

STUDENT HAND BOOK

United World International School



**UNITED
WORLD**
INTERNATIONAL SCHOOL

BUILDING A DIVERSE COMMUNITY
& EXCELLENCE IN EDUCATION

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SCHOOL CONTACT INFORMATION

Address: A. Masaliev str. 26, **Bishkek 720016** , KYRGYZSTAN.

Website: www.uwis.edu.kg email: info@uwis.edu.kg

Tel: (+996) 312 88 41 29

Mobile: (+996) 551 932222; (+996) 771 932222; (+996) 709 932222

Contact	Name	E-mail	Phone
Director	Veli Cetin	v.cetin@uwis.edu.kg	0550 903 109
Head of Primary	Ada Wiman	a.wiman@uwis.edu.kg	0708 405 421
Head of Secondary and IGCSE Coordinator Grades 9-10	Nazim Tola	n.tola@uwis.edu.kg	0707 088 299
Head of Character Education Local Teachers Liaisons	Saida Kayipova Dilmurat Daliev	s.kaipova@uwis.edu.kg d.daliev@uwis.edu.kg	0702 395 413 0553 879 545
Coordinator of Parents Teachers Association	Ulukbek Nazarov	u.nazarov@uwis.edu.kg	
Social Events Coordinator	Burulcha Askerbekova	b.askerbekova@uwis.edu.kg	0707787822
Lower Secondary Coordinator Grades 6-7-8	Mira Sadyrova	m.sadyrova@uwis.edu.kg	0553 033 887
A-Levels Coordinator Grades 11-12	Dilmurat Daliev	d.daliev@uwis.edu.kg	0553 879 545
Transport Manager	Ruslan Narynov	r.narynov@uwis.edu.kg	0555 123 030
School Doctor	Gulmira Tulekova	g.tulekova@uwis.edu.kg	0773 888 219
School Counselor and Expats Liaison Officer College Counselor	Talantbek Sapitov	t.sapitov@uwis.edu.kg	0999 752 300

Part A:

UWIS POLICIES

1. Health and Safety Policy

1.1 Health Centre:

The Health Centre is located on the first floor of the school building. It is attended by a full-time registered doctor and a nurse.

1.2 Special Health Needs:

If a student has any special health needs or problems, they must be communicated to the school doctor in writing. This information can be very important to the safety of our students. Examples of such needs are as follows:

- Bee Sting allergy
- Allergy to other substances
- Difficulty with vision, hearing or speech
- Need for medication during the school day
- Need for special aids such as crutches, etc.

1.3 Medication Administration at School:

Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or non-prescription medication during the school day, the following guidelines must be met:

Any medication to be administered must be brought to school in a pharmacy-labelled container which includes the child's full name, name of drug and dosage, time and quantity to be given, and the physician's name. It is REQUIRED that parents deliver medication to the school doctor in person and that they personally inform the doctor regarding the administration of the medication in the school setting.

Students may not transport medicine. For the health and safety of students, no student will be allowed to transport any medicine (prescription or non-prescription) to school or to return the medicine home. Parents or guardians must deliver the medicine to the school clinic or office. They must pick up any remaining medicine from the clinic or office. We will ensure the medicine is promptly locked in a secure location and is not left on a desk or counter. We will count and record the number of pills upon receipt. A daily record of all medication dispensed is kept in the Health Centre. If any kind of medicine is discovered in the student's bag or locker it will be confiscated immediately.

All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be disposed of.

1.4 Communicable Disease:

For the welfare of all, please do not send a student who is not feeling well to school. The control of contagious diseases depends on the cooperation of all families in the school. Please observe the following rules:

- Students should not be in school with a fever and should be kept home until 24 hours after it subsides.
- A student who has vomited during the night should not be sent to school the next morning unless you are sure he or she is well.
- Signs of contagious diseases such as pink eye, impetigo, etc.
- Strep throat: in cases of suspected or diagnosed strep throat, the child should be kept out of school until the diagnosis is made and/or treatment has been under way for at least 24 hours.
- Lice: until treated or not free.
- Chicken pox: 7-10 days until all scab areas are dry.
- Any time your child show signs of illness that may be passed to other children.
- If any student wears medical mask he/she will be questioned immediately as the nature of the illness and the doctor will contact the parents to find out the reason.

Please report all communicable diseases to the school office. Communicable diseases include: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, rosella, strep throat, measles, mononucleosis, and scarlet. If your child is ill with a communicable disease, please notify the nurse immediately. **We strongly urge you to make a morning inspection of your child before sending him or her to school.**

1.5 Permanent Health Records:

Records are kept at school for each student. This includes disease and immunization records, as well as a record of physical exams, screenings, allergies, accidents and any other health problems, the school should be aware of in order that the student's needs can be anticipated and cared for.

1.6 Off-Campus Health Service:

If a student becomes ill in school he/she will be sent to the doctor who will then decide whether parents will be contacted. In the event of an extreme emergency a child will be taken to the nearest hospital. Every effort will be made to notify parents or their designated emergency contact person in this case. Please see the following rules:

- When a child displays a fever of 37.5, the nurse will monitor him or her in the °C/99.5 health center.
- When the temperature exceeds 38.0 °C/100.4 °F we will request the parents to collect the child from school.

- If the temperature is above 38.5 °C/101.3°F we request that the child is kept at home the following day, even if there is no longer a temperature, so as to ensure rest and recovery and to minimize risk of exposure to other students.
- If the child needs off-campus health service, the school doctor will first contact parents or their designated emergency contact person to see which health-care provider you would like us to take your child to.

If the parents, emergency contact person and doctor are unavailable, the local emergency hospital or 102 will be called.

2. Attendance Policy

Attendance at school is compulsory. Regular and prompt attendance is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absence deter the child's ability from learning and make it more difficult for students and instructors alike due to the missed instructional time, discussions, and activities.

School begins at 8:20 and finishes at 17:30. The school day consists of seven periods. Students should arrive at school each morning before 8:20 in time for registration in their homeroom.

Friday is a shorter day. School ends at 15:10, after 7th lesson.

Staying after non-academic hours is upon the discretion of the student

➤ Parents are responsible for regular and punctual attendance of their children. When a student cannot attend school, parents are responsible to notify the school. They should call homeroom teacher or coordinator between 8:30-9:00 a.m. Students should not call in their own absence.

➤ If the child exceeds the maximum allowed absence days, (20 unexcused + 25 excused) 45 days per academic year, and the period of absence is not approved, The school will be referred to the disciplinary committee to decide further disciplinary actions such as, the child will not be promoted to the next grade and/or his/her re-enrollment for next year will be in jeopardy or school expulsion

➤ Students who are not enrolled at UWIS are not permitted on campus at any time unless they have been registered as official guests.

2.1 Types of excused absences:

1. Hospitalization or medical reasons
2. Bereavement (period of grief and mourning after a death)
3. Religious observances
4. Absences that occur due to school-sponsored fine arts or sports activities
5. Approved college visit
6. Any other absence receiving prior approval from the administration.

2.2 Unexcused absences:

Any other absences not mentioned as excused absences will be considered unexcused. Students **are not** allowed to make up assignments and tests missed for an unexcused absence. Students are not allowed to miss any lesson in lieu of completing a class work/homework or taking a special test/quiz.

In case of sudden illness, every absence from school must be explained by the parents to the homeroom teacher. When a student is absent for 4 or more days, or when he/she cannot attend activities on their return to school (for example, physical education) a **medical certificate will also be required. When medical certificate is not available in case of emergency, school doctor can make medical examination at home (taxi fee is paid by parents)**

Tardiness: Tardiness is unacceptable behavior for students. Students must arrive on time for all activities (lectures, official ceremonies, scientific, and social activities, etc.) to which they have to participate. Students arriving late to class will have their names noted on Edupage.

If a student is tardy three times (more than 5 minutes) it will be considered as full day unexcused absence and late students will be referred to the coordinator.

Parents whose children come to school after the first lesson must inform the homeroom teacher about the late arrival and must take permission slip for the next lesson.

A child is considered late for school if he or she is not in the classroom by **8:30 a.m.** ready to begin the school day. **Late students should take permission slip from coordinator before joining the first lesson.**

Students who miss the lesson without excuse or leave the school without a "Permission Slip" during school time, **will be referred to the disciplinary committee for further disciplinary action.**

Parents whose children are late for more than 7 times in a term shall be notified by the school administration and are expected to provide an explanation for excessive tardiness.

2.3 Early Dismissal from School:

The administration does not want to allow parents to pick up their child before all classes end unless there is an emergency.

Students are not allowed to leave the school early unless the homeroom teacher or coordinator is informed by parents via a phone call or written note.

A slip must be taken from the coordinator if a student has to leave school before the last bell.

2.4 Family Vacations:

Family vacations should not overlap with the school's instructional calendar. Family vacations are strongly discouraged when school is in session. In addition to compromising the attendance regulations, family vacations interrupt the educational process. **Teachers are not required to provide work in advance of a family vacation.**

3. Dress Code Policy

3.1 Students are expected to wear

- Any school top with school logo (without covering)
- Plain trousers of black and blue tones for both boys and girls
- No jeans
- No sport pants
- Knee length skirts
- No mini skirts
- No skinny trousers or leggings
- No nail polish
- No long nails

UWIS has prescribed school uniform. Our school regards grooming and uniform as basic matters of self-respect and respect for the school community. Students are expected to wear the prescribed school uniform at all times.

3.2 Summer/Spring Uniform:

- Students are expected to wear proper school uniform each and every school day.
- Full school uniform should be worn on regular school days.
- School uniform must be clearly visible and not covered by other clothes.
- PE uniform must be worn only during PE periods.
- Pants may not be baggy or tight fitting such as "skinny pants."
- Cleats are not acceptable at all times.
- No sandals, boots, clogs, mules, slippers, flip flops, high heels, platform shoes, crocs, or shoes with wheels.
- Girls should have their hair neatly tied back with no loose strands.
- No hats or ice caps are allowed.
- Boys must have clean-shaven face.
- Boys are expected to keep their hair cut short.
- Nail polish, make-up, and hair coloring are not allowed.
- Nails must be kept short and clean.
- Jewelry, accessories and ostentatious watches are not permitted. Stud earrings (one pair only) for girls are allowed.

3.3 Dress Code Violation:

Failure to follow the dress code rules at any time during the school day will result in the application of the following consequences:

➤ 1st offense: Written warning on Edupage.

➤ 2nd offense: Point deduction

➤ 3rd offense: Students will not be allowed to enter classes and exams until they comply with the dress code. **Parents will be called to send the missing items or take the child back home.**

Any excuses for not having uniform are not acceptable. It is strongly recommended having a spare uniform in case of unexpected situations.

4 Electronic Device Policy

Notebooks, tablet computers, cameras, mp3-mp4 players, AirPods etc. are not allowed during the school time unless otherwise instructed by the teacher. If these devices are brought to school, the student must submit them to the homeroom before classes begin. These items will be confiscated by the staff if the student is using them during a lesson without the teacher's consent (see confiscation policy). Remember that the school is not responsible for any electronic item in the event of loss or theft. Confiscated items will be held by the coordinator.

1st Time Offense: The *first* time a student has an item confiscated, he or she may reclaim it at the end of the school day from the member of the staff that confiscated it.

2nd Time Offense: The *second* time a student has an item confiscated, he or she must bring a letter from his/her parent (or a phone call) asking for the item to be returned. This letter must be submitted to the teacher that confiscated it.

3rd Time Offense: The *third time* a student has an item confiscated, his/her parent must come to school to reclaim the item from the corresponding teacher that confiscated it.

Further offenses will be referred to the disciplinary committee for further disciplinary action.

5 Cell Phone Policy

Use of cellphones in school premises can be disruptive to the educational environment and is not acceptable. Contact with parents in the event of illness or other urgent matter should be managed through the school office.

The use of cell phones on school premises is prohibited. Cell phones must be switched off and

given to homeroom teachers at the beginning of the school day. Exceptions may be made for medical or emergency situations with consultation and approval by the administration. The school is not responsible for any lost or stolen phones that were not turned in at the beginning of the school day.

Violation of this policy will result in disciplinary measures. Standard policies on offenses are:

- **First offense** : Confiscation for 24 hours, level 1 offense and 1 points deduction.
- **Second offense** : Confiscation for a week, level 2 offense and 2 points deduction.
- **Third offense** : Confiscation for a semester, level 3 offense and 5 points deduction.
- **Fourth offense**: Confiscation till the end of the academic year, level 4 offense and 10 points deduction.

If a student is caught using the cell phone and **refuses** to hand it over to the teacher or administrator, the behavior will be considered as a **level 3 offense**.

6 Grade Promotion Policy

Students who are failing to meet the minimum requirements academically may be placed on academic probation. The major aim of the probation policy is to help students improve their academic performance. Students with "E or below" in one or more core subjects may be placed on academic probation at the beginning of the second semester. Grades should improve or the student will remain on probation during the next semester.

Students who do not meet the following conditions by the end of the current academic year, as annual grade, will have to take a retest exams in August.

- IGCSE (9,10) - at least 5 Cambridge subjects above 50%
- Lower Secondary (6,7,8) – 4 Subjects (Math, English, Science, ICT) above 50%

In case of absence or getting less than 50% from re-test the student will not be promoted for the next grade level and he/she will repeat the class during the next academic year.

7 Awarding Policy

Students who achieve high honor or honor roll will be awarded a certificate for each term. A grade "E" or "unsatisfactory student conduct" * will make a student ineligible for the High Honor Roll or Honor Roll.

* Discipline point shouldn't be less than "90"

High Honor roll: A student must achieve a GPA of 90% or above to be placed on the high honor roll.

Honor Roll: A student must achieve a GPA of 80% or above to be placed on the honor roll.

7.1 Merit Awards:

Students receive special recognition at the school through a variety of awards and programs. These awards are intended to promote and recognize academic skills, perfect attendance and good citizenship. Teachers and parents are expected to promote these awards as an encouragement, special contributions and incentive towards special effort and achievement by the student.

7.2 Scholarships:

Students have a great chance to get a scholarship in UWIS. There are three types of merit based scholarships:

I. Primary- Grades 1 to 5;

- For the 1st place in their grade level, the student receives a 50% discount on the annual tuition fee; for the 2nd place – 40%; for the 3rd place – 30%.

II. Lower Secondary- Grades 6-7-8

- For the 1st place in their grade level, the student receives a 50% discount on the annual tuition fee; for the 2nd place – 40%; for the 3rd place – 30%.
- Students who receive "High honor" roll for all three terms will be awarded by 20% discount
- Students who receive "Honor" roll for all three terms will be awarded by 10% discount

III. IGCSE (Grades 9-10):

- For Grade 10 students at least 3 As and 3 Bs, (in external Cambridge Exam) student receives a 50% discount on the annual tuition fee.
- Students who receive "High honor" roll for all three terms will be awarded by 20% discount
- Students who receive "Honor" roll for all three terms will be awarded by 10% discount

7.3 Rules for the Scholarships:

- 1) Scholarships will be given for the following school year.
- 2) Students who leave school the next academic year cannot benefit from scholarships.
- 3) If a student gains two or more scholarships, only the highest discount will be applied.
- 4) Students who commit disciplinary offenses cannot benefit from scholarships.
- 5) Student can receive only the best award.

8 Discipline Policy

Parents and teachers play a vital role in teaching children good manners and behavior. School and home will work together and cooperate to establish common goals and help students behave

appropriately. We expect parents' support and follow up in this regard. Good behavior and learning go hand in hand. Simple rules have been established to ensure children have positive learning experiences within a safe environment. Children need to learn the importance of accepting responsibility for their actions and being respectful and orderly.

All students are expected to follow the rules and procedures, and we will help them learn to do so in a positive and fair manner.

In order to solve behavioral problems of students the following steps will be implemented: 1. Subject teacher try to solve the problem

2. Homeroom teacher will try to solve the problem
3. Coordinator try to solve the problem
4. Discipline Committee will solve the problem.

8.1 Classroom Rules:

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behavior, but will also create an atmosphere where learning can take place. The management system is relevant to positive reinforcement of accepted behavior. Students are expected to follow all class rules as instructed. Some of the class rules are as follows:

- Keep your hands, feet, and personal objects to yourself
- Leave your seat only with permission
- Keep the room clean and tidy
- Listen carefully
- No food, drinks (except water), or gum is allowed in the classroom.
- Not defacing school property

8.2 Assembly Rules:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all dismissal directions.
- Follow all teacher/staff directions.

8.3 Corridor Rules:

In order to maintain safety and an orderly atmosphere, students must conduct themselves respectfully in the school corridors whenever changing classes, and leaving or entering the classroom areas.

- Students must enter the classes immediately after the bell.
- Running, shouting and playing in corridors is not allowed.
- Students are not allowed to visit friends or interrupt other classes.

8.4 Cafeteria Rules:

Students go to the cafeteria according to their daily schedule and have their meals in turn according to the "Student Meal Line" arranged by school administration.

- Students who bring their meal from home will eat in the cafeteria but they are not allowed to offer their meals to other students. They may supplement their meal with items from the cafeteria if they so desire.
- Students should take only the amount of food which they can finish eating at meal time.
- Students are asked to remove all trays and garbage from the eating area.
- Students will not take food and kitchenware of any kind out of the cafeteria.

8.5 Canteen Rules:

Students may purchase items from the school canteen. The canteen is only available during break times and lunch times. Students should go through the canteen line in an orderly, polite manner and pick up their purchases. Students should dispose of all litter in the bins placed throughout the area. Students must leave the canteen area when the class bell rings. Canteen belongings should not be taken out from the canteen area.

8.6 Playground Rules:

- Secondary School students should not use the primary playground equipment.
- Students who use school equipment are responsible to return it to the proper storage place after each break.
- NO pushing, wrestling, play fighting or water fighting.
- Stop playing immediately when the bell rings.
- Do not eat in the play areas/soccer fields.

8.7 Bathroom Rules:

Students have enough time to meet their bathroom needs, as there are 5-10-minute short breaks after each session and a 50-minute lunch break during a day. Students cannot use the bathroom during class hours.

8.8 Multimedia and Internet Usage Rules:

School personnel may access internet users' files. Any form of picture taking can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained from the administration. Permission must also be gained before the image can be used in any way.

- It is the school policy to suspend the students if found involved in recording, distributing, or uploading inappropriate images or videos of other students, parents, or staff on school premises or on trips.

- Users must NOT:
- Use another person's username and/or password
- Use the network for commercial, political and/or personal nonacademic uses
- Access the system to encourage the use of drugs, alcohol, or tobacco
- Access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- Use the Internet in any unethical or illegal manner
- Use personal email accounts and any instant messaging programs or social networks such as Facebook.
- Use proxy websites to access blocked websites by administration
- Violate any copyright laws
- Use non educational games
- Damage the computer, computer systems, or computer networks
- Trespass in another's folders, work, or files
- Change the computer settings and fixtures.

Violation of the above rules may result in disciplinary action. If the user is not sure how to do something on the computer, ask a teacher or the system administrator. Failure to comply with computer lab rules will result in a lowered grade and other disciplinary consequences.

8.9 Library Rules:

- Students' use of the library is monitored by the library staff.
- Books taken from the shelves shall be returned to the librarian after use.
- No material is to be taken out from the library without the permission of the librarian.
- Books, equipment and materials are to be used with care.
- Silence must be observed in the library at all times.
- Food and drinks are not allowed in the library.
- Permitted electronic devices should be used for study related purposes and must not be disruptive.
- Our school is providing MYON online library to all students. Each student is expected to read books via MYON at least 30 minutes per day.

8.10 Bus-riding Rules:

- All Students must be at their designated stop 5 minutes prior to the scheduled arrival time of the bus.
- Students may only board and disembark the school bus at their designated stop.
- After boarding the bus, student shall be seated immediately and remain properly seated for the

duration of the bus ride.

- Students are expected to behave accordingly on the bus and know the rules for riding the bus.
- Kindergarten students will not be released from the bus without the presence of a parent, guardian, sibling or appropriate adult at the bus stop.
- To ensure safety from objects rolling in or under a bus, objects must be secured in a bag or a sack.
- Students are prohibited from bringing any potentially hazardous items chemicals, animals or breakable items on board the bus.
- It is very important to remember that the bus driver is in-charge of the bus. The driver has the same authority as a teacher in a classroom and must be respected as such.
- It is the parents' responsibility to ensure the safety of the students **from home to the bus and from the bus stop to home.**

8.11 Emergency Rules and Procedures:

Organized emergency drills are conducted during the school year. It is important that all teachers and students know the proper exits to use when an alarm is sounded.

Teachers should be familiar with the following instructions and review them periodically with their students:

- The alarm signal will be: three bells, pause, one bell or alternative signal developed by the school.
- When the alarm is sounded, all class-work should stop immediately.
- Students should promptly march out in single file.
- Teachers should not lock doors to classrooms, but doors should be closed.
- There should be no talking while exiting the building.
- Students should not run, but they should walk at a fast pace.
- Upon leaving the building, students should proceed to a point at least 50 m from the building. It is especially important that the front drive and all areas near the other entrances be kept clear so that fire trucks may drive close to the building if necessary.
- Students should remain in line after the building has been cleared.
- Teachers should bring their roll books and promptly check their rolls after leaving the building.
- The name of any missing student should be immediately reported to the principal.
- Students should return to the classroom in single file when the signal to re-enter has been given. This signal is two bells or an alternative developed by the school.

The exits to be used by various classrooms are designated at school. This information must be posted in each classroom, and teachers should appoint room captains and use these instructions as a lesson for orientation purposes.

8.12 Ordering/Bringing Food From Outside Of School:

Ordering any type of food from outside the school is forbidden. The school administration prohibits bringing: cakes, pastries, pizzas, hamburgers, shawarma, juices, carbonated beverages etc. We do understand the importance of celebrating special days, but we kindly ask you to follow school rules and we appreciate your cooperation.

Instead you can celebrate your special days in the evenings or on a weekend.

8.13 Lost and Found

The school is not responsible for any lost items and belongings.

Lost and found items should be delivered to the reception desk. Students who have lost articles should enquire at the reception desk. Students should not bring valuables to school.

8.14 Visitors

Students are not allowed to invite guests during school time.

Visitors, who come without informing, should get permission from an assistant director before talking to students.

Visitors are admitted to the school by registering at the security.

8.15 Academic Integrity

UWIS promotes and believes that the development of self-discipline and acceptable standards of academic integrity are fundamental aspects of the learning process. Individuals and groups must uphold the values of academic integrity- fairness, honesty, trust, respect and responsibility. All members of the school community must be committed to academic honesty. Breaches of academic integrity are considered a serious offense and disciplinary action will be taken in response to acts of academic dishonesty.

8.16 Parent Conferences

Parents are considered important factors of every child's success at UWIS and that is why we actively encourage an open and honest home-school partnership. Regular parent meetings are held in each class per term, and individual talks with homeroom and subject teachers can be arranged in case questions and concerns arise. Parents are always welcome in our school and we are happy to receive your constructive criticism.

UWIS PRIMARY PROGRAM DISCIPLINE POLICY

I. Introduction

In accordance with the school mission, vision and goals, the Primary Program will strive to ensure that the child's academic excellence, well-being and safety are placed at our best interest. The Discipline Policy aims to specify how the program implements these important components in our duties. At the Primary level, consequences for misbehavior are decided on a case-to-case basis and dictated by the severity of the situation. At all times, consideration for promoting positive behavior is maintained through the following:

Raising the students' awareness through the discipline guideline of the value of respect, tolerance, cooperation and communication and how these help to promote excellence in all endeavors- self-improvement, school work, and socialization.

Systems for reward (merit/demerit) are carried out in individual classrooms and subjects and as a program.

Observing positive behavior consistent with and supporting the school's emphasis for a safe school environment conducive to learning through the use of child-friendly strategies such as using the voice volume chart and rules in the classrooms, hallways, stairwells, playgrounds, and other shared places and learning areas.

Further, we recognize the important role the administration and the parents play as our main partners in the effective implementation of the discipline policy.

II. Behavior Components

- Punctuality: observing the school-mandated hours for arrival to and dismissal from school
- Conduct
 - Communication
 - Respect for self and others
- Dress code: wearing the prescribed uniform for classroom learning and other subjects; i.e. PE
- Work ethics
 - Excellence in work, skills, values, and character
 - Responsibility- taking for work, consciousness for upkeep of workspace
 - Safety procedures

III. Parent Role and Expectation

Parents are partners in supporting the effective implementation of discipline procedures. They must be properly informed of these details and what role they can play in ensuring that consistency is practiced. For this, their awareness and understanding are needed. Communication procedures are made clear following the school organizational chart and teacher job duties to avoid confusion and

misinformation. Likewise, *incident reports* (documentation of incidents) that merit informing the parents will be made. Confidentiality will be fully exercised. Each class has a student information file where all pertinent information and records will be kept. This will be confidential and on a need-to-know basis to protect the child.

IV. Specifics in Classroom Instruction

Safety and discipline lessons are embedded in classroom instruction and procedures. Of utmost importance is presenting and discussing them at the student assembly on the first day and week of the school year. Students are encouraged to share their ideas about how they can help with carrying out important aspects of their daily school experience.; e.g. responsible use of technology, tidying up their work spaces, regard for teachers and other school staff, etc.

#	BEHAVIOR	CONSEQUENCES	STAFF IN CHARGE	REMARKS
1	Tardiness 3X in a row Repeated Repeated	One-to-one reminder Warning Contacting parents	Homeroom/Assistant/ Primary Head	Late slip at Head's office
2	Disrespect to school staff and other students (swearing, using foul language)	One-to-one Warning Detention, meeting with SP	Homeroom/Assistant/Primary Head/School Psychologist (SP)	
3	Cheating*	One-to-one Warning Detention	Homeroom/Assistant/Primary Head	
4	Bullying*	Warning Detention, meeting with SP	Homeroom/Assistant/Primary Head/SP	
5	Aggressive behavior* -fighting - screaming at others -making threats	One-to-one Warning Detention, meeting with SP	Homeroom/Assistant/Primary Head/PS	
6	Misuse of technology device, gadgets for instructional purposes -Others (bringing toys not authorized)	One-to-one Warning Detention, meeting with SP	Homeroom/Assistant/Primary Head	
7	Task-related misdemeanor -Homework, projects undone -Workspace uncleaned, etc.	One-to-one Reminder Meeting with parents	Homeroom/Assistant/Primary Head/SP	
8	Vandalism*	Depending on seriousness of damage,	Homeroom/Assistant/Primary Head	
	-breaking/defacing school properties	One-to-one Warning Detention/Meeting with SP/ Clean up the damaged property		
9	Theft *	One-to-one Warning Detention/Meeting with SP	Homeroom/Assistant/Primary Head/School Counselor/Parents	
10	Safety concerns* -behavior/attention deficit problems that affect learning and socialization	One-to-one Meeting with SP, Parents	Homeroom/Assistant/Primary Head/School Counselor	
10	Other -homework not done	Reminder Talk with Parents, SP	Homeroom/Assistant/Primary Head	

* Incident report, referral, and other forms of program documentation will apply.

10 English Speaking Policy

Our school prides itself in the usage of the English Language to communicate at all times. Students must use the English language within the school premises at all times. **Students must strive to communicate with teachers and peers in the English Language only. Not abiding with the English Speaking Policy is a level 1 offense.**

11 Off - Campus Activities Policy

Off-campus activities are a part of education. It is important that these activities are conducted in a manner that demonstrates that all practicable steps are taken to provide for the safety and health of all participants. This means that staff and students participating in off campus activities have a responsibility with respect to protecting their well-being and the well-being of others.

Off-campus activities include any external and international visits and competitions, conferences, educational field trips, excursions, study, research or consultancy-related activities, and in particular any practical work, carried out by school staff and/or students in places which are not in school control, but where the school is responsible for the safety of its staff and students and others exposed to their activities.

11.1 Responsibility of Students in Off-Campus Activity:

- Students must: return off-campus permission forms signed by their parents to the teacher(s) responsible for the activity.
- Advise the responsible teacher or assistant director of any medical issues that may affect their ability to fully participate in the activity prior to commencement of the activity.
- Ensure they have the required equipment prior to the commencement of the activity.
- Comply with all instructions of the Activity Organizer/Leader prior to and over the duration of the activity.

12 Prohibited Items

- Cosmetics/make up materials
- Skateboards, roller blades and items which are potentially dangerous
- Playing cards
- Jewelry
- Permanent markers

All such items will be confiscated and held until the parent comes in to pick up, or until the end of the semester. School staff and administration assume no responsibility for the loss or damage of such items.

Note: The school has the right to search the students' pockets, lockers, and bags for prohibited items at extreme cases.

Part B:

Unacceptable Student Behavior and Due Process

1 Fighting

Fighting is considered to be any instance of physical contact in anger regardless of whether fists or weapons are used. All students caught arranging fights or participating in fights will be held accountable for the incident.

When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. Fighting or hitting back is not an acceptable option to defend oneself. If a student responds with violence to a provocation, both students will be held accountable and will suffer the consequences.

2 Horseplay

Any kinds of inappropriate physical contact, throwing objects, chasing each other in the hallway, etc. will have severe consequences.

3 Skipping Class

Students who skip or leave class without the teacher's permission will be subject to disciplinary action. Being late to class **10 minutes or more** is also considered skipping class.

4 Class Disturbances

Teacher warns distracting students. This warning may include verbal or written warning, private meeting, depriving from a reward etc. If a student doesn't correct his/her behavior, the teacher may deduct disciplinary points according to the severity of the disturbance.

5 Disrespect towards an Authority

It is an offense not to follow the directions of teachers, principal, or other supervisory staff the first time given. Disrespect towards authority may be by arguing, talking back, questioning orders given or display of inappropriate attitude, including inappropriate body language.

The consequence of committing any one of the above offenses (depending on the case) will require point deduction or referred to the discipline committee.

6 Bullying

Bullying can be verbal, social, cyber or physical. For example, making unwelcome advances or any form of improper physical contact; and any speech or action that creates a hostile, intimidating, or offensive learning environment. Each student deserves an equal opportunity to education without dealing with the negative pressures of peers. Bullying consists of any of the following: “pushing, shoving, hitting, spitting, name calling, picking on, and making fun of, laughing at, and excluding someone physically, any kind of discrimination or assaulting (political ,religious, ethnics etc.)”

Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, “joking”, “playing around” or any other rationalization.

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

The consequence of committing any one of the above offenses (depending on the case) will require point deduction and/or referral to discipline committee.

7 Academic Dishonesty

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Students are expected to know and abide by the standards and procedures set by the administration. Cheating and/or plagiarizing will result in severe consequences and the teacher will issue a failing grade (0) for the assignment and refer to the discipline committee.

8 Vandalizing Private or School Property

Students should take good care of school property. When an item is damaged due to negligence, unauthorized use or vandalism, the parent of the student at fault is held financially responsible. Students may be held accountable for their actions and consequences issued. Depending on the case, point deduction or decision of the Discipline Committee will be applied.

If a student does not fund the cost of the damaged item by the due date, other penalties and consequences will follow until the cost is paid.

9 Forgery

Any attempt by a student to sign a teacher’s, administrator’s, parent’s/guardian’s, and or student’s name to any school document will be considered forgery and is referred to the discipline committee.

10 School Bus Distractions

A bus distraction may be disrespect to a matron or driver, not following directions, leaving seats frequently, hitting other students, talking loudly, etc. Improper behavior on the bus will be referred to the discipline committee and might result in suspension of school bus service for a period of time. If problems continue, the student will not be allowed to use the bus service for the remainder of the year.

11 Intimate Contact

This means inappropriate behavior of affection, which is not for public places such as cuddling, physical contact, etc. Discipline committee will decide the consequence of any one of the above.

12 Bringing Illicit/Pornographic, etc. material to School

Any material of this nature is not permitted at school or school functions. Students found with such materials will be referred to the Discipline Committee.

13 Smoking or Using Other Tobacco Products and/or Bring Such Products to School:

This includes cigarettes, cigars, herbs, and smokeless tobacco. If a student smokes within the school premises including busses or around parking area, the consequence is to be decided by the discipline committee. Possession of tobacco products in purses or lockers has the same consequences.

14 Gambling and/or Playing Cards

Gambling includes but is not limited to card playing, dice shooting and sports betting. This kind of incidents will be referred to the discipline committee.

15 Physical Harassment

Unwanted physical touching, pinching, contact, and deliberate impeding, assault, or any intimidating interference with normal work are considered as physical harassment. Discipline committee will deal with the consequence of physical harassment.

16 Stealing

In the event of an attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds, the student and his/her parents/guardians will be held responsible for any such action. Depending on the case, the student may be deducted point or referred to Discipline Committee

17 Student Protest

Students have the right to share their personal -nonpolitical- notions and concerns with faculty or administration through written or verbal communication, either through student council or their parents. Student protests are not allowed and are illegal. If a protest is planned, authorities will be called and all students involved will be disciplined and a written letter will be placed in their permanent file.

18 Political Discussion

Any political discussion-taking place during school hours will result in severe consequences that will be decided by the discipline committee.

19 Bringing Any Kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The administration reserves the right to all final decisions regarding the definition of what is a weapon. Bringing any kind of weapon to school will be referred to the discipline committee. School personnel may search lockers, pockets, bags, coats, and/or any other containers at any time.

Part C:

Discipline Point System

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building on school property, or at any school event.

1 Offence Levels and Consequences

- I. **According to the severity of the situation from Level 1 to 4 Offenses; some of the following consequences to be faced:**
 - i. **Level One**
 - a. Warning/Counsel the student
 - b. Phone call home; alternate writing assignment
 - c. In school detention; referral to office with offense reporting form
 - d. Deduction of disciplinary grade
 - ii. **Level Two**
 - a. Phone call home
 - b. Referral to Class Advisor /Counsel the student
 - c. In school detention; referral to office with offense reporting form
 - d. Call parents for meeting
 - e. Class Advisor directed detention/ Referral to office with offense reporting form as filled
 - f. Saturday detention
 - g. Out of School Suspension by DC (1 to 3 days)

iii. Level Three

- a. Referral to Assistant principal
- b. Call parents for meeting (Mandatory)
- c. Out of school suspension by DC (4 to 10 days)

iv. Civil citation/Arrest (Law Enforcement) Level Four

- a. Call parents for meeting (Mandatory)
- b. Out of school suspension up to 15 school days
- c. Recommendation for Expulsion
- d. Referral to Alternative School
- e. Civil citation/Arrest (Law Enforcement)

2 Disciplinary Actions

I. Students start with 100 discipline points at the beginning of each academic year.

Students who are found to violate the school's code of conduct may be subject to the following penalties.

- The students whose disciplinary points reduced to 85 will receive a formal warning, which requires a meeting.
- The students whose disciplinary points reduced to 75 will be deprived of any kind of school activity and will receive a further formal warning, which requires a meeting between coordinator and parent.
- The students whose disciplinary points reduced to 70 will not be granted any kind of certificates issued by school, nor a recommendation letter for some subjects such as Math, English and any of the science subjects.
- The students whose disciplinary points reduced to 60 will receive a formal warning which requires a meeting with the school's discipline committee in order to sign a disciplinary probation letter.
- The school administration and discipline committee may issue suspension punishments when it deems necessary.
- The school administration reserves the right to change the disciplinary marking and consequence system when it considers necessary. In this regard, school administration has no obligation to inform concerned people beforehand.
- The students whose disciplinary points reduced to 50 will be referred to School Discipline Committee where the decision of **expulsion may be taken**.
- Consequences will be assessed and assigned by the Discipline Committee.
- Expulsions will be recommended by the Principal and School Ethics Committee. Arrest/Civil Citation will be recommended by the Principal and Law Enforcement.

The following is the Offense Level Based (OLB) consequences for disciplinary situations.

- 2.1 Detention:** It requires the pupil to report to a designated area of the school during a specified time on a school day (typically either recess or after school) and remain there for a specified period of time, but also may require a pupil to report to that part of school at a certain time on a non-school day, e.g. "Saturday detention"
- 2.2 Suspension:** Before executing a suspension, parents of the students shall be called to school to discuss and inform them of reasons and probable consequences of committed offense. The school administration shall immediately notify the parent(s) in writing that the student has been suspended from school. Phone call notification shall also be given if the school has been provided with a contact telephone number of the parent(s). The days of out-of-school suspension are counted as unexcused absences and students will not receive credit for work done. Parents cannot pick the day of suspension. The Disciplinary Committee decides the date(s) and the length of the suspension.
- 2.3 Probation Letter:** Probation letter will be submitted to the parents of students who have severe behavior issues or who cannot correct their behaviors after several consequences. The letter is an agreement between school and parent about the student's behavior. If there is no improvement in student's behavior during the probation period, parents will accept to withdraw their child from school. According to the agreement, the student may be subjected to possible immediate dismissal from school in case of major offenses. Administrators decide upon the student's probation letter at any time when required.
- 2.4 Expulsion:** The decision to expel any student will be made in writing and will include the reasons for expulsion by the School Disciplinary Committee.
- 2.5 Positive Consequences:** The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as mutual respect, friendship, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following incentives will be used for positive behavior
- ✓ Individual awards/recognition
 - ✓ Good behavior points
 - ✓ Classroom awards/recognition
 - ✓ Certificates
 - ✓ Displays
 - ✓ Positive contact with home
 - ✓ Special activities (Parties, field trips, movie nights, picnics, etc.)

✓ Publications

II. Note:

Any student can recover 3 DP if there are no deductions during the 30 day period.

3 Table of Offence Levels

LEVEL 1 OFFENSES (1 POINT TO BE DEDUCTED)
Not bringing necessary class materials, book, notebook, pen etc.
Eating, drinking, or chewing gum during session
Littering the classroom
Late to class
Defacing school property
Arguing with the teacher
Ignoring the teacher's directions
Using any kind of device (tablet, mobile phone etc.) without permission
Leaving the seat without permission
Passage and wandering in class
Chatting with one another during teaching time
Bus distractions
Sleeping during class time
Initiating arguments amongst students
Excessively noisy or unruly behavior
Lingering in another class in break time.
Dress code violation
Cell phone policy violation
Disruptive behavior in class
Not abiding by the English Speaking Policy.

LEVEL 2 OFFENSES (2 POINTS TO BE DEDUCTED)
Unreasonable repetition of a level 1 offense
Disrespect or insolence towards teachers and staff
Swearing, lying, or using obscene gestures
Using rough language with other students and teacher
Getting involved in a verbal fight with a fellow student
Borrowing others possessions without the owner's consent
Skipping class
Verbal or non-verbal abuse
Cell phone policy violation.

LEVEL 3 OFFENSES (5 POINTS TO BE DEDUCTED)
Unreasonable repetition of a level 2 offense
Disrespect or insolence towards teachers, admin and other staff by any means
Refusal to obey school authority—defiance
Forgery
Intimidation by verbal or physical threat to harm the person or his property (bullying)
Fighting, assault or attempted assault
Cheating, attempting to cheat
Any action which brings the school's name into disrepute
Tearing up a notice issued by school administration
Committing provocative oral or written offenses against the school staff
Stating any insulting titles, nicknames or adjectives about any teacher, student, admin staff or supporting staff verbally or written.
Leaving the school grounds without permission
Physical harassment of any kind
Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, staff, teacher, or peers
Bringing illicit publications or undesirable objects (CD's, playing cards, etc.)
Failure to attend detention without prior submission of a written excuse or note
Bringing any kind of health harmful products (tobacco, alcohol, energy drinks etc.)
Bullying and cyberbullying

LEVEL 4 (10 POINTS TO BE DEDUCTED)
Unreasonable repetition of a level 3 offense
Vandalism
Physical assault of any form
Malicious damage/ injury to property of the school, staff members, and peers
Theft, robbery
Possession, distribution, use, or display of pornographic material
Taking part in or condoning the use of drugs and alcohol
Taking part in any form of illegal strike action/meeting/campaign on school premises

The procedure of point deduction is as follows; subject teacher, homeroom teachers or supervisors will record the situation to EduPage as a notice and coordinators will collect the data and approve the point deduction. Disciplinary points will be used as a final grade of ethics lessons.

4 Disciplinary Committee

The school has appointed a disciplinary committee integrated by the school administration and the homeroom teachers.

The disciplinary committee is in charge of discussing and making decisions about all the matters related to discipline in the Primary, Lower Secondary and High School.

Part D:

Assessment, Grading and Academic Reports

1 Internal Assessment System

Primary and Lower Secondary

Grade components	Percentage
Assignment	10%
Participation	20%
Continuous Assessment	30%
Term Exams	40%

High School

Grade components	Percentage
Assignment	10%
Quizzes	30%
Final Exam	60%

2 Grading Scale

Grading scale in UWIS is as follows:

Percentage	Letter Mark
90% - 100%	A*
80% - 89%	A
70% - 79%	B
60% - 69%	C
50% - 59%	D
40% - 49%	E
30% - 39%	F
20% - 29%	G
0% - 19%	Ungraded

3 Report Cards

Report cards are comprehensive reports on a student's progress during the term and include their term marks in each subject, a note about their behavior, their attendance and comments by the homeroom teacher. Report cards are given to parents at the end of each term.

4 School Management System (EduPage)

It is highly recommended that parents and students check their progress periodically via online SMS EduPage: grades, attendance, homework, information on tests and exams, the material covered in class, sick notes, arrival times, timetables and substitution. All are accessible online (in mobile, pc etc.) minutes after being entered. Students are not exempt from doing any assignment if it is not in Edupage.

5 Expectations from Parents

- Check child's notebook and homework daily
- Check child's bags in the morning
- Check appropriateness of uniform before your child leaves home in the morning
- Participate in parent meetings and individual parent-teacher conferences
- Keeping in contact with homeroom teacher
- Inform homeroom teacher about late arrival of their child to the school after the first lesson.
- Consider homeroom teacher as a point of the initial consultation in case of any problem
- Making an appointment with the homeroom teacher when a parent-teacher conference with a subject teacher is needed
- Arranging parent-teacher conferences during free periods of teachers or after classes
- We ask parents not to engage teachers during class time

Part E:

PARENT INVOLVEMENT

24 CHARACTER EDUCATION SUGGESTIONS FOR PARENTS

The development of good character in children requires the efforts of both home and school, as well as those of community resources, such as civic organizations. In an age when youth are increasingly influenced by the media and their peers, it is critically important that parents take an especially strong role in the children's moral development. The following recommendations are offered as food for thought.

1. Be authentic.

Model good character in the home. Parents who refuse to cheat on income tax returns or take unfair advantage of their neighbors will have greater credibility when they discuss responsible citizenship or fairness with their children. Hold yourself and other family members accountable to high standards of good character.

2. Make clear statements about your values and beliefs to your children.

Let them know where you stand on important issues. Be sure they understand the principles or the “why” behind your beliefs.

3. Show respect for your spouse, your children, and other family members.

Teach your children to treat others with courtesy and respect, to practice sensitivity and empathy.

4. Model and teach your children good manners and insist that all family members use good manners. (please, thank you, etc.)

5. Demonstrate and encourage healthy ways to resolve conflict both inside and outside your home.

6. Have family meals together (without television) as often as possible.

Even if the meal is a take-out order of fast food, try to sit down as a family to eat it. Use this as an opportunity to talk with your children and to listen to their concerns.

7. Plan as many family activities as possible.

Be sure to involve your children in the planning. Let them know that you value their recommendations. Have fun together!

8. Do not provide access to drugs or alcohol for your children.

Model appropriate behavior regarding alcohol and drugs.

9. Plan family service projects or civic activities.

Sample projects include volunteering at a shelter or soup kitchen, mowing the lawn for an elderly neighbor, taking a meal to a new neighbor, or working together on an environmental concern.

10. Read to your children and keep good literature in the home. Much literature contains a rich source of material for character development.

11. Limit your children's spending money.

Help them to develop an appreciation for non-material rewards. Provide opportunities for them to work and to earn those things they desire.

12. Discuss the holidays and their history.

Part F:

UNITED WORLD INTERNATIONAL SCHOOL CHILD PROTECTION AND SAFETY PROCEDURES

I. Introduction

Aligned with its mission statement, UWIS must recognize its reliance on measures to ensure the safety of its students and enforce protection guidelines in all circumstances where risks and hazards are present and where a child's existence will be threatened. To enable the instructional team and leadership to effectively implement child safety and protection procedures, a clear understanding of their importance and the strategies and approaches to address safety issues must become a part of every teachers' consciousness if they are to truly provide safe and nurturing learning environment for the child.

With our school's membership as a Cambridge center and as a member of the European Council of International Schools, we are putting concerted and committed effort to ensure that the requirements and expectations for rigor in our curriculum will be met. This means ensuring that our curriculum offerings and programs meet international education standards and that each and every student at our school is provided fun, meaningful and relevant learning experiences that will equip them with knowledge, values and skills for their successful roles as global citizens. Staff qualifications and recruitment practices and other school safety practices will be observed and implemented; e.g. verification steps during the staff recruitment process, emergency evacuation drills, staff training on child protection, health and hygiene checks and other similar measures (detailed in the attached work plan) are all geared towards a successful implementation of our school's child protection procedures.

We believe that while our school can be caught up in the pressures and challenges of meeting educational needs and standards of academic excellence, there is an equally increasing demand to address safety issues common to a child's daily life at school. It can be anything from an incident in the

playground, a conflict with another child, unhygienic food handling, etc., these and other examples can add to a growing list of familiar circumstances of a neglect in focus on child safety.

The *Child's Rights Convention 1989* delineated what constitutes a child's basic rights and serves as a guide to understanding what the child must be protected from, and their well-being promoted. As we clarify what safety issues are, the awareness of their degree or extent is similarly crucial. Knowing this will help determine the frequency of emergency drills, building safety inspection, and other similar measures. How we deliver instruction that takes these components into consideration will help our students feel nurtured, valued and supported.

II. Categories of Child Safety and Protection Components

A. Physical safety of the school environment- awareness and development of regulations for detecting risks and hazards, including 1. regular conduct of drills for incidents that require emergency evacuation (fire, earthquake, lockdown (as needed), etc. Providing facilities and resources for the effective implementation of safety procedures mentioned above 2. development of a school child safety and protection handbook

B. Health and hygiene practices - regular upkeep of bathrooms, cafeteria, classrooms and food handling practices

C. Use of technology and social media - parental consent for the use of gadgets at school and using the child's photo in the school's website

D. Socio-emotional concerns- threats, aggression and bullying, reports of abuse (domestic or from other origins)

E. Confidentiality and equity in addressing learning and other special needs

F. Staff recruitment – background checks and selection process meeting international curriculum standards and child safety practices

G. Rigor in curriculum standards and practices- improvement of curriculum standards through staff development programs, etc.

H. Involvement of the school community in developing awareness on child safety and protection practices

III. UWIS CHILD SAFETY AND PROTECTION WORKPLAN- For Implementation Beginning AY ___2021-22_____

CHILD SAFETY COMPONENT	DETAILS	MATERIALS	IN CHARGE	TIMEFRAME / STATUS	REMARKS
Emergency Evacuation Drills -fire -earthquake lockdown - school incidents	See UWIS Safety Procedures for Fire and other Emergency Situations ©	Fire extinguishers, updated class lists, fire alarm, updated building plan with primary and secondary exits Incident report	Emergency Officers/Principal	1x per term and at start of the school year	Evacuation plans needed in classrooms; first aid kits in buildings
Health and Hygiene Practice - Bathrooms, cafeteria, classrooms, building facilities to provide ample space for movement, recreation and sports - Provision of healthy and nutritious cafeteria food	Upgrading facilities to include safety procedures Library, Outdoor/Indoor sports areas, etc. Updated school menu School admission form to include medical information on medical condition of a child that may be triggered while at school	School cafeteria secures food handling license, cleaning materials regularly supplied, doctor or school nutritionist monitor cafeteria menu to comply with health standards Require parents to provide and update	Building Maintenance Officer School Doctor in the absence of a nutritionist Admissions Officer School Doctor		
- Alert for children with allergies and other illnesses - Staff First Aid Training	To be conducted on a regular basis	student medical information of School Safety Officers to attend the workshop in _____	School Doctor Red Cross		Team trainings from staff who attended the 1st aid workshop

Use of Technology and Social Media in UWIS	School admission form includes parent consent for - Use of the child's photographs on school website - Consent for Digital Citizenship and use of student photos for school website		IT Officer Program Coordinators		To implement department-wide
Cyberbullying Using a child's photo on a teacher's social media post Child Abuse	Integration in the curriculum of safety practices with regards socialization, personal, and other ethical practices Awareness and prevention -reporting and monitoring systems	Discipline Code Conduct of Character Education and PSHE lessons School Handbook on Policies	School Psychologist/Coordinators Teachers Safety Officer	Note: Annual Plans to reflect the topics	All-school discipline policy regularly reviewed and disseminated to all staff, students and parents
Bully Prevention		School Psych/ Parliament/Teachers			
Socio-emotional Issues - aggression, threats - special learning needs	School admission form includes medical information on illnesses and needs that may impact learning and socialization	Documentation forms; i.e. incident reports Positive behavior practices emphasized Psychological and personality tests conducted by the SP	Homeroom Teachers Program Coordinators School Psychologist (SP)		

Confidentiality - Handling confidential documents and information	Safety of student information from admission to date - CCTV usage observing confidentiality regulations	School Handbook on Child Safety Procedures -reflects staff and school philosophy on child safety and procedures in place	Principal/ Instructional Team Coordinators /Admissions Officer		
Building Safety and Maintenance -safety of facilities at any given time - entry and exit procedures	Ensuring all facilities are safe and well maintained; absence of any objects that are safety hazards Entrance and exit points follow safety procedures and strict compliance is observed students leaving the school premises	Access path for PWD's, inventory and maintenance checklist Visitor log and badge Admission form information on who are authorized to take the child out of the school aside from parent/guardian	Building Maintenance Officer, Safety Officer		School teachers and non-teaching staff awarded certificates for participation
Maintenance of Curriculum Standards	Evaluation mechanisms in place - Development and regular implementation of staff development program	Staff Development Program Meets program- specific and over-all school curriculum needs and outcomes	School Principal/Curriculum Coordinator, Program Coordinators	Ongoing	To include review of current curriculum plans and checks for international standard procedures
Staff Recruitment Procedures - Rigorous checks for qualification and background	Observance of procedures for recruiting both local and international hires; i.e. required qualifications (minimum requirements for international school standards) and relevant work experiences	Hiring and Recruitment Selection Criteria, Verification Updated Staff Profile – mirrors qualifications to meet international curriculum standards for teaching and learning			

III. Role of Parents and the School Community

Parents play an important role in the effective implementation of child safety and protection procedures. Their support, partnership and collaboration are needed in ensuring the consistent and effective delivery of the school safety procedures. The availability of brochures and information packets in languages spoken by majority of the parents, as well as involving them in staff workshops and trainings on Child Safety Procedures will be beneficial. Available support programs from community resources may be tapped, such as UNICEF, Medicines Sans Frontiers, Red Crescent and/or other local branches of community services.

Final Note

Our school is a community and we recognize that each individual is important and has a valuable contribution to make towards the quality of life enjoyed by the people within it.

We continually stress the importance of honesty, trust, fairness, self-discipline, mutual respect and self-esteem.

We endeavor to encourage and praise good behavior and help all children to appreciate that this is the normal expectation.