

Student Hand Book – Alia National School

The Alia National School is an independent, not-for-profit foundation which aims to provide a caring environment which encourages students to develop fully their skills, knowledge and personal qualities. The School believes that all children should have their needs met, and that they should have full access to a broad, balanced curriculum. Some children will need extra support in order to progress and understand the material they have covered.

The School has clearly defined methods of assessing and identifying children with Special Educational Needs. The School aims to work in partnership with parents who have an important role in their child's learning. The student's views are also important, and the student will be encouraged to participate in all the decision-making processes in their education.

It is important that children who have Special Educational Needs are identified early in their school career and their needs matched with appropriate provision. The School has a range of strategies to support children and Individual Education Plans underpin the process of planning and monitoring intervention for students. The Special Educational Needs Coordinator manages the provision for children and liaises with external services if needed. To provide a world-class, quality education of international standards with English as the language of instruction for children from 3 years old to university entrance.

Vision

To be an exemplary school fostering a learning community and developing the children with special educational needs to become useful citizens in future world. We envision Alia National School with a positive learning environment that inspires students to achieve to their fullest potential and become productive citizens. Where collaborative support and communication between home, school, and community is essential for an effective educational program.

Mission

The Alia School is dedicated to excellence in the intellectual and personal development of tomorrow's world citizens. The mission of Alia National School, in cooperation with home and community, is to prepare students (regulars and special need) for responsible citizenship, lifelong, learning, and productive employment by: ALIA

Accepting individual differences.

Learn to keeping a smile on our faces.

Identifying and addressing strengths / weaknesses, and Engaging students in meaningful learning activities.

Always working as a team.

Beliefs

In Alia National School we believe that every child should have the best possible learning opportunities and we therefore promote inclusive practice. We recognize that some children may have particular needs or disabilities and we take specific action to support and encourage these children within a caring environment.

We enable all children to participate fully in learning activities and experiences by providing a curriculum that responds to the individual development of each child.

We work closely with parents and other agencies to monitor the child's progress carefully, and provide effective, additional support to meet the child's needs. Alia School agrees that these fundamental principles inform our school Policies.

Student name: _____ . Signature: _____ Date: _____

A child with special educational needs should have their needs met.
The special educational needs of children will normally be met in mainstream schools or settings.
The views of the child should be sought and taken into account.
Parents have a vital role to play in supporting the child's education.
Children with special educational needs should be offered full access to a broad, balanced and relevant education.

Philosophy

We aim to provide children with an academically rigorous and intellectually stimulating environment, and to promote the development of creativity, critical thinking and problem-solving skills.

We aim to provide instruction geared to the individual needs of the student.

We nurture a learning environment based on trust, respect, integrity, responsibility and concern for others.

We offer an international curriculum that celebrates the rich and diverse backgrounds of our students and focuses on concepts common to us all.

The progress of all students will be continuously monitored to identify needs as they arise: needs will be identified and support provided as early as possible.

Full access to the curriculum will be provided through differentiated planning by class teachers, SENCO, and support staff as appropriate.

Specific input, matched to individual need, will be provided in addition to differentiated classroom provision, for those students with SEN.

Progress of students with SEN will be monitored and reviewed regularly to provide the most effective and relevant learning provision.

All members of the school community will perceive students with SEN positively.

SEN provision is positively valued and accessed by staff and parents.

Parents will be fully involved in plans to meet their child's special needs.

All children will be involved, wherever possible and will be encouraged to contribute and participate in all decision-making processes.

Children will move on from us well equipped in the basic skills of Literacy, Numeracy and social independence to meet the demands of school life and learning.

Homework and study Habits

Success in the academic field is enhanced by efficient study habits. Time in the classroom is spent acquainting the student with study techniques, but the knowledge of techniques must work hand in hand with independent thinking and concentration. For this reason, the faculty recommends that there be a quiet place at home for study and that a sufficient amount of uninterrupted time be devoted to this aspect of academic training.

Alia National School attempts to instill in each student a desire to learn to the best of his/her ability. Parents can help in this effort by taking the position that school is of major importance, that its schedule must be observed, and that outside activities must not be so time consuming or numerous as to infringe on the time necessary for school work.

General Guides to the Development of Proper Study Habits

Have a regular time and place to study each subject.

Use willpower to keep on task.

Concentrate on the work at hand.

Keep up assignments from day to day.

Keep well physically in order to feel like studying.

Have sufficient materials at hand to use while studying.

Student name: _____ . Signature: _____ Date: _____

Improve reading habits and skills. The ability to read well is a prerequisite to effective study.

Use a dictionary.

Realize that learning pays off. Take pride in being a good student.

Recognizing that research indicates a positive correlation between increased time on homework and higher proficiency scores, Alia National School has developed the following homework policy for students. Homework, in this instance, refers to work assigned by a teacher to be completed outside of class time. This work is not limited to that which can be written but may include other types of work, such as studying, conducting research, or developing projects. It is our belief that homework serves many purposes:

To improve academic and vocational performance

To help students organize their time

To extend learning and critical thinking beyond the school day

To develop individual responsibility, decision making skills and independence

To provide additional time for the application of new skills

To keep parents involved and informed about the curriculum and skills being developed

To enhance grades As the effectiveness of any policy depends upon cooperation of all concerned, the following responsibilities are stated:

Student's Responsibilities

Record assignments daily.

Gather materials necessary for the completion of the assignment.

Ask for clarification or help if assignment is not understood.

Complete the assignment on time.

Should expect an average of around two hours of homework per night. Homework may consist of written assignments, reading, studying for quizzes and tests, practicing, or working on long term projects or assignments (Honors and AP students should expect more).

Plan adequate time for long-term assignments.

Teachers' Responsibilities:

Provide a thorough explanation of how to do an assignment.

Post homework assignments for students.

Acknowledge each assignment in some way (such as comment upon, grade, check, etc.).

Ensure that homework assignments are meaningful.

Provide ample time for long-term assignments throughout the school year.

Communicate consequences for not completing homework to the students.

Communicate the value of homework assignments with respect to the overall grade. We Ask for Parental Cooperation with the Following:

Establish homework as a priority Foster pride in completed tasks.

Provide a quiet place, adequate time and materials to complete assignments. Watching TV, allowing telephone interruptions or listening to music should be avoided while doing homework.

Assist the student in managing his/her time outside of school to ensure enough time is allowed to complete homework.

Encourage consistent daily routine.

If a student says that assignments are completed, see that the time is devoted to reading, reviewing, or other academic pursuits.

Support consequences when homework is not completed.

Grade Retention / Academic Dismissal

Student name:_____. Signature:_____ Date:_____

If the administration concludes the needs of a student are not being met by the academic program at Alia National School (determined after reviewing test scores, report cards, and the student's progress), a conference will be held with the parents, classroom teacher, guidance office and administration. At that time, it will be decided if it is in the best interest of the student to repeat a grade level at Alia National School or be dismissed from the school.

Academic Probation / Academic Dismissal

Any student having two "F's" at the end of an academic year will enter the succeeding year on academic probation, even if he/she has passed summer school or a correspondence course. As a part of the probationary status, Alia National School recommends that the student be professionally tested for a learning disability at the parent's expense. Results of the testing should be presented to the guidance office to investigate what support, if any, may be made by Alia National School for any learning disabilities detected. If the student fails any subject for the year while on probation, the student cannot attend Alia National School the subsequent year.

Guidelines for School Conduct

ANS Code of Conduct

It is very important that you understand and abide by the following ANS Code of Conduct so that you can be a positive member of our learning community. This Code helps us to provide a safe and caring learning environment for all students and gives guidelines for how to treat others. You should always abide by the Code of Conduct. It states the following guidelines:

ANS students respect themselves. They are honest and honorable in your actions at school and with others.

ANS students respect others and the right of all students to be able to learn in a safe, caring and supportive environment. They are kind, considerate and thoughtful. ANS students support and help others. They are aware of their own safety and the safety of others.

ANS students respect the environment. They take care of our school, the environment, and respect the property of others.

Alia National School Rationale of Discipline

Students of Alia National School are expected to meet the highest standards of personal, ethical and moral conduct possible. Attending Alia National School is a privilege that is extended on the condition that students and parents accept and support all School policies, including these conduct and discipline policies. When used in this document, the term "parents" will be considered to include legal guardians.

Students and parents are expected to be familiar with the school's conduct and discipline policies and to willingly abide by them. If any student or parent violates any of these policies, there will be a disciplinary response by the Alia National School. The school, in its sole discretion, will make the final determination of whether there has been a violation of its policies. Serious violations may result in expulsion.

Alia National School Philosophy of Discipline

Alia National School strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that demonstrates personal responsibility for academic success. The fundamentals of discipline as looked upon by the Administration of Alia National School have the following objectives:

Student name: _____ . Signature: _____ Date: _____

To develop in all students a high level of responsibility with respect to the adherence to mandated rules, all school assignments, commitments to extra-curricular activities, and all other facets of their lives both school related and non-school related.

To create and preserve the conditions essential to the orderly process of the school.

To prepare the student for effective participation in adult life.

The policies of conduct and discipline described hereafter are in place to provide an orderly, safe, and effective learning environment. The Board of Trustees supports policy decisions made by the administration and expect students and parents to adhere to these policies.

The conduct and discipline policies described in this section applies to any student who is:

In attendance at school or on school property;

At any school sponsored function or school related function on or off the Alia National School campus; or
Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of Alia National School.

Parents and students must be aware that attending Alia National School is a privilege. Students who are not committed to obeying the rules of conduct of Alia National School will be asked to leave.

StudentResponsibility

A Alia National School student is expected to respect Alia National School and the authority of the school (i.e., administrators, teachers (regardless of whether the teachers are personal teachers of the student or not), and staff).

A Alia National School student is responsible for knowing and adhering to the policies of Alia National School as they pertain to student conduct and student life.

A Alia National School student is expected to respect the property of other students, staff and personnel. No student is to borrow or use another person's property or enter another person's desk or locker without permission.

A Alia National School student is responsible for his own personal property and is expected to take care of his belongings. The school takes no responsibility for the loss or damage to personal property.

A Alia National School student is expected to respect school property, including the building, furnishings, grounds, equipment, and textbooks. Misuse, damage, or loss caused by a student is subject to fine, replacement, suspension or expulsion.

Student name:_____. Signature:_____ Date:_____

The following are the Standard Classroom Policies. In addition, teachers may have special regulations not listed below.

Students are bound by both the following rules and by the teacher's special rules.

Students are to be in their classrooms and prepared to begin class when the tardy bell rings. They are not to leave their places in the classroom without permission.

Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, paper, pencil/pen, etc.

Students are to be attentive and participate actively in all class activities assigned by the teacher. They are not to do work for another class or to read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.

Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.

Students are not to congregate around a teacher's desk without permission. All items on the teacher's desk are considered personal; students are not to touch or read papers, grade books, etc.

Students are to avoid any actions that are distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.

Students are responsible for the cleanliness around their desks. Students are to clean-up around their desks at the end of each class.

Students are not to use: vulgar, obscene, suggestive, or insulting expressions; overt demonstrations of disapproval; and/or any behavior that is disruptive to the classroom situation. Additionally, they are not to argue about tests, grades, and/or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.

The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.

Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

Disciplinary Structure

Alia National School does not administer corporal punishment. In the absence of corporal punishment, other disciplinary measures will be used such as reprimand, loss of privileges, before school detention, parent conference, Saturday school, internal school suspension, external school suspension, or expulsion.

Students are subject to progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses. The decision will be the sole decision of the administration.

Parents will be notified by email or personal contact if a student is required to visit the office and receives some form of the disciplinary actions mentioned below.

Before School Detention

Detentions will be held each Tuesday, Thursday and Friday from 7:00 A.M. until 7:50 A.M. Students assigned a before school detention will be given notification and expected to serve detention at the assigned time.

Students are expected to be on time and dressed within the Alia National School dress code guidelines – students may not come dressed in athletic practice clothing. Detention begins promptly at 7:00 A.M. Students who do not report for detention at 7:00 A.M. will be considered absent and will have to make the entire detention assignment up on a subsequent day and will be assigned an additional full detention.

Parents will receive notification of an impending detention via email prior to the assigned detention date.

Student name: _____ . Signature: _____ Date: _____

Saturday School

Saturday School will be used as a progressive mode of discipline in the event that before school detention does not seem to be deterring improper behavior for a student so as to avoid a suspension. It also may be used as an initial form of discipline in some instances.

Saturday School will be held from 8:00 A.M. until 12:00 P.M. on the assigned Saturday of the month or as needed. Failure to report on the assigned date will result in at least one day of internal or external suspension.

Student name: _____ . Signature: _____ Date: _____

Each student is expected to be on time and dressed within the Alia National School dress code guidelines. Any student late for Saturday School must stay in Saturday School thirty minutes past the assigned dismissal time. A student late for Saturday School must serve the remainder of the time assigned and will be assigned an additional form of discipline (i.e., additional time in Saturday school, after school detention(s), or an additional Saturday school).

Parents will receive notification of an impending Saturday School assignment prior to the date of the assignment.

A student that has been assigned to Saturday School more than one time in a school year will forfeit his/her privilege of exam exemption for the remainder of the school year.

Internal School Suspension

Internal school suspension (in-school suspension or ISS) will be given to students for continued discipline problems or inappropriate behavior. Students that are internally suspended will receive a *one-point deduction from the final class average per internal suspension assignment at the end of the nine-week period for each class missed*. The point deduction will be for each class missed according to the following guidelines:

If a day of internal suspension is only for a portion of a school day, the points will be deducted only from the classes missed.

If a day of internal suspension is for an entire school day, including early dismissal days and field days, the point deduction will be for all classes regardless if the classes actually met or not on the day of suspension.

Furthermore, the student will be required to complete all work issued and return it to the teacher at the prescribed time. Students will be internally suspended from 7:50 A.M. until their regularly scheduled dismissal time and will not be allowed to participate in any extracurricular activities that day (including practice or games).

A student that has been assigned to in-school suspension will forfeit his/her privilege of exam exemption for the remainder of the school year.

External Suspension

When a student has committed several minor offenses without improvement, violated school rules considered by the administration a serious breach of conduct, displayed immoral behavior, or has been arrested, he/she is subject to external suspension.

External school suspension will result in a loss of points from the final average for the nine-week period at *a rate of two points per day suspended, up to six points per suspension*. The points deduction will be for each class missed according to the following guidelines:

If a day of suspension is only for a portion of a school day, the points will be deducted only from the classes missed.

If a day of suspension is for an entire school day, including early dismissal days and field days, the points deduction will be for all classes regardless if the classes actually met or not on the day of suspension.

Upon the receipt of the second external suspension a student will be placed on disciplinary probation.

A student that has been assigned to out-of-school suspension will forfeit his/her privilege of exam exemption for the remainder of the school year.

Other important notes regarding external suspension:

The suspended student MAY NOT be on the Alia National School campus or in attendance at any school function or activity, on or off campus, throughout the duration of his/her suspension.

Student name: _____ . Signature: _____ Date: _____

All assignments from each class for the duration of the suspension will be available for a representative of the suspended student to pick up. It is the suspended student's responsibility to be sure that the assignments are picked up.

All daily work (homework/class work) missed during suspension will be due at the first of each class period on the day the student is readmitted to school.

Tests scheduled during the days of suspension: The student will have up to the number of days suspended to make-up any missed tests.

Tests assigned during the suspension time and scheduled to be taken on a day that the student has been readmitted to school: The student will be required to take the test on the day it has been assigned, including the day he (she) is admitted to school.

Student name: _____ . Signature: _____ Date: _____

Expulsion

In the event of a severe offense, the repetition of suspension-producing offenses, or the breach of disciplinary probation a student will be subject to expulsion. Should such an occasion arise, the Head of School will suspend the student for ten (10) days and recommend expulsion of the student to the Board of Trustees. An expulsion hearing will be held by a committee of the Board within ten (10) school days, the decision of the committee will be final.

The student and his/her parent(s) are entitled to a “due process” hearing, thus they will be informed of the date and time of the board committee hearing. A detailed account of violations/actions will be provided to the student, parent(s), and the Board.

If the decision of the Board committee is:

Expulsion – the student will be withdrawn from school immediately and his/her permanent record/transcript will indicate the student was expelled; tuition relief is at the discretion of the school. In some cases, if certain conditions are met, re-enrollment is possible.

Ten (10) Days of Suspension – the student responsibilities and penalties are outlined above in the section on External Suspension.

Less than Ten (10) Days of Suspension –

For the ruled suspended days – the student responsibilities and penalties are outlined above in the section on External Suspension

For the days out of school above the ruled suspended days – all missed and due work must be turned in no later than the second day of return to school; tests will be made up within the time frame set by the administration

Parents and students must be aware that attending Alia National School is a privilege. Students who are not committed to obeying the rules of conduct will not be permitted to remain at Alia National School.

General Rules of Conduct

Note: This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question, or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

Guiding Principles

School officials are guided by certain principles in the administration of discipline. The guiding principles include the following:

The school reserves the right to consider all attempts to commit violations in the same context as completed violations. Accomplices in violations may be considered as involved as violators and face similar consequences.

During the investigation of a violation the administration may suspend the student or prohibit or restrict participation in student activities, including, but not limited to athletics, student organizations, or elected positions. This action may be in conjunction with or in addition to any other form of disciplinary procedure utilized.

The school reserves the right to discipline students for off-campus behavior when the police are involved, whether or not charges are brought, or when the student’s behavior is so blatant that it brings embarrassment or dishonor to the school. The administration shall determine whether the off-campus behavior in question shall result in disciplinary action.

The school reserves the right to consider any violation in which the students are/were involved, regardless of the time passed.

The school reserves the right to use progressive forms of discipline in the event of excessive number of occurrences of a particular form of discipline or multiple offenses whether or not specified in the following descriptions. The decision will be the sole decision of the administration.

Student name: _____ . Signature: _____ Date: _____

Level One Infractions and Consequences

Infractions:

A Level One infraction involves behavior that is generally distracting or disruptive to the learning environment and/or the day-to-day operations of the school.

Consequences:

The consequence for a Level One infraction shall consist of any one or combination of the following actions. There is no progression in the consequences. Likewise, the consequence is determined at the discretion of the administrator.

Reprimand
Loss of privileges
Before school detention

Level One infractions are listed as follows:

Violation of dress code – 1st, 2nd, and 3rd infraction
Violation of cell phone policy – 1st and 2nd infraction
Violation of technology responsible use policy Level 1- 1st, 2nd offenses
Tardiness – 1st, 2nd, and 3rd infraction per semester
Disruptive and disorderly conduct
Food, drinks, or chewing gum in buildings
Disrespect shown towards teacher or adult
Insubordination towards teacher or adult
Insulting or obscene language, gestures, or behaviors
Inappropriate physical contact
Inappropriate driving or parking on campus
Visitation to other schools

A detailed description of policy regarding some Level One Infractions are given below:

Dress Code

Students are expected to adhere to the dress code guidelines on a daily basis and should enter the building at the start of the school day in full compliance. Students who are found to be out of compliance with the dress code at any time during the school day will have the following consequences administered within one semester. In addition, students must correct the dress code infraction before they will be allowed to return to class:

1st infraction – Student will receive an administrative warning
2nd infraction – Student will serve one morning detention
3rd infraction – Student will serve two morning detentions

Tardiness

Punctuality is expected of all students. Alia National School believes it is the responsibility of parents to see students arrive at school on time. It is the student's responsibility to arrive in class on time. The disciplinary action that will be administered for tardiness to a class within one semester is as follows:

1st Tardy – Student will receive an administrative warning.
2nd Tardy – Student will serve one morning detention.
3rd Tardy – Student will serve two morning detentions.

Physical Contact

Physical contact, handholding, hugging, and kissing, are inappropriate behaviors in school. It is important for all students to understand while certain behaviors may be viewed as correct in one social situation; they may be viewed as inappropriate at another time or place.

Student name: _____ . Signature: _____ Date: _____

Cell Phones

While we realize that cell phones are a very important part of parent and student lives, they do not have a place in the educational environment. The use of a cell phone through any of its functions (calls, pictures, texting, etc.) is disruptive and interferes with the educational process. The use of cell phones is not permitted on school campus during school hours without permission from a school official. Phone should remain turned off and stored in their backpacks or lockers. Any phone that is visible or audible is subject to be taken up.

First Offense --- Phone taken up and held in office for two days. Phone can be retrieved by a parent only at the end of the second day. Student will serve one morning detention.

Second Offense-Phone is taken up and held in office for three days. Phone can be retrieved by a parent only at the end of the second day. Student will serve two morning detentions.

Electronic Devices on Campus

Laptops (other than those leased from Alia National School), radios, CD/DVD players, iPods, iPads, kindle type devices, pagers, headsets, cameras and other electronic devices are not to be used or visible on campus during school hours. Violations of this policy will result in the *same penalties as described above for cell phones*.

If an electronic device is necessary for an educational activity, permission must be obtained from a school administrator.

Visitation to Other Schools

Without permission from the school in question, Alia National School students are not to visit the campus of another school while that school is in session.

Level Two Infractions and Consequences

Infractions:

Level Two infractions constitute violations of school policy in a more serious, destructive, or threatening manner than Level One infractions. Also considered in this category are repeated and/or multiple violations of any Level One infraction. Some consequences also reflect a progression for violation of a specific policy.

Consequences:

The consequence for a Level Two infraction shall consist of any one or combination of the following actions. There is no progression in the consequences. Likewise, the consequence is determined at the discretion of the administrator.

Saturday School (SS)

In-school suspension (ISS)

Out-of-school suspension (OSS)

Expulsion

Level Two Infractions are listed as follows:

Truancy or skipping class

Violation of dress code – 4th, 5th+ offenses

Violation of cell phone policy – 3rd, 4th+ offenses

Violation of technology responsible use policy Level 1 – 3rd offense

Violation of technology responsible use policy Levels 2 and 3

Tardiness 4th, 5th infraction per semester

Disruptive and disorderly conduct (multiple infractions)

Disrespect shown towards a teacher or adult (multiple infractions)

Insubordination towards teacher or adult (multiple infractions)

Insulting or obscene language, behavior, or gestures (multiple infractions)

Improper leaving of campus

Student name: _____ . Signature: _____ Date: _____

Cheating or plagiarism
Stealing
Vandalism or damage to property, private or school
Truancy or skipping class
Gambling
Unauthorized entry of school premises
Indecent exposure or any offense otherwise punishable by law
Use, under the influence, or in possession (on person, in personal belongings, or in vehicle) of alcohol or drugs
Possession of a weapon (on person, in personal belongings, or in vehicle)
Use, possession, distribution, or sale of tobacco or vape products or paraphernalia (on person, in personal belongings, or in vehicle)
Possession of pornographic or hate-group materials

A detailed description of policy regarding some Level Two Infractions is given below:

Truancy/Skipping

An absence for one of more periods without permission of parents and prior notification of the school is considered

truancy. Truancy will result in the notification of parents and will be subject to Saturday school, internal suspension, external suspension, or any combination of the aforementioned.

Students on campus must be in their assigned/scheduled class unless permission has been obtained from the classroom teacher (or substitute teacher) of their assigned/scheduled class. Students found to be absent without permission (skipping) will result in the notification of parents and will be subject to Saturday school, internal suspension, external suspension, or any combination of the aforementioned.

Checking Out / Leaving the Campus

Permission to check out/leave campus may only be obtained from the office. Students are not allowed to leave campus without checking out. An office staff member must make personal contact with the parent before a student will be allowed to checkout/leave campus. The desired forms of personal contact are 1) the parent being present at the time of checkout or 2) a signed note with a follow-up phone call. Once a student checks out he/she must leave campus.

Any student leaving the campus without following proper checkout procedures will result in the notification of parents and the student will be subject to before school detention, Saturday school, internal suspension, external suspension, or any combination of the aforementioned.

Dress Code

Students are expected to adhere to the dress code guidelines on a daily basis and should enter the building at the start of the school day in full compliance. Students who are found to be out of compliance with the dress code at any time during the school day will have the following consequences administered within one semester. In addition, students must correct the dress code infraction before they will be allowed to return to class:

4th infraction – Student will serve one Saturday School

5th and subsequent infractions – Student will serve one day of ISS per infraction accrued

Tardiness

Punctuality is expected of all students. Alia National School believes it is the responsibility of parents to see students arrive at school on time. It is the student's responsibility to arrive in class on time. The disciplinary action

Student name: _____ . Signature: _____ Date: _____

that will be administered for being tardy to a class at level two is as follows:

4th tardy – Student will serve one Saturday School

5th and subsequent tardy – Student will serve one day of ISS per tardy accrued

Stealing

Students determined to have stolen property or money from another individual or the school will be subject to internal or external suspension and the parents will be notified.

Weapons

Students, faculty, administrators, and visitors are prohibited from bringing guns, knives, or weapons of any kind on Alia National School campus. The school and/or law enforcement officials will deal with violators. Students shall not possess, handle, or transmit or house in a vehicle razors, ice picks, explosives, fireworks, cigarette lighters, matches, or any other objects that can be considered weapons or dangerous instruments.

Student Harassment Policy

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered to harass

someone. Harassment can be physical, racial, verbal, or sexual or consist of social media comments and postings. Harassment includes text messages, face to face contact, or social media.

Harassment is a behavior, which is UNWELCOME and REPEATED; it will NOT be allowed to continue. Some forms of harassment are UNLAWFUL.

The conduct and discipline policies described in this section applies to any student who is:

In attendance at school or on school property;

At any school sponsored function or school related function on or off the Alia National School campus; or

Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of Alia National School.

In school, harassment can happen when:

A student harasses another student

A student harasses an adult

Physical Harassment:

Hitting, punching, jostling, pushing, or spitting

Frightening others by threatening these actions against them

Hiding, damaging, or destroying the property of others

Non-physical Harassment:

Name-calling or putting others down

Using offensive names or making suggestive comments

Using abusive language to others

Making degrading comments about another's race, culture, gender, religious, or social background

Ridiculing a person or making derogatory comments about his or her body, face, or clothing

Writing derogatory graffiti about others

Writing crude notes or crude drawings about others

Spreading rumors about students, adults, or their families

Belittling another student's abilities or achievements

Posting or sending derogatory messages, comments, or images, via email, text, group texts, or social media platforms

Student name: _____ . Signature: _____ Date: _____

Any student who engages in any harassing behaviors toward another Alia National School student or adult will be subject to Level Two disciplinary action, which may include Saturday School, suspension or expulsion.

Any student who engages in retaliation towards another student, teacher, or adult when harassment is reported will be subject to Level Two disciplinary action.

Sexual Harassment Policy

Alia National School is committed to ensuring that the students have a school free from sexual harassment and therefore recognize the need to have and enforce a sexual harassment policy.

Sexual harassment includes any un-welcomed sexual advances, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:

Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures;

Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments, or gestures or other verbal abuse of a sexual nature;

Graphic, verbal commentary about one's individual's body, sexual prowess, or sexual deficiencies;

Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;

Visual conduct such as derogatory or sexual posters, improper use of cell phones, photographs, cartoons, drawing or gestures or other displays of suggestive objects or pictures;

Retaliation for having reported or threatened to report sexual harassment. This behavior is unacceptable at Alia National School and at Alia National School functions such as athletic events, dances, plays, field trips, etc.

Alia National School encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that the behavior is unwelcome. Since the school recognizes this may be ineffective or impossible, the incident(s) should be reported to an administrator.

All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate; the offending student will be subject to a Level Two disciplinary action that may result in the student being terminated from Alia National School without a refund of fees.

The fraternization of teachers and students is strictly prohibited, this includes such behaviors as texting, individually and/or in group messages.

Cheating and Plagiarism

Alia National School adheres to a strict policy of transparency, truthfulness, and integrity concerning student work. It is imperative that students realize the full meaning of cheating and plagiarism in relation to their personal integrity and the validity of the work they complete in every course.

Cheating is defined as the giving or receiving of information and/or answers on a test, project, or homework assignment.

Plagiarism is defined as the quoting of material written by another person without indicating the source or properly citing the quoted material as a quote. Proper credit must be given to the arguments and ideas of another person. Instructional emphasis is given to this matter, especially in the upper school. It is essential that students realize its full meaning relative to the integrity of their work in every course.

The consequences for cheating and plagiarism are the same: 1st offense:

Student will receive a grade of zero for the assignment or work in question.

Student will serve one Saturday School.

Student will be required to call parents to inform them of the cheating or plagiarism incident.

Student name: _____ . Signature: _____ Date: _____

2nd offense:

Student will receive a grade of zero for the assignment or work in question.

Student will serve one day of in-school suspension

Student will be required to call parents to inform them of the cheating or plagiarism incident.

3rd offense:

Student will receive a grade of zero for the assignment or work in question.

Student will serve two days of in-school suspension

Student will be required to call parents to inform them of the cheating or plagiarism incident.

Student will be excluded from membership in all academic honoraries and/or student council for a period of one year.

Drugs/Controlled Substances

A student's use, under the influence, possession (on person, in personal belongings, or in vehicle), sell, or supply of illegal drugs/controlled substances is not permitted on campus or at any school sponsored or school related function and will result in suspension or expulsion from school. This policy shall also include the abuse of prescription or over-the-counter products.

Alia National School reserves the right to administer an accepted form of controlled substance detection methodology to students at school or school-sponsored activities when deemed necessary.

The school may turn individuals involved in drug related offenses over to the appropriate law enforcement personnel.

In the case of illegal drugs/controlled substances in a vehicle, all Alia National School Students in the vehicle will be considered in violation of the Drugs/Controlled Substances policy and will be subject to the same disciplinary action.

Smoking/Vaping/Tobacco Products

Alia National School expressly forbids students from smoking, vaping, or using tobacco products, as well as possessing such products and or paraphernalia, at any time in or on Alia National School property, buses or other school vehicles, adjacent properties, or on Alia National School sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion.

Alcoholic Beverages

A student's use, under the influence, or in possession (on person, in personal belongings, or in vehicle) of alcohol is not permitted on campus or at any school sponsored or school related function and will result in suspension or expulsion from school. Additionally, the possession, use, sale, or supply of alcoholic beverages by or to an underage person is a violation of Mississippi law and individuals may be turned over to the appropriate law enforcement personnel.

Alia National School reserves the right to administer an accepted form of alcohol detection methodology to students at school or school sponsored activities when deemed necessary.

In the case of alcohol in a vehicle, all Alia National School Students in the vehicle will be considered in violation of the Alcoholic Beverage Policy and will be subject to the same disciplinary action.

Student name: _____ . Signature: _____ Date: _____

Miscellaneous Policies

Parental Supply or Facilitation of Access to Alcoholic Beverages or Drugs/Controlled Substances

Parents of Alia National School students shall not provide or knowingly facilitate access of alcoholic beverages or drugs/controlled substances to a Alia National School student(s) in violation of MS Law and in violation of Alia National School's Rule of Conduct concerning alcoholic beverages and student use, etc. Violation of this policy may result in the termination of the relationship between that family and Alia National School.

Office Telephone Usage

Calls regarding illness or emergencies are to be made in the office by school officials.

Students will not be allowed to leave class to make phone calls unless they are sick. Phone calls must be made between classes, at break, or at lunch.

Dress Code.

Alia National School will require students K – 12th grade to wear the dress uniform daily in order to cultivate excellence and promote esprit de corps. Students' dress and appearance must be neat, clean, in good repair, and in good taste. Clothes should be within standards of modesty. The administration will make final decisions regarding the appropriateness of dress and appearance. The dress code is in effect from the moment a student arrives on campus in the morning until the end of the academic day. Alia National School has chosen Lands' End, The Liberty Shop, and Tommy Hilfiger School Uniforms to supply uniform needs. To minimize misunderstandings relating to matters of student dress we recommend that uniform items be purchased from these sources.

Dress Uniform

The school uniform for daily wear consists of your choice of the following: Boys Tops:

Long or short sleeved blue, collared, button-down or polo style shirt with the Alia National School logo. Shirttails are to be worn tucked in for boys.

Grey crewneck sweatshirt or hoodie with logo

Grey lightweight fleece jacket with logo

Boys Bottoms:

Grey, plain-front, or elastic waist (must have belt loops) dress slacks (no jeans, cargo pants, sweat pants, wind pants, or knit fabrics)

Girls Tops:

Long or short sleeved Blue, collared, button down/plain collar blouse or polo style shirt with the Alia National School logo

Grey crewneck sweatshirt or hoodie with logo

Grey lightweight fleece jacket with logo

Grey vest with logo

Classic Grey Pinafore with logo

Girls Bottoms:

Grey, plain-front, or elastic waist (must have belt loops) dress slacks (no jeans, cargo pants, sweat pants, wind pants, or knit fabrics)

Tights and/or leggings must be worn underneath any Pinafore with a hem line more than 4 inches above the knee.

Tucking in of Shirts:

Student name: _____ . Signature: _____ Date: _____

Boys must wear dress shirts, polo shirts, and base layer shirts tucked in for the daily uniform. This applies when the shirt is worn under a pullover sweater, sweatshirt/hoodie, or fleece.

Girls have the option to wear their shirts tucked or untucked. However, untucked shirts should fall neatly at the hip and should not be overly long or short.

Guidelines for Boys:

Boys are expected to be neatly groomed and sharply dressed in the appropriate school uniform pieces daily.

Hats and caps are not permitted to be worn during the school day.

Shirts should be of sufficient length that they stay tucked in when walking, bending, sitting, and reaching.

Base layer shirts should be free from writing that would show through the white uniform shirt.

Hairstyles for boys and must be neat, well-groomed, and not extreme in color, length, or style.

Hair must be cut above the eyebrows.

Facial hair (beard or stubble) is not permitted. Boys must be clean shaven at the start of each school day.

Body piercings for boys are not allowed.

Guidelines for Girls:

The basis of the dress code for girls requires that clothing choices and the manner in which they are worn provide for sufficient length and loose enough fit to afford proper modesty at all times.

Skirts may be worn with a hem that is no shorter than 4 inches above the back bend of the knee.

All shirts and blouses must fit such that no skin shows at the midriff or back when walking, bending, sitting, and reaching.

Tight fitting shirts are not permitted. Likewise, base layer shirts should be free from writing that would show through the white uniform shirt.

Undergarments should be chosen carefully and should not be extreme in color or style so as to draw inappropriate or unwanted attention. Straps of undergarments should not show at the neckline of tops.

Hairstyle for girls should be neat, well groomed, and not extreme in color or style. Girls should refrain from coming to school in the mornings with wet hair.

Body piercing for girls is limited to small, singular piercings in each ear only. Earrings, or similar jewelry, are approved for wear only in the ears. Wearing rings or metal or plastic discs/objects in other areas of the body where piercings may be present is not permitted during the school day.

Blankets are not allowed to be used as coverings at any time during the school day.

Specific guidelines for clothing worn at formal events will be outlined and discussed with girls prior to each event.

However, clothing that is overly revealing — such as extremely short in length, lowcut or plunging necklines, two-piece or cut-out so as to reveal the skin of the waist/midriff area, or splits in dresses that rise too high on the leg will not be allowed.

Free Dress Code Days:

All free dress code days must be approved by the administration.

Student name: _____ . Signature: _____ Date: _____