



2024-2025

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### *DIPS Vision*

***DIPS***, in partnership with parents and community, strives to prepare every student to be digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.

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## **Dubai International Private School -Br**

*DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.*



### **Welcome Message from the Principal 2024-2025**

**Dear Staff, Parents, and Students,**

I am delighted to extend a warm welcome to each of you as we embark on a new and exciting new academic year-2024-2025. As a principal, I am honored to keep working with a dedicated and passionate group of individuals committed to quality education and the holistic development of our students.

To our esteemed staff, your unwavering commitment and enthusiasm are the foundation of our school's success. Your creativity and dedication inspire our students and contribute significantly to their growth. I am honored to keep working closely with you and the recently joined staff to continue fostering an environment where teaching and learning thrive.



To our parents, your partnership and support are invaluable. Together, as previous years have proved, we can create a nurturing and challenging environment for our children, ensuring they have the tools and opportunities to reach their fullest potential to support their educational journey and celebrate their achievements.

To our students, you are at the heart of everything we do. Your curiosity, energy, and ambition drive us to constantly strive for improvement and innovation. I encourage you to embrace every opportunity with enthusiasm and resilience, and I am excited to support you as you pursue your goals and dreams.

As for the current academic year 2024-2025, the school will focus on the following priorities:

1. Further improve student achievement in core subjects including Arabic Language and Islamics.
2. Continue to invest in data literacy training for teachers to better customize instruction for individual needs with focus on Middle school.
3. Further ensure all students develop strong English skills through a comprehensive language program.
4. Start to introduce AI into teaching and learning.

Together, let us work towards a successful year filled with growth, achievement, and positive experiences. I am confident that with our collective efforts, we will continue to build upon our traditions of quality education and create a bright future for all. Thank you for your commitment and support. Here's to a remarkable year ahead!

**Warm regards,**

**Akram Zayour Ph.D.**  
**Principal**  
**Dubai International Private School (AlQuoz Branch)**

## Vision

*DIPS in partnership with parents and community, strives to prepare every student to be digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.*

## Mission

*DIPS is committed to provide education following international standards yet adhering to local values and traditions.*

### ***DIPS CORE VALUES:***

### ***INTEGRITY, RESPECT, RESPONSIBILITY, EXCELLENCE, AND CITIZENSHIP***

#### ***INTEGRITY-*** We must

Be honest and trustworthy; Do our work; Know and do the right thing; Treat all people fairly; Avoid plagiarism.

#### ***RESPECT-*** We need to

Value and embrace diversity; Accept others and treat them as we wish to be treated; Show care, concern, and attention towards each other.

#### ***RESPONSIBILITY-*** We must

Be transparent; Think before we act; Make informed decisions; Be accountable for our actions; Admit mistakes and plan corrections

#### ***EXCELLENCE-*** We must

Promote Continuous Self-Improvement; Be self-efficacy; Be agile; Be resilient; Set high expectations; Work smart not hard; Think out of the box; Celebrate personal success.

#### ***CITIZENSHIP-*** We must

Respect the guiding principles of UAE and obey its laws; Be educated citizens; Serve our community; Be environmentally responsible; Develop strong digital skills; Pursue life-long learning.

**We believe that**

**Students** learn and perform better when they are exposed to variety of instructional and learning strategies such as student-centered learning, project-based learning, inquiry-based learning, play-based learning (Kindergarten & lower elementary), problem-based learning, concept mapping, direct method, cooperative learning, etc. that

- Encourage student communication;
- Develop students' cooperation and collaboration skills;
- Communicate high expectation;
- Provoke innovative and creative thinking; and
- Address diverse learners' needs according to their abilities, interests, and learning profiles.

**Students** learn and perform better when the school's curriculum

- Challenges students' critical thinking abilities;
- Contains course content that provide international perspectives;
- Exposes students to diverse authentic experiences and provides activities that bring students into contact with people of other cultures;
- Raises students' awareness of the global themes for the world is increasingly interdependent; and
- Establishes a learning context for the world peace by providing opportunities for students from different cultures to learn together in mutual understanding and respect.

**Students** learn and perform better when they are given the opportunity to

- Take control, manage, assess, and reflect on their own learning and set goals and monitor their own progress;
- Bring along their own experiences, feelings and understanding to their learning process; and
- Work towards becoming independent learners.

**Students** learn and perform better via using media and Informational technology.

**Students** learn and perform better in a safe environment that

- Supports students' emotional and academic development;
- Respects the social culture and beliefs; and
- Protects their physical wellbeing.

**Students** learn and perform better when encouraged to adopt healthy life style.

## **Expectations**

*We expect our graduate students to be prepared for university, career, and life by demonstrating the following:*

### *Core Subjects & Awareness of Global Issues*

- Acquire a sound foundation in core academic areas and utilize these pieces of information in their working field.
- Are aware of the global issues such as health (Cancer, Diabetes, HIV; etc.); financial; environmental (global warming, alternative energy, etc.); etc.

### *Collaboration and Innovation Skills*

- Collaborate with others from diverse backgrounds;
- Recognize, appreciate and respect other's points of view;
- Think critically and use new information;
- Use logical reasoning to draw conclusions;
- Use imagination to generate new ideas;
- Use strategies to solve problems and make appropriate decisions; and
- Contribute to group effort with ideas, suggestions and work

### *Information Media and Technology Skills*

- Use technology to access, gather, analyze, interpret, and use information in a knowledgeable and ethical manner;
- Utilize information systems in personal, vocational and professional contexts; and
- Select appropriate tools and procedures to accomplish tasks

### *Life and Career Skills*

- Exhibit healthy life style;
- Exhibit honesty and integrity;
- Accept responsibility for their own actions;
- Demonstrate effective leadership skills;
- Recognize and respond to societal needs;
- Participate in efforts to preserve the environment for future generation; and
- Recognize that the learning process is a lifelong journey.

### **Accreditation**

Dubai International Private School - AlQouz Branch had been accredited by Cognia (AdvancED formerly) Accreditation (North Central Association) till 2025. The school had also been accredited by NEASC (New England Association of Schools & Colleges) until June 2025.

## **About DIPS**

Dubai International Private School (AlQouz Branch) with Garhoud Main Branch is a private school owned by the Board of Directors: Dr. Juma Belhoul, Mr. Salem Bou Adeil, Mr. Sami Obeid, Mr. Shehadi Maalouf, and Mr. Khalil Zakhem, and the Principal of the School is Dr. Akram Zayour.

Dubai International Private School follows a bilingual system that uses English as the medium of instruction in all subjects except for Social Studies, Islamic, and Arabic for these subjects are set by the Ministry of Education. The educational programs are accredited by the MOE and the DIPS High School Diploma, which is granted to its students upon completion of Twelve Years of education, is equivalent to the MOE's Thanawiya Amma if the student completes and passes all the required courses of grades 9-12 in addition to scoring 500 on paper-based TOEFL or 61 on IBT TOEFL or **5.5** on IELTS and 440 in SAT (Math) tests. However, joining UAE universities is conditioned by passing the UAE EmSAT+ EmSAT ..

## **Languages**

D.I.P.S. is a bilingual school, where English is the medium of instruction in all classes for all subjects except for those prescribed by the Ministry of Education- i.e. Arabic Language, Islamic Education, and Social Studies are taught in Arabic. An emphasis is also placed on teaching the French Language which starts at the Kindergarten stage and ends at Grade 9.

## **Kids Academy**

Kids Academy is a preschool with a unique vision in early education for children from 45 days till 4 years old.

## **School Stages**

The school divides its programs into four main stages:

- |                      |  |
|----------------------|--|
| <b>Kindergarten</b>  | : a two-year program (KG I and KG II).             |
| <b>Elementary</b>    | : a six-year program (Grade 1 through Grade 5).    |
| <b>Middle School</b> | : a three-year program (Grade 6 through Grade 8).  |
| <b>High School</b>   | : a three-year program (Grade 9 through Grade 12). |



## Programs

The school's programs are designed to meet the philosophy and objectives of the school, and they are continuously modified accordingly. Highly qualified and experienced heads of departments follow the implementation of each program in each department.

The following subjects are offered in the stages mentioned earlier.

### Grades 1-3:

Arabic Language, Islamic Education, Civics, English Language, French Language, Mathematics, General Sciences, Computer Science, National Education, Art, Music & Physical Education & Moral Education.

### Grades 4-8:

Arabic Language, Islamic Education, Civics, English Language, Mathematics, Sciences & Moral Education. Students at this level will choose either to take French or Computer Science.

### Grade 9 –12 Distributions of Credits 2022-2023

Grade 9 Mandatory Courses			
Subject	Credits	Subject	Credits
Arabic for natives / Special Ar. for non-natives	1	Algebra I + (Geometry Supplement)	1
English I	1	Biology	1
Islamic Education for Arab Muslims and Special Islamic for non-Arab / Non-Muslims must take Civics	0.5	Social Studies I: UAE Social Studies +	0.5
		World Geography	0.5
Physical Education	0.5	Moral Education	
Total			6

Grade 10 Mandatory Courses			
Subject	Credits	Subject	Credits
Arabic for natives / Special Arabic for non-natives	1	Geometry + (Algebra II Supplement)	1
English II	1	Chemistry	1
Moral Education			
Islamic Education for Arab Muslims and Special Islamic for non-Arab /	0.5		

non-Muslim must take Civics			
Physical Education	0.5	French I	0.5
<b>Grade 10 Elective Courses</b>			
<b>Performing/Visual Arts:</b> <b>Performing Art: English Drama, Sculpturing, Painting , Drawing</b>			<b>0.5</b>
<b>Sociology/world History</b>			<b>1</b>
<b>Total</b>			<b>6.5</b>

<b>Grade 11 Mandatory Courses</b>			
<b>Subject</b>	<b>Credits</b>	<b>Subject</b>	<b>Credits</b>
Arabic for natives / Special Arabic for non-natives	1	Algebra II / Pre-Calculus	1
English III	1	Microeconomics	1
Moral Education		Physics	1
Islamic Education for Arab Muslims and Special Islamic for Non-Arab / Non-Muslims must take Civics.	0.5	Physical Education	0.5
<b>Grade 11 Elective Courses</b>			
<b>AP Computer Science/Computer Science/ Statistics/Business/ Hons. Biology</b>			<b>1</b>
<b>Total</b>			<b>7</b>

Grade 12 students must choose one of the following three streams: General, Advanced or Elite. They base their choice on the requirements of the colleges and universities they are planning to join. Students receive awareness sessions by the Career Counselor, Head of Curriculum, and Head of Departments to ensure their knowledge is sufficient about the stream they will adopt.

Grade 12 (General Path)	Credits	Grade 12 (Advance Path)	Credits	Grade 12 (Elite Path)	Credits
-English	1.0	-English	1.0	-English	1.0
-Calculus	1.0	-AP Calculus-AB	1.0	-AP Calculus-AB	1.0
-Islamic/Sp. Islamic/Civics	0.5	- <b>AP Physics</b> <b>(Calculus based)</b>	1.0	- <b>AP Physics</b> <b>(Calculus based)</b>	1.0
-Arabic/ Sp. Arabic	1.0	I-Electricity & Magnetism		I-Electricity & Magnetism	
-Physical Education		II-Mechanics		II-Mechanics	
-Moral Education	0.5	-Islamic/Sp.	0.5	-Islamic/Sp.	0.5
-Elective 1		Islamic/Civics		Islamic/Civics	
-Elective 2	1.0	-Arabic/ Sp. Arabic	1.0	-Arabic/ Sp. Arabic	1.0
-Elective 3	1.0	-Physical Education	0.5	-Physical Education	0.5
	1.0	-Moral Education		-Moral Education	0
		-Elective 1	1.0	-Elective 1	1.0
		-Elective 2	1.0	-Elective 2	1.0
	7		7		7
Elective Pools for <b>General Path</b>					
<b>AP Chemistry/ Hons. Chemistry / Programming &amp; Coding/ AP Macroeconomics/ Macroeconomics</b>					
<b>AP Physics/ Hons. Physics / Health &amp; Food Science</b>					
<b>AP Biology/ Hons. Biology / Accounting/ Design &amp; Technology/ AP Computer Science</b>					
Elective Pools for <b>Advance &amp; Elite Path</b>					
<b>AP Chemistry/ Hons. Chemistry / Programming &amp; Coding/AP Macroeconomics/ Macroeconomics</b>					
<b>AP Biology/ Hons. Biology / Accounting/ Design &amp; Technology/ AP Computer Science</b>					
-Students planning to opt for <b>General Path</b> must opt for one of the courses from Science Pool and two other courses of their choice		-Students planning to opt for <b>Advance Path</b> must select two other courses of their choice. One of them must be either AP Chem or AP Biology		-Students planning to opt for <b>Elite Path</b> must select either AP Bio or AP Chem provided that they haven't taken the same course previously -Students planning for Elite Path must take any other <b>subject in AP Level</b> (AP Macro or AP Computer)	

*Minimum Required credits for MOE Equivalence of High School Diploma is 18 credits. The school's requirement to be granted a high school diploma is to take 26.5 credits distributed as follows:*

*Mandatory Courses: 21 Credits*

*Elective Courses: 5.5 Credits*

students are prepared for and are ready to take the American Examinations of SAT and TOEFL or IELTS, by the end of grade 11 & EmSAT by the end of grade 12. Also, students have the option to take the AP (Advanced Placement) Tests in the Core subjects.

### ***DIPS Support Services and Staff***

<i><b>Support Services</b></i>	<i><b>Persons in charge</b></i>			
	<b>Dr. Akram Zayour</b>	SUPERINTENDENT		----
	<b>Mr. Mounir Lahham</b>	Vice Superintendent		145
	<b>Ms. Debora Mustafa</b>	Head of Curriculum (K-12)		147
	<b>Ms. Sehrish Zafar</b>	Head of High School (6-12)		144
	<b>Mrs. Noha El Bashir</b>	Head of Curriculum (K-Gr.3)		0553621936
	<b>Mrs. Suhad El-Kassar</b>	Head of Kindergarten & Principal of Kids Academy		04/3383812
	<b>Mrs. Rinkle Jadeja</b>	Head of Elem. Sec.(1-5)		128
	<b>Ms. Leila Ghotaimi</b>	Supervisors Gr. (1-3)	3385530 & 3380370	130
	<b>Mrs. Rasha Nabulsi</b>	Supervisor Gr. (4 – 5)		113
	<b>Mrs. Nawar El-Kaissi</b>	Girls' Supervisor Gr.(9 –10)		134
	<b>Mrs. Iryna Khasan</b>	Girls' Supervisor Gr.(6–8)		120
	<b>Mr. Qussai AlHassan</b>	Boys' Supervisor Gr. (6- 8)		151
	<b>Mrs. Nivin Rawda</b>	Girls' Supervisor Gr.(11-12)		138
	<b>Mr.Mohammad Fathi</b>	Boys' Supervisor Gr. (11 –12)		111
	<b>Mr. Abdalilah AlDirbas</b>	Boys' Supervisor Gr.(9-10)		137
	<b>Mr. Ahmad Chorba</b>	Administrative Officer		140
	<b>Mr. Hatem Abou Tarieh</b>	Grades (1-12)		105
<b>Exam Officer</b>	<b>Mrs. Ghada Abou Chakra</b>	(KHDA/MOE Coordinator) (Executive Secretary)		143
<b>Student Record &amp; Teachers' Faculty Approval System</b>	<b>Mrs. Juamna Ajaj</b> <b>Mrs. Madiha Youssef</b> <b>Mrs. Lilian Bashour</b>	<b>Grades (4 – 12)</b> <b>(Kindergarten )</b> <b>Grades ( 1- 3)</b>		103
<b>Student Admission</b>	<b>Mrs. Amina AlRushaidat</b>	<b>K - 12</b>		118
<b>ICT Manager</b>	<b>Mrs. Lama Bashasha</b>	<b>Grades ( 9 – 1 2)</b>		107
<b>Career Guidance Counselor</b>	<b>Mrs. Margaritka Petrova</b>	<b>K- 12</b>		223
<b>SEND Team Leader (K-12)</b>	<b>Mrs. Nancy Salameh</b>	<b>(1– 8)</b>		152
<b>Guidance &amp; Counselor</b>	<b>Mr. Khalid Darwish</b>	<b>K- 12</b>		142
<b>Activities Coordinator</b>	<b>CNS</b>	<b>Grades (4- 12)</b>		148
<b>Smart Learning office</b>	<b>Mr. Pramod</b>			150
<b>Facilities Supervisor</b>	<b>Mr. Pramod</b>			149
<b>Transport Supervisor</b>				136
				146

<b>Store Keeper</b>	<b>Mr. Mukundun</b>		<b>114</b>
<b>SEND &amp; Support Team</b>	<b>Ms. Rona AlKhawajah Ms. Bethel Grace Mrs. Omnia Ms. Angelina Mr. Voltaire</b>		<b>156</b>
<b>IT Technicians</b>	<b>Mr. Salman Khan</b>		<b>123</b>
<b>School Clinic</b>	<b>Dr. Rawah + Mrs. Resmi &amp; Ms. Angelina</b>		<b>131</b>
<b>School Librarian</b>	<b>Mrs. Ghada Afyouni</b>		<b>110</b>

<b>Departments Heads</b>	<p>Dr.Wafaa AlSharif : Head of Islamic Education Department (K-12)</p> <p>Mr. WaficAlKayyal: Head of English Department Gr. (4 - 12)</p> <p>Mrs. Rinkle Jadeja : Head of English, Science &amp; Math. Department Gr. (1 - 3)</p> <p>Mr. Nidal Fayyad : Head of Science Department Gr. (3-12)</p> <p>Mr. Mustafa Afiouni : Head of Math Department Gr. (4 -12)</p> <p>Hussain Alkhater: Head of Arabic Department Gr. (6 - 12)</p> <p>Salam Moghnieh : Head of Arabic Department Gr. (K - 5)</p> <p>: Head of French Department Gr. (1 - 8)</p> <p>Ahmad Sadek: Head of Social Studies Department Gr. (1 - 9)</p> <p>Rami Sonbol: Head of Commercial Department Gr. (9 – 12)</p> <p>Suhad El Kassar: Head of KG Programs</p> <p>Suhad Akel Oweis : Head of Physical Education Dept. Gr. ( 1 – 12)</p> <p>Wafic AlKayyal : Head of English (4-12) &amp; Moral Education Dept. ( 1-12)</p> <p>: Coordinator of Arts Dept. ( 1-5 &amp; 10)</p> <p>Basel Shmeit : Coordinator of Computer Department Gr.(1 – 12 )</p>
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Co-curricular Activities	Persons in charge	
Music	Samar Youssef Howaida Sami Mohd.	:Elem. Music Teacher :KG Music Teacher
Art	Haneen Sabri Razan Abu Baker	:Art Teacher (Grade 1-3 ) :Art Teacher (Grade 4-5 )
Trips	Activities Coordinator Head of Sections + All Supervisors	: Khalid Darwish : ( K – 12 ) : ( K – 12)
Overseas Trips Services	Mr. Mounir Lahham	: Vice Superintendent
Sports	Suhad Akel Owies	: Head of PE Dept
Athletic Activities Basketball, Football, Volleyball, Badminton	Khalid Hamdi Mohammed Saaed Haidar Attaei Noura AlBelbisi Sunny ElMoella	: PE Teacher : PE Teacher : Swimming Trainer & PE Teacher
Swimming	Khalid Hamdi Haidar Attaei Hala Sobeih	: PE Teacher : Swimming Trainer & PE Teacher : Swimming Trainer
Karate	Mukundan Ayyapan	: Karate Trainer
School Fairs		
Art Fair	Haneen Sabri Razan Abu Baker	: Art Teachers
Math Fair	Iftikhar Ur Rehamn + Rinkle Jadeja	: Head of Math Department (4-12) : Head of English. Math \$ Science ( 1-3)
Book Fair	Ahmad Rabie Khalid Darwish	:Librarian : Activities Supervisor
Co-curricular Activities	Persons in charge	
Clubs		
Art Club	Seham Falhout	: Art Activities
French Club + DELF Exam	French Teacher	: Head of French Dept. (Gr. 1-8)
English Club English Club	Wafic AlKayyal English Teachers	: Head of English Dept. (Gr. 4-12) : All levels
Science Club Environment Club	Nidal Fayyad Noha Elbashir	: Head of Science Dept. (Gr. 3-12) : Head of science Dept. ( 1-3)
Students’ Council	Khalid Darwish	: Activities Coordinator

<i>Event</i>	<i>Persons in charge</i>
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<i>National Day</i>	Activities Coordinator + Mother's Council / Heads of Sections & Supervisors, Teachers/ Student Council
<i>Festival Day</i>	Activities Coordinator Mothers Council, Heads of Sections & Supervisors, Teachers/ Student Council
<i>Mother Day</i>	Head of Kg Head of Section (Gr. 1-5) Section's Supervisors Mother Council & Teachers

<i>International Days</i>	Heads of Sections & Supervisors Teachers Student Council, supported by the Mother Council
<i>Sports Day</i>	Suhad Akel Oweis : Head of PE Dept. (K-12) PE teachers
<i>End of Year Celebration</i>	Heads of Sections & Supervisors Administrative & Teaching Staff
<i>Graduation Ceremony KG2</i>	Head of (Kg) Teachers
<i>Graduation Ceremony Gr.12</i>	Head of High School + Supervisors (Boys & Girls Section) Administrative Staff & Teaching Staff Activities Coordinator Mothers Council + Students Council

## The Learning Support including SEND, Gifted and Talented Students:

### DIPS Learning Support Team:

1. (SEND Team Leader: Margaritka Petrova)  
**Omnia Shaban** (Arabic Support Teacher ): B.A in Education- Classroom teacher
2. **Rona AlKhawajah** (Learning Support Teacher) – Diploma in Account + Diploma in Special Education Needs
3. **Bethel Grace** (Special Education Teacher) B.A of Arts in Psychology.
4. (Special Education Teacher) M.S of Science for Teachers
5. **Ms Angelina** (Special Needs Teacher)-B.A. in English Literature and Diploma certificate in Special Education.
6. **Voltaire Jimenez**(Special Needs Teacher)-

We monitor all children's progress closely, and identify those who require learning support at an early stage. Individual Education Plans (IEP) are written collaboratively by a member of the SEND and Support team, class teachers and parents for children who require additional targeted support in an identified area of their learning.

A range of educational support specialists work with the school and we are able to refer parents to Additional External agencies for children with specific learning needs where necessary. Classes are mixed abilities and children have the opportunity to work in a range of different groupings. The needs of all children are met within the classroom.

Children's learning needs are supported within the classroom. Individual learning targets, identified on IEPs (Individual Education Plan), are a focus during class sessions and also supported where necessary.

### School Timing

Section	From Monday through Thursday
Administration	7:00 – 03:15
Teaching Staff (KG. – Gr. 12)	7:30 – 02:15
On Friday, all staff leave at 11:15	

### Admission

Students admitted to DIPS must have sufficient knowledge of English and Arabic in order to meet the instructional demands of the grade level to which they apply. In addition, they need to demonstrate the potential to contribute positively to our academic and social environment while they are enrolled in the school.

In line with DIPS nondiscriminatory policy, admission is granted only upon successful entrance assessment results and the availability of places; regardless of gender, nationality, religion, or race. Academic and social developments are the principal selection criteria. Within these general criteria, priority for available vacancies is given to siblings of current students first, then to children of the School Alumni, to **Kids Academy** Children and finally to new students.

In the admission assessments, which become more formal as the grade level advances, the school determines whether the applicant is academically ready for school and that he/she has the basic required skills to join the grade level in question



### **Enrollment Process:**

Students who want to enroll in Dubai International Private School must submit an admission application to the Registrar's office with the required documents (passport copy, birth certificate copy, attested transfer certificate from previous school, previous school transcripts, certificate of good conduct and 3 passport photos) and assessment fees within the set registration period that commences in February at KG section and in April of every year from grade 1 to 12. Applicants will be asked to provide up-to-date school records, including current report cards. Applicants who meet the criteria for age and academic record will then be allowed to take an entrance assessment.

English, Arabic, and Math Admission Tests for grades 1- 10 have been designed by the school to assess basic language and math skills. However; Grade 11& 12 applicants take additional tests in physics and chemistry. The English and Arabic exams assess reading, writing and verbal language skills. The Math exam assesses basic grade level mathematical skills. A student must meet average/above average standards in all subject areas in order to be considered for admission.

Admission to the School will be determined by the Principal in each division after careful review of the results of the admissions test, recommendations made by the examining teachers, and the previous school academic and behavior records.

Once a child has been assessed, the Registration office will contact parents to inform them of the outcome of the admission assessment, and the status of the student's pending application. If assessment results are satisfactory and places are available, parents will be invited to register their children. During the admission process the school consults prospective parents to ensure that they will abide by the school policies.

Registration is only complete after submission of all the required documents, provision of health records, official previous school transcripts, signing the KHDA contract and payment of non-refundable/non-transferable deposit.

2022-2023								Weekend	
Semester 1			Mon.	Tue.	Wed.	Thu.	Fri.	Sat	Sun.
Weeks	Days	Aug	15	16	17	18	19	20	21
		Aug	22	23	24	25	26	27	28
		Aug	29	30	31	1	2	3	4
1	5	Sep	5	6	7	8	9	10	11
2	5	Sep	12	13	14	15	16	17	18
3	5	Sep	19	20	21	22	23	24	25
4	5	Oct	26	27	28	29	30	1	2
5	5	Oct	3	4	5	6	7	8	9
6	5	Oct	10	11	12	13	14	15	16
7	5	Oct	17	18	19	20	21	22	23
8	5	Oct	24	25	26	27	28	29	30
9	5	Nov	31	1	2	3	4	5	6
10	5	Nov	7	8	9	10	11	12	13
11	5	Nov	14	15	16	17	18	19	20
12	5	Nov	21	22	23	24	25	26	27
13	3	Dec	28	29	30	1	2	3	4
14	5	Dec	5	6	7	8	9	10	11
		Dec	12	13	14	15	16	17	18
		Dec	19	20	21	22	23	24	25
		Dec	26	27	28	29	30	31	1
15	5	Jan	2	3	4	5	6	7	8
16	5	Jan	9	10	11	12	13	14	15
17	5	Jan	16	17	18	19	20	21	22
18	3	Jan	23	24	25	26	27	28	29
Semester 2			30	31	1	2	3	4	5
19	3	Feb	6	7	8	9	10	11	12
20	5	Feb	13	14	15	16	17	18	19
21	5	Feb	20	21	22	23	24	25	26
22	5	Mar	27	28	1	2	3	4	5
23	5	Mar	6	7	8	9	10	11	12
24	5	Mar	13	14	15	16	17	18	19
25	5	Mar	20	21	22	23	24	25	26
		Mar	27	28	29	30	31	1	2
		Apr	3	4	5	6	7	8	9

26	5	Apr	10	11	12	13	14	15	16
27	5	Apr	17	18	19	20	21	22	23
28	5	May	24	25	26	27	28	29	30
29	5	May	1	2	3	4	5	6	7
30	5	May	8	9	10	11	12	13	14
31	5	May	15	16	17	18	19	20	21
32	5	May	22	23	24	25	26	27	28
33	5	Jun	29	30	31	1	2	3	4
34	5	Jun	5	6	7	8	9	10	11
35	1	Jun	12	13	14	15	16	17	18
36		Jun	19	20	21	22	23	24	25
		Jun	26	27	28	29	30	31	1
		July	2	3	4	5	6	7	8
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		July	9	10	11	12	13	14	15
		July	16	17	18	19	20	21	22
4		July	23	24	25	26	27	28	29
5		Aug	30	31	1	2	3	4	5
			6	7	8	9	10	11	12
170			Instuctional Days			* Religious holidays may change, and are subject to official announcement.			
183			School Days						

## Attendance:

### **In reference to DIPS Attendance policy.**

For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is valid. Hence, it is very important that you make sure that your child attends regularly and this Policy sets out how together we will achieve this. **Kindly, refer to the School's Attendance Policy during the Blended Learning model on the school's website.**

#### Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

To help us all to focus on this we will:

- Report to you at termly basis on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates and outings.

#### AUTHORIZED or UNAUTHORIZED Absences

Every half-day absence from school has to be classified by the school (not by the parents), as either *AUTHORISED* or *UNAUTHORISED*. This is why information about the cause of any absence is always required, preferably in writing.

**Authorized** absences are for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

**Unauthorized** absences are those which the school does not consider justified and for which no "leave" has been given. This type of absence can lead to the Learning Trust using sanctions and/or legal proceedings. This includes:

- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late.
- Day trips and holidays in term time which have not been agreed.

#### Persistent Absenteeism:

A pupil becomes a 'persistent absentee' when they miss 21 school days or more for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

### **Absence Procedures:**

If your child is absent, you must:

- Contact us as soon as possible on the first day of absence.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak to you.

If your child is absent, we will:

- Telephone you on the first day of absence if we have not heard from you.
- Invite you in to discuss the situation with our Section Supervisor if absences persist.
- Refer the matter to KHDA if attendance moves above or near 20 days.

### **Update us with your telephone numbers:**

There are times when we need to contact parents about many issues, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date telephone number.

### **Tardiness:**

The morning assembly starts at **7:45** am and we expect your child to be present at that time. Registers are marked by **7:50** am and your child will receive a late mark if they are not in by that time.

At 8:00 the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorized absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the supervisor or the assistant principal to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

### **Parent's travel and Holidays:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

### **Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

## Parents and Community Involvement

Dubai International Private School values the roles parents play in the success of the school system. We believe that consistent and quality communication between the school and the parents is an important part of the continued growth and improvement of the School. A wide variety of measures is utilized to establish open lines of communication.

The school administration has an open-door policy for our parents. The Supervisors maintain this open door policy inviting parents to attend daily school assemblies, and to visit them to share concerns and praises. The Principal further fosters open rapport by informally telephoning parents frequently. Supervisors can also be contacted via e-mail or through the supervisor's office if individual consultation is necessary.

The school invites parents to be part of the school's social and academic events.

School Messenger and Memos are used as a mean by which communication with parents can occur on important school information and events.

Parents are able to check out materials or weekly plans to follow with their children at home. Dubai International Private School website (<http://www.dips-alquoz.ae>) has extensive resources which enhance our curriculum that students can access at home for additional skill building.

Parents volunteering round up program is implemented in kindergarten, elementary and middle school sections. Parents participate in the program as guest speakers and story tellers in kindergarten and in designing special theme projects.

Relationships with community agencies are vital to the on-going successful operation of the school. Some of these agencies include Communities in Schools, early childhood authorities, Police department, Civil Defense, Ministry of Education, Universities, Islamic Associations, Municipalities, Red Crescent and Unicef, etc. School employees are also active in raising money for the community through charitable events.

The school values parents and the community as partners in our vision to help students become life-long learners.

### **Parent Council**

Parent Council represents parents in the school and provides an opportunity for communication between parents and school. The mothers are a dedicated group of parents with great ideas and lots of enthusiasm, determined to make a difference for the students, parents and teachers.

The School currently holds interactive meetings with parents. These meetings provide an opportunity for an open exchange of ideas; discuss matters, etc. regarding school events, academic matters, and other related school issues.

## Academic Information

### *Homework Policy*

To provide a well-balanced variety of social experiences and a quality family time with children, DIPS will endeavor to keep homework assignments reasonable in terms of frequency and quantity at the various grade levels.

The length of time spent by students on a specific assignment will vary depending on his/her ability, skills and pace of work. Homework should be completed by the student independently, although parents are encouraged to monitor their child's homework and help when it is appropriate. The expectation is that homework must be completed when assigned by the teacher.

### *Assessment*

The school strives to prepare life-long learners. All plans, implementations, conferences are reflecting the vision of the school to improve student abilities to succeed in their future life.

DIPS conducts an assessment policy regarding all subject matters for enhancing students' performance in core subject areas. Two kinds of assessments are conducted, namely formative and summative.

End of Term Test	Test 6 Tests Per Semester For 1 credit 4 tests per semester for 0.5 credits	Stem Project 1 unit	Assignments and Online Assignment + Interactive Note book 4 units	Classwork			Skills				Standardized Test				
				Readiness	Engagement	Discipline	Critical Thinking	Reasoning	Enquiry	Problem Solving	CAT 4	MAP	SAT	CPAA	
20	30	10	10	10			10				CAT 4 = 10 MAP = 10 SAT = 10 CPAA = 10				100

•**In Class work graded Activities (Skills)** : Activities completed in class, including group / paired work and practical activities e.g. mix and match/oral activities/ map or diagram work / extended writing/investigation and feedback midterm test. The purpose of class work activity is to practice the critical thinking / problem solving as well as preparing to answer the different types of questions that will be included in the progress tests and standardized tests. Class work sustains and enhances the following:

1. Group or individual investigations and presentations/critical thinking/problem solving activities
2. Focused worksheets
3. Practical activities.
4. Recitation/story telling/reading aloud/drama activities.
5. Feedback from homework.
6. Guidance for independent practice
7. Lab work
8. Planning and drafting
9. Practicing samples of external standardized tests.

•**Drop and Announced Quizzes**: All assessments are standard-based ones. Assessment for learning (A.F.L) enables teachers to assess students' learning and understanding through identifying their points of strengths and points of weaknesses. Assessment for learning takes different types one of which is the drop quiz. A drop quiz lasts for a maximum of ten minutes. Each term includes a maximum of four drop quizzes. Announced test is another tool for assessment for learning. It is administered twice per term .

• **Assessment As Learning**

Assessment as Learning is a kind of self assessment that is conducted on ongoing basis to reflect on student's own mastery of skill or learning. Students gather relevant information about their own performance or progress. They determine their own interests to make judgments about their learning process and set future goals for their learning.

•**Project**: A Project is a focused research assignment across all Subject matters. Students are asked to investigate a specific topic and present their findings. The Project assignments are planned and done in class from **grade 4 up to grade 6**, while **grade 7 up to 12 are prepared and carried out at home**. Students will be trained to master the required skills they need to complete the assignment effectively.

•**Assignments**: are activities to be completed by students at home.

•**Homework Assessment**: Is an assignment to be completed by students at home. Graded HWK and Non-Graded HWK (A graded homework is given twice per week and non-graded homework is evaluated as part of the performance of the student in class.

•**In Class Readiness Engagement and Discipline**: Students are rewarded for their engagement and for attempts to contribute positively to their own learning and achievement. Important elements of participation (classwork) include but not restricted to Team work activities,



punctuality, collaboration, quality of activity, Learning behavior, Initiative, Self-motivation, Creativity and Innovation and presentation of work quality.

**•End of term test:** It is the end of term test which will be scheduled and published to parents. It measures student's progress and achievement by the end of the term. The end of the term test is scheduled and posted on school website to parents. It takes a maximum of 75% of the activity covered during the term. The test assesses students' knowledge, skills, and abilities. It includes different forms of questions (e.g. multiple choice questions, True/False questions, essay questions, etc.)

### **Recording Progress and Attainment**

- Progress test will be marked and returned to students within a reasonable time as specified in individual departments' policies.
- Teachers' marking includes both clear recognition of positive achievement attainment/and at least one learning target to support future improvement.
- Teachers record individual mark for each element of assessment in their mark book. The mark book is both hard and softcopy as specified in individual department policies.
- Students' marks could be accessed by them, their parents, heads of departments, Curriculum coordinator, supervisors, and members of administration.
- Attainment and achievement data are used by teachers and Heads of Departments as well as Curriculum coordinator, and members of administration to measure progress, identify areas of strengths, areas that need improvements, and areas of improving planning and preparation.

### **Reporting to parents:**


As part of our partnership with parents, we provide regular opportunities for parents to get information about their children's progress. Written reports will be sent to parents to track students' progress

### **Parents-Teachers Meetings**

Formal parents-teachers meetings are held each term to discuss students' strengths and areas that need improvements academic, behavioral, and social wise. Besides, teachers, Heads of Departments, Academic Advisors, Supervisors, the Social Advisor and Members of Administration can be contacted throughout the school year and will contact parents if the needs arise to discuss specific aspects of a student's progress.

### **External Examinations:**

DIPS students sit for the following External Exams.

-  **SAT** Scholastic Aptitude Test
- **IELTS/TOEFL** International English Language Testing System? Test of English As a Foreign Language
- **UAE Em SAT**

### What is SAT?

The SAT is a globally recognized college admission test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing and math — subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions.

Taking the SAT is the first step in finding the right college for you-the place where you can further develop your skills and pursue your passions. But SAT scores are just one of many factors that colleges consider when making their admission decisions. High school grades are also very important. In fact, the combination of high school grades and SAT scores is the best predictor of your academic success in college.

### What is SAT for?

It is designed to measure how well students can think critically in the same manner that will be required of them in college. The SAT Reasoning Test is made of three sections: math, writing and critical reading.

**TOEFL**  $\implies$  **Test of English as a Foreign Language**

### What is TOEFL?

The *TOEFL*® test is the most widely respected English-language test in the world, recognized by more than 8,500 colleges, universities and agencies in more than 130 countries, including Australia, Canada, the U.K. and the United States. Wherever you want to study, the TOEFL test can help you get there. The TOEFL test measures your ability to use and understand English at the university level. And it evaluates how well you combine your listening, reading, speaking and writing skills to perform academic tasks.

**IELTS**  $\implies$  **International English Language Testing System**

### What is IELTS?

The **purpose of the IELTS exam** is to **test** the candidates' ability of handling English language who want to study or work in a country where English is the language of communication. **IELTS** result is also necessary for the immigration **purposes**.

**EmSAT**  $\implies$  **Emirates Standardized Test**

### What is EmSAT?

The EmSAT is a national system of standardized computer-based tests, based on United Arab Emirates national standards. Objectives. To ensure that students are equipped with the necessary knowledge and skills to effectively participate in the modern knowledge based global society. EmSAT test has become an essential requirement to join UAE universities.

### Contents:

The TOEFL is divided into four sections: listening, reading, speaking, essay writing. This test measures a student's mastery of English. The student is given recorded material for the listening portion of the test that she/he must listen to and answer questions about. She/he must read samples

of academic writing for the reading test and then answer questions pertaining to what she/he read. The student must speak proficiently on an assigned topic to complete the speaking test and then she/he must write an essay on an assigned topic to complete of the writing test.

### **MAP (Measuring Academic Progress) & CAT4 (Cognitive Aptitude Test)**

The International Benchmark tests program addressing the students in classes 3,4,5,6,7,8,and 9 in English, Math and Science. The tests are designed to measure the student's performance in the generic skills that underpin the teaching of English, Mathematics and Science across the globe.

## **Health, Safety, and Emergency procedures**

### **Health Services:**

1. If a student is ill, it is best for him/her to **stay at home**. Don't send a sick child to school.
2. However, if the student is sick at school, then the Supervisor will send him/her to the School Clinic. Students must not leave the section building without written permission from the Supervisor.
3. The school doctor is available in the school clinic from 7:30 a.m. till 3:15 p.m. to take care of the sick students.
4. All students are insured against accidents.
5. Please note that the school nurse is not a doctor and cannot prescribe medicine.
6. If a student is under medication, the School Administration must be notified. The child must not keep the medicine with him/her. It should be kept in the office of the supervisor.
7. Students who are sick can only leave the school after they get a written release from the school's doctor in coordination with school supervisors. Parents will be informed about his case from the school clinic.

### **Health and Crisis Management**

### **In reference to DIPS Health Management Plan:**

Dubai International Private School is pursuing a safe, orderly, and healthy environment for teaching and learning. It adheres to the UAE state health and safety requirements i.e. the governing board emphasizes its commitment to fulfilling the requirements imposed on the school by the local Education Authority (KHDA) as well as by Dubai Health Authority(DHA) safety, welfare and security for students and staff alike.

The following chart shows who is responsible for what, and where.

<b><i>Section</i></b>	<b><i>Supervisor in charge</i></b>	<b><i>Responsibility</i></b>	<b><i>Reporting to</i></b>
Kindergarten	Mrs. Suhad ElKassar	Areas and facilities used by KG	School Superintendent
Grades (1-3)	Ms. Leila Ghotaimi	Responsible for health and safety within the Gr.1- Gr.3 area	Head of Section
Grades (4-9) / Girls	Mrs. Iryna Khasan & Mrs. Rasha Nabulsi	Responsible for health and safety within the Gr.4 - Gr.8 area	Head of Section
Grades (10-12) /Girls	Mrs. <b>Nivin Rawda</b> Mrs. Nawar El-Kaissi	Responsible for health and safety within the Gr.9 – Gr.12 area	Head of Section (Assistant Superintendent)

Grades (5-8) / Boys	Mr. Qussai Al-Hassan	Responsible for health and safety within the Gr. 5 - Gr.8 area	Head of Section (Assistant Superintendent)
Grades (9-12) / Boys	Mr. Abd Alilah AlDirbas Mr. Mohd. Fathi Bayyomi	Responsible for health and safety within the Gr.9 - Gr.12 area	Head of Section (Assistant Superintendent)
Science Lab Supervisor & Technician	Mrs. Rafal Sadek & Mrs. Zouhra Choudar	Responsible for health and safety requirements related to the safe teaching of science	School Superintendent
Clinic	Dr. Rawah Mubarak Mrs. Angeline Mrs. Resmi	School Doctor School Nurse School Nurse	School Superintendent
Swimming Pool, Green Field & Gym	Physical Education Teachers and Head of Dept Mrs .Suhad Owies	Health & Safety Protection	School Superintendent

### **Fire Evacuation Drills:**

1. During the first week of a new term, all classes “walk through” their evacuation procedure at a time to suit them.
2. The second fire practice takes place by appointment. Parents will be informed of this appointment. When the alarm sounds, students accompanied by their teachers make their way to their assembly points to be checked again by their teachers.
3. Within a few days there is an unannounced practice done under the supervision of civil defense, Dubai police and the principal.

### **Accident Reporting:**

The aim of reporting accidents is to keep a track of what is happening at our school so that we can make better assessment of the risks to children and adults. For this reason supervisory staffs are asked to analyze the records on termly bases to try to identify the more hazardous locations, times, activities and so on together with identifying the groups of pupils or adults at risk in order to reduce the incidence by finding solutions...

### **Child Protection:**

#### ***In reference to DIPS Child Protection Policy:***

Child protection refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As administrators and teachers, we have a responsibility to safeguard children and promote their welfare.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from us, faculty and staff.

DIPS staff should report immediately any suspected child abuse case to the supervisors and school principal to take the required legal actions.

## **FIRST AID:**

### ***In reference to DIPS First Aid Policy:***

The **First Aid procedure** at DIPS is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

All children have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

The **First Aid Team** consists of qualified **First Aiders** who completed the “**First Aid**” training from the **UAE RED CRESCENT**. The training is an emergency First –Aid that taught some administrators, teachers and assistants lifesaving skills, so that in the event of an emergency they will have the confidence to make an assessment ,call for the appropriate assistance and be able to administer basic first aid until the arrival of more qualified staff such as the school nurse or doctor help.

### **First Aiders:**

<b><i>Name</i></b>	<b><i>Title</i></b>	<b><i>Department</i></b>	<b><i>Telephone/extension</i></b>
Dr. Akram Zayour	Superintendent		04-3385530
Mr. Mounir AL Laham	Vice Superintendent		04-3385530 Ext: 145
Suhad El Kassar	Head of Section	KG	04-3383812
Ghada Abou Chakra	Executive Secretary	Administration	04-3385530 EXT: 103
Amal Saif	Arabic teacher	KG	04-3383812
Khalid Darwish	Activities Supervisor		04-3385530
Hatem Abou Tarieh	Exam Officer		04-3385530 EXT: 143
Qusai AlHassan	Supervisor		04-3385530 EXT: 138
Saja Al Ghaderi	Sport teacher	KG	04-3383812
Rafal Sadek	Labs Supervisor	Upper grade	04-3385530 EXT: 122
Suhad Akel Oweis	Head of PE Dept.	Upper grade	04-3385530 EXT: 112
Rona AlKhawajah	Leaning Support T.	Upper grade	04-3385530
Haider Atteiah	Sport teacher	Upper grade	04-3385530
Mohammed Fathi	Supervisor	Upper grade	04-3385530 EXT: 137
Salam Moghnieh	Arabic teacher	Upper grade	04-3385530
Moustafa Al AIayoubi	Math teacher	Upper grade	04-3385530
Madiha Youssef	Assistant of KG	KG	04-3383812
Basel Shmiet	Computer Teacher	Upper grade	04-3380370
Amani AlRifaei	English Teacher	Upper grade	04-3380370
Hisham Tarraf	Arabic Teacher	Upper grade	04-3380370
Hussain AlKhater	Arabic Teacher	Upper grade	04-3380370
Hussam AlSibaei	Science Teacher	Upper grade	04-3380370
Katia Hemadeh	Moral Ed. Teacher	Upper grade	04-3380370
Kinda Kaziz	Science Teacher	Elem.	04- 3385530
Mariam AlKhalil	Science Teacher	Elem.	04-3385530

Rasha Nabulsi	Supervisor	Elem..	04-3385530
Nader Madi	Computer Teacher	Upper Grade	04-3385530
Wael Aba Zaid	Sp. Islamic Teacher	Upper Grade	04-3385530
Wafiq Kayyal	English Teacher	Upper Grade	04-3385530
Siham Falhout	Assistant Teacher	KG	04-3385530
Diala Sulaiman	Arabic Teacher	KG Section	04-3383812
Maya Shbaro	Arabic Teacher	KG Section	04-3383812
Mohd. Saad	P. E Teacher	Upper Grade	04-3385530
Hala AlRjoob	English Teacher	KG Section	04-3383812
Mohd. Abed Rabo	Arabic Teacher	Upper Grade	04-3385530
Micheal Abi Mansour	English Teacher	Upper Grade	04-3385530
Pramod	Facilities Supervisor	Upper Grade	04-3385530 EXT: 136
Rana Jabsheh	Teacher	Kids Academy	
Ali Askar Moiden	Janitor	DIS	04-3385530
Elsa Paragas	Helper	DIS	04-3385530
Aurea Bautista	Helper	DIS	04-3385530
Sachin Chanfra	Janitor	DIS	04-3385530 EXT: 124
Jackielou Delos Trino	Helper	DIS	04-3385530
Grace Nieves	Helper	DIS	04-3385530
Julie Damirnian	Helper	DIS	04-3385530

### Science Laboratory:

#### ***In reference to DIPS Science Laboratory Policy:***

The school Laboratories are equipped with all equipment, apparatus, and assets needed to carry on all demonstrations, classroom illustrations, designed experiments, and science room activities set ahead in the yearly plan .The items that have been, and are now being delivered are based on the teaching needs and lab work plan inclusive all experiments and activities designed to carry on this academic year.

As a safe and secure measures , the school administration has provided : Chemical storage cabinets, a Fume Cupboard, Emergency Shower, Eyewash unit, Safety and emergency sign boards and posters, first aid kits, plus it made sure the availability and functionality of fire alarms, fire extinguishers, fire blankets, sand buckets, plus so many safety management clothing and supplies, such as: eye goggles, mist respirator masks, dust respirator, and paper masks, Chemical, acid resistant vinyl and conform latex gloves, heat resistant and cut resistant hand gloves , lab aprons , and lab coats: that suit all student sizes, and in an enough number to dress all. And the most important of all, a lab accident health and life insurance plan to cover all students, lab employees, and the teachers who happen to be in the lab premises in any emergency cases.

## **Canteen**

The school canteen provides well-balanced food items with reasonable prices. It also provides fresh meals at lunch with reasonable prices. Students are expected to behave properly in the canteen. They must not push or shout. They must keep it clean and tidy. Running in the school canteen is forbidden. Students cannot visit the canteen during the lessons for any reason except with a written permission from the supervisor.

## **Transportation**

1. Students on the school bus follow school rules and obey the helper or the bus driver.
2. Students are required to read the policy of using the school transportation and sign it with their parents. A copy of the signed paper will be kept in the student's file in the supervisor's office.
3. A student who misbehaves on the bus will be barred from using it.
4. Students are not allowed to drive cars to school.
5. During exam weeks at the end of each term, students who have finished their exam may leave with a parent or driver after getting permission from the supervisor.

### ***Rules of Using the School Transportation:***

The means of transportation is one of the vital services the school offers for its students and which would also help parents save time and effort regardless of the responsibility the school shoulders in safely and punctually transporting all students. Therefore, students must be granted crucial responsibilities through following a set of stated rules else the student's subscription will be automatically cancelled.

Students are requested:

1. To keep the school bus clean and tidy during the trips.
2. Not to write on any place in the bus.
3. To use the same seat from the beginning of the year till its end and refrain from changing his/her place without permission from the bus driver or his assistant.
4. To follow the bus driver's directions for safety purposes.
5. To interact respectfully with the bus driver and his assistant.
6. Not to be late for the bus or delay it in both the morning and afternoon trips.
7. To avoid opening the bus's windows without permission.
8. Not to misbehave or cause disturbance of any kind to avoid confusing the driver and risk students' lives.
9. Not to have any verbal or physical fight inside the bus regardless of the reasons. Students must refer back to his/her section supervisor when necessary to solve any complex case.
10. Not to carry any prohibited objects without taking written permission from the section supervisor else such objects will be confiscated.
11. The student is responsible for his/her seat throughout the whole year, and thus any type of vandalism will be strictly dealt with. The subscriber must immediately inform the bus driver of any vandalism that has previously occurred else the same student will be charged for the damage and his/her subscription will be automatically cancelled.

This service has been created to assist you in your academic life and keeping it efficient is a wise decision





# ***School Rules and Expectations***

## ***Basic Classroom School Rules:***

Students shall comply with the *4 Basic School Rules* at all times. These rules are posted throughout the school. Students are aware of and frequently reminded of these rules. Failure to comply with these rules may result in disciplinary action.

1. Be Punctual
2. Be Prepared
3. Be Respectful
4. Be Responsible
5. Be Supportive

## ***Dress and Grooming:***

What we wear reflects who we are. The school lives in the middle of a larger community, and we have to be aware of and respect its views. Dress and appearance should be decent, simple, and clean, and practical. The school reserves the right not to admit students who do not abide by the school rules for dress and appearance.

1. Students are expected to wear the complete students' uniform during the full school day.
2. Wearing slippers is not allowed in the school premises.
3. Hats or caps are not allowed in the school premises unless the student is in the green field or in the tennis court playing sports.
4. Jewelry and cosmetics are not allowed.
5. Tattoos, patches, henna, or other such markings must not show.
6. PE attire must be worn to PE.
7. Sunglasses and tinted prescription glasses must not be worn in the school building.
8. Shoes must be safe and comfortable.
9. P.E. uniforms are to be worn **only** during days when PE periods are assigned.

## ***Hair Style:***

The school emphasizes that all students appear neat and orderly in appearance. It is also the school's policy to give each student an equal opportunity to increase his sense of belonging and feel comfortable. It is important, therefore, that all students follow the directions of the supervisor in relation to the hair cut throughout the whole school year. A student is expected to arrive at school with a short hair cut and avoid using gels or creams on the hair. Students who do not respond verbally will be given a warning letter of suspension until they have their hair cut properly.

## ***Care of Personal Property:***

Students are responsible for their personal property! It is recommended that valuables be kept at home.

Any student who finds lost property is to notify a teacher or the supervisor's office immediately.

If a theft occurs during school, students are to notify the teacher immediately. Students who are found guilty of committing such a mistake will be suspended from school.

## ***Respecting School Property:***

1. Damaging school property is considered a major offence. This includes graffiti.
2. A student caught damaging school property will be fined and may be suspended from school.
3. Students are expected to keep school premises clean.
4. A student caught writing graffiti, littering, or making a mess will be assigned appropriate community service.



### *Expensive Gadgets:*

Since the school is not responsible for lost items:

1. Gadgets like cell phones, and all similar items are preferred to be left at home. The distraction and danger of theft outweigh the convenience.
2. Such gadgets, if seen at school, will be confiscated, tagged, and stored till the end of the school year, when they can be reclaimed.
3. Games and sports equipment should be stored in lockers during class hours and used during breaks and after hours in the allocated areas after taking permission from the supervisors.

### **Lockers:**

A locker will be given to every student who requests one starting from grade 4-12. The student must be provided with a key. A duplicate of the key is to be kept in the supervisor's office. The student may not keep an extra copy. Students should not give the keys to other students. **STUDENTS ARE ONLY ALLOWED TO VISIT THEIR LOCKERS DURING THE BREAKS.** They should remember to remove the books and supplies from their lockers during the times set above. Desks and lockers are school properties. Thus they are to be kept clean. Inspection of individual lockers or desks may occur when there is a reasonable cause to do so.

### **Assemblies:**

Assemblies are considered an integral part of the curriculum; therefore, all students must attend. Students should conduct themselves in an appropriate manner.

No student is allowed to leave the assembly without an excuse from the class advisor.

### *School and Personal Cleanliness:*

The school is responsible for encouraging best habits such as cleanliness, for having a clean school reflects on the school's inhabitants and provides a healthy environment for them all. It is also considered part of one's civil duties that enhance the sense of belonging. Therefore, students must consider this issue very seriously and refrain from littering around and avoid being disorderly in appearance during their school day. In addition, the school will regretfully fine all those who neglect the cleaning issue as a measure to stop this bad habit.

### *Use of Mobile Phones:*

Students may use the office telephone in cases of emergency, or when given permission to call home by a teacher or supervisor. Students will not be allowed to use the office phone if they have forgotten books, assignments ...etc.

### *Cheating:*

Anyone caught cheating on a test will receive a zero and his parents will receive a formal letter informing them of the student's violation. This includes the use of an unauthorized calculator in an exam. An incident report will go into the students' file.

### *Sports:*

1. All students are expected to participate in Physical Education unless they have a medical excuse from a hospital or the school's doctor. This excuse must be handed to the Head of the PE before the lesson.
2. Students must change in assigned places and not in classrooms.

## ***Student's Behavior Management:***

### ***In reference to DIPS Behavior Management Policy:***

DIS behavior policy will consist of three main sections:-

1. Expectations of behavior
2. Positive behavior management
3. Anti-bullying policy

DIPS aims at developing students' full potential in a supportive, positive, and caring environment.

We strive to develop student self-discipline. Students are encouraged to take care of their own properties, respect others' properties, and keep the school environment areas neat and tidy.

The main focus of the school is to promote and praise positive behavior and attitudes; however, we deal with poor behavior appropriately.

We expect our students to adhere to the school sanctions for the benefit of others.

Every student should be involved in promoting high standards of behavior. By working with students, teachers, and parents we will ensure that our aims are met.

### ***EXPECTATIONS OF BEHAVIOUR:***

We believe that Respect, Punctuality, Movement, and Dangers are four main areas which show the level of achieving our behavior expectations. It is the duty of each member of staff to be aware themselves of the sanctions and to ensure that children are reminded of them at the appropriate time.

#### **Respect:**

Students should show respect through: their speech, their actions, their consideration of others, and the school environment and belongings.

#### **Punctuality:**

Students should be on time at the start of the day, arriving from 7:40 a.m. ready to begin learning at 8:00 a.m.

#### **Movement:**

Movement around the school should show consideration for others. Students have to walk in a quiet orderly manner especially on the stairs. For safety requirements, there is an expectation that student should stay in their sections. Special care is needed in travelling to and from school and no student is to leave the school premises during the school day without the supervisor's permission and an adult arriving to collect him/her.

Students should be aware of the potential dangers within the school environment and behave appropriately.

This policy should be covered regularly and in detail with pupils concerning the use of play areas and movement to and from classrooms.

## **ANTI-BULLYING:**

We are committed to providing a caring, friendly and safe environment for all our students so they can learn in a calm and secure atmosphere. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. If bullying does occur, all students should be able to talk in confidence, knowing that incidents will be dealt with promptly and effectively. We strive to be a LISTENING school - Students are encouraged to tell someone on the staff when they know that bullying is happening ( Refer to Child Protection Policy) .

### **What is bullying?**

Bullying is behavior which is intended to hurt another person, and results in pain and distress to the victim.

### **Types of Bullying:**

**Emotional bullying:** excluding, tormenting, hiding belongings, being unfriendly, threatening, ignoring someone as they come into the room.

**Verbal bullying :** including name calling; teasing; using nicknames; taunting or threatening; spreading rumours; picking on someone who is different; perhaps overweight; small; tall, or may be of a different racial or cultural background.

**Physical bullying :** pushing, kicking, hitting, pinching or any use of violence.

**Other bullying:** : this may include deliberate damage of someone else's property or the taking of property without permission, for example, pens, pencils or money, sending offensive emails or texts, posting unkind comments to the internet.

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, pretending illness, or taking unusual absences. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Students must be encouraged to report bullying in school.

School's teaching and support staff must be alert to signs of bullying and act promptly and firmly against it in accordance with school policy.

### **Dangers:**

#### **How do we to prevent bullying?**

- We have worked together to ensure that all staff, governors, pupils and parents have an understanding of bullying.
- We make sure that every student knows that we do not tolerate bullying.
- We use every opportunity possible to talk to the students about proper ways of behaving towards each other.
- We deal immediately with any complaints and deal firmly with anyone using bullying behavior.

### **What can parents do to help?**

At Dubai International Private School we pride ourselves for providing a caring, friendly, and learning environment where all those who work in and visit our school show courtesy and consideration towards each other.

Sometimes this agreed code of conduct breaks down and as a result, one student may become miserable,

withdrawn or assertive and not give his/her best in the classroom. We can in no way accept irresponsible behavior from one individual towards another.

No students deserve to be bullied; no students deserve to be unhappy.

We need your help and support. By working together in close partnership we can develop your children to the fullest by building their self-esteem, confidence and self-control and making them more tolerant and aware of the needs of others. Only together can we reduce the number of incidents of inappropriate behavior in our school.

At the beginning of every new year, each class of students work together to draw up a code of conduct, listing expectations of behavior both in and out of the classroom. This code is agreed by all adults and children and then displayed for everybody to see on the classroom notice board.

All children who come to school and adults who work in and visit our school adopt the following principles. They form the basis for all relationships.

If a child behaves in an unacceptable way then the following sanctions will be imposed:

- Frown
- Voice disapproval
- Talking to, resolving
- Temporary time out of class
- Exclusion from peer group
- Part time Break detention
- Inform parents by letter
- Call in parents

As you can see, if the act becomes more frequent and offensive, the sanctions will become appropriately more serious and as written warning and suspension.

Teachers at DIPS work very hard to reinforce our expectations of the students  
We:

- Ensure that the whole school adopts a consistent approach.
- Always listen, valuing all opinions/views.
- Deal fairly with all offenders and show them equal consideration.
- Allow the students' time to reflect on the consequences of their own behavior.
- Insist that all children are quiet and attentive before anything is begun.
- Discuss issues in class and resolve problems together.
- Condemn the act, not the student.
- Act positively and encouragingly when intervening with problems.
- Try to anticipate difficulties and prevent them.

### ***To Help Your child:***

- Inform the school immediately if you feel that your son/ daughter is being bullied.
- Don't encourage your son/daughter to hit back. It could make matters worse.
- Encourage your child to be assertive and confident. Tell them to let the teacher know what is happening.

- Please insist on similar standards of behavior at home.
- Give plenty of praise and encouragement when things are going well.
- If your son/daughter is one who hurts others first and thinks later, please have a serious talk with him/her.
  - Invite other children over to help your child make friends.
  - Check that your child is not inviting unacceptable response by some unacceptable habit such as spitting, pulling faces or prodding.

### **The Student Council**

The DIPS student body will elect a student council at the beginning of every school year. Grade 7 to 12 students will be allowed to run for positions on the Student Council Executive, while each class will elect a representative to sit on the executive. Through this process, students will learn, in a practical way, governance and election processes, while gaining a sense of ownership over their school and decision-making processes.

## Students' Rights and Responsibilities

You have **the right** to fair treatment

You have **the responsibility** to treat others fairly

You have **the right** to experience well planned and well taught lessons which are relevant to your life

You have **the responsibility** to cooperate with your teachers to create a positive learning atmosphere

You have **the right** to voice your opinions

You have **the responsibility** To complete your tasks as independently as possible

You have **the right** to receive helpful feedback on your work

You have **the responsibility** to respect the opinions of others

## Parents and Student Contract

This statement must be read, signed, and returned to the supervisor within one week after the student receives it. I -----the parent/ guardian of -----  
from grade \_\_\_\_\_ Have read *DIPS Parents/Students Handbook*.

I understand that all students must adhere to the school rules and regulations while they are at school or attending school-sponsored activities.

Parent's Name : -----

Student's Name : -----

Parent's Signature: -----

Student's Signature : -----

(Upper Elementary  
and above):

Date:-----

Date: -----