

Horizon Private School Branch

Upper Elementary Section

Parent Handbook



Dear Parents and Guardians,

Welcome to the start of a new school year.

Educating your child is a privilege for Horizon Private School – Branch. We, as a school community, look forward to working with you and your child in the Elementary Section, so he/she can achieve to the best of his/her abilities.

Together, we can ensure this happens, so that all students who will graduate from our Elementary Section are ready for Middle School. In order to achieve this goal, we as the Elementary Section at HPS – Br. urge you as the parents to commit to the content of this handbook and refer to it for clarification.

Sincerely,
Ms. Zeina Kassab
Grade 3 - 5 Section Coordinator

Table of Content

Mission Statement	Page 3
Vision	Page 3
Values	Page 3
Goals	Page 4
Homework	Page 4
Report Cards	Page 4
Promotion	Page 4
Academic Awards	Page 4
Attendance	Page 5
Academic Integrity Policy	Page 5
Use of Electronic Devices	Page 6
School Nurse	Page 7
Canteen	Page 7
Student Life	Page 7
Dress Code	Page 8
Theft	Page 9
Cell Phones	Page 9
Parent Communication	Page 9
The Intervention Ladder	Page 9
Incident Report	Page 10

Mission Statement

Horizon Private School – Branch is committed to preparing distinguished citizens who *honor* their national identity, *maintain* personal growth, and *strive* for academic excellence. We want our students to become lifelong learners and make a difference in this challenging global environment.

Vision

Our vision is to create independent lifelong learners who:

- ✓ are able to cope with all life stresses and deal with future challenges
- ✓ dare to be themselves and believe in their own identity
- ✓ thrive with positive thinking and have passion towards making a better change in the world
- ✓ pronounce failure as a setback for success and embrace mistakes as opportunities for learning
- ✓ perceive struggle as valuable price for self-improvement and self-investment

Values

Accountability

Brilliance

Uniqueness

Diversity

Honesty

Authentiity

Bravery

Innovation

Goals

Our main goal is to promote the development of the individual in all areas: academic, ethical, social and physical. All programs in the areas mentioned above aim to develop qualities and skills in individuals to be communicators, inquirers, thinkers, knowledgeable and preserve good ethics and values. We aim to build within our students a sense of honor and appreciation for their cultural heritage.

Homework

Homework extends classroom learning and provides students the opportunity to rehearse and refine ideas and concepts presented in the classroom. Therefore, students are expected to complete the assigned homework timely since it is given a percentage on the final average.

HPS – Br. has a rigorous and challenging program; timely homework assignment completion is considered to be an integral part of this program. Dates for major tests and cumulative projects are monitored by the Section Coordinator.

Report Cards

Grades are a statement of a student's performance. Report cards are issued three times a year.

Promotion

Parents will be asked to sign a *Conditional Promotion Letter* in case their child fails in one or more main subject.

Academic Awards

A student will receive one of the following academic awards if he/she meets the required criteria.

Distinction: Student should score an (A+) across all subjects.

High Honor: Student should score an (A+) or (A) across all subjects.

Honor: Student should score an (A+), (A), or (A-) across all subjects.

Attendance

The school day officially begins at 7:30 A.M. and ends at 2:30 P.M. except for Thursdays where students are dismissed at 1:50 P.M. While on school premises, and during these hours, students become the school's responsibility and are not allowed to leave without permission from the administration. Permission will be given in case of valid excuses only and parents are advised to schedule doctor appointments after 3 P.M.

Tardiness

Students are expected to arrive to class on time with all appropriate classroom materials. Arriving late is disruptive to the learning process. Tardiness will be addressed by the teacher, administrator, or school principal.

Absences

Students should only be absent for necessary and valid reasons, such as illness or emergencies. The parent or guardian must verify any absence with a written excuse presented to the office. Make-up exams require a medical excuse and can be given only when arranged and approved by the school administration. Absences of three or more days require a medical excuse.

Students are responsible for making up all missed work, whether or not an absence has been excused. The school calendar should be studied carefully as students are not excused from classes prior to or after the announced school breaks. Failure of parents to get the student to school on time is not a valid excuse.

Academic Integrity Policy

Academic integrity is the foundation of an effective school. The core premise of academic integrity is that the work of a student turned in is the product of his/her own thinking. Academic integrity violations occur, primarily, in two areas:

- ✓ cheating
- ✓ plagiarism

Cheating

Cheating is using another person's work to gain advantage without his/her permission. It refers to actions that compromise a teacher's ability to get accurate assessment information. Examples include, but are not limited to:

- ✓ copying the work of another student
- ✓ stealing test material
- ✓ providing answers during assessments
- ✓ receiving answers during assessments

The school’s response is an automatic zero for the work in question.

Plagiarism

Plagiarism is the wrongful act of taking the product of another person’s mind and presenting it as one’s own. It is false assertion of authorship. Plagiarism applies to ideas in written, verbal or electronic form. Although a writer may use another’s word and thoughts, they must acknowledge as such by footnotes or bibliographical entries.

Plagiarism may take the following forms:

- ✓ repeating another’s sentences as your own
- ✓ adapting a particular idea or phrase as your own
- ✓ presenting someone else’s line of thinking as your own

Each year, in every class, teachers will introduce/review the concept of plagiarism. They will explain rules of citation, paraphrasing, and what constitutes common knowledge and the public domain. If students are unsure about whether the use of material would be plagiarism, it is their responsibility to ask for clarification.

<i>First Offense</i>	The student will be given the chance to repeat the assignment
<i>Second Offense</i>	The student will be given an <i>Incident Report</i> and parents will be contacted.
<i>Third & Subsequent Offenses</i>	The student will be given a zero on the assignment.

Use of Electronic Devices

Students need a permission from their teacher in order to bring in their personal laptop, iPads and tablets.

Guidelines

- ✓ Laptops/iPads should be kept inside the student’s bag unless told otherwise.
- ✓ No student should use another student’s device unless given permission by the owner.
- ✓ Teachers should be able to see the student’s screen at all times.

- ✓ Laptop/iPad volume should be muted unless told otherwise.
- ✓ Students may not listen to music nor stream videos unless it is part of class assignment.
- ✓ Wallpapers and themes should be *school appropriate*.
- ✓ Movement around the room will be limited when laptops/iPads are in use.
- ✓ Students should be on task during class.
- ✓ Laptops/iPads will only be used to complete classroom assignments.
- ✓ Students may not check email, visit social networking sites, chat, or play games while using laptops/iPads in school.

Any violation of the guidelines will result in an Incident Report.

School Nurse

The school nurse administers medications as required under doctor's prescription. Sick students, who become ill during the day, will need to see the nurse to determine if it is needed to be sent home. Students needing to see the nurse between classes must check-in with their classroom teacher prior to going to the nurse.

Canteen

For the convenience of the students and parents, HPS - Br. operates a lunch program. The cafeteria prepares balanced meals for a fee. Students may bring their own lunches or they may buy cafeteria food. Students who bring their lunches are asked to bring healthy lunches. Students should not drink energy drinks such as Red Bull during the school day. Out of courtesy to others, students are expected to:

- ✓ put trash into trashcans placed around the cafeteria
- ✓ not to sit on top of the tables
- ✓ leave the tables and grounds clean

Student Life

Students at HPS - Br. participate in a variety of activities, most of which are below.

Student Council

The Student Council represents the students. The Student Council supervises most aspects of student life, especially the social events, student elections, and works closely with all student clubs and activities. Elections will take place in Term 1.

Athletics

HPS - Br. offers after-school sports academies, which includes soccer, taekwondo, gymnastics and swimming.

Events

HPS - Br. hosts a number of major events during the year. These include but are not limited to: Sports Day, International Day, UAE National Day, Choir, and Talent Show.

Birthdays

Birthdays will not be celebrated in class.

Dress Code

Boys

HPS - Br. boys are expected to:

- ✓ wear collared shirt, school T-shirt for PE days
- ✓ wear school pants
- ✓ wear black shoes or PE shoes only for PE days
- ✓ not have hairstyles
- ✓ not wear jewelry
- ✓ not wear hats

Girls

HPS - Br. girls are expected to:

- ✓ wear collared shirt, school T-shirt for PE days
- ✓ wear school pants
- ✓ white or shades of blue veil (for girls who wish to wear the hijab)
- ✓ wear black shoes or PE shoes only for PE days
- ✓ tie their hair back
- ✓ not have hairstyle
- ✓ not wear hat
- ✓ not wear jewelry
- ✓ not wear makeup including eyeliner and nail polish

Parents will be contacted if their child is dressed inappropriately.

Theft

HPS – Br. considers taking any property of others a very serious act even if done as a prank. To prevent the loss of personal property, the following is recommended:

- ✓ Students should not bring large amounts of money or expensive items to school. If these are brought to school, it will be the sole responsibility of the owner.
- ✓ Personal electronic devices such as cell phones, MP3, handheld games, are not to be used at school or during fieldtrips. Items confiscated will be turned in to the section coordinator.

Cell Phones

Cell phones are not allowed to be used on school premises. A cell phone seen or heard for the first time will be confiscated, and only will be returned to the student on the last day of school.

Parent Communication

Parents at HPS - Br. will be able to communicate with teachers through Open House, PTMs, scheduled meetings and ClassDojo. Parents are expected to schedule meetings with teachers during their office hours.

The Intervention Ladder

The Intervention Ladder below depicts the disciplinary consequences resulting from a student committing a certain level of offense or the student's disciplinary record.

- 1.1 Level-1 offense committed for the first time results in a **verbal warning**.
- 1.2 Level-1 offense committed after 3 verbal warnings results in an **Incident Report**.
- 1.3 Three (3) incident reports obtained by Level-1 offenses result in a **30-minute community service**.
2. After obtaining a level-2 offense for the first time, the teacher/Section Coordinator will call the parents.
3. After obtaining (3) level-2 offenses, a **meeting will be scheduled with the parents for further actions**.
4. After obtaining a level-3 offense, a **meeting will be scheduled with the parents and the social worker for further actions**.

The school reserves the right to deprive any student with disciplinary misconduct from taking part in a certain school event, activity, and/or trip.

Incident Report

K - 5 Incident Report			
Student	Date	Report Number	
Teacher	Grade		
Characteristics	Level 1 Offense	Level 2 Offense	Level 3 Offense
<i>Responsibility</i>	<ul style="list-style-type: none"> • Incomplete assignment (Classwork, Homework or Project) • Failure to get required books or learning material 		
<i>Promptness</i>	<ul style="list-style-type: none"> • Unexcused tardiness to class (in the morning or during the day) • Roaming in the hallways 	<ul style="list-style-type: none"> • Leaving class without permission 	
<i>Discipline</i>	<ul style="list-style-type: none"> • Not wearing the proper school uniform • Chewing gum • Running and shouting in the hallways • Failure to use the language of instruction inside the classroom • Littering on the floor of the school playgrounds • Not tidying or cleaning the area around the desks • Disrupting a class or an activity • Throwing objects on each other in the classroom • Possession / use of electronic devices when not permitted by the teachers • Failure to abide by school rules • Failure to abide by classroom , Library, Science Laboratory and bus rules 	<ul style="list-style-type: none"> • Inappropriate and unethical behavior • Standing up/ walking inside the bus while moving • Use of foul language 	<ul style="list-style-type: none"> • Leaving the school premises without a permission and a gate pass • Possession / use of dangerous items
<i>Respect</i>	<ul style="list-style-type: none"> • Disobeying teachers • Disrespecting peers 	<ul style="list-style-type: none"> • Showing disrespect to a staff member or teacher • Damaging school property or someone's property • Bullying (emotional, verbal, physical, and cyber) 	<ul style="list-style-type: none"> • Verbally assaulting a staff member or a teacher • Physically assaulting a student
<i>Honesty</i>	<ul style="list-style-type: none"> • Exercising dishonesty with teachers, staff members or peers • Copying assignments from other students 	<ul style="list-style-type: none"> • Stealing school's, teacher's or someone else's property • Cheating in an exam • Plagiarism 	
Teacher's Signature _____		Parent's Signature _____	
For Admin use only			
<i>Please write the details of the recorded incident.</i>			