



AL ADHWA PRIVATE SCHOOL

Parent-Student Handbook



APS OVERVIEW

Our Vision

To create a safe, pleasant and respectable learning environment where all students are motivated and believed in their power to realize their full potential.

Our Mission

Al Adhwa Private School will provide excellence in education, prepare leaders for global society and strive to equip them with skills to build their future through creativity, innovation and determination.





Core Values

“Education is like a lantern,
which lights up your way in a dark alley.”
His Highness Sheikh Zayed Bin Sultan Al Nahyan

Respect	Care
Honesty	Integrity
Resilience	Empathy
Tolerance	

These core values shall be applied in all day to day work consistently and shall be shared with the school community.

Al Adhwa Private School
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A Brief History

Al Adhwa Private School was established in September 1994 by Mr. Hamad Saeed Ahmad Al Hassani. His vision was to provide quality education to the students at all levels in Al-Ain. Since then, it has been dedicated in nurturing individuals to achieve their maximum potential and build lifelong memories. Its original location was in Kwaitat near Al Ain Mall. It was a villa school from KG 1 to Grade 9.

Year after year, the school continued to expand serving the people of diverse nationalities. In June 2004, it transferred in the picturesque school area where it is presently located.

Celebrate Success with us

For Al Adhwa Private School, the decade of the 20's heralded a new era of academic achievements that came one after the other. It started when our school bagged the most coveted **A** results of the ADEK Inspections and Cognia Accreditation in 2018-2019.



This is our school where we place our students at the heart of all that we do; simply because they deserve the very best. Celebrating its

25th year in 2019, APS sore higher transforming real-life stories of thousands alumni scattered worldwide to a life of success.

And still continuing...

Quality Education in All Levels

APS is licensed by the Ministry of Education, UAE, and was accredited by NCA CASI in June 2009, Advanced in 2014 and Cognia in 2019.

We take pride as a Family School where care for every child's well-being; and success in the future is our priority. As such, there remains a never ending commitment to be innovative, sensitive to the changing needs of the locality and competitive to the world's demands.

The learning environments are spacious and ventilated with learning tools for students to explore, investigate, navigate, and search. The play areas are health and safety venue of sports and physical education where students enjoy playing while developing other values like self-confidence, teamwork and sense of achievement.

Committed to Innovate and succeed

The world is changing and APS is responding. Constant and never-ending, the search for innovative ways to prepare our students for the future describes our goals. We implement reformations to make the impossible possible.

Top University Admission

Our team (composed of top-notch academicians equip with appropriate skills and experiences) collaboratively guide and lead our students navigate the process of selecting and applying to best-fit universities around the world. Students are ensured that before graduating Grade 12, they are confident to go through the next level of learning.

The Fruits of our Labor

Nowadays, our graduates are scattered in different parts of the world. It is always our joy to welcome them to the premises of their alma

mater as they come to tell their success stories. Truly, our joy is to see our graduates' progress in their chosen fields of endeavor.

We offer

- An American-based curriculum within an international context enhanced and modified in accordance with the requirements of the Ministry of Education.

The success of our program is characterized by:

- teamwork and concerted efforts of our stakeholders.
- shared knowledge, ideas, experiences and values learned from our PD providers and diverse resources.
- steadfastness to learn, innovate and apply current pedagogical practices.
- continuous learning to achieve excellence.

We create

- Opportunities to support each learning needs of special students to grow and to reach their full potential.

We Inspire. We Explore. We Challenge. We Innovate. We Care.

We provide

- A friendly environment, built on mutual care, respect and dignified treatment, that encourages self-confidence and equally treating others whose ideas and experiences differ.

We assure

- A health and safety learning accommodations and environments for all students and staffs and the whole APS communities.

INSPECTION REPORTS show that we are **OUTSTANDING** in our **HEALTH** and **SAFETY** environments and practices.

To start in Academic Year 2022-2023

We are NOW an AP School. We offer AP subjects approved by the College Board giving students a better access towards going to college.

APS STUDENT'S PROFILE

At APS, the goal of our program is to develop globally responsible minded individual who share common vision of caring the environment and hands-on in helping create a better and more peaceful world conducive for all people to live.

We are committed to provide an international learning atmosphere grounded with the best practices from the American education curricula that exemplify the values of the host country. We strive in working together with the community to develop the character we would like our students to become.

WE, the STUDENTS, are trained to be:

Upright - WE are educated to act with integrity and honesty, with a strong sense of fairness and care, respect for the dignity and diverse rights of people. WE take responsibility of our own words and repercussions of our actions.

Inquisitive: WE are focused on SKILLS to nurture curiosity, develop inquisitiveness and then explore. WE cultivate learning independently and inculcate teamwork when working with groups. Learning is a

continuous process; so we learn with enthusiasm and sustain the love of learning throughout lifetime.

Creative Thinkers: WE are polished to use critical and creative thinking skills to analyze challenges and complex problems. WE exercise initiative in making ethical decisions within the bounds of fairness and responsibility. WE are challenged so WE create.

Risk-takers: WE approach uncertainty with forethought and determination. WE work BOTH independently and cooperatively to explore new possibilities and innovative strategies. WE seek to investigate so WE are resourceful and resilient in the face of challenges and change.

Knowledgeable: WE advance to be informed about new learning and know-how and use conceptual understanding across a range of topics in the different areas of disciplines. WE engage with issues, challenges and difficulties that have local and global significance or consequences.

Communicators: WE express ourselves confidently, creatively and politely. WE collaborate; listen effectively to the opinions, ideas and perspectives of other individuals and groups.

Open-minded: WE appreciate diversity, such as differences in colors and beliefs, cultures and beginnings, as well as the values and traditions of others. WE seek and evaluate others' points of view, and we are willing to grow from the lessons of the past.

Caring: WE Care. WE Share. WE show empathy, compassion and concern to other people regardless of our differences. We are committed to serve in our own little way to make a difference in the lives of others and in the world around us.

Balanced: We understand the importance of harmonizing different aspects of our lives -mental, physical, emotional and social - to achieve well-being for ourselves and others. No man is an island and we

recognize the importance of interdependence with other people and with the world.

ACADEMIC EXPECTATIONS

At APS, high expectation for our students' performances and achievements is desired. As we provide a world class academic program and instruction, students are likely to give their full efforts to excel in all areas of study. Our teachers, support teams and administration provide every effort to assist and guide all students in whatever challenges and difficulties encountered to keep them on the track. Parents are notified when their child is not performing well in his/her academic pursuit - not submitting work on time, less attentive, low morale and others.

LEARNING ACTIVITIES

The APS faculty and staff endeavor to provide students with opportunities to develop students' potentials, interests and abilities. This partnership with and students who share the same interests allows for camaraderie that fosters an increased sense of purpose and a feeling of belonging outside of the classroom. Special interest clubs on different disciplines provide hands-on opportunities for students to learn and participate in different skills. Students are encouraged to participate in a variety of school activities.

STUDENT COUNCIL

The Student Council is dedicated to provide leadership opportunities for students, to the school community and makes the lives of students more enjoyable. Through their advisers, the organization serves as a link between students and staff, as they organize various events throughout the year. Students from grades 6-12 are eligible to serve at the Student Council.

It is considered a privilege to be elected, and students involved in the student Council are leaders who demonstrate good qualities.

SCHOOL UNIFORM REGULATION / DRESS CODE

The aim of our uniform rule is for students to present a neat and respectable appearance at all times and to take pride in being a student of AL ADHWA Private School. In accordance with ADEK policy, the school's uniform is **compulsory** and should reflect the school's commitment to honor UAE traditions, culture and religion. The School may require a student to return home to change clothing if they do not comply with the uniform policy/dress code; or parents will be called to bring their child's uniform.

- **Shoes** – Black shoes only, closed toe, rubber soled; no slippers, flip flops & sandals.
- **Socks** – white
- **Head scarf** – Girls shall use black or white colors only.

During the PANDEMIC: All students must adhere to the implemented health and safety rules with regards to hygiene and other health protocols. WEARING OF THE PRESCRIBED During the PANDEMIC: All students must adhere to the implemented health and safety rules with regards to hygiene and other health protocols. WEARING OF THE PRESCRIBED UNIFORM IS A MUST INCLUDING THE MANDATORY SAFETY PROTECTION, LIKE FACE MASK OR SHIELD.

Standard Uniform



Personal Appearance

Students are expected to arrive at and depart from school in full school uniform. During school hours the following rules apply:

- No excessive makeup or jewelry
- Students with pierced ears may wear studs or small hoop earrings.
- Rings should be small without sharp edges or loose parts.
- Necklaces should not be visible.
- Except for natural color highlights, students are not allowed to dye their hair.
- No visible body piercings or tattoos.

All uniform items, including bags, lunch boxes, water bottles and other personal belongings should be clearly labeled at all times. This will aid in the swift return of misplaced belongings.

APS may not require wearing of uniform while participating in out of school activities or on designated special "No Uniform days." However, students should be properly dressed in a manner that is not offensive to the image of Al Adhwa or the host country. The following rules will apply:

- No tight clothing
- No spaghetti strap shirts/garments
- No exposed midriff
- No hoodies
- No offensive logos or expressions on clothing
- No hats worn in the school buildings.

Wear clothing that is respectful to yourself and others.

HOMWORK

Students' homework is manageable, regulated and in accordance to the ADEK Homework Policy rules. Each student is encouraged to check teacher's Teams posts. Weekly plan for grades 1 to 9 is sent via Microsoft Teams which includes (lessons/topics/Tasks/Tests/required materials/etc.).

ASSESSMENTS AND TESTS

APS's rules on assessments, tests, examinations and practices focus on skills mastery of the standards and proficiency of the learning objectives. These are administered according to the school time table. Results are reported to parents as proficiency feedback on the learning progressions of their child/children. Re-Take Tests is for those who were absent with valid reasons. The administration reserves the right to decide whether or not a make-up exam is required.

High School Graduation - NEW DIRECTIVES

Al Adhwa Private School follows the American Curriculum and offers the 2 streams in high school Diploma: A) The *General Track*, 2) The *Advanced Track*. Students in cycle 3 will choose whether to continue in *General Stream* or in *Advanced Stream*.

Note: For **Advanced Track**, students must obtain the following: -

(2 AP Subjects , 1 AP Calculus AB and 1 Science either one of the three sciences in a condition that Physics to be calculus based.

For Non- Arab Students , Arabic language is not mandatory for equivalency requirements, so students are free to study the Arabic Language from 10---12 or not. But for Non-Arab Muslim students of higher grades Islamic is mandatory.

Students who fail to fulfill the requirements of *Advanced Track* will automatically graduate as *General Track* students. The resolution

Number 883 will be implemented in 2022/2023.

Students will be advised and guided by the concerned teachers to verify their selections for Advanced Track which will be approved according to their real performance and level in Mathematics and Science Courses. Students and their guardians will sign an undertaking to be responsible for their choices whatsoever. Local and expat students starting the academic year 2022-2023 have to graduate as per the new resolution # 883 that is the American Diploma will be either *General* or *Advanced Track*.

For Equivalency ***both Locals and Expat*** students should sit for **EMSAT (English & Math)** in order to get their American diploma equivalent to UAE High School Diploma, whether students will study in UAE or abroad.

For more details, students are free to communicate with the Administration for any clarifications and inquiries.

APS DISCIPLINE, CODE OF CONDUCT and Rules to be Followed

School rules are applicable in the school premises, at school functions (outside the school), school bus, or in public places where you are identified as a student of Al Adhwa Private School.

1. Al Adhwa Private School is a place where everyone is respected.

You must be polite and shall not use foul, abusive, racist, or improper words and language. Respect everyone regardless of religion, beliefs, nationality, color and culture.

2. The safety of everyone is the school's paramount concern.

You shall not possess or bring weapon, knife, or dangerous objects in APS. You shall not threaten, intimidate, bully, harass, abuse, attack or endanger the life and safety of anyone.

3. APS is environment friendly. REUSE, REDUCE, RECYCLE.

You are required to use the proper bins for trashes. Littering is strictly prohibited.

4. Be informed and updated from time to time.

Visit your MS Teams. Class schedule may change at any time. Notices of urgency on Health and safety protocols are also posted in the MS Teams.

5. Punctuality Matters - Come to school on time.

On normal schedule, you need to be in the school on or before 7:40 am. for the Morning Assembly and National Anthem. Gates will be closed at 8:00am (sharp).

6. Leaving the school during school hours.

You are not allowed to leave the school premises while classes are going on without permission from the supervisor. This includes walking along the corridors during class hours or being in other school areas without permission.

7. Observe Proper Hygiene

You must be neat at all times. NO long hairs for boys or NO use of gels to style the hairs. Girls' hair must be neatly tied at the back. Follow the UNIFORM POLICY/DRESS CODE.

8. Discipline Policy

APS will implement ADEK's policy on discipline. The school is determined to maintain its GOOD reputation both academically and disciplinary. Bad behavior is not accepted in the school premises and in the school buses. If a student continues to misbehave, he/she will be dealt with accordingly.

BULLYING IN ANY FORM IS STRICTLY PROHIBITED

Penalties for misconduct or NOT Following School Rules

- ❖ Verbal Warning followed by a written warning
- ❖ Suspension
- ❖ Expulsion

Minor offenses may deserve a verbal warning. In case of repetition, a written warning to be signed by the parents will be required. Examples are: school uniform faults such as jewelry or other non-uniform items, disrespect to others, or simple misbehavior.

Serious Offenses may lead to removal from the class, letter will be sent to parents, conference with parents, counselling and others. Examples of serious offenses are: disobedience, disrespect, abusive behavior, and consecutive absences without notice.

9. Respect the school's and other's property.

You shall not damage, deface, or cause mess to school properties, including school buses or property of another person.

10. Use or possession of mobile phones, radios, cameras or other electronic devices in the school and school buses are not allowed.

This is in accordance with ADEK Code 84 2015. Laptops and other gadgets for instructional purposes are allowed in the school **ONLY** when required.

11. All Forms of cheating, stealing or dishonesty are STRICTLY PROHIBITED.

The school implements "HONESTY is the BEST POLICY."

12. Celebrations

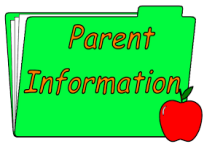
NO to birthday party, cakes, presents or ordering of foods.

13. Only Healthy foods are allowed in the school.

APS follows the healthy foods regulations of ADEK. Unhealthy foods such as chips, soft drinks, chocolates, sweets and the like are not allowed.

14. Chewing Gums are Strictly Prohibited

You should NOT bring chewing gums in the school.



IMPORTANT: Parents are advised not to take their children out during class hours. Please inform the supervisor if you have any concern with your child.

Appointment Policy

If you wish to see the Principal, Vice principal, Social Worker or a teacher, call for an appointment (03 782 88 70) at least one day in advance unless it is an urgent matter.

Medical Conditions:

Parents whose children are taking medications or suffering from any medical problems should inform the nurse and the teacher to ensure their safety.

Local, National and Standardized Tests

The school prepares the students to take different tests/exams: internal (summative and formative) assessments and external tests/exams (standardized, national and international), to monitor their performance and pinpoint gaps that need to be filled up to secure a solid foundation and enhanced their knowledge.

Academic Support

Academic support to SEN and other students who need help academically is available in a variety of ways. Intervention plans are prepared for identified students to meet their needs.

For your suggestions or complaints

The suggestion box is at the entrance of the admin building. You can drop your suggestions and other concerns and the administration will attend to it. You can also email it to this address:

complaints.committee@aladhwa-sch.net

For School Policies, please click the following link:

School Policies Link: <https://aladhwa-sch.com/aal/school-policies>

Excerpts from ADEK's Bus Policy and Guidelines

Expected Behavior of Students in the School Bus

- ❖ Students' behavior in our school buses is a parental responsibility. Guardians and parents must make sure that their children are aware of the Bus Rules; and that they must follow these rules. Students, who disobey the rules, make the bus unsafe to other bus riders and the school will not tolerate this.
- ❖ You should RESPECT the driver, the bus monitor and fellow students in the bus. The bus monitor checks the attendance and she is there to ensure your safety and to assist you in getting in and out off the bus.

- ❖ If you disregard the BUS Rules, you will be subject to disciplinary action. The school has the right to revoke the use of school bus facility to any misbehaving students in the school bus.
- ❖ We consider the school bus ride, both to and from the school, to be no less than an extension of the school day. The school's paramount concern is the safety and security of all students and staff.
- ❖ School buses are not allowed to enter private residences.

For further inquiries call the APS receptionist (03 782 88 70) from 7:30am to 3:00pm

Thank You

MS AMIRA GAFER GORAISH
APS Principal