

*Tiba Language School*

*American Division*



2022 / 2023

# STUDENT \ PARENT

# HANDBOOK



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# Introduction



Dear Parents,

Welcome to Tiba Language School, American Division and the new academic year. This handbook contains all the information needed for families and students about the rules, regulations, administration, policies and procedures.

The aim of School is to create a happy Stimulating atmosphere where each student is encouraged to achieve their full potential.

To achieve our aim, we need your cooperation. For this reason, this handbook is intended as a guide to our organization, administration, goals, and various aspects of T.L.S. that will help you understand the daily procedures of the school. Our success depends on your understanding, cooperation, and support.

On behalf of the teaching and administrative staff, we are looking forward to a mutually beneficial relationship that will be generated into an academic and personal growth for our students. All of these points have been made in the interest of safety and the smooth, efficient running of the school

I thank you for joining Tiba Language School for your child's education. With our kindest regards and best wishes.

**School director**  
*Mr Mohamed Elamrawy*

**We aspire for Students to graduate from their 12-year learning adventure being able to:**

- Use creative, innovative, and critical thinking skills to make a difference.
- Use their passions, talents, and skills to create a future that excites them positively to our world.
- See the adventure, opportunity, connections, and possibilities in life.
- Act with respect towards themselves, others, and our world.
- Turn dreams and ideas into reality.
- Accept life's challenges with a resilient and flexible attitude.
- Create a happy and healthy life balance.
- Communicate with maturity, openness, and integrity.
- Embrace fun and live with curiosity.

**To support Way, we ask parents to:**

- Provide a home life that supports the school's philosophy of self-management.
- Support your child on their self-management journey.
- Engage in parent education about Way.
- Participate in working with your child's Learning Advisor to design their learning plan.
- Be respectful about school decisions.
- Wish you best of luck.

## **School History**

Tiba Language school, American division was established in 1999 on an area of about 500 m<sup>2</sup> at Alexandria City of Alexandria Governorate. The school was purposely built for education and possessed various facilities including Sciences Laboratories, Computer Laboratory, Sport facilities Libraries.

The school has two streams program of study including National and American.

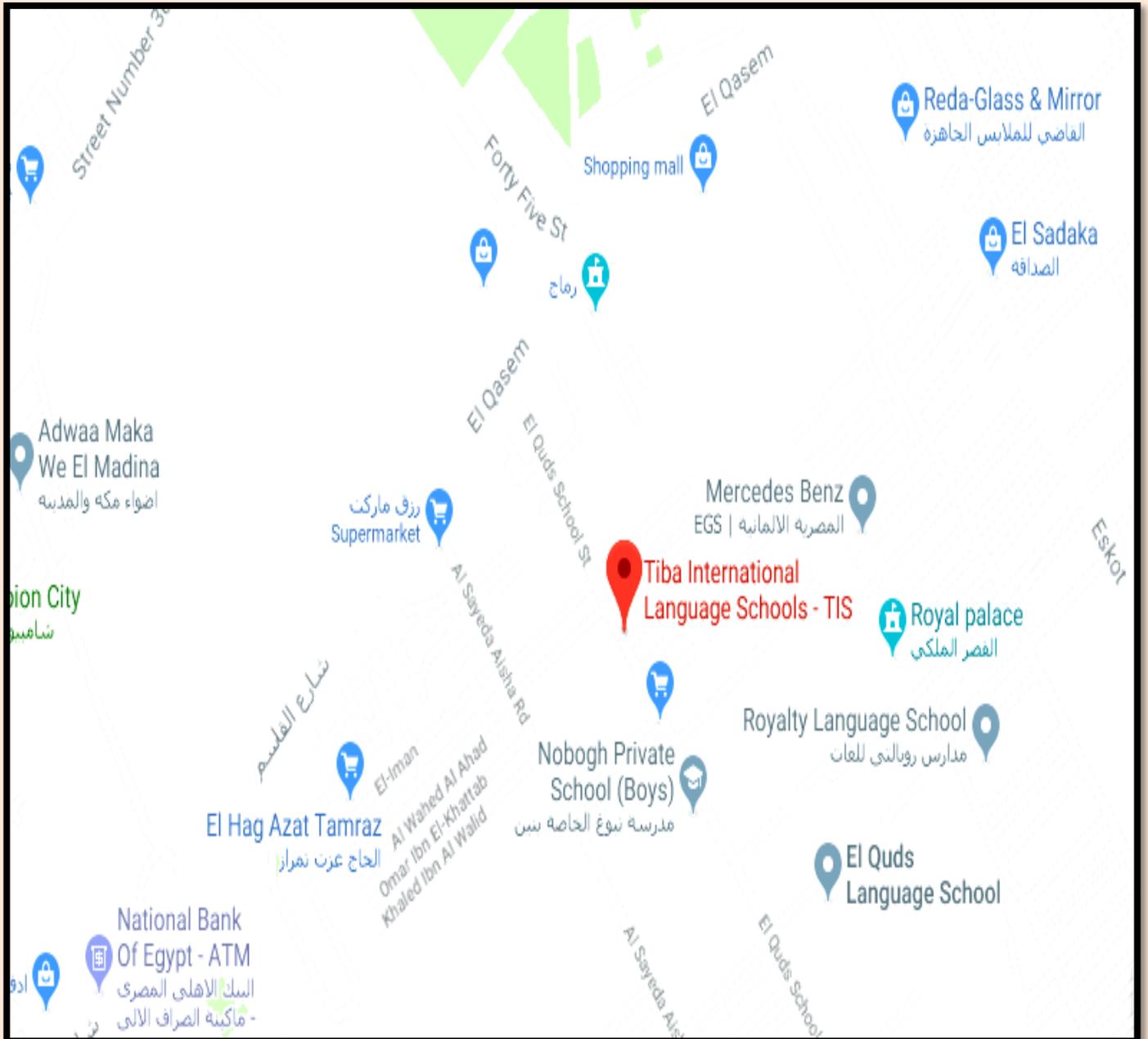
The latter has been initiated and established 2007.

School has an enrolment of (439) students, with sufficient number of staff, faculty members and administrative.

The American School possesses (17) classrooms, science laboratories, computer Laboratory, library.

## School location

- The T.L.S is located in Mustafa kamel st, 1<sup>st</sup>Elmontaza district.
- Students reached the school via School buses.
- The school located in a quiet Safe area far from noise or traffic.



## **Vision**

**Is to educate by providing a high quality international education for students of different ages, cultures and needs to become global thinking, lifelong learners and responsible citizens who contribute successfully to the global world**

## **Mission**

**Is to create secure, friendly, creative and motivating learning environment that develops our students through enriching experience to meet academic challenges, to solve problems and become successful responsible global citizens**

## **TLS Philosophy**

**TIS provides a co-educational, English language, college preparatory program that culminates in awarding eligible students an American High School Diploma. A holistic education is provided that encourages high standards of academic achievement, meaningful collaboration, and personal development, while supporting the unique needs of each learner. We encourage the expression of multiple perspectives in a safe and nurturing learning environment, such that the cultural identity of each student is valued. We prepare students to contribute to and thrive in a multicultural society. We support students in the development of skills and learning strategies. Students are encouraged to take responsibility for their own learning and well-being. Learning explicitly addresses guided and independent inquiry and investigations, skill development, and thinking strategies for finding solutions to the complex problems inherent in the challenges posed in developing a sustainable and peaceful world.**

## Grading and Report Cards

### **Philosophy of Grading:**

- A teacher expresses his/her evaluation of a student's achievement in a class through grades. Although "percentage grades" and various types of point systems can be used to objectify the teacher's grading system, it should be remembered that the teacher's judgment is used in selecting the materials upon which the percentages and point system are based. These premises should be kept in mind when assigning a grade and when discussing a grade with either a student or a student's parent. Grades should be as "fair" as possible and should reflect primarily the teacher's judgment of a student's academic achievement, although the student's progress and effort may be taken into consideration.

### **Online Grade Book Updates "SMS":**

- TLS Staff members should use the school application that is used as a communicator for grade reporting. - Parents are given log-in credentials in order to view their child's grades online through the application. Teachers are required to use this system as their electronic grade book and as a communicator to post assignments daily. Teachers are expected to update grades weekly.

### **Grade Reporting**

- TLS uses the communicator system for grade reporting at the end of each grading period and each quarter. Teachers are required to accurately complete and submit grades according to deadlines listed in the school calendar. Electronic grade reporting, verifications sheets and any other required reporting forms must be returned on or before the deadlines specified in advance.

### **There can be no extension of these deadlines.**

#### **- Incompletes:**

Grades of I (Incomplete) can only be issued with the approval of Principals of Instruction.

#### **- Changing Grades:**

In the event a grade needs to be changed after verification sheets have been handed in, the teacher must submit the grade change to the Principal of instruction.

#### **- Academic Grades:**

- All students' grades are comprised of these basic parts: class-work, homework, quizzes, projects, and quarter exams. Grades are calculated on a 4.0 GPA scale. The academic year is comprised of four working quarters; all grades for each quarter are accumulated according to each learning stage. At the end of the academic year, these four cumulative grades will be averaged to form a final grade for each subject (exception: ministry of education subjects – rules for the ministry of education are followed for these grades).

#### **- Absence from Tests/Quizzes:**

Because of the importance of final exams, the following guidelines should be adhered to throughout testing to help ensure a fair and academically honest setting:

- It is expected that there will be several versions of the final exam.

- A student who is absent from a test or quiz for a serious reason, illness or championship should bring a document to prove and confirm the valid reason of absence.
- The exam should be done when the student returns after assigning a fixed date for him/her.
- If, under any circumstances, the student can't attend his/her exams, they will be considered absent. So, we will put "A" absent in his report and wait till the final quarter to take an average.
- If the student is to be absent from his/her quizzes, try to make up at least one quiz and double the mark.
- If the student to be absent he or she may lose the participation, homework, and classwork marks. However, if a student shows a medical report or was out of the country, we can't deduct from his/her absent days till he/she completes all the tasks required.
- However, if a student shows a medical report or was out of the country, we can't deduct from his/her absent days.
- If students share in a project, research or even classwork activity, they should be graded upon that. However, if their work or classwork isn't completed every lesson, give them the minimum mark as well.
- Zero mark isn't acceptable to be given to students as for classwork, homework, behavior or attendance.
- Tests are not more than two subjects per day.

**In addition, the following procedures will be followed:**

- No cell phones. Cell phones may not be used as calculators.
- Backpacks/bags will be put in the front of the room when possible.
- No student prepared notes/notecards will be used.
- No student shall leave the room until all students have finished the exam.

**Grading Scale**

Formal grades are reported to parents four times during the School year, at the completion of each quarter. The Four Quarters" grades along with the Final quarter grades are recorded on permanent legal transcripts and it includes final evaluations for the students.

Mark			Percentage			GPA		
A+	98-100	4.0	A	94-97	4.0	A-	90-93	3.7
B+	87-89	3.3	B	84-86	3.0	B-	80-83	2.7
C+	77-79	2.3	C	74-76	2.0	C-	70-73	1.7
D+	67-69	1.3	D	64-66	1.0	D-	60-63	0.7
Y "F" 59 and below0								

**Quarter Grades:** At the end of each Quarter, the grade will be worth:

Elementary, Middle and high school Department	
6%	Class work
6%	Homework
12%	Quizzes
60%	Test
6%	Participation
10%	Projects & research
100%	Total

## **Final grade**

At the end of the year will be taken from the average of the four quarters percentage.

## **Homework**

### **The purpose of homework is to:**

- Encourage students to develop the confidence and self-discipline to work on their own.
- Consolidate and reinforce skills and understanding.
- Extend school learning, for example through additional reading.
- Enable students to devote time to particular demands such as project work.
- Support the home/school relationship.

### **Nature and Frequency of Assessments:**

Methods of assessment should reflect the outcomes we want students to obtain. Since we want students to be able to use knowledge creatively and to communicate about their learning, our assessments should require them to do so. Objective tests and quizzes are tools for determining knowledge of course content, but they are not the only, nor always the best, way to assess students.

Assessments should be sufficiently diverse in character that students with different learning styles all have an opportunity to succeed. Assessments should be sufficiently frequent that students have many opportunities to perform. Based on these considerations, teachers should observe three policies concerning assessment:

Within each six-weeks grading period, a minimum of six minor assignments (e.g., homework, quiz, etc.) shall be administered and graded.

- For each six-weeks grading period, a minimum of two major assignments (e.g., project, exam, and essay) shall be administered in each class. All tests/exams shall have a written component.

## **Protocol Regarding Assignments**

- Class assignments need to be varied within the block period. No teacher should engage a class in a single activity (i.e., lecture, worksheets, etc.) for the entire 70-minute period. Exceptions to this policy would be a “hands-on” class like art, acting, physical education, or band.
- If “participation” is a factor in determining grades, the basis for said participation must be substantiated or documented. A teacher who plans to include “participation” must delineate to students in the course expectation sheet the way(s) in which it will be quantified. Students must be made aware of their achievement in participation throughout the semester.
  - Written work should be returned to students within the grading period during which it was assigned.
- Assignments should be uploaded on the school communicator "SMS" as they are given and must include date assigned and date graded. All assignments must be graded in a reasonable amount of time. This policy reinforces the idea that assignments are also teaching tools for students; i.e., assignments should be assessed and returned to students with ample time to give them the benefit of learning from them for future exams or assignments.
- No test should be given and no project assigned that is not graded, corrected and returned to the student.

### **Parent-Teacher Conferences**

- Parent-Teacher Conferences take place twice per school year, at approximately the mid-point of each semester. All faculty members are required to be present for Parent-Teacher conferences.
  - A faculty absence would be considered comparable to an absence on a school day.
-

## **STUDENT ATTENDANCE POLICY AND PROCEDURES**

### **General Student Attendance Policies:**

- No student is to be admitted to any class after the second bell rings.
- Students are to be taken out of class for counseling or administrative purposes only. Exceptions to this rule must be cleared by an administrator in advance. Unless a counselor or administrator must see a student immediately, teachers may require a student to remain in class if their leaving will cause the student to miss very important material (i.e., quiz, test, presentation, etc.).
- As a courtesy, the teacher will contact the counselor or administrator in this regard.
- Under no circumstance is a student to miss class time to work on an assignment for another class (even with the permission of both faculty members involved!)
- A student who suffers a minor illness or injury while in the classroom is to be sent to the Attendance Office accompanied by another student. The teacher must contact the Attendance Office so they are aware of the situation and will be expecting the student.
- If a student is injured during class an injury report must be filed in the Controller's Office.
- Requests from parents that their son/daughter be excused from school for an extended period of time are to be approved by the Principal. If the student or parent first contacts a faculty member instead of the Principal, the faculty member will inform the student/parent of the appropriate procedure.
- Students should always receive academic credit for work missed and made up because of an excused absence. No credit is to be given in the case of unexcused absence.
- Classroom instructors should bring to the attention of the principal any attendance problems that they may notice.

### **Morning line policy**

- Morning Line times: (the first lesson begins at 8:15am sharp)
- The first lesson begins at 8:15 am sharp for all grades!
- Any students entering the building after 9:00am will face the following consequences:
- First offense: verbal warning
- Second offense: student is not permitted to enter the lesson he is late for and loss of behavior marks for the day
- Third offense: student's parent/guardian will be telephoned and student will be sent home. If the school is unable to reach the parent/guardian, then the student will stay in the outside reception in the in school suspension room until a parent can be reached.

**- \*\*REPEATED LATENESS WILL BE TURNED OVER TO THE BOARD OF DIRECTORS BY THE SCHOOL ADMINISTRATION FOR REVIEW\*\***

## School Calendar and School Day Schedule

- School day is scheduled to offer the greatest educational return for time spent.
- To attain optimum time use for each student, variations in the daily schedule may be arranged to receive special instruction.
- School calendar is including 180 working days for the academic year.
- Calendar plan is to be ready before august 15th .In case of the occurrence of any changes to the calendar during school year, the principal reviews and studies the matter.
- The school year is divided into four quarters.
- A week consists of five days. Each school day consists of eight sessions of 45 minutes each.

	1st 8:15-9:00	2nd 9:00-9:45	3rd 9:45-10:30	4 <sup>TH</sup> 10:30-11:15	BREAK 11:15-11:45	5 <sup>TH</sup> 11:45-12:30	6 <sup>TH</sup> 12:30-1:15	7 <sup>TH</sup> 1:15-2:00	8 <sup>TH</sup> 2:00-2:45
Sun									
Mon									
Tues									
Wed									
Thur									



# CALENDAR 2022-2023



5 Sep. Soft Skills Lecture for Teachers

9 Sep. (ACT I Exam)

10 Sep. (ACT II Exam)

11 Sep. (the beginning of the academic year)(First Quarter)

15 Sep. Character building Session for grades (9 to 12)

29 Sep. (Evacuation Training Day1)

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## FEBRUARY 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

3 Feb (EST I Exam)

4 Feb (EST II Exam)

10 Feb. (ACT I Exam)

11 Feb. (ACT II Exam)

29 Jan. – 9 Feb. (mid-year Vacation) H

12 Feb. (the beginning of the Third Quarter)

28 Feb. (Color Festival Activity)

5 Oct. (Armed Forces Festival Day)

6 Oct. (Armed Forces Day) V

8 Oct. (Birth of the Prophet)V

9 Oct. (Birth of the Prophet Festival)

17 Oct. (Attending Global Academic Foundation) "edu-gate"

21 Oct. (ACT I Exam)

22 Oct. (ACT II Exam)

27 Oct. (Fancy Dress Party)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## MARCH 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Mar. (EST I Exam)

4 Mar. (EST II Exam)

9 Mar. PTA

20 Mar. (Nursing Home Visit) grades "10 to 12"

21 Mar. (Mother's Day)

23 Mar. (Evacuation Training Day2)

4 Nov (EST I Exam)

5 Nov (EST II Exam)

13 to 17 Nov (First Quarter Exams)

20 Nov (the beginning of the Second Quarter)

24 Nov. PTA

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## APRIL 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 to 6 Apr. (Third Quarter Exams)

7 Apr. (Orphan's Day)

9 Apr. A visit on an Orphanage.

9 Apr. (the beginning of the Fourth Quarter)

14 Apr. (ACT I Exam)

15 Apr. (ACT II Exam)

16,17 Apr. (Easter)V

20 Apr. (Sinai Liberation Day Show)

22 to 24 Apr. (Eid El-Ftr) H

25 Apr. (Sinai Liberation Day) V

9 Dec. (ACT I Exam)

10 Dec. (ACT II Exam)

15 Dec. literature week Celebration.

22 Dec. Spelling Bee, grades (1 to 5)

28 Dec. Speech Day, grades (8 to 12)

29 Dec. (Christmas Day Activity)

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## MAY 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 May (Labor Day) V

4 May (Quran Competition)

11 May (Science Fair)

17 May (Teachers Appreciation Day)

18 May (Fun Day)

25 May (Garage Sale)

5 Jan. (Debate Day) for grade 12

7 Jan. (Coptic Christmas Day) V

14 Jan. to 26 Jan. (Second Quarter Exams)

25 Jan. (Revolution Day) V

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JUNE 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Jun. (EST I Exam)

3 Jun. (EST II Exam)

11 Jun. to 15 Jun (Fourth Quarter Exams)

9 Jun. (ACT I Exam)

10 Jun. (ACT II Exam)

30 Jun. (Revolution Day)V

Holiday → H , Vacation → V

11 Sep (Beginning of First Quarter) ◆◆◆◆ 44 Days

20 Nov (Beginning of Second Quarter) ◆◆◆◆ 49 Days

29 Jan – 9 Feb (mid-year Vacation)

12 Feb (Beginning of Third Quarter) ◆◆◆◆ 40 Days

9 Apr (Beginning of Fourth Quarter) ◆◆◆◆ 44 Days

### Key

- Quarters Beginnings ■
- Quarters Exams ■
- Holidays ■
- Evacuation Days ■
- PTA Meetings ■
- Standardized Exams ■
- Activities ■

## **American Diploma**

In developing a four or three-year plan for high school, a student should begin with a realistic assessment of his/her strengths, needs and goals. This plan is developed by the administration of the Egyptian government requirements. Students who successfully complete the required (32) credits during grades 9, 10, 11, and 12 will receive the American Diploma. The transcripts from grade 10 and up must be evaluated before a comparable grade can be credited to the student's Grade Point Average (GPA)

### **Required courses for American Diploma**

English	4.0
Adv.Math	4.0
Physics	4.0
Adv. Biology	4.0
French	4.0
Computer	4.0
Business or Economics	4.0
Chemistry	4.0
Total	32

All courses at our institute are given in American English furthermore all students are expected to speak English in the class room

The core subjects. Math, science, English, and social studies are given along with French as a foreign language, computer and physical education

At least eight school subjects are required for successful graduation along with passing grades in the ACT1, EST1 and ACT2, EST2 Exams.

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**Tiba Language School  
American Division**



**Academic Year: 2022-2023**

**Student Name :**

**Enrollment Date :**

**Date of Birth :**

**Graduation Date :**

**Nationality :**

**Gender :**

Grade10 (2020/2021)						Grade 11 (2021/2022)						Grade 12 (2022/2023)					
Tiba Language School " American Division "						Tiba Language School " American Division "						Tiba Language School " American Division "					
Subject	Credit	Grade	G.P.A	Percent.		Subject	Credit	Grade	G.P.A	Percent.		Subject	Credit	Grade	G.P.A	Percent.	
English	1					English	1					English	1				
Math	1					Math	1					Adv. Math	1				
Biology	1					Chemistry	1					Adv. Biology	1				
World History	1					American History	1					Art and Design	1				
Computer	1					Computer	1					Business	1				
French	1					French	1					Economics	1				
Art	0.5					Art	1					Music	0.5				
Physical Education	0.5					Physical Education	0.5					Physical Education	0.5				
<b>Total</b>	<b>7</b>					<b>Total</b>	<b>7.5</b>					<b>Total</b>	<b>8</b>				

**\* Transfer Credit:**

**Grade Equivalence Description**

Grade	Percentage	GPA									
A+	98-100	4	B+	87-89	3.3	C+	77-79	2.3	D+	67-69	1.3
A	94-97	4	B	84-86	3	C	74-76	2	D	64-66	1
A-	90-93	3.7	B-	80-83	2.7	C-	70-73	1.7	D-	60-63	0.7
									Y	Below	0

**School Superintendent**

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## **Application for Admission Policy**

- The parents must fill an application form in administration office or submit the online application.

- Testing Fees and Records – The testing fee and registration fee are paid in the administration office.

- Information needed

Parents should fill in the information sheet that includes parents contact information, student birth date, applied grade, parent address

Your child's immunization record, a copy of a state issued Birth Certificate and a copy of your child's last school report card or transcript to the administration office and copy of parents ID. Students will not be permitted to attend classes until file is complete.

- Entrance Testing – All enrolling students must be tested to make sure that all students have the intellectual necessary for their grades.

- You will be contacted to schedule a date for your child to take the entrance test. Student interviews are given the same day as the entrance exam for.

- Both students and parents will have an interview with the principal.

## **Acceptance and registration policy**

- Student should pass the placement test
- Student and parents should be accepted after interviewed by the principal.

### **Documents needed**

- Your child's immunization record
- a copy of a state issued Birth Certificate and
- a copy of your child's last school report card or transcript to the administration office and
- Copy of parents ID
- Students will not be permitted to attend classes until file is complete.

### **NB:**

- Deposit fee should be paid in the administration office.

## **School facilities**

- The School Library
- Science Labs
- Art Room
- Music Room
- Computer lab
- GYM
- Sports backgrounds
- Health room
- Multimedia room
- Activity Room.

## **Break and Bell policy**

- Students Arrive: 7:30
- Regular Classes from grade 1 to 12 Begin 8:15 End 2:45
- School day is 8 periods / 45 minutes Break 30 minutes
- The school day for KG department Begin 9:00 AM End 1:00
- Break 30 minutes
- Kg class teachers are responsible for their students in their backyard garden.
- At the break time: teachers are responsible for arrangement and leading the students downstairs to the large playground (from grade 4 – 12) and to the small playground (from grade 1 -3)
- Teachers are in charge of observing the students in the break time according to their distribution on their position.
- After break time: teachers are responsible to lead the students from the playground to their classes.

**The school bell rings at the beginning and the end of each session.**

### **Note:**

Students should not be dropped off at school before 7:30 a.m.

All students must be picked up by 2:45 p.m. unless they are involved in an after-school activity or in Homework Remediation or waiting for their private transportation in these cases students are under restricted supervision from school department teachers according to the duty schedule.

## **Supervision of Students policy**

- Student safety is our main concern in TLS.
- This is ensured by dividing supervision duties all over the school day schedule and monitored by school leaders
- (a) Morning duty, (b) break duty, and (c) after school duty.
- Teachers of the first session lead the students in the morning after the morning assembly to their classes.
- Teachers of the fifth session lead the students after the break time to their classes.
- The supervision of students controlled and guided by the All P.E teachers and floor monitoring supervisors.
- Principals will define the responsibility for supervising students according to duty schedule and will arrange for an equitable distribution of responsibilities among the staff.
- Supervision is provided for the safety and welfare of students.
- All school related activities will be adequately supervised.

## **Meeting and communication policy**

### **PARENT-SCHOOL COMMUNICATIONS**

- Communication between the parents and school is of utmost importance.
- School calendars are posted on our website.
- Meetings are held for each grade individually. Communication may also be included in special meetings, notices sent home, or emails. The school website is a primary means of communication.
- Two regular PTA meetings are being held to follow up the student progress.
- TLS operates 24-hour online parent information. On our website (www.tiba.school )
- Parents may access grades, lesson plans, assignments, attendance, discipline, etc.
- Parent-teacher communications may be in the form of written notes, phone calls, or emails. All staff has individual email addresses for parents in our school website.
- All meetings to be recorded in the meeting minutes by the secretary or the principal assistant.
- Also communication is available via the school's Facebook page, WhatsApp groups, SMS, and the school's platform (School everywhere).

### **Phone Calls:-**

- Please feel free to call or email the office at any time. To contact a teacher, please call the office and leave your number on his/her voice mail or email them directly. The teacher will return your call.

## **Homework and assignments policy**

### **The Nature of Homework**

Homework can be set in many different forms with many different

Expectations and outcomes. The following points need to be considered when

Setting homework:

1. The nature and type of homework changes throughout a student's school career.
2. Amount and frequency of homework may increase as a student gets older.
3. Homework should not cause undue stress on the student, family or the teacher.
4. Homework will not necessarily come in the form of a written task.
5. Homework will be set regularly through the weekly plan and published on the schooleverywhere"SMS".
6. Homework activities may change to meet the needs of individual students and may also change as a result of topics or activities that might be occurring in class.
7. All homework tasks will have a clear purpose and will assist students in their academic development.

### **General Information for Parents**

Homework is assigned and published as weekly plan sheet on schooleverywhere.

## **Assessment, Evaluation, and Reporting Policy for Students**

### **Generally, the assessment, evaluation and reporting program is used:**

- a. to inform students, and their parents/guardians where applicable, about the progress they are making toward achievement of curriculum outcomes; and,
- b. to inform personnel who make educational decisions (instructional, diagnostic, placement, promotion, graduation, curriculum planning and implementation, program development) about students.

The specific purposes of assessment, evaluation and reporting include: determining whether curriculum outcomes have been achieved; determining future learning objectives/goals

### **Assessment:**

An integral part of teaching and lies at the heart of promoting STUDENT's learning.

It can provide a framework within which Educational objectives may be set and pupil progress charted and expressed. It forms the basis for planning the next educational steps in response to the child's needs.

The implementation of this policy is the responsibility of all staff and approved by school leaders.

### **Nature and Purpose of Assessment**

#### **Assessment has three main functions:**

- a) To help in planning work by informing the teacher about what a child can already do; i.e. what he/she has attained. (Formative assessment)
- b) To inform teachers, schools and parents about what a child has so far learned to do by the end of a particular stage. (Summative assessment)
- c) To facilitate realistic target setting to help the school to reach excellence of performance and determine its needs for improvement efforts.
- d) Diagnostic, providing more detailed information about individual children's strengths and weaknesses.

To ensure equity for all students, assessment tasks being used to provide evidence of achievement are to be completed, whenever possible, under the supervision of a teacher

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## **Posters/ Announcements/Reports**

The school leaders will approve those posters/announcements publicizing school events. May be used to post school activities and announcements through several channels of communication like

- Website
- School applications
- What's app group
- memos
- Facebook page
- Schooleverywhere

-The report card grade represents a summary of a student's overall achievement, as demonstrated to that point in time. This interpretation of evidence should reflect the student's most consistent level of achievement, with consideration given to more recent evidence.

-The value of using more recent evidence is dependent upon the construction of assessments that revisit essential leanings.

-The purpose of reporting is to provide clear information in relation to student academic achievement to a teaching point in time.

-After each quarter, report cards become available for students and parents on "schooleverywhere"

-Thus, parents became aware of the students' level and progress quarter by quarter.

-Also parents have the ability to discuss the data with teachers.

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## Appeals and complains

- TLS believes that a student, who has a complaint or appeal, has the right to raise the complaint or appeal and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimization.
- The student has the right to present the complaint or appeal formally and in writing.
- TLS will manage all complaints and appeals fairly, equitably and efficiently as possible.
- TLS will encourage the parties to approach the complaint or appeal with an open mind and to where a complaint or appeal cannot be resolved through discussion and conciliation.
- TLS acknowledges the need for an appropriate external and independent person to mediate between the parties.
- The parties will be given the opportunity to formally present their case to the independent person
- This complaints and appeals policy applies to only students enrolled with TLS.
- Complaints regarding school conduct can be directed to the individual school principal.
- Natural Justice is concerned with ensuring procedural fairness:
- Decisions and processes should be free from bias.
- All parties have the right to be heard.
- The respondent has a right to know of what s/he is accused.
- All parties are told the decision and the reasons for the decision with an action plan.

### **An appeal can be made on one or more of the following grounds:**

Admission.	Academic progress.	Uniform.
Exams.	Medical.	Projects.
Marks.	Trips.	Workshops.
Canteen	Punishment	Suspension.

A copy of this Policy is available to all students and staff via the [www.tiba.school](http://www.tiba.school) website, administration office and is available in the Student Handbook. The information will also contain details of external authorities that they may approach.

## Procedures

The stakeholder can make the appeal or complaints through the following ways:-

Fill the form from the school website [www.tiba.school](http://www.tiba.school).

Ask for the appropriate form from the administration office.

The complaints or appeal will be submitted to the Director of the School who will act as the Investigating Officer to review and make a decision.

If the Director has been directly involved in the assessment of the student or there is deemed to be a conflict of interest, then another senior member of staff will be appointed to review the appeal or complaints. This will normally be one of the following:

- **Principal.**
- **Head of social worker.**
- **Contact the Chair of the Board of School if your complaint is against the Principal.**
- **An action plan is taken by the school principal.**

## General Attendance Information

### **Attendance**

- Please make every effort to ensure that your child/ren attend school every school day, except in times of illness or emergency and organize family holidays in school holiday time
- Our program is designed to support all students to maximize their learning potential. Regular attendance at school is needed to achieve this.
- Illness, bereavement or competing in a school sporting event, are acceptable reasons for being absent from school. All other absences will be recorded on the student's record as an unauthorized absence,
- Parents/guardians will be contacted if a student is absent and we have not received a telephone call or email, unexplained absences will be investigated.
- The School requires a medical certificate when a student is absent.
- Due to illness for three or more consecutive days.
- The school is in session from 8.15 am until 2.45 pm.
- Students arriving after 8.15 must wait in the secretary office.

### **Early Leave Pass:**

**Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.**

- They learn better
- They make friends
- They are happier
- They have a brighter future

- If a student must leave early during the school day for an appointment or other legitimate reason, the parent/guardian must go to the School Office to obtain an Early Leave Pass prior to collecting the student. Identification may be requested.

## **Tardiness**

- 1- Students arriving after 8.20 are considered as Tardy and he/she must take principal permission to enter the class.
- 2- Any student arrives after 8.30 will be allowed to enter the school campus and will be considered an unexcused absence.
- 3- On the third unexcused parents conference will be requested.

## **(OSS) out of school suspension**

- 1- Parents will be notified of the suspension and asked to keep the students home.
- 2- Students are not allowed to make up tests during the (OSS).
- 3- Students are not permitted on school campus while serving (OSS)

## **Transportation**

The student's vehicle is a means of transport to and from the school only; it is not to be used for any other purposes.

Students driving must abide by the above car park procedures when driving in the School car park. The School provides many bus line services to families of enrolled children. Students from grade 1 to 12 are eligible to use the School Bus Service. The School is committed to the safety of all those driving or travelling in the school bus. Students using the School Bus Service are required to follow Code of Conduct protocols. The school reserves the right to suspend or terminate use of the bus service for passengers who do not abide by these protocols. Confirmation of placement on the School Bus Service is conditional upon numbers being available on that bus route. Bookings are taken on a first in first served basis. When a service is fully booked, it will no longer be available.

## **Student Behavior**

At TLS we focus on supporting the development of a student succeeding with self-managing their own behavior. We see self-management as the gateway to being able to live a mature, free and empowered life and we want this for every student.

We view behavior through the lens of learning and use an understanding of child and brain development and how this relates to behavior to create support pathways to help each student to learn to improve their own behavior. We are committed to finding pathways for every student to succeed with this goal and believe that the responsibility for achieving this should be equally shared by the School Team, student and families – this partnership is the cornerstone to succeeding with our vision.

### **Our Strategies to Support This:**

- Student Profiling
- Behavior development learning continuum
- Habits of mind
- Restorative Practices
- Learning Advisor development program for understanding developmental approaches and neuroscience
- Case management approach for students requiring support
- Student Behavior Systems

## **Social workers**

School Social Workers are part of the education team. They facilitate meetings, participate in assessments, communicate with parents/guardians, and serve as a resource to students, other school staff.

School Social Workers work with individual students to support good attendance

School Social Workers meet one-on-one with individual students to work on any problems students may be having including, behavior problems, problems in the community, at home or in school.

Social Workers help students to develop social skills, and to find positive solutions.

## **School uniform policy**

### **From grade k to grade 6**

1. Sweet pants or Blue jeans
2. TLS issued P.E T-shirt.
3. TLS issued Dark Blue Winter sweater.
4. TLS issued P.E Training suit.
5. TLS issued Blue Long sleeves t- shirt.
6. TLS issued Blue Short sleeves t- shirt.
7. White or black shoes

### **From grade 7 to grade 12**

8. Sweet pants or Blue jeans
9. TLS issued P.E T-shirt.
10. TLS issued Grey Winter sweater.
11. TLS issued P.E Training suit.
12. TLS issued Grey Long sleeves shirt.
13. TLS issued Grey Short sleeves shirt.
14. White , black , grey , or blue shoes

### **Tattoos**

- Tattoos are not permitted (fake or real).

### **Nail Polish**

- Clear nail polish is permitted – colored nail polish is not.

### **Make-Up**

- No make-up is permitted, congealer, mascara, clear lip gloss are not permitted.
  - Fake eyelashes, hair extensions and fashion contact lenses are not permitted.
-

## **Parents / teachers Meetings**

We believe that Parent/Teacher meetings are indispensable for a student's academic, social and physical well-being.

### **Parent Teacher Association (PTA)**

We believe that parents have the right to be involved in the decision-making process. Excellent schools are created through the dedication of administration, teachers and parents. When the family communicates effectively with educators, positive relationships are formed and problems are solved easily. We appreciate parents and family members who volunteer their expensive time and various skills in helping our school to achieve Excellence. The PTA is established so parents and teachers can work together to address any concerns to the school. PTA members are also responsible for organizing special events and other activities related to the school.

**PTA Meeting Dates will be scheduled as needed.**

### **Objectives:**

**Students' unions strive to organize the students' efforts inside the school to achieve the following objectives:**

- Motivating students to academic excellence and strengthening the spirit of belonging and Innovation,
- Assuring commitment to the principles of the Union to TLS awareness of the national issues
- attempting to achieve the following:

## **Valuable personal property**

1-Personal property such as (laptops- I pads- pagers - jewelry...etc.) should not be brought to school. The school will not be responsible for the loss of any personal property.

2-The use of mobile during school hours is not allowed and the students must keep their mobiles closed.

### **The following discipline will result in violation this policy:**

1-First offense the mobile will be taken and returned to student at the end of school day.

2-Second offense the mobile will be taken and returned only to the parents.

3-Third offense the mobile will be taken and returned to student at the end of academic year.

## **Communication Channels**

To communicate efficiently with parents, and as a cost saving measure, the School communicates with parents via

1. School Website → [www.tiba.school](http://www.tiba.school)
2. SMS "Schooleverywhere".
3. What's App Group
4. School Email → [tibaschools@yahoo.com](mailto:tibaschools@yahoo.com)
5. Memos
6. Letters

The School Office sends email notifications to families:

- General whole school notifications (reminders, event information, etc.)
- Health notifications. Advisors and Learning Managers send out Year level specific email notifications to families.

## **Obstruction of school:**

Students are not allowed to use (violence, force) or any other means cause obstruction to normal operation of school.

## **Use of Obscene language:**

Students shall not use obscene or vulgar language.

## **Consequences:**

- The teachers filled in the misbehavior form describing the incident
- The form must be signed by the teacher and sent to the social worker
- The social worker sets a comprehensive investigation about the incident to write a report
- According to the report, the principal takes an action.

## **Damage of property**

Students are not allowed to cause or attempt to cause damage of school property or touch other student property without his/her permission.

## **Assault**

Students shall not act or threaten to act in such a way as to cause physical injury to other students.

## **Failure to obey instructions/disrespect:**

Students shall not fail to obey any instructions or requests of principal and teachers during school day.

## **Bullying**

At the school endeavors to create a safe and friendly environment for every student. We do not tolerate behaviors and beliefs which marginalize or victimize people. We have a detailed Child Protection, Behavior Management, and Anti-bullying policy in place to support our aims with this. They can be viewed at the school office. These policies are also supported by our relational Advisory approach and Restorative Practices.

Students have opportunities to experience a wide range of cultures, ideas and people from all walks of life. This aims to bring acceptance for all human beings, regardless of their differences or diversity and create a harmonious school environment for everyone.

## **Child Protection**

We expect our students to show respect to our School Team members and to comply with safe practices. We expect all employees to ensure their behavior toward, and relationships with students reflect proper standards of care for students and are not unlawful. The School will respond to any report of suspected or actual harm, or risk of harm, to a student

## **Bus Rules and Regulation**

All students must understand that the bus driver and bus Supervisor is in charge of the bus all time and the student will be under their supervision during the bus time

### **These bus rules must be followed:**

- Students must arrive at the bus stop 5 minutes before bus time.
- Students must wait quietly and away from traffic.
- Students must go directly to his seat.
- Student must remain seated all time.
- Students must be respectful to each other.
- Students are not allowed to talk loudly, laugh, or fight inside the bus.
- Students must never to extend any part of their bodies out of the bus window.

## **Violation of bus rules**

Students must follow all bus rules and regulations as outlined in (Bus Regulations) in this handbook

A violation of these previous rules a disciplinary actions

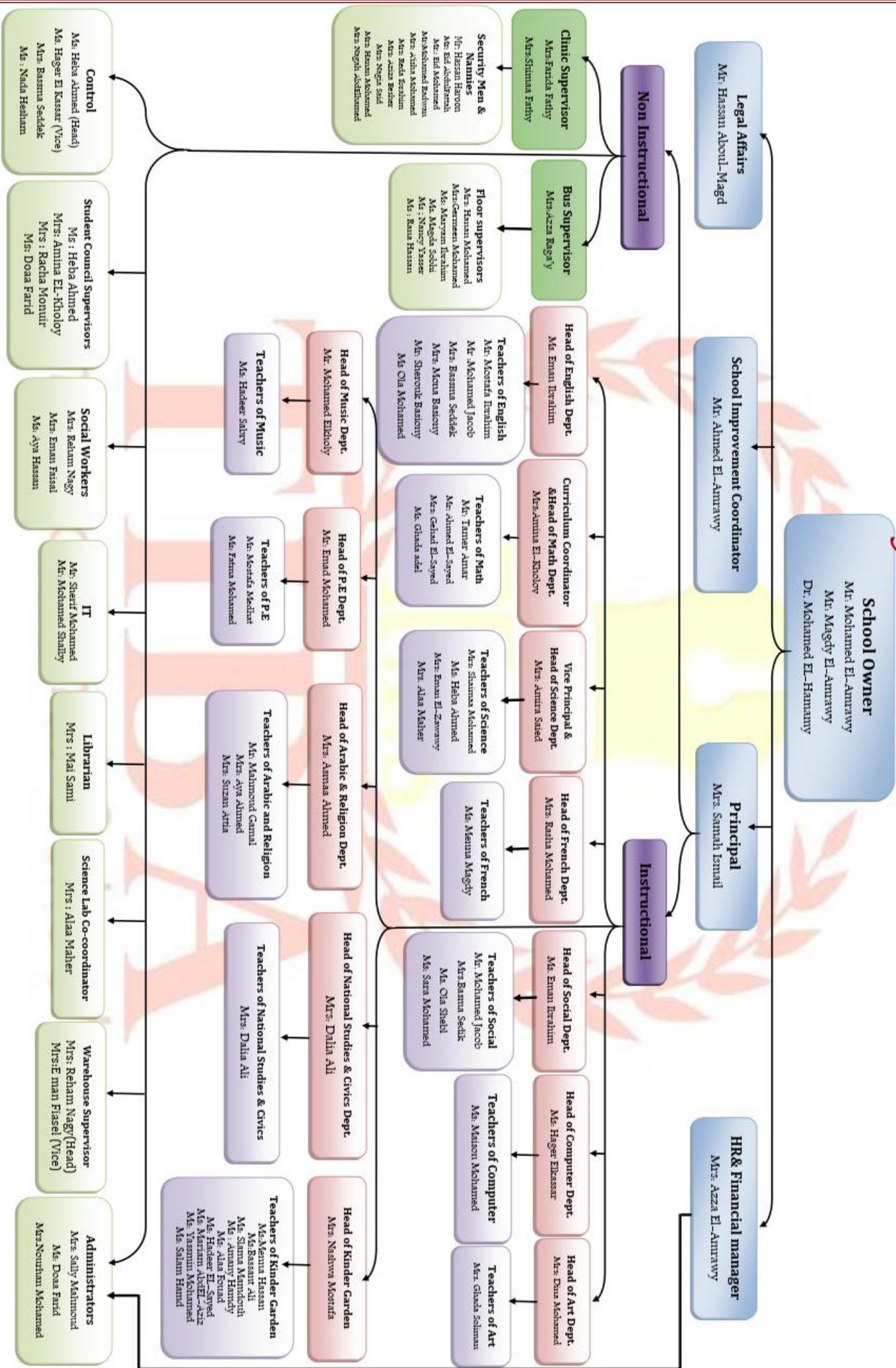
## **Extra-curricular activities**

Extra-curricular activities are available to all our students.

Encourage every student to participate in one of many activities that our school has to offer.

- Art team.
- Sport team.
- Social team.
- Science team.
- Broadcast team.

# Organizational Chart



## Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building.

We must all- students, teachers, administrators, and support staff, - show pride by doing our share to make our school a better place in which to learn and work.

One of the main goals of the school staff is to develop self-discipline in all students, The following rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school.

Students shall be given due process before disciplinary action is taken.

Any student conduct that would constitute criminal conduct is also a violation of the Code of Conduct. A violation of any rule may result in discipline including, but not limited to:

- In-school detention
- Out-of-School Suspension
- Compensatory payment of damages
- Loss of Bus Privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense

**The following actions are not allowed:-**

### **1. Threats:**

Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.

### **2. Use of Obscene Language/Materials:**

Students shall not use obscene, vulgar or profane language, make inappropriate gestures or possess vulgar materials.

### **3. Attendance:**

No student shall fail to comply with attendance rules including, but not limited to: truancy or tardiness from a specific class or the school. No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee, prior to dismissal times, without official permission.

### **4. Forgery:**

Students shall not misrepresent a signature on any document.

### **5. Damage of Property:**

Students shall not cause or attempt to cause damage of school property. Students shall not touch or handle another person's property without that person's authorization.

**6. Assault:**

Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons.

**7. Failure to Obey Instructions/Insubordination/Disrespect:**

No student shall fail to comply with any instructions or requests of teachers, principals or other authorized personnel during any period of time when he/she is under the authority of the school personnel. No student shall fail to provide information, or supply false information, when it is requested.

**8. Dangerous weapons and instruments:**

Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Students in violation of said rule will be expelled. Firearms (including objects that are indistinguishable from and/or represented as firearms, explosives and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be help to the same disciplinary measures as that of the perpetrator.

**9. Theft:**

Students shall respect the personal ownership rights of others. The principal may exercise the prerogative of reporting thefts to authorities.

**10. Cheating:**

Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.

**11. Dress Code:**

Refer to the Dress Code in this book.

**12. Computers:**

Computers/technology is provided for students use, for teacher-assigned work in courses or programs at the school. (See Computer Usage)

**13. Violation of Bus Rules:**

Students must follow all bus rules and regulations as outlined in Bus Regulations in this handbook.

**14. General Misconduct:**

Students shall refrain from throwing objects, gambling, playing cards or being abusive or excessively noisy in their behavior.

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