



الاعتزاز بالماضي. الإعداد للمستقبل.
Honouring the past. Educating for the future.

Acknowledgement Form 2017 - 2018
Learning Handbook for Students and Parents
including SZPAG Expectations and Code of Conduct

This SZPAG Handbook for Students and Parents has been prepared to provide you with valuable information regarding school guidelines, expectations and general information.

Section 1 provides information that is relevant to the whole school in respect of operations and procedures. Section 2 focuses on our Elementary School (KG1 – Grade 5) and Section 3 focuses on the Secondary School (Grades 6-12) including important information about graduation requirements and university entrance and scholarships.

We trust you will find this handbook informative. Please note regular updates and specific information about the learning program can also be found via class newsletters, monthly ‘Innovations’ publication, the website <http://zayedacademy.ae/girls>, curriculum bulletins and parent information sessions and workshops.

Parents please complete the following section for each of your children attending The Sheikh Zayed Private Academy for Girls and sign and return to school by 26 November 2017.

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We appreciate that the SZPAG handbook contains important information that we may need during the school year. We acknowledge that it is important to a student’s education to be in school all day, every day if individual potential is to be realized and that it is essential to work together with the school to ensure that learning time is maximized. We understand that all students are responsible and accountable for their behavioral choices and will be subject to disciplinary consequences outlined in the Code of Conduct if school rules are breached. If we have any questions or concerns in respect of this Handbook or the Code of Conduct, they should be directed to the Head of Elementary, or the Head of Secondary in the first instance.

We have read and understood the SZPAG Handbook including the expectations and Code of Conduct.

Student’s full name _____ Class _____

Parent’s signature _____ Date _____

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Welcome to The Sheikh Zayed Private Academy for Girls (SZPAG). Since 2000, we have served many families, building a positive and vibrant reputation for leading bilingual education in Abu Dhabi.

SZPAG believes strongly in the power of our students, and in their ability to change the world for the better. Our mission, 'Honoring the past, Educating for the future' is exemplified through our beliefs in learning, growth, and discovery. We fulfill our mission through providing our learners with a unique blend of rich UAE heritage and national identity, and a modern, innovative approach to learning. Our strong educational program offering American curriculum is complimented by the Arabic and Islamic syllabus allowing our students to find their gifts, their voices, their drive, themselves.

There are advantages that students have when they learn and grow alongside one another. SZPAG offers an abundance of avenues for self-exploration and development, as well as a wealth of peer role models. Our curriculum has been developed to be deliberate, progressive and holistic to unleash the extraordinary potential of students in our care. Our program supports inclusion and is differentiated, defining our practice. We cater to all ability levels, and are currently on our way to becoming an Apple Distinguished School with the implementation of our 1-1 iPad and Laptop programs.

At SZPAG, we hire the best faculty and staff, and support them with state of the art equipment. We are serious about setting high standards. You can feel the pure joy of learning, growing and sharing on our campus. I am proud to be a part of all that is SZPAG. Together we are different, stronger, better. Let us inspire your child to be fearless, and educate them to be leaders.

Janet DesJardins
Principal



The Sheikh Zayed Private Academy for Girls is a privately owned and GEMS managed school. We know the importance of having a shared set of educational values which help our students to become responsible and independent individuals who are forward thinking and are well prepared for the world beyond school.

Core Purpose

Honoring the past. Educating for the future.

Mission Statement

Sheikh Zayed Private Academy will honor the past and educate for the future by developing confident, committed, creative and caring young people of integrity who achieve to their academic potential and, armed with an internationally competitive education, are well positioned to succeed in the world of tomorrow.

Values

To achieve our mission, we will work to our core values which are:

- Pursue excellence in all that we do
- Celebrate achievement and participation of all
- Appreciate and foster UAE National Identity
- Cherish the community and the environment
- Promote Islamic, moral and ethical values
- Promote respect, responsibility, belonging and caring
- Develop leadership capacity and global citizenship

GEMS Core Values

We know academic performance is important because academic qualifications are the passport to accessing a good university but we believe a **values-based education** is of equal importance. GEMS values-driven education is expressed through our four core values which are woven into every curriculum offered by GEMS Schools and are at the core of our DNA. They are not symbolic, we live and breathe them. They are: **Leading Through Innovation, Pursuing Excellence, Growing by Learning, Global Citizenship**. Through our values we encourage independent learning, empowering students to take on responsibility. Students learn to celebrate diversity in a spirit of understanding and tolerance and develop a positive regard and awareness of other people.

Meet Our Team

Senior Leadership Team (Academic)	
Janet DesJardin	School's Principal - CEO
Huda Al Tamimi	Emirati Vice – Principal
Amirah Salah	Head of Arabic
Jacky Boulos	Assistant Head of Arabic
Tracie Hamilton	Head of Elementary
Melissa Hartsfield	Assistant Head of Elementary
Helen Smithies	Assistant Head of Early Childhood
Gayle Marshall	Head of Secondary
Nicola Bussetil	Assistant Head of Secondary: Student Wellbeing
Nkecha Rucker	Assistant Head of Student Achievement

Senior Administration Team	
Nisha Varma	Accounts Manager
Nada Ibrahim	ICT Systems Manager
Nadine Sherif	Office Manager / Personal Assistant to the Principal (PA)
Mohammed Al Kharouda	Public Relations Officer (PRO)
Sarika AjiKumar	Procurement Officer
Shaza Tulimat	Registration Manager
Sapna Peris	Staffing & Benefits Manager

Front of House	
Suzan Saadoun	Receptionist – Early Childhood
Amal Saleh	Receptionist – Elementary
	Receptionist – Secondary
Hana Toubasey	Parent Relations Coordinator
May Fawzi	Secretary to Head of Elementary & Secondary

Contact us
Email: zayedacademy@zayedacademy.ac.ae Phone: +971 (0)2 619 5555 Fax: +971 (0)2 619 5610 Reception extensions: Ext. 107 Reception (Main Building / Secondary) Ext. 300 Reception (Early Childhood) Ext. 522 Reception (Elementary) Ext. 533 Parent Relations Coordinator Address : PO Box 42989, Abu Dhabi UAE

Daily Schedule

Our instructional day begins at 8:00 am. Students should arrive between **7:30am and no later than 7:50am** to ensure they are well prepared for the first lesson. The national anthem is played daily at 8:00 am signifying the official start to the school day.

Late Slips

Students will be marked tardy after 8:00am. They will need to visit the reception desk to get a late slip before going to their homeroom for Elementary students or Learning Block 1 class for Secondary students.

Daily schedule Grades 1-12*		2017 - 2018	
Sunday – Wednesday Kindergarten* hours: 8:00am - 12:30pm*		Thursday Kindergarten* hours: 8:00am 12:45pm	
Roll call	8:00	Roll call	8:00
Learning Block 1	8:05	Learning Block 1	8:05
Break / Home room (or vice versa)	9:25	Break	9:25
Home room / Break	9:45	Home room	10:00
Learning Block 2	10:05	Learning Block 2	10:15
Learning Block 3	11:30	Lesson changeover	11:35
		Learning Block 3	11:40
Lunch A# (student have 50 min break for lunch /prayer/ social)	12:50	Dismissal (Students)	13:00
Lunch B *	13:15	Lunch (Staff)	
Learning Block 4	13:40	Staff meetings / PD & meetings	13:30
Dismissal (Students)	15:00	End of day (staff)	15:30
ECAs (Mon -Wed)	15:05	No ECAs	
End of dav	16:00		

Attendance Procedures and Absences

Early Pick Up

It is very important to your child's education to be in school all day, every day. If your child has an appointment and must leave the school, please advise the homeroom teacher in advance and go to the Reception upon your arrival at the school. An administrative assistant or security officer will arrange for your child to come to the Reception area to be signed out.

Supervision

The safety and wellbeing of our students is essential. School supervision is provided from 7:30am – 4:15pm Sunday through Wednesday and 7:30am – 1:15pm on Thursday. Students should not be on campus outside of these times unless in a registered school activity. During the advertised school hours including all breaks, staff are placed on a duty rota to supervise the students. Outside of the official school times parents or their designated guardian have the duty of care for their child. If for any reason you will be late to collect your child/ren it is essential that you contact either Reception or the Parent Relations Coordinator (PRC) to ensure your child can wait in a safe supervised location on campus such as the administration offices. Contact details can be found at the front of this handbook.

Absence

As part of our commitment to providing a quality education that prepares our students for their future, regular and punctual attendance is **essential** if our students are to realize their potential. Research shows that regular school attendance is integral to student success. Therefore, it is important that we have clearly defined expectations for our students to ensure they attend school regularly during term time and are punctual for all lessons.

Students at SZPAG must show full commitment to their studies and this includes regular and punctual attendance at school and adherence to our Code of Conduct. Our goal for 2017 – 2018 is for all students to have a 95% or greater attendance rate. Our protocol aligns with the expectations of the Abu Dhabi Education Council (ADEC) who promote the importance of school attendance in striving to become an outstanding school. It is also important to highlight that students in Grade 12 are required to meet a **minimum of 90% daily attendance in order to graduate.**

Teachers can best help students learn when students meet this expectation. Absences affect the pattern of students' schooling and regular absences may seriously affect learning. In addition, absences and lateness disrupt teaching routines so they often affect the learning of others in the same class. Students below 92% will be closely monitored and detailed follow up with parents is required. Parents should notify the school early in the morning to report their child's absence and the reason for the absence. Ensuring regular attendance at school is a parent's duty and responsibility and permitting absence from school without a good reason creates an offense.

ACCEPTABLE AND UNACCEPTABLE REASONS FOR ABSENCE

As per ADEC's Private Schools Policy and Guidance Manual - Policy 50 Absence

Authorized Absence:

The following types of absence may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents

- Illness - absences of more than 2 days should be supported by a doctor's certificate.
- Death of first or second degree relative
- Scheduled doctor appointments.
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical treatment or the death of a family member

Unauthorized Absences:

- Shopping trip
- Unnecessary travel
- Other types of absences not included in the authorized absences list

Appointments during school hours / extended absences

All appointments should be made outside the school day whenever possible. We request that holidays and travel are conducted during school vacation times. Any extended leaves of absence need approval in advance from the Head of Elementary or Head of Secondary. All absences are tracked electronically. If a student is absent, attempts are made to confirm the absence with the family.

Punctuality

All students are expected to be at school each morning by 07:50am. While we appreciate that on occasion a student will be late through no fault of their own, frequent tardiness to lessons impacts both the learning of the individual student and disrupts the lesson. Attendance will be taken by the teacher during morning registration and students who are late to school will be expected to register at the office.

Students must report to all classes on time. When students report late to lessons it not only disrupts their learning but the learning of all the other students in class, which is unacceptable. During the school day students are allocated sufficient time to be prepared for each class. If a student is late for class, the teacher will record the time the student arrives for the lesson.

Consequences for frequent school absence or tardiness

It is important to note that if a pattern of absence or tardiness becomes evident, the student will be spoken to in the first instance to ascertain the reason. If the behavior is repeated parents will be called in by a member of the leadership team for a meeting to discuss how this student can be supported going forth. In extreme cases if a student has shown no willingness to attend school regularly and punctually, despite the support provided, the case will be referred to the Student Disciplinary and Advisory Committee (SDAC) and the student's place at SZPAG will be reviewed for the following academic year.

School Medical Clinic

SERVICES and REQUIREMENTS

The School Clinic responsibilities include, administering first aid, treating minor ailments, health education, maintaining health records, updating vaccinations and medical information, and coordinating with the Health Authority Abu Dhabi (HAAD).

HAAD requires that the following completed forms be kept on file to enable us to care for your child effectively. These forms must be completed and returned to the Health Office directly, prior to your child starting school.

- Health Information Form
- Medical Consent Form
- Immunization Record – a copy is required

The school should be informed immediately of any change in telephone numbers to enable us to contact a parent or guardian in the event of sickness or accident. In the event of both parents being out of the country an alternative contact number must be left with the Health Office and with the Registrar.

When to Keep Your Child at Home:

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover.

It is recommended to keep your child at home for the following reasons:

- Vomiting and/or diarrhea: A child with either of these problems should stay at home and return to school only after being **symptom free for 24 hours**.
- A temperature of 38°C/100°F and above: Even if the temperature has been reduced with medication please keep your child at home until they have been **24 hours without a fever**.
- Conjunctivitis: Following a diagnosis of conjunctivitis (also known as “pink eye”), A child may return to school **12 hours after the first dose of prescribed medicine**.
- Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school nurse has seen your child before returning to the classroom.
- Many rashes are not contagious. If you are in any doubt, please take your child to see the school nurse before he/she attends class.
- Bad Colds: Consider keeping your child at home if he/she is experiencing serious discomfort from cold symptoms such as serious nasal congestion. A continuous green discharge from the nose may be a sign of infection.
- Sickness: If your child is sick and unable to attend school the parent must call the school by 8:30 am to notify them of the absence.
- Collection of a sick child: Please collect your child within **30 minutes**, following a request call from a member of the nursing team.

School Medical Examinations

HAAD requires that students in selected grades undergo immunizations by HAAD nurses at SZPAG.

Medications: If your child is taking any regular medications during school hours, (long or short term basis), kindly give drop these medications off at the school clinic to be administered by our nursing staff to your child. Students are **not permitted** to keep medications with the **exception** of personal inhalers to prevent/treat asthma attacks and Epipens for students with life threatening allergies.

Food & Catering

Research shows a significant link between nutrition and academic, social, and emotional success. We strive to ensure our students select healthy food choices each day, and expect them to bring healthy snacks and lunch choices if they choose a packed lunch. We do not allow nuts, chips, candy, chocolate products, biscuits, or any other sweet food items at school. Water coolers are installed in every class, but we ask all our students to bring a water bottle to school each day to carry with them at PE and recess times. The water bottle should be taken home each night and cleaned.

School meals may be purchased from **Keita Catering services** or students may bring a nutritious packed lunch. Students who choose the Keita lunches will be provided with an access card that parents can top up with funds as required to enable students to purchase a nutritious selection of meals.

Other food, including sweets, chips, cakes, soda, energy drinks, and fast-food, is not permitted on campus and will be confiscated. There will be special events and occasions in which food or treats may be brought from home or provided by the school and parents will be notified by letter or SMS message. Birthdays are to be celebrated outside of school. Unless notified in advance by the school, food or drink from outside (e.g. fast food) is not permitted and will be sent back or confiscated.

MORNING BREAK and LUNCH

KG & Grade 1 students should bring a healthy snack to school each day. **Grade 1** will also need to bring a nutritious packed lunch.

Students in **Grade 2 – 12** will be provided an option to purchase a daily cold snack from Keita catering service or may choose to bring a healthy snack from home if they prefer. Students will have the option of purchasing a nutritious hot or cold lunch Sunday through Wednesday. Thursday, early dismissal day there is no lunch at school as students are dismissed at 1pm.

Bus Transportation

BUS SERVICE and EXPECTATIONS

Bus transportation to SZPAG is available for a fee through a private company, Emirates Transport. Please note routes are available in **Abu Dhabi Island only**. In accordance with Department of Transport guidelines, student bus routes will not exceed 75 minutes' duration from the starting point to the final destination. Information about bus services is available at the reception area or from the accounts department. Parents are not restricted to the use of this service and are welcome to investigate alternative transport services should they desire. Reservations for bus services remain a contract between the family and the private bus service provider, not SZPAG. The fee for two-way bus transportation is AED5000 as approved by ADEC for the 2017 – 2018 school year.

General Bus Rules

Our students' wellbeing is of primary concern and students who use the bus transportation service must adhere to the following rules to ensure the safety of all bus riders. Students who do not follow these rules will be reminded and parents contacted. Repeat offenders will be given an official warning and may not be permitted to use the bus service if it is deemed that their behavior puts either themselves or others at risk.

- Be on time. In the morning, students must arrive to the designated pick-up point on time. In the afternoon, arrive to the bus no later than 3:05 pm. Being late to the bus for departure is not an option as the bus will depart promptly at 3:10 pm.
- No electronic items (e.g. iPods, iPads, mobile phones, cameras, DSI or other game players etcetera) are allowed on the bus.
- No eating or drinking is permitted on the bus.
- Foul language, bullying or any behavior that is not tolerated at school, is NOT tolerated on the bus.

Bus Safety Rules

1. ALWAYS WEAR YOUR SEATBELT. Seatbelts must be worn across the hipbones; not across the soft abdominal area.
2. Pencils, markers, rulers and all other sharp or pointed items must be stored during travel.
3. Windows must be closed at all times and arms, legs and heads must be kept inside the vehicle.
4. Students are not to change seats while the bus is moving or parked at traffic signals. Seats may not be changed without asking the bus assistant(s) for permission once in route.
5. Students must not throw anything while on the bus or do anything else that may distract the driver.
6. Voices must be kept at an appropriate level. ('Quiet voices inside. Loud voices outside').
7. Avoid control panels, automatic doors, etc. as accident or injury can occur.
8. Keep the aisles clear.

SZPAG Bus assistants can only release a student from the bus to a parent or designated adult family member or carer. To ensure there are not lengthy delays, as a service courtesy the bus assistant will call the family approximately five minutes prior to arrival at the pick up or drop off destination. Please note if a parent or designated guardian is not present at the bus stop, the student will be safely transported back to school to be collected by the family.

Uniform

DRESS CODE and EXPECTATIONS

We maintain a strict uniform policy at SZPAG. Students must wear the official school uniform as outlined for each grade level and modifications are not permitted. Please contact Zaks our uniform supplier, or refer to their website <https://zaksstore.com> for further details including visual images of the correct design and where to purchase the uniform. Please note that if an item of uniform becomes temporarily unavailable due to supply, SZPAG will advise what alternative clothing may be worn during this period only.

Our expectation at SZPAG is for students to wear clothing that is respectful to one's self as well as others. Each day students must come and remain properly dressed, adhering to the SZPAG Dress Code requirements. Students must have a change of clothes and shoes for Physical Education (PE) as per the uniform requirements.

Daily uniform requirements:

1. Regulation shirt and skirt (Secondary), dress or shorts (Elementary). Uniforms must not be altered.
2. White regulation shirt. No colored undergarments should be worn.
3. Black, flat shoes, white socks.
4. Regulation sweatshirt with school logo.

Physical Education (PE) uniform requirements:

- 1.Regulation Sheikh Zayed Private Academy for Girls athletic shirt.
- 2.Regulation green sweatpants.
- 3.Athletic shoes in white or black only with non-marking soles and heels.
- 4.Regulation SZPAG swimming suit.

Elementary students may wear their PE uniform to school on PE days, Secondary students should wear the regulation skirt and blouse and bring PE uniform to change into unless the lesson is timetabled at the start of the school day.

Additional uniform expectations

Hair	Long hair must be tied back and secured at all times with neutral bands i.e. white, brown or black. A simple black or white head band may also be worn however other hair accessories are not permitted. Hair should be natural color so dyeing is not acceptable although tasteful highlights for Senior students may be worn with parental permission.
Jewelry	Valuable items of jewelry should not be worn to school. Students with pierced ears may wear one pair of studs or tiny hoop earrings. A watch may be worn but smart watches are not permitted on campus. No other jewelry may be worn to school and items will be confiscated and kept securely for the parent or guardian to collect.
Make-up and perfume	Make up should not be worn to school including colored nail polish and lipstick. Senior Secondary students may wear light black eyeliner (kohl) only. No perfume or sprays are permitted at school; a roll-on deodorant is allowed.
Shoes	Black flat shoes should be worn with white socks. Black or white athletic shoes with non marking soles are required for PE
Sweater	Only the school sweatshirt with the official logo may be worn.
Undergarments	Undergarments worn under the school blouse should be neutral i.e. white or beige

Dress code Violation Consequences

If a student is not in the official SZPAG uniform, we will notify home and ask for the regulation uniform to be brought to school. Students who continue to disregard our uniform policy despite reminders will be sent home to change. Consequences for repeated dress code violations are issued at the discretion of members of the Senior Leadership Team. Make-up, perfume, and other items such as jewelry will be confiscated and may be collected by a parent or guardian at the end of term.

Non-uniform days

There may be days when SZPAG declares an out of uniform day for example National Day. Parents will be notified in advance via SMS or email. On these occasions students may wear traditional UAE dress or themed dress. In all cases students must dress in a manner that is not offensive to the culture of the UAE and the following will apply:

- No tight clothes e.g. leggings/jeggings, tight t-shirts, or other figure hugging attire
- No tank tops or spaghetti straps – shoulders must be covered
- No exposed midriff, low cut tops or short shorts
- No transparent garments e.g. blouses or skirts

Responsible usage of digital devices

The following guidelines have been prepared to assist our students in using computers and information technology appropriately.



General Computer Use

As a SZPAG student, I will:

- Use technology in the school ONLY with a teacher present in the room and with her permission.
- Use information technology as instructed by my teachers.
- Never bring food or drinks into any area where there are computers, laptops or iPads.
- Log in/out using procedures as outlined by my teacher.
- Keep my password secret.
- Save files as instructed (in folders and files)
- Not download/listen to music files, download/play games or videos.
- Log out at the end of class (in the lab)
- Not touch any computer cables or connections
- Shut down computers/laptops at the end of the school day.
- Never install unauthorized software on school computers.
- Notify the teacher immediately if anything is wrong with the equipment – e.g. damage to hardware, software problems.

Internet Use

As a SZPAG student, I will:

- Access the Internet and World Wide Web ONLY after my parents have signed a letter of permission.
- Use the Internet for educational purposes only.
- Access Web sites approved by my teacher.
- Access Web sites in a language known to the supervising teacher.
- Not access chat or social networking sites including (MSN, Social media, Instagram, Twitter, Skype, Facebook, ask.fm, Snapchat etc.)
- Not download any files/hyperlinks (for example games, videos, music) unless instructed by my teacher.

Email Use

As a SZPAG student, I will:

- Use email ONLY with teacher permission.
- Use email for contacting my teacher about assignments, due dates, and other such class purposes.
- Use email for collaborating with other students on projects and assignments ONLY.
- Submit assignments by email when requested by the teacher.
- I will not use email for bullying others.
- Open attachments only after scanning for viruses

Printing (computer lab rules for printing)

As a SZPAG student, I will be aware of environmental issues when printing thus conserving paper and toner. To do this, I will:

- Send print jobs to the lab printer
- Send print jobs ONCE. If there is a problem, I will get help before sending it another time.
- Ask my teacher's permission to print from the Internet.
- Copy and paste material from the Internet (with proper reference information) to Microsoft Word and save files first before printing.
- Use print preview to avoid unnecessary blank pages.
- Send print jobs to my subject teacher if I want them printed in color. She will print them if she decides that color is needed.

I agree to abide by the rules and expectations stated on this document

Student Name: Grade:

Student Signature:

I have read this document and understand the expectations for my child.

Parent Signature:

Date:

Extra-Curricular Activities (ECAs)

The Sheikh Zayed Private Academy for Girls offers students the opportunity to take part in a wide variety of extracurricular activities (ECAs) to address different interests and to enrich student experiences. The school offers a wide range of activities including sports, the Arts, leadership opportunities, enrichment activities including STEAM, and clubs. ECAs assist students in developing skills and healthy social behaviors with the opportunity to build new friendships. Participation in ECAs supports our students to build self-efficacy, promotes good citizenship and school spirit, and encourages them to become actively and constructively involved in our community and beyond.

ECAs are offered each term and commence within the first few weeks of school. Students will be offered a variety of activities they can participate in after school on Monday, Tuesday and Wednesdays. The success of each activity depends on the enthusiasm and commitment of the student and their parents. Students are highly encouraged to participate in a variety of Extra Curricular Activities and at least one per term.

Most ECAs are run by SZPAG teachers for no charge. In addition, the school partners with approved outside providers such as E-Sports who contract professional coaches to offer even more selections for our students at a minimal charge. You will receive a letter early in the term outlining the ECAs offered for that term. Please have your child choose the activity they would like to participate in and return the form immediately as **space is limited for each activity**. The sign-up and payment for E-Sports ECAs should be made to the E-Sports coordinator based in the Elementary building.

Most of the activities will begin immediately after school and end at 4.00 pm. **It is very important that all children are collected from ECAs precisely at 4.00 pm unless otherwise notified. Late pick-up from ECAs may result in your child being withdrawn from the activity.** We appreciate your understanding and cooperation in this matter.

Additional enrichment opportunities in Secondary School

The following enrichment opportunities require community involvement such as competitions or fundraising and may have costs associated with them. Full details can be provided by the activity facilitator.

Duke of Edinburgh Award - The DofE program is open to all students aged 14 to 24 and is a program of three levels, which leads to a Bronze, Silver or Gold Duke of Edinburgh's Award. The Award is achieved by completing a personal program of activities in four sections: Volunteering, Physical, Skills, and Expedition. Activities include helping people or the community, getting fit, developing skills, and going on an expedition. Students may choose the activities they would like to do. Today there are over 850,000 participants globally, doing their DofE in 132 countries. Source: www.dofe.org

Model United Nations (MUN) is an academic simulation of the United Nations that aims to educate participants about civics, effective communication, globalization and multilateral diplomacy. In Model United Nations, students take on roles as foreign diplomats and participate in a simulated session of an intergovernmental organization (IGO). Participants research a country, take on roles as diplomats, investigate international issues, debate, deliberate, consult, and then develop solutions to world problems. Source: www.modelunitednations.org

Helping Hands - In pursuit of enhancing the spirit of cooperation and community service, the Secondary students have adopted the idea of helping needy families through a project named "Helping Hands". This initiative seeks to advance the School's role in community service and, thus, enhance the spirit of communication, community service and development of the students' sense of responsibility. This initiative aims to provide help to needy families by furnishing and rehabilitating their houses, catering to their needs through the support of the Academy students and their families.

ELEMENTARY SCHOOL

SENIOR LEADERSHIP TEAM

Head of Elementary (K-5): Tracie Hamilton

Assistant Head of Elementary: Melissa Hartsfield

Assistant Head of Early Childhood: Helen Smithies

Head of Arabic (K-12): Amirah Salah

Emirati Vice Principal: Huda Al Tamimi

Message from the Head of Elementary

Dear SZPAG Families,

As Head of Elementary at The Sheikh Zayed Private Academy for Girls, it is my pleasure to welcome you to the 2017 -18 school year! I am pleased to see all our returning parents and students and eager to meet all the new families joining us for the first time. As a team we acknowledge the importance of parental involvement in the success of the school, and anticipate building positive relationships with the families as well as the students.

SZPAG Elementary is a KG through Grade 5 school that serves students from 4 - 11 years old. We have an enrollment this year approximately 1,000 students with 39 teachers, 28 classroom assistants, and many additional support staff to support your child's learning. The Elementary School is the first component of the comprehensive K-12 educational program provided for SZPAG's students.

As a school we are committed to academic excellence with high expectations for all our learners. In Elementary we have created a safe and positive environment that is dedicated to meeting the needs of all students. We use research based programs and assessments to establish each student's level of skill and then plan instruction that best meets individual learning goals set by the teachers and students.

Grades KG1, KG2 and Grade 1 have effectively applied a play-based learning program that was highlighted as outstanding during the 2016 ADEC inspection. In Grades 1-5 you may hear your child talk about Daily 5, Cafe, and Math Stations that are used on a daily basis to create optimal learning opportunities. Students and teachers will also refer to reading levels that will be assessed by On the Mark for Grades KG-1 and Fountas and Pinnell, or F and P, in Grades 2-5.

We are also very excited that we now have a set of iPads in every classroom in Grades 1-5 and an innovation specialist will assist teachers to support the most effective use for student achievement and safety.

We look forward to an exciting year of learning and working together with you and your child/ren.

Ms. Tracie

Early Childhood Learning Program Kindergarten KG1 & KG2

Our KG Curriculum follows the US Common Core Standards and also embraces Play Based Learning, where students learn and consolidate their understandings during hands on, meaningful experiences.

We aim for all students to be successful learners, who are:

- Literate
- Numerate
- Positive and have a realistic self-concept and identity
- Resilient
- Self-initiators
- Self-regulators
- Creative and lateral thinkers

Our successful learners will be:

- Intrinsically motivated
- Empathic
- Independent and interdependent
- Problem solvers
- Effective communicators

We know that young children learn best through active engagement, exploration and investigation of their environment alongside timely interaction from a skilled teacher. All areas of learning are equally important and inter-connect.

The goal at the end of KG is that during these initial years our students begin to develop confidence, social and emotional competence, independence and motivation, skills which will be built upon as they enter the next phase of their schooling when they move to Elementary.

KG is underpinned by some important messages:

- Every child is different. Children learn in different ways and learn different skills at different times
- Activities should provide frequent first-hand experience and be practical in nature
- Children need opportunities to pursue learning at length and in depth
- Children need to be active
- Parents have an important role in being partners with their child's school

Play is important and should be a key element of learning. Children access the curriculum through play during a range of core activities including sand, water, painting, small world, construction, art and music. Play gives the children the opportunity to make sense of their experiences, to explore and practice the things they have learned.

The **Early Childhood Play Based Curriculum** provides the children with opportunities for exploration and independent learning. All children will be encouraged to wear a long sleeved apron which is provided. However, accidents do happen and are unavoidable when children are learning to do things for themselves, therefore please be prepared for paint and pen on clothes. It should wash out!

The Early Years - Helping Your child to prepare

The transition from home to school or from another pre-school setting is a very big step for young children (and for parents too!). We aim to make this as smooth and reassuring as possible.

We do expect children to be fully independent and confident in using the toilet. However, there can be the occasional accident. We ask that you supply your child with a spare set of clothes including underpants which can be kept at school.

Kindergarten Hours and Operations

At 7:50am, the doors leading to the classrooms are opened for students to enter. Students should not enter before 7:50am as teachers are preparing for the days learning activities.

Supervision begins at 7:30am. Before this time, parents or caregivers must stay with the student.

Between 7:50am and 8.00am you can help your child to settle by introducing them to a simple routine; put their files in the box, self-register with their name card before supporting him/her in selecting a play activity in the class, then saying goodbye.

During the first week you may stay a little longer to settle your child down until he/she gets used to the staff and the setting. Please leave when the teacher requests you do so.

It is very normal for children to cry for a few moments when parents leave. Staff are experienced in dealing with this. Take your lead from the staff. Should your child remain upset, we will contact you.

It is very important for you to collect your child promptly at 12:30pm so your child will not become anxious. If another adult is collecting your child, you must inform the teacher and give permission.

If you run late, please call the school to let us know. If you are more than 10 minutes late, your child will be taken to the Early Childhood Reception area.

Student safety

Our students' wellbeing is of primary concern and we know that children learn from their adult role models. One way we promote safety off campus is to educate both students and families on the importance of car and road safety.

- All parents, drivers and nannies are requested to follow the UAE road laws to help keep all our students safe.
- Seat belts are to be worn by everyone in the car and safety approved child car seats are used for younger children.
- Children under the age of 10 are not allowed to ride in the front seat of a vehicle.
- All drivers of vehicles travel at slow and safe speed on school grounds, park in designated parking areas and do not obstruct the flow of traffic.

Elementary Hours and Operations *Grades 1-5*

Start of Day

Our instructional day begins promptly at 8:00am. It is best if students arrive close to that time by 7:50am. However, the school doors are opened to allow students to enter the building at 7:30am. Please do not drop your children off before this time as there is no supervision for your child until 7:30am. Students are to go directly to the waiting room and begin to move to their classrooms at 7:50am to ensure they are well prepared for the first lesson of the day.

Late Slips

Students will be marked tardy after 8:00am. They will need to visit the reception desk to get a tardy slip before going to their homeroom class.

Early Pick Up

It is very important to your child's education to be in school all day, every day. If your child has an appointment and must leave the school, please advise the teacher in advance and go to the office upon your arrival at the school. The Administrative Assistant will call your child to come to the office.

Absences

Students are expected to attend school every school day. Good attendance is essential if the student is to be successful. Faculty can best help students learn when students meet this expectation. We expect all students to attend classes 95% of the time. Students below 90% will be closely monitored and detailed follow up with parents is required. Parents should notify the school early in the morning to report their child's absence and the reason for the absence. All appointments should be made outside the school day whenever possible. We request that holidays and travel are conducted during school vacation times. Any extended leaves of absence need approval in advance. All absences are tracked electronically. If a student is absent, attempts are made to confirm the absence with the family.

Student Supplies and Materials

All students will be provided with SZPAG notebooks for core subject areas. Necessary writing utensils, markers, crayons, and art supplies are also provided. Some teachers may send home a special request based upon a grade level specific project. You will be notified in the child's communication /agenda books for these requests. Lockers are provided at school adjacent to the classrooms to house the backpacks/trolleys in a neat and tidy way.

Lost Books

As part of our communications home to you on your child's English reading progress, books are sent home weekly to be read and reviewed with families. Students are also allowed to check out library books. If books are lost or damaged, then a fine will be imposed of 50 dhs to cover the replacement costs. Thank you for sending your books back on time.

Elementary Learning Program

The Elementary School Curriculum and Assessment

- We provide students a standards-based, integrated, American Curriculum using US Common Core State Standards from Massachusetts for all non-Arab subjects.
- Each lesson is framed by clear learning and assessment targets that students are expected to meet during the lesson. Instruction is differentiated based on the assessed learning strengths and needs of the students.
- Instruction is provided through whole-group, small-group, and 1:1 instruction. Learning activities are designed to promote interest and engagement for the content being learned, and generate opportunities to think and talk about the learning target.
- A variety of materials, texts, and technology supports are used to present content to students in ways that will promote interest, inquiry, and independence. We strive to use active learning models that encourage thinking, problem solving, and language.
- **Specialist Teachers** - our students will have one learning block (2 periods) of **Physical Education** each week (swimming will be offered to specific grade levels throughout all three terms. SZPAG also provides formal music classes to Grade 2 – 5 students. The class is one lesson per week for 40 minutes.
- **Arabic, Islamic, Arabic Social Studies and Moral Education** are also offered to students at SZPAG based upon the Ministry of Education requirements.

Differentiation – Meeting the needs of all learners

Learning Support - Philosophy and Objectives

Our teachers have received professional development in differentiating the curriculum to ensure the needs of all learners at SZPAG are being met. However, at times students are identified with a learning need that would benefit from more individualized support.

The Student Achievement team is a K-12 team made up of various specialists including Learning Support teachers and assistants (LSAs), a Coordinator of Gifted and Talented Education, School Counselors and a School Psychologist. The aim of these specialists is to monitor students identified as benefiting from additional support to ensure that all students who study at SZPAG are given the opportunity to learn to the best of their individual abilities and to reach their full potential. Learning support is provided based on assessed student need to enable the school to provide additional and specialized instruction from a member of our Student Achievement team within the school day.

We aim to:

- follow some of the principles of the RTI Response to Intervention model
- meet the individual needs of students with mild learning difficulties
- develop effective ways of overcoming barriers to learning
- build on the strengths of each student and foster a sense of personal achievement
- implement consistent procedures for monitoring and responding to students at the risk of under achieving
- promote a differentiated approach to the delivery of the curriculum that may result in a modified curriculum
- encourage a close relationship with parents and/or carers, to prepare students academically and socially for the adult world

Assessment and Reporting

Assessment generally refers to the processes through which students' learning, abilities and skill levels are determined. (ADEC's Private Schools Policy and Guidance POLICY 42: External Performance Assessment Tests Corresponding to Article (47) of the Organising Regulations)

Feedback and ongoing assessment is essential in helping students to learn. The aim of the assessment at SZPAG is to provide a positive, continuous, and supportive mechanism that promotes and improves student learning and achievement, guides instruction and practice, and evaluates programs as well as instructional effectiveness.

A range of both formative and summative assessments are regularly used by teachers to respond to and evaluate the learning of our students. "The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning." In contrast "The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark." (Source: <https://www.cmu.edu/teaching/assessment/basics/formative-summative.html>)

We use a range of assessment tools which may include any of the following:

- Diagnostic assessments
- Teacher observation
- Class discussion
- Portfolios
- Class activities
- Projects
- Rubrics
- Group tasks
- Oral responses
- Written quizzes
- Written responses
- Educational games
- Performance
- Class tests

Report Card Procedures

Each term, students will be presented a Parent Communication Report, which will be sent home in January, April and July indicating student progress, highlighting strengths and identifying targets to work on. In addition, parents will receive a copy of an official report from the eSiS system which indicates the student's final grade for the school year as directed by ADEC. This summative grade is an average of the year's work and is weighted per term.

Please note if tuition fees are outstanding, the report card will be withheld until fees owing are paid in full at which stage the report will be released to the parent.

For further information about assessment and grading as well as curriculum overviews, please refer to our website.

Behavior Guidelines

Philosophy

We believe that all students should have the opportunity to develop to their full potential. We believe our teachers must guide students as they become progressively more self-disciplined, responsible learners, able to work independently and cooperatively. We will provide a positive learning environment that is developmentally responsive to the social and academic needs of students. This environment, both in and out of the classroom, encourages a wide range of learning experiences. We encourage close collaboration and partnerships with students, parents, and faculty. The collective goal is learning.

School Wide Expectations

Our goal is to implement school-wide expectations consistently so that students are clear about how we expect them to behave throughout the building. If students are not following the building rules or the expectations of the classroom teacher, we will respond appropriately by talking to the student, problem solving, and deciding on a respectful, logical consequence depending on the level of misbehavior.

Expected Behaviors	What does it look like?
<p>Be Respectful</p> <p>-----</p> <p>Treat others the way I want to be treated</p>	<ul style="list-style-type: none"> • Check my voice level (0,1,2,3,4) • Show courtesy and proper manners • Use respectful and appropriate language • Follow adult directions • Smile as a silent greeting to others
<p>Be safe</p> <p>-----</p> <p>Make sure my actions are safe for everyone</p>	<ul style="list-style-type: none"> • Keep hands, feet, body, and objects to myself • Always walk in the building and on walkways around school • Settle conflicts using gentle words and actions • Ask an adult if I need help • Report unidentified visitors • Report bullying or harassing behavior • Never bring dangerous objects to school
<p>Be Productive</p> <p>-----</p> <p>I come to school ready to learn</p>	<ul style="list-style-type: none"> • Keep a positive attitude • Be persistent • Focus attention • Follow directions and use time wisely • Take care of materials • Clean up after myself • Help others

Celebrations/Birthday Parties

Birthdays and special events are recognized in the classrooms, by classroom teachers in a variety of ways. Due to loss of instructional time, it is not possible to have individual celebrations for each child's birthday at school. All parties, cakes and special celebrations for individual birthdays must take place outside of the school day. Please do not ask the classroom teachers to pass out party invitations when all students are not invited. Those invitations must be distributed outside of school.

Please do not bring food items to school to be passed out in celebration of your child's birthday.

Home School Communication

Communication with our families is of primary importance to us. There are multiple ways you should be accessing up to date information related to our school and your child's grade.

Weekly Classroom Newsletter:

Communication between parents and school is a high priority at SZPAG. Parents will receive notices throughout the year about school events through a school-wide monthly newsletter sent by email as well as weekly updates through Elementary Classroom newsletters

Parent Partnership Information Meetings and Workshops

Parents are invited to attend regular information meetings or workshops regarding topics of interest in and around the school. Parents are surveyed in the beginning of the year regarding hot topics related to school curriculum and events. These meetings are open to all families. Please join us for these events.

SMS:

You will receive an SMS messages relaying important news from the school. Please ensure the school has your current contact details to ensure important messages are received.

Email

Each classroom teacher has a school email address and will make this available to all Elementary families through the first Welcome Letter of the year.

Website

The school website is regularly updated and can be located at <http://zayedacademy.ae/girls>. We look forward to keeping you up-to-date on what is happening around campus.

Back to School Night

In September, a Back-to-School Night is held to introduce parents to classroom expectations, a description of the year's curriculum, grade level policies on homework and other details of the functioning of each class.

Homework

Parents are seen as valued partners in establishing the foundations for lifelong learning. Research tells us that children of parents who take an active interest in their schooling can progress up to 15% more in math and reading. A primary way to understand and support your child's learning targets is to view the weekly curriculum and homework overview, and provide your child the support he/she needs in order to successfully complete his/her homework. Homework will reinforce and provide practice for the learning that has occurred in the classroom most recently.

The prime responsibility for completing homework lies with the individual student. As they advance through the school, it is expected that students will take increasing personal responsibility for all aspects of their learning, including homework.

Responding to Parent Concerns

SZPAG is committed to effective communication between home and school and to listening to the views of all users of the facilities in order to improve the services provided. We aim to respond to concerns and queries in a timely manner and resolve them quickly, sensitively and to the satisfaction of all.

In the first instance concerns should be raised with the class teacher and then escalated to the relevant Assistant Head of Elementary/Early Childhood should the problem persist.

The school will make every effort to respond fully to a written complaint within 5 school days. Where this proves unrealistic, the school will inform the complainant in writing, and give some estimate of how long it will take to provide a detailed response.

SECONDARY SCHOOL (Grades 6-12)

SENIOR LEADERSHIP TEAM

Head of Secondary (G6-12): Gayle Marshall

Assistant Head of Secondary - Student wellbeing: Nicola Bussetil

Head of Arabic (K-12): Amirah Salah

Assistant Head of Arabic (K-12): Jacky Boulos

Emirati Vice Principal: Huda Al Tamimi

Message from the Head of Secondary

Dear Students and Parents,

A well-rounded education means outstanding instruction from top-notch teachers, as well as extracurricular opportunities and supports that enable students to develop character, cultivate passions, and explore the world outside of the classroom. When considering the opportunities available to students, I often look to my own experiences and involvement in high school, athletics, clubs and volunteer efforts that helped to shape who I am today. As the Head of Secondary here at The Sheikh Zayed Private Academy for Girls, I am committed to ensuring that student needs and interests help shape instruction and extracurricular opportunities. Through this shared commitment to learning, I am eager to see students engaged in debate in the classroom, scoring the winning goal at basketball, performing in the school play, or any other area that peaks student interest and passion.

Most importantly, an excellent education is not possible without the great collaboration of students, parents, and staff. During the past year, I have had the privilege of getting to know the amazing students, parents, and staff at SZPAG, while also learning about the rich school history and success. One of the greatest takeaways from these conversations has been the enthusiasm and pride for the school and community. It is through that same enthusiasm and pride that I look forward to continuing to be a part of the of the community here at SZPAG and working with each of you to continue the great successes of the School whilst striving to ensure that the quality of teaching and learning in every subject is outstanding so that all students may have the best possible education to prepare them for the next stage of their lives.

Ms. Gayle

Student safety and Wellbeing

Guidance and Support

The safety and wellbeing of our students is of paramount importance. It is the responsibility of the school to provide systems and structures that are developmentally appropriate and that help to guide and support each student – academically, socially and emotionally. Each Secondary student is assigned to a homeroom with a teacher who meets with them daily to monitor progress and to deliver the Personal, Social and Moral Education program. Regular grade level assemblies are also held to build community and ensure consistency of information. Each stage in Secondary i.e. Middle School (Grades 6 – 8), High School (Grades 9-10) and Senior School (Grades 11-12) has a Wellbeing Coordinator whose role is to work with homeroom teachers and students to ensure there is consistency of practice across the grade level. When a student may need additional support or guidance, the school counsellors are also available to assist.

Safety and Security

SZPAG guidelines for safety and security are posted throughout the school to ensure uniform, orderly and timely responses to emergencies. Homeroom teachers explain emergency procedures for building evacuation and relocation to a safer area of the school. Drills are practiced on a regular basis so that students know the appropriate responses in emergency situations or scenarios.

Attendance, Punctuality and Absences

School Hours

SZPAG expects all students to arrive on time for school and to leave promptly when dismissed. Parents must be prepared to bring students and pick - up students within the allocated time frames. SZPAG does not have after school child care service and are concerned about students being left alone. Collection times are carefully monitored.	Arrival to School	7:30 – 7:50 am
	School Begins	8:00 am
	School Ends	3:00 pm
	Regular Pick-up	3:00 - 3:15 pm
	ECA(Mon– Wed)	3:05 – 4:00 pm
	ECA Pick-up	4:00 – 4:15 pm
	Thursday Early Release	1:00 pm
	Thursday Pick-up	1:00 – 1:15 pm

SZPAG Expectation of 95% Minimum Attendance

We believe that regular attendance is an essential pre-requisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. The minimum expected attendance is 95%, as poor attendance at school has been shown to compromise student attainment. Students are rewarded for good attendance. Teachers monitor students' attendance on a daily basis and are at liberty to contact parents should a student's attendance start to decline. If a student's attendance drops below 90% the school will notify the parent/s in writing. If a student's attendance level drops below 85% parents will be asked to attend a meeting with the School Counselor or a senior member of staff. Failure to be in attendance a minimum of 150 school days may result in loss of academic credit (this includes excused and unexcused absences).

Arriving Late to School

Students are expected to arrive at school no later than 7:50am as lessons or assembly commence at 8:00am. If a student arrives after the National Anthem is played she is considered late to school. **Late students must report to the main office before going to morning assembly or class.**

Students must:

1. sign in and note the time of their arrival,
2. be issued a late slip that allows them to enter class and
3. be removed from the absence list.

Please note excessive lateness, in which a student attends less than half of the day may result in a recorded absence for the day.

Students in classes with 100% punctuality will be rewarded. Students with frequent lateness will receive a letter home and will be issued with detention. Parents of students with a persistent late record will be asked to meet with a senior member of staff to resolve the issue.

Absence

Absences affect the pattern of students' schooling and regular absences may seriously affect learning. In addition, absences disrupt teaching routines so they often affect the learning of others in the same class. Ensuring regular attendance at school is a parent's duty and responsibility and permitting absence from school without a good reason creates an offense.

ACCEPTABLE AND UNACCEPTABLE REASONS FOR ABSENCE

As per ADEC's Private Schools Policy and Guidance Policy 50 Absence

Authorised Absence:

The following types of absence may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents

- Illness. Absences of more than 2 days should be supported by a doctor's certificate.
- Death of first or second degree relative
- Scheduled doctor appointments. Although to avoid disruption to learning we recommend these be made outside of school hours where possible
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical treatment or the death of a family member

Unauthorised Absences:

- Shopping trip
- Unnecessary travel
- Other types of absences not included in the authorized absences list

FAMILY TRAVEL PRE-APPROVAL REQUIREMENT

Family travel exceeding one day, must be pre-approved by school leadership. Leave Application Forms can be obtained at the reception and must be submitted for approval at least 2 weeks prior to the first day of travel. If approved, it is the student's responsibility to complete all missed work and obtain any important notes/assignments from classes missed.

MANDATORY ATTENDANCE FOR END OF TERM ASSESSMENTS AND FINAL EXAMS

Please note that students must be in attendance for end of term assessments and final exams; if absent, students will not receive credit for their assessments/exams, which may drastically affect their final grade. In the case of a genuine absence for example, illness a doctor's certificate must be provided to enable a student to sit a make up exam.

ATTENDANCE AND PARTICIPATION IN SCHOOL ACTIVITIES

SZPAG Secondary School students are not permitted to participate in or attend a Secondary School activity on a day they are absent from school.

LEAVING CAMPUS EARLY

As full daily attendance is important for student achievement, students are to remain on campus at all times during the school day. All doctor, dental and other appointments should be made outside of school hours. If students have to be withdrawn from school, parents must request early pick-up in writing or by telephone. Please do not send nannies to collect student without prior notification, as students WILL NOT be released until proper parental contact has been made. If students become ill at school, the school nurse will call the parents to collect the child. Students are not allowed to leave the campus gates without approval from a member of the Senior Leadership team.

Legal Status of Students and Extended Parent Absences

All students attending SZPAG are required by the UAE Law and School Policy to live with their parent/s or legal guardian throughout the school year. SZPAG students should always have proper home supervision by a parent. If, due to an emergency, parents need to leave Abu Dhabi and their child will not be under their direct supervision, they must send a formal letter to the school stating who will maintain guardianship responsibilities for their daughter while they are out of town.

SZPAG Expectations and Code of Conduct

EXPECTATIONS

At The Sheikh Zayed Private Academy for Girls we acknowledge that it is a privilege to attend a school which bears the founding father's name and we are committed to providing a quality education for our students that prepares them for their future.

We believe that **good behavior is essential** for an effective learning environment in which all students are given the opportunity to achieve. We seek to create a caring and inclusive environment which encourages and reinforces good behavior. We acknowledge that our parents and the wider community expect good behavior as an important outcome of the educational process.

Therefore, it is our responsibility as a school, working in partnership with our parents, to provide clearly defined expectations and consistent consequences. We celebrate excellent behavior and provide appropriate sanctions when a student may be in breach of our Code of Conduct. Our approach is closely aligned to the ADEC requirements that guide the principles and practice in all Abu Dhabi schools. Private Schools Guidance and Policy Manual - Policy 50: Student Behavior Policy

Aims of our school

1. To ensure the safety of staff and students
2. To create an environment conducive to learning
3. To foster positive character development that cultivates productive citizens

Guidelines for Success

At SZPAG, we believe each student has the right to be educated in a safe, supportive, and orderly school environment, free from disruptions that may impede learning. We work hard to treat all people equally and believe that showing respect to others, both adults and peers, is a keystone of good behavior that enhances learning. Ultimately students need to learn to be responsible for making positive behavioral choices understanding that their decisions have consequences. Students will be praised and encouraged to make good behavior choices and reminded of appropriate behavior when a poor choice is made. At all times members of our community should treat other people and the school property in the way they would expect to be treated in a similar situation.

We recognize that parents and those who care for our students are the most important people in a student's life. Adults are role models who provide a child's fundamental needs and have an ability to influence and motivate. As a school we expect parents to work in partnership with us by providing the support and cooperation needed to help students overcome academic, behavioral and motivation issues as they arise.

STUDENTS RIGHTS AND RESPONSIBILITIES

Young adolescents are inquisitive and wish to understand the world in which they live. While students of this age crave an increasing sense of independence and responsibility, they also require guidance from the adults entrusted to their care.

All SZPAG students are expected to honor and practice their student rights and responsibilities set out below. It is through mutual acceptance of responsibilities that rights exist. A right exists only to the extent that there is a responsibility on the part of others to respect that right.

Student Rights

All students have the right to be:

- Provided with a high quality education.
- Safe and respected in a welcoming school environment with no physical punishment.
- Treated with respect and fairness by teachers, staff, and fellow students.
- Supported by parents, guardians, or designated members at school meetings.
- Provided with appropriate educational activities that promote individual talents, abilities, and potential.
- Recognized for good behavior both in class and while at school.
- Supported in how to change misconduct into positive student behavior.

Student Responsibilities

All students are responsible for:

- Developing positive relationships and values.
- Engaging as active learners and contributing and participating positively to the learning environment.
- Contributing constructively to the school community and promoting a positive school environment.
- Following all policies, rules, and regulations set forth by SZPAG.
- Following the Student Code of Conduct

EXPECTED SCHOOL-WIDE ATTITUDES AND BEHAVIOR

Below are the three school-wide attitudes and behaviors expected of all SZPAG students.

Be Respectful – I treat others the way I want to be treated.

Be Safe – I make sure my actions are safe for everyone.

Be Productive – I come to school ready to learn.

EXPECTED STUDENT BEHAVIOR

Students are expected to behave appropriately and adhere to established policies and procedures. Students must come to school ready to learn and they should be respectful, responsible and prepared to work hard at all times. The staff will prepare students to be contributing citizens by providing encouragement, support and rich and varied opportunities for academic achievement. The classroom teacher is responsible for managing behavior in the classroom. Each teacher has a classroom management and discipline plan that includes classroom rules, expectations and consequences.

POSITIVE STUDENT RECOGNITION

All students appreciate being recognized for expected behavior and they respond positively when they are encouraged and rewarded for their behavior and actions. Once students realize that positive behavior brings about positive recognition, they are more likely to behave appropriately. Each teacher and subject department has a common behavior management system which will include student recognition as well as how consequences will be addressed.

DISCIPLINE PLAN

Action to address student misconduct will be firm, consistent, and clear so that students understand what the misconduct was and how they can change their behavior to be constructive. Inappropriate behavior creates a barrier to learning and thus impacts achievement. Every teacher is a manager of learning and therefore a manager of student behavior. At SZPAG teachers manage the behavior of students in and around the school, by addressing any inappropriate behaviors and referring serious incidents to senior leaders as appropriate.

Most unacceptable behaviors at school can be dealt with through discussion with the student in the first instance and parent notification when more serious infringements or a pattern of unacceptable behavior becomes apparent. On these occasions the individual student concerned will be referred to the Student Disciplinary and Advisory Committee (SDAC) to determine more serious sanctions. Parents will be informed in writing if a student is to receive an official warning. In extreme cases the student's place at The Sheikh Zayed Private Academy for Girls will be reviewed with the possibility of non-re-enrolment.

GENERAL SCHOOL RULES

A positive learning environment includes the physical environment. As such we expect all members of our community to show respect for property. This includes personal property, the property of others and the school's facilities.

Damage to School Property

Students will be charged for all school property that is lost or damaged and wilful damage will result in the individual being referred to the SDAC to determine further sanctions.

Lost and damaged textbooks

Textbooks are provided to all students on a loan basis. Students are held responsible for books checked out to them and must pay for lost or damaged books. Students are charged for deliberate damage (including writing and graffiti) to books. Lost text books must be reported to the teacher as soon as possible. Students with lost books are charged for the cost of the book plus 50% shipping, processing and handling costs. Once payment for textbook damage or replacement is provided to the school accountant, the book(s) will be replaced. All accounts must be settled prior to students receiving their report card.

Lockers

Students in Secondary School are allocated a locker to use for their personal possessions. They should provide either a combination or key lock to keep items secure. **Students should NOT bring any valuable items to school as SZPAG will take no responsibility for any money or other valuables that are lost or misplaced.**

Mobile phones, Cameras and all other electronic devices

Mobile phones, smart watches, cameras and all other electronic devices except the school authorized laptop / iPad for students, are strictly prohibited from school grounds. These items distract from the learning environment and could potentially violate the privacy of other students. All electronic devices found at school will be immediately confiscated and brought to the office and placed in the school safe. The confiscation will always include SIM and other memory cards. At the time of confiscation for security and privacy purposes, **ALL** photos digitally saved on the phones, cameras or other electronics brought to school will be erased.

1st Offense The electronic item is kept until the end of the next school day. If confiscated on a Thursday this will include the weekend and the phone may not be retrieved until Sunday after school. It must be the parent(s) that comes to school to pick up the electronic item. At the time of retrieval, the parent(s) must sign a notification letter, stating that if their daughter brings any electronic item to school again, it will be confiscated until the end of the year.

2nd Offense The electronic item is confiscated and kept in the school safe until the end of the school year. At the end of the school year the parent(s) may come to school and retrieve the electronic item.

SZPAG assumes no responsibility for replacing these items if brought to school.

Parents who need to urgently contact their daughter during the school day may call the receptionist with a message. Students who need to contact a parent during the school day for valid reasons, may gain permission to call from the office.

TRUANCY TO CLASS

Skipping class is a serious offence as it not only disrupts student learning, it puts students' safety at risk. Parents of students who skip class will be informed and students will serve detention in which they will be given time to make up missed work. Students are responsible to get missed work from their teacher. Patterns of truancy will result in further disciplinary action including a conference with parents. In extreme cases if a student has shown no willingness to attend school regularly, despite the support provided, her case will be referred to the Student Disciplinary and Advisory Committee and her place at SZPAG will be reviewed for the following academic year.

POOL/GYMNASIUM SAFETY

Students are expected to abide by all pool and gym safety procedures explained by adults and supervisors.

BULLYING/FIGHTING/PHYSICAL AGGRESSION

SZPAG does not tolerate intimidation or bullying of any kind. Anti-bullying practices are discussed and embedded in the curriculum. All teaching and administrative staff reinforce an atmosphere of safety and mutual respect at all times.

DISCRIMINATION and RESPECT

SZPAG does not tolerate discrimination. All students will be treated respectfully regardless of ethnicity, abilities or other category lending itself to discrimination. Likewise, students are expected to treat all adults in the building with respect.

Academic Honesty and Honor Code

Rationale

The program of studies at The Sheikh Zayed Private Academy for Girls offers a quality education that not only ensures knowledge, but also cultivates the virtues of honor, courtesy, and perseverance. Of these virtues, honor is perhaps of greatest importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs. To help advance the development of such values, an Honor Code has been established for all students at SZPAG. This code applies to all classes and school activities including homework, and exists to uphold and reinforce values that are central to the school's educational philosophy. SZPAG regards acts of academic dishonesty as a serious violation of the community's trust.

DEFINITIONS of some forms of ACADEMIC MISCONDUCT

Malpractice, or cheating, includes, but is not limited to, the following examples:

Plagiarism – submitting words or ideas that are not your own without acknowledging the original author. This includes copying another student's paper, report, lab book, or assignment in whole or in part and submitting it as your own to a teacher or examiner. A superficial change of wording, structure, or conclusion is not sufficient to turn aside the charge of plagiarism.

Collusion – permitting another student to submit your paper, report, lab book, or assignment in whole or in part as their own work, either to a teacher or an outside examiner. This includes permitting another student to copy your work, and failure to report that malpractice of which you are aware to either a teacher or an administrator in the school. A superficial change of wording or structure or conclusion is not sufficient to turn aside the charge of collusion.

Examination and Test Dishonesty – using cheat sheets or other prohibited items during either a class examination or an external examination; looking at another student’s paper during either a class examination or an external examination; providing another student either at SZPAG or elsewhere with questions or answers from an examination you have taken and the other student has not; exchanging old or current exam papers, reports, notebooks, etc. without your teacher’s express permission.

Theft – stealing notes, notebooks, reports, lab books, or other work from other students to use as your own or to transmit to any other user.

PROMOTING ACADEMIC HONESTY

Academic dishonesty is often the result of carelessness when completing assignments and/or pressure on students to achieve high grades. Using another person's work (written or visual) is an acceptable academic practice **if proper acknowledgement and credit** is given and if your intent is to add support and/ or credibility to your ideas. Cheating, or any attempt by a student to complete an examination or assessment by unfair means, however, is not an acceptable practice and will not be tolerated at SZPAG.

In order to avoid being accused of academic dishonesty when using another person's work, you must always acknowledge exactly what, where and how the outside work is used. At SZPAG, we adopt the **Modern Language Association (MLA)** style of citing reference materials, unless otherwise stated by the teacher. If you require any help or assistance with the process of maintaining academic honesty in your work, please ask the teacher or the school librarian.

VIOLATION OF THE HONOR CODE

All students are responsible for understanding the Honor Code and what is expected of them.

SZPAG regards acts of academic dishonesty as a serious violation of the community’s trust. Students who commit academic dishonesty will face serious consequences. Any violation or suspected violation will be reported to the Head of Secondary immediately and may be referred to the Student Disciplinary and Advisory Committee (SDAC).

Disciplinary action used to address violations of the Honor Code will be firm, consistent, and clear so that students understand what the misconduct was and how to refrain from further such behaviors. All incidents are documented and letters are placed in the students permanent file.

Secondary Learning Program

Goals of the Secondary School Learning Program

We prepare our students with the skills necessary to achieve at school and to be prepared for their future by providing a developmentally appropriate and holistic learning program. Our teachers, counselors and administrators, educate our students in an environment of trust where they develop intellectually, socially, and emotionally. Through individual, group and classroom lessons, and strong adult role models, our students learn responsibility, decision making, time management, social skills and to become independent learners.

The Secondary School Learning Program at The Sheikh Zayed Private Academy Girls, is based on the Ministry of Education standards for Arabic subjects together with an American curriculum aligned with US Common Core standards (Massachusetts) for subjects delivered in English. Our rigorous program of study is designed to ensure our graduates are college and career ready.

SZPAG through our learning program will:

- Provide a varied program of experiences and a firm academic grounding including English, Arabic, Social Studies – English and Arabic, Islamic Studies, Science, Mathematics, Physical Education, ICT, Foreign Language (French), Business and the Arts, and Personal, Social and Moral Education
- Enable students to gain an understanding and appreciation of the UAE and cultural diversity
- Encourage the excitement of discovery through activity-oriented instruction enabling students to reach their full potential
- Enhance students' abilities to make sound independent decisions through classroom activities and active involvement in a variety of school activities
- Encourage students to explore interests and ideas independently in and out of the classroom
- Assist students to understand their own needs, decisions, attitudes and behaviors.

MIDDLE SCHOOL Grades 6-8

During the middle years, young adolescents go through a significant period of change -physically, socially and emotionally. These years are often referred to as the transition years, as students move from the Elementary School and childhood, and transition into young adolescence as they enter the next phase of their education in Secondary. While there is often much excitement about the increased independence and responsibility, it may also be coupled with some concern or fear of the unknown and this is quite typical in this 11-14 year old age group. Parents and educators play an important role in reassuring our young adolescents that these feelings signify change and is one further step in preparing them for their future as they move closer towards graduation.

Rotation Program

Through the rotations, our students have the opportunity to be exposed to different subjects within the same academic year in addition to their core subjects – Arabic, Islamic, English, Science, Social Studies (English & Arabic) and Physical Education. The rotation program will be implemented through the following electives classes: Information Computer Technology (ICT), Drama, French, Art and Business. This will enable students to be exposed to a variety of subjects prior to their elective choices in High School.

HIGH SCHOOL Grades 9-12

- During the four years in high school, the students complete twenty-seven (27) units or credits. They take 7.5 classes in each year during Grades 9 & 10 and a further 6 classes in both Grades 11 & 12.
- The graduation requirement courses and electives include: English, Math, Science, Social Studies, Arabic and Islamic, and elective courses that are selected from Information Computer Technology, Psychology, Business, French, Art and Drama
- The Arabic and Islamic program of studies at SZPAG is aligned to the UAE Ministry of Education Standards
- The timetable is designed according to the Carnegie Unit which is the cornerstone to the administration of higher education institutions. For each class the students successfully complete in High School they earn credits. The students receive 120 hours of instructional time per class, per year which is equivalent to 200 minutes a week per course.

Differentiation – Meeting the needs of all learners

Learning Support - Philosophy and Objectives

Our teachers have received professional development in differentiating the curriculum to ensure the needs of all learners at SZPAG are being met. However, at times students are identified with a learning need that would benefit from more individualized support.

The Student Achievement team is a K-12 team is made up of various specialists including Learning Support teachers and assistants (LSAs), a Coordinator of Gifted and Talented Education, School Counselors and a School Psychologist. The aim of these specialists is to monitor students identified as benefiting from additional support to ensure that all students who study at SZPAG are given the opportunity to learn to the best of their individual abilities and to reach their full potential. Learning support is provided based on assessed student need to enable the school to provide additional and specialized instruction from a member of our Student Achievement team.

We aim to:

- follow some of the principles of the RTI Response to Intervention model
- meet the individual needs of students with mild learning difficulties
- develop effective ways of overcoming barriers to learning
- build on the strengths of each student and foster a sense of personal achievement
- implement consistent procedures for monitoring and responding to students at the risk of underachieving
- promote a differentiated approach to the delivery of the curriculum that may result in a modified curriculum
- encourage a close relationship with parents/carers to prepare students academically and socially for the adult world

SUPPORT FOR UNDERACHIEVING STUDENTS

If a student is performing below 65% for a term, and is not on track for graduation, she will be placed on Academic Probation. During the following term teachers will focus all efforts on improving academic performance. Parents of students placed on Academic Probation will be notified with a letter and invited to support the school in ensuring accelerated growth. Parents are welcome to call in to the school at any time to inquire as to their daughter's progress. Teachers, the School Counsellors, and the Head of Secondary School welcome conversations with parents that support academic progress and promote student learning.

Assessment and Reporting

Assessment generally refers to the processes through which students' learning, abilities and skill levels are determined. (ADEC's Private Schools Policy and Guidance POLICY 42: External Performance Assessment Tests Corresponding to Article (47) of the Organising Regulations)

Feedback and ongoing assessment is essential in helping students to learn. The aim of the assessment at SZPAG is to provide a positive, continuous, and supportive mechanism that promotes and improves student learning and achievement, guides instruction and practice, and evaluates programs as well as instructional effectiveness.

A range of both formative and summative assessments are regularly used by teachers to respond to and evaluate the learning of our students. "The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning." In contrast "The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark."

Source:<https://www.cmu.edu/teaching/assessment/basics/formative-summative.html>

We use a range of assessment tools which may include any of the following:

- Diagnostic assessments
- Teacher observation
- Class discussion
- Portfolios
- Class activities
- Projects
- Rubrics
- Group tasks
- Oral responses
- Written quizzes
- Written responses
- Educational games
- Performance
- Class tests
- Exams (Secondary)

TESTS, DIAGNOSTIC ASSESSMENTS AND FINAL EXAMS

Ongoing assessments will take place throughout the school year and at the end of each term. Measures of Academic Progress® (MAP®) tests are given to determine your daughter's instructional level and to measure academic growth several times each year in the areas of reading, language, math and science. Each time the student takes a test and the score is reported, a target score is set for the next test.

Final examinations are compulsory for Grades 6 through 12 and a final exam schedule will be published. On occasion a subject may be examined before the regular exam period. However, not all subjects require an exam. Students failing a course must attend additional support classes, make up assignments, and re-take their final examination. Some subjects such as Art may have a project or major assignment that is due just before the exams and takes the place of the exam. Teachers will ensure that each student is aware of deadlines and exam dates. Exams must be taken when scheduled. **Missed exams for ill students will only be rescheduled for those students with attested doctor's certificates.**

GRADING PROCEDURES:

Attainment grades are given in each class and are assigned using percentages.

If a student is receiving a grade of below 65%, they are considered ‘at-risk’ and will be placed on academic probation. Students will be monitored carefully using additional strategies to support learning and parents will be contacted. If a student receives a final grade of less than 50% in Middle School (G6-G9) or 60% in High School (G10-G12) , she may be required to attend support classes to make up this class. **Please note support classes may be held after school.**

FINAL GRADE

For Grades 1 – 11 the final grade for the school year for both Arabic and English subjects is based on ADEC’s guidelines and is weighted accordingly.

Term 1	35%
Term 2	30%
Term 3	<u>35%</u>
Final grade	<u>100%</u>

For Grade 12 subjects taught in English the final grade is calculated as shown below. However, Grade 12 Arabic and Islamic are weighted differently in the final year of study as shown and follow the scale set forth by the Ministry of Education.

English subjects		Arabic subjects	
Term 1	30%	Class work	25%
Term 2	30%	Final exam	<u>75%</u>
Term 3	<u>40%</u>	Final grade	<u>100%</u>
Final grade	<u>100%</u>		

Further information about grading can be found in our Assessment and Reporting booklet which is currently under review. Parents will be advised when the revised document is available and may be accessed on our website.

REPORTING

Student attainment will be reported on twice a term with a written report being presented once a year indicating student progress and identifying targets to work on. In addition, parents will receive a copy of an official report from the eSiS system which will indicate the student’s final grade for the school year as directed by ADEC. This summative grade is an average of the year’s work and is weighted per term as indicated above.

Please note if tuition fees are outstanding the report card will be withheld until fees owing are paid in full at which stage the report will be released to the parent.

For further information about assessment, grading and curriculum overviews please refer to our website.

PARENT CONFERENCES

Parent Conferences provide an opportunity to meet with individual teachers and discuss student progress over a period of time. Students are encouraged to attend conferences where they may share samples of their academic work with parents. If additional time is needed, parents are invited to arrange another appointment with their daughter’s teacher(s).

ACADEMIC AWARDS

SZPAG believes celebrating academic achievement and overall scholarship is extremely important. During each monthly assembly students from each grade level are selected to receive merit awards.

Homework

We believe that parents have a particularly valuable contribution to make with regard to homework. We hope that parents will support the school by making it clear to their daughter(s) that they value homework and explain how it can help their daughter(s) progress at school.

Parents can support learning by:

- Taking an interest in the work their daughter(s) bring home, ensuring that it is completed and returned on time
- Supporting their daughter(s) in planning their time
- Making sure their daughter(s) have a quiet place to work undisturbed away from any distractions; including the television and other brothers and sisters
- Checking homework tasks to ensure their daughter(s) work has been completed to a satisfactory standard before it is returned to school
- Trying to make homework fun and stress free
- Encouraging their daughter(s) to persevere with challenging tasks
- Taking account of the fact that students sometimes forget things they have learned so they are intentionally given work to revisit previous learning
- Remembering that students develop at different rates – so it is detrimental to compare their daughter with other students or siblings
- Following the advice given by the teacher on how tasks should be tackled. It is important that students are given instructions at home in the same way as they are given at school
- Discussing any issues about their daughter(s) learning with the subject teacher
- Ensuring their daughter brings school resources to school every day

Parents are encouraged to comment on their daughter's reading and other home learning tasks. Positive comments motivate and help students. Parents should see their daughter's teacher if any problems with homework completion are encountered.

The quality of homework is more important than the precise amount of time allocated by teachers or spent by students. The amount of time spent on homework will vary considerably between individual students, dependent on the speed of work. Good practice is a gradual increase in the quantity of homework and time allocated to it in the higher grade levels.

Types of Homework

- Reinforcement of class work
- Research topics and investigations
- Preparation for class work
- Reviewing, redrafting or summarizing a piece of work
- Longer term assignments
- Writing up notes from an experiment or other practical work
- Preparation for a presentation
- Revision work
- Completion of work started in class
- Collaboration on blogs and wikis
- Achieve 3000

Homework and Absence from School

If students are absent from school because they are sick, then we do not send work home. If they are ill enough to be off school, then they are too ill to complete work at home. If students are absent from school for a prolonged period e.g. a broken leg, then in these circumstances parents can request work from the teacher. Students should see teachers upon their return to school to ensure they complete missed assignments so that their learning is not unduly affected.

STUDENT SERVICES

STUDENT ACHIEVEMENT

Philosophy and Aims

This year we have introduced the Student Achievement team. This K-12 team is made up of various specialists including Learning Support teachers and assistants (LSAs), a Coordinator of Gifted and Talented Education, Data Coordinator, School Counselors and a School psychologist and is headed by a senior administrator with a Special Needs specialism.

The aim of this team of specialists is to monitor students identified as benefiting from additional support to ensure that all students who study at SZPAG are given the opportunity to learn to the best of their individual abilities and to reach their full potential. In addition to monitoring students they advise the teaching staff to identify strategies that may further support individuals who require additional extension or consolidation.

Learning support is provided based on assessed student need to enable the school to provide additional and specialized instruction from a member of our Student Achievement team within the school day.

We aim to:

- follow some of the principles of the RTI Response to Intervention model
- meet the individual needs of students with mild learning difficulties
- develop effective ways of overcoming barriers to learning
- build on the strengths of each student and foster a sense of personal achievement
- implement consistent procedures for monitoring and responding to students at the risk of underachieving
- promote a differentiated approach to the delivery of the curriculum that may result in a modified curriculum
- encourage a close relationship with parents/carers to prepare students academically and socially for the adult world

School Counselor / Academic Advisor

The School Counselors assist students in the developmental process of intellectual, social, personal growth and academic achievement. The goals of the Counselors are to create an environment that will help students:

- develop self-insight and self-understanding as they progress through school,
- develop an understanding of the worth and dignity of others,
- develop interpersonal relationships and communication skills,
- participate in meaningful opportunities within the school,
- strive to realize their potential.

They serve as a valuable resource to teachers and administrators as they provide insight and understanding about the students whom we serve. Finally, they communicate with parents about their daughter's personal/social development and progress in school.

They assist High School students in making informed and individually appropriate educational choices; which includes a wide range of topics such as academic and career exploration, academic counseling, annual course selection, post-secondary planning and application assistance, time management and organizational skills development, test and exam preparation.

Learning Support Specialists

The Learning Support Specialists are available to assist students who are underperforming for a variety of reasons including being diagnosed with a special need. The teacher or LSA provides direct support in English and Math classrooms for all students identified with Tier 3 intervention need and some students with Tier 2 intervention needs. In addition, the specialist supports all teachers in identifying and implementing appropriate support and differentiation strategies to help all students meet their academic potential.

Knowledge Center

The Knowledge Center provides collections of reference materials, books, magazines and online databases. There are also computers available for teacher and student use. Various areas provide study space for individuals and groups. A teaching space with an interactive white board and laptop computer is used for library classes and other classes.

The media center's collections continually grow to support the curriculum and encourage reading, listening and viewing. Professional journals and books assist teachers in curriculum design and development. The library subscribes to local newspapers. A broad range of reference books cover both general and specific topics. A Library Media Specialist helps students. Students attend library workshops which are linked directly to curriculum. Students learn to define their informational needs and locate information from a wide range of sources. Students are taught to evaluate both print and internet sources of information and to correctly cite references.

Home School Communication

Home-School Agreement

At the beginning of each school year parents, students and a representative from the school sign a home-school agreement that outlines basic responsibilities for each party to uphold. This form can be located at the front of this SZPAG Handbook

EdModo

All classes in the Secondary school utilize EdModo, a social learning platform for teachers, students and parents. It is commonly referred to as the Facebook for schools. This platform is secured from outside users. Teachers set up user groups for each of their classes and invite only students in each class to be members of that group. Teachers regularly post homework and assignments on EdModo and parents may access this site with their daughter using her account.

Class Charts

Students are monitored using class charts. This is a program used to record each individual student's preparation for lessons, application to their studies and observance of the Code of Conduct. Students receive merit points for excellent application and demerit points when they are not adhering to the school's expectations. Parents may request a log in to enable them to monitor their student's application and behavior.

Parent Newsletter

Communication between parents and the school is a high priority at SZPAG. Parents will receive notices throughout the year about school events though a school-wide monthly newsletter sent by email. Information is also available on our website at www.szpag.com.

Parents as Partners

Parent Partnership Meetings are held on a regular basis to provide the opportunity for Senior Leaders in the school to share major initiatives and information with parents and garnering feedback from parents.

Parent Education Events are planned to provide parents information and tools that will aide them in supporting their daughter's academic and personal development. In addition, they further equip parents to serve as a valuable member of the SZPAG learning community. The topics will be determined by parent interest and identified needs.

Back-to-School Night

Back-to-School Night is held in September. The purpose is to introduce parents to school/classroom expectations and provide an overview of the grade level curriculum and expectations. This is also a great opportunity for parents to meet all of their daughter's teachers.

Parent Conferences

Parent conferences are scheduled each term. Throughout the school year all students develop samples of work that demonstrate mastery of curricular standards. Students are encouraged to attend parent conferences as this is an opportunity to show parents their assessments and other work samples and to explain their academic progress in each class. In addition, parents are given time to speak with individual teachers of their choice.

Appointments with School Administrators, Counselors/Advisors and Teachers

While you are always welcome in the Secondary School, if you would like to discuss a specific issue, please contact the main building receptionist to schedule an appointment.

Student Planner

At the beginning of each academic year, students are provided with a Student Planner. This is to be used as a means of communication, triangulated between student, teacher and parent/guardian. Students are responsible for maintaining their planner and parents are requested to review and sign it off on a weekly basis as it should be used to communicate with homeroom and subject teachers.

Graduation Requirements

Please note **graduation** requires a **minimum of twenty-seven (27) Credit** units completed during Grades 9 – 12

Credit unit Requirements per Grade Level

Subject	Grade 9	Grade 10	Grade 11	Grade 12	Total Credits required over 4 years
English	1	1	1	1	4
Math	1	1	1	1	4
Science	1	1	1	Offered as elective	3
Social Studies	1	1	1	Offered as elective	3
Arabic	1	1	1	1	4
Islamic Studies	0.5	0.5	0.5	0.5	2
ICT	Offered as elective	0.5	0.5	Offered as elective	1
Physical Education	✓	✓	✓	✓	1
Electives (various subjects)	1	1	1	3	5
Total	6.5	7	7	6.5	27 Credits

Minimum of 90% Attendance

Students in Grade 12 are required to meet a **minimum of 90% daily attendance in order to graduate.**

40 Hours Community Service Hours

All students are required to complete a total of 40 hours of community service, as a requirement for graduation. Students must submit documentation of their service hours to the SZPAG Counsellor / Academic Advisor prior to graduation. Students' transcripts and diplomas are not released until this requirement is met. Students are encouraged to find an organization that matches these interest and aptitude. SZPAG recommends students complete 10 hours of service each year starting in Grade 9. The SZPAG Counsellor / Academic Advisor is available to assist students in locating opportunities for service.

SAT Exam

All students must participate in the SAT exam during Grade 11 and Grade 12 in order to graduate from The Sheikh Zayed Private Academy for Girls and receive a diploma approved by the Ministry of Education. Each graduating student must pass **all sections** of the SAT-1 Reasoning Test with **minimum scores** indicated below. It is important to note that graduates who wish to study overseas at prestigious universities, their SAT scores would need to be significantly higher than the minimum passing grade indicated. **Students should aim for scores of 1200+.**

SAT	Critical Reading and Writing / 800	Mathematics / 800
Minimum score	300	400
SZPAG target	➤ 600	➤ 600

The SAT test is offered at many sites in Abu Dhabi and registration is completed online. SZPAG is an official testing site open to SZPAG students only for the November, March and May testing dates. The SZPAG Counselors can assist with questions and further information can be obtained online at www.collegeboard.com.

International TOEFL (IBT) or IELTS Academic

In order for a diploma to be approved by the UAE Ministry of Education, each graduating student must pass the International **TOEFL (IBT)** with a minimum score of **6.1**, or the **IELTS Academic** with a minimum score of **5.5**. The students can register online at www.ets.org for the **TOEFL**, and contact the British Council of Abu Dhabi to register for the **IELTS**.

The Emirates Standardized Test (EmSAT) – English Exam

A minimum score of 1250/2000 is required for all students to graduate from SZPAG

Ministry of Education: Arabic & Islamic Studies Requirements

The UAE Ministry of Education requires a passing percentage of 60% for Arabic and Islamic Studies courses. This is achieved through a combination of classwork, assignments, tests and other assessments. The Ministry of Education exams for Arabic and Islamic Studies take place at the end of the year. A minimum passing percentage of 60% for each course and end of term exams must be achieved in order to graduate high school.

First Aid & CPR Certification

Students are required to complete a First Aid & CPR Certification training program in Grade 10 and renew this certification in Grade 12.

University applications and Scholarships

Minimum University Requirements Table

Note: TOEFL or IELTS must be completed by October* of the students' senior year

	United Arab Emirates	Zayed University	International University
High School Diploma	YES	YES	YES
TEOEFL* Exam	TOEFL MINIMUM SCORE (IBT=61)		TOEFL <u>or</u> IELTS must be completed by October of students' senior year
IELTS* Exam	MINIMUM SCORE OF (5.0)		
EmSAT		English – minimum score of 1250	
MATH TEST	PASS MATH PLACEMENT TEST		
Arabic Language	PASS ARABIC PLACEMENT TEST		
SAT	Recommended Scores: English Reading & Writing 600 Mathematics 600	Recommended Scores: English Reading & Writing 600 Mathematics 600	Recommended Scores: English Reading & Writing 600 - 800 Mathematics 600 - 800
SAT II Subject area tests			Selective Universities will required two - three subject areas test
Extra-Curricular Activities	Volunteering internships, and school students' clubs	Volunteering internships, and school students' clubs	Volunteering internships, and school students' clubs

- Students applying to Zayed University must meet to following admission requirements
 - a. minimum of 70% average in academic subjects or a 2.0 Grade Point Average (GPA) or equivalent
 - b. a valid U.A.E. passport
 - c. a valid U.A.E National Identity Certificate
 - d. be at least 17 years of age on 31 August of entering year
 - e. U.A.E. National applicants may be admitted directly to the general education program if they meet any of the following requirements: EmSAT 1250, and academic IELTS of 5+ or TOEFL IBT of 61+
- In order to be eligible for direct entry to a degree program without spending time in the foundation program, the students applying to the U.A.E.'s Universities should have a score 1250 or higher on the EmSAT-English exam, and meet the IELTS or TOEFL requirements as defined by the institution
- The most successful candidates will take four years of each subject (English, Math, Science, History /Social Studies and three years of Foreign Language)
- The three years of foreign language must be of the same Language
- Universities want to see an improving grade trend through the four years of high school.

- Admission applications must be submitted in the Term 1 / Term 2 of senior year
- Most Universities in the USA, prefer the TOEFL to the IELTS
- Most international universities required 4 credits in Math, Science; 3 credits in Social Studies and 3 credits

SCHOLARSHIPS

Available Scholarships

The internal scholarships are available to ALL students who have completed the High School requirements. The applicant has to fulfill the following conditions:

- Be a UAE citizen
- Must be of a good conduct
- Must have at least 85% (3.85 grade point GPA) while in Grade 10, 11 and 12
- Must obtain a Certificate of Equivalency from the Ministry
- Must obtain the minimum scores in one of the following language tests.

IELTS - Academic	TOEFL iBT
6.0	80

Ministry of Presidential Affairs (SCO) Scholarships

The students applying for the Distinguished Students Scholarships (DSS) and Study Abroad Scholarship program (SASP) must fulfil the following conditions:

- Be an outstanding Emirati student interested in traveling abroad in pursuit of her education at prestigious international universities.
- Most have at least 85% average while in Grade 10 and 11.

Ministry of Higher Education Scholarships

The students applying for this scholarship must have fulfilled the following conditions:

- Must select 'foreign scholarship' while filling out the NAPO application and must meet the scholarship requirements
- Most have at least 85% average at the time of graduation from High School.
- Must score a minimum of 1250 in the EmSAT English exam.

NAPO and EmSAT

The UAE Ministry of Education requires all students to register with NAPO (National Admissions Placement Office). The SZPAG Counsellor / Academic Advisor can assist with questions.

The online link for registration is http://ws2.mohe.gov.ae/Student2013/nsp_home.aspx. SZPAG will assist with preparation for the UAE Ministry EmSAT (The Emirates Standardized Test) exam in English. Information and exam dates are available at www.napo.ae

Practice for the EmSAT English can be found at the following links:

EmSAT English: http://emsat.moe.gov.ae/emsat/EmSAT_English.aspx