

# **NIS SECONDARY STUDENT and FAMILY HANDBOOK 2023-2024**



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## Mission

Students develop a sense of themselves as well as the world around them. By making connections within and between cultures, NIS opens students' hearts and minds so that they embrace challenges and opportunities, share ideas and purpose, and truly influence others to make a positive difference.

## Vision

To empower the next generation of global leaders who can excel anywhere in the world

## Core Values

NIS believes that each individual has a unique potential to amaze. Our goal is to nurture that potential to ensure our students learn, lead, and inspire so that the world becomes a better place.

Our core values are the foundations that enable:

- **Creative Thinkers:** Create dynamic and technology enabled risk-takers who can innovate and lead their own learning journey.
- **Aspirational and Adaptable Learners:** Consistently challenged by high standards and aspired to strengthen their skills
- **Reflective Learners:** Become active participants in a lifelong learning process, fostering curiosity, creativity and an on-going cycle of self-improvement
- **Effective Communicators:** Empower responsible and respectful citizens to voice their own opinion and express themselves in various situations and mediums.

## Torch Values

Ignite the TORCH as we strive to be **T**olerant – **O**rganized – **R**espectful – **C**aring – **H**onest.

## Definition of Learning

We believe learning is the acquisition and application of knowledge, skills and understanding through a shared journey beyond the classroom. Our diverse learners explore engaging inquiries that empower them to be future innovators who solve global issues with sustainable solutions ignited by the NIS TORCH values.

## 2023-2024 Calendar – can be changed by KHDA

### CALENDAR 2023 - 2024

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				
														30 31														
14 - FIRST DAY FOR SLT 21 - FIRST DAY FOR TEACHERS 25 - NEW STUDENTS ORIENTATION (G1-G11) 28 - SEMESTER 1 BEGINS (G1 - G12) 30 - SEMESTER 1 BEGINS FOR KG1+KG2 (STAGGERED START)							5 - BACK TO SCHOOL NIGHT (KG1-G5) 6 - BACK TO SCHOOL NIGHT (G6-G12) 11-28 - ABT/ MAP/ CAT4 (G1 - G9) FALL 29 - PROPHET'S BIRTHDAY							2-6 - ABT/ MAP/ CAT4 CONTINUES (G1-G9) 5 - WORLD TEACHERS DAY 6 - STAFF PD: REMOTE LEARNING FOR STUDENTS 11-12 - PARENT - TEACHER CONFERENCE 25 - 27 - SCHOOL CLOSED (MID-BREAK)							2 - STAFF PD: REMOTE LEARNING FOR STUDENTS 6-10 - MIDTERM EXAM (G6 - G12) 13-17 - NEASC ACCREDITATION VISIT 30 - NATIONAL DAY CELEBRATION							
DECEMBER 2023							JANUARY 2024							FEBRUARY 2024							MARCH 2024							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4						1	2	3	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	29	30	31					26	27	28	29				25	26	27	28	29	30	31	
1 - COMMEMORATION DAY 2 - NATIONAL DAY 4 - PRINCIPAL UNAVAILABILITY 8 - LAST DAY FOR STUDENTS AND TEACHING STAFF FOR WINTER BREAK 11 - 29 - WINTER BREAK							1 - NEW YEAR 2 - ALL STUDENTS AND TEACHING STAFF RETURN TO SCHOOL 8-26 - MAP WINTER (G1 - G9) 12 - SECONDARY SPORTS DAY 19 - KG1 & KG2 SPORTS DAY 26 - ELEMENTARY SPORTS DAY 22-26 - SEMESTER 1 EXAMS (G6-G12) 29 - SEMESTER 1 EXHIBITION WEEK							8 - INTERNATIONAL DAY FESTIVAL 2 - SEMESTER 1 ENDS 5 - SEMESTER 2 BEGINS 9 - REPORTS RELEASED 12 - 13 - PARENT - TEACHER CONFERENCE (3 WAY) 14-16 SCHOOL CLOSED (MID-BREAK)							4-8 - BOOK WEEK/ SPIRIT WEEK 14 - IFTAR COMMUNITY 11 - 30 - RAMADAN PROJECTED 25 - 31 - SPRING BREAK							
APRIL 2024							MAY 2024							JUNE 2024							JULY 2024							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
1-5 - SPRING CONTINUES 8 - BACK TO SCHOOL 1-7 - RAMADAN PROJECTED 9 - 12 - EID UL FITR 22-26 - MIDTERM EXAM (G6-G12) 29-30 - MAP/ABT SPRING (G1 - G9)							1-17 - MAP/ABT SPRING (G1 - G9) 3 - TEACHER APPRECIATION DAY 17 - LAST DAY FOR SENIORS 22-23 - STUDENT LED CONFERENCES 24 - STAFF PD: REMOTE LEARNING FOR STUDENTS 27-31 - SENIOR EXAMS							3 - SEMESTER 2 EXHIBITION WEEK 3-7 STUDENT LED CONFERENCE TOGETHER WITH FINAL EXHIBITION 10-14 - FINAL EXAM (G6-G11) 17 - 19 - EID AL ADHA 14 - KG2 GRADUATION 14 - SENIOR GRADUATION 21 - G5 GRADUATION 27 - REPORTS RELEASED							2 - LAST DAY FOR STUDENTS 4 - LAST DAY FOR TEACHERS 5 - LAST DAY FOR SLT 7-8 - ISLAMIC NEW YEAR							
NATIONAL ISLAMIC HOLIDAYS ARE SUBJECT TO THE LUNAR CALENDAR AND/OR KHDA DIRECTIVES																												
	FIRST AND LAST DAY FOR TEACHERS																											
	FIRST AND LAST DAY FOR GRADE 1 – 12 STUDENTS																											
	FIRST DAY FOR KG1 & KG2																											
	PARENT-TEACHER CONFERENCE (SHORT DAYS)																											
	PRINCIPAL UNAVAILABILITY																											
	MID-BREAK - SCHOOL CLOSED																											
ⓧ	SPORTS DAY																											
	MUSIC/TALENT SHOW																											
	INTERNAL & EXTERNAL ASSESSMENTS																											
	PUBLIC HOLIDAY - SCHOOL WILL BE CLOSED																											
	LAST DAY FOR SENIORS																											
	GRADUATION																											
	WINTER BREAK/SPRING BREAK/SUMMER BREAK																											
	REPORTS RELEASED																											
	FIRST AND LAST DAY FOR SLT																											
	RAMADAN PROJECTED																											
*	TBC BY KHDA/MOE																											

## **Health and Safety**

For the safety of our students, all visitors must check-in at the gate and wear the appropriate lanyard or sticker that is issued by security. Except for the main reception area, parents are not allowed on campus from 7:30am - 3:00 pm unless accompanied by an NIS Staff member and permission provided from school administration. Parents wishing to speak with a teacher or administrator are requested to contact the school in advance and make an appointment. On special days, parents may be invited to be a part of the celebration event at the school, they are asked to remain in the designated areas for the event. For the safety of our students and staff, any parent who chooses to arrive at school and is not following our TORCH values will be asked to leave and security will escort them outside the gate. We hope to always model an atmosphere of tolerance and respect amongst our staff and families.

Any parent on campus is required to adhere to all NIS rules and protocols. Please review and reiterate these protocols with your child so we can avoid future discipline measures. The health and safety of our students will always remain our number 1 priority.

## **Parent Involvement**

NIS primarily uses @nisdubai.ae email and the Engage System as the main forms of communication. Therefore, it is everyone's responsibility to check their emails and Engage messages as they are official forms of NIS communication. Any concern will be communicated with parents, and if necessary, a meeting will be scheduled. All emails to NIS staff are attended to daily, and response times are typically within a 24 to 48 hour period during the work week.

### Communication

As everyone becomes comfortable in the school year, issues may arise. To ensure consistency in communication, the first line of communication is to report any issue or concern to:

- 1) The Teacher
- 2) The Head of Department
- 3) The Assistant Head of Secondary
- 4) The Head of Secondary
- 5) The Head of the School

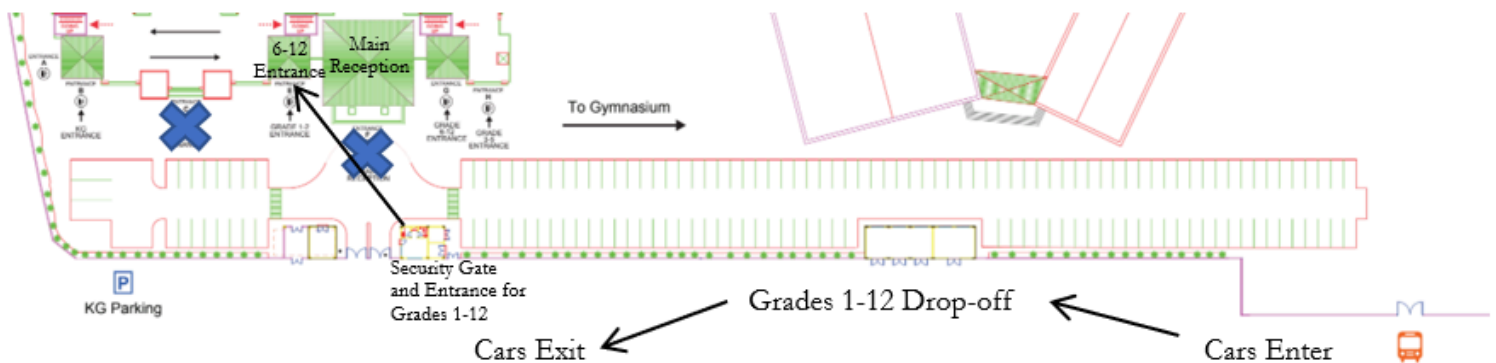
See the attached for Middle and Senior Leader contact information. Please check the last tab of [this spreadsheet](#) to become familiar with the Middle Leaders.

Please contact the appropriate parties for the particular items listed below.

- ② [IT@nisdubai.ae](mailto:IT@nisdubai.ae) for student school e-mail and student and parent Engage login information
- ② [nibras.shop@aquariusllc.ae](mailto:nibras.shop@aquariusllc.ae) for purchasing the proper uniform
- ② [a.maklad@nisdubai.ae](mailto:a.maklad@nisdubai.ae) for bus queries
- ② [j.alcharter@nisdubai.ae](mailto:j.alcharter@nisdubai.ae) for updating Information (phone number, e-mail address, nationality, religion) in Engage
- ② [nissecondaryattendance@nisdubai.ae](mailto:nissecondaryattendance@nisdubai.ae) for reporting absences, lateness, and early leave
- ② [s.pecoraro@nisdubai.ae](mailto:s.pecoraro@nisdubai.ae) for scheduling an appointment after you have followed the communication protocol detailed above
- [e.rivera@nisdubai.ae](mailto:e.rivera@nisdubai.ae) for any pastoral or safeguarding issues.
- ② [s.habli@nisdubai.ae](mailto:s.habli@nisdubai.ae) for scheduling an appointment with the Head of Secondary after you have followed the communication protocol detailed above
- ② [j.kinny@nisdubai.ae](mailto:j.kinny@nisdubai.ae) for scheduling an appointment with the Principal after you have followed the communication protocol detailed above

### Arrival and Dismissal Procedures

#### *Morning Arrival*



#### Step 1 - Car line:

- Review these procedures with your child. To create a most efficient drop-off and show consideration to the other families in line, have your child ready to quickly exit the vehicle with his or her bag and follow the directions of the staff.
- Grade 1-12 parents enter the parking lot from the main road and flow into **two** (2) lanes. There will be security personnel guiding vehicles to enter and exit the parking lot.



- There is NO PARKING for Grade 1-12 parents - only drop off. ONLY KG parents can park in the small KG parking lot (illustrated above). Directions of the school and security personnel MUST BE FOLLOWED at all times to ensure child safety.
- Please be respectful of all families and staff by following our procedures.
- Do not drop students off from the road as it stops traffic and creates a safety issue.
- Inform your child to cross the car line, where NIS staff is located and so they can be guided safely and directly to the sidewalk at the appropriate areas. No one should ever hold up the tape between the cones for children to cross under. It is dangerous and not part of our process.
- All students are to enter the FRONT of the school through the designated doors according to grade level. No student should enter through the back of the school.

**Step 2:**

- Once through the security gate, students in grades 6-12 will enter through **Entrance E**.
- Secondary parents are not to enter the gated area unless they have an appointment.
- All Secondary students will continue through Entrance E up the stairwell be greeted by staff, who will be positioned to welcome and direct students.
- Please ensure students are wearing the appropriate uniforms (details explained in this handbook).

*Afternoon Dismissal (Monday - Thursday)*

- 2:40 p.m. ONLY BUS Riders will be dismissed and directed to their buses.  
2:45 p.m. All Car Riders will be dismissed to exit the gates.

*Morning Dismissal (Friday)*

- 11:40 a.m. ONLY BUS Riders will be dismissed and directed to their buses.  
11:45 a.m. All Car Riders will be dismissed to exit the gates.

Older siblings can collect their younger siblings outside the school building in front of the Elementary designated area.

Please pick up your child within 15 minutes of dismissal time. Non-bus riding students are not to be waiting in the main lobby and must wait by the main gate for pickup. As per the signed Parent-School Contract and for the safety of your child, please be aware that students need to be picked up or have arranged transportation at the scheduled dismissal times: 2:45 pm on Monday's to Thursday's and 11:45 pm on Fridays. Be mindful of early dismissal days such as Semester Midterms and Final Exams where adjusted dismissal times will be communicated directly. **Any family of a student remaining after 30 minutes of dismissal time will receive a warning before KHDA is contacted.**

### Parent Expectations

- ☐ Share the common goal that we will work together to make NIS an outstanding school for the entire community!
- ☐ Follow school protocols as they are shared and updated.
- ☐ Support all NIS rules, procedures, and safety regulations. Review this handbook with your child so the policies are clearly understood at the start of the academic year.
- ☐ Checking all NIS communication and communicating any of your questions or concerns as they arise with the appropriate school official. Read all school related emails @nisdubai and Engage on a timely basis; this includes any grades and assignments posted by your child's teachers on Google Classroom.
- ☐ Remember our TORCH values. Share all questions and concerns respectfully. Always treat NIS Teachers, Staff, and Admin with respect. Threats, verbal abuse, etc., have no place in any school.
- ☐ Make an appointment if there is a need to see any member of staff.
- ☐ Respect the process of reporting issues to staff members as follows: Teacher, Head of Dept./Middle Leader, Assistant Head of Secondary, Head of Secondary, Head of School.
- ☐ Support the teachers in their effort to educate your child at a high level. Work together to effectively hold students accountable for their academic and behavioral progress.
- ☐ Support school leadership in their effort to ensure academic, emotional, and character growth. Dig deeper when you ask your child questions but receive quick, generic answers.
- ☐ Work with your child on having a growth mindset, managing time, maintaining good study habits, and accepting responsibility for actions. This starts each day by ensuring your child is wearing the NIS uniform, bringing a fully-charged laptop/chromebook, and getting to their first block prior to 7:45 am.
- ☐ Ensure that your child takes the bus or is brought to school on time (before 7:45 am) and picked up on time (between 2:45 - 3:00 pm Monday-Thursday and 11:45 - 12:00 on Friday). This includes timely pickup after field trips, sporting events, academic competitions, and after-school detention.
- ☐ Ensure that your child gets enough rest at night. (Yes! It is okay to take their devices to your room and force them to sleep.)
- ☐ Ensure that your child completes all assignments honestly and at a high quality.
- ☐ Ensure that the internet access at home is sufficient to support your child in completing their assignments on time.
- ☐ Encourage your child to follow the school rules and health and safety protocols including (e-safety/social media/etc).
- ☐ Reinforce appropriate behavior in actions and words. All language (racist, sexist, or inappropriate) said on campus or via a school-run platform (online), even if approached as joking around, will be treated as a serious offense and could incur legal action.
- ☐ Remember that parents working with the school is the best way to change negative behavior
- ☐ Stay engaged! Please read the communication that we send. Attend events. Complete surveys and acknowledgment forms. Follow our journey on social media.

## Dress Code

### TO ATTEND CLASS AT NIS, STUDENTS MUST WEAR THE APPROPRIATE UNIFORM.

Please be sure that the correct uniform is worn daily and visible at all times. Failure to do so will result in home contact and arrangements will need to be made for the child to be picked up or brought appropriate clothing. Unpreparedness for school will also affect the student's academic professional grade.

- ALL clothes must be NIS approved. A link to the site ([www.trutex.ae](http://www.trutex.ae)) and further details of how/where to purchase is provided in this document.
- If you purchase the NIS sweater from the vendor, an NIS uniform collar shirt must be underneath.
- Only NAVY BLUE sweatpants are allowed to be purchased anywhere as long as they are plain, blue, and have no writing or symbols.
- Seniors can wear their Varsity Jackets (once approved). Only Seniors may wear Senior jackets and must be their own.
- NIS Secondary Hoodies (designed by NIS students) are purchased separately and through NIS. If approved, Ms. Riham will coordinate these purchases in Semester I only.
- All Secondary students must wear sneakers or closed-toe with full back shoes. No slippers, sandals, crocs, flip-flops, etc.



- Take note of the following:
  - ✓ Jewelry must be kept to a minimum (e.g. a watch). Smartwatches removed for tests.
  - ✓ All jewelry is to be removed for physical education classes.
  - ✓ The uniform from the PE kit is required to be worn during PE lessons ONLY.
  - ✓ Hair color must be natural. No colored hair.
  - ✓ No visible piercings or tattoos



## Resources

Please be aware of the individual course syllabi from teachers and the stationary needed for the course. Do remember that the NIS Secondary School is 1:1. Everyone in grades 6-12 must have a fully charged Chromebook or laptop. This can be purchased from NIS if your child does not have one. Please contact [IT@nisdubai.ae](mailto:IT@nisdubai.ae) and [nisaccountsreceivable@nisdubai.ae](mailto:nisaccountsreceivable@nisdubai.ae) for more details.

**The book fee is not solely for tangible books.** It covers the cost of all the online applications that help teachers to help students. Below is a list of the online applications that are included in the book fee and are imperative to supporting students' growth. All the applications that are course names are **not** simply electronic textbooks (e-books). Rather, they are interactive platforms that include resources for teachers to utilize with the students (ex. Nearpod, Google Suite, and Gim Kit Pro). If you have any questions regarding the use of online resources, contact your child's teacher by October 1st or within the first month of their attending class.

Note: Parents are required to pay the E-Resource fee in order for their child to gain access to E-resources.

- ☐ English – IXL, Achieve3000 (McGraw-Hill), Turnitin, Linguascope, Edmentum Exact Path
- ☐ French - Linguascope
- ☐ Mathematics – IXL, Reveal Mathematics (McGraw-Hill), Edmentum Exact Path
- ☐ Science – IXL, Inspire Science, McGraw-Hill
- ☐ Social Studies – IXL, McGraw-Hill
- ☐ Arabic/Islamic – Alef, Asafeer
- ☐ SEN and EAL – Lexia Core 5
- ☐ Performing Arts - Quaver Music, Canva (Art), W3 School (ICT)

## Engage, Gmail, and Google Classroom

If you have not received your login for your parent Engage account, please contact [IT@nisdubai.ae](mailto:IT@nisdubai.ae) to request your login information and tell them the name and grade level of your child. Please send the email from the email account that you used when you registered your child.

Your child should have received an email detailing how to log into their Engage account to view their schedule. Please support them in doing this by clicking [here](#). The username is your child's entire NIS e-mail address, and the password is 12345678. Your child must change the password when logging in the first time. Please remind them not to share the password with anyone! Once the password is successfully changed, go to the Home Page. If the schedule does not automatically appear, click the words "Pupil Portal." Then click "Weekly Timetable" on the left. For high school students (grades 9-12), use the arrows to move from week to week. The Semester 2 courses will not show until February when Semester 2 begins.

To be sure that your child has added the correct Google Classroom codes, click [here](#) and choose the correct tab at the bottom. Add the codes based on their approved schedule on Engage. Teachers' email addresses can be found next to the code. Please send an email to them (Sunday - Thursday) if you are having difficulty with the code.

## Middle School Program

Our middle school consists of grades 6-8. As these years are a critical period of transition in a child's development, we focus on the whole child as we provide student-centered learning experiences that cater to the needs of our students. Our curriculum is based on US AERO Standards as well as other US National Standards (for non-AERO subjects) and UAE National Standards (for Ministry of Education subjects). All courses are of equal importance and treated as such, and we strive to give students a balanced curriculum that allows them to explore and develop their full potential. Failing multiple courses may lead to retention.

### Course

- |   |                        |
|---|------------------------|
| ● English   | ● Islamic              |
| ● Mathematics   | ● Physical Education   |
| ● Science   | ● Art                  |
| ● Social Studies (including UAE Social Studies and Moral Education) | ● Music                |
| ● Arabic  | ● ICT (grade 7+8 Only) |
| ● French  | ● Drama (grade 7 Only) |

#### Middle School Day Timings (Mon - Thurs)

7:45-9:10	Block 1
9:13-10:33	Block 2
<b>10:36-11:16</b>	<b>Lunch</b>
11:19-11:59	Co-Curricular
12:02-1:22	Block 3
1:25-2:45	Block 4

#### Middle School Day Timings (Friday)

7:45-8:40	Block 1
8:41-9:36	Block 2
<b>9:37-9:52</b>	<b>Snack Break in Class (No Canteen)</b>
9:54-10:49	Block 3
10:50-11:45	Block 4

Parent/Student requests to be with or not with another student will be rejected. Only teachers are to provide input on scheduling early in the process. There are simply too many requests and not enough sections to move every student to be or not with a student of their choosing. The same applies for requests for teachers. Requests for a specific teacher cannot be honored for the same reason.

### High School Program

Our high school consists of grades 9-12 and is designed to prepare students for entrance into the university and program of their choice without having to complete a foundation year. Though our courses are challenging, we still focus on the whole child as we provide student-centered learning experiences that cater to the needs of our students. Our curriculum is based on US AERO Standards as well as other US National Standards (for non-AERO subjects) and UAE National Standards (for Ministry of Education subjects).

**NOTE: NIS is pleased to announce an A-Day/B-Day schedule has been created for High School.**

**Students will see most of their teachers every other day.** Example: A-Day may be M/W/F (B-Day would be T/Th) and the following week A-Day would be T/Th (where B-Day would be M/W/F). This is similar to a college schedule. Weeks will be known as A-Week if the week begins on an A-Day. It will be a B-Week if the week begins on a B-Day.

A-Week				
Monday	Tuesday	Wednesday	Thursday	Friday
A-Day Classes	B-Day Classes	A-Day Classes	B-Day Classes	A-Day Classes

B-Week				
Monday	Tuesday	Wednesday	Thursday	Friday
B-Day Classes	A-Day Classes	B-Day Classes	A-Day Classes	B-Day Classes

## Courses

Based on various factors, the school determines which courses can be offered each school year. This process begins in January of the previous school year. After deciding which courses can be offered, the school determines the designation of the course. Will it bear a half credit or a full credit? Once this is complete, the timetable is generated, and students are then able to choose which courses they would like to study in which period of the day based on what is offered in each period. Some students have limited choice if they must make up credits from failed courses in the past. Students in the early stages of high school sometimes have limited choices because certain courses are mandatory in a specific sequence. Regardless, the school is very intentional to ensure that students have a voice and a choice! We try to ensure that students get at least 80% of what they chose, but there are times when this is not possible. This could be for a variety of reasons that can be discussed on an individual basis.

Though people use the words "semester" and "term" interchangeably, they are not the same. The academic year in the country is split into three terms, American-curriculum schools such as NIS run on two semesters. NIS breaks the semesters even further into quarters. There are two quarters in a semester and two semesters in a school year. At the end of Quarters 1 and 3, students take a midterm exam. At the end of Quarters 2 and 4 (which is the same as the end of the semesters), students take final exams.

All courses are of equal importance as successful completion of each course earns students a half or full credit towards meeting their graduation requirements. Courses (except Islamic) that bear a half (0.5) credit only last for a semester and run for at least 60 hours. Islamic lasts the entire year but will still earn 0.5 credit once successfully completed. Courses that bear a full (1.0) credit last the entire school year (both semesters) and run for at least 120 hours. Passing a full year course is determined by averaging the first and second semester grade. Successful completion requires a grade of 60% or higher.

For more detailed information about our course offerings, our **2023-2024 High School Program of Study** can be found linked [HERE](#).

### High School Day Timings (Mon - Thurs)

7:45-9:10	Block 1
9:13-10:33	Block 2
10:36-11:16	Co-Curricular
<b>11:19-11:59</b>	<b>Lunch</b>
12:02-1:22	Block 3
1:25-2:45	Block 4

### High School Day Timings (Friday)

7:45-8:40	Block 1
8:41-9:36	Block 2
<b>9:37-9:52</b>	<b>Snack Break in Class (No Canteen)</b>
9:54-10:49	Block 3
10:50-11:45	Block 4

### Changing a Course

A teacher can recommend or a family can request that a student drop a course. All requests should be done within the first week of school. After week 2 of a semester, no further changes can be made. Student-initiated requests for course changes should be done by contacting [niscounselor@nisdubai.ae](mailto:niscounselor@nisdubai.ae). When dropping a course, a student must add a course that is running in the same block. Complete schedule shifts will only be considered if graduating is in jeopardy without the shift. Also, if changing the schedule negatively impacts graduation requirements, entrance into certain university programs, or success on mandatory assessments set by KHDA, the drop/add will not be approved. After considering graduation requirements, what is available within the schedule, and university entrance needs, NIS staff will approve or deny the request. If approved, we will change the schedule and revert to the student/family.

### Course Load

Every student is required to take a course each block of the day. Most students in grades 9-12 have at least one study hall time during the week, giving them an opportunity to complete homework, do research, and study. Not using this time effectively will result in parent contact, and a note will be placed in the student's file as a reference point during conferences. Students can NOT opt for study hall. Study halls are necessary in rare occasions where no other course is available to a particular group of students.

### Repeating a Course

Any student earning an *F* (59% or below) in a course will be required to either repeat the course or take another course in the same content area in order to fulfill graduation requirements. If repeating the same course at NIS, only the higher of the two grades will appear on the transcript and count towards the grade point average (GPA). If taking a course in the same content area, both course names and grades will appear on the transcript, and both will count towards the GPA. Though there is currently no minimum GPA needed to graduate from NIS, a vast majority of universities look at and question students' GPAs when applying to university after completing high school in an American-curriculum school. For this reason, it is in the best interest of the students to maintain a GPA of at least a 2.5, which is a B/C average.

If the course that needs to be repeated does not fit in the student's schedule, the course must be taken online with iCademy at the family's expense. If not, the credit will not be earned, and graduation will be in jeopardy. iCademy is only an option for course recovery (where a student previously failed a course at NIS). Only in the event the failed course is not available through course recovery such as iCademy, a one-time comprehensive exam will be made by the NIS staff. If the student passes the comprehensive exam, they will receive a 60 on their transcript.



## Transcripts

A transcript is an official document that details all the credit-bearing courses a student has taken while at NIS. When unofficial transcripts are produced, these will be watermarked as such and signed by the Head of Secondary. An official high school transcript is generated upon completion of grade 12. Official transcripts will be signed by the Head of School/Principal. Only then can the transcript be used for attestation and equivalency purposes. To maintain the integrity of our transcripts, requests to change course titles and omit/change grades will not be considered.

## **Grades Calculation**

The grading scale is as follows:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
D-	Below 65	0.5
E/F	Below 60	0.0

Course grades will be calculated based on the following:

- 📌 Ongoing – 70% – This is the grade that will be seen on Google Classroom, but this is **NOT** the overall grade. It heavily contributes to the overall grade. Students must be completing their assignments on time and of a high quality to earn top grades.
- 📌 Midterm – 10% – This exam will be taken at the end of Quarters 1 and 3, which is the middle of each semester.
- 📌 Final – 20% – This exam will be taken at the end of Semester 1 and 2.

For example, if Student A scores a 100% on the midterm exam, a 100% on the final exam, and a 50% for their Ongoing Assessments (Google Classroom assignments), the overall score for Student A will be a 65%, which is a D. It is imperative that parents continuously ask questions when there are zeros, missing assignments, or ungraded tasks in Google Classroom. Teachers send correspondences to the students and parents, but action is

required to ensure that students are turning in quality work on time. If there is an academic issue, our open and honest communication protocol should be used to get the issue sorted sooner than later. Parents should respond to any messages received from teachers and should request being invited as a guardian to their child's Google Classroom pages.

**Note:** NIS is not a British-curriculum or IB school. There are no predicted grades, and the focus is not to prepare students for a final exam (iGCSE, etc.) All assignments matter, not just the final exam. A student's overall grade will be calculated using the percentages mentioned above, and there will be no exceptions.

### **Valedictorian/Salutatorian Selection**

The valedictorian (#1) and salutatorian (#2) of a class are each an honor (not a reward) in an American-curriculum school. This graduation honor is determined by the cumulative GPA from the high school years at NIS, and students must have attended NIS for all four academic years in high school for this consideration. The NIS honors will be determined by a weighted GPA. While some universities may request a calculation of the unweighted GPA, the honors of the Valedictorian and Salutatorian will be calculated using a weighted GPA. As stated in the NIS Program of Study, due to the rigor of Advance Placement (AP) courses, an additional 0.25 weight will be added to a student's GPA on the transcript, per KHDA. However, if 1) the AP exam is not taken or 2) a student earns a course grade lower than a C- (70%) in an AP course, s/he will not receive the 0.25 weight.

If there is no clear #1 and #2 student, all GPA (including the cumulative GPA) will be recalculated and rounded to the nearest thousandth place. If there is still no clear #1 and #2 student, then the NIS team will revert to the student with the highest grade average. If there is still no clear #1 and #2 student, a panel of the Head of School/Principal, Head of Secondary, Assistant Head of Secondary, University Counselors, and Middle Leaders will convene to determine a way forward.

With the honor of being a valedictorian or salutatorian, some universities reward students by offering scholarship opportunities (tuition waivers). Specifically concerning the American University in Dubai (AUD), we have secured a partnership, and with this partnership comes potential scholarship offers.

## **Homeroom/Wellness Curriculum**

Students in both Middle School and High School will have a homeroom program that will incorporate well-being, social and emotional growth, and college/career readiness. Depending on grade level scheduling, this initiative will take place during an instructional block or co-curricular period.

## **Co-Curricular Period**

A 40-minute period has been included during the school day to provide students with a variety of academic and non-academic options to explore. The options for this year's co-curricular will be updated shortly. Students will be able to sign up for clubs, sports, or be placed in academic interventions based on their internal grades and MAP scores from the last semester. Below are the club options from last year that are subject to change:

- Animation Movie Club
- Art Club
- Chess Club
- Choir (Glee Club)
- Environmental Club
- Handchimes Club
- Meditation & Mindfulness
- Model United Nations
- Multicultural Club
- \*National Honor Society (must be selected)
- New York Times Competition
- Sports
- STEM Club
- Student Council
- Theatre
- Yearbook

Non-academic options will be available only if a student remains in good academic standing. Any student whose average in any course is below 70% is not in good academic standing. Struggling students who are not in good academic standing will have mandatory extra help (intervention class) in lieu of their non-academic choices. A re-evaluation will happen at the end of the semester. Students are required to report to their intervention class. Failure to report on time and remain for the duration will be treated the same as skipping any other class.

Once attendance is taken in a co-curricular room, the student must stay there for the duration of the 40-minute period. In addition, there may be other requirements (e.g. consistent meeting attendance) that will be mandatory to remain in a club. The club advisor(s) will explain this to students. Note: If a student is failing a course, they may be removed from their co-curricular club or after-school sports team until their performance improves to passing. Further, the sports option will be given to those who can make a commitment during the co-curricular period **and** after school, as participation in athletic events against other schools is a requirement. Lastly, options will be based on the capacity of the classroom space in which each is held.

A Loss of Privilege (LOP) Room will be possible for those students that do not comply with the rules and procedures of the school. This room will NOT allow the use of electronics. Students will remain quiet and should be thinking about their actions. They will write and turn in a reflective piece or apology about their negative behavior to the room supervisor.

Please contact Mr. Erik, the Dean of Students, at [e.rivera@nisdubai.ae](mailto:e.rivera@nisdubai.ae) for any questions.

## **Academic Honesty**

NIS fully expects that all students embody honesty and responsibility in their academic endeavors. Academic integrity is essential for meaningful participation within the academic community. To help maintain academic honesty, the following will be implemented for students who do not meet the school's expectations in this area.

### Cheating

To deliberately seek an advantage through dishonest gain

### Plagiarism

- To steal and pass off the ideas or word of another as one's own
- To use another's product without properly crediting the source
- To commit literary theft
- To present an existing idea or product as new and original

### Offenses

<i>1<sup>st</sup> Offense</i>	<i>2<sup>nd</sup> Offense</i>	<i>3<sup>rd</sup> Offense</i>
Zero on assignment/assessment	Zero on assignment/assessment	Zero on assignment/assessment
Parent phone call	Parent meeting with signed document of infractions and consequences outlined in the NIS policy	Parent meeting with Principal
Ineligible/removal from National Honor Society for the year.	Banned from being eligible for the National Honor Society	Mandatory denial of Good Behavior Form request from NIS.
Loss of academic honors/awards for the year, such as student of the month, subject awards, etc.	Ineligible for all future honors/awards including Valedictorian/Salutatorian.	1-Day Suspension from School and additional note in file
	Possible notification of Good Behavior Form denial from NIS	

\*NOTE: IF academic dishonesty takes place 3 times in the same class, that student will receive an "0" for the semester.

\*\*Any family or student that tries to edit an NIS document (such as a report card or transcript) will result in student suspension and evidence turned over to the appropriate authorities.

## Code of Conduct

Read and ask any clarifying questions before an incident occurs.

### Attendance

Students must not have more than **twelve (12) unexcused absences** per semester or **eighteen (18) unexcused or excused absences** per school year. If they do, they will receive no grade (NG) and no credit for the course. For high school, they will receive *NC* (No Credit) on their transcripts for that course. **Note: More than (12) unexcused absences for the academic year may result in the school not issuing a Certificate of Good Conduct after graduation.**

An excused absence is defined as:

- ☐ personal illness or injury (accompanied by a medical note with appropriate dates)
- ☐ medical or dental appointments (accompanied by a medical note with appropriate dates)
- ☐ death in the immediate family
- ☐ attendance at a funeral if the parent deems necessary
- ☐ religious holidays
- ☐ other emergencies or unusual circumstances as previously approved by school leadership

All other absences are considered unexcused. Family travel plans are **NOT** excused. If there is any question whether an absence will be excused or unexcused, please contact school leadership before the absence takes place. For all attendance issues, please email: [nissecondaryattendance@nisdubai.ae](mailto:nissecondaryattendance@nisdubai.ae).

Number of Absences	Action	Person Responsible
1-7	Email from Secondary PA	Admin. Assistant
8	Warning Letter	Admin Asst/Dean of Students
9	Parent Conference #1 with Attendance Contract and given No Credit warning notice for semester	Dean of Students and Asst. Head of School
12	Parent Conference #2 with Attendance Contract revisited and no credit for semester applied.	Dean of Students/Head of Secondary
15	Parent Conference #3 and given No Credit warning notice for course/year.	Head of Secondary/Dean of Students
18	Parent Conference #4 and given notice of No Credit	Principal

### Punctuality (Tardy/Lateness)

Students are expected to arrive at school/class prepared and on time (7:45 am). Block 1 classes begin directly after the national anthem and morning announcements. For each class, students must be in the classroom before the bell rings to avoid being marked late. Anyone late must:

- ❑ Obtain a late slip from the secondary main office before entering class. Teachers will not admit students after the morning announcements without a pass or prior permission.
- ❑ Any student who arrives to a class that is more than halfway completed will not be marked present and will be marked absent from class if the tardy is unexcused.
- ❑ Staff will be informed of any student who is late due to arrival on an NIS-provided bus. This will be excused and the student will not be considered tardy.
- ❑ Any student who arrives by any other mode of transportation will be given a late slip, which is considered an unexcused tardy.
- ❑ Three (3) unexcused tardies will count as one unexcused absence in a class. An accumulation of tardies may result in disciplinary action and affect a student's ability to receive credit for the class. Parents will be called for an in-person meeting in accordance with the attendance policy.

For all attendance, lateness, early leave communication and to send documentation, please send your email to: [nissecondaryattendance@nisdubai.ae](mailto:nissecondaryattendance@nisdubai.ae).

### Early Student Leave/Pickup

- To help our staff ensure a timely student release, parents need to do the following:

- At least 2 hours before your requested pickup time, send a message from your registered email address on Engage to [nissecondaryattendance@nisdubai.ae](mailto:nissecondaryattendance@nisdubai.ae). If the person is someone other than a parent for pickup, the email must specify the name of the person and their ID must be shown to security and reception. If the request is for another mode of transportation, this must be specified in the email.
- Come to the main reception to pick up the child. (Students will not be released from the building unless accompanied by a parent or guardian)

### **Parent Steps After Email:**

- 1) Parents must report to the security gate for sign-in and show their Emirates ID or official card.
- 2) From the security gate, parents will receive a pass or lanyard to go to Reception to alert NIS staff that they are here for an early leave request.

3) After child pickup, the parent will receive a note from the receptionist and must give it to security in order to leave the campus.

\*No email = no early leave.

\*\*Early leave requests are for emergencies only. If more than 3 early leave requests are made in the school year, a parent conference will be requested.

### When to Stay Home

Keeping a sick child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover. It is recommended to keep your child at home for the reasons as follow:

- COVID-19 Symptoms, Positive PCR Result, and DHA-confirmed Close Contact
- Vomiting and/or diarrhea: A child with either of these problems should stay at home and return to school only after being symptom free for 24 hours.
- A temperature of 37.5°C (99.5°F) and above: A child must stay at home until they have spent 24 hours without a fever.
- Conjunctivitis: Following a diagnosis of conjunctivitis (also known as “pink eye”), a child may return to school 24 hours after the first dose of prescribed medicine.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school nurse has seen your child. If you have any doubt, please take your child to see the school nurse before s/he attends class.
- Colds: A child should remain at home if s/he is experiencing discomfort from cold symptoms such as nasal congestion and/or cough.

**\*It is NIS Policy to only excuse absences if there is a medical note or proper documentation. Without a doctor’s note containing the correct dates, the absence can not be excused.**

Please inform [nisdoctor@nisdubai.ae](mailto:nisdoctor@nisdubai.ae) if your child has been exposed to any contagious disease, virus, or condition such as the following:

- COVID-19
- Chicken Pox
- Measles
- Lice

### Skipping Class

Any student who is marked present in school but does not go directly to their scheduled class or designated area will be considered *skipping*. Immediate consequences will be given to any student skipping class. Any student that is unsure where to go should go to the secondary front office. Please visit the consequences section for details.

### Leaving Campus

Once a student is admitted on campus, s/he will not be able to leave campus until the school day is over or if signed out by a parent/guardian. Parents must provide an email (from the parents' email listed on Engage to [nissesecondaryattendance@nisdubai.ae](mailto:nissesecondaryattendance@nisdubai.ae)) if they are giving permission for their child to leave with another person (state their name) or mode of transportation (driver, taxi, etc). Students will not be able to leave for lunch or any other reason. If a student takes it upon himself/herself to leave campus without permission, the student, upon return to campus, will sit in the main office, and the parents will be called for pickup. An unexcused absence will be issued for all classes missed. Additionally, the student will be suspended from school for 1 day.

### Hall Passes

Students are not to be in areas that are unsupervised by a school employee. Supervised is defined as being able to see and be seen by the employee. If a student is unsure, they should ask the staff member if they are within sight.

Students must wear or hold a hall pass when given permission to leave a classroom or a supervised area. This includes, but is not limited to, going to the bathroom and the clinic. Upon return, students must sanitize the pass and lanyard before returning it to its position. If a student creates a pattern of habitually using the bathroom in high volume, this will be reported to the parents, who will need to supply a medical note for the school to keep on file. Then leadership will inform the teachers to allow the child to use the restroom when asked. Students will sign out and sign in with every use of the hall pass. Students will be responsible for the replacement of the hall pass if it is not returned. Maximum amount of time with a hall pass is 5 minutes (with exception of going to the clinic). Please note that there are no more than 4 students in a bathroom at one time in any bathroom on the campus of NIS.

Be mindful that instruction continues when a student leaves the classroom and the student is responsible for any missed work.

### Lunch Time

Due to social distancing, venues of where students have lunch may change over the course of the school year. No student will be allowed to leave their designated area until it is time



(announced by the supervisors on duty) to go back to class. Failure to adhere to these policies will result in consequences.

Friday's are half-days with an 11:45 am dismissal. The canteen is **CLOSED** to all Secondary students on Fridays. Any student going to the canteen will be considered skipping and consequences consistent with the handbook will apply. Students will have a short break on Friday's, where they will be allowed to eat a snack that they can bring from home inside their classrooms.

In the event that the cafeteria vendors are not able to serve food, leadership will communicate with parents via Engage and students via Gmail or Google Classroom, ensuring that students bring a packed lunch to school until further notice. Students are **not** allowed to leave campus for lunch, and they may **not** order food to be delivered. If food is ordered, it will stay with leadership until dismissal. Lunch/outside times may be staggered to meet KHDA compliance and social distancing guidelines.

#### Cell Phones and Other Electronic Devices

Students at NIS are not to use their cell phones at any time during the instructional day from 7:45 - 2:45 pm. Students are required to put their phone in bins for each instructional class and are responsible for picking them up at the end of each class. During lunch and co-curricular, phones and computers are to be kept in their bags. Any phone that is seen by staff will be confiscated by the teacher and turned over to leadership. Students will be able to pick up their phones at the end of the day. Repeat offenders will need parents to come to the school after 3:00 p.m. to pick up their child's phone. NIS reserves the right not to allow any student to bring their phone to school. If the phone is a continuous issue, the phone will stay at home or be held in the main office until dismissal. Continued violations will have further consequences.

In the case of an emergency, if parents need to contact their child during the school day, they should contact Ms. Saoussen, at [nissecondaryattendance@nisdubai.ae](mailto:nissecondaryattendance@nisdubai.ae). Students should not leave class to answer or make any phone calls. If they need to contact their families, they will be directed to the Secondary front office to make any urgent calls.

Any student who uses an electronic device while on campus in an inappropriate and non-educational capacity (foul language, threatening language, sharing pictures of students/staff, idle gossip and spreading rumors, or any other negative conduct that disrupts the learning and peace of another student or adult) will face serious consequences that align to the severity of the offense.

Lastly, it is against UAE law to take pictures, voice recording, or video of someone without their consent. This applies to students as well. If your child engages in such an offense resulting in a

legal matter for your family, NIS will not be held responsible. It is NIS policy that students are not allowed to take any pictures or videos while on campus unless they have received expressed written consent from NIS administration.

### Smoking/Vaping

Cigarettes or vapes are not permitted on campus (inside or outside the building). Students who are suspected of vape will require a parent conference. Any student caught vaping or in possession of vape material (whether their's or not) will promptly be suspended. We have been asked by Dubai Police to report any issues regarding vaping to their department. Note: NIS reserves the right not to issue a Certificate of Good Conduct to anyone who has been suspended.

### Social Media

Social Media, texting, and other online sites or apps that contribute to inappropriate, threatening, bullying, racist, sexist behavior (even joking) can have significant consequences ranging from detention to legal consequences. If students engage in this inappropriate use of social media, they will be subject to follow the Harassment, Intimidation, and Bullying protocol (see below). Any negative comments by students about other students posted on social media through forums such as Whatsapp, Snapchat, Instagram, Tiktok, Discord, etc are prohibited and families will have the right to take legal action.

Use of NIS logos, images and likeness are strictly prohibited. Any unapproved and negative use of media regarding NIS, its staff, students, or community posted on social media or online forums is unlawful and Dubai Police will be contacted immediately.

### Sports

Playing sports is a privilege and there are times when privileges may be taken away. Students must remain in good academic and behavioral standing in order to remain eligible to play in school sponsored sports. Failing a course or violating the policies below are examples of poor academic and behavior standing. Violations of the NIS rules and policies may suspend a student from participating in co-curricular activities as well as after-school sports.

### Leaving the Classroom

Students will be allowed to go to vending machines to get water only before their first period class, during lunch/co-curricular, and after school. They are not to be leaving the classroom to get water during instructional periods. This includes getting items from a friend or another teacher during class time. If a student forgot a personal item, they can pick it up at the end of class. In addition, a student must always sign-out and have a pass to leave the classroom.

## **Prayer Room**

The prayer room timing is from 2:30 to 2:45 pm from Monday to Thursday. Students will be given 5 minutes to wash and start prayer at 2:35, which will be led by the Islamic teachers. Students will only be allowed to pray with suitable clothes for prayer (i.e. PE shorts are not allowed. Students should be wearing trousers/pants.) If students are not wearing suitable clothes, they need to bring them from home in order to use the prayer room.

## **Consequences at a Glance**

The following is a guide to the usual, minimum consequences for many types of misconduct that are prohibited at NIS. It is important to note that what is set forth in this list is a guideline and that student discipline is cumulative during the student's time at NIS. The consequences described are generally administered for first offenses and may be modified based on the circumstances of the event and the history of the student. Consequences will increase in length and magnitude for repeat offenses. Parent contact will be made via Engage, email or call any time a discipline consequence is administered, except for verbal warnings. This will be in effect during the regular school day, at any school event on/off campus, all field trips, and buses.

While severe offenses often receive immediate consequences, the repetition of infractions can be equally concerning for a school. Please note that if consistent negative student behavior does not improve, the school will take measures beyond the consequences below which may include Academic/Behavior Probation, Non-Renewal to NIS at the end of the academic year, or Immediate Removal request to KHDA.

*\*Note: It is NIS policy not to speak to parents regarding the names of children (or consequences given to those children) other than their own.*

### Detention

Detentions are after school on Mondays from 3-4:00pm. While in the room, students must sit quietly without electronics of any kind. Detention is a time for students to reflect on the negative behavior and think about their actions, write an apology, how they were wrong, and why it will not happen again. There will be no food/drink/games/talking/sleeping during this period of time. They must use the bathroom before the 1-hour detention starts. If late to detention, they will leave after 60 minutes have passed. If the detention can not be served, please notify the teacher and the detention can be set for the following Monday.

Note: Families will have 1 week to have their child serve detention. After 1 week, the choice will be a 2-hour Saturday detention (10:30 am -12:30 pm) or suspension and an on-campus parent conference will be requested. If the request is not honored, KHDA will be notified that the family is not upholding the policies of our school handbook and the responsibilities stated in the Parent Contract.

## Infraction Ladder

*Level I Offenses* – All infractions will be logged in Engage to track and monitor student behavior. Teachers will follow the appropriate steps for Level I Offenses and can make recommendations for after school detention or loss of privilege room, possible removal from club/co-curricular option(s) or sports. If a detention is given, it is the responsibility of the parent to arrange transportation for the child to get home after the detention is served. Parents will be given an option of 2 immediate dates for the detention to be served. If the detention is not served, it will become a 2-hour Saturday detention.

- profanity in any language (out loud, in writing, or by texting another student)
- cell phone usage or disruption (as determined by the teacher)
- classroom disruption
- dishonest or disrespectful behavior towards a staff member or another student
- defiance/failure to follow directions of classroom, school policy, or NIS Staff directives
- dangerous behavior/horseplay
- dress code violation
- inappropriate public display of affection
- roaming hallways/bathrooms without a pass/water during class
- tardiness
- leaving class without permission
- violation of classroom management guidelines

*Level II Offenses* – (this includes repeat offenders of Level I Offenses) - These infractions are managed by the appropriate member of leadership and will result in multiple detentions or Saturday detention, removal from school sports/clubs and field trips, ineligibility for National Honor Society and student council, and parent conference.

All infractions will be logged in Engage to track and monitor student behavior. Leadership may recommend a suspension based on certain factors regarding the severity and safety of others.

- bullying/harassment (verbally or in writing)

- cheating/copying work/plagiarism
- false accusations/defamation of character
- extreme disruption
- severely threatening or abusive language/profanity towards another student or staff member
- theft (this includes taking any item out of an NIS employee's office or touching a teachers' personal property without permission)
- skipping/excessive absences/excessive tardiness

*Level III Offenses* – (this includes repeat offenders of Level II Offenses) - These infractions are managed by the appropriate member of secondary leadership and/or the Principal and will result in all of the consequences mentioned in Level II plus immediate suspension, restitution by family (if required by school), mandatory counseling, subsequent behavior plan. and possible expulsion or non-renewal at NIS.

All infractions will be logged in Engage to track and monitor student behavior.

- drug and alcohol use/possession
- smoking/vaping of any kind (possession of anyone's smoking/vaping material)
- hitting, punching, kicking, or assault of any kind on a student, adult, or school personnel
- harassment
- leaving campus without permission
- forgery (signing another person's name); Example: transcripts, report cards, official NIS documents, etc. - may result in legal consequences
- vandalism of great expense – Restitution is required.

*2<sup>nd</sup> Offense* – increased consequences (includes a strict behavior plan and final notice to families before expulsion procedures take place. Paperwork to be signed acknowledging the recommendation of expulsion to KHDA should there be another offense)

*3<sup>rd</sup> Offense* – Expulsion by the Principal (as allowed by KHDA)

*Level IV Offenses* – These infractions are managed by the school Principal and in accordance with KHDA regulations/approvals. These offenses will result in immediate expulsion from NIS. An immediate conference with the student, parent, and principal will be arranged. Local police may also be contacted for illegal activities. All infractions will be logged in Engage to track and monitor student behavior.

- arson
- aggravated assault
- bomb threat
- burglary
- death threat
- drug dealing or distribution (this may include Vape as determined by Dubai Police)
- vandalism with excessive amounts of damage – Once the amount is determined, restitution is required.
- weapons/explosives on campus (whether in possession or in use)

### **Harassment, Intimidation, and Bullying (HIB)**

The HIB process begins when a person (teacher, staff, student, parent, etc) witnesses an act of harassment, intimidation, or bullying and reports it to leadership. When considering whether an incident meets the standard of HIB, there are 3 components it must meet:

1. Was there a disruption or interference with the orderly operation of school or student's rights?
2. Was there an actual or perceived distinguishing characteristic [e.g. gender, race, religion, grade level (power imbalance), etc.] as the motivating factor?
3. ONE of the following:
  - a. physical or emotional harm to a student or his/her property or fear of harm to student or property;
  - b. effect of insulting or demeaning a student or group of students; or
  - c. creation of a "hostile educational environment," interfering with the student's education

Please note that this includes insulting, demeaning, or threatening behavior done via text, e-mail, social media, or any other electronic means.

### Step-by-Step Process

1. An allegation is made by a teacher, staff, student, parent, or member of the school community who witnessed the HIB event. The harassment, intimidation, and bullying event(s) could be on or off school grounds, in person or electronically.
2. The HIB Coordinator will be called into the Head or Assistant Head of Secondary School's office to listen to the alleged target/victim and the details of the incident(s). A determination will be made by the HIB Coordinator and the Head of Secondary School if the incident warrants an investigation or if it immediately violates the school code of conduct without further HIB investigation. If the latter is decided, no investigation takes place, and the Head of Secondary School can take immediate action.
3. If the decision is made to move forward with an HIB investigation, the target/victim will write a detailed account of the incident(s) and sign/date the document. After s/he returns to class, witnesses will be called, individually, to meet with the HIB Coordinator. The accused will be interviewed and prepare a statement last. Each will go through the process outlined in #4. This may take multiple days for this process to be complete.
4. In a separate room, each student will be given an opportunity to write their perspective of anything they felt could be construed as harassment, intimidation, or bullying. A discussion with the HIB Coordinator will ensue, and the student will sign and date their written statement.
5. The accused and target will have letters/emails sent to their parents letting them know that an active HIB investigation is taking place. At this time, the students will be told to have no contact (physically or electronically, directly or indirectly) with or about each other until the conclusion of the investigation. Failure to do so may result in immediate consequences.
6. The HIB Coordinator or Assistant Head of Secondary will call both parents after the letters are sent home.
7. After the evidence gathering of the report is complete, the HIB Coordinator and the Head of Secondary School will discuss whether the actions meet the standard of HIB, which are listed above. If it does, the report and its findings will be sent to the Principal for his approval.
8. If the determination of the school leadership is that an HIB incident has occurred, consequences and/or remedial measures will be put into place that include but are not limited to: mandatory outside counseling (paid for by the parents of the accused), loss of extra-curricular privileges, detention, suspension, and possibly expulsion. It should be noted that if a second HIB determination is found against a student, a recommendation of expulsion will be made to the Principal. In severe cases where physical harm is caused

to another student, the authorities may be called to take over the investigation and legal charges may be filed.

9. After a determination has been made, the parents of both the victim and the accused will be notified by the Head of Secondary School, and the consequences will be outlined in a formal letter.

Copies of the HIB Report will remain with the Head of Secondary School and the Principal. A letter of all confirmed HIB incidents will be put in the accused student's personal file.

## **Financial Suspensions**

While we realize that times can be difficult for families who have financial difficulties, NIS is a private school and in order to maintain operations and provide the best educational experience for our students, we have to ensure our systems continue to operate as smoothly as possible. Late payments or non-payments may be disruptive to the educational environment and therefore, we hope to maintain a mutual understanding that there are financial deadlines to be met to ensure the continued operations of our school throughout the year. The school will communicate with anyone who is not up to date with their payments for tuition, e-resources, or any other financial obligation. In the event that these obligations are not met in a timely fashion, there will be a temporary suspension of students during the year. Again, this will be communicated to families either by email, phone, or both. Like any suspension, your child will not be able to attend classes during a suspension. Any parent that drops off a student who is suspended will be called to immediately return to NIS to pick up the child, who will remain waiting in a designated area away from classes. We are hopeful that parents will understand these measures and not make this process necessary.

## **Acknowledgements and Surveys:**

At the start of the year, parents may be asked to complete and return acknowledgement forms regarding: E-Resources, E-Safety Policy, Parent Contract, NIS Student and Family Handbook, etc. This is an acknowledgement that you have read and are aware of our policies. It is expected that every parent acknowledges all NIS policies for the mutual understanding of our rules, policies, and procedures. Please note that refusal to complete an acknowledgement form does not change the policy nor relieve any NIS family the responsibility to follow.

We will also send parent surveys throughout the year to elicit input from our community. While it is not mandatory, we always wish to partner with our parents in understanding their concerns as well as welcoming any positive feedback. Your support in completing these surveys and sharing your opinions is very much appreciated.



## **Other Linked Handbooks and Policies**

[AP Program and Policy](#)

[Assessment Policy](#)

[Calculator Policy](#)

[Graduation Requirements](#)

[E-Safety Policy](#)

[Program of Study](#)

[Safeguarding Policy](#)

[Safe and Ethical Academics Handbook](#)