

# A PARENT'S GUIDE TO

The International School of Arts & Sciences



January 2018

International  
School of  
Arts & Sciences  
an AMSI managed school

isaa

pines; and UNESCO and the INTERNATIONAL  
UNIVERSITIES, *Higher Education and Development in  
east Asia*, 3 vol. (1967), which contains useful  
materials in the form of country profiles.

## **Education, Philosophy of**

Philosophy of education is a field of inquiry, speculation and application in which philosophical methods are applied to the study of a problem, topic, or issue in education. Characteristic of these methods is the attempt to think as accurately, clearly, coherently, and systematically as possible. Analytical philosophers working in the philosophy of education should end with statements that clarify and justify educational statements. In practice, however, the field includes much that is written on education by influential philosophers of the past. There is, therefore, much overlap between the history of education, and ultimately between the two fields. Distinctions can be drawn between the two fields, but many of the issues are common to both.

*transforming lives...*



As a complete solution provider, AMSI caters to every genre of educational institutions at all levels of the academic delivery process be it inside the classroom, within the confines of a laboratory, in the multimedia room, in the activity room, in the sports center, or anywhere where a learning curve is growing or an academic is at work.

## AMSI Philosophy

What if we could better academic delivery and enhance student perception of standard programs? What if we could improve the integration of ICT applications into the standard classroom? What if we could guide schools to improve their performance with total integrity and commitment to social development and welfare?

What if we never stop asking?

At AMSI, the what-if questions were about trust and commitment... the answers were always about parents and children and the drive of humanity...



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 International School of Arts and Sciences - ISAS

When tiny feet take giant steps.



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Since the day your little one took that very first step, you have wondered where those tiny feet are likely to go.

How will they find their way in life?

Will they climb mountains, cross a sea or two?

How will they learn the ropes?

At ISAS, we believe that very concern is your first step towards paving the path for your child's future.

Take a moment.

Close your eyes.

Imagine what they will be like 3 years from now,  
7 years from now,  
10 years from now... then move to the next page to see through our eyes what they could make of those wonder years.



## KG through 5<sup>th</sup> Grade

Your children's formative years at school are all about expanding their world, from the circle of family and home to the wide-open universe. It is a time for their pure spirit and free mind to wander unhindered.

At the kindergarten level, it's fun, frolic and play all the way - in a caring and nurturing atmosphere. English, Arabic, Math and Science are what they learn, but all of it through free flow, arts, music, hands-on experience and ICT.

As of 1<sup>st</sup> Grade, students have full access to computer and science labs for first hand experience in theory and application.

Children's natural love for stories is pushed to greater potential with the introduction of Reading Enrichment - a course designed to enhance their reading skills while enriching their knowledge.

In addition, a curriculum of Music and Art is in place to ignite the children's senses and fire up their imagination.

This is where children learn about "Their World", the value of their family, their culture, their heritage, their country...



Touch.

Feel.

Discover.

Dig.

Delve.

Inquire.



## 6<sup>th</sup> through 8<sup>th</sup> Grade

This is when your kids start asking questions that raise even more questions.

At this stage, the quality of learning becomes more significant than quantity. It is when understanding is key and application paramount.

From 6<sup>th</sup> to 8<sup>th</sup> Grade, the children's curiosity is sparked some more with regular visits to science and computer labs in addition to Art Studios where they can explore creative potential. Students at these levels become more alert about the world around them and they engage all their senses through music, arts, hands-on lab experiences and reading to better discover their potential and further tickle their imagination.

## High school years (9<sup>th</sup> through 12<sup>th</sup> Grade)

Ready to rebel, eager to prove their mettle - this is the stage that sees cubs turning into tigers, who now have a mind of their own and are brimming with confidence. This is when they need all the right guidance to choose a path before they head out on their own.

While they need to complete the core curriculum, the students also have the chance to choose from a bouquet of college prep courses that will give them a preview of career possibilities.

So that they make intelligent choices and hone their skills in the chosen disciplines, be it Engineering, Medicine, Business, or other fields. All of these courses are supported by state-of-the-art labs, technology and hands-on materials to further enrich their experience and aid to relate its significance to their lives at that juncture and in the long run.



*Pick.*

*Perfect.*

*Perform.*

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*The content of this booklet is subject to change.  
Please visit our website regularly for any updates.*



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## Mission

We are committed to motivating our students to succeed in an academic environment that inspires character development, leadership, and global citizenship.

We aim to create an atmosphere of continuous improvement where each student's individuality is respected and appreciated. We aspire to a standard of excellence that spurs students to create and innovate for a future we can be proud of.

## Purpose

Our purpose is to build students' knowledge, skills, and character and to ready them for future success.

We work diligently to develop well-rounded individuals who are independent learners, problem solvers, critical thinkers, team players, and innovators.

We strive to enable them to initiate positive change in their society and communities at a time where change is vital.

## Goals

We seek to:

\*Develop students both personally and academically so that they can successfully compete globally.

\*Sustain a healthy and happy school environment.

\*Promote a culture of innovation and continuous improvement.

\*Build an academic team that will lead the process of student development and success.

\*Ensure that the school meets the UAE National agenda requirements.

## Internationalism

Internationalism at ISAS is the creative promotion of cultures from around the world through an interdisciplinary curriculum and a school-wide program that fosters appreciation and respect, thus preparing our students for life in an increasingly innovative globalized society.

## ISAS School Profile

Founded in 2006, ISAS, licensed by the KHDA (Knowledge and Human Development Authority) of Dubai, UAE (License #20248), opened its doors to the public.

Our mission stems from a deeply rooted commitment to the pursuit of excellence; we designed a curriculum that embodies that commitment and magnifies it. Our curriculum accomplishes a balance between the arts and the sciences so that a child can grow to appreciate all aspects but has the freedom to focus on a particular talent or tendency.

We have always believed that children have an incredible aptitude for learning and that has consistently driven us to apply a multi-lingual program early on in education. At ISAS, students will learn both English and Arabic as of Kindergarten and they will be able to pick up at least one more language such as Mandarin, Spanish, French etc... We have also made the science lab experience integral to the curriculum as of 1st Grade thus allowing all ages to have the hands-on exposure that we believe is pertinent to their development.

In addition, at ISAS we deliver a unique programme of music and arts that will allow our students to flavour these topics and indulge in them early on. This will enable them more and empower their senses at every stage. We have implemented a curriculum in these subjects that will assure a professional and adequate delivery from which children can benefit and enjoy as well as grow to love

both the worlds of fine arts as well as sciences. At the high school level (9th through 12th Grade), all students will be required to complete the Core Curriculum as it is a graduation requirement. (Refer to the Graduation Requirements.)

Students at ISAS also have the privilege of choice as long as the graduation requirements are fulfilled. We have designed a pre-university program that will allow students the opportunity to take a glimpse into their future and make intelligent and correct choices based on that sneak preview. This is translated into several programs like Pre-Engineering, Pre-Medicine, Pre-Business Studies, Pre-ICT and others.

## Core Values at ISAS

- \*Family
- \*Honesty
- \*Excellence
- \*Leadership
- \*Respect
- \*Responsibility
- \*Care
- \*Independence
- \*Appreciation
- \*Tolerance & Acceptance



## Curriculum Statement

The AMSI curriculum is unique and reflects our commitment to personal development and academic excellence. The structure and content cater for the cultural and social sensitivities of the complex demographic population of our schools. It is language-rich, student-centered, skills-driven and outcomes-focused, consisting of a dynamic, flexible and comprehensive blend of international curricula.

## Curriculum Profile

The curriculum at ISAS aligns with the US and adopts the California standards for Social Studies and MOE standards for Arabic & Islamic Education. It is structured to integrate the school core values and the social and cultural values of the UAE into everyday practice. This is evident in the classrooms and across the range of activities as well as in the overall school ethos.

The ISAS curriculum is designed to progress students' knowledge, skills and understanding through a range of compulsory subjects including Arabic, English, Islamic Education, Moral Education, Mathematics, Sciences, Social Studies, Arts, Music, Physical Education and Computer Studies. The structure promotes hands-on experiences by increasing the out of class time especially in Fine Arts, Music, Science and PE for all levels facilitated by the provision of dedicated labs and special rooms.

ICT is at the core of the curriculum and spans across all levels with a clear vision that all students should have the right tools to ensure learning and performance excellence.

As students move on to high school advanced courses in ICT become available, these include CCNA, robotics and AP computer courses.

The flexibility of the curriculum and our ability to cater to the individual needs of students reflect the ISAS mission and commitment to motivate students. Differentiation to target the various abilities of the complex demography of learners is provisioned for by Honors, AP, preparatory and Intensive English courses. A variety of academic support programs enables more inclusion and allow us to fulfill our target of open admissions.

The free flow program and weekly activities planned for our young learners in KG classes allow for a student-centered environment that nourishes personal development. Music and Fine Arts are present as core courses to add to the experience of students in middle school. At the other end of the spectrum students in high school have a wide range of supplemental elective courses in various disciplines.

The diversity of elective courses and preparatory programs that we offer such as Pre-Engineering, Pre-Medicine, Pre-Business, and Pre-Arts make the ISAS curriculum in high school more unique and broad. The additional programs, including afterschool activities such as Student Council, Model United Nations (MUN), Model Federation National Council (MFNC), varsity teams, scouts and drama club further extend the curriculum. All juniors (Gr. 11) at ISAS are required to complete a practical work placement (Practicum) at an establishment of their choice. This course also requires a presentation by the student as they share their experience with their peers and teachers. We maintain academic excellence opportunities through student promotion criteria and graduation requirements to ensure that students are challenged with the rigor of our curriculum.

Our academic foundation and set goals for character development, leadership, and global awareness prepare ISAS graduates to apply themselves to succeed in any environment to further their achievements and personal development.

### Kindergarten

Students in KG are introduced to a bilingual program of English and Arabic. They also have the choice to learn one additional language (French, Spanish, Mandarin).

### Primary (Gr. 1-5)

The medium of instruction in the primary section is English. Students are trained to be more independent in all aspects of their school work. Students from Gr. 4 have the option to take Arabic B, and Islamic Education in English. Parents are asked to consult the Head of Section before registering for the above mentioned courses.

### Middle School (Gr. 6-8)

In middle school, students begin building their foundation for the rigorous high school program. Students face challenging work to build their skills in analysis and research. They learn to be more responsible and accountable for their learning.

### High School (Gr. 9-12)

Students in high school begin a rigorous program for university preparation. The process of understanding the options available to them in career and university choices begins in high school. Upon completion of grade 12 students receive a high school diploma certified by KHDA. Students have the option of attending any university system worldwide. Students are given clear information to all required standardized test. (PSAT, SAT, TOEFL, IELTS)



## Student and Community Life

At ISAS, we aim to create appropriate extra-curricular activities (ECA) that will enable our students to develop their skills and acquire new ones. We believe that education comes in many packages, one of which is significantly the students' involvement in non-academic activities and community service.

We incorporated this firm belief into the careful design of several clubs, student government bodies and teams that will spearhead, under ISAS staff supervision, school-wide activities and events.

These groups will include but are not exclusive to: Scouts, Varsity Teams, Environment Club, Student Government, Publications, Computer Club, Astronomy Club, Robotics Club, Aspiring Artists Club, Music Club, Theater Club, Leadership club and many others.

## Academic Support Services

### LIBRARY

The School Library, equipped with a rich collection of educational materials and the latest Information Technology, is at the centre of the school. There are ample collections of books, reference materials, newspapers, periodicals, audio and visual materials, reference and educational programs and online services such as Britannica, Cloud campus etc...

A separate library caters especially to the primary students.

A librarian is available to assist all users.

Students in Grades 1-12 may take out 1 library book for a 2-week period. A book can be renewed for another 2-week period. Books overdue 30 days or more are considered lost and the students are charged a replacement fee for the book.

### LABORATORIES

ISAS boasts Science labs that will be truly state-of-the-art. The four labs are designed with sufficient spaces in mind to allow for the theory session to be presented in the laboratory, and the experimental aspects of the same session to be completed in the adjacent section within the same laboratory.

Our laboratories are equipped with purpose-designed lab furniture, tailored to our requirements for high technology components, adjacent storage facilities, overhead projectors and multimedia interactive boards and careful consideration to safety and performance.

There are four Science labs at ISAS:

1 x chemistry laboratory serving our students from 9th - 12th Grade

1 x physics and biology laboratory serving our students from 9th - 12th Grade

2 x science labs serving our students from 1st - 8th Grade.



## TECHNOLOGY ROOMS

There are 5 technology rooms on campus that exceed the standard laboratory expectations in the exposure level and derived expectations.

Here a student is exposed to processes in engineering and experiences first-hand, the conceptual applications that he would not have been able to visualise otherwise. The robotics, pre-engineering and pre-medical courses, along with the technology especially designed to support them, are coupled with these technology rooms to provide the added exposure to the practical aspect in addition to the classroom exposure to theories.

## INTERACTIVE CLASSROOMS

At ISAS, all classes from K-12 are equipped with full multimedia capability. This will allow our teachers to actively access our database and library and the internet to retrieve data, and therefore enhance the classroom material with pre-designed and approved processes. This allows our students to develop and learn through active engagement. The classroom technology components include a multimedia projector, an interactive whiteboard and a classroom server wired into the main network and database servers.

## N4B CLASSROOMS

We have restructured our classes to allow the use of notebook computers to replace the traditional book. Every 9th, through 12th Grade student carries a notebook computer that is fully loaded with data specified by his or her curriculum and level. The standard classroom has been transformed into a learning e-hub with the teacher firmly in command of all resources and allowing students the designated access level they desire.

Audio/Video components, interactive whiteboards, multimedia projectors and state-of-the-art network structures are all tools put at the teacher's disposal. The standard books have been digitized and transformed into e-format to allow the students total access and manipulation capabilities.





## COMPUTER LABS

There are two computer labs at ISAS with enough space and application processes set within them to allow students to have first-hand experience in theory and its application.

The two laboratories are designed around our students from 1st through 8th Grade. They provide the most modern and sophisticated applications in dedicated furniture and equipment. The labs are equipped with 50 state-of-the-art computers, multimedia projectors, teacher stations and interactive boards.

The students of 9th through 12th Grade benefit from a superior Notebooks for Books (N4B) environment.

## CAMPUS KEY

ISAS has transformed its campus into a cashless campus through the introduction of the “Campus Key” service. This service provides each student from 3<sup>rd</sup> to 12th grade with an ID card that can be used to purchase items on campus or access certain areas.

\* Student ID cards will serve as identification for any transaction or service around the ISAS campus.

\* Students can check the available balance through the school portal.

### **Note:**

- If the ID card is lost or stolen, the student should immediately deactivate the card by visiting the Accounts Department.
- Any issuance of a new card will be at an extra cost.

## UNIVERSITY & CAREER GUIDANCE COUNSELING

The University & Career Guidance Counseling at our school is designed to support all students by helping them acquire complete familiarity and understanding of university admission processes and providing guidance and information, for them to explore and research career pathways. Some of the services and support that we offer through the University & Career Guidance Counseling Center include:

- 1) Individual/group meetings and workshops for students to advise and guide them about university requirements and preparations, as well as university life and career options.
- 2) Registration and preparation information for SAT (I & II), TOEFL, IELTS and CEPA.
- 3) Opportunities to meet with university representatives from the UAE, USA, Canada, Australia, UK, Europe, MENA region and worldwide.

### SCHOOL CLINICS/MEDICAL SERVICES

A resident doctor presides over the 2 clinics in each section of the school. Each clinic is staffed by a nurse and meets all the standard requirements of the Ministry of Education. All parents are required to submit all relevant medical issues and vaccination information to the school upon registration.

### BUS SERVICES

The school provides transportation for students to most locations in Dubai, Sharjah and Ajman. On board video surveillance cameras monitor bus activity to ensure the safety of our students and faculty. Parents may also track the assigned school bus in real time through our GPS System by logging into the school portal.

### SCHOOL CAFETERIA

The school cafeteria serves students from Gr. 3-12 and is open during break time. A selection of nutritious snacks, sandwiches and salads are available for students. The Campus Key is the only form of payment accepted in the school cafeteria. Cash is not accepted.



## Online Services

ISAS offers a host of online services that open a direct link between parents, students, teachers and the school administration. We rely on widely used and proven communication platforms to connect with our community in a timely manner.

All the information you need to know about ISAS can be found on our school website at [www.isas.sch.ae](http://www.isas.sch.ae).

We also connect and interact with our parents and students through our school portal (iCampus) - [portal.isas.sch.ae](http://portal.isas.sch.ae) - which provides a host of online services that enhance learning and offer an effective channel of communication between them and the school. The portal serves as an interactive tool for individualizing family information, allowing us to share goals, news and progress reports with parents, inciting their support and involvement in their children's learning experience. Services such as viewing report cards, financial statement and the media gallery are just some of the many services that the portal has to offer.

Our school portal also caters to our students' needs. They have access to online examinations, grades and report cards, and daily uploaded class notes. It also provides Gr.9 to 12 students with the means to select their elective courses. The online Guidance Counselling section is of great help for the upper grade students to keep them regularly updated with rules and procedures for university assessment tests and in helping them make the right choices.

Parents & students can download the school portal app - **iCampus** - on their mobile phones allowing them to stay connected, informed and up to date on important tasks & events.

Parents can also stay up-to-date on all the school happenings in real-time through our E-Circulars and our social media platforms on twitter & instagram @ISAS\_Dubai.



[portal.isas.sch.ae](http://portal.isas.sch.ae)



Home



Newsletters



Dubai Expo2020



UAE Vision 2021



Photo Gallery



Graduation

December 14, 2017

تحدي الإلقاء الصف 9-12

تألقت طلبة المرحلة الثانوية في إلقاء الشعر، النبطي والقصيح، حيث تباروا في مسابقة "تحدي الإلقاء" التي تجريها المدرسة في كل عام. وقد ألقى الطلبة قصائدهم أمام زملائهم وأمام لجنة حكم من مجموعة من مدرّسيهم، وكان تقييم الحكام وفقاً لمعايير واضحة ومدرسة. فاز في المراكز الثلاثة...



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December 14, 2017

أحتفال عيد المولد النبوي الشريف الصف 3-6

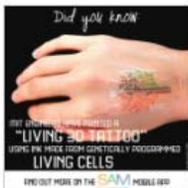
إنّ في شهر ربيع الأول لذكرى عظيمة وعزيزة على قلوبنا، نحتفلُ بها ونتطلّع إليها فتدرك، إنّها ذكرى ولادة النور محمد صلى الله عليه وسلم، وها نحنُ مع طلاب المرحلة الابتدائية، نحيتلُ في تسماتٍ خيرة، في لمحاتٍ مُحمديّة، في ذكرى ولادته أحبّ الخلق إلى الله تعالى،...



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MIT Engineers 3-D print a "living tattoo"

December 12, 2017



New technique 3-D prints programmed cells into living devices for first time. MIT engineers have devised a 3-D printing technique that uses a new kind of ink made from genetically programmed living cells. The engineers say in the future, researchers may use the team's technique to print "living computers" — structures with multiple types of cells that communicate with each other, passing signals back and forth, much like transistors on a microchip. Download...

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7	8	9	10	11	12	13

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ART EXHIBITION AT ISAS

## Music and Arts Programs and Corresponding Facilities

### MUSIC

With a firm belief that music is deeply imbedded in our existence, adding depth and dimension to the environment, exalting the human spirit, and contributing in important ways to the quality of life, ISAS offers a comprehensive music program that allows all students, regardless of age, cultural heritage, or prior ability, to develop their musical talents and skills.

The music program through Music Composition, Music Appreciation and other courses at ISAS is a standards-based course of study that is designed to teach students to:

- \*Value making music as a rewarding lifelong activity
- \*Value different kinds of music and the music making of others
- \*Sing different kinds of music accurately, expressively and in a healthy manner
- \*Perform different kinds of music accurately and expressively on an instrument
- \*Create and improvise music, read and write music with accepted notation
- \*Listen to, and hear with understanding, music of many kinds
- \*Evaluate musical works and musical performances by employing accepted musical standards to understand music theory
- \*Apply an understanding of the history, periods, and styles of music to music heard and performed
- \*Relate music to the other arts and to other disciplines outside the arts

### ART

Art instruction, as a discipline, provides students with a unique and distinctive mode of learning and perceiving which is not taught by other subject areas of the school curriculum. ISAS offers an arts program that provides students with the means to:

- \*Participate in and appreciate art throughout their lives
- \*Improve their knowledge and perceptual skills
- \*Enhance their critical and creative thinking abilities
- \*Familiarize students with the history of painters and painting as well as contemporary artists and issues
- \*Assist students in developing a visual vocabulary and the ability to verbally articulate concepts and ideas
- \*Develop students' imaginative powers, creativity, and ability to Conceptualize. Students will achieve an understanding through various oil painting techniques and materials and become knowledgeable in color theory and usage

## ART STUDIOS

ISAS has two art studios. These studios are used by students from 1st through 12th Grade. The studios are appropriately equipped to suit the curriculum at ISAS and enhance it. It is also the venue for those students who have a keen interest in Fine Arts and want to pursue their passion.

## MUSIC STUDIOS

ISAS has a general music room for Middle and High School & a separate music room for Elementary, as well as a music studio, which is used for recordings. Each of these rooms is acoustically treated to enhance sound quality. The Music Hall will be home to our bands and choir and refuge to our young talented students with genuine musical aspirations.



## Pre-Studies Programmes and Corresponding Facilities

As part of AMSI's vision we have developed a college guidance preparatory program for students in grades 9 to 12 in various fields. Our students at ISAS enjoy the opportunity to choose a Pre-Engineering, Pre-Business, Pre-Medical Studies or Pre-Arts programs.

Preparatory programs are designed to introduce students at the high school level to the workplace environment and tools used in each field with focus on general exposure to the material, which will be studied at university. All of this is supplemented by field visitation and a practical work.

### PRE-ENGINEERING STUDIES

Pre-Engineering students take a set of two courses where in the first one they are introduced to Civil & Mechanical Engineering and this is where they visit construction sites and train with engineers onsite.

The second course introduces the electrical engineering discipline with insight into the world of electricity and electronics to familiarize students with the basic concepts and their applications in the real world. Students use electronic equipment such as electrical test bed, motors, dynamos, oscilloscopes and multi-meters to study and measure different parameters. Students will be encouraged to develop critical thinking skills to analyze, evaluate and solve any problem or theory that they might encounter in electronics and assess the use of renewable energy sources in the supply of electrical energy.

### PRE-MEDICAL STUDIES

The Pre-Medical studies at ISAS aims to give insight about the various prominent fields of study in the world of medicine. This is designed as a set of three courses. The pre-med offers our students a case-study based instruction where the students have to examine, diagnose and perform laboratory tests. These practices bring them closer to the nature of their future routine and workplace.

During the first course students are exposed to the anatomy and physiology in depth with practical visitations to clinics, universities and hospitals. All a hands-on environment that provides an actual feel of the future workplace.

In the second course students learn, in addition to anatomy and physiology, a little bit about pharmacology, epidemics, pandemics and psychology of patients.

The third course discusses pathology that involves in-depth knowledge attainment on virology, bacteriology, and immunology in response to pathogenic microscopic agents.

After finishing the three courses most of the students would have finalized their decision on future studies and if they found that medicine is their future then they can move on to take AP Biology and enrich their selection with Forensics and Nutrition.





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## PRE-BUSINESS STUDIES

The Pre-Business courses are devised to take the learners through microeconomics, macroeconomics, marketing and finance, and accounting. Through this program, the learners have the opportunities to acquire basic business knowledge, skills and positive attitudes necessary for the development of self and nation. Business Studies takes into account the need to address contemporary issues, trends in business and current economic issues in society. The learners are therefore engaged in many team projects, business competitions, and individual research to further their knowledge and become active participants in the dynamic world of business.

## Pre-Arts

The Pre-Arts is a combination of arts and music courses dedicated to students who want further exposure in that field. After Arts Foundation, Intro to Painting, Drawing, and Photoshop, we offer AP Art Studio 2D, and AP Drawing. Through these courses, students are given the opportunities to explore various processes, materials, and techniques in 2D and 3D. They are introduced to the history of Arts. Students will also develop skills and concepts in drawing and painting acrylics, as well as have the chance to enhance photographs and work with graphic elements.

At the end of each year, our students' masterpieces are celebrated through a yearly Art Exhibition that takes place either on or outside the school premises. You can check some of their work on the ISAS Portal.

For the music enthusiasts, we offer a wide range of music courses, such as Music Appreciation, Music composition and Jazz. Through these courses, students can deepen their understanding of music as they listen to classics from the different periods in history. They will also identify different musical instruments and pieces.

We have also equipped a recording studio for our students to bring to life what they have mastered. Students who take these courses will have a clear idea on where their passion lies and use this experience as a step towards future steps.

## Pre-ICT program

The development of technology at an ever fast pace requires that we embrace it in all its forms. Pre-ICT Studies at ISAS give students the option to enhance their technical knowledge and skills in several IT-related areas to give them an upper hand advantage when they enter university. Through AP computer Science and principles, CCNA, and HTML, students will be exposed to programming languages, database management, and web-design.



We have provisioned the following facilities to accommodate and enhance the learning process:

### PRE-ENGINEERING LABORATORY

In this lab, students are exposed to processes in engineering they experience firsthand the conceptual applications that they would not have been able to visualize otherwise. The lab is equipped with technical equipment that is exclusive to engineers. From simple measuring and reporting techniques to extensive extractions and distillations, the young engineers cover a wide spectrum of hands-on experimentations and experiences.

### PRE-MEDICAL LABORATORY

ISAS has a Pre-Med Lab that provides a one-of-a-kind introduction into the world of medicine and related fields of medical practices. In this lab, students are introduced to and interact with equipment used by doctors, medical lab personnel, forensics, technicians, nurses, veterinarians and dentists.

## Community and Social Responsibility

### RESPONSIBILITY AND CONTRIBUTION TO THE SCHOOL AND WIDER COMMUNITY

- \*Involvement in the Model United Nations conventions that take place every year in various locations in the UAE, Europe and the USA
- \*Empowering the student body through a democratic voting process to elect their Student Council
- \*Strengthening ethical ties with broader society through the frequent fundraising activities such as that in cooperation with Dubai Cares
- \*Celebrating National Pride via the showcase of UAE Nationals insight at the self-planned Heritage Day and National Day celebrations
- \*Demonstrating appreciation for international customs at the school Multicultural Day.
- \*Reinforcing obligation towards the natural community by visiting local farms for harvests.
- \*Introducing students to the local art scene with the “Music with Professionals” program.
- \*Intertwining parental participation within the school community with various happenings - “My Child, My Teacher”, “Breakfast with Mom”
- \*Emphasizing the importance of geriatric care through regular interaction with the community through our traditional visits to the Family Gathering Centre in Al Mamzar.

### WORK ETHIC AND ENTREPRENEURIAL SKILLS

- \*Involvement in Scouts harnesses imperative leadership skills
- \*Differentiated learning and Physical S.E.N. assistance encompasses students of varying learning and physical capacities
- \*“Career Day” for fifth to seventh grade students unveils a vast variance of possible future endeavors
- \*Events such as “Banker for a Day” and electives such as Pre-Business, Business and Marketing, initiate student interest in pursuing business-oriented careers.
- \*School-wide Science Fair projects encourage scientific progress through experimentation.
- \*Practicum for Gr. 11 & 12, provides students with the opportunity to apply theory to work.

### UNDERSTANDING OF ENVIRONMENTAL AWARENESS AND ACTION

- \*“Breast Cancer Awareness” walk-a-thon promotes unity via active and kinesthetic participation.
- \*“Planting Day,” “Tree Day” and “Green Day” enflame student passions for ecological caretaking
- \*In-school lectures by the Dubai Health Authority and Road Safety Awareness encourage students to become more healthy and mindful of their own welfare and that of those around them.
- \*Release of fish fingerlings in the Palm Deira reserve enhances students’ appreciation towards the importance of preservation and protection of marine life





## General Rules and Regulations

At ISAS, we strive to maintain a wholesome and comfortable environment in which students are able to maximise their talents and potential. In order to do that, we have set up some rules, regulations and expectations that will help students better concentrate their efforts on schoolwork.

Each student will respect the educational process and learning environment by refraining from any activity which diminishes the opportunity for other students to receive an education and obtain the maximum educational benefits of ISAS. Every effort will be made by the school officials to help students solve problems of behavior without interrupting their daily programme of studies; however, certain types of behavior are unacceptable and may result in disciplinary action.

### UNIFORM/GENERAL APPEARANCE

- School Uniform is compulsory at all times.
- PE uniform and sneakers are compulsory on days of PE classes.
- Students must be in closed shoes or sneakers at all times. Sandals and slippers are not permitted.
- Jewelry (any kind) will be confiscated/discarded (discrete earrings (Girls only) and watches are allowed).
- Make-up is not allowed in any form or shape (including nail polish and hair coloring).
- Unusual hairdos are discouraged among all students.
- Additional sets of uniform can be purchased throughout the year at the school uniform shop.

Not wearing appropriate uniform to school could negatively affect students conduct grade.

**Note: The school reserves the right to refuse entry to class if uniform code is not observed.**

### MOBILE PHONES

Mobile phones are prohibited in school. If a mobile phone is found with a student during school hours, it will be confiscated/discarded. Conduct points will be deducted.

### LEAVING EARLY/ARRIVING LATE

Students will not be allowed to leave the school before the end of their school day unless the parents have sent a consent note and followed up with a call. Students who arrive late will not be admitted into classes unless they have a consent note and the parents have called to inform us about the delay. Both cases are highly discouraged as they disrupt the academic process.

### ABSENCE DURING QUIZ/EXAM

A retake is given only when absence is accompanied by a medical report.

### USE OF SCHOOL BUS

- Students who are not registered in the bus service are not allowed to use the busses.
- Students who are registered in the bus service are not allowed to switch buses on any day.

### RIDE WITH FRIENDS

Students who are registered in the bus service are expected to go home by bus at all times. These students may not go in their friends' cars unless their parents have sent notes of consent to the fact or called the respective administrators.

### PARENT INVOLVEMENT

- Attend parent/teacher meetings (Gr.1-8) two to three times throughout the academic year.
- Participate in gatherings/social events at the school.
- Volunteer in school events.

### HEALTH/ NUTRITION

Encouraging fitness and leading a healthy lifestyle is a priority at our schools. We firmly believe that students must learn to make healthy choices with their meals and develop a habit of being physically active.

- All students are encouraged to bring healthy and nutritious snacks to be eaten during break time.
- Sugary drinks, carbonated drink, candy, chips and sugary cookies are discouraged. Energy drinks are not permitted in the school.
- School does not allow birthday celebrations in classes. Parents are asked not to send birthday or any occasion cakes.
- We encourage students to bring snacks in reusable containers and reusable water bottles to support reduction of waste and encourage recycling.

Students of KG - Gr.2 are required to bring packed lunch from home. Snack is eaten in class under the supervision of the class teacher before exiting to the playground. Cafeteria is not available for these grades. Clear guidelines for students in KG for packed lunch are provided for parents in the beginning of the year.

## STUDENT ATTENDANCE AND PUNCTUALITY POLICY

Student's punctuality and attendance levels affect the school's ability to provide an effective education. Consistently late or absent students also disrupt the learning experiences of other students in the school.

Parents, students and the school staff must work together to improve and maintain good punctuality and high attendance rates.

Students' absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students disrupt the learning experiences of other students in the school.

### **Student attendance policy**

Students' attendance is recorded daily by the Heads of Section. The school requests that all absence be reported by parents to the Head of Section by email or a phone call. Absence due to medical reasons must be accompanied by a medical report from the doctor. Students' attendance is recorded and noted in the school report card. Unexcused absence could result in deduction from conduct grade and subject to disciplinary action.

### **Punctuality policy**

All students are required to be in school by 8:15. It is advised that students arrive before 8:10 to be present for the national anthem assembly in the school playground.

*\*Refer to the parent contract on our school portal for details on expectations and consequences.*



## Student Code of Conduct

The school strongly feels that students' personal and social development is an important part of their educational experience. Given the right guidance, responsibility and respect all students have the capability to reach their potential. ISAS believes that all students can learn from mistakes, and providing proper guidance to help student reach their maximum potential is a primary responsibility of the entire school community.

Students are taught to respect the diverse community that they are part of and to value each other's difference and learn from one another. The school's core values guide our policies and provide a safe and nurturing environment for our student to learn responsibility, discipline and respect.

The school has a clear conduct policy in place for each section of the school. Students in middle and high school receive deduction on their conduct grade for academic and behavioral infractions.

The conduct point system is available for all students in each classroom from Gr. 5-12.

## THE POINT SYSTEM FOR THE CONDUCT GRADE

Students must familiarize themselves with this system, as it will be implemented as of the beginning of the school year. Student offenses and consequent point accumulation will be logged meticulously.

<b>Behavioral/ Academic offense description</b>	<b>Allocated points</b>
School uniform not in order	Two points
Sandals / Slippers	One point
Long hair (boys) / Unusual haircut (color)	Two points
Skipping Class	Three points
Late entry to class	Two points
Leaving class between periods	Two points
Leaving class without permission	Two points
Use of inappropriate language	Four points
Accidental or intended vandalism	Six points and immediate financial retribution
Vandalism on bus	Six points and immediate financial retribution
Physical aggression	Six points – suspension from classes and parents informed immediately
Disregard for generally accepted social rules	Six points
Loitering in prohibited areas: Same section	One point
Loitering in prohibited areas: Other section	Three points
Improper behavior on school transport or on/in front of school premises	Four points
Eating / drinking inside the classes	One point
Disturbing the class	Three points
Sent out from class	Two points
Late for after school activity	Two points
Unjustified absence from after school activity	Four points
Electronics/Games/Toys	Two points
Using phones in school	Four points
Failure to sign a note	One points
Attempting to cheat	Four points
Homework not done	Two points
Failure to get books and/or notebooks/pen/laptop	Two points
Misuse of laptop/violation of internet/computer policy	Five points
Smoking	Six points + Suspension
Absent without excuse	Three points

At any time you accumulate more than three points your parents will be informed and the following become possible:

Accumulated points	Administrative reaction
12 points	One day suspension
20 points	Two days suspension
27 points	Two points
35 points or more	Final suspension with the right to sit for the final exams only & no re-registration for the next academic year

**KEEP IN MIND that conduct points will result in:**

1. Suspension from varsity teams/Activities/Ski Trip/others.
2. Reflects a low conduct grades in the transcripts lowers the overall average.
3. Denies the students awards such as Honors and Achievements

## Anti-Bullying and Cyber Bullying Policy

ISAS has a zero tolerance policy with regards to bullying of any member of the school at any time. This includes on and off school premises, threats, intimidation and abuse whether physically, verbally or in writing or through the internet (cyber-bullying).

Students will be held accountable for Cyber Bullying, even if it occurs off-campus. Parents are requested to carefully monitor children's use of the internet and to ensure that they maintain a respectful and appropriate behavior when using the internet.

Any student involved in bullying or in aggressive behavior will be disciplined and will receive appropriate counselling and support to correct the behavior. Repeated offense could result in suspension or eventual expulsion from school.

## Child Protection Policy

The health, safety and well-being of all our children is of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

All staff employed at ISAS must report suspected incidences of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy.

*\*All other school policies can be found on the school portal.*



## School Hours

Classes begin at 8:25 sharp.  
The first bell rings at 8:13 for students to line up and get ready for class.

### KG1 AND KG2

- Classes begin at 8:20
- Breakfast break at 10:05
- Lunch break at 12:45
- Classes end at 14:45
- Fridays and Saturdays are off

### GRADE 1 TO GRADE 4

- Classes begin at 8:25
- Breakfast break at 09:20
- Lunch break at 12:00
- Classes end at 14:45
- Fridays and Saturdays are off

### GRADE 5 TO 8

- Classes begin at 8:25
- Breakfast break at 10:05
- Lunch break at 12:45
- Classes end at 14:45
- Fridays and Saturdays are off

### GRADE 9 TO 12

- Classes begin at 8:25
- Lunch break at 11:10
- Classes end at 14:45
- Fridays and Saturdays are off

**\*Students who choose to take courses offered after 14:50 will finish at 15:45 on respective days.**

## School Gates/ Entry and exit

- KG - Gr. 2 - Gate 7
- Gr. 3 - 12 - Gate 2

KG – Gr. 3 students who go by private transportation must be picked up from class by a parent or an approved guardian.

## Activities

Almost all Club activities at ISAS take place after school hours. These clubs include (but are not limited to): Fitness & Health Club, Arts & Crafts, Drama Club, Music Club, Varsity and others.



## Contacting the School

We recommend that you communicate with your child(ren's) administrators through e-mail.

You can locate the respective administrator's e-mail on the school website.

### TO MEET WITH THE PRINCIPAL

Call the school to schedule an appointment.

### TO MEET WITH TEACHERS/HEAD OF SECTION

Call the school to schedule an appointment with the Head of Section to ask for a progress report.

Arrive at least 5 minutes before your appointment to avoid delays.

### TO DELIVER A MESSAGE TO YOUR CHILD(REN)

Call the school before 13:00 for Gr. 3-12 and before 12:00 for KG-Gr.2. If the respective administrator is not available, leave the message with the reception.

The school is not responsible for any messages left after the time indicated above.

We recommend that you follow up on any written note you send to us with a phone call to confirm its content and delivery. You may also do this with an e-mail to the respective recipient.



## COURSES TAUGHT AT ISAS (KG - 8TH GRADE)

Kindergarten	Grade 1 to 8
Islamic Ed.	Islamic Ed.
Arabic	Arabic
English	English
French	Mathematics
Mathematics	Science
Science	Science Lab.
Science Lab	Computer Sc.
Physical Ed.	Social Studies
Arts	Physical Ed.
Music	Arts
Reading Enrichment (Arabic)	Music
Reading Enrichment (English)	Reading Enrichment (Arabic)
Electives (French, Spanish, Mandarin)	Moral Education
	Electives

International Standardized Exams	Students Involved	Time Frame
PSAT	Gr. 8 to 11	Every year
SAT I	Gr. 11,12	Every year
IELTS/TOEFL	Gr. 11,12	Every year
TIMSS	Gr. 4,8	Every 4 years
PIRLS	Gr. 4	Every 5 years
PISA	15 year olds	Every 3 years
MAP	Gr. 2 to 9	Every year
CAT4	Gr. 4 to 9	Every year

In addition to standardized tests, ISAS conducts a Baseline Exam for Grades 1 to 12 every year at the beginning of each year.

## CORE CURRICULUM (GRADUATION REQUIREMENTS) 9<sup>TH</sup> -12<sup>TH</sup> GRADE

Students of grades 9-12 are required to take the Core Curriculum and also have the option to supplement their studies with courses from a list of Electives. They must complete a minimum of 26 credits to meet their graduation requirements. This course of study will lead to a High School Diploma with the possibility of AP credit for those who qualify.

### Core Curriculum

English	4
Arabic	4
Math - Algebra, Geometry, Pre-Calculus, Calculus	4
Computer Sciences & Technology	1
Sciences - General Science, Biology, Chemistry, Physics	4
Social Sciences	2
Arts	1
Physical Education	2
Islamic Education (Required for Muslims)	2
Electives**	2

### Credits Required

### AP Courses

AP Calculus	AP Drawing
AP Biology	AP English Language
AP French	AP Studio Art 2D-Design
AP Chemistry	AP Computer Science A
	AP Computer Science Principles

### Honor Courses

Algebra Honors
Geometry Honors
Pre-Calculus Honors

### Electives

Forensics	Pre-Engineering (2 courses)	Creative Writing	Drawing
Nutrition	Pre-Medicine (2 courses)	Elements of Writing	Art Foundation
Robotics	Pre-Business (3 courses)	Arabic Literature	Intro to Painting
UAE History	Business Studies	Islamic Studies	Music Composition
1001 Inventions	Adobe Photoshop (2 courses)	Spanish	Music Appreciation
	World History	French Language	
	World War	Advanced French Language	
	World Organizations	Mandarin	

\* Core curriculum courses and AP courses are 1 credit each

\*\* Students have to complete 4 courses in Physical Education and 2 credits of elective courses



## Report Cards and Results

The academic year has four quarters. Each quarter is approximately 10 weeks (12 weeks for Gr.1&2).

### Written Work

- All graded work is returned to students (Except Final Exam).
- Graded work happens regularly in all subjects.
- Parents are encouraged to monitor results throughout the year.

### Report Cards

- Report cards are issued at the end of each quarter. The specific dates are published on the school calendar and website.
- Parents may collect Final Report Cards from school in June.
- Parents are encouraged to contact the school if they do not receive the report card on time.

### Homework

Learning is an on-going process that takes place both in and out of school. The purpose of homework is for students to review and evaluate their understanding.

- Gr. 1-8 homework is given in the form of weekly work. The weekly work is distributed and available online every Thursday.
- All parents and students can access their homework online on the school portal daily by logging on with their password.

### Translating Results

- F's are failing grades.
- A student who finishes the year with 4 or more F's is held back in the same grade the following year.
- A student who finishes the year with an annual cumulative average equal to F is held back in the same grade the following year.
- A student who finishes the year with 1, 2 or 3 F's has to sit for and pass a retake before he/she is promoted to the next grade.

**Retakes are usually scheduled for the end of June.**

## Academic Honors and Awards (Gr. 6 to 12)

The academic honor system acknowledges the outstanding academic achievements of middle and high school students. Students who fulfill the honor roll criteria are presented with academic awards during the award ceremony held each year in the school. The ceremony recognizes students who have both excelled academically and also set an example for their peers in the fields of leadership, sports, music and arts. The awards are presented by one of our AMSI alumni who addresses the students in hopes to inspire them so that they too can make a difference in future students' lives.

### HONOR ROLL (QUARTER)

#### Honor (H)

- Average is  $\geq 85\%$  and less than  $88\%$
- Conduct (Behavioral) points  $< 10$  points
- Grades under C- are not allowed in ISAS subjects\* (except Arabic & Islamic Education)

#### High Honor (HH)

- Average is  $\geq 88\%$  and less than  $90\%$
- Conduct (Behavioral) points  $< 10$  points
- Grades under C- are not allowed in ISAS subjects\*

#### HIGHER HONOR (HRH)

- Average is  $\geq 90\%$  and less than  $95\%$  (Gr 10-11-12)
- Conduct (Behavioral) points  $< 10$  points
- Grades under C- are not allowed in ISAS subjects\*

#### Highest Honor (HSH)

- Average is  $\geq 95\%$  (Gr 10-11-12)
- Conduct (Behavioral) points  $< 10$  points
- Grades under C are not allowed in all subjects

\*ISAS subjects include all subjects except Arabic and IE

\*No Honor Roll in Final Exams



	Grey Stole	Grey Stole	Golden Stole	Golden Stole
<b>Final Award</b>	<b>Distinction</b>	<b>High Distinction</b>	<b>Highest Distinction</b>	<b>Academic Excellence</b>
<b>Honor Rolls Received</b>	2 Honor Rolls +2AP/Honors	2 Honor Rolls +2AP/Honors	2 Honor Rolls +2AP/Honors	2 Honor Rolls +2AP/Honors
<b>AA= Final Annual Average</b>	AA 85 to 89	AA 90 to 94	AA 95 to 97	AA 98 or above

	Yellow Rope	White Stole	White Stole	Blue Stole	Blue Stole
<b>Final Award</b>	<b>Merit</b>	<b>Achievement</b>	<b>High Achievement</b>	<b>Outstanding Achievement</b>	<b>Highest Achievement</b>
<b>Honor Rolls Received</b>	1 Honor Rolls	2 Honor Rolls	2 Honor Rolls	2 Honor Rolls	2 Honor Rolls
<b>AA= Final Annual Average</b>	AA 85 or above	AA 85 to 89	AA 90 to 94	AA 95 to 97	AA 98 or above



An AMSI™ managed school

In addition to the aforementioned academic honors, ISAS prides itself on having, within its student body, a large contingency of students who distinguish themselves in non-academic fields. These students are awarded with the following:

**RECOGNITION AWARD (Gr. 10-12)** is presented to students for altruistic contribution to the school and its community through leadership and participation.

**OUTSTANDING ATHLETE AWARD (Gr. 8-12)** is presented to students in recognition of outstanding athletic achievement.

**EXCELLENCE IN ARTS (Gr. 8-12)** is presented to students in recognition of outstanding achievement in Arts.

**OUTSTANDING GRADUATE** is bestowed upon a senior who distinguished him/herself through academic excellence and outstanding service. He/she demonstrated a positive presence on campus, an outgoing personality and a commitment to his/her school and fellow students. This senior exhibited the highest standards in character, selflessness and drive to succeed. She/he is an Outstanding Graduate of ISAS.

**AMSI LEADERSHIP AWARD** is bestowed upon seniors in AMSI schools. This award celebrates our students' strife for excellence, their dedication to their school, their drive for accomplishment, their commitment to the community, and their distinguished sense of leadership. They have positively impacted our school and soon they will do the same in our world.

The AMSI Leadership Award is presented to a senior who:

- Exhibits outstanding potential as a young leader
- Is a significant contributing force in the life of his/her school
- Exemplifies the qualities of character and leadership
- Shows exceptional initiative and dedication to his/her school community
- Is valued and respected by those with whom he/she works
- Gives considerably of his/her time, skills and talent to his/her school
- Demonstrates commitment, responsibility and enthusiasm in his/her involvement

This senior embodies the essence and spirit of his/her school's mission and fulfills the AMSI expectation in a potential future leader.

## General Registration Information

### REQUIRED DOCUMENTS (NEW STUDENTS ONLY)

1. Copy of passport with valid Residence Visa.
2. Copy of Emirates ID (both sides). Copy of application form if ID is under process. Original Emirates ID of students & parents must be presented upon registration.
3. One colour passport photo.
4. Copy of Birth Certificate translated to Arabic or English.
5. Copy of custody papers (if applicable).
6. Copy of sponsor's passport & Emirates ID (both sides).
7. Copy of Vaccination Card.
8. Most recent report card indicating the grade level completed.
9. Certificate of Continuation of Studies.
10. Letter of Good Conduct required for all students coming to Gr. 9-12.
11. For students of KG2 - 12 applying from:
  - *Dubai*: Online Transfer Certificate requested from previous school. Students coming from British schools should submit original IGCSE results (Gr.11&12).
  - *Other Emirates*: Original Transfer Certificate from previous school and legalised from the appropriate Educational Zone.
  - *Outside U.A.E.*: Original Transfer Certificate from previous school - translated to English or Arabic - and legalised from the Ministry of Education, Ministry of Foreign Affairs & U.A.E. Embassy in the country of origin and a letter confirming successful completion of the previous grade.
12. For students applying to Gr. 9-12: Original Transfer Certificate and Transcripts (from 8th grade onwards) - translated to English or Arabic - legalised & certified from the Ministry of Education, Ministry of Foreign Affairs & UAE Embassy in the country of origin.
13. For students applying to Gr.12 transferring from a British or IB curriculum: Registration is subject to prior KHDA approval. If students fail to provide the approval based on their results, he/she will either have to repeat Grade 11 or cancel registration.



### REGISTRATION PROCEDURES

1. All new students from KG to 12th Grade must sit for and pass an Assessment & an Interview. (Application fee/student is 650.00AED, non-refundable).
2. The results of the Assessment and Interview will not be disclosed until all documents have been submitted to the registrar's office.
3. All parents (father or mother) must proceed to the registration/accounts department in school to complete the registration procedures, database and payment (no credit cards).
4. Parents must sign and approve the recommendations after the entrance assessment (including extra classes).
5. Registration will be cancelled if a student fails to join the school for 3 consecutive weeks during the academic year without prior written notice.
6. Registration to any class is not final until all the proper documentation is available with the administration, the annual tuition fees settled in full as per the accounting procedures below and after the approval of the Ministry of Education/Relevant Authority.
7. New Students applying from outside Dubai: Legalized transfer papers must be submitted before the end of September.
8. Grade 10, 11 and 12 students (current and new) must submit a copy of passport with residence visa valid for at least 6 months.

## TRANSPORTATION PROCEDURES

1. Registration for all transport services will be suspended one week before and after the beginning of the academic year and will resume afterwards, pending availability.
2. In case of address change, an advance notice and map are required 5 working days ahead, before we can reinstitute the transport service and only if the new location is on designated routes.
3. The administration reserves the right to suspend / deny any student the use of the transportation service if he/she does not abide by the set rules and regulations. The students will be responsible for any damage done to the transportation buses.
4. The administration reserves the right to revoke the seat allocated to the student(s) at registration once the bus route is confirmed.

### On Rules and Regulations

1. The school shall ensure that every student registered for our transport utility shall have an allocated seat.
2. The school shall include every student registered for our transport utility in our accident & third party liability insurance scheme.
3. The school shall strive, from within the known restrictions, to maximize the efficiency of the transport system.
4. The school must adhere to the public rules and regulations of transport as prescribed by the traffic & concerned departments.
5. The school reserves the right to allocate collection and drop off points to certain areas, streets, compounds and multiple entry buildings. Such distribution, if any, would be announced to the subscribers upon finalization of the transport routes.

### The Transport Administration

1. The transport system operators cannot wait to pick up a student after the time that has been allocated to him has passed.
2. Any student who is not collected at the point of delivery shall be returned to school and his parents contacted to collect him/her.
3. There will be restrictions on the motion of our buses due to road/construction/or similar aspects. The school transport administration reserves the right to allocate the pick up and / or drop off point and time based on the factors that improve the overall efficiency of the operation & not on personal needs of the user.
4. Parents may track the assigned school bus online from the school portal.





## Accounting Procedures

This memo defines the standards and regulations that govern the registration, cancellation, and discount procedures as set forth by the Chief Financial Officer of AMSI. The standards are final and cannot be altered or modified.

*\*Registration will be cancelled if a student fails to join the school for a period of 3 consecutive weeks of the academic year without prior written notice.*

### 1. PROCEDURE FOR THE SETTLEMENT OF SCHOOL FEES

Payment for tuition fees and registration shall be tailored over the payment plan that you deem appropriate provided that there is no remaining balance or delayed payment of fees from previous years. We ask that you redeem the cost of the books, uniforms, and the notebook computer (if any) on registration because we are paying these costs on your behalf before the beginning of the academic year.

#### Notes:

- a. For new parents who settle their fees through their employer, or any other organization:
  - \* Submit personal cheque to cover the amount due as you would during self-paid registration.
  - \* Secure an official acceptable confirmation on company letterhead to be presented with the registration documents.
  - \* Secure the approval of our accounts department.
  - \* Eventually, once your company's payment is confirmed, you shall be refunded the full amount of your original payment.
- b. For new organization/employer, parents must submit personal cheque to leverage the payment.

## 2. ON LATE ENROLLMENT

**2.1** Any registration prior to and up to the end of December, shall incur full tuition fees. All other fees remain at their fullest implications.

**2.2** Any registration that is required in the period between the first of January and through the first of February shall incur fees as per the following formula: Divide value of tuition fees by 10 months, and then multiply that by the number of remaining tuition months. Add the value of the books, school uniforms, activities and notebook for Gr.9 to 12 and 1500.00AED for processing fees.

**2.3** Any registration that is required past the first of February shall depend on the grade for calculation of fees. Any discount does not apply anymore. Registration shall incur fees as per the following formula: Divide value of tuition fees by 10 months, and then multiply that by the number of remaining tuition months. Add the value of the books, school uniforms, activities and notebook for Gr.9 to 12. Add 1000.00AED processing fees for Gr.2 to 8, and 1500.00AED processing fees for Gr.9 to 12.

**2.4** Transportation: Any registration prior to and through the end of January shall incur full transportation fees. Any registration past the first of February shall incur 50% of the transportation fees, pending availability.

## 3. ON ACTIVITY REGISTRATION

These are completed with a cash or current/cheque payment immediately upon registration. Please note that the accounts department will issue a final registered participant sheet, & cross tally it against actual participants.

**3.1** Any participant who did not complete the registration procedures will be removed from activity.

**3.2** Any registration prior to and through the end of January, shall incur full activity fees.

**3.3** Any registration past the first of February shall incur 50% of the activity fees.

#### 4. ON TRANSPORTATION REGISTRATION

The fees for any required school serviced transportation must be settled along with the registration fees & upon registration.

#### 5. ON CANCELLATIONS AND REFUNDS

##### Registration

**5.1** A 1000.00AED processing fee shall be charged for cancellation of registration and 500.00AED for transportation, for current and new registered students, prior to the start of the school year and receiving books and uniform.

##### Tuition

**5.2** After the start of the school year and receiving books and uniform - through the end of January - divide the full tuition + special classes (include sibling discount if applied) value in question, without the cost of the books, P.E. uniform, school uniform, activities, other fees and the notebook computer for Gr.9 to 12 by the actual months of tuition (ten). Multiply by the number of months enrolled. Add 1000.00 AED. The balance is refunded to parents.

**5.3** Parents will not be entitled to any refund for cancellations made as of the first of February.

**5.4** Refunds and Cheque withdrawals cannot be made during July and August and will be processed as of the first week of September.

##### Transportation

##### Refund Structure:

- Divide the transport cost by 10 months, multiply by the number of months the service was used, and add one month processing fees. The balance is refunded to parents.

- Parents will not be entitled to any refund whatsoever for cancellations made as of the first of February.

##### ACTIVITY REFUNDS

Any cancellation, from date of enrollment through the first 2 weeks of the activity: parents shall be entitled to a refund with a one month activity charges fees, after which there will be no refunds.

#### IMPORTANT NOTES THAT APPLY TO ALL CANCELLATIONS & REFUNDS

1. A student who is suspended from any activity as deemed necessary by the academic administration, or expelled from school for any reason whatsoever, shall not be entitled to any refund whatsoever.
2. No refunds shall be made to the parents unless their account is fully settled, and there are no outstanding payments due in the form of post-dated cheque(s) or other.
3. Refunds will be made to the entity that settled the amount to the school.
4. Any refund cannot include the value of books, the P.E. uniform, the school uniform, activities or the notebook for Gr. 9-12. They are non-returnable/non-refundable after they are delivered.
5. The application fee of 500AED is non-refundable and is applied on every new student.
6. **Procedure:** Cancellation requests should be submitted in writing and must carry a valid reason. The accounts calculation will consider the date of the submitted written request.

#### 6. ON DISCOUNTS

- 6.1 The Accounts Department will honor only the standard sibling discount applicable in case of the registration of one or more sibling.
- 6.2 The sibling discount is only applicable after the parents have fully reimbursed the school for any outstanding invoices or outstanding accounts and is only granted to zero balance accounts.

#### 7. ON RETURNED CHEQUES AND UNSECURED PAYMENTS (CHEQUE WITHDRAWAL)

- 7.1 Any returned cheque shall be reimbursed in cash and not replaced by another cheque. Bank charges of 150.00AED shall be added to the settled amount to be also collected in cash.
- 7.2 Any discount (if applicable), including sibling discount, will be void in the case of a returned cheque.
- 7.3 A 100.00AED processing fee shall be charged to the parents every time they request that their cheque be withdrawn prior to the deposit due date. This fee shall be settled in cash along with a withdrawal request letter. (The request letter must be dated at least 15 days before the cheque due date).





## Medical and Insurance

The school provides the following cover to all the students while in school or during any school-endorsed activity.

### PERSONAL ACCIDENT COVER (PAC)

Under this policy our students are covered as per a set scope and limit during school hours or during any school-endorsed activity.

Conditions apply.

#### **Limits**

75,000.00 AED for Death or Total Permanent / Partial Disability per Student per Accident.

10,000.00 AED for Accidental medical expenses per Student per Accident.