



Eastwood Schools
Est. in 1973
eastwoodis.com

MS-HS Parent Guide

2023-2024



MS-HS PARENT GUIDE

INTRODUCTION

The purpose of this guide is to provide you with a basic overview and understanding of how we work at EIS. It contains valuable information and important policies and procedures to ensure that expectations and rules and regulations are clearly communicated with all stakeholders for the mutual benefit of our learner.

SCHOOL MISSION & VISION

EIS commits to impacting the world by teaching students to be driven by a balance of mind, body and soul, and to couple knowledge with integrity, ambition with compassion, and achievement with service.

EIS strives to be a leading educational community in the Middle East for students of all nationalities and religions. The success of our vision depends on the commitment of all members of the school community to take an active part in its effort to provide an instructional system that conforms to the high standards of international education. We are committed to a program of continuous improvement and development.

HOME/SCHOOL COMMUNICATION

Eastwood International School believes in strong communication between home and school. Parents are able to contact teachers via the school phone or e-mail at any time. If the teacher is not available, then the teacher will call back at an appropriate time. Parents are able to monitor their child's progress through the school's management system, EMS.

SCHOOL HOURS

Research tells us that students who are in regular attendance at school have better academic performance than those who are frequently absent.

Your child's school day starts at 7:50 a.m. and ends at 2:30 p.m. If your child comes to school by car, you may drop him or her off at 7:30 a.m. We ask that you do not drop your child off prior to 7:30 a.m. as there will be no adult supervision at that time.

If you are planning to change your child's transportation home in any way, e.g., sending your child home with a classmate or picking him/her up instead of using the bus, please contact the school administration either by email or phone call no later than 12:00 p.m. that day. Without a phone call or email from you, your child will be sent home in accordance with the method of transportation listed in our records.

Eastwood International School does not permit students coming to school while sick for part of the day in order to take tests or attend individual classes. If students are too sick to be at school for part of the day, they are too sick to be taking a test or attending classes.

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Any student in middle or high school arriving after the morning bell must proceed to the administration to be admitted to class. All tardiness and absence are recorded and appear on the student's report card. Students in middle and high school who are habitually tardy are subject to consequences listed in the student code of conduct found at the end of this handbook.

Eastwood International School students are responsible for any work that is missed in connection with leaving early or arriving late before or after a holiday period or for any other prolonged absence during the academic year. We ask that the administration be made aware of any students who will be missing school for an extended period of time. Should a student need to leave prior to the semester exams, then the school reserves the right to ask for a copy of the plane ticket confirmation. Additionally, the rescheduling of exams is left to the administration's discretion.

SCHOOL CLOSINGS

Eastwood International School believes that children belong in school for the maximum amount of time permitted by the school calendar. Eastwood International School does not participate in any government strikes. Should an emergency closing be deemed warranted by the school administration, then parents will be notified by SMS, e-mail, or social media in as timely a manner as possible. We appreciate the support of our parents in protecting instructional time in the school day.

EASTWOOD MANAGEMENT SYSTEM (EMS)

Student grades, absences, tardies, and nurse visits are all available on the school's management system, EMS. Homework assignments are posted daily and dates for tests and assessments are also posted on EMS. Additionally, parents are sent a test calendar via e-mail on a semester basis. At the beginning of the year, parents and students are provided with a username and password to use for access to EMS. Any questions or concerns regarding EMS should be directed towards our Registrar, Mrs. Tania Baradhi.

REPORT CARDS

Report cards are uploaded on EMS at the end of each semester after semester exams have been completed. Progress reports are uploaded on EMS during semesters 1 and 2 prior to the parent-teacher conferences. Student's daily grades and exam grades are available on the school's management system, EMS.

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BEHAVIORAL EXPECTATIONS FOR MIDDLE & HIGH SCHOOL STUDENTS

EASTWOOD INTERNATIONAL SCHOOL STUDENTS WANT AN ACADEMIC ATMOSPHERE THAT PROMOTES ACHIEVEMENT, INTEGRITY, AND A DESIRE TO LEARN, THEREFORE THEY WILL:

1. Attend every scheduled class and in school activity, be on time, with all materials
2. Abide by the school's dress code
3. Keep the campus clean (no graffiti, no litter, no gum etc.)
4. Use good judgment and practice safety at all times
5. Not disturb or distract others in class

EASTWOOD INTERNATIONAL SCHOOL STUDENTS WISH TO MAINTAIN A POSITIVE SCHOOL ENVIRONMENT, THEREFORE THEY WILL:

1. Be respectful and considerate towards people and property (conduct and proper language)
2. Practice safety and proper conduct on the school bus at all times
3. Not endanger self or others

EASTWOOD INTERNATIONAL SCHOOL STUDENTS WILL NOT TOLERATE SERIOUS MISBEHAVIOR AND/OR VIOLATION OF SCHOOL RULES. THEREFORE THEY WILL:

1. Be truthful and honest (no plagiarism, cheating, lying, theft)
2. Be tobacco, alcohol, and drug free
3. Not condone physical violence and/or dangerous behavior
4. Refrain from willful destruction (vandalism) of property and blatant disrespect and defiance in word or deed
5. Do not bring weapons on to the school campus, buses, or any other school sponsored activity

DISCIPLINARY PROCEDURES

Our children are expected to be well behaved and accept responsibility for their actions. When a behavior problem does occur, it is important for the home and school to work together towards a solution that is in the best interests of the child, the other children in the class, and the correction of the behavior. The school administration has developed a student code of conduct that outlines the behavioral infractions and consequences for misbehaviors. Students will be dealt with as per the student code of conduct.

Eastwood International School is not responsible for problems that arise between two students outside of school.

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DRESS CODE

School uniforms play a key role in promoting pride, self-confidence, and a feeling of belonging within the student body. Therefore, children are required to wear a uniform that can be purchased from school during the first two weeks of September.

PHYSICAL EDUCATION AND MEDICAL PARTICIPATION POLICY

If your child is unable to participate in P.E. for any valid medical reason, please send a note to the administration. This note needs to be signed by a parent. Children who do not have a note will participate in the lesson. If the student is unable to participate for one day, a parent note will suffice but if a child needs to be excused for a prolonged period of time (2 or more days), then a doctor's note stating the reason and dates to be excused is required.

IPAD POLICY

Students are required to install their Eastwood Schools e-mail address on their iPad for use during the school year as this is the primary source of communication between the school and students. Students are expected to charge their iPad at home for use at school. While at school, students have access to the school's wireless network. Games are not permitted for use during school hours and students who misuse their iPad are subject to disciplinary procedures outlined in the student code of conduct at the end of this handbook.

MOBILE PHONE POLICY

Our goal is and continues to be to create and maintain a positive learning environment so that students are fully prepared for their classes and distractions are eliminated.

TO ENSURE THE POLICY IS CLEAR, PLEASE TAKE A MOMENT TO READ HOW IT WILL BE IMPLEMENTED:

1. Cell phones should be "off and away" as long as the student is on campus. Any phone seen or heard will be confiscated, this includes phones in shirt or trouser pockets.
2. Phones that are confiscated will be returned to the student at the end of the day in the first instance. Should there be a second instance, a parent or guardian will be asked to come and pick up the mobile phone from school on their child's behalf.
3. Any messages that need to be delivered to your child can be done via email or through the school's phone number.

WE ASK THAT YOU DISCUSS THIS POLICY WITH YOUR CHILD AND WE THANK YOU IN ADVANCE FOR YOUR COOPERATION ON THIS MATTER.

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FIELD TRIPS

Field trips are conducted during the year as part of the instructional program. Parents will be notified of a field trip via e-mail. Students who do not return the Annual Field Trip Permission Form will not be permitted to attend the field trip. The school will determine the cost for transportation and any fees and notify the parents in advance.

AFTER SCHOOL ACTIVITIES

After school activities are organized through the school. After school activities vary by year and season and are on a first come, first serve basis. Parents will be notified via e-mail and/or SMS if a session has to be postponed. Payments for the after-school activities are payable through the accounting office.

HEALTH POLICIES

Parents are required to provide the school with updated health records before their child may attend Eastwood International School. Parents must fill out the medical form provided by Eastwood International School as part of the application process. The school must be notified if any updates or changes to a student's medical condition occur. The Nurse will make parent/guardian contacts for health matters and ensures that each student's health record is kept updated. The school is not responsible for any medical conditions that may change or are not mentioned in the medical form.

YOU MAY NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS SUFFERING FROM:

- Fever (any temperature above 37.5)
- Vomiting during the past 24 hours
- Diarrhea during the past 24 hours
- Sore throat
- Cough
- Heavy cold

YOU MUST INFORM THE SCHOOL NURSE IF YOUR CHILD HAS ANY HEALTH ISSUES SUCH AS:

- Allergies
- Asthma
- Special medications, inhalers etc. needed during the school day

FOR PARENTS OR LEGAL GUARDIANS WHOSE CHILDREN ARE REQUIRED TO TAKE MEDICATION DURING THE SCHOOL DAY,

a permission form must be completed and sent to the school Nurse. Medications, etc. must be clearly labeled with the child's name and dosage.

For any changes in medical diagnoses, please contact the school nurse and submit an updated medical form to the administration.

The school nurse is the only person who is able to authorize students leaving school in the middle of the day for health-related issues.

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CAFETERIA

A cafeteria is available on campus for all students from Grades 1 - 12 to purchase from. Sandwiches, salads, healthy snacks, juice, and water are available for purchase during both recesses.

MAKE-UP POLICY

- If a student is absent during a quiz or a test and if the student's absence was marked by the administration as excused, then a make-up quiz / test session will be scheduled.

- In case the student missed the assigned make-up session, the school will not schedule another session and the student will receive an immediate zero on the quiz/test.

- The student is expected to be prepared for the missed quiz or test on the day of the return to school.

- For an absence to be excused, a medical note should be submitted to the Director of Student Affairs as soon as the student returns to school. Other documents may be required depending on the reason behind the student's absence.

Student Code of Conduct - Procedures

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The infractions are divided into 4 levels:

Level 1: Behaviors that impact only the student

Level 2: Behaviors that interfere with the learning of other students

Level 3: Behaviors that negatively affect the school orderly environment

Level 4: Harmful behaviors

| Infraction | Consequences | | | |
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| | First Infraction | Second Infraction | Third Infraction | More Than Three Infractions |
| Unprepared to class (e.g. uncharged iPad) | Conference with Student | Conference with Student + phone call to the parents | Conference with Student + note to the parents | Conference with parents/ guardians to resolve the matter |
| Not Following Directions | Conference with Student | Conference with Student + phone call to the parents | Conference with Student + note to the parents | Conference with parents/ guardians to resolve the matter |
| No homework | Conference with Student | Conference with Student + phone call to the parents | Conference with Student + note to the parents | Conference with parents/ guardians to resolve the matter |
| Tardiness to school | Conference with Student | Conference with Student + phone call to the parents | Conference with Student + note to the parents | Conference with parents/ guardians to resolve the matter |
| Tardiness to class | Break Detention | Conference with Student + phone call to the parents | Conference with Student + note to the parents | Conference with parents/ guardians to resolve the matter |
| Unauthorized electronic device usage | Item will be confiscated and returned to the student at the end of the school day + note to parents | Item will be confiscated and returned to the parent/guardian of the student + second note to parents | Item will be confiscated and returned to the student at the end of the semester | Item will be confiscated and returned to the student at the end of the school year |

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| Skipping break detention | After-school detention + note to parents | After-school detention + note to parents | Out of school suspension (one day) | Out of school suspension (three days) |
| Breaching Eastwood's iPad policy | Conference with student + note to the parents | Restricting iPad for a period of one week | Restricting iPad for a period of three weeks | Restricting iPad for a period of six weeks |
| Skipping class | After-school detention + note to parents | After-school detention + note to parents | Out of school suspension (one day) | Out of school suspension (three days) |
| Being untruthful | After-school detention + note to parents | After-school detention + note to parents | Behavioral contract + conference with parents/ guardians | Student is put on disciplinary probation |
| Cheating | The student receives an immediate zero on his/her work + note to parents | The student receives an immediate zero on his/her work + note to parents | The student receives an immediate zero on his/her work + Behavioral contract + conference with parents/ guardians | Student is put on disciplinary probation + an immediate zero on his/her work |
| Inappropriate language | After-school detention + note to parents | After-school detention + note to parents | Behavioral contract + conference with parents/ guardians | Student is put on disciplinary probation |
| Disrespect to peers/adults | After-school detention + note to parents | After-school detention + note to parents | Suspension (one day) + a written apology + note to parents | Suspension (Three days) + a written apology + note to parents + Behavioral contract |
| Leaving room without permission | After-school detention + note to parents | After-school detention + note to parents | Suspension (one day) + a written apology + note to parents | Suspension (Three days) + a written apology + note to parents + Behavioral contract |

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| Leaving School without permission | Suspension (two days), Note to parents | Suspension (Four days), Note to parents, and a behavioral contract | Suspension (Four days), Conference with parents. (Registration on hold for the next academic year) | Suspension (7 days), Expulsion procedures begin |
| Insulting Adult/ teacher | Suspension (One day) + conference with parents/ guardians + a written apology | Suspension (three days suspension) + conference with parents/ guardians+ a written apology | Student is put on disciplinary probation | Expulsion procedures initiated |
| Challenging and rebellious behavior (refusing to cooperate with school administrator) | Suspension (One day) + conference with parents/ guardians | Suspension (three days suspension) + conference with parents/guardians | Student is put on disciplinary probation | Expulsion procedures initiated |
| Vandalizing school property | The parent/guardian will be charged repair or replacement cost. The student will be suspended for a period of time proportionate with the severity of the offence | | | |
| Actions that cause harm | The parent/guardian will be charged repair or replacement cost. The student will be suspended for a period of time proportionate with the severity of the offence | | | |
| Bringing inappropriate items to school | The consequence depends on the severity of the offence | | | |
| Fighting/ Punching | Suspension (Two days) | Suspension (three days) | Suspension (5 days) + Behavioral contract | Expulsion procedures initiated |
| Threatening to do injury to person | Suspension (Two days) | Suspension (three days) | Suspension (5 days) + Behavioral contract | Expulsion procedures initiated |
| Threatening to damage property | Suspension (One day) | Suspension (three days) | Suspension (5 days) + Behavioral contract | Expulsion procedures initiated |

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| Bullying | Suspension (Two days) | Suspension (three days) | Suspension (5 days) + Behavioral contract | Expulsion procedures initiated |
| Getting involved in an illegal activity (Drugs, weapons, and dangerous/harmful items) | Student getting involved or possessing any kind of drugs or potentially harmful items will be referred to the Disciplinary Committee, which might and will lead to immediate expulsion from school. | | | |

| Infractions' Pattern (of the same level) | When behavior becomes a conduct | | | |
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| Level 1 | After 12 infractions: Behavioral contract until the repetitive misbehavior disappear | | | |
| Level 2 | After 10 infractions: Behavioral contract until the repetitive misbehavior disappear | After 20 infractions: Disciplinary probation | | |
| Level 3 | After 8 infractions: Behavioral contract until the repetitive misbehavior disappear | After 16 infractions: Disciplinary probation + Registration on hold for the next academic year | After 20 infractions: Expulsion procedure | |
| Level 4 | After 4 infractions: Behavioral contract | After 6 Infractions: Disciplinary probation + Registration on hold for the next academic year | After 8 infractions: Expulsion procedure | Suspension + a possibility of expulsion |



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