



# STUDENT HANDBOOK

## GRADE 7-12



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.

# 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.

# First Aid

- If a student becomes ill during school time he\she should report to the teacher or supervisor who will contact the nurse. In case the student needs to be sent home for comfort, the nurse will inform the parents.
- The school nurse will take care of minor injuries.
- In case of serious injury, the nurse will accompany the student to a nearby authenticated clinic & will contact the parents immediately.

# Counselling

- You need help? The school counsellor is there to provide advice and help to any student at any time.

# Dress Code (Girls)

## **Everyday Uniform:**

- pink long –sleeved shirt.
- gray long skirt
- 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

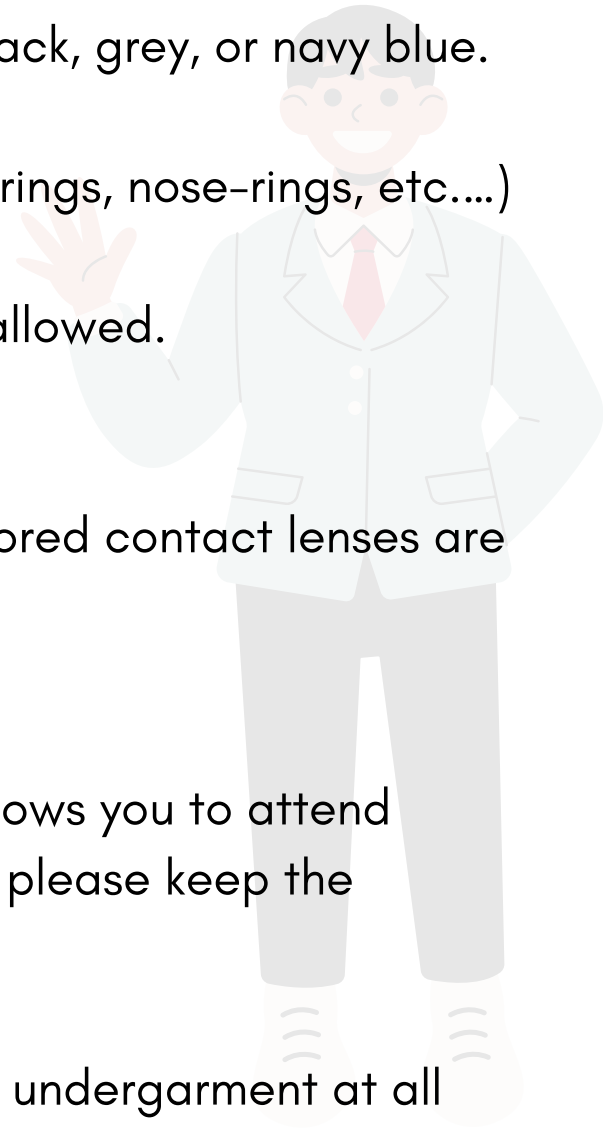
## Notes for Appearance

- Jackets worn should be plain white, black, grey, or navy blue.
- Hats & baseball caps are not allowed.
- Accessories (necklaces, bracelets, earrings, nose-rings, etc....) are not to be worn to school.
- Jeans & tight trousers are strictly Not allowed.
- Hair is to be tidy, all day long.
- Nails must be cut short all the time.
- Wearing makeup & nail polish and colored contact lenses are not allowed.

## Non Uniform Days

Dear students: when the administration allows you to attend school wearing casual (non-formal dress), please keep the following in mind:

- Clothing should be descent.
- Clothing shall be sufficient to conceal undergarment at all times.
- Clothing such as see-through or fish-net fabrics, halter tops, tank tops, low-cut tops, bare midriffs, short skirts, or shorts are prohibited.
- Clothing, jewelry, or accessories which:
  - Depict bias symbols
  - Display hate messages
  - Are intended to harass, threaten, intimidate or demean an individual or group of individuals
- Display drugs, alcoholic beverages, obscene, profane, vulgar or lewd words, pictures, messages, design or double-meaning slogans are all prohibited.



# Classroom Rules

- Arrive on time.
- Be organized and prepared to learn.
- Bring all necessary equipment & materials to class.
- Remain in your assigned seat, unless you get a permission to get up.
- Talk only when permitted by the teacher.
- Do not use any spoken language other than English (except during Arabic & French classes).
- Do Not eat, drink, chew, or sleep in class.
- Follow the teacher's directions.
- Respect personal space, property & rights of others.
- Use polite speech & body language.
- Always keep the classroom clean & tidy.
- Respect the school property.
- Never leave the classroom without a written permission from the teacher.
- Treat people the way you would like to be treated.
- Cooperate with your class peers & teachers
- Respect other's point of view.
- Contribute to positive educational atmosphere in the classroom
- Always keep in mind, class finishes only when the teacher dismisses the class.



# Break Time

- All students must stay inside the fence.
- Students must NOT climb over the fence.
- As the break begins all students must leave their classes & go to the playground, where they have to stay till the end of the break.
- Students must walk, NOT run.
- Clothing, backpacks, etc. are NOT to be kicked, twirled around, or thrown at another person.
- Games played during recess should be safe games. Refrain from chasing, pulling, and tugging at clothing and fighting (even “play fighting”).
- Students are NOT to play in and around the bathrooms.
- Language and gestures need to be appropriate to the school setting.
- Students are to stay in the playground area and not to enter the buildings, nor distract going-on classes.
- Students are not allowed in the administration building unless they have a permission slip from the supervisor.
- Any problem is to be reported directly to the supervisor on duty.
- When the end-of-break bell rings, all students must walk to the line, where they stand quietly..

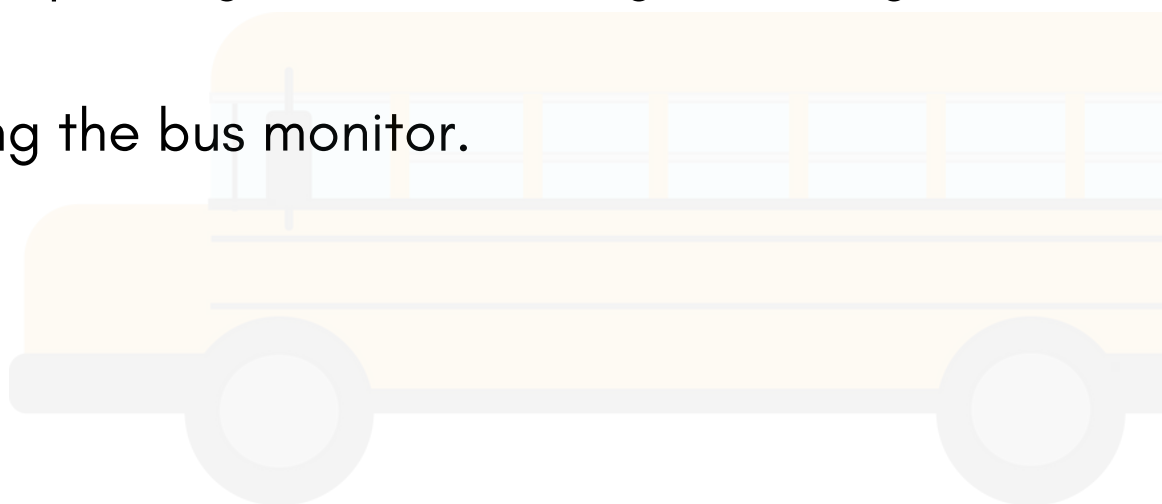


# School Bus

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

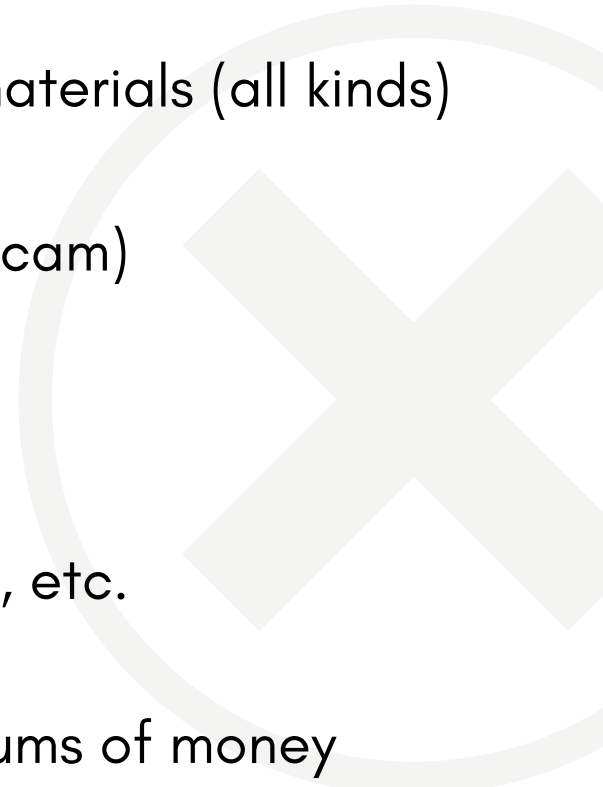
Students riding the school bus must avoid all the following:

- 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.
- fighting or pushing, while boarding or exiting the bus.
- disobeying the bus monitor.



# 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.

# 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.

# Code of Behavior

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

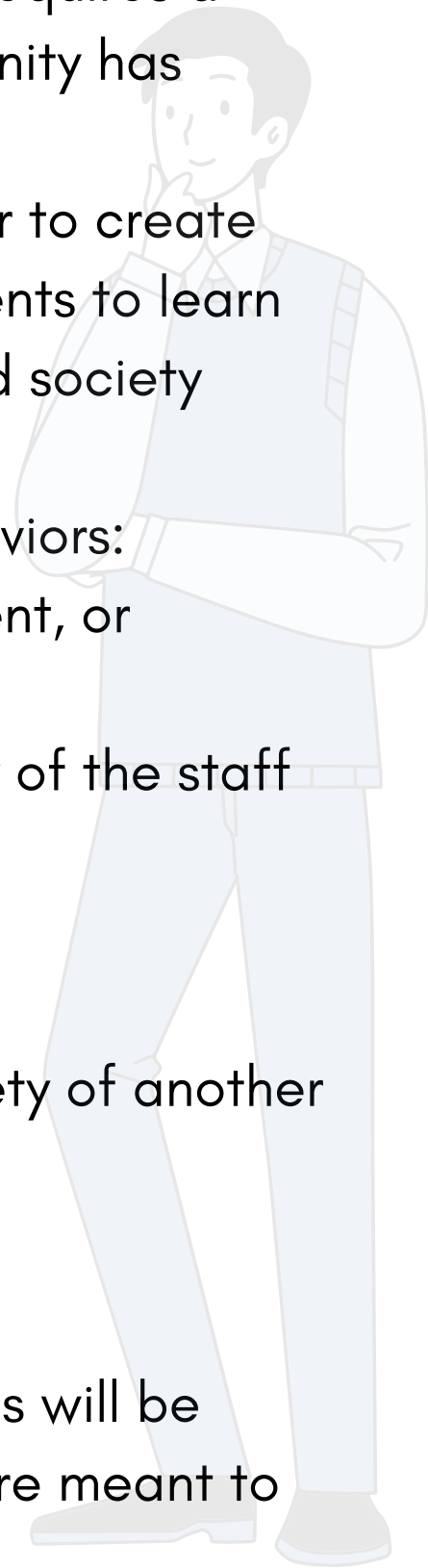
The school rules have been made in order to create the best conditions possible for the students to learn and develop, in order to grow up as good society members.

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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