



Accredited by

New England Association  
of Schools and Colleges

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June 29, 2010

Dear Parents,

We appreciate your trust in us and hope that we will together cooperate to achieve our mutual goals. We kindly request you to read and adhere to the following school regulations:-

### 1. School Times – Attendance

#### a) The new academic year will start on:

Wednesday –September 15, 2010 for KG1

Thursday -September 16, 2010 for KG2

Sunday –September 19, 2010 for G1 → G12.

#### b) Regular school times will be as clarified in the table below:

DAY	KG1 → KG2			GRADE 1 → G12		
	Start	End	Bus Dep.	Start	End	Bus Dep.
SUNDAY → WEDNESDAY	7:40 a.m.	1:00 p.m.	1:00 p.m.	7:40 a.m.	2:20 p.m.	2:35 p.m.
THURSDAY	7:40 a.m.	12:30 p.m.	12:45 p.m.	7:40 a.m.	12:30 p.m.	12:45 p.m.

#### c) Parents are requested to inform the administration if their child is sick or going to be absent. Students will not be admitted to their class without a medical report or a letter from the guardian justifying the reasons for their absences.

#### d) Morning tardiness will not be tolerated and violators (Grades 7 → 12) will be penalized by deducting one (1) mark from the behavior each time a student comes late.

Students have to be present at school no later than 7:40 a.m. Late comers (after 8:00 a.m.) will not be allowed in class till the 2<sup>nd</sup> period starts. After the fourth time of tardiness, late comers will not be accepted in class the whole day. No tests or quizzes will be made up for any tardy student and a zero (0) mark will be given.

### 2. Uniform & General Appearance:

#### a) School and P.E. uniforms are provided by the school at the beginning of the academic year.

#### b) Students should wear the uniform at all times in school. Girls are not allowed to wear the "abaya" in the school premises. (when they have their uniform ready)

- c) Black, maroon, white or grey jackets are allowed during winter.
- d) Girls are not allowed to wear make-up including kohl, have long nails, or use nail polish.
- e) Girls who don't wear Hijab must keep their hair off their faces, tied back and tidy. No gold jewelry or trinkets are allowed. Coloring the hair is strictly forbidden.
- f) Sandals are not allowed. (Proper black shoes or sports shoes are to be worn).

**g) Boys must have an ordinary hair cut; no other styles are allowed. Long hair is not allowed. Violators will be sent home.**

**3. Books & Copybooks:**

Books and copybooks are distributed in the first week of school. Parents are urged to provide their children with trolley bags for health safety. Hence, school bags carried on the back are banned.

**For Intermediate & Secondary classes: Some books are used for more than one academic year. Hence, students are urged to keep them in a good condition.**

**4. General Rules**

**a) No mobile phones are allowed in school. Violators will be punished and their mobile phones will be confiscated till the end of the school year.**

b) No electronic games are allowed and will be confiscated if brought to school.

c) No cameras are allowed without a written permission from the supervisors; otherwise, they will be confiscated till the end of the year.

d) No gaseous drinks or glass bottles are allowed. Only fresh fruit juice in carton containers are allowed. Parents are kindly advised to choose only healthy products which don't contain sugar or coloring or other chemicals.

**\*\*\* "Chips", "Energy Drinks" and fast foods are not allowed.**

e) Parents are not allowed into classrooms during classes and shall not hold any conversation with teachers at the classroom door or embarrass the teacher with special requests regarding their children. Instead, parents may coordinate an appointment with the supervisor to meet with the teacher.

f) Seating arrangements inside the classroom will consider the physical requirements of each student, so no special requests by parents will be considered.

**Assigning students to different sections is solely the school's responsibility. No request to move a student from one section to another will be considered.**

g) Parents are requested to participate in all meetings and activities that require their presence and to take note of all letters sent to them. **All circulars will be posted on the school's Website.** [www.dns.sch.ae](http://www.dns.sch.ae).

h) Parents need to follow-up the student's weekly assignment schedule, extra-curricular activities, and teacher's remarks and instructions. Students of Grades 2 and 3 have a special file that should be checked frequently. Parents must see to it that students study at home on a daily basis without direct assistance, but with guidance and advice.

**Mischievous, lazy and frequently tardy students will be subject to punishment.**

i) We ask parents to support the school :

- while making decisions regarding their children
- in treating the students on an equal basis
- in showing how important the school teacher's role is

j) Bus students are expected to use the assigned bus only. Requests to change buses are not honored unless it is an emergency case and with a written note from the parents.

k) Extra curricular activities start in October.

**5. PTA Meetings**

Regular PTA meetings are scheduled at the end of every term. Parents may request special meetings with the teachers after coordinating an appointment with the Supervisors.

## 6. Tests & Exams

- a) All parents should get the examination schedule which is usually made available one week prior to the examination date. It is very important for the parent before the examination period to:
- \* Remind the student of the examination and how to get ready for it.
  - \* Make sure that the student has received the required material for each subject.
  - \* Sign the exam result within 72 hours after the exam date or within 24 hours after the quiz date.
  - \* Do not embarrass the teacher or school by requesting a re-test if the result is unsatisfactory.
  - \* Keep all the daily quizzes and exam papers as they will be needed for the preparation of the end-of-term tests.
- b) Absence from any examination will not be allowed and no re-test will be conducted unless :
- \* The cause of absence is sickness which is confirmed and authorized by the administration.
  - \* The student has achieved a failing mark while his/her previous average is A- and above (89 –100).
  - \* A prior written approval from the principal is obtained.
  - \* Weekly tests and pop quizzes are not to be repeated under any circumstances.
- c) Reading the exams for students:
- \* Teachers are allowed to read the exam questions only for Grade 2 during the First Term.
  - \* **Special Case students** : parents who request the exams to be read for their children are required to present a medical report from a psychiatrist.
- d) Students will respect the times scheduled for each examination; students coming late will be subject to strict measures and will not be given extra time.
- e) The exams are timed. Hence, no extra time will be allowed for any students without a medical report from a specialist.
- f) The required material for re-exam will include selected chapters from the whole syllabus for a subject.**

## 7. Private Tutoring

**Private Lessons can be arranged in school ONLY and will start at 2:30 p.m.**

Teachers are not allowed to give private lessons at a student's home under any circumstances and teachers will be held responsible for any violation.

8. **Kindly visit the school's website [www.dns.sch.ae](http://www.dns.sch.ae) for more information about school's regulations.**

Your cooperation is highly appreciated.

ADMINISTRATION

### **IMPORTANT NOTE:**

**The administration will remain open during the SUMMER VACATION except on SATURDAYS and PUBLIC HOLIDAYS from 8:00 a.m. till 1:00 p.m. for registration & inquiries.**