

# Parent-Student Handbook

Code of Conduct

2023  
2024



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# ACADEMIC CALENDAR

## 2023 - 2024

### August

MON TUE WED THU FRI SAT SUN

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 First Day for Teachers 22 23 24 25 Student Induction Day 26 27

28 First Day of School 29 30 31

### September

MON TUE WED THU FRI SAT SUN

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 Holiday: Prophet's Birthday 30

### October

MON TUE WED THU FRI SAT SUN

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

Mid Term Holiday

23 24 25 26 27 28 29

30 31

### November

MON TUE WED THU FRI SAT SUN

1 2 3 4 5

6 7 8 (KG-5) Parent Teacher Conference 9 (6-9) Parent Teacher Conference 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

### December

MON TUE WED THU FRI SAT SUN

1 Holiday: Martyr's Day 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

Winter break

18 19 20 21 22 23 24

Winter break

25 26 27 28 29 30 31

Winter break

### January

MON TUE WED THU FRI SAT SUN

1 Holiday: New Year Day 2 3 4 5 6 7

8 9 10 (KG-5) Parent Teacher Conference 11 (6-9) Parent Teacher Conference 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

# ACADEMIC CALENDAR

## 2023 - 2024

### February

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Spring break

### April

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
		Spring break				
8	9	10	11	12	13	14
		Holiday: Eid Al-Fitr				
15	16	17	18	19	20	21
22	23	24 (KG-5) Parent Teacher Conference	25 (6-9) Parent Teacher Conference	26	27	28
29	30	31				

### May

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	22	22	23	24	25	26
27	28	29	30			

### June

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Holiday: Eid Al-Adha				
24	25	26 (KG-5) Parent Teacher Conference	27 (6-9) Parent Teacher Conference	28	29	30

### July

MON	TUE	WED	THU	FRI	SAT	SUN
1 Last Day of School	2	3 Last Working Day for Teachers	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## *Vision, Mission, Philosophy and Beliefs*

### **Our vision**

is for all young people to experience that learning has lasting value beyond their life at school.

### **Our mission**

is to know the need of every student, collaboratively creating a student-centered, sustainable, 21st-century learning environment that fosters leadership, social cohesion, creativity, responsibility, and ambition providing a catalyst for abilities of lasting relevance to emerge.

### **Philosophy**

We are dedicated to facilitating the growth of our students both inside and outside the classroom, meaning that we address academic, social, and emotional development as a team and across grade levels. While learning is a lifelong pursuit, it should also be fun. Students are encouraged and challenged to become accountable in their educational journeys and explore all that Ignite has to offer by participating in our afterschool clubs, scholarship opportunities, community presentations, and entrepreneurial opportunities.

### **Beliefs**

We believe that:

- All students have the potential to succeed.
- Everyone is valued and deserves respect.
- Everyone has the right to a safe, clean environment that is conducive to learning.
- Local culture and heritage are an integral part of the learning experience.
- Learning is fun.



## School Profile

Ignite School is an excellent option for families seeking an authentic American Educational experience. Our vision is for all young people to experience that learning has lasting value beyond their life at school. We do this by educating the whole child, not just academically but socially, emotionally, physically, and civically. Our students are learning to become future entrepreneurs and career-minded individuals who will positively contribute their skills and talents to Dubai and the world at large.

Choosing Ignite School, means choosing a rigorous relevant real-world curriculum which prepares our students for jobs and careers that have yet to be created in today's technologically advanced world.

- School implements the New York State Common Core Learning Standards.
- Students learn 21st century skills of critical thinking, collaboration, communication, and creativity. Learning experiences are hands-on, student-centered and inquiry based.
- Students do not simply sit, write and read...they question, design, think, research, explore and seek knowledge for maximum understanding.
- Students take ownership of their own learning through Individualized Learning Plans, goals and learning portfolios.

When you choose Ignite School, you will witness first-hand what an authentic American education entails, from our talented American teachers who...

- Are native-English speakers.
- Hold state teaching licenses.
- Have 2 years of teaching experience in the United States.
- Are kind, loving, creative and committed to the students of Dubai.
- Utilize culturally relevant teaching experiences and activities.

Ignite School is located in the middle of the Al Warqaa'a neighbourhood surrounded by a strong and traditional Emirati community. Including...

- A wide range of more than 50 nationalities (and growing).
- A growing Emirati population, with whom we have established amazing connections and relationships.
- An Emirati Nurturing program designed to ensure Emirati student success.
- Incredible parent support, engagement, and involvement.



## School Hours

School Timing: 7:30 AM - 2:30 PM.

Classrooms are open to receive Elementary students at 7:30 AM and for Middle and high school students after the morning assembly at 8:00 AM.

Grades 6 - 9 students should enter the school by 7:30 AM and be at the lower field for morning assembly line up. Morning Assembly will begin at 7:45 AM.

Students are considered late at 7:45 AM and will be marked late in ALMA.

After-school activity timings will be from 2:45 PM – 3:30 PM.



## Morning Assembly

We regard assemblies as an important feature of our school. It provides us with an opportunity to reinforce our aims and ethos and to celebrate our student's achievements. Kindergarten and Elementary students will observe the national anthem in their homeroom classes. Morning assembly will take place daily in the green field for middle school and high school students. Middle and high school students are expected to be lined up at the lower field assembly point by 7:40 AM. The assembly will begin promptly at 7:45 AM. Additionally, monthly assemblies will be held with varied formats to include an integration of English and Arabic themes and culturally celebrated and observed morals. These assemblies will be facilitated by SLT and teachers and delivered by students at all phase levels.

## Attendance and Punctuality Policy

*We strive for all students to achieve 100% attendance.*

Ignite School is committed to improving school attendance rates. In order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success. To achieve this, there must be a collaborative effort between the school, community, and our families to address the issues that result in absences and lateness from school.

There should be a common understanding among school personnel that the initial responsibility to address attendance rests with teachers, principals and guidance counsellors. Teachers and staff are advised to develop creative and innovative approaches to ensure that children are active participants in their education.

## RATIONALE AND PURPOSE

Good attendance is a foundation for academic achievement, and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Ignite School is committed to providing a full and effective educational opportunity for all students. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

## POLICY STATEMENT

Our school actively promotes and encourages 100% attendance for all students. Our aim is to ensure that students arrive at school and to each period on time. We strive for attendance that is consistently outstanding for all groups of students.

- Outstanding 98% and above
- Good 96% Acceptable 92%
- Unsatisfactory Below 92%

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between students and staff, being aware of the causes of poor attendance and ensuring that the curriculum is relevant and appropriate. We will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We recognize that parents play a vital role and there is a need to establish strong home school links so that we can work together whenever there is concern about attendance.



**NOTE:** In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

### Attendance Requirements

- Students are required to be in school by 7:45 am.
- Parents are required to please contact the school/teacher if they know that their child is going to be absent from school for more than one day.
- A doctor's/physician's note is required for all student absences and must be provided to the school within three days of the initial absence.
- If a student is absent more than 50% of any day, it will be considered a full day. Absence and the parent must provide the same information as if the student was absent for an entire day.

### Unexcused Absence

An absence that has taken place without a written excuse explaining the reason for the absence. Written documentation should be from a doctor or physician within 3 days of the absence.

### Cumulative Excused Absences

Any absences that are preapproved up to 5 days or two separate occasions while school is in session; absences with written doctor or physician excuse submitted within 3 days of the absences.

A maximum of 10 days of cumulative absences that are verified by written documentation provided to the school or teacher. Once a student reaches 10 cumulative excused absences, a parent meeting will be requested.

### Cumulative Unexcused Absences

any absences without written excuse from a doctor or physician within 3 days of the absence, absences beyond 10 days without doctor or physician excuse.

*It is the responsibility of the parents to ensure that the school receives written excuses within the required time of absences.*

### The Role of Parents

- Attend an orientation session designed to acquaint parents with the attendance requirements of the school.
- Acknowledge that they have read the school attendance policy.
- Maintain contact with teachers and attendance staff regarding attendance.
- To meet with the attendance committee members upon the school's request.

### Attendance Reporting Procedures

Attendance should be reported daily as per the school attendance policy.

Students who arrive after 8:00 AM will be issued a late pass by reception or supervisory staff at the reception / entrance gate. The pass must be presented to their teacher for admittance to the class and should be signed by an attendance committee member. Their names will be recorded on a late list with a supervisor. The supervisor and secretary will adjust their attendance during the scanning process.

Every student who is absent will receive a phone call from a secretary. An alma outreach log entry will be filled out by reception staff daily. An email will be generated / sent to any student that is consecutively absent for three days.

Late students, i.e., a student entering class after 8:00 a.m. must sign in at reception - late passes are given to students which must be presented to class teachers as proof of entering the school with the time of sign in. Students who enter the class beyond the 2-minute grace period beyond the recorded joining time on the pass will not be permitted into the class without a written pass. Those students should report to the Vice Principal Student Affairs. Reception will send a message to all parents who have an unauthorized absence in Alma.



## Lateness and In-School Truancy

Students who are chronically late will receive additional phone calls home to notify their parents. Students who are truant from classes in school will be referred to administration and/or counsellor when appropriate.

Ignite School offers students the following incentives for good attendance:

- Grade-wide attendance assemblies.
- Class commendation announcements, cards, or certificates.
- Weekly and monthly bulletin board postings of individuals and classes with good attendance.
- School-wide incentives such as pizza lunch parties, movie tickets, etc.

## Support for Students with Truancy Difficulties

Students will be monitored by the phase level vice principals and parent liaison if attendance falls below the figures stated in each appendix for any given half semester. The pupil will be monitored and given a target and time limit for improvement. If no improvement is shown the parents will be contacted by telephone or email in Alma to discuss the situation in school. Joint strategies may be devised between parents, students, and staff. A time limit and targets will be set for improvement. Special programs may be negotiated with students experiencing attendance problems using curriculum support, Heads of Department, Class teachers and phase level Vice Principals. Children with long-term illnesses or with emotional problems will be supported by the school. Contact with parents and the students will be maintained. As far as is possible, work will be posted or shared for the student in Google Classroom and/or Alma.

## Arrival & Dismissal Procedures

### Arrival:

Bus Drop Off: Each bus will have an Ignite Teaching Assistant on the bus. KG students who ride the bus will be helped off the bus and escorted to their classrooms by the bus Monitor / Teaching Assistant. Elementary students who ride the bus will be dropped off to enter the school at Building 3. Middle and High School

students who ride the bus will be dropped off to enter the school at Building 4. Middle and high school students should proceed directly to the lower field to be on time and in their class's line for the Morning Assembly.

Middle and High school students should not be allowed to enter the building directly from the bus.

Buses will be unloaded with the older students getting off the bus first. The Teaching Assistant will help the students in KG1 & KG2 exit the bus safely and then escort them directly to their classrooms.

Students will enter the building and walk through the kindergarten wing to the classroom / Gym. The school's administrators will be located at the bus drop-off location and through-out the school to help assist students.

### Car Drop Off:

***NO CARS WILL BE PERMITTED TO BE PARKED IN DESIGNATED SPOTS AT THE FRONT OF THE SCHOOL. THIS AREA HAS BEEN DESIGNATED FOR BUSES AND STUDENT ARRIVAL AND DISMISSAL.***

Students who are dropped off by their parents will enter through the back of the school.

Parents are asked to use the far entrance road and then drive up to the school so that students can exit the vehicle on the same side of the road as the school. Students will exit their cars and walk into the gymnasium. The school principal and other staff members will be located at the drop off area to supervise and escort students to their classrooms. Parents of all students should park in the main parking areas and walk their children to the designated doors. Parents will not be permitted to park in front to walk their children to class.

Arrival starts at 7:30 AM.

Middle and High School Assembly begins at: 7:45 AM.

Class starts at 8:00 AM.

### Dismissal:

Bus Riders: School Buses will be lined up in front of the school in the main parking lot. Students will be escorted out of the building by a member of the grade level team. KG1 & KG2 students will be escorted by the classroom teacher assistant. Once all buses are loaded, buses will be released from the school campus.

Car Riders: Parents who are coming to the school to pick up their child(ren) will need to park in the back of the school.

## Parent-Student Handbook

The front parking area will not be available for parents to park who are transporting their children at the end of the school day.

Dismissal for students begins at 2:30. Parents who show up after 1:45 PM to request early release will be asked to wait until 2:30 PM for their child.

### Parents on Campus

Ignite School encourages a school community where parents, students and teachers are working together to create a positive and rich learning environment. However, we ask that parents have prior approval from the classroom teacher or school administration to spend a day or visit the classroom. There will be several activities that will allow parents and family members to come to the school and be a part of their child's school experience.

For the first week of school, parents will be permitted to walk with their KG1 & KG2 child to the classroom ONLY. For all other students, parents will be asked to return to their cars at the student drop off location. There will be several staff members available to help assist students to get to his or her classroom on the first few days of the school year. These staff members will be visible and on duty each morning to greet our students and ensure that the start of their school day is positive.



Parents will not be allowed to enter the learning areas during the school day without approval from the school leadership team. Sitting in the halls near the classes will not be permitted.

Parents should wait at the pick-up areas for their children to be dismissed at the end of the school day.

### School Communication

All school communication to parents will be done in English when it is pertaining to behaviour and academic performance in English / American Curriculum Courses. If English is difficult for a parent to understand or communicate, the school will try to provide Arabic translation. Students who are taking Arabic A / Islamic Religion A can expect to get their homework and projects to be completed in Arabic. All other assignments and communication will be completed in English.

Your weekly newsletter, Ignite Sparks, is shared to all parents via email pertaining to the whole school. Additionally weekly communication that is grade and class specific will be posted in Alma and google classroom. Alma Bulletins will be delivered to you via email as well.

Communication with your child's teacher can be done through the school email system that is connected to the ALMA platform. School Administrators can be reached via the school email system or scheduling an appointment with the school reception. If you would like to call the teacher, each class has a landline that will be available for communication outside of the learning schedule for the class. It is best to send an email to the teacher requesting a call back or leave a message with reception requesting a call from the teacher.

Teachers and school administrators will NOT communicate with parents or families via WhatsApp or personal mobile phone calls. The preferred and acceptable means of communication are in-person or telephone conversations via the school landlines. Each classroom has a direct phone number and extension which will be shared with you by the class teacher in the welcome back correspondence.

### School Administrators

- Wedad Saada, School Director – [director@igniteschool.ae](mailto:director@igniteschool.ae)
- Dr. Gihan Fradi, School Principal – [principal@igniteschool.ae](mailto:principal@igniteschool.ae)
- Rederick Williams, Vice Principal Student Affairs – [vp-studentaffairs@igniteschool.ae](mailto:vp-studentaffairs@igniteschool.ae)
- Radouane Radouchi, Vice Principal Academics – [vp-academics@igniteschool.ae](mailto:vp-academics@igniteschool.ae)

## Parent-Student Handbook

- Motasem Abdullah, Ministry of Education Curriculum Coordinator – [moe.coordinator@igniteschool.ae](mailto:moe.coordinator@igniteschool.ae)
- Mahmoud Kamal, Data and Assessment Coordinator – [m.kamal@igniteschool.ae](mailto:m.kamal@igniteschool.ae)

### Governors for Child Protection

- Patrick Johnston, Vice Principal Elementary - [viceprincipal.es@igniteschool.ae](mailto:viceprincipal.es@igniteschool.ae)
- Radouane Radouchi, Vice Principal Academics – [vp-academics@igniteschool.ae](mailto:vp-academics@igniteschool.ae)
- Eunice Payne, Lead Inclusion Teacher - [e.payne@igniteschool.ae](mailto:e.payne@igniteschool.ae)
- Brittany Chess, School Counsellor - [b.chess@igniteschool.ae](mailto:b.chess@igniteschool.ae)

### Parent Teacher Meetings

Parent conferences are scheduled within the school calendar at 3 points during the academic year. Additionally, parents are welcome to request additional meetings to discuss their child's progress and development as necessary. Teachers will also request additional meetings to report positive improvements or to make suggestions for at home support to promote positive changes in students' learning and social behaviours.

### Homeroom Parents

Each classroom will have a Homeroom Parent that is determined by the class parents themselves. This parent serves as the lead contact for the classroom teacher and also the parents. He or she would help to organize classroom events that take place at the school. If you are interested in being a homeroom parent, please contact your child's teacher.

### Ignite Parent Association

One of the ways in which parents can become positively involved in school is by joining the Ignite PTA. The first Ignite Parent Association meeting of the year will take place each September. This group is available to all Ignited families and parents with the goal of planning and developing future programs that will have a lasting impact on the overall student and school community. These meetings will take place monthly at a time to be determined later in the school year.

### School Activities

#### Field Trip

Ignite supports learning beyond the classroom as an extension to the school day. Field Trips and activities outside of the school campus can be organized by the classroom teachers or the school administration for the benefit of students at any time throughout the year. All field trips must be approved by the school administration and demonstrate the enhancement of the academic program. Ignite Schools reserves the right to restrict student participation in field trips and will communicate this to each parent individually.

A full and varied range of school-based activities are offered each semester.

In addition to school-based activities, paid activities are also available on most days – these are open to all students through our extra-curricular activities offered by Gulf Star. Parents are to collect their child from the Gym by accessing the back gate between 3:30 pm and 3:40 pm. If you would like to sign your child up, please register them during the registration timing as communicated by the school through their weekly newsletter.



## After School Activities Program

### After School Activities Catalog

#### Procedures

Parents and students should sit and choose clubs together. Once students have signed up for an after-school activity or club, they **CANNOT** change until the next quarter. After-school activities will be available based on age appropriateness and enrollment capacity. Each after-school session has a maximum capacity of 20 students. Many clubs may already be full since enrollment in each club is limited. Your child's failure to comply with the rules/expectations of the club will result in a disciplinary consequence.

The Ignite School Student Code of Conduct and Behavior for Learning Policy, and Attendance and Punctuality policies extend to ASA, Club, assemblies, and field trips.

Steps in the disciplinary process:

1. Meeting with Club Leader/Teacher – Parent notified.
2. Meeting with Student Activity Coordinator – Parent Notified.
3. Meeting with Building Level Principal – Parent Notified.
4. Student is removed for remainder of the Semester.

#### Late Pick-Ups

All after-school activities end at 3:30 pm. If you pick your child up after 3:40 pm, that is considered a late pick up. After 4 late pick-ups students will be removed from after school activities for the remainder of the session. If a student is removed or loses privileges from 2 different sessions, he or she will no longer be able to attend.

## Ignite School Campus Use

#### Common Areas

Common areas are designated by phase level. Students should be in areas according to Elementary, Middle and High School. Ignite students are expected to make use of common areas in a respectable way to ensure that it will be in good condition for all members of the Ignite Community.

In keeping with Expo 2020 initiatives of sustainability, students should dispose of trash in one of the designated containers and clean their area before they leave. Each container has clearly identified bins so items can be disposed of properly for recycling.

#### Cafeteria

The Elementary cafeteria is designated for KG - Grade 5 students. The Middle and High school cafeteria is designated for Grades 6 - 9 students. Each cafeteria will be open in the morning from 7:15 am - 7:35 am and will reopen for snack and lunch break times according to the school-wide schedule. Each cafeteria will be closed and locked at the end of each break period.

Students should be sure to purchase water during the times that the cafeterias are open. Students will not be allowed to go to the cafeteria during learning times. Alternatively, students should bring their own refillable water bottles with them to school or pack additional bottles of water with their lunch bags.

## *Students' Behavior for Learning Policy and Student Code of Conduct*

### Arabic Version

Our school is committed to providing a safe and supportive learning environment for all students. We believe that positive behavior is essential for academic success, personal growth, and social development. The school's behavior policy outlines our expectations for student conduct and the consequences that may result from violating these expectations.

It is a primary aim of Ignite School that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, whose values are built on mutual trust and respect for all. The stakeholders of Ignite School expect every member of the school community to behave in a manner that is considerate and respectful towards others. Children should develop and grow to become positive, responsible, and increasingly independent members of the school and family communities. Children should feel happy, safe, and secure at Ignite School.

### **The student code of conduct aims at:**

1. Building student positive behavior in the school community
2. Promoting and encouraging positive conduct and limiting violations and bad behavior
3. Providing a suitable educational environment to achieve the principle of comprehensive education.
4. Applying the principles and culture of encouraging and caring in society to minimize bad behavior.
5. Promoting student and parent awareness of their obligations to keep self-control and good behavior.
6. Providing a regulatory reference to deal with student behavior.
7. Guaranteeing execution of proper mechanisms to tackle and protect from problems and behavior violations.
8. Requalifying violating students behaviorally and educationally.

### **Expectations for Student Conduct**

All students are expected to:

- Treat others with respect and kindness.
- Follow the instructions of teachers and staff members.
- Use appropriate language and behavior.
- Attend school regularly and be on time.
- Complete assignments and participate in class.
- Respect the school property and the property of others.

### **Conduct as a School Subject**

Under this code of conduct, a student's conduct at school is a subject, which reflects his scores in terms of morals and behavior. It is like other subjects, subject to pass/fail evaluation. Conduct total grading points are 100, and granted based on the following two principles:

- Positive conduct: it is expected from all students to have positive behavior without violations. A score of 80 per cent for positive conduct will be allocated automatically to each student at the beginning of every semester. In case of committing a violation, the proper procedure will be taken, and penalty points will be deducted from that score according to the type of violation.
- Excellent conduct: it reflects great practices made by the student. A score of 20 per cent is allocated for excellent conduct.

The minimum expected score in conduct is 60 percent. Students will be granted the chance to restore deducted points during the year by obtaining excellent conduct score or complying with positive conduct requirements.



## Levels of Infractions

**LEVEL I** Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school or school sponsored activities. These misbehaviors should be handled by the individual staff member. However, such misbehavior may be indicative of a problem that should be reported to appropriate staff.

**LEVEL II** Misbehavior which is frequent or serious enough to disrupt the learning climate of the school or school sponsored activities. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

**LEVEL III** Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake are dependent upon the extent of the school's resources for remediating the situation in the best interests of all the students.

**LEVEL IV** Acts directed against persons or property whose consequences seriously endanger the health and safety of others in and around the school community. The acts might be considered criminal and should potentially after careful investigation warrant disciplinary actions that will result in permanent disenrollment from the school. Such acts could also involve law enforcement.



## Mechanism of Mark Deduction

Deduction from the conduct scores will be based on the type of violation as follows:

1. Level 1 (simple) violation: 4 points will be deducted.
2. Level 2 (fairly dangerous) violation: 8 points will be deducted.
3. Level 3 (definitely dangerous) violation: 12 points will be deducted.
4. Level 4 (severely dangerous) violation: conduct mark will be failing and could negatively impact overall end of semester percentage. / Final grade.

## Frequently Occurring Behavior Infractions

## Consequences for Violations

When a student violates one or more of our behavior expectations, the following consequences may be imposed:

1. Verbal warning / Time out: The teacher or staff member may provide a verbal warning to the student to remind them of the behavior expectations. The behavior and the warning should still be documented between the teacher and the phase level administrator and Mr. Williams.
2. Loss of privileges: The student may lose certain privileges, such as recess, participation in extracurricular activities, or a school trip. The parent will be notified immediately if a student has lost a privilege that will change his/her schedule.
3. Parent contact: The teacher or senior leadership member may contact the parent or guardian to inform them of the behavior and to request their support in addressing the issue.
4. Detention: The student may be required to attend a detention session during lunchtime. In this case the phase level administrator should be notified.
5. Referral to administration: The student may be referred to the school administration for further consequences.

## Rewarding Positive Behavior

Staff are encouraged to reward students who consistently uphold the values and expectations of Ignite School. There are many ways to do this. Heads of Departments are also encouraged to brainstorm individual ways of rewarding students with their teachers. Some rewarding tools here at Ignite School include:

- **Parent communication:** Phoning parents or emailing parents to acknowledge an achievement or positive behavior. Phone calls should be recorded in a parent contact log. Emails should be sent by the teacher directly via Alma.
- **Student of the Quarter / Month awards:** Teachers of each class should collaborate and nominate a student per quarter to their phase level SLT. Students should receive a certificate.
- **Medals for Attainment:** Teachers nominate two students at the end of each semester and overall, for the year who are recognized for their attainment in each specific subject area.
- **Medals for Progress:** Teachers nominate two students at the end of each semester and overall, for the year who are recognized for their progress in each specific subject area.
- **Medals for Values:** Teachers nominate two students at the end of each semester and overall, for the year who are recognized for the contribution they have made to Ignite School by exhibiting good values in their daily behavior throughout the school's community.

## Student Support Interventions - Senior Leadership and Guidance Counselor

Certain behaviors require the immediate intervention of the principal. These behaviors include inappropriate language, physical altercations, aggression, defiance, disrespect, or stealing. A student who is referred to the principal or counselor may be supported through a behavior modification plan to set goals to promote a positive change in behavior. The implementation of such an intervention requires the support and participation of parents / carers to encourage swift improvement. Ultimately, intervention strategies will be implemented with consideration of the age, infraction levels, and cognitive levels of the student.

## Uniform

All Ignite students are required to wear the approved school uniform. Any special clothing or school-related themes or costumes must be approved by the school's administration. On the days that a student has Physical Education class, or at times that another event may require it, students may wear the PE uniform.

Hats are not permitted in school. Ignite Hoodies (sweaters with attached hat/hood) may be worn but the hat/hood portion is not permitted in school.

Once provided to the student, the child's name tag always as this is an essential part of the uniform. All student uniforms can be purchased at Zak's in the Mirdif Uptown Mall.



### Uniform Policy

## Mobile Phones

Students are not permitted to have mobile phones on the premises at any time. If students determine that they have mistakenly brought a mobile phone into the school, he/she must take the phone to any SLT member for holding until the end of the school day. Parents will be notified in the case in the form of a call and warning letter.



Possession and use of mobile phones is not on campus at any time. The use of mobile phones in or around the school's campus by any students will result in disciplinary action against the student and the parents will be required to come and pick up the phone from a school administrator.

*Mobile phones are not acceptable digital devices for learning at Ignite School. WhatsApp and iMessage communications by students to peers or parents during the school day are prohibited.*

## Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived. Power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious lasting problems.

The 4 types of bullying are:

1. Physical: Pushing, kicking, hitting, punching or any use of violence.
2. Verbal: name-calling, sarcasm, spreading rumors, teasing. This also includes religious discrimination and/ or racism: racial taunts, excluding other students because of their religious/racial background.
3. Social/Emotional: Being unfriendly, excluding, spreading rumors, tormenting, (eg: hiding books).
4. Cyber: All areas of the internet, such as social media, emails and internet chat rooms, mobile use and any misuse of associate technology i.e. camera and video facilities.

## Cyber-Bullying

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for cyberbullying at the Ignite School and any such interactivity that may impact negatively on the learning environment.

By cyberbullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones.
- The use of mobile phone cameras causes distress, fear, or humiliation.
- Posting or making threatening, abusive, defamatory, or humiliating remarks or material on websites, to include blogs, personal websites, social networking sites to include Facebook, SnapChat, Tok-tok, Twitter, Instagram, and YouTube.
- Using e-mail to message others.
- Hijacking/cloning e-mail and other social media accounts.

## Guidance for Bullying

### Guidance for Students

If you believe you or someone else is the victim of cyber-bullying, you must speak to your school counselor or a member of the leadership team.

- Do not answer abusive messages but log and report them.
- Do not delete anything until it has been shown to your Form Teacher, Matron.
- parents/guardian or the Head (even if it is upsetting, the material is important.
- Evidence which may need to be used later as proof of cyber-bullying).
- Do not give out personal IT details.
- Never reply to abusive e-mails.
- Never reply to someone you do not know.
- Stay in public areas in chat rooms.

### Guidance for Parents

*It is vital that parents and the Ignite School work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.*

- Parents can help by making sure their child understands the school's policy and, above all,
- how seriously Ignite School takes incidents of cyber-bullying.

- Parents should also explain to their sons or daughters the legal issues relating to cyberbullying.
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if needed by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything.
- Parents should contact a member of the leadership team as soon as possible. Thereafter, a meeting can then be arranged with relevant members of staff.

### Consequences for Bullying

All known/reported incidences of bullying will be investigated by the class teacher, counselor, school or by a senior member of staff. Parents of the perpetrator may also be questioned about the incident or about any concerns that they may have. The child displaying acceptable behavior may be asked to genuinely apologize (as appropriate to the child's age and level of understanding). Other consequences may take place. E.g. a parent being informed about their child's behavior and a request that the parents support the school with any sanctions that it feels appropriate (see behavior for Learning Policy). Wherever possible, the scholars will be reconciled.

In serious cases (this is defined as children displaying an on-going lack of response to sanctions, that is, no change in behavior of the perpetrator and an unwillingness to alter their behavior choices), actions such as support from behavior outreach, counseling, reduced timetables, or even fixed or permanent exclusion will be considered according to KHDA guidelines.

During and after the incident(s) have been investigated and dealt with, each case will be recorded in the Bullying Log and monitored to ensure repeated bullying does not take place.

### Bullying Prevention Program

Due to the critical role parents, educators, family members, adults, and the community play in fighting bullying, it's key to inform all stakeholders know that each individual that witnesses or is aware of a bullying incident has a social responsibility to speak up, intervene, show solidarity with the victim or even report to the concerned authorities if necessary.

In accordance with the UAE Ministry of Education, Ignite School calls on the community to be aware of:

- How to identify if someone is being bullied,
- How they should intervene to break the cycle of bullying, and
- How to provide support and care to the victims to ensure a safe and bullying free learning environment.

Within the Ignite School Anti-Bullying Program we will demonstrate effective interventions that have proven to be successful in preventing or resolving various types of bullying.

At Ignite School we use a variety of methods to support children in preventing and understanding the consequences of bullying through class lessons, the school vision, and assembly themes, e.g. in Anti-bullying week. Throughout the year pupils will be consulted through in-school pupil questionnaires about their whole school experience, including a section on how safe they feel in school.

The attitude and working philosophy of Ignite School means that all staff actively encourage children to have respect for each other and for other people's property. Good and kind/polite behavior is regularly acknowledged and rewarded. Staff will regularly discuss bullying. This will inform children that we are serious about dealing with bullying and lead to open conversation and increased confidence in children wanting to discuss bullying and report any incidents and concerns about other children's behavior.

### Monitoring Behavior

Using Alma – all minor and major incidents are to be recorded in Alma using the 'Add New' function. Each incident should be marked as a minor or major incident. Minor incidents are sent via email to the student supervisor; major incidents are sent to both the student supervisor and VP of Student Affairs. Phone calls/emails to parents, meetings with parents and interviews with students, should all be recorded as an attached note or evidence document within the incident report in Alma.

## Roles of Monitoring Behavior

**All staff:** It is the responsibility of all members of teaching staff to deal with minor incidents themselves. These may include low level disruptions, failure to complete classwork and homework, dropping of litter, etc.

All staff (teaching and non-teaching) should actively participate in ensuring that Ignite School provides protections, care, guidance and support for all students and staff by:

- **5.1.1** adhering to Ignite School's procedures for safeguarding students including child protection. Continuously develop understanding about such procedures and ensure all stakeholders are fully aware of these. Take necessary action to protect students from various types of abuse to include bullying.
- **5.1.2** conducting safety checks and monitoring frequently and rigorously.
- **5.1.3** maintaining records of communications, incidents, and subsequent actions.
- **5.1.4** ensuring that environments are physically safe and meet the learning needs of all students. Make SLT / HODs aware when buildings and equipment are not in excellent condition.
- **5.1.5** promoting safe and healthy practices within the school community and maintaining high levels of expectations for safe and healthy procedures and policy in classes, on school grounds, and outside of school.
- **5.2.1** developing and maintaining positive rapports and relationships with students while implementing systems and procedures in classes, on school grounds, and outside of school.
- **5.2.2** encouraging attendance at school, class periods, and participation in school activities and punctuality.
- **5.2.3 / 5.2.4** monitoring students' performance socially and academically to be able to identify when additional social or educational support is needed in a promptly manner so that students can be motivated to make their best personal and academic progress.
- **5.2.5** closely monitoring students' well-being and personal development in case academic guidance and support is necessary.

**Subject Teachers:** It is the responsibility of subject teachers to address minor behavioral issues within their classroom. If these behaviors persist, the teacher must issue a relevant sanction using their professional judgment, contact home and log this onto Alma. If a student's poor behavior continues to cause disruption in their lesson, they must pass this onto their subject specific HOD.

**HOD:** Heads of Department are responsible for dealing with students who are persistently causing disruption in subject-specific lessons. The HOD must contact home, meet with the parents alongside the subject teacher and log this onto Alma. The HOD will also deal with Major incidents that occur in their specific subject area.

**SLT:** SLT are responsible for dealing with Major Incidents that occur in and around the school's campus. They are also responsible for dealing with persistent Minor Incidents that are occurring within the school or across several subject areas.

**Student Supervisor:** The student supervisor is responsible for updating the Vice Principal of Student Affairs and phase level SLT on the behavior of students where necessary. If staff wish to refer a student to a Student Supervisor, they must discuss this first with the relevant phase SLT or HOD. Referrals can be made by using the 'Incident' tab on Alma.

## Parent Support

- Expectations of parents' support with good attendance and behavior should be made explicit. The content of this policy must be regularly communicated to parents/carers.
- Parents/carers will be contacted regarding any issues and when praise for achievement or improvement has been made.

Parents are encouraged to contact Ignite School via the communication channels below:

- Dr. Gihan – Principal: [principal@igniteschool.ae](mailto:principal@igniteschool.ae)
- Mr. Rederick Williams, VP Student Affairs: [vpstudentaffairs@igniteschool.ae](mailto:vpstudentaffairs@igniteschool.ae)
- Mr. Patrick Johnston, VP Elementary: [viceprincipal.es@igniteschool.ae](mailto:viceprincipal.es@igniteschool.ae)
- Mr. Radouane Radouchi, VP Academics: [vp-academics@igniteschool.ae](mailto:vp-academics@igniteschool.ae)
- Ms. Brittany Chess, Guidance Counselor: [b.chess@igniteschool.ae](mailto:b.chess@igniteschool.ae)
- Ms. Eunice Payne, SoD Teacher: [e.payne@igniteschool.ae](mailto:e.payne@igniteschool.ae)

## Parent-Student Handbook

- Ms. Heba Wasef, Student Supervisor: [h.wasef@igniteschool.ae](mailto:h.wasef@igniteschool.ae)

Students will be involved in the development of Positive Behavior for Learning through curriculum and SEL lessons with the Guidance Counselor, Moral Education, Social Studies, Islamic, Assemblies and pastoral/academic mentoring.

If a student needs greater support for their learning behaviors and attitudes, then the phase level leader will coordinate the appropriate plan and specialized staff will support this program. This can range from social counselors, student supervisors, and HODs. If necessary, staff may seek the support of external agencies to support.

### *Parents and Student Behavior for Learning Acknowledgement Form*

I understand and will abide by the Ignite School Behavior for Learning Student Code of Conduct expectations.

I further understand that any violation of the policy will be subjected to the appropriate consequences as indicated. Should any major offenses be recurring therefore, my privileges of being a student at Ignite School may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student Signature \_\_\_\_\_

Student Full Name (please print) \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Scan the QR Code to complete the acknowledgement form electronically or click [here](#) to access the link.



## *Personal Belongings*

When determining whether to allow your child to bring personal belongings with him/her to school (electronics, cell phones, favorite toys, etc.), please be reminded that the school is not responsible for lost or stolen items.

The safest option is to keep those important and often expensive items at home. While we will do all we can to try to recover lost or stolen items, we cannot guarantee their safe return home.

Students should not bring cell phones or smart watches to school. If a cell phone or smart watch must be brought, it must be turned off and be given to the classroom teacher.

Weapons are strictly forbidden on school grounds (including the school bus and bus stops). Toys and other personal belongings resembling a weapon could result in a disciplinary response like possession of an actual weapon.



## *Student Textbook Policies*

Students in Grades KG1 - Grade 5 have consumable textbooks. The Fee Schedule includes the cost of the textbook package by grade level for Elementary students.

Ignite School operates a Textbook Hire Scheme for Grades 6 - 9. The Fee Schedule includes the cost of the Textbook Hire Scheme for parents. All students will have access to digital textbooks, however, the physical copies of textbooks for middle School students are loaners. Textbooks will be assigned at the beginning of the academic year and collected at the end of the year. Conditions of Textbook hire are outlined below.

The Textbook Hire Scheme covers textbooks, class readers and nominated work/practice books but does not include consumables. Stationery lists are available from the Class Teacher. Textbooks and nominated work/practice books are issued to students upon commencement of classes and returned at the end of the academic year/course (or withdrawal).

Students are responsible for the condition of the texts issued to them. When issued, texts are in good condition and students need to ensure the copies of the text they are issued are the ones that they return. The full replacement cost plus processing fee will be charged on the Fee Accounts for any damaged, lost books or late returns.

### **Conditions:**

1. Ignite School will supply all textbooks and novels/class readers required by students for their curriculum. Student dictionaries, stationary and consumable items are not covered by the scheme and must be supplied by students.
2. Students with overdue textbooks will not be issued with new texts until the overdue texts are returned, or in the case of loss or damage, charged to Fee accounts. Parents will be contacted via telephone, letter and email notifying them of the overdue or lost text/s before being charged the Fee by the Accounts Office. Parents with fees owing should be aware of the Fee Default section of the Fee Schedule and Fee Policy.
3. All textbooks provided remain the property of Ignite School and are to be returned at the end of each year. Novels, class readers and plays are issued for the term in which they are being studied, and students will be informed of the return date by their teacher. No new textbooks will be issued until overdue hire items are returned.
4. Students are not to write in or mark the hire books in any way. Drawing, writing, marking, or highlighting textbook in any is not permitted. Additional cleaning, repair or replacement charges will be applied if books are marked. If notes are necessary, students should use 'post it' notes only and remove them before returning texts.



5. The full replacement costs plus processing fee for any damaged, lost books or late returns will be charged in the Fee Accounts. These Fees are due and payable when incurred.
6. Late returns will not be accepted. This is necessary to ensure full sets of hire books are ordered and processed in time for the following academic year.
7. Students print their name and class clearly in pen on the inside cover on the label provided. Name labels or any other type of adhesive should not be used on or in textbooks.
8. Any writing or damages that have not been stamped in a textbook issued to students must be reported to the classroom teacher of that subject.
9. Students need to ensure the copies of the textbook they are issued are the ones that they return. Students should not loan their texts to other students. The student issued with the textbook is responsible for its return and its condition.
10. All hired textbooks must be returned to Ignite School before students leave. Ignite School accepts no responsibility for textbooks returned to other areas within the school (e.g., left in classrooms). Leaving students are required to complete the “Student Leaving Clearance” form before a “Leaving or Transfer Certificate” can be issued by Ignite School.

## Assessments

At Ignite School, we offer a variety of assessments to support stakeholders to better understand the strengths and areas of improvement towards students’ learning and college and career readiness. Assessments at Ignite School align with the US NY Learning Standards, KHDA, MOE with considerations for UAE National Agenda Targets.



### Internal Assessments at Ignite School

- Benchmarks are administered three times a year to KG1 to Grade 9 students.
  - BOY Benchmarks which stand for Beginning of Year Benchmark.
  - MOY Benchmarks which stand for Middle of Year Benchmark.
  - EOY Benchmarks which stand for End of Year Benchmark.

The purpose of the benchmark assessments is to allow teachers to determine students’ starting points and to guide lessons and curriculum planning throughout the academic year.

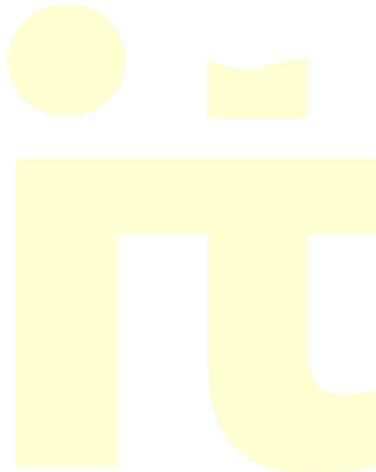
- Learning checks are assessments that can be in the form of quizzes, formative assessments, mini projects, etc. These assessments are administered for grades KG1 to grade 8. Learning Checks are included in the Report Card.
- Tests are usually administered as unit tests, projects, chapter tests, summative assessments, etc. for Grades K-9 students. These assessments are included in the Report Card.

### External Assessments at Ignite School

- **Measurement of Academic Progress (MAP)** is administered three times a year for Grades KG2 to Grade 8 students.
  - MAP FALL which is administered at the beginning of the year.
  - MAP WINTER which is administered at the middle of the year.
  - MAP SPRING which is administered at the end of the year.
- **Cognitive Ability Test (CAT4)** is administered once at registration or every year for Grades 1 - 8 students. The CAT4 assessment informs the school about the cognitive potential of your child and their strengths in learning patterns.
- **Arabic International Benchmark Test (IBT)** is administered once every year for Grades 3 to 9 students. The IBT Arabic Language tests are designed to assess proficiency in Arabic Reading, Grammar, Spelling and Vocabulary through multiple-choice questions in response to a variety of texts and situations.

## Parent-Student Handbook

- **TIMSS** is one of the assessments named in the UAE National Agenda goals and holds schools accountable to supporting the UAE in its vision. Students in Grade 4 and Grade 8 are randomly selected by the assessment publisher to take TIMSS every 3 years.
- **PISA** is one of the assessments named in the UAE National Agenda goals to hold schools accountable in supporting the UAE in its vision. Students who are 15 years old or in Grade 9 are randomly selected by the assessment publisher to take PISA every 3 years.
- **PIRLS** is one of the assessments named in the UAE National Agenda goals to hold schools accountable in supporting the UAE in its vision. Only students in G4 take the assessment. Students are selected randomly by the assessment publisher, and it is taken every 5 years.





## Promotion and Retention of Students

The Ignite School policy for student promotion, retention and graduation draws on the New York City Department of Education's regulations for student promotion standards and graduation.

Consistent with Ignite School's implementation of Response to Intervention (RtI), classroom teachers are expected to make every effort to identify as early as practicable those students whose development path is at risk of obtaining appropriate grade level promotion benchmarks. The school leadership and parent(s) must be notified promptly if current grade level retention is anticipated, and an education plan shall be designed for each student identified as such.

Parents will be advised prior to or during the Q2 Parent-Teacher Conference and distribution of report cards if their child is at risk of underachievement. This early notification will provide an opportunity to review student work, discuss strategies and interventions, establish benchmarks, and clarify responsibilities in moving the student toward promotion. If the student is still at risk of underachievement as evidenced by student work/grades, written notice to that effect will be provided to the parent no later than mid-Q2. Records of ongoing parental communication and involvement, i.e., meetings, emails, phone calls, report cards, parent-teacher conferences, assessment of the student's work, and instructional interventions will be maintained. Failure by Ignite School staff to provide notice to parents may result in promotion of the student. The Q2 and Q3 Parent-Teacher Conferences offer an additional formal opportunity to discuss student progress toward achieving promotion at the end of the school year.

### KG1

Promotion or retention of KG1 students is considered according to the attendance record and age of the student. Attaining 98% attendance is a goal that should be discussed with parents to enlist and maintain their understanding and support of the importance of good attendance. Typically, KG1 students are exempt from retention.

### KG2 to Grade 2

#### A. Assessment of Progress

All aspects of a student's record, including evidence that student work demonstrates progress towards meeting the core learning standards, will be reviewed periodically to ensure that students are moving toward the attainment of literacy and math skills (including Arabic for some students) and that appropriate support and intervention strategies are in place for those students whose progress is of concern. Parents will be informed and involved in the progress of their child's development and be offered opportunities for participation in classroom activities and homework assistance.

#### B. Instructional Strategies and Intervention

Preparation of students in KG2 to Grade 2 will be based on instructional practices, strategies and interventions established to promote attainment of literacy and math standards (including Arabic for some students). These practices will draw from the use of the Common Core Learning Standards for Literacy and Mathematics, remedial instruction, and other activities to ensure that all students become independent readers and writers by Grade 3.

#### C. Attendance

Students will be encouraged to develop good habits of attendance, beginning with their first school experience. Therefore, the attainment of at least 98% attendance is a goal that should be discussed with parents in order to enlist and maintain their understanding and support of the importance of good attendance. We strive for all students to achieve 100% attendance.

#### D. Promotion Decisions

For Grades KG2-2, in the event that promotion may be considered not to be in a child's best interest, parents should be notified and actively involved in reaching the decision of whether to promote or retain their child. Promotion decisions for students in Grades KG2-2, including students with SEND and ELLs, will be made by the principal in consultation with the child's teacher and parent (possibly also the Learning Support team and ENL team). For ELLs, the decision to promote or retain shall include consideration of the student's language development; however, ELL identification alone may not be the sole basis for retention. If a parent disagrees with the promotion decision, the parent may appeal to the Director. The Director shall review the principal's decision and make a final determination.

## Parent-Student Handbook

If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

### Promotion for ELLs in Grades 3 and above

ELL identification alone may not be the basis for retention. Promotion criteria for ELLs will be determined according to the student's number of years of enrollment in an English medium school:

Students enrolled for six or more years will be held to the promotion criteria set forth in section a below.

For students enrolled for at least two years but fewer than six years, promotion will be based on whether students:

- Attain sufficient progress in the ENL program as evidenced by multiple measures, which may include student work, course grades, and external ELL assessments; and
- Demonstrate satisfactory progress in Mathematics (plus Arabic and Islamic Education if applicable) as evidenced by student work.

ELLs in Grades 3 and above who are not promoted will be recommended to complete a summer work portfolio at home.

A review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

- a. Multiple Promotion Criteria (including SoD students whose IEPs do not specify a modified promotion standard)

Promotion to the next grade will be based on the integrated use of multiple measures, such as external test scores (i.e., MAP), course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. Promotional decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining learning standards.

If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks, the principal shall recommend that the student complete a summer work portfolio at home. The principal or his/her designer shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

- b. Promotion for students with SOD whose IEPs specify a modified promotion standard in Grades 3 and above.

When the IEP team has specified a modified academic promotion standard on the IEP, the modified standard will be applied. If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks for the modified promotion criteria, the principal shall recommend that the student complete a summer work portfolio at home. The principal or his/her designer shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

## Technology Use Policy (ICT Agreement)

Information and Communication Technology (ICT) including the internet, email and mobile technologies have become an important part of learning in our school. It is an expectation at Ignite School for students to be safe and responsible when using any ICT. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT.

Parents and students are expected to read, discuss, and sign this agreement. Students will not be permitted to use any ICT at the school until the form is signed and returned. If there are any questions or concerns, please contact your child's classroom teacher.



- I understand that the primary use of any technology (Computer or iPad) is for participating in or completing school related assignments.
- I will always keep the iPad within the supplied protective case.
- I will not message other students or classmates during the school day.
- I am responsible for my login and passwords to all my accounts. Attempting to log-in as someone else is not allowed.
- I will not reveal my password(s) to anyone. If someone asks me for my password, I will report it to my teacher.
- I understand that all my use of the Internet and other related technologies is monitored and will periodically be checked. My activity will be logged and can be made available to my teachers, parents, carers, police, and outside agencies should my behavior be deemed inappropriate.
- I will make sure that all communications with students, teachers, or members of the Ignite community are appropriate.
- I will be responsible for my behavior (websites and language) when using the Internet.
- If I accidentally come across any material that I believe is inappropriate, I will report it immediately to a member of Ignite School staff.
- I will not give out any personal information such as names, phone numbers or email addresses of other students or adults in the Ignite School community.
- I will not share images/videos of myself or others that are inappropriate.
- If I witness or discover that anyone is sending inappropriate images or videos, I will report them to my teacher, school counselor or principal.
- I will not copy the work of another student or member of the Ignite School Community.
- I understand that if I bring unauthorized electronic equipment into school, it will be taken by the teacher or principal and my parents will be asked to come into school to collect it.
- I understand that these rules are designed to keep me safe and that if they are not followed ALL school rules and consequences will be applied.

## Mobile Phones

Mobile phones are not an acceptable digital device for learning at Ignite School. Students' mobile phones are not permitted on the school premises. The Ignite School's Behavior for Learning Policy will be implemented in cases where a student is found in the possession of his / her mobile phone.

### Digital Device Acceptable Use Agreement: (BYOD POLICY)

*This is the full policy regarding the use of digital devices at Ignite School. It links with the Parent - School Digital Device Acceptable Use Agreement (DDAUA) which is to be signed by students and parents prior to access being granted to students. It will be stored on the student's file.*

## School Device Recommendation List

### **Purpose:**

The purpose of the Ignite School **Digital Device Acceptable Use Agreement (DDAUA)** is to require all students using technology in school, effectively, safely, legally, and responsibly, to facilitate learning and to help ensure that they develop the attributes of competent digital citizens. The DDAUA provides guidelines for using digital hardware and software on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet, and companion technological equipment (e.g., printers, servers, whiteboards, projectors, etc.) when students are on school grounds. The Agreement also establishes rights and responsibilities for all users. All users of the school's network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with the Ignite School's standard disciplinary procedures.

The signatures on the DDAUA summary are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

### **Introduction:**

For students at Ignite School to use the school's technology resources, they must follow the guidelines set forth in this DDAUA. The rules written in this agreement are not all inclusive. Ignite School reserves the right to change this agreement as and when it deems it **necessary** to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a **responsible, ethical, and legal** manner. By using any digital resources, whether owned personally or by the school, users acknowledge their understanding of the DDAUA as a condition of using such devices and the Internet.

Whilst on site, access to the school network and the Internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for **educational and administrative purposes and is not to be used outside of direct staff supervision**. The guidelines provided in this DDAUA are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the Ignite School's computer systems upon violation of the DDAUA. This policy applies to all digital resources, not only the computers, devices and equipment provided in the Ignite School's hardware provision. Additionally, this agreement applies to all school facilities, including the sports hall, soccer field, pool area, bus drop-off, canteen etc.

### **User Rights & Responsibilities:**

Students can expect a 21st century learning environment at the Ignite School where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the curriculum of the school. Finally, students have a right to feel safe while using the Ignite School's resources and network.

### **Users are required to:**

- Show respect and courtesy for other users in Ignite School's community, which includes the strict prohibition of cyber bullying and harassment.
- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding the use of social media in the UAE. [UAE Digital Content Laws](#)
- Comply with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law.
- Use non-curriculum relevant materials only outside of the school and without detriment to their studies - Ignite School recognizes the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that **the primary purpose of such devices is to facilitate learning**.
- Help maintain the integrity of the Ignite School network and equipment.
- Avoid tampering or experimenting with the Ignite School network or equipment, including efforts to bypass the Ignite School's internet filters or proxies.
- Make personal devices available for inspection by an administrator or other staff member upon request.

## Parent-Student Handbook

- Use appropriate language in all communications.
- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Never use their personal devices or equipment to record (audio/visual) others without their permission.
- Never modify or copy any protected system files, system folders, device settings or control panel
- Files without prior approval of the Ignite School's ICT Department.

### Educational Use:

Users are expected to follow the following rules regarding their school network accounts:

- School-related files are the only files to be saved in a student's personal folder.
- Users should not store commercial software, music, and/or games or hidden files to their folders.
- Saving to a school computer's hard drive is granted only by permission of teacher or ICT Coordinator.
- Accessing and playing commercial/online games is not permitted.

### Respect for Others:

Users should respect the rights of others using the technology resources.

- Always log off your workstation.
- Never deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.

### Respect for Security:

Accounts on the systems at Ignite School are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes. Ignite School is the administrator of all "@igniteschool.ae" Office 365 account and as such monitors activity within this domain.

- Use only your account/password. It is a violation to give access to your password to any other user.
- Reading, modifying, or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or ICT Department.
- Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

### Respect for Property:

Students are responsible for their own devices whilst in school. This includes:

- Ensuring the devices are stored safely and securely in the locker provided. It is the responsibility of all users to safeguard school owned equipment from loss, theft, or damage.
- Devices are transported throughout the school safely. A student is to be accountable for any damage that occurs to their device while in the Ignite School. School bags are not allowed to be transported around the school, but students may use a laptop/ device carrier case.
- Accessing or using other student's devices is strictly prohibited.
- Ensuring their device has sufficient charge for use in lessons and is only used in supervised lessons.

### Software Copyright and installation:

- Any attempts to circumvent the licensing control or the copying of software from the network.
- Without the ICT Department's permission is prohibited.
- Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools.

### Hardware:

- Report equipment problems immediately to a teacher, school administrator or the ICT Department.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify, or attach external devices to existing information and network systems without the network administration and/or ICT Department's permission is prohibited.



- Borrowing of school hardware is not permitted unless email authorization has been given from the ICT department, or the hardware is part of an established loan scheme.

### Borrowing School Technology:

If a person checks-out or borrows any technology from Ignite School, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

### Internet/World Wide Web Usage:

The Internet is a global network of digital devices linking users to colleges, businesses, universities, and other sites. The Ignite School recognizes many websites have educational uses, while others do not. Ignite School wishes to respond to this by encouraging use of sites for educational reasons only.

### Required standards of conduct include:

1. The acknowledgement that accesses to the Internet is a privilege and not a right.
2. Digital devices are limited to tablets and laptops per the recommendation of the ICT department.
3. **Mobile phones are not acceptable digital devices for learning at Ignite School.** Use of acceptable devices is strictly limited to lesson time under the supervision of a member of staff.
4. Devices are not to be used in corridors, common areas or whenever a member of staff has not directly instructed them to use and is actively supervising.
5. Respect the use of copyrighted materials.
6. Respect the rights and privacy of others.
7. Communication via E-mail is allowed during both during and after-school hours only in connection with a classroom assignment. **WhatsApp and iMessage communications by students to peers or parents are prohibited.**
8. Downloading of unauthorized programs, software or digital content is not allowed to be held on devices registered for use in school.
9. Compromising the security of the school in any manner is unacceptable.
10. Respect the values and ethics of the local culture.

A violation of the above standards and any others included in the DDAUA will result in a denial of access and possible further disciplinary action.

**The school will use available monitoring and blocking software to filter objectionable materials on the Internet in order to help ensure the safety of all students.** The School Administration, Classroom teachers and the Head of the IT Department will be able to visibly monitor and control each student's access to programs, on-line web browsing and use of cameras and other multimedia functions.

### Responsibilities:

- All users are prohibited from accessing portions of the Internet that do not promote the curriculum or ethos of the Ignite School.
- All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to Ignite School guidelines.

### Personal Equipment:

- All users must follow all policies even while using their own personal equipment.
- Watching Movies, TV Shows, playing online games etc. while at the Ignite School is prohibited unless the media has been assigned by the classroom teacher has been provided by the school's streaming server.
- Private networks are prohibited within the school network unless users get permission from the IT Department.

### The Use of your own device (BYOD)

#### Device Recommendation List

Devices will need to be registered with our ICT Staff and the DDAUA agreement needs to be read and signed by the student and the parent before any technology can be configured and/or used within the school.

All students and parents will be required to sign the Ignite School Digital Devices Acceptable Uses Agreement Summary prior to activation of the students' access privilege.

## Parent-Student Handbook

- BYOD at Ignite School is currently limited strictly to laptops and tablets and *is not extended to mobile phones. Students are not permitted to use or possess mobile phones on the school's campus.* Due to licensing agreements students can only register 1 device.
- Ignite School recommends students purchase an iPad model 6 or newer with at least 120GB of memory. This will allow the student to be connected to the school server and have enough memory for 3-4 years of educational use. [School Device Recommendation List](#)
- Parental guidance and recommendations regarding the suitability of devices can be provided on request from the ICT Department or School Administration.

### Cyberbullying:

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for cyberbullying at the Ignite School and any such interactivity that may impact negatively on the learning environment. *Please see the Ignite School's Behavior for Learning Policy regarding Cyberbullying.*

### E-Safety at Home

Advice on the safe use of technologies for teenagers can be found at the following websites:

<http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers>

<https://www.thinkuknow.co.uk/parents/>

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

<http://www.webwise.ie/parents/advice-top-10-tips-for-parents/>

## Academic Honesty Policy

### Consequences for Violating the Rules:

Students who are not in compliance with the Rules of this agreement (DDAUA) will result in disciplinary action in accordance with the Ignite Student Code of Conduct and will result in an immediate Level II or Level III offense.



## *The Agreement*

- I acknowledge that I am responsible for my actions on my device, in school, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the Ignite School and beyond. I understand that failure to do so could result in a loss of technological privileges.
- I agree that I will not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.
- I agree that I will not engage in illegal activities on the Ignite School network or any other digital environment (e.g., plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).
- I agree to obey procedural safeguards to maintain the performance of the Ignite School's network and digital devices.
- I agree to respect the rights of others, use proper language, and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed at myself or others to the attention of an Ignite School staff member.
- I agree that I will not share, make, or post online personally identifying information about any members of the Ignite School community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).
- I agree to access only those resources that are appropriate for school and those resources for which I have specific authorization.
- I agree to obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.
- I agree to refrain from the installation of software on the Ignite School's network or digital devices without permission of the system administrators.
- I agree that I understand that system administrators and teachers may access my files during system maintenance or as a directed action.
- I agree that students who are issued Ignite School devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence, or loss as determined by Ignite School administration will be the responsibility of the student and his or her parents.
- I agree to accept full responsibility for supervision when my child is using any digital device, whether provided by the school or by the parents at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss, or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect the school to provide appropriate guidance and support in this area.

## Parent-Student Handbook

I agree violation of this Acceptable Use Agreement may result in:

- Loss of school provided technology and network privileges.
- Level II or Level III Disciplinary Consequences as per the Ignite Student Code of Conduct.
- Monetary reimbursement to the Ignite School / or other appropriate sources.

**By signing this agreement, I acknowledge that I have thoroughly read and agree to the Ignite School DDAUA. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.**

Parent Name:

Parent Signature:

Date:

Parent E-mail Address:

Student Name:

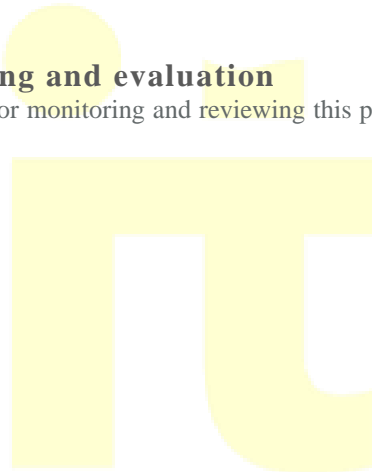
Student Signature:

Date:

Student Identification Number:

### Arrangements for monitoring and evaluation

The principal will have responsibility for monitoring and reviewing this policy every year. This will be done in line with Ignite School policies.



*Thank You*