



**Students' /Parents' Handbook**

**Academic Year 2019/2020**

## I. A Letter to the Parents

Dear Parents,

On behalf of the school personnel, we would like to welcome you to Learning Oasis International School. We are truly proud to be a member of this community as it is a great honor to lead such a successful organization that undergoes a huge development in many areas.

Learning Oasis International School has a community of different nationalities that consists of devoted students, supportive parents, and qualified staff. The collaboration among the staff members, parents, and students is remarkably outstanding which will lead to the achievement of student success. The learning environment of LOIS is very friendly and extremely motivating. In fact, the sense of dedication is what sets LOIS as a distinguishing school. As a result, students are motivated to become active learners.

Our goal is to provide the student with the support and resources that will enable him/her to enjoy and excel in his/her work. We share a common commitment to basing decisions on student learning and helping to make your experiences at LOIS as positive and enriching as possible.

Yours sincerely,

LOIS Administration

## II. School History

Learning Oasis International School is an exceptional educational or reputable educational institute that was founded in 2008 by Engineer/ FahadAl- Thounyian. The School is under the management of Learning Oasis International Company which is a private company with limited liability, incorporated under the laws of the Saudi Arabia Ministry of Education. The company is directed by a Counseling Board of Trustees, which is nominated annually by the CEO.

The first academic year 2008 - 2009 started with enrolling about 100 students in Kindergarten Section and Grades Section (grades 1-9). By the academic year 2009- 2010, the enrollment reached 50 students in kindergarten and 60 in grades. Throughout its history, LOIS has maintained a commitment towards providing the highest caliber of educational experience to learners. The school has gradually gained a good reputation until the enrollment reached 429 students in kindergarten and 402 students in grades by the academic year 2014/ 2015. Finally, the total number of students in 2016/ 2017 has reached 1260 in both sections. Although the school campus is a small one as the school provides services for kindergarten, a girls' section for grades 1-9, and a boys' section for grades 1- 3, the founders as well as the administrative members were able to develop a clear, successful vision which has helped to sustain a considerable growth and development. Well- selected, trained teachers were hired and helped in creating a helpful, cooperative atmosphere for both the students and the administration.

In 2011 - 2012, the school was officially accredited by the AdvancED for five consecutive years. Since then, the school has a great development in many areas. One of these areas is the good use of technology to facilitate learning and communication with parents. LOIS is still yearning for better standards in all aspects of education to present the best quality of learning.

### III. AdvancED

AdvancED is the largest community of education professionals in the world. It conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems to ensure that all learners realize their full potential. Its goal isn't to certify that schools are good enough. Rather, its commitment is to help schools improve.

Learning Oasis International School was accredited for the first time in 2012. In the academic year 2016- 2017, it was reaccredited by the AdvancED organization and got one of the highest scores in the Middle East and KSA. This grants our students the privilege to be accepted internationally in any educational institute as they receive a suitable education according to the international standards followed by the schools worldwide. They are going to be officially accepted in the universities they are going to choose to join.

## IV. VISION and MISSION

### Our Vision

Our vision is to strive to become a safe learning environment that respects discipline and builds a strong character in cooperation with families and the community.

### Our Mission:

Our mission is to provide all students with a safe and supporting environment based on the integration of technology with a curriculum that is rich and challenging which respects learning differences. We strive for our students to be professional global citizens.

## V. School Basic Information

Learning Oasis International School  
 (A Private Independent International School)  
 Operating legally under the Ministry of Education of Saudi Arabia  
 License number 4320140049



### School Management

School General Directress's Name	Mrs. Fatma Al Mosa
School Principal's Name	Mrs. NouraFahad Al-Thounian
School Vice General Directress's Name	Mrs. Nourhan Soudan

### School Contact Information

Address	Riyadh, Olaya Area - 30th St. P.O. Box 46006
Telephone	00966-1-4610074
Fax	00966-1-4611617
Email	<a href="mailto:learning-oasis@hotmail.com">learning-oasis@hotmail.com</a>
Website	<a href="http://www.loispp.com">www.loispp.com</a>
Facebook	<b>Grades:</b> <a href="http://www.Facebook.com/LOISKSA">www.Facebook.com/LOISKSA</a>
	<b>KGs:</b> <a href="http://www.Facebook.com/LOISKGs">www.Facebook.com/LOISKGs</a>
Corporate Contact Telephone	<b>Administrationmobile:</b> 0549121361 <b>KGSectionmobile:</b> 0540015486 <b>GradesSectionmobile:</b> 0549121356 <b>BusSupervisor(1):</b> 0541945522 <b>School Male Administrative Coordinator:</b> 0594553103

### Grade Level

Kinder garden Section(KG)	Nursery - Pre KG - KG1 to KG3
Lower Primary School	Grades 1-3
Upper Primary School	Grades 4- 5
Middle School	Grades 6- 8
Senior School	Grade 9

## VI. School Objectives, Beliefs, & Strategies

### a. Objectives:

- Each student will continuously choose to improve relationships with others, grow in character, and ethically act.
- Each student will meet or exceed defined grade-appropriate standards of knowledge and skills.
- Each student will be a responsible worker who carries out all tasks efficiently and independently.
- Each student will demonstrate an ability to think creatively, reason critically, and communicate effectively.

### b. Beliefs:

- Ethics and values are essential in a community.
- Education is a shared responsibility among the school, parents, students, and community.
- People learn in different ways at different rates.
- Growth is a slow process. Children do not only grow, but they grow up, and up is a very long distance for all of them.
- If a child lives encouragement, he learns confidence.
- If a child lives with acceptance and friendship, he learns to find love in the world.

### c. Goals:

- We will prepare a written curriculum at each grade level.
- We will involve our staff, students, and parents in the strategic plan and its implementation.
- We will support our teachers in their efforts to meet the needs of all students in the light of our educational program.
- We will develop a variety of activities and instructions to promote higher-order thinking, problem-solving, decision-making, exploration, and self-reliance.

## VII. THE SCHOOL DAY

<b>Grades</b>	<b>Ks.</b>
School opens at <b>06:10 AM</b> for all grades and ends at <b>01:10 PM</b> .	School opens at <b>06:20 AM</b> for all grades and ends at <b>01:10 PM</b> .
Morning assembly starts at <b>06:30 AM</b> .	Circle time starts at <b>06:45 AM</b> .
The first period starts at <b>06:40 AM</b>	The first period starts at <b>06:45 AM</b>
Last period ends at <b>01:10 PM</b>	Last period ends at <b>01:05 PM</b>
Students should arrive no later than <b>06:30 AM</b> .	Students should arrive no later than <b>07:00 AM</b> .
Staff supervision is available from <b>06:30 AM</b>	Staff supervision is available from <b>06:30 AM</b>
The school is not responsible for any student who arrives before <b>06:10 AM</b>	The school is not responsible for any student who arrives before <b>06:30 AM</b>



## VIII. LOIS ANTHEM

It's my way and it's my school

L.O.S



(2 Claps)

X2

Where I learn and love my friend from the start until the end

It's my guide; it's my pride, L.O.S

L.O.S



(2 Claps) X3 }

### ➤ SCHOOL MORNING MOTIVATION WORDS:

- ✚ I am Strong.
- ✚ I am smart.
- ✚ I work hard.
- ✚ I am respectful.
- ✚ I am not better than anyone.
- ✚ No one is better than me.
- ✚ I am amazing.
- ✚ I am Great.
- ✚ I am here to learn and have fun.
- ✚ I am LOIS student.

# IX. ORGANIZATIONAL STRUCTURE

Learning Oasis International School

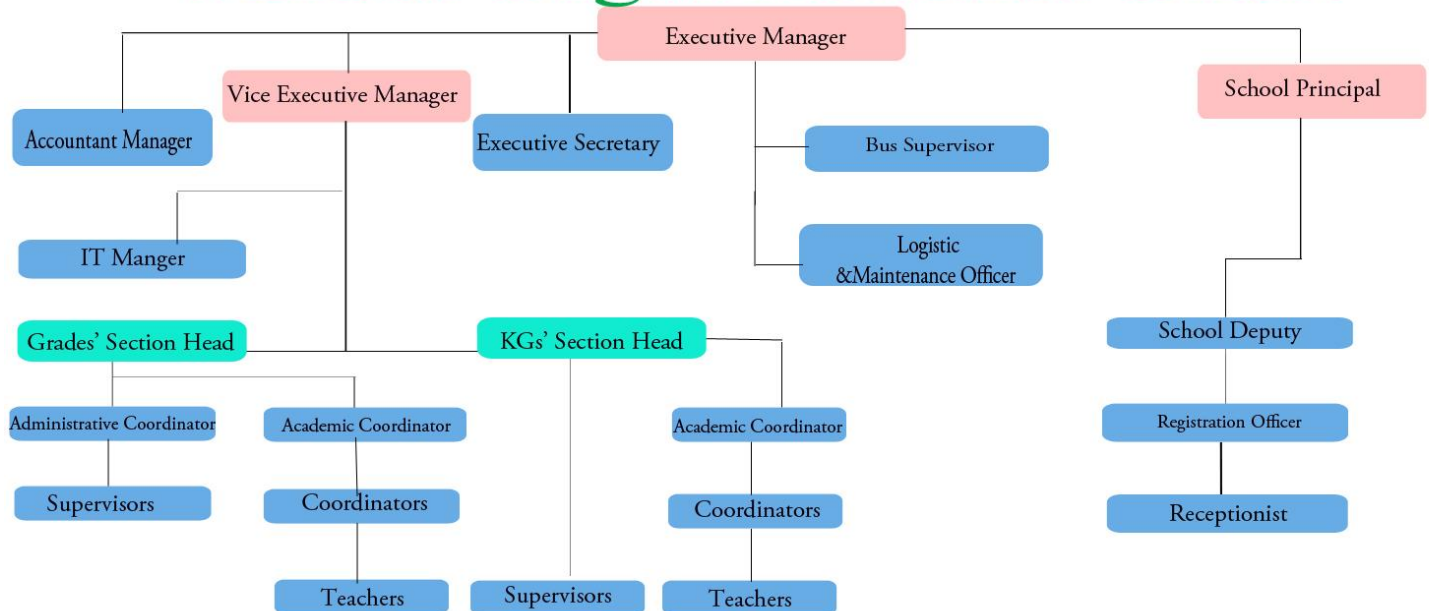


مدارس واحدة العلم العالمية

**Vision** -Our vision is to strive to become a safe learning environment that respects discipline and builds a strong character in cooperation with families and the community

**Mission** - is to provide all students with a safe and supporting environment based on integration of technology, and with a curriculum that is rich and challenging which respects learning differences. We strive for our students to be professional global citizens

## School Organizational Chart



## X. SCHOOL FACILITIES AND SERVICES

Learning Oasis International School (LOIS) is a private, independent, non-discriminative, selective, international English-medium day school, serving both the local and expatriate communities in Riyadh, Saudi Arabia. LOIS is co-educational from nursery until grade 3 and a single education for girls from grades 4 to 9. It is operating legally under the supervision of the Ministry of Education.

### a. LOIS Facilities include:

- **1 Phonics Lab**

- Phonics lab is a room for teaching reading and writing of the English language by developing learners' phonemic awareness—the ability to hear, identify and manipulate phonemes—in order to teach the correspondence between these sounds and the spelling patterns that represent them.

- **1 Library**

- The school provides a well-established library that gives students access to a variety of resources to ensure that students will get the appropriate information under the supervision of the librarian.

- **5 Science laboratory**

It is a special facility where experiments are done and typically include equipment, beakers, burners and other tools necessary to complete experiments.

- **1 STEM activity room**

- It is a place where students develop a set of thinking, reasoning, teamwork, investigative, and creative skills that they can use in all areas of their lives.
- **3 Computer labs; one for Grade1 - 2, one for grades 3 to 9, and one for MAP Test**The school offers its students well-equipped computer labs which enable the teachers to integrate technology into their lessons. The school has enough computer units to help the children obtain effective learning through technology.

- **3 Sports courts**

- The school has 3 spacious playgrounds: one for the KG section and the others are for the lower and upper school. The students have their P.E. classes and sometimes enjoy outdoor activities.
- **1 Art room**
  - It is a room at the school that sets aside for instructions related to the visual arts.
- **1 Canteen**
  - Healthy food and drinks are served every day.
- **2 School Clinics**
  - The School Clinics are equipped to deal with all minor and initial emergency concerns that arise at school. We comply with all local Health Authorities requirements and work to evidence-based health care practices.

**b. LOIS Services for (Grades and KGs sections) include:**

- **1 Teachers' resource room for Grades**
  - Our resource room is supported by the teachers' editions, professional videos, and printed workshops.
- **1 KG resource room**
  - Kindergarten resources room is equipped with all charts and alphabet boxes related to the presentation of the lessons.
- **1 Stationary room:**
  - The stationary room is supported with all stationary needed for the teachers.
  - All classes are supported with **projectors and speakers** in KG and Grades.
  - All classes are supported with **Smart Boards**.
  - By using the interactive smart boards, teachers demonstrate lessons and students learn them more effectively.
- **Online Resources.**
  - School's website (parents' Portal), is the school's center for the teachers and the accountant center.
  - Students have access to the books and have the opportunity to participate and do their assignment online.
- **Co/Extra-Curricular Games and Charts Activities**
  - A massive amount of activities is done every year to ensure effective learning and spread joy and happiness among students.
- **3 Social Workers**
  - A social worker is a person whose job is to ensure the social and passionate safety of the students
- **Professional Consultation Center:**

- It is a leading center dedicated to the evaluation and treatment of Learning Difficulties and Attention Deficit Hyperactivity Disorder in children.
- **Parents' Waiting Area**
  - The parents are allowed to stay there only if an appointment is taken.
- **Storeroom**

The school has a very well organized storeroom which provides the teachers with all the material needed to prepare for their classes.

# XI. SCHOOL SERVICES REGULATIONS

## 1. SCHOOL CANTEEN REGULATIONS

- School canteen is open from 6:30 -2:00 PM and during break times only.
- Students are not allowed to purchase any kind of food from the canteen during class time, except water.
- Duty teachers will work to line up students and avoid congestion during break times. Food sales end 5 minutes before dismissal time.
- If parents choose to send food with their children, please provide them with something healthy to eat at break times in a suitable container marked with their names. Also, provide healthy drinks in suitable containers rather than glass ones.
- Students are allowed to drink water during lessons, but they don't have to leave their classes; so please make sure that each has a plastic water bottle.

## 2. SCHOOL CLINIC REGULATIONS

We have two well-equipped clinics in the school; one in the Grades section and other in the Kindergarten section with full time licensed Doctor and Nurse.

### a. THE ROLES OF THE SCHOOL CLINICS

The clinics play preventive, curative, and educative roles in taking care of the children's health.

#### i. Preventive Role:

To better discharge the preventive role of the clinics, medical records are maintained by keeping a file for each student. For that purpose, parents are required to fill a health status report or update at the start of each school year. Then the file will be updated with all the emerging medical reports from the school clinic and the ones additionally provided by the parents. Also, records are in place to especially noting any kind of allergy that a student is suffering from.

#### ii. Curative Role:

The curative role involves taking care of illness and accidents that occur during the school hours; sick or injured students are reported to the clinic for treatment. As part of this role,

the clinics provide the most desirable and required basic symptomatic treatments of any disease or injury. Medicines for fever, abdominal colic, vomiting, and allergy are available in the school clinics. All kind of *First Aid* measures is also available in the school clinics. The doctor checks the files for allergies before deciding an appropriate cure. Medical records are daily updated for any student admitted to the school clinics. Such records update the concerned students' files as well.

If the student continues to be sick and needs further treatment, the parents are contacted immediately for further measures. In the case of a minor accident, the parents are notified either on the phone or by a memo describing what happened and the measures that were taken.

Major accidents that require hospitalizations are dealt with depending on the seriousness of the situation. Parents are notified at once and asked to accompany their child to the hospital for treatment. If the accident is so serious that the student requires immediate hospitalization, LOIS personnel will take the student to the hospital and the parents are asked to meet him/her there.

### **iii. Educative Role:**

Besides the preventive and curative measures, the clinics perform an educative role as well. The doctor is involved in class visitations, assemblies on hygiene, health issues, and on disseminating information on current health practices.

Health educative sessions and workshops to the school staffs and students are regularly done in each quarter of the academic year mainly on the following topics.

1. General and personal hygiene
2. Dental caring
3. First-aid
4. Age of puberty
5. Prevention of communicable diseases

All the sessions and workshops are prepared with suitable visual aids in cooperation with medical sponsors like clinics and hospitals.

### **b. MEDICAL POLICIES OF THE CLINICS**

Following are some of the important medical policies of the clinics.

### **Policy on Infectious Diseases:**

To prevent infectious diseases spreading to other children, the parents must abide by the following.

1. Please keep the affected child at home if he\she has:
  - A fever or has had one during the previous 24-hour period.
  - A heavy nasal discharge.
  - A constant cough.
  - Symptoms of possible communicable diseases (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain, vomiting, diarrhea plus fever).
2. Parents must kindly notify the school immediately if any child is identified to have a communicable disease so that the school can take appropriate action from spreading it out to other children

### **c. Policy on Medical History:**

1. School clinics have a file showing pre-existing medical conditions or allergy of all students, which may require special attention.
2. Parents must kindly notify the school clinics in the health status update form if their children had an allergy of which the school should be aware of.
3. At the beginning of each academic year, school clinics send medical forms to parents to update the medical files.

### **d. Medication policy:**

If a child is under medication for any kind of a disease as prescribed by an authorized hospital, a clinic, or any competent authority thereof, and if the medication has to be administered during the school time, it will be so done only with the expressed written parental permission or request made through parents' portal. If a child has to bring medication to the school, the following steps need to be followed:

1. Parents should notify the school doctor when a child is taking medication.
2. All medication sent must be identified with the student's name, type of medication, student's class, and dosage.
3. The school doctor keeps a daily record on all matters. Parents can please contact the clinics for any clarification.



4. After a prolonged absence due to illness, the student should submit a medical report from a competent doctor to the head of the school office.

**e. Protective policy:**

General hygiene check-up is conducted weekly to check on the nails, hair, teeth, and ears of the students.

If a student is suspected of having lice, he or she will be sent to the clinic for a second check. If the presence of lice is confirmed, the parents or guardians will be requested to kindly take the child back to home and seek appropriate treatment. The child would return to school when he/she is free from lice and nits. The school doctor will conduct a head check before students would be permitted back into his/her class. If lice or nits are found still present, the child will be sent home and rechecked upon return by the doctor. If the child has siblings in another class, that class will also be checked.

On matters of such health concerns, parents are notified by hygiene reports on 'Parents' Portal' using the following format.

**f. Vaccination Policy for Grade-1 Students:**

1. Health and immunization records are required and maintained in the school for every student. Parents are urged to notify the school clinic of any significant changes in health during the school year.
2. There may be occasions when immunization programs are available at school through the Ministry of Health. Parents are notified of available immunizations beforehand and their approvals of immunization are obtained using the following format.

### **3. PERSONAL HYGIENE, HAIR, NAILS, AND MAKEUP REGULATIONS**

Personal hygiene is one of the utmost importance. Hair must be clean and neat. Girls' hair must be tied at all times and must not interfere with their clear vision. Boys' hair should be short and neat. Long hairstyles are strictly forbidden for boys. Unusual hairstyles are not permitted at an educational institution. Students will immediately take a code of conduct

through the parents' portal. No makeup is allowed and nail varnish is prohibited. Nails need to be cut and kept clean constantly.

Refer to the School Clinic Policy page

#### 4. STUDENTS EMERGENCY CARE PROCEDURES

In an effort to be able to provide all students with the best possible first aid response within the parameters of the school setting, any student who has a known medical condition, including but not limited to asthma, epilepsy, diabetes, anaphylactic allergies, or hemophilia, must provide the school with written Emergency Care Procedures in the prescribed form signed by the student's attending physician. The Emergency Care Procedures must be provided to the school at the time of admission. If the student is already enrolled in the school and the medical condition is discovered at any time, the parent/guardian must address the school immediately and Emergency Care Procedures must be provided as soon as possible. The Director shall provide the Emergency Care Procedures to the first aid designate. The first aid designate shall be responsible for keeping all relevant personnel apprised of any student who has a known medical condition that may require emergency first aid attention.

Failure to properly submit a completed Emergency Care Procedures on time will result in excluding the student from school until the full form is submitted.

#### 5. BUS SERVICES DESCRIPTION AND DISCIPLINE REGULATIONS:

Bearing in mind that most of the parents are quite engaged with their work for the most of the day time, the school administration plays an important role as being family assistance in transforming the students from home to school and vice versa. The school provides buses to different directions. The school provides the parents with around 37 buses that can contain about 600 students, and this is done because of the school's responsibility towards the students. The use of these assets and the tasking of drivers are regulated by the transport Group leader who does his very best to assure that all students come to school and go home very safely every day. We have around 35 major destinations dominate the route of the school buses. The bus driver is under the supervision of the bus company, which the school signed a contract with.

**The parent should send the map through the school website (the parents' portal) once registration fees are paid.**

Registration is open at any time but the acceptance is based on the availability of seats in any of the buses. Parents who have a problem in transportation have to head quickly toward the school finance department to find a space for their child or children at the school buses. If there are no seats, they'd better leave their names on the waiting list.

LOIS exerts its utmost effort to ensure students' safety while being transported on a school bus. The use of the school bus service is defined as a privilege, and the school reserves the right to suspend or revoke at any time a student who fails to abide by the stated rules of conduct.

#### **a. BUS DISCIPLINE REGULATIONS:**

In an attempt to maintain discipline and safety inside the school bus, please read and discuss with your child the buses' rules before the beginning of the school year, listed in the parents' bus contract and school bus services that are issued on the parents' portal

Students are expected to behave properly and respect all the road safety rules once they leave their homes till they arrive at school and back again.

- Each parent is obliged to provide to the school administration and the driver with mobile number and update the numbers with the school administration and the driver.
- The driver will call this number five minutes before the arrival and will wait at the house for two minutes. In the case of any delay, the driver will return the child back to school and the parent has to come to school to pick up the child.
- The guardian has to pay the transportation fees at the beginning of each semester without any delay. In the case of late payment, the service will stop immediately after two weeks.
- In the event of any complaint whether from the driver or the assistant, the parent not the driver should contact the school administration.
- The parent has to notify the school administration and the driver in case a student is absent or in case the parent wants to drop off or pick up the student personally from school.
- The assistant is not responsible for delivering students to and from the house's door but will deliver him/her at the entrance only and the parent has to receive the student directly from the bus.
- The driver does not have to wait for the student in case of the driver tried to call the parent and the number can't be reached.
- In the case of repetitive complaints about the behavior of a student, the school administration will apologize for not being able to provide the delivery service to this student.
- The parent is obliged to the itinerary of the bus that is submitted by the school administration.
- A surrender date will be scheduled within ten minutes for the attendance of the driver in the morning and afternoon by the school administration.

Students who fail to follow the above rules will be subject to transportation disciplinary procedures.

### **Bus Disciplinary Procedures :**

From the driver's or the assistant's point of view, when a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, a school bus incident report will be issued. This is to maintain good order and a safe environment for students riding the buses as well as to notify the parents of the misconduct of their children.

The following are standard actions that will generally be applied constantly in response to documented incidents.

- 1<sup>st</sup> Violation:** Verbal warning and the parents will be contacted.
- 2<sup>nd</sup> Violation:** Written warning
- 3<sup>rd</sup> Violation:** Suspension from bus privileges for five school days
- 4<sup>th</sup> Violation:** Suspension from bus privileges for ten school day
- 5<sup>th</sup> Violation:** Termination of the student's right to use the school bus for the rest of the year and no fees will be refunded.

If a student is expelled from the school bus, the student will no longer be allowed to use this service for the rest of the year or the coming school year.

*Bus fees are not refundable if a student is suspended or expelled.*

## **XII. ADMISSIONS**

Learning Oasis International School does not discriminate on the basis of race, color, religion or national or ethnic origin in the administration of its admission policies.

The school's community incorporates students from different backgrounds whose parents' main priority is to give their children the best education they can afford. Our growth in student numbers has been noticeable, and we are constantly reviewing our provision and outcomes to ensure that our students receive the best possible learning opportunities.

Applications for admission to the school are accepted throughout the year. All students are eligible for admission if the administration believes that the school is able to meet the student's educational needs. Students with severe physical, mental, or emotional disabilities cannot be admitted unless, from the Head's judgment point of view, adequate provision can be made for them.

Learning Oasis will not normally admit a student without first receiving a transcript (or its equivalent) from the student's current or immediately past school. Students may be admitted pending the arrival of such a transcript (or its equivalent) in cases where the student's former school is dilatory in providing the transcript (or equivalent). Learning Oasis International School reserves the right to deny admission to a student who has previously been expelled from another school for an offense which would be a cause of

expulsion at Learning Oasis.

A student with learning differences may be admitted if it is believed that disabilities can be dealt with by the school's special resource programs. All entrants to the school are placed in a regular homeroom. There is no specialized self-contained special program. The special resource programs are available only to a non-Arab student in Arabic. A student, whose native language is not English, maybe admitted in pre-reception, reception, and first grades. Admission of such a student into subsequent grades is dependent on the views of the Head as to his/her ability to be able to benefit from the educational opportunities offered by the school. This may involve oral and/or written examination in English.

The school provides a well-qualified staff that has the experience in teaching any grade levels they are assigned to. Some have long experiences of teaching in Riyadh; others had their experiences in their home country and are new to living and working in Saudi Arabia. This gives us an important mixture of experiences that helps us to enrich the educational provision for our students.

## 1. CLASS SIZE

In order to underscore that concern for students as individuals which is inherent in the school's philosophy, the school will do everything possible to ensure a student-teacher ratio which is in the best interests of all concerned, taking into account both educational and financial considerations. Under normal circumstances, lower kindergarten KG1 & KG2 should not exceed twenty (20) students. Twenty-four (24) students will be permitted in the upper kindergarten KG3. Classes in the primary school from Grade 1 up to Grade 6 should be between 22 and 24 students. Classes in middle school should not exceed 24 students.

## 2. ADMISSION OF THE NEW STUDENTS

Applications may be made for entrance into the grade level for which the parent or guardian considers the student to be best suited. When a student is accepted for admission into LOIS School, the school will offer a place in the grade level that it considers most appropriate for the student. If there is a difference regarding the appropriate grade level or class placement for any student, the final decision goes to the Head.

### 3. ADMISSIONS GUIDELINES

#### a. Procedure:

The admission form must be completed fully and accurately on the school parents' portal system. All relevant information must be declared including details for any disciplinary, social, physical, medical, or psychological problems. Relevant medical and educational psychologist's reports should be attached to the application documents to the school if present.

All prospective students that wish to register and enroll at LOIS must adhere to the strict admission policy. It is the policy of the school to selectively admit any student to the school that completes all application information along with all the documents necessary for registration and successfully passes the admission interview and examination. As a prerequisite for the interview and placement test, all applications and required documents must be received and approved by the school Registrar's Office. All decisions regarding admission and placement will be made strictly in Registration best interest of the applicant; therefore, the school reserves the right to decline testing or placement.

The school's Registration Office committee will review the prospective student's application, transcripts, and report cards of the past two years from the previous school to determine if the student is eligible for LOIS placement exam. Once the admission committee has reviewed the applicant's file, a standardized admission and a placement exam will be taken place. Prospective students must successfully pass the admission exam and score specific grade level marks to be considered for placement.

The priority of admission will be given to current re-enrolling students and their siblings. Students asking to register after the closing date of general registration will be placed on a first-come-first-serve basis.

Once classes are full, prospective applicants will be placed on a waiting list, which does not guarantee placement.

#### b. Waiting List:

The maximum number of students that may be admitted into the primary classes is 20 to 24. When a grade level is full, the RegistrationOffice advises interested parents/guardians accordingly and then creates waiting lists. Placement on a waiting list does not guarantee acceptance. Generally, priority will be given to (1) siblings of students enrolled in the school, (2) existing LOIS School students who require placement at an alternate level and (3) students of LOIS School staff.

**c. Entry Assessment:**

The school is not committed to taking a student on a first-come/first basic: it is committed to entering those students who best fit in with the school’s educational mission aims and objectives. All decisions on who to admit into the school are the final responsibility of the Executive Manager

**d. Records Requirements:**

All forms must be completed entirely and submitted to the school. No steps will proceed until all required documents have been submitted.

*The following documents should be submitted with the application form:*

- Original copy of the last 2 years school report cards attested by the respective official sectors.
- A copy of the student’s valid passport.
- A copy of the student’s birth certificate.
- A copy of the student’s valid ID card “Iqama”.
- A copy of the vaccination certificate.
- A copy of the parents’/guardians’ valid passport.
- A letter stating that the parents have no pending financial issues from the previous school.
- A sealed letter of conduct from the previous school.

**e. Minimum Entrance Age:**

PreK	2 years 6 month by December 31 <sup>st</sup>
K. 1	03 years by December 31 <sup>st</sup> .
K. 2	04 years by December 31 <sup>st</sup> .
K. 3	05 years by December 31 <sup>st</sup> .
Grade1	06 years by December 31 <sup>st</sup> .
Grade2	07 years by December 31 <sup>st</sup> .
Grade3	08 years by December 31 <sup>st</sup> .
Grade4	09 years by December 31 <sup>st</sup> .
Grade5	10 years by December 31 <sup>st</sup> .
Grade6	11 years by December 31 <sup>st</sup> .
Grade7	12 years by December 31 <sup>st</sup> .
Grade8	13 years by December 31 <sup>st</sup> .
Grade9	14 years by December 31 <sup>st</sup> .
Grade10	15 years by December 31 <sup>st</sup> .
Grade11	16 years by December 31 <sup>st</sup> .
Grade12	17 years by December 31 <sup>st</sup> .



#### f. Registration on Parents'Portal:

Parents have to fill in the registration form to provide the school with the necessary data about the student. This registration is online on the school website (Parents' Portal).

This registration form includes the following documents:

- list of the requested documents
- policy for payment of school fees form
- The registration form includes students' information – parents' information according to their passports.
- student 's house map
- discipline inquiry form
- the medical information form
- School information form, which includes the uniform requirements and books.
- school contract
- Bus contract.

## 4. MIXING CLASSES AT THE END OF THE ACADEMIC YEAR

*Mixing Classes* is something that is carried out at the end of each academic year for several important reasons; all for the benefit of the student.

When looking at the classes in any grade, we strive to achieve balances within each class. The balances should be in areas such as aptitude of the children, language ability, friendship groups, cultural backgrounds, nationalities, and special learning needs. *Mixing Classes* gives the students better social skills and helps them to cope better with meeting new people later in life. Students will obtain a broader experience in dealing with people of different personalities, backgrounds, and cultures and will learn how to relate to them. However, we aim to create a well-balanced classroom in which students can work together and form good relationships. Therefore, the class list is thought out well before putting it together. Afterward, teachers, social workers, and heads of schools review it several times. Hence, according to our procedures, we can't accommodate the parents' wishes. Nevertheless, we can definitely assure that we will make every possible effort to ensure that your child is placed in the best learning environment.



## 5. RE-ENROLLMENT AND WITHDRAWAL

### a. Withdrawals:

Parents are requested to inform the school during the pre-registration process for the next year of their intention to withdraw their son or daughter. An annual “Registration Intent Form” will be sent to the parents by the end of March of each academic year in order to fill in whether they will register their child for the coming year or not.

Parents have to fill “LOIS Withdrawal Form” found on the Parents' Portal at least two weeks prior to the date of withdrawal. The concerned head of school will notify the Registration’s Office regarding the students who are going to leave and the departure date to check whether the student has any pending financial issues.

Exit/transfer documents will not be released until the student has completed the checkout process and has returned all the belongings to the school. All tuition fees, plus any other fees, will have to be fully paid before exit documents are issued to the parents

- *Please note that if a student is withdrawn during the term, the full term’s fees must be paid*

## 6. SCHOOL TUITION FEES - ACADEMIC YEAR(2016-2017)

Grade	KG.1	Pre-KG	KG.2	Kg.3	Grade 1-3	Grade 4-6	Grade 7-9
Yearly Fees (SAR)	12600	11600	13900	14400	16800	17700	16900

### ➤ **Nursery Fees: 800 SAR**

#### ➤ **Transportation:**

- One-way service: SR 2300 yearly
- Round trip: SR 3800 yearly
- Transportation fees are paid in two installments, one for each term

#### ✚ **Payment policy**

#### **Tuition Payment**

**There are three methods for payment:**

- 1- Tuition fees will be fully paid upon registration for all grades (5% discount applies for **the fully paid**).
- 2- Tuition fees will be paid in 2 installments

- **Payment 1:** Fully paid by the **first week of September** for the first term.
  - **Payment 2:** Fully paid by the **first week of January** for the second term.
- 3- Tuition fees will be paid in 3 installments
- **Payment 1: payment due: first week of September.**
  - **Payment 2: payment due: first week of December.**
  - **Payment 3: payment due: first week of March.** Uniform is **Not** included in the school fees. Books are **Not** included in the school fees. **Transportation service is Not** included in the school fees.

**N.B.:** Tuition Fees cannot be transferred from a **learner**'s account to another.

### **Refund Policy**

Tuition fees **are not refundable** once the parent made the registration.

In case of not showing commitment towards paying (under any conditions), **the school administration has all the right to cancel any discount given to the learner (if any)**

In case of transfer to other school or city in the kingdom, **learners** are required to pay the tuition for the entire year.

### **Discount Policy**

For second child and more:

- A 5 % discount for term fees applies for the second child enrolled in the school.
- A 10 % discount applies for the third youngest child enrolled in the school.

### **Re-Enrollment Rules**

- Only **learners** with a zero balance will be allowed to re-enroll for the next academic year.
- Any **learner** who leaves the school for a year will be considered as a new **learner** and needs to open a new file and follow all the admission guidelines mentioned above.

**N.B : If re-enrollment fees are not paid to reserve the **learner** a seat on time, the **learner** may lose his/her seat for the coming academic year.**

## **7. EARLY WITHDRAWAL FROM SCHOOL (UPPER PRIMARY - MIDDLE SCHOOL STUDENTS)**

When it becomes necessary for a student to leave school prior to the end of the year exams, arrangements will be made according to the ministry regulations, which require that a student will not be issued a report card. The school does not make arrangements for earlier final examinations.

## **8. PROMOTION AND RETENTION**

At the end of each academic year, the teaching faculty recommends those students to be promoted to

the next year level at the school. Sometimes, particularly in the early years of a student's school career, the decision is made to retain a student in a particular year level. This may be made for any one of a number of reasons.

LOIS recognizes that each possibility of retention should be considered individually. The basic guide is this: A student may be retained in the same year level if he/she does not meet academic expectations if he/she is socially immature, and/or if there is reasonable hope that another year at the same level will result in a positive change.

### **XIII. STUDENTS RECORD**

School shall maintain two records for all students: The first record file will be kept at the registration office which includes all documents requested at the beginning according to the year and according to the Ministry of Education **Regulations**, and the second record will include all the academic notifications, warning, evaluations, reports, and anecdotal records or any social incidence related to the student. Those files are confidential and are designed to promote the welfare of the student. Parents can ask to review the file by notifying ten days ahead.

### **RESPONSIVE AND FAIR EDUCATIONAL OPPORTUNITIES**

All students shall have equal opportunity to participate in any program offered by the school except on the basis of the administration's assessment of the ability and the conduct of the student.

If a teacher had difficulty with a student, the teacher should notify the Head in a written form. The Head will decide to whether the student will be denied the opportunity to participate or not.

## XIV. STUDENTS INVOLVEMENTS

### 1. STUDENTS INVOLVEMENT IN DECISION MAKING

The Board shall consider students' opinions in establishing policies, particularly those related to student life.

The administration shall maintain channels of communication with students, e.g. a Student Council, through which the student body may voice its views and suggestions on School regulations and programmes. Students are going to meet every 2 weeks with student's counselor supervisors to discuss their ideas' implementation. They should have

- Agenda of meeting
- Points of meeting

They are going to be evaluated 2 times per year.

### 2. POLICY OF STUDENTS' UNION AND ADVOCATE

Running for the students' government is one of the first ways students can get a first-hand lesson in leadership, voting, and elections. Whether they are running for president or vice president of the Student Council, the students hold a great responsibility towards their society. Thus, LOIS starts the Student's Union Program.

The Executive Committee of the Students' Union shall be constituted comprising the following office bearers and representatives: a) President and b) Vice-President. The election is held for grades 6 to 9. Each class has to write the name of a nominee in a paper, and this paper will be folded to be placed in a box. Then votes will be counted. The highest votes will be the class's President, and the fewer votes will be for the class's Vice President.

#### **a. The Function of the Students' Union:**

The objectives and functions of the union are:

- a) to organize discussion and functions of the general, cultural, academic national and literary matter.
- b) to organize the debate and social and extracurricular activities.
- c) to invite eminent person to address the Union on specific topics, and
- d) to take up such other activities as are proposed by the Union and is approved by the Principal.

### **b. The Criteria for choosing students in the Students' Union**

1. She should have good behavior.
2. She should be cooperative.
3. She should be a team leader.
4. She should accept others' opinions.
5. She shouldn't use offensive language when dealing with other students.
6. She should be a good representative.

### **c. The President's Roles:**

- Coordinates meetings.
- Plans agendas, calendars, and budgets.
- Summarizes ideas.
- Moderates debates.
- Seeks opinions from the student body.
- Informs administration of developments.
- Votes when there is a tie.

### **d. Vice President's Roles:**

- Is prepared to assume the role of the president at all times.
- Assists with agendas, calendars, and budgets.
- Explains ideas of student council to the student body.
- Contributes ideas during meetings.
- Mediates differences in opinions at meetings.

### **e. Rewards for Responsible Members:**

- By the end of the year, rewards will be given to the students who show responsibility.
- They will have a unique trip.
- They will have a certificate of appreciation for their work.
- They will be provided with badges that show their positions.

### **f. Penalties**

Students who will not show commitment will have two times warning, and then they will be excluded from the school council.

N.B: Presidents and Vice Presidents will attend all Parents' Meeting. The first one to be attended is the meeting held on Thursday, October 27<sup>th</sup>, 2016. The dress code is a white blouse and a black skirt.

## **XV. ADVOCACY AND LEADER IN ME PROGRAM**

Our school now has student advisory periods, a time when a group of students meets with two teachers (their advocates) for advisory help and arousing the leadership traits in each learner. These advisories are supposed to provide mentoring and psychological support with respect to the students learning differences to build a strong character to be professional global citizens. This meets LOIS vision and mission. Most students usually perceive advisories as a time for academic help but not a place where they can go to deal with personal problems and challenges.

The solution is by assigning a student advocate for every 10 to 13 students in each class ( 2 advocates per class) that students can say what if they aren't receiving the help they need or feel their rights are in some way being violated. The student advocate will meet the students twice a week for 20 minutes in the morning to inject the values and beliefs of leaders in the first session through presentation or role play y an effective activity book to the program. The second session to filling in any academic, administrative, social life skill problems. This person should not be an advocate in the legalistic sense but a counselor, mentor, and intermediary. She should be someone who will ensure this student is treated fairly and productively in the school organization. The student advocate should also be accessible to parents if the student requests their involvement. This advocate could come from the teaching staff or be someone with a counseling background. The Problem is then sent to the person in charge to recommend a solution.

## **XVI. GENERAL REGULATIONS AND PROCEDURES**

### **ATTENDANCE, ABSENCE, and LATENESS CREDIT POLICY**

#### **a. The Importance of Attendance**

LOIS puts a high priority for the students' attendance. A well-planned class provides a learning opportunity for the students every day. If a student is absent, she/he is losing educational benefits. It is impossible to make up for the missed experience and gain from this learning experience to the same degree that a student would benefit from the group involved in the regular class. Participation in-class activities cannot be made up! Furthermore, the absence of any student not only affects his/her progress but also negatively impacts the process of the entire group. Therefore, it is expected that the students will attend classes every school day. All teachers will take roles in keeping a record of the attendance, absence, and tardiness.

### **b. Absence**

A student is allowed to be absent for only five days per semester (with permission) with no deduction. In the case of absence, a vacation request should be sent through LOIS Portal Website attached to it a report to show the reason for absence. More than five days, a percentage is to be deducted from the participation marks (CW) for each school subject. Deduction in marks due to absence is to be totalized at the end of each semester.

In the case of absence without permission, a percentage is to be deducted from the participation marks (CW) for each school subject, and marks will be deducted out of the 100 marks of attendance which is included in the report cards by deducting **one mark for every day**. The school is not responsible for covering the lessons that are missed due to the student's absence.

In the case of sick leave, the student is allowed to be absent for the days as per the medical report. In the case of having infectious diseases, a student should stay at home until completely recovers. Complying with the Health Ministry's regulations, a student with chickenpox has to stay at home for not less than two weeks till all symptoms disappear. Absence is not allowed during the tests or exams weeks.

### **c. Prior Arrangements/ Early Leave**

LOIS strongly discourages students taking extended vacations during a term or **leaving the school prior to the normal closing date**. During planning for an extended absence, parents and students should understand that in all cases teachers can't possibly reteach the lesson nor provide makeup assignments to cover all the material that will be missed. Since a student presumably needs to attend the full term to receive proper learning, it is reasonable to expect that the extended early leave will negatively affect the student's grades and consequently will get lower marks. However, occasions may arise when extended early leaves are necessary. In this case, the school will make every reasonable attempt to reduce the negative impact that may affect the students' skills that should be covered at this grade level.

### **d. Lateness:**

Students are expected to be in class on time. If students are late to class, it causes disruption and interrupts the learning process. Many times, students will miss important information that is impossible to make up. A student is considered late if she/he enters the school after 6:40 a.m.

- Students will register his/ her lateness at the registration office.
- The teacher in his/ her class in the first period will register this lateness or absence during this period.

- In case a student is late for the first three times, an SMS is sent to his/her parent to come to sign a commitment that his son/daughter has to arrive on time at school, then the student will be allowed to join his/her class at the end of the first period at 7:30 a.m.
- In case the student is late for four times for the first lesson, a quarter of mark is to be deducted from the attendance marks.
- In case a student is late for more than four times, he/she will lose marks from attendance in the final report.

#### e. Medical Appointments

If a student has a medical appointment during school time, parents have to inform the school in a written form and arrange for their picking up from school. However, we would like your child to have full attendance at school. Therefore, kindly arrange the medical and the dental appointments out of school time!

## LEAVE PERMISSION

The normal LOIS School day operates on the basis of closed campus policy. As such, students will not be permitted to leave the campus without prior written permission from the parent/guardian addressed to the Executive Manager.

When someone other than the parent or guardian is attending to collect a student from the school, he/she shall only be considered authorized to do so when the parent/guardian has provided a previous written or verbal consent addressed to the Executive Manager, or his/her designee, to that effect.

Parents/guardians collecting students at school must present at the front office and sign the student out on the Sign-out/Sign-in form. If the student returns the same day, the parent/guardian must return to the office and sign the student back in.



## ARRIVAL AND COLLECTION REGULATIONS

We have a very strict policy related to dropping and collecting students. This applies to the normal school day and to any other time that the students are under the school's supervision, e.g. special events and sports events outside the school premises.

### **For Grades:**

We will follow a new system for the dismissal process. (Clear Vision Dismissal Management System)

- 1-** The guardian's card will be sent with the student
- 2-** The Student's card will be handed over to him /her.

**Kindly follow the instructions below:**

- 1- The guardian** who is responsible for picking up the student **should pass his card** through the barcode reader in the external point outside the school and then a receipt will be printed with a number. The system will show on the screen of the external point that the order has been received, and the student will be called automatically.
- 2- The system** will call the student automatically and continuously until the student comes to the internal school gate with his card.
- 3- The supervisor will scan** the card of the student and a receipt will be printed to the student, the number of the student's receipt will have the same number of the guardian's receipt, on the external screen the system will show that the student is now leaving process, Once the student has left the school gate, and for better security, the gate keeper will match both receipts.
- 4- When the parent arrives at** the gate and passes the card, a message will be sent to the parent's mobile that his son/ daughter is at the gate.  
This service is optional. If the parent wants this service to be available, **SR 100** should be paid per term.

**That system will make us avoid-** -congestion outside the school, waiting for a long time, delay, and tension.

**Note:** Kindly keep your card and your child's card safe. In the case of losing it, issuing a new card will take some time, and you will pay **SR 20**, so please try to keep it available.

### **Exit Gates for Grades:**

- Gate 2 for lower grades (Gr.1-3)
- Gate 3 for higher grades (Gr.4-9)
- Gate 4 for bus students

### **Exit Gates for KGs:**

- Gate 1 for KG1
  - Gate 4 for Bus students
  - Gate 5 for KG2
  - Gate 6 for KG3
- It is the responsibility of the parent/guardian to ensure that the students arrive on time and are collected on time. The school will not be responsible for students who stay after the assigned dismissal time. In the case of **emergencies**, when parents are going to be late in collecting their children, the school has to be notified and late children will be assigned to designated waiting areas.
  - Parents are required to provide details and contact numbers of all persons who are to bring or collect their children from the school through the student's passcard. It is the responsibility of the parent to keep this information up-to-date and to show the pass card daily.
  - The school will only allow the person, whose name is registered in the above documents, or who has the dismissal card to collect your child unless you give prior written permission for another person do so.
  - The school's guards and male coordinators reserve the right to inspect anyone collecting a student with whom we are not familiar.
  - The school does not allow students to be taken early from classes unless they have a very valid reason. In such cases, we ask the parents to provide relevant documentation to verify the reason. Parents who wish to pick up their children early need to pass by the Head of the school's office for an Early Dismissal Permission Slip to be presented to the floor supervisor.
  - The lower grade students will be taken to the playground. Fathers or drivers are not allowed into the building as per the directives of the Ministry of Education and need to wait for the students at the gates. The students will be called upon by the microphone by the dismissal management system.
  -

## **For KGs:**

Students are going to be collected from the classes through the intercom system

There is an Intercom device in every K.G. class to facilitate the students leaving process, these intercom devices are connected to the main device in the K.G. exit gate.

## **1. DISCIPLINE AT LOIS**

### **a. DISCIPLINE POLICY**

High standard of discipline is expected from all students at all times. Misbehaviors are dealt with promptly and fairly. The purpose of our discipline policy is to encourage high standards of courtesy, conduct, and self-discipline amongst students. This is important so they can reach their full potential, without disruption, within a healthy, safe, and caring environment.

### **b. DISCIPLINE RECORDS**

Parents should be aware that when a student fails to meet our expectations in terms of managing his/her behavior, a record of actions will be taken by the teacher in charge.

The record will be registered in the student's file and on the Parents' Portal together with the action taken by the school. Actions may involve interviews with the parents as well as the student. By doing this, more serious consequences may be avoided. Under normal circumstances, the record is not an ongoing record to hold against students. Rather, it is a documentation the school may need when interviewing parents.

### **c. DISCIPLINE CHAIN**

**Class Teacher → Supervisor → Students Counselor → Academic Coordinator → School Principal.**

#### **i. Students should:**

- Be at school on time. Tardiness is not tolerated.
- Be respectful to all adults at school – teachers, administrators, and all other staff.
- Respect the personal space of others.
- Apply school behavior policies on all trips and after-school activities.
- Report cases of aggression to an adult. Do not strike back.
- Not bully, steal, physically harm, verbally abuse, or harass another student. The use of bad language will not be tolerated.
- Respect school properties and personal belongings. Students will be expected to return or replace damaged or stolen property.
- Not bring the following to school: chewing gum, knives, cards, and real or toy weapons.
- Walk quietly and never run in or outside the building.
- Walk to the right side in all staircases and hallways.

- Keep the building clean.
- Use the bathrooms and their materials properly.
- Come to school clean, neat and dressed appropriately.
- Use the internet appropriately.
- Speak in English at all times in the school building, except during Arabic, Islamic, and French lessons.
- Stay in their designated playing areas.

## 2. CODE OF CONDUCT VIOLATION

1 <sup>st</sup> Violation Category	2 <sup>nd</sup> Violation Category	3 <sup>rd</sup> Violation Category	4 <sup>th</sup> Violation Category
<ul style="list-style-type: none"> <li>• Not committing to the school dress code</li> <li>• Repeatedly Sleeping in class.</li> <li>• Exiting or entering the class without permission</li> <li>• Exiting the school without permission or gathering around the school</li> <li>• Speaking Arabic during non-Arabic periods or the break</li> </ul>	<ul style="list-style-type: none"> <li>• Corrupting the school's facilities (writing on the desks or walls..., etc.)</li> <li>• Fighting with colleagues</li> <li>• Corrupting colleagues' properties</li> <li>• Threatening colleagues</li> <li>• Not attending a class</li> <li>• Bringing cell phones</li> <li>• Corrupting the safety equipment</li> <li>• Stealing colleagues' properties</li> </ul>	<ul style="list-style-type: none"> <li>• Insulting anyone from the school teachers, employees, or assistances</li> <li>• Tempting to ruin any of the school facilities or buildings</li> <li>• Stealing others' properties</li> <li>• Intentionally Corrupting the school's facilities</li> <li>• Possessing or displaying of forbidden media</li> <li>• Bringing dangerous games or tools to the school</li> <li>• Bringing cell phones or tablets that contain inappropriate materials</li> <li>• Singing on behalf of the guardian</li> <li>• Beating another learner or hurting him/her</li> <li>• Bullying</li> <li>• Fleeing from the school</li> <li>• Indirect sexual harassment</li> <li>• Corrupting his/her books</li> </ul>	<ul style="list-style-type: none"> <li>• Direct sexual harassment</li> <li>• Burning stuff inside the school</li> <li>• Brining smoking stuff</li> <li>• Bringing a sharp tool to threaten or to fight</li> </ul>

<p><b>2<sup>nd</sup> degree</b></p>	<p><b>Major Violation</b></p>	<ol style="list-style-type: none"> <li>1. Copying homework from his/ her friends, or cheating on quizzes or tests</li> <li>2. Bringing cellphones, tablets, electronic games, etc</li> <li>3. Bringing toys or anything that is not allowed at school</li> <li>4. Corrupting the school's facilities (writing on the desks or walls ..., etc.)</li> <li>5. Corrupting the safety equipment</li> <li>6. Fighting with colleagues</li> <li>7. Threatening colleagues</li> <li>8. Saying inappropriate words to colleagues</li> <li>9. Not committed to the class or playground rules</li> </ol>	<ol style="list-style-type: none"> <li>1. The student should apologize and should be given a verbal warning.</li> <li>2. The cell phones or toys ..., etc are confiscated with written notice of concern, and the parent should come to receive them from the school.</li> <li>3. The students should repair what he/she ruined or replace it with a new one.</li> <li>4. The student should sign a disciplined commitment.</li> <li>5. A formal notice of concern should be sent to the parents.</li> <li>6. An administrative warning should be given to the student /a meeting with the parents should be conducted.</li> <li>7. The case should be referred to the school social worker.</li> </ol>	<ol style="list-style-type: none"> <li>1. White card (code of conduct 1)</li> <li>2. Yellow card (code of conduct 2)</li> <li>3. Red card (code of conduct 3)</li> <li>4. Informing the parents with deduction ½ mark out of 100 (the discipline marks)</li> <li>5. Follow the school social counselor plan</li> </ol>
<p><b>3<sup>rd</sup> degree</b></p>	<p><b>Major Offences</b></p>	<ol style="list-style-type: none"> <li>1. Bringing dangerous games or tools to the school</li> <li>2. Tempting to ruin any of the school facilities or buildings</li> <li>3. Insulting anyone from the school teachers, employees, or assistances</li> <li>4. Beating another student</li> </ol>	<ol style="list-style-type: none"> <li>1. The student should apologize to his/her peers.</li> <li>2. The dangerous games or toys ..., etc are confiscated with written notice of concern, and parent should come to receive them from the school.</li> </ol>	<ol style="list-style-type: none"> <li>1. White card (code of conduct 1)</li> <li>2. Yellow card (code of conduct 2)</li> <li>3. Red card (code of conduct 3)</li> <li>4. Informing the parents with deduction of 1 mark out of 100</li> </ol>

		<p>or hurting him/her</p>	<ol style="list-style-type: none"> <li>3. The students should repair what he/she ruined or replace it with a new one.</li> <li>4. The student should sign a written warning and a disciplined commitment.</li> <li>5. A formal notice of concern should be sent to the parents. A meeting with parents should be conducted.</li> <li>6. An administrative warning should be given to the student, and a meeting with the parents should be conducted.</li> <li>7. The case should be referred to the school social worker.</li> <li>8. The school has the right to inform the Ministry of Education to make an agreement to transfer the student to another school and inform the parents the procedures.</li> </ol>	<p>(the discipline marks)</p> <p>5. Follow the school social counselor's plan, and Inform the parents with deduction of 3 marks out of 100 (the discipline marks)</p>
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**a. Violations of the Code of Conduct Policy (Elementary Grades)**

**b. Violations of Code of Conduct Policy (Middle & High Grades)**

1 <sup>st</sup> Violation Category	2 <sup>nd</sup> Violation Category	3 <sup>rd</sup> Violation Category	4 <sup>th</sup> Violation Category
<ul style="list-style-type: none"> <li>• Not committing to the school dress code</li> <li>• Not participating in the morning lineup</li> <li>• Disturbing the class</li> <li>• Exiting the school without permission or gathering around the school</li> <li>• Speaking Arabic during non-Arabic periods or the break</li> </ul>	<ul style="list-style-type: none"> <li>• Cheating (H.W. or Quizzes)</li> <li>• Stirring up chaos</li> <li>• Not attending a class</li> <li>• Corrupting his/her books</li> </ul>	<ul style="list-style-type: none"> <li>• Not committing to the break rules (Prayer Time)</li> <li>• Using inappropriate body gestures</li> <li>• Fighting or threatening another colleague</li> <li>• Corrupting colleagues' properties</li> <li>• Bringing dangerous games or tools to the school</li> <li>• Bringing immoral materials</li> <li>• Brining smoking stuff</li> <li>• Singing on behalf of the guardian</li> <li>• Bringing cell phones without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Not praying</li> <li>• Playing with dangerous games or tools</li> <li>• Tempting to beat/hurt his/her colleague</li> <li>• Smoking</li> <li>• Fleeing from the school</li> <li>• Bullying</li> <li>• Distributing or showing inappropriate materials</li> <li>• Fabricating documents/stamps</li> <li>• Immoral behavior</li> <li>• Corrupting the school's facilities</li> <li>• Insulting anyone from the school teachers, employees, or assistances</li> <li>• Singing on behalf of one of the school's employees</li> </ul>

### 3. SUSPENSION

Violation of the school policy or regulations, or non-payment of fees by a student's parent(s) or guardian(s), may result in the suspension of a student. Minor infractions of the school rules/policy may result in breaks school detention as assigned by the Executive Manager. Repeated detentions may give rise to the suspension. The Executive Manager has the right to suspend a student from school for up to one day for repeated violation. The Executive Manager has the authority to suspend a student for up to two (2) days for a major violation.



## 4. EXPULSION

Violation of the school policy or regulations, repeated minor offenses, or the commission of a criminal or otherwise disorderly act, or non-payment of school fees by a student's parent(s) or guardian(s), may result in the expulsion of a student from the school by the end of the school year. Only the Executive Manager has the right to expel a student from the school and only with prior Counseling Board approval. Expulsion may only take place after a period of suspension. This is to allow the Executive Manager to gather all pertinent facts and give due consideration to them and to consult with all concerned, including, but not limited to, the student, the teacher(s) involved and the student's parent(s) or guardian(s).

## 5. DISCIPLINARY PROBATION

- A student will be placed on disciplinary probation upon recommendation from the concerned disciplinary committee (i.e. school director, head of school, supervisor, and the class teacher) as per the discipline chain mentioned above.
- Probation will be removed at the end of the term if the student shows substantial and consistent evidence of progress in behavior and attitude.
- A student on disciplinary probation will be denied participation in certain major school activities and trips.
- No student will be allowed to continue his/her enrollment at LOIS if he/she is still placed on disciplinary probation at the end of an academic year.

## 6. TERMINATION OF ENROLLMENT

Student acceptance is based on the assumption that programs being offered are the best available to meet the needs of the students. When, in the judgment of the professional staff, programs and personnel resources do not adequately meet the needs of the enrolled student, a recommendation for termination of enrollment will be made by the Executive Manager by the end of the year.

## 7. ANTI-BULLYING

### **Purpose**

LOIS does not tolerate any kind of bullying in any context. Everyone has the right to feel free from any threat of bullying or harassment. LOIS recognizes that all students whatever their creed, ethnicity, race, nationality, color, gender, sexual orientation, religion or belief, disability, physical appearance, or academic performance have the right to feel safe and secure at school. Students should feel safe when reporting incidents to members of personnel without fear of reprisals. The anti-bullying policy will be applied proactively, fairly, and consistently to all students.

## What Is Bullying?

- Bullying is repeated aggression, verbal, psychological, or physical conduct by an individual or group against others over a while.
- Bullying is an abuse of power.
- Bullying is the breaking down of a person.

Bullying can occur through several types of anti-social behavior, including but not limited to the following:

**Physical:** A child can be physically punched, kicked, hit, spat at, etc. Physical bullying can also include inappropriate touching.

**Verbal:** Verbal abuse can take the form of name-calling, spreading rumors, or making unfriendly comments about an individual to another. It may be directed towards creed, ethnicity, race, nationality, color, gender, sexual orientation, religion or belief, physical/social or mental disability, personality, family, physical appearance or academic performance, etc.

**Exclusion:** A child can be bullied simply by being excluded from discussions or activities with those they believe to be their friends.

**Damage to Property or Theft:** Pupils may have their property damaged or stolen. Physical threats may be used by the bully so that the pupil hands over the property to them.

**Intentional psychological pressure:** includes social exclusion, looks, gestures and glares, lying, slander, passing or starting rumors, name-calling, reorganizing or pressurizing friendship groups or any other activity designed to intimidate, hurt or exclude an individual, or incitement of others to become involved in bullying.

**Cyber-bullying:** includes all areas of internet, such as email and internet chat room misuse, cell phone threats by text messaging and calls, misuse of associated technology, i.e. camera, cell phones, and video facilities.

## What Bullying Is Not

Bullying is not an isolated incident of aggression between children. Disputes will take place, and will be dealt with accordingly. Unpleasant as these incidents are, not bullying and should not be classified as such.

LOIS is a TELLING school. This means that anyone who knows that bullying is happening is expected to tell a member of the school personnel. Bullying of any manner will not be tolerated at LOIS.

The LOIS International School Anti-Bullying Procedures and Guidelines are attached to this policy is considered to have the same force and effect as the policy.

## Anti-Bullying Procedure and Guidelines

### Why Is an Anti-Bullying Policy Necessary?

Studies indicate that early intervention with a focus on counseling results in a higher level of success in modifying bullying behavior. In a school setting, bullies need to learn how their behavior negatively affects other children and how they can modify their behavior to become

positive members of the community.

Bullying affects everyone, not just bullies and victims. It also affects those other children who watch, and less aggressive students can be drawn in by group pressure. Bullying is neither an inevitable part of school life nor a necessary part of growing up, and it rarely sorts itself out. It is clear those certain jokes, insults, intimidating/threatening behavior, written abuses, and acts of violence are to be found in our society. No person or group, whether student or personnel, should have to accept this type of behavior. The effective challenging of bullying will enable all children to enjoy the learning opportunities available to their school community and empower them to develop appropriate ways of behaving and coping in their life.

We believe that our students have the right to learn in a supportive, caring, and safe environment, without the fear of being bullied.

What Can You Do If You Are Being Bullied?

- Tell yourself that you do not deserve to be bullied, and it is **WRONG!**
- Be proud of who you are. It is good to be an individual.
- Try not to show that you are upset. It is hard, but a bully thrives on someone's fear.
- Stay with a group of friends or with other people. There is safety in numbers.
- Be assertive - shout "No!" Walk confidently away. Do not be afraid or allow threats to prevent you from reporting the incident to an adult. Go straight to a teacher or member of personnel.

Fighting back may make things worse. Generally, it is best to tell an adult you trust straight away. You have the right to expect and receive immediate support. Teachers will take you seriously and will endeavor to deal with bullies in a way which will end the bullying and will not make things worse for you. You can never see inside the victim's head.

***Remember that your silence is the bully's greatest weapon!***

**If You Know Someone Is Being Bullied...**

- **TAKE ACTION!** Watching and doing nothing looks as if you are on the side of the bully. This makes the victim feel unhappier and on their own.
- If you feel you cannot get involved, tell an adult **IMMEDIATELY**. Teachers have ways of dealing with the bully without getting you into trouble.
- Do not support or pretend to support bullying behavior.

**As A Parent**

- If you feel your child may be a victim of bullying behavior, immediately inform the school. Before contacting another parent/guardian, consider the possibility that the school may be in a better position to address the situation. Your complaint will be taken seriously and appropriate action will follow.
- Always take an active role in your child's education. Inquire about how his/her day has gone, who they have spent their time with, how lunchtime was spent, etc.

- Look for unusual behavior in your children. For example, they suddenly may not wish to attend school, regularly feel ill, or not complete work to their normal standard.
- You must advise your child not to fight back. It can make matters worse.
- Inform your child there is nothing wrong with him/her. It is not his fault that he is being bullied.
- Make sure your child is fully aware of the school policy concerning bullying, and that they should not be afraid to ask for help.
- Children frequently copy behavior that is learned from other adults. Please be a good role model for all of our students and take the time to discuss this policy and any incidents of bullying with your child(ren).

### **As A School, we will: -**

- Treat bullying as a serious offense and take every possible action to eradicate it from our school.
- Display anti-bullying charts at various locations around the school.
- Organize the community to minimize opportunities for bullying.
- Use any opportunity to discuss aspects of bullying and the appropriate way to behave towards each other, e.g. information to parents/careers and students, Parent/Student Handbook, Staff Handbook, staff meetings, assemblies, SecondStep Program, Life Skills, circle time, etc.
- Deal quickly, firmly, and fairly with any complaints, involving parents when necessary.
- Review the School Policy and its degree of success.
- The school staff will continue to have a firm but fair discipline structure. The rules should be few, simple, and easy to understand.
- Encourage pupils to discuss how they get on with other people and to form positive attitudes towards other people. This includes a review of what friendship is.
- Encourage pupils to treat respectfully everyone.
- Provide Anti-bullying resources such as books and videos.
- Place a suggestion/comment box in the senior classes.
- Periodically survey the school population to assess, as accurately as possible, the level of bullying of or by students and the success and the appropriateness of the policy.
- The school recognizes the difficulty in monitoring and establishing the existence of cyber-bullying, but will co-operate with any student(s) or parent(s)/guardian(s) to address issues of cyber-bullying discovered by or brought to the attention of the school.

### **What You Can Do If Your Child Is a Bully**

Every bully is somebody's child. Statistics show that children who participate in

bullying behavior and activity have a higher rate of school dropout, poor school performance and involvement with illicit drugs and anti-social behavior. As a school, we believe that the bully deserves to learn a new means of behavior to provide him/her with the best education and life skills possible. If you suspect or know that your child is bullying, you must investigate it thoroughly and act immediately. Like all behavioral patterns, bullying is learned and practiced repeatedly. Early intervention is vital if the destructive pattern is to be broken. Explaining it away or refusing to believe it is happening simply allows the behavior to become more ingrained. Inevitably, the incidents become more and more serious as do the consequences.

Your child must accept the responsibility for his/her behavior. The goal is to get the child to admit the bullying and agree to stop the bullying behavior. If apologies are necessary, you can help your child to make them and start afresh. If you get a report from the school that your child is bullying, a few points are worth noting:

1. Remember that teachers are not happy about having to tell you that your child is a bully.
2. Speak to your child as soon as possible and try to unravel the facts.
3. Visit the school with the answers to the questions about the incident.
4. If the situation is clear-cut, sort it out quickly and amicably.
5. At all times, indicate that you want your child to accept responsibility for his/her behavior.
6. Continue the investigation and try to work together to get to the bottom of what is alleged to have happened.
7. Work with the school, and ensure that you are familiar with the code of discipline and the anti-bullying policy.
8. Make it clear to the school that you do not want nor you will accept your child's misbehavior.
9. Keep the lines of communication open with your child. Talk to and listen to him/her.

Now and again, try to maneuver the conversation towards bullying or telling you what is happening in his/her life. It helps to get him/her to understand the point of view of the victim.

**Get Them to Step into Their Victim's Shoes. Ask the bully the following questions.**

- What would it feel like for you to be made to do things out of fear?
- How would you feel if you were called names which hurt your feelings?
- How would you feel if someone bigger was constantly pushing you around?
- How would you feel if people made jokes about you and made fun of you in front of others?

- How would you feel if you were left out of games or groups?
- Why do you think it is acceptable to bully others?

It can help to bring up a situation where they were made to feel bad by someone else.

- Can they remember how they felt?
- Was it good for them?
- Why do they think the other person did it to them?
- Did they want it to be stopped?
- What did they do to stop it or when did they tell?

You might talk about a smaller brother or sister being bullied.

- How would you feel if they were being bullied?
- How would he feel about it?
- What would you do about it?

School and parents working together can and do sort out the majority of these problems. However, please bear in mind that solving these types of problems often takes time.

### **Action To Be Taken When Bullying Is Suspected:**

If bullying is suspected, we talk to the suspected victim, the suspected bully, and any witnesses. If any degree of bullying is identified, help and support will be given as is appropriate to both the victims and the bullies. We will record, investigate, and deal with bullying.

### **We support the victims in the following ways:**

- Offering them an immediate opportunity to talk about the experience with their class teacher, or another member of personnel if they choose.
- Informing the victims' parents/guardians.
- Offering continuing support when they feel they need it.
- Taking one or more of the five disciplinary steps described below to prevent more bullying.

### **We Discipline, Yet Also Try To Help Bullies in the Following Ways:**

- Talking about what happened, to discover why they became involved.
- Informing the bullies' parents/guardians.
- Continuing to work with the bullies in order to get rid of their prejudiced attitudes and anti-social behaviors as much as possible.
- Taking one or more of the five disciplinary steps described below to prevent more bullying.
- Separating the behavior from the person.

### **Disciplinary Steps:**

- Bullies will be warned officially to stop offending.



- Bullies' parent(s)/guardians(s) will be informed.
- Bullies may be asked to enter into and sign a Behavior Contract.

Parent(s)/Guardian(s) may also be asked to sign the Behavior Contract.

- Bullies may be excluded from the school playground at break and/or lunchtimes.
- If the bullying does not stop, bullies will be suspended and/or expelled in accordance with the school policy.

### **Monitoring, evaluation, and review:**

In addition to the survey noted above, the school will review this policy annually **and** assess its implementation and effectiveness. The Anti-Bullying Policy, Guideline, and Procedures will be promoted and implemented throughout the whole School.

## **XVII. REWARDING GOOD BEHAVIOR**

As inappropriate behavior has consequences, good behavior, on the other hand, is rewarded at LOIS. Good behavior is rewarded by certificates awarded in the morning assemblies and extra student merit points will be added to the report card.

To reinforce appropriate behavior in social and learning situations, parents are encouraged to:

- Urge students to reflect on their behavior.
- Provide opportunities to discuss conduct and behavior.

## **XVIII. OUR STATEMENT OF STUDENT SUCCESS**

Successful students understand their roles in learning and putting forth their best effort to exceed study expectations. Students that are motivated and inspired to continuously improve academically and personally are successful. Successful students are respectful and responsible school citizens who contribute to a positive learning community.

## **IXX. STUDENTS**

Students are expected to put their best efforts into every task they attempt. They are also expected to participate in all school/class activities. In terms of academic requirement, students are expected to complete all tasks and sit for all examinations. Students are responsible for completing work that was missed as a result of a partial or whole day absence.

## **XX. PARENTS**

Parents are responsible for:

- Ensuring that their children attend school regularly.

- Ensuring that holiday travel arrangements are made in a way that their children are having sufficient rest and are ready to learn upon their return.
- Ensuring that their children arrive at school before lessons start and they are ready to learn (having all the necessary study items with them).
- Explaining that the absences of their children from school.
- Taking measures to resolve attendance issues involving their children.

## XXI. STUDENTS' GUIDELINES

All students are expected to comply with the provisions of the Parent/Student Handbook and Code of Conduct as presented and amended from time to time. Failure to do so may result in detention, suspension, and/or expulsion. Repeated breaches of the Parent/Student Handbook and Code of Conduct may give rise to expulsion where deemed appropriate.

### 1. ASSEMBLY GUIDELINES

- The students should attend school regularly and punctually. The bell rings at **06:30 AM**.
- All students should behave during assembly and participate in all exercises.

### 2. GUIDELINES TO CLASSROOM DISCIPLINE

- Students should show the best performance in all parts of the school program.
- Students should be respectful and obedient to all lines with the school staff members.
- Students should be respectful to other students and their belongings.
- Students should be courteous, well mannered, and cheerful and cooperative.
- Students should be attentive inside the class.
- Students should complete satisfactorily the approved cause of assignments and study properly.
- Students should not eat inside their classes.

### 3. GUIDELINES IN SCHOOL:

- Damaging school property will hold students responsible for the damage and will have to pay the costs of the damaged items.
- Chewing gum is not allowed inside the school premises.
- Spitting or using abusive language is completely prohibited.



- Eating is allowed only during the lunch break.
- Students are not allowed to bring dangerous or inappropriate items to school. These include Walkman, headsets, radios, electronic games, beepers, mobiles, or laptops.
- Students are prohibited to take any properties that belong to teachers or others.
- Students should behave respectfully to adults and fellow students through actions and words.
- Students should respect the personal space of others
- They should walk to the right in all staircases and hallways.
- They should follow school behavior policies on all trips and school activities.
- English is the language used inside the school premises except in Arabic, French, or Urdu classes.

#### 4. GUIDELINES TO GENERAL APPEARANCE

- Students should always wear the school uniform.
- The school uniform is the student's identity; the school expects the student to dress, groom, and be neat, clean and ironed.
- Students should not wear headgear, hats, caps, earmuffs, or sunglasses in the school premises.
- Female students should always tie their hair.
- All kinds of jewelry are not allowed at school.
- Students must wear black shoes; boots, sandals, and slippers are not allowed.
- Cleanliness and neatness are parts of the personal hygiene which will be checked for by the school doctor.
- For P.E lessons, students are expected to wear the P.E uniform and white trainers.
- Male students are not allowed to have long hair or fancy styles like spikes, skinhead, extremely short crew, and flattop.
- Female students are not allowed to wear lipstick nor nail polish.

#### 5. GUIDELINES TO PLAYGROUND RULES:

##### **Breaks:**

- Throwing stones, dirt, sticks, etc. is prohibited.
- Students must play only in the allocated area.
- Fighting is prohibited.
- Litter is to be placed in garbage containers.
- Students must safely use all playground equipment.
- Skateboards and personal toys are not allowed at school.
- Students are expected to leave the playground clean.

## 6. HALLWAYS GUIDELINES

- Students should walk quietly in an orderly manner through the hallways.
- Students shouldn't play with fire extinguishers.
- Students shouldn't throw litter in hallways, washroom, or entryways.
- Only one student should be inside the bathroom.

## 7. GUIDELINES TO LIBRARY, SCIENCE LAB, and COMPUTER LAB

- Appropriate classroom rules apply in the library, science lab, and computer lab.
- Candy, food, and drinks are not allowed in the library, science lab, and computer lab.
- Noise is to be suitable for the task at hand.

## 8. LIBRARY PROCEDURES

- Students are allowed to check out books for one week.
- A student may have more than one book checked out at any given time.
- Lost or damaged books have to be paid for or replaced by the student.
- There will be no more borrowing until payment has been received.

## XXII. SCHOOL PROPERTY

Every student shall take good care of any property provided to the student for his/her use, including but not limited to school texts, resource materials, and equipment or school furniture and the School building itself. Property placed at the disposal of a student shall be returned in good condition at the end of the school activity on the date and time as determined by the Executive Manager or supervising teacher.

Failure to ensure the safekeeping of any School property may result in the obligation to replace the damaged or lost property or to reimburse the school for the replacement cost of the same.

## XXIII. VALUABLE BELONGINGS and JEWELRY:

No valuables should be worn at school, such as expensive watches, necklaces, rings, etc. Students should leave their valuables at home; these also include iPods, mp3s, electronic game, large sums of money, etc.

Regarding jewelry, girls may only wear one stud per ear, and boys are not permitted to wear earrings **AT ALL**. Both boys and girls may wear a wristwatch. No necklaces, anklets, or bracelets may be worn by students. No facial jewelry may be worn, other than the aforementioned ear stud.

## XXIV. USE OF CELL PHONES:

Cell phones are strictly forbidden for primary school students to bring to school. For upper school students, cell phones are to be turned off and submitted to the floor supervisor right at the start of the school day. The supervisor will return the cellphones back to the students during the dismissal time. In the case of an emergency, students may call their parents from the administration. Generally, forgotten homework, books, lunches, going to a friend, etc., are not considered an emergency.

**The school is not responsible for any of the lost items mentioned above.**

## XXV. USE OF ELECTRONIC EQUIPMENT:

Personal non-essential belongings are not permitted at school without the permission of the teacher and approval of the Section Head sent to the parent through the portal. “Personal non-essential items” include, but are not limited to, toys, video games, radios, tape/CD players, MP3 players, CDs, cameras, collections, sports equipment or items that may disrupt the educational environment. Students should not bring any item that is not needed for the classroom instruction and educational process. Students are encouraged not to take large sums of money to School.

LOIS School will not accept any responsibility for the safekeeping of money or any personal non-essential items brought on to the campus.

## XXVI. LOST ITEMS OR BOOKS

- Lost and found boxes are located in various places in the school. Expensive or fragile items (eyeglasses, money, watches, purses, etc.) are held in the office of the head of school.
- After two months, items will be discarded and the money given to charity. Students who lose something of value should report it immediately to their head of school.
- In order to keep lost items to a minimum, please make sure that all your child’s belongings are clearly labeled with your child’s name and class.
- Kindly do not call the school and ask for a full-scale hunt to be carried out if your child has lost something. We cannot do this! However, all labeled items will be returned to your child when they are found.

When a student loses a book, he/she must pay for the replacement of the original book. The student will have to manage with notes or handouts until she/he buys the new book from the school bookshop. The school is not responsible for missing books, copybooks, and bags.

## XXVII. BIRTHDAYS AND CLASS PARTIES

Birthday parties will be permitted by informing the school administration one week ahead before the birthday. Parents are responsible for all expenses related to the birthday. All birthdays will be handled only during the break time on the last **Wednesday** of every month.

## XXVIII. Uniform

As part of LOIS School identity, all students of LOIS are required to adhere to the School Uniform Policy as set out below. Students who report to the school inappropriately attired may be removed from class, and their parents will be contacted. If available, they may be asked to wear a suitable item from the school supply.

### Regular uniform

#### **Uniform Tops**

**Type:** Short and long-sleeved polo shirt with LOIS logo +Jacket

**Color:** Green polo shirt and white shirt for open days

#### **Uniform Bottoms**

**Type** (Girls Grades Section): Skirt

**Type** (Girls KG Section): Skirt

**Type** (Boys Grades Section): trousers

**Type** (Boys KG Section): short trousers

Socks

**Color:** navy blue

#### **P.E. Uniform**

**Type** (Girls and Boys): trousers +jacket+ shirt

**Color:** navy blue trousers + green jacket + navy blue shirt

#### **Free Dress Days:**

They will be announced by the school providing the attire is clean, tidy, and appropriate.

**Unless instructed; otherwise, school P.E uniform should be worn on all school trips.**

## **IXXX. CURRICULUM OVERVIEW**

### **Our Curriculum aims are**

#### **a. To Develop**

- The whole child – intellectually, socially, emotionally, and physically.
- The basic skills of literacy, communication, and numeracy.
- Creative and physical skills.
- Confidence, self-discipline, and high self-esteem.
- An enjoyment of learning.
- Knowledge, experience, and imaginative understanding.
- Motivation based on natural curiosity.

#### **b. To Provide**

- An environment that is stimulating, caring, and supportive, where students feel valued and respected.
- a well-structured, balanced curriculum that will enable each student to develop his/her full potential according to individual needs.
- Equal opportunity and equal access to the curriculum irrespective of gender, cultural background, or creed.

#### **c. To Promote**

- Academic excellence.
- Emotional well-being.
- The partnership between parents and teachers in order to achieve the best interest of each student.
- Positive relationships within a multinational environment along with the local community.

Learning Oasis International School offers the American International Program from K-9 which is designed to focus on the growth and the development of the child, touches hearts as well as minds, and encompasses social, physical, emotional, and cultural needs in addition to academic development.

It is a transdisciplinary program of international education designed to foster the development of the whole child as an inquirer, both inside and outside the classroom. The program provides a relevant, engaging, challenging, and significant educational framework for all children and prepares them to become active participants in a lifelong journey of learning. It encourages international-mindedness, a positive attitude to learning and in-depth

inquiry into real issues. This is achieved by integrating subject areas, so students can make connections within the program. The subjects taught in LOIS are English Language, Mathematics, Science, Social Studies, Islamic Studies, Computer Science, French Language, Arabic Language, Quran, Art, and Physical Education.

### XXX. ASSESSMENT:

A multitude of methods of assessments is required throughout the school year.

#### Weekly Grading:

- Tests – covering a chapter, unit, or a selection.
- Student Merit:
  - a. Classwork –generated during a lesson
  - b. Projects – subject appropriate
  - c. Homework – work assigned by the teacher to be done at home **daily**.
  - d. Behavior – conduct and attendance

### 1. POLICY AND PROCEDURES DURING TERM EXAMS

The following represents the policy and procedures that students should be aware of during term exams:

- All students are required to sit for the end of term exams. No student will be exempted, including A/A+ students.
- When instructed to enter the assigned exam room, students are requested to do so in a quiet and orderly manner.
- Students should sit in the assigned place at least five minutes before the exam is scheduled to start. Students are expected to comply with the decision of the teacher/proctor.
- Students should write their names, classes, and sections on all question sheets, answer sheets, and scratch papers using a pen only. **NO PENCILS ARE ALLOWED!**
- Any student arriving late will not be given extra time to complete the exam unless clearance is given by the head of school.
- Students must bring to their seats only the material required for the exam. Personal belongings not required for the exam must be placed in areas as designated by the teacher/proctor.
- Borrowing or any type of communication between students is strictly forbidden during exams.
- The teacher/proctor is not authorized to answer any questions related to the content of the exams.
- Students are not allowed to leave the examination room once they are in, unless in the case of emergency and after the approval of the teacher/proctor.

- The instructions of the teacher/proctor must be obeyed at all times. The teacher/proctor has the right to expel a student from the exam room if his/her behavior interferes with the proper conduct of the examination.
- Cheating, receiving and possessing unauthorized information, as well as giving out such information is considered a major offense committed by all students involved and will be severely dealt with. Students who are caught cheating during an exam will be given a zero and will not be entitled to a make-up exam!
- Students who have submitted their exams should remain seated until the teacher/proctor allows them to leave the room.
- It is the students' responsibility to make sure that all their answers are completely submitted to the teacher/proctor. Students are not allowed to check their exam sheets once they submit them.

## **2. End of Semester Grading System:**

Students from grades 1 - 3, who are subject to a continual testing system, will receive a comprehensive report card at the end of each semester providing information to parents about the student's performance level, achievement, work-study habits, attitude and behavior, attendance, and any other comments the teacher may wish to make.

Students from grades 4 -9 will receive a report card issued at the end of each term. Students are evaluated at the end of each term on their achievement, work-study habits, attitudes and behavior, their participation in class, quizzes, and semester exams. The comprehensive report cards at the end of each term provide information to parents about the student's performance in the core curriculum subjects and related activities.

## **3. School Grading System:**

**Students in the Lower Primary School for Grades 1 to 3** are having continuous assessment tests.

- Quizzes/Tests - covering a chapter or a unit.
- Student Merit:
  1. Class Work - generated during a lesson;
  2. Projects - subject appropriate;
  3. Indoor and outdoor activities;
  4. Homework - work assigned by the teacher to be done at home;
  5. Behavior - conduct and attendance.

Upper Primary Students' Grades 4 till 9 draw their grading system from the following:

- Quizzes/Tests – covering a chapter or a unit.
- Exams – covering selected chapters or units.
- Student Merit:
  1. Class Work – generated during a lesson;
  2. Projects – subject appropriate;
  3. Indoor and outdoor activities;
  4. Homework – work assigned by the teacher to be done at home;
  5. Behavior – conduct and attendance.

#### 4. End of Term Grades:

In primary school, students will be evaluated at the end of the term.

##### a. Academic Year Grade:

The following standard will be used to calculate the final grade:

1. 1<sup>st</sup> term Grade = 50%                      2<sup>nd</sup> term Grade = 50%

**Final Report = the sum of two terms = 100**

##### b. Grading Scale

A+	A	B+	B	C+	C	D	F
100-95	94-90	89-85	84-80	79-73	72-65	64-50	<49-00
4-3.8	3.79-3.6	3.59-3.4	3.39-3.2	3.19-2.92	2.91-2.6	2.59-2	<2

##### All Grades:

- 1<sup>st</sup> Semester = 50%
- 2<sup>nd</sup> Semester = 50%

*For the grades, the end of the academic year grade is the sum of the two semesters.*

#### STEPS TO SUCCESS: HOW TO GET GOOD GRADES?

- Believe in yourself -- "To succeed, we must first believe that we can."
- Be at school every day!
- Be successful in the classroom (arrive on time to school and class, adapt to your different teachers, and be prepared.)
- Read your textbook (scan, read, and review).



- Take good notes and listen actively.
- Be organized (use your binder-reminder, and organize your notebook).
- Find a good place to study at home (without distractions).
- Study for tests (this helps to reduce anxiety)
- Manage your time well (exercise self-discipline, and do what you have to do!)

## 5. ACADEMIC CONCERNS

- Parents of whose students are underachieving academically may receive a notification via academic warnings, which are sent home with the students. The warnings have to be signed by the parents and returned back by the students.
- All concerns regarding grades have to be referred to the Academic Coordinator for re-evaluation in the presence of the concerned subject/homeroom teacher.
- An interim report may be issued at the time during the term if the student's work is below average, failing, or has shown exceptional progress.

## 6. WEEKLY PLANS

- All tests, homework, class notes, worksheets, presentations, and projects are referred to in the weekly plan.
- Tests are also mentioned in the test list arranged according to the days in the weekly plan.
- Weekly plans are uploaded on the Parents' Portal every Thursday for the week ahead.
- Weekly plans will be uploaded on the portal every week.

## XXXI. HOMEWORK POLICY (Whole School)

### (Learning Oasis International School Statement of Mission):

To provide a healthy educational environment that integrates academic excellence and well-defined life-like activities in order to stimulate the students' critical thinking ability and help them apply their newly acquired knowledge in real-life situations.

#### a. Purpose:

Homework should be used as a tool to help students achieve the school's mission

- "... To provide a healthy educational environment...."

Homework must be purposeful and must be used for further development of the skills learned in the classroom.

- "... Integrates academic excellence and well-defined life-like activities...."

Learners must be encouraged to uphold academic integrity in their homework as well as in their school work.

- "... Stimulate the learners' critical thinking ability and help them apply their newly acquired knowledge in real-life situations"

Homework can be used to broaden a student's experience beyond the classroom.

#### b. Principles:

##### *Homework assignments must:*

- Be achievable within the time allowances of the group of students.
- Be achievable without the aid of a parent.
- Build on skills developed in the classroom.
- Make effective use of student time.
- Have a defined focus and purpose.

##### *Homework assignments could:*

- Allow students to explore different learning techniques and styles to support them in-class learning.
- Allow advanced students to expand their interests.

##### *Homework assignments must not:*

- Be self-study assignments of new content.
- Exceed the time allowances set below.
- Be simple 'busy-work' tasks.
- Form a significant part of the formal assessment.

#### c. Homework Time Allowances

The time allowances outlined here are upper limits and subject to the following conditions:

- That the student should work effectively on his/her task.
- Those distractions and poor time management may affect the student's time negatively.
- Incomplete classwork is not included
- If a student has fallen behind due to wasted time in school, it is reasonable to expect that they should catch up on the missed work in addition to the set homework tasks.

**General Homework Rule: “Grade Level x 10 minutes”**

The upper limit of the time spent on homework per night is the grade level of the student multiplied by ten minutes, e.g. 50 minutes for Grade 5, 30 minutes for Grade 3.

**d. Roles and Responsibilities Regarding Homework:**

Learning is a team effort in Learning Oasis International School, and some roles can be played by all stakeholders in a student’s education.

**e. All Stakeholders:**

All people involved in student learning, including the student, have the following roles and responsibilities:

- c. To participate actively and supportively in the school curriculum and programs.

**i. A Teacher:**

In addition to the roles and responsibilities of all stakeholders, the teacher should:

- Set purposeful and achievable tasks.
- Set tasks which are achievable within the time allowance outlined below.
- Provide students with support and guidance on time-management with regard to homework.
- Avoid setting homework which is formally assessed.
- Not use homework as a punitive measure.
- Set differentiated homework tasks whenever necessary.
- Give feedback on homework tasks.
- Ensure deadlines are fair given the scope of the task.
- Refer to homework and assessment calendars in order to avoid overloading students with deadlines.

**ii. A Student:**

In addition to the roles and responsibilities of all stakeholders, the student should:

- Stick to all due dates in the diary or the weekly plan.
- Communicate with teachers when due dates coincide and negotiate changes.
- Use homework time effectively and minimize distractions.
- Read 10 minutes on daily basis.
- Work with academic integrity – avoid copying the work of others and otherwise gaining an unfair advantage during homework tasks.

### iii. A Parent:

In addition to the roles and responsibilities of all stakeholders, the parent should:

- Provide a home environment that is supportive and conducive to studying.
- Assist his/her child with time-management and resources required for learning.
- Avoid giving a level of help to his/her child that would be disadvantageous to other students

## **XXXII. Remedial program (refer to Ch.6 policy)**

The administration will assist, in arranging for a free of charge supplementary individual instruction remedial program for any Learning Oasis International School **Learner** that needs instructional support.

This is done through remedial classes that are based on marks and skills analysis of each student's test. It starts by the mid of the first semester and continues till the end of the year.

As early as possible after the first assessment conducted by the school in all core subjects including the French subject in advance of the reporting period, the individual teacher(s) will notify parents of the concern with the level of a student's academic achievement in the particular subject area(s).

### **This procedure is done as follows:**

- fill in the remedial list on the portal
- Submit to coordinators for approval
- A message will automatically be sent to parents for approval or disapproval
- A deficiency or progress report uploaded after each semester

Teachers will fill in their report to parents the intervention strategies that have and will be implemented to address the student's needs.

When a student is at risk of not achieving the learning outcomes, the school will implement the strategies as outlined in their school Remedial plan. This school-wide intervention plan will be collaboratively developed by the administration and staff at the school level. The team will include a school administrator,

the teacher(s) of the course(s) the student is failing, or on probation of failing.

Final reports will clearly indicate student placement for the upcoming academic year

## XXXIII. SCHOOL ACTIVITIES

### 1.SPECIAL ARABIC AND SPECIAL URDU PROGRAMS

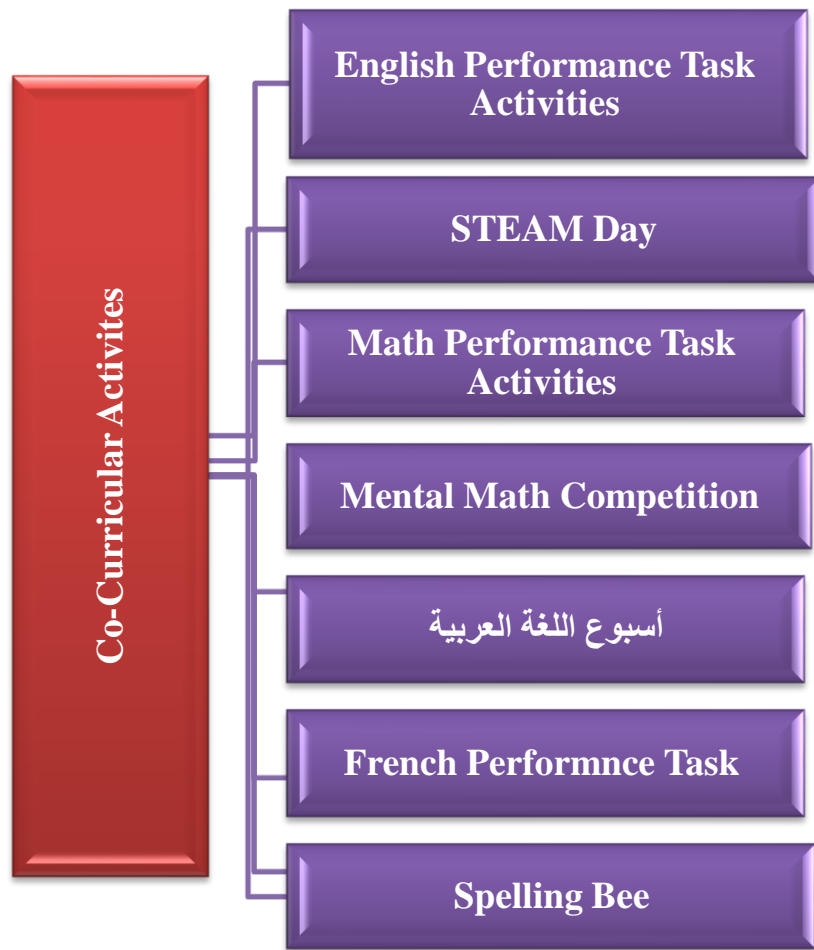
These programs are available for those students whose first language is not Arabic and therefore require assistance in acquiring the Arabic language and in understanding the Arabic subject in the English language. To participate in this program, the students are assessed at the beginning of the academic year.

*The Urdu program is set up for Pakistani students.*

### 2. CO-CURRICULAR ACTIVITIES

Our school's academic programs offer a wide variety of co-curricular activities to supplement formal learning. Students are strongly encouraged to become involved in a co-curricular program. The diversity of the co-curricular program ensures that there is something for all student interests and ability levels. Our students are challenged to use their recreational time in a constructive and fulfilling manner within the general scope of goals set for the school.

**The Performance Task Program is an inquiry-based learning to explore the real world. This allows the student to apply the four Es': Evaluate, Engage, Explore, Explain, and Elaborate. Each student is given roles and tasks according to their skilled analyzed by their teachers. These include:**



### ✚ English Performance Task Activities:

They enable students to use, understand, appreciate, reflect on, and enjoy the English language through a variety of tasks: plays and debates that are created, planned, designed by the students.

### ✚ STEAM Day:

✚ STEAM is the integration of Science, Technology, Engineering, Art and Mathematics through inquiry and projects in Science. The procedural knowledge is applied through projects that are totally student-centered to help them to adjust to any problems they face in their daily life and solve them independently. STEAM activities and projects are vital for developing the students' creativity and problem-solving skills.

### ✚ Mental Math Competition:

It enhances our students' calculation abilities and speed throughout competition and games.

## ✚ French Performance Task Activities:

They Improve the French level talking and link the curriculum to the practical life based on the three skills: Oral comprehension (listening), Comprehension ecris(Writing comprehension), Oral production, and Production ecris (practice language)

## ✚ اسبوع اللغة العربية والتربية الاسلامية

الاحتفاء باللغة العربية " لغتنا الأم "، و يتضمن العديد من الأنشطة و الفعاليات و ذلك دعما للغتنا العربية و حثا لأبنائنا الطلاب على إحيائها و الارتباط بها

وايضا ترسيخ القيم الاسلامية في نفوس أبنائنا الطلاب وتشجيعهم على حفظ القرآن الكريم من خلال المسابقة التي تقيمها المدرسة سنويا. ويتضمن الأسبوع العديد من الأنشطة المقسمة الى اركان مثل (ركن المؤذن الصغير، ركن الاستغفار ، ركن قصص الأنبياء ،.....) حيث يتم تدريب طلاب هذا السن على تلاوة الأذان ، تأديه الاستغفار بصورته الصحيحة ، لاستماع إلى القصص التي تربط بين الإنسان والطبيعة ، و غيرها وايضا القيام ببعض النشاطات الاخرى كجمع التبرعات وترتيبها ومساعدتهم في تنسيق التبرعات وارسالها للجمعيات الخيرية

**Note: Some of those weeks are integrated together to get the best of the students.**

### 3. Extra-CURRICULAR ACTIVITIES

In keeping with its mission of educating well-rounded individuals, LOIS considers extra-curricular activities imperative to broaden the students' horizons. Students will get involved in new activities with their friends, and it is a fun way to make them challenge each other and learn how to cooperate.



## XXXIV.COMMUNICATION WITH PARENTS

### 1. COMMUNITY RELATIONS AND GOALS

Establishing and maintaining positive public relations are responsibilities of the Counseling Board, the administration, the faculty, and the staff. To some extent, they are also the responsibilities of the students as well. The School sees itself as a cohesive factor in the life of the community. For that reason, efforts should be made to keep the community at large informed about the services, accomplishments, needs, and goals of the School and to involve the community in its work for the benefit of the students.

All School employees and students are expected to project a positive image of the school and to ethically act. The Counseling Board endorses a policy of active, open communications between the School, the parents and the community at large and will seek ways to contribute to the community as well as make use of community talent and resources in the School's program

### 2. COMMUNICATION AND COMMUNITY INVOLVEMENT

Embarking from the fact that our school is an integral part of the community it serves, the school administration will never give its back to the parents' role as partners constructing the educational bricks of the school.

To provide the community with a quality education is a vision the school administration and staff are working day in existence to acquire the satisfaction of the community. Respectfully, the parents' valuable perception about the school is always in a position of analysis and evaluation.

#### **Communication**

The school highly values the linking threads between its staff and parents, for they make the core of the relationship on which the school depends to produce the expected outcomes at the end of every year. Parents are kept in touch with the school events day by day throughout a variety of modern technological methods:

- Every parent has his/her file with full information kept in the school archive.
- The school files are filled with e-mails of all the parents.
- The weekly plan and many other memos are uploaded to the parents through the School's website (parents' portal), telegram and Facebook page.
- The cellphone number of every parent is recorded in the school files for any emergency case or any issue of discussion.
- Parents complain form
- Parents contact information: LOIS contact information



## 4. PARENT/COMMUNITY RELATIONS

Establishing and maintaining positive public relations are responsibilities of the Counseling Board, the administration, the faculty, and the staff. To some extent, they are also the responsibilities of the students as well. The school sees itself as a cohesive factor in the life of the community. For that reason, efforts should be made to keep the community at large informed about the services, accomplishments, needs, and goals of the school and to involve the community in its work for the benefit of the students.

All School personnel and students are expected to project a positive image of the school and to act ethically. The Counseling Board endorses a policy of active, open communications between the school, the parents, and the community at large and seeks ways to contribute to the community as well as make use of community talent and resources in the school's programs.

### Communications and Parents Involvement

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To provide the community with quality education, the school administration and staff are working day in existence to acquire the satisfaction of the community. Respectfully, the parents' valuable perception about the school is always in a position of analysis and evaluation.

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***N.B The Telegram channel will be the only way to receive all the announcements related to the school. We will not upload any announcements on any other social pages.▲▲***

◆ *Open <https://t.me/loisc> on your Telegram app to receive all the announcements.*

◆◆ *If you face any technical problem, kindly contact us on our telegram channel  
No: 054 912 1356 ◆◆*

◆◆ *If you face any administrative or academic issue, kindly contact the desired staff member on Parents Portal.*

## 5. Involvement

LOIS acknowledges the successful parents' involvement in the school's decision making through the following:

### **a. Improvement Plan**

School improvement planning is a process through which schools set goals for improvement and make decisions about how and when these goals will be achieved. When parents are involved in their children's education, the level of student achievement will increase.

### **b. Parents Union**

The parents' council aims to act as a conduit between the parents/teaching staff and Board of Management. It is the responsibility of the parents' council to support and initiate, where appropriate, activities which advance the aims and objectives of the school, ensuring that such activities will not interfere with the process of management of the School.

### **c. Parents Volunteer Program**

"Parents Volunteer Program" which will engage parents in taking active roles in our school. The volunteerism icon is available on the parents' portal throughout the year. Guardians must read roles, requirements, and agreements to go to the next step to fill in the qualification form. The school administration will start contacting parents to join our school premises to be part of our team.

### **d. School Board**

The local school board is a critical public link to public schools. Whether elected or appointed, school board members serve their communities in several important ways. First and foremost, school boards look out for students. Education is not a line item on the school board's agenda — it is the only item.

When making decisions about school programs, school boards incorporate their community's view of what students should know and be able to do. School boards are accessible to the public and accountable for the performance of their schools. School boards are the education watchdog for their communities, ensuring that students get the best education.

## 6. Students' Progress Communication

The School will communicate student progress to parents and guardians on a timely basis after each term of the school year. A comprehensive plan for school/home communications is essential if clear understanding is to take place. Therefore, a plan with combinations of written and oral communications has been devised in order to ensure that clear and concise information is transferred. Teachers will also use a variety of methods to be sure parents know the progress of each student.

- Correspondence: Letters, circulars, SMS and Portal messages are our means of communication with parents
- Parent/Teacher Conferences: The school schedules three parent-teacher conferences per academic year.
- Interim Report: upon parents' request.
- Three issued Interim Report:
- A progress report will be issued: First-term and final term.
- Parents' Portal: We encourage you to be as involved as possible in the life of your child at school. That's why we have Parents' Portal that allows parents to communicate with all the school's staff.

**The following is a list of expectations for all LOIS parents:**

Expectations from parents

- Support the school mission, vision, beliefs, rules, and regulations.
- Support the school discipline policy.
- Communicate regularly with the school.
- Pay fees on time.
- Respect the process of communication within the school community.
- Support the teacher's role.
- Respect the teacher's privacy.
- Attend meetings and function on a regular basis.
- Ensure that homework is done.
- Volunteer when needed.
- Regularly check Parents' Portal, correspondence letters, etc.
- Ensure that children come to school on time and leave on time.
- Projects and homework are the responsibility of children and should not be completed by parents.
- Communication between parent/child should be consistent with the school.
- Give attention to your child.
- Have discussions with your child daily.
- Ensure hygiene of your child.
- Monitor bedtime, leisure time, and TV/internet use.

We wish that every parent of the children we teach know that:

- We care about your children.
- Every child in class holds a very special place in the teacher's heart.
- We take our work very seriously and want to make difference.

We hope that the parents will work as a team with us, and together we can make an even bigger and better difference for their children.

## 7. PARENTS PRESENT INSIDE THE CAMPUS

The normal LOIS day operates on the basis of a closed campus policy.

### a. Parents

Parents are responsible for:

- Ensuring their children attend school regularly.
- Ensuring holiday travel arrangements are made in a way that their children are having sufficient rest and are ready to learn upon their return.
- Ensuring their children arrive at school before lessons start and they are ready to learn (having all the necessary study items with them).
- Explaining the absences of their children from school.
- Taking measures to resolve attendance issues involving their children.

### b. Parents' Access to School

In order to ensure that the school is secure, we have limited access for all parents and visitors during instructional time. Our main gates are manned by uniformed guards 24 hours per day. Upon entering the school, all parents must leave their names with the school guard. Parents will then proceed to the receptionists who will contact the staff member about the appointment taken beforehand. The school staff will not have a meeting unless there is an appointment!

The visitors will be given a LOIS VISITOR badge to wear. This badge should always be visible when the visitor is on campus. Upon leaving the school campus, all visitors need also to sign out, hand in their visitor badge, and pick up their ID or Iqama at the security guards' desk. In addition, mothers are not allowed to attend the classes with their children during the starting days, especially on the first day of KGs entering the school.

As such, any visitor is required to present himself/herself at the front office upon arrival. He/she shall only be permitted to remain on the campus or attend another area of the school where the appropriate permission has been given to do so. Anyone other than a school's student or employee will be considered a visitor and must present at the front office upon arrival during the school day.

## VXXX. PARENTS' PORTAL REGULATIONS

### **a. Description:**

It is a new online application for Learning Oasis International School that started in 2016. This application makes the communication between the parents and academic and administrative staff easier and more effective than before. The Parents are able to follow up the academic level of their children and communicate with their teachers using the available means in the Portal.

### **b. REGULATIONS OF PARENTS' PORTAL**

- Parents can contact all school employees: Executive Manager, Head of departments, all academic coordinators, teachers, registration office, school doctor, bus supervisors, and social workers.
- Parents are allowed to send 3 messages per day.
- Expect a reply within 48 hours.
- Parents are requested to send the message to only one channel only.
- The message should not exceed 400 words.

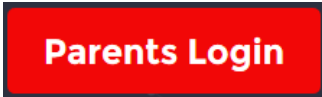
### **c. TEACHERS' REGULATIONS:**

- Teachers are not compelled to answer the message during their vacations.
- For teachers, if the language used by the parent is not appropriate, kindly apologize for not being able to answer, and forward it to the higher administrations.
- Teachers have to answer the message within 24 hours.
- Teachers have to check their portal daily. The messages have to be checked early morning.

## **8. Steps to Create an Account on Portal:**

Firstly, the parents should make sure that their mobile numbers are similar to the number in their child's file in the registration office at school because the portal registration process depends on the correct mobile number

- 1- Open the website [www.loispp.com](http://www.loispp.com)
- 2- Press on Parent Login.

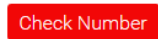


- 3- Press on Activate Your Mobile Number. *Activate Your Mobile Number*

Type your mobile number. The list of your children's name will appear.

### Activate Mobile Number

\* Please, Enter Parent's Mobile Number \*



- 4- Submit your order, and then you will receive the password on your mobile.

## Main Features in Parents' Portal for Each Student:

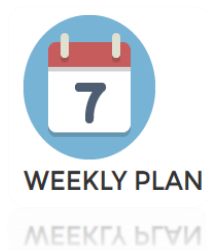
### Messages:

The parents are able to send a limited number of messages per week to the staff. She/he will receive the reply on the portal within 48 hours.



### Weekly Plan:

Parents can open the weekly plan for their children. Parents are able to download and print it. They can access to the old weekly plans too.



### Daily Evaluation:

The parents can follow up the behavior of their children in the class by reviewing the daily evaluation.



## Interim Report upon parents' request:

The parents can follow up the academic and social attitude of progress for their children several times during the academic year.



Interim Report

Interim Report

## Marks:

The parents are able to follow up the marks (homework, tests, projects and other) of their children in details.



MARKS

MARKS

## Final Marks:

The Portal displays the final marks for each semester after the calculation processes.



Final Marks

Final Marks

## Activity sheets:

Teachers upload some activity sheets on the portal for their students and then upload the answer sheet. The sheets are available on the portal.



Sheets

Sheets

## Time Table

It's a table that shows the subject and the hours for study in each class



Time Table

Time Table

## **Vacation Requests:**

The parents can submit a vacation request for their children. The reply will be sent within a few days.



*Vacation Request*

## **Transportation Services:**

The parents can use the bus services to request a new order, cancel an old order, change the bus, submit complaints, and other services. Parents will receive the reply within a few days



*Bus Services*

## **Medical Report:**

The parents can review the medical reports of their children and can directly contact the doctor.



*Medical Report*

## **Attendance and conduct:**

The parents can review the absence and conduct of their children and can directly contact the social worker.



*Attendance and conduct*

## **Financial Summary:**

The parents can review their financial reports, total paid amount, total remaining amount, and other installments notifications.



*Financial Summary*