



**STIRLING  
SCHOOLS**

*“Reimagining  
Education”*

# **Student & Parent Handbook**

(Primary School)

**2021-2022**



Stirling Schools is recognized and accredited by one of the world's most reputable and prominent organizations, City & Guilds, UK.



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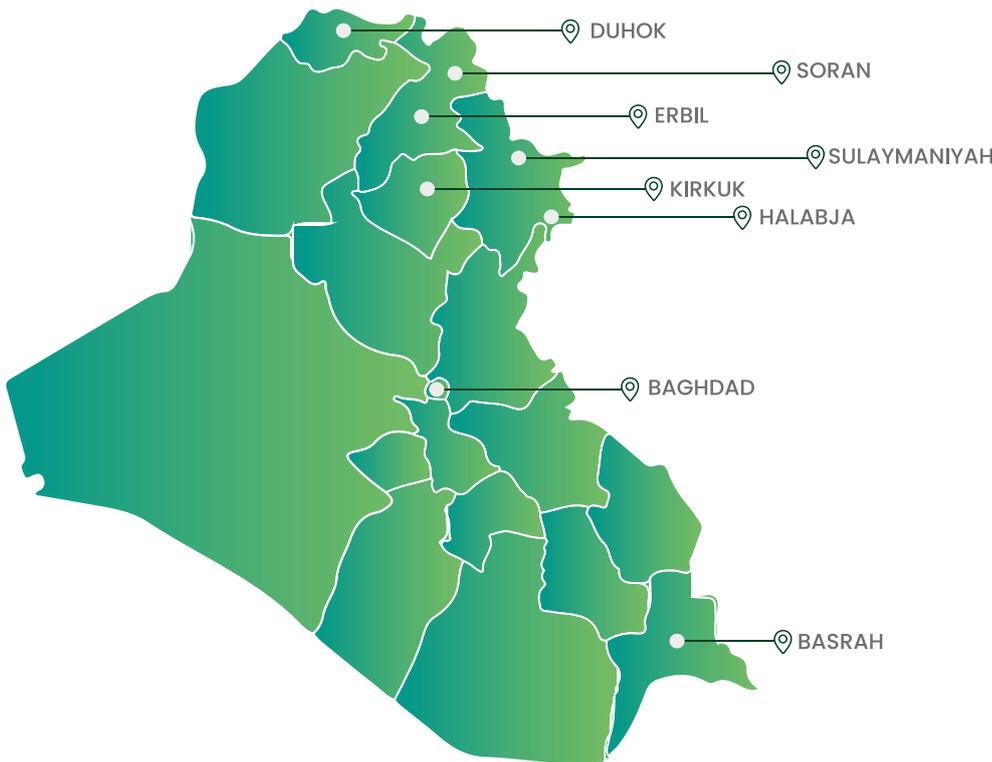


# Our Brands

The Stirling Schools group, established for over 27 years now in Iraq & KRG, has been successfully operating private and international schools across the country for more than a quarter of a century.

## Stirling Schools operate in 6 major cities of Iraq and KRG with the following brands:

- Ishik & Nilufer Schools (Ronaki Hawler Education Company) – Erbil City
- United Science Colleges – Sulaymaniyah City
- Ronaki Duhok Education Company – Duhok City
- Baghdad Ishik Schools – Baghdad City
- Kirkuk Cag Schools – Kirkuk City
- Basra Ishik Schools – Basra City



***Published by***

***Stirling Schools*** Board of Directors; in coordination with Board of Education, Academic Departments, Guidance and Counseling Department, and School Leadership Teams.

# About Us

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Stirling Schools provide the best education services by bringing professional educators together and investing continuously in educational technologies and facilities.

Our schools prepare individuals to understand, contribute to, and succeed in a rapidly changing society, thus making the world a better and more just place.

Within our strategic planning, there is a strong focus on digital learning, ensuring that we provide a strong digital curriculum, supported by excellent teaching and access to the latest technology.

## Philosophy

As befits a global provider of affordable education, we deliver our lessons for the most part in English.

We set the highest levels of accountability for ourselves, ensuring optimum standards of achievement for all. We aim to acknowledge and create opportunities for personal and spiritual development and for social and moral growth.

We provide engaging learning pathways in order to equip our pupils, our students, and our staff with the necessary tools to unlock their full potential.

## Why Choose Us

We have implemented a coherent education model globally with a strong digital curriculum, supported by excellent teaching and the latest technology. Our strength is in providing dynamic and engaging English language curricula in classrooms across Iraq.

## Motto

*“Reimagining Education”*

## Mission

Our Mission is to build nurturing, supportive and collaborative communities of learners by combining local cultural values with international standards of education.

## Vision

Our vision is to inspire and empower our students to become global citizens with a deeply ingrained sense of social responsibility and creativity, readily equipped with personal qualities such as a fully rounded, independent character, and developed critical thinking skills so that they are imbued with the ability to unlock their full academic potential and exercise their talents in real life.

# 01. Introduction

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The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules, regulations and guidelines for attending and receiving an education at Stirling Schools. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process for the betterment of our educational services.

The handbook may be amended on need, and those changes will be communicated by the administration to the staff, students and parents/guardians.

We encourage all students and parents to carefully review the information in the Student Handbook to not only know what is expected of them, but also to know their rights. The Student Handbook also contains helpful information, guides, and directories that will make school life easier.

## 01. School Contact Information



School Contact Information will be provided in school parent orientation. Also you can find School Contact Information via Stirling Schools Website: [stirlingschools.co.uk/en/our-schools/our-schools](https://stirlingschools.co.uk/en/our-schools/our-schools)

## 02. A Message from Stirling Schools

*Dear Students and Parents,*

On behalf of the Stirling Schools, we would like to welcome you all to the New Academic Year; with a special welcome to those new to our student and parent community. We are confident that you will find Stirling Schools a great place to learn at, to meet new friends, and to gain new experiences. We encourage you to accept the challenges that lie ahead in learning as you pursue your education and lifetime goals.

This handbook is designed to be a reference, so that you have the most necessary information readily available. All student handbooks are reviewed annually for the betterment of our educational services; so, please kindly read it thoroughly every year.

The Stirling Schools group is committed to creating nurturing, supportive and collaborative communities of learners.

Our goal in our educational services is to create a learning environment that cares for each student's welfare while setting high expectations for behavior and learning. We ask that you not only study and achieve academically, but that you also demonstrate excellent character, leadership qualities that are required of all who wish to be successful students and good citizens in your society. We encourage you to become involved in school activities, arts, and athletics. Become involved in as many activities as you can manage and which you enjoy.

We hope that this year will be a productive and successful school year for you. We wish you a enjoying and rewarding time at Stirling Schools.

**Board of Directors**  
*Stirling Schools*

## 03. Bell Schedule

Please note that the bell schedule may slightly differ in different cities.

### *01. International School Bell Schedule*

LESSONS	TIME
<b>1<sup>st</sup> Lesson</b>	08:10 - 08:55
<b>1<sup>st</sup> Break</b>	08:55 - 09:15
<b>2<sup>nd</sup> Lesson</b>	09:15 - 10:00
<b>2<sup>nd</sup> Break</b>	10:00 - 10:10
<b>3<sup>rd</sup> Lesson</b>	10:10 - 10:55
<b>3<sup>rd</sup> Break</b>	10:55 - 11:05
<b>4<sup>th</sup> Lesson</b>	11:05 - 11:50
<b>Lunch</b>	11:50 - 12:30
<b>5<sup>th</sup> Lesson</b>	12:30 - 13:15
<b>5<sup>th</sup> Break</b>	13:15 - 13:25
<b>6<sup>th</sup> Lesson</b>	13:25 - 14:10

## 02. Private School Bell Schedule

LESSONS	TIME
<b>1<sup>st</sup> Lesson</b>	08:00 - 08:40
<b>1<sup>st</sup> Break</b>	08:40 - 08:50
<b>2<sup>nd</sup> Lesson</b>	08:50 - 09:30
<b>2<sup>nd</sup> Break</b>	09:30 - 09:40
<b>3<sup>rd</sup> Lesson</b>	09:40 - 10:20
<b>3<sup>rd</sup> Break</b>	10:20 - 10:30
<b>4<sup>th</sup> Lesson</b>	10:30 - 11:10
<b>4<sup>th</sup> Break</b>	11:10 - 11:20
<b>5<sup>th</sup> Lesson</b>	11:20 - 12:00
<b>Lunch</b>	12:00 - 12:40
<b>6<sup>th</sup> Lesson</b>	12:40 - 13:20
<b>6<sup>th</sup> Break</b>	13:20 - 13:30
<b>7<sup>th</sup> Lesson</b>	13:30 - 14:10

## 04. Curriculum

The Stirling Schools group believes that every student has the ability and the right to learn. Our curriculum provides positive support for students to achieve their goals by teaching them to take responsibility for their own learning.

The curriculum provides opportunities for an intellectual challenge, for the development of appropriate cultural and universal values, for developing social skills, and for the fostering of the students' physical development, all of which will assist them in leading healthy and productive lives.

### **Our curriculum has three main characteristics:**

**Diversity:** We have designed our curriculum to fit a diverse learning environment in which students can discover their own individual capacities and interests.

**Challenging:** Our curriculum offers more than just the teaching of core subjects. It includes the teaching of a foreign language, activities and projects, national and international assessment possibilities, technology, robotics, brain games, and values teaching.

**Dynamism:** Our curriculum is a dynamic program which is reviewed and updated annually for each section on our Curriculum Development Day, an event which is organized with the participation of our Heads of Department and educational experts, and where feedback from students' surveys is also included.

# 02. Stirling Schools Student Profile

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## 01. Academic Profile

### 01. Researchers



Stirling Schools Students are open-minded, and they adopt a critical way of thinking. Besides this, they are hard-working, attentive to details, and are focused in their devotion to their specific field of interest.

### 02. Creative Thinkers



Stirling Schools Students are innovative and always open to learning new things. They can use their imagination and their critical thinking skills together to ensure that their cogitation is guided by meaning. Yet they can also take calculated risks, and be independent and flexible in their individual thought processes. They learn to develop their ability to find different solutions to a given problem.

### 03. Critical Thinkers



Stirling Schools Students are critical thinkers who aim to achieve the best possible outcomes in any situation. To attain this goal involves them gathering and evaluating information from as many different sources possible. Students have the ability to realise why things are the way they are and to formulate their own opinions, taking into account the potential consequences of their own or others' actions when reaching their conclusions.

### 04. Communicators



Stirling Schools Students are fabulous communicators imbued with empathy and blessed with excellent conversational skills. They establish meaningful and respectful relations with the people around them.

## 05. Collaborative Learners



Stirling Schools Students learn, solve their problems, or complete their tasks by being a part of a group of friends working together. They always look for opportunities to work as a team and to collaborate.

## 06. Confident Individuals



Stirling Schools Students are happy and productive individuals who are fully confident. They possess energetic personalities and enhanced decision-making abilities. What's more, they do not have negative thoughts.

## 07. Multicultural Individuals



Stirling Schools Students respect and understand cultural differences. Being multicultural individuals increases the influences that inspire them, helping them in their decision-making.

## 08. Multilingual People



Stirling Schools Students are multi-lingual people. This makes it easy for them to communicate with other communities and to establish secure personal connections. Knowing different languages helps them to improve their understanding of life and their ability to judge situations. They have better job prospects as multilingual individuals.

## 09. Independent Learners



Stirling Schools Students understand the importance of – and take responsibility for – their own learning. They are self-motivated and accept that frustration in the present can act as a valuable spur to achieving future success. They are curious problem solvers, engaging in what they are learning by taking initiatives and making attempts.

## 02. Character Profile

### 01. Care-Givers



Stirling Schools Students are kind. They readily forgive others, demonstrate forbearance and are always ready to help people in need. People around them feel the comfort of having them close by as friends.

### 02. Peacemakers



Stirling Schools Students are understanding and dedicated to establishing peace among the people near them or far from them. Wherever they see a conflict or misunderstanding, they immediately approach, to offer a helping hand and to find peaceful solutions.

### 03. Global Citizens



Stirling Schools Students are global citizens. This is so relevant now since our modern world is like a global village where local and global affairs are deeply intertwined. Today's challenging world requires students to collaborate with others beyond the classroom, to think deeply and critically about what is reasonable and just, and also to evaluate what will minimize harm to people around them and to our planet. Being global citizens helps them to feel more confident in standing up for their beliefs and to be more skilled in evaluating the ethics and the impact of their decisions.

### 04. Patient



Stirling Schools Students learn about and acquire the virtue of patience during their school life from the collaboration between the school, the teacher, and the parent. Being patient helps them to overcome all challenging situations with great flexibility and in the best way.

## 05. Honest



Stirling Schools Students are decent, virtuous, sincere, truthful and trustworthy. Their actions reflect what they truly have in their minds and they do not undertake anything that is morally wrong.

## 06. Compassionate



Stirling Schools Students are thoughtful, and they show sympathy and concern for others. They genuinely care about other people. They have compassion and they can readily put themselves in others' shoes and feel for them.

## 07. Self-Disciplined



Stirling Schools Students have the motivation and the ability to monitor and control their behaviour. They are highly self-disciplined and able to focus on long-term goals. This helps them to make the best choices connected with their ongoing academic studies and future career. They are a great asset to their own country and to the world.

## 08. Grateful



Stirling Schools Students are very warmly appreciative. They readily show gratitude for any kindness or for any benefits they have received. Being grateful promotes optimism and this helps them to develop a very positive outlook on the world.

## 09. Hopeful



Stirling Schools Students are hopeful, and this makes life better for them in many ways. Being hopeful helps them to make tough personal circumstances feel more bearable. Hope eventually improves their lives and motivates them to take steps to make a better future happen. Their hopefulness becomes an excellent example for others never to lose hope in hard situations and to work to overcome them.

# 03. Admission

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## 01. Enrollment

Students coming from other schools are welcome to apply. The procedure for admission is as follows:

- Children are admitted into Primary 1 if their age is 6 years.
- Application form is to be taken from the school at a cost and completed by the parent.
- Parents will be given an interview appointment time when they bring the application form to the school.
- The interview card taken from the school must be presented on the day of assessment.
- Parents will be notified of the child's acceptance or denial within one week.
- Following notification of acceptance, in order to reserve a place, minimum half of the school fee must be paid in 3 days.
- Subsequently, additional required enrolment documents must be submitted to the registrar's office no later than September 15th. (A list will be given by the school)
- In case there are no places available at their current grade level, accepted students will be placed on a waiting list in chronological order, according to the date of acceptance.

Priority will be given to siblings of students who are already enrolled in Basrah Ishik Schools.

## 02. Withdrawal

- To request withdrawal from school, the parent must see the principal or vice principal. Then, a withdrawal form must be completed at the accountancy.
- Fine or returning part of school fees are applied as stated in Student Agreement which is signed by parents at the time of registration.
- If tuition and/or fees or fines have not been paid, school records will not be released.

## 03. Student Information

Student records and data should be kept up to date. Please inform the school office of any changes in address, phone numbers, family or social circumstances, or any other important information. In addition, parents are required to provide a valid email address in order to use for online school system.

# 04. School Hours

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The school day starts at 8:00 a.m. and ends at 2:30 p.m. Sunday to Thursday.

## 01. Arrival

- Parents who transport their children to school by car should leave their child at the gate of the school in the morning. Accompanying children inside the school gates is not allowed.
- Parents are not allowed to visit students in classes during regular school days.
- Students who arrive at school before 8:00 a.m. are the responsibility of the parents until the school day starts, as no supervision will be available before that time.
- Students, who arrive at school after 8:45 a.m., should take a late slip, then, enter to the classroom.

## 02. Dismissal

- Parents transporting students by car are to wait outside the designated gate at 2:15 p.m. Sunday to Thursday to pick up their children.
- To ensure your child's safety and a smooth, organized dismissal, please be on time.
- Parents must be prepared to show their ID upon picking up their child.
- Parents are not allowed to enter the building at dismissal time.
- Please note that teachers will not be able to discuss academic concerns during dismissal time.
- There will be no supervision available for children after the 3:00 p.m.
- Parents who consistently pick up their children late will be contacted by administration to find ways to better guarantee the safety of the children.

## 03. Early Dismissal

- Should it be necessary to pick up your child prior to the end of the school day, you should see the Vice Principal to obtain permission slip.
- If there is an emergency, please call the secretary or report to the Vice Principal upon arrival.
- No permission is granted prior to end of the school day including the last period unless there is a necessary or urgent matter.

# 05. Attendance

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Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absences affect the child's ability to learn and make it more difficult for students and teachers alike due to the missed instructional time, discussions, and activities. If a student exceeds the maximum allowed 20 days of absence per academic year, and the absences are not excused, the child will not be retained and his/her re-enrolment for the next year may be in jeopardy.

## 01. Excused Absence

An excused absence can be granted in case of illness or family emergency. A medical certificate or letter from the parent should be submitted upon the student's return.

In case of a pre-requested absence for any other reason, a written letter should be submitted to the Vice Principal at least three days in advance and will be considered for approval. The letter should state the length of the absence and the specific reason.

## 02. Unexcused Absence

Family travel and vacations should not conflict with the school's instructional calendar and will be considered unexcused absences. Requested absences that are not approved will be recorded as unexcused absences. For unexcused absences, students have to complete and submit all work missed during absence period and submit them to school no later than a week after.

Students are required to make up any missed schoolwork including classwork, quizzes, tests, projects, and home learning.

**Examples of unexcused absences are as follows:**

- Oversleeping
- Personal business
- Missing a ride/the bus
- Work
- Car Trouble
- Skipping
- Family vacations
- Undocumented absences
- Non-emergency family situations

### **03. Tardiness**

All students arriving to school late (after the 8:45 a.m. bell) must report to the Vice Principal for a tardy slip. Students late to school for three times will not be allowed to attend the first session. After the fourth time, a student is late to school (after the 8:45 a.m.) in the same month, he/she will be sent back home. Parents have the responsibility to inform school in case of excusable incident occurs.

## 06. Communication

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Strong, open communication between students, teachers, parents, and administration is a key element in the success of Stirling Schools students.

- Important announcements, unexpected changes, and upcoming events will be announced to parents electronically by Online Student System, Mercury. Please check them on daily basis.
- It is the responsibility of the student and parent to check their Mercury online school system.
- Check the Stirling Schools Facebook page for the Weekly Bulletin for 1<sup>st</sup> – 2<sup>nd</sup> and 3<sup>rd</sup> Graders posted at the end of each week to keep you updated with what your child has been learning during the current week and for other information.
- Emailing academic concerns to the appropriate teacher or the administration is welcomed.
- Parents can schedule a meeting with a staff member by contacting the secretary.
- Calling the reception should be reserved for emergency purposes only.
- Parents may direct general suggestions, comments, and concerns to the administration in person.

### 01. Online Student System Communication (Mercury)

- Parent Meetings are scheduled two times a year, once during each semester, to inform the parents about general issues about the related level/class, to discuss the students' educational progress, and any other concerns. It is the responsibility of parents to meet with teachers during meeting to discuss their child's academic progress, work habits, and social development. In addition, individual meetings can be scheduled at other times upon request of the parent, the teacher, or the administration.
- Parents can meet teachers, Vice Principals or the Principal according to a prearranged appointment only.

## 02. Class Advisor Teacher

A class advisor system is used for grades 1 through 6. These teachers/counsellors are available to help students adjust and cope with issues involving academics, behavior, social relationships, and emotional stress. They will help ensure that students are aware of the mission and vision of the school and are well informed about school policies and expectations. They will help promote a sense of student well-being and positive school morale throughout the school. They will facilitate communication between the student, the school, and parents. A parent or child should feel free to contact his/her class advisor at any time to discuss matters of concern.

# 07. Academic

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Each student is expected to put forth their best effort and demonstrate a positive attitude towards all academic matters.

A student's academic grade is based on the full extent of the work done throughout the marking period. Monthly exams and Final exams are taken into account to calculate the final mark on the report card.

Nevertheless, participation in class, home learning, tests, quizzes, and projects are all regarded as milestones for the complete learning. Parents can access the results of all the exams in Online Student System throughout the year. Moreover, a printed progress report is given twice in a term to the grades 4 to 6.

## 01. Grading Scale

School's grading scale is calculated according to requirements of Ministry of Education of Iraq and Kurdistan Regional Government.

## 02. Report Card

Report cards are issued twice a year at the end of each semester. Current grades are continuously available online through Online Student System Grades. It is the responsibility of the parent and student to remain current on the student's work progress and grades as well as review the report card with their child to encourage improvement in the needed areas.

## 03. Home Learning

Home learning provides the student the opportunity to apply learning on an individual basis, without immediate teacher supervision, and to develop self-discipline and a sense of responsibility. All home learning assignments must be completed whether the student was present at school or absent.

- Students should always check their Online Student System accounts to be informed about any home learning assignment.
- Parents should encourage their child to complete his/her home learning independently, but may give guidance and help when asked.
- Students should plan to spend approximately the following amount of time completing home learning, reading and studying each day:

<b>Grades 1-2:</b>	15 to 20 Minutes
<b>Grades 3:</b>	30 to 45 Minutes
<b>Grades 4-6:</b>	45 to 60 Minutes

- In addition to regular home learning, students should spend 15 to 20 minutes of reading each evening.
- We ask parents of students who are not yet independent readers to read to their children for 10 to 15 minutes each evening.

## 04. Supplementary Reading Program/ Classroom Library

We learn to read, so we read to learn. Reading is a skill. The only way to get better at reading is to read. With this in mind, our goal for students is to read a book every week, nearly 10 pages a day. This translates to approximately twenty minutes of reading every day.

Hence, in order to achieve this goal, our school implements morning reading time of 15 minutes of silent reading that starts at 8:15 am and ends by 8:30 am (directly prior to their 1st subject session) which is the most appropriate period of time in which their brain is at its best function and ready for acquisition.

Moreover, students are issued a library card starting from 2nd grade in order to borrow books from school library with rich sources in Arabic, Kurdish, English, and Turkish languages.

## 05. Testing

Teachers will give tests and quizzes throughout the marking period when deemed appropriate such as at the end of the week/lesson or units/end of chapters. These assessments may be announced or unannounced. Major cumulative exams will be given at the end of each semester. Requests to take formal exams early will not be granted.

## 06. Academic Excellence

In keeping with the philosophy of the school system and its commitment to excellence in education, academic achievement will be recognized in grade 5 and 6 only, as pedagogically it is not appropriate to issue such grading to lower grades than 5.

### **Certificate of Excellence**

G 5, 6: A student must achieve a GPA of 95 or above to receive Certificate of Distinction.

### **Certificate of Merit**

G 5, 6: A student must achieve a GPA between 85 and 95 to receive Certificate of Merit. An F and unsatisfactory student conduct (Discipline point shouldn't be less than "A" ) will make a student ineligible for the Certificate of Distinction or Certificate of Merit.

## 07. Miscellaneous Awards

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

## 08. Second Language

Turkish language is offered as the second language starting from the 3rd grade. Turkish language is not the language of instruction in the school and taught only as a foreign language. Nevertheless, students learn it in an academic level and take internationally-standard examination in line with Common European Framework of Reference for language standards.

## 09. Extra-Curricular Activities

In addition to the core subjects taught within the main curriculum, it is important that students also engage in extra-curricular studies and activities so that they learn new skills and broaden their educational and social horizons. In answer to this necessity, Stirling Schools offers a range of activities and clubs for students to choose from and engage in.

# 08. Dress Code

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Your child's belongings (jackets, bags, etc....) should be labelled with full name and class. The school is not responsible for any lost or unlabeled items. (could move to the end of section).

## 01. Dress Code Rules

- Students are expected to be neatly dressed in proper school uniform each and every school day including field trip days. Saturdays is the only day that students are allowed to wear appropriate casual clothes.
- Full school uniform should be worn on regular school days.
- PE uniform must be worn on PE days only, along with sports shoes.
- Leather shoes, running shoes of any colour are acceptable foot wear. But footwear that can be dangerous, flip-flops, crocks, open toe shoes, high heels, and football boots shouldn't be worn at school.
- For veiled girls, any scarf colour without pattern is acceptable.
- Girls should have their hair neatly tied back with no loose strands.
- No hats or ice caps are allowed inside the school building.
- Boys are advised to keep their hair cut short.
- Nail polish, make-up, hair colouring, and hair gel or cream are not allowed.
- Nails must be kept short and clean.
- Jewelry and accessories are not permitted. Stud earrings (one pair only) for girls and inexpensive watches are allowed.
- Roller shoes are not allowed in school.
- Students are not allowed to write on their school uniform.

### *01. Out-of-Uniform day policy*

Out-of-Uniform means a relaxed attitude towards dress, which does not result in extremes. Clothes worn on Out-of-Uniform days must be modest in all circumstances (no low cut or sleeveless tops - mini skirts) and may include jeans (no holes, patches or rips), casual shirts, T-shirts, sweatshirts (no improper words or pictures), sweatpants, shorts (knee length), or sports related clothing. Both boys and girls should wear shoes and socks or sandals. No flip-flops are allowed. Out-of-Uniform day is announced by administration which also includes Saturdays.

## 02. Dress Code Violation

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

- A verbal warning will be given to the student and a note sent home to parents on the first offense.
- On the second offense, the student will be issued a disciplinary note and parents will be contacted.
- On the third offense, the student will not be allowed to enter classes until he/she complies with the dress code. Parents will be called to send the missing items or take the child home.

# 09. Behaviour

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Stirling Schools students are expected to uphold all school rules and conduct themselves in a manner that shows respect to their classmates, teachers, and all other school staff. School personnel will be required to maintain a safe learning environment at all times. As such, disorderly or disruptive behaviour will not be tolerated. Every student has the right to learn and no student has the right to interfere with the learning, safety, or well-being of another student.

## 01. Classroom Rules

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behaviour, but will also create an atmosphere where learning can take place. The management system will include both positive and negative reinforcement of displayed behaviour. Students are expected to follow all class rules and directions the first time given.

## 02. Corridor Rules

- In order to maintain safety and an orderly atmosphere, students must conduct themselves respectfully in the school corridors whenever changing classes, and leaving or entering the classroom areas. Running, shouting and playing in corridors is not allowed.
- Always remember: Walk, Watch and Whisper Students must enter the classes immediately after the first bell.
- Students are not allowed to visit friends or interrupt another classroom.

## 03. Eating

We encourage all students to eat during their lunchtime and during their 10 mins break after each lesson. Food may be brought from home or bought from the school cafeteria. When sending food from home, please send healthy food items.

Do not send chewing gum, lollipops, candy, junk food, fizzy drinks, juice in glass bottle or other unhealthy items with your child.

## 04. Playground Rules

- Students should use the playground equipment only in the way that it is designed to be used.
- Students should finish eating before starting to play.
- Students who use school equipment are responsible to return it to the proper storage place after break.
- Students are not allowed to bring their own sports equipment from home.
- There will be no pushing, wrestling, “play fighting”, water fights, or jumping from the top of any playground equipment.
- When using the slides, students will slide down in a sitting position, one person at a time, facing forward. There will be no pushing, or jumping off. Students are not allowed to walk up the front of the slides.
- Students should not sit on the tables.
- Students will stop playing and go to classroom immediately when the whistle or bell signifies the end of the break period.

## 05. Discipline point system and disciplinary actions

### *01. Disciplinary Actions*

Students who are found to have violated the school’s code of conduct may be subject to the following penalties. Disciplinary mark of student, who has not committed any offences so far, is 100 marks. Decreasing points can be done by School Ethics Committee. The school administration reserves the right to change the disciplinary marking and punishment systems when it feels necessary.

In this regard, school administration has no obligation to inform concerned people beforehand. The school administration and discipline committee issue suspension punishments when it feels necessary.

1. Students, whose disciplinary marks reduced to 90, receive yellow colour written warnings which requires a meeting between class advisor/Homeroom teacher and parent.
2. Students, whose disciplinary marks reduced to 85, receive an orange colour written warning which requires a meeting with the Deputy Director the day after parents receive the notice.
3. Students, whose disciplinary marks reduced to 80, are deprived of any kind of school activity.
4. Students, whose disciplinary marks reduced to 75, won't be granted any kind of certificates issued by school.
5. Students, whose disciplinary marks reduced to 70, receive a red colour written warning which requires another meeting with discipline committee to sign a discipline probation letter.
6. Students, whose disciplinary marks reduced to 60, are referred to School Ethics Committee where decision may come out as expulsion.

There is to be offense level-based consequences for disciplinary situations.

## ***02. Consequences for Level 1,2,3 and 4 Offences***

### **I. Level One**

- a. Warning/Counsel Student
- b. Phone call home with alternate writing assignment
- c. Teacher directed detention/ Referral to office with offence reporting form as filled
- d. Referral Discipline Committee (DC) for deduction of disciplinary grade.

### **II. Level Two**

- a. Phone call home (Mandatory)
- b. Referral to Homeroom teacher
- c. Call parent for meeting
- d. Class Advisor directed detention/ Referral to office with offence reporting form as filled
- e. Out of School Suspension by DC (1 to 3 days)

### III. Level Three

- a. Call parent for meeting (Mandatory)
- b. Referral to Assistant principal
- c. Out of school suspension by DC (1 to 3 days)

### IV. Level Four

- a. Call parent for meeting (Mandatory)
- b. Out of school suspension up to 5 school days
- c. Recommendation for Expulsion
- d. Back on Track- four counselling sessions and behaviour contract (Return to home school)

## II. REFERRAL TO ALTERNATIVE SCHOOL

**Note:**

**Consequences will be assessed and assigned by the Discipline Committee. Expulsions will be recommended by the Director.**

### ***03. Discipline point system***

The purpose of the discipline point system is to:

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

Parents and students must be aware of school policy and procedures concerning acceptable and unacceptable behaviour in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others.

Also, all people concerned with the school have the responsibility of creating a positive environment within the building on school property, or at any school event.

**LEVEL 1 OFFENCES ( 1 OR 2 POINTS TO BE DEDUCTED)**

Coming to class unprepared (materials, books, tablet, notebook,

stationery, etc.)

Eating, drinking, or chewing gum during session

Littering the classroom.

Late to class

Defacing school property

Arguing with the teacher

Ignoring the teacher's directions

Dress code violation

Leaving seat without permission

Sleeping during teaching

Initiating arguments amongst students

Excessively noisy or unruly behaviour

Disruptive behaviour in class

**LEVEL 2 OFFENCES ( 3 POINTS TO BE DEDUCTED)**

Disrespect or insolence towards teachers and staff

Swearing, lying, or using obscene gestures

Using rough language with other students

Playing with any kind of devices (tablet, mobile phone etc.)

Behaving disrespectfully during the National Anthem

Getting involved in a verbal fight with a fellow student

Borrowing others possessions without the owner's consent

Skipping class

Bus distractions

Verbal or non-verbal abuse

Repetition of a level 1 offence

**LEVEL 3 OFFENCES (5 POINTS TO BE DEDUCTED)**

Forgery
Intimidation by verbal or physical threat to harm the person or his property (bullying)
Fighting, assault, or attempted assault
Using a cell phone
Invasion of personal privacy ,cheating or attempting to cheat
Any action which brings the school's name into disrepute
Failure to deliver any warning notice issued by school administration
Committing provocative oral or written offences against the school staff
Stating any insulting titles, nicknames or adjectives about any teacher, student, admin staff or supporting staff verbally or written.
Leaving the school grounds without permission
Physical harassment of any kind
Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, staff, teacher, or peers
Bringing illicit publications or undesirable objects (CD's, playing cards, etc.)
Failure to attend detention without prior submission of a written excuse or note
Taking part in smoking or condoning such action; bringing such products to school
Bullying and cyber bullying
Repetition of a level 2 offence

**LEVEL 4 (10 POINTS TO BE DEDUCTED)**

Vandalism

Physical assault of any form

Malicious damage/ injury to property of the school, staff members, and peers

Theft

Possession, distribution, use, or display of pornographic material

Taking part in or condoning the use of drugs and alcohol

Taking part in any form of illegal strike action/meeting/campaign on school premises

Repetition of a level 3 offence

## ***04. Unacceptable student behaviors and due process***

### ***01. FIGHTING***

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

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

### ***02. BRINGING CELL PHONE***

While mobile phones may be useful and convenient on some occasions, for example before or after school, they are not to be used at school. Use of cell phones, camera phones, digital products in school situations can be disruptive to the educational environment and is not acceptable.

Contact with parents in the event of illness or other urgent matter will be managed through the school office after a student has been referred to or attended school sickbay for treatment or assistance.

The use of cell phones on school premises is prohibited. In case of having a cell phone for an emergency, it has to be handed over the responsible grade Deputy Principal before the morning bell. School and staff are not responsible if a student's mobile telephone is stolen or lost. In case of resisting not to hand over cell phone when a student is caught with cell phone, student will be referred to Discipline Committee.

Any form of picture taking can be considered an invasion of personal privacy; therefore, before students take any pictures of the building, staff or students, permission must be obtained from the administration. Permission must be gained of the subject before the image can be used in any way. Violation of this policy will result in disciplinary measures.

For standard policies on offences,

- **1<sup>st</sup> Offense:** Confiscation for a week
- **2<sup>nd</sup> Offense:** Confiscation for a semester
- **3<sup>rd</sup> Offense:** Confiscation till the end of academic year

Every adult in the school (regardless of the role he or she plays in the school) has the responsibility to protect the learning environment and that includes confiscating cell phones during the school day (7:30 a.m. – 2.45 pm). Please keep your children informed about appropriate cell phone usage. This will assist in the best learning environment for all children.

### ***03. SKIPPING CLASS***

Being late to class more than 5 minutes or not attending to any period is accepted as skipping class. Students who skipped the class or leave the class without teacher permission will be referred to the discipline committee.

### ***04. CLASS DISTURBANCE***

Teacher warns distracting students. This warning may include verbal warning, private meeting, informing parent, depriving from a reward, etc. If there is no improvement in student's behaviors, teacher will refer distracting student to the discipline committee. Discipline committee decides the type of punishment (from warning to suspension).

However, students are usually punished gradually.

### ***05. DISRESPECT TOWARDS AN AUTHORITY***

It's a failure to follow the directions of teachers, principal, or other supervisory staff the first time given. Disrespect towards authority maybe by arguing, talking back, questioning orders given or display of inappropriate attitude, including inappropriate body language. The consequence of being disrespectful to an authority is depending on the case.

### ***06. BULLYING & CYBER BULLYING***

Bullying is strictly prohibited at Stirling Schools. Bullying may be verbally or physically like making unwelcome advances or any form of improper physical contact and any speech or action that creates a hostile, intimidating or offensive learning environment. Each student deserves an equal opportunity to education without dealing with the negative pressures of peers. Bullying consists of any of the following: "pushing, shoving, hitting, spitting, name calling, picking on, and making fun of, laughing at, and excluding someone physically." Bullying causes pain and stress to those who are victims and is never justified or excusable as "kids being kids", "just teasing", "joking", "playing around" or any other rationalization. Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers,

and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. The consequence of committing anyone of the above offences will be (depending on the case) applied point deduction or referred to discipline committee.

### ***07. INAPPROPRIATE LANGUAGE***

Profanity is strictly prohibited at Stirling Schools. Any of consequences may be given depending on the case.

### ***08. MORNING ASSEMBLY***

Students are supposed to follow the directions of morning supervisor or teachers. Morning supervisor keeps record of misbehaviors. Point deduction will be applied.

### ***09. ACADEMIC DISHONESTY***

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behaviour for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Cheating and/or plagiarizing will result in severe consequences and the teacher will issue a failing grade (0) for the assignment.

### ***10. BRINGING PORNOGRAPHIC MATERIALS***

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

### ***11. VANDALIZING PRIVATE OR SCHOOL PROPERTY***

Students should take good care of school property. When an item is damaged due to negligence or unauthorized use or vandalism, the parent of the student at fault is held financially responsible. Students may be held accountable for their actions and consequences issued. Depending on the case, point deduction or decision of discipline committee will be applied. If a student doesn't pay the cost of the damaged item by the due date, he/she will be applied next level of punishment until the cost is paid.

## **12. FORGERY**

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

## **13. BUS DISTRACTIONS**

A bus distraction may be disrespect to a matron, not following directions, leaving seats frequently, hitting other kids, talking loudly and etc.

Improper behaviour on the bus will be referred to discipline committee and might result in suspension of school bus service for a period of time. If problems continue, the student will not be allowed to use the bus service for the remainder of the year.

**Note:** Some of our schools may not offer bus services and are not responsible of private transportation.

## **14. STEALING**

This means to steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft that their student commits on school property. Depending on the case students may be deducted point or referred to discipline committee.

## **15. BRINGING ANY KIND OF WEAPON TO SCHOOL**

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

## **16. PHYSICAL HARASSMENT**

Unwanted physical touching, pinching, contact, and deliberate impeding, assault, or any intimidating interference with normal work are considered as physical harassment. The consequence of physical harassment will be dealt with by discipline committee.

## ***05. Suspension***

Before imposing a suspension, such individual shall verbally inform the student of the suspension and the reason or reasons for it. The School administration shall immediately notify the parent(s) in writing that the student has been suspended from school. Notification also shall be provided by telephone if the School has been provided with a contact telephone number for the parent(s). The days of out-of-school suspension are counted as unexcused absences and students will not receive credit for work done. Parents cannot pick the day of suspension. The day of suspension starts either by the day of incident or the next day.

## ***06. Probation Process***

Probation letter is signed by the parent of students who have severe behaviour problems or who cannot correct their behaviors after all the way through consequences. The letter is an agreement between school and parent about student's behaviour. If there is no improvement in student's behaviour during probation period parents accept to withdraw his or her child from the school. According to agreement, the student may be subjected to possible immediate dismissal from school in case of major offenses. Administrators decide the names of students for probation letter any time it requires.

## 06. Positive Consequences

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship making, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following reinforcements will be used for positive behaviour:

- Individual awards/recognition
- Classroom awards/recognition
- Rising Discipline points
- Certificates
- Displays
- Positive contact with home
- Special activities (Fun Time, Field trips etc.)
- Publication

## 07. Warning

Teachers talk to students and notify parents via a phone call.

## 08. Follow-Up Process

Follow up is a time course; teachers and parents closely follow up struggling students' behaviour progress. During the process Students need to take their teachers' signature and comments right after each period. Follow up chart is signed by parent and discipline supervisor at the end of the week and put in students file. Duration of Follow up process is at most one month. If enough progress is not received student may be put in probation list. Missing detention will be considered.

# 10. Health

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## 01. Illness

We highly recommend that a student be kept at home if he/she is sick. This precaution will give the sick child time to recover and to ensure that other students remain healthy.

## 02. Medication

- Only minor injuries will be treated as they occur at the sickbay by the school nurse. A note will be sent to parents describing the injury and the action taken. In case of a major injury, the child will be escorted by the school staff to the nearest hospital and parents will be immediately notified to be met at the hospital.
- Please avoid sending any medication to school.
- If medication must be administered to your child during school hours please notify the school.
- Medication shall be administered only by the school nurse upon administration's approval by in person notification of the parents.
- Any medication that will be taken at school will need written permission from parents or a doctor, giving the medication's name, description, dosage, time to be taken, and any other necessary instructions. The child's name and class should be written clearly on the prescription or the medication.
- The school assumes no responsibility for any adverse reaction caused by any medication sent by parents.

## 03. Health Screening

Regular hygiene and hair check-ups will be conducted periodically. Parents will be notified of any health or hygiene issue detected. Parents are to follow instructions given by the school.

## 04. PE Participation

- The physical education program is an important part of the elementary education experience for students.
- If a serious health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required.
- For a student to be excused from participating in physical education for one day due to a temporary illness or physical condition, a written request from a parent is required.

## 05. Medical Emergency

A child who needs hospital attention will be transported to hospital immediately and parents will be notified by phone of where to meet their child.

# 11. General Information

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## 01. School Property

- Students should treat school property with care and respect.
- When an item is damaged due to negligence, unauthorized use, or vandalism, the parent of the student at fault will be held financially responsible.
- Students may be held accountable for damage to school property and consequences issued.

## 02. Use of Books

- The school provides textbooks that are used during the school year.
- Texts, library books, and others materials which are lost, stolen, or damaged must be replaced at cost.
- The school does not sell textbooks to non-students, as they arrive original from the UK.

## 03. Library

- The school library is open for student use throughout the regular school day, including lunch breaks. Students are encouraged to use the library to check out books, do research and study, or for in-library reading.
- A single book may be checked out for one week at a time.
- A second book will not be issued until the first book is returned or replacement cost received.
- All fees for lost or damaged material will be assessed at replacement cost.

## 04. Supplies and Materials

- Textbooks, workbooks, and other printed instructional materials will be issued to students. Students will be asked to provide personal items such as pencils, colours, folders, etc.
- The school will provide parents/students with a list of required supplies at the beginning of the school year.
- Additional replacement supplies may be requested at a later time in the year if sufficient supplies have been diminished.

## 05. Lockers and Keys

- Students in Grades 1 through 6 can own a locker by paying yearly fee.
- Lockers may not be decorated, either inside or out, and may not be written on with markers.
- Lockers must be kept clean and neat at all times.
- Students are not permitted to go to their lockers during class time without permission.
- The administration reserves the right to inspect a student's locker without prior notice if they feel the action is justified.
- At the end of the year, lockers must be completely cleaned and made ready for the next person.

**Note:** Lockers may not be available at some of our schools.

## 06. Items from Home

- The school will provide students with manipulative and supplemental materials needed to enhance student learning. However, at times a teacher may ask students to bring certain items for further educational purposes. Please send only those items that are requested by your child's teacher.
- Students should not bring toys and other nonessential items not requested.
- Replica (toy) weapons of any type are not allowed in school at any time.

- Electronic devices, cameras, music players, skateboards, balls and other sports equipment, toys, playing cards, cosmetics/makeup, or any other unnecessary items are not allowed in school. Possession of these items will result in taking the item from the child and giving it back at the end of the semester.
- Students enrolled in elementary school are not permitted to possess, display, use, or activate a mobile phone on school grounds or at school-sponsored activities at any time. School officials are required to take possession of these devices when discovered. Parents/legal guardians must make arrangements with school officials to claim such devices as they will be released only to an adult.
- To prevent damage to school and personal property, students should not possess or use permanent markers, correction pens or fluid.
- We discourage students from bringing valuable and/or expensive items to school.
- School staff and administration assume no responsibility for the loss or damage of any unwanted items mentioned above.

## 07. Lost and Found

- Please label your child's possessions with his/her name and class.
- Please contact the school office if your child has lost an item. Our teachers and staff will do their best to help the child find the lost item, but cannot be held responsible in the case they are not found.
- Any lost items will be kept in a designated place until claimed or sent to charity.
- Unclaimed property will be donated to charity at the end of each semester.

## 08. Money

- On occasion, it will be necessary for your child to bring money to school.
- Students should not bring large amounts of money to school.
- Although the school will do its best to ensure the safety of your child's possessions, the school cannot be responsible for lost money.

## 09. Field Trips

- Field trips are an enjoyable and beneficial method for young students to learn, and often supplement the academic program.
- A field trip day is considered a regular day and attendance will be taken
- Transportation fee is paid by parents upon teachers' request.
- Students must bring written permission slip in order to attend a planned field trip.
- Students may not attend field trip if permission slips are not returned on time
- Students who are not going to school trips are asked to stay at home. No supervision will be available at school for students not attending the trip.
- Students are not allowed to bring cell phones to the field trip.
- All school rules and regulations are applicable on field trip days.
- If pocket money may be needed on field trip days, parents will be notified on the field trip arrangement memo.

## 10. School Events

- To avoid disrupting the learning process, students are not allowed to attend any school events of their siblings during regular school days.
- Students who are absent from school in order to attend a performance of a sibling will be removed from the event locale.

## 11. Student Guests

Students who are not enrolled at Stirling Schools are not permitted on campus during regular instructional time unless prior permission has been granted and they have been registered as official guests.

## 12. Private Tutoring

Stirling Schools teachers are not permitted to give private tutoring to students. Remedial classes will be announced when available.

## **13. Staff Appreciation**

Students are encouraged to express appreciation to their teachers verbally, and by showing respectful behaviour each day throughout the school year. Teachers may not accept gifts from students or parents on any occasion. Handmade cards are always welcome.

## **14. Telephone Use**

Only in case of emergencies will students be permitted to use the school office phone, under control of their class teacher, and by communication of secretary. Permission will not be granted in cases of forgotten home learning, projects, or change of transportation arrangements.

## **15. Selling or Trading Possessions**

Selling or trading personal items by students is strictly forbidden. Such activities often lead to unhappiness after the transaction has transpired.

## **16. Smoke Free**

Stirling Schools are 'smoke free' campuses. Parents and their personal drivers are asked to abstain from smoking on campus, including the parking area.

## 12. Expectations

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Each member of the home/school partnership plays a significant role. This contract is an agreement that defines the responsibility and tasks that administrators, teachers, parents, and students have agreed upon to help ensure that children learn.

### **As an educator, it is my responsibility to:**

- Hold high expectations for all students.
- Communicate to parents early in the school year what their children are expected to know and do over the year.
- Welcome parents as partners in the educational process.
- Respect and value the uniqueness of each child and his or her family.
- Create and maintain a safe, supportive, and effective learning environment.
- Plan instructional activities that will actively engage students in learning.
- Gain knowledge of the abilities and learning levels of each student in my classroom.
- Communicate student progress to students and parents on a regular basis.

### **As a parent or guardian, it is my responsibility to:**

- Show respect and support for my child, the staff, and the school.
- Hold high academic and behavioural expectations for my child.
- Look over home learning assignments and/or channel book to check that my child has completed each assignment.
- Communicate with the school staff regarding my child's progress or share information that may affect my child at school.
- Attend parent-teacher conferences.
- Spend time reading with my child every day.

### **As a student, it is my responsibility to:**

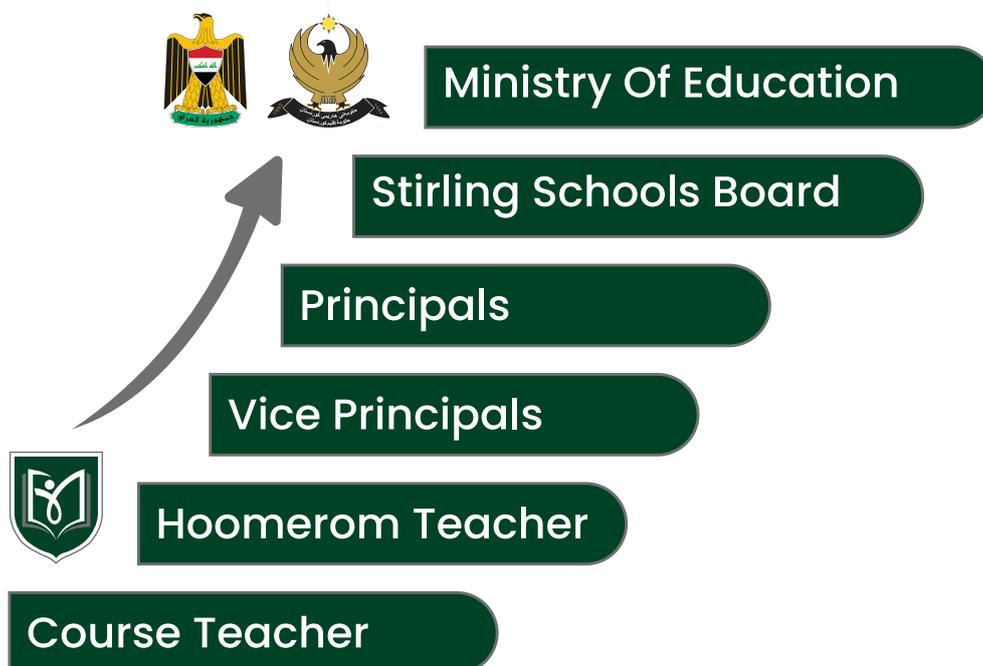
- Attend school every day.
- Respect myself, my classmates, my teachers, and school staff.
- Comply with all class and school rules.
- Treat school and personal property with care and respect.

- Work hard to do the best I can in school, at home, and in the community.
- Complete my assignments and home learning on time.
- Ask the teacher any questions about schoolwork or home learning if I do not understand.
- Talk to my parents or teacher(s) if something is bothering me.

## 01. Complaints

In case of a problem, please follow the chain on the below.

- Stirling Boards in cities or Ministries of Education have nothing to do with requests for individual exceptions regarding certain Stirling Schools Policies and rules.
- Complaints and concerns can be communicated via email, Mercury, written statements, or/and face to face conversations.
- Complaints and concerns are taken into consideration by the related unit, department, or committee. (Stirling Schools Discipline Committees, Stirling Schools Ethics Committees, or Departments)





# Acknowledgment

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I have read and completely understand Stirling Schools Student-Parent Handbook.

By signing this, I agree to all the terms and conditions presented, with full knowledge of consequences.

Date: \_\_\_ / \_\_\_ / \_\_\_\_

Parent/Guardian:

Student:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

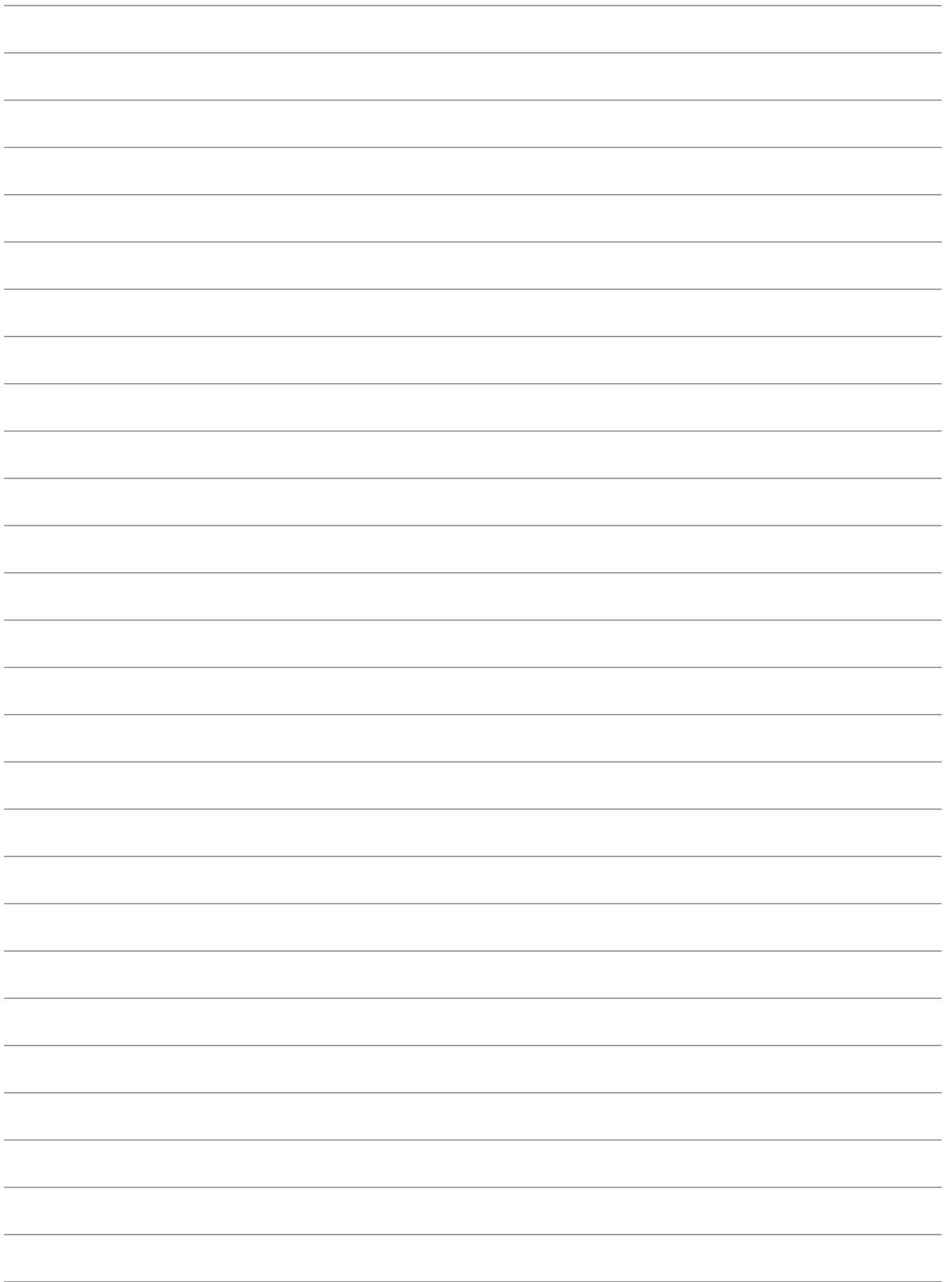
Signature: \_\_\_\_\_

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This handbook is available digitally on Stirling Schools Website.  
[www.stirlingschools.co.uk](http://www.stirlingschools.co.uk)









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# *“Reimagining Education”*



**STIRLING  
SCHOOLS**

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