



مدرسة نورث أميركان انترناشيونال  
NORTH AMERICAN  
INTERNATIONAL SCHOOL

# Parent Student Elementary Handbook



## MISSION

**NAIS, an accredited American curriculum school, provides a caring, multicultural environment that inspires students to become global minded critical thinkers.**

## VISION

**To create an outstanding international learning community which empowers students to achieve their potential, become life-long learners and responsible global citizens.**

### Core Values - CREATE

**C**ommunication - two-way process of reaching mutual understanding

**InquiRy** – a thirst for knowledge

**E**mpathy –to understand the viewpoint of others

**CreA**tivity - use of imagination or original ideas to create something

**InT**egrity – moral and ethical principles

**RespE**ct – for others and the world

## **HB/NAIS/06- Parent Student Elementary Handbook**

### **INTRODUCTION**

At NAIS, the staff will strive to nurture these tender minds, nourish them with knowledge and expertise, prepare them to make informed decisions, and march them towards global citizenship.

The renowned American astronaut, Neil Alden Armstrong's words, "One small step for man but one giant leap for mankind" has left an indelible impression in my mind. I firmly believe that every human being should make a contribution to society and our endeavor at NAIS will be to empower every single pupil to do so and reach the pinnacle of success.

Your Parent/Student handbook will serve as a resource and reference to help you understand the rights and responsibilities of a parent and student at NAIS.

## INDEX

1. School Facilities	4
2. Admission & Withdrawal	7
3. Curriculum	7
4. Assessment	9
5. Graduation Requirements	9
6. Communication	10
7. Attendance & Punctuality	11
8. Behavior	14
9. Health & Safety	19
10. Transportation	19
11. Awards	20
12. Student Body	21
13. Uniform	21
14. School Rules	23
15. Working Hours	25
16. Calendar of Events	26
17. Annexures	29

## **School Facilities**

The school offers a well-equipped range of facilities and resources for all students from Kindergarten to Grade 12 to help and enable them in achieving a well-rounded education in a child-friendly atmosphere.

### **Food Services**

The school serves healthy snacks to students Grade 1 onwards.

### **Health Services**

The health of students is a vital concern. NAIS employs a full-time nurse who is responsible for giving medical aid to students and staff. She is available from 8.00 am to 2.30 pm each school day. The school doctor deals with medical emergencies, makes referrals to other professionals as needed, and maintains student and employee health records.

In case a student falls ill during the school day, a pass should be obtained from the teacher before proceeding to the clinic. In case of a serious illness or injury, parents are notified, and the student is taken to the local hospital. A student may not leave campus for health reasons unless the school doctor and/or Principal have granted permission.

### **Sports Services**

Two Astro turf soccer fields are available for all students. Two shaded play areas, basketball court, throw ball court and badminton court are also present in the school premises. There are gyms and table tennis rooms in each section.

### **Hussain Auditorium**

The Hussain Auditorium has its own lights and sound system to hold various school plays, activities and competitions. It has a seating capacity of 250 people.

### **Text Books & Note Books**

It is essential that books be covered to save on wear. Grades 1 to 5 have hard cover text books.

### **After School Clubs**

Every Tuesday the school offers the students a chance to engage in after school activities. Our teaching periods end at 12:00 noon and the after-school club activities get underway. The school offers 1 hour of after school activities every week. A wide range of after school extra-curricular activities is organized in order to strike a perfect balance between academic and non-academic activities.

## **Counseling Services**

The NAIS counselor assists students with academic and personal problems and provides college/career information and guidance. Consultations with the counselor will be confidential unless the student gives permission to involve others. A specialized Career Counselor is also available.

## **Library**

The NAIS Library is a unique resource to the school community. It is the primary source of reading material on a variety of subjects.

In addition to its print media materials, the Library has facilities for net-based resources and an on-line database of periodicals for student research.

These resources are available to students every Sunday to Thursday, from 8.00 am to 2.30 pm, Books are available for renewable two-week lending periods. Periodicals are available for one-week renewable periods. The Library charges Dhs. 2/= per day as overdue fines.

## **Mobile Phone Policy**

The use of mobile phones (mobiles) during school hours are not permitted. Any student found using a mobile phone during school hours will have the phone confiscated by the observing staff member. The following escalating consequences will be employed for those failing to adhere to the school's expectation

### 1st Incident

- The phone is confiscated and submitted to the Section Head.
- The student may collect the phone at the end of the school day from the Section Head.

### 2nd Incident

- The phone is confiscated and submitted to the Section Head.
- The parent/guardian of record must meet with the Second Head to retrieve the phone and discuss the school's "Mobile Phone Policy".

### 3rd Incident

- The phone is confiscated and retained by the Section Head.
- The parent/guardian of record must meet with the Vice Principal to retrieve the phone and be advised that student is banned from having a phone in school for the remainder of the academic year.

Following the 3rd incident, any further violations will be referred to Vice Principal for non-compliance. Each section head will maintain and update the violation log for the section.

## **Phone Calls**

The main office phone is available for student use in cases of emergency. Any other calls will not be permitted. Parents may leave messages for students with the school at the reception desk. Students will be called from class only in the case of an emergency.

## **Information Technology Services**

NAIS has adopted the Bring Your Own Device Policy. Students from Grades 1 to 12 are expected to bring in their own device to use in classrooms.

NAIS recognizes the value of the Internet as a powerful tool for research and communication and would like to make this resource available for students. In order to prevent misuse of this facility, the school sets guidelines for use. Refer to Cyber Safety Policy at [www.naischool.ae](http://www.naischool.ae)

Penalties and disciplinary actions will be applicable to students who violate the terms of the NAIS Acceptable Use Policy.

- Every student will have access to the Internet.
- Students are encouraged to use the Internet for research in ways that promote the educational goals of the school as outlined in the Mission Statement.
- Students may copy research material (text, images but not downloadable executable files – files which contain computer programs) from the Internet for school use.
- Students may access web-based personal email accounts with permission from the supervising teacher for educational purposes.
- Students will not visit sites containing objectionable material (sexually explicit sites, hate sites, or those exhibiting violence or lewd language) or with any content that might be deemed damaging or unsuitable.
- Students will not try to hack into areas where access has been restricted – for example, other's private folders, sites or information which may be protected or confidential, or sites which have been banned by the school's filtering.
- Students may not send or receive emails which contain abusive, insulting, or sexually explicit language, or open any attachments of any kind.
- Students will not use the Internet for chatting (unless granted special permission for educational purposes) or for any other purpose which is deemed a waste of resources.
- Students will not download any files from the Internet unless granted permission by the teacher or lab administrator to do so.
- Students will respect international copyright laws when copying material from the Internet.
- Students will not use the Internet for political or commercial purposes.
- Students will not log into anyone else's account. Students who allow their accounts to be misused by another student are liable to the same consequences as the offending student.
- Students will not use school computers for games or other non-educational purposes.
- Instances of misuse will be reported to the appropriate authorities and will lead to loss of Internet or computer privileges for a determined period.
- Continued offenses will lead to suspension or expulsion.
- In addition, any loss of or damage to computer equipment or data caused by irresponsible behavior will result in a fine equivalent to the replacement cost.

## **Laboratories**

NAIS provides 4 well equipped Science Laboratories and 3 Computer Laboratories to facilitate learning of students.

The library has 3 computers with internet access for research as well as to practice listening skills.

Music and Art Rooms are also available.

### **School Magazine**

The School Magazine is uploaded on the portal. Students' articles, poems and art work are highlighted, thus encouraging their creativity.

### **School Portal**

Students weekly planner/ homework assignments/ attendance/grades/circulars, etc will be uploaded every week on the School Portal System at [www.naischool.com](http://www.naischool.com) . You will receive a user name and password to access the portal.

## **Admission**

### **Before admission, parents are expected to:**

- Provide the school with copies of all medical, psychological or educational assessments or reports on entry to the school. Such materials are a prerequisite in enabling us to provide the best education for your child. Failure to disclose any such information, including the deliberate withholding of information, may result in your child not making the expected progress in school. (**Annexure A - Data Form, Application Form, Admission Requirements & Immunization Form**)
- Notify the principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide the school with copies of all written reports and other relevant information. Parents will be asked to withdraw their child if, in the professional judgment of the principal and the child's teachers, and after consultation with the parents and with the student (where appropriate), the school suspects that such vital information about special needs has been deliberately withheld.
- Refer to the school's policy on "special educational needs" for full details on the School Portal System at [www.naischool.com](http://www.naischool.com)

## **Transfer/Withdrawal**

- Fill in the Application for Transfer Certificate. Ensure all fees are paid and books returned. Fees as applicable by the Ministry will be charged. (**Annexure B**)

## **Curriculum**

Please refer to table below for detailed information regarding the school's curriculum and programs. The table also indicates boards and organizations which have accredited or authorized the school. Websites are included if parents wish to seek further information.



Phase/ Cycle:	Curriculum/ Programs:	Accreditation/ Authorization
<b>Grades 1-5</b>	North Carolina Standard Course of Study for all other subjects except Arabic, Islamic Education, UAE Social Studies and Moral Education is as per Ministry requirements.	<a href="http://www.ncpublicschools.org/curriculum/">www.ncpublicschools.org/curriculum/</a> Accredited by: AdvancEd/NCA - <a href="http://www.ncacasi.org">www.ncacasi.org</a>

- a. **Mandatory subjects:** As per the rules and regulations in the UAE, it is mandatory for:
1. All Muslim students to study Islamic Education from Grade1 to Grade 12 inclusive.
  2. All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Grade 1 to Grade 12 inclusive.
  3. All students registered at the school with a non-Arab passport to study Arabic as an additional language from Grade1 to Grade 9 inclusive.
  4. All students from grades 1 to 12 do moral education.

### Subjects offered Grades KG to 8

Subjects/Grades	KG	1	2	3	4	5	6	7	8
Arabic	√	√	√	√	√	√	√	√	√
Islamic Education	√	√	√	√	√	√	√	√	√
Healthful Living	√								
Social Awareness	√								
Moral Education		√	√	√	√	√	√	√	√
English	√	√	√	√	√	√	√	√	√
Mathematics	√	√	√	√	√	√	√	√	√
Science	√	√	√	√	√	√	√	√	√
Social Studies		√	√	√	√	√	√	√	√
ICT	√	√	√	√	√	√	√	√	√
French						√	√	√	√
Fine Arts	√	√	√	√	√	√	√	√	√
Visual Arts	√	√	√	√	√	√	√	√	√

Physical Education	√	√	√	√	√	√	√	√	√
--------------------	---	---	---	---	---	---	---	---	---

## Assessment Policy

Students of Grade 1 to Grade 5 will have continuous assessments in the form of quizzes, oral tests, short written tests, class room discussions, debates, journals, lab work and projects and will be conducted regularly. In addition to these on-going assessments, there will be a formal assessment at the end of the final term. A diagnostic test will be held in all subjects the beginning of the academic year and at the end of each term. The CAT4 test is held early in the academic year to identify the strengths and weaknesses of the students. Standardized tests are also held every year. MAP Tests are held 3 times a year in English, Math and Science for grades 3, 4 and 5. CAT4 test is held for Grade 3 in September. Leave during examinations, will be only granted in case of medical issues, death in the immediate family or Hajj. For sickness, a medical certificate is required. For death or Hajj, prior permission of the principal must be obtained.

Students will not be allowed to sit for examinations in case attendance falls below 92%.

### Grading Policy - Grades 1 – 8

Letter Grade	Percent Grade
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-65
D-	64-60
E	59-50
F	Below 50

### Criteria for Promotion/Detention/Retest

#### **Grades KG - 3**

If the student is not up to the standard at the end of the year, the child is made to repeat the year after consultation with the parents.

### **Grades 4 – 8**

Pass mark is 60% in all subjects.

Failing in one subject: If the marks are more than 40% - the pupil is passed.

If the marks are less than 40% - retest in concerned subject

Failing in two or three subjects: Retest in the concerned subjects

Failing in more than three subjects: Pupil is detained in the same grade

**For more information please refer to the Assessment, Recording & Reporting Policy on the School Portal System at [www.naischool.com](http://www.naischool.com) .**

### **Communication for effective partnership:**

Effective communication is essential to building a school-parent partnership which will strengthen the student's learning experience. Communication can and should happen through different means, such as the school's website, pamphlets and/or newsletters, and school home communication diary to target all parents. The language of communication will be English and Arabic. Parents may call the school and fix an appointment to meet any staff member.

#### **The responsibilities of the school include:**

- Communicating to parents all policies, possible changes and immediate announcements.
- Using all contact details provided by parents to communicate key messages.
- Updating the information about school policies, expectations, programs, staff and any other information deemed necessary by the school.
- Informing parents of their child's progress through regular assessment reports (at least three times per year) and meetings. The school will exercise fairness, objectivity, transparency and credibility in the assessment reports shared with parents.
- Providing parents, the opportunity to see and review all of their child's work and assessments.

#### **The responsibilities of the parents include:**

- Supplying the school with valid and updated contact details, including home and mobile numbers, e-mail addresses and home locations.
  - Updating the school about any changes in the contact information.
  - Referring regularly to established means of communications for any updates about the school.
  - Being courteous in their approach to staff when enquiring about their child.
  - Attending all meetings, conferences and reviews related to their child's progress and performance.
- Failure to do so may jeopardize their child's progress and learning experience. Parents' level of

participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.

### **Attendance and punctuality**

#### **Timing of the day Grades 1 – 12:**

**Sunday, Monday, Wednesday and Thursday: 8 am to 2.30 pm.**

**Tuesday timings are from 8:00 am to 1:00 pm.**

North American International School encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. While at school, students are given many opportunities for learning through direct instruction and assistance with difficult subjects. Unfortunately, when your child is absent he/she misses learning opportunities. Fostering punctuality is a shared responsibility between students, parents, and the school. It is an important factor in the individual student's character development and the future success in post-secondary education and career opportunities. Student tardiness is disruptive to the learning process and is detrimental to the individual student's educational progress.

#### **Punctuality**

- Students need to be at school in order to start classes on time. Doors of the school open at 7:15am and students may enter classes at 7:50 am.
- Students arriving to school after 8:00 am should enter by the main school gate and register at the front desk before going to class.
- Classroom teachers have a responsibility to monitor lateness. If regular lateness affects learning, then a meeting with student and parent must be called.
- If punctuality continues to be a cause for concern then the teacher will inform the Head of Section for further action.

#### **Tardiness**

Punctuality shows respect for others, classmates and teachers. Tardiness affects not only the student who is late, but disrupts the entire group. Tardiness is recorded and appears on the Academic Report Card. When your child will be late or absent from school, please email the school receptionist to notify us. All unexplained absences may result in a call home.

Students arriving after 8:10 a.m. are considered tardy and will be issued a tardy slip, which must be given to the class teacher on arrival to class. Students more than 5 minutes late to class (without a valid pass) are considered absent and will be marked unexcused with consequences issued as per discipline guidelines.

#### **Absences**

Children are encouraged to be present regularly throughout the year to fully participate in the academic program. Extended holidays and vacations interrupt and influence the students' educational progress.

Students may not miss more than 10 school days per year. Once a student accumulates 10 absences, any future absences will be considered unexcused and may not be permitted to make up missed work.

Current KHDA regulations state that if a student is absent for unauthorized purposes for a period of 20 consecutive days, or 25 non-consecutive days, they may not advance to the next grade level or not qualify for re-enrollment the following school year.

Ministry guidelines for attendance are as follows:

98% Excellent

96% Good

92% Satisfactory

Less than 92% Unsatisfactory

Therefore, all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons.

If a student is sick, parents should call and inform the school of the absence. After 48 hours of absence, a sick note is required from the doctor. Absences of more than 48 hours without the support of a sick note will be marked as unauthorized. The Principal cannot authorize absences other than for medical reasons.

### **Planned Absences Other Than School Holidays**

It is the school's philosophy that attendance in class is of primary importance. There are times, however, when an absence is unavoidable. In such cases, the parent is responsible for contacting the school in advance. Students will be able to make up missed coursework if the Principal approved the absence.

### **Unexcused Absences**

If a student skips (fails to show up for assigned class) a class, his/her parents will be informed and the student will receive consequences. Repeated skips will result in Alternative Learning Environment options provided by the school and a conference with parents. Teachers are not required to provide make up assignments or tests for skipped classes.

### **Leaving Campus**

Students are to remain on campus at all times during the school day. If students must leave because of illness, the school nurse will call the parents to pick up their child. If a parent wishes to take their child out of school before the regular dismissal time, the parent must notify reception and the reception as soon as possible either in writing and/or by phone. When picking up your child from school early, the receptionist will call the Head of Section to have your child sent to the receptionist area.

### **Late Pickups**

Kindergarten students must be collected latest by 12.15 pm. If the parent requires the students to stay back and be collected later or use the 2.30 pm bus, an extra charge has to be paid and the student remains with the assistant teacher.

Children not collected 15 minutes after the end of the teaching day will be escorted to the reception. There will be two members of staff on duty. The receptionist will contact parents and supervise until collected.

**For more details please refer to the Attendance & Punctuality Policy on the School Portal System at [www.naischool.com](http://www.naischool.com).**

### **Code of Conduct and Discipline Process**

#### **Rights and Responsibilities – Student Charter**

The following is a statement of rights and responsibilities. It is through mutual acceptance of responsibilities that rights exist.

Every student has a right to receive an education. Every student has a responsibility to:

- take materials to class
- complete and turn in assignments on time
- give every task their best effort.

Every student has a right to be safe and secure in the school community. Every student has a responsibility to respect the security of others and deal with conflict in an appropriate manner.

Every student has a right to expect reasonable and socially responsible behavior from others.

Every student has a responsibility to treat themselves, others and their surroundings, with respect by speaking and acting in a socially responsible manner.

Every student has a right to a positive learning environment. Every student has a responsibility to follow class rules by:

- being seated when class starts
- listening attentively
- complying with the directions of staff
- giving others an opportunity to learn
- remaining in class until dismissed by the teacher
- moving through the buildings in an orderly manner

Every student has a right to be part of a school of which they can be proud. Every student has a responsibility to take pride in the school by helping maintain the campus, the buildings, and all materials and equipment.

Every student has a right to his/her good name.

Every student has a responsibility to respect the reputation of others.

Respect yourself Respect your school Respect others

## **Behavior Expectations**

Our ultimate goal is to provide a safe learning environment for all students. If problems arise, we encourage students to report it to a teacher or administrator so we can help students make positive choices. When students do make the wrong choice however, we address it based on the severity of the incident.

Student behavior is categorized in three levels at NAIS. Our teachers use a progressive discipline model in their classes to address Minor – Level 1 behaviors. Major – Level 2 and Severe – Level 3 behaviors will result in a referral to the Administration. Those students who consistently disrupt the learning environment are referred to the appropriate administrator of each level and the appropriate action(s) will be taken. All incidents are documented in the student's behavior file.

At NAIS, we use the following consequences at the administrative level.

- Warning Letter sent home (no punishment) and/or phone call home
- Parent Contact/Conference. We strongly believe in communicating with our parents in order to resolve issues.
- Lunch Detention may be assigned by faculty Members for Level 1 Misconduct, occurring in or out of the classroom.
- Referral to Counselor for recurring and/or more severe issues.
- Internal Restriction
- External Restriction

*\*Letters and/or phone calls home will be utilized to convey all disciplinary matters*

## **Detentions, Restrictions, and Expulsion**

Disregard of rules and regulations in this handbook may result in detention, restriction, request to withdraw, and/or expulsion.

- **Detention** may be during school hours. Teachers may require detention in his/her classroom, or detention/restriction may be assigned by the Administration. Detentions/restrictions issued are recorded in the student's file. Students who have repeated detentions and/or restrictions may be subject to more significant disciplinary responses such as suggested withdrawal from school or expulsion.

## **Restriction**

- **Internal Restriction:** Students are supervised by a teacher or administrator at school in a location away from their peers and regular routine. The student is responsible for obtaining and completing the assignments to keep up with school work expectations. Administration will contact parents to inform them about the restriction.

- **External Restriction:** Students are required to be separated from the School community and stay at home for a designated number of days. They and their parents are required to meet with administration before returning to school. The student is responsible for obtaining and completing the assignments to keep up with school work expectations.
- **Request to Withdraw.** Students who are asked with withdraw are no longer behaving in ways that contribute positively to the School community and need to be separated from the School. Students who have repeated detentions and/or restrictions, repeated level 2 or 3 misconducts, or committee a single act of gross misconduct may be asked to withdraw pending disciplinary action. In such a case, administration and the Head of School would meet with parents and the student to discuss.
- **Expulsion,** as a final option, is a possible consequence for a single act of gross misconduct and/or repeated level 2-3 Misconducts. Students who are asked with withdraw are no longer behaving in ways that contribute positively to the School community and need to be separated immediately from the School. This is the most severe response by the School and one that carries the stiffest of penalties as the result is immediate. When expelled, a student must leave campus immediately. The School will follow KHDA guidelines should an expulsion be warranted.  
Parents are our partners. Administrators do not seek out disciplinary situations. Students make choices that have consequences. In all situations, administrators seek to work in partnership with parents.  
Towards the end of the school year, student behavior files will be reviewed. Those students who have continually disrupted the learning environment may be denied enrollment for the following school year.

#### NAIS Attitude and Behavior Expectations

Expected Behaviors	What does it look like?
<p><b>Be Respectful</b> ----- <b>I treat others the way I want to be treated.</b></p>	<ul style="list-style-type: none"> <li>• Respect yourself, others, and school property</li> <li>• Show courtesy, kindness, and proper manners</li> <li>• Use respectful and appropriate language</li> <li>• Follow adult directions</li> </ul>
<p><b>Be Safe</b> ----- <b>I make sure my actions are safe for everyone.</b></p>	<ul style="list-style-type: none"> <li>• Keep hands, feet, body, and objects to myself</li> <li>• Always walk in the building and on walkways around school</li> <li>• Settle conflicts using gentle words and actions</li> <li>• Report bullying or harassing behavior</li> </ul>
<p><b>Be Productive</b> ----- <b>I come to school ready to learn.</b></p>	<ul style="list-style-type: none"> <li>• Keep a positive attitude</li> <li>• Be persistent – Don't give up</li> <li>• Focus on solutions, not problems</li> <li>• Follow directions and use time wisely</li> <li>• Know my learning goals</li> <li>• Ask questions and seek support when needed</li> </ul>



## Discipline Guidelines with Consequences for Misconduct

We believe in a positive and proactive approach to encourage and inspire desired learning and social behaviors, and know that a positive academic and social climate is necessary for student learning.

We also believe that responsibility for establishing this climate is shared by each student, faculty member and parent.

We value having students follow reasonable rules, and it is important for students to understand their purpose. Part of the learning process involves making decisions and sometimes making mistakes.

However, we expect that students will learn from their mistakes and demonstrate growth.

Low-level misconduct is responded to by the classroom teacher based on his/her in-class behavior plan. If there are repeated/more severe Level 1 behaviors, the Head of Section becomes involved for a more formal disciplinary response.

Although our progressive behavior plan is followed closely, all incidences are reviewed/investigated on a case-by-case basis and responded to with consideration of the student's age, motive, behavior trends, among other factors.

## Search and Seizure

Student searches may be made based on reasonable suspicion of a violation of school rules and/or UAE laws. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age and gender of the student and the nature of the infraction. Contraband and other unauthorized property will be seized for evidentiary purposes in a school hearing and/or legal hearing. The property may be returned to the parents/guardians of the student but may not be returned, depending on the nature of the property. Illegal contraband or other illegal property will be turned over to the proper law enforcement.

## Academic Honesty

Honesty in schoolwork requires that students do their own work. Students are expected to give credit to ideas, language, or thoughts which are not their own. To take ideas, writing, or thoughts from someone else and pass them off as one's own is **PLAGIARISM** and is a violation of academic honesty. This can occur with print or non-print sources, such as the Internet. NAIS regards acts of academic dishonesty as a serious violation of the community's trust. Students who commit academic dishonesty will face consequences. **Students will receive a "0" on the plagiarized assignment.** If the offense is repeated, a student could be asked to leave the school. Any violation or suspicion of violation will be reported to the Principal immediately.

## Compromising the Good Name of the School Through Misconduct

Any behavior or activity that happens off campus or outside of school hours that is illegal or brings disrepute to NAIS may result in **restriction**, **request for withdrawal**, or **expulsion** from school.

The Career and College counselor supports students throughout their college application process and in doing so we support students when answering questions concerning disciplinary history and change of academic status. NAIS counselors and staff **are obligated to, and will, truthfully** report disciplinary infractions and changes to academic status. The Counselor will work with the student to report appropriately any infractions within the whole context of the student's college application.

Level	Behavior	Consequence
Level 1	<ol style="list-style-type: none"> <li>Coming late to school</li> <li>Repeated late attendance on time to start class without an acceptable excuse</li> <li>Lack of commitment to the school uniform or sports or failure to attend events</li> <li>Failure to adhere to the school's dress code policy</li> <li>Failure to carry school books/not being school ready</li> <li>Not adhering to the code of conduct/not following rules of positive behavior, displaying loud and improper sounds within and outside classrooms</li> <li>Sleeping during class or school activities, without reason, after checking the health of the student</li> <li>Eating during class, after checking health</li> <li>Failure to deliver the duties and assignments entrusted to them on time</li> </ol>	<ol style="list-style-type: none"> <li>1<sup>st</sup> – Alert to student (written)</li> <li>2<sup>nd</sup> – Warning to student (written)</li> <li>3<sup>rd</sup> – First official warning (written)</li> <li>4<sup>th</sup> – Second official warning (written)</li> <li>5<sup>th</sup> – Final official warning (written)</li> <li>6<sup>th</sup> – Call the students guardian</li> <li>7<sup>th</sup> – The guardian signs a Memorandum of Understanding</li> <li>8<sup>th</sup> – Temporary suspension of study (in/out of school)</li> </ol>
Level 2	<ol style="list-style-type: none"> <li>Absent a week before/after exams and holidays without permission</li> <li>Entering or exiting class without permission</li> <li>Absenteeism during school parties and programs without an acceptable excuse</li> <li>Incitement to quarrel, threat or intimidation to any colleagues</li> <li>Violation of public morals or order in the school like imitation of the opposite sex in clothing, appearance and hairstyles</li> <li>Writing on school furniture, school bus seats, playing with the elevator or ringing the fire alarm</li> <li>Bringing mobile devices/usage of devices/misuse of electronic devices during school such as headphones, air pods, smartwatches, iPads or tablets for gaming purposes etc.</li> </ol>	<ol style="list-style-type: none"> <li>1<sup>st</sup> – Written warning/ Confiscation of devices</li> <li>2<sup>nd</sup> – Teacher contacts parent via email or phone</li> <li>3<sup>rd</sup> – Detention</li> <li>4<sup>th</sup> – Failure to show up at detention, parents are called in to sign a Memorandum of Understanding</li> </ol>

	<ol style="list-style-type: none"> <li>8. Verbal abuse to students, staff or school guests</li> <li>9. Smoking inside school and possession of its tools</li> <li>10. Refusal to comply with inspection instructions or the delivery of prohibited materials</li> </ol>	
Level 3	<ol style="list-style-type: none"> <li>1. Bullying of all kinds</li> <li>2. Plagiarism/cheating on exams</li> <li>3. Escape from school</li> <li>4. Sharing confidential information on social media (defamation)</li> <li>5. Impersonating third persons in official legislations</li> <li>6. Destroying school furniture and tools</li> <li>7. Tampering and vandalism with school buses and hurting the driver</li> <li>8. Engaging in physical assault resulting in injury (fighting/boxing/kicking)</li> <li>9. Failure to follow safety and security instructions</li> <li>10. Taking others photographs and posting them without their consent</li> </ol>	<p>1<sup>st</sup> – Documented teacher warning and referral to a counselor, parents are called to school to sign a Memorandum of Understanding, detention for a week</p> <p>2<sup>nd</sup> – Meeting the Principal</p>
Level 4	<ol style="list-style-type: none"> <li>1. Interacting on social networking sites – bullying/pictures shared and commented on</li> <li>2. Weapon possession</li> <li>3. Sexual abuse or relations on school or bus</li> <li>4. Physical assault leading to major damage</li> <li>5. Stealing</li> <li>6. Possession of adult films on devices</li> <li>7. Sexual harassment</li> <li>8. Leaking exam papers</li> <li>9. Setting fire to school/property</li> <li>10. Abusing U.A.E. government/rulers (political/religious/social symbols in state)</li> <li>11. Possession of electronic cigarettes, drugs or alcohol</li> <li>12. Broadcasting or promoting extremist ideas or beliefs that are offensive to society's systems</li> <li>13. Abuse of heavenly religions or sectarian strife in school</li> </ol>	<p>1<sup>st</sup> – Parents are called to meet the Principal</p>

**\*The aforementioned chart is not exhaustive in its scope. Each situation is unique and may be evaluated by the North American International school administration to identify an appropriate consequence.**

**For more details please refer to the Student's Code of Conduct and Discipline Policy on the School Portal System at [www.naischool.com](http://www.naischool.com) .**

### **Health and safety**

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents are expected to abide by and ensure their children do so as well.

#### **The responsibilities of the school include:**

- Providing students with appropriate medical care as per the regulations set.
- Providing students with medical conditions the care and attention they deserve while treating cases with confidentiality.
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise.

#### **The responsibilities of the parents include:**

- Sharing with the school all information related to their child's medical condition and history.
- Ensuring that meals and snacks provided to students adhere to the school's policies and guidelines in this regard.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.

### **Transportation**

If your child requires transport, please contact Regal Bus Transport Company on the following numbers and fill in the RBT Requisition Form **(Annexure C)**

Tel: 04 280 9343      E mail: [contactus@regalbustransport.com](mailto:contactus@regalbustransport.com)  
Fax: 04 280 9345      Website: [www.regalbustransport.com](http://www.regalbustransport.com)

The school is responsible for ensuring the students' safety while on school buses, whether managed by the school or outsourced to a third party. In addition to implementing rigorous safety procedures outlined in a school policy, the school will also ensure the full implementation of the guidelines outlined by RTA on the matter.

The following are expectations set by the school for parents at the school.

**a) Private vehicles:**

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the school.
- Parents must abide by the designated entry and exit routes set by the school.
- School personnel and staff helping in the organization of students' arrival and dispersal times represent the school and their instructions must be obeyed.

**b) Buses:**

- For all intents and purposes, school buses, whether managed by the school or outsourced to a third party, are considered part of the school premises when being used by students.
- All safety rules and behavior expectations set by the school and enforced by personnel must be adhered to by students and parents.
- Parents must make sure students are waiting for the bus at the designated point and time.
- In case of misbehavior by the student and/or damage caused to the bus, the school has the right to withdraw the bus services for the student.

***Failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.***

## **Awards**

Students with High Honors (90% and above) and honors (85% to 89%) are awarded certificates for their academic achievements.

NAIS has instituted the 'Student of the Year Award' to motivate students.

### **Student of the Year Award – four categories**

**[Gr 1-3] [4-5] [Gr6-8] [Gr 9-12]**

Faculty at each grade level decides upon students who have demonstrated overall brilliance in the broadest sense of the word.

The purpose of these awards is to recognize student academic and non-academic achievement. All faculties at each grade level unanimously decide upon the student who has most clearly demonstrated qualities in the broadest sense of the word, such as:

- Academic integrity
- Punctuality

- Motivation
- Originality
- Creativity
- Commitment

## **NAIS STUDENT BODY**

NAIS pupils are divided into three Houses.

<p><b>WASHINGTON HOUSE</b></p> <p><u>Motto</u> Respect Excel Dedicate</p>	<p><b>KENNEDY HOUSE</b></p> <p><u>Motto</u> Commit Compete Conquer</p>	<p><b>LINCOLN HOUSE</b></p> <p><u>Motto</u> Aspire Challenge Achieve</p>
---	--	--

The house system aims to promote friendly competition which improves performance. The Houses recognize achievement in sport, positive contributions to community life, as well as academic excellence and noticeable contributions to the arts. Trained prefects assist in the day-to-day running of the respective houses. This in turn fosters a system of positive peer pressure.

Each house is led by a House Mistress, House Captain, Prefects and Class Captains. The school has established a Student Council, headed by a Head Girl and Head Boy. The three house captains (from Grade 12 and Grade 5) lead their houses with assistance from prefects and class captains.

## **Uniform**

In order to maintain a strong sense of identity and belonging within our school, we require all pupils to wear school uniform. It identifies the children with the school and makes children feel equal to their peers in terms of appearance. It is practical and smart and is designed with health and safety in mind. It prevents children from coming to school in fashion clothes that could be distracting in class. It promotes a sense of pride in the school and engenders a sense of community and belonging towards the school.

During winters the students should be allowed to wear the track pants instead of school shorts to protect them from cold weather.

Pupils must conform to regulations regarding the school uniform. The complete school uniform must be worn during the school hours, for all exams and when traveling to and from school. Cleanliness and neatness are basic requirements. Sets of readymade school uniforms in varied sizes are available in the book-store.

## **Girls: (1 - 3)**

- Blue and red check dress shorts
- White full/half sleeved blouse with NAIS logo
- White socks/ Black shoes only

- School jackets are allowed on cooler days
- School cap to be worn during all P.E. classes

#### **Girls: (Grade 4 - 5)**

- Navy blue long/knee length skirt
- White full sleeved blouse with NAIS logo
- White socks/ Black shoes only
- School jackets are allowed on cooler days
- School cap to be worn during all P.E. classes

#### **Boys: (1 -3)**

- Blue and red check knee length shorts
- White full/half sleeved blouse with NAIS logo
- White socks/ Black shoes only
- School jackets are allowed on cooler days
- School cap to be worn during all P.E. classes

#### **Boys: (Grade4 - 5)**

- Navy blue full length pant
- White full/half sleeved blouse with NAIS logo
- White socks/ Black shoes only
- School jackets are allowed on cooler days

#### **P.E. Uniform (Unisex)**

- Navy blue full/knee length track pant
- Red short sleeved T-shirt with NAIS logo
- White socks/white sports shoes

#### **Jewelry**

It is encouraged that pupils do not wear jewelry to school, especially as individuals become very upset if a treasured piece of jewelry goes missing.

Should a pupil have pierced ears, plain studs should only be worn and in order to comply with health and safety regulations.

Please note that the school will be unable to take any responsibility for any jewelry that is lost.

#### **Make Up**

No makeup or nail varnish should be worn on nails or toes.

#### **Hair**

We recommend that hair should be neat and tidy and worn with no extremes of style or color. Long hair should be tied back during Physical Education lessons for safety.

### **SCHOOL RULES: Guidelines for Parents**



1. **LEAVING CAMPUS:** Students are to remain on campus at all times during the school day. If students must leave because of illness, the school nurse will call the parents. Students will not be allowed to leave the campus gates without approval from the Head of Section.
2. **DAMAGE TO SCHOOL PROPERTY:** Students will be charged for all school property that is lost or damaged, including electronic devices.
3. **P.E. CLOTHING:** Each student must have a change of clothes and shoes for P.E. as per the uniform requirements.
4. **BULLYING/FIGHTING/PHYSICAL AGGRESSION:** NAIS does not tolerate intimidation or bullying of any kind. Offenses may result in restriction and/or expulsion.
5. **DISCRIMINATION:** NAIS does not tolerate discrimination. All students will be treated respectfully regardless of gender, ethnicity, abilities, etc. Likewise, students are expected to treat all adults and members of staff with respect.
6. **CANDY, CHEWING GUM AND CARBONATED DRINKS:** Candy and carbonated drinks are not permitted for sale in the cafeteria as per UAE Law. Students are strongly discouraged from chewing gum.
7. **ELECTRONIC DEVICES:** NAIS has a bring-your-own-laptop policy. Laptops are the only approved mobile device to use in classrooms daily. Students who use laptops inappropriately will have the device confiscated for the day. Repeated offenses will result in longer periods of confiscation and/or other disciplinary responses.
8. Please keep in touch with the teachers in order to be well informed about your child's overall learning and progress.
9. Encourage your child to read. Help him/her to pick out interesting books. Subscribe to a child magazine.
10. Talk to your child about subjects/things that interest him/her.
11. Read and discuss your child's homework.
12. Limit your child's television watching time – select programs that benefit your child.
13. Spend some time with your child every day. Show interest in his/her work.
14. Encourage and appreciate your child's work.
15. Check your child's diary everyday
16. Every child needs a quiet study area equipped with a good light.
17. Study at home requires your support but remember it is the child's homework and not yours.
18. Find out who your child's friends are. Take teacher's remarks and homework).
19. Attend Parent – teacher meetings regularly to know about your child's progress.
20. Send your child in a neat and proper uniform to school.



21. Send your child to school regularly and on time. Keep doctor's appointment and other appointment on holidays or in the evenings.
22. Children learn best from someone they trust. Avoid criticizing the teacher in front of the child. Discuss issues relating to the child, with the teacher directly.
23. If you think there is a problem, do not wait and take an appointment with the teacher.
24. Get familiar with your child's strengths and weaknesses and help him/her accordingly.
25. Set small goals which the child can fulfill one by one. It works better than one large goal.
26. Children do as the parents so and not as they say. Please keep this in mind.
27. Teach your child that anything worth doing is doing it well. That will help your child whist doing homework.
28. Teach your child to concentrate and pay attention as these are important keys to learning.
29. Teach your child to ask questions as he reads.
30. Set homework rules but flexible. Remember children thrive in order and routine.
31. Interest in his/her friends. Be on guard about bad company.
32. Parents should be involved in their children's school activities, through volunteering, class observation, presentations during career day, active member of Parent Forum, etc.
33. Parent Training is also given as and when required, by the school counselor.
34. IEP (Individual Education Plans) are made specially by the school counselor in collaboration with the parents, to support individual child progress.
35. **Student Records indicating personal needs** are kept with the;
  - a) School health department (nurse) and;
  - b) School counselor (refer to IEP records).
36. Remember good education takes three partners:
  - a. Pupil
  - b. Teacher
  - c. Parent

## WORKING HOURS

Primary School Time Table (GRS 1-5)		
Arrival of Buses – 07.45 am		
Sunday, Monday, Wednesday, Thursday		
Period	Start Time	End Time
Assembly	8:00	8:15
1	8:20	9:04
2	9:08	9:52
Break	9:52	10:07
3	10:11	10:55
4	10:59	11:43
Lunch	11:43	12:07
5	12:11	12:55
6	12:59	1:43
7	1:47	2:31
Departure of buses: 2:40 pm		

Primary School Time Table (GRS 1-5)		
Arrival of Buses – 07.45 am		
Tuesday		
Period	Start Time	End Time
Assembly	8:00	8:15
1	8:20	9:00
2	9:04	9:44
3	9:48	10:28
Break	10:28	10:48
4	10:52	11:32
5	11:36	12:16
6	12:20	1:00
Dispersal		1:00
Departure of buses: 1:15 pm		

## CALENDAR OF EVENTS ACADEMIC YEAR 2019-2020

Month	Date	Events / Activities
<b>September</b>		
Sunday	1	School reopens for Grades 1-12
Monday	2	
Tuesday	3	School reopens for KG
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	World Literacy Week
Monday	9	World Literacy Week
Tuesday	10	World Literacy Week
Wednesday	11	World Literacy Week
Thursday	12	World Literacy Week Assembly and KG - 5 Costume Parade
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	International day for the preservation of the Ozone Layer in Science Classes.
Tuesday	17	NAIS Open House
Wednesday	18	Coffee Morning (KG-5) Prize Day 2018 -2019 (Lower and Upper Elementary)
Thursday	19	Coffee Morning (Middle School and High School) Prize Day (Secondary)
Friday	20	
Saturday	21	World Peace Day
Sunday	22	Wear Purple for Peace Day Assembly
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	Coffee Morning (KG-5)
Monday	30	Coffee Morning (Middle School and High School)
<b>October</b>		
Tuesday	1	International Music Day

Wednesday	2	CAT 4 Grade 1 & 3 and missing students
Thursday	3	World Teachers' Day Assembly
Friday	4	
Saturday	5	World Teachers' Day
Sunday	6	MAP Upper Elementary
Monday	7	MAP Upper Elementary
Tuesday	8	MAP Upper Elementary
Wednesday	9	MAP Upper Elementary/Investiture Ceremony (Middle School)
Thursday	10	MAP Upper Elementary /Field trip (Middle School)/Investiture Ceremony (High School)
Friday	11	
Saturday	12	
Sunday	13	MAP Secondary/Breast Cancer Awareness Day/Investiture Ceremony Upper Elementary
Monday	14	MAP Secondary
Tuesday	15	MAP Secondary
Wednesday	16	MAP Secondary/World Food Day
Thursday	17	MAP Secondary/International Day for the Eradication of Poverty
Friday	18	Dubai Fitness Challenge begins
Saturday	19	
Sunday	20	
Monday	21	Field Trip - Upper Elementary
Tuesday	22	Parent/Teacher Conferences
Wednesday	23	Field Trip - Lower Elementary
Thursday	24	United Nations Day
Friday	25	
Saturday	26	
Sunday	27	Holiday Diwali (Day off for students)
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	Professional Development Day (Day off for students)
<b>November</b>		
Friday	1	
Saturday	2	
Sunday	3	UAE Flag Day
Monday	4	
Tuesday	5	
Wednesday	6	
Thursday	7	
Friday	8	

Saturday	9	
Sunday	10	Prophet Mohamed's Birthday
Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	World Diabetes Day
Friday	15	
Saturday	16	International Day for Tolerance
Sunday	17	International Day for Tolerance Assembly
Monday	18	Grade 11 & Grade 12 Girl's Picnic Quran Park
Tuesday	19	
Wednesday	20	
Thursday	21	Professional Development Day (Day off for students)
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	International day for the elimination of violence against women
Tuesday	26	Big Smiles Dental Screening
Wednesday	27	
Thursday	28	National Day Celebration
Friday	29	
Saturday	30	
<b>December</b>		
Sunday	1	Commemoration Day Holiday No School
Monday	2	UAE National Day Holiday No School
Tuesday	3	UAE National Day Holiday No School
Wednesday	4	Sports Day - Run Through
Thursday	5	Sports Day K-12
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	Human Rights Day / University Fair
Wednesday	11	
Thursday	12	
Friday	13	
Saturday	14	
Sunday	15	Winter Break for all
Monday	16	
Tuesday	17	

Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

# ANNEXURES

## ANNEXURE A

 مدرسة نورث أميركان انترناشيونال <b>NORTH AMERICAN</b> INTERNATIONAL SCHOOL	<b>NORTH AMERICAN INTERNATIONAL SCHOOL</b> Mizher 1, Dubai U.A.E. P.O. Box: 315 Tel: 04 288 4844 Fax: 04 288 2377	مدرسة نورث أميركان انترناشيونال المزهر الأولى - دبي - ا.ع.م. ص.ب. : 20315 تليفون : 04 288 4844 فاكس : 04 288 2377
--	---	---

**FOR OFFICE USE ONLY**

Date of Admission: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reg. No: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Family ID : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Admission in: Grade \_\_\_\_ Div \_\_\_\_

### APPLICATION FORM

(THE FORM MUST BE FILLED IN ENGLISH)

Recent  
passport size  
color  
photograph  
(4 copies)

#### I. Student Information as per passport

بيانات الطالب طبقاً لجواز السفر

- Name of the Student ..... الاسم الكامل طبقاً لجواز السفر
- Sex: Male ☐ Female ☐ أنثى ☐ ذكر ☐ الجنس:
- Nationality ..... Religion ..... Emirates ID No ..... الجنسية / الديانة
- Date of birth (dd/mm/yy) ..... تاريخ الميلاد (اليوم / الشهر / السنة)
- Place of Birth - City ..... Country: ..... البلد ..... مكان الميلاد - المدينة
- Seeking Admission in Grade ..... الصف المطلوب الالتحاق به
- Last school attended ..... اخر مدرسة التحق بها الطالب  
Country: ..... Curriculum ..... البلد / المنهاج  
Grade ..... Year ..... الصف / السنة  
Passed / Re-test / Detained ..... ناجح / اعادة / راسب
- Residence: Emirates/Area ..... عنوان السكن : الإمارة / اسم المنطقة  
Building name and number: ..... اسم البناية ورقمها
- Residence Telephone Number: ..... رقم هاتف المنزل
- School Transport Required: Yes ☐ No ☐ لا ☐ نعم ☐ هل ترغب في استخدام حافلات المدرسة

#### II. Parent's Information

بيانات ولي الأمر

- Father's name ..... اسم الأب
- Name of the Company ..... اسم الشركة
- Designation ..... الوظيفة
- Tel. Nos: Office ..... Mobile ..... رقم تليفون المكتب / رقم الهاتف المتحرك  
Fax: ..... E-Mail: ..... بريد الكتروني / رقم الفاكس
- P.O Box No ..... رقم صندوق البريد
- Nationality ..... الجنسية
- Religion ..... الديانة

E – mail: [info@naischool.ae](mailto:info@naischool.ae)  
Web: [www.naischool.ae](http://www.naischool.ae)





 <p>مدرسة نورث أميركان انترناشيونال NORTH AMERICAN INTERNATIONAL SCHOOL</p>	<p><b>NORTH AMERICAN INTERNATIONAL SCHOOL</b> Mizher 1, Dubai U.A.E. P.O. Box: 315 Tel: 04 288 4844 Fax: 04 288 2377</p>	<p>مدرسة نورث أميركان انترناشيونال المزهر الأولى - دبي - ا.ع.م. ص.ب. : 20315 دبي تليفون : 04 288 4844 فاكس : 04 288 2377</p>
--	--	--

8. Mother's name..... اسم الأم
9. Name of the Company..... اسم الشركة
10. Designation ..... الوظيفة
11. Tel. Nos: Office ..... Mobile ..... رقم الهاتف المتحرك / رقم تليفون المكتب  
Fax: ..... E-Mail..... بريد الكتروني / رقم الفاكس
12. P.O Box No ..... رقم صندوق البريد
13. Nationality ..... الجنسية
14. Religion..... الديانة
15. Married ☐ Divorced ☐ Separated ☐ متزوج ☐ مطلق ☐ أعزب ☐
16. No. of children in the Family..... عدد الإبناء No. of Children in NAIS ..... عدد الإبناء بمدرستنا

Name of Children	الاسماء الطفلية	Age	العمر	Grade	الصف	School	مدرسة
1.							
2.							
3.							
4.							
5.							

### III. Learning Resources and Health Information : معلومات عن التعليم والصحة :

1. Has your child ever been referred for and/or received psychological, educational or cognitive testing? ☐ YES, Please provide reports  
☐ No  
هل خضع طفلك من قبل لأي اختبارات نفسية أو عقلية ؟  
☐ نعم . يرجى تقديم التقارير التي تفيد ذلك .  
☐ لا
2. Has your child been diagnosed with a specific learning disability? ☐ YES, Please provide reports  
☐ No  
هل يعاني طفلك من أي صعوبات في التعلم أو أي مشاكل دراسية ؟  
☐ نعم, يرجى تقديم التقارير التي تفيد ذلك .  
☐ لا

E – mail: [info@naischool.ae](mailto:info@naischool.ae)  
Web: [www.naischool.ae](http://www.naischool.ae)



 <p>مدرسة نورث أميركان انترناشيونال NORTH AMERICAN INTERNATIONAL SCHOOL</p>	<p><b>NORTH AMERICAN INTERNATIONAL SCHOOL</b> Mizher 1, Dubai U.A.E. P.O. Box: 315 Tel: 04 288 4844 Fax: 04 288 2377</p>	<p>مدرسة نورث أميركان انترناشيونال المزهر الأولى - دبي - ا.ع.م. ص.ب. : 20315 دبي تليفون : 04 288 4844 فاكس : 04 288 2377</p>
--	--	--

3. Has your child received learning support? ☐ YES, Please provide reports  
☐ No

هل توجد معاناة في التحصيل العلمي ؟

☐ لا

☐ نعم . يرجى تقديم التقارير التي تفيد ذلك .

4. Has your child received ELL support? (English language Learning)? ☐ YES, Please provide reports  
☐ No

هل توجد معاناة في تعلم اللغة الانجليزية ؟

☐ لا

☐ نعم . يرجى تقديم التقارير التي تفيد ذلك .

5. Primary language spoken at home ..... اللغة الأم  
6. Other language(s) spoken at home ..... اللغات الاخرى المتحدث بها في المنزل

### RULES

- The School reserves the right to dismiss a student who has proven to be an unsatisfactory member of the School community time. If in the School's judgment, the conduct of a student in or away from the campus indicates that it is inconsistent with the ideals, objectives and program of the school, parents will be required to withdraw the student at once.
- The School reserves the right to change class timings and teachers.
- The School Fees must be paid on time.

Although, I understand that all reasonable care will be taken, I agree that any accidental injury, loss or damage to property of the child however caused, will not be the responsibility of the North American International School or any individual employed by the school.

I agree to the above mentioned rules and regulations of the school.

Parents' / Guardian's Signature.....

E – mail: [info@naischool.ae](mailto:info@naischool.ae)  
Web: [www.naischool.ae](http://www.naischool.ae)



 مدرسة نورث أميركان انترناشيونال NORTH AMERICAN INTERNATIONAL SCHOOL	<b>NORTH AMERICAN INTERNATIONAL SCHOOL</b> Mizher 1, Dubai U.A.E. P.O. Box: 315 Tel: 04 288 4844 Fax: 04 288 2377	مدرسة نورث أميركان انترناشيونال المزهر الأولى - دبي - ا.ع.م. ص.ب. : 20315 دبي تليفون : 04 288 4844 فاكس : 04 288 2377
--	---	---

**OFFICE USE ONLY**

- |   |   |
|---|---|
| <input type="checkbox"/> 4 Passport size recent colour photograph           | <input type="checkbox"/> Transfer Certificate KG2 to Gr.12    |
| <input type="checkbox"/> 2 Birth Certificate copies (KG1 to Grade 1)        | <input type="checkbox"/> Progress report from previous school |
| <input type="checkbox"/> 2 Passport copies of the child with valid UAE visa | <input type="checkbox"/> Health Card copy                     |
| <input type="checkbox"/> Vaccination Card copy                              | <input type="checkbox"/> Emirates ID Card Copy                |
| <input type="checkbox"/> .....  |   |

Receipt No. 



 Date of Receipt

Remarks.....

Accountant's Sign .....

Age : Years ..... Months.....

Previous Result: Passed / Failed

Test Result: English ..... Math .....

Principal: .....

Date:.....

**OFFICE USE ONLY**

Last Date of Attendance

Date of T.C

T.C No.

Left in Grade:.....

Remarks:.....

E – mail: [info@naischool.ae](mailto:info@naischool.ae)  
Web: [www.naischool.ae](http://www.naischool.ae)



 <p>مدرسة نورث أميركان انترناشيونال  NORTH AMERICAN  INTERNATIONAL SCHOOL</p>	<p><b>NORTH AMERICAN INTERNATIONAL SCHOOL</b>  Mizher 1, Dubai U.A.E.  P.O. Box: 315  Tel: 04 288 4844  Fax: 04 288 2377</p>	<p>مدرسة نورث أميركان انترناشيونال  المزهر الأولى - دبي - ا.ع.م.  ص.ب. : 20315 دبي  تليفون : 04 288 4844  فاكس : 04 288 2377</p>
--	--	--

Date of Admission

Registration No.

Admission in .....

E – mail: [info@naischool.ae](mailto:info@naischool.ae)  
Web: [www.naischool.ae](http://www.naischool.ae)



## ANNEXURE B

RE011

 <b>NORTH AMERICAN INTERNATIONAL SCHOOL</b> P.O. Box 20315, Dubai, UNITED ARAB EMIRATES Tel: +971 4 2894844 Fax: +971 4 2882377 Email: info@naishod.ae				
<b>TRANSFER CERTIFICATE APPLICATION</b>				
NO. _____				
DATE: _____				
NAME OF THE STUDENT		REG NO.		
PRESENT GRADE & DIVISION		LAST DATE OF ATTENDANCE		
TC REQUIRED : INSIDE U.A.E	EMIRATE		SCHOOL	
TC REQUIRED :OUTSIDE U.A.E	COUNTRY			
REASON FOR LEAVING :				
<b>SIBLINGS IN NAIS</b>				
Sl No.	NAME	GRADE	DIVISION	REG NO.
1				
2				
3				
4				
PARENT'S FULL NAME :		SIGNATURE:		
MOBILE NO:		RESIDENCE NO:		
<b>FOR OFFICE USE ONLY</b>				
1. All Outstanding dues should be paid before applying T.C. 2. T.C.Charges to be remitted with the Withdrawal form 3. T.C will be issued after 7 days 4. Tuition Fees will be refunded according to the guidelines as per KHDA 5. Bus fees will be deducted for the whole One month. 6. Text Books will not be taken back by the School.				
HEAD OF SECTION	BOOK SHOP	LIBRARY	ACCOUNTS	REGISTRAR
DATE				

## ANNEXURE C



ريجال للنقل بالحافلات (ش.م.م.)

REGAL BUS TRANSPORT (L.L.C.)

### Requisition form for Bus Service

Please attach  
2 photos in  
school uniform  
(3cm x 4 cm)

(Student's Photo)

for Academic year:		20			-	20		
Student Name: _____								Student Code _____ _____
Present Class: _____		Division: _____		Gender: _____				
Date of Birth: dd / mm / yyyy		Age: _____		Nationality: _____				
<b>Address:</b> Building: NO: _____ Name: _____ Tel (Home): _____ Street: NO: _____ Name: _____ Tel (Off): _____ Emirate: _____ Mob (Father): _____ P.O. Box No: _____ Mob (Mother): _____ Email id: _____								

(Please provide detailed location address / map to determine pick-up / drop-off point(s). Use a blank sheet and attach (if necessary))

Pick up point: (in detail)	Drop off point: (in detail)	Service Start date	please tick <input checked="" type="checkbox"/>
			<input type="checkbox"/> Term 1
			<input type="checkbox"/> Term 2

Authorised person/s to collect your child/children from the drop off point (Applicable to children up to grade 4)			
	01	02	03
Name of person/s:			
Contact Numbers:			

<b>Add Siblings:</b> (if any, studying in Arab Unity School)						
	Name of the sibling / s	Comp. No	Grade	Division	Gender	Age
01						
02						
03						
04						

<b>For office use only</b>	Total students	Bus No	Start Date:
Location		Approx. pick-up time	Approx. drop-off time
Approved by		Signature	Date
Term: <input type="checkbox"/> Receipt No: _____ Date: _____ Remarks: _____			



### TRANSPORT AREA CHANGE FORM

NAME OF SCHOOL.....  
 Name of the student .....  
 Computer Number ..... Class ..... Section ..... Bus Number .....  
 Address .....  
 Present Area for Pick Up / Drop Off .....  
 Area Change for Pick Up / Drop Off (Address) .....  
 .....  
 Change Location with effect from ..... (Date)  
 Signature of the parent with name .....  
 Telephone: Office ..... Mobile ..... Residence.....

### FOR OFFICE USE ONLY

Approval of School Admin. Officer : .....  
 Copy: Accounts Dept.

### ACKNOWLEDGEMENT

Received application for Change of Area for –  
 Name ..... School: .....  
 Computer Number ..... Effective Date .....

Signature of Admin. Officer / Authorized Representative of RBT





**TRANSPORT DISCONTINUATION FORM**

NAME OF SCHOOL.....

Name of the student .....

Computer Number ..... Class ..... Section ..... Bus Number .....

Address .....

Transport service to be discontinued from ..... (Date) To .....(Date)

Reason .....

Signature of the parent with name .....

Telephone: Office ..... Mobile .....Residence.....

**FOR OFFICE USE ONLY**

Recommendation of Senior Executive Operations, RBT: .....

Approval of RBT Incharge.....

Copy : Accounts Dept / Accounts - RBT

**ACKNOWLEDGEMENT**

Received application for discontinuation of transport service for

Name ..... School .....

ID Number ..... Effective Date .....

Signature of Admin. Officer / Authorized Representative of RBT

**NOTE:** a) Transport fee is charged and to be paid for a term.

b) No partial withdrawal during a term is permissible except on long absence from school which is to be certified by the Head of School.

c) Discontinuation of transport facility in the ensuing term is to be intimated in this form at least two weeks before the end of the term.

d) In case of discontinuation due to transfer from school or any other reason during the term at least two weeks notice to be given to the Administrator in this form. A copy of the transfer certificate shall be handed over to the Administrator / representative of RBT who will give clearance. The fee shall be paid till the month the student leaves the school. If the payment is done for the full year or term refund will be done for the succeeding months.

Date: .....