



مدارس دلتا
DELTA SCHOOLS

Parent-Student Handbook



hello@delta.edu.sa



Delta Mission

- Commitment to the development of knowledge and skills.
- Provide a safe environment for learning and character building.
- Creating positive and balanced competition.
- Respecting difference and other cultures and dealing with them with fairness and equality.

Delta Values

- Appreciation of responsibility.
- Respect for distinction
- Excellence
- Positive equity
- Justice and equality

Delta Vision

To provide an outstanding education in a positive environment based on respect and responsibility building.

Delta Beliefs

- Everyone has the right to learn
- Students must be provided with challenging and diverse educational opportunities
- Students' diversity and different backgrounds are to be recognized and respected
- School and home are major factors to shape individual personality and growth
- School is the starting point for students to learn positive, social behavior, team work and responsibility to society.
- Proper education and guidance shall be provided for students so they can develop into successful and dynamic adults.

Who is DELTA



Delta was established in 1999 and the owner is Mrs. Maha Fahad Alkraidees, throughout the years with the dedication and hard work Delta School became a well-known and established school in Riyadh, Kingdom of Saudi Arabia having a diverse and comprehensive curriculum that caters not only locals but International Students.

Delta is divided into FOUR SECTIONS

- International Section that follows American Curriculum that is accredited by Cognia Organization supervised by Ministry of Education.
- National Section that is supervised by Ministry of Education in the kingdom of Saudi Arabia.
- Egyptian Track that follows Egypt Curriculum and is supervised by the Egyptian Ministry of education in Egypt and Office of foreign education in the kingdom of Saudi Arabia.
- IGCSE that follows British Curriculum and accredited by Cambridge.
- Currently applying for an Authorization from IB Program in Primary Year Program.

Delta is currently catering 1450 students from kindergarten 1 to 12th Grade in International Section (Boys and Girls Section), and the Parallel education program for the special needs students.

Delta is currently catering 1100 students from kindergarten 1 to 12th Grade in the National Section (Boys and Girls Sections)

Delta is currently catering 1500 students from kindergarten 1 to 12th Grade in Egyptian Track

(boys and Girls Sections) Section (Boys and Girls Sections)

Delta's three essential poles are

- Comprehensive and Diverse Curriculum
- Qualified Staff
- Healthy and safe environment

In Delta; parents, community and school share a common objective to guide students to the realization of their highest capabilities. To accomplish that goal, full cooperation between home, community and school are essential. Attitudes and habits formed in school usually carry over into the student's adult life. The emphasis on learning given by school, community and family are major factor in determining what those attitudes and habits will be.

Students and their parents have a right to expect teachers and administrators, to provide each student with the opportunity to achieve his or her educational goals. Students in turn have a responsibility to help maintain an atmosphere in the school that is conducive to learning. Working cooperatively with parents and community will provide a safe, child-centered environment, an environment that will be responsive to the individual needs and will promote a climate of independence and respect.

Delta believe that it is an environment where parents, community and school work together not only to achieve great learning but to mold a great individual that makes the world a better place.

This handbook will help both students and parents to have a better understanding of the school program, maximize student learning, and benefit from school experiences.

HELPING and SHAPING OUR CHILD TO LEARN AND BECOME A GOOD AND COMPASSIONATE CITIZEN

- Show your child that school is important. Encourage your child to active interest in school.
- Ask your child what he/she is doing in school.
- Show a positive interest in the activities, lessons and tests brought home. Your child has usually done his/her best and wants to share accomplishments.
- Listen to and talk with your child. Many children who disrupt class are only asking for attention.
- Provide a quiet study area at home and special time for studying.
Encouragement on your part will help your child develop good study habits and build confidence for schoolwork.
- Be sure to set a time to use electronic gadgets.
- Pick out books that you can share with each other. Read to your child and have him/her read to you. Reading to each other promotes further reading.
- Encourage your child to accept responsibility for classroom assignments as well as small chores at home. In this way, your child will feel he/she has got an active part in influencing his/her world.
- Help your child feel good about his/her accomplishments. A positive self-image can last a lifetime.
- Give your child an experience of handling money and telling time.
- Help your child decide what is appropriate to wear for the weather.

- Show your support for teachers and the school principal. Promoting an atmosphere of respect helps reduce discipline problems at school.
- Emphasize the importance of regular attendance at school, wearing complete uniform and arriving on time.
- Be a model in respecting other people's rights, ethnicity and property. Encourage children to do likewise.

ACADEMIC PROGRAM at Delta Schools

Early childhood instruction is important since students reach kindergarten inadequately prepared while others have received more than adequate preparation. It is the goal of Delta to narrow this gap as quickly as possible. Since computer literacy is important in today's world, hands-on training must begin at an early age and continue through-out the school years. It is the commitment of the system to make available the resources for teachers and students to be trained in the area of technology. The performance of our students on standardized tests is exemplary. There are areas in the curriculum in which improvement is needed. High-order and critical thinking skills, particularly in math, reading skills and comprehension, writing and challenging high performing students will be addressed.

The curricular offerings of the academic program

- **Kindergarten:** KG curriculum specifically integrates the concepts of both English and Arabic listening, comprehension, vocabulary, verbal expressions, numbers, patterns, Quran, Islamic Studies, art and general knowledge. These concepts complement the child's early learning at school, designed to help them develop emotional, social, psychomotor, problem-solving, and cognitive skills and confidence in communicating and expressing their ideas.
- **Primary School:** The curriculum for primary level fosters the all-round development of every child. It is based on the current best practice in early years education and the latest classroom technology and serves as a springboard to elementary education.

It aims to provide a useful and enjoyable learning experience integrating all skills particularly personal, social, and emotional development. Child's progress is measured by continuous assessment which takes place naturally and informally within the class throughout the year.

- **Middle School:** Centered to help students obtain the common core of knowledge and competencies, preparing them before moving into high school.
- **High School:** Focused on developing their required skills and readiness to pursue higher education.

Subjects offered from Grade 1 through Grade 8 are:

- A. English / Arabic Reading
- B. English / Arabic Writing
- C. English / Arabic Grammar

- D. English / Arabic Spelling
- E. Science
- F. Mathematics
- G. Social Science
- H. Computer Science
- I. Quran & Islamic Studies
- J. French Language.
- K. Art Education
- L. Physical Education
- M. Conduct / Punctuality

Note: Conduct and Punctuality is part of the assessment. Marks will be given.

Subjects offered from Grade 9 are:

- A. English / Arabic Reading
- B. English / Arabic Writing
- C. English / Arabic Grammar
- D. English / Arabic Spelling
- E. Physics / Biology / Chemistry
- F. Mathematics
- G. Social Science
- H. Computer Science
- I. Quran & Islamic Studies
- J. French Language
- K. Art Education
- L. Physical Education
- M. Conduct / Punctuality

Note: Conduct and Punctuality is part of the assessment. Marks will be given.

Subjects offered from Grade 10 through 12 are:

- A. English / Arabic Reading
- B. English / Arabic Writing
- C. English / Arabic Grammar
- D. English / Arabic Spelling
- E. Physics / Biology / Chemistry
- F. Mathematics
- G. Social Science
- H. Computer Science
- I. Quran & Islamic Studies
- J. French Language
- K. Art Education
- L. Physical Education

- M. SAT (English / Math)
- N. Qudurat (Quantitative / Verbally)
- O. Extra – Courses / Electives to qualify for the Labor market.
- P. Tahsili (Chemistry / Math)
- Q. Conduct / Punctuality

Note: Conduct and Punctuality is part of the assessment. Marks will be given.

Language is fundamental to learning, thinking and communicating and permeates the whole curriculum. It is necessary not only to learn language, but also learn about language and through language. Learning best takes place in authentic contexts. The strands of oral, written and visual communication are learned across and throughout the subject areas. We have a special responsibility to recognize and support language development to ensure that all students are provided with the environment and the necessary language support to enable them to participate fully in the academic programme, social life of the school, as well as to develop as competent international minded individuals who are able to transcend boundaries and cultures. Every child benefits from having access to different cultures, perspectives and languages. Acquisition of more than one language enriches personal growth and helps facilitate international understanding. Therefore, at Delta we have integrated French as a secondary language within the curriculum as well as the Arabic Language that mirroring the Academic Program in English Language.

Mathematics is viewed primarily as a vehicle to support inquiry, providing a global language through which we make sense of the world around us. It is intended that students become competent users of the language of mathematics and can begin to use it as a way of thinking, rather than seeing it as a series of facts and equations to be memorized. The power of mathematics for describing and analyzing the world around us is such that it has become a highly effective tool for solving problems.

Information Technology (IT) IT skills are explicitly integrated into the curriculum. Where possible, students acquire and use IT skills and knowledge in the context of other subjects. We are committed to further the integration of technology as you can see in our newly constructed multi-media room. Students are welcome to use this space to explore and further their curiosity.

Science (Physics – Biology – Chemistry) is an immersive and comprehensive course designed to ignite a passion for scientific discovery and empower students with the skills necessary to become proficient in scientific inquiry. Through a combination of hands-on experiences, engaging multimedia resources, and collaborative learning, this course aims to foster a deep understanding of the scientific process and its real-world applications.

This course offers a multidisciplinary approach, covering key concepts from the fields of physics, chemistry, biology, earth science, and environmental science. Students will embark on a dynamic journey that encourages exploration, critical thinking, and problem-solving.

Physical Education (PE) The overall goal of the PE program is to promote growth and development. The program focuses on the mastery and use of gross motor skills in games and sports as well as attitudes and behaviors that are conducive to a healthy lifestyle. Students begin to develop fine motor skills, understand spatial concepts in terms of direction and territory and react to their physical environment in individual and group or team activities. Following directions, practicing safe and fair play and caring for facilities and equipment is encouraged.

Music and the Arts area form of expression that is inherent in all cultures. They are a powerful means to assist in the development of the whole child and are important for interpreting and understanding the world. Arts promote imagination, communication, creativity, social development and original thinking. Through the arts, students gain confidence and competence in self-expression and collaborative learning, in both formal and informal settings. Students will often be reflecting and evaluating their own work and the work of others

Primary Year Program

IB Program

Unit of inquiry in IB Program (PYP)?

A Unit of Inquiry usually lasts for 3-6 weeks, and the objective is to cover all 6 Themes throughout the year. These themes or Units of Inquiry, provide a framework on which our educators build students' knowledge. With the IB PYP, the priority is not on using a set of textbooks, rather the emphasis is on a wide variety of resources from which teachers and students extract knowledge, develop understanding, and explore ways of application to real life.

Learning activities in a unit of inquiry may include:

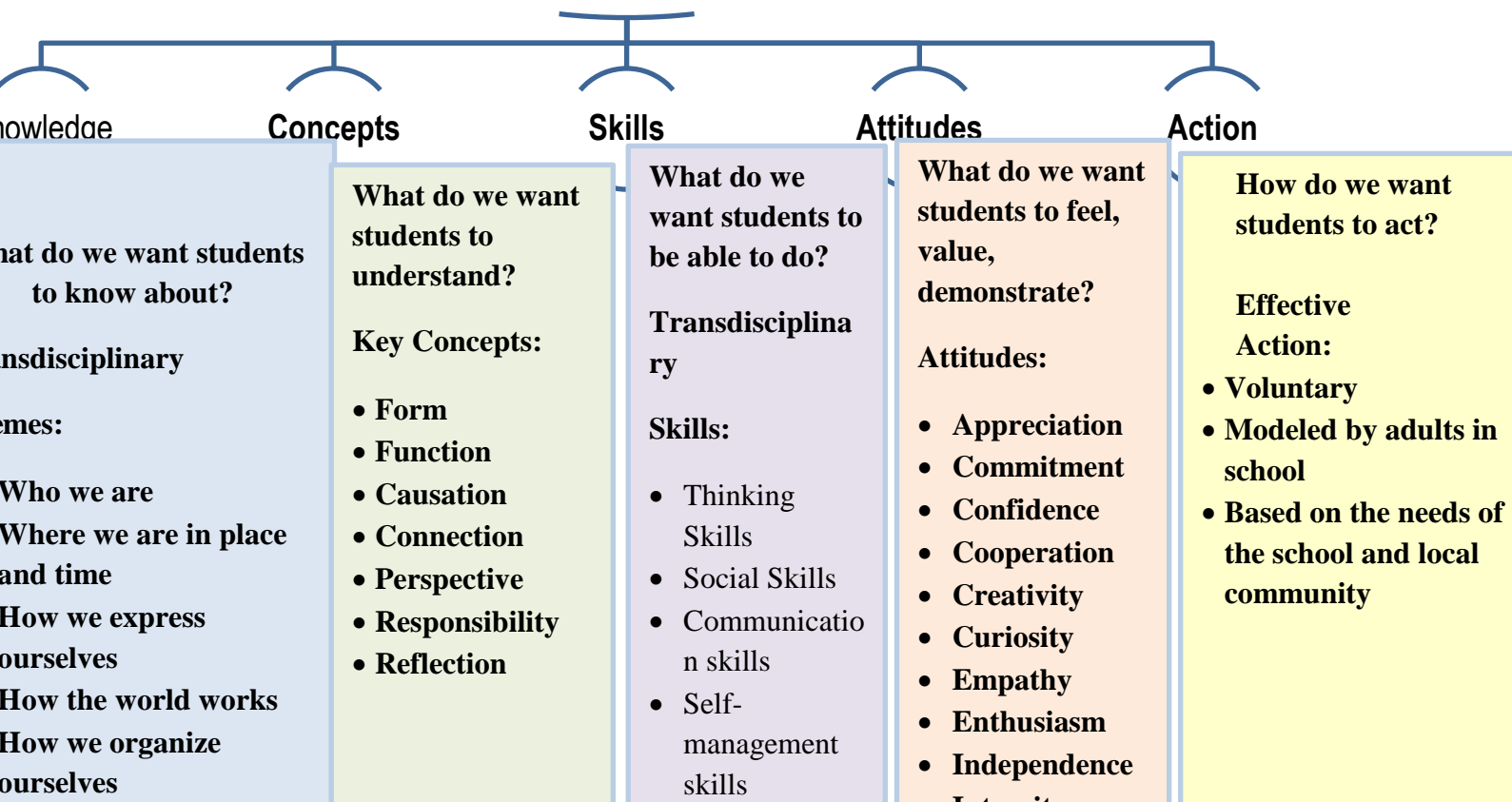
- Exploring, wondering and questioning
- Experimenting and playing with possibilities
- Collecting data and reporting findings
- Researching and seeking information
- Solving problems in a variety of ways

IB Learner Profile

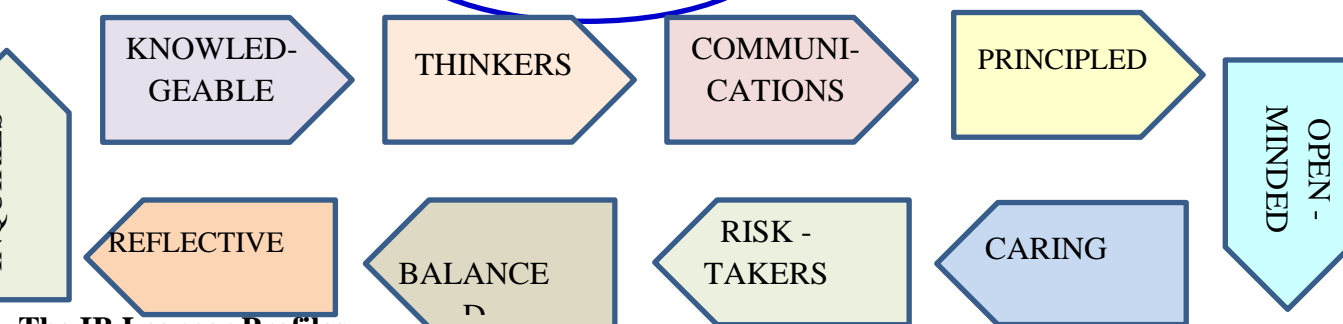


The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

Five Essential Elements of PYP



IB LEARNER PROFILE



The IB Learner Profiles

INQUIRERS	They develop their natural curiosity. They acquire skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
KNOWLEDGEABLE	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
THINKERS	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
COMMUNICATIONS	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
PRINCIPLED	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
OPEN-MINDED	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and

	evaluating a range of points of view, and are willing to grow from the experience.
CARING	They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
RISK-TAKERS	They approach unfamiliar situation and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.
BALANCED	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others
REFLECTIVE	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

The PYP Curriculum Model

The Primary Years Program presents schools with a comprehensive plan for high quality, international education. It provides schools with a curriculum framework of essential elements — the knowledge, concepts, skills, attitudes, and action that young students need to equip them for successful lives, both now and in the future. Schools work with the five elements to construct a rigorous and challenging primary curriculum for international education.

The PYP aims to create a curriculum that is engaging, relevant, challenging and significant for learners in the 3–12 age range.

The curriculum is transdisciplinary, meaning that it focuses on issues that go across subject areas. The PYP is organized according to:

- The written curriculum, which explains what PYP students will learn.
- The taught curriculum, which sets out how educators teach the PYP
- The assessed curriculum, which details the principles and practice of effective assessment in the PYP.



The IB Primary Years Programme

The IB Primary Years Programme (PYP) for children aged 3-12 (TD II- Grade 5) nurtures and develops young students as caring, active participants in a lifelong journey of learning.

With the IB PYP at Delta, we are committed to structured inquiry as the vehicle for learning.

- Six Transdisciplinary themes provide the framework for exploration and construction of knowledge.
- Teachers and students are guided by these Transdisciplinary themes —as the design units of inquiry for exploration and study.
- Through this process, students develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action.

Transdisciplinary - This is the word that the IB uses to describe a discipline that applies across all disciplines – it is interconnectedness and can be applied across all subjects and applied to real life. PYP educators at Delta devote a great deal of time and thought to thorough and meticulous curriculum planning, which is the essential prerequisite for the PYP programme.

Classroom teachers will integrate subjects that connect naturally into units of inquiry, ensuring that students can see both the connections between subjects and the relevance of each subject to their lives.



ASSESSMENTS

The object of assessment is to give information about the student's progress to the teacher, the student, and the parents. The DIS assessment system is designed to give such information on a regular and systematic basis; however, the school is also committed to informing parents immediately if a problem arises. Parents can receive their children's main progress reports.

They are also advised to discuss their child's progress with the teachers concerned at the Parents' - Teachers' Meeting. Assessment is done regularly and is both **formative and summative**, Formal and Informal. Most assignments and periodic tests as well as presentations and projects given to students will be graded. In the primary and secondary schools these assessments have equal weightage with the annual examination and will appear on the report as part of the final grading.

FINAL EXAMS

School wide examinations are given in the school year. The first term exam covers the first term's work and study material. The second term, covers the 2nd term's study material. The third term, covers the 3rd term's study material.

1. The major goals of school wide examinations are:

- a. To teach students effective study habits and examination techniques.
- b. To make an effort to promote continuous learning throughout the year rather than looking upon the learning process as the completion of certain units, a particular section or reaching a certain objective.

- c. To encourage teacher teaching the same course to work together in the development of the objectives, the course content and expectations, including the development of the grading scheme.

2. Policies and Practices

- Examination papers are based upon course objectives, individual teacher's objectives and/or the objectives of a particular textbook.
- Individual teachers will use the results of these assessments to advise students, evaluate assessments and to review instructional techniques.
- Students will be advised that the assessments do not complete the course. Students will be taught and evaluated until the final day of the school/term.

GRADING POLICY

At DIS, grading policy serves as:

- an **evaluation** of student's work;
- a **means of communicating** to students and parents about **student's performance** in school and **potential for further success**;
- a **source of motivation** to students for continued learning and improvement.

Mid Term

Evaluation	Grade Points
Classwork	10%
Online Assessment (Blackboard)	10%
Performance Indicator	10%
Lab / Practical / Oral	10%
Mid Term Test	60%

Final Exam

Evaluation	Grade Points
Classwork	10%
Online Assessment (Blackboard)	10%
Performance Indicator	10%
Lab / Practical / Oral	10%
Project	10%
Mid Term Test	50%

REPORT CARDS

The school year is divided into three terms. Students will receive their report cards at the end of each term; however progress report cards are issued after assessments, in the middle of each term.

If you have questions regarding your child's progress, contact the school administrator with a prior appointment.

RE-EXAM POLICY

A student who fails to obtain minimum passing marks in then total aggregate of first and second term, will not be promoted to a higher grade. The student has to qualify a re-examination of the failing subject which will be conducted on the first week of the school re-opening.

Policy on Cheating

Any type of cheating that questions student's original performance and effort is prohibited at DIS. The parents will be notified and the school administration will take the suitable action. This may include:

- Repeating test/assignment
- Deducting test/assignment marks (grades)

SCHOOL CALENDAR

A school calendar is handed out during the first week of the academic year. There is a great deal of information in the calendar regarding school policies, events, etc. Please take a few minutes to review that information.



مدارس دلتا العالمية
DELTA INTERNATIONAL SCHOOL

chool Calendar

2023 - 2024

We ek	Da te	Academics	Values	International days	Extra - Curricular Activities	Breaks Days OFF
First Semester						
1	20 Aug - 24 Aug 2023	First Day of School	Caring & Open-minded		Launch of the Positive Behavior Enhancement	
2	27 Aug - 31 Aug 2023	Diagnostic test			Honoring outstanding students	
3	3 Sep - 7 Sep 2023				Fire Drill / STEM	

4	10 Sep - 14 Sep 2023				Enhancement of positive behavior-1	
5	17 Sep - 21 Sep 2023	Simulated tests	Communicators		Historical Trip	
6	24 Sep - 28 Sep 2023			National Day	Consultative Meeting	Sunday-Sep 24 National Day
7	1 Oct - 5 Oct 2023	Mid Term		Teacher's Day	Spelling Bee Competition	
8	8 Oct 12 Oct 2023	Mid Term		World Mental Health Day (Oct. 10, 2023)	Reinforcement of positive behavior-2	
9	15 Oct - 19 Oct 2023				Parent's Meetings Wellness with Experts	
10	22 Oct - 26 Oct 2023		Principled			
11	29 Oct - 2 Nov 2023	Revision+Practical exams			Sports Week Reinforcement of positive behavior-3	Thursday - Nov 2, Extended weekend
12	5 Nov - 9 Nov 2023	Final Exam		World Diabetes Day (Nov. 14,		
13	12 Nov - 16 Nov 2023	Final Exam				
Break	19 Nov - 23 Nov 2023	First Semestral Break				
Second Semester						
1	26 Nov - 30 Nov 2023	School Re-open Second Semester	Balanced	Children's Day (Nov. 20, 2023)	Launching the positive behavior program	
2	3 Dec - 7 Dec 2023	Diagnostic test		International Day of People with		

3	10 Dec - 14 Dec 2023		Balanced		Art Theater, Music	
					Fire Drill	
4	17 Dec - 21 Dec 2023		Balanced	Arabic Day (Dec. 18, 2023)		Sunday-Dec 17, Extended weekend
					Reinforcement of	
5	24 Dec - 28 Dec 2023	Simulated tests	Reflective		Trip (Bicycling and Hiking) Consultative Meeting	
6	31 Dec - 4 Jan 2024					
Break	7 Jan - 11 Jan 2024					Second Mid Term Vacation

7	14 Jan - 18 Jan 2024	Mid Term	Reflective		Short Film Competition (GIO Space)	
8	21 Jan - 25 Jan 2024	Mid Term			Story writing Competition	
9	28 Jan - 1 Feb 2024		Risk-Takers		Parent's Meetings Wellness with Experts	Sunday-Jan 28- Extended Weekend
10	4 Feb - 8 Feb 2024	Revision			Extra Curricular - Bazaar Day	
11	11 Feb - 15 Feb 2024	Final Exam				
12	18 Feb - 22 Feb 2024	Final Exam				Thursday - Feb 22-
Break	25 Feb - 29 Feb 2024	Second Semestral Break				

Third Semester

1	3 Mar - 7 Mar 2024	School Re-open Third Semester	Inquires		Reinforcement of positive behavior		
2	10 Mar - 14 Mar 2024	Diagnostic test			Trip (Horse Riding)		
3	17 Mar - 21 Mar 2024				Fire Drill		
4	24 Mar - 28 Mar 2024				Reinforcement of positive behavior		
Eid Elfitr	31 Mar - 2 Apr 2024	Eid Elfitr Break					
	3 Apr - 14 Apr 2024						
5	15 Apr - 18 Apr 2024	Simulated tests	Knowledgeable & Thinkers				
6	21 Apr - 25 Apr 2024			International Book Day (Apr.)	Art		
7	28 Apr - 2 May 2024	Mid Term			Science Fair	Thursday- May 2, 2023	
8	5 May - 9 May 2024	Mid Term			Reinforcement of positive behavior		
9	12 May - 16 May 2024	Revision			Wellness with Experts Parent's Meeting		
10	19 May - 23 May 2024	Revision / Final Exam			Graduation Week		
11	26 May - 30 May 2024	Final Exam					
12	2 June - 6 June 2024	Final Exam			Reinforcement of positive behavior		
13	-10 يونيو 2024-	Issuance of Certificates					

No. of Weeks in First Semester	13
No. of Weeks in Second Semester	12
No. of Weeks in Third Semester	13
Actual No. of Teaching Days	180

No. of Vacations	10
No. of OFF Days	60

Important Dates and timings are attached :

First day of School: August 20, 2023

School timings will be
Grade 1 to 6

Kindergarten

Grade 7 to 12

Assembly: _____ First
period _____

Assembly: _____ First period

Assembly: _____ First
period _____

SCHOOL HOURS

Our school begins at 6:45 a.m. and ends at 1:50 p.m. Make sure children come to school on time. Assembly starts at 6:30 a.m. sharp in the line assembly for 15 min. Students are not to arrive at school before 6:50 a.m. as there is no adult supervision prior to that time. ***The students must be picked up immediately after school hours or before 2:00 p.m. No school official will be available to take care of them after that.***

Daily Schedule:

Primary, Middle, and High School

Morning Assembly	6:30
First Period	6:45
First Break	30 Minutes
Salah Break	20 Minutes
Departure Time (Home Time)	1:50P.M (Gr. 1 to 12)

Kindergarten

Morning Assembly	7:00
Circle Time	7:15
First Period	7:30
First Break	30 Minutes
Salah Break	15 Minutes
Departure Time (Home Time)	1:00P.M

ATTENDANCE

Attendance Requirements

Attendance in each class, is necessary for success in school and all students are expected to attend classes unless ill or absent, for other concrete reasons which would be accepted when the guardians presented an apology letter.

If your child is not going to be in school by 6:45 a.m., please notify us by calling the respective department:



Boys Admin

0562210135

Gr. 4 to 12 - Boys 0555039824



GirlsAdmin

0562210140

Kindergarten Section 0555018357

Gr. 1 to 6 0555046234

Gr. 7 to 12 - Girls 0500979568

Please tell your child's name, homeroom teacher's name and **the reason** for the absence. **It is the responsibility of the parent to call the school every time a student is absent.**

We feel this ensures the safety and wellbeing of all students. We realize that sometimes parents/guardians leave for work or for other obligations before the students leave for school. If the students are not in their class room when the bell rings at 6:45 a.m., they will be considered tardy. Also, if they arrive after 8:00 a.m. or leave prior to 1:00 p.m., they will be considered absent for half day.

Advance Permission to Be Absent

Advance permission to be absent may be requested if a family trip is planned or if a student is expected to be absent for some serious reason. In this event, the parent should write a note stating the reasons for the expected absence and the date of absence. The student should bring this note to the school office at least two (2) days prior to the intended absence.

Teachers may provide assignments to be completed prior to or during the absence. It is the student's responsibility, by conferring with his/her teachers to complete all work assigned and to make up tests missed while absent. Family trips taken without prior notification of the school staff will result in an unexcused absence and make-up privileges may not be given.

The school calendar is published well in advance and parents are encouraged to plan family trips around school holidays.

Excuse / Unexcused Absences

An excused absence will be granted for:

- Personal illness
- Family emergencies
- Doctor or Dentists appointments (appointment proof required)
- Pre-arranged family travel
- Students who are late or absent because of late arrival of buses

Any absence of more than three consecutive days shall be considered unexcused. Any such absence requires a written letter from parents/guardians.

Absences due to suspension for disciplinary action are not considered unexcused absences and the student is expected to make up any class work missed during a suspension.

STUDENT CHECK OUT

Students leaving during the school day must be signed out by either parent or legal guardian. Check outs during the last thirty minutes of the day shall be limited to those required for doctor's appointments or emergencies. If there is a question of legal custody, school officials reserve the right to require proof of custody before releasing the student.

Whoever accompanies the students other than parents or guardians while checking out, should produce a note with the following information's: **Date: who is to pick the student up, time of checkout, signature. ANY STUDENT CHECKING OUT FOR ANY REASON MUST SIGN OUT IN THE OFFICE.**

DELTA FACILITIES

MEDIA CENTER AND LIBRARY

Objectives

Part of Delta mission is to provide students with diverse opportunities for learning, inspire them to seek knowledge from different resources and encourage the use of technology tools of learning. Therefore, we encourage students to use Media Center and Library as references to their projects and references to their projects and researches.

In order to provide our students with modern teaching methods, we have selected media center and library material carefully to support and cover curriculum areas, the material reinforce listening/writing skills, cooperative learning and group interaction.

Library Rules

Food and drinks are not allowed

Facilities are used for educational purposes only

Version :2023-2024 October

The library should maintain an atmosphere conducive to reading and research

At the end of each period:

- Library should be left organized and clean
- Chairs should be pushed under the table
- Books should be returned to shelves

SCIENCE LAB

Objectives

Our students need to practice scientific theories taught in classroom; so we have fully prepared our science lab to fulfill all experiment requirements.

Offer student better understanding of the scientific theories.

Activities conducted in the lab enable the students to witness live experiments and create a deeper understanding of the scientific world.

Science Lab Safety Guidelines

- Science teacher should regularly conduct routine safety inspection for lab facilities and equipment.
- The lab shall have written procedures for the proper storage, handling and disposing chemicals.
- Routine monitoring and maintenance of equipment shall be conducted to assure proper functions.
- Eye protection and lab coats/apron should be available and worn.
- The name of the contents and the appropriate hazard warning shall be displayed on all containers.
- Eating and drinking is prohibited in the lab/chemical storage area.
- Unauthorized experiments are prohibited.
- Personnel are required to wash hands, face, and arms before leaving the laboratory.
- The conducting of experiment alone in the laboratory is prohibited.
- No materials, equipment, or chemicals may be removed from the laboratory or lab storage without specific permission and supervision of the instructor.

COMPUTER LAB

Objectives

We believe that our students need to be prepared for the rapidly changing world of technology. Therefore, our curriculum offers material that contains process skills necessary at each grade level and cover all theories regarding programming and networking. In order to implement these

theories successfully, our students visit the Computer Lab once a week to practice the learning material.

Learning Materials: Operating the computer, Word Processing, Keyboarding, Graphics, Database, Spreadsheets, Networking, Internet and Multimedia Software.

Computer Laboratory Rules:

- Food and drinks are not allowed
- Facilities are used for educational purposes only
- Laptops are not allowed
- Listen to your teacher's instruction carefully
- You are not allowed to download/upload any material without teacher's permission
- You are not allowed to copy any software without teacher's permission
- At the end of each period Chairs should be pushed under the table.

Guidelines on the use of Internet in the Computer Lab

Use of internet must be research based consistent with the educational goals, objectives, and policies of the DIS. The unacceptable conduct includes, but is not limited to:

- The use of internet is solely for research and other related purposes.
- E-mail, chat and surfing into unnecessary and prohibited websites are strictly prohibited.
- All users are expected to follow strictly the other guidelines in the use of computer units.
- Using the network for any illegal activity.
- Violating software copyright or other contracts.
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user.
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities
- Invading the privacy of individual
- Using an account owned by another user without authorization
- Placing of unlawful information on a system
- Intentionally transmitting viruses that may result in the loss of recipients' work or systems
- Installing software onto computers without appropriate approval

GYM - Is one of Delta Facilities that provides and promote fitness to the students.

It has two sides:

Internal one depends on using sports equipments to build muscles and physical efficiency.

External side depends on using the playgrounds to practice sports such as football basketball, volleyball and so on.

FINES FOR DAMAGES

Students who cause damage to school property, library books, items in science lab, computer lab, media center or on the bus, deliberately or because they disobey school rules, shall be required to pay **twice** the original purchase price of item that is badly damaged.

NO HOMEWORK POLICY

Delta prioritizes not only the educational excellence but the family quality time that the learners will spend to her/his family, therefore, a comprehensive plan that Delta adopt is to incorporate the Homework to be done at school with the assistance of the teachers to achieve an effective balance in the student's social life.

To build skills and responsibility, homework may take a range of forms including:

- the completion of class work
- reading
- writing
- research
- mathematics problems which need practice.
- memorizing spelling and tables
- projects which depend on self-education and research.

Make-up Work

An excused absence allows the student the opportunity to make up work missed (provided it is possible to make-up). It is the **responsibility of the student** to inquire about arrangements for the make-up work. A student who misses school on a specific day and returns the next day may be held responsible to meet the obligation of the class upon returning unless excused by the teacher. Therefore, **a student missing school should find out the assignments for the next day.** All make-up work shall be completed within the grading period.

ACTIVITIES – There are several co-curricular and extra-curricular activities that is related to the academics to development student's abilities, creativity, artistic talents, hidden skills and to encourage them to be more active participants in school. These activities will help them develop their personality, boost their self-esteem and confidence and to be able to correlate with their classmates.

These activities are related to the current events and subjects.

FIELD TRIPS

Field trips are integral part of the school's educational program. Students are expected to participate **with** their class when assigned to a field trip.

Information regarding field trips will be sent with each student prior to the excursion. A general permission slip for each student is required to be filled in by the parents.

If the child does not have a signed permission slip, the student will not be allowed to attend the field trip. He / She will be placed in a classroom until his/her class returns.

CONDUCT/DISCIPLINE

Student's responsibilities

The student has a responsibility to:

- Respect others and their rights.
- Be respectful and obedient to teachers and other staff
- Do not remain in the classrooms during P.E., Library, Computer and Art periods. (Prayer Time)
- Discuss situations with the concerned coordinator, if the teacher is perceived as unfair or biased.
- Be attentive in the class
- Follow all activities done in the class.
- Attend classes regularly and on time.
- Care for school property, facilities and equipments.
- Participate in extra-curricular activities.
- Do not litter. Use the trash cans.
- Keep the classroom walls neat and free of writings and the tables and chairs clean and free of writing.
- Avoid playing rough games, running and foul play to achieve the principle of security and safety for all.

If a student feels that his/her rights have been curtailed or infringed upon in any way, the concern should be discussed immediately with the teacher, or the person involved. If this fails, the problem should be discussed with the school administrator.

Students Conduct

Students are expected:

- To follow school rules and policies
- To show up on time
- To complete homework and projects assigned and participate in solving the homework inside the class.
- To respect school members and other students
- To respect the school's property, facility, and equipment
- To participate in school programs and activities
- To avoid distracting other students during class
- To comply to school dress code

- To avoid disturbance in school bus
- To avoid unreasonable absence
- To avoid property damage
- To avoid bringing mobile phones to school

In cases involving more serious infractions of school rules and regulations, teachers have been instructed to bring those students to the Principal for disciplinary action.

Fighting will result in a very severe disciplinary action. The nature of punishment will be determined by the degree of involvement of each individual. The one who makes the initial physical contact shall be considered the one most responsible.

Bullying, hazing, harassment, intimidation, and other conduct will not be tolerated in school. Student shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. Such action on the part of the student will result in disciplinary action.

Suspension Policy

In order to ensure that a productive learning environment exists in the classroom, all students are expected to follow rules and discipline policies. Any student, who is found to be violating the school rules, can be suspended for a period of three (3) days from attending the school. A suspended student won't be able to participate in or attend any school sponsored activity or function on or off school campus.

After suspension, parent has to accompany his/her child with a **fine of S.R. 100** for readmitting their child back into the school with an assurance of proper behavior. After **three suspensions**, the student will have to apply for readmission.

School bus safety and bus conduct rules

The safe transportation of student is our greatest concern. Parents are asked to ensure that their children are at their bus stops a few minutes before their scheduled pick up time. They are also asked to review the bus safety and conduct rules with their children.

- Children waiting at the bus stop should not play in the road or street.
- Children should wait for their bus to come and to a complete stop before boarding the bus or crossing the road. If the bus stops on the opposite side of the street from your home, wait for the driver to signal you to cross, then look both ways yourself before crossing.
- When crossing the road to board the bus, and when leaving the bus, students are to walk at least ten (10) feet in front of the bus so that the driver can see them.
- Upon entering the bus, students should immediately be seated and remain seated at all times. Students should not change seats.

- **Students are to follow the rules below:**
 - Conduct themselves properly
 - Board and depart the bus in an orderly, safe manner
 - Remain properly seated while the bus is in motion
 - Keep all parts of the body inside the bus windows. Keeps windows closed.
 - Keep aisles, and empty seats free from obstruction.
 - Promptly comply with the bus driver's instructions.
- **On and around school buses students will not:**
 - Disrespect, distract, or interfere with driver
 - Fight, push, or shove
 - Eat, drink, or litter on the bus.
 - Interfere with other riders while they are entering, exiting, or seated on the bus.
 - Spit, throw, or shoot objects in, on, to, or from the bus.

Consequences for inappropriate bus behavior

1. Warning letter
2. Bus riding privileges suspended for 10 days.
3. Bus riding privileges suspended for the remainder of the year.

After leaving the bus upon arrival at school, students are to go directly into the school building. After leaving the bus in the afternoon, children are to walk directly home. They should not talk to or accept rides from strangers. Students who fail to comply with the school bus safety or bus conduct rules may be denied by bus service.

MOBILE PHONES AT SCHOOL

Mobile phones are not allowed during the school day. They cause endless problems at school when they ring; text messages are sent or received during class time and particularly when they go missing. So, you are repeatedly reminded that your mobile phones are left at home, or if it is necessary to bring, it should be handed over to the school office for the day. A mobile phone can be confiscated if any student found using it during school hours, and will not be returned until the parents collect the phone from the office.

TIDINESS AND CLEANLINESS

DIS students will be encouraged to develop a pride for their classroom and work areas, as well as, their own possessions. Standards of personal tidiness will be monitored regularly. This also applies to how students present themselves for school in correct and clean school uniform which includes shoes, hair and personal cleanliness.

POLICY ON HAIRCUTS

Version :2023-2024 October

DIS students must have kept and tidy hair all the times. Hair should be tucked behind ears. It should not be long enough to fall over the eyes or face. Hair should not be overly styled. For girls, if hair is longer than shoulder it should be tied with a hair band to prevent transmission of infection.

LOST AND FOUND

Items found in and around the school should be given into the school office. All lost items will be placed in a box in the office. Students are encouraged to check this box periodically for items that may have been misplaced. It is good to label all personal belongings with student's name.

FIRE DRILLS

The school arranges for practicing evacuation with members and students three times a year. We ensure that all members and students review the procedures and are familiar with the instructions to be followed.

- Emergency exit maps are placed in all school facilities and buildings for all members of the school.
- Emergency doors are unlocked and easily accessed
- Alarm system, fire extinguishers and smoke detectors must be always examined twice a year and in good shape.
- Document date, time, and result of safety programs on the cards it is written on.

HEALTH SERVICES

If your child requires medication of any type, (including aspirin and asthma inhalers), please bring the medication to the school office, and complete a parent permission form that is required before any medication can be administered. Medication must be in the original container with specific instruction as dosage, etc. At no time, students are allowed to keep medication of any sort in their bag or desk.

We do not administer any medicines without parent's/guardian's permission. Therefore, if your child has frequent headaches, or any other health problems, you may send a written permission and your own choice of pain reliever. If your child has allergies with any kind of medicines, please notify the office so teachers and necessary personnel in charge can be properly informed. The school nurse will be notified immediately in case of severe illness and/or injury.

The school provides an organized visit to the classrooms to ensure the personal hygiene and general health status of the classrooms.

Injury Procedure

- Injured person will be referred immediately to school nurse.
- School nurse will give injured person first aid
- In case of students, parents will be informed.
- In case of serious injury, person will be referred to nearest hospital agreed upon in the registration contract.
- School nurse will provide report to school administration.

PARENT/TEACHER CONFERENCE

Parents-teacher's meetings are conducted three times a year. This enables parents and teachers to discuss students' performance academically and personally. In addition, parents can visit the school at any pre-scheduled time with the parents' relationships office.

SCHOOL VISITORS

Authorization to visit elsewhere in the building or on the school campus will be determined by the principal. In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school building during the school hours except students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Parents are not supposed to go to their child's classroom during the school hours. If they need to talk to the child or pick him/her up for an appointment, administrator will call the child from the classroom. Students are instructed to immediately notify the office if the adults are in the classroom. Your cooperation and understanding will create safer environment for all. **Please take at least one day's prior appointment if you wish to have a meeting with the principal or administrator, coordinator or teacher from the school secretary.**

UNIFORM POLICY

The school has a responsibility to establish uniform standards that promote a positive and proper learning environment. Rules pertaining to appropriate student dress/attire are necessary in order to maintain good decorum and a favorable academic atmosphere. All the students are required to comply with dress policy at DIS. Proper attention to personal cleanliness and neatness of uniform is the responsibility of students and their parents.