



Parent Handbook

and

Parent-School Contract

2017 – 2018

Our Vision

To educate "OUR" children for a better tomorrow!

رؤيتنا

نعلم "أبنائنا" لغد أفضل!

Our Mission

DMES seeks to be the extended family for each of our children, insuring their growth and development as parents would. Our students will leave the DMES family as confident, competent and responsible young men and women with a strong set of morals and values to guide their future. They will be able to play an integral role in their own education, work independently, as well as part of a team, and be well prepared to play their part in creating a future to benefit all of society. We will build the foundation of this "Family" through a loving and caring leadership; emphasis on the importance of meaningful relationships; the delivery of relevant and engaging lessons; and effective communication so that our children can become contributing members of the global community.

رسالتنا

تسعى مدرسة دبي للتربية الحديثة لأن تكون العائلة الكبيرة لكل أبنائنا ، وتؤمن لهم النمو والتطور كما يرعى أولياء الأمور أبنائهم.

سيخرج طلابنا من أسرة مدرسة دبي للتربية الحديثة رجال ونساء المستقبل ؛ واثقين مؤهلين ومسؤولين يتحلون بقيم وأخلاق تقود مستقبلهم. لديهم القدرة على أداء أدوار أساسية في مجال تعلمهم ، والعمل بشكل مستقل ، فضلاً عن العمل ضمن فريق ، وأن يكونوا على استعداد لأداء أدوارهم لما فيه مصلحة المجتمع.

سوف نبني أساساً لهذه "الأسرة" من خلال القيادة بحماسة ورعاية ؛ مؤكداً على أهمية بناء العلاقات السوية ؛ وتوفير دروس جاذبة ذات صلة ؛ والتواصل الفعال ليصبح أبنائنا أعضاء مساهمين في المجتمع العالمي.

Our Values

- **Responsible / Accountable** for our actions, our learning, our words and deeds
- **Citizenship** and **Social Responsibility** to enhance the UAE
- Strong sense of Principles and **Values of Islam** to ensure human values in discussion, tolerance, moderation, peace and volunteering
- **Work Ethic** to build an understanding that hard work and persistence is the foundation for success.
- **Resilience** and persistence to deal with adversity and overcome it.
- **Respect** for ourselves and for all others.
- **Commitment** to develop each member of our family to the best of their ability.
- **Transparency** in how we represent ourselves and our school Family
- **Participation** in activities in and out of our school which enhances our lives in a positive manner.
- **Integrity** to do what is right, even when no one is watching.
- **Creative and Innovative** in our approaches to look for ways to consistently improve what we do and who we are.
- **Leadership** to create opportunities for **leadership and personal development**.
- **Contribute** to development of the UAE and the international community.

- **Dedication** to being a lifelong learner.
- **Work together** as a team to build a better tomorrow.

قيمنا

- مسؤولين / مساءلين عن مواقفنا وأقوالنا وأفعالنا وتعلمنا
- المواطنة والمسؤولية الاجتماعية لخدمة وطننا الإمارات العربية المتحدة
- إحساس قوي بمبادئ وقيم الإسلام وضمن القيم الإنسانية في المناقشات ، التسامح والاعتدال ، السلام والعمل التطوعي
- أخلاقيات العمل لبناء الفهم بأن العمل الشاق والمثابرة هي أساس النجاح
- المرونة واستمرار القدرة على التعامل مع المصاعب والتغلب عليها
- الاحترام لأنفسنا وللآخرين
- الالتزام بتطوير قدرات كل عضو في أسرتنا إلى الأفضل
- الشفافية وتمثل في كيفية تمثيلنا لأنفسنا وأسرة المدرسة
- المشاركة في الأنشطة داخل وخارج المدرسة مما يعزز حياتنا بطريقة إيجابية
- النزاهة وهي القيام بكل هو صحيح وصائب ، حتى عند غياب المراقبة
- الإبداع والابتكار في نهجنا للبحث عن السبل الكفيلة باستمرار تحسين ما نقوم به ، وما نحن عليه
- القيادة ؛ تهيئة الفرص للقيادة والتطور الشخصي
- المساهمة في تطوير دولة الإمارات العربية المتحدة والمجتمع الدولي
- التفاني لأن نكون متعلمين مدى الحياة
- العمل معا كفريق واحد لبناء غد أفضل

Principal's Welcome

Welcome to Dubai Modern Education School

(DMES)

Our school culture is built on the strong values based on the Islamic faith with a focus on student development in leadership, self-discipline, integrity, responsibility and international mindedness. We have set high expectations for our children as we prepare them to be future leaders in business and government in the UAE and beyond. Our school culture is an atmosphere where children are happy, creative, innovative and collaborative.

It is hard work to raise and educate a child in today's society; however, if we collaborate for the benefit of your children, we will ensure that they leave DMES with their heads held high in the certainty that they truly own and deserve each of their accomplishments. As parents, you can help us by actively participating in your child's education: volunteering your time, expertise or energy; keeping the lines of communication between us open and active; providing your child with a quiet place where they can study; and ensuring they are in school every day and on time. With your support we can ensure success for your children.

We will ask for your input and give you an opportunity to share your thoughts as we progress and keep you informed of the improvements to our educational program.

I consider our school to be your child's second home and family, with similar values and morals. We will be developing our school in much the same way you develop your family.

I am sure that as parents you have a high level of expectation and that you set clear boundaries when it comes to how your child respects the family elders, their brothers and sisters, and your family home. We will expect the same level of respect between, and towards, all adults and children in the DMES family.

We will expect your child to care for and respect the building in which we all work, as they would do in your own home.

We will remind your child that if they disobey their parents or other authority, there are consequences: and we will remind them that there will also be consequences if they disobey school rules or instructions given to them by adults in the DMES family.

We will celebrate your child's accomplishments and progress.

We will have time for parents to meet with teachers and our leadership team on a regular basis. As Principal, I will have appointment times for those who need to see me as a matter of urgency. I will communicate with you regularly throughout the year to share our successes, as well as our concerns, so that you will be well informed and involved in your child's education.

By working together, we can do great things for the benefit of your children!

School Contact Details

Address:	Algeria Street Al Mizher PO Box 61720 Dubai
Telephone:	+971 4 288 5115
Fax:	+971 4 288 5514
Email:	dmes@emirates.net.ae

School Timings

	Sunday – Wednesday	Thursday
KG	7.45am – 1.30m	7.45am – 12.30pm
Grades 1 - 12	7.45am – 2.40pm	7.45am – 1.40pm
Extra-Curricular Activities	3.00pm – 5.00pm	

The school reserves the right to make changes as necessary to this document to meet the needs of the school or KHDA requirements.

Admissions

This Policy has been developed to provide transparency in the admissions processes and practices at DMES in support of you - the applicant, parent, guardian or advisor.

DMES is committed to delivering a high quality service to all applicants to our undergraduate student that is welcoming, efficient and fair. To help achieve this, admissions staff adhere to the policies, processes and timelines established, and to the processes outlined in this Policy.

- Children of any nationality, ethnicity or religion can apply for a place at Dubai Modern Education School.
- Admission to Dubai Modern Education School will be subject to the availability of places and the outcome of an entrance assessment on the three core subject (English, Math, Arabic) and personal interview held by a school committee.
- Siblings of students already attending Dubai Modern Education School will receive priority of places.
- Age at registration must be according to the specification provided by the Ministry of Education and according to the school policy. There is an accepted age range calculated as his/her age on the 15th of September.
- Failure to submit all required documentation may result in your application being cancelled or your child losing their place at Dubai Modern Education School.
- Confirmation requests will be sent out by the school from time to time asking whether you still require a place for your child. The school reserves the right to remove a child from our waiting list if no response is received by a given deadline
- The school has the right to reject a student's registration if he/she has failed to meet the academic and conduct standards set by the school.

Registration and Admission Fees

The registration and admission fees are regulated as follows:

Existing students:

In order for students to secure a place at DMES for the next school year, AED 4,000 is to be collected as a re-registration deposit to confirm the return of existing students in the new academic year. This deposit will be deducted from the total tuition fees for the academic year in which the admission is being sought.

New students:

In order for new students to secure a place at DMES for the next school year, AED 4,000 of the school's tuition fees are to be collected as an admission fee to confirm that selected students will opt to take up the offered places. This fee will be deducted from the total tuition fees for the academic year in which the admission is being sought. Cash payment of the first installment must be paid upon registration for the new students.

Admissions (Continued)

Refunds:

In the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places. However, the school may choose to refund the deposit under special circumstances. These circumstances include, but are not limited to, evidence of family travel to another country, a move to another Emirate or any unforeseen circumstances. Such cases may be submitted to KHDA for study.

In the case of refund and recovery, the school fees will be calculated as follows:

- If the student attends school for two weeks or less, a month's fees will be deducted;
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted
- If the student attends for more than a month, three months' fees will be deducted. The value of the fee per month is calculated by dividing the total tuition fees by ten. Charges for books and school uniforms will not be refunded, but the above conditions for refund apply to transportation fees if the service is provided by the school.

Payment method:

New Enrollments

- For all new enrolments we require a non-refundable Application fee of AED 500, the application fee is not refundable in any case.
 - Upon acceptance to the school, AED 4,000 Cash payment is due to secure registration.
 - The second installment of AED 4,000 is due before the end of Term one.
 - Remaining installments due by March 1

Existing Enrollments

- School fees should be paid in three installment or less as follows:
 - AED 4,000 Cash payment is due upon registration.
 - AED 4,000 is due before the end of Term one.
 - Remaining installment due by March 1

All payments are to be made in CASH.

Please ensure that all payments are made on time to avoid embarrassing situations for parents and the school.

Minimum Age of Entry Child's Age on 15th of September:

Minimum Age of entry	Child's Age on 15 th September
KG 1	4
KG 2	5

Please note that as well as meeting the minimum age requirement, all KG children must be toilet trained and able to use the bathroom independently.

Admissions Policy

This Policy has been developed to provide transparency in the admissions processes and practices at DMES in support of the applicant, parent, guardian or advisor.

DMES is committed to delivering a high quality service to all applicants to our undergraduate student that is welcoming, efficient and fair. To help achieve this, admissions staff adhere to the policies, processes and timelines established, and to the processes outlined in this Policy.

- Children of any nationality, ethnicity or religion can apply for a place at Dubai Modern Education School.
- Admission to Dubai Modern Education School will be subject to the availability of places and the outcome of an entrance assessment on the core subjects and personal interview held by a school committee.
- Siblings of students already attending Dubai Modern Education School will receive priority of places.
- Age at registration must be according to the specification provided by the Ministry of Education and according to the school policy. There is an accepted age range calculated as his/her age on the 31st of December.
- Failure to submit all required documentation may result in your application being cancelled or your child losing their place at Dubai Modern Education School.
- Confirmation requests will be sent out by the school from time to time asking whether you still require a place for your child. The school reserves the right to remove a child from our waiting list if no response is received by a given deadline
- Children of Employees will be admitted to the school upon review of their records.
- The school has the right to reject a student`s registration if he/she has failed to meet the academic and conduct standards set by the school.
- Special Needs Students (SEN) are accepted into DMES within an additional set of guidelines found in Administrative Rule 410.1.1
 - The policy of inclusion of SEN students is in line with the programs in the UAE aimed at providing equal opportunities for all students in the educational system.
 - The school aims to provide services to meet the individual needs and to encourage all students to succeed
 - All admissions to DMES are reviewed to determine if a student is in need of additional services in order to help the student meet their physical , cognitive or psychological disabilities.
 - SEN students are registered according to their age group unless there are some extenuating circumstances. Each case will be measured on an individual merit of the student and the schools ability to provide the necessary services.
 - Additional fees will be charged for Special needs students in relation to the type of services in accordance to each case.
 - The school accepts SEN students in accordance to standards of registration and acceptance of the KHDA:
 - Academic difficulties:
 - Attention deficit - hyperactivity disorder..
 - Communication and interaction difficulties:
 - Autism, autism spectrum disorder, neurological diseases, delayed cognitive.
 - Speech and language difficulties:
 - Language delay, speech delay
 - Physical difficulties:
 - Cerebral palsy, muscular weakness, physical disability acquired.
 - Sensory difficulties:

- Visual impairment – hearing impairment
- Down syndrome.
 - All the types of special needs mentioned above are accepted from mild to moderate levels only.
- The permitted number of SEN students in any classroom is maximum 2 SEN students per classroom.

Registration and Admission Fees

The registration and admission fees are regulated as follows:

Existing students:

In order for students to secure a place at DMES for the next school year, fees are to be collected as a re-registration deposit to confirm the return of existing students for the next academic year. This deposit will be deducted from the total tuition fees for the academic year in which the admission is being sought.

- No students will be admitted without paying the re-registration and admission fees.
- No students will be re-registered without paying the re-registration fees and settling all outstanding tuition fees for the existing academic year

See administrative rule 410.1 pertaining to this policy.

New students:

In order for new students to secure a place at DMES for the next school year, fees are to be collected to confirm that selected students will opt to take up the offered places. This fee will be deducted from the total tuition fees for the academic year in which the admission is being sought. Cash payment of the first installment must be paid upon registration for the new students.

For all new enrolments, we require a non-refundable Application fee of 500 AED.

Children of Employees

Students who are admitted as children of employees will be given a 50% discount off of the tuition only.

See administrative rule 410.1 pertaining to this policy.

Payment method: Amount of fees are located in the administrative rules pertaining to this policy.

New Enrollments

We require a non-refundable Application fee of 500 AED to cover testing and other related costs.

New student enrollments: Payment of 30% of the school's annual tuition fees is due within ten (10) days of acceptance to secure a placement in the school.

The remaining balance will be divided into three payments:

- First installment should be completed before the beginning of the first semester, (35%) of the school tuition fees after deducting registration and admission fees.
- Second Installment should be made by 1st December of every year (35%)
- Third installment should be paid before 1st March of every year, (30%)

Existing Enrollments

Tuition fees should be paid in four installments (cash or cheque only) as follows:

Re-Registration payment of 10% of the school tuition fees must be paid to confirm registration of all students for the upcoming school year.

Students will not be able to register for the next year until all current year fees are paid in full.

The remaining balance will be divided into three payments

- First installment should be completed before the beginning of the first semester, 35% of the school tuition fees after deducting registration and admission fees.
- Second Installment should be made by 1st December of every year 35%

- Third installment should be paid before 1st March of every year, 30%

Second and final installment should be paid by two cheques dated December 1st and March 1st and handed over along with the first or second installment, but before September 1st of every year.

In cases where the parents' employer or any other party will be paying the tuition directly to the school, kindly ask for a fees invoice before the first payment date .

Amount of Dhs. 500 will be charged against every returned cheque.

We ask that parents please ensure that all payments are made on time to avoid embarrassing situations for parents and the school.

Refunds:

In the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places. However, the school may choose to refund the deposit under special circumstances. These circumstances include, but are not limited to, evidence of family travel to another country, a move to another Emirate or any unforeseen circumstances. Such cases may be submitted to KHDA for study.

In the case of refund and recovery, the school fees will be calculated as follows:

- If the student attends school for two weeks or less, a month's fees will be deducted;
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted
- If the student attends for more than a month, three months' fees will be deducted. The value of the fee per month is calculated by dividing the total tuition fees by ten. Charges for books and school uniforms will not be refunded, but the above conditions for refund apply to transportation fees if the service is provided by the school.

Admission Process for KG1 & KG2

Minimum Age of Entry Child's Age on the 31st of December:

Minimum Age of entry	Child's Age on 31 st December
KG 1	4
KG 2	5

Please note that as well as meeting the minimum age requirement, all KG children must be toilet trained and able to use the bathroom independently.

Step 1:

Contact the school reception at +971 4 2885115 to book an appointment to view the school. School tours take place every Thursday at 9:00 am during term time.

Step 2:

Submit a completed application form to the Registrar along with all required documents and non-refundable application fee. Documents required on application:

- Completed application Form
- One copy of your child's passport
- A nursery report (if available)

Step 3:

The Registrar will acknowledge receipt of your application and indicate when an entrance assessment is likely to take place.

- Acceptance on the waiting list does not guarantee your child will be called for assessment.

Step 4:

The school will call parents to arrange for an assessment of your child. Assessments will normally take around 30 minutes and are conducted either individually or in a small group to ensure that it is a relaxed, stress free environment.

Assessments for KG 1 and KG 2 are based primarily on observation of your child at play and aim to be a relaxed and enjoyable experience for the child. Kindergarten teachers will be observing your child's personal, social and emotional development, communication and language skills and aspects of physical development as appropriate for their age.

Kindly note that the Admissions committee will only consider students with completed paperwork and documentation of the fees paid.

Step 5:

If your child is offered a place you will be required to submit the following documents:

- One copy of your child's Residency Visa (or UAE entry stamp if your visa is in process)
- One copy of your child's birth certificate.
- One copy of your child's Emirates ID card and one copy of a parents Emirates ID card.
- Four passport size photographs (recent).
- One copy of your child's full immunization records (in English or Arabic)
- A completed school medical form
- A signed School Fees Policy.

- A signed Parent/School Agreement.
- If your child is has already attended a school outside the UAE, an original copy of a Transferor Leaving Certificate will be required.
- If your child has attended a school within the UAE, Transfer Certificates are obtained directly from your child's previous school. Please note that if there are any outstanding fees at your child's previous school, the school may not release a transfer certificate to us. In this case, we will be unable to register your child and offer of a place will have to be withdrawn.

**Only upon the completion of all documents and payment of the first installment of 30% of the total tuition, will the students place at DMES be guaranteed.*

Any student admitted to DMES **must** have the signed the Parent/School Contract as part of the KHDA required documents.

Admission Process for new students in Grades 1 to 12

Minimum Age of Entry is determined by the Child's Age on 31st of December

Desired Grade Level	Minimum Child's Age on 31 st of December
Grade 1	6
Grade 2	7
Grade 3	8
Grade 4	9
Grade 5	10
Grade 6	11
Grade 7	12
Grade 8	13
Grade 9	14
Grade 10	15
Grade 11	16
Grade 12	17

The Admission process includes a review of the student's application, past school records and Dubai Modern Education School entrance assessments.

An integral part of the evaluation process is an assessment of the student's overall skills. There are two parts to this assessment: an essay written by the students, and administration of a set of tests to determine student levels. Although these measures all contribute to a better understanding of the student's skill development, the essay is considered to be of paramount importance in determining the student's level of ability in English and Arabic.

At the time of application, students are evaluated to determine their level of ability. Along with past grades, this test is used to determine correct placement in the appropriate class.

Computer based (MAP) or written tests are administered to all students seeking placement in third through twelfth grade in addition to a writing sample. Which tests the student takes will depend upon what curriculum they will study (US or MOE)

Based on the information received from the measures, students and parents may be asked to meet with a counselor and/or Principal to gain more information about the student's ability to benefit from the curriculum at DMES.

Step1:

Contact the school reception on +971 4 288 5115 to book an appointment to view the school. School tours take place Thursday's at 9:00 am.

Step 2:

Submit a completed application form to the Registrar along with all required documents and AED 500 non-refundable application fee.

Documents required on application:

- Completed application Form
- One copy of your child's passport
- Your Child's Attendance and Discipline records from the previous school/s
- 3 Years of School Reports. Reports must be in English. (US curriculum students Only)
- Standardized Test Results (MAP – CAT4 – SAT – ACT – PISA etc.)
- Completed Confidential School Recommendation Form Grades 9-12 only

Please note that applications will not be processed and assessment testing will not be scheduled until full documentation and payment of application fee has been received.

Step 3:

The Registrar will acknowledge receipt of your application and indicate when an entrance assessment is likely to take place.

- Acceptance on the waiting list does not guarantee your child will be called for assessment.

Step 4:

A phone call will be held inviting your child for an assessment. Our assessments take into consideration the whole child. We observe communication skills, social development, behavior, attitude, manners, physical development and academic levels in Arabic, Math and English (based on the American curriculum)

Assessments will normally take one to three hours. All assessments are conducted either individually or in the company of a small group to ensure that it is a relaxed, stress free experience. These assessments are used to determine placement in the school and the student's attitudes regarding the application and assessment process. It is important that we are able to determine the child's true skills to ensure adequate placement.

Interviews of the students may also be required.

Step 5:

If your child is offered a place you will be required to submit the following documents:

- One copy of your child's Residency Visa (or UAE entry stamp if your visa is in process)
- One copy of your child's birth certificate.
- One copy of your child's Emirates ID card and one copy of a parents Emirates ID card.
- Four passport size photographs (recent).
- One copy of your child's full immunization records (in English or Arabic)
- A completed school medical form
- A signed School Fees Policy.
- An original copy Transfer or Leaving Certificate will be required, if your child has already attended a school outside the UAE,
- A signed Parent/School Agreement.

If your child has attended a school within the UAE, Transfer Certificates are obtained directly from your child's previous school. Please note that if there are any outstanding fees at your child's previous school, the school may not release a transfer certificate to us. In this case, we will be unable to register your child and offer of a place will have to be withdrawn.

**Only upon the completion of all documents and payment of the first installment of 30% of the total tuition, will the students place at DMES be guaranteed.*

Any student admitted to DMES **must** have the signed the Parent/School Contract as part of the KHDA required documents.

Attendance and Punctuality

Students learn best when they are at school. DMES makes every effort to provide high quality learning experiences through well qualified teachers, carefully planned lessons and curriculum, and good quality learning materials. It is expected that students are in school every day and on time to take advantage of the learning opportunities provided.

Students are expected to be at school every daytime including discussions, demonstrations, lectures etc. that can never be duplicated. Continuous absences will affect the student's ability to learn the skills, knowledge and concepts necessary to progress and may negatively affect grades.

- If a student misses class, they will be expected to seek the missing assignments from the teacher and complete these in a timely manner.
- If a student misses a test or quiz, they will be expected to complete the test or quiz upon their return to school. The school may give an alternate exam to assess the same material.
- The student is expected to attend every class on time. Students may not be allowed into class late unless they have permission from the school.

Punctuality:

Students should be at school **ready to start the school day at 7.45**. If there is an unavoidable delay in arriving at school on time:

- Parents must inform the school about their child being late on the school day on which the child is late, in writing (email, letter) or by a telephone call to the appropriate secretary's office.
- Students will not be allowed to disrupt classes by entering late without administrative approval.
- When a student is late to school they will be put in the late detention for 1 period and parents will be contacted.

The responsibilities of the parents include:

Absence:

Students are expected to be at school every day. If absence is necessary for a legitimate reason:

- Inform the school if your child is absent by 8.30 am on the school day on which the child is absent, in writing (email, letter) or by a telephone call to the appropriate secretary's office of the school.
- If the information is received late or not at all, absent days will be assessed as your child being 'absent without consent' (unexcused).
- Students are never allowed to leave campus without parent and school permission. The school will make every effort to work with parents to contact them if the child needs to leave the school for any reason. If your child has left the school premises without authorized approval from a member of the Senior Leadership Team or Authorized member of Administration the student will be unexcused.
- If your student must leave school for any reason during the school day, parents must make contact with the school requesting the time and reason for the early dismissal.
- Work closely with your students to make sure that all missing assignments are completed in a timely manner.

Please Note: Failure to uphold the school policies on attendance and punctuality will affect your child's chances of enrolment for the next academic year.

The responsibilities of the school include:

- Keeping regular attendance and punctuality records
- Informing parents when students are absent
- Providing students with an opportunity to make up the work missed in a timely manner.

Curriculum

The Curriculum is central to all learning in a school. DMES uses the Common Core State Standards from the US State of California. Additional information will be found in the course selection handbook published each spring.

The responsibilities of the parents include:

- Supporting your student in accepting and participating in **ALL** subjects offered by the school.
- Supporting the teachers in their delivery of the curriculum.
- Supporting your child with any **HOMEWORK** allocated by teachers.

Levels	Curriculum	Accreditation/ Authorization
KG 1 – KG 2	US	NEASC
Grade 1 to Grade 3		New England Association of Schools and Colleges
Grade 4 to Grade 8		
Grade 9 to Grade 12		

Mandatory subjects

As per the rules and regulations in the UAE, it is mandatory for:

- All Muslim students to study Islamic Education from Grade 1 to Grade 12 inclusive.
- All Arab students (registered at the school with an Arab passport) to study Arabic as a first language from Grade 1 to Grade 12 inclusive.
- All students registered at the school with a non-Arab passport to study Arabic as an additional language from Grade 1 to Grade 9 inclusive.

Subjects offered for Grade 1 to Grade 8

Please note: All subjects offered for students in Grades 1 to 8 are mandatory.

Grade	1	2	3	4	5	6	7	8
Subjects								
Islamic Studies	Red	Red	Red	Red	Red	Red	Red	Red
Arabic language	Purple	Purple	Purple	Purple	Purple	Purple	Purple	Purple
English Language								
National Studies	Orange	Orange	Orange					
Social Studies				Orange	Orange	Orange	Orange	Orange
History								
Geography								
Mathematics	Green	Green	Green	Green	Green	Green	Green	Green
Science	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
ICT	Grey	Grey	Grey	Grey	Grey	Grey	White	Grey
Robotics							Dark Blue	
Visual Art	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green	Light Green
Health and Physical Education	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue	Dark Blue
French					Orange	Orange	Orange	Orange
Germany					Light Green	Light Green	Light Green	Light Green
Economics UAE					Green	Green	Green	Green

Subjects offered for Grade 9 to Grade 12

Mandatory Subjects

Subjects	Credit Hours	Grades				Total (22)
		9	10	11	12	
Islamic Studies	0.5					2
Arabic Language	1					4
English	1					4
Mathematics	1					4
Science	1					4
Biology	1					
Chemistry	1					
Physics	1					
Geography	0.5					0.5
History	0.5					1
Social Studies & National Education	0.5					0.5
PE	0.5					2

Elective Subjects

(Total of credit hours for elective subjects = 3)

Not all Electives will be offered or available each semester and this is a sample for the 2017-18 school year.

English	ICT	Social Studies
American Literature Creative Writing Poetry Mass Media	Robotics Programming Digital Publishing / Yearbook	World Geography World History
PE	Business	Visual/Performing
Fitness and Conditioning Health and fitness	Business Administration	Drawing / Painting 3D art Drama
Foreign Language		
French German		

Assessment Policy

DMES is an active partner with the DSIB and the National Agenda Parameter tests. It is mandatory for students to participate in these and is expected that as parents your support for this participation is very important to the school and to the nation so that we may be able to analyze each student's growth and development.

DMES will participate in the following tests;

COGNITIVE ABILITY TEST (CAT4) – Grades 3, 4, 6, 8 and 10

Online format only. Has to be completed by October 1, 2016

CAT4 measures verbal reasoning, non-verbal reasoning, quantitative reasoning, as well as an element of spatial ability. These four measures apply to all curricula.

Additionally, CAT4:

- Provides a comprehensive overview of a student's reasoning ability.
- Identifies students' strengths, weaknesses and learning preferences.
- Offers essential data for personalized learning.
- Calculates expected grades (predictions)

One of the National Agenda's objectives is to see all students reach their potential in all subjects. The outcomes of the CAT4 tests are very important to DSIB. We expect the results on the National Agenda Parameter to have direct correlations with students' reasoning ability identified by CAT4. We use the CAT4 (or alternative cognitive ability measure) results as a tool for tracking and analyzing students' potential in relationship to their internal assessments.

OECD 'PISA- Based Test for Schools' - Grade 10

February – March 2017

PISA is an assessment tool used by schools to support research, benchmarking and school improvement. It provides descriptive information and analyses on the skills and creative application on knowledge of 15 – year – old students in reading, mathematics, and science comparable to main PISA scales. The test will be taken on annual basis by all UAE schools.

NWEA MAP - MEASURE OF ACADEMIC PROGRESS Grades 4-12 (US Curriculum)

Online format only. Will be administered minimum three times within an academic year: Fall, End of Semester 1 and End of Semester 2.

NWEA MAP is a US curriculum-based assessment, and provides essential information about what each student knows and is ready to learn. It measures student progress and growth for each individual. It is fully adaptive. This test will be used 2-3 times per year as part of the charting and growth of all students in grades 4-12 and may be included as part of the student final assessment.

UAE NAP - NATIONAL ASSESSMENT PROGRAM All Grades MOE Curriculum

UAE NAP assessment aligned to the UAE Ministry of Education curriculum.

The school pursues a policy of ongoing assessments in all subjects. All students are required to take the prescribed tests, including diagnostic tests, quizzes and semester exams. Students may also be required to complete projects or other activities according to the needs of the curriculum. Projects are to be completed with the aid of the teacher and should be completed in school.

Grades may be calculated as follows:

Classwork including regular assignments, quizzes, participation, formative assessments and tests 60%	Final exam 30%
In Class project work and daily effort 10%	

GPA at the secondary level is calculated as shown in the table below:

Grade in Letters	Percentage	GPA
A+	97-100	4.0
A	93-96	3.9
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
D-	Below 65	0.5
E/F	Below 60	0.0

Promotion and retention policies

- Students in grades of the KG1 until Fourth grade requires success in all subjects assessed.
- Students in Fifth grade until Eighth grade: requires success in all subjects assessed at a rate of at least 60%.
- Grades of ninth grade to grade twelve: requires student success in all subjects assessed at a rate of at least 60%.

Graduate Certificate

Students in Grades 9 and 10 in the US Curriculum school must acquire 25 high school credits according to the distribution as required in order to be able to graduate from the school. Students failing to meet the required number of credits will receive a certificate that they attended the school. Students will be given additional opportunities to complete courses which they did not pass during their four years of high school.

In order for Students to be granted a certificate of graduation they must also complete the following

Grade	Test name in Arabic	Test name in English
11&12	اختبار تقييم الكفاءة الدراسية (اللغة الإنجليزية والرياضيات)	SAT 1
11&12	اختبار اللغة الإنجليزية لغير الناطقين بها	TOEFL
11&12	نظام اختبار اللغة الإنجليزية الدولي	IELTS

For School Certificate Equivalence

- Passing SAT1/Math certificate with a minimum score 400.
- Passing TOEFL with a minimum score as follows:
 - Paper-based exam, minimum score 400.
 - Computer-based exam, minimum score 173.
 - Internet based exam, minimum score 61.
- Receive an IELTS score of 6.0
- Pass all Arabic and Islamic subjects for grade 10, 11, 12

Extra-curricular activities

The curriculum includes activities that meet the interests of descriptive wide range of students and require the involvement of all school students in any of these activities.

Academic Honesty

Honesty in Academic work is a vital key to successful learning. It is important that all work produced by students is their own as this promotes high quality learning. Students are expected to acknowledge work of others. Students found to be cheating or failing to represent their work as their own will fail the assigned test, quiz, project or assignment. This may also cause the student to fail a course as well as to be asked to leave the school.

The responsibilities of the parents include:

- Support your child in developing sound academically honest practices.
- Support the use of conventional methods of referencing when using others' work (referencing).
- Supporting the school in cases of cheating, copying or other forms of academic dishonesty.
- Understanding that academic dishonesty carries harsh consequences for the student/s involved.

The responsibilities of the school include:

- Educating students and parents about academic honesty
- Supporting students in using conventional methods of acknowledging the work of others (referencing)

Attitudes and Behavior

The right attitude to learning can have a significant, positive impact on your child's learning. DMES expects parents to support their child in developing a positive attitude to school and to learning. This, in turn, will have a positive impact on student behavior.

The responsibilities of the parents include:

- Ensuring your child understands the school's expectations as described in the student behavioral guidelines published by the school and given to all students and possible consequences that may arise due to breach of the behavior code.
- Promoting the school's behavior policy as a set of standards to which your child must abide and comply.
- Following the school policy in regard to booking appointments to discuss behavior related issues.
- Understanding and upholding the school's policy which states that continued misbehavior of your child will result in disciplinary measures and will affect your child's chances of enrolment for the next academic year.
- Encouraging positive behavior and the ethical treatment of all people involved in the school.
- To support the effective use of positive behavior strategies and to work with parents to change negative behavior through appropriate use of a variety of actions designed to maintain an effective educational atmosphere.

The responsibilities of the school include:

- Helping students to learn about having a positive attitude towards school
- Making the school's behavior policy and processes clear to all in the school
- Encouraging positive behavior and the ethical treatment of all people involved in the school.
- To promote the effective use of positive behavior strategies and to work with parents to change negative behavior through appropriate use of a variety of actions designed to maintain an effective educational atmosphere.
- To communicate to parents' student misbehavior and the actions that have been taken at the school to hold the student accountable for the related behavior.

A Whole School Commitment to Learning – An Integrated Approach to Behavior Management (Grades 5-12)

Our promise is to protect the rights of every student to learn and enjoy school.

You will probably be aware that we have introduced a new approach to your child's commitment to his/her learning both at home and school. We refer to it as **COMMITMENT TO LEARNING PLAN – (CLP)**. We believe that students who are more focused in their commitment behave appropriately. They see learning as a priority; they are engaged and develop powerful learning strategies.

Highly effective and powerful teachers teach by engaging students. There is no separate behavior management system at the class level. The overarching philosophy of the plan is to shift 100% of responsibility for learning and behaving to students—where it belongs—but in a way that motivates them to eagerly take this responsibility.

The approach is underpinned by a **COMMITMENT TO LEARNING PLAN – (CLP)** which will be explained below.

THE CLP

Powerful teachers use the **CLP** and is underpinned by both learning and relationship building behaviors, the components of which are as follows.

Students’:

- ATTITUDE TOWARDS LEARNING
- COOPERATION
- BEHAVIOR
- HOMEWORK
- ATTITUDE AND BEHAVIOUR TOWARDS OTHERS
- ORGANISATION

Importantly, every teacher is committed to a whole school system (modified for the different areas of the School), so that students learn and enjoy school. Success depends on whole school staff, student and family support and commitment.

What does the whole school system **CLP** look like? How does it work? What is: **A Whole School Commitment to Learning – An Integrated Approach to Behavior Management?**

Students must be committed to achieving excellence in the above 6 components, some of which are more learning dominated while others have a more behavioral emphasis.

How do we commit to the approach in practical terms?

The driving force behind the approach are the 6 components which will be prominently displayed in the classroom and around the school. Following discussion and explanation at the beginning of the year (and at appropriate times throughout the year), students and teachers gain a common understanding of both the components and the system.

Each student starts with 2 points for each component for each lesson. Each time the student’s behavior for the component does not meet the standard, the teacher records an X in the appropriate box on the form provided. The scores are tallied at the end of the week. Importantly, students will have access to their weekly scores. These scores will be discussed every Thursday in Family House groups giving the teachers the opportunity to see the strengths and weaknesses of individual students across the different subjects.

The data will be entered into a spreadsheet which will tally the scores for the term. These will be used as the basis for the EFFORT grade which will be communicated to you at the end of each term. However, we are hoping to integrate this system into Paradigm to give you regular updates.

Those students who attain:

1. a perfect score in each subject, will be presented with a certificate which recognizes the following: **Outstanding Commitment to Learning.**
2. between 90 and 100%, **Very Good Commitment to Learning**

Disciplinary Procedures

Below is an outline of the procedures followed regarding discipline and any sanctions put in place for unacceptable behavior. All incidents of unacceptable behavior are recorded and kept in the student's file. The below sanctions are laid out in an escalating manner to reflect the escalated seriousness of unacceptable behavior. These procedures are designed to be used in conjunction with the School's Behavior Policy and the Behavior Management Chart.

Break Time Detention

Break time detentions are in place as a consequence of repeated behaviors on the DMES (please see the chart for further information). The process for Break Time Detention is as follows:

- Attend the detention on the date instructed
- The student will go to the designated room at the beginning of the first break
- The detention is for 15 minutes, allowing 10 minutes for food and bathroom access. Late students are expected to make up the time missed
- During the detention, the student will complete the work set by the supervising teacher. This will not be class work or homework but a specific task designed to help the student take responsibility for the actions taken
- A copy of the detention details and the work the student completed will be kept in the student's file
- The detention and the student's attendance will be recorded in the Detention Record

After School Detention

After School Detentions are in place as a consequence of repeated behaviors related to the CLP Chart (please see the chart for further information).

The process for After School Detention is as follows:

- Parent notification will be given 24 hours before the detention is set to take place so that parents are aware of the student's behavior and families can make alternative transport arrangements
- Students must attend the detention on the date set
- The student will go to the designated room immediately after the end of period 7
- The detention is for 45 minutes from 2.45 – 3.30. Late students are expected to make up the time missed
- During the detention, the student will complete the work set by the supervising teacher. This will not be class work or homework but a specific task designed to help the student take responsibility for the actions they have taken
- A copy of the detention details and the work the student completed will be kept in the student's file
- The student will be issued with a Letter of Warning regarding the unacceptable behavior
- The detention and the student's attendance will be recorded in the Detention Record
- The KHDA will be informed of the actions of the student and the detention undertaken.

Internal Suspension

Internal Suspensions are in place as a consequence of more extreme poor behaviors on the DMES related to the CLP (please see the chart for further information). The process for Internal Suspension is as follows:

- Parents will be notified immediately of their child's unacceptable behavior and the consequence of the Internal Suspension
- The Internal Suspension will take place immediately after the incident has taken place and the school has taken due diligence with the investigation
- The duration of the Internal Suspension will be set by the Vice Principal (Student Affairs) or Principal only, based on the nature of unacceptable behavior of the student and also including the student's

- past record. The Internal Suspension will be for a period of between one (1) to three (3) days
- The student will be immediately isolated from other students which will include break times, all class activities and assessment for the period of the suspension
 - Provision will be made for students to have suitable breaks at a different time to the other students
 - Provisions will also be made for students to undertake any missed assessment at the school's convenience
 - During the duration of the suspension, the school will make all efforts to provide work for the student. This may include work designed to help the student take responsibility for their actions along with some of the class work missed
 - It is the responsibility of the student see their teacher to make up any class work missed
 - A copy of the Suspension details and the work the student completed will be kept in the student's file
 - The student will be issued with a Letter of Warning regarding the unacceptable behavior
 - The suspension and the student's attendance will be recorded in the School Suspension Record
 - The KHDA will be informed of the actions of the student and the suspension undertaken.

External Suspension

External Suspensions are in place as a consequence of continued or extreme student behaviors on the DMES CLP (please see the chart for further information). The process for External Suspension is as follows:

- Parents will be notified immediately of their child's unacceptable behavior and the consequence of the External Suspension
- The External Suspension will take place immediately after the incident has taken place and the school has taken due diligence with the investigation
- The duration of the External Suspension will be set by the Vice Principal (Student Affairs) or Principal only, based on the nature of unacceptable behavior of the student and also including the student's past record. The External Suspension will be for a period of between one (1) to (3) days and reported to the KHDA
- The student will immediately sent home and will not be permitted onto school grounds until the completion of the External Suspension
- Re-acceptance of the student into the school will not be possible until the parents have met with the Vice Principal (Student Affairs) or Principal for a Suspension Meeting
- Provisions will be made for students to undertake any missed assessment at the school's convenience
- During the duration of the suspension, the school will make all efforts to provide work for the student. This may include work designed to help the student take responsibility for their actions
- A copy of the Suspension details and the work the student completed will be kept in the student's file
- The student will be issued with a Letter of Warning regarding the unacceptable behavior
- The suspension and the student's undertaking of the suspension will be recorded in the School Suspension Record
- The KHDA will be informed of the actions of the student, the suspension undertaken and the Letter of Warning given

Cancellation of Re-registration

Students who are persistent re-offenders of unacceptable behavior may have their re- registration for the new academic year cancelled. This will be based on the history of the student's behavior and the number of times parents have been called into the school regarding the behavior. Students who have their re-registration cancelled will have repeated several poor behaviors on the CLP Chart (please see the chart for further information). The process for Cancellation of Re-registration is as follows:

- The student will have been through some or all of the other processes outlined above on a number of occasions for unacceptable behavior
- The student will have received a number of written warnings about their behavior
- The student may be placed on one or more behavior monitoring reports
- The student may be asked to attend some counseling sessions with the school counselor
- Parents will have been informed at each step regarding the action taken by the school
- If the student has shown little or no desire to improve their behavior, the school will issue notification both verbally and in writing to the parents and the student that the re- registration for the next academic year will be cancelled
- The KHDA will be informed of the actions of the school
- For the student to be considered for re-registration in subsequent years, the student would need to demonstrate an exemplary behavior record from another school attended, supported with convincing evidence from that school

Exclusion or Expulsion of Students

Both Exclusion and Expulsion are in place as a consequence of the most extreme behaviors including any act which may endanger the health, safety or welfare of anyone in the school, on school grounds or at any school sponsored activity or event (please see the chart for further information). Exclusion or Expulsion is for actions of an extremely serious nature or for repeated and unchanged unacceptable behavior over a longer period of time.

Exclusion takes place when student and parents agree that the behavior has been unacceptable and it is in their, and the school's, best interest for the student to transfer to another school. The school will support the transfer to another school where possible.

Expulsion takes place when student and/or parents do not agree that the behavior has been unacceptable or do not agree to accept Exclusion as a consequence for the unacceptable behavior. This would only take place when the school has sufficient evidence to prove that the student's behavior was at an unacceptable level to warrant Exclusion.

The process for Exclusion or Expulsion is as follows:

- Parents and the KHDA will be contacted immediately after the unacceptable behavior has taken place. Any other authorities may also be contacted where necessary (eg Police) and parents will also be informed of this
- The other various parties (School Board Chair, Principal, Vice Principal (Student Affairs)) will be informed immediately of the unacceptable behavior of the student
- The decision to Exclude or Expel a student will be taken by the Principal (or the Vice Principal (Student Affairs) on the Principal's behalf) only.
- The Exclusion or Expulsion will come into effect immediately after the Principal has made the decision and has informed the School Board of this action
- The KHDA will be notified of the school's action as soon as possible after the decision has been taken. This will include providing the KHDA with all evidence and documentation regarding the incident/s along with other supporting documentation regarding the student's behavior in the school
- Parents have the right to appeal the school's decision of Expulsion. The appeal should be made in writing to the Principal who will make a final decision on the appeal in conjunction with the school Board. KHDA will also be informed of the appeal process and final decision

Documentation for Behavior and Disciplinary Procedures

The following documentation is used to record and monitor behavior issues at DMES. All

documentation is stored in individual student files located in Section Supervisor's offices or the Vice Principal (Student Affairs) office for boys Gr 9-12. All files are stored in secure locked filing cabinets.

- Incident Report
- Written Warning
- Notice of Detention
- Notice of Internal / External Suspension
- Written notification to parents
- Behavior Contract
- Notice of Cancellation of Re-registration
- Behavior Monitoring Reports

School Personnel Responsible for Disciplinary Procedures

The Disciplinary Procedures are the responsibility of the Vice Principal (Student Affairs). The Vice Principal delegates the shared responsibilities as follows:

- All staff are expected to deal with unacceptable behavior in the first instance, both inside and outside the classroom
- Staff are expected to put in place sanctions in accordance with the Commitment to Learning Plan.
- The Section Supervisors / Assistant Supervisor will assist in dealing with incidents at the lower levels.
- Depending on the nature of the incident, the Vice Principal (Student Affairs) will deal with issues at higher levels of violations or continued poor behavior, working with the Section Supervisors
- House Parents may also assist with these Disciplinary Procedures at any level if and when they might be available
- The Principal will ultimately be involved if the incidents are of such a serious nature that they warrant his involvement

Communication for Effective Partnership

Communication between parents and school is a vital part in the success of your child's education. Your level of participation, involvement and responsibility in your child's learning will influence his or her chances of success as well as re-enrolment for the next academic year. Failure to adhere to school policy on communication may jeopardize your child's progress and learning experience.

The responsibilities of the parents include:

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

The responsibilities of the school include:

- Communicating clearly and effectively with the school community on a regular and ongoing basis
- Providing several forms of communication to meet the needs of all

Health and Safety

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

The responsibilities of the parents include:

- Sharing with the school all information related to your child's medical condition and history.
- Providing the school with any specific medication that your child might need, and clear instruction in terms of administering the medication.
- Ensuring that your child does not bring any item that might cause physical harm to fellow students, teachers or other adult personnel; or items that might be used to willfully damage to the school building; or items that cause disruption to the school routine e.g. knives, firecrackers.
- Ensuring that meals and snacks provided to your child adhere to the school's policies and guidelines in this regard.
- Upholding the school's decision to confiscate food and drink items which do not fit the expectations set by the school.
- Supporting the school in creating an environment where bullying of any kind is not tolerated in any way
- Supporting your child in being aware of cyber safety and cyber bullying issues
- Reporting any issues of bullying or cyber bullying to the school.

The responsibilities of the school include:

- Providing a healthy and safe environment for all in the DMES community
- Teaching students and parents about dealing with bullying, cyber safety and cyber bullying
- Dealing directly with any issues of bullying or cyber bullying
- Confiscating any items that put other people at risk

Transportation

The safety of our students is of prime concern to the school. It is important that transport safety is observed at all times.

The responsibilities of the parents include:

- **Private vehicles**
 - Abiding by the designated entry and exit routes set by the school.
 - Abiding and obeying the instructions of school personnel and staff helping in the organization of students' arrival and dispersal times
- **Buses**
 - Ensuring that your children understand and abide by all safety rules and behavior expectations set by the school and enforced by personnel
 - Understanding and upholding the school's policy which states that failure to comply with all transportation rules set by the school will result in disciplinary action and will affect the students' registration chances for the following academic year.

Please note: Misbehavior of your child regarding transport will result in disciplinary measures and will affect your child's chances of enrolment for the next academic year.

The responsibilities of the school include:

- Supporting the community in the safe travels of all students

- Providing a safe environment around the school regarding transport

Uniform

The school uniform is a compulsory requirement of all students enrolled at DMES. It is a way of showing commitment to the school along with a sign of belonging to the DMES community.

The responsibilities of the parents include:

- Ensuring your child has the correct uniform items available at all times.
- Ensuring your child's uniform is neat and clean at all times.

The responsibilities of the school include:

- Developing a school uniform that clearly represents the school in the wider community
- Informing parents of any issues regarding their child's uniform

Girls: KG	Boys: KG
<ul style="list-style-type: none"> ▪ Yellow shirt with dark blue skirt. 	<ul style="list-style-type: none"> ▪ Yellow shirt with dark blue trousers.
Sport Uniform	
Boys/Girls: White sweater with light green pants.	

Girls: Grades 1 to 12	Boys: Grades 1 to 12
<ul style="list-style-type: none"> ▪ Navy blue skirt and sky blue shirt with long sleeves ▪ Long hair is to be tied back ▪ Safe, Flat totally Black shoes ▪ Only black scarf is allowed ▪ Make up or flashy jewelry is not permitted ▪ No nail polish ▪ No sandals or slippers are allowed ▪ Abayas are not permitted at any time during the school day or on school sponsored activities. 	<ul style="list-style-type: none"> ▪ Sky blue shirt with navy blue trousers ▪ Safe, flat, totally black shoes ▪ Hair should be well groomed and neat ▪ Socks (Should cover the ankle) ▪ Sandals and Slippers are not allowed ▪ Kandouras are not permitted in place of the school uniform at any time during the school day or at any school sponsored event.

Please Note:

- Students wearing incorrect uniform will be sent to the supervisor's Office where their parents will be contacted and requested to bring in the correct uniform.
- Wearing caps or hats inside the school building is not acceptable.

PE Uniform

- All students must wear the school's official PE uniform during PE classes, or they will not be allowed to participate in the lesson. Students are to bring their swimming suits to school and change into it for swimming lessons. Students may wear any color PE shoes with their PE Uniform

Appeal Process

DMES has set up an appeals process to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the school. It is best to solve issues informally through meetings and discussions; however, at times, there are concerns and complaints that need further deliberations.

It is expected that parents refer to this process for any conflict resolution within the school:

- If a student/parent wants to question a decision made by the school at any level, then the parent should meet the person directly involved in the decision such as a teacher or supervisor;
- If the parent is still not satisfied, then he/she should meet with the head of section such as head of elementary or high school if applicable;
- If the issue is still not resolved, then the parent must meet the principal of the school to try to resolve the issue;

KHDA has the right to uphold or repeal any and all decisions. Its final decisions are binding to both the school and parents.

PARENT-SCHOOL CONTRACT

This contract contains the entire agreement between the school and the parents. It supersedes all prior or subsequent agreements, and understandings between both parties including school policies which may conflict with its clauses. Anything not covered in this policy will be dealt with at the discretion of the Principal.