

Future International School

Academic Integrity Policy and Acknowledgement Form

Updated January 6, 2025

Academic Dishonesty includes but is not limited to fabricating information or citations, facilitating the academic dishonesty of others, submitting another person's work as your own (plagiarism), cheating, and faking attendance.

Please be aware of the following essential information:

- Students must complete all coursework exams, tests, or quizzes **ON THEIR OWN**.
- Assessments are to be completed without the assistance of other individuals, devices, or resources.
- The use of Study Guides, PowerPoints, textbooks, copybooks, online resources, Google searches, social media, texting, and screenshots is a violation of the FIS Cheating Policy and will be handled accordingly.

Plagiarism involves representing the work of another person as one's own. All of the following are included in the definition of plagiarism:

- Representing the ideas of another as one's own
- Representing as one's own a paper written by another person
- Including within a paper/post sentences or phrases used verbatim from another source without enclosing the quoted words within quotation marks and indicating the source and page number of the quotes.
- When summarizing the findings from a research article, the words used must be your own and not plagiarized from the source. Plagiarism is a clear violation of the FIS Cheating Policy.

Consequences:

First Offense: Reduction of 20 points from the exam, quiz, or test grade and a three-day suspension
Second Offense: Reduction of 50 points from the exam, quiz, or test grade and a five-day suspension
Third Offense: The student will receive a zero on the exam, quiz, or test grade.

Note: No make-up exam, quiz, or test will be administered.

By signing this document, I understand the Future International School Cheating Policy.
There will be no exception to this policy.



Note: Failure to sign the Academic Integrity Form will make the student ineligible to take the assessment. In such cases, indicate "Refused to sign" on the form. The grade-level supervisor and request they contact the parent immediately.

Student signature _____

Printed name _____

Date _____



مدرسة المستقبل الدولية
سياسة النزاهة الأكاديمية ونموذج الإقرار
آخر تحديث: 6 يناير 2025

تشمل مخالفات النزاهة الأكاديمية، على سبيل المثال لا الحصر:

- تليفق المعلومات أو المصادر
- تسهيل الغش الأكاديمي للآخرين
- تقديم عمل شخص آخر على أنه عملك - السرقة الأدبية
- الغش في الاختبارات
- تزيف الحضور

يُرجى الانتباه إلى النقاط الأساسية التالية:

- يجب على الطلاب إنجاز جميع الأعمال الدراسية والامتحانات والاختبارات والأنشطة بأنفسهم.
- يجب إتمام التقييمات دون الاستعانة بأي أشخاص أو أجهزة أو مصادر خارجية.
- استخدام المذكرات الدراسية، عروض الباوربوينت، الكتب الدراسية، الدفاتر، المصادر الإلكترونية، محركات البحث مثل جوجل، وسائل التواصل الاجتماعي، الرسائل النصية، ولقطات الشاشة يعد مخالفة صريحة لسياسة الغش الأكاديمي في مدرسة المستقبل، وسيتم التعامل معه وفقاً للإجراءات المحددة.

تعريف السرقة الأدبية:

السرقة الأدبية هي تقديم عمل شخص آخر على أنه عملك الشخصي، وتشمل ما يلي:

- عرض أفكار شخص آخر على أنها أفكارك الخاصة.
- تقديم ورقة أو مشروع قام شخص آخر بكتابته على أنه عملك.
- تضمين جمل أو عبارات حرفية من مصدر آخر دون وضعها بين علامتي اقتباس، ودون ذكر المصدر ورقم الصفحة.
- عند تلخيص نتائج من مقال بحثي، يجب استخدام كلماتك الخاصة، وعدم نسخها من المصدر.
- السرقة الأدبية تُعد انتهاكاً واضحاً لسياسة الغش الأكاديمي المعتمدة في مدرسة المستقبل الدولية.

العواقب:

- المخالفة الأولى: خصم 20 درجة من علامة الامتحان أو الاختبار أو التقييم، بالإضافة إلى تعليق الطالب عن الدراسة لمدة 3 أيام.
- المخالفة الثانية: خصم 50 درجة من علامة الامتحان أو الاختبار أو التقييم، بالإضافة إلى تعليق الطالب لمدة 5 أيام.
- المخالفة الثالثة: يحصل الطالب على علامة صفر في الامتحان أو التقييم أو الاختبار.
- ملاحظة: لن يُسمح للطالب بإعادة أي اختبار أو امتحان أو تقييم في حال ارتكاب مخالفة.

إقرار الطالب:

بالتوقيع على هذا النموذج، أقرّ بأنني أفهم سياسة الغش الأكاديمي في مدرسة المستقبل الدولية، وأوافق على الالتزام بها. ولا توجد أي استثناءات لهذه السياسة.

ملاحظة: في حال عدم توقيع الطالب على نموذج النزاهة الأكاديمية، لن يكون مؤهلاً لتقديم التقييم. في هذه الحالة، يُكتب على النموذج:

"رفض التوقيع"، ويتم إبلاغ مشرف المرحلة فوراً، والتواصل مع ولي الأمر بشكل عاجل.

توقيع الطالب

الاسم الكامل (بالطباعة)

التاريخ



Future International School

Attendance and Absenteeism Policy (2025-2026)

1. Policy

For this policy, **attendance** refers to the total number of school days the student attends during the school year based on the school calendar. **Absenteeism** refers to the school days when students do not attend school. An absence is either excused or unexcused. Students absent from school must bring a written excuse or medical certificate for the absence on their first day back to receive make-up work. **Only three (3) written parent excuses are allowed per term.**

If an absence is **excused/authorized**, the student can make up the missed work and tests. If the absence is **unexcused/unauthorized**, the school will decide on the appropriate course of action and the circumstances surrounding the absence.

Parents whose students will need to be absent for extenuating circumstances must inform the school **five (5) days** before the expected absence to allow teachers to prepare assignments for the student during their absence. The student is responsible for completing all tasks. The parents shall contact the supervisor to arrange the submission of student work immediately after the student returns to school.

1. Consequences of Absence

The school can suspend a student if there are **ten (10) consecutive unexcused absences** or **fifteen (15) or more non-consecutive days** during the academic school year. The suspension order must be issued by the **school principal or designee** and approved by ADEK, and the parent/guardian must be informed. The parent will receive a copy of the suspension order.

1st Absence: Verbal and written warning #1 issued by the supervisor and documented in the student's school record.

2nd Absence: Verbal and written warning #2 issued by the supervisor and documented in the student's school record.

3rd Absence: Verbal and written warning #3 issued by the supervisor and documented in the student's school record, and assigns one (1) hour of afterschool detention. If the student doesn't attend detention, they will be suspended one (1) day out of school.

4th Absence: The supervisor will issue written warning #4, which will be documented in the student's record. The supervisor will contact the parent and assign **two (2) hours** of after-school detention. If the student doesn't attend detention, they will be suspended for two (2) days out of school.

5th Absence: The supervisor will issue a written warning #5, which will be documented in the student's school record, and notify the parent. The student will be suspended for two (2) days out of school.

6th Absence: The Supervisor will issue written warning #6, which will be documented in the student's school record, and notify the parent to schedule a mandatory parent conference. If the parent does not attend the conference, the student will be suspended from school until the parent participates in the conference. **Page 2 of 4**

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7th Absence: The supervisor will issue warning #7, which will be documented in the student's school record, and notify the parent. The student will be suspended for **three (3) days** out of school.

8th Absence: The supervisor will issue written warning #8, which will be documented in the student's school record, and notify the parent. The student will be suspended for **five (5) days** out of school.

9th Absence: The student will receive a formal discipline incident report that will be placed in their permanent record. The supervisor will contact the parent to schedule a mandatory conference within **48 hours**. If the parent does not attend the meeting, the student will remain at home until the conference is held.

10th Absence: The student will be referred to the Discipline Committee to determine appropriate consequences, ranging from a **5-day suspension** to expulsion from the school. The supervisor will contact the parent and invite them to the Discipline Committee meeting to discuss the results.



***Make-Up Work**

When students return to school after an absence, they must contact their teacher(s) to request makeup work. The teacher should promptly and courteously allow students to make up missed assignments and tests. This contact should be made when the student returns to school unless the teacher allows a longer time. The student must complete makeup work within the time specified by the teacher, and the work will be posted on Schoology.



مدرسة المستقبل الدولية

سياسة الحضور والغياب

1

.السياسة:

في هذه السياسة، يشير الحضور إلى إجمالي عدد أيام الدوام المدرسي التي يحضرها الطالب خلال السنة الدراسية وفقاً للتقويم المدرسي. أما الغياب، فيشير إلى الأيام التي لا يحضر فيها الطالب إلى المدرسة. يمكن تصنيف الغياب على أنه بعذر أو بدون عذر. يجب على الطالب الذي تغيب عن المدرسة إحضار عذر كتابي (بخط ولي الأمر) أو شهادة طبية عند عودته في أول يوم، وذلك ليتمكن من استلام المهام التعويضية. يُسمح فقط بثلاثة (3) أَعذار كتابية من ولي الأمر لكل فصل دراسي. إذا كان الغياب بعذر/مصرحاً به، يُسمح للطالب بتعويض المهام والاختبارات الفائتة. أما إذا كان الغياب غير مبرر/غير مصرح به، فستقوم المدرسة باتخاذ الإجراءات المناسبة بناءً على الظروف المحيطة بالغياب. على أولياء الأمور الذين يعلمون مسبقاً أن أبناءهم سيغيبون لأسباب طارئة أو استثنائية، إبلاغ المدرسة قبل خمسة (5) أيام من موعد الغياب المتوقع، وذلك لإتاحة الوقت للمعلمين لتحضير المهام الدراسية اللازمة. يكون الطالب مسؤولاً عن إكمال جميع المهام. ويتوجب على ولي الأمر التواصل مع المشرف لترتيب تسليم المهام بعد عودة الطالب مباشرة إلى المدرسة.

2

.عواقب الغياب:

يجوز للمدرسة تعليق الطالب عن الدراسة إذا تغيب عشرة (10) أيام متتالية دون عذر، أو خمسة عشر (15) يوماً غير متتالية خلال السنة الدراسية. يجب أن يصدر أمر التعليق من مدير المدرسة أو من ينوب عنه، ويُعتمد من قبل دائرة التعليم والمعرفة (ADEK).

ويجب إعلام ولي الأمر. سيتم تزويد ولي الأمر بنسخة من أمر التعليق.

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الغياب الأول : إنذار شفهي وإنذار كتابي أول من قبل المشرف، ويوثق في سجل الطالب.

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الغياب الثاني : إنذار شفهي وإنذار كتابي ثاني من قبل المشرف، ويوثق في سجل الطالب.

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الغياب الثالث : إنذار شفهي وإنذار كتابي ثالث من قبل المشرف، ويوثق في سجل الطالب، بالإضافة إلى توقيع الطالب على

ساعة واحدة من الاحتجاز بعد الدوام. إذا لم يحضر الطالب، يُعلّق ليوم واحد خارج المدرسة.

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الغياب الرابع : إنذار كتابي رابع من المشرف يوثق في سجل الطالب، ويتواصل المشرف مع ولي الأمر، ويُفرض على الطالب ساعتان من الاحتجاز بعد الدوام. إذا لم يحضر الطالب، يُعلّق لمدة يومين خارج المدرسة.

•

الغياب الخامس : إنذار كتابي خامس من المشرف يوثق في سجل الطالب، ويُخطر ولي الأمر. يُعلّق الطالب لمدة يومين خارج المدرسة.

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الغياب السادس : إنذار كتابي سادس من المشرف يوثق في سجل الطالب، ويتم إخطار ولي الأمر لتحديد موعد اجتماع إلزامي مع ولي الأمر. إذا لم يحضر ولي الأمر الاجتماع، يُعلّق الطالب حتى يتم الاجتماع.

•

الغياب السابع : إنذار كتابي سابع من المشرف يوثق في سجل الطالب، ويُخطر ولي الأمر. يُعلّق الطالب لمدة ثلاثة (3) أيام خارج المدرسة.

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الغياب الثامن : إنذار كتابي ثامن من المشرف يوثق في سجل الطالب، ويُخطر ولي الأمر. يُعلّق الطالب لمدة خمسة أيام خارج المدرسة.

•

الغياب التاسع : يُصدر تقرير رسمي بسلوك الطالب يُضاف إلى سجله الدائم. سيتواصل المشرف مع ولي الأمر لتحديد موعد اجتماع إلزامي خلال 48 ساعة. إذا لم يحضر ولي الأمر، يبقى الطالب في المنزل حتى يُعقد الاجتماع.

•

الغياب العاشر : يُحال الطالب إلى لجنة الانضباط لتحديد الإجراء المناسب، والذي قد يشمل تعليقاً لمدة خمسة أيام أو الفصل

النهائي من المدرسة. سيتواصل المشرف مع ولي الأمر لدعوته لحضور اجتماع اللجنة لمناقشة النتائج.

المهام التعويضية:

عند عودة الطالب إلى المدرسة بعد غياب، يجب عليه التواصل مع المعلمين لطلب المهام والاختبارات التي فاتته. على المعلمين

السماح للطالب بتعويض ما فاتته من مهام واختبارات بطريقة محترمة وفي الوقت المناسب. يجب أن يتم هذا التواصل عند عودة

الطالب، ما لم يسمح المعلم بمدة إضافية. يجب على الطالب إنجاز المهام التعويضية ضمن المدة التي يحددها المعلم، وسيتم نشر

المهام على منصة سكولوجي.

Future International School

Book Bag Policy (2025-2026)

I. INTRODUCTION

Scientific studies support the fact that carrying heavy school bags present longterm effects. According to research, it is recommended that a child's bag is not to exceed 20% of their body weight in order to avoid adverse effect on the spine and body. To ensure the well-being of students, a policy has been developed to limit school bag weight.

II. OBJECTIVES

- Encourage students to wear bags appropriately with both should straps and not one single strap over the shoulder.
- Encourage the use of wide, padded, adjustable school bag straps that fit the student's body.
- Raise students' awareness about school bags by using a hanging scale in the classrooms, allowing them to weigh their school bags to determine whether it is too heavy.

III. IMPLEMENTATION

- The school will provide weighing scales allowing students to check their bag weight, which will help determine whether their bag weight is exceeding the limit.
- Supervisors and teacher assistants will be responsible for the effective implementation of the policy under the supervision of the principal or SLT member delegated by the principal.
- The school will inform parents of their responsibilities regarding the bag policy to ensure that the bag weight is appropriate before sending students to school.

Grade / Year	Max Backpack (Weight (KG))
KG1/FS2	2.2
KG2/ Year 1	2.4
Gr 1 / Year 2	2.6
Gr 2/ Year 3	3.0
Gr 3/ Year 4	3.4
Gr 4/ Year 5	3.8
Gr 5/ Year 6	4.1
Gr 6/ Year 7	4.5
Gr 7/ Year 8	5.0
Gr 8/ Year 9	5.8
Gr 9/ Year10	6.5
Gr 10/ Year11	7.3

(Source: Maximum school bags weight was calculated based on WHO Child Growth Standards)

IV. MONITORING, EVALUATING AND REVIEW

- The school will check the weight of student bags daily to ensure it aligns with the policy requirements.
- Continuous monitoring and evaluation will be done under the supervision of the principal and/or a SLT Member.
- Further review will be conducted in accordance to ADEK Guidelines.

Mobile Phone Policy

We recognize that mobile phones are a significant part of students' lives and that technological advancements have made them much more than just communication devices. While we understand that parents may wish for their children to have mobile phones for safety reasons, the administration at Future International Private School has decided to prohibit them on campus. Instead, students must use an iPad or another approved tablet for instructional purposes. This policy ensures that all students can focus safely on learning in every class.

What Students Need to Know and Do:

1. Mobile phones are not allowed on the premises of Future International Private School.
2. Students are prohibited from accessing social networking sites at school, per the ICT Acceptable Use and Cyber Safety Agreement.
3. The school is not responsible for mobile phones that are lost, damaged, or stolen when students bring them to school.

What the Classroom Teacher Needs to Know and Do:

1. Mobile phones are strictly prohibited at Future International Private School.
2. If a student brings a mobile phone to school, the teacher or supervisor can confiscate it for violating the mobile phone policy.
3. Confiscated devices must be given to the grade-level supervisor.

What Parents/Caregivers Need to Know and Do:

1. Please ensure your child does not bring their mobile phone to school. In case of an emergency, you can contact the school receptionist.

2. If your child is unwell, they can use the school phone to contact you. The school is responsible for the safety and accountability of all students.
3. The school will not investigate the theft of any mobile phone or music device brought to school.
4. No exceptions will be made to the mobile phone policy for individual students.

Consequences for Violation of the Mobile Phone Policy:

1st Offense: The supervisor will confiscate the phone, which will be held in the principal's office until the end of the day. The student will receive a written warning and can retrieve the device from the principal.

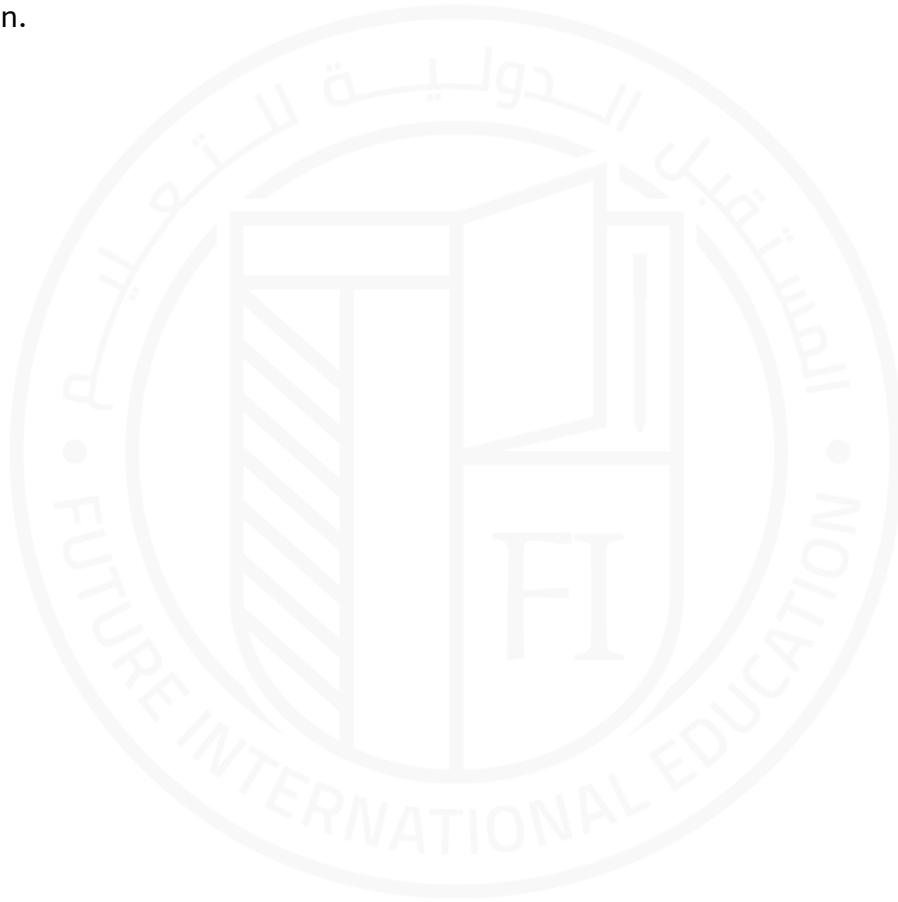
2nd Offense: The supervisor will confiscate the phone, which will remain in the principal's office until the end of the day. The student will receive a written warning, and the parent must retrieve the device from the principal.

3rd Offense: The supervisor will confiscate the phone, which will remain in the principal's office. The student will receive a written warning, and the supervisor will contact the parent to schedule a conference. The phone will remain in the principal's office until the parent attends the meeting, which must be held within 48 hours. If the conference is not attended, the student must remain home until the principal meets with the parent.

4th Offense: The supervisor will confiscate the phone, which will remain in the principal's office for three days. The parent must retrieve the phone from the principal on the fourth day. The student will receive a formal disciplinary letter placed in their permanent record.

5th Offense: The supervisor will confiscate the phone, which will remain in the principal's office for ten days. The parent must retrieve the phone from the principal on the eleventh day. The student will receive a formal disciplinary letter placed in their permanent record.

NOTE: Refusing to surrender a mobile phone or other electronic device when directed by a staff member, teacher, or administrator will result in an automatic three-day suspension.



سياسة ال هاتف المحمول

تاريخ التحديث: 6 يناير 2025

نحن ندرك أن الهواتف المحمولة تمثل جزءاً وسيلة للتواصل. وبينما نفهم أنها من حياة الطالب، وأن التقدم التكنولوجي جعلها أكثر من مجرد

أن بعض الآباء قد يرغبون في أن يمتلك أطفالهم هواتف محمولة لأسباب تتعلق بالسالمة، فقد قررت إدارة مدرسة المستقبل الدولية الخاصة

حظر الهواتف المحمولة داخل المبنى المدرسي. وبدلاً من ذلك، يجب على الطالب استخدام جهاز iPad أو جهاز لوحي آخر معتمد الأغراض التعليم.

تهدف هذه السياسة إلى ضمان تركيز جميع الطالب على التعلم بأمان في جميع الحصص الدراسية. ما يحتاج الطالب إلى معرفته والقيام به:

1. الهواتف المحمولة غير مسموح بها داخل مباني مدرسة المستقبل الدولية الخاصة.
ا النفاذية الاستخدام المقبول لتقنية

2. يُحظر على الطالب الوصول إلى مواقع التواصل الاجتماعي أثناء وجودهم في المدرسة، وفقاً المعلومات والسالمة الإلكترونية.

3. المدرسة غير مسؤولة عن الهواتف المحمولة التي تُفقد أو تتعرض للتلغ أو السرقة في حال قام الطالب بإحضارها إلى المدرسة. ما يحتاج المعلمون إلى معرفته والقيام به:

1. الهواتف المحمولة محظورة تماماً في مدرسة المستقبل الدولية الخاصة.
2. إذا قام طالب بإحضار هاتف محمول إلى المدرسة، يمكن للمعلم أو المشرف مصادره بسبب انتهاك سياسة الهواتف المحمولة.

3. يجب تسليم الأجهزة المصادرة إلى المشرف. ما يحتاج أولياء الأمور إلى معرفته والقيام به:

1. يرجى التأكد من أن ابنك/ ابنتك ال يحضر هاتفه المحمول إلى المدرسة. في حالة الطوارئ، يمكنكم الاتصال بموظف المستقبل في المدرسة.

2. إذا كان طفلك مريضاً، يمكنه استخدام هاتف المدرسة للتواصل معكم، المدرسة مسؤولة عن سلامة جميع الطالب.

3. لن تحقق المدرسة في أي سرقة لهاتف محمول أو جهاز غير مصرح به تم إحضاره إلى المدرسة.

4. لن تُمنح أي استثناءات لسياسة الهواتف المحمولة ألي طالب.

العواقب المترتبة على انتهاك سياسة الهواتف المحمولة:

المخالفة الأولى:

سيقوم المشرف بمصادرة الهاتف، وسيتم الاحتفاظ به في مكتب المدير حتى نهاية اليوم. سيحصل الطالب على تحذير كتابي ويمكنه استعادة

الجهاز من المدير.

المخالفة الثانية:

سيقوم المشرف بمصادرة الهاتف، وسيظل في مكتب المدير حتى نهاية اليوم. سيحصل الطالب على تحذير كتابي، ويجب على أحد الوالدين

استلام الجهاز من المدير.

المخالفة الثالثة:

سيقوم المشرف بمصادرة الهاتف، وسيظل في مكتب المدير. سيحصل الطالب على تحذير كتابي، وسيتم الاتصال بالوالد لتحديد موعد اجتماع.

سيبقى الهاتف في مكتب المدير حتى يحضر الوالد الاجتماع، الذي يجب أن يتم خلال 48 ساعة. إذا لم يُعقد الاجتماع، يجب أن يبقى الطالب

في المنزل حتى يجتمع الوالد مع المدير.

المخالفة الرابعة:

سيقوم المشرف بمصادرة الهاتف، وسيظل في مكتب المدير لمدة ثلاثة أيام. يجب على الوالد استلام الهاتف من المدير في اليوم الرابع.

سيحصل الطالب على خطاب تأديبي رسمي يُضاف إلى سجله الدائم.

المخالفة الخامسة:

سيقوم المشرف بمصادرة الهاتف، وسيظل في مكتب المدير لمدة عشرة أيام. يجب على الوالد استلام الهاتف من المدير في اليوم الحادي عشر.

سيحصل الطالب على خطاب تأديبي رسمي يُضاف إلى سجله الدائم.

ملاحظة:

رفض تسليم الهاتف المحمول أو أي جهاز إلكتروني آخر عندما يُطلب ذلك من قبل أحد أعضاء الهيئة التدريسية أو الإدارية سيؤدي إلى إيقاف فوري لمدة ثلاثة أيام.



Policy 50: Student Behavior 2025-2026

DEFINITION:

For this policy, students' behavior refers to students' responses to a number of daily life situations and activities, such as the appropriateness or inappropriateness of their words, mannerisms, attitudes and actions toward each other or toward the Teaching Faculty or other members of the wider School community.

PURPOSE

- To promote positive student behavior in Schools.
- To set out ADEK's requirement that all Schools regularly review a Behavior Policy which makes clear to all students and their Parents/Guardians the School's expectations of students' behavior and how the School will deal with any misconduct.

Reinforcing Positive Student Behavior

- Schools shall adopt strategies and frameworks that recognize, reward and reinforce positive behavior, and shall not rely only on a set of rules and punishments for dealing with student misconduct.

- Schools shall consider the following important co-dependent factors for positive student

behavior:

- **Heritage and culture:** a sense of the behavioral values and principles that address the UAE's

culture and traditions.

- **Positive School environment:** a School environment that is welcoming, caring, safe, enriching, professional, and respectful to students.

- **Management of student behavior:** by using role models from students' families, teachers, and all other staff, and through maintaining an effective and consistent system for shaping and managing student behavior appropriately based on age and gender.

- **Partnerships with Parents/Guardians and the local community:** active involvement of Parents/Guardians and strong community partnerships.

Managing Students' Misconduct

- Schools shall use the appropriate guidance and disciplinary actions to encourage students to understand why their behavior is unacceptable and how to behave better in the future.
- In their response to incidents of student misconduct, Schools shall take into consideration the students' individual circumstances and personalities, including the social, emotional, and psychological factors that may underlie a student's behavior.
- Managing students' misconduct must be consistent with the following:

Disciplinary Actions

- To provide guidance to Schools in determining the appropriate progression of discipline, the Council categorizes students' misconduct into three levels, as follow:

Level One - Any behavior that results in disruption of the teaching and learning environment, which may include, for example:

- Tardiness (lateness/unpunctuality).
 - Unexplained absences.
 - Failing to bring the necessary books and equipment to class.
 - Incorrect School uniform (including sports uniforms).
 - Disruptive Behavior in classrooms and schools.
 - Breaking School rules, including in classrooms, hallways, playgrounds, and buses.
 - Defying orders from the school management and staff.
 - Mocking others.
 - Disruptive behavior on School buses (e.g., vandalizing bus seats).
- Level Two - Any behavior that results in severe disruption to the teaching and learning environment or that may cause harm to self or others and or property damage, which may include, for example:

- Skipping classes or School.
- Sneaking into School after school hours without the presence of supervisors.
- Using abusive or inappropriate language toward peers and/or teachers.
- Fighting with other students and/or bullying them.
- Theft.
- Vandalizing School property or the property of others.
- Using cell phones during School time without the School administration's permission.
- Possessing or viewing pornographic or other inappropriate material.
- Cheating on exams or assignments.
- Providing false documents (e.g., forging Parents'/Guardians' signatures).
- Misuse or abuse of the School's IT systems.

Level Three - Any behaviour that results in physical danger to others, or which violates applicable laws in the UAE, which may include, for example:

- Assaulting Teaching Faculty members, staff or members of the local community.
- Distributing (or participating in the distribution of) pornographic material.
- Willful damage to, or destruction of, School and personal property.
- Possessing or selling weapons or explosives.
- Using or promoting illegal drugs or substances in violation of public order and morals.
- Exchanging any inappropriate materials, such as letters or photos.
- Committing major actions contradictory to public morals such as sexual assault.

Banned Disciplinary Actions

It is forbidden to use any of the following methods as disciplinary actions:

- All forms of physical punishment.
- Lowering or threatening to lower grades.

- Group punishment for an individual's misconduct.
- Imposing more School work.
- Mocking or insulting the student in private or in public.
- Preventing the student of using washroom facilities or consuming food.

Dealing with Willful or Persistent Misconduct

- Students should be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviors before disciplinary action (e.g., warnings, written notices) is taken.

Student misconduct shall be dealt with as follow:

- Firstly, the School shall provide counseling for the student, with a clear explanation, with reasons, of the changes in behavior that are required of the student by the School.
- Next, the School will put in place a strategy, with the appropriate monitoring and support, to address and correct the student's unacceptable behavior.
- If there is a need for further escalation of response, the School shall inform

Parents/Guardians by letter and hold a meeting or a series of a meetings with them to agree to a reasonable joint home-School strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.

- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her Parent/Guardian a final warning.

School Disciplinary Committee

- Schools shall form a School Disciplinary Committee to review and discuss student behavioral

issues, provided that disciplinary actions by the committee must be fair and equitable to all students without exception.

- All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct as per the levels identified in this policy. A transparent and fair appeals process for sanctions will be available to students and Parents/Guardians.
- The School Disciplinary Committee shall keep a record of the disciplinary offences of each student and the actions taken in response. Schools, the Council and any supervisory authorities shall treat all information about students' behavior as strictly confidential.





مدرسة المستقبل الدولية
FUTURE INTERNATIONAL SCHOOL



مدرسة المستقبل الدولية
FUTURE INTERNATIONAL SCHOOL

SAFEGUARD POLICY



1. **Safeguarding Supervision**

The FIS school has a duty of care towards its students, being responsible for their well-being, safety, and protection while they are under the school's supervision. The School Principal assumes a "loco parentis" role, akin to that of a parent, for all students during their time under the school's supervision.

2. **Safeguard Policy Statement:**

At FIS, we are committed to the safety and well-being of our students. We have developed safeguarding practices in strict alignment with the core principles of the ADEK wellbeing policies. Our approach is designed to ensure that all safeguarding matters are addressed with sensitivity, professionalism, and a clear focus on supporting the unique needs of every student.

- **2.1. School Safeguarding Practices:**

We have established comprehensive safeguarding practices that are rooted in the principles set forth by ADEK's wellbeing policies. Our practices encompass a wide range of measures, from preventive strategies to responsive protocols. These practices are crafted to create a safe and secure environment where students can flourish academically, emotionally, and socially. We believe that every student deserves the opportunity to learn and grow in an atmosphere free from harm, maltreatment, and exploitation.

- **2.2 Security Policy:**

The safety of our students is paramount, and our security policy outlines our commitment to protecting them from all forms of harm. This policy encompasses strategies for safeguarding students in both physical and digital spaces. We have established protocols for prevention, early detection, and immediate response in the event of any security breaches. Our goal is to ensure that students are shielded from any potential threats or risks to their well-being.

- 2.3 Monitoring and Measurement:

We understand the importance of continuous improvement in our safeguarding practices. To this end, we have implemented mechanisms for ongoing monitoring and measurement. These mechanisms allow us to assess the effectiveness of our safeguarding efforts, identify areas for improvement, and take proactive steps to enhance the safety of our students. Our commitment to measurement ensures that we remain

vigilant in protecting our students from all types of harm that may affect their health and development.

3. Safeguarding and Awareness Strategies

At FIS Community, safeguarding our students is of paramount importance. To ensure their safety and well-being, we have implemented a comprehensive set of strategies in line with ADEK guidelines. These

strategies are designed to create a secure, nurturing, and supportive environment where every student can flourish. Our safeguarding strategies encompass the following elements:

3.1 Safe and Caring Environment:

We are dedicated to providing a secure and nurturing learning environment where students can freely express themselves. We follow the principles in the Dama Alaman in Schools and Nurseries Handbook, prioritizing students' emotional and physical well-being.

3.2 Zero-Tolerance Approach to Maltreatment:

We uphold a zero-tolerance stance against student maltreatment. All concerns regarding student welfare are treated seriously. Our staff and visitors are well-informed about our safeguarding processes as outlined in the ADEK Student Protection Policy, ensuring a safe and protected environment.

3.3 Monitoring Vulnerable Students:

We actively monitor students at risk of harm, especially those with additional learning needs who may be more vulnerable. Extra support and resources are provided to ensure their safety.

3.4 Responding to Safeguarding Incidents:

Our staff is trained to respond effectively to safeguarding incidents. Victims are assured that their concerns are taken seriously, and they receive the necessary support with empathy.

3.5 Transparent Environment:

We promote open communication, empowering students and staff to voice concerns about any behavior. Our Safeguarding Lead is readily available to address these concerns.

3.6 Online Safety:

In line with the ADEK Digital Policy, we prioritize online safety, implementing robust digital security measures to protect students and promote responsible digital citizenship.

3.7 Wellbeing Policy Adherence:

Our policies are crafted in harmony with the ADEK Wellbeing Policy, ensuring they do not adversely affect students' health or well-being.

3.8 Accessible Support and Counseling:

We offer accessible, judgment-free support and counseling services to all students, fostering a culture of trust and care within the school community.

3.9 Parental Obligations and Reporting:

Parents are educated about their obligation to enroll their child in school and adhere to educational regulations. We emphasize that unexplained student withdrawals may be reported as a safeguarding concern, following the ADEK Student Protection Policy.

4. Safeguarding and the Curriculum

At FIS, safeguarding is integrated into our curriculum to ensure that our students not only excel academically but also develop essential life skills and values that contribute to their overall well-being and safety. Our commitment to safeguarding is reflected in the following curriculum objectives:

4.1. Developing Self-Esteem and Self-Regulation:

Our curriculum places a strong emphasis on nurturing students' self-esteem and self-regulation. We believe that a positive self-image is fundamental to a student's overall well-being, we aim to empower students with the confidence to navigate life's challenges effectively.

4.2. Fostering Respect and Civility:

Respect for oneself and others is a core value we instill in our students. Our curriculum fosters a sense of respect and civility towards people, as well as other living beings. We believe that by teaching students to value diversity, empathize with others, and practice kindness, we contribute to a safe and inclusive learning environment.

4.3. Communication Skills and Consent:

Effective communication is a key aspect of personal safety. We equip students with the necessary communication skills to express themselves clearly and confidently. Furthermore, we emphasize the importance of understanding and obtaining consent in various contexts, helping students recognize and respect boundaries.

4.4. Understanding Risk, Online Behaviors, and social media:

In today's digital age, understanding and mitigating risks related to online behaviors and social media are essential life skills. Our curriculum provides students with guidance on responsible online conduct, recognizing potential online risks, and responding to cyberbullying or online harassment.

4.5 Developing Self-Protection Strategies:

We empower students with strategies for self-protection. This includes educating them about personal safety, recognizing unsafe situations, and knowing how to seek help when needed. Students are encouraged to be proactive in safeguarding their own well-being.

4.6 Promoting Responsibility for Safety:

Our curriculum aims to develop in students a strong sense of responsibility for their safety and the safety of others. We encourage them to take an active role in creating a safe and respectful learning environment. Students learn the importance of reporting concerns and seeking assistance when necessary. Safeguarding the School's Security.

5. Safeguarding the School's Security

5.1 Comprehensive Security System

Our school is committed to ensuring the safety and security of our students, staff, and assets. To achieve this, we have established a comprehensive security system that encompasses various

elements, both physical and digital, designed to safeguard against potential risks and threats. This system is integral to our safeguarding policy and includes the following components:

5.1.1 Risk Assessment and Analysis:

We conduct regular assessments to identify and analyze potential risks and threats to the school, encompassing physical, digital, and human-related risks.

5.1.2 Access Control:

- Strict access control measures are in place to ensure that only authorized individuals can enter the school premises.
- Access points are secured through electronic key cards, biometric scanners, or other reliable authentication methods.
- Access permissions for staff, students, and visitors are regularly reviewed and updated.

5.1.3 Surveillance Systems:

- Security cameras are strategically positioned throughout the school premises to monitor activity.
- These surveillance systems cover critical areas such as entrances, classrooms, hallways, and parking lots.
- High-resolution cameras with remote monitoring capabilities are employed.

5.1.4 Intrusion Detection:

- Intrusion detection systems are utilized to promptly alert security personnel or authorities in case of unauthorized access or suspicious activity.
- Motion detectors, glass break sensors, and door/window alarms are integrated into the system.

5.1.5 Security Personnel:

- Trained security personnel are employed to monitor and respond to security threats.
- A visible security presence is maintained to deter potential intruders.

5.1.6 Visitor Management:

- Strict visitor registration and identification protocols are established.
- Visitor badges are issued, and all non-essential visitors are required to sign in.
- Visitor identities and purposes for being on the premises are verified.
-

5.1.7 Cybersecurity Measures:

- Robust cybersecurity measures are implemented to protect digital assets and data.
- Firewalls, intrusion detection systems, and regular software updates are in place to prevent cyber threats.
- Staff receive cybersecurity training to recognize and respond to digital threats.

5.1.8 Emergency Response Plans:

- Detailed emergency response plans are developed for various scenarios, including fires, natural disasters, or security breaches.
- Staff and students are familiarized with emergency procedures through regular drills.

5.1.9 Asset Protection:

- Asset tagging and tracking systems are employed to monitor valuable equipment.
- Sensitive documents and resources are securely stored and locked away.

5.1.10 Communication Systems:

- Reliable communication systems, such as two-way radios or mobile apps, are maintained for security personnel to respond promptly to incidents.

5.1.11 Regular Audits and Maintenance:

- Routine security audits are conducted to identify vulnerabilities and areas for improvement.
- All security equipment is regularly maintained to ensure proper functionality.

5.1.12 12. Collaboration with Authorities:

- Communication channels with local law enforcement and emergency services are established to coordinate responses to critical incidents.

5.1.13 13. Training and Awareness:

- Ongoing security training is provided to staff, students, and visitors to ensure they are well-versed in security protocols and know how to report suspicious activity.

5.1.14 Privacy Considerations:

- Security measures respect individuals' privacy rights and adhere to relevant data protection laws.

Through the implementation of this comprehensive security system, we aim to create and maintain a safe and secure environment for all members of our school community, while safeguarding our assets, data, and overall well-being

5.2 Security Guards

Security personnel are integral to maintaining a safe and secure environment within our school. To uphold effective security protocols, our security guards are required to adhere to the following

- 5.2.1 Security personnel must be stationed at all entry points and gates at all times. They should not leave their posts unless there is a temporary replacement available.

5.2.2 It is mandatory for security personnel to possess licenses issued by the Abu Dhabi Quality and Conformity Council (QCC), as per the ADEK Staff Eligibility Policy.

5.2.3 Security personnel bear the responsibility of upholding vigilance and ensuring the security of the school premises. They are expected to collaborate effectively with the school's security systems, in alignment with the ADEK Digital Policy.

5.2.4 Detailed visitor logs must be maintained by security personnel, recording visitor information including names, IDs, signatures, telephone numbers, purpose of visit, and entry/exit times.

5.2.5 Access passes for visitors will only be issued after verifying their identity against a valid photo ID.

5.2.6 The school has the authority to issue permanent access passes to registered visitors who are regularly involved in student pick-up and drop-off, such as parents, nannies, and drivers.

Security guards will ensure that these passes match the identity of the holder. Anyone with cancelled or revoked permanent access cards will not be allowed entry; they must sign in as a general visitor.

5.2.7 Security guards are responsible for maintaining communication between the entry gate and the school reception/administration to authorize the entry of unknown persons.

5.2.8 Adequate handover procedures will be in place to facilitate a smooth transition in case the school changes security providers

5.3 Visitor Protocols

5.3.1 Sign-In and Access Pass:

All visitors to the school must sign in at the security gate and present a valid form of identification.

Upon verification, visitors will be issued a visitor's access pass in exchange for their ID

5.3.2 Display of Access Pass:

Visitors are required to wear their access passes visibly at all times while on the school premises.

Visitors are not permitted to enter classrooms unless they have been specifically invited to do so.

5.3.3 Supervision of Invited Visitors:

Invited visitors, those who have a specific purpose for their visit, must remain under the supervision of a designated member of staff while on the school premises

5.3.4 Sign-Out and Pass Return:

At the conclusion of their visit, all visitors must sign out at the security gate.

Visitors are required to return their access passes before leaving the school premises.

5.3.5 Access for Authorized Personnel:

The school will provide authorized personnel with access to its premises and relevant resources, such as school reports and records.

Prior to granting access, the school will verify the identity of the personnel and ensure they have a valid reason for their visit.

Access granted will be in line with the requirements and purpose of the personnel's visit.

5.3.6 Record Keeping:

School principals will maintain records of personnel granted access, detailing the reports and records accessed and the purpose for providing access.

These records will be preserved in accordance with the requirements for administrative records, as outlined in the ADEK Records Policy.

These visitor protocols are designed to ensure the safety and security of the school environment while facilitating access for authorized personnel in a controlled and accountable manner.

5.4 Departure Procedures:

The school has implemented departure procedures to ensure that student departures are conducted in accordance with parent-authorized methods for transitioning student supervision from the school to the home. These procedures include:

5.4.1 Verification that only persons authorized by parents are allowed to pick up students.

5.4.2 Parents are required to provide advance written notice and the ID of nominated persons who are not pre-registered for student pick-up.

5.4.3 In cases of sudden emergencies or last-minute changes in plans, parents must call the school to inform them of the authorized person picking up their child. The school will record this information, including the name of the authorized person, and promptly communicate it to

the security guards and teachers/individuals responsible for the concerned student.

5.4.4 The school staff will verify the identity of the nominated person at the gate by requesting a form of ID before handing over the student from the school's supervision.

5.5 Arrival and Departure Procedures for Unaccompanied Cycle 3 Students:

Students in Cycle 3 may arrive at and depart from school without adult accompaniment only when their parents or legal guardians have granted written consent.

5.5.1 The school established a system to meticulously record and communicate the arrival and departure times of Cycle 3 students to their parents or legal guardians.

5.5.2 Parents or legal guardians are entitled to request notifications regarding the arrival and departure times of students in grades below Cycle 3. The school is responsible for promptly providing these notifications upon request.

5.6 Security Measures for Special Events

Schools will implement enhanced security protocols to safeguard the school premises during special events. This includes ensuring that:

5.6.1 The Special events are exclusively open to the immediate family, which consists of parents and siblings of the student. Parents intending to invite additional guests must pre-register them

with the school and provide a copy of a valid ID. Unregistered guests will be required to register at the school gate upon arrival and subsequently present a copy of a valid ID.

5.6.2 Clear signage indicating designated areas for visitor access within the school premises is prominently displayed.

5.6.3 Additional security personnel are deployed when a larger number of visitors is expected.

5.6.4 All outside service providers and their employees are pre-approved, and contracts stipulates that they have undergone security checks. Service providers shall submit their trade license and a valid work permit for each employee

5.7 Privacy of the School Community

To safeguard the privacy of the school community in both physical and digital spaces, schools adhere to stringent practices:

5.7.1 Clear Reception areas remain free from individually identifiable elements like timetables, class schedules, or photographs and names of community members.

5.7.2 Personal information, such as emails and mobile numbers of students, parents, or teachers, is not shared without prior consent, in accordance with the ADEK Digital Policy.

5.8 Managing Security Breaches

To prevent dangerous or harmful events and unauthorized access to the school grounds or confidential information, schools establish comprehensive security breach systems:

5.8.1 A robust lockdown system, including a security breach procedure and response plan, is implemented and led by the Safeguarding Lead, with effective reporting mechanisms.

5.8.2 All school staff receive training and are familiar with the security breach procedure.

5.8.3 In accordance with the ADEK Digital Policy, schools have the capability to respond to security breaches by backing up critical data from the school IT system and activating their business continuity plan.

5.8.4 Schools conduct emergency planning and drills in adherence to the ADEK Health and Safety Policy.

5.8.5 Compliance with local regulatory requirements is ensured, and eligible security breaches are promptly reported to the authorities

6. Training and Continuous Professional Development (CPD):

Schools prioritize staff training and CPD to enhance safeguarding:

6.1 Safeguarding training, including for Governing Board members, staff, and volunteers, is provided during induction. Staff training covers

6.1.1 Recognizing signs of student maltreatment or safeguarding concerns and the appropriate steps to take if concerned.

6.1.2 Vigilance regarding the specific needs of at-risk students, including those with additional learning needs.

6.1.3 The importance of addressing behaviors (e.g., banter, practical jokes) that can foster an unsafe culture.

6.1.4 Maintaining secure and confidential records, aligning with the ADEK Digital Policy.

6.1.5 Taking immediate actions during emergencies to prevent harm.

6.1.6 Sharing information on a need-to-know basis and avoiding discussions with colleagues or parents.

6.1.7 Providing support to distressed staff members who may require debriefing.

7. Whistleblowing

We have established a whistleblowing mechanism that allows any individual to confidentially report concerns or allegations of organizational malpractice

7.1 Clear For Concerns Raised:

- We protect the identity of those who report concerns, ensuring they face no shame for doing so.
- If their identity becomes known, we take measures to shield them from negative repercussions such as harassment, reprisal, or stigmatization.

7.2 For Concerns Raised Against an Individual:

- We do our best to protect the identity of the accused when possible.
- We safeguard them from negative repercussions until any investigation is completed.

8. Inclusion

8.1 Inclusive Provision:

Our Safeguarding Lead collaborates closely with the Wellbeing Committee, Head of Inclusion, School Counselor, Health & Safety Officer, teachers, parents, and other stakeholders to ensure the safeguarding and security of all students.

8.2 We Ensure:

Our safeguarding practices and policies consider the unique needs, communication and behavior styles, and engagement of students with additional learning needs, aligning with the ADEK Inclusion Policy.

Compliance

This policy shall be effective as of [Month, Day] 202X.

School is expected to be fully compliant with this policy by [Month, Day] 202X.

Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligation.

Subject:	Safeguard Policy	Issue Date:	27 - Sep-2023
Created By	Mr. Mohamed Orabi	Reviewed By	Dr. Tonia Williams
Version:	OSH.MS.SGP01	Revised Date	XX - Sep-2023

Future International School

Bullying Policy

Effective: 2025-2026

Future International School is committed to providing all students with a safe, supportive, and respectful environment. Bullying in any form is unacceptable and will not be tolerated. This policy outlines the procedures for reporting, addressing, and preventing bullying, ensuring the well-being and dignity of every student. Bullying is defined as intentional, repeated behavior by an individual or group that causes physical or emotional harm to another student. It can include, but is not limited to:

- Physical Bullying: Hitting, kicking, or any form of physical aggression.
- Verbal Bullying: Name-calling, insults, or derogatory remarks.
- Social Bullying: Spreading rumors, exclusion from groups, or social isolation.
- Cyberbullying: Bullying through digital platforms, including social media, texting, and other online communication.

Reporting Bullying

- Any student, parent, or staff member who witnesses or experiences bullying should immediately report the incident to a teacher, counselor, supervisor, social worker, or school administrator.
- Reports can be made anonymously; however, detailed and factual reporting is encouraged to facilitate proper investigation and response.

Investigation Process

- The school administration will promptly investigate the incident upon receiving a bullying report.
- All investigations will be conducted with sensitivity, confidentiality, and impartiality, ensuring the protection of all parties involved.

Consequences

The consequences for bullying will be determined based on the severity and frequency of the behavior. The following steps outline the consequences for each offense:

1st Offense:

- **The student will be suspended for 3 days.**
- The student will be referred to the school social worker for a mandatory conference to discuss the impact of their actions and to develop strategies for positive behavior.
- The student's parent(s) or guardian(s) will be contacted to inform them of the incident and the steps taken by the school.

2nd Offense:

- **A mandatory parent conference will be scheduled with the principal and the school social worker.**
- The student will receive a formal Disciplinary Report.
- If the parent(s) or guardian(s) do not attend the mandatory conference, the student will remain at home until the conference is attended.

3rd Offense:

- **The student will be suspended from school for 5 days.**
- The school administration will review the student's status and consider additional interventions, including the possibility of expulsion if the behavior persists.

4th Offense:

- **The student will be referred to the Discipline Committee to determine appropriate placement for the rest of the school year.**
- The parents will be invited to a meeting to discuss the outcome of the hearing for their student.

Support for Victims

- Victims of bullying will have access to counseling services and support from school staff.
- The school will work closely with the victim and their family to ensure their safety and well-being.

Prevention and Education

- Future International School will implement ongoing anti-bullying education programs for students, staff, and parents to promote a culture of respect and inclusion.
- Regular workshops, seminars, and classroom discussions will be conducted to raise awareness about the impact of bullying and to equip students with skills to prevent and address bullying behavior.

*Review of Policy

This policy will be reviewed annually to ensure its effectiveness and relevance in creating a safe school environment. Any changes or updates to the policy will be communicated to all members of the school community.

مدرسة المستقبل الدولية

سياسة مكافحة التنمر

سارية المفعول: 2025-2026

رمة لجميع الطالب. إن التنمر بجميع أشكاله

تلتزم مدرسة المستقبل الدولية بتوفير بيئة آمنة، داعمة، ومحت غير مقبول ولن يتم التساهل معه بأي حال من الأحوال. توضح هذه السياسة الإجراءات المتبعة للبالغ عن التنمر، معالجته، والوقاية منه، بما يضمن كرامة

وسالمة كل طالب.

تعريف التنمر:

التنمر هو سلوك متعمد ومتكرر يصدر عن فرد أو مجموعة ويتسبب في أذى جسدي أو نفسي لطالب آخر. ويمكن أن يشمل، على

سبيل المثال ال الحصر:

• التنمر الجسدي: كالضرب، الركل، أو أي نوع من أنواع العتداء الجسدي.

• التنمر اللفظي: كالألفاظ الجارحة، الشتائم، أو الإهانات.

• التنمر الاجتماعي: مثل نشر الشائعات، العزل الاجتماعي، أو استبعاد الطالب من المجموعات.

• التنمر الإلكتروني: ويتم عبر المنصات الرقمية مثل وسائل التواصل الاجتماعي، الرسائل النصية، أو أي وسيلة تواصل

إلكترونية أخرى.

البالغ عن التنمر:

• يجب على أي طالب، ولي أمر، أو موظف يشهد أو يتعرض للتنمر البالغ الفوري عن الحادث إلى معلم، مستشار،

مشرف، أخصائي اجتماعي، أو إداري في المدرسة.

• يمكن تقديم التقارير بشكل مجهول، لكن يُفضل البالغ بالتفصيل والدقة لتسهيل التحقيق واتخاذ الإجراءات المناسبة.

عملية التحقيق:

• ستقوم إدارة المدرسة بالتحقيق الفوري في أي بالغ يتم تلقيه حول حادثة تنمر.

سيتم إجراء التحقيقات بسرية وحساسية ونزاهة، لضمان حماية جميع الأطراف المعنية.

العواقب التأديبية:

سيتم تحديد العقوبة وفقً لخطورة وتكرار السلوك، كما هو موضح أدناه: ا

المخالفة الأولى:

• يُعلق الطالب عن الدراسة لمدة 3 أيام.

• يُحال الطالب إلى الأخصائي الاجتماعي لحضور جلسة إلزامية لمناقشة أثر أفعاله ووضع خطة لسلوك إيجابي.

• يتم إبلاغ ولي الأمر بكافة تفاصيل الحادث والإجراءات المتخذة.

المخالفة الثانية:

• يُعقد اجتماع إلزامي مع مدير المدرسة والأخصائي الاجتماعي بحضور ولي الأمر.

• يتم إصدار تقرير انضباطي رسمي بحق الطالب.

• إذا لم يحضر ولي الأمر الاجتماع، يبقى الطالب في المنزل حتى يتم عقد اللقاء.

Future International School 2025-2026

Tardy Policy

A student is considered tardy when entering the school after the bell rings. All students must report to school by 7:30 AM, Monday through Friday. The gates will close promptly at 7:40 AM, Monday through Thursday, and at 7:35 AM on Fridays. In accordance with UAE education requirements, students must be present for the Quran recitation and the National Anthem.

Students arriving after 8:00 AM will not be allowed into the school without a legal notice from the courts or a doctor's excuse.

If a child has a morning appointment, a doctor's excuse must be provided upon arrival to gain entry to the school. Students will not be dismissed after 1:45 PM. It is recommended to schedule appointments after school hours whenever possible. Parents should pick up their children only at the end of the school day, except in legitimate emergencies.

Students will be dismissed from the Playground Area only, not the reception.

1st Tardy: Verbal and written warning #1 issued by the supervisor and documented in the student's school record.

2nd Tardy: Verbal and written warning #2 issued by the supervisor and documented in the student's school record.

3rd Tardy: Verbal and written warning #3 issued by the supervisor and documented in the student's school record, contacts the parent, and assigns one (1) hour of afterschool detention. If the student doesn't attend detention, they will be suspended one (1) day out of school.

4th Tardy: The supervisor will issue a written warning #4 and assign two (2) hours of after-school detention, and notify the parent. If the student doesn't attend detention, they will be suspended for two (2) days out of school.

5th Tardy: The supervisor will issue a written warning #5, which will be documented in the student's school record, and notify the parent. The student will be suspended for two (2) days out of school.

6th Tardy: The Supervisor will issue written warning #6, which will be documented in the student's school record, and notify the parent to schedule a mandatory parent conference. If the parent does not

attend the conference, the student will be suspended from school until the parent participates in the conference.

7th Tardy: The supervisor will issue written warning #7, which will be documented in the student's school record, and notify the parent. The student will be suspended for three (3) days out of school.

8th Tardy: The supervisor will issue written warning #8, which will be documented in the student's school record, and notify the parent. The student will be suspended for five (5) days out of school.

9th Tardy: The student will be referred to the Discipline Committee to determine appropriate consequences, ranging from a 5-day suspension to expulsion from the school. The supervisor contacts the parent and invites them to the Discipline Committee meeting to discuss the results.

مدرسة المستقبل الدولية سياسة التأخر عن الحضور الصباحي

يُعتبر الطالب متأخراً عند دخوله المدرسة بعد قرع الجرس. يجب على جميع الطالب الحضور إلى المدرسة في موعد أقصاه

الساعة 7:30 صباحاً من الإثنين إلى الجمعة. سيتم إغلاق البوابات في تمام الساعة 7:40 صباحاً من الإثنين إلى الخميس،

و7:35 صباحاً يوم الجمعة.

وفقاً دائرة التعليم والمعرفة في دولة الإمارات، يجب أن يكون الطالب حاضرين أثناء تلاوة القرآن الكريم وعزف النشيد ا لمتطلبات

الوطني. لن يُسمح بدخول الطالب الذين يصلون بعد الساعة 8:00 صباحاً إلى المدرسة إل في حال تقديم عذر قانوني أو عذر طبي

موثق. إذا كان لدى الطالب موعد صباحي، يجب تقديم تقرير طبي عند الوصول إلى المدرسة للسماح له بالدخول.

لن يُسمح بخروج الطالب بعد الساعة 1:45 ظهراً، ويُنصح بجدولة جميع المواعيد خارج أوقات الدوام المدرسي كلما أمكن ذلك.

يجب على أولياء الأمور استئالم أبنائهم في نهاية اليوم الدراسي فقط، ما لم تكن هناك حالة طارئة مشروعة. يتم استئالم الطالب من

الساحة فقط، وليس من منطقة الاستقبال.

الإجراءات التأديبية لتكرار التأخر:

• التأخر الأول: إنذار شفهي وإنذار كتابي أول من المشرف، يُوثق في سجل الطالب.

• التأخر الثاني: إنذار شفهي وإنذار كتابي ثاني من المشرف، يُوثق في سجل الطالب.

• التأخر الثالث: إنذار شفهي وإنذار كتابي ثالث من المشرف، يُوثق في سجل الطالب، ويتم التواصل مع ولي الأمر، ويُكلف

الطالب بساعة (1) من الاحتجاز بعد الدوام. إذا لم يحضر الطالب، يُفصل ليوم واحد خارج المدرسة.

• التأخر الرابع: إنذار كتابي رابع من المشرف، يُكلف الطالب بساعتين (2) من الاحتجاز بعد الدوام، ويتم إبلاغ ولي الأمر.

إذا لم يحضر الطالب، يُفصل لمدة يومين خارج المدرسة.

• التأخر الخامس: إنذار كتابي خامس من المشرف، يُوثق في سجل الطالب، ويتم إبلاغ ولي الأمر. يُفصل الطالب لمدة

يومين خارج المدرسة.

• التأخر السادس: إنذار كتابي سادس من المشرف، يُوثق في سجل الطالب، ويتم إخطار ولي الأمر لتحديد موعد اجتماع إلزامي. إذا لم يحضر ولي الأمر، يُفصل الطالب عن الدراسة حتى يتم الاجتماع.

• التأخر السابع: إنذار كتابي سابع من المشرف، يُوثق في سجل الطالب، ويتم إخطار ولي الأمر. يُفصل الطالب لمدة ثلاثة (3) أيام خارج المدرسة.

• التأخر الثامن: إنذار كتابي ثامن من المشرف، يُوثق في سجل الطالب، ويتم إخطار ولي الأمر. يُفصل الطالب لمدة خمسة

(5) أيام خارج المدرسة.

• التأخر التاسع: يُحال الطالب إلى لجنة الانضباط لتحديد العقوبة المناسبة، والتي قد تتراوح بين فصل لمدة خمسة (5) أيام

وحتى الفصل النهائي من المدرسة. سيتواصل المشرف مع ولي الأمر ويدعوه لحضور اجتماع اللجنة لمناقشة النتائج



Future International Private School

PHOTO AND VIDEO RELEASE FORM FOR INTERNAL USE ONLY (2025-2026)

From time to time, the Future International Private School uses and/or produces photographs, videos, movies, recordings, likenesses, and/or the voices of students for its internal informational activities. Further, student work and/or photographs are published on the school website, Instagram, or Facebook page.

Please indicate your choice below by placing an (X) next to your selection.

_____ I permit Future International Private School permission to make and share photographs and recordings of my child as contained herein. I understand that I waive all present or future compensation rights for using the above-stated materials.

_____ I do not permit the Future International Private School to publish photographs, videos, movies, recordings, likenesses, and/or the voice of his/her child.

Please sign this form below and return it to the school supervisor. If you have multiple children, a form must be completed for each.

Student's Name: Grade/section _____

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Name (Please Print)

Parent/Guardian Address:

مدرسة المستقبل الدولية الخاصة

نموذج إصدار الصور والفيديو للاستخدام الداخلي فقط

نود إعلامكم أن مدرسة المستقبل الدولية الخاصة من وقت آخر تقوم بالتقاط صوراً للطلاب ومقاطع فيديو وتسجيلات داخل الحرم المدرسي

وذلك لأغراض إعلامية داخلية. بالإضافة إلى ذلك ، يقوم موقع المدرسة بنشر أعمال الطالب وصورهم على صفحة المدرسة الرسمية

والإنستجرام والفيسبوك.

الرجاء من ولي الأمر وضع علامة (X) بجانب اختيارك.

_____ ال مانع لدي بمنح الموافقة لمدرسة المستقبل الدولية الخاصة بالتقاط صور وتسجيلات لطفلي خالاً تواجهه في

المدرسة ونشرها على الفيسبوك والإنستجرام ، كما أنني أوافق على التنازل عن جميع الحقوق المالية وعدم مطالبة المدرسة

بتعويض مادي مقابل استخدام المواد المذكورة أعلاه.

_____ ال أسمح لمدرسة المستقبل الدولية الخاصة بنشر الصور ومقاطع الفيديو وألفالم والتسجيلات / أو صوت طفلي.

الرجاء من ولي أمر الطالب التوقيع على هذا النموذج أدناه وإعادته إلى مشرف المدرسة. إذا كان لديك عدة أطفال ، فيجب إكمال

نموذج لكل طفل.

اسم الطالب: _____ الصف / الشعبة: _____ :

توقيع ولي الأمر / الوصي: _____ التاريخ: _____

اسم ولي الأمر / الوصي: _____ :

عنوان الوالد / الوصي