

Wisdom International School



The School Policy

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Introduction

This is to spotlight our policies, forming the base of our school fundamental principles. The aim of these policies is to provide learning opportunities of equal quality to all school students. These policies are consistent with the mission and purpose of our school. The key objectives of our school policies are:

- Improve educational opportunities for all students.
- Ensure there is a clear, consistent and predictable resourcing framework for quality education.
- Provide equitable learning opportunities for all students regardless of their race or religion.
- Assist in enabling teachers and school staff to achieve the expected learning outcomes.

All school stakeholders (staff, students, parents, owners) are involved in these policies and are requested to comply with every detailed principle mentioned in these policies. Respect and commitment to these policies will ensure the successful achievement of the anticipated learning outcomes.

The School Policy

The priorities that should be taken into consideration and accurately implemented:

The School Code:

- 1- Teachers must be at school no later than 6:20 a.m. every morning.
- 2- Students line up at 6:35 a.m.
- 3- 7 Periods (50 minutes Sunday – Thursday).
- 4- The school year is divided into four quarters.
- 5- Teachers are granted no more than 3 days / year as a sick leave.

- 6- Teachers are required to inform about absence a day before or same day before 6:20 a.m.
- 7- Teachers are never allowed to use physical punishment.
- 8- Teachers should Reinforce / reward appropriate social and academic behavior in the classroom.
- 9- Teachers must converse in English all the time inside or outside the classroom.
- 10- The coordinator of each subject will meet his teacher once a week
- 11- Teachers will serve in morning, recess, and afternoon duties.
- 12- Teachers should provide additional time beyond the regular schedule for students with special needs.
- 13- A Teacher should be well-prepared for his class and make sure they already prepared the necessary teaching aids.
- 14- Teachers should attend all meetings with the coordinators or the school administration during or outside the regular school schedule.
- 15- Teachers are not allowed to use mobile phone during working hours.
- 16- Teachers should read all memos well and comply with the school policy.
- 17- A teacher should be ready to substitute his / her absent colleague.
- 18- All teachers are expected to appear with a professionally accepted dress.
- 19- A teacher should be fair with all students regardless of their nationality, religion or sex.
- 20- Teachers should be with their classes when they line up.
- 21- Smoking is not allowed at school.

The weekly plan

- 1- Each teacher should receive the teacher's editions, resources, materials and the yearly planners/curriculum correlations for the subjects or grade levels you are responsible for.
- 2- Teachers should prepare their weekly plans according to the yearly plans.
- 3- Teachers should make the best use of the available resources and audio visual aids.
- 4- The weekly plan should contain both class work activities and homework assignments.

- 5- The class work activities include the skills which students should learn the unit or chapter or the number of page.
- 6- Homework assignments should clearly explain the homework pages and where to be done.
- 7- Teachers should submit their weekly plans to the coordinators and to the administration by Sunday along with all the items worksheets & test to be double checked and photocopied in advance.

Assessment policy

- 1- Teachers should follow their yearly plans in regard to the passing of test and quizzes.
- 2- Teachers should record your time for a class test on the schedule at the photocopy room.
- 3- Teachers should get Coordinator's approval of the test before using it.
- 4- The WIS Assessment policy assumes that students should be continuously evaluated. Test at the end of the chapter / selection / unit so that students should have a minimum of two tests for each subject monthly.
- 5- A teacher should check his / her tests and quizzes within two days and hand them to the coordinators for double check.
- 6- The tests and quizzes are to be distributed to students to be signed by parents or guardians.
- 7- Teachers should keep their tests in a special folder in case they need in the parents meeting.
- 8- A teacher should submit his / her marks by weekly to the coordinator.
- 9- The mark distribution sheet should be submitted to coordinators four days before the **end of each quarter.**

Classroom Duties

- 1- A teacher should have control over his / her classroom.
- 2- A teacher should encourage students to prepare and participate in making wall chats, posters, and aids.
- 3- Every day's morning assembly well be supervised by the teacher according to a schedule.
- 4- A teacher may keep the books and the copy books of his or her students in class as long as they are not needed to do any assignment or to get ready for a test or a quiz.

- 5- Teachers should follow and check home works and written work daily and effectively.
- 6- Students can't leave the classroom during classes without a hallway pass is given by the teacher responsible for them when the student needs to leave the classroom to go to the restroom, clinic, or office.
- 7- Teachers should make sure that a student keeps school property in good conditions.
- 8- A teacher should be the authority figure in the classroom without acting like a dictator.
- 9- Teachers should keep a special form for students' absence and tardiness.
- 10- For the last class of each day and on time of recess, the teacher must wait until he / she makes sure that all students have left and taken their bags.

For teachers of KGI – KGIII

- 1- Teachers should treat and deal with her / his children in a friendly manner that makes children feel comfortable.
- 2- Teachers should teach her / his children all they need to adapt this new stage of life.
- 3- Teach your child how to go from the school playground to the classroom, and how to come from the classroom to the school playground.
- 4- A teacher should be careful that children move to and from the class in an orderly manner.
- 5- To show children their classes and their desks for the first day.
- 6- Make sure all items belonging to your class children are labeled with the name and class.
- 7- To teach children the right place to leave their books in class.
- 8- To teach children how to ask questions in descent manner.
- 9- Children should understand assignments clearly before leaving class.
- 10- Children should gradually learn how to be independent with the homework and the test preparation.

Code of Ethics

Introduction:

The Code sets out the key principles of good conduct and practice for teachers at WIS. It is intended to guide teachers' practice, judgments, and decisions and inform parents, and the community of these standards. It also informs members of the community of the standards expected of teachers. It is not, however, a definitive or exhaustive guide. Neither should it be read as a blueprint to be followed unreflectively by teachers. As professionals, teachers are to constantly engage with the principles outlined in a critical manner, taking into account the educational value of the particular relationships with persons within particular teaching and learning situations and processes.

The Code is intended to encourage teachers to adopt an informed approach to their teaching and its contexts and to reflect on the good and correct practices as professional teachers. A teacher shall try to be a role model and shall act within the community in a manner which enhances the prestige of the profession.

I - Trust

Teachers at WIS shall:

- Base their relationship with students on mutual trust and respect.
- Have regard to the safety and wellbeing of students under their responsibility.
- Respect the uniqueness and diversity of the learning community they are part of.
- Work in a collaborative manner with colleagues and other professionals.
- Develop and maintain good relationships with parents, guardians and careers.
- Act with honesty, integrity and fairness.
- Be sensitive to the need for confidentiality where appropriate.
- Take responsibility for maintaining the quality of their professional practice.
- Uphold public trust and confidence in the teaching profession.
- Create learning experiences which engage, motivate and challenge students in an inclusive setting with a lifelong learning perspective.

II- Relationships with Students

Teachers at WIS shall:

- Maintain professional boundaries whilst in school and out of school, avoid improper physical contact, avoid inappropriate communication via any form of media and avoid inappropriate relationships with students. The members of the teaching profession are duty bound and are ultimately responsible to maintain a professional distance.
- Refrain from taking advantage of professional relationships with students for their own personal benefit, including by giving private lessons to students from the classes they teach or who are under their administrative responsibility, against payment, whether monetary or in kind.
- Conduct pastoral interventions with students professionally, and behave in keeping with their unique position of trust and status as role models.
- Follow behavior management and safe schools policies and guidelines as directed by the relevant school, college and education authorities.
- Act appropriately towards students exercising care in their language, gestures and attitudes, ensuring that they do not act in such a manner that is embarrassing or disparaging and ensuring that they do not use abusive language or offensive names or make inappropriate remarks.
- Act with a professional attitude and behavior at all times.

III- Respect the Uniqueness and Diversity of Students

Teachers at WIS shall:

- Demonstrate respect for diversity, maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language or different needs or abilities;
- Maintain an up to date knowledge and understanding of, implement and comply with, current child protection procedures;
- Contribute to the creation of a fair and inclusive school environment by addressing discrimination, stereotyping and bullying.

IV- Collaborative Manner with Colleagues and Parents

Teachers at WIS shall:

- Work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams.
- Respect, support and collaborate with colleagues both in matters concerning the education of students as well as in maintaining relations with colleagues in the highest standards of professional courtesy.
- Be prepared to help junior colleagues and those in training and induction in all possible ways.
- Respect the authority of senior professional colleagues while retaining the right to express professional opinion and dissent.
- Not reprimand, censure, or criticize any colleague, or any other member of the teaching profession, in the presence of students or in public.
- Refrain from making public statements which bring the profession into disrepute.
- Develop and maintain good relationships between home and school, respecting the role that parents, guardians and carers have in students' education.
- Engage and work positively with parents, as far as possible, in an open and respectful way.
- Demonstrate respect for diversity when dealing with colleagues, parents, guardians or carers in their capacity as partners in the educative process.
- Make every effort to encourage parents, guardians and carers to interest themselves actively in the education and welfare of children in their care.

V- Honesty and Integrity

Teachers at WIS shall:

- Conduct assessment- and examination-related tasks with integrity. Represent themselves, their experience, professional position and qualifications honestly.
- Only disclose confidential information within the parameters allowed by legislation
- Be mindful of their position as a role model to students
- Both in their personal and professional life, be mindful of their behavior and attitude, being that these may have an impact on the profession they represent.

VI- Up to Date Teachers

Teachers at WIS shall:

- Maintain high standards of practice in relation to teaching and learning, classroom management, planning, monitoring, assessment and reporting
- Keep their professional knowledge and skills updated throughout their teaching career
- Keep updated their knowledge of relevant guidelines and educational developments in their teaching post and role and in relation to teaching in general
- Reflect upon and evaluate their practice as part of their continuing professional development
- Be open and respond positively to constructive feedback regarding their teaching practices
- Seek support, advice and guidance where necessary.

Communication plan:

Introduction:

Wisdom International School communications exists to help the school and the Board of Education in order to communicate with internal and external stakeholders. As modern communications channels expand and evolve, it is important that a school's communications plan keep up with the ever-changing landscape. High communication helps the school to achieve the goal of providing a quality education that prepares all children for a successful future.

The purpose of the Communications Plan is to present a clear and concise framework for communicating with our school community. The plan primarily addresses two types of school district audiences: internal (students, teachers, staff, administration and School Board) and external (parents).

Staff, students, parents and other key stakeholders need to get the information – and we are at the center of this critical connection. Mobile messages, telephone, internal memos, external memos and social media form the foundation that is absolutely pivotal to this connection. For parent engagement, media relations, and nearly every school communications challenge, success depends on a steady stream of fresh,

targeted school information and news at the district, school and classroom levels.

Our objective is to improve internal and external communication systems with the specific goal of creating open, two-way communication between the Leadership Team, administration, staff, students and parents.

Communication plan:

1. Clarify district flow of information between stakeholders.
2. Provide regular information on school - wide issues.
3. Create a system to encourage flow of information between stakeholders.
4. Publish and distribute informational pieces.

Our communication between stakeholders takes place through:

1. SMS and Whatsapp messages: Are one of our popular methods to communicate. A mobile SMS can make it efficient to access common information like alerts, memo or any other information.

2. Email is a key channel for school because it is a great form of one-to-one personal communication. Most parents have email accounts, and it allows the school to provide information of all kinds, in detail if needed. Email also features a very high open rate, which translates into an informed community. The use of email can range from reminders, policies, and a variety of announcements.

3. Social Media like Facebook: The beauty of social media is how easily the content can be linked to others, and how easily it can be shared with many people.

4. Phone calls with parent to engage steady stream of targeted school information and news to construct 'dialogue' with parents and guardian. Think district level, school level, and classroom level. These designees can be principals, admins, teachers or any staff member who can serve as for school communications.

5. Saturday weekly meeting between (parent-staff, staff-staff, student-staff) in order to play a very important role in development of all stakeholders at the school.

6. Internal and External Memos that are distributed continuously on all events in order to remind the stakeholders for specific events that will happen on a specific date (outside and inside activities, duties, workshops, meetings etc...)

7. Parent teacher meeting as well staff meeting.

Ongoing communication effort at Wisdom International School is an award-winning team of professionals dedicated to serving principal, manager, staff, parents, and students to meet all of their communication needs. We work to publicize our schools' news; events, activities and awards. A strong relationship between the stakeholders is important in promoting school, student and staff accomplishments.

In our communication, we try to:

1. Keep communications simple by:

- a. Using clear, concise, direct answers.
- b. Vary the types and level of communication to target diverse audiences.
- c. Translate communication pieces when appropriate for various language groups.

2. Communicate early and often by:

- a. Providing information when appropriate to send out to principals, department heads, curriculum leaders, teachers and other employees as needed.
- b. Follow-up with memos or communications to all staff if necessary.
- c. Make telephone calls if in doubt.

3. Communicate Face-to-Face

- a. The more difficult the situation, the more important it is to communicate face-to-face.
- b. Encourage staff to relay messages through personal interaction when appropriate

4. Keep Communications Brief and to the Point

- a. In order to keep a person's attention, be brief and to the point.
- b. Use bullet points when appropriate
- c. Highlight message in the title

5. Develop Relationships with our Community.

Student Dress Code

- School uniform is compulsory for all students
- Students may receive a warning, if they do not wear the uniform
- Girls from grade 6-12 must wear abayas to and from their cars
- Boys (1-3) wear a buttoned up orange shirt and a pair of beige pants
- Girls (6-12) wear a buttoned up orange shirt and a beige skirt.
- For PE, all students wear a orange T-shirt and blue pants.
- No tight fitting blouses, no cut blouses only long sleeved blouses or shirts are acceptable
- No colored shirts or T-shirts. No T-shirts with design
- No necklaces, bracelets, rings re permitted only plain ear studs are permitted. These will be confiscated for a period of time.
- No makeup is permitted
- No high need
- Only reasonable hair accessories are permitted
- No nail polish

Student Behavior Code

Teachers must emphasize the Student Behavior Code.

All students at Wisdom International School are expected to be:

- Polite to each other, their teachers and all members of the school community.
- Honest and truthful in their dealing with others.
- Trying to achieve the best result they can gain.
- Considerate to the feelings of other members of the school.
- Tolerant of the different backgrounds of the members of the school community
- Attentive to instructions given in class.
- A role model for other students at the school.
- Self-motivated to complete set tasks.
- Self-disciplined and know the difference between right and wrong.
- Willing to accept responsibility to their actions.
- Willing to accept challenges in their studies and in life in general.
- Integral and productive members of tomorrow's society.

Plagiarism/Cheating Policy

Plagiarism (Latin: plagiarius, kidnapper of a child) may be simply defined as the use of another person's ideas or work without proper acknowledgment. The grade for any assignment in which

plagiarism/cheating occurs is zero, and a double behavioral detention is given.

Plagiarism usually occurs in two forms, the first of which almost all students will recognize. It may consist of the following: 1) copying or gaining any other advantage from another student's test during a test or examination situation or allowing another student to copy or gain advantage; 2) exact copying of an author's text without the use of quotation marks; 3) using an author's passages with occasional omissions or changes in wording without proper acknowledgment; 4) rearranging the words or sentences of one or more authors; 5) using an author's argument or points from an argument and representing them as one's own. If ever you are in doubt, acknowledge your source with a footnote.

The second form of plagiarism occurs when students use unacknowledged outside aid in preparing assignments. Students who have difficulty with an assignment may, with teacher approval, seek qualified assistance, but should be aware that such aid might be termed unfair if it corrects errors the student may not have suspected as errors. Obviously, the results of such aid cannot properly be called the student's own work and cannot, therefore, be fairly graded as her or his own. This is true of assignments typed by someone other than the author of the work in which errors of grammar; punctuation and spelling are corrected as part of the typing service. Whenever such services are engaged the typist must identify him or herself on the title page of the assignment. While it is true that students are often encouraged to work with faculty and other students on assignments, it is equally true that the final product of such collaboration should be a student's own. Plagiarism occurs if a student fails to acknowledge substantial suggestions from someone else in doing an assignment. If you are in doubt, acknowledging your helper is best.

The grade for any assignment in which plagiarism/cheating occurs is a zero. Behavioral consequences depend on the grade level and the number of infractions.

Consequences are:

- for first time offenders zero on the document and the parents are notified.
- for second time offenders: zero on the document, parents are notified,

one day suspension.

- for third time offenders: zero on the document, parents are notified, two day suspension or expulsion.

Fighting Policy

Fighting is not tolerated under any circumstances during, or on the way to or from, school or school-sponsored activities. The fact that it is meant as 'humor' does not make it acceptable. Fighting results in a student being placed on disciplinary probation and in-school suspension for the first offense, and disciplinary probation and a suspension or expulsion on the second offense. Students are expected to use all possible means to avoid physical violence including:

- Avoiding a situation where physical confrontation is likely.
- Alerting a counselor, advisor, or administrator to circumstances that could lead to physical confrontation.
- Seeking advice/protection from a faculty or staff member.

WIS students are expected to exhibit the highest standards of decorum and sportsmanship. Any member of the WIS community involved in fighting before, during, or after any event will be suspended, placed on disciplinary probation, and removed from representation, if applicable.

Harassment Policy

Every member of the WIS community has the right to feel safe, respected, and free of any form of harassment. Harassment is defined as any verbal or physical abuse of individual or group that could be based on, but not limited to gender, ethnic origin, religious belief, age or grade in school. The fact that it is meant as 'humor' does not make it acceptable. If a student believes that he or she has been a victim of harassment, he/she is to contact a member of the faculty as soon as possible. Offenders face disciplinary action up to and including expulsion.

Substance-Abuse Policy

Smoking on school grounds or in the immediate environs, at school functions, on school-sponsored trips, or on school buses is forbidden at any time of the day or night. Offenders face disciplinary action up to and including expulsion.

Vandalism

The damage or defacement of school property is a serious offense and will lead to disciplinary consequences. In addition, students will be required to make restitution.

Disciplinary Policy

Level 1 Teacher disciplines the student.

Level 2 Administrator disciplines the student

Level 3 Suspension. Any offense after the second suspension can lead to expulsion.

Level 4 Expulsion: Very serious and/or chronic offenses may lead to expulsion after consideration by the Head of School and administrator, and consultation with the student and the parent(s).

Homework Policy

Homework in the Wisdom International School is an essential part of the school program. Homework assignments will vary in accordance to the needs of the class and relate to classroom instruction.

Objectives of Homework Assignments:

1. To reinforce and extend learning initiated in class.
2. To develop good work habits.
3. To develop abilities to study independently.
4. To provide extra practice in fundamental skills.
5. To enrich learning.
6. To increase an opportunity for individual initiative and responsibility.
7. To stimulate creativity and critical thinking.
8. To develop an awareness that learning can take place in an environment other than school.
9. To increase parental awareness of the school program.

Daily assignments will be given to reinforce skills and concepts conveyed in school and/or provide the basis for the following day's work. Homework will be assigned in all academic classes on a daily or long-range basis. An average of 30-45 minutes per night per course will be assigned.

- 15-20% of the term grade in individual subjects is for successful completion of homework
- Guidelines for Students, Parents, Teachers

- Guidelines for Students
- Students should understand assignments clearly before leaving class.
- Students are to record the directions for homework in an assignment notebook.
- Students are required to hand in completed assignments on time.
- Students are responsible for any work missed due to absence from class.
- Students should realize that homework will be part of their grade.
- Students are responsible for bringing home the proper materials.
- Students are to budget time properly for long-term assignments.
- Students are always to do their best work.

Emergency Evacuation Policy

The school's Emergency Evacuation Policy describes how to respond to and recover from disasters that may occur. The Premise's Emergency Evacuation Policy guides a coordinated school staff response to an emergency, disaster, or any event and aids in directing emergency response activities toward reaching an agreed upon goal. The emergency evacuation plan procedures are scalable in order to address incidents that may develop over time and those that may occur unexpectedly.

The objectives of the school's Emergency Evacuation Policy are:

1. To guarantee the safety of students, school staff, and visitors;
2. To provide a safe and coordinated response to emergencies;
3. To Enable the District to handle a sudden emergency with minimal confusion;

Plan:

In case of an emergency or any disaster, all students should leave their rooms toward the fire exits stairs leaving all their stuff behind. Teachers, supervisors and administrators know where to locate in such situations

according to a map distributed to them, and which they were trained on. All students should gather in the playground. Teachers immediately start to inspect all rooms, bathrooms, computer labs, science labs, offices, etc... to make sure that all these places are totally evacuated.

Specific staff members are trained on how to stop traffic all around the school's area to ensure that it is safe for the students to exit the school campus.

During all this mess a specific person is responsible for calling competent authorities to request a quick intervention.

Maintenance Policy

The school requires a safe, well maintained working and educational environment. The school owns and operates buildings and assets utilized to deliver its programs. This document provides a guide line framework to ensure that these assets are maintained effectively to support the school's purpose.

The policy aims to:

- Provide a safe environment for students and staff;
- Maintain a suitable environment that enhances learning.
- Clarify maintenance responsibilities toward the building's assets;
- State the minimum requirements for the maintenance procedures;
- Ensure that the assets are adequately maintained;
- Ensure that associated risks are effectively managed;

Maintenance schedule:

1. Annual check of electrical equipment by experts.
2. Testing alarm systems and smoke detectors semi-annually.
3. Annual check of filters.
4. Annual check of air-conditioning units via a-maintenance contracted company.
4. Annual inspection of ceilings, floors, plumbing, internal painting,

door hinges and locks.

5. Annual fire systems testing and repairs / replacement.

Regular Maintenance:

- A weekly inspection all around the school is carried out by a maintenance employee according to a maintenance checklist that he signs and submits to the administrators.

In case of any emergency directly refer to the administrator to find the appropriate solution

Technology Policy

Wisdom International School believes that technology, when used in a responsible, efficient, ethical and legal manner offers valuable, diverse, and unique resources to administrative staff, teachers and students that promote educational excellence. The school is committed to helping students and staff use technology as an effective educational and administrative tool to meet educational standards. It is understood that students and staff will use technology in a mature and professional manner.

Technology and electronic communication device users (administrative staff, teachers and students) are responsible for appropriate behavior and acceptable use when accessing technology in the schools. General school rules for conduct apply to Internet and network use or the use of any electronic device. This includes: computers, scanners, cameras, cell phones, Smart Boards, LCD projectors, and all electronic devices. Use of technology shall be considered a privilege, not a right of each individual. Failure of a user to follow acceptable use standards may result in termination of technology privilege.

Technology within the school should be used solely for educational purposes.

Students will be provided with guidance and instruction in the appropriate use of technology resources, and they must obtain

permission from a staff member each time they use technology equipment.

Technology Terms and Conditions

1. Respecting Technology Equipment:

- Users will exercise caution when handling technology devices.
- Users will follow guidelines for proper usage of equipment.
- Users will not use another person's computer resources without authorization.
- Users will not knowingly destroy any technology equipment.

2. Illegal Activities:

- Users will not attempt to gain unauthorized access to the systems, or to go beyond their authorized access.
- Users will not use technology to engage in any illegal act.

3. Penalty:

- Vandalism of any kind will require restitution for costs associated with hardware, software and system restoration plus cancellation of privileges.