Excellence has no boundaries

Dubai International School Garhoud

Parents'& Students' Handbook

Vision/الرؤية

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens, and nurture their well-being in an inclusive learning environment.

إنَ مدرسة دبي الدولية، وبالشراكة مع أولياء الأمور والمجتمع المحلي تعمل جاهدة لإعداد كل طالب ليكون متمكناً من المعرفة الرقمية، طالباً متعلماً ومواطنا منتجاً مدى الحياة. وتعزيز رفاهيتهم في بيئة تعليمية شاملة.

Mission / الرسالة

DIPS, is committed to provide education following international standards yet adhering to local values and traditions.

تلتزم مدرسة دبي الدولية بتوفير تعليم وفقاً للمعايير الدولية مع المحافظة على القيم والتقاليد المحلية

Tel: 2823513/2823524
KG: 2823472
Fax: 2821362

P.O. Box 5527

E-mail:
dischool@dischool.com

Web site:

www.dipschool.com.ae

Introduction

Dear Parents and Students

Welcome to Dubai International Private School. This handbook is provided to help you throughout the school year. Please keep it and use it as a resource. We have included general information about some of the important matters about the school daily practices and the system of education we adopt. We have included detailed information about the key policies in separate documents in order to make it easier for you to go back to and refer to them when needed.

At DIPS we want to work closely with you as we guide our students through the challenging years of their childhood and adolescence. Your involvement with the school and in your child's education is very important to us. We value highly your ideas and contributions to our development so we ask you to take every opportunity to be involved, especially by attending our regular parents' meetings.

We hope that this year will be a very positive one for your child. We will work hard to help with academic achievement and motivation, as well as the development of the appreciation and enjoyment of learning. Please encourage your child to take advantage of the academic and extracurricular opportunities available. Remember that the best way for a student to enjoy school is to become involved. We look forward to meeting you during this year.

With sincere best wishes

Principal

Learning is a treasure that will follow its owner everywhere - Chinese Proverb

Dubai International Private School

مدرسة دبي الدولية الخاصة

Beliefs

The administrative and teaching staff at D.I.P.S recognizes the unique difference in individual capabilities and potential; hence they feel the urge to implement programs that meet the needs of each and every student. They also believe that the school should be the core of the educational experience with the family acting as part of that experience.

We believe that the teaching process should emphasize the building up of both mental and personal capabilities of the student to enable him/her to cope with situations he/she might encounter in the future. The process should promote intellectual, social, moral, personal, and physical growth as well as self-understanding, self-esteem and a strong foundation for future learning experiences. The school strives to help each student to achieve success in each area to the best of his/her ability.

The school strives to recognize that:

1. Students do not learn in the same style, speed, or pattern and that it is the responsibility of the school to take care of them as learners and as individuals. Hence, it should provide programs and opportunities that cater to the needs of its students and that witness to students' personal, social, and intellectual development.
2. Mastery of skills is not the same at all levels and that it is the responsibility of the school to provide structured and progressive experiences to lead students through all levels of the mental activity relevant to their age and ability.
3. Basic skills develop sequentially and are integrated and reinforced by their use in a variety of situations during structured learning, independent projects, and informal activities.
4. It is essential to create and maintain a climate that encourages freedom of thought while stressing personal responsibility. Students must be recognized as individuals. They must be encouraged to develop a moral conscience if they are to fulfill their potential and integrate effectively into society. As such they should never be called names, ridiculed or belittled.
5. Social development is influenced essentially by patterns of social behavior in the children's home environment, school, and society rather than through direct teaching. It is the responsibility of the school to create an environment where students experience models of society behavior such as cooperation, teamwork, responsibility, honesty, and commitment. Social development proceeds through the understanding of and the proper interaction with the various systems that operate in the society.
6. It is consistent with the provisions of the constitution and be committed to the idea of democracy and U.A.E, children rights, and civil laws.
7. Social development culminates in its expansion to a global magnitude, where students place themselves and their culture in an international perspective, understand and accept cultural specifics and differences, and assume the individual and national responsibilities towards international cooperation.
8. Physical development proceeds through understanding and acceptance of one's body, its functions and limitations, and the active involvement in its development through exercise, proper nutrition, and care. Physical education focuses in the early grades on body awareness and development of motor skills, and moves gradually towards structured games and activities that promote team spirit, leisure-skills, and physical welfare.

القيم / Values

Integrity – we must: النّزاهة

Be honest and trustworthy; Do our work; know and do the right thing; Treat all people fairly; Avoid plagiarism.

علينا أن نكون صادقين، وجديرين بالثقة؛ نقم بعملنا/ نعرف العمل الصالح ونقوم به / نعامل جميع الناس بإنصاف؛ نتجنب السرقة الأدبية.

Respect – We need to: الاحِترام

Value and embrace diversity; Accept others and treat them as we wish to be treated; Show care, concern, and attention towards each other.

علينا تقدير التنوع واحتضانه؛ نتقبل الآخرين ونعاملهم كما نتمنى أن نعامل؛ نظهر الرعاية والاهتمام والانتباه تجاه بعضنا البعض.

Responsibility – We must: المسؤولية

Be transparent; Think before we act; Make informed decisions; Be accountable for our actions; Admit mistakes and plan corrections.

علينا التحلي بالشفافية؛ نفكر قبل أن نتصرف؛ اتخاذ قرارات مستنيرة؛ نكون مسؤولين عن أفعالنا؛ نعترف بالأخطاء ونخطط للقيام بالتصحيح.

Excellence: التّميز

DIPS-G community works to continually exceed expectations. Just as we set educational standards for the school, we ensure that everything we do is delivered to a high standard. We go the extra mile for staff and learners.

يعمل مجتمع مدرسة دبي الدولية - القرهود على التفوّق والارتقاء فوق مستوى التوقعات باستمرار تماماً مثل الالتزام بمعايير تربويّة وتعليمية عالية، فإن المدرسة ملتزمة دائما بالوصول إلى أعلى المستويات وأفضل الإنجازات. لذا فإنّنا في مدرسة دبي الدولية -القرهود. نقدر الأفكار والجهود التي ترفع من أداء المدرسة. نحن دائماً على استعداد أن نذهب الميل الاضافي لدعم
جميع المتعلّمين والعاملين في المدرسة.

Novelty: التّجديد

DIPS-G appreciates new and original ideas and actions. The school always seeks unusual opportunities in different aspects and areas.

تقدر مدرسة دبي الدولية الخاصة الأفكار الخلاقة والجديدة. تسعى المدرسة دائمًا إلى تكريس وتشجيع كل ما هو جديد، وإلى التجديد في مختلف جوانب ومجالات الحياة المدرسية.

Tolerance: التّسامح

DIPS-G respects differences of others, appreciates diversity of views, values and cultures, and provides a safe international and inclusive environment to all learners.

تحترم مدرسة دبي الدولية الخاصة اختلاف الثقافات، وتقدر تنوع الآراء والقيم والثقافات، وتوفر بيئة دولية شاملة لجميع العاملين والمتعلّمين.

VISION
DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their wellbeing in an inclusive learning environment
MISSION
DIPS is committed to provide education following international standards yet adhering to local values and traditions.
VALUES
Integrity – we must: Be honest and trustworthy; Do our work; know and do the right thing; Treat all people fairly; Avoid plagiarism.
VALUES
Responsibility– We must: Be transparent; Think before we act; Make informed decisions; Be accountable for our actions; Admit mistakes and plan corrections.
VALUES
Respect – We need to: Value and embrace diversity; Accept others and treat them as we wish to be treated; Show care, concern, and attention towards each other.
VALUES
Tolerance:
DIPS-G respects differences of others, appreciates diversity of views, values and cultures, and provides a safe international and inclusive environment to all learners.
VALUES
Excellence:
DIPS-G community works to continually exceed expectations. Just as we set educational standards for the school, we ensure that everything we do is delivered to a high standard. We go the extra mile for staff and learners.
VALUES
Novelty:
DIPS-G appreciates new and original ideas and actions. The school always seeks unusual opportunities in different aspects and areas.

Contact Details:

NO	Name	Business Email	Position
1.	Mr Salah Youssef Sharara	salah.sharara@dischool.com	General Director
2.	Mr Mounir Al Laham	superintendent@dischool.com	Acting Superintendent/School Principal
3.	Ms Samar Hilal	samar@dischool.com	KG Consultant
4.	Ms Virginia Sharma	Teaching.assessment@dischool.com	Director of Teaching and Assessment
5.	Dr Alexine Profice	Curriculum.design@dischool.com	Director of Curriculum Design and Implementation
6.	Mr Salam Atwi	salam.atwi@dischool.com	Director of Quality and Professional Development
7.	Ms Hadia Shaheen Ghannam	hadia.ghannam@dischool.com	Head of Section Middle and High School
8.	Ms Khawla Ibrahim Hasan Al Dalleh	khawla.ibrahim@dischool.com	Head of Elementary Section
9.	Ms Nadia Saed Salem Alshoubaki	nadia.shobaki@dischool.com	Head of Sec. and Reg. Department
10.	Ms Nadia Mohamad El-Baytam	nadia.elbaytam@dischool.com	Account Manager
11.	Ms Malak Laqeeq	Malak.laqeeq@dischool.com	Head of KG Section
12.	Ms Maya Hammoud	Maya.hammoud@dischool.com	Head of Inclusion
13.	Mr Ali Dakroub	ali@dischool.com	Administrative Coordinator
14.	Mr Ammar O.A. Mousa	ammar.mousa@dischool.com	Boys Supervisor (Gr.9-12)
15.	Mr Sadam Ben Daoud	Sadam.bendaoud@dischool.com	Boys Supervisor (Gr.9-12)
16.	Mr Rony Kabrosly	Rony.kabrosly@dischool.com	Boys Supervisor (Gr.6-8)
17.	Ms Shirin Nashwan	Shirin.nashwan@dischool.com	Girls Supervisor (Gr.9-12)
18.	Ms Hanadi Ghannam	Hanadi.ghannam@dischool.com	Girls Supervisor (Gr.6-8)
19.	Ms Ghadeer Loukeh	Ghadeer.loukeh@dischool.com	Supervisor (1-5)
20.	Ms Dina Mahmoud El Alloumi	dina.elalloumi@dischool.com	Secretary/ Registrar
21.	Ms Catherine Ariola	Office.superintendent@dischool.com	Secretary
22.	Ms Rola Halabi	Rola.halabi@dischool.com	Secretary
23.	Ms Fatina Hamdi Naboulsi	fatina.naboulsi@dischool.com	Reception Secretary - Admin.
24.	Ms Eqleem Alaghbari	Ree.activity@dischool.com	Activities Supervisor
25.	School Nurse	schooldoctor@dischool.com	School Nurse
26.	Ms Lahen Alhajali	Lahen.alhajali@dischool.com	Social Worker
27.	Ms Mary Sarkis Boureslan	mary@dischool.com	Career Counsellor
28.	Ms Nivine Hassan	niveen.hasan@dischool.com	Accountant
29.	Ms Wah Wah Mon	wahwah@dischool.com	Accountant
30.	Ms Haneen Nabil	Haneen.nabil@dischool.com	Lab Assistant

General Information

Dubai International Private School (DIPS) was founded in 1985. Centrally located in Al Garhoud, we have grown to be a large international community drawing students from Dubai and the northern Emirates.

Many of our graduating students go on to join top national and international universities. Most students join us in KG1 and remain with us for the following fourteen years, but we give a warm welcome to older students who join us at later stages of their education.

The academic program at DIPS is divided into four stages:

Kindergarten	a two year program (KG1 and KG2)
Elementary	a five year program (Grades 1-5)
Middle School	a three year program (Grades 6-8)
High School	a four year program (Grades 9-12)

School Accreditation

The school is accredited nationally by the Ministry of Education (MOE) in the UAE and Dubai International School-Garhoud (DIPS-G) is an internationally accredited US curriculum school where the medium of instruction is English. DIPS-G adopts the American Curriculum Standards for the subjects taught in English in addition to UAE Ministry of Education for all the subjects taught in Arabic. The school is licensed by the Knowledge and Human Development Authority (KHDA) in the United Arab Emirates and is accredited by both NEASC and Cognia (Advanced formerly).

High School Accreditation

DIPS students follow an American curriculum as they work towards the High School Diploma at the end of Grade 12, which allows them to join top international universities around the world as well as in the UAE. The Diploma, attested by the UAE Ministry of Higher Education (MOHE), and accredited by NEASC and Cognia (Advanced formerly), is equivalent to the Ministry's General Certificate of Secondary Education.

All Grade 12 students should be tested in EMSAT English, Math, Arabic and Physics, in addition to the possibility of taking Chemistry for students seeking a scientific major. For self-registration kindly click on the below link for the registration steps and details:

https://emsat.moe.gov.ae/emsat/emsat_register_a r.aspx
http://emsat.moe.gov.ae
https://www.moe.gov.ae/en/eservices/servicecard/pages/certequiv alent.aspx

The UAE's MOHE will authenticate the student diploma, if the student meets the following conditions:

1. pass all required courses prescribed by the school,
2. pass SAT1 Math with a minimum score of 440, and
3. Receive a score of 61 in the IBT TOEFL or 5.5 in IELTs.

Students are prepared for the SAT1 and TOEFL tests starting from Grade 10.

Subjects of Studies

As an American curriculum school, we teach most lessons through the medium of English. The exceptions are Arabic Language, Islamic Studies and Social Studies, which follow the Ministry curriculum and are taught in Arabic for all Arabic native speakers. Students having non-Arab nationalities may start taking Arabic as a Second Language in selected grades.

French is offered as an optional course along with Computer Studies from Grades 1-8. Students wishing to take both subjects may join the afternoon clubs of these subjects.
To complement their academic studies, all students take Art and Music in KG and Elementary. All students take PE, and we are pleased to be able to offer swimming lessons to all grades in our own indoor swimming pool.

The school is adopting a curriculum that aligned with the American standards (CCSS) in English Language and Arts and in Mathematics for all stages. It is also following the NGSS standards in the sciences for all grade levels with some additions in the upper grades.

In 2016-2017, the school has started the American education system which offers a range of subject choices for high school students. As students begin preparing for university, it's important to familiarize with the choices that we offer at DIPS. Understanding the system will help our students focus on their future university choices of a study major and develop their education plan accordingly.

High school students in grade 9-12 have a range of elective courses to choose from to prepare them for their higher education courses and help them to be ready for their future choice of majors in universities. Courses include a range of business studies, social sciences, sciences, and art courses.

High school consists of grades 9-12. A diploma is awarded upon graduation from high school (12th grade) that qualifies our students to be admitted in college or university. College or university study is known as "higher education".

Students will have to submit their academic transcripts as part of their application for admission to university or college. Academic transcripts are official copies of their academic work in grades 9 till 12. This includes 'grades' and 'grade point average' (GPA), which are measurements of their academic achievements. Courses are commonly graded using percentages, which are converted into letter grades. A course is either awarded 1 credit or 0.5 credits depending on the number of teaching hours the course is taught per year. For example, the Arabic subject takes one credit, while the Islamic Education takes half credit due to the fact that the number of teaching hours for Arabic is double those for Islamic Education.

To complete high school and graduate with a diploma, students must successfully complete a total of 26.5 credits over the span of the 4 years of their high school. Some of these credits are mandatory and must be taken by all students and some are electives where students have the option to choose one course out of a group of choices.

Grade 9			
	Credit Course	**Credit Allocated**	**Credit Earned**
CORE COURSES ELECTIVE	English I	1	
	Arabic	1	
	Algebra 1 + (Geometry Supplement)	1	
	Biology	1	
	Social Studies – UAE Social Studies	0.5	
	PE	0.5	
	Islamic A/ Civics	0.5	
	Moral Education		
ELECTIVE COURSES	World Geography/Civilization/U. S Government	0.5	
Total		**6**	

Grade 10			
	Credit Course	**Credit Allocated**	**Credit Earned**
CORE COURSES	English II	1	
	Arabic	1	
	Math (Geometry+ (Algebra II Supplement)	1	
	Chemistry	1	
	(World Language) Spanish	0.5	
	Moral Education		
	Islamic A/ Civics	0.5	
	PE	0.5	
ELECTIVE COURSES	Visual Arts (including Modern Jewellery Design) Graphic Design	0.5	
	Sociology World History Environmental Science	1	
Total		**7**	

Grade 11			
	Credit Course	**Credit Allocated**	**Credit Earned**
CORE COURSES	English III	1	
	Arabic	1	
	Algebra II/ Pre-Calculus	1	
	Physics (Algebraic Based)	1	
	Moral Education		
	PE	0.5	
	Islamic A / Civics	0.5	
ELECTIVE COURSES	Honors Chemistry/AP Chemistry/Computer Science/ Business	1	
	Microeconomics/ Civics/Psychology1 Honors Biology/ AP Biology AP Microeconomics	1	
Total		**7**	

Grade 12			
	Credit Course	**Credit Allocated**	**Credit Earned**
CORE COURSES	English IV	1	
	Arabic	1	
	Moral Education		
	Islamic A / Civics	0.5	
	PE	0.5	
ELECTIVE COURSES	AP Calculus/ Calculus/ Statistics/Algebra II (all students who studied Business Math in Grade 11)	1	
	AP Physics/ Hons. Physics/Health & Food Science/ AP Computer Science / Accounting	1	
	AP Chemistry/ Hons. Chemistry/ Design & Technology /Psychology II/ Cybersecurity	1	
	AP Biology/Hons. Biology/ Programming & Coding/ AP Micro Economics/ Macroeconomics	1	
Total		**7**	

Educational Philosophy

Throughout the school, our focus is on student centered approaches that:

- Encourage students' communication
- Develop students' cooperation and collaboration skills
- Communicate high expectation
- Respect diverse talents and ways of learning

In lessons and in the wide range of extracurricular activities offered each year, we aim to introduce our students to a range of learning experiences that:

- encourage them to be independent critical thinkers
- Provide students with opportunities through problem-based learning
- Nurture creativity and diversity
- Expose students to diverse authentic experiences.

The independent assignments are opportunities for students to show their understanding and abilities to apply their knowledge in practical assignments. It gives students the chance to:

- Reflect on what they learn academically and emotionally
- Bring along their own experiences, feelings, understanding to their learning process
- Work towards becoming independent learners

The ability of students to work in groups is becoming an important focus of our assessment policy. Students are encouraged to:

- Show cooperation and collaboration with peers
- Take positive and leading roles in their own educational process

We believe that students should be prepared to meet current challenges and should be provided with the skills suitable for an era of globalization. Therefore, students should learn:

- Via using media and information communication technology
- Via using a learner-centered practice

We further believe that students learn best in a safe environment that:

- Supports students' emotional and intellectual development
- Respects the social and cultural beliefs of the host country as well as their own and others
- Protects their physical well being

We further believe that students should be encouraged to:

- Adopt healthy life style
- Deepen their sense of responsibility
- Respect and deepen their sense of belonging and love to their country

Expectations of DIPS Graduates

At DIPS, we expect our graduates to move on and succeed in their future and life of the 21st century equipped with following:

Core subjects:

- Acquire a sound foundation in core academic areas
- Utilize their knowledge and skills to further build on it

Learning and Innovation Skills

- Collaborate with others from diverse background
- Respect, appreciate, and accept the views of others
- Think critically and use information
- Use logical reasoning to draw conclusions
- Be creative and have initiatives
- Use strategies to solve problems and make appropriate decisions
- Be a team player and make efforts

Information Media and Technology Skills

- Use technology in a knowledgeable and ethical manner
- Utilize information systems in personal and professional context
- Select appropriate technology tools and procedures to accomplish tasks

Life and Career Skills

- Exhibit healthy life style
- Exhibit honesty and integrity
- Accept responsibility for their own actions
- Demonstrate effective leadership skills
- Recognize and respond to societal needs
- Participate in efforts to preserve the environment
- Volunteer for community services
- Recognize that learning is a lifelong process

Specific Information

Qualifications including external qualifications	Grade 12 : High School Diploma Grade 11: SAT1; TOEFL or IELTs (5.5) Grade8: IC3 DELF Certificate
Registration	Re-enrolment Dates: March - May of each year Students are allowed re-enrollment if they have no serious behavior problems and their conduct mark doesn't fall below 85%. Registration Dates (New Students): Mid-April of each year New students will sit for an entrance examination and may attend an interview at the school. Completion of all required documents is required before final enrolment is granted. Please check the admission page for more details.
Reporting	A progress report is sent in the middle of each term. Report cards will be made available on the school portal at the end of each term. Two main P/T meetings are held per year. The school portal has up-to-date data about the student achievement and is used as an effective communication link among teachers, parents, and students.
Assessment and End-of-term Tests	Assessment will be combination of ongoing assessment and end of term tests. Classes having end-of-term tests are grades 1 to grade 12 in all core subjects. Covered material will be announced and posted on our site in time. The anticipated dates of testing are as follows Term 1 January 23rd – 31st, 2025 Term 2 June 12th - 26th , 2025 The exact dates will be posted on the school calendar on our website at the start of each
Make-up for missed assignments	Students who miss any assignments or miss the end of term test in any subject will be required to redo the missed assignments. Staffroom is a prohibited testing place. More details are available in the Assessment Policy.
Online information	Please see our website: www.dis.sch.ae for the most up to date information about school activities and calendar. Please use your private log-in details to access account to enter/view marks, comments about your students, and D6 School Communicator.
IT Requirements	The school follows a policy that aims at encouraging the use of technology. The school depends on social media and its web site to communicate and present information to parents and students. Therefore, the school requires all teachers to have access to the internet. You will be provided with a username and password at the start of the academic year to access the school portal. Students of grades 1-12 will be using laptops in their learning processes and it is mandatory that all students have a laptop with them at all times.

School Calendar

Please refer regularly to our website for exact dates of major events and activities. Some events and activities will be posted on the school main web page and others, for safety reasons, will be posted in the portal.

Explanation of the KHDA-APPROVED CALENDAR for AY 2024 – 2025		
August 2024		
Monday	19/08/2024	First working day of the year for teachers and non-teachers
Monday	26/08/2024	First academic day for students (Grades 1 to 12)
September 2024		
Monday	02/09/2024	First academic day for pre-primary students (KG1 & KG2)
October 2024		
Friday	18/10/2024	Professional Development Day (students are not in the school)
November 2024		
Thursday	14/11/2024	Parent Teacher Conference – OFF DAY for students only
Thursday	28/11/2024	Other Events – Regular classess
December 2024		
Monday & Tuesday	02-03/12/2024	Government Holiday (OFF DAY for staff and students)
Monday to Friday	16/12/2024 till 31/12/2024	Winter Break for students only (Staff vacation To Be Announced based on internal arrangement)
January 2025		
Wednesday	01/01/2025	Government Holiday – New Year 2025 (OFF DAY for staff and students)
Thursday to Friday	02 -03/01/2025	Winter Break for students only
Thursday to Friday	23 -31/01/2025	**Term Evaluation #1:** Internal Examination days during which there is no formal teaching – Grades 1 to 12
February 2025		
Thursday & Friday	06-07/02/2025	Professional Development Day (students are not in the school)
Thursday	27/02/2025	Parent Teacher Conference – OFF DAY for students only
March 2025		
Monday till Monday	24-31/03/2025	Spring Break for students only (Staff vacation To Be Announced based on internal arrangement)
Monday	31/03/2025	Government Holiday – Eid Al-Fitr (OFF DAY for staff and students)
April 2025		
Tuesday	01/04/2025	Government Holiday – Eid Al-Fitr (OFF DAY for staff and students)
Wednesday to	02-04/04/2025	Spring Break for students only
June 2025		

Thursday to Friday	05-06/06/2025	Government Holidays (Eid Al-Adha) (OFF Days for staff and students)
Thursday to Friday	12-20/06/2025	**Term Evaluation #2:** Internal Examination days during which there is no formal teaching – Grades 1 to 12
Thursday	26/06/2025	Government Holiday (OFF Days for staff and students)
Friday	27/06/2025	Last academic day for students (K to 12)
July 2025		
Friday	04/07/2025	Last working day for teachers

Bell Timings for Academic Year
2024-2025

KINDERGARTEN			
Bell Timingsfrom Monday till Thursday			
Period 1	45 minutes	8:00 am	8:45 am
Period 2	45 minutes	8:45 am	9:30 am
Period 3	40 minutes	9:30 am	10:10 am
Break – Eatingtime	**20 minutes**	**10:10 am**	**10:30 am**
Break – Playtime	**20 minutes**	**10:30 am**	**10:50 am**
Period 4	45 minutes	10:50 am	11:35 am
Period 5	40 minutes	11:35 am	12:15 pm
Period 6	45 minutes	12:15 pm	1:00 pm

KINDERGARTEN			
Friday Bell Timings			
Period 1	40 minutes	8:00 am	8:40 am
Period 2	40 minutes	8:40 am	9:20 am
Period 3	40 minutes	9:20 am	10:00 am
Break – Eatingtime	**20 minutes**	**10:00 am**	**10:20 am**
Break – Playtime	**20 minutes**	**10:20 am**	**10:40 am**
Period 4	40 minutes	10:40 am	11:20 am
Period 5	40 minutes	11:20 am	12:00 pm

Grade1-2-3			
Bell Timingsfrom Monday to Thursday			
Period 1	50 minutes	8:00 am	8:50 am
Period 2	50 minutes	8:50 am	9:40 am
1st Break	**20 minutes**	**9:40 am**	**10:00 am**
Period 3	50 minutes	10:00 am	10:50 am
Period 4	50 minutes	10:50 am	11:40 am
2nd Break	**20 minutes**	**11:40 am**	**12:00 pm**
Period 5	45 minutes	12:00 pm	12:45 pm
Period 6	45 minutes	12:45 pm	1:30 pm
Period 7	45 minutes	1:30 pm	2:15 pm

Grade 4-5			
Bell Timingsfrom Monday to Thursday			
Period 1	50 minutes	8:00 am	8:50 am
Period 2	50 minutes	8:50 am	9:40 am
Period 3	50 minutes	9:40 am	10:30 am
1st Break	**20 minutes**	**10:30** am	**10:50** am
Period 4	50 minutes	10:50 am	11:40 am
Period 5	45 minutes	11:40 am	12:25 pm
2nd Break	**20 minutes**	**12:25 pm**	**12:45 pm**
Period 6	45 minutes	12:45 pm	1:30 pm
Period 7	45 minutes	1:30 pm	2:15 pm

Elementary School			
Friday Bell Timings			
Period 1	45 minutes	8:00 am	8:45 am
Period 2	45 minutes	8:45 am	9:30 am
Break	**15 minutes**	**9:30 am**	**9:45 am**
Period 3	45 minutes	9:45 am	10:30 am
Period 4	45 minutes	10:30 am	11:15 am
Period 5	45 minutes	11:15 am	12:00 pm

HIGH SCHOOL			
Bell Timingsfrom Monday to Thursday			
Period 1	50 minutes	8:00 am	8:50 am
Period 2	50 minutes	8:50 am	9:40 am
1st Break	**20 minutes**	**9:40 am**	**10:00 am**
Period 3	50 minutes	10:00 am	10:50 am
Period 4	50 minutes	10:50 am	11:40 am
2nd Break	**20 minutes**	**11:40 am**	**12:00 pm**
Period 5	45 minutes	12:00 pm	12:45 pm
Period 6	45 minutes	12:45 pm	1:30 pm
Period 7	45 minutes	1:30 pm	2:15 pm

MIDDLE SCHOOL			
Bell Timingsfrom Monday to Thursday			
Period 1	50 minutes	8:00 am	8:50 am
Period 2	50 minutes	8:50 am	9:40 am
Period 3	50 minutes	9:40 am	10:30 am
1st Break	**20 minutes**	**10:30 am**	**10:50 am**
Period 4	50 minutes	10:50 am	11:40 am
Period 5	45 minutes	11:40 am	12:25 pm
2nd Break	**20 minutes**	**12:25 pm**	**12:45 pm**
Period 6	45 minutes	12:45 pm	1:30 pm
Period 7	45 minutes	1:30 pm	2:15 pm

MIDDLE and HIGH SCHOOL			
Friday Bell Timings			
Period 1	50 minutes	8:00 am	8:50 am
Period 2	50 minutes	8:50 am	9:40 am
Break	**30 minutes**	**9:40 am**	**10:10 am**
Period 3	50 minutes	10:10 am	11:00 am
Period 4	60 minutes	11:00 am	12:00 pm

Arrival at School

- All students are expected to arrive to school before 7:45 to get ready for the morning assembly.
- Front gates will be open starting at 7:00 am on school days and will be closed at around 8:00 am. Because we have such limited space inside the school, we politely request that you vacate this space as quickly as possible after seeing your children safely into school.
- Back gates will be open starting at 7:00 am and will close at 8:15 am on school days. The back gates are only available for pedestrians from 7:00-7:30 a.m.

Morning Assembly

- Morning Assembly is starts daily at 7.45 a.m. with the National Anthem of the UAE and a reading from the Quran.
- Morning Assembly is also a time when important announcements are made, general information on activities, meetings, and other school functions are given. It is also when student successes is celebrated. It is essential that students are present throughout.

  Assembly programs are scheduled periodically during the year. The conduct of the student body at any assembly is an important indication of the cultural level of our school. Whether or not guests are present, each student is personally responsible for conducting herself/himself in a courteous and respectful manner. Unacceptable conduct includes whistling, inappropriate clapping, booing and talking during the assembly.

Break-time

- To avoid over crowdedness, students have different break-times according to their grade.
- During break-time, students may pray, visit their lockers, see members of staff, visit the cafeteria, visit the Library, take part in organized activities or relax with their friends.
- During break-times students are not allowed to stay in the classrooms unless they have a prior permission from the section supervisor.

Cafeteria

The school is committed to providing healthy food choices through the cafeteria that maintains high standards of food safety and hygiene.

- There are separate cafeterias for boys and girls in Grades 6-12. The KG and Elementary sections have their own cafeterias.
- The cafeteria offers a wide selection of food items at reasonable prices ranging from snacks, through freshly made sandwiches. Drinks, including fresh fruit juice, are also available. We try to encourage students to eat healthily by limiting the amount of fried and fatty food on sale.
- The cafeteria is out of bounds outside designated break-times.
- Running in the school cafeteria is not allowed and students are expected to be seated.
- For health and hygiene reasons, we ask students to eat and drink inside the cafeteria or in an outside area and not to take food to the classroom areas.

Food and Beverages

- Students should not eat or drink in classrooms (except for drinking water), library, laboratories, and other areas where food and beverages are not allowed.
- Students are not allowed to chew gum on campus.
- Junk food (i.e. chips, candies, lollipops, and soft drinks) is not allowed. Parents are encouraged to send healthy homemade snacks that consist of fruits or vegetables.
- Ordering food and beverages from external restaurants and store is strictly forbidden during the school day.
- Any food or beverages brought into the school must be approved and inspected by the Supervisor.

Lockers

- Lockers are available only to students who request.
- The student will be assigned a personal key for the locker. Replacement of a lost locker key is Dhs. 20. The school holds no responsibility of any loss of personal items from the lockers.
- Students must return the locker keys by the end of term 2. Students who fail to return the locker key will be charged Dhs. 20.
- Students may visit their locker before school, during break and at the end of the day, but not during timetabled lessons. Lockers are school property and should be kept clean at all times.
- Students are requested to maintain their lockers in clean and good conditions.
- Inspection of individual lockers may take place when there is a reasonable cause to do so.

Library Behavior Policy

- The library is shared by students, staff and other members of the DIPS community, thus all users are requested to behave responsibly and respectfully. Food and drinks are not allowed and neither is unruly, noisy behavior, nor any actions which could result in distraction or damage.
  In order to maintain a pleasant and enjoyable learning environment we also ask that users clean up after themselves.

Care of Personal Property

- Students are responsible for their own personal property. It is recommended that students do not bring to school any valuable item.
- Any student who loses an item is to notify the supervisor immediately.
- All lost and found items will be placed in the supervisor's offices until the end of term. Unclaimed items will be donated to charity.
- School books should be clearly labeled with your child's name and the name of the teacher. If found, school books should be returned to the section supervisor. If your child loses a schoolbook, she/he should check with the section supervisor as soon as possible.

Respecting School Property

- Damaging school properties is considered a major offense. Students are expected to take care and be cautious when using school facilities and equipment.
- Students should not write or draw on school property.
- Students causing damage to school property will be fined and will be subject to a series of disciplinary actions which could lead up to expulsion in addition to a fine.
- Students are expected to use the school's technology appropriately and as directed and instructed by in-charge staff.

Sales on Campus

- Students are not allowed to sell items to others on camps except in activities where it is permitted by the administration.
- The Student Government may, with administrative approval, sponsor charity sales.

Celebrations

- Celebrations of birthdays for students and teachers are not allowed in classrooms and on school campus.

Gifts

- Students and parents are not allowed to give a staff member any gifts. Staff members are not allowed to accept any gifts from students and parents. Parents are kindly asked not to send any gift items to school either to other students or teachers. This could cause discomfort to others and may lead to unwanted results.

Mobile Phone Policy

Based on the school's final review of the mobile phone use policy, the school has decided to update the policy and introduce new rules to avoid wrong use of mobile phones. The school shows understanding for some students whose safety is in question to bring their mobile phones to school. However, the school has set restrictions for bringing mobile phones to school based on its observations of incidents that caused distraction, carelessness, and harm that deviated students from their major learning objectives. Any member of staff may confiscate a mobile phone that is being used improperly. Confiscated mobiles will be returned directly to parents.

Therefore, the school has the following policy to manage the appropriate use of mobile phones:

1. Only students who use the metro station on regular basis can bring their mobile phones to school. Such students must:
Switch off their mobile phones before they enter through the school gate and switch them on after they leave the school campus.

2. In order to be granted approval to bring their mobile phones to school, parents have to fill out the attached application form and submit it to the section supervisor. The application form is to be completed by parents and will be saved in the students' files for referencing purposes.

3. If students bring their mobile phones to school without approval or use them during school instruction time, they will have to face the following consequences:

a. For the first incident, the mobile phone will be confiscated until the end of the school day.

b. The student violating this policy will lose 2 marks from the conduct average and parents will be informed.
c. On their third incident, the mobile phone will be confiscated till the parents arrive to school to collect it. The student loses the same number of marks from his/her conduct average in addition to receiving a written warning.
d. If the student insists on bringing the mobile phone with him/her, it will be confiscated till the end of the term. The student loses the same number of marks from his/her conduct average in addition to receiving a final written warning.

4. We strongly recommend that parents not allow their children to bring mobile phones into school. A student who needs to contact home during the school day or at the end of the school day can do so through the school office, with the permission of the supervisor.

End-of-Day Dismissal

- Staying on school premises during after school hours is not permitted. Students finishing at 1:00 pm must leave school premises by 1:45 pm and student finishing at 2:15 pm must leave by 2:30 pm.
- If students are involved in an after-school activity, they must be registered and under the supervision of a teaching or administrative staff, provided parental consent is there.
- The school is not responsible for any students who stay after the mentioned deadlines
- Students staying in the Waiting Rooms must be officially enrolled. You may refer to the Section Supervisor for more details.

Leaving Class or School

- Students are not allowed to leave class unless they have a pass permit from a teacher.
- Students should stay in class during the time of class change. Approval and pass permit should be obtained from the teacher teaching the next class.
- Students changing classes or coming back from their break are expected to move quietly in the hallways so not to interrupt other classes.
- Students are not allowed to visit or enter the staffrooms for any reasons, except if a permission from the supervisor is granted.
- Students are not allowed to leave the school premises during the school day.

If a student must leave the school:

- The parent must send an email to the Head of Section expressing therein the time and reason for departure and should present the request to the Supervisor prior to the morning assembly. If approved, the Supervisor will prepare a gate pass for the student to leave.
- The parent must collect the student personally from the Supervisor office. If the parent cannot pick up the student, they should confirm the identity of the person picking up the student either in writing or by calling the Supervisor and arranging the pickup.

- Students should visit the school clinic in case of illness or injury. If the student needs to leave the school, the school doctor or school nurse will call the parents to pick up their student after notifying the supervisor about the child's case.

Profanity and Violence

- Students are should not use profanity at any time.
- Students should not verbally or physically assault any staff or student.
- Bullying and fighting of any kind is strictly prohibited. Bullying of any sort will not be tolerated and will be treated as a very serious matter.

School Uniform and Equipment

The school uniform has been established to promote an atmosphere that emphasizes neatness and uniformity among our students. All students are expected to be in full uniform each day with the exception of scheduled non-uniform days. Failure to abide by the proper dress code may result in disciplinary consequences. In addition, students will be required to call their parents to bring them their uniform. The correct uniform is as follows

Grade/s	Girl	Boys
KG	Long or short sleeved striped shirt Pinafore School Jacket Sport Polo T-shirt – Short sleeve and Sport short Or Sport Training Suit	Long or short sleeved striped shirt Bermuda shorts or trousers School Jacket Sport Polo T-shirt – Short sleeve and Sport short Or Sport Training Suit
1-5	Long or short sleeved shirt – maroon striped Mid- or long-length dark grey skirt/dark grey trousers School Jacket Sport Polo T-shirt – Short sleeve andTrouser Sport short	Long or short sleeved shirt – maroon striped Dark grey trousers School Jacket Sport Polo T-shirt – Short sleeve and Sport short Or Sport Training Suit
6-12	Long or short sleeved shirt – grey striped Long dark grey skirt School Jacket or Seniors' jacket Sport Polo T-shirt – Short sleeve and Sport short Or Sport Training Suit	Long or short sleeved shirt – grey striped Dark grey trousers School Jacket or Seniors' jacket Sport Polo T-shirt – Short sleeve and Sport short Or Sport Training Suit

The following dress code applies to girls

- May wear one stud earring in each ear. No other jewellery is permitted. KG and lower elementary girls are not allowed to wear any earring for safety reasons.
- Your hair must be clean, neat and tidy – and a normal hair color
- Nails must also be clean, neat and tidy – and a normal nail color
- Make-up, tattoos, henna, or other markings is not allowed
- Long hair should be tied back during the school day
- Only shoes are allowed. Sandal and flip-flops are not allowed. Running shoes are only allowed on days physical education classes are scheduled.
- Do not wear any items of clothing which visibly display slogans or logos other than those of Dubai International School.
- Nose piercing is not allowed

The following dress code applies to boys

- Show that you take pride in your uniform. Shirts and blouses should be tucked in
- Your hair must be short, clean, neat and tidy – and a normal hair color
- Tattoos or other markings are not allowed
- Only shoes are allowed. Sandal and flip-flops are not allowed. Running shoes are only allowed on days physical education classes are scheduled.
- Do not wear any items of clothing which visibly display slogans or logos other than those of Dubai International School

You may wear your PE uniform only on the days when you have sports lessons.

The correct sports uniform is as follows for G1-12

- School sports training suit
- Navy blue shorts
- Short sleeved polo shirt

Uniforms must be clean and neatly worn. Worn out uniforms must be replaced.

Bring the following equipment with you every day

- the correct textbooks and notebooks for your lessons
- pens, pencils, colored pens/pencils, a ruler, an eraser
- a calculator and any other equipment you need for Math and Science
- your laptop/ device

Do not bring any of the following to school

- Unless prior permission is granted, students should not bring any items that could disrupt the educational process, such as mobile phones, cameras, i-pods, laser pens, toys, or any electronic devices used for games.
- Any tobacco substances. Smoking is strictly forbidden in school campus.
- Any dangerous materials or objects.
- Valuable items or large amounts of money.

Student Council

We believe that all students have the potential to lead, and we therefore offer opportunities for them to develop their leadership skills in all aspects of our programs, through for example, role-play, discussion groups, posts of responsibility, community in service and activity, significant and problem-solving participation in the myriad of the activities that take place at our school. The student Council conducts student events such as Cultural Day, Flag Day, campaign awareness, fund raising and social activities.

For more details, please refer to the Activity Coordinator.

Camp:

A senior camp can be organized for grade 12 students as part of farewell activities that the school organizes. The camp follows a well-designed program monitored by the Head of High School / Supervisors.

Peer Tutor program:

A peer tutor program is available at DIPS. Many parents are delighted that the school holds this program since they won't have to pay for outside help.

- Senior students (tutors) who have excelled in a specific subject are matched up with a student who required extra assistance (tutee).
- The initial meeting will be arranged by the counselor in charge in collaboration with the HOS
- The time and location of each subsequent tutoring session is then mutually arranged by both students.
- Teachers are appreciated to name their struggling students who need extra help.
- Students who are struggling in a particular academic area are paired with a student who has a strong understanding of that content.
- Students are scheduled to meet at designated times during, before or after school.
- Attendance in tracked and recorded

Home-School Partnership

At DIPS, we aim to create an environment in which young people thrive. It is our pleasure and privilege to work with you to help your children grow into confident, thoughtful, ambitious and compassionate young adults who enjoy learning and who strive every day for personal success.

What can you expect from us?

We will

- provide a safe and healthy learning environment for all our students
- encourage an atmosphere of mutual respect between all members of the DIPS community
- focus on student centered learning, which builds independence and prepares students for life beyond school in the 21st Century
- prepare students for adulthood by giving them opportunities to contribute to whole-school developments and make decisions about their own learning and conduct
- provide opportunities for extracurricular enrichment activities to complement students' academic learning experience
- ensure that we understand all our students' individual learning and social needs and adapt our practices to offer specific support and/or challenge when it is needed
- assess students' academic progress regularly through ongoing and terminal assessment and give students information about their progress and about what they need to do in order to improve
- communicate regularly with parents to ensure that you understand how well your child is progressing
- listen to any concerns you may have and try to resolve them quickly and effectively
- deal promptly and fairly with any problems which arise, in line with our school policies
- discuss with you any concerns we may have as soon as they arise and work with you to find a long term solution to any problems

What would we like from you?

To ensure that our partnership is successful, please

- support us by reading and following our key policies and share the information with your children
- help your children arrive at school on time, wearing the correct uniform and bringing the correct equipment. All students are expected to attend the Morning Assembly at 7:45 a.m.
- encourage your children to become independent learners by establishing a study routine and make available the required resources for effective learning
- ensure that your children complete assignments on their own – it is best practice that you guide your child in doing the work but avoid doing it yourself
- let us know quickly if you have any concerns about your child's learning or social progress
- read carefully any information we send home post on the school website so that you are up to date with our plans and ideas
- ask questions if you do not understand something we say or do
- keep us up to date with your contact details and any information that will help us support your children and communicate with you
- telephone us or email us to make an appointment to meet the relevant member/s of staff whenever you would like to talk to us about your children
- Remind your children that chewing gum is strictly forbidden in school.

Parents are expected to:

1- Support school policies on behavior and attendance.
2- Bring problems and concerns directly to the respective supervisor or head of section for clarification and resolution.
3- Support mobile phone policy and not allow their children to bring mobiles to school and have their laptops instead.
4- Make sure that their children attend daily and on time.
5- Attend meeting for discussions about their children progress and where necessary arrange alternative times.
6- Ensure that their children wear the correct school uniform
7- Notify the school as early as possible of the reason for the absence of their daughter/son.
8- Support the school to prepare their children for future education.

Parent / Teacher Meetings

We invite parents to come to school to discuss their children's academic progress each term. In addition, we hold open parents' meetings where we explain our latest developments and invite you to share your ideas about our progress. We hope that these will

- help you understand what and how your child is learning
- give you the information you need to support your child's learning
- encourage you to be actively involved in your child's education
- encourage you to be actively involved in the wider life of the school, including our enrichment activities
- give you the opportunity to participate in our ongoing development and improvement

In addition, we will survey your views online through our portal and will ask for your feedback and evaluation of school activities and performance.

The Parent Council

The Parent Council represents parents in the school and provides an opportunity for more formal communication between parents and the school. The mothers are a dedicated group with great ideas and lots of enthusiasm, who are determined to make a difference for students, parents and teachers.
The Mother Council will work in an advisory capacity to make recommendations and discuss issues relevant to the improvement of education. The Council provides a forum to all parents to suggest ideas to improve students' achievements. Activities run by the Council may also involve parents who are not members of the Council.

The Council may make recommendations to the administrations on matters such as:
policies and procedures;
parental involvement;
school improvement plans

In addition to its advisory role, the Council may:

consult with other parents of students about matters under consideration by the Council;
assist in planning activities and events as requested by the administration;
promote best interest of the school community;
seek required support from external bodies

The Council may not make recommendations on the following matters:

personal matters;
commercial matters;
individual student issues

The Council shall have a maximum of 10 mother members. The principal or his designee will serve as the de facto member. The Council shall be elected to a one-year term. Council members must have a child enrolled in the school to be eligible for membership. Council members may serve consecutive terms as long as they continue to have a child enrolled in school.

The Council should meet at least once in a term and should be led by a lead parent who is elected by the other members. Each mother, with a child enrolled in the school, has the right to participate in the Council membership.

Governance Board:

The school performance is monitored by a governance board which includes professionals who have long experience in quality management in various areas. They meet periodically with the Senior Leaders to discuss plans and follow up their implementation. The governance board members serve as a catalyst agent to improve school performance.

Teaching and Learning

Learning for the future

At Dubai International School, we want all our students to develop the skills that will enable them to be successful throughout their lives. These skills are often referred to as 21st Century skills. 21st Century skills are the skills, knowledge and expertise students must develop in order to succeed in the rapidly changing world of today – and tomorrow.

21st Century skills are

- literacy and numeracy
- civic awareness
- critical thinking
- communication
- creativity
- collaboration
- information technology
- media
- life skills

In order to do help our students develop 21st Century skills, we are moving away from the traditional approach of teaching them **what to study** and focusing on helping them learn **how to learn.**
Of course, during their time at DIPS, students develop high levels of subject knowledge and understanding. But we want to ensure that students can use and apply their knowledge and understanding in a range of situations. We don't want them to study, memorize and forget – we want them to learn, practice and remember. To achieve this, we need to focus on developing student centered learning.

In student centered learning activities, students spend most of their time…

Problem solving **collaborating** **investigating target setting** **planning strategies**

Creating **imagining** **choosing approaches**

innovating

Questioning **challenging**

Reflecting

Showing understanding **applying knowledge**

Linking to prior learning **linking to real life** **linking to other subjects analyzing**

evaluating **synthesizing** **hypothesizing**

Key principles for teaching and learning

- Teachers guide students through the learning process
- Students are encouraged to take responsibility for their own learning and achievement
- Teachers plan lessons with individual students and groups of students in mind rather than relying on a "one size fits all" textbook
- Students have the opportunity to make suggestions and choices about their own learning
- Teachers have high expectations of students' achievement and provide challenging activities
- Students have high expectations of themselves and rise to the challenge
- Teachers plan for students' progress and measure their achievement regularly
- Students understand how to be successful and can assess their own progress
- Teachers encourage independent, investigative, creative, and critical thinking through a wide range of classroom and homework activities
- Students complete learning activities independently to the best of their individual abilities

Learning Support

During their time at DIPS, many of our students will need extra help and support with their learning. This may happen for a number of reasons, and often the need for support is temporary. Whether it is for a short period or throughout their time with us, we will do our best to ensure that all students receive the support they need to fulfill their learning potential. It is important to note that support is not needed only by students who find specific subjects very difficult, or who have a specific learning disability such as dyslexia: students may need support because of a physical or emotional issue. In addition, our Gifted and Talented students need support to ensure that they are able to use their gifts and talents to the fullest extent.

We aim to meet the needs of all our students through high quality first teaching in the classroom. We monitor all students' progress closely and identify those who need learning support at an early stage. Individual teachers, parents, or the students themselves might raise a concern, or a scrutiny of assessment data might suggest a need for support in one or more subjects. In this case, the appropriate member of the Learning Support Team will gather information, talk with the student concerned, meet parents, and negotiate an appropriate support strategy. Teachers, Heads of Department and Supervisors are an important part of this process.

The Learning Support Team

- KG Academic Consultant– Mrs. Samar Abuolhosn
- Director of Teaching and Assessment – Ms. Virginia Leigh Anne Sharma
- Director of Curriculum Design and Implementation – Dr Alexine Profice
- Director of Professional development – Mr. Salam Atwi
- Head of Middle and High School – Mrs. Hadia Ghannam
- Head of Elementary Section – Mrs. Khawla Ibrahim
- Head of KG Section – Mrs. Malak Laqeeq
- Inclusion Lead – Mrs. Maya Hammoud
- Social Advisor – Mrs. Lahen Alhajali

Support Strategies

We use a range of strategies to support students' different learning needs. These include

- Providing differentiated activities, resources, and assessments
- Providing adapted resources and assessments where necessary
- Providing additional targeted revision /re-teaching material
- Creating an Individual Education Plan (IEP) to support students with long-term needs
- Creating an Advanced Learning Plan (ALP) to support the gifted and/or talented students
- Arranging targeted one-to-one support

In addition, we work closely with external educational support agencies to ensure that students with very specific needs receive specialist support when necessary.

External Achievement and aptitude tests

The achievement and aptitude tests are international tests designed to measure the content knowledge of students and their abilities and skills in a number of subjects.

DIPS students submit the following tests:

1- **SAT I** (Scholastic Aptitude Test I). The SAT I test is an international tests that measures students' abilities in English, writing, and mathematics. It is held on specified dates and locations. DIPS students must pass the mathematics part of the test and achieve a minimum score of 440 to be eligible for the equivalence certificate.
2- **TOEFL** (Test of English as a Foreign Language). It is a test that measures students' abilities in the different parts of the English language. It is a requirement of most higher education institutions and I also required for student to receive their equivalence. A minimum score of 61 on the iBT test is required or **IELTS** with a minimum score of 5.5
3- **EMSAT / Emirates** standardized Test

Transportation

The school provides transportation service to its students in order to help parents save time and efforts. Although, the school highly encourages students to use the public transport system, such as the Metro which is conveniently located near the school. The school provides such services to selected locations based on the availability of the service to the locations requested.

Students using the service are expected to follow the same rules applied in the school while riding. All measures and policies applied in the school premises are also applicable in school buses, whether students are using the busses to travel to and from home or traveling on a school trip or event.
Students using the school bus must understand that safety is vital. No disruptive or dangerous behavior will be tolerated and may lead to the student's banned from using the school bus.

Students are requested to follow the following directions:

- Keep the bus clean and tidy.
- Sit in the seat assigned to him/her by the driver and/ or assistant and remain seated throughout the trip.
- Fasten seat belt immediately when seated.
- Follow instructions given by the driver and/or assistant for safety purposes.
- Interact in a respectful manner with the driver and assistant.
- Arrive 5 minutes before the scheduled pick-up time in the morning. If the bus arrives at the stop and the student is not there, the bus will not wait and it is the responsibility of the parents to bring in their student.
- When classes are over, go immediately to your designated bus. Buses will leave at the designated times and will not wait for late students.
- Once you board the bus, you should not leave it.
- Refrain from causing actions that could cause safety hazard to the driver such as loud talking, loud music, fighting, etc...
- Refrain from eating or drinking inside the bus.
- Refrain from tampering with bus equipment.

Damaging any objects or material in the bus is subject to a fine and a series of disciplinary actions which could lead to denial of the service.
Please remember that all school rules apply to the school bus too. Incidents and offenses in the bus will be reported to the school administration and disciplinary actions will be applied accordingly.
Please remember that using school transport is a privilege. If you behave in a way which is unsafe, or which shows a lack of respect for others, we have the right to withdraw that privilege. If the student commits three offenses, the student will be denied the privilege to use the school bus.

Reporting and Solving Personal Concerns

Accidents

DIPS carries accident insurance to cover students whilst on school property, including buses. If your child suffers an accident whilst at school, we will let you know as soon as we can. If you find out about an accident, please let us know right away.

Medical Issues

If your child needs to take medication, please inform us in writing. We will not administer medication without your written permission, except where it is prescribed by our school doctor. If your child brings medication to school, it will be kept in the clinic and administered by the school doctor/nurse in accordance with your written instructions. Please label the medication clearly with your child's full name and section, and let us have the following information

- how much medication should be given
- at what times of day the medication should be given
- should it be taken before/with/after food
- what is the purpose of the medication
- are there any possible side effects of the medication

If your child becomes ill during the day, s/he must receive permission from the Supervisor before visiting the clinic. In an emergency, s/he should inform any member of staff and go directly to the clinic. The member of staff and/or the doctor will ensure that the Supervisor is informed and we will contact you as soon as possible. If your child needs to go home or to the hospital, we will ask you to collect her/him and s/he will be signed out of school as an excused absence.

Problems at home

We hope that everything at home will be trouble free for you and your child. However, if there is a problem, please let us know as much and as soon as you can so that we can try our best to support you and your child.

In the case of custody disputes, we would abide by the court order in regards to the rights of both parents.

What happens if you make a mistake?

If something has gone wrong and you find yourself in trouble, we will take the following steps

- we will listen to all sides of the case
- where possible, we will ask for evidence from witnesses or others involved
- we will ask you to be very honest with yourself and with us about what has happened and why it has happened
- we will be very honest with you about what has happened and about why we consider it a problem
- we will apply the school rules and the school policies fairly and consistently

Problems in individual subjects will be dealt with by the Head of Department and Academic Advisor. Problems across more than one subject will be dealt with by the Supervisor and Academic Director.
Discipline problems or problems outside the classroom will be dealt with by the Supervisor.
If at the end of any investigation you and you parents feel that the final judgment was not fair, your parents should appeal the decision to the Vice Principal or the Principal to reinvestigate the case.

What if you have a problem?

There are many people you can talk to or ask for advice and help if you have a problem.
If you have academic problems in one or more subjects, you may speak to:

- Your subject(s) teacher(s)
- Relevant Head of department
- The Head of Section
- Director of Teaching and Assessment

If you have personal problems, you may speak to:

- Your supervisor
- Any of your teachers that you feel close to
- Your class advisor
- The Social Advisor
- The Head of Section

Students' Rights and Responsibilities

You have the right to be treated fairly and spoken to with respect

You have the responsibility to treat others as you wish to be treated and to speak to them with respect

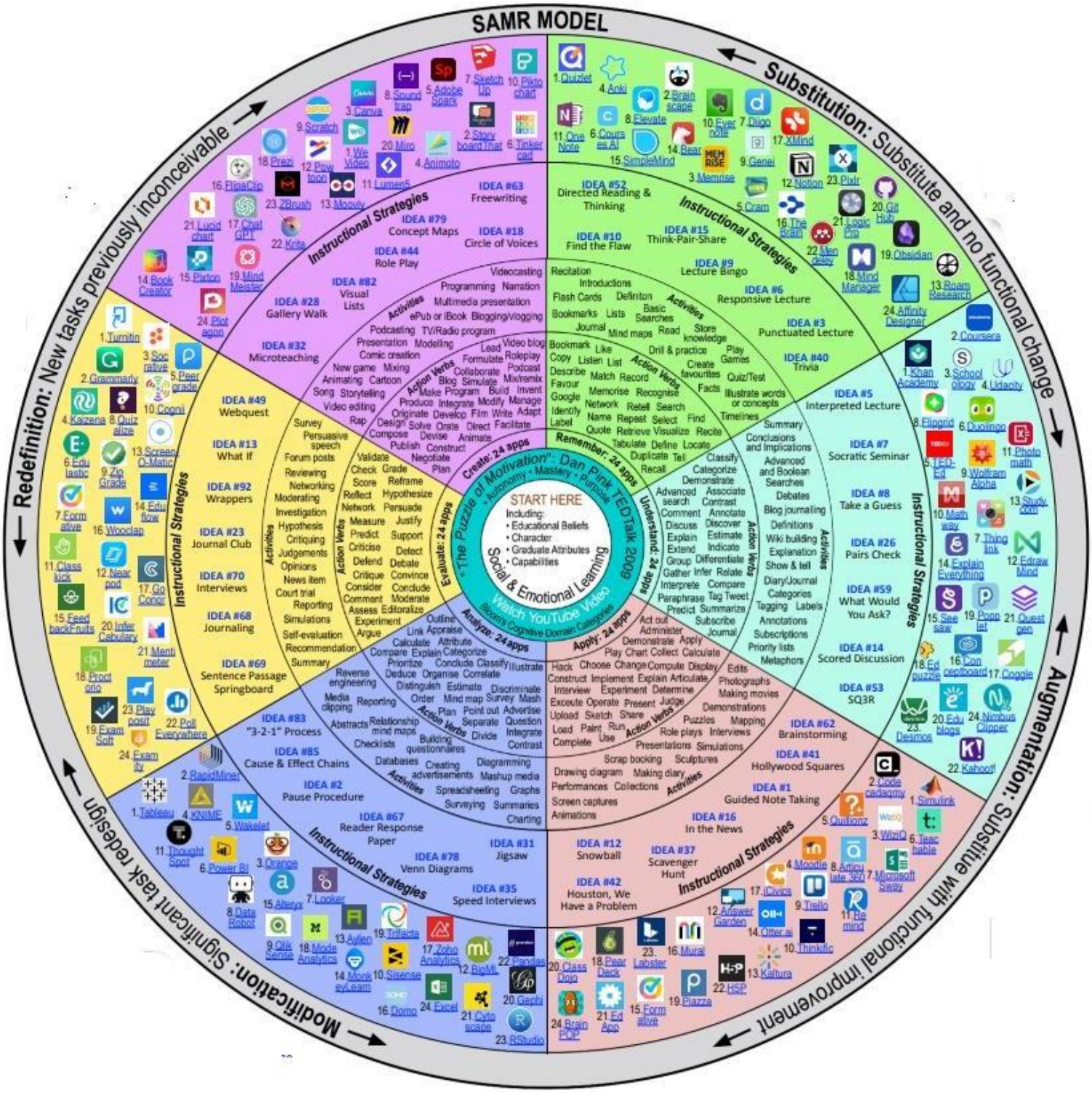
You have the right to experience well planned and well taught lessons which are interesting and relevant to your life

You have the responsibility to cooperate with your teachers to create a positive learning atmosphere

You have the right to receive helpful feedback on your work, including targets that will help you improve

You have the responsibility to do your best to complete all your work independently and carefully.

You have the right to express your point of view and to have your ideas and opinions heard and respected

You have the responsibility to respect the rights of others by following the school Code of Conduct and classroom rules

The Pedagogy Wheel