



# **Qaitbay Private Language School American Division**

## **Student - Parent Handbook KG to Grade 12**

**QPLS**

5<sup>th</sup> zone new Cairo close to Katamia Golf  
Cairo, Egypt  
Tel. 25414315 – 25414789 - 25414329

Email: [American@qaitbay.net](mailto:American@qaitbay.net)  
[American@aia.edu.eg](mailto:American@aia.edu.eg)



## *Message from the CEO*

Dear Families and Students of **QPLS**,

Nothing is more important to me than the quality of education our children receive in their elementary, middle school, and high school careers. My team and I want our children to learn with a staff from diverse backgrounds; we wanted them to be taught by energetic, inspiring, creative teachers who care deeply about each child's progress and development; and we want them to play significant roles in a school community where honesty, integrity, acceptance of others, warmth, humor, and friendship are celebrated each day. Please know that this is what I want each of you to receive each day that you attend **QPLS**.

Your student handbook will serve as a resource and reference to help you understand the rights and responsibilities you have as a member of the QPLS community. QPLS students learn some of their most important lessons from the caring interaction experienced each school day. The ideals of QPLS have created a shared culture of respect for and service to others.

QPLS students are able to take rigorous academic courses and to participate in extra curricular activities that are not available at many other schools. In all these endeavors, QPLS students are guided by faculty members who are extremely talented and productive in their fields of expertise. Faculty members are athletes, poets, scientists, musicians, authors, historians, technology experts, and mathematicians. Above all, they are dedicated mentors to their students.

I join the QPLS Board of Directors in welcoming you to our school. Each student is an important member of the school and its long tradition. Welcome!

Sincerely,

CEO  
Mrs. Rasha Mahdy



## *Message from the Executive Director*

Dear Parents and Students,

**QPLS** has a tradition of providing quality educational programs, and a reputation in the international community as a school with a firm commitment to excellence. As being the Director and a Teacher, I am looking forward to the many challenges that are forthcoming. I believe that your children deserve the very best education possible. Education is the key to a successful life - success breeds- successful LIFELONG Learners!

The atmosphere for learning and achievement is created when parents, students and teachers voluntarily commit themselves to clearly established standards of behavior and academic performance. This is a big responsibility that takes the cooperation of both the family and the school. By working closely together this year, we can accomplish this objective.

If I sound like a proud Director - I am! This is a great school, a great staff, and a great student body in a wonderful community with supportive parents, and I am honored to be a member of this team.

I welcome each and every one of you to QPLS, and I am looking forward to a wonderful school year.

"Kids Come First" reflects my commitment to the students at QPLS.

Sincerely,

***Manal M.Fahmy***  
**Executive Director**



## **School Day:**

|                            |                    |
|----------------------------|--------------------|
| School Office Hours        | 8:00 am to 3:00 pm |
| Library Hours              | 8:00 am to 3:00 pm |
| Regular School Day Timings | 7:30 am to 3:00 pm |
| Friday and Saturday        | Days Off           |

Note: personnel lists posted at the beginning of each school year by the American Division Administrative Department.



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## **School Profile**

### **Mission Statement**

**Our school fosters the students' self-esteem by ensuring a supportive community through technology and activities. We establish a safe, welcoming environment that fulfills the students' potentials, and needs.**

### **Introduction**

The QPLS is an independent co-educational day school which offers a U.S. based educational program from KG through Grade 12 for students of all nationalities. Founded in 2004 to serve all students, QPLS is developing a highly recognized international institution following an American curriculum. QPLS has been accredited by the CITA Association of Schools. Selective admission is based on prior academic achievement, standardized test scores, an admissions test, recommendations, and a personal interview. There are no provisions at QPLS for students who have extreme educational or social/emotional needs.

### **School Calendar**

The school year is comprised of four quarters - from September to June  
QPLS is in session for approximately 34 weeks. (*See school calendar*)

### **Organization**

QPLS is governed by a member Board of Directors elected by the QPLS Society. Membership in the Society is automatically conferred on the parents or official guardians of children enrolled in School. QPLS is licensed also by the Ministry of Education of Egypt and accredited by AdvancEd .

### **Facilities**

The school is housed on space of school grounds which include an elementary playground, soccer field, swimming pool, and cafeteria, library containing 10,000 volumes, modern science laboratories, art rooms, music room, computer lab, and an access to the internet. The classrooms are spacious, well equipped. There is also a multi-purpose facility which includes covered basketball court. Included in the facilities are a custom built "children-safe" play ground, large, and building with a seating capacity of 200 people, and a fully-equipped health office with a doctor on duty.

### **Standards Based Curriculum**

The QPLS's Curriculum emanates from:

- Our mission for our school
- Our Vision for our graduates
- Our definition of what we mean by "American Principles of Education"
- Our delineating statement, a clarification of what our school is and what it is not.

**The remainder of the handbook is focused on the rules, policies, and guidelines that students must follow in order to be successful and remain in good standing at QPLS. Parents and students must sign and return the last page in order for students to continue at QPLS. Your signatures indicate a commitment to following these rules, policies, and guidelines.**



## QPLS MISSION

### **For developing “Life-Long Learners”**

The QPLS, in its pursuit of excellence, offers a comprehensive college preparatory education that challenges our students to be continual **Life-Long learners** and responsible citizens with a clear understanding of our global society in an ever-changing world by utilizing an exemplary faculty, Egyptian American principles of education, and a nurturing environment that optimizes students’ skills in decision making, communicating, and logical critical thinking.

### **Key Questions for Our Mission**

Who Do We Serve?

**Our students**

What Do We Do?

**Offer a college preparatory education that challenges our students**

What is Our Purpose for Existing?

**To prepare our students to be” continual Life-long Learners" and "responsible citizens”**

What Makes Us Unique?

**We optimize students’ skills in decision making, communicating, and logical critical thinking**

How, in Broad Terms, Will We Do What We Do?

**“By utilizing:**

- **An exemplary faculty.**
- **Egyptian American principles of education, and a nurturing environment.**



## THE QPLS SOCIETY SCHOOL VISION For developing “Life-long Learners”

QPLS is preparing to be fully accredited by the CITA (Association for Colleges and Schools, U.S.A). QPLS uses the Accreditation for Growth Protocol which requires schools to provide a vision for what their graduates will look like upon graduation. This is ours.

### VISION

QPLS graduates will have (En SHAA ALLAH) a rich understanding of essential knowledge and skills and the capability and desire to engage new learning utilizing the QPLS applications for learning:

1. Solving problems
2. Communicating
3. Using Technology
4. Working on Teams
5. Making Connections

With this preparation and with the support and guidance of the graduates who have gone before them, QPLS graduates have the character, courage, and commitment to positively change the world.

- The school is committed to utilizing instructional talents and skills to deliver a goals-driven, standards-based curriculum approved and financially supported by the Board of Directors and Society Members. This curriculum must be easily understood, seamlessly articulated, and must contain expectations defined for student performance at each grade level and in each content area. Expectations will be clearly stated as written student performance descriptors, and classroom assessment will measure student growth on these descriptors.





## **The Learner Goals with Standards**

### **English and Language Arts**

- Goal 1: Read with understanding and fluency.
- Goal 2: Read and understand literature representative of various societies, eras, and ideas.
- Goal 3: Write to communicate for a variety of purposes.
- Goal 4: Listen and speak effectively in a variety of situations.
- Goal 5: Use the language arts to acquire, assess, and communicate information.

### **Mathematics**

- Goal 6: Demonstrate and apply a knowledge and sense of numbers, including numeration and operations (addition, subtraction, multiplication, division), patterns, ratios, and proportions.
- Goal 7: Estimate, make, and use measurements of objects, quantities, and relationships and determine acceptable levels of accuracy.
- Goal 8: Use algebraic and analytical methods to identify and describe patterns and relationships in data, solve problems, and predict results.
- Goal 9: Use geometric methods to analyze, categorize, and draw conclusions, about points, lines, planes, and space.
- Goal 10: Collect, organize, and analyze data using statistical methods; predict results; and interpret uncertainty using concepts of probability.

### **Sciences**

- Goal 11: Understand the processes of scientific inquiry and technological design to investigate questions, conduct experiments, and solve problems.
- Goal 12: Understand the fundamental concepts, principles, and interconnections of the life, physical,
- Goal 13: Understand the relationships among science, technology, and society in historical and contemporary contexts.

### **Social Sciences**

- Goal 14: Understand political systems, with an emphasis on the United States and Egypt.
- Goal 15: Understand economic systems, with an emphasis on the United States and Egypt.
- Goal 16: Understand events, trends, individuals and movements shaping the history of American state governments, the United States, Egypt, and other nations.
- Goal 17: Understand world geography and the effects of geography on society, with an emphasis on the United States and Egypt.
- Goal 18: Understand social systems, with an emphasis on the United States and Egypt.



### **Physical Development and Health**

- Goal 19: Acquire movement skills and understand concepts needed to engage in health enhancing physical activity.
- Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment.
- Goal 21: Develop team-building skills working with others through physical activity.
- Goal 22: Understand principles of health promotion and the prevention and treatment of illness and injury.
- Goal 23: Understand human body systems & factors that influence growth & dev.
- Goal 24: Promote and enhance health and well-being through the use of effective communication and decision-making skills.

### **Fine Arts**

- Goal 25: Know the language of the arts.
- Goal 26: Through creating and performing, understand how works of art are produced.
- Goal 27: Understand the role of the arts in civilizations past and present.

### **Foreign Languages**

- Goal 28: Use the target language to communicate within and beyond the classroom setting.
- Goal 29: Use the target language to develop an understanding of the customs, arts, literature, history, and geography associated with the target language.
- Goal 30: Use the target language to make connections and reinforce knowledge and skills across academic, vocational and technical disciplines.

### **Applications of Learning**

*Having content knowledge is of critical importance. However, as the numerous curricula for QPLS were developed, we challenged ourselves with one further question,*

*“What skills do people need to have in order to APPLY their knowledge?”*

*We expect our students to use their knowledge to better life for others. To do this, they must apply what they have learned. By being able to do so, they are prepared for future academic preparation that requires higher order thinking skills and for the challenges of leadership. Again, developing knowledge is important, but it is only part of the preparation future leaders need to have.*



### **The Five Applications of Learning:**

- SOLVING PROBLEMS - Recognize and investigate problems; formulate and propose solutions supported by reason and evidence.
- COMMUNICATING - Express and interpret information and ideas. This is where our Six Traits Plus One Initiative is realized.
- USING TECHNOLOGY - Use appropriate instrument, electronic equipment, computers and networks to access information, process ideas and communicate results.
- WORKING ON TEAMS - Learn and contribute productively as individuals and as members of groups.
- MAKING CONNECTIONS – Recognize and apply connections of important information and ideas within and among learning areas.

Through our QPLS’s commitment to developing the five Applications for learning our students are best prepared to apply their knowledge. Through the Applications of Learning, students demonstrate and deepen their understanding of basic knowledge and skills. These applied learning skills cross academic disciplines and reinforce the important learning of the disciplines. Finally, the ability to use these skills will greatly influence students’ success:

- in school
- in the workplace and
- in the community

### **Admissions Procedure**

The application packet, which includes an application form, school fact sheet, and fee-statement, should be obtained from the admissions officer. Grades, appropriate school and medical records, and proof of birth/citizenship must accompany a completed application form. Parents are encouraged to tour the school. An interview with the School Director is encouraged as part of the admission process. The Business Office staff is available to answer questions concerning fees and methods of payment.

### **Testing**

Students entering Grades 1-12 are tested for English & Math proficiency, aptitude and maturity. Final admission and placement (Map test s on line is determined by the Admissions Committee.

Students entering Grades 1-12 copies are of the Admission Policy are available in the Main Office. Final admission and grade placement is determined by the Admissions Committee regardless of previous school grade placement, in order to best fit the student into the American system at QPLS. All testing requires payment of a testing fee. There are no provisions at QPLS for students who have extreme educational and social needs.

### **Enrollment Dates**

School enrollment begins in September and end at the end of the first Quarter.



## General Information

### Academic Probation Policy

When a student's academic performance indicates serious difficulty, the student may be placed on academic probation. The probationary goals are:

1. To identify students with academic problems.
2. To provide communication and assistance about problems.
3. To provide a timeframe for remediation, retention or removal from school.

As part of the probation process, conferences are held with parents, student, and the student's teachers to ensure that they are all doing our best to deal with the situation.

Should it become clear, after trying a variety of strategies, that the needs of the student cannot be met at QPLS, the student will be withdrawn from the school.

### Academic Probation Procedure

1. Teachers should refer to the Student Study Team (SST) by the end of the first quarter, or as soon as possible, any student who is experiencing severe difficulty in the school.
2. The Director will confer with the classroom teacher who will schedule a parent/teacher conference. Parents will be informed that the school has serious concerns about the student being successful at QPLS.
3. The Student Study Team, the Director and teacher(s) will be involved in meeting (not necessarily as a full group) to make a written plan for remediation if appropriate. If a Plan of Assistance is developed, the student's parents will be notified and/or met with for the purpose of explaining, and perhaps modifying the plan.
4. Interventions recommended in the Plan of Assistance may include, but are not limited to: resource assistance, tutoring, special arrangements, modified instruction, and for students below the sixth grade, retention.
5. At their regular meeting they will review that student's progress.
6. On a quarterly basis, the principal will confer with the resource teacher and classroom teacher of students on Plans of Assistance to determine whether the student:
  - a) Is no longer in need of special assistance,
  - b) Should continue with the same Plan of Assistance,
  - c) Should continue with a modified Plan of Assistance, or
  - d) Should be considered for placement on Academic Probation.
7. A time frame will be set up for the various possible Academic Probation actions (exiting from Academic Probation, continued remediation, or removal from school). Parents will be informed of the time frame, and will be informed of the circumstances under which each action will take place.
8. Parent conferences will be held at least once each quarter. At these meetings, parents will be informed of the progress of the student toward the accomplishment of the goals of the Plan of Assistance, and the implications of this progress in regard to the Academic Probation actions (exiting from Academic Probation, continued remediation, removal from school).

### Suspension from QPLS

When the following exist, a student on Academic Probation will be removed from QPLS after the end of the school year.

- 1) The student will have been on Academic Probation for at least two quarters in a row.
- 2) The Director, Resource Teacher and classroom teacher's professional recommendation is for the child to be removed.

The decision to remove a student from school will be communicated to parents no later than March 31. If the decision is made after that time, the parents will be allowed the option of having the child continue enrollment through the next school year before being removed.



### **Retention/Promotion**

The Director, after consultation with the classroom teacher, is responsible for determining whether a student is promoted at the end of the academic year.

In deciding whether a child should repeat a grade, the Principal will consider the following factors:

- Grades and other indicators of achievement
- Academic ability
- Social, emotional, physical and mental maturity
- Chronological age
- Research relative to retention
- Sibling grade levels, and Parent and child input

### **School Policy:**

#### **Class Parties**

Students enjoy class parties to celebrate holidays and special occasions. Parents are often asked to contribute food items to make these days festive.

#### **Class Teas**

Every September, Elementary- High school, classes hold an open house or “Class Tea”. These are important events where teachers explain their program to the parents in detail. It’s also a social time when parents get a chance to meet each other.

#### **Communication**

The Principal’s newsletter is distributed to all school families. The newsletter contains valuable information about forthcoming events, special programs, trips, meetings, and activities. This newsletter is an important link between school and home.

#### **Conference / Appointments with the school**

Elementary, Mid & High school parent conferences are held at the mid of each quarter. A letter will be send with the exact dates. However, parents and teachers may meet at any time during the school year. Parents interested in setting up a conference should write a note to the teacher, or send a message through the email, or website.

Parents are encouraged to keep in touch with teachers and/or administration. However, appointments should be made via personal notes, or phone calls. Classes should not be interrupted.

#### **Emergency Procedures**

##### **Impending Threat:**

One steady continuous bell will indicate an impending threat to the school campus. In this event, teachers are to move their students to “safe places” located throughout the campus. These “safe places” will depend on the grade levels and locations of the students (safety instruction are hanged on the wall of each class).

##### **Enrich English**

The teacher of English Language works with students who enter QPLS with little English language skills. Since English is the main of instruction in our school, learning to speak and think in this language is given top priority. Students are tested to determine the amount of time needed in enrich English club. Whenever possible, ESL students join their regular class when subjects are taught and office hours will be required to improve English abilities. When adequate proficiency is achieved, students return to their assigned schedule.

#### **Evaluations and Student Reports**

Students are given report cards at the end of each school Quarter. Grades are determined by daily class-work, weekly and unit assessment, and class projects. The symbols are used on report cards to indicate progress. Interim progress reports may be issued at any time.



## OPLS American Grading System

### American Diploma Transcripts

1. The students transcript is the official document that records the student's progress at school, each enrolled student in grades 9 -- 12 must have a transcript.
2. Each academic year is divided in to 4 quarters, each quarter is 8 weeks.
3. The final grades of the academic year are the average of the 4 quarters.

Description of the grades for each subject:

All grades are out of 100 divided as follows:

- |                      |             |
|----------------------|-------------|
| 1. Class Works       | (20) grades |
| 2. Home Works        | (20) grades |
| 3. Exams and quizzes | (20) grades |
| 4. Researches        | (20) grades |
| 5. Projects          | (20) grades |

It is a must that the students should achieve 60% in each section of the above mentioned. Misbehavior and absence will be deducted from the class works.

Any teacher would like to change this grading system according to the department needs would have to discuss it with the supervisor and written approval from the Principal; Students must also be informed with this changes before the starting of each quarter.

- \* Each letter grade earns a grade point equivalent on a 1 to 4 point scale as described in the table below.
- \* The calculation of the GPA is explained in a table with arrows herein after

**Grading system:**

1. Each student shall be granted (100) in every subject at the beginning of each quarter. The responsibility of the student is to work on keeping this score, by doing all the duties required from him in the above mention sections.
2. For any Misbehavior, absence or not fulfilling in any of the required sections mentioned above the student will lose marks from he score given to him at the beginning of each quarter.

The report is designed to communicate the child's progress.

#### Grading Symbols for Grades 3-12

| GPA | Grade | Percentage |
|-----|-------|------------|
| 4   | A     | 39 – 011   |
| 3.7 | A-    | 90 – 92    |
| 3.3 | B+    | 87 – 89    |
| 3.0 | B     | 83 – 86    |
| 2.7 | B-    | 80 – 82    |
| 2.3 | C+    | 77 – 79    |
| 2.0 | C     | 73 – 76    |
| 1.7 | C-    | 70 – 72    |
| 1.3 | D+    | 67 – 69    |
| 1.0 | D     | 63 – 66    |
| 0.7 | D-    | 60 – 62    |
| 0.0 | F     | 0 – 59     |



### Grading Symbols for Grades 1-2

|    |  |
|----|--|
| E  | Excels at or above grade level expectation |
| S  | Satisfactory meets grade level expectation |
| P  | Passing                                    |
| N  | Not at grade level expectation             |
| NP | Not passing                                |

### QPLS

The School, like the student body, represents a variety of nationalities. Most of the teachers, however, are from Egypt. Special subject teachers teach Art, Physical Education, German, French, Computers, Music and ESL. These teachers are specialists in their respective fields.

### Field Trips

Field trips are an integral part of the school program. Students chaperoned by teachers, advisors and parents visit archaeological, historical, industrial, and geophysical sites to enrich their classroom knowledge in various subject areas. The trips are one of the highlights of the school's academic and social program. A signed parental permission form is required for all field trips.

### Homework & Projects

In our school we consider homework to be an essential element in the student's learning. Through homework the student will be able to:

- Practice and refine skills.
- Be prepared for the next class meeting.
- Learn to plan and budget time.
- Extend assignments.
- Apply learning to different practical situations.
- Complete long-range projects.
- Extend the concept of learning beyond the classroom.
- Help the student develop responsibility, independence, self-discipline, strong study skills, and positive work habits.
- Encourage the use of independent research skills.
- At times, involve the family in a learning project.

### Student responsibilities include:

- Completing assignments on time and to the best of his/her ability.
- Assuming responsibility for completing work missed when absent.
- Scheduling school and non-school activities to allow successful completion of homework.
- Being sure the assignments are written down and clear before leaving school each day.
- Asking for help from a parent only when needed.

### Parent responsibilities include:

- Establishing with the student a specific agreement concerning time and place to do homework.
- Providing an appropriate physical and psychological climate to complete homework (It should be quiet and well lit.)
- Monitoring and assisting when asked, but not doing the homework
- Initiating communication with the teacher when concerns arise.



### **Resource Specialist and Counseling Services**

The Director is available to meet with parents and students to discuss educational, personal, and developmental issues. You are encouraged to stop in or make an appointment whenever the need arises.

### **Health Office**

QPLS has a doctor on campus full time to provide basic first aid. In the case of a serious injury or illness, parents are notified and the student is taken to a hospital. Students who feel sick during the school day should get permission from the teacher to go to the Clinic and may not leave campus for health reasons unless the School Doctor and administrator have granted permission.

### **Illness or Accident at School**

If a child becomes ill, or has an accident at school, he/she is taken to our school physician. If the child must go home, parents are contacted as soon as possible. Head lice is considered to be a serious health problem and a child will be required to stay at home until he/she is completely free of head lice. Eyesight, height and weight are checked annually.

### **Insurance**

The school does not provide a student insurance program. Parents should consider maintaining a personal or company related program.

### **Language**

Because QPLS is an American school in which English is the medium of instruction; every opportunity to use English should be exercised. Therefore, all communication should be in English.

### **Library Facilities**

The QPLS library affords the community a large collection of fiction and non-fiction, all cataloged on searchable electronic database. It also subscribes to the three major, English language newspapers as well as the International encyclopedias

In addition Students can access the Internet for research purposes computer station located in the library.

These resources are available to students, everyday; from 7:30 am to 4:15 pm. Books are available for renewable two-week lending periods. Periodicals are available for one-week renewable periods. If delayed the student will be fined.

### **Lost or Damaged Materials**

QPLS supplies basic text and workbooks. Pro-rated charges are levied against student accounts for lost or damaged texts, school-supplied materials, equipment or facilities. Grades and transcripts are not issued until accounts are cleared.

### **Lost and Found**

A lost and found department is located in the main building of Administration in the school.

### **Phone Use**

The Main Office phone is available for student use in cases of emergency or else. Any other use by students' own cells phones is not permitted.

### **Playground and Cafeteria Rules**

Children are expected to:

1. Eat or drink in the cafeteria.
2. Mineral water bottles cafeteria and drinking water tanks.
3. Show respect to each other and to faculty in work and play.
1. Play safely at all times and follow specific safety rules.
5. Use equipment in the way it was designed.





### **Procedures for Taking a Child from School**

The following system will be used when a child is to be excused during school hours:

1. Parents are asked to send an advance written notification to the classroom teacher. The child will be sent to the Administration Office to meet the parent waiting there at the appointed time.
2. In an emergency, the parent will go to the Administration Office to wait. The child will be requested to come to the Administration Office to meet his/her parent.
3. If family drivers, or others are going to collect children from school, written permission must be given by the parent. Parent signatures must be on file.
4. Classroom teachers should always be informed about when a child is being taken from school.

### **School Hours**

Classes Grades 1-12 hours are from 8 am to 3:00 pm. Students are to be on campus by 7:30 am. All students must leave school when the 3:00 pm bell rings.

### **School Lunches**

The school cafeteria serves a nutritious hot lunch daily.

### **School Newsletter**

Parents are advised to read the school newsletter to keep informed of policy changes and other important information.



## American Diploma Credits

- Each student should study certain subjects during the 4 years of the high school (9-10-11-12)
- 1 Credit = 120 hour
- Lesson period is One hour X 5 days per week X 24 weeks = 120 hours
- Academic year is 32 weeks
- To pass in a subject, the student's marks shouldn't be below 60%
- Each academic year the student should study 8 subjects:
  - Students, who want to get the American Diploma and start from grade 9, should complete the graduation requirements from G9 to G12, total credit hours will be detailed in the student's transcript.
  - Students who attend the American Diploma program after grade 9 also should complete the up coming years " No Students are allowed to attend American Diploma starting grade 12, they should be enrolled in the school to study grade 10"
  - The graduation percentage is divided into: 40% are the students collected marks in 8 subjects from grade 12 (Students are allowed to change max. 3 subjects' mark from grade 11), 60% of SAT I Score (English and Math) the score must not be less than 1440.
  - 15% of SAT II Score will be added if the score is 1100, SAT II Subjects are: English – Math – Physics – Chemistry – Biology.
  - Students who want to be enrolled in scientific career should pass **SAT II Biology and one** of the following: (Math – Physics – Chemistry).
  - Engineering career students should pass **SAT II Math and one** of the following: (Physics – Chemistry – Biology)



### **Student Activities**

The school will endeavor to sponsor a suitable number of extracurricular activities if adequate adult sponsorship is available. If a student elects to participate, the parents must provide transportation at the appropriate departure times.

All social functions must be approved by the executive director at least two weeks in advance of the event.

### **Swimming**

All children are required to have swimming lessons during the school year, but on certain days use of the pool is restricted to authorized groups, the swim team, class parties, etc.

The pool water is tested on a regular basis. Children under 16 are not allowed to swim without being accompanied by an adult.

### **Textbooks and Supplies**

All textbooks, with the exception of tear-off workbooks used, are the school's property and must be returned at the end of the school year. Books lost or damaged must be replaced or its value will be deducted from the insurance book fee. Since our books are shipped from the United States, an additional cost is added for shipping expenses. It takes several months to receive texts. Students are encouraged to give them special care. At the beginning of the year, each student is issued complimentary pencils. It is the parent's responsibility to furnish writing supplies, theme books, crayons, etc. used by the student.

### **Tutors**

If tutoring is recommended by a teacher, the student and parents may contact the Main Office for recommended tutors. Teachers cannot work as an outside tutor with their own students. Tutors should remain in close communication with teachers.

### **Valuables**

Valuables, such as cell phones, cassettes, radios, expensive sports equipment, jewelry and calculators should be left at home unless needed for classroom use. If brought to school, they should be properly safe-guarded. The school assumes no responsibility for lost or stolen articles.

### **Visitors**

All visitors are requested to report to the Administration Office before going into the classes' area. Parents are not allowed to wander in the school campus.

### **Water containers**

Water containers are located in several areas around the school. All drinking water is through and tested by the school doctor.

### **Withdrawals**

Withdrawals are initiated by written notice from parents to the Director. All withdrawals must be initiated in the office prior to the withdrawal date.

Teachers should notify the office when it is known that a student will be leaving. Parents are expected to contact the office to make final arrangements for withdrawal. Records cannot be released until all withdrawal procedures are completed.



## **\*\*IMPORTANT\*\***

### **Code of Student Conduct 2020-2021**

**PLEASE REVIEW THIS BOOK WITH YOUR STUDENT SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN SCHOOL, DURING SCHOOL-SPONSORED ACTIVITIES, AND ON SCHOOL BUS TRANSPORTATION.**

Since **parent(s) can be held responsible for the actions of their children**, it is important that they are aware of the rules and the consequences if their students break the rules. Moreover, the school system must have proof that every student and every parent has had a chance to read this Code of Student Conduct.













## PARENT/STUDENT ACKNOWLEDGEMENT FORM

### Code of Student Conduct 2015-2016

This booklet lists the rules for students in QPLS. The rules apply to **all** activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students.

**Parents need to be involved in the education of their children and have the responsibility to:**

-  **Know that for school safety**, their children are not to arrive at school until the official starting time, nor remain on school grounds after the official school closing time, unless a school has a supervised before.
-  **Know that for school safety** for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
-  Provide the school with the names of current emergency contact person(s) and/or telephone numbers.
-  Notify the school of anything that may affect their children's ability to learn, to attend school regularly, or to take part in school activities.
-  Be aware that medicine must be reviewed by School Doctor.
-  Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools.
-  Be aware that employees of the School will not be held liable for items that are prohibited and are lost, stolen, or confiscated or for wireless communication devices (cell phones and pagers) that are lost, stolen or confiscated.
-  Be aware that confiscated items that are not claimed by the end of the school year will be donated to local charities.
-  Recognize that they are responsible for their students' behavior on the way to and from school and at the bus stop.
-  Ensure that their children demonstrate legal and responsible use of technology as defined in this booklet, including but not limited to e-mail and Internet research.

### MEDIA RELEASE

I understand that my student's picture may appear in newspapers, on television and school websites, in School publications, or other communication tools to promote Qaitbay Private Language School.  
I WILL allow my student to be photographed and/or filmed for the purposes explained above.

I WILL NOT allow my student to be photographed and/or filmed for the purposes explained above.

\_\_\_\_\_  
Parent (PRINT) Parent (Signature)

\_\_\_\_\_  
Date Student (Signature)



## SECTION 1 - ATTENDANCE

The parent of a child is responsible for the child's daily school attendance. School staff, parents, and students are expected to work together to ensure that Rules are obeyed.

### Rights

- Students have a right to know how the School defines and handles excused absences, unexcused absences, and tardiness.
- Students have a right to make up work they missed during an absence.

### Responsibilities

- Students have a responsibility to attend all classes.
- Students have a responsibility to be on time for school and all classes.
- Students have a responsibility to ask their parents to notify the school when they are absent.
- Students have a responsibility to ask teachers for, and to complete, make-up assignments.
- Students having or suspected of having a communicable disease are not allowed to attend school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious

**RULE** – Qaitbay Private Language School stresses the importance that all students attend school regularly and remain in school until they graduate from high school.

### Absence Reports - Elementary and Middle School

Absences may be reported by telephone or written note. The report must come from a parent and give the date(s) of the absence and the reason for it. Parents **MUST** report absence at the same day of the absence, although school principals **MAY** make exceptions in cases of need. A note can be sent either the day before or not later than the absence day. School staff members have a legal right to ask for a written medical excuse.

Parents are expected to communicate with school personnel regarding absences.

### Absence Reports - High School

High schools may **NOT** accept notes as reports of excused absences. Parents must report the absence of a high school student by telephone within the same day, although school Director **MAY** make exceptions in cases of need, staff members have a legal right to ask for a written medical excuse.

### Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. (A student who attends internal suspension is not considered absent.) **Parents must report the absence the day before, or the absence day, or the absence will be considered unexcused.** However, any absence is unexcused until the school receives a phone call or, in the case of elementary and middle school, a note is also acceptable to excuse the absence. Some situations will require written documentation from a physician. Excused absences include:

1. Illness. Students who expect to miss at least 5 consecutive school days due to illness, a medical condition, or for social reasons, or who would miss excessive days intermittently throughout the school year for the same reasons
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's specific faith.
5. Special event. Examples of special events include important public functions, conferences, national competitions, as well as exceptional cases of family need. Students must get permission from the principal at least five days in advance.
7. Scheduled doctor. The parent must notify the school of the date and appointment time prior to the absence/release time.
8. Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard



## SECTION 2 – RESPECT FOR PERSONS AND PROPERTY

Responsibility, Citizenship, Kindness, Respect, Honesty, Self-Control. Tolerance and Cooperation are the foundation of this Code of Student Conduct.

### Rights

- Students have the right to be treated with respect and honesty.
- Students have the right to privacy.

### Responsibilities

- Students have the responsibility to demonstrate the character education traits.
- Students have the responsibility to treat others with respect and honesty.
- Students have the responsibility to respect the rights of others.
- Students have the right to a safe and orderly school. Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

**RULE - It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school, and obeying bus drivers. Students are expected to honor their responsibilities and behave in ways that respect the rights of all. Consequences for unacceptable behaviors are found on this booklet.**

### Expected Behaviors

- Treat others with respect and honesty.
- Prepare for class by bringing paper, pencil, pen, books, and other needed supplies.
- Complete all class work and homework.
- Report to class without gum, candy or snacks
- Use class time properly.
- Take home and return necessary forms.
- Follow rules and regulations about field trips.
- Take care of and return all textbooks, library books, or other school-owned materials loaned to them.
- Act responsibly on campus, on buses, on field trips, and at all school-sponsored events, regardless of location.

### Unacceptable Behaviors Leading to Disciplinary Action

#### Attendance Incidents

- Leaving class or school without permission.
- Not attending school (truancy).
- Being tardy excessively.
- Skipping class.
- Out of assigned area.

#### Rule Violation Incidents (including, but not limited to)

- Violating the dress code.
- Sole possession of a wireless communication device (camera phone, cell phone) is a violation of the **Code of Student Conduct**. However, the possession of a wireless communication device (cellular telephone, camera telephone) which disrupts the educational process; the use of a cellular telephone, camera telephone during school hours; the use of a cellular telephone, camera phone on school buses in the absence of an emergency concerning safety-to-life issues is allowed; and the possession or use of a cellular telephone, camera telephone, or pager which disrupts or interferes with the safety-to-life issues would be a violation of the **Code of Student Conduct**, subjecting violators to progressive discipline.

**(Note:** If students possess a cellular telephone, camera telephone, it should be turned off and kept with the administration officer upon the student's arrival to the school until close of the school day. Other wise the phone will be confiscated by the school) The School will not be held liable for wireless communication devices (cell phones, camera telephones, or pagers) that are lost, stolen, or confiscated.

- Taking, possessing, displaying, distributing, and/or transmitting pictures using a camera phone during the school day. Note: Use of a camera phone may result in additional consequences (beyond confiscation) if used to take pictures that are indecent or to break rules or laws.
- Littering.
- bringing magazines or inappropriate reading material to the school.

#### Disruptive Incidents (including but not limited to)

- Disturbing the class or school by: being disrespectful or rude, refusing to obey any staff member, failing to follow classroom rules, running in the halls, throwing objects, possessing or igniting fireworks or smoke/stink bombs, fighting, gambling, or bringing distracting items to school including, but not limited



to, skateboards, in-line skates/roller blades/heelies (sneakers with wheels), toys, playing cards, toy weapons, games, cigarette lighters, radios, audio recorders, headphones, laser pointers/pens and other laser devices, bullets or shell casings.

- ☞ Using skates/rollerblades/heels in the school building are also prohibited.
- ☞ Behaving inappropriately on field trips.
- ☞ Displaying disruptive behavior.
- ☞ Possessing and/or distributing materials prohibited by law including, but not limited to indecent material.
- ☞ Storing indecent materials and drugs in school lockers, in or on any student's personal belongings, or in place of the school property.
- ☞ Misrepresenting oneself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences or tardiness, sign a report card, etc.
- ☞ Unauthorized possession or use of school documents or forms.
- ☞ Abusing another student or staff member including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, destruction of personal property, intentionally making a false accusation, or intentionally providing misinformation.
- ☞ Unauthorized presence on school property.
- ☞ Gambling, playing cards or any but not limited to any board games or any games not related to the school curriculum

Substance Abuse/Drug Incidents (including, but not limited to)

- ☞ Possessing or using drugs, and/or tobacco products.
- ☞ Sale/transmittal of drugs, and/or tobacco products.

Acts against Persons (including, but not limited to)

- ☞ Bullying.
- ☞ Cyber-bullying during school hours, on school grounds, or using school technology.
- ☞ Taking part in physical acts or offending others by indecent exposure.
- ☞ Using insulting, profane, racially offensive written or oral language, or making indecent remarks or gestures.
- ☞ Harassing others because of age, color, gender, national origin, marital status, race, religion
- ☞ Harassing others because of a disability.
- ☞ Harassing others because of physical appearance or for any other reason.
- ☞ Threatening, stalking, hitting, or hurting a teacher or other school personnel.
- ☞ Intentionally making a false accusation that jeopardizes the professional reputation, employment, or certification of a teacher or other member of a school staff.
- ☞ Call or invite or arrange any meetings inside the school with out written permission from the school principal

Property Incidents (including, but not limited to)

- ☞ Damaging, destroying, or vandalizing school property.
- ☞ Misusing technology.
- ☞ Starting a fire (arson).
- ☞ Committing petty theft.

Other Criminal Incidents (including, but not limited to)

- ☞ Having and/or hiding a weapon.
- ☞ Threatening or hurting a person with a weapon.
- ☞ Committing robbery.
- ☞ Forcing someone to give money, possessions, or other things of value to another or oneself (extortion).
- ☞ Endangering the lives of students and staff by failing to report a threat of violence against others.





## School Bus Behavior

Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to the school bus. Parents are responsible for their student's behavior on the way to and from school and at the bus stop when the bus stop is not on School Board property. Refer incidents that occur on the bus stop but are not on School Board property directly to law enforcement.

### Unacceptable Behaviors on a School Bus Leading to Disciplinary Action

#### Level One Violation

- Eating or drinking in the bus.
- Failing to sit in the seat assigned by the bus operator.

#### Level One Consequences

**First Offense** Verbal or written reprimand from the school principal or designee.

**Second Offense** Parent Conference.

**Third Offense** 3-day suspension from school bus transportation.

**Repeated Offenses Repeated Level One** unacceptable behaviors will be considered willful disobedience and/or open defiance of authority, resulting in suspension from the bus for the remainder of the school year

#### Level Two Violations

- Disrupting, distracting, or disobeying a bus operator.
- Failing to utilize required safety equipment on the bus.
- Getting out of the seat while the bus is in motion.
- Loud talking, inappropriate remarks, or spitting **out of the bus window** at other students, pedestrians, or motorists.












#### Level Two Consequences

**First Offense** Verbal or written reprimand from the school principal

**Second Offense** One- to five-day suspension from school bus transportation.

**Repeated Offenses Repeated Level Two** unacceptable behaviors will be considered willful disobedience and/or open defiance of authority, resulting in suspension from the bus for the remainder of the school year

#### Level Three Violations

-  Placing head, arms, or legs outside the window of the bus.
-  Opening a school bus emergency door and/or exiting the bus when the bus is stopped unless directed by the school bus operator in an emergency or during an evacuation drill.
-  Threats against the bus operator, bus attendant, or passengers on the bus.
-  Profanity directed at the bus operator or bus attendant.
-  Fighting on the bus.
-  Smoking on the bus.
-  Opening a school bus door while the bus is in motion.
-  Throwing objects out of the window of the bus, which may or may not cause injury to persons or physical damage.
-  Throwing objects at a bus after leaving the bus, which may or may not cause injury to persons or physical damage.
-  Vandalism of seats or other bus equipment.
-  Boarding or attempting to board a bus route other than the student's assigned bus route or attempting to leave the school bus at other than the student's assigned bus stop without permission of the school principal

#### Level Three Consequences

**First Offense** One to five-day suspension from school bus transportation and/or school.

**Second Offense** five-day suspension from school bus transportation and/or school.

**Third Offense Repeated Level Three** unacceptable behaviors will be considered willful disobedience and/or open defiance of authority, resulting in suspension from the bus for the remainder of the school year

**All consequences will become a part of the student's written record**

**The principal may review individual cases before assigning consequences.**



## SECTION 3 - DRESS CODE

Appropriate dress and grooming can help to create a positive learning environment. Other attire may be allowed for special school activities with approval of the school administration. Possible consequences for violating the dress code are found in this booklet. **Changes in clothing trends will not override the dress code policy.**

### Rights

Students have a right to wear school uniform

### Responsibilities

Students have a responsibility to dress neatly, appropriately, be clean, and well groomed.

**RULE** - All students are expected to honor their responsibilities and wear the school uniform:

1. Shoes must be worn at all times. Backless shoes are also not allowed.
2. Special clothing, including shoes, may be required for safety reasons in certain programs such as physical education, home economics, career/technical education, and science.
3. Revealing clothing or clothing that exposes the torso is not allowed. Examples include, but are not limited to, see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tops or dresses with spaghetti straps, tube tops or tank tops with or without over blouses (long shirts), jackets, or shirts or blouses tied at the midriff, and bare midriff outfits.
4. Clothing which is not worn appropriately, is not properly fastened, or has tears that are \*indecent will not be permitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. Splitting or opening school trousers on the sides will not be permitted.
5. Other clothing not allowed are leggings.
6. Clothing that exposes the upper thigh is not allowed including walking shorts, Bermuda shorts, and split skirts.
7. Clothing, jewelry, buttons, haircuts, or other items or markings which are, \*suggestive, \*revealing, or \*indecent, encourage the use of drugs, or violence, or support discrimination on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background, physical appearance, or for any other reason are not allowed.
8. Head coverings including, but not limited to, caps and hats are not allowed unless they are necessary for safety in the playgrounds to prevent heat & sun, and athletics or are worn for religious or medical reasons. Bandannas & scarves are allowed. Girls coverings are limited to white or blue.
9. Curlers and other hair grooming aids are not allowed. Personal grooming including, but not limited to, combing, brushing, and/or spraying hair, and applying cosmetics is not allowed. Nail polish and accessories i.e. Long earrings, noisy bracelets are not allowed.
10. Sunglasses may not be worn out / indoors unless a doctor's authorization is on file.
11. Any articles of clothing or jewelry that may cause injury including, but not limited to, belts, bracelets, wallet chains, collars with spikes, and heavy link chains are not allowed.

We Love  
QPLS Dress Code





## SECTION 4 - TECHNOLOGY USAGE

Computers, networks, and online telecommunications such as the Internet and e-mail are becoming more commonplace in our classrooms and media centers every year. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system.

### Rights

- Students have a right to use online telecommunications and networks to increase their access to information and resources.
- Students have a right to use online telecommunications and networks to obtain information, create intellectual products, collaborate and communicate for educational purposes.
- Students have a right to use online telecommunications and networks without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.

### Responsibilities

- Students have a responsibility to understand the difference between appropriate and unacceptable uses of online telecommunications and networks.
- Students have a responsibility to recognize that the use of online telecommunications and networks is a privilege that can be withdrawn if they engage in unacceptable or illegal use of this resource.
- Students have a responsibility to use online telecommunications and networks in a responsible, efficient, ethical, and legal manner in accordance with their educational mission.

**RULE** - Students are expected to use technology responsibly.

**First**, school promotes the use of technology as a powerful educational tool that is increasingly becoming a common part of every student's day.

**Second**, it provides those students who use these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes. Several major provisions are noted below.

### Major Policy Provisions:

- Use of computers, networks, and online telecommunications systems must be related to students' educational activities.
- Students must recognize that computers, networks, and equipment used to support online telecommunication systems are shared devices and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the school's computers, networks, or online telecommunications systems.
- Students must not access or distribute offensive, indecent, inflammatory, or pornographic material.
- Students shall not intentionally spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online telecommunications systems shall adhere to laws regarding copyright. Misusing school technology and/or software to transmit insulting, profane, racially or sexually offensive written language, or to make indecent remarks or gestures is unacceptable behavior that will lead to disciplinary action. Using technology including, but not limited to, computers, networks, online telecommunication systems, cellular telephones, and camera telephones to bully or libel another student or staff member is a violation of the Code of Student Conduct and will result in disciplinary action.



## SECTION 5 - STUDENT ACTIVITIES AND ASSEMBLY

School activities give students a chance to interact in positive ways. They can learn from each other how to work together harmoniously for common goals.

### Rights

- Students have a right to take part in extracurricular activities, assemblies, and school-approved organizations
- Students have a right to consult with faculty advisors of school-approved clubs and groups.
- Students have a right to seek school-approved clubs and groups
- Students have a right to take part in electing officers for student council
- Students have a right to attend educational field trips or educational school-sponsored activities. However, non educational field trips are a privilege.
- Students on field trips will have the same rights, as it pertains to make-up work, as students with excused absences.

### Responsibilities

- Students have a responsibility to keep their extracurricular activities from interfering with their academic work and to know and follow the rules for the activities they choose.
- Students have a responsibility to learn how to do their jobs, support the goals of the group that elected them, and to treat other members of the group fairly.
- Students have a responsibility to ensure that their actions as members of school clubs and groups meet the standards that have been set by the school administration.
- Students have a responsibility to educate themselves as to the qualities needed for leadership and choose officers who have those qualities.
- Students who participate in field trips, social and/or extra curricular activities that are school-approved and/or sponsored by school clubs or groups, have a responsibility to follow the rules set forth in the Code of Student Conduct

**RULE** - Many students take part in school-related activities that are extracurricular (take place outside of school's hours, must be with uniform), social and interscholastic (engage in competition with other schools). Students must attend half of the classes on the day of an activity in which they want to take part unless they have been excused or exempted from class by the school administration in advance. Students are expected to have prior approval from the school administration for many activities related to school-approved and school-sponsored clubs and groups. They need approval to:

- Present a program or an assembly.
- Collect funds. Items cannot be sold for personal gain such as food, jewelry, T-shirts, etc.
- Have a fundraising project on or off school grounds. Fundraising drives among students initiated by outside organizations are not permitted in the schools.
- Hold a demonstration.

**Field Trips:** Always with uniforms. Under special conditions, students may be denied participation in educational or non-educational field trips and educational school-sponsored activities

### INTERSCHOLASTIC EXTRA CURRICULAR ACTIVITIES

**RULE** Students must maintain satisfactory conduct in school and in the community to participate in interscholastic, extra-curricular activities

**Middle School Eligibility** To participate in interscholastic extracurricular athletics, school students must meet the following requirements:

1. Students must have been regularly promoted and must maintain a quarterly grade point average(GPA) of 2.0 or above on a 4.0 scale.
2. Requirements are subject to the principal's appeal based on extreme circumstances. A copy of the principal's appeal must be filed with the Activity Department.

**High School Eligibility** To participate in interscholastic extracurricular athletics, high school students must meet the following requirements:

1. Students shall be progressing satisfactorily toward graduation as provided for in the school approved pupil progression plan.
2. Students grade point average and courses for graduation must include all attempted credits in high school.
3. Students, if convicted of, or found to have committed, a felony or a delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld, student participation will be disallowed.
4. Since representing a school either as an elected school officer or in extracurricular activities is both an honor and a privilege, only students meeting requirements established by their club, school, instructional services, and/or the Board shall be eligible to serve as representatives of their school.



## SECTION 6 - FREE SPEECH AND STUDENT PUBLICATIONS

### Rights

Students have a right to hear all sides of subjects about which people disagree.  
Students have a right to give their opinions and points of view.  
Students have a right to be free of censorship within a framework of mutual respect.  
Students have a right to expect that materials listed below will not be allowed in the schools.

### Responsibilities

Students have a responsibility to be informed about all sides of controversial issues.  
Students have a responsibility to listen politely to the viewpoints of others.  
Students have a responsibility to use good judgment in developing student publications.  
Students have a responsibility to use good judgment in selecting sources of information.

1. No printed or written materials or electronic or electro-magnetic media (hereafter "material") may be distributed in the schools or on school grounds unless the principal or his/her designee has granted permission. A principal or designee may only deny permission to distribute if the material can reasonably be interpreted as:
  - a. Indecent or pornographic;
  - b. Libelous or slanderous;
  - c. Likely to create a material and substantial disruption of normal school activity or appropriate discipline in the operation of the school. Material will not be deemed to fall within this subsection only because students, faculty or staff may disagree with or find the contents of the material offensive;
  - d. Profane, vulgar, or lewd language;
  - e. Selling a commercial product or attempting to make a commercial profit from the sale of products.
2. If the material is denied distribution under Subsection (1)(c) as likely to cause a material and substantial disruption, the principal must state to the student the specific reasons why a disruption is likely to occur as a result of the distribution and why such disruption would be material and substantial.
4. Students are not allowed to arrange or call for meetings in written or oral, without the principal written permission
5. Students may not hand out petitions or surveys
6. A principal must either approve or reject a request from a student to distribute materials



## SECTION 7 - PRIVACY OF STUDENT RECORDS

### Rights

Students have the right to expect that schools will keep student records safe, secure, and private.  
Students have a right to expect that others will respect personal belongings

### Responsibilities

Students have a responsibility to learn how the information in their school records is gathered, how it is used, and what it means.

### RULE –

Students have the right to personal privacy and have the responsibility of respecting the rights of others.

1. Information about another person must be treated with respect and privacy.
2. Student aides may not be in areas where they would be able to read student records and files that are private.

## SECTION VIII – INTERVENTION and/or CONSEQUENCES

When students do not follow the rules and expectations outlined in this Code of Student Conduct, one or more of the following actions may be taken until the problem is resolved.

### Possible Interventions and/or Consequences of Misbehavior

It will not be necessary to use each consequence or to use consequences in the order listed, and the school may have additional rules for student behavior.

- Time out for students.
- Teacher/student conference, including record review.
- Disciplinary action initiated by teacher.
- Before or after school detention (parent responsible for transportation).
- Saturday School.
- Referral to administrator.
- School/parent contact.
- School/parent conference.
- Principal involvement.
- Removal from class by teacher.
- Suspension from the bus. Students must attend school and the parent(s) must provide transportation.
- **For Secondary Only**, warning, notification, or suspension for 2 weeks:
  - a. First offense: Warning
  - b. Second offense: Parent notification
  - c. Third offense: suspension 1 to 2 weeks

- External suspension from classes and all school activities in accordance with School Board Policy  
This policy outlines the violations and the procedures for external suspension and expulsion.
- Recommendation for expulsion in accordance with School Board Policy
- Referral to Special Investigative.
- Full restitution by parent(s) for damage done by student in accordance with School Board Policy

Normally consequences such as suspension, detention, and Saturday School shall occur only after other corrective measures such as parent contact have been tried without success. If the student is suspended, the school shall provide the student's parent(s) with a written explanation of the reason for suspension.

### Consequences of Serious Misbehavior Leading to Suspension and/or Expulsion

The Code also includes provisions for action that **MUST** be taken if there are serious problems involving weapons, drugs, and criminal acts. Specific action will be taken as a result of these violations, outlines the violations that result in external suspension and expulsion and the consequences.

All violations under School Board Policy will involve the following steps:

- Principal involvement.
- Immediate parent contact.
- Suspension from school grounds, all classes, and all school activities.
- Referral to Special Investigative Unit and police.

**External Suspension:** When, by the *school's administration*, a student is removed from school and school-related activities on or off school grounds.

**Expulsion:** When, by action of the *School Board*, a student is removed from school and school-related activities on or off school grounds.



**Work back Program:**

Program under discussion

**SECTION 8 - RIGHT TO APPEAL**

There may be times when students feel they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member who was involved. If students feel uncomfortable with this person, they may request a conference with the next level of authority. Students may also request the presence of a third party, such as a counselor, assistant principal, or other staff person. Parents may also be present. If talking things over does not solve the problem, the following steps may be taken:

1. A written statement must be presented to the principal

The statement must tell what happened, when it happened, who was involved, and how the student would like the problem resolved. A copy of the statement should be saved. The principal has five (5) school days to present a written response.

2. If the problem still has not been resolved, students have to ask, in writing, for an appointment with the chairman.

The letter asking for the appointment must include a copy of the first written statement.

3. Upon receipt of the letter, the chairman will schedule a meeting within five (5) school days. This meeting will include the person involved in the original action, the principal, the student, and the parent(s).

If a decision is made at this meeting, documentation of the agreed upon actions will be forwarded to all parties. If a decision is not made at this meeting, the chairman has to send a written response to the student.



### Acknowledgement of Receipt of Handbook

I acknowledge that I have received, read, and understand my rights and responsibilities as a student or parent of a student at QPLS as explained in the Student Handbook.

Name \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

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

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