



# Al Zuhour Private School

## Parent Handbook

### Kindergarten to Grade 4

**2017-18**

Al Zuhour Private School

Mowalieh Commercial, Sharjah,  
United Arab Emirates

Tel.: +971 (6) 534-5551

[www.alzuhourschool.com](http://www.alzuhourschool.com)

**Table of Contents**

**Welcome**..... 2

**1. Introduction** ..... 3

1.1 vision.....3

1.2 Mission.....3

1.3 Core Values .....3

**2. Joining Al Zuhour Private School** ..... 5

2.1 Age of Entrance ..... 5

2.2 Student Enrollment Policy .....5

2.3 Student Re-enrollment Policy .....5

2.4 Family or Social Changes .....5

2.5 Student Withdrawal Policy .....5

**3. Parent/School Communication** .....6

3.1 Parent-Teacher Conferences .....6

**4. School Hours** .....7

4.1 Notification of Changes in School Hours .....7

4.2 Transportation Change .....7

4.3 Early Dismissal .....7

**5 Attendance Policy** .....8

5.1 Illness.....8

5.2 Travel .....10

5.3 Make-Up Work .....10

5.4 Excessive Absences .....10

5.5 Tardiness.....11

5.6 Attendance Certificates .....12

**6. Academic** .....13

6.1 Homework .....13

6.1.1 Time Allotted .....13

6.2 Progress Reports .....14

6.3 Report Cards .....14

6.4 Support Services .....14

**7. Behavioral Code .....14**

7.1 Code of Respect.....14

7.2 Positive Recognition .....15

7.3 Behavior Referral .....15

7.3.a Behavior Management Policy Kindergarten.....15

7.3.b Behavior Referral (Elementary) .....16

7.4 Parents and Behavior Management.....17

**8. Health Information.....18**

8.1 Immunization Requirements .....18

8.2 Emergency Information .....18

8.3 Excuse from Physical Education/Break .....19

8.4 Medication Policy .....19

8.5 Health Screenings .....20

**9. Dress Code .....21**

9.1 Dress Code Policy .....21

9.2 Dress Code Violation.....22

**10. School Transportation .....22**

10.1 School Bus Conduct .....22

10.2 Bus Routines .....23

10.3 Eating and Drinking on the Bus .....24

10.4 Requests to Ride an Unassigned Bus.....24

10.5 Crossing Streets.....24

10.6 Bus Matrons .....25

**11. General Information.....25**

11.1 Class Field Trips .....25

11.2 School Events .....25

11.3 Birthdays/Parties .....25

11.4 Distribution of Materials .....26

11.5 Monetary Payments .....26

11.6 Lost and Found .....26

11.7 Electronic Devices.....26

11.8 Toys, Balls, Pets, and Other Items.....27

11.9 Telephone Use .....27

11.10 Instructional Material .....27

11.11 Textbook Policy .....27

11.12 Food Policy.....28

11.13 Children’s Work .....31

11.14 School Events and Extra Curricular Activities .....31

11.15 Notification of Changes in School Hours .....31

11.16 Questions and answers.....31

## IF I HAD MY CHILD TO RAISE

If I had my child to raise all over again,  
I'd build self-esteem first, and the house later.  
I'd finger-paint more, and point the finger less.  
I would do less correcting and more connecting.  
I'd take my eyes off my watch, and watch with my eyes.  
I'd take more hikes and fly more kites.  
I'd stop playing serious, and seriously play.  
I would run through more fields and gaze at more stars.  
I'd do more hugging and less tugging.

Diane Loomans: from "If I Had My Child to Raise

## Welcome

Welcome to Al Zuhour Private School.

We are looking forward to getting to know you and your child! This handbook may answer some of the questions you may have and will be a good future reference.

The first years of your child's life are considered formative years. During these early years children are rapidly growing socially, emotionally, physically and intellectually. With your involvement, interest and enthusiasm we hope to make these years wonderful years of growth for your child.

## 1. Introduction

### 1.1 vision :

AZPS is a community of lifelong learners that strives for academic excellence, prepares students for the global challenges, and maintains cultural identity.

### 1.2 Mission:

To provide a quality international education while maintaining the cultural identity.

To celebrate diversity, encouraging leadership, responsible citizenship, moral values and the development of lifelong learning skills.

### 1.3 Core Values

**Respect:** showing regard for self, others, property and those in authority.

**Responsibility:** willing to be accountable for own actions without blaming others.

**Cooperation:** working with others to achieve a common goal; knowing when to compromise.

**Tolerance:** willing to allow, understand, or accept something new; willing to respect other's views.

**Honesty:** being truthful; willing to say openly what is known to be true.

### Goal/Philosophy:

We at Al Zuhour School follow the developmental approach through which the focus is placed on the physical, social, emotional, creative and cognitive aspects of the child. Since we believe that children are active learners, we provide a rich

program with a variety of materials and a balance of activities. Our integrated curriculum consists of Language Arts, Math, Science, ICT, Art, Physical Education, Arabic, Morals and Qur'an, and throughout we employ various instructional strategies to cater to children's individual needs and learning styles.

We will strive to make our children independent, lifelong learners with a positive self-esteem

## **2. Joining Al Zuhour Private School**

### **2.1 Age of Entrance**

**KGI:** The child should be 4 years as of January of the academic year he/she is applying for.

**KGII:** The child should be 5 years as of January of the academic year he/she is applying for.

**Grade 1:** The child should be 6 years as of January of the academic year he/she is applying for.

### **2.2 Student Enrollment Policy**

For the early years, new students will sit for a diagnostic entrance assessment and the parents will be interviewed by the relevant personnel before admittance.

For Elementary grades 1 to 4, new students will follow 2 step procedure:

- a- Diagnostic admission test.
- b- Oral interview with the child.

All new students should submit all all legal documents requested by the Registrar's office before admittance to class.

### **2.3 Student Re-enrollment Policy**

A re-enrollment fee per student will be required to reserve a place for the following academic year.

### **2.4 Family or Social Changes**

It is the parent/legal guardian's responsibility to inform the Registrar's Office of any personal changes including changes in address, telephone numbers or custody changes and to provide current documentation of such changes. Parents/legal guardians should report any changes in personal information to the section's supervisor as well as the class teacher.

### **2.5 Student Withdrawal Policy**

Parents/guardians are requested to inform the registrar of their intent to withdraw their child in advance. Report cards and official documents will not be released before the student's clearance form is completed by school administration.

## **3. Parent/School Communication**

### **3.1 Parent-Teacher Conferences**

Parent-teacher conferences are held 6 times a year. You will be notified in advance by SMS.

### **3.2 Parent Communication Channels**



Parents are requested to use the Diary book for communication with the school. The school provides this book in an attempt to strengthen communication between school and home.

In case of serious concerns, you are encouraged to call or write a letter/email addressed to the Section's office.

Tel: +971 (6) 534-5551

Section	Extension	email
Kg1	14	kindergarten@alzuhourschool.com
KG2	15	kindergarten@alzuhourschool.com
Gr 1& 2	29	Heba.n@alzuhourschool.com
Gr 3&4	17	nivin.s@alzuhourschool.com

#### 4. School Hours

School day hours: 7:30 am to 1:45 pm and buses will depart at 2:00 pm from Sunday to Wednesday. On Thursday: from 7:30 am to 1:10 pm

Students arriving before 7:30 am or staying after 2:45 will be the responsibility of the parents as limited supervision will be available.

##### 4.1 Notification of Changes in School Hours

Parents will be notified by SMS/written note and on the school's website if unexpected changes in the school calendar, school hours, or emergency school-related issues arise.

## **4.2 Transportation Change**

For the safety of the child, the parent/guardian must provide a written note through the Diary book for any transportation changes. In case of an emergency transportation change, please call the Transportation office maximum by 1:30 to ensure that we have enough time to notify all the concerned parties. If someone other than the parent/guardian has been given permission to pick him/her up from school, they will be asked to sign a register indicating their relationship to the child and may be asked to show picture identification.

## **4.3 Early Dismissal**

Early dismissals will require the head of section's approval. Elementary school students must submit a signed note from the parent/guardian to the head of section for early dismissal stating the time of departure, reason, and name of the person escorting the student. Leaving school before 1:00 is counted as a half day of absence.

Students should not plan to leave school for reasons such as medical appointments or early travel plans. These need to be scheduled after school hours.

## **5 Attendance Policy**

Regular attendance is important. Each school day is planned for sequential learning and missing even one day will cause your child to miss a part of the learning that has taken place in class.

The section's office will call after three days of absence to verify the reason if the school has not been informed. When an absence is acceptable in nature,

teachers will assist the student with making up their work without interrupting significantly with the education of other students in the class. School work will be sent home only in case of extended home-stay sickness.

### **5.1 Illness**

Parents are requested to call the school as soon as possible to report confirmed contagious diseases. Children should only stay home when it will definitely be of benefit to them and/or the other children at school. Keep your child home when/if they:

1. Have a rash that has not been evaluated by a physician.
2. Have a temperature that exceeds 38 Co. Children with a fever should remain home and may return to school only after being diagnosed, having taken medication and are 24 hours fever free.
3. Vomit and continue to experience nausea and/or vomiting.
4. Complain of severe persistent pain. Their symptoms should be referred to a physician for evaluation.
5. Suffer from diarrhea.
6. Show signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
7. Have signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching or crust on eyelids. A physician should evaluate the child.

8. Show infestation with lice (nits in the hair, itchy scalp). The child should be treated for 3 days before returning to school.

9. Or any other as recommended by his own pediatrician.

NOTE: Children showing any of the above symptoms will be examined by the school doctor and if the child needs to be isolated from classmates and/or sent home, parents will be notified immediately and expected to take prompt action.

In case of illness for three or more days, students must submit a signed clearance form from their private doctor to the clinic indicating the reason(s) for absence in order to be allowed to return to school. Once verified by the school doctor, the student will be admitted to class through the head of section.

## **5.2 Travel**

Traveling during school days will be considered unexcused except for Hajj which will require a copy of the student passport to be excused.

Student participation in school sponsored events, activities, or field trips are counted as the student being present.

## **5.3 Make-Up Work**

Students with an excused absence will be required to make-up missed work and will receive full credit. Students have one school day for each day of an excused absence to make up the work once they return to school. Arrangements to make up tests and other work must be made with the relevant class teacher.

No teacher will be required to prepare materials in advance for a student who will be on vacation for any reason. School work will not be provided prior to vacations but assigned upon return in a modified amount.

Due dates and deadlines will not be extended for unexcused absences.

#### **5.4 Excessive Absences**

Whether the absence is an excused or unexcused one, if a student is not at school, s/he will be counted absent and her/his records will so indicate.

#### **5.5 Tardiness**

Students in the elementary section arriving after 7:45 am must sign in at the head of section office before being admitted for the day. Every three tardiness are equal to one day of unexcused absence.

After 3 incidents of tardiness, parents will receive a message from the head of school.

After 6 incidents of tardiness, parents will receive an official letter/email requiring a signed copy to be returned to school, followed by an sms as a reminder to the parent to sign and return the letter. This letter will outline the actions taken if further incidents occur, as well as the school's expectations for student attendance.

Nine incidents will require a parent phone call by the assistant principal to discuss alternatives that will allow the student to arrive on time.

Twelve tardy require a parent meeting to continue finding solutions for the tardiness. Students are responsible for making up all missed work at home. To limit classroom disruptions, tardy students will be asked to wait in the assistants principal's office until the end of the lesson during which they arrive.

15+ times results in further administrative action, to be determined on a case-by-case basis.

### **5.6 Attendance Certificates**

**Perfect Attendance:** In order to be recognized for Perfect Attendance, a student must be present at school every school day and have no tardiness all of the term. This is applicable for grades 1 to 4

**Outstanding Attendance:** Students who have no more than two days of absence and no more than two incidents of tardiness per term will be recognized as having Outstanding Attendance. This is applicable for grades 1 to 4

## **6. Academic**

### **6.1 Homework**

We believe homework is an important part of the learning process that extends, enriches, and/or reinforces academic concepts and skills to enhance achievement. Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's academic progress. The completion of assignments will be monitored by teachers and recorded on quarterly report cards. Parents will be notified if homework is not being submitted on a regular basis and/or is not acceptable due to poor quality.

#### **6.1.1 Time Allotted**

Students should spend a set amount of time daily working on homework related activities. The following guidelines help determine the average quantity of homework assigned daily to a student:

G1-G2 30 - 45 minutes

G3 45 - 60 minutes

G4-G5 60 - 90 minutes

Reading fifteen minutes a day after school hours should become a daily practice for our students either shared with another person or independent.

## **6. 2 Progress Reports**

Your child will receive a Progress Report in the middle of each trimester starting from Gr.1.

## **6. 3 Report Cards**

Academic performance and progress of the child will be recorded and issued to parents in the form of report cards at the end of each trimester.

## **6.4 Support Services**

Students who display a need for additional support services may be referred to the SEN (Special Education Needs) or ELS (English Language Support) departments. Both alternative programs include a referral process with assessment, parent notification and consent.

## **7. Behavioral Code**

### **7.1 Code of Respect**

Our School maintains an atmosphere of mutual respect between teachers and students. It is expected that all students will act according to the school code for respect. An orderly atmosphere is necessary for learning; teachers will not devote a disproportionate amount of time to unruly students. All faculty members have the responsibility and the right to enforce school rules, and students are expected to respond respectfully. Under no circumstances will corporal punishment or any other form of physical punishment be used at school.



## **7.2 Positive Recognition**

As part of our basic philosophy to encourage students to excel, recognition is given to students who demonstrate outstanding citizenship. Acknowledging student demonstrations of good character is important. We expect the student to do the right thing even when there's no one around and there will be no immediate reward; therefore recognition is emphasized more than reward when it comes to reinforcing positive character traits for long-lasting effects. Examples of recognition strategies: verbal praise, choice time, classroom privileges, certificates, recognition during assemblies, and special events.

## **7.3 Behavior Referral**

### **7.3.a Behavior Management Policy Kindergarten:**

We at Al Zuhour School use positive guidance. Children are given positive directions. "Redirection" is used to correct inappropriate behavior. Limits and rules are explained to the children.

Teachers model ways of resolving issues or conflicts among the children.

When required, teachers may use "time-in" (instead of "time-out"), a period of time spent working with or helping one of the adults, until the teacher feels that the child is ready to rejoin his or her classmates.

If difficulties are persistent, a teacher may request an interview with the parents. The adults can then assess the situation and work together to find ways to help the child express him or herself in more socially appropriate ways. Sometimes children can also be helped by changes in diet and daily routines. Parents can also

be of assistance by informing teachers of changes at home that may result in unusual behavior by their child.

Most importantly, we want to emphasize that good communication among adults is most helpful for the children during these formative years.

### **7.3.b Behavior Referral (Elementary)**

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a progressive discipline system has been implemented. Discipline issues are divided into classroom-managed and office-managed infractions.

1- *Classroom-managed infractions*- Minor infractions are behaviors that are disruptive to the learning environment but are handled by the supervising teacher. Parents will be informed by the supervising teacher for each infraction and the consequence. If a child receives three classroom-managed referrals in a quarter, he/she will meet with the grade level supervisor and the teacher to create an intervention plan.

2- *Office- managed infractions*- Major offenses will require a referral to the office. A major offense could be disrespect, hitting/pushing, bad language, or chronic classroom disruptions. Parents will be notified of their child's behavior and the consequences.

When a child repeatedly displays inappropriate behavior, the parents, teachers and the social worker will meet to build an effective behavior intervention plan for that child.

Physical contact with students or staff members, aggression, disregard for school property, theft, use of profanity, and immoral acts may require immediate notification to the office. The number of days a student is suspended will be determined according to the severity of the incident and age appropriateness.

Students demonstrating repeated misbehavior that disrupts the educational process and/or safety of the school environment may be denied re-enrollment the following academic school year.

#### **7.4 Parents and Behavior Management**

To be successful, our behavior program needs to be a partnership between home and school. We invite your comments, concerns, and ideas to make our behavior plan work at school.

Please support us by:

- 1- Reviewing behavior expectations with your child
- 3- Providing positive reinforcement at home (rewarding good choices with compliments or quality time)

## **8. Health Information**

### **8.1 Immunization Requirements**

All students enrolled at Al Zuhour School must provide proof of immunization to attend school. Documentation of the required immunizations must include the month, day and year the immunizations were given and be on file in the school's health office before a student will be allowed to start school. Parents reserve the right to refuse school immunizations for their children in writing.

### **8.2 Emergency Information**

Complete emergency information is requested for each student with the purpose of having current information on file when it is necessary to contact you. Accurate and up-to-date information makes it possible for school personnel to provide proper emergency care.

In case of a medical emergency or illness, school personnel will attempt to notify the parent immediately. It is the parent's responsibility to make arrangements for the proper care and transportation of a sick child if she/he becomes too ill to remain in school. These arrangements include identifying designated friends or relatives who would be available to pick up and care for your child in the event the school is unable to reach the parents. Including their names on the emergency form allows the school to contact them and release the student to their care. If the emergency is of an urgent nature, the school physician and staff will proceed with any action that is appropriate to care for the child.

### **8.3 Excuse from Physical Education/Break**

Please send a written request to the teacher if your child needs to be excused from physical education. Written instructions are required from the student's physician if the student is to be excused for more than two days and must include a re-entry date.

### **8.4 Medication Policy**

The school doctor is not authorized to diagnose or prescribe medicine. The doctor's role at the school is to perform first aid and to make the necessary referrals to the student's own physician.

The child will be administered physician-prescribed medication only upon the written request of the child's parents or guardians. The school will not administer a prescription medication unless a signed physician request is also provided with the medication. The school assumes no responsibility for failure to provide requested prescription medication or for an adverse reaction which is caused by the administration of such medication. If it is necessary to send medicine to school, you must:

1. Make sure it is in a childproof container labeled with the student's name and class.
2. Provide a copy of the prescription indicating the dosage and time.
3. Write a daily reminder in the channel book for the teacher stating what the medicine is, when it is to be given, and how much.

4. Hand any medication that needs to be refrigerated in a sealed plastic bag labeled by the student name and class directly to the bus matron or to the security guard if your child comes by car.

5. Parents who have given their child medicine before coming to school should inform the school.

### **8.5 Health Screenings**

Health screenings such as vision, dental and head-lice will be periodically scheduled for students. Parents will be notified of any health problems we detect.

## 9. Dress Code

### 9.1 Dress Code Policy

1. Students are expected to be clean, neat, and dressed in the appropriate school uniform.
2. Shoes must be black, gray, or white. Small colored logos will be accepted but not the distracting neon colors that are becoming so popular. Roller sneakers, Heelys, or Crocs are not allowed at school.
3. Socks worn must be gray, navy blue or white only.
4. The regular school uniform should be worn every day and on special events upon school request.
5. Students are expected to wear the PE uniform on assigned days only with appropriate colored athletic shoes.
6. Girls are expected to keep their hair tied back or wear a headband (school colors only).
8. Jewelry and accessories are strictly forbidden except for stud earrings for girls. Inexpensive watches are allowed.
9. Hair coloring is unacceptable.
10. Boys are expected to have a short haircut.
11. Nails are expected to be short and clean at all times; no nail polish is allowed.

## 9.2 Dress Code Violation

1<sup>st</sup> and 2<sup>nd</sup> violation: warning and parent contact.

3<sup>rd</sup> violation: Informing parents of upcoming consequences.

4<sup>th</sup> violation: Student will not be allowed into the classroom and parents will be called to send in the proper uniform or transport the student back home.

\*Students wearing shoes that do not meet the School's dress code policy may be removed from break time activities.

## 10. School Transportation

### 10.1 School Bus Conduct

It is the responsibility of each student to demonstrate a desire to ride the bus by practicing safe and courteous bus behavior. The safety and comfort of all students is of primary importance and must be protected.

Riding the bus is a privilege that can be suspended or revoked if the safety or comfort of others is jeopardized. Parents/guardians are responsible for reinforcing safe bus conduct with their children. The bus matrons will report unacceptable behavior and misconduct to the administration.

A pattern of minor infractions or a single major infraction of the rules will result in suspension of bus riding privileges. Parents will be notified by phone, in person, or in writing if the student is being suspended from the bus.



## 10.2 Bus Routines

### **Morning:**

Students should be at their assigned bus stop five minutes before the scheduled arrival time of the bus. Buses will depart at the assigned time. For their safety, students should not run after the school bus if they missed it. Buses cannot return nor stop for students who have missed the bus.

### **Departure:**

The bus matron will escort kindergarten students to their buses.

A written note or notification to the section supervisor is required in advance if the child is to be picked up by anyone other than the parents or those indicated on the information form.

If your child needs to leave school early, please send in a note via the channel book or contact us on :

Kindergarten Section: 054 3946955

Gr. 1 & 2 Section:

Gr. 3 & 4 Section:

Please NOTIFY US IN WRITING if there are changes in your child's normal routine for going home.

Please do not leave voice messages and if you send an SMS you must receive a confirmation message in return.

No transportation changes will be made after 12:30 pm on regular days and after 11:30 on Thursdays.

Without prior instruction from you, we will send your child home in the usual manner

We cannot accept verbal changes from your child or a sibling or your child's bus matron.

### **10.3 Eating and Drinking on the Bus**

Sharing food is not allowed on the bus. Food that is not allowed at school such as sweets, gum, potato chips, etc. is also prohibited on the buses.

### **10.4 Requests to Ride an Unassigned Bus**

The transportation system is not designed to permit students to go on different buses or to other stops. Pick up and drop off locations need to be consistent. Our transportation department will not approve a "two days here and three days there" type of arrangement. Kindergarten students should be accompanied to and from the bus, no kindergarten student will be dropped off the bus till an authorized person is waiting to collect him/her. Elementary students are responsible to ride their own bus and go directly home from their bus stop.

### **10.5 Crossing Streets**

If your child must cross the street after getting off the bus, they should walk at least 7 meters in front of the school bus, wait for the driver to signal and proceed to cross while watching for any vehicle that may not be stopping. It is the parent's responsibility to ensure that an adult supervises the child during this process.

## **10.6 Bus Assistants**

Bus assistants are responsible for your child's safety during bus trips. Students must respect their authority. Assistants are not allowed to deliver/receive verbal or written messages, money, or school work from parents. In addition, assistants are not allowed to ring parents/students when the bus arrives.

Assistants are not allowed to accept any charitable items (including money).

## **11. General Information**

### **11.1 Class Field Trips**

Field trips will be planned several times throughout the year to support your child's education. The school requires a permission slip on or before the deadline. If a signed permission slip is not received by the deadline stated on the form we will not be able to send your child on the trip. Permission by phone will not be accepted.

Only students of the class involved, the teacher, and adult chaperones are eligible to attend school fieldtrips. Children who are not members of the class including those of chaperones and faculty members are not eligible to attend.

### **11.2 School Events**

Students are not allowed to attend siblings' school events during regular school days (e.g. concerts, Sports Day etc...).

### **11.3 Birthdays/Parties**

In kindergarten Section and Gr. 1 & 2:

*The birthday of all children will be recognized by the section*

1- Each class will have a special birthday display board

2- *If a parent wishes to celebrate the birthday of their child at the section, the parents should inform the section supervisor in advance.*

3- *In case of providing gifts, please make sure they are safe for children and are age-appropriate*

4- *In case of providing cake, please make sure it doesn't have a large amount of cream and it preferable to be in the form of single 'cup cakes'*

5- *Birthdays celebrations are allowed only on Thursdays and during lunch break time*

#### **11.4 Distribution of Materials**

Distributing any form of publications (including advertisements) is not allowed in school under any circumstances. Although the school is not responsible for materials not bearing the school logo, we consider this very important and urge you to report any incidents to the school administration.

#### **11.5 Monetary Payments**

If money is needed for events or special items (i.e., school photos, field trips, etc.) parents will be notified in writing. Please ensure that the exact amount is sent to school with your child in a clearly marked sealed envelope and attached to the student's dairy.

The school assumes no responsibility for lost or stolen items.

#### **11.6 Lost and Found**

In order to identify lost items, we insist that ALL items be marked with your child's first and last name. Lost articles may be picked up at the Lost and Found. If lost items are not claimed by the end year, items will be donated to charity.

#### **11.7 Electronic Devices**

Students are not allowed to use mobile phones, electronic games, laptops, iPads or other personal electronic devices at school. All such items will be confiscated if they are heard or seen during school hours. If a student brings a mobile to school or on the bus for communication purposes for after-school activities/sports, the school assumes no responsibility for loss or theft.

Parents may reclaim any confiscated items by contacting the school office at the end of the trimester.

### **11.8 Toys, Balls, Pets, and Other Items**

Toys and/or pets should not be brought to school without the classroom teacher's permission. Toys that are brought or played with without the teacher's permission may be confiscated and kept with the teacher for up to one week. Repeated offenses may require permanent confiscation.

Items which are forbidden and will be confiscated include all toy guns, knives, matches, and other potentially dangerous objects.

### **11.9 Telephone Use**

Children will be permitted to use the school telephone if their health or safety is involved. Use of the telephone is denied for forgotten homework, books, permission to leave with a friend and other non-emergency reasons.

### **11.10 Textbook Policy**

The store manager will issue textbooks and notebooks to students. The store Each student is responsible for keeping track of his/her own books (including guided reading and library books) and for maintaining them in good condition. In case of lost or damaged books or notebooks, students will be required to pay for replacing the book/notebook.

### **11.11 Food Policy**

The child's meal is expected to cover all nutrition elements. For example, fresh juice, milk, fruit, sandwiches, and other healthy food are highly encouraged. The following items are not permitted at school: sweets, gum, potato chips, soda, and glass bottles. Sharing food is not allowed.

**In Kindergarten Section:**

Each day we have **two 25-minute** snack times. We seize this opportunity to help the children learn healthy eating habits. Please send healthy easy to eat snacks such as sandwiches, finger foods, yogurt, cheese, cut up fruits, vegetables, peanut butter, milk, fresh juice, etc. please send enough food with your child for both snack times and refrain from sending messy, smelly foods or things that could go off easily in the heat like mayonnaise, boiled eggs.

Please refrain from sending in chocolate sandwiches and chocolate milk, look for healthier options as mentioned above to make your child's learning experience a good one.

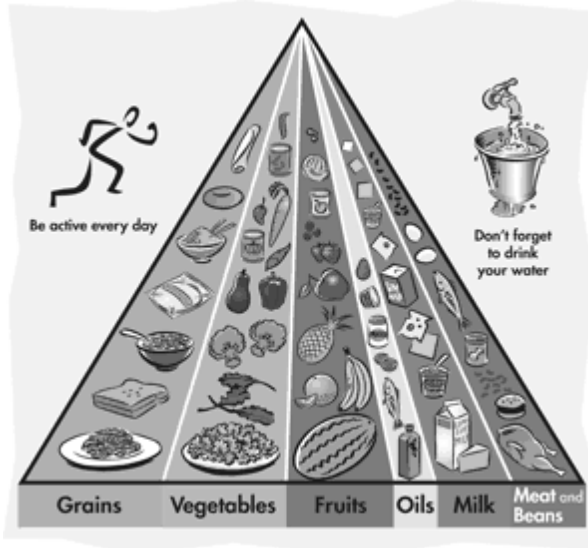
If your child has any food allergies, please notify the class teacher and school pediatrician.

The U.S. Department of Agriculture released a new food pyramid which breaks food categories into a spectrum to emphasize variety. Exercise was introduced as a component of the food pyramid, and 12 individualized intake profiles were added.

The food and physical activity choices you make each day for your children affect their health, how they feel.

## New Food Pyramid

Sugar can cause a rapid rise of adrenaline, hyperactivity, anxiety, difficulty



concentrating, and crankiness in children.

A recent study supports the idea that a breakfast with a lower sugar load may improve short-term memory and attention span at school.

Giving your child a breakfast which contains fiber (oatmeal, shredded wheat, berries, bananas, whole-grain pancakes, etc.) instead of loads of refined sugar should keep adrenaline levels more constant and will make the school day a more wondrous and productive experience. Packing her/his lunch box with delicious fiber-containing treats (whole-grain breads, peaches, grapes, other fresh fruits, etc.) may turn afternoons at home into a delight.

Read more at: <http://www.drgreene.com/article/relationship-between-sugar-and-behavior-children>

**These tips and ideas are a starting point:**

- Make half of the grains eaten wholegrain
- Vary veggies
- Focus on fruits
- Buy calcium- rich foods
- Go lean with protein
- Find the balance between food and physical activity

**Offer a variety of foods to your child**

- Mix it up. Change your typical foods. Try something new with your family. Here are just a few ideas: fresh pineapple, green peppers, low-fat cheese, canned salmon, or a whole wheat pita with hummus.
- Let your child choose a new vegetable to add to soup. Only an adult should heat and stir hot soup.
- Add different ingredients to your typical salads. Try adding mango, Swiss cheese, or tuna to your green salad.
- Vary the cereals, types of bread, and sandwich fillings you buy week to week.
- Add fruit to your preschooler's breakfast by using it to top cereal.
- Put rinsed and cut fruits and vegetables on a shelf in your refrigerator where your child can see them.

**For more ideas on creating a healthy lunch box for your child please visit the following website: [www.myPyramid.gov](http://www.myPyramid.gov)**

**Dos & Don'ts during Snack Time**

Chocolate Sandwiches, Chocolate bars/biscuits, Chocolate cake, Chocolate milk, Potato chips including Cheetos, sweets, gum and soft drinks are not allowed in class



or on the bus. In case your child brings any of these, the teacher will take them and return them to your child or the bus matron at the end of the day.

Please do not send glass bottles or containers with your child for safety measures.

### **11.13 Children's Work**

Children work hard at their projects and achieve a great sense of accomplishment. Our focus is on the act of doing; the process is stressed, not the finished product. Please be proud and acknowledge your child's work. The work that a child brings home has been created with love and great patience.

### **11.14 School Events and Extra Curricular Activities**

The school offers a variety of extra-curricular activities and remedial programs where different teachers and professionals work with the students. There are many opportunities for students to enrich their education beyond the classroom.

The school also organizes several events hosted throughout the year in which students and parents are actively encouraged to participate. During these times, students are expected to follow the school's behavioral code.

### **11.15 Notification of Changes in School Hours**

Parents will be notified by SMS or written note if unexpected changes in the school calendar, school hours or emergency school-related issues arise.

### **11.16 Questions and answers**

Where can you go with a question or a concern?

The first essential step is to go to the immediate source and establish the facts. The staff and administration are concerned and want to resolve problems in the most expedient manner possible.

Please follow the steps below:

First Step: Class Teacher

Questions or concerns regarding your child's education and/or behavior should first be directed to his/her classroom provider/teacher. **This may be done via a note in the channel book**, a scheduled meeting, a phone call to the office or an email.

**Second Step: Section Supervisor**

If questions or concerns are not resolved at the provider/teacher level, then contact should be made with the Section Supervisor. Call the Early Childhood office and set up an appointment.

**Third Step: Head of Section**

A conference with the Head of Section is most appropriately made if questions or concerns have not been adequately addressed at earlier levels. Call the Head of section and set an appointment.

Tel: +971 (6) 534-5551

Section	Section supervisor	Head of Section
KG1	Ext.14	Hos.kg@alzuhourschool.com
KG2	Ext.15	Hos.kg@alzuhourschool.com
Gr1&2	Ext.29	Hos.primary@alzuhourschool.com
Gr. 3&4	Ext.17	Laila.i@alzuhourschool.com

We GREATLY appreciate your support and anticipate a fun and successful school year!

Thank you for reviewing the handbook