitors who do the following:

- Use of loud / offensive language, defamation, insulting, abusive language or threats anywhere on the school grounds or with any employee or student.
- Access to school sections (except the administration building) without written permission or accompanied by school staff.
- Sending abusive or threatening messages via e-mail, text messages, voicemail, telephone, paper or any other means of communication.
- Dictate staff on how to carry out their professional duties.
- Destruct the school property;
- Defamatory, insulting comments about the school or any of the students / parent/ school staff at any of the social networking sites; (see Appendix A). If there is any complaint about the school, please refer to appropriate communication channels such as talking to a teacher Grade or school principal.
- Use physical aggression against any person in the school student or employee.
- Approaching the son / daughter of another parent for discussing or disciplining them because of problems between the student and their son / daughter. (Such an approach

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towards the student may be seen as an attack on that student and may have legal consequences).

- Smoking at any school facility.

In the event of any of the above behaviors, the school administration may have to contact related authorities and, if necessary, restrict parental access to school and develop a communication strategy.

* We are confident that parents will help to run our school in implementing this policy and thank you for your continued support of our school.

Note:

Parents must ensure that all persons responsible for taking their children to and from school are fully aware of this policy.

Appendix A

- * Social networking sites are sometimes used to feed complaints against schools, teachers, school staff, and in some cases against parents / other students.
- * The school seeks to teach students the importance of appropriate and responsible use of social media, so it is important for everyone in the school community, including parents to be role models for their children.
- * All social networking sites have clear rules about the content that can be posted on the site and provide powerful mechanisms for reporting any violation. In the case they use social network to abuse the school.
- * The school administration expects any parent or student to remove abusive comments immediately.
- * In serious cases, the school will also consider its legal options to deal with any such abuse on social networks and other sites. * * In addition, perhaps most importantly is the issue and its use by a student or a parent to insult others.
- * We will take this matter very seriously and deal with it as a bullying and apply the laws stipulated in the behavioral regulations for students.
- * We are confident that the parents will fully support this policy. And that all members of our school community follow the guidance mention above. Our shared responsibility to work for the benefit of our students will yield the best results.

6- School duty policy

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Introduction:

Homework is important at all ages of students. When properly prepared and performed, it expands the challenge towards students and ensures that their time is invested in a way that positively reflects on their learning and skills development.

Objectives of homework at our school:

- Develop work skills independently and develop individual responsibility.
- Provide opportunities to improve the quality of student learning.
- Provide students with the opportunity to practice skills and develop their knowledge in all subjects, especially learning mathematics and languages.
- Supports partnership between parents, students and teachers
- The opportunity to enjoy learning experiences for parents and students, especially for primary school students

Parents role :

Parents have an essential role in promoting the importance of school homework in their children's education. The parents show their interest for the importance of homework and support their children to do them.

Parents can support children in their homework by:

- Provide a quiet and appropriate atmosphere for children.
- Discussing work with children.
- Check the quality of performance

Mechanism of dealing with homework:

- Homework will be posted on the school website every Thursday, and parents can see and download the homework file by clicking on the link:

<http://itformaali.wixsite.com/maali/homework>

- The homework page contains everything the student has to do and skills he needs to perform in the assignment. The weekly plan also includes what students will learn during the week.
- For materials that have daily tasks such as mathematics, the teacher may specify the pages required during the week, so that the teacher or students select the pages to be solved daily on the book.

Parents' Participation Policy

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Goals:

- Promote a welcoming and positive school environment where parents' views are taken care of and encouraged to integrate into the school environment.
- Establish direct and easy ways for communication between the school and parents.
- Provide parents with the skills, knowledge and tools they need to help them support their children in learning at home and at school.
- Provide a range of resources, activities and workshops to promote parents' participation in children's learning.
- Work with parents to promote positive behavior at home and school.
- Support and encourage families with difficulties / crises or barriers that may prevent them from fully participating in their children's education.
- Benefit from the support that parents can provide to our school in all fields.

Parental involvement in school:

- Hold parent-teacher meetings at the beginning of each semester to discuss expected learning outcomes from children.
- Joint planning between teachers and parents to support children's education.
- Attend regular parent meetings and school events.
- Participation in extra-curricular activities those are organized by the school such as scientific, cultural, social, sports and artistic events.
- Volunteer participation in events those are organized by the school and the community, such as: National Day celebrations of the state, graduation ceremony and similar activities and events.
- Participate in other school activities, such as parents' councils.
- Participate in the committees are formed by the Board of Trustees of the school

Parents' Rights

- Protect the privacy of their children.
- Obtain regular reports on the progress of their children.

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- Interview with children's teachers to discuss the student's academic and behavioral performance.

Ways to communicate with parents:

- Parents are contacted through several methods:
- Telephone calls.
- Regular meetings
- Extraordinary meetings
- Text messages
- Written messages
- School website
- School assignments site
- Interactively Class Dojo application from kindergarten students' parents to grade 7 and their teachers.

Parents' messages:

The school administration communicates with parents permanently through written and electronic messages to inform the parents about all changes in timing, parents' meetings, celebrations, events, etc.

Parents' meetings:

- Our school holds a quarterly parents 'meeting to discuss their students behavior and their progress in school.
- Parents have the right to call their child's teachers and parents. Parents can take an appointment if they are willing to hold an extraordinary meeting instead of the parents' meeting.

Parents' Council:

The Parents' Council consists of (11) members, including the school principal. The members are selected by election. Each member stays for two years.

Membership ends in the following cases:

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- Judgment against a member of a crime that violates public morality.
- The member fails to attend three meetings without an excuse accepted by the members.
- The disappearance of the membership status of the guardian upon completion of the registration of his / her daughter in school.

Board of Trustees:

- Some parents participate in the Board of Trustees of the school and are different from the parents 'parents' council.
- The Board of Trustees is a designated board of directors of the school, which includes representatives of competent public figures and some parents of the students. Their role is to provide support and advice to the school principal and staff in clarifying the strategic vision and providing advice on financial and other professional matters and quality assurance.

Parents volunteering

The school encourages parents to carry out voluntary activities at the school to maximize the abilities and abilities of the parents of the students, which greatly affects the educational and educational process in the school.

The aspects that parents can volunteer are:

- School events and celebrations.
- Literacy and enrichment activities.
- Provide in-class teacher assistance.
- Participate in some food in events and celebrations.
- Training students on some useful talents as an enrichment activity.
- Participate students with their diverse experience as part of the Career Guidance program.
- Organize trips for students to their workplace if appropriate

Parents questionnaires:

* Our school conducts various questionnaires and surveys during the school year to determine the parents' opinion on the level of the school, their satisfaction with the progress of their children, and their aspirations for what they wish to find in school.

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* The school takes into account all opinions and observations and submits them to study in order to benefit them in the development of their future plans .

policies Parental complaints

Our school opens its door to receive complaints from parents and complaints go one of the following:

- Interview with the manager / agent / head of the department / specialist / teacher of the material in case the guardian wants to submit the complaint verbally.
- If the guardian wishes to lodge a written complaint, the written complaint is referred to the school complaints committee where the complaint is submitted in writing and signed by the guardian. The committee meets weekly to examine and decide on the complaints.

School transport policy

Responsibility of parents

1. Comply with all roles and responsibilities in accordance with Abu Dhabi School Transportation Regulation, daily procedures and tasks during the bus journey and signature on the student's registration form, which must be provided by the school administration.
2. Inform the school of any unsafe situation related to school transportation, driver and bus supervisor.

Safety and safety conditions that students must abide by

1. Going to school

- Go to the waiting area of the bus before arrival in 5 minutes
- Avoid playing on the road.
- Avoid moving away from the assembly area
- Avoid jogging Running towards the bus as it arrives
- Wait for the bus to stop completely.
- Wait for the driver's signal or supervisor to board the bus.
- Make sure to stand in the classroom if there are a number of students waiting for the bus, taking into account the presence of younger students at the front of the class.
- Do not pull or scramble while the bus is climbing.
- Use the bus handle to climb up and watch your steps as you climb.
- Go to your seat and attach the seat belt (if any)

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2. Departure from school

- Go to your bus waiting area.
- Wait in the queue and don't push or pull when getting on the bus.
- Use the handrail and watch your steps.
- follow the bus supervisor's instruction and the school management

3. Home drop off:

- Keep seated until the bus comes to a complete stop.
- Follow the instructions of the bus supervisor and driver.
- Cross the road with the assistance of the bus supervisor (for students below 11 years).
- For older students, cross the road safely after looking carefully (left, right, ahead, & behind).
- Take 10 steps away from the bus so the driver can see you
- Don't go back near the bus if you drop anything.
- Avoid standing under the sunlight and talking to strangers.

Evaluation Policy

We believe in our school that the continuous assessment of students involved in everyday activities is the most reliable way to build an accurate picture of what students know, understand, feel, want, and can do.

Why do we need an assessment?

- Ensuring that the needs of all learners are met;
- Ensure that learners have the opportunity to demonstrate their potential;
- Assess the impact of resources and resources on learning;
- Planning for future learning steps for students;
- Intervene, support and expand learning for all students;
- Building a clear picture of the development of student learning;
- Provide guidance for conversations with students, parents and specialist teachers;
- Ensure continuity of learning and no gaps in transition

We will use the evaluation to:

- Indicate the starting point for all students individually;
- Create a database that allows analysis of:
 - * identify future development areas and guide the school's development plan.
 - * measuring the effectiveness of education and evaluation in school.

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- * track student results to ensure progress.
 - * identify strengths and development areas to improve education.
 - * identify the strengths and development areas of the current batch of students.
 - * identify students with poor performance to support them.
- Direct annual, quarterly and daily planning, at the grade level as well as individuals.
 - Provide a detailed report on students' individual progress to their parents, teachers and others through:
 - * Parent meetings.
 - * Quarterly reports.

We will use evidence of student progress in:

- provide an accurate picture of student development and learning individually;
- Help teachers understand each student's achievements, interests and learning styles;
- Identify strengths and development areas for individual students;
- Help teachers plan the next steps for learning

Types of assessment in our school:

1. The diagnostic exam

- * For grades of the primary stage of the materials of both Arabic and English and mathematics.
- * It takes place in the first six weeks of the academic year and sets the starting point for each student. Results are recorded for:
 - a- Determine the level of students in order to know the skills they have mastered and those that still need to be educated and mastery, which makes it easy for the teacher, to determine the starting point for planning education in accordance with the level of students;
 - b- Ability to measure progress from the beginning of the year until the end of each semester.

Teachers will:

- a -Review the assessment information available from the previous stage or grade teacher.
- b - Preparing assessments that enable students to demonstrate prior learning.
- c- Record notes and results in order to track progress.

2. Formative assessment

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Continuous assessment helps the teacher to learn the individual abilities of the learner, and is used primarily for weekly and daily planning.

Teachers will:

- a. Provide feedback for students to improve and master the necessary skills.
- b. maintaining full follow-up records.
- c. Continue to document student progress regularly.
- d. Use aggregate evidence to update student progress at the individual level.

3. Cumulative assessment

It is a final assessment based on evidence collected for student learning, and is provided through reports to both parents and teachers of the following school stages, and the school administration.

Teachers will:

- a. Collect all evidence for judgment.
- b. Adhering to the evaluation policy issued by the Department of Education and Knowledge for students of the Ministry of Education curriculum in terms of the method of collecting data within a specified time line.
- c. Adhering to the evaluation policy in our school for US curriculum students in terms of data collection over a specified timeline.