



STUDENT HANDBOOK

GRADE 4, 5, 6



مدرسة الشرق الأوسط العالمية
Middle East International School

شركة اتصال التعليمية
ATRA EDUCATIONAL COMPANY

Dear student,
Please go through this school handbook together with your class advisor and classmates. It gives you formal notification and explanation of the School's codes, regulations, policies and procedures. It is essential, and your responsibility, to read it.

Wish you a joyous and successful academic year.

School administration



School Day Timing

- The school day starts at 07:30 a.m. and ends at 02:00 p.m.
- Students arriving late to school must pass by the school office and register their name in the late book before going to their classrooms.
- When it becomes necessary for the students to leave the school early (before 02:00), the guardian needs to send a written permission to the office before the student is allowed to leave the school premises.
- If the student uses the school bus, the driver or the supervisor must be informed so that he will not expect the child at regular dismissal time.

Morning Assembly

- All students must line up quietly as the morning bell rings.
- When the assembly is over, each line of students must follow their teacher to their classes quietly in single files.

Dress Code (Girls)

Everyday Uniform:

- a grey-checkered full-length pinafore.
- pink long -sleeved shirt.
- white/ black/ grey or navy-blue shoes (No high heels)

P.E Uniform: (to be worn only on the day(s) when P.E is scheduled)

- long blue track
- pink Polo shirt (long enough to cover the hips) (Cuts and see-through T-shirts are not allowed).
- white sneakers

Dress Code (Boys)

Everyday Uniform:

- dark navy-blue trouser
- light blue long-sleeved shirt
- white/ black/ grey or navy-blue shoes

P.E Uniform: (to be worn only on the day(s) when P.E is scheduled)

- long black track
- red Polo shirt (Cuts and see-through T-shirts are not allowed).
- white sneakers

Notes for Appearance (Applied for Boys & Girls):

- Jeans/Trousers are not allowed.
- Jackets (during cold day) should be plain white, black, grey or navy blue.
- Face piercing, wearing makeup & nail polish are strictly prohibited.
- Nails must be cut short all the time.
- Hair is to be neat and tidy.



Absences

- Parents/guardians are required to send an absence excuse note to justify the absence of the student.
- This note should be submitted to the school office upon the student's return to school.

Illnesses/Emergencies

If you become ill or injured during the school day, tell the teachers or the supervisor, who will take you to the nurse.

The nurse will take care of you and will call your parents if necessary.

Classroom Rules

Each student must:

- come to class on time.
- follow the teacher's directions.
- remain in his\her assigned seat unless he/she gets a permission to get up.
- respect personal space, property & rights of others.
- bring required materials everyday (stationary, copybooks, books,).
- always speak in English (except during Arabic & French classes).
- respect the school property.
- talk only when permitted by the teacher.
- respect other's point of view.
- use polite speech & body language.
- treat people the way he/she would like to be treated

Playground Rules

In the playground

- Don't run.
- Don't push.
- Don't shout\ don't scream.
- Don't fight.
- Don't play in or near to the bathroom.
- Don't say bad words.
- Do NOT climb over the fence.
- Never throw garbage on the floor.
- Don't use bad body language.
- Don't kick or throw lunch boxes, backpacks, clothing, or water bottles.
- Don't enter the buildings during the break time.
- Do not distract going- on classes.
- Don't enter the administration building unless you have a permission slip from the supervisor.



Break Time

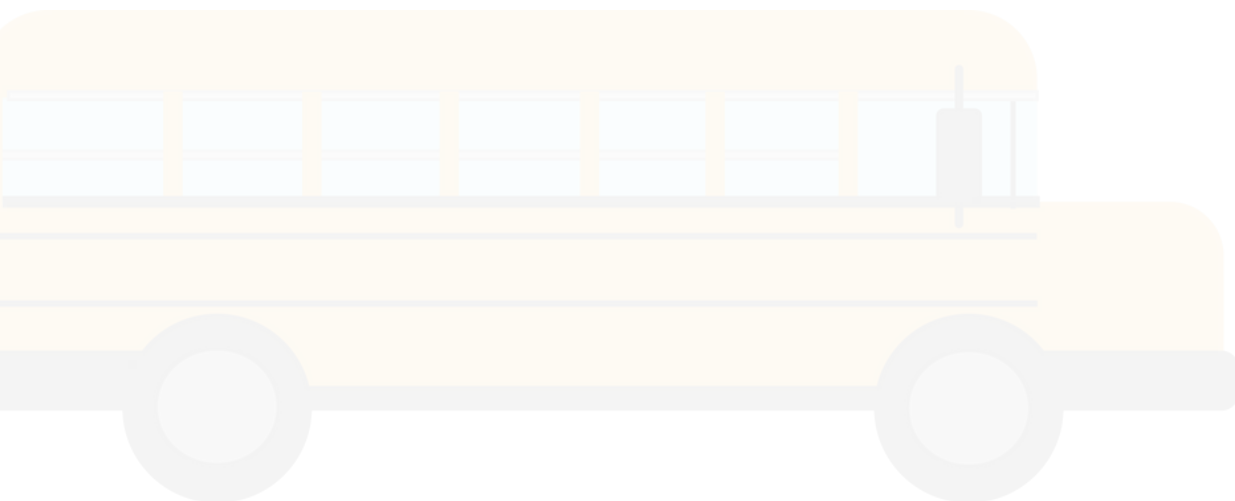
- As the break begins, leave your class & go to the playground, where you must stay till the end of the break.
- Follow the instructions of the playground supervisors.
- Stay inside the fence.
- Show respect to all teachers and supervisors.
- Keep the playground clean.
- Never bully or make fun of others.
- Play safe games. Refrain from chasing, pulling, and tugging at clothing, and fighting {even “play fighting”}.
- If you face any problem, tell the supervisor or the duty teacher present in the playground.
- When the bell rings, at the end of the break, walk (not run) to the lineup quietly with your classmates.

School Bus

Students may be using the school bus on daily basis {traveling to school and \ or going back home}, or occasionally during school trips.

Students riding the school bus must avoid all the following:

- ill-behavior
- throwing any object out of the school bus window
- putting hands and \ or head outside the bus window
- yelling, screaming, or disturbing other students
- flagrant disrespect to the bus driver
- throwing or shooting any article at\on the bus.
- standing or moving from seat to seat while bus is in motion.
- damaging the bus in any way.



Mobile Phones

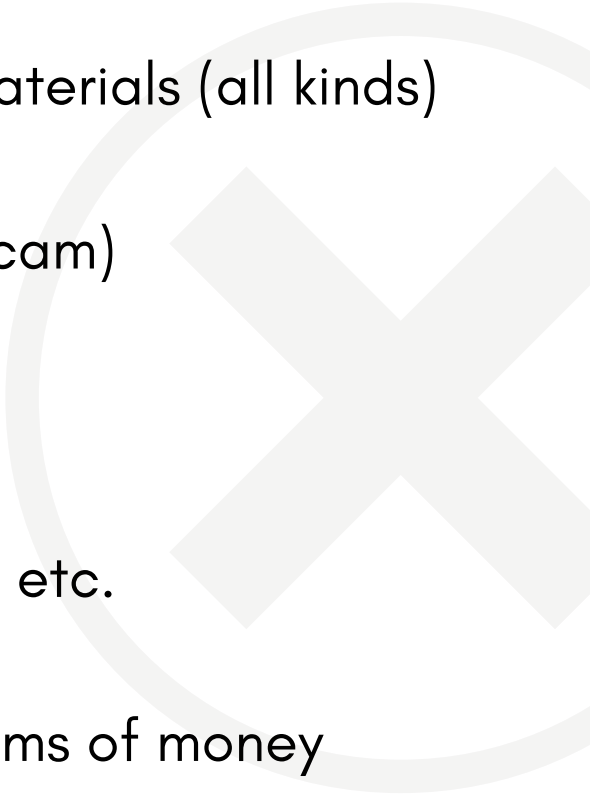
Mobile phones are NOT allowed in the school unless the guardian sends a written request to the office. In this case:

- Mobiles phones that have cameras & all kinds of smart phones are strictly NOT allowed in any case.
- The use of mobile is NOT allowed in the school buildings, on the school grounds, or during school activities.
- The mobile must be switched off upon arrival to school, submitted to the supervisor, who will keep it till the end of the day.
- If a student needs to contact home in an emergency during the school day, this contact must be made through the reception or the supervisor.
- Mobiles will be confiscated from students who are in breach of the above rules.

P.S: The school will NOT take responsibility for mobile phones that are stolen or disappear on school premises.

Personal Items

The following items are NOT allowed in the school:

- Weapons (all kinds)
 - Flammable & hazardous materials (all kinds)
 - Music players (all kinds)
 - Camera (including mobile cam)
 - Skateboards
 - Roller – skate
 - Scooter – Bicycle
 - Fireworks, lighter, matches, etc.
 - Musical instruments
 - Valuable articles – large sums of money
 - Sharp objects (Knives, needles, razor blades, etc.)
 - Electronic games and Toys
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P.S: The school is NOT responsible for the loss of or damage of any personal item.

If any of the above items are brought to school, they will be confiscated, and the guardian will be informed and called to school to sign an undertaking.

Code of Behavior

The school is a learning community that requires a caring and safe atmosphere; this community has created some rules.

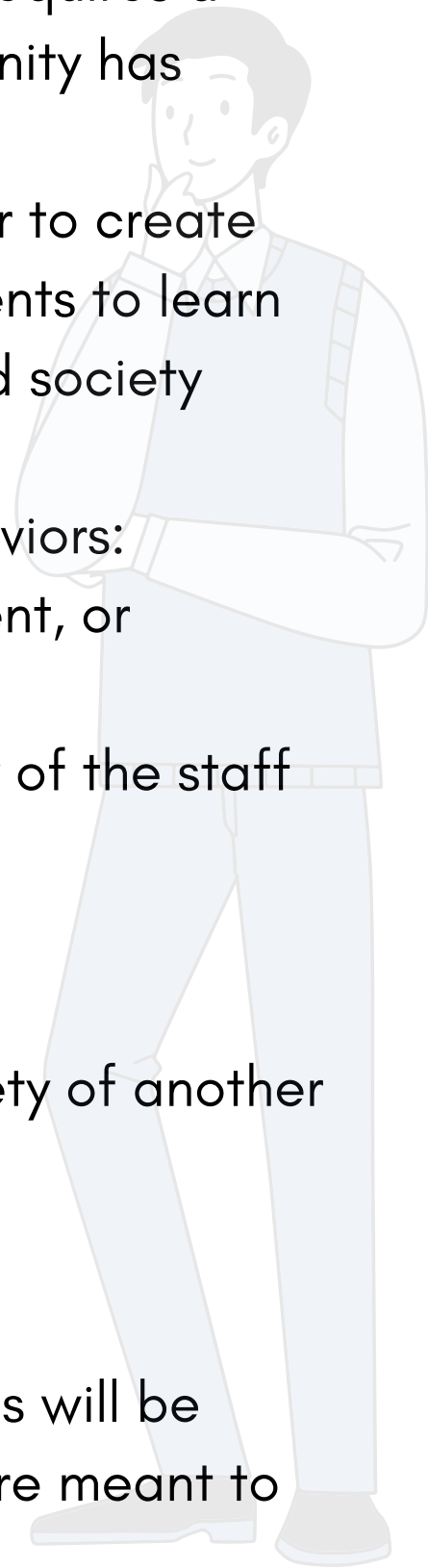
The school rules have been made in order to create the best conditions possible for the students to learn and develop, in order to grow up as good society members.

Here is a list of some unacceptable behaviors:

- Damage to school property, equipment, or building.
- Disrespecting other students and any of the staff members.
- The use of foul or obscene language.
- All forms of theft and bullying.
- Placing at risk the health and\or safety of another student or a staff member.
- Ditching classes.
- Disobedience of school rules

A pupil who fails to follow the school rules will be subject to disciplinary measures, which are meant to educate and train.

These measures will be determined by the administration.





MIDDLE EAST INTERNATIONAL SCHOOL

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