



**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.*



**Dubai International School**

Al Qouz

**Elementary Section**

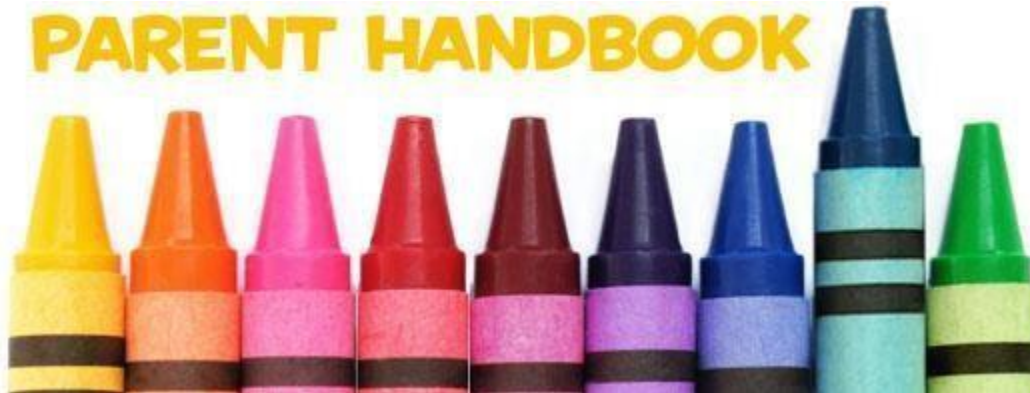
مدرسة دبي الدولية - فرع القوز

**Parents Handbook**

**دليل أولياء الأمور**

**Academic**

**2023-2024**





## Dubai International Private School

*DIPS, in partnership with parents and community, strives to prepare every Student to be digitally literate, a lifelong learner, and a productive citizen*



***Our vision:*** *DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, a lifelong learner, productive citizen and nurture their well-being in an inclusive learning environment.*

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

### **Our 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.

### **DIPS Definition of Learning**

*High Quality Learning is perceived by DIPS stakeholders as an ongoing process that exposes all learners to a variety of experiences, enabling them to gain profound knowledge in core subject areas, be aware of global issues, apply 21st century skills and form attitudes in an inclusive environment.*



**Dear Parents,**

On behalf of the staff at Dubai International School, we are happy to welcome you to the 2023-2024 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all class learning assignments and homework given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

- 1) Reading with children who need extra help
- 2) School-wide events
- 3) Student recognition events
- 4) Outreach and recruitment of parent and community volunteers

I am attaching a copy of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please feel free to review the Parent Handbook.

The wonderful Dubai International School staff (Elementary Section) and we feel privileged to be a part of this school family. I thank you for your support and look forward to meeting you.

Sincerely,

Ms. Rinkle Jadeja  
Elementary Head of Section  
[Rinkle.jadeja@dischool.com](mailto:Rinkle.jadeja@dischool.com)  
and Team at DIS

## LET'S WORK TOGETHER FOR A TERRIFIC YEAR!!!

- **The health and safety of your child:**

Your child's health is a matter of great importance to all of us:

A check –up is given upon each new child's arrival to school.

If a child shows any symptoms of a contagious illness, he / she will be immediately isolated from the others, and parents will be contacted and asked to come to school to pick up their child.

In case of accident or injury we will make an immediate attempt to contact you. If we cannot reach you, we will proceed to the emergency room at Rashid Hospital.

- **Keep your child home if he / she:**

1- Has a fever or had one during the previous 24-hour period.

2- Has heavy nasal discharge.

3- Has a constant cough.

4- If you have symptoms of a possible communicable disease, it is advisable to rest at home to prevent the development of serious illness. Kindly contact the family doctor immediately.

- **School Uniform / Clothing:**

1. Dress your child in the school uniform.

2. White socks and black shoes.

3. No open sandals are allowed.

4. During winter students should wear the school jumper only.

5. Label all jackets and sports uniform.

6. White tights for girls (in winter).

- **Arrival and pick up:**

1. The morning assembly starts at 7:45 a.m. **Parents/guardians are not allowed to accompany their children to the classroom.** The Gates will close at 7:45 and late procedures will apply.

2. The school day begins at **7:45 a.m. and ends at 2:15 pm.**

3. Staff supervision will start as early as 7:15 a.m., therefore parents are fully responsible for dropping their child before this time.

4. **The entrance door to the Elementary Section will be closed from 12:30 p.m. to 2:15 p.m. daily. So kindly don't come before the mentioned time to pick your child up.**

5. The school will be responsible for caretaking of the children until 2:45 pm. There will be no staff to supervise children staying after the mentioned time.

6. If you are going to be detained for any reason at all, please notify the school immediately.

7. If for unavoidable reasons you must pick up your child before the usual time 2:15 pm. please drop by the lower elementary office and get an authorization form signed by the administration. No child will be released without the authorization form.
8. It will be more likely for us to make the children feel independent. Therefore, parents are requested to leave the elementary department as soon as the bell rings for the morning assembly.

**You are kindly requested to follow our school timings.**

- **Attendance / Absence and Tardiness:**

A successful school experience is the responsibility of the children, the parent and the school. Your child's progress, both academically and socially is influenced to a great extent by daily participation.

Now it is the time to establish good attendance habits. Help your child realize that school is an important part of his/her life and that you expect him/her to go to school every day and to be on time to class. Do not give the impression that there is a choice attending school unless he/she is ill. Kindergarten is a continuous experience with each day's learning built on the day before. Attendance is an important part of the school curriculum.

**Regular attendance without tardiness is a key.**

1- If a child arrives late, parents/guardian will report to the elementary administration. The secretary will register lateness and escort the child to class.

2- If your child is absent, kindly inform the school.

If your child is absent for more than two consecutive days, a medical report from his / her Physician stating the kind of illness and its duration is required before he/she will be admitted to class.

You can read the school Attendance and Punctuality Policy placed on the school website)

**Note: the attendance Policy will be sent to you later and placed on the school website.**

- **Authorization to pick up a child / Transportation:**

No child will be released to anyone other than his parents unless the parents call and notify the school or that person has a written permission signed by the parent with him or her. If you plan to pick up your child that normally rides the bus, you must send a written note or contact the elementary office. Do not relay information incorrectly. If no written note or phone call is received before 2:00 pm, your child will be sent home by his/ her usual method of transportation.

- **Promoting Positive Behavior:**

Everyone has the right to always feel safe. Behavior improves when handled in a positive way. Behavior management is very important in school as it is at home. School and parents need to share responsibility, always being consistent, creating a positive safe and secure environment for children. To maintain an environment conducive to learning we expect the children to follow the basic rules:

- 1- I sit and work quietly.
- 2- I raise my hand to speak

- 3- I wait for my turn.
- 4- I listen and follow directions.
- 5- I am helpful to my friends.

Please familiarize yourself with the rules and help your child to follow them.

- **Child Protection Policy and Academic Information will be available at our website at [www.dis.sch.ae](http://www.dis.sch.ae)**

- **Parent / Teacher Conferences:**

Conferences are scheduled four times during the school year.

The purpose of the conference is to discuss the child's progress.

Parents will be notified of the conferences date.

However, if you would like to meet the teacher to discuss the progress or any problem your child might be facing, **please contact the supervisor to fix an appointment.**

**N.B:** Please do not discuss any matter related to your child with the teacher during the morning assembly, at the start of the school day or over the telephone .You may ask the administration for permission, prior to speaking to the teacher.

- **School work / Homework:**

- 1- Please make sure that your child's books and copybooks are properly covered and labeled with his/her name and subject.
- 2- Please make sure that your child does not forget his/her pencils, colors, ruler, etc.
- 3- Please make sure that your child does his/her homework regularly following the weekly plan.
- 4- Please check your child's agenda daily as it may contain homework or comments.
- 5- Please provide your child with a drawing book and colored pencils.

- **Snack:**

Kindly keep snacks something nutritious and simple. Your child's snack needs to be in sturdy container with your child's name on the outside.

**We ask you to send:**

- 1- Sandwiches the filling can include: cheese, labneh, sliced cold meats, peanut butter...
- 2- Fruits and vegetables.
- 3- Fruit Juice.
- 4- Cake / biscuits / cookies / muffins (not creamy)
- 5- A water flask and mineral water

**We ask you not to send:**

- 1- Meat like hotdog, kofta
- 2- Junk food like potato chips.
- 3- Eggs (hard boiled eggs or egg sandwiches).
- 4- Soft drinks, juice in glass bottles. Fizzy drinks.

5- Chocolate, candy, chewing gum and lollipops.

- **Elementary Canteen:**

We will attach the food list and their prices available in canteen.

- **Events / Activities:**

During the school year the students celebrate and participate in the following Activities and events:

- U.A.E. National Day
- World Days
- Mother's Day
- Character Day, Pet Day , Sport Day , etc.....

Visit our school website and check our photo gallery and the Elementary Section album.

- Elementary social media account on Instagram: (elementary\_dis)

Instagram



- **General information:**

1- Fun and educational field trips will be organized throughout the school year.

The school cannot be responsible for the loss or breakage of any item brought from home

2- Jewelry is not allowed. The school will not be responsible for the loss or breakage of any Jewelry item such as (ring, bracelet, etc.).

3- Keep the school informed of a current telephone number, email and address in case of an emergency.

4- Visit our school website more often.

5- We have four supervisors in the Elementary Department and Head of Section for Grade 1 to 5

-Ms. Leila Ghutaimi (Grade 1 to Grade 3): [leilag@mydischool.com](mailto:leilag@mydischool.com)

-Mrs. Rasha Nabulsi (Grade 4 and Grade 5): [rasha.nabulsi@mydischool.com](mailto:rasha.nabulsi@mydischool.com)

-Mr. Qusai Al Hassan (Grade 5 to Grade 8 Boys): [qusai.hassan@mydischool.com](mailto:qusai.hassan@mydischool.com)

\* Mrs. Rinkle Jadeja (Head of Elementary Section): [rinkle.jadeja@mydischool.com](mailto:rinkle.jadeja@mydischool.com)

**We hope that by working together your child/children will develop into happy, and independent individuals. Your comments and suggestions are highly valuable. Please send an email to any one of the above email addresses to work in partnership with the school.**



**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.



2023/2024

Dear Parents,

In line with the desire of the parents to keep up with what is new in the process of communication, please follow the Instagram account of the elementary section, (elementary\_dis), which includes pictures of a group of various educational activities and trips during the academic year.

Please fill in the details below and return the letter to the supervisor in the elementary section no later than Monday 18/9/2023

Thanks for your cooperation.

I am the student's guardian \_\_\_\_\_ in Grade \_\_\_\_\_

- Agree to show my child's photos in the class group pictures at the Instagram account of the Elementary Department.
- I do not agree to show my child's photos in the class group pictures at the Instagram account of the Elementary Department.

Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

- Note: If you don't agree, your child will be withdrawn from the group photo.







**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.*



## PROGRAM (Social Emotional Program)

### My Positive Behavior Expectations

**Be Safe** – Act in a way that puts no one at risk physically or emotionally.

**Be Respectful** – Use kind words and actions making sure every single student has the opportunity to learn.

**Be Responsible** – Do whatever you need to make sure you are taking the opportunity to learn so that you are proud of your actions

#### Positive Behavior for learning

Our goal is to develop students who are Safe, Responsible, and Respectful citizens.

DIS has established positively stated school-wide expectations that are explicitly taught and positively reinforced. Our main goal is to increase instructional time by reducing unwanted behavior , identify needs, develop strategies and evaluate practices toward success.

In order to acknowledge students exhibiting the expected behaviors DIS utilizes a system for students. The system include: a ticketing/ reward system (Colors zones, and rewards ) and the positive behavior expectations system .

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Stay in your personal space</li> <li>• Use materials or equipment appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and ready to learn.</li> <li>• Follow directions and classroom routines.</li> <li>• Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Work cooperatively.</li> <li>• Listen carefully while others speak.</li> <li>• Be Polite</li> <li>• Show kindness to others.</li> <li>• Voice level 0, 1 or 2.</li> </ul>
<b>Routine: Be ready for learning</b>			
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep eyes forward</li> <li>• Keep hands and feet to yourself</li> <li>• Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>• Move forward to class</li> <li>• Hold the door if it is your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a straight line</li> <li>• Use appropriate language</li> <li>• Voice level 0 or 1.</li> <li>• Respect school and other's property</li> <li>• Greet people with a smile</li> </ul>
<b>Routine: Walk in a straight line, follow directions, wait patiently</b>			
<b>Stairs</b>	<ul style="list-style-type: none"> <li>• Hold the rail</li> <li>• One step at a time</li> <li>• Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a straight line</li> <li>• Use appropriate language and volume</li> <li>• Use quiet feet</li> <li>• Greet people with a smile</li> </ul>
<b>Routine: If and when there are two classes using the stairs, the class going downstairs will get priority for the rail</b>			
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Wash hands with soap</li> <li>• Flush toilets</li> <li>• Wash hands &amp; turn off faucets</li> <li>• Inform adults of vandalism and malfunction</li> </ul>	<ul style="list-style-type: none"> <li>• Flush the toilet</li> <li>• Place used towels in trash cans</li> <li>• Clean up after yourself</li> <li>• Report problems</li> <li>• Keep restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Knock before entering</li> <li>• Say "Please" and "Thank you"</li> <li>• Respect privacy of others</li> </ul>
<b>Routine: Go, flush, wash</b>			
<b>Canteen</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep your eyes forward</li> <li>• Report spills</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands before eating</li> <li>• Clean up after yourself</li> <li>• Place trash in containers</li> <li>• Make healthy choices</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and volume</li> <li>• Eat politely</li> <li>• Use good manners.</li> <li>• Say "Please" and "Thank You"</li> </ul>

<b>Routine: line up ,wait in line patiently</b>			
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Use equipment correctly</li> <li>• Keep Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of equipment</li> <li>• Freeze when the bell rings</li> <li>-Walk to line up</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Take turns</li> <li>• Share</li> <li>• Use kind language.</li> <li>• Follow any game rules.</li> <li>• Voice level 0-3.</li> </ul>
<b>Routine: Play safely, freeze when the bell rings, walk to your class when signaled</b>			
<b>Assembly</b>	<ul style="list-style-type: none"> <li>-Walk at all times</li> <li>-Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Focus on presentation</li> <li>-Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>-Appreciate the national anthem and presentation</li> <li>-Wait for dismissal instructions</li> </ul>
<b>Routine: Remain with your class</b>			
<b>Bus</b>	<ul style="list-style-type: none"> <li>-Keep Hands and feet to yourself</li> <li>-Bag in lap or within your legs</li> <li>-Feet on floor.</li> <li>Stay seated in your - personal space.</li> <li>-Follow safety rules.</li> </ul>	<ul style="list-style-type: none"> <li>-Get on and off bus carefully.</li> <li>-Follow adult directions.</li> <li>-Keep your bus clean</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind language.</li> <li>-Voice level 0 or 1.</li> <li>-Report problems to driver or helper</li> <li>-Enter and exit bus in an orderly manner</li> </ul>
<b>Routine: Follow bus Safety</b>			

Voice level 0= Silent Voice level 1= whisper Voice level 2= normal voice  
 Voice level 3= outside voice

## السادة أولياء أمور طالب القسم الابتدائي المحترمين

يسعدنا و يشرفنا ان نرحب بالطلاب الجدد في قسم الابتدائي / في بداية العام الدراسي الجديد 2023-2024  
أجمل ترحيب وندعوهم ليكونوا مستعدين لتلقي تعليماً نوعياً مميزاً في جو مرح يفرح قلوبهم ويدهشهم  
أن تعاوننا المشترك معكم سينعكس إيجابياً على التحصيل الدراسي لدى ابنائكم و سيساعد على تهيئة بيئة تعليمية  
سليمة يسودها تبادل الآراء و الأفكار التي من شأنها تحسين التحصيل الأكاديمي و الشخصي لدى الطلاب  
من أولوياتنا كفريق عمل وكأفراد هو تعليم الأطفال وتربيتهم التربوية السليمة بطريقة منهجية تضمن تلقي كل طفل  
من أطفالنا التعليم اللازم في جو ترفيهي مرح يوفره برنامجنا التعليمي . ومن خبرتنا وتجربتنا فإن مشاركة  
الوالدين في العملية التعليمية لا تقل أهمية عن دورنا كتربويين ومعلمين بغض النظر عما تتمتع به المعلمة من  
مزايا حيث أثبتت الأبحاث أنّ مشاركة الوالدين في عملية التعليم اليومية هي أهم عامل من عوامل النجاح المدرسي  
للطفل

دأ بيد وبروح الفريق الواحد ، نتطلع إلى العمل سوياً لتحقيق أهدافنا المشتركة نحو عام دراسي ناجح  
تتضمن رسالتنا مجموعة من القوانين والجراءات التي نتبعها في مدرسة دبي الدولية ، نرجو قراءتها بعناية ، وفي  
حال وجود أي استفسار أو تعليق ، فإننا نرحب باتصالكم أو زيارتنا .

: للتواصل عبر البريد الإلكتروني لقسم الابتدائي

- Ms. Leila Ghutaimi (Grade 1 to Grade 3): [leilag@mydischool.com](mailto:leilag@mydischool.com)
- Mrs. Rasha Nabulsi (Grade 4 and Grade 5): [rasha.nabulsi@mydischool.com](mailto:rasha.nabulsi@mydischool.com)
- Mr. Qusai Al Hassan (Grade 5 to Grade 8 Boys): [qusai.hassan@mydischool.com](mailto:qusai.hassan@mydischool.com)
- \* Mrs. Rinkle Jadeja (Head of Elementary Section): [rinkle.jadeja@mydischool.com](mailto:rinkle.jadeja@mydischool.com)

قسم الابتدائي

Elementary Team

## ...المحترمين

، يسعدنا و يشرفنا ان نرحب بالطلاب الجدد في قسم الابتدائي / في بداية العام الدراسي الجديد 2023-2024 .  
أجمل ترحيب وندعوهم ليكونوا مستعدين لتلقي تعليماً نوعياً مميزاً في جو مرح يفرح قلوبهم ويدهشهم  
أن تعاوننا المشترك معكم سينعكس إيجابياً على التحصيل الدراسي لدى ابنائكم و سيساعد على تهيئة بيئة تعليمية  
سليمة يسودها تبادل الآراء و الأفكار التي من شأنها تحسين التحصيل الأكاديمي و الشخصي لدى الطلاب  
من أولياتنا كفريق عمل وكأفراد هو تعليم الأطفال وتربيتهم التربية السليمة بطريقة منهجية تضمن تلقي كل طفل  
من أطفالنا التعليم اللازم في جو ترفيهي مرح يوفره برنامجنا التعليمي . ومن خبرتنا وتجربتنا فإن مشاركة  
الوالدين في العملية التعليمية لا تقل أهمية عن دورنا كتربويين ومعلمين بغض النظر عما تتمتع به المعلمة من  
مزايا حيث أثبتت الأبحاث أن مشاركة الوالدين في عملية التعليم اليومية هي أهم عامل من عوامل النجاح المدرسي  
للطفل.

. بدأ بيد وبروح الفريق الواحد ، نتطلع إلى العمل سوياً لتحقيق أهدافنا المشتركة نحو عام دراسي ناجح  
تتضمن رسالتنا مجموعة من القوانين والجراءات التي نتبعها في مدرسة دبي الدولية ، نرجو قراءتها بعناية ، وفي  
حال وجود أي استفسار أو تعليق ، فإننا نرحب باتصالكم أو زيارتنا  
: للتواصل عبر البريد الإلكتروني لقسم الابتدائي

- Ms. Leila Ghutaimi (Grade 1 to Grade 3): [leilag@mydischool.com](mailto:leilag@mydischool.com)
- Mrs. Rasha Nabulsi (Grade 1 to Grade 3): [rasha.nabulsi@mydischool.com](mailto:rasha.nabulsi@mydischool.com)
- Mr. Qusai Al Hassan (Grade 5 to Grade 8 Boys): [qusai.hassan@mydischool.com](mailto:qusai.hassan@mydischool.com)
- \* Mrs. Rinkle Jadeja (Head of Elementary Section): [rinkle.jadeja@mydischool.com](mailto:rinkle.jadeja@mydischool.com)

قسم الابتدائي

Elementary Team