



Pinnacle American School Student—Parent Handbook



2024-2025

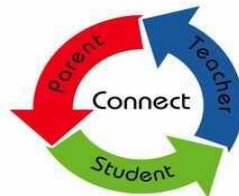


Table of Content

Article 1 - School Schedule

Article 2 – School Uniform

Article 3 – School Rules

Article 4 – Discipline and Behavioral
modification

Article 5 – Bullying, Violence, Vandalism
and forbidden substances

Article 6 – Healthy eating habits

Article 7 – Transportation and School Bus
rules

Article 8 - Student Rights and
responsibilities

Article 9 - Teachers Rights and
responsibilities

Article 10 - Parents Rights and
responsibilities

Article 11—School Discipline Policy

Article 12- Parent's Signature

Student protection policy

This policy reinforces Pinnacle American School's commitment to maintaining a safe, secure, and supportive environment for every student, ensuring their protection through comprehensive and proactive measures.

Objective:

To provide a safe and supportive learning environment for students, guided by clear regulations, discipline, and effective safety and security measures.

Policy Message

To ensure the safety and security of all students from the moment they board the school bus until they return home, as well as from the time they enter the school until they leave, whether they use school transportation or private means.

Core Values and Principles

1. Protection from Harm

- o Protecting all students from any potential harm or damage.
- o **Preventive Measures**
- o Taking all necessary steps to prevent any possible harm to students.
- o **Prompt Reporting**
- o Promptly informing the appropriate authorities if there is any reasonable concern or suspicion regarding a school employee that could impact student safety.
- o **Director's Responsibility**

The School Director acts as a guardian for all students, assuming responsibility for their safety and welfare while they are within the school's custody.

Operational Procedures for Student Protection

1. On-Campus Safety Procedures

- o Implementing strict safety protocols within school buildings to ensure a secure environment for all students.
- o **School Bus Safety Requirements**
- o Enforcing specific safety standards on school buses to safeguard students during transit.
- o **Activity Safety Protocols**

Following all necessary safety requirements during school activities, whether conducted on school premises or off-site, to ensure the well-being of all students.

Pinnacle American School - Student Protection Policy

In alignment with health, safety, and welfare requirements, Pinnacle American School is committed to safeguarding its students through the following policies and practices:

1. Confidentiality

- o Ensuring the confidentiality of all personal data related to students, maintaining privacy and compliance with data protection regulations.

o Protection from Harm

- o Protecting students from any act or omission that could constitute physical abuse, emotional abuse, sexual abuse, exploitation, neglect, or bullying while they are under the school's care.

o Incident Reporting

- o Informing parents, the school board, and relevant government agencies of any incidents occurring on school grounds that may affect student welfare.
- o Conducting thorough investigations and promptly notifying the appropriate council of any incidents that could harm students.

o Immediate Response to Incidents

- o Taking swift actions to protect all individuals involved in accidents or incidents, especially in situations where there is uncertainty about potential harm.

o Secure School Access and Surveillance

- o Implementing an integrated security system that includes controlled access to school premises, surveillance cameras, and other monitoring measures to ensure campus safety.
- o Providing proper training to school staff, including cleaners, clinic nurses, and safety officers, on student protection procedures.

o Controlled Premises Use

- o Designating and monitoring user access to ensure the security and safety of students within school facilities.

o Licensed Medical Personnel

- o Ensuring the presence of a licensed nurse in the school clinic, in accordance with Ministry of Health standards, to provide medical support to students as needed.

o School Transportation Safety

- o Conducting regular performance and behavior assessments of school bus drivers to ensure adherence to safety and professionalism.
- o Assigning an adult monitor on each school bus to oversee student safety from the time students board until they reach their destination, with full responsibility for their well-being during transit.

o Safety and Behavior Standards Checklist

- o Creating and maintaining a checklist for safety officers, outlining rules and standards necessary to provide a secure educational environment that reflects the school's values and policies.

o Behavioral Monitoring and Discipline

Conducting continuous monitoring of student behavior and discipline issues, adhering to the established behavioral guidelines to foster a respectful and disciplined school culture.

ARTICLE 1: School Schedule

School Schedule

Classrooms open at 7.20 am clock a.m.

School day begins with a short assembly at 7:35 a.m. The opening activities include the national anthem, Quran reading, individual class assembly activities, announcements, and general information on school functions.

Classroom instruction begins at 7:50a.m.

KG Classroom instruction ends at 12:20 p.m.

Grade 1-6 Classroom instruction ends at 1:40 p.m.

Article 2: School Uniform

The school's dress code has been established to promote an atmosphere that emphasizes neatness in grooming, uniformity in our school's image, and pride in the school. All students are expected to be in full uniform each day with the exception of non- uniform days (example National Days etc.)

Dress Code for Students

Students should wear Pinnacle American
School uniform .

For Physical Education should wear PE uniform

For boys Hair should always be well groomed
and cut short.

Only black shoes are allowed.

Running shoes are only allowed on days physical
education classes are scheduled.

White or black socks are allowed.

All uniforms must be clean and neatly worn

Physical Education (PE) uniform for boys and girls.

All students should wear the school PE uniform on the days they have PE classes.

They should wear:

Trainers or running shoes.



Article 3: School Rules

School rules are designed to maintain a safe and orderly learning environment. These school rules apply at school on school grounds, in classes, field trips, school busses and field trips.

Punctuality

Students must be on time for all classes.

Students who are late must report to the principal, or the social worker.

End of school day dismissal times

School dismiss at 12:20p.m. (KG)

School dismiss at 1:40 p.m. Grade1-6

Students must line up outside their classroom and proceed in an orderly manner to the respective bus lines. Bus monitors will accompany students to the busses.

Parents should pick up children at the assigned pick up area outside the school gate with a security guard present or in the school reception area inside the school building.

No running and playing are allowed in these pick up areas.

School rules continue

The school will not be responsible for students who stay on school premises after dismissal time at 2:15pm and who are not involved in co-curricular activities or any other events without the teacher or principal's permission. Parents should consider taking students out of classrooms before the end of the school day as assessments are continuous and done throughout the week. When students are taken from classes before the end of the school day assessments might be missed and grades will be affected.

Absenteeism

When a student is absent from school the parent must call the school to inform the principal of the students absence. It is preferred that the student should bring a sick note to school in the event of two and more days of being absent. When a student is absent for three (3) days in a row without consulting the school, the school social worker will contact the parents.

Dress and Appearance

Students should come to school wearing the proper school uniform.

Students should maintain a tidy and proper appearance that is consistent with the school dress code.

Leaving Class or School

Students are not allowed out of class unless accompanied by a bus monitor. Bus monitors must accompany students to the nurse or administration when required to do so.

Students are not allowed to leave the school premises during the school day. If a student has to leave school:

The parent/ guardian must collect the student personally from the administration.

Students should visit the school nurse in cases of illness or injury. If the student needs to leave school, the school nurse notifies the parents to pick up their child.

Transmission of classes

Students should line up outside the classroom and move to the next class in an orderly and quiet manner. No running, pushing or shouting is accepted.

Students should be accompanied by teachers to their next class or be collected at the class by the next subject teacher.

Class Preparation

Students must come to class prepared to learn.

Students should come to class with all homework completed.

Students should have the required books and learning materials (pencils, scissors, erasers, pencil colors, sharpeners and rulers)

Students are discouraged from borrowing or sharing books or learning materials.

Electronic devices and other articles

Some electronic devices are not allowed in school. Articles such as cell phones, and toys will be confiscated and by the teacher and hand over to the social worker where it can be collected after school dismissed.

No dangerous items are allowed on school grounds.

Article 4: Discipline and Behavioral Modification

Classroom Conduct and Behavior.

Students should listen to and not disobey the teacher.

Students should not disrupt normal classroom activities.

Students are not allowed to throw any objects around in class.

Students should remain in their assigned seats unless permitted or dismissed by the teacher.

Students should not eat or drink in classrooms, except for water.

Students should throw trash in garbage bins and not on the floor (school grounds, playgrounds and cafeteria floor)

Students are responsible to clean any mess they created.

Students are responsible to keep their classroom tidy at all times.

Students cannot engage in any of the following dishonest acts:

Cheating in any assessments, copying someone else's homework, forging parent signatures and writing a test for someone else.

Article 5: Bullying, Violence, Vandalism and Forbidden Substances.

Bullying and fighting of any kind is strictly not allowed.

Students cannot verbally or physically assault a staff member or student.

Damaging of any school property including computers, desks, whiteboards or property of others are strictly prohibited.

The school may request that parents should reimburse the school for damaged done to school property by the child.

Students should use the school's technology and science laboratory equipment appropriately and comply with the rules for their own safety.

Smoking is strictly prohibited while wearing the school uniform in the public.

Article 6: Healthy eating habits

Parents are encouraged to pack a healthy snack (fruit and vegetables) for their children.

Chewing gum is not allowed on school premises.

Junk food (i.e. candy, chips, and sodas) or any other unhealthy foods are not allowed in school.

Article 7: Transportation and school bus Rules

Students should be lined up after dismissed by teachers in their respective bus lines.

Bus monitors must accompany students to respective busses.

All students must be seated (one student per seat) while the bus is in motion.

No standing, playing, fighting and climbing over seats are allowed in busses.

Bus monitors will report any incidents happening on school busses to the school principal while transporting student to and from school.

Article 8: Student Rights and Responsibilities

Student Rights

This document emphasizes the rights of students to a supportive and respectful educational environment, aligning with Pinnacle American School's commitment to student wellbeing and academic excellence.

All students at Pinnacle American School are entitled to:

- ♦ **High-Quality Education**

Students have the right to receive a comprehensive and high-quality education that supports their intellectual growth and prepares them for future success.

- ♦ **Safety and Respect**

Every student deserves to feel physically and emotionally safe in a welcoming environment that fosters a sense of belonging and mutual respect.

- ♦ **Fair and Respectful Treatment**

All teachers, staff, and fellow students are expected to treat each student with fairness, dignity, and respect, ensuring a positive and inclusive school culture.

- ♦ **Parental Support**

Students have the right to be supported by parents, guardians, or designated representatives in school meetings, fostering a collaborative approach to their education and wellbeing.

- ♦ **Confidentiality of Records**

School records are confidential and will not be disclosed without written permission from parents, guardians, or relevant authorities, safeguarding student privacy.

Article 8: Student Rights and Responsibilities

Pinnacle American School Student Rights



Student Code of Conduct



Article 9: Teachers Rights and Responsibilities

Teachers' Rights

The Teacher and any staff member has the right to be treated with respect.

The teacher has the right not to work in fear for any reason whatsoever.

The teacher has the right to teach every student assigned to him/her the curriculum designed by ADEK.

The teacher has the right to appropriately discipline students in accordance with ADEK's rules and regulations.

The teacher has the right to send any persistently disruptive students to the social worker or the principal when the student behavior is beyond her control.

The teacher has the right to have her professional judgment and discretion respected by school administrators in any disciplinary action taken by the teacher in accordance with school and ADEK's policy.

Teachers Responsibilities:

Is to ensure that every student is given a comprehensive educational experience.

Plan and implement a course of study that helps students advance as learners.

Collaborate with colleagues to create an attractive and conducive learning environment for students.

Maintain high standards of classroom management that is consistent with school policies.

Guide the developmental and intellectual needs and interest of students.

Establish a safe environment for students in the class by identifying bullying and preventing it from continuing.

Article 10: Parents Rights and Responsibilities

Parents Responsibilities

Schools will encourage Parents/Guardians to be actively involved in some specific areas, including:

- Attending periodic Parents/Guardians meetings and evenings.
- Participating in extra-curricular activities organized by the school such as scientific, cultural, social, sporting or art events.
- Voluntary participation in school and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events.
- Participating in other school activities such as Parents/Guardians councils.
- Participating in committees formed by PAS Board of Trustees.
- Playing an active role in their children's education in accordance with the school's policy on parental/guardian engagement, including ensuring their children's punctual attendance at school every day, their completion of homework assignments, and staying informed of their progress.

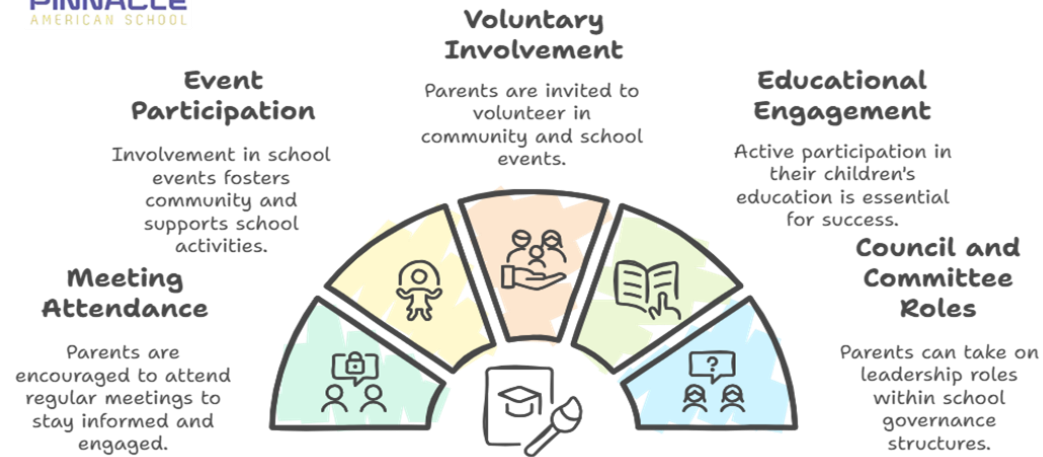
Parents Rights

All Parents/Guardians shall have the right to become familiar with the school's day-to-day life and goals. PAS shall ensure parental/guardian rights are addressed including, but not limited to:

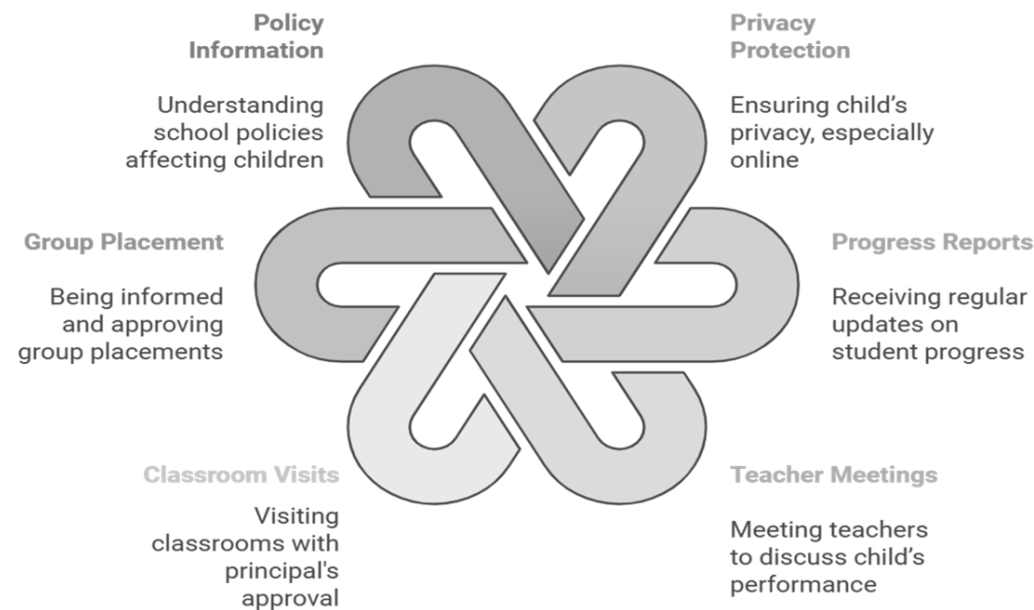
- Protecting their child's privacy in all ways, including the dangers of the Internet.
- Receiving regular reports on students' progress.
- Meeting his or her child's teachers at least twice during the year for the purpose of discussing the child's behavior and academic performance.
- Visiting a classroom in which their child is attending a lesson during an academic year, parents must seek approval from the principal who will approve in the context of ensuring that learning time for students is not compromised.
- Obtaining information about the placement of their child in a teaching group, and their right to give their written approval of the proposed arrangements.
- Being informed about all School policies that have an impact on Parents/Guardians and their children, such as the student code of conduct, attendance policy and tuition fees



Pinnacle American School Parents' Responsibilities



Overview of Parental Rights at Pinnacle American School



School Discipline Policy

The approach “Prevention is better than Cure” will be used for preventative methods.

1st Offence: Students will be made aware of the offence and given a verbal warning.

2nd Offence: Student will be send to the social worker to deal with the problem and student apologizes to the concerned parties.

3rd Offence: Student will be send to the principal and parents will be contacted to meet with the disciplinary committee.

First degree offenses (Simple offenses)	1.2	Repeatedly being late for the start of the class without an acceptable excuse. تكرار التأخر عن الحضور في الوقت المحدد لبدء الحصة الدراسية ودون عذر مقبول	Second degree offenses (medium severity offenses)	2.2	Access and exit from classroom without permission or not attending the classroom or school activities without an excuse. الدخول إلى الفصل ، والخروج من الحصة – دون استئذان أو عدم حضور الحصة الدراسية أو الأنشطة المدرسية دون عذر.
	1.3	Not wearing School or PE uniforms or not taking care of them. عدم الالتزام بالزي المدرسي أو الرياضي أو عدم المحافظة عليه.		2.3	Not attending the school activities and events without a valid excuse. عدم حضور الأنشطة و الفعاليات المدرسية دون عذر مقبول.
	1.4	Overgrowing hair for boys or bizarre haircuts for boys and girls. تطويل الشعر للاولاد و القصات الغريبة للاولاد و البنات		2.4	Incitement to fight, threatening or intimidation to any fellow students. التحريض على الشجار أو التهديد أو التخويف لأي من الزملاء في المدرسة.
	1.5	Not bringing Books and school materials. عدم إحضار الكتب والأدوات المدرسية		2.5	Violating any public morals or school overall system, and the values and traditions of the society such as imitating the opposite gender in clothing and appearance, hair styles and the use of cosmetics etc. إتيان ما من شأنه مخالفة الآداب العامة أو النظام العام بالمدرسة و قيم وعادات المجتمع كالتشبه بالجنس الآخر في اللبس و المظهر و قصات الشعر واستخدام مساحيق التجميل إلخ.
	1.6	Not following the positive behavior rules inside and outside the classroom such as: quiet and discipline during the lesson and making inappropriate noises inside and outside the classroom. عدم اتباع قواعد السلوك الإيجابي داخل الصف و خارجه مثل : الهدوء و الانضباط أثناء الحصة وإصدار أصوات غير لائقة داخل الصف وخارجه.		2.6	Writing on school walls and damaging school furniture and school buses. الكتابة على جدران المدرسة وإتلاف الأثاث المدرسي والمحافلات المدرسية
	1.7	Sleeping during the lessons or school activities without justification or permission (and after confirmation of the health status of the student) التوّم أثناء الحصة الدراسية أو الأنشطة المدرسية الرسمية دون مبرر أو إذن وبعد التأكد من الحالة الصحية للمتعلّم		2.7	Bringing a mobile phone or misusing any means of communication. إحضار الهاتف النقال أو إساءة استعمال أي من وسائل الاتصال.
	1.8	Eating during the lessons and morning assemblies without justification or permission (and after confirmation of the health status of the student) تناول الطعام أثناء الحصص وأثناء الطابور الصباحي دون مبرر أو إذن وبعد التأكد من الحالة الصحية للمتعلّم		2.8	Verbally abusing or insulting school students, staff, or visitors. الإساءة اللفظية والتطاول على الطلبة أو العاملين أو ضيوف المدرسة
	1.9	Not handing in homework and assignments on time عدم الالتزام بتسليم الواجبات والتكليفات في الوقت المحدد		2.9	Smoking within the school premises and possession of smoking tools . التفخين داخل حرم المدرسة و حيازة أدواته
	1.10	Misuse of electronic devices in the classroom, including the use of electronic games and the wearing headphones in the classroom سوء استعمال الأجهزة الالكترونية وغيرها أثناء الحصة الدراسية ويشمل ذلك ممارسة الألعاب الالكترونية ووضع السماعات في الصف		2.10	Refusing to comply with the instructions of inspection or to hand over the banned materials. رفض التجاوب مع تعليمات التفتيش أو تسليم المواد الممنوعة
	1.11	All that is similar to these violations according to the Educational Committee كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك بالمدرسة		2.11	All that is similar to these violations according to the Educational Committee كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك بالمدرسة
third degree offenses (grievous offenses) مخالفات الدرجة الثالثة الخطيرة	3.1	Various types and forms of bullying. التنمر بأنواعه و أشكاله	fourth degree offenses (highly grievous offenses) الدرجة الرابعة شديدة الخطورة	4.1	Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others. استعمال وسائل الاتصال مثل الهاتف النقال في أغراض غير قانونية أو غير أخلاقية أو فيما يمس للمؤسسة التعليمية أو العاملين بها أو الآخرين.
	3.2	Copying or reproducing the assignments, reports, research or projects and taking credit for them. نقل ونسخ الواجبات و التقارير و الأبحاث أو المشاريع و نسيبها لنفسه		4.2	The acquisition, possession or use of firearms, bladed weapons, or similar weapons inside the school. حلب وحيازة أو استخدام الأسلحة النارية أو الأسلحة البيضاء أو ما في حكمها داخل المدرسة
	3.3	Going out of school without permission or escaping during the school day and being marked absent. الخروج من المدرسة دون إذن أو الهروب منها أثناء اليوم الدراسي ويحتسب غيابياً		4.3	Committing sexual assault inside the school, the bus or during activities. التحرش أو الاعتداء الجنسي داخل المدرسة أو الحافلة أو خلال المناشط
	3.4	Attempting to defame peers and the school staff via the social media or abusing them. محاولّة التشهير بالزملاء والعاملين بالمدرسة في وسائل التواصل الاجتماعي و الإساءة لهم.		4.4	Assaulting others in the school causing injuries to the victim (corporal abuse). الاعتداء على سلامة الآخرين بالمدرسة المؤدي الى اصابة المعتدي عليه
	3.5	Impersonating others in school transactions or falsifying school documents. اتصال صفة غيره في المعاملات المدرسية أو تزوير الوثائق الخاصة بالمدرسة		4.5	Committing pre-planned theft or covering up theft. المسرقة الممتهجة أو التستر عليها
	3.6	Destruction, theft or <u>damaging</u> of school devices, materials or amenities. إتلاف وتخريب أجهزة وأدوات المدرسة ومرافقها و الاستيلاء عليها		4.6	Bringing, possessing, displaying and promoting unauthorized physical, media or electronic materials, and in violation of values, morals and ethics and public order, and what violates public modesty حلب وحيازة وعرض وترويج مواد مادية أو إعلامية أو إلكترونية غير مرخص بها، ومخالفة للقيم والخلق والآداب والنظام العام، وما يفسد الحياء العام
	3.7	Messing around, damaging, destroying school buses and harming road users. العبث والتخريب وإتلاف المحافلات المدرسية وإيذاء مستخدمي الطريق.		4.7	Sexual harassment in school. <u>Or</u> the bus or during activities. التحرش الجنسي داخل المدرسة. . أو الحافلة أو خلال المناشط
	3.8	Physical assault on fellow students or school workers (bullying). الاعتداء الجسدي على الزملاء أو العاملين بالمدرسة الغير مؤدي الى اصابة (التنمر)		4.8	Leaking exam questions or participating in it in any way. تسريب أسئلة الامتحانات أو المشاركة فيه بأي شكل من الأشكال.
	3.9	Driving a private car recklessly inside or around the school campus, and not following the security and safety instructions. قيادة سيارة خاصة داخل أو حول المدرسة دون مراعاة الأمن و السلامة		4.9	Causing fires within the school premises . التسبب في إشعال الحرائق داخل حرم المدرسة
	3.10	Photographing, possession, publication and circulation of photographs of school employees and students without their permission. تصوير و حيازة ونشر وتداول صور العاملين بالمدرسة والطلبة دون إذن منهم		4.10	Defamation of political, religious and social symbols in the country. التعرض بالإساءة للرموز السياسية و الدينية والاجتماعية بالدولة
	3.11	All that is similar to these violations according to Educational Committee كل ما هو شبيه بهذه المخالفات وفق تقدير لجنة إدارة السلوك		4.11	Possession, collection, promotion or use of narcotic drugs, tranquilizer drugs, psychotropic substances within the school, or appearing under the influence of narcotic drugs and psychotropic substances.

Misconduct				Times
Level 1	Verbal Warning Discuss the expected change in behavior with the student.	Written Warning Notify the parent in writing about the student's misconduct.	Written Warning - Notify the parent in writing and hold meeting(s) with them to agree on a reasonable joint home-and-school strategy. -The parent is required to sign an undertaking to support the agreed strategy.	Written Warning Notify the parent in writing and summon the parent together with the Behavioral Management Committee to agree on how to implement a set of strategies aiming at reducing the negative behavior.
Level 2	Written Warning -Instruct the student to sign an undertaking not to repeat the offense. -Summon the parent, who is required to sign an agreement to support their child in reforming their behavior	Onsite Suspension Temporarily. suspend the student for maximum 5 days and assign the student supervised study assignments inside the school with a notification to the parent. Notify both the student and the parent of a second written warning. Notify the Behavioral Management Committee to agree to a set of strategies for reforming the student's behavior. The parent is required to sign an undertaking to support the agreed strategy.	Onsite Suspension Onsite Suspension Temporarily suspend the student for maximum 5 days and assign the student supervised study assignments inside the school. Issue a final warning in writing to the student and the parent. Notify the Behavioral Management Committee to agree to a final set of actions for reforming the student's behavior. The parent is required to sign an undertaking to support the agreed strategy.	Expulsion Expulsion Suspension of the student from school immediately until the end of the investigation, with notification to the parent. The Behavior Management Committee evaluates the evidence and agrees on a final set of disciplinary actions, which may include expulsion. After following the previous steps, if the student continues to repeat the offense, the school may apply to ADEK to expel the student.
Level 3	Onsite Suspension Immediately suspend the student inside the school maximum 5 days until the end of the investigation. The Behavioral Management Committee shall evaluate the evidence and determine disciplinary actions. The school shall summon the parent immediately to inform of the disciplinary action and the requirement to sign an undertaking to support the agreed strategy.	Offsite Suspension Immediately suspend the student offsite for a maximum of 5 days until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions. Provide the student and the parent with a final written warning. Summon the student and the parent to the school to present the Committee's decision.	Expulsion Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student. In making an application to ADEK, the school shall include evidence that all the prior stages have been followed, including proof of having provided sufficient counselling as per their behavior strategy. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student.	
Level 4	Offsite Suspension Immediately suspend the student offsite for a maximum 5 days until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student.	Expulsion Immediately suspend the student offsite until the end of the investigation with a notification to the parent. The Behavioral Management Committee shall evaluate the evidence and agree on a set of final disciplinary actions which may include expulsion. After following the prior steps, if the student continues to repeat the offense, the school is permitted to apply to ADEK to expel the student.		

Policy 306 Appendix B:

Parent's Contract

Date: _____

I, _____, parent of _____

Grade _____,

have reviewed the behavior policy of Pinnacle American School
including the Student Code of Conduct with my child.

My child understands what is expected agrees to comply with all the behavior expectations as indicated in school's policy and as clarified for me by the school's social worker.

I have emphasized my expectation for his /her good behavior in school and will cooperate with the school to ensure that my child always conducts him/herself appropriately.

Student's Signature

Parent's Signature

Social Worker's Signature

Parent Code of Conduct:

The school will work in collaboration with parents to support the learning of children. To encourage parents to promote appropriate behavior in their children, they must adhere to the following code of conduct in accordance with the Parent Engagement Policy approved by the Department of Education and Knowledge:

- .1Respect the vision, mission, and value statements of the school and its learning environment.
- .2Treat members of the entire school community including students, staff (including security guards, cleaners, etc.), parents, in a professional and respectful manner and maintain relationships in the best interest of students.
- .3Acknowledge that the education and wellbeing of each child whilst in school is a joint responsibility based on a positive school-to-home relationship between the school and the parent and that they will commit to their responsibilities (e.g., ensure their children engage in home learning, get adequate sleep, consume healthy foods, engage in physical activity).
- .4Set a good example with regard to speech and behavior and a willingness to resolve concerns in a professional manner whether verbal or written (e.g., not raising one's tone of voice or using offensive language).
- .5Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the [ADEK Cultural Consideration Policy](#).
- .6Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any disputes.
- .7Correct their own child's behavior (or those in their care), where it could lead to conflict/ unsafe conduct or limit the ability of other children to learn.
- .8Commit to and be respectful of the school's general policies and whilst on school premises and behave and dress in a manner that is respectful of UAE national identity and cultural values and its current legislation.
- .9Strive to achieve and maintain excellent daily attendance and punctuality of their child, including not taking holidays outside of official school breaks, following up on their child's academic performance, and being respectful of arrival and pick-up timings.
- .10Respect the school's policy on academic honesty and integrity (i.e., monitoring their child's schoolwork for plagiarism, refraining from providing unnecessary assistance) to ensure the work accurately reflects the child's ability. This includes refraining from providing false information to the school (i.e., submitting fraudulent documents, and making false excuses for absences).
- .11Respond to teacher requests to attend parent/teacher meetings as invited and maintain frequent positive communication to benefit their child's growth and steady progress.
- .12Cooperate with the school's recommendations for additional learning support, in instances where the school deems learning support is necessary for their child's educational progress and development.
- .13Should the above minimum requirements be disrespected or ignored, at the discretion of the school, parents may be asked to leave the school premises or be denied access.

المدرسة ستعمل بالتعاون مع الآباء لدعم تعلم الأطفال. ولتشجيع الآباء على تعزيز السلوك المناسب لدى أبنائهم، يجب عليهم الالتزام بمدونة قواعد السلوك التالية، وذلك بما يتماشى مع سياسة مشاركة الآباء المعتمدة من قبل دائرة التعليم والمعرفة:

1. احترام رؤية ورسالة وقيم المدرسة وبيئة التعلم الخاصة بها.
2. معاملة أعضاء مجتمع المدرسة بأكمله بما في ذلك الطلاب والموظفين (بما في ذلك حراس الأمن وعمال النظافة وما إلى ذلك) والآباء بطريقة مهنية ومحترمة والحفاظ على العلاقات بما يخدم مصلحة الطلاب.
3. الاعتراف بأن تعليم ورعاية كل طفل أثناء وجوده في المدرسة هو مسؤولية مشتركة تستند إلى علاقة إيجابية بين المدرسة والمنزل
- بين المدرسة والوالد وأنهم سيلتزمون بمسؤولياتهم (على سبيل المثال، ضمان مشاركة أطفالهم في التعلم في المنزل، والحصول على قسط كافٍ من النوم، وتناول الأطعمة الصحية، والالتزام بالنشاط البدني).
4. تقديم مثال جيد فيما يتعلق بالكلام والسلوك والاستعداد لحل المخاوف بطريقة مهنية سواء شفهيًا أو كتابيًا (على سبيل المثال، عدم رفع نبرة الصوت أو استخدام لغة مسيئة).
5. الامتناع عن نشر محتوى غير مراعى ثقافيًا أو تشهيريًا حول أولياء الأمور أو الطلاب أو موظفي المدرسة على وسائل التواصل الاجتماعي وفقًا لسياسة الاعتبار الثقافي التابعة لدائرة التعليم والمعرفة.
6. السعي إلى توضيح رواية الطفل للأحداث مع وجهة نظر المدرسة من أجل التوصل إلى حل سلمي لأي نزاعات.
7. تصحيح سلوك أطفالهم (أو من هم في رعايتهم) ، حيث قد يؤدي ذلك إلى صراع/سلوك غير آمن أو الحد من قدرة الأطفال الآخرين على التعلم.
8. الالتزام بالسياسات العامة للمدرسة واحترامها أثناء التواجد في مباني المدرسة والتصرف وارتداء الملابس بطريقة تحترم الهوية الوطنية لدولة الإمارات العربية المتحدة والقيم الثقافية والتشريعات الحالية.
9. السعي لتحقيق والحفاظ على حضور يومي ممتاز والالتزام بالمواعيد من جانب أطفالهم، بما في ذلك عدم أخذ إجازات خارج العطلات المدرسية الرسمية، ومتابعة الأداء الأكاديمي لأطفالهم، واحترام مواعيد الوصول والاستلام.
10. احترام سياسة المدرسة بشأن النزاهة والأمانة الأكاديمية (أي، مراقبة العمل المدرسي لأطفالهم بحثًا عن الانتحال، والامتناع عن تقديم المساعدة غير الضرورية) لضمان أن يعكس العمل بدقة قدرة الطفل. ويشمل ذلك الامتناع عن تقديم معلومات كاذبة إلى المدرسة
- (أي، تقديم مستندات مزورة، وتقديم أعذار كاذبة للغيابات).
11. الاستجابة لطلبات المعلمين لحضور اجتماعات أولياء الأمور/المعلمين كما تتم دعوتهم والحفاظ على التواصل الإيجابي المتكرر لصالح نمو أطفالهم والتقدم المطرد.
12. التعاون مع توصيات المدرسة بشأن الدعم التعليمي الإضافي، في الحالات التي ترى فيها المدرسة أن الدعم التعليمي ضروري للتقدم التعليمي والتطور لدى الطفل.
13. في حالة عدم احترام أو تجاهل الحد الأدنى من المتطلبات المذكورة أعلاه، وفقًا لتقدير المدرسة، قد يُطلب من الوالدين مغادرة مبنى المدرسة أو منعهم من الدخول.

Acknowledgement of Adherence to the Child Protection Policy

I, the parent/guardian of the student:

Name: _____

Grade: _____

Hereby acknowledge my commitment to fully adhere to the Child Protection Policy for the academic year 2024-2025 at Pinnacle American School. After attending the Child Protection Policy workshop, I confirm my understanding of all the policy terms and my role in its implementation. I accept my responsibility to comply with the policy in accordance with the following:

Responsibilities of Parents:

Full Responsibility: I am fully committed to my child's upbringing, care, guidance, and development, in accordance with the laws and regulations of the country.

Cooperation: I pledge to fully cooperate with the school to ensure a safe environment where my child feels protected from any harm, whether physical, psychological, or emotional.

Reporting: I will immediately inform the school or child protection authorities if I become aware of any potential threats to my child's safety or well-being.

Active Engagement: I will cooperate positively with the school or child protection units during any case of violence or abuse that may involve my child.

I pledge to understand and implement the terms of this policy in handling cases of student abuse.

I commit to attending and actively participating in all mandatory training sessions related to child protection.

I understand the reporting mechanisms for student abuse cases and commit to utilizing the designated reporting channels.

Reporting Cases of Student Abuse:

In compliance with Federal Law No. (3) of 2016 regarding child rights, I commit to reporting any case of alleged or suspected abuse within 24 hours of suspicion through the following channels:

School Principal: aisha.ashraf@pinnacleschool.ae

Parents' Inquiry Committee: parents.inquiry@pinnacleschool.ae

School Social Worker (for child abuse cases): Email: masr.ahmed@pinnacleschool.ae

Abu Dhabi Police: 999

Family Care Authority: 800444 | icm@adfca.gov.ae

Child Protection Unit (Ministry of Education): 80085 | cpu@moe.gov.ae

Security Concerns Portal: <https://daasafetyconcern.abudhabi>

By signing below, I acknowledge and pledge to fully implement all the above responsibilities:

Name: _____

الإقرار بالالتزام بسياسة حماية الطفل

أنا ولي أمر الطالب/الوصي عليه:

الاسم:

الصف:

أقر بموجب هذا بالتزامي بالالتزام الكامل بسياسة حماية الطفل للعام الدراسي 2024-2025 في مدرسة بينكل الأمريكية. بعد حضور ورشة عمل سياسة حماية الطفل، أؤكد فهمي لجميع شروط السياسة ودوري في تنفيذها. أقبل مسؤوليتي عن الامتثال للسياسة وفقًا لما يلي:

مسؤوليات الوالدين:

المسؤولية الكاملة: أنا ملتزم تمامًا بتربية طفلي ورعايته وتوجيهه ونموه، وفقًا لقوانين وأنظمة الدولة.

التعاون: أتعهد بالتعاون الكامل مع المدرسة لضمان بيئة آمنة يشعر فيها طفلي بالحماية من أي ضرر، سواء كان جسديًا أو نفسيًا أو عاطفيًا.

الإبلاغ: سأقوم على الفور بإبلاغ المدرسة أو سلطات حماية الطفل إذا علمت بأي تهديدات محتملة لسلامة أو رفاهة طفلي.

المشاركة النشطة: سأتعاون بشكل إيجابي مع المدرسة أو وحدات حماية الطفل أثناء أي حالة عنف أو إساءة قد تشمل طفلي.

أتعهد بفهم وتنفيذ شروط هذه السياسة في التعامل مع حالات إساءة معاملة الطلاب.

ألتزم بحضور والمشاركة بنشاط في جميع جلسات التدريب الإلزامية المتعلقة بحماية الطفل.

أفهم آليات الإبلاغ عن حالات إساءة معاملة الطلاب وألتزم باستخدام قنوات الإبلاغ المخصصة.

الإبلاغ عن حالات إساءة معاملة الطلاب:

امتنثالاً للقانون الاتحادي رقم (3) لسنة 2016 بشأن حقوق الطفل، ألتزم بالإبلاغ عن أي حالة إساءة مزعومة أو مشتبه بها في غضون 24 ساعة من الاشتباه من خلال القنوات التالية:

1. مدير المدرسة: parents.inquiry@pinnacleschool.ae

2. الأخصائي الاجتماعي بالمدرسة (لحالات إساءة معاملة الأطفال): masr.ahmed@pinnacleschool.ae

3. شرطة أبوظبي: 999

4. هيئة رعاية الأسرة: 800444 icm@adfca.gov.ae

5. وحدة حماية الطفل (وزارة التربية والتعليم): 80085 cpu@moe.gov.ae

6. بوابة المخاوف الأمنية <https://daasafetyconcern.abudhabi>

من خلال التوقيع أدناه، أقر وأتعهد بتنفيذ جميع المسؤوليات المذكورة أعلاه بالكامل:

الاسم:

التوقيع:

التاريخ: