

The International School of Choueifat

Member of the SABIS® School Network



Child Protection Policy

2023-2024

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CHILD PROTECTION POLICY AND PROCEDURES

The International School of Choueifat will establish a safe environment in which children can learn and develop.

We recognize that, because of their day-to-day contact with children, school staff is well placed to observe the outward signs of abuse. The school will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- ensure children know that there are staff members/teachers in the school whom they can approach if they are worried;
- include opportunities in the advising curriculum for children to develop the skills they need to recognize and stay safe;
- ensure all staff members understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior personnel responsible for child protection;
- keep written records of concerns about children, and refer all concerns no matter how minor;
- ensure safe staff recruitment practices are always followed.

We recognize that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behavior may be challenging and defiant or they may be withdrawn.

The school will endeavor to support its students through:

- an ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued;
- the school rules and regulations which are aimed at supporting vulnerable students. The school will ensure that the student knows that some behaviour is unacceptable and that there will be consequences to inappropriate behaviour.

School Reporting Procedures

Overview: The school encourages open communication and the sharing of information. Communication is both formal and informal with observations recorded either in the SABIS School Management System® (Y-Book) or in the Student Record Book. Meeting procedures and record keeping are formalized so as to ensure that a full and detailed record is kept of incidents concerning students.

Teachers:

Teachers are the first point of reference in observing any behavioral concerns. Teachers have several means of communicating their concerns: on the discipline sheet, to the corridor supervisor, on the weekly report submitted to Heads of Department, to the AQC or to any senior member of the administration.

Supervisors:

Supervisors observe students on a daily basis and are therefore aware of behavioral changes. The supervisors provide verbal and written reports to the Head Supervisor or to any senior member of the administration. Details of meetings are kept in the Student Record Book and/or Y-Book.

Heads of Department (HOD):

HODs meet with students, attend classes and have weekly meeting with teachers. Teachers complete a weekly report which includes remarks on student behavior and other observations that are discussed with the HOD during their weekly meeting. HOD refers the concerns of teachers immediately to the Director if deemed necessary or discusses concerns raised during his/her weekly meeting with the Director.

Academic Quality Controllers (AOC):

AQCs meet students on a formal and informal basis, attend classes and meet with parents. Concerns about students are reported to the Director during weekly meetings. Details of meetings with students and or parents are recorded on the students file in the Y-Book.

Student Life Organisation

The SABIS Student Life Organisation® is an integral part of the SABIS® Educational System and plays an important part of every school day. Emphasizing the acquisition of ‘life skills’ through real-life experiences, the SABIS Student Life Organisation® is a student-led society that empowers students to hold responsibility for many aspects of school life.

While providing opportunities for emotional, social, and moral growth, the SABIS Student Life Organisation® helps students develop their academic, managerial, organizational, and leadership skills in a variety of academic and non-academic activities.

The Student Life Coordinator has a close relationship with students and is available for informal meetings with students. In addition, the SLO™ structure encourages students to be aware of the needs of others. Student group leaders and Anti-Bullying Prefects are there to help deter or report any potential bullying that may take place at school. Students are also strongly encouraged to share their concerns with the member of staff that they feel comfortable talking to.

School Doctor/ Nurses

The school medical team meets students throughout the school day. The school doctor and/or nurse reports any concerns regarding student’s wellbeing to the Director. The school doctor and/or nurse are also in contact with parents over any concerns.

Director

The Director is the head of the pyramid and the person in charge of all that takes place in the school. He has scheduled meetings with all members of the administrative team. The Director reports to the Regional Office any serious concerns that the school has regarding individual students. The Regional Office will decide on the course of action that should be taken.

HEALTH AND SAFETY POLICY

The school aims to provide a safe and healthy working and learning environment for staff, students and visitors. The school accepts that it has a responsibility to take all reasonable steps to ensure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. The school believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is an essential part of the quality of education it offers to its students. The school will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Duties of administrative staff

The administrative staff in consultation with the Director will:

- ensure that there is an effective policy for the provision of health and safety throughout the school
- regularly assess the effectiveness of this policy and ensure that any necessary revisions are made
- identify and evaluate risks relating to:
 - the premises
 - school activities
 - school-sponsored events
- establish an effective health and safety management structure within the school
- ensure that health and safety performance is monitored and reported upon, in the school's report to SABIS® authorities

The Administration undertakes to provide:

- a safe place for all students and staff to work including safe means of entry and exit

- safe arrangements for the handling, storage and transport of chemicals
- safe and healthy working conditions which take account of appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory

The School, through the Director, will make arrangements for all staff, including Helpers and those on fixed- term contracts, to receive comprehensive information on:

- this policy
- all other health and safety matters
- the information and training (for example, but not limited to First Aid Awareness and Fire Fighting Training) that will be given to employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the Director

- The Director is responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all necessary steps to achieve this end through Senior members of staff, teachers, Student Life and others as appropriate.
- The Director will take all necessary and appropriate action to ensure that the proper health and safety standards are maintained at all times.
- The Director will, on a day to day basis, be responsible to:
 - ensure, at all times; the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school sponsored activities
 - bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met to the attention of the upper SABIS® Administration

- assess and record all significant risks to staff, students and visitors, and ensure that they are controlled as far as is reasonably possible
- ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Abu Dhabi Civil Defence and school health and safety procedures
- encourage staff, students (through SABIS Student Life Organisation®) and others to promote health and safety
- inspect the school site and property for any unsafe condition and to make safe as soon as possible by employing the assistance of all parties concerned
- arrange routine maintenance and servicing of equipment
- investigate all accidents, and episodes of work-related ill-health
- monitor and evaluate the health and safety performance of staff
- ensure that practice emergency and contingency plans are in place
- provide the means for consultation with staff on health and safety matters
- Report to upper SABIS® authorities as appropriate on matters relating to Health and Safety in the Director's Report to the Authority

Duties of Supervisory Staff / Clinic Staff / Maintenance Staff

- Supervisory/Clinic/Maintenance staff will be directly responsible to the Director or the member of staff nominated by the Director, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- As part of their day-to-day responsibilities they will ensure that
 - safe methods of working exist and are implemented throughout their area of responsibility
 - health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - In coordination with the Student Life Organisation®, the doctor/nurse delivers a health education programme for all students, focusing mainly on:
 - Asthma

- Obesity
 - Diabetes
 - Anti-smoking
 - Nutrition
 - Physical Activity
 - Flu
 - Hygiene
 - Bone health
 - Prevention of injury
 - Drug addiction
 - Immunization
 - Environmental health
 - Growth and development
-
- staff, students and others under their jurisdiction are instructed in safe working practices
 - new employees working within their area are given instruction in safe working practices
 - regular safety inspections are made of their area of responsibility as required by the Director or as necessary
 - positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others
 - all machinery and power equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
 - appropriate equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - hazardous highly flammable substances in the department in which they work are correctly stored and labeled, and exposure is minimized
 - the standard of health and safety throughout the department in which they work is monitored and staff, students and others are encouraged to achieve the highest possible standards of health and safety
 - all health and safety information is communicated to the relevant persons

- any health and safety concerns are reported to the Director

Duties of All Members of Staff

- All staff members are expected to familiarise themselves with the health and safety aspects of their own work
- All staff members have a responsibility to:
 - take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions
 - report any incident of violent or verbal abuse or any hazard
 - ensure health and safety equipment is not misused or interfered with

Emergency Plans

- The Director will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants of the school at risk. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
 - save life
 - prevent injury
 - minimise loss
- the plan will be agreed by the school and be regularly rehearsed by staff and students

First Aid

- The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
- Supplies of first aid materials will be held at various locations to include Medical Clinics (or First Aid Treatment Rooms), PE Hall and Science Laboratories throughout the school. These locations will be determined by the Director and/or an appointed trained first-aider. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Review

- The school will review this policy statement when necessary and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and students.

Specific Advice and Guidance

- The Director will ensure that written procedures are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances. All staff will be informed about these procedures.
- Some examples of the written health and safety procedures/plans/rules available within the school are as follows:

Procedure/Plan/Rules	Appendix
First Aid in the Laboratory	A
Safety Rules in the Chemistry and Biology Lab	B
Safety Rules for the Physics Lab	C
Emergency Evacuation Plan	D
Fire Procedures for Students	E
Security Procedure	F
Provision of First Aid	G

Additional written policies, plans and medical forms are available upon request.

- Further advice and guidance is available through the Health and Safety Manual for Schools provided by Abu Dhabi Civil Defence and held by the Director. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

GUIDELINES TOWARDS KEEPING CHILDREN SAFE AT SCHOOL

Children abuse and neglect

1. Look for signs that the child has been physically harmed: bruises on the body and arms, scratches on the face, arms and legs, burns, bite marks, or pinch marks. Report any suspicious cases to the Academic Quality Controller (AQC), School Nurse and/or School Director.
2. Look for body language from students indicating that they be beaten often. For example, if a child raises an arm to protect him or herself when someone either approaches or waves an arm close to him or her. This could be a sign that the child is being beaten. Such cases are to be reported to the AQC and/or any of the supervisors/teachers.
3. Sometimes children cry when they are going home. They fear being beaten up at home. Report to the AQC.
4. If a child reports to you that (s) he is being beaten up or abused at home, immediately report this information to the School Director.
5. Look for neglected children who come to school with little or no food, dirty clothes, uncombed hair, or any other signs of neglect. Report to the AQC and School Director.

Teachers do not punish

1. Teachers do not punish children for any reason. Teachers report infringements, and the administration takes any necessary action.
2. Physical punishment is not tolerated. Teachers or staff cannot touch a child under any circumstance. Teachers may be dismissed or given warning letters depending on the situation.
3. Using bad language (verbal abuse), calling children unkind names, or insulting them in any way is considered as abuse and is not tolerated. Offending staff may face serious corrective action, including being issued with a warning letter or dismissal.
4. Any discussion or comment concerning religion, sex, or politics is not allowed. Such action may be considered as abuse of the school rules and of students.

Keep children safe: Prevent accidents and injuries

1. Look for anything that presents a safety risk: sharp edges, broken glass, exposed electric wires, loose rocks and stones, sticks and twigs, water or oil leaks. Report any potentially worrying situations to the AQC, maintenance department and/or School Director.
 - Prefects from the Safety Department of the Student Life Organisation® are trained to look for anything that may be a safety hazard or that is not functioning properly. They hand in weekly reports in two copies: one copy goes to the maintenance department and the other to the Director of the school.
2. Keep cameras on all areas of the school (bathroom doors, corridors, changing room doors, playgrounds) and in view of the swimming pool (where one exists) only when there are no swimming classes going on.
3. Some ant bites may cause paralysis and even death in some people. Watch out for the presence of ant nests and make sure that they are eliminated. Look out for the presence of rodents and cockroaches as well as wasps and bee nests. Inform the head of the school to eradicate all pests.
4. Keep a record of all injuries and the location where they took place on campus. Study the cause and take preventive measures.
5. Make sure that plastic bags in the infants' school are not available to children to play with.
6. In laboratories, make sure that all lab safety procedures are strictly followed.
7. Watch carefully places where children can hide, smoke, and possibly drink.
8. Falls: the nurses should take extra precautions and be vigilant with children who have fallen and hurt their head, arms or legs. Concussion breaks, and fractures can occur and students who suffer from such falls need to be examined by specialist doctors. Parents need to be informed. Corrective action needs to be taken on the premises when necessary: rubber floor, safe steps, sponge mattresses under climbing frames, etc.
9. Fire: Practice fire evacuation frequently. Also, make sure that inflammable materials are nowhere where children can access them. Replace wood with aluminum wherever possible

10. Have enough fire extinguishers and train students and staff to use them. Keep them filled and checked.
11. Emergencies: Train children what to do in case (i) of fire, (ii) an earthquake, (iii) a hazardous situation where children need to remain inside the buildings until further notice.
12. Windows on the first and second floors are high and secure enough to prevent accidental falls.
13. Access to the roof: all access to the roofs in the school must be locked.

Food

1. Food in the cafeteria (where one exists): Food is served under conditions set by the Ministry of Health.
2. Promote healthy eating through food charts. Reward students who bring in healthy food from home.

Bullying

1. Bullying is one of the most serious problems that affects schools. The Student Life Organisation® provides prefects (discipline, anti-bullying) to spot bullying, then stop it, or report it.

Safety on school transport

1. Belts on buses: When using school buses all students wear safety belts.
2. Seating on buses: Recommend that girls sit at the back and boys in front according to a specific seating plan. The Student Life Organisation® provides Discipline Prefects to spot then stop or report all unacceptable behaviour on the bus.
3. Getting on /off buses: The assistant gets out of the bus every time a student wants to get on or off the bus. The assistant will be out first, and then students get on or off. Once the assistant makes sure that all is safe outside the bus, (s) he gets on, and the bus can then move.

4. Cameras on buses: The school will endeavor to have cameras on its buses as an additional safety measure.
5. Private cars: Students and parents should always wear safety belts. Children younger than twelve years should not sit in front. Drivers must drop children in a safe place, and advise them to look and move with caution.
6. Lollipop men (where they exist): School employees wearing appropriate clothes and holding stop signs help children cross the street in groups. The same procedure is followed when children leave the school.

Bathrooms

1. Cleanliness: Make sure that bathrooms are clean at all times. Also, make sure that you have soap, water, hand dryers, and toilet paper and educate children to use them.
2. Safety: Have regular checks take place on all bathrooms and check that the extractor fans are operational.

Conduct and Discipline of Students

SABIS® is a caring community that strongly believes in the principles of **respect, responsibility, and accountability**. The goal of the disciplinary code is to **foster future citizens who respect themselves and others and who are responsible members of society**. If students contravene disciplinary codes, they are held accountable. All students, without exception, must accept the consequences of their actions and be responsible for improving their behaviour.

A high level of self-discipline and socially responsible behaviour is expected at all times. The disciplinary code is strict; however, **it is fair**. Disciplinary action, which is always appropriate to the offence, **is used in a positive, logical, and consistent manner**. Detention is the most commonly consequence of misbehaviour. Students may be detained within school hours, after school, during weekends, or for increasingly longer periods as warranted by student behaviour. **Corporal punishment is never used**. Parents are also made aware of disciplinary issues and, as necessary, requested to be a part of the solution.

Attendance and Punctuality

Attendance and punctuality are essential to the SABIS® educational philosophy and standards of discipline. The methodical, staged educational instruction requires full, prompt attendance to maximize benefit. **Every minute of every period, every period of every day, and every day of the year contribute directly to sound learning.**

Neither absence nor lateness is condoned. Students may not begin a holiday early or return to school late after a holiday. It is the responsibility of students to make up the work missed due to absence and, other than in cases of emergency, medical and dental appointments must be made outside of school hours, whenever possible. Students who have been absent or who are late for school must report to the Head Supervisor; they are not accepted into class without a valid excuse. The school determines whether or not a reason is valid, and strict records of attendance and punctuality are kept.

School Rules

Please refer to Appendix H for the Rules and Regulations for students.

The implementation of these rules and regulations is quite elaborate. If students commit an offence, they are talked to and advised. Their parents may be contacted. If the offence is repeated, a period of detention is given with more advice. If students continue to break rules further action may be taken, including stopping their registration for future years, but this rarely happens.

All punishments given by the school are mandatory.

Supervision

The supervisors' main duty is to maintain order and discipline in the school (during school hours and at extra-curricular activities). Their duties include monitoring and keeping records of absences and lateness of both teachers and students, supervising the cleanliness and orderliness in the school, and stopping and dealing with poor behaviour. Their duties also include supervising school corridors, playgrounds and the cafeteria, as well as supervising detentions, exams, classes (when teachers are absent), study lessons, etc.

The supervisor should get to know the students in his/her area and try to build good relations with them. The supervisor should find time to talk and motivate students. He/She should remind students how they can make their school better by being effective Prefects.

The supervisor should be proactive and advise possible offenders to prevent them from making errors that result in detentions. Supervisors should refer challenging issues to the Head Supervisor for assistance.

IT Systems and Students Personal Data

SABIS® Information Technology Mission is to *“To develop and implement IT technologies and solutions to improve the performance of our students while enhancing the efficiency of our schools”*.

In all SABIS® member schools, comprehensive security standards are implemented to ensure security of systems and the integrity of student data.

System and Network Security:

- The school has WSUS servers (Windows Server Update Services) that ensures that all systems in the school are updated with the latest patches released by Microsoft.
- A report that shows the latest security patches and updates downloaded and installed is produced on a monthly basis by the school's IT manager.
- All servers are located inside a locked server room. Only authorized IT members can enter the server room.
- All users are joined to the domain and have appropriate group policies applied on them.
- It is required that users log off or use password protected screensavers when away from their computers.
- An antivirus programme is installed on all computers and servers and is managed through a server by the IT administrator who ensures all workstations are updating regularly.
- The network is divided into VLANS that do not communicate with each other to ensure the security of the data. Six VLANS exist in the school: Accounting, Student Management System (SSMS), Exams (ITL), Students (computer labs), Library and SLO®.
- The network is protected by a powerful firewall (Watch guard firebox) to prevent unauthorized access to the network from outside the school and to securely manage connections and transfer of data to our school network and servers in the data centers through secure VPN tunnels.

- The entire school network is protected by web filtering software (Web Sense®) to monitor and prevent access to unauthorized sites from workstations inside the school especially PCs that are accessible by students in the computer labs.
- Wireless access points inside the school are in hidden mode and protected by strong passwords that are changed frequently by the IT manager as needed.

Data Integrity:

- All employees with access to confidential data are requested to sign a confidentiality agreement that bans them from using the data they come across while performing their job for non-work related issues during their employment and after they leave their position.
- Passwords for privileged accounts are at least 14 characters long with at least four different types of characters.
- Access to applications and student management system (SSMS) is via secure logon only.
- Access to student data is given according to group. i.e. the user can only access the data he/she needs to perform his duties and access to personal data and grades is restricted to authorized people only.
- User and student data are periodically backed up to media that is kept in safe locations outside the server room and by authorized personnel only.
- Microsoft Data protection manager along with NAS storage devices are deployed in the school to help in the back up and a fast recovery of data when needed.
- Any paper based media having student related data is securely stored in locked locations with access to authorized personnel only.

Recruitment (Vetting Procedures)

SABIS® Regional Recruitment Offices and Schools adopt recruitment and selection procedures and human resources management processes that help to deter, reject, or identify people who may not be suited to work with children. These procedures and processes are continuously reviewed and, where appropriate, modified in ways that will strengthen safeguards for children and young people.

SABIS® is committed to actively pursuing diversity and excellence in recruitment and implements vetting procedures in line with ADEC's policies and regulations.

Applicants' references are rigorously checked. Attested university degrees and the relevant police report(s) are a must for employment. Once a potential employee has been checked and cleared, the school then applies for ADEC teacher's license. Once secured, an employment VISA can be issued.

Appendix A - First Aid in the Laboratory

REPORT ALL ACCIDENTS, INJURIES, AND SPILLS TO YOUR TEACHER IMMEDIATELY

YOU MUST KNOW:

- **safe laboratory techniques**
- **where and how to report an accident, Injury or spill**
- location of first aid equipment, fire alarm, phone, school nurse's office
- evacuation procedure

SITUATION	SAFE RESPONSE
<i>burns</i>	flush with cold water
<i>cuts and bruises</i>	treat as directed <i>by</i> Instructions Included In your first aid kit
<i>fainting or collapse</i>	provide person with fresh air; have them recline so that their head <i>is</i> lower than their body; If necessary, provide artificial respiration
fire	turn off all flames and gas jets; wrap person In fire blanket; use fire extinguisher to put out fire; DO NOT use water to extinguish fire, as water may react with burning substance and Intensify fire
foreign Substance In eyes	flush with plenty of water, use eye wash bottle
poisoning	note the suspected poisoning agent; contact your teacher for antidote; if necessary, call poison control center toll free 800-424
severe <i>bleeding</i>	<i>apply</i> pressure or a compress directly to the wound and get medical attention immediately
<i>spills</i> , general acid <i>burns</i> base <i>burns</i>	wash area with plenty <i>of</i> water; use safety shower use sodium hydrogen carbonate, NaHCO ₃ (baking soda) use <i>boric</i> acid, H ₂ BO ₃

Appendix B - Safety Rules in the Chemistry/Biology Lab

The Chemistry/Biology Laboratory is a safe place to experiment if you are careful. You must assume responsibility for the safety of yourself and your neighbors. Following are some safety rules to help guide you in protecting yourself and others from injury in the laboratory.

1. The chemistry/Biology laboratory is to be used for serious work.
2. Do not perform experiments that are unauthorized. Always obtain your teacher's permission.
3. Study your lab assignment before you come to the lab. If you are in doubt about any procedure, ask your teacher for help.
4. Safety goggles and a laboratory apron must be worn whenever you work in the lab. Contact lenses should not be worn in the lab, even if goggles are worn; lenses absorb vapors and are difficult to remove in an emergency.
5. Gloves should be worn whenever you use chemicals that cause irritations or can be absorbed through skin.
6. Use the safety equipment provided for you. Know the location of the extinguisher, safety shower, eyewash, fire blanket and the first aid kit.
7. Report any accident, injury or incorrect procedure to your teacher at once.
8. If you spill acid or other corrosive chemical, wash it off immediately using plenty of water.
9. **Never** taste any chemical substance unless you are directed specifically by your teacher to do so. Never draw materials into a pipette with your mouth. Eating, drinking and smoking are prohibited in the laboratory.
10. Smother fires with a towel or fire blanket. If clothing should catch fire, smother it with a fire blanket, or quench it under safety shower.
11. Handle chemicals carefully. Check the label of all bottles **before** removing the contents. Do not return unused chemicals to storage bottles.
12. Keep combustible materials away from open flames (Alcohol, carbon disulfide and acetone are combustible)
13. Handle toxic or combustible gases only under the direction of your teacher. Use the fume hood when such materials are present.
14. When heating a substance in a test tube, be careful not to point the mouth of the test tube at another person or yourself.

15. Use caution and the proper equipment to handle hot glassware. Hot glass looks the same as cool glass.
16. Place broken glass and solid substances in designated containers. Keep insoluble waste material out of the sink. Follow the direction given in each procedure for the disposal of chemicals. Check with your teacher if in doubt.
17. Know the correct procedure for mixing acid solution. Always add the acid slowly to the water. Never add water to a large amount of acid.
18. Long hair should be tied back. Avoid wearing scarves, ties or clothing with loose sleeves as they may catch fire. Shoes, which cover the feet, must be worn.
19. Wash your hand with soap and water when finished with your laboratory work.
20. **Never** work alone in the laboratory.

Appendix C - Safety Rules in the Physics Laboratory

Students must appreciate that any practical activity in Physics can involve potentially hazardous operations. Therefore it is very important that students acquire knowledge of the correct safety procedures to be used in the laboratory and become skilled in the safe handling of apparatus.

1. Do not touch any equipment in the laboratory except that needed for your experiment.
2. Do not taste or drink any substances found in the laboratory.
3. Wear eye protection whenever needed.
4. When performing experiments using runway and trolley, ensure that the runway is securely supported and that the trolley is caught at the end of the runway.
5. When performing experiments using heavy objects care should be taken to avoid dropping the heavy masses.
6. When performing an experiment to measure the density of air wear eye protection and always use a flask that is specifically designed for evacuation and check that it is not damaged before use.
7. A vacuum pump can be damaged by water. Therefore you should place a trap containing a desiccant (drying agent) like silica gel between the tubing and the pump.
8. Do not handle radioactive sources with your hands, use tongs or tweezers; deposit them in sealed boxes. Follow carefully the rules for handling sealed radioactive sources.
9. Do not touch hot objects with your hands; use clamps if necessary.
10. Report any suspected leak of gas to the Laboratory supervisor.
11. When performing an experiment to investigate the action of a thermistor ensure that the beaker is supported so that electrical connecting leads cannot cause it to fall over.
12. When performing an experiment to measure the specific heat capacity of water using an electric heater do not switch on the heater until it is in the water. Ensure that the top of the heater protrudes above the level of the water. Do not touch the metal part of the heater; it will remain hot for some time after switching off.
13. When performing an experiment to measure the specific heat capacity of a metal using an electric heater do not switch on the heater until it is in the aluminum block.

14. When performing an experiment to investigate the pressure – volume changes when compressing a gas a Perspex screen should be placed in front of the apparatus as protection against the glass tube exploding due to very high pressure.
15. When performing an experiment to study vertical oscillation of a mass - spring system make sure the support for the string is firm and that the spring overhangs the edge of the bench.
16. When performing an experiment with lasers make sure you know all the hazards involved in using lasers and the correct way to reduce the risk to yourself and others. Stay away from laser beams; it can cause burns or affect your eyes.
17. A UV lamp emits short wavelength radiation which may cause permanent eye damage or skin burns. Never look at the lamp directly and keep it directed away from any exposed skin.
18. A wire may become hot if large currents flow for long periods of time. If the insulation of the wire begins to melt switch off the power supply. Avoid inhaling fumes from hot insulation and if you get a burn, cool it under cold water for at least 5 minutes.
19. When performing experiments to investigate sound waves ensure that loudness remains audibly comfortable at all times.
20. Disconnect and turn off all the electrical appliances.
21. If you break a thermometer, mercury will leak out. Report the spillage immediately to the laboratory supervisor. The spilt mercury is mopped up by sulphur powder. Ingested mercury is a cumulative poison which causes brain damage.
22. Ask the teacher or supervisor to check your circuits before you switch them on.
23. When you turn on the Bunsen burner make sure that the flame is not all blue, but that the tip of the flame is yellow.
24. When heating a substance in a test tube, be careful not to point the mouth of the test tube at another person or yourself.

Appendix D - Emergency Evacuation Plan

Introduction

The International School of Choueifat values the safety and security of its students and staff. Emergency Evacuation Plans have been developed in order to ensure the safety of our students and staff.

An emergency can be any occurrence that would necessitate the evacuation of all students and staff from the school buildings. This can be situations like fire in our school buildings, any natural disaster like an earth quake or flooding or terrorist activities.

Due to the varying nature of these emergencies, evacuation plans specific to the specific situation should be followed. This means that there should be a standardized evacuation plan for the most likely to happen event i.e. fire, while variations to this standardized plan would be made for any of the other possible events.

In the case of any such an emergency the specific evacuation plan must be followed and supervisors should ensure that the plan is enforced.

It is advisable that the Director, SLO and Office Manager would have met with representatives of Civil Defense in order to exchange all relevant information beforehand. The same would apply with regards to the local hospital.

Specific Duties

The Director / EVACUATION COORDINATOR	<ul style="list-style-type: none"> • Contact Head of Maintenance to locate the fire; • Declare the situation safe or inform Civil Defense or instruct the Telephone Operator to do so; • Organize and communicate any immediate action to be taken with the Office Coordinator/ Manager; • Meet Team Leader of Fire Brigade upon arrival; • Coordinate roll call of all staff and students with the assistance of the Accountant and Head Supervisor.
Office Coordinator/ Manager	<ul style="list-style-type: none"> • Wait in office (if it is safe to do so) for communication from the Director; • Assist the Director with any assigned task; • Inform the Accountant about staff absences; • Act as Warden at the Evacuation Command Centre (Office of the Principal/ Computer Room).
Telephone Operator	<ul style="list-style-type: none"> • Inform Civil Defense upon instruction from the Director; • Assist in communication when required.
Accountant	<ul style="list-style-type: none"> • Collect staff absences from Office Coordinator/ Manager; • Accompany any visitors in Administration to the Assembly Point; • Take updated staff register to the Assembly Point; • Coordinate roll call for all staff at Assembly Point and report to the Director.
Maintenance Team	<ul style="list-style-type: none"> • Advise the Director in locating the fire; • Secure campus access for Civil Defense/ Fire Brigade; • Direct the Fire Brigade on arrival to the fire.
School Clinic	<ul style="list-style-type: none"> • Provide a First Aid Kit at the Assembly Point and attend to minor injuries as required.
Head Supervisor	<ul style="list-style-type: none"> • Communicate urgent updates from the Director/ Office Coordinator to all Floor Wardens; • Act as communication link between the Director and the Assembly Point; • Organize students at Assembly Point and check students' safety; • Collect student attendance reports from AQC's, check names of students who left earlier and report to the Director; • Deputizes for the Director at the Assembly Point.
AQC's	<ul style="list-style-type: none"> • Assist in organizing students at Assembly Point; • Check students' safety; • Collect student attendance reports from teachers; • Report any missing pupils or teacher to Head Supervisor or the Accountant.
Teachers	<ul style="list-style-type: none"> • Instruct students to remain calm and perform evacuation as practiced before; • Await confirmation from Floor Warden to proceed with evacuation using assigned exit or according to circumstances at the given moment;

	<ul style="list-style-type: none">• Encourage students to remain together (walking in a line) and assemble orderly;• Take attendance and hand report to the AQC present.
Security Main Gate	<ul style="list-style-type: none">• Do not allow further access to the school campus unless from Civil Defense or any other Emergency Services;• Inform Accountant about staff that left the school early.

FIRE

(Standardized evacuation plan)

1. FIRST RESPONSE:

- Any person who notices a fire should immediately inform the nearest responsible person (**Teacher or Supervisor**) who will immediately inform **the Administration (The Director)** to come and verify the situation;
- If the fire seems controllable the hand-held fire extinguishers mounted on the walls in the corridors should first be used in an effort to put the fire out;
- Before any extinguisher is to be used, care must be taken to try and determine the type of fire - extinguishers are specific to the type of fire as it contains either CO₂ or Powder to combat the fire;
- If the fire seems uncontrollable, **the Administration (Telephone Operator or the Director)** will immediately notify the local *Fire and Emergency Department*.

2. HOW TO ACTIVATE THE ALARMS:

- All alarms in the school are clearly marked red boxes with the inscription FIRE at the top;
- The alarm is activated by pulling the handle down. These boxes are not covered by glass;
- The alarms are mostly situated near the ends of the corridors mounted on the walls.

3. FLOOR WARDENS:

- Each **corridor Supervisor** will act as **Floor Warden** to his/ her assigned corridor;
- As **Floor Wardens** they will be responsible for overseeing and coordinating evacuation activities in that specific corridor;
- He/she will conduct a final pass through the corridor ensuring that everyone receives the necessary assistance as appropriate, that lights are switched off and doors to classrooms are closed;
- He /she will report the evacuation status of the corridor to **the Head Supervisor** who will in turn inform the **Evacuation Coordinator (the Director)**.

In the Administration area and all other buildings, **Floor Wardens** will be assigned from the staff on each floor.

4. WHEN THE ALARM SOUNDS:

All alarms and/or announcements require immediate evacuation according to the set evacuation plan.

When the alarm sounds (*a prolonged and continuous siren/ bell*), it signals evacuation of the school building.

4.1 Administration Area:

- When the fire alarm sounds in the Administration area, **the Office Coordinator/ Manager** should immediately verify the circumstances and contact the **Evacuation Coordinator (the Director)** who will then take control;
- If the fire is controllable, the hand-held fire extinguishers mounted on the wall in the Reception Area, will be used in an effort to put the fire out;
- **The Director** will contact the local *Fire and Emergency Department* if the fire is uncontrollable;
- Each **staff** member takes control of his/her office. All **staff** members in offices on the ground floor assemble inside their respective office door and await **the Director or Office Manager** to declare the evacuation route as safe. Once declared safe, immediately move on to the **Assembly Point for ALL students and staff; that is the Football Field opposite the Cafeteria & ITL Hall**;
- All **staff** members in offices on the 1st and 2nd floors assemble at the designated stair cases at the end of each corridor in order for the **Floor Wardens** to assess the situation and declare the evacuation route (stair cases) safe for use;
- All bags and other belongings should stay in the offices;
- The evacuation must be done in a stage manner in order not to lead to congestion on the stairs;

- All doors and windows are to be shut, if it is safe to do so, and any electrical equipment, including lights, should be switched off;
- *The Fire Department* will determine if the fire has spread to other areas of the school;
- Once at the Assembly Point, **the Accountant** should take roll call to ensure that all administrative staff members have left the Administration buildings;
- If any staff member is missing **the Accountant** should inform **the Director** to initiate actions to locate the staff member not accounted for.

4.2 Teaching Blocks:

- When the fire alarm sounds in any of the teaching corridors **the Supervisor** immediately verifies the circumstances and contacts **Administration (the Office Coordinator and/or the Director)**;
- If the fire is controllable the hand-held fire extinguishers mounted on the wall in the corridors will be used in an effort to put the fire out;
- **The Director** will contact the local *Fire and Emergency Department* if the fire is uncontrollable;
- The Administration will immediately activate (set-up) a **Building Evacuation Command Centre** to coordinate the entire evacuation procedure;
- Each class **teacher** takes control of his/her class and ensures that the set evacuation plan is implemented;
- The evacuation must be done based on the school map in order not to lead to congestions;
- All classes assemble inside their respective classroom and await on the **Floor Warden** to declare the evacuation route as safe;
- Once declared safe students are to be led out immediately from the nearest exit door to the **Assembly Point for ALL students and staff**; *that is the Football Field opposite the Cafeteria & ITL Hall*;

- At all times **the students** must walk in a line with **the class prefect** in the front and **the teacher** at the back;
- All school bags and other belongings should stay in the classroom;
- All doors and windows are to be shut, if it is safe to do so, and any electrical equipment, including lights, should be switched off;
- Once at the Assembly Point, each **teacher** immediately takes roll call per class list to ensure that each child in his/her class is accounted for;
- **The AQC**s takes control of the situation at the Assembly Point under the directives of **the Head Supervisor** and consult with the **teachers** to determine if all students are accounted for;
- If any student is missing **the AQC** will inform **the Head Supervisor** immediately who will in turn inform **the Director** to initiate actions to locate the student/s not accounted for.

4.3 Other buildings:

- Whenever the fire alarm sounds in any part of the school, **the Director** should be contacted immediately;
- If the fire is controllable the nearest hand-held fire extinguishers mounted on the wall will be used in an effort to put the fire out;
- **The Director** will contact the local *Fire and Emergency Department* if the fire is uncontrollable;
- No personal items or valuables should be removed/ taken to the Assembly Point;
- The evacuation must be done in a stage manner in order not to lead to congestion on the stairs;
- All doors and windows are to be shut, if it is safe to do so, and any electrical equipment, including lights, should be switched off;
- *The Fire Department* will determine if the fire has spread to other areas of the school;

- Once at the Assembly Point **the Head Supervisor and Accountant** should take roll call to ensure that all students and staff members are present;
- If any student and/or staff member is missing **the Head Supervisor** and /or **the Accountant** will inform **the Director** to initiate actions to locate the student and/ or staff member not accounted for.

4.4 Cafeteria:

- When the fire alarm sounds in the cafeteria, the Administration (**the Office Coordinator and/or the Director**) should be contacted immediately;
- If the fire is controllable, the hand-held fire extinguishers mounted on the wall in the cafeteria will be used in an effort to put the fire out;
- **The Director** will contact the local *Fire and Emergency Department* if the fire is uncontrollable;
- All **staff** members and **students** in the cafeteria assemble inside the cafeteria and await on the **Floor Warden** to declare the evacuation route as safe;
- Once declared safe, immediately move on to the **Assembly Point for ALL students and staff; that is the Football Field opposite the Cafeteria & ITL Hall;**
- The evacuation must be done in a stage manner in order not to lead to congestion at the doors;
- *The Fire Department* will determine if the fire has spread to other areas of the school;
- Once at the Assembly Point **the Head Supervisor and Accountant** should take roll call to ensure that all students and staff members who had break, have left the cafeteria;
- If any student and/or staff member is missing **the Head Supervisor** and /or **the Accountant** will inform **the Director** to initiate actions to locate the student and/ or staff member not accounted for.

4.5 Playground:

- The assembly area for **teachers** and **students** who are on the playgrounds (car track area, basketball courts, table tennis area, football fields), is also at *the Football Field opposite the Cafeteria & ITL Hall*;
- Once at the Assembly Point **the Head Supervisor and Accountant** should take roll call to ensure that all students and staff members who had break, have left the cafeteria;
- If any student and/or staff member is missing **the Head Supervisor** and /or **the Accountant** will inform **the Director** to initiate actions to locate the student and/ or staff member not accounted for.

Fire Procedure

Only fight a fire if it is very small, if it is safe to do so and if you are sure you have a safe exit.

Otherwise sound the alarm, switch off power and close doors and windows if safe to do so.

Evacuate students and staff.

Conclusion

IT IS VERY IMPORTANT TO REMEMBER THE FOLLOWING:

- Always remain calm;
- Do not carry any bags or other belongings with you;
- Do not rush to parked cars in order to drive off from the scene;
- Obey all instructions of the Supervisors and Director as well as the Fire Emergency personnel. Stay in your group, never move on your own;
- The evacuation plan should be drilled frequently at different times throughout the academic year;
- When and where possible train additional staff to provide assistance and to perform the various roles called for in the plan as it may happen that individuals performing key tasks may be absent in the event of an emergency (so called “Cross training or the buddy system”);
- Make a list of all the fire extinguishers in the school and where they are located. Also specify if the extinguisher contains either CO₂ or Powder to combat the fire;
- It is important to have an updated list of all emergency contact information: telephone numbers of the nearest hospital, fire department, ambulance services etc. including all employees’ cell phone and home numbers;
- It is important to label the main shutoff valves of the gas, electricity and water lines;
- Staff leaving school during the day should do so from the main gate where their names will be recorded by the Security Officer on duty – if they return later during the school day they should report first to the Security Officer;
- Clinic staff is to provide a First Aid Kit at the assembly point where minor injuries can be attended to.

In case of any emergency where evacuation is not the option to keep students and staff safe, Floor Wardens are to inform teachers with their students and staff to remain on the floor, away from windows and doors, in their respective classrooms and/or offices.

Under no circumstances should anybody be allowed to leave the classroom or office.

Everyone should remain calm and await further instruction from the Evacuation Coordinator (School Director).

Appendix E - Fire Procedures for Students

1. On discovering a fire or in case of an emergency, a member of staff will sound the alarm.
2. Once the Fire Bell has rung (a prolonged and continuous bell) the whole school should be evacuated and students and staff should assemble at the Assembly Point.
3. Buildings should be evacuated in a **silent and orderly manner**, so that instructions can be given if necessary.
4. **Remain calm, move quickly but never run.**
5. Be sure to know the correct route to the Assembly Point from each class as displayed at the door.
6. Bags and other equipment **should be left** in the rooms.
7. Any electrical equipment, including lights, should be switched off.
In order to contain the fire all doors and windows are to be shut, if it is safe to do so, after everyone has left the room.
8. Only staff is to use fire-fighting appliances. First priority should be given to safe evacuation at all times.
9. Follow the emergency exit plan and **proceed to nearest exit.**
10. All students must walk in a line with **the class prefect at the front and the class teacher at the back.**
11. **Students stay and move in their groups and not on their own.**
12. At the assembly point, students are to line up in their **sections in front of their class sign**, e.g. 12A, 11A, 10B, 9A, etc.
13. All classes should meet at the assembly points in silence to enable a prompt check to be made.
14. Once at the meeting place, students stand in a line and attendance is taken **to check if any student is missing.**
15. Only after the **‘all clear’** sign is given, students will be informed to return to class.

Appendix F - Security Procedures

SCHOOL GATES

I Rush Hours

Timing

Morning 7:30 a.m. to 8:15 a.m. (Monday – Friday)

Afternoon 3:10 p.m. to 3:40 p.m. (Monday – Friday)

Afternoon 4:00 p.m. to 4:30 p.m. (Monday – Friday)

- One security guard stands at the gate on the outside, not allowing parents to park in the drop-off zone or leave their cars;
- The security guard keeps an eye on who enters. No strangers are permitted unless they have an appointment;
- No students are permitted to leave the school at this time unless otherwise instructed by the administration – Leaving permission.

II Day time

Timing

Monday – Friday

8:15 a.m. to 3:10 p.m. and 4:30 p.m. to 5:00 p.m.

Saturday

8:00 a.m. to 3:00 p.m.

- The gate remains closed for this period;
- Two security guards are to stay in the booth. If one needs to go out for some reason, the booth should always be manned;
- Only people with appointments are permitted to enter the school. A list of the day's appointments will be given by the administration each morning or the day before;
- A person that shows up without an appointment may only be permitted to enter after the office manager (or an admin secretary in the absence of the OM) is called. The security

guard is to inform the administration who the visitor is there to see, and for what reason, and will only be allowed to enter after the OM gives him clearance to do so;

- All people that visit at this time are to submit their personal identification cards to the security in exchange for a visitor pass. On their way out, they hand in the badge and take their IDs. IDs are kept in the badge cabinet; in the same slot as that of the visitor badge they were given;
- All visitors are to be recorded in and out on the Visitor Log provided;
- All suppliers/maintenance are to be recorded in and out on the supplier /maintenance log provided;
- No students are permitted to leave the school at this time unless otherwise instructed by the administration. The security guard takes from students / parents the permission paper from the head supervisor and record it on the log file for students. At the end of the day head supervisor should compare his list with the security list.

III After School Hours

Timing

Monday – Friday

5:30 p.m. – 7:30 a.m. the following day

Saturday & Holidays

All Day till 7:30 a.m. the following day

Saturday

3:00 p.m. – 7:30 a.m. the following day

- Only staff (teachers & admin) members are permitted into the school at this time;
- Any staff member not listed may not be permitted into the school buildings at these times without permission. If permission is granted, security will be informed ahead of time;
- Staff that wish to use the sport facility may only do so at this time and up to 10 p.m. To do so, they will need to contact the school telephone operator. They go to the telephone operator to sign over the keys of the facility they wish to use. This can be done by prior arrangement, if they wish to reserve the court ahead of time or on the spot if the court is available. Staff using the sport facility will need to be recorded in the log provided;

- No visitors or students are permitted into the school at this time at all, unless otherwise specified by the administration.

GENERAL RULES

- Special Events: Security will be informed when there is a special event. Usually, each special event will have a slight deviation from the rules of entry to the school. The security will be briefed on what is required of them for each event;
- Lock & Unlock doors: Whenever school is not in session (after hours, weekends and holidays) all buildings in the school are to be locked. Security guards are to make sure that no students are inside and that all lights are switched off and the doors are locked after the last person leaves from each building;
- Irregular activity: Security guards are to report to the director as soon as possible any irregular activity from visitors, parents, staff, etc.

Appendix G - Provision of First Aid

EMERGENCIES AND ROUTINE COMPLAINTS

Major Emergencies

1. Do not leave child unattended to.
2. Notify the principal's office.
3. Call 999.
4. Pull the Enrollment Data Sheet.
5. Office personnel contact parents.
6. If parents are not there when ambulance leaves, administrator or designee accompanies child to hospital. Send a copy of the Enrollment Data sheet and contact parents as soon as possible.

Sick or Injured Children

1. Cuts, scratches, scrapes, pencil wounds: Wash with soap and water and apply Band-Aid or bandage.
2. Itching: Apply an anti-histamine cream.
3. Bumps, bruises, minor sprains: Apply ice in zip lock bag.
4. Stomachaches, headaches: Take temperature. Evaluate symptoms. Allow Child to rest for 30 minutes. If he/she did not have breakfast, offer crackers and water. If it is lunchtime, is he/she hungry? Are there situations or circumstances in the classroom causing symptoms (test, report, etc.)?
5. Sore throat: Take temperature. Check back of throat with flashlight for redness, drainage, pus pockets. If no fever, can offer a warm salt-water gargle.
6. Head injuries: Do not move. Assess severity (if unconscious even for a brief time, call 911). Check pupils for reaction to light and equal dilation. Apply ice to site of injury. Call parents.
7. Broken bones: Do not move. Call parents. If severe, call 911. Apply ice and splint.
8. "Bee" stings: Ask if allergic to stings and check Enrollment Data Sheet for instructions. Watch for swelling at site and respiratory distress. Apply ice or calamine. If child is severely allergic, there may be an injection kit on hand. Administer as directed. Call parents and 911 (if necessary).

9. Fever: If 100 with other symptoms call the parents. If 101.0, definitely send the child home. Child should be free for 24 hours before returning to school.
10. Earache: Take temperature. Often is normal even with infection. Call parent.
11. Rashes: May occur in both contagious and non-contagious diseases. The exact diagnosis can be difficult and a physician may need to be consulted for diagnosis in order to determine if rash is contagious.
12. Diarrhea and Vomiting: If a student has one episode of diarrhea and/or vomiting and appears to feel well, it may not be necessary for the child to be sent home. However, if other symptoms are manifested (fever, abdominal discomfort, lethargy, etc.), it will be necessary for the student to be at home. If a student has recurring diarrhea and/or vomiting, the child should remain at home and be seen by a physician.
13. Eye injuries: Cover the eye appropriately and notify parent. Ice packs should never be placed directly on the eye.
14. Seizures: Note areas of body involved. If vomiting, attempt to lie on side. To refer to each student emergency action plan.
15. A student that exhibits a condition that prevents him/her from participating in a majority of classroom programming should remain at home.
16. If a student becomes ill at school, whenever possible, the student should be removed from the classroom to reduce possibility of exposure to classmates until the parent can come to pick up the child.
17. If the school health nurse feels a student's symptoms are such that a physician should be seen, the parent should be notified immediately and a recommendation made to see the family's physician.

IMPORTANT REMINDERS

DOS and DONTs

1. Be observant and do not get excited.
2. Watch pulse and breathing.
3. Treat bleeding immediately.
4. Head low if face is pale; head high if flushed.

5. Do not move a seriously injured child.
6. All serious accidents are to be reported to the principal.
7. If a child is too ill to return to class, ask the office to notify the teacher and arrange to have the child's belongings brought to the clinic.
8. Only a parent or person authorized by the parent and properly identified may pick a child up from school. Follow normal school procedures for signing out a student.
9. Wash your hands before and after treating each child.
10. Discuss only with appropriate person any information learned or incidents observed in the clinic.
11. Work within prescribed clinic guidelines and perform only procedures you are qualified to do.

Appendix H - Rules and Regulations for Students

1. Important Information to Parents: Web Parent

Web Parent is an internet-based SABIS® website where parents and students can find very important information relating to them and their children. As a first step, obtain from the front desk secretary the **Web Parent Form**, complete it and give it to the school secretary. You will be sent by email a **username and password**. You will be able later to change your password.

To use Web Parent go to www.webparent.sabis.net. Enter your username and password.

2. General Rules of Conduct

Students should go by the following general rules of conduct.

2.1. Conservative society

Even though the school is co-educational, it is a **conservative school in a conservative society**. Boys and girls sit on different sides of the classroom. No physical contact between boys and girls is permitted, inside or outside the classroom.

2.2. School decisions

Students must accept school decisions in all matters.

For the sake of their own happiness, students who find any of the following rules and ideas unacceptable are advised to contact the administration as soon as possible.

2.3. Prefects and student life

Prefects are students who like to help their friends and community. They give up a little of their time to share in the responsibility of providing a more productive and pleasant life at school. Other **students are expected co-operate fully** with them. All students are invited to be prefects.

Students must live by ethical, moral and legal codes. A prefect not only accepts to live by these codes, but also has the drive and courage to promote them. Ideally, all students should be prefects.

2.4. Discipline

A high level of discipline is expected in the school. Disruptive students are liable to be given a period of detention. Punishments given by the school are compulsory and no exceptions will be made.

Students are expected to be well behaved, whether it is inside or outside the school.

- a) **Talking in class.** Students should *pay attention* in class, and follow the teacher's instructions. They may not talk unless they are given permission to do so by the teacher. To take permission a student should raise his/her hand, and wait until permission is given.
- b) **Homework.** Students are expected to study assignments and do homework. The homework is posted on Web-parent. *Homework is tested on a weekly basis, and carries 25% of the total weight. Students who do the homework will end up with a high average but those who do not may end up failing.*
- c) **Eating and drinking** are not allowed in class or within the school buildings. However, students are allowed to have a small bottle of water *provided they do not abuse this right.*
- d) Students are expected to help **keep the school clean** and free from litter. They should use the rubbish bins provided.
- e) **Radios**, cassette players, **mobile telephones**, MP3 players, are not allowed in school.
- f) Students must not **run or play inside** any building.
- g) Students are expected to **respect school property** as their own. Students are not allowed to sit, walk or write on tables or desks.

2.5. Punctuality

- a) All students must **be in school** before the first bell goes in the morning.
- b) **In the morning**, the *second* bell goes at five minutes after the first. All students must be in their assigned seats before the second bell rings, so no class time is wasted.
- c) **After breaks**, there are always two bells. Students should be in class on time, and in their assigned seats *before* the second bell rings.
- d) **Late students** will not be admitted to class without a permission slip signed by the Supervisor. Late students should *not* go directly to class; instead, they should report to the Supervisor, who will decide when they can be admitted to class.

- e) **There is no break between consecutive lessons.** Students must remain in their seats. If they have to move to a different classroom they must do it as quickly as possible.

2.6. Examinations rules in brief

- a) **Cheating:** *Cheating is a major offence. Students who cheat for the first time will be punished and suspended.* A repetition results in punishment, suspension, and a **letter of warning**. Three letters of warning amount to **expulsion** from the school.
- b) **Marked exams:** *Students should show marked papers to their parents.* AMS results are posted in the classroom and on Web Parent. Students should check their results daily. Students who fail have to attend re-teaching sessions then pass another AMS test.
- c) **Grade 2 upward:** On the Periodic Examination day students must be ready **near the examination hall at least 10 minutes before** the scheduled time for each exam. Students should be inside the exam hall two minutes before the exam starts (exam starts at 8:00 AM). Students who are late will be *given no extra time*.
- d) A student producing a medical certificate or another valid reason for absence will not obtain a grade for the exam which he missed. A **make-up** exam will be given at the discretion of the administration.
- e) **Students are expected to present a medical excuse when absent from examinations.** A **make-up** exam will be given at the discretion of the administration.

2.7. Attendance

- a) **Students may not absent themselves** from school unless they are too sick to be in school. *Parents may not give their children excuses to stay away from school.* If situations arise where parents consider it necessary to keep their children away from school, *they should obtain permission* from the Administration.
- b) Students who are **absent** from school must bring in the following day a **medical note** which should be handed to the Supervisor.
- c) **Students who are absent will not be accepted back in class *without a valid excuse*.** A note from a parent which does not give an acceptable reason for the absence does **NOT** constitute a valid excuse. Parents should consult the administration before keeping their children away from school. Absent students are responsible for work covered in class during their absences
- d) Any student who is not to **participate in a Physical Education lesson** for any reason must bring a note signed by a doctor or a parent giving the reason for non-participation. The note—like all notes sent by the parents to the school—should be handed in to the Supervisor, not the teacher.

2.8. Skipping exams, classes or detentions

- a) It is a **major offence to skip a class or an exam**. Should this happen the student will (i) be stopped from school until the parents come to school and necessary rules clarified or documents signed, and (ii) a detention of (a minimum of) an hour is given after school, and if repeated, a written **warning** may be issued.
- b) It is a **major offence to skip a detention**. Should this happen the student will (i) be stopped from school until the parents come to school and necessary rules clarified or documents signed, and (ii) the detention will be doubled, and further repeats may result in letters of warning.

2.9. Leaving school campus

- a) Students are **not allowed to**:
 - **leave school during school hours**, and that **includes** morning **breaks** and lunch breaks
 - **wait or stand outside the school gates**
 - have visitors at any time (this includes breaks)
- b) **Primary school children may not leave the school campus unless they are collected by their guardians**, or a person assigned by the guardians to collect the children.

2.10. Uniform

Students wear a uniform consisting of a plain white shirt and light grey trousers for boys, and of a plain white blouse and light grey skirt for girls (length below the knee). SABIS® jumpers and cardigans may be worn, but non-SABIS® T-shirts (with colours and designs) may not be worn under them. **The standard school-produced uniform is compulsory for all students**. This includes The PE kit. In addition, students should maintain a **modest, neat, tidy and clean appearance at all times**. “Torn” or shabby clothes may not be worn.

Girls are permitted to wear grey trousers. School uniform sweaters or jackets, if required, are available. School-uniform look-alikes bought from other sources are not acceptable. Girls may not wear visible make-up and may not have coloured “streaks or designs in their hair.

Boys should have a short classical haircut (no outlandish “designer” cuts or spiky, gelled hair) and should not wear any kind of ring or necklace.

2.10.1. For boys

- a) White school shirt with sleeves or short sleeved Polo shirt. (NOT the round-necked PE T-shirt.)

- b) School trousers.
- c) Shoes must be plain, in black, brown, white or grey. Sneakers are allowed, but no sandals.
- d) School sweatshirts or zipped SABIS® jacket.
- e) No rings, necklaces or earrings to be worn at all.
- f) Boys should have a **short classical haircut** (no “designer” cuts). No coloured streaks, no spiked or jelled hair.

2.10.2. For girls

- a) **White school blouse** with sleeves or short sleeved Polo shirt. Tops must not be tight fitting or too short, showing the midriff.
- b) **School slacks or skirt.**
- c) **Shoes** must be plain in black, brown, grey or white. No high heels or platform soles allowed. Sneakers are allowed
- d) White **school shirt** with sleeves or short sleeved **Polo shirt**. (NOT the round-necked PE T-shirt.)
- e) School sweatshirts or SABIS® zipped jacket.
- f) **Jewelry** should be kept to a minimum including plain **uncoloured hair clips**. **Only one pair of stud earrings** to be worn in the lobe only. No nose studs or other piercing.
- g) **No excessive hair ornaments should be worn. Long hair should be tied back** neatly and held with a simple blue, navy, black, grey or brown clip or scrunches. **Hair should not be brightly streaked.**
- h) If the Hejab is worn, it should be in plain black, white, or light grey in keeping with the uniform.
- i) No coloured nail polish at all.
- j) Make up should be “invisible”.

2.11. Aggressive behaviour

- a) **Bullying in any form will not be tolerated**, whether it is physical, oral or mental. Students may never take matters into their own hands, and bully students in any way. If a student feels that (s)he is being wronged or harassed by other students, (s)he should report the situation to the Student Life Coordinator, and not take action directly.
- b) **Rough play** is not acceptable, neither is **bad language**.

2.12. Smoking and other bad habits

- a) **Students are strictly forbidden from smoking or vaping**, whether within the school premises or outside. Smoking is forbidden because it is harmful, both inside and outside the school.
- b) **Chewing gum** is strictly forbidden in school.
- c) **Playing cards** are not allowed in the school.

2.13. Valuables

Valuables, jewelry and large amounts of money must never be brought to school. Students should know how to take care of their belongings. **The school cannot be held responsible for the loss of any item.**

2.14. Tidiness

Students are expected to keep their classrooms and school clean and tidy at all times. Rubbish must be disposed of in the bins provided. Students should also look tidy and clean.

2.15. Medical

Sick students should stay at home, but students who feel sick during the day may report to the nurse. The nurse reports students who appear to become sick too frequently to the administration. All medicines must be registered with the school nurse.

2.16. Telephone

Permission to use telephone must be obtained from the Administration. Only calls to guardians are permitted, and only when there is an emergency. Students are not allowed to possess mobile phones.

3. Importance of Subjects

All subjects taught are important. The Administration *will not* accept the view that certain subjects are considered as unimportant and therefore "excuse" the student from doing the required amount of work for them.

It should be noted however that some subjects are given more academic weight than others. Neither the total average nor the average of a single subject with several sub-sections can be obtained by simply taking a straight average. Different subjects are given different coefficients, and the averages and reports are produced by administrators with the aid of the SABIS® School Management Software.

4. Examination Hall Rules

4.1. Examinations and tests

Periodic exams start in Grade 2 and are given every week on the same day, starting 8:00 AM. The Exam Hall doors are opened at 7:50 AM. Students come in **silently** and proceed quickly to their assigned seats.

Other than periodic exams students may have **AMS** and **homework** tests at various times of the day. Parents should access **Web Parent** so as to obtain a copy of the timetables of their children, which include the exam timetable.

4.1.1 Doors close 2 minutes before start

For early morning exams, the exam hall doors are **locked at 7:58**. Any student who wants to come in later than that has to obtain a computer note from the head supervisor. For **exams before breaks** doors close 2:00 minutes before the second bell rings. For **exams between lessons** all students must be in their seats no later than five minutes after the bell rings.

4.1.2 Silence

Once the **students set foot** in the exam hall they maintain **perfect silence**. Any **talking** inside the exam hall at any time is considered as **cheating**. Any **piece of paper, document, calculator** (unless its use is specified in the exam paper) **or mobile phone** found with the student is considered as an attempt to cheat.