

"A Legacy of Learning, A Future of Success, Rooted in Tradition, Focused on Innovation."

Parent-Student Handbook

General School Information

School Name & Postal

Address: Arzana Private
School
Banyas City
P.O. Box 51202
Abu Dhabi, U.A.E

School Contact Information:

Telephone: +971 2 6662329
Website: www.arzana.school

School Operation Times:

Reception	Monday – Thursday: 7:15 am – 3:30 pm	Friday: 7:30 am – 12:30 pm
	<u>Monday – Thursday</u>	<u>Friday Early Dismissal</u>
KG1	7:30 am – 12:45 pm	7:30 am – 11:00 am
KG2	7:30 am – 12:45pm	7:30 am – 11:00 am
Grade 1- 3	7:30 am – 2:20 pm	7:30 am – 11:00 am
Grade 4 – 8	7:30 am – 2:20 pm	7:30 am – 11:00 am

Who to Contact:

General Inquiries
Admissions
Accounts
Counselling
Parent Relations
Registrar and Certified Documents
Student Performance Coordinator (KG - Gr. 7)
Student Records
Head of Inclusion
Student Transportation
Parents Council

reception@Arzana.school
admissions@Arzana.school
accounts@Arzana.school
socialworker@Arzana.school
parentrelations@Arzana.school
registrar@Arzana.school
studntperformance@Arzana.school
studentrecords@Arzana.school
inclusion@Arzana.school
transportation@Arzana.school
parentscouncil@Arzana.school

Administration Team

Head of School principal@arzana.school

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Welcome to APS

A Message from the Administration

Welcome to the Arzana Private School! We are pleased to continue working with our returning families and look forward to establishing warm, supportive relationships with those new to our school community. At APS, we pride ourselves on providing an environment where each student can make great strides in their intellectual, social, moral and physical development. As in all communities, certain guidelines are necessary to ensure that our school functions effectively and that all community members understand their rights and responsibilities. As communication between teachers, parents and students is vital, this handbook has been carefully prepared to help our families understand our policies, procedures and expectations. You are encouraged to keep this document in a convenient location for reference throughout the school year. It is your responsibility to ensure that you are familiar with all the information contained in this handbook, including rules and regulations. Our faculty looks forward to working closely with you and your family, and to creating a successful year at APS.

Our Vision, Mission and Values

Arzana Private School is committed to providing educational excellence that meets each student's interests, abilities and needs within a common curricular framework. APS strives to continuously develop a learning environment which reflects and promotes an understanding of, and appreciation for, diversity in our community as an integral part of school life. APS challenges each student to develop intellectual independence, creativity and curiosity, to achieve their potential, to pursue excellence, and to contribute responsibly in the world of today and tomorrow.

Vision

"To inspire lifelong learners who think critically and act responsibly as global citizens."

Mission

"To provide a holistic education that nurtures critical thinking, communication, collaboration, and responsibility through innovative teaching and a supportive environment."

School's Philosophy

We believe education should develop the whole person intellectually, socially, culturally, and ethically, preparing students to thrive in a diverse and interconnected world. Learning is a lifelong, active process that emphasizes critical inquiry, respect for diversity, and social responsibility.

4. School's Objectives

1. **Embed Core Skills:** Integrate critical thinking, effective communication, collaboration, and independence into teaching, assessment, and school life.
2. **Advance Global Citizenship:** Cultivate awareness of local and global issues, encouraging students to act responsibly, ethically, and with respect for cultural diversity.
3. **Strengthen Academic Excellence:** Develop strong literacy, numeracy, multilingual proficiency, including Arabic Language, and higher-order thinking skills to prepare students for further education and lifelong learning.

4. **Harness AI and Technology:** Equip students with digital fluency, AI literacy, and responsible use of technology to innovate, solve problems, and adapt to a rapidly changing world.
5. **Foster Personal Growth:** Promote resilience, creativity, problem-solving, leadership, and emotional intelligence through academic and extracurricular opportunities.
6. **Nurture Values & Responsibility:** Instill respect, empathy, environmental stewardship, and a commitment to community service.
7. **Ensure a Supportive Environment:** Maintain a safe, inclusive, and innovative learning culture where every student can achieve their full potential.

Students at APS are:

Inspire students to reach their full potential and dream big.

Nurture a safe, respectful, and inclusive learning environment.

Navigate challenges with resilience and determination.

Optimize opportunities for academic, artistic, and athletic growth.

Value diversity, collaboration, and the voice of every student.

Aspire for excellence in all aspects of learning and leadership.

Think critically, creatively, and independently to solve problems.

Empower students to become confident, responsible, and future-ready leaders.

"At Arzana School, we INNOVATE to inspire growth, nurture talent, navigate challenges, optimize opportunities, value diversity, aspire for excellence, think critically, and empower future leaders to shape a better tomorrow."

Student Rights and Responsibilities

Students, parents and staff have responsibilities for ensuring welcoming, caring, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

All students have the right to a welcoming and inclusive environment where they will:

- be provided with a high-quality education
- be in a welcoming school environment where they are physically and emotionally safe and respected
- be treated with respect and fairness
- be supported by parents, guardians or designated members at school meetings
- be provided with high quality education that includes activities that promote their talents, abilities and potential

All students are responsible for:

- Following all policies, rules, and regulations set forth by ADEK and the school.
- Following the student Code of Conduct and Student Rights and Responsibilities.
- Engaging as an active learner and contributing to the learning environment.
- Contributing to the school community.
- Contributing to and promoting a positive school environment.
- Acknowledging and being responsible for their behavior.

General guidelines and expectations for APS student apply equally to all students. These guidelines encourage everyone to develop the self-discipline required for future success. Guidelines are not designed so that every situation will be covered, nor are they intended to be a complete guide to conduct. The guidelines apply to all students while they are under the school's jurisdiction, including when away on school-related activities and traveling on school buses. Failure to comply with any of the guidelines will result in disciplinary action.

Academic Information

American Curriculum

At Arzana Private School, we proudly offer a comprehensive **American curriculum** designed to provide students with a well-rounded, high-quality education. Rooted in academic excellence, our curriculum emphasizes critical thinking, creativity, and problem-solving skills while fostering a love for learning. Aligned with US standards, the program integrates core subjects such as English, Mathematics, Science, and Social Studies, alongside a wide range of electives, ensuring students develop both academic and personal strengths. With a strong focus on holistic development, we nurture students' talents in academics, athletics, and the arts, preparing them to thrive in a dynamic, globalized world. Our approach encourages active participation, innovation, and leadership, empowering students to achieve their fullest potential and become lifelong learners.

Arabic Curriculum

The APS Arabic Department teaches the required courses of Arabic, Islamic, Moral Education and UAE Social Studies in accordance with the rules, regulations, initiatives, curriculum, and standards of the Abu Dhabi Department of Education and Knowledge, or ADEK.

For these courses, students are separated into two main groups, native Arabic speakers and non-native Arabic speakers, with non-native speakers split into beginner, intermediate, and advanced sub-groups. This division of learners allows the teaching staff to give more targeted lessons that are appropriate for students' previous knowledge and language levels. Supplementary curriculum and learning materials are developed by the Arabic Department to enhance the knowledge of the non-native Arabic speakers, including additional lessons, projects, and activities.

Homework Expectations

At APS we recognize the need for children to have a well-balanced variety of experiences academically and socially, including quality family time and involvements available in the community. In recognition of this, teachers will endeavor to keep homework assignments reasonable in terms of frequency and quantity at various grade levels.

The cycle of effective teaching and learning requires ongoing, timely and relevant feedback to students. Teachers will assign a variety of work over a term, to best determine student understanding of the material and to prepare for additional student learning of the curriculum. For this cycle to benefit student learning, students must complete and submit assigned work on time.

The length of time spent by students on a specific assignment will vary depending on his/her ability, skills, and pace of work. Homework should be completed by the student independently, although parents are encouraged to monitor their child's homework and help when it is appropriate. Homework must be completed by the due date assigned by the teacher.

Homework in Primary Grades (KG - Grade 3)

Young children should read every night. Parents can engage their children in the reading process by having them anticipate endings, retell parts of the story and share reading. The goal is always to enjoy the story and the time together.

Teachers in KG to Grade 3 may assign follow-up tasks for the students to do at home. Other possible activities might include practicing math facts through games, writing in journals, or discussing current events.

Homework in Grades 4 – 5

Please keep reading aloud with your children. Older students benefit from being read to as much as younger children. Parents can select more advanced texts that students might not read on their own, and literature offers many opportunities to deal with themes of interest to children at this stage.

As students advance through the grades, homework becomes more important to success in school. A parent's goal should be to have their children move towards independence in completing homework tasks. Teachers need to know the extent to which homework is completed independently or with guidance. Some homework is structured to include parent participation and parents will receive hints on how to help their child in these situations. Students can expect an average of 45 minutes of homework per day, including daily reading.

Homework in Grades 6-8

Starting in Grade 6, 7 & 8, students should expect an average of 60 minutes of homework per day. This amount will increase by Grade level or by course each year as the student advances through high school. It is recommended that students begin a homework routine early on and designate a specific time each day for homework completion. This designated time should be used for the following:

- Completing homework as assigned by the classroom teacher
- Completing classroom work that was not finished by the end of class
- Studying and revising for exams and tests
- Reading for enjoyment

Parents are partners in their child's education and are encouraged to provide support to their child(ren) in the following way:

- Ensure your child attends school on time every day
- Ensure your child is in school uniform every day
- Ensure that your child is prepared for every day with completed homework, and adequate supplies
- Ensure that your child has a quiet, orderly place to do work and/or study at home
- If there are any questions or concerns, contact the classroom teacher

Formative and Summative Assessments

Instruction consists of the learning tasks, activities, and discussions a student experiences while in school, as designed by their teacher. Assessment is a process of collecting and interpreting information about each student's understanding and performance in response to instruction. This information is gathered in a variety of ways. Research has identified assessment and instructional practices that are known to most significantly impact student success. These practices involve specific, descriptive, and constructive feedback between student and teacher.

Assessment and Evaluation:

- guides the development of learning tasks
- are shaped by the nature of the learning outcomes
- engages learners in understanding and adjusting their approach to learning
- leads to adjustments in instruction

The student participates in developing criteria for learning tasks, in gathering and reflecting on evidence of their learning and in identifying goals and strategies to support individual growth and progress. Assessments inform teaching practice, so it is critical that students complete and submit assignments on the assigned dates.

The purpose of feedback and assessment is to ensure students demonstrate progress and improvement over time. Assessment relates directly to the curricular learning outcomes students are required to achieve at each grade level.

Formative assessments are for learning and not graded; they inform practice. Teacher feedback should guide students in next steps and how to improve.

Summative assessments are designed to evaluate student learning; they are a measure of the students' understanding of the learning outcome. Summative assessments are graded to provide an accurate reflection of a student's attainment and demonstrate the extent to which they are meeting the curriculum.

Late Assignment Policy

At the secondary level (grades 6, 7 & 8) students will be assessed a 5% deduction for each late day, to a maximum of 25%. Submission of all assignments is an expectation of all students at APS. Failure to do so on an ongoing basis will result in teacher and/or administrative intervention, which may result in a mark of zero. Classroom evaluation criteria will be sent out by teachers at the beginning of the year.

Academic Integrity

Optimum learning takes place only when students approach their work with intention and integrity. To prevent situations where cheating or plagiarizing may take place, students will learn how to properly document sources and will be taught effective notetaking and study skills. Parents should also take care when helping students with projects, assignments, etc., and ensure their children do their own work and resist the temptation to do it for the student. Part of learning is making mistakes, it is important to allow your children to make them, too!

Below are some behaviors that would result in disciplinary action:

- "Plagiarism" occurs when a student knowingly represents any idea or works of another person in any academic assignment, test, or examination as his or her own. A common form of plagiarism involves copying and pasting from electronic source materials
- "Cheating" occurs when a student obtains an unfair advantage over other students in the context of preparation or performance of any academic assignment, test, or examination
- "Collusion" occurs when a student knowingly allows his or her work to be submitted by another student or allows another student to copy his or her work

Consequences for Academic Dishonesty

Academic dishonesty will not be tolerated in any form. To ensure that student work is original and that standards of academic integrity are upheld and ingrained, students and staff will adhere to the following:

1. In the first instance of documented academic dishonesty, the teacher will notify the student and parents, and the student will receive an opportunity to complete a replacement assignment under supervision
2. In the second instance of documented academic dishonesty, the teacher will log the incident and notify the student and parents. The student will receive a zero on the assessment without opportunity to rewrite or replace it with an alternative assessment
3. In the third instance of academic dishonesty, the teacher will log the incident and notify administration. The student will receive a zero on the assignment with no opportunity to rewrite or replace the assessment and may also be subject to further consequences. Administration will be involved with the student and parent(s) to discuss steps forward
4. Continued academic dishonesty is an administrative matter and may impact a student's eligibility for re-enrollment

NOTE: Students and parents should be aware that acts related to Academic Integrity are part of many post-secondary applications and require references. **Students whose behavior repeatedly violate the expectations associated with positive academic integrity may be denied character references by school administration.**

Progress Reports Grading

Progress reports are used to formally communicate student achievement of learning outcomes to students, parents, the school and ADEK. Grading for reporting requires teachers to summarize a term, a semester, and/or a year's worth of learning. Grades or descriptors are used to represent the extent to which the student has demonstrated achievement of learning outcomes. Formal report cards are issued at the end of each trimester. Dates may be found on the Official School Calendar. Parents will have ongoing access to student grades through the APS Parent Portal (grades 4 - 8). Grades on report cards will be a cumulative grade from September (grades 4 - 8). Teacher Conferences are scheduled throughout the year to discuss student progress. Please refer to the school calendar for the interview schedule.

*Report cards will not be released if school tuition fees are not paid and the documents for students are not up to date.

Progress Report

Pre- KG / KG1 / KG2:

E Excelling	AI Achieving independently	AS Achieving with support	D Developing	NE Not evaluated
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Grade 1 – Grade 3:

E Excelling	P Proficient	A Achieving	D Developing	B Beginning
Student consistently demonstrates excellence within grade level expectations	Student is consistently proficient within grade level expectations	Student independently demonstrates expectations at grade level	Student inconsistently demonstrates grade level expectations and may require support or assistance	Student demonstrates an insufficient understanding of grade level expectations and requires extensive ongoing support or assistance

Grade 4 – Grade 8:

The marking scale for grades 4-8 is percentage based. Students will be awarded a numerical mark, between 0-100, for each subject. Fifty percent (50%) is considered a passing grade in all subjects. Eighty percent (80%) is considered an honors grade in all subjects. Please refer to the Awards section of this handbook for more information regarding the calculation of honors awards.

Student Recognition

Academic success and personal growth are at the core of the APS philosophy. Therefore, the celebration of that success is very important. The school will recognize the achievement and effort of students throughout the year, in our classes and in school assemblies. At the end of the year, students who have demonstrated exceptional achievement will be recognized at our end-of-year awards ceremony.

Honor Roll

Students in grades 6 - 8, will be recognized for their achievement and hard work at the end of each trimester. The average will be based on all courses, with Mathematics and English having a double weighting. Arabic, Science, Social Studies, and PE receive single weighting and all other subjects are weighted at 0.5. To qualify for the following awards, students cannot have a grade below 65%.

Honors – students who achieve an overall average of 79.5 - 89.4%

Honors with Distinction – students who achieve an overall average of 89.5 - 94.4%

Honors with Great Distinction – students who achieve an overall average of 94.5% or higher

Should a student's term grade be adjusted for any reason a new honors calculation will be done if the adjustment is done within 5 days of progress reports being issued. Adjustments after that will impact honors calculation for the subsequent term and/or year-end honors.

Year-End Awards: Grades 6-8

- Grade Excellence Awards (Grades 6 - 8): Based on overall average, one male and one female student in each grade will be recognized with this award.
- Athlete of the Year: awarded to the most outstanding male and female athletes in each of the following grade categories: U9/U11 and U13/U14. An Award will be presented to an athlete who shows the spirit of sportsmanship throughout the year in each of the same age categories.
- Community Leadership Award (Grades 6 – 8): awarded to one or more students in each grade, as selected by staff, for their contributions to a positive school culture through leadership endeavors, positive role modelling, and exemplary behavior.

- Full Year Honors (Grades 6 - 8): awarded to students who have made the honor roll in all three terms.
- Subject Excellence Awards (Grades 6 - 8): awarded to students achieving the highest grade in each subject and at each grade level.

Parent Involvement at APS

Parent Rights and Responsibilities

Parents play a vital role in their children's education, and APS believes that parental involvement in and support of the school and its staff helps to maintain a safe and happy environment for all our students. In doing so, parents also help their children meet their own responsibilities (academic and otherwise) and enable them to become successful learners today and great leaders of tomorrow.

Parents' Rights

- To ensure his/her child receives proper education and care by the school
- To be well-received, well informed and respected by all school staff
- To inquire about his/her child's progress and confer with the school concerning school programs, educational, learning, and behavioral issues pertaining to his/her child
- To be informed about all developments or changes in his/her child's behavior and achievements
- To approve or reject his/her child's involvement in extracurricular activities conducted outside school
- To be invited to various school activities

Parents' Responsibilities

- To support school efforts in creating an optimal school environment
- To promote positive behavior and ensure their children are aware of the appropriate behavioral practices
- To respond positively to school instructions and remarks on student behavior and discipline
- To read all school regulations and policies and discuss them with their children
- To show appreciation and respect for all school staff
- To attend school meetings and information sessions related to student behavior and discipline
- To communicate with the whole school community to discuss and find solutions for student behavioral issues and carry out the appropriate corrective actions
- To ensure their children conform to, and abide by ADEK and school guidelines, instructions and corrective/disciplinary procedures applied by school
- To comply with the school's educational and administrative regulations for the good of their children
- To keep the school informed with any emergent or unexpected problems that their children may be facing

- To pay for the expenses needed to fix any intentional damage caused by their children to school facilities or school property

Parent Payment of Fees

The payment of tuition and other school fees is governed by [ADEK Policy 39](#). Updated information on school fees is available on our website. Accounts department of APS works to support parents with scheduled term fee payments or regular monthly instalments. In the event of non-payment of school fees, the school will invoke all steps outlined in ADEK policy, which after ongoing communication, may include progress reports being withheld and/or a 3-day suspension of students from school, up to 3 times in the school year. Any outstanding balance at the end of the year will result in final results and transfer certificates being withheld until payment is made. We communicate regularly with families to ensure that the above actions are not needed, but it is important that parents are aware of the potential outcomes for children because of non-payment of fees.

Parent Communication Channels

APS uses a variety of channels to communicate with parents.

- Weekly Parent Memo
- Social media
- Class DOJO (KG – Grade 8)
- Teacher e-mail
- School Website: www.arzana.school

Should parents have any questions or concerns regarding their child's classroom experience (grades, progress, behavior, etc.), they are expected to contact the classroom teacher directly prior to contacting the school administration. Teachers will respond within two working days.

Please note that teachers are not required to check emails or messages after 6 pm or before 7 am, or on weekends/holidays.

To ensure that the school can contact parents in case of an emergency, all parents must keep the school updated with their most recent contact information.

To update the school with a new email, telephone number, or address, please contact Student Records at registrar@arzana.school.

Parent Council

At APS, the parent-staff committee is a volunteer group dedicated to providing opportunities for parents and teachers to work together for the benefit of all APS students. The Parent Council meets regularly to coordinate various special events and exchange ideas throughout the year. Any interested parents are welcome to become a part of the committee.

Listed below are a few of the events that the Parent Council will plan, organize, and run throughout the year. In addition to these events, the committee may also organize different events and activities.

- **Fall Festival:** At Fall Festival the children dress up in their favorite costumes and enjoy many exciting activities. This is an evening event and provides a great opportunity for the families in our community to meet each other and start establishing those all-important friendships
- **International Day:** This is a celebration of the diversity of nationalities at our school, including a Parade of Nations, student performances, and food and decorations provided by the parents
- **Staff Appreciation day:** The Parent Council organizes a buffet style lunch for all APS staff to say thank you for all their hard work and dedication throughout the year

Any parents who are interested in joining Parent Council should contact one of the team leaders at parentscouncil@arzana.school.

School Calendar AY 2025-2026

A school events calendar will be shared at the beginning of the school year. Below are key calendar dates available at this time:

August

S	M	T	W	Th	F	S
					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						

Days of Teaching

5

September

S	M	T	W	Th	F	S
	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				

Days of Teaching

22

October

S	M	T	W	Th	F	S
			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	

Days of Teaching

23

November

S	M	T	W	Th	F	S
						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						

Days of Teaching

21

December

S	M	T	W	Th	F	S
	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			

Days of Teaching

2

January

S	M	T	W	Th	F	S
				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

Days of Teaching

20

February

S	M	T	W	Th	F	S
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

Days of Teaching

20

March

S	M	T	W	Th	F	S
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				

Days of Teaching

12

April

S	M	T	W	Th	F	S
			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		

Days of Teaching

22

May

S	M	T	W	Th	F	S
					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						

Days of Teaching

16

June

S	M	T	W	Th	F	S
	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				

Days of Teaching

21

July

S	M	T	W	Th	F	S
			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	

Days of Teaching

3

August

S	M	T	W	Th	F	S
						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					

Days of Teaching

187

First and Last working day for teacher
Start and end of academic year for student
Final Exams
School breaks (spring, winter, summer holiday)
School Holidays
Fire drill
School Activities

بداية ونهاية العام للمعلمين
بداية ونهاية العام للطلاب
الإمتحانات
الإجازات النظرية
الإجازات الرسمية (مناسبات)
التدريب على الإخلاء
الأنشطة المدرسية

Total Teaching Days	171
عدد أيام الدراسة الفعلية	171

Explanations of National and Islamic Holidays

***NOTE:** Islamic/National holidays and days of observance may change and are subject to ADEK announcements. Please see the above calendar for dates.

***Eid Al Adha:** The Eid Al Adha holiday honors the willingness of Ibrahim (Abraham) to sacrifice his son, as an act of submission to God's command. To greet others during this time, you can say "Eid Mubarak" which roughly translates to "Have a blessed Eid."

***Hijri New Year:** This holiday marks the time of the migration of Prophet Muhammad (PBUH) from Mecca to Medina and is the beginning of the Islamic calendar.

UAE Flag Day: Honors the pride, dignity and duty of all citizens and residents of the UAE to the country. As part of the UAE Flag Day observance, the UAE flag is raised at 11:00 AM throughout the country, including APS.

UAE Commemoration Day: Previously known as "UAE Martyr's Day," this day recognizes the sacrifices and dedication of Emiratis who have given their lives in civil, military, and humanitarian service. The UAE flag is lowered and a minute of silence is observed.

UAE National Day: This day celebrates the union of the seven Emirates (Abu Dhabi, Ajman, Dubai, Fujairah, Sharjah, Ras Al Khaimah, & Umm Al Quwain) to form the United Arab Emirates. This is a major Emirati celebration with festivals, parties, and celebrations occurring all over the UAE during this time.

***Prophet Mohammed's Birthday:** Also referred to as "Al Mawlid Alnabawi Alsharif," this day celebrates the birth of Prophet Muhammad (PBUH) in Mecca.

***Isra'wal Miraj:** This holiday marks the night that Allah took the Prophet Muhammad (PBUH) on a journey from Mecca to Al-Quds, and then to heaven.

***Ramadan:** This is the ninth month of the Islamic calendar. While not a holiday, it is observed by Muslims worldwide as a month of fasting to commemorate the first revelation of the Qur'an (Holy book) to Prophet Mohammad according to Islamic belief. This annual observance is regarded as one of the Five Pillars of Islam. The month lasts 29-30 days based on the visual sightings of the crescent moon. During Ramadan, Muslims refrain from certain activities, such as eating or drinking, during daylight hours. Muslims are also instructed to refrain from sinful behavior that may negate the reward of fasting, such as false speech and fighting.

Please note that school hours will be reduced, but classes will be in session during Ramadan, and students are expected to attend their classes.

***Eid al-Fitr:** Eid al-Fitr or "Festival of Breaking the Fast," is a Muslim holiday and one of the biggest celebrations of the year that marks the end of Ramadan, the Islamic holy month of fasting. It is celebrated on the first day of Shawwal, and it usually lasts for three days.

Prayer Room

We encourage our Muslim students to perform their prayers during lunch break under the supervision of their Islamic teachers. Students are expected to respect the fact that this is a sacred place that is used for worship by the Muslim members of our school community.

The Prayer Rooms are located on the ground floor and first floor of the school building. They are accessible to Muslim students, staff, and parents at lunch time and after school.

Daily School Schedule

Morning Drop-Off

School gates will open at 7:15 am; therefore, students are not to be dropped off at school prior to 7:15 am as they will not be allowed on school grounds before this time. Families are asked to ensure that students arrive before the bell so that they can be prepared and on time for the first class. All school buses will drop students off in the designated bus parking lot on the RIGHT of the school building. Parents who drive children to school are asked to park their car in a parking spot in the designated lot. Parents are asked to proceed down the drop-off zone and assist students in exiting the car on the curb side. Any students arriving after 8:00 am should proceed to the front gate to follow late arrival procedures.

All parents, students, and staff are expected to show respect during the playing of the UAE National Anthem by standing still and quietly while the anthem plays.

Late Arrivals

Students are expected to be on time for each of their classes. Any student arriving to school after 7:45 am must sign in at reception, where they will receive a Late Slip before continuing to class. After receiving a late slip, the student's attendance status will be changed from "Absent—Unexcused" to "Late" in the system.

Attendance reports are sent to ADEK at 9:00 am every day. Any tardy student who arrives at school after this time will be reported to ADEK as absent. If students arrive late to school due to their school bus being late, they will not be marked as late and do not need a late slip to proceed to class.

APS recognizes that traffic in Abu Dhabi can often delay trips to and from school, however "heavy traffic" will not be accepted as an excuse for tardiness (unless the student is riding the bus), and these instances will count toward overall attendance. Parents driving students to school should leave ample time to allow for any delays.

Leaving Early

At APS, we stress the importance of regular and consistent attendance for the full day in order to ensure the students' academic success. We acknowledge that on rare occasions, students must miss class for emergent reasons, e.g., medical appointments, family obligations. When necessary, students are permitted to leave school early; however, they must be signed out by a parent or guardian in order to leave. In such cases, parents/guardians must notify reception in person, and the student will be called from their class. A permission slip signed by the receptionist must be shown to security for the student to leave the school campus. Families are encouraged to book personal appointments outside of class time as

much as possible. Parents are also asked to avoid taking children from school during recess/lunch breaks, as delays can occur in locating them in the playground.

Afternoon Pick-Up

- KG1 to KG2: The school day is completed at 12:45 pm. Parents are asked to meet their children at the main gate. The classroom teacher will escort the students there for parent pick up. Students who ride the bus home are escorted to the bus by their bus monitor.
- Grades 1 - 8: The school day will end at 2:20 pm. Students who ride the bus home will be escorted by a Teaching Assistant to meet their bus monitor. Students going home with their parents in Grades 1 - 8 are asked to proceed directly to the main gate to meet their parents.

NOTE: All students not engaged in extra-curricular activities should be off campus by 3:15 pm, when staff supervision ends.

Parking and School Access

The safety and security of all staff and students is our priority. All visitors, including parents, are asked to park their vehicles in the designated parking lot. All visitors are asked to enter the school through the front entrance and follow the visitor sign- in procedures. Visitors and parents entering the school should have a scheduled appointment with a staff member, teacher, parent council or administrator. Visitors or parents who stop by expecting to meet with someone should be aware that our staff have very busy calendars and commitments daily. To honor our parents and visitors' time and to be best prepared, scheduling a meeting is an assured way to have your questions and needs addressed. Meetings may be scheduled face-to-face at school or via ZOOM.

Security Badges

All families are issued no more than four Parent/Guardian ID Badges that include the holder's name and photo. These badges are to be presented to security to gain access to the school grounds. Any visitors not in possession of a Parent or Guardian Badge will be redirected to the front gate and reception. By ADEK guidelines visitor and contractor access to the school will be strictly limited and monitored. If a parent or family member forgets their badge, they are advised to remain outside of the assigned gate to collect their child. All parent/guardian badges must be returned to school when families withdraw their students from APS, as part of our withdrawal process.

Bus Transportation

APS provides students with school bus pick-up and drop-off services to and from the school. All buses are accompanied by a bus monitor to look after students and ensure that they are always safe while on the bus. Monitors are required to be focused on students and WILL NOT make calls to families regarding bus pickup.

All parents of students using a APS bus must download, register with, and familiarize themselves with the Salama Parent application. The SALAMA is an initiative by Integrated Transport Center (ITC) of Abu Dhabi, that connects schools, school buses, teachers, parents, and bus supervisors into one app centralized and controlled by ITC, which is focused on safety of children.

From the moment your child leaves his/her home in the morning and enters his/her school bus; SALAMA will ensure that your child is safe. From checking in and out your child from the bus to monitoring the bus progress and environment. Any issues or incidents on the bus can be immediately reported to the appropriate authorities, including bus driver behavior, school bus issues, etc.

Application Registration information is integrated with Department of Education and Knowledge Abu Dhabi (ADEK). Parent will receive an SMS with login credentials. This can be done [here](#).

Salama will be used to report any absences from the bus and will allow parents to track the bus location via a live update.

If parents wish to register their children to use bus transportation, they must complete and submit a

The registration form at the school. Hard copies may be submitted to APS Reception, or a soft copy can be sent to transportation@arzana.school. The school cannot guarantee bus services to families as buses are allocated to certain areas based on demand and spaces are limited. Bus routes are established on a “first on, first off” basis: the first student picked up in the morning is the first student to be dropped off in the afternoon. APS has the final say regarding bus pick-up and drop-off timings and these are non-negotiable.

Students are expected at the bus stop at the assigned time. Bus delays caused by students arriving to the bus may result in suspension from the bus.

General Bus Rules and Guidelines

Riding the bus is a privilege, not a right. If students and/or parents are found to be violating the rules listed below, the student(s) in question may lose their bus riding privileges as detailed below. To avoid this, we ask that all students and their parents read and understand these expectations. Students are not permitted to use bus services if fees have not been paid.

1. Students are only allowed to travel on their assigned bus. Students are not permitted to travel on another bus due to space limitations
2. Students are permitted to drink water on the bus; all other eating and drinking is prohibited
3. Students must always use seatbelts and remain in seatbelts for the entirety of their trip
4. Students will always show respect to the bus monitor and fellow students and follow the bus monitor's instructions to ensure the safety of all students and staff aboard the bus
5. Students will always show respect and kindness to their fellow learners and behave in a dignified manner
6. Students are required to be ready for pickup at the stop every morning and at the bus gate immediately after school dismissal
7. Parents must notify reception or the student's bus monitor if the student will not be riding the bus for any reason. Bus monitors should be notified if students are not riding the bus to school in the morning. Non-bus students are NOT permitted to ride home on the bus for any reason
8. Parents will be financially responsible for any damage done to the bus by their child(ren)

Bus monitors will provide administration with written reports of any repeat or serious behaviors. If a student is found not to be meeting the behavioral expectations of APS, the following procedure will be followed:

First report: Administrator will meet with student to discuss expectations.

Second report: Administration will contact parents.

Third report: Student(s) will be removed from the bus for one week. Fees will NOT be reimbursed.

Fourth report: Recommendation for permanent exclusion from bus service. Fees will NOT be reimbursed.

NOTE: Each report will be logged in our student information system.

Morning Bus Pick-Up (Home to APS)

Parents are asked to download the Salama app to monitor school bus progress. Students are expected outside at the assigned stop, so as not to delay the bus schedule. In order to keep the buses on time for all students, **buses will not wait for late students at the bus stops for more than two minutes** after the pre-designated departure time.

***NOTE Bus monitors will not communicate bus arrival times to parents.** It is important to understand that multiple delays in the morning can compound and cause late arrivals to school. Students who are regularly delayed getting on the bus will be warned and may be suspended from the bus for a period of time.

Buses are an extension of the school environment and as such, students are expected to follow all school rules and regulations as if they were in classes. Monitors and Drivers are valued employees of APS and are to receive the same level of respect, from both students and parents, as all other APS staff.

Afternoon Drop-Off (APS to Home)

If for some reason your child(ren) will not be riding the bus home, please inform the bus supervisor or call APS Reception no later than 1:15 pm. (or 11:30 pm for kindergarten). If you call after this deadline, there will not be sufficient time to guarantee that your child will be kept off the bus. Students must go to their bus (or waiting area) as soon as school ends to ensure that the buses are not delayed leaving the school.

Parents should ensure that there is someone at the bus stop on time to collect their primary child from the bus unless the parents have provided a written note to the bus supervisor giving permission for their student(s) to walk home from their stop unattended. If no such note is provided, students who do not have an adult waiting for them will be returned to the school for their own safety and parents will be responsible for providing transportation home.

Before and After School Supervision

Supervision at the school begins at 7:15 am and ends at 2:20 pm. Parents are asked to note that although School Security is present on school grounds before 7:15 am, they are not responsible for the supervision of students and gates will not be opened prior to this time.

Students must leave the school grounds immediately at the end of the school day, unless they are participating in school scheduled extracurricular activities (ECA's). **Siblings of students engaged in ECA's are required to leave school campus at the end of the school day.** ECA teachers are only responsible for students enrolled in the activities.

Students are expected to arrive on time for school and are to leave school at the end of the school day. APS does not provide after-school care or supervision for students.

Changes to Regular Home Transportation

If a student (KG to grade 8) is going to leave school with a non-parent or guardian, an email must be sent to school reception (before 1:15 pm) the classroom teacher (the day before) with permission to release the student into the care of the individual picking him/her up. This note must be signed by the parent or guardian, and the individual picking the child up will be asked to show identification.

Attendance

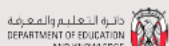
Regular attendance and punctuality on the part of the student is an important component of the learning process and the evaluation of student achievement. Attendance and late records will be noted on report cards and reported to the Abu Dhabi Department of Education and Knowledge (ADEK). Consistent tardiness and/or absenteeism will lead to discussions concerning a more suitable educational setting for the student.

APS is always mindful of the safety and well-being of its students, staff, and visitors. The school has implemented specific procedures to record students' attendance and presence on campus. Students must remain on campus during the school day and may only leave the campus with their parents'/guardians' knowledge and permission.

Student attendance is recorded and reported to ADEK daily.

Attendance for elementary students is done first block in the morning and secondary students have attendance taken in every class they are enrolled in. Students are marked as one of the following:

- 1. Present**
- 2. Absent—Excused:** Student is absent from school and provides official documentation as per ADEK requirements



دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE

“Why Every Day at School Counts”

Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

01 The 5% & 10% Absenteeism Rule
Applies on combined excused & unexcused absences

- Kindergarten**
If a student misses more than 10% (18 days), it is flagged
- Grades 1-12**
If a student misses more than 5% (9 days), it is a concern

02 Excused Absences

- Illness
- Emergency medical appointments
- Family Loss (1st or 2nd degree relative)
- Official duties
- Competitions/events
- Government public holidays
- Study/exam leave (with ADEK approval)
- Government-mandated closures

Unexcused Absences

- Family vacations during school days
- Staying home without notifying the school
- Non-emergency medical appointments
- Non-severe weather conditions

Lateness Adds Up
Schools will identify frequent lateness and take appropriate action at their discretion

03 Medical Absences

Up to 3 consecutive days (and a maximum of 12 days annually)

Starting 4th sick day

Chronic Illness Absences
If a student exceeds 12 missed school days, parents must submit DOH medical reports

04 No Skipping Schoolwork
Even excused absences mean your child must catch up on all missed work/tests.

05 Parent Responsibility
You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

Attendance is the foundation of your child's future success. Being on time and present builds responsibility, protects learning and ensures your child thrives.



دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE

“كل يوم حضور هو خطوة على طريق النجاح”

ما يحتاج أولياء الأمور إلى معرفته حول قواعد وإرشادات الحضور المدرسي

سياسة الشؤون الإدارية للطلبة سارية بالكامل للعام الدراسي 26/2025

01 قاعدة الغياب (5% و 10%)
تطبيق القاعدة على الغياب المبرر وغير المبرر معاً

- من الصف الأول حتى الثاني عشر**
تعتبر نسبة الغياب مشككة إذا تغيب الطالب أكثر من 5% (9 أيام) خلال السنة.
- طلبة رياض الأطفال**
تعتبر نسبة الغياب مشككة إذا تغيب الطالب أكثر من 10% (18 يوماً) خلال السنة.

02 الغياب المبرر

- المرض
- مواعيد طبية محددة مسبقاً
- وفاة أحد أفراد العائلة (من الدرجة الأولى أو الثانية)
- مواعيد وارتباطات رسمية مع جهات حكومية
- المشاركة في المسابقات أو الفعاليات
- الإجازات الحكومية الرسمية
- إجازة دراسية للاختبارات (بموافقة دائرة التعليم والمعرفة)
- إغلاقات بقرار حكومي

الغياب غير المبرر

- الإجازات العائلية أثناء أيام الدراسة
- البقاء في المنزل دون إخطار المدرسة
- مواعيد طبية غير طارئة
- ظروف جوية عادية

التأخر للتكرار
ستقوم المدارس برصد حالات التأخر للتكرار واتخاذ الإجراءات المناسبة وفق تهيئتها.

03 الغياب لأسباب طبية

لإقامة 3 أيام متتالية (ويحد أقصى 12 يوماً في السنة)

ابتداءً من اليوم الرابع من الغياب

الغياب بسبب أمراض مزمنة
إذا تجاوز عدد أيام غياب الطالب 12 يوماً، يجب على أولياء الأمور تقديم تقارير طبية صادرة عن دائرة الصحة - أبوظبي

04 لا إعفاء من الواجبات المدرسية
حتى في حالات الغياب المبرر، يتوجب على الطالب استكمال جميع الواجبات والاختبارات التي فاتته.

05 دور أولياء الأمور
يتعين على ولي الأمر إطلاع المدرسة بأي غياب وتقديم المستندات اللازمة لتجنب اعتباره غياباً غير مبرر.

الانتظام في الحضور هو مفتاح النجاح، فالالتزام بالحضور في الوقت المحدد يعزز حس المسؤولية، ويحافظ على جودة التعلم، ويضمن لطفلك التفوق والأزدهار.

3. **Absent —Informed:** Parent has communicated the absence to the school but has not met the above ADEK requirements
4. **Absent—Unexcused:** Student is absent from school and no information has been provided to the school
5. **Late:** Student arrives to school between 7:45 and 10:30 am. Students arriving to school after 10:30 am without an official explanation (see above) will be deemed Absent-Unexcused or Absent-Informed based on parent contact

All absences must be reported to APS Reception no later than 8:00 am. To report an absence to the school, please send the following information to registrar@arzana.school:

- a) Student's Name
- b) Student's Class or Homeroom
- c) Date(s) of Absence
- d) Reason for Absence

Any official documentation for excused absences must be submitted to Reception on the student's first day back to school. Students are responsible for all work missed while absent.

Extended Absences

APS students are expected to attend all school days. Family vacations are to be scheduled during the school's holiday periods ONLY. Student attendance rates that fall below 95% (maximum 9 days/school year) could result in the inability to assess students' progress and promotion to the next grade, or in the achievement of course credit at the high school level. Families are required to inform the school a minimum of 2 weeks prior to any extended absence of more than 3 consecutive days. Extended absence will only be granted in line with ADEK Authorized Absences. Parents should attach official documentation to the Extended Absence Form.

Please note that it is the student's responsibility to make up any missed work during an absence. Parents/Guardians should review the Official School Calendar (located on the school website) or the School Calendar section of this handbook before planning extended vacations. We are aware of varying costs of flights at different times through the year, but we will not support an extended absence for this.

Absences at this level in conjunction with academic achievement may result in the retention of a student at their current grade level for an extra year.

NOTE:

1) The school is NOT able to reschedule Tests or Exams, extended absences are not permitted during these times.

2) Students are required to write all school-based final exams.

Student Code of Conduct

Students are expected to conduct themselves in a way that promotes a positive school environment. The following code of conduct is expected of all students attending schools in Abu Dhabi. The code of conduct applies while students are in school, on school grounds, participating in school-led field trips, and attending any extra-curricular activities sponsored by the school.

ADEK expects that all students will:

- comply with all instructions and rules of the school
- behave responsibly and will not endanger the safety and welfare of others and self
- care for the facilities and property of the school and of others
- arrive at school and lessons on time and justify any tardiness and absences
- participate in promoting a positive school community
- demonstrate a positive attitude towards learning and apply effort to their learning
- behave responsibly so as not to disrupt the classroom or the learning of others
- commit to the heritage and culture of the UAE in such a way that they behave honestly and conduct themselves with dignity
- show respect to all teachers, school personnel, fellow students, their families, and members of the community

Food in the Classroom: with teacher permission

Students are permitted to eat healthy snacks during class time within the following parameters:

- Food is not permitted in the science labs, computer lab, libraries, music rooms, drama room, art room or gymnasium
- Students are expected to clean up after themselves. Food cannot be left in desks
- Snacks must be brought from home; **students are not permitted to go to the cafeteria between classes or during class.**
- Food eaten in classrooms must not be a distraction or interfere with instruction
- The following food items are strongly discouraged: chips, pop, candy, or other junk food
- Energy drinks are not permitted
- The only drink allowed in classrooms is water
- KG to grade 3 classrooms are nut free due to severe nut allergies. Teachers will communicate expectations to parents. Grade 4 to 7 are nut-aware classrooms

Discipline Procedures

APS does not accept physical or verbal abuse, e.g., rough play, wrestling, kicking, hitting, biting, bullying, teasing, name-calling or swearing. Such cases will be evaluated and addressed by the APS Administration individually. All disciplinary action policies at APS comply with ADEK regulations, specifically “Student Behavior Policy” of the ADEK Private Schools Policy and Guidance Manual.

All minor incidents are dealt with by a caring adult on the spot. In this way, inappropriate behavior is identified and corrected immediately and in a manner that allows our students to take responsibility for their actions and to learn from the situation. If an incident is a repeat offense, it will be escalated using the steps outlined below.

More serious incidents and infractions may be escalated to a higher level of discipline, depending on the history and seriousness of the infraction/behavior. When incidents require the attention of a member of school administration, the following steps may be taken:

1. Verbal discussion between student/teacher. Administration may be involved
2. Administration is formally involved in investigation and discipline procedures
3. The student and parents will receive communication regarding the incident
4. Students and parents are issued a written warning about the student's behavior which will be put on the student's permanent record
5. Final written warning is sent to parents and ADEK. The student may be suspended for up to 5 days
6. The student may be recommended to ADEK for expulsion, and a letter will be sent to the Ministry of Education

Suspension

Students who choose to act in ways that do not align with behavioral expectations may result in them being sent home (suspended from classes) for up to five days. If a student decides to act inappropriately, formal suspension notices are made as per the APS discipline procedure above.

Offenses that could result in immediate suspension:

- Smoking or vaping on school property
- Theft of private or public property
- Harassment of peers or intimidation of others
- Physical aggression towards peers or staff members
- Vandalism or willful destruction of property*
- Chronic absenteeism
- Defiance or non-participation in the activities of school
- Use of obscene language
- Inappropriate use of technology (please refer to Digital Policy)
- Bullying
- Cheating/plagiarism
- Non-payment of tuition and school fees as per [ADEK policy 39](#)
- Inappropriate use of mobile phones
- Frequent non-compliance with uniform requirements
- Leaving school grounds without permission

*** Cost of damage or replacement will be paid by the student's family.**

NOTE: While we approach discipline as a supportive process to change, a student's ability to re-register at APS may be revoked if they are unable to sustain a positive behavior profile.

Expulsion

While APS believes that it is more desirable to change the behavior of a child, when a student deliberately chooses to act in ways unacceptable to the APS Student Behavior Policy, it may be necessary to deal more severely with problems that arise. Therefore, the following guidelines are established. Administration will investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from APS, or the Principal may decide there are sufficient grounds to proceed with a recommendation for expulsion. Offenses that could result in expulsion:

- The use, possession, sale, or distribution of illegal substances
- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse leveled at peers, staff members or others
- Chronic or severe bullying or unkindness (both verbal and physical) towards peers or staff members
- Harassment of others
- Cheating/plagiarism
- Theft of property may result in the student choosing to be suspended or expelled, depending on the severity of the act
- Vandalism of private, public, or school property
- Use of, or possession of weapons
- The involvement in flagrantly immoral or socially distasteful acts
- Leaving school grounds without permission.

School Uniform

All students are encouraged to feel pride in being members of APS, and their uniform identifies them as such. Appropriate dress is expected of all students and good grooming is equally important. Parents will be contacted if the uniform worn by the student is incomplete or inappropriate. Continued violation of uniform expectations will result in disciplinary action.

On designated theme days, students are permitted to wear non-uniform clothes; however, they are expected to wear appropriate, modest dress on these days for example: this means covering your shoulders and knees as well as avoiding any clothes that are too tight or revealing. Halter/tube tops, short shorts, ripped jeans, yoga pants and bare midriffs are considered unacceptable. Inappropriately dressed students will be asked to change promptly into a school uniform or will be sent home immediately.

APS School Uniforms can be purchased from the APS Uniform Store.

Students are required to wear their APS PE kit for all athletic and physical education activities. Students are reminded to maintain good hygiene after participating in strenuous physical activities.

While the uniform store carries a variety of sizes, there are occasions where sizes are not available. We appreciate parent support in ensuring that students' clothing is aligned with the school uniform policy. The School Administration has final word on what constitutes appropriate school dress.

Uniform Requirements

(Grades KG - 8)

All students are expected to wear the APS uniform, consisting of:

- Blue APS uniform shirt with the APS logo
- skirt/shorts purchased from the APS Uniform Store
- Black dress shoe or lace up shoe. Black dress shoes are preferred but black athletic (trainers/runners) are acceptable. Shoes should be all black.

NOT permitted during a regular school day:

- Non-black footwear
- Sandals, flip-flops, crocs, ballet flats
- PE Kit (except for KG students)
- Hats, caps, and hoods are **not** to be worn indoors, including APS caps
- Zip up hoodies or any color, other than red

Dress-down/Special days:

- Clothing based on specific themes

NOT permitted during dress-down/special days:

- Flip-flops/sandals, crocs
- Ripped jeans (Ordinary jeans may be allowed on designated days)
- Crop-tops, halter tops, tanks tops
- Short dresses, shorts, or skirts

Uniform Shop

APS uniforms are available for purchase from our Uniform Store in the ground floor.

Normal Store Hours Term Time Monday to Thursday, 8.00 am – 3.30 pm Friday, 8.00 am – 12.00 pm

Sun Protection:

Skin cancer and melanoma rates are on the rise all over the world, and overexposure to the sun during childhood and adolescence is a contributing factor to the development of skin cancer later in life. In order to protect students from harmful ultraviolet (UV) rays of the sun, all primary students (KG - Grade 8) are strongly encouraged to wear a hat and apply sunscreen before coming to school.

Student Safety

APS has up-to-date and thorough Health and Safety procedures for emergencies across a variety of possible scenarios. Teachers will review and practice emergency procedures with their students; drills for emergency evacuation will take place periodically.

Security

Procedures are in place so that students never leave the campus without the knowledge of APS personnel, without parent/guardian permission. All gates around the campus border will always remain locked during the school day. The front gate will be accessible to visitors who will be asked to sign in and out with security and wear a APS Visitor's Badge. Parents/Guardians are required to present their Parent or Guardian Badge to be permitted access to the school grounds.

Please note that the security guards are not allowed to leave their duties to assist students or staff unless there is proper gate security coverage maintained. APS Administration expects that all parents, students, and staff demonstrate respect towards our security guards and car park attendants. Parents are to follow the instructions of security guards and car park attendants to ensure the safety and security of our school and the students within it. The car park attendants have the authority to report parking lot safety violations to the police if deemed necessary.

Daily Supervision

Teachers are assigned Supervision Duty to oversee the activities of students during all break and lunch times, including before and after school. Supervision begins at 7:30 am and concludes at 3:15 pm. Staff on supervision will be wearing yellow vests so they can be easily identified.

Emergency Procedures

When the alarm sounds or when an announcement is made, students must follow the directions of their teachers and move quickly and quietly to the exit as posted in each room. Students must remain with their teachers and classes in the designated area, and away from school buildings in the case of an evacuation, until they are instructed to return to their normal activities.

Any tampering with the school's security and fire protection system—including alarms and extinguishers—places the entire school community in a vulnerable position. Any such behavior or activity is strictly forbidden and will result in immediate suspension.

Power Outage

In the unlikely event of a power outage, all students will remain in the classroom unless directed otherwise by the administration. School activities will proceed as normal, and students will follow their regular schedule. No calls are to be made to parents/guardians for pick-up unless announced by administration. The school must comply with ADEK directives regarding school closure and is unable to close the school without their explicit permission.

Prohibited Items at School

Weapons and Facsimiles of Weapons

Students are not permitted to bring any weapons, toy, or imitation weapons of any nature (except those used in traditional Emirati practices, and on appropriate days) to school. The potential danger of such items could warrant suspension and/or expulsion.

Personal Belongings

Any personal belongings brought to the school by students are the sole responsibility of students. Students should always secure their possessions in their school bag. The school is not responsible for any loss of or damage to personal property. Parents and students should ensure that the weight of school bags is in line with the ADEK 'Bag Weight' policy available on the APS website.

Lost and Found

Lost items are turned into the Lost and Found office. Any items of value, such as wallets, watches, phones, jewelry, etc. will be given to the Reception Desk. The Lost and Found area will be cleaned out at the end of each term, and contents will be washed and donated to prevent large amounts of items from accumulating. It is recommended that all items, including uniform tags, be labelled with the full student name and class.

Student Health

The school has a nurse's room, located on the ground floor across from the administration offices, staffed by nurses who are qualified and licensed by the Health Authority of Abu Dhabi (HAAD). The nurses are equipped with all essential first-aid supplies and can address and treat any immediate health issues until emergency services, if necessary, arrive at the school. Several staff members around the school hold current First-Aid and CPR qualifications and can be called upon as first responders when necessary.

Medical Files

The school nurses keep a medical file for each student, detailing up-to-date medical and emergency information that is referred to in the event of an injury and/or illness. Parents and/or guardians are asked to advise the school nurses (clinic@arzana.school) of any changes or updates in a student's medical status for these files.

Medication

The nurses will not administer any form of medication to students without prior, written parent/guardian consent. In cases where students require regular medication while at school, parents/guardians must provide the nurses with a "Parental Consent for Prescribed Medication" form (filled out by HAAD licensed physician), along with the medication in a re-sealable plastic bag that is properly labeled with the student's full name, classroom, date of birth, and dosage instructions.

Head Lice

If the school has reason to believe that a student has head lice and/or nits (eggs), the student will be checked by the school nurses. If lice/nits are confirmed, the student will be sent home to prevent spread to other students. Parents within the affected class will be notified so that they can check their children at home. Students will not be readmitted to school until all evidence of head lice and/or nits (live or dead) is gone. APS asks that parents notify the school if they find lice or nits on their child as soon as possible so that proper precautions can be taken to avoid their spread.

Illness

Any student who becomes ill at school should report directly to the school nurses. If the student is deemed too sick to remain at school, the nurse will contact the parents/guardians to arrange for them to go home. Parents are encouraged to not send their children to school if they are sick until the student is completely recovered.

to avoid the spread of illness to other students.

If a student is away for multiple days due to illness, it is recommended that the parent contact their child's teacher for any missed work that might be completed from home to avoid the child falling too far behind.

Accidents

Accidents occurring at school that result in injury of any student(s) will be reported immediately to the Administration Office, ADEK, and parents of the affected student(s). An incident form will be completed by the school Health and Safety Officer and filed for reference. If necessary, an investigation will follow to determine and address the source of any injuries.

Use of Computers, Technology, and Personal Devices

Acceptable use of School Owned Technology

Students in grades 4 through 8 are required to bring a personal device such as a laptop, tablet or Chromebook to school daily. The school has invested in technology but does not have the capacity to provide access to all students. Computers are used by students and staff for educational purposes, to facilitate writing, research, promote communication and presentation skills, advance technology skills, enhance learning and teaching, and conduct valid school business. Technology use is a privilege, not a right, and the expectation is that it will be used in a responsible, efficient, ethical, and legal manner. All technology is governed by APS Technology policy.

School owned equipment is shared, and all users are asked to follow the user policy for their personal devices and those that the school provides for everyone's benefit.

- The school's technology resources should only be used for school-related tasks
- School computers will be used by students under supervision of a staff member
- Inappropriate computer use will result in revocation of privileges, temporary or permanent, depending on the gravity of the offense
- Parents/Guardians are liable to pay for any damage done to school technology/property that is willful, intentional, or as a result of negligence on the part of the student

School Computer and Technology User Guidelines

- **No food.** There is no gum chewing, drinking, or eating around the school computers, laptops, tablets, interactive boards, or other devices
- **Handle equipment with care.** Do not run with the laptop cart or use it in any way that may cause physical damage to the device or equipment. Please ensure that equipment is securely positioned when in use and safely stored and plugged in when finished using
- **Do not change any settings on the devices.** Do not change the homepage or any settings, do not move, add, or delete any items from the desktop that are not your own
- **Do not download any software on these devices without permission**
- **Save your work in the Cloud or often on a memory stick/flash drive.** Sometimes programs freeze or the connection to the server gets lost. When this happens, any unsaved work will be lost. Protect yourself! Working on One Drive or Google Drive is recommended, since these save automatically every few seconds to the Cloud
- **No non-educational games or inappropriate content.** Playing games or using internet relay-chat is prohibited unless authorized by a teacher for curricular purposes. Do not access web sites featuring pornographic, discriminatory, or hate group content
- **Help maintain your workspace.** Wipe the machine screen and keyboard if you notice it is dirty or smudged. Report any problems you notice with software or hardware, and any evidence of vandalism or theft

APS Parent-Student Handbook Agreement

The success of our students is heavily dependent upon the relationship between school and home. This includes a mutual understanding of the expectations of students and parents while present at APS. We respectfully ask that students and parents support this relationship by reviewing the contents of this handbook together.

Your enrollment at Arzana Private School confirms your agreement with all policies, expectations and procedures outlined within this handbook. Should you have any questions or require further clarification please forward those to the corresponding Heads of School by email.