



مدرسة ميل وود الدولية  
MAPLE WOOD INTERNATIONAL SCHOOL



# PARENT-STUDENT HANDBOOK



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# Maplewood International School Parent/Student Handbook

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## School Overview

MWIS is a Canadian school that follows the Alberta curriculum. Alberta is known for high standards of learning and for excellent results students earn on international tests such as TIMMS and PISA. Being Alberta accredited means our students are Alberta students; they receive a personal identification number from Alberta, and are registered both with Alberta Education and with ADEK.

MWIS provides our students with rich learning experiences in Arabic Language Programs, Islamic Studies, and UAE Social Studies as required by the UAE governing authority for education (ADEK). We provide instruction in Moral Education and My Identity Programs for all grades to strengthen our students' sense of belonging to the UAE. Additionally, students are provided with all other required studies in Mathematics, English, Social Studies, Science, Information and Communications Technology, Physical Education, Career and Technology Studies, and both the Fine and Practicing Arts as prescribed by the Alberta Curriculum.

Alberta Education's goals for education for all students is to engage learners in an inclusive learning environment that respects diversity and that develops engaged thinkers who are ethical citizens with an entrepreneurial spirit. Principles of fairness, citizenship, choice, diversity and excellence characterize Alberta Schools. Student engagement and personal responsibility for one's learning are key to student learning. The more students commit personally to their learning experience, the greater their achievement levels and their depth of knowledge and understanding. In order to be global citizens in an everchanging world our students need to develop critical thinking and problem solving skills, and they need to collaborate and cooperate with others. We strive to develop these essential skills and attitudes that will set our students apart and open doors for them to exercise choice as they prepare for life beyond MWIS.



## MWIS Vision, Mission, and Goals

### Vision:

MWIS strives to be a high-performing private school with student academic, socio-emotional, and physical development as its core focus.

### Mission:

Students graduating as engaged thinkers and creative innovators with ethical, global perspectives, well prepared for the opportunities and challenges of our changing world.

### Goals:

All students will:

1. Be engaged thinkers and ethical citizens with an entrepreneurial spirit;
2. Strive for engagement and personal excellence in their learning journey;
3. Employ literacy and numeracy to construct and communicate meanings;
4. Discover, Develop, and apply core competencies across subject and discipline areas for learning, work, and life.





## Safe and Caring Schools Policy

All members of the MWIS learning community have a right to safety, respect, and belonging, and with these rights come the responsibility to ensure these same guarantees for others in the community. A failure to comply with these following guidelines will result in corrective action.

### Student Rights and Responsibilities:

**1. I have a right to be safe in school.**

It is my responsibility to ensure that others have this same right. I am responsible not to verbally or physically abuse anyone else, and not to cause harm in any way to my classmates, other students, or to adults in my school.

**2. I have a right to learn in my school.**

I am responsible for listening to my teachers' instructions, coming to class on time with my materials and homework completed, my Chrome book charged and ready for learning, to work quietly and to take part respectfully.

**3. I have a right to be heard when it is my turn.**

It is my responsibility to listen and to be quiet when others are speaking, to try to understand what is being discussed, and to contribute when it is my turn.

**4. I have a right to be respected in my school.**

It is my responsibility to be respectful at all times to other students, to teachers and all staff members and parents within the MWIS community. I am not to tease or bother other people, and I am not to hurt anyone's feelings.

**5. I have a right to my privacy.**

It is my responsibility to respect the personal property of others, and to accept their right to privacy. I must not touch other people's belongings.





## Students' Code of Conduct

All students enrolled in the Maplewood International School are expected to adhere to the Students' Code of Conduct. This code is consistent with the expectations for students as defined by the Alberta Education Guide to Education and by ADEK guidelines and policies that regulate school behavioural expectations for students.

The code of conduct requires that all students:

1. Comply with all instructions and rules of the school.
2. Behave responsibly and not endanger anyone's safety or welfare including his or her own.
3. Care for the facilities and property of the school and of others.
4. Arrive at school and for lessons on time, with materials and homework completed, with a charged Chromebook, and with all necessary tools.
5. Justify any tardiness or absences as per the guidelines of the school.
6. Participate in classroom and school activities to promote a positive school community.
7. Demonstrate a positive attitude towards learning and apply sustained efforts to their learning.
8. Behave responsibly so as to not disrupt the classroom, the teacher's instructions, or the learning of others.
9. Commit to the heritage and culture of the UAE in such a way that they behave honestly and conduct themselves with dignity.
10. To not imitate by dress or other affects such as makeup, ear rings or jewellery, another gender, but to dress conservatively within the code of the school, wearing the school uniform at all times except on assigned days.
11. Show respect to all teachers and administrators, school personnel, fellow students, their families, and members of the community.



## **Policy 306 Behaviour Management Policy Summary for Parents**

MWIS follows the ADEK Guidelines on Managing Student Behaviour, 2017-2018 manual. The Policy 306 indicates levels of behaviour and disciplinary actions that will be taken for infractions to proper behaviour protocols as per the student Code of Conduct. The escalating disciplinary actions that MWIS takes depend on the level of infraction including:

- Reminders of proper behaviour
- Contact with parents so they can assist their child in correcting his/her behaviour
- Warning letters home that further infractions will result in escalated consequences
- Detention from class until parent meetings are conducted
- Meetings with parents and school personnel
- Behavioural contracts with the school social worker
- In-school suspensions of 1 - 3 days
- Out-of-school suspensions of 3 to 5 days

Additionally, MWIS will implement ADEK's marking system for behavioural expectations. The marking system requires a student to achieve 60% on their classroom and school Behaviour and Attitude mark in order to pass the class or be promoted at the end of the school year. The student begins the year with 80% and loses marks for misbehaviours as follows:

### **Level 1 Misbehaviours (4 Marks Each Deducted) include:**

- Being late for class or morning assembly
- Access and exit from class without permission
- Unexplained absences or absences that do not meet ADEK requirements
- Not wearing the school uniform
- Not being prepared for class with materials, a charged Chromebook, and completed homework
- Being noisy inside school and not following positive behavioural expectations
- Eating during lessons without a medical reason
- Chewing gum in school
- Using cellphones and headphones in school, or for misusing their Chromebook by playing games or accessing websites not assigned.
- Not handing in homework and assignments on time
- Similar such Violations.



## Level 2 Misbehaviours (8 Marks Each)

- Repeat level 1 violations
- Absence from school before or after weekends and holidays without a medical reason
- Absence from examinations without a medical reason
- Leaving the school grounds without permission
- Incitement to fight with, threaten or intimidate any peers
- Violating public morals and values or social traditions such as imitating the opposite gender in clothing and appearance or in hairstyle or use of cosmetics.
- Defacing school property
- Photograph possession, publication or circulation of personal photographs without permission
- Verbal abuses
- Smoking on the school property
- Similar such violations

## Level 3 Misbehaviours (12 Marks Each)

- Repeat level 2 violations
- Promoting, possessing and/or displaying unauthorized materials, media, or electronics that violate the values and morals of the UAE and MWIS School
- Defaming and insulting peers or staff
- Possessing bladed weapons or similar such weapons in school
- Physical assault of a peer or school worker
- Bullying
- Theft or concealment of someone else's property
- Destruction or theft and damaging school devices, materials, or facilities
- Insulting religions and provoking sectarian or religious strife in school
- Not following school bus rules, damaging buses, and endangering road users
- Similar such violations.

## Level 4 Reportable Offences: (20 Marks Each)

These offences will also be reported to the proper authorities such as Child protection, or police, MOI, or ADEK as appropriate with a recommendation for Disciplinary Transfers or Exclusion from school.

- Repeating level 3 violations
- Possession or use of firearms or use of bladed weapons in school



- Sexual assault inside the school
- Physical assault in the school leading to injury
- Leaking exam marks or participating in such in any way
- Causing fires within the school premises
- Impersonating others in school transactions or falsifying documents
- Defaming political, religious, and social symbols in the country
- Possession, collection, promotion or use of narcotic drugs, tranquilizer drugs, psychotropic substances within the school
- Appearing under the influence of the above substances
- Broadcasting or promoting extremism or atheistic ideas and beliefs
- Similar such violations

### **Outstanding Behaviour 20%**

MWIS also implements a system of rewards for Outstanding Behaviour. Every student can gain points back for their outstanding behaviours if they lost points for misbehaviours as per above, or they can be awarded points to improve their mark from 80 up to 100% for perfect behaviour and attendance. These points will be awarded by classroom teachers for sustained exemplary behaviour, with 5% awarded each time a student receives an MWIS citizenship certificate which are rewarded every six weeks for the following:

- Caring
- Empathy
- Honesty
- Integrity
- Resilience
- Respect

Also, sustained exemplary behaviours will be rewarded as follows:

- Always showing a high sense of responsibility and self discipline (10 marks)
- Engaging as a leader in teamwork on a regular basis and helping others improve or do well
- High commitment to health and safety standards such as excellent hygiene and appearance of clothes, always eating healthy foods and leading others to do so (15 marks)
- Always in attendance (98% of the time) and prepared for class (10 marks)



## Curriculum and Graduation Requirements

### MWIS Curriculum

MWIS is accredited to follow the Alberta Programs of Study for grades KG2 to Grade 12. UAE ministry required programs are part of the overall approved MWIS program so that students are prepared for graduation both from Alberta and the UAE, with an equivalency graduation certificate being earned by students who wish to pursue this option.

Students who successfully complete the required high school courses will leave MWIS with an Alberta Graduation Diploma, and if they wish to complete the required SAT and TOFEL or IELTS requirements in addition to successfully writing the UAE Ministry Exams in Arabic Language and Islamic Studies (for Muslim students), they can also gain a UAE equivalency graduation diploma.

Further information on the Alberta Curriculum and the Programs of Study for each subject in each grade can be obtained by visiting the Alberta Education Website at

<https://education.alberta.ca/programs-of-study/programs-of-study/>.

### Alberta Graduation Requirements

To officially graduate and receive an Alberta Diploma, a student has to meet the following Requirements:

Course sequencing and selection will vary for individual students. The complete chart is available in the *Guide to Education: ECS to Grade 12*.

**ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS**

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

100 CREDITS

including the following:

ENGLISH LANGUAGE ARTS – 30 LEVEL  
(English Language Arts 30-1 or 30-2)

SOCIAL STUDIES – 30 LEVEL  
(Social Studies 30-1 or 30-2)

MATHEMATICS – 20 LEVEL  
(Mathematics 20-1, Mathematics 20-2 or Mathematics 203)

SCIENCE – 20 LEVEL  
(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

PHYSICAL EDUCATION 10 (3 CREDITS)

CAREER AND LIFE MANAGEMENT (3 CREDITS)

10 CREDITS IN ANY COMBINATION FROM

- Career and Technology Studies (CTS) courses
- Fine Arts courses
- Second Languages courses
- Physical Education 20 and/or 30
- Knowledge and Employability courses
- Registered Apprenticeship Program courses
- Locally developed courses in CTS, fine arts, second languages, or Knowledge and Employability occupational courses

10 CREDITS IN ANY 30-LEVEL COURSE  
(IN **ADDITION TO** A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)

These courses may include

- 30-level locally developed courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 30-level Work Experience courses
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate Specialization courses
- Special Projects 30



## UAE Graduation Equivalency Requirements

To attend university in certain Middle Eastern and Asian countries, it is necessary for high school students to gain equivalency for their high school diploma.

The equivalency letter is a certificate provided by ADEK. To obtain this equivalency, students must submit the following documents:

- Original ADEK issued and attested High School report cards of Grades (10-11-12).
- An attested original Alberta diploma attested by Global Affairs Canada and the UAE Embassy (The school will make these arrangements for students who request such).
- Islamic Studies results for (Muslim students) and Arabic (for all students) with scores of not less than 60% for grades 10-11-12.
- Report cards for grades 10-11-12 must include a minimum of five of the following subjects (English, Mathematics, Physics, Chemistry, Biology, Geology, General Science, Economy, French Language, Business Management, Accounting, Computer Science, Sociology, Nutrition & Health Studies, English Literature, Genetics, History, Geography, Psychology, Information Technologies, Art & Design).

Additionally Students must:

- Pass the Grade 12 Ministry of Education's Arabic and Islamic Studies exams (level 6 for non Arabic speakers) with a minimum grade point average of 60%.
- Provide an original certificate of IELTS with a minimum score of 5.5, or the TOEFL exam with a minimum score of:
  1. 61 points on internet-based TOEFL exams
  2. 173 points on computer-based TOEFL exams
  3. 500 points on paper-based TOEFL exams
- Provide an original certificate of SAT 1 with a minimum score of 400 points in Math

Preparatory review and courses will be offered for students both in their regularly scheduled Arabic Language and Islamic courses, and also as special preparatory courses that will be made available for students in their grade 12 year, for the SAT and IELTS exam requirements.



## Arabic Language Curriculum

MWIS implements the ADEK approved Arabic Language Curriculum that is also approved by Alberta Education as a credit-based second language course for senior high students. Additionally, Islamic studies and UAE Social Studies, Moral Education and My Identity curricula are all implemented at the required grades in accordance with the standards and Abu Dhabi Education Council assessment goals and objectives for students. Information about ADEK curriculum requirements for students can be accessed at:

### Arabic Language Courses:

<https://www.moe.gov.ae/En/MediaCenter/News/Pages/Arabic-Language-Teaching.aspx>

<https://www.adek.abudhabi.ae/en/Education/KeyInitiatives/Curriculum-Improvement/Pages/Arabic-Subject.aspx>

### Framework For Learning Arabic as A second Language:

<https://www.moe.gov.ae/Ar/ImportantLinks/Assessment/Documents/Curriculum-docs/%20اللغة%202017%20المناهج%20للمعايير%20العام%20الإطار%20العربية%20للناطقين%20بغيرها%20-إنجليزي.pdf>

### Islamic Studies:

<https://muqith.wordpress.com/books-and-syllabus/syllabus/>

### My Identity:

[https://www.adek.abudhabi.ae/en/MediaCenter/Publications/Curriculum%20Framework\\_EN/files/assets/common/downloads/publication.pdf](https://www.adek.abudhabi.ae/en/MediaCenter/Publications/Curriculum%20Framework_EN/files/assets/common/downloads/publication.pdf)

### Moral Education:

<https://www.moraleducation.ae/curriculum/#program>





## **Alternative Educational Programs**

Special Educational Needs Programs (SEN) are available for students previously identified or referred by classroom teachers for non-performance related to learning difficulties. Students accepted in the program typically require teaching assistant support along with individualized programming. An Individual Educational Program Plan (IEP) is developed in partnership with classroom teachers, the SEN Coordinator, parents and administration. Outside consultation is encouraged and referrals are made for parents to follow. Students may also be offered a combination of integrated studies and pull-out programming targeted to remediate certain learning challenges or to focus on student learning strengths of a unique nature that require one-on-one instructional support. These programs have additional costs for depending on the IEP requirements.

### **English Language Learning**

The English Language Learning program supports learners who are identified through school-wide testing program results. These tests are administered twice annually and their results are used to target students who demonstrate learning challenges due English language difficulties. ELL programming is integrated overall and is supported by the SEN/ELL Coordinator and other staff with ELL training. All staff are in-serviced in creating ELL rich learning environments. Individualized ELL programming may be available for struggling ELL students on a cost recovery basis.

### **Reading Recovery Program**

A Reading Recovery program is offered on a targeted short-term basis to support struggling readers from grades 2 to grades 6. This program is based on standardized testing scores and teacher referrals. It involves a partnership between the home and school to reinforce student reading skill development with positive results for students who every night with their parents practice reading. The program will be offered on a cost recovery basis.

### **Knowledge and Employability (K&E) High School Certificate**

The Knowledge and Employability program is an Alberta School Leaving Certificate Program that allows non academic, SEN students to graduate from high school with a Certificate that demonstrates they have successfully taken part in a program that prepares them for life and work in service and labour positions of a non-trades and non-academic nature.



## Student Assessment and Evaluation

At MWIS students are assessed on an ongoing basis. All levels of participation and performance are assessed which include notes from class lectures and discussions, assignments and presentations, classroom participation and attitudes, quizzes, and tests. Effective assessments are frequent, ongoing, specific, and constructive. They aim to improve learning and performance. As such, students will be assessed throughout the year, and parents will be kept informed as to the assessment dates and types of assessments, the performance of their children, and the areas of strength and needed areas of improvement.

Good classroom assessment guides teachers in developing and adjusting learning experiences and assignments that support student learning through incremental learning experiences at a pace that meets each committed learner's needs. Assessments are specific to each learning task and use rubrics or scoring guides to assist students in knowing how their work will be assessed and what is expected. These forms of assessment engage learners and encourage them to be able to assess their own work and make adjustments as they learn.

Whereas evaluations concern themselves with unit and final exams, end-product productions and presentations, Assessments include such things as student participation in class, tests and quizzes, class notes, daily assignments, presentations, essays and paragraphs, teacher observations, and student portfolios of their work.





## Report Cards

Report cards will be given out quarterly at the end of each term, and are used to communicate student achievement results to parents, ADEK, and Alberta Education.

### Reporting Periods

Student work will be marked and assessed by teachers up to 4 days prior to the due date for report card submissions after which time late assignments and missed assessments will no longer be accepted for submission.

Reporting Periods	Dates
<b>Deadline for submission of Term 1 Late Assignments and Missed Assessments</b>	<b>Nov. 4</b>
Term 1 Reports Submitted for Review	Nov. 7
Term 1 Reports Printed	Nov. 12
Term 1 Reports Distributed	Nov. 15
Parent/Teacher Interview	Nov. 19
<b>Deadline for submission of Term 2 Late Assignments and Missed Assessments</b>	<b>Jan. 27</b>
Semester Break (Grades 7 to 12)	Jan. 31
Term 2 Reports Submitted for 1st Review	Jan. 29 (KG to 6), Jan. 3 (7 - 12)
Term 2 Reports Printed	Feb. 5
Term 2 Reports Distributed	Feb. 7
<b>Deadline for submission of Term 3 Late Assignments and Missed Assessments</b>	<b>Apr. 14</b>
Term 3 Reports Submitted for 1st Review	Apr. 18
Term 3 Reports Printed	Apr. 22
Term 3 Reports Distributed	Apr. 25
Parent/Teacher Interviews	Apr. 30
<b>Deadline for submission of Term 4 Late Assignments and Missed Assessments</b>	<b>June 16</b>
Term 4 (Final) Reports Submitted for 1st Review	June 20 June 22 for Grade 10/11
Term 4 (Final) Reports Printed	June 24 June 26 for Grade 10/11
Term 4 (Final) Reports Distributed	June 27



## MWIS Performance Standards

MWIS has developed performance standards for teachers and students to follow so that assessments and evaluations are standardized and are based on the learning expectations that Alberta Education and ADEK have of all students.

Levels of Achievement	Corresponding Grades and Percentages.		
<b>The child is meeting few to no grade-level expectations and is showing minimal progress towards meeting the grade level expectations</b>	Level 1	≤ 54%	F-D
<ul style="list-style-type: none"> <li>• Attendance is sporadic and is impeding the child's ability to perform.</li> <li>• Child is putting forth minimal effort to understand and achieve</li> <li>• Sustained attempts to work with the parent have been made and parents are fully aware of their child's lack of progress.</li> <li>• The teacher provides remedial work and/or learning support.</li> <li>• Child has been referred to Learning Support Committee (for discussion review).</li> <li>• Child has been referred to the Special Education Coordinator (as deemed necessary by the classroom teacher).</li> <li>• The above statements refer to a child receiving level 1 across most outcomes or as a final grade (not for select outcomes only).</li> </ul>			
<b>The child is meeting some grade-level expectations or is showing good progress towards meeting the grade level expectations</b>	Level 2	55-64%	C
<ul style="list-style-type: none"> <li>• Child is putting forth reasonable levels of effort to understand and achieve.</li> <li>• Parents are working with the school to support the child's learning.</li> <li>• Child completes remedial work and utilizes provided learning supports.</li> </ul>			
<b>The child is meeting most or all grade level expectations or has shown considerable progress towards meeting all grade-level standards. Or This child is on an adapted program (ESL or IEP), is putting forth a good effort, and/or is meeting the learning outcomes of the adapted program.</b>	Level 3	65-84%	B
<ul style="list-style-type: none"> <li>• Child is putting forth an good effort to understand and achieve.</li> <li>• The school and parents are working together to support the child's continued progress.</li> </ul>			
<b>The child is exceeding many or all of the grade-level expectations.</b>	Level 4	85-100%	A
<ul style="list-style-type: none"> <li>• Child consistently demonstrates exemplary effort and produces excellent work.</li> <li>• Child consistently demonstrates outstanding levels of knowledge and skills.</li> <li>• There is evidence of in-depth understanding of subject-area content</li> </ul>			



## **Alberta Achievement Tests**

All Alberta students in grades 6 and 9 are expected to take part in provincial achievement tests so that the province can assess standards of learning. These test results are used to assess the quality of learning that students receive at MWIS and to support the annual school improvement requirements that Alberta Education has of all schools. These provincial assessments occur in the fourth term each year and include reading, writing, mathematics, science and social studies.

## **Alberta Diploma Examinations**

Students in grade 12 are required to write Alberta Diploma examinations worth 30% of their final grade in examinable core subjects. These exams are mandatory and are given specific writing dates and times as scheduled each year by the Province of Alberta. Missing a diploma examination results in a 0% mark and affects the overall grade the student receives.

Markers from the province of Alberta mark these examinations which must be sent to Alberta for this purpose. Students will receive a mark for their examination on their transcript with the school mark and the exam mark being added together to compute the grade the student receives in these provincial examinable courses.

## **Course Change Deadlines**

Each year MWIS is required to report student registrations in specific high school courses to the Alberta Ministry of Education through PASI. The deadline for dropping or changing courses is September 15th for first semester courses, and February 15th for second semester courses. A full year course may be withdrawn by September 30th . All course changes require the principal's approval.

## **Academic Integrity**

Students who approach their work with dedication and integrity succeed in school. Engaging in studies in dishonest ways that sabotage a student's overall success by cheating or plagiarizing are disciplinable offences that result in the student's work not being assessed, and in other disciplinary actions as per the school discipline policy. In order to prevent such situations students will be taught how to cite the sources they use to complete their assignments, they will learn the meaning of plagiarizing, and parents will be encouraged



to help their children approach their studies with integrity. Tutoring for struggling students is an acceptable means for improving grades, but only when tutors work closely with the school to facilitate student understanding. Simply completing assignment with too much reliance on adult help does not necessarily translate into quality learning for students, and can have a detrimental impact on the student's overall understanding of their material.

Disciplinable acts of Academic dishonesty include:

- Plagiarism which occurs when students knowingly copy any idea or work or represent such without proper citations and acknowledgement of quotations or such paraphrased material.
- Cheating which occurs when students let others such as parents, tutors, or friends simply do their work for them, or they secretly copy the work of their peers for homework or during classroom assignments, tests, and quizzes.
- Collusion which occurs when students knowingly allow their work to be copied and handed in for assessment as someone else's will result in the same punishment as for those students submitting the copied work.





## Parental Involvement in Student Learning

At MWIS students are expected to be given the opportunity to understand key concepts directly from classroom instruction and learning activities that occur within the paced time allocated for such within the classroom. Homework is to be used to consolidate and extend learning for children through practice and through assignments that may reflect higher levels of application, synthesis and analysis. These type of assignments should involve the child in discussions or research activities with their peers, parents, tutors, family and community members, or with other community and online resources.

Students need time away from school to live holistic lives with their families. As such homework will be balanced and will not be used to cover essential curricular areas of study without first providing the necessary learning opportunities in class. Should a student need additional time to complete in-class assignments then this is a good use of personal homework time. Assigned homework will be reasonable as per the age of the student.

Students in primary school (grades 1 - 3) should engage in home reading and limited time for practicing numeracy skills. A reasonable homework guide might be 30 minutes any given day for focusing on these skills.

Students in grades 4 - 6 should expect to spend 45 minutes to 1 hour a day on homework and review, and should be provided with a quiet space and parental involvement to ensure that they feel supported at home, that learning is valued in the home, and that parents are interested in what their children are studying.

Students in grades 7 - 9 should expect to do 1 to 1½ hours of homework daily and should be provided with online access and resources, with a quiet space and with some parental engagement to ensure they too know their parents are interested in their learning and in their progress at school.

High school students should consider setting aside 2 hours an evening for homework which should consist of completion of assignments, review and study, and research and extension activities that consolidate their learning in the form of essays, presentations, inquiries, and innovative projects.

Furthermore, students do what their parents do overall. If parents want their children to be lifelong learners interested in understanding the world around



them, then they too need to model such by engaging in reading and research, and daily learning. Anytime a parent models the importance of learning in the home this activity translates into greater a commitment to school learning and better academic results for students.

## **How Parents help their Children Engage in Home Learning**

- Establish a regularly scheduled homework time for your children.
- Establish a quiet space for homework and study with only the tools necessary to complete your children’s homework. They may need access to the Internet for research or for accessing their work online, but cellphones and other distractions should be removed from this learning space.
- Remain current in your knowledge of what your children are studying by referring to weekly overviews, and to the Google classroom information provided to parents by the school.
- Encourage your child to be an independent learner but provide assistance when needed to avoid frustration.
- Review your children’s assignments and notebooks, and homework regularly to ensure they are engaged in their learning and are recording what they are learning in school for review and study.
- Post a calendar of exams and quizzes, assignment deadlines, and needed study time for such.
- Read interesting materials with your children not necessarily related to school but related to the world around them and discuss these readings as a family.
- Ensure that you consistently hold high expectations for your children to complete their homework and provide them with structured consequences when they fail to do so.

## **Parental Involvement in School**

Parents play an important role in supporting their child’s learning and in supporting the school. When parents and teachers or the school work cooperatively together, and support each other, students do well in school. The opposite is also true, so it is always best for the adults in a child’s life to have the same goals and to support each other in achieving these goals. Parents can support their child’s learning by:





- Demonstrating their commitment to education and the importance of being at school by ensuring their children are ready for school on time, arrive for morning assembly, and remain in school unless an excused absence is absolutely required. Regular attendance is essential to a child's success in school.
- Ensuring that your child completes his/her homework, has order and structure in their home life, engages in fun activities with family and friends, gets proper sleep so they can be fresh and well rested for school each day, is well fed and has breakfast before coming to school.
- Having your child arrive at school with their proper uniforms, with a Chromebook that is fully charged each night (for grades 3-12), and that they have all their materials and access to an appropriate lunch either from home or from the school cafeteria.
- Communicating regularly and positively with their children's teachers by using the tools provided such as Google Classroom, the weekly overviews, emails and scheduled meetings for problem solving or enhanced understanding of your child's learning needs.
- Ensuring that your child complies with all school policies and procedures, that you avoid pulling your children from school early and if you must that you follow proper procedures and time notifying the school of any early dismissal or need to not ride the bus.
- By working with the school reception to communicate unusual travel arrangements and to ensure that written notice is provided for such arrangements.
- By remaining in designated areas for parents and guests in order to help the school ensure children are in a safe and structured learning environment, and that the security of the school knows who is in the school at all times.
- Supporting the school in disciplining your children in accordance with the school discipline policy.



## Parent/School Communication Protocols

MWIS provides parents and teachers with multiple methods for communicating. Through various means we communicate openly with parents the school program for your child, the learning activities and assessments your child will be given, the issues that arise for your child either at home or in school so we can have two way effective communications for heading off problems or resolving them as they arise. The staff at MWIS wants positive, open and mutually supportive relationships with each and every parent.

- **Meet the Teacher Night:**
  - During early September of each school year MWIS hosts a meet the staff evening so that parents and teachers can meet for the first time to become acquainted, to receive course outlines and overviews and to be given the necessary information to communicate with their teachers through electronic means.
- **Course Outlines and Overviews:**
  - Each classroom teacher is expected to provide parents with course overviews by mid September that show the topics covered, the timeline for these topics how student learning will be assessed, and the key resources that will be used.
- **Google Classroom:**
  - Parents will be given access to Google classrooms parent module so they can track assignments and assessments and the deadlines that their children will need to meet. Other information such as field trip reminders and school events will also be available on this site.
- **Weekly Overviews:**
  - All teachers will provide parents and students with weekly overviews of the key learning outcomes covered, the assignments that will be completed and any quizzes, tests, or other assessments, and links to the key learning resources that will be used.
- **Emails:**
  - All key school staff are available by email by addressing these with the staff member's firstname.lastname@maplewood.School



- **School Website**
  - The school website address is available at <http://maplewood.school/> with access to information and links of interest of parents.
- **Telephone:**
  - The school reception can be reached at 02 552 4223 to arrange changes to the student's scheduled day or to set up scheduled meeting times.
- **School Voice:**
  - School Voice is a communication APP that the school will use for all parent communications regarding changes in school scheduling or special events and happenings. This SMS APP will need to be downloaded free of charge from Google Play or from the Apple APP store. In order to receive the school's SMS the parent just needs to just download the app the school will provide the link for once you register your phone number with the school registrar.
- **At Risk Meetings:**
  - For students deemed at risk for not meeting the expected learning outcomes for their age or grade, parents will be contacted for meetings throughout the year to review their child's progress.
- **IEP Meetings:**
  - As students are identified as requiring SEN (Special Education Needs) programming or support, parents will be contacted in order to establish an IEP (Individual Education Plan)
- **Behaviour Management Meetings:**
  - As required when a student is persistently misbehaving or struggling with meeting the Code of Conduct expectations for all students, parents will be contacted to take part in Behaviour Management Meetings so discipline issues can be resolved.
- **Report Cards:**
  - Report cards that detail the student's achievement levels as per MWIS Achievement Standards, their attendance records, and their attitudes towards learning and school are provided on a quarterly basis at the end of each term or semester.



# Maplewood International School | 2018 - 2019 CALENDAR

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**20-23** Eid Al Adha

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### School Value: Respect

**2** First Day of Classes

**11** Hijra New Year

**19** Meet the Teacher (KG - 12)

**27** Crazy Hair Day (KG - 12)

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### School Value: Respect

**14** Thanksgiving (Canada)

**21** School Spelling Bee (grade 1-2 and 3-4)

**22** School Spelling Bee (grade 5-6 and 7-8)

**23** School Spelling Bee (grade 9-10 and 11-12)

**25** Character Dress Up Day (KG - 12)

**31** School Value Celebration (Respect)

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### School Value: Empathy

**4** UAE Flag Day

**5** Term 1 Report Card

**7** Parent/Teacher Interviews

**11** Remembrance Day (Canada)

**19** Milad Un Nabi

**28** National Day Celebration

**30** Commemoration Day (UAE)

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### School Value: Empathy

**1-2** National Day

**12** School Value Celebration (Empathy)

**13** Pajama Day (KG - 6)

**14-31** Winter Break

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### School Value: Honesty

**1** New Year's Day

**1-5** Winter Break

**6** Students Return to School

**14** Diploma Exams (grade 12)

**23-24** Diploma Exams (grade 12)

**27-29** Final Exams (grades 10 -12)

**30** Diploma Exams (grade 12)

**31** Term 2 Report Card



FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**School Value: Care**

- 3 Semester 2 Begins
- 14 Friendship Day
- 19 Public Speaking Competition (grade 4-3 and 6-5)
- 20 Public Speaking Competition (grade 8-7 and 10-9)
- 27 School Value Celebration (Respect)
- 28 Anti-Bullying Day (Pink Shirt Day)

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**School Value: Tolerance**

- 13 International Day
- 14 Pi Day
- 21 Mother's Day
- 21 Jersey Day (KG - 12)
- 22-31 Spring Break

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**School Value: Integrity**

- 1-6 Spring Break
- 9 Science Fair (KG - 6)
- 10 Science Fair (7-12)
- 22 Earth Day
- 22 Term 3 Report Cards
- 23 World Book Day/Book Character Dress Up (KG - 6)
- 24 Parent/Teacher Interviews
- 30 School Value Celebration (Integrity)

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**School Value: Resilience**

- 6-31 Ramadan
- 22 School Iftar
- 30 School Value Celebration (Resilience)

JUNE '19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**School Value: Resilience**

- 1-3 Ramadan
- 4-6 Eid Al Fitr
- 10 Grade 12 Grad
- 13 Diploma Exams (grade 12)
- 14 Academic Achievement Awards (7-12)
- 17-20 Final Exams (grades 10 -12)
- 21 Father's Day
- 23-26 Diploma Exams (grade 12)
- 27 Last Day of Classes/ Report Cards
- 30 Summer Holidays Begin

	School Holidays
	Government Holidays (subject to change)
	Diploma Examinations
	Final Examinations
	Student Council Activities
	School Run Activities/Celebrations
	Report Cards/Parent Teacher Interviews
	Ramadan Timing

Maximum Possible Days- 186

"Subject to change in accordance with ADEK approval."



## National and Islamic Holidays

The following holidays are tentatively scheduled holidays and will be announced as they are determined locally in accordance with the Hijri Calendar.

**Eid Al Adha** (tentatively set for August 20-23) celebrates Ibrahim’s obedience to Allah and the eventual replacement of his son Ishmail with a sacrificial sheep sent down from heaven. Both are honoured for their obedient submission to Allah’s divine will. The meat from this sacrificed sheep was divided into three parts: One-third for family, a second third for relatives, and the final third for the poor.

**Hijra New Year** (tentatively set for September 11) begins the Islamic calendar and marks the journey of the Prophet Muhammad (PBUH) from Mecca to Medina. This month is considered the second most holy months after Ramadan.

**Milad Un Nabi** (tentatively set for November 19) marks the Prophet’s birthday, and calls to the faithful to live the supreme principles of tolerance, love, respect, sympathy, and peaceful coexistence with all mankind as always advised by the Prophet Muhammad (PBUH).

**UAE Commemoration Day (November 30)** recognizes the sacrifices and dedication of Emiratis who serviced the country in civil, military, and humanitarian service, and to all who have their lives for this cause.

**National Day (December 2 and 3)** is set aside to celebrate the formation of the UAE with the Union of the seven Emirates of Abu Dhabi, Ajman, Dubai, Fujairah, Ras Al Khaimah, Sharjah, and Umm Al Quwain. This is a great time of National pride and recognition of the significant progress made in the UAE in its rapid development as a safe, charitable, and economically viable nation in the Middle East and member of the GCC.

**Ramadan** (May 6-June 3) the holiest of Islamic months is the month of fasting and renewal. This month commemorates the first revelation of the Qur’an. Observance of this holy month is one of the five pillars of the Islamic faith. Muslims refrain from eating and drinking during daylight hours, and recognize this holy month as a time of renewed faith, prayer, and commitment to the Islamic principles. It is considered a time of charity and of helping those in need.

**Eid al-Fitr** (June 4-6) is a Muslim holiday that means “Festival of Breaking the Fast” and marks the end of Ramadan. It is celebrated on the first day of Shawwal and lasts for three days.



## School Timetable

### Timetable 2018/2019

Morning Assembly	7:45 - 7:59
Period 1	7:59 - 8:38
Period 2	8:38 - 9:17
Recess/Break	9:17 - 9:32
Period 3	9:32 - 10:11
Period 4	10:11 - 10:50
Period 5 Lunch Break Grades 9 to 12	10:50 - 11:25
Period 6 Lunch Break Grades 5 to 8	11:25 - 12:04
KG Bus Departure and Dismissal	12:20
Period 7 Lunch Break Grades 1 to 4	12:04 - 12:43
Period 8	12:43 - 13:22
Period 9	13:22 - 14:01
Period 10	14:01 - 14:40
Grades 1 to 10 Bus Departure and Dismissal	14:40 -14:45

### Bell Schedule

Morning Assembly	7:42
Period 1	7:57; 7:59
Period 2	8:36; 8:38
Recess/Break	9:17
Period 3	9:30
Period 4	10:09; 10:11
Period 5 Lunch Break Grades 5-11	10:48; 10:50
Period 6 Lunch Break Grades 1-4	11:23; 12:02
KG Bus Departure and Dismissal	12:10
Period 7	12:02; 12:41
Period 8	12:43
Period 9	13:20 - 13:22
Period 10	13:59- 14:01
Grades 1 to 11 Bus Departure and Dismissal	14:38



## Daily Schedule

### Morning Drop-off

**School Gates** (side gates and front gate) will open at 7:30 am. Students are not to arrive before this time as supervision is only provided within the specified times, and students will not be allowed on school grounds prior to this time. Students are to go straight out to the courtyard with their belongings upon being dropped by their parents at the two side gates or at the front gate.

**KG-1 and KG-2** students are to be dropped off at their side gate where supervisors will be ready to take over from there. By mid September of each year KG students should independently enter the school property with the assistance of school supervisors. Having too many adults in the hallways causes confusion for supervisors and students and focus on the student is lost. Please all cooperate with the need of the school to secure our environment for all children.

**School Buses** will drop students off in the designated bus parking lot at the rear of the school. Parents are asked to not use these bus lanes for drop off.

Students must enter the school gates prior to 8:00 AM, as all side gates will close at this time and classes will be in session.

**Late Students** must be accompanied by a parent to enter the school grounds after 8:00 and must sign in at the office with their parent to discuss their reason for being late with the school counsellor. Late students interrupt the flow of classes and therefore we require all students and families to cooperate with the school time schedule.

### Blocking Drop Off Lanes

When dropping your child off in the morning parents are asked to refrain from stopping anywhere in the parking lot and blocking all traffic from passing by. Rather drive in one straight line to leave room for passing on the left side. Also proceed past the school gates if you are first in line, and do not park in the drop-off lane and enter the school. This is not respectful of other drivers. If you must enter the school properly park your car in the parking lot away from the drop off lane.





## After School Pick-Up

**KG Pick-Up** occurs from 12:20 onward after the KG bus students have been loaded on their buses. Parents should meet their children at the designated parent pick up location in the KG foyer area of the school. Parents are asked to not go directly to classrooms and talk to teachers during pickup time as teachers are busy ensuring the safe pick up of all their students. We need everyone's cooperation to ensure safety and security for all. Losing track of a child is a significant happening for teachers and parents so side conversations that distract teachers from their primary task are not allowed at this time. After all the students are accounted for if you see the teacher is free then ask for a few minutes to discuss issues with your child's teacher, but let them do their duties first. Your assistance as a parent of the school is much appreciated in this matter.

**Late Pick Up** will occur in a designated room behind the reception. Teachers will escort all students left for pickup at 3:15. This room will be supervised and parents will need to go to the room to sign out their child after this time. We ask that parents not leave little children sitting in a room with a supervisor everyday for long waits, but rather to organize your family life around the school schedule and timetable so your child can make the best sense of their time. Students in the late room will be required to sit and read or do homework while they wait for their parents.

## Prayer Rooms

Prayer Rooms are available for student use from 2:25 pm. until the end of the day at 2:40 pm. Students who use the prayer room appropriately will have their right to this time respected and supported by the school. Those students who choose to abuse this time by causing disturbances for others and for classes in progress, will lose access to the prayer room and will only regain such access with the approval of their Islamic Studies teachers and their parents who will sign the appropriate approval form for this purpose. Any further disturbances will result in a loss of access to the prayer room for the remainder of the school year.

## Bus Transportation

MWIS contracts busing services through Symphony Transport, a company approved by both the Ministry of Transportation and by ADEK. Transportation is a privilege, not a right, and requires cooperation and proper behaviour by students and their families so the service can be efficient, timely, and safe



for all. This company provides bus pick up and drop off services within the following service guidelines:

- Buses are to be approved by the Ministry of Transport and meet all ministry maintenance and licencing regulations.
- Buses are to be operated by a licenced and qualified driver who knows the UAE driving laws and follows all driving regulations.
- Buses are to be accompanied by a qualified and approved bus monitor who manages the students, ensures their safety at all times, and who liaises with parents and families.

If parents wish to access the transportation services provided through the school Bus Coordinator, the online request form for transportation should be filled out and submitted prior to school opening or anytime during the school year that such service is required. Busing services may commence no sooner than 3 days following the submission of this form that can be accessed through the school reception or online at <http://maplewood.school/>. Busing is not a guaranteed service for people living in locations where demand for such service is too low to cover the cost of the service.

**Busing Fees** are as per the tuition schedule proved at the time of registration. For the current school year, the bus fee is set at 3,000 AED/school year for one way trips and 5,250 AED/school year for two way trips. Bus fees will not be reimbursed for transportation services being cancelled as a result of unacceptable behaviour or lack of cooperation by students or families. It takes us all working together cooperatively for bus services to be safe, efficient, and cost effective, all necessary considerations.

**Busing times** are worked out to create the geatest efficiency and to ensure proper pick up and drop off safety procedures for all parents and students. The busing company must provide this service within the resources available to them through the approved busing fee schedule.

**Parental Input** is valued and respected. It is considered at all times when routes are being designed or reviewed; nonetheless, parental input is weighed against the needs of the whole busing operation so that maximum benefit for all students is considered in making busing decisions. Unreasonable, persistent and disrespectful demands for improved service will result in the cancellation of transportation services.



## Bus Use Rules and Guidelines

Riding a Maplewood sponsored school bus is conditional upon proper behaviour and cooperation. Violation of the following rules will result in disciplinary action that may include revoking access to this service.

- To access the buses all transportation and school fees must be paid and up to date as per the fee payment schedule that the school communicated upon registration.
- **Bus Pickup Times** are given to each student and must be followed at all times. Buses will wait no longer than 2 minutes for a pick up. Students who are late and hold the bus up for these 2 minutes will be reported to the school counsellor who will follow up with parents. Chronic lates within this 2-minute window will result in a withdrawal of the transportation service. (If 22 students are riding a bus and they are all late by 2 minutes that puts the bus 44 minutes behind schedule.)
- **Afternoon Drop-Off Times** are provided for each family. If for some unavoidable reason the bus is running behind schedule or ahead of schedule the bus monitor will notify families. Parents are required to have an authorized adult at the pick-up location for small children. If no authorized adult is there to pick up your small children, they will be transported back to school and will wait in reception until you arrange to have them picked up.
- **Alternate Drop-Off Arrangements** are to be communicated prior to 2:00 pm. on the day these changes are to take place. It is important to make these arrangements with your bus monitor or the school reception in advance so bus monitors know that your child will not be on the bus for the Afternoon drop-off.
- **Repeat Late Notifications** resulting in failures to make these arrangements properly so that afternoon departures from school can happen on time and so student safety is maintained at all times will result in a cancellation of busing services. We cannot be responsible for the safety of children whose parents fail to help us ensure their safety, so please cooperate and help us maintain order and safety by ensuring that we know what is going on with your child at all times.



- **Alternate Busing Arrangements** for your child or for a friend to travel on the bus must be made **one day in advance** with Mr. Maher the busing coordinator who can be reached through the school reception. There will be no last minute arrangements made and students will not be allowed to call home to ask for such. These arrangements are discouraged and will only be accommodated if there is room on the bus and if your child is well behaved on the bus at all times and merits such consideration.

## General Rules for Riding the Bus

- Children must travel on their own bus unless parents have pre-arranged otherwise through the transportation coordinator a day in advance of the requested change.
- Parents must notify the school reception or the bus monitor if the student will not be riding their normal bus home.
- It is appreciated if bus monitors are notified of any intended school absences so they are not waiting for pick up in the morning.
- Children are permitted to eat and drink on the bus as long as they do not make a mess, respect the bus and pick up after themselves. Failure to do so will result in a loss of eating privilege for the student.
- Students must remain in their seats with seatbelts buckled at all times for the entirety of their trip.
- Students will follow the seating plan the bus monitor arranges for them.
- Student are allowed to use electronic devices on the bus as long as they are quiet and remain in their seats, and use headphones for audio.
- Students are to be obedient, show respect to the driver and bus monitor at all times, follow their instructions, and follow all the rules of the bus without argument.
- Parents will be financially responsible for damage done to the buses and students who damage buses will be removed from this service.



## Discipline Procedures

- Parents and students are expected to read these transportation rules and to sign an acknowledgement that they have read and will abide by these rules.
- Bus monitors will remind students of the rules once, and will communicate with parents any first infractions of rules.
- Bus monitors will communicate second infractions of the rules to the child's parents and to the school counsellor who will follow up with the student and parent to ensure proper compliance with all rules.
- Third Infractions of the Rules will result in a second written report to the school counsellor who will provide the parents with a warning letter that one more infraction will result in a removal of busing privileges.
- A Fourth Infraction of the Rules will result in a suspension of busing privileges for a period of one week.
- The Fifth Infraction of the Rules will be the last and will result in busing privileges being withdrawn. Fees will not be reimbursed.

## Parental and Student Acknowledgement and Signature

My child and I have reviewed the above Transportation Guidelines and Rules. We agree to these rules, and we commit to abiding by them at all times throughout the school year. We also acknowledge that should we fail to abide by the rules as stated, that the transportation service will be withdrawn and we will forfeit the unused portion of our transportation fees.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_



## School Attendance:

MWIS holds good attendance as essential for success and implements the ADEK expectations for student attendance that is set at better than 95% for acceptable attendance. It is a parent's responsibility and legal obligation to have students in school for every instructional day of the MWIS calendar approved by ADEK.

Regular attendance and punctuality is an essential aspect of achievement and contributes to student success. Teachers keep records of attendance for every class. The number of absences and lates will be noted on report cards and will be dealt with in accordance with the MWIS student code of conduct and Behavioural policy 306. The record of attendance will be reported to ADEK, and consistent failure to attend or lateness will result in behavioural consequences. Students will be marked as follows on a daily basis:

- 1. Absent—Excused:** Student produces an official document of
  - a. Illness, family illness, or medical appointment (doctor's note required)
  - b. Death of a first or second degree relative (signed letter from the parent or official documents)
  - c. Official Community Service or Task (signed letter from supervisor of official event)
  - d. Mandatory Appearance before an official body (official document required and signed by officiating officers)
- 2. Absent—Unexcused:** Student misses school for any reason other than for the above listed.
- 3. Late for School:** Student arrives to school after 7:45 morning assembly begins, the student will lose marks for behaviour as per Policy 306, Student Behaviour and should such lateness repeat will be referred for disciplinary action.
- 4. Late for Class:** Student shows up for class after 2 minutes of the dismissal buzzer for the previous class or the end of break or lunch buzzer.



**Absences from School** are to be phoned in to the MWIS reception no later than 8:05 in order to be recorded as excused with follow up evidence being provided upon the student's return to school.

To report the absence to reception by 8:05 am of the day of absence, please send the following information to [attendance@maplewood.school](mailto:attendance@maplewood.school):

- Student's Name
- Student's grade and classroom number
- Date(s) of absence
- Reason For Absence

*Example: (Dear MWIS Reception, please note that my child Abdullah Ahmed Antar will be absent on Monday for a specialist doctors appointment.)*

Official documents must accompany the student on his/her return to school.

## School Uniform

The school uniform consists of a shirt and pants specifically designed for males and females which is to be worn at all times for regular classes. P.E. uniforms are available and must be worn for all physical education classes. Grade K-6 students are allowed to wear their P.E. uniform on the assigned day of their physical education classes so they do not need to change throughout the day. Grades 7-12 students are required to change into P.E. wear for each gym class.

Students are granted permission on specialized theme days to wear designated alternative clothing or the uniform, depending on the school theme being addressed. Even on theme days modest dress is a must. Halter tops short shorts, and bare midriffs are considered unacceptable.

## Student Safety

Parents are referred to the following Health and Safety Policies that can be accessed online under policies at <http://maplewood.school/>:

- Child Protection Policy 304
- Student Behaviour Policy 306
- Illness and Injury at School Policy 308



- No Smoking Policy 506
- Acceptable use of Technology Policy 109
- School Arrival and Dismissal Policy 302
- Emergency Evacuation Policy 305
- Professional Code of Conduct Policy 402
- School Canteen Policy 507
- School Swimming Program and Safety Guidelines Policy 508

### **School Health and Safety Program:**

These policies, together with the MWIS Health and Safety Policy and Manual, and the School Clinic Regulations and Guidelines Manual together make up a matrix of school health initiatives and protocols that ensure student and staff safety and wellbeing. The School's Health and Safety Officer can be reached through reception to report any concerns regarding school health and safety.

### **Security:**

Security Procedures are in place so that students remain in the compound unless permission is granted in writing and under proper supervision by parents and guardians. All gates within the campus border remain locked except during specified drop off and pick up times as specified in this handbook, and in accordance with proper procedures. Either security or a designated school staff member supervises all gates. The front gate is supervised at all times by security and anyone entering the school compound must sign in and sign out, and must wear a visitor badge to show they are approved visitors.

### **Daily Supervision:**

Student activities are overseen by an assigned supervisor at all times either during class or during breaks or at lunchtime. Students are required to have hallway passes for certain purposes whenever they are out of class during their regularly class times. Supervision for the school begins at 7:30 at the drop off gates and ends at 4:00. After school supervision will be assigned to security personnel in a designated area of the school where late pickups will take place, usually in the Multi-purpose room behind the reception desk. From 2:50 until 4:00 pm students will be required to be quiet and to remain in a seated area to complete homework or to read. Parents are encouraged to pick up their children in a timely manner as waiting in school after school every evening does not help to create eager learners.





## Emergency Evacuation Procedures:

In accordance with Policy 305, evacuation procedures for the school are practiced a minimum of three times per year with homeroom teachers and classroom teachers responsible to provide additional practice to each class so that all students know their designated evacuation routes and meeting areas outside the school. Attendance is taken during evacuation procedures and their teachers account for all students who are marked present for the day.

## Prohibited Items at School:

Prohibited items include lighters and matches, smoking paraphernalia and tobacco of any kind, weapons, drugs and alcohol.

## School Health Clinic

The school health nurse's room is located on ground floor behind the reception desk to the right side. This room is staffed by a qualified health nurse and follows all Ministry of Health guidelines and regulations, is properly inspected and licenced by the governing Health Authority of Abu Dhabi (HADD). The clinic is equipped with first-aid supplies and the staff are trained to treat injuries and health issues that arise, or to assess and refer as required to other medical institutions and to doctors as deemed necessary. Parents will be contacted as to any health concerns the school health nurse detects or as to any injuries sustained while in school.

**Medical Files** are maintained for each student, detailing up-to-date medical and emergency information on students. Injuries and illnesses are noted on file. Parents are asked to contact the school health nurse to register any such information during registration or as close to the beginning of the school year as possible so proper medical plans can be implemented as needed and communicated to all staff as required in order to maximise student safety and wellness.

**Medication** is administered once the school receives specific, formal medical documents with explicit, written permission for the school nurse to dispense of such medicine for a student. The parent must provide the nurse with a Parental Consent for Prescribed Medication Form that a licensed physician has completed, along with the medication in a re-sealable plastic bag that is properly labeled with the student's details: name, classroom, birth of date, and dosage requirements.



**Illness and Injuries** that occur at school are attended to by the school nurse in accordance with ADEC and MOI regulations and standards. If the student is too sick or injured to remain at school parents will be notified ASAP to make arrangements to pick their child up and attend to their medical condition. Accident reports for injuries will be filed and reviewed by the Administration and Schools Safety Officer to ensure proper safety measures are in place to mitigate student injury. The report will be shared with the safety committee and filed for future reference.

## **Head Lice**

If a student has head lice or nits, as confirmed by the school health nurse, the student will be kept in the health clinic and parents will be contacted for pick up and treatment. The student will be allowed to return to classes or school once the nurse confirms that successful treatment has taken place. The health nurse will check other students randomly and parents from the class will be contacted to prevent any spread of lice in the school.

## **Personal Belongings**

Students are discouraged from bringing expensive personal items to school as MWIS does not have lockable lockers. Students are asked to store their items in their lockers neatly in a backpack and to take all personal items of any value with them at all times. The school is not responsible for personal items. Cell phone use is not allowed in the school and students are discouraged from bringing them.

## **Lost and Found**

The lost and found items are located near the school health clinic. On a quarterly basis, the school donates all unclaimed lost and found items. Parents and students are encouraged to check the lost and found when items or clothing go missing. These items are not the school's responsibility as all students are responsible for their own items and materials.



## School Council

At the Beginning of the School year in late September a school council consisting of Administration, a teacher and non-teaching staff representative, parents who wish to take part, and one community member will be formed.

**The Purpose** of the School council will be to review policies, review the school budget, review school events and happenings, discipline and safety within the school and to provide advice to administration on an ongoing basis during monthly meetings.

**Monthly Meetings** will be scheduled to conduct the school council's business. During the first meeting in September, to which all parents will be invited, a school council executive will be formed by election of a Chairperson, Vice Chairperson, and a Secretary.

**A School Council Web-link** will be created so, meeting times and dates, minutes and decisions of the school council to be posted for all parents to review.





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