

# STUDENT & PARENT HANDBOOK

## 2018-2019



# OXFORD

O.I.S.T

INTERNATIONAL SCHOOL OF TUNIS

# OUR VALUES

O  
riginality

We provide a unique international educational experience based on varied and effective program of academics, arts, and athletics that inspires pupils to strive for individual and collective excellence.

I  
ntegrity

We promote responsible and honest local and global citizenship among our pupils who would make positive contributions to our diverse and ever-changing world.

S  
uccess

We promote lifelong learning in a meaningful context through active inquiry, collaboration, creativity, critical thinking, and problem-solving.

T  
olerance

We provide a caring and safe environment that supports diverse learner needs while setting fair and objective standards in cross-cultural understanding.

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## Welcome Letter from Principal

Dear Parents,

On behalf of the administration and teaching staff at Oxford International School of Tunis, it is my pleasure to welcome you to the 2018 – 2019 school year.

We believe that education is a partnership and the successful operation of a school depends on the cooperation of everyone involved: students, parents and staff. We know that a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your children's success and want you to know that we will do our very best to carry out this responsibility.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing the expectations we have of our students and parents, what you can expect of us, and how we will achieve our educational mission.

We ask you to review the entire handbook with your child and to keep it a reference during this academic year.

We look forward to creating a strong home-school relationship this year. Please do not hesitate to contact me should you have any queries.

Yours sincerely,

## **OUR MISSION**

Working together, in a student-centered educational environment, in which we motivate and inspire our learners to strive for academic excellence while promoting globally minded citizens ready to make positive contributions to our diverse and ever-changing world.

## **OUR VISION**

Our vision at Oxford International School of Tunis (OIST) is to create an educational environment that empowers learners to acquire, manifest, and value the skills and knowledge to support them, as lifelong learners, to be global citizens and practice the four core values of our institution: Originality, Integrity, Success, and Tolerance.

## **What makes us an international school?**

Supporting its mission, Oxford International School of Tunis (OIST) has developed a curriculum framework that combines the British international standards with the American Common Core ones enriched with an interdisciplinary approach adaptable to the local Tunisian environment. Thus, we provide an education that appeals to school-aged dependents of the national and international communities residing in the Tunis area.

Our classes are taught by an international team of native English teachers and local teachers with an advanced level of proficiency in English. While they all possess a rich experience teaching at the elementary and secondary levels, each one of them brings in a unique background enriching our multicultural and multilingual make-up of the school.

Within such an environment, our pupils will develop and grow to be globally minded citizens with the ability to effectively function in multinational and multicultural communities thanks to a sensitivity to similarities and differences between languages and cultures.



## INFORMATION ABOUT SCHOOL

### SCHOOL FACILITIES

- Open warm and welcoming reception area
- Smiling and helpful staff
- Spacious corridors for students to relax and discuss
- State- of-the art innovative, spacious, fully equipped classrooms.
- Latest education technology tools and resources.



Caring, inviting, and supportive learning environment where every child achieves

- Small class sizes.
- Computer and fully equipped Science labs.

Highly qualified teachers and specialists

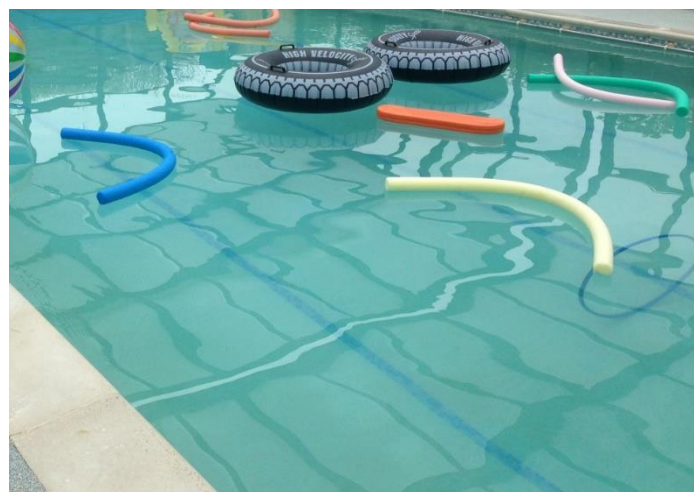
Carefully designed standards-based curriculum that

promotes academic excellence Regular interdisciplinary collaboration

- Engaging textbooks and interactive resources.
- Student art display to appreciate and encourage student artworks
- Technology equipped classrooms with computers, interactive whiteboards, sound system and Internet access.
- Outdoor learning spaces and interactive playgrounds



- Swimming pool
- Science lab instruction for all grades
- Spacious and well decorated cozy cafeteria
- Healthy and delicious food.
- Opportunities for imagination, creativity, and exploration in the natural world.



- Spacious sports and recreation areas.
  - Basketball, football and volleyball field
- Field trips, in and out-of-state, to enhance the curriculum beyond the school walls
- Extracurricular activities and clubs, including music, piano, dance, gymnastics...
- A school-wide code of conduct

## **SCHOOL HOURS**

School hours are Monday to Friday, 08:00-15:00.

Extra-curricular activity hour from 15:00 to 16:00.

## **NO CLASSES & HOLIDAYS**

The school arranges holidays to coincide with the statutory holidays in Tunisia. The school does, however, have a holiday in the winter and in the spring. Please check the academic calendar for details.

## **UNANNOUNCED HOLIDAYS & EMERGENCY CLOSING**

There may be holidays which are not mentioned in the school calendar because of late notification from the authorities. These holidays will be announced to the students.

If an emergency should arise during a school day, the students may be sent home early. In this event, the school will call the emergency contact number given by parents.

## **STUDENT LIFE & WELFARE**

Each student who enrolls in Oxford International School of Tunis(OIST) comes with a unique background and individual potential. As school community, we are committed to provide a supportive environment in which students can feel safe and secure to develop and nurture that potential.

In addition to providing an opportunity for students to succeed academically, we also determined to ensure that each student feel safe, comfortable, healthy, and reach their full potential both academically and socially. Getting to school safely and willingly, feeling confident, and well in both mind and body are simple yet important parts of our warm and supportive school community environment.

OIST strives to provide a variety of activities and support mechanisms for a diverse range of needs and goals for each student in our community. From additional support in accessing the curriculum to a strong after-school extra-curricular program, each student at OIST has the opportunity to augment the learning in the classroom through the support and guidance of our school community.

Students learn best when they are mentally, emotionally and physically fit. Our students have the opportunity to participate in activities as diverse as the students themselves. From robotics to swimming and many classes in-between, students have their choice of a wide variety of extracurricular activities.

Excursions and visits to places of interest, such as exhibitions and museums, are carefully planned and extend the knowledge, skills and understanding gained in the classroom. These activities are one way of connecting with the local community, helping students to see the relation between what is being learned in the classroom and real-life.

## **THE SCHOOL DAY/CYCLE AND ACADEMIC YEAR**

The academic year is divided into three terms and terms breaks will be 2 weeks.

The length of academic year is around 180 days

There are 40 hours of instruction per week.

The school runs on a five-day cycle.

Students are offered extracurricular activities or extra lessons after school and on Saturdays.

## 2018-2019 ACADEMIC CALENDAR

Sep-18						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jan-18						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr-19						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	4
7	8	9	10	11	12	11
14	15	16	17	18	19	18
21	22	23	24	25	26	25
28	29	30				

Oct-18						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May-19						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov-18						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Mar-19						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun-19						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec-18						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2018	
17-Sep	Start of School
15-Oct	Evacuation Day
21-Nov	The Prophets Birthday
14-Dec	End of First Term
2-Jan	Start of Second Term
14-Jan	Revolution Day

2019	
15-Mar	End of Second Term
1-Apr	Start of Third Term
9-Apr	Memorial Day
1-May	Labor Day
5-Jun	Aid al Fitr
28-Jun	End of School

## **GUIDANCE PROGRAM**

The guidance program is designed to take care of students in all aspects: academic, behavioral, emotional, and physical. The guidance program at OIST is comprised of the homeroom system.

The following items are important components of the guidance program:

- ❖ OIST has committed homeroom teachers who closely look after the welfare of all their homeroom students.
- ❖ Regular meetings of all grade level teachers take place to discuss individual student concerns.
- ❖ Parents are informed if there are any extraordinary circumstances such as unexplained absences or disciplinary problems.
- ❖ Problems of a more urgent nature are dealt with immediately and may involve the Principal, the Vice Principal, and parents.
- ❖ In critical situations, parents are involved immediately and conferences are initiated; the conclusions of these conferences are documented and all parties are kept informed.
- ❖ For minor infractions, students are given a warning and parents are informed.

## **P.E. UNIFORMS**

Students are required to wear uniforms during physical education lessons, including footwear that is able to be securely fastened and can give sufficient grip and traction. Students can bring their P.E. clothing to school on days they have P.E. class. In the event of students not wearing their uniform, they will not be allowed to participate in the P.E. lesson.

## **TRANSPORTATION**

Students can come to school either on the school bus or by their own transportation.

## **EXTRACURRICULAR ACTIVITIES & CLUBS**

We believe that properly planned extra-curricular activities have great educational value in broadening outlook, deepening social relationships, providing practical experience in various fields, offering opportunity to pursue more intensively areas of particular talent and interest, providing a means outside the curriculum for students to gain the satisfaction of superior performance, fostering school spirit and morale, and adding to the pleasure of educational experience. Additionally, we

endeavor to actively promote intercultural and international awareness through extra-curricular activities. We offer variety of extracurricular activities that vary from year to year for our students. We mainly schedule extra-curricular activities from 15:00 to 16:00 on weekdays and on Saturdays. Some of these extracurricular activities are football club, basketball club, swimming, music, robotics etc.



## **WATER BOTTLES**

Every student is required to have a water bottle at school. This is essential to prevent dehydration. Students should regularly take their water bottle home to be washed but must remember to bring it back to school the next day. Students who repeatedly forget their water bottle will require them to contact their parent to bring them a water bottle to school.

## **SUPPLY LIST**

At the beginning of the school year, each student is given a list of needed supplies. The students are given two weeks to bring in all of the items on the list for their grade level. If a student runs out of an item during the school year, he/she should replace it within one week. The teacher reserves the right (with notice) to request certain items aside from the supply list to accommodate specific projects or related activities

## **CHANGE OF ADDRESS, TELEPHONE/ OR EMAIL ADDRESS**

It is critical to keep your residential address information up-to-date so you can receive important correspondence about your student from OIST and so your school has accurate emergency contact information. It is vital that we are notified of any changes of address, telephone number, and/or personal email address. If there is a change in the contact telephone number parents shall inform OIST so that OIST can contact parents when necessary. If not given to OIST we are not responsible for any problem that may arise due to lack of the proper emergency contact phone number.



## **CELL PHONE, PROHIBITED TOYS AND OTHERS**

Students may not use cell phones during school hours or allow other students to use their cell phones. Students with cell phones must store them in their backpack and the cell phone must be turned off immediately before arriving to school. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by school staff if used in violation of this policy and kept in the office until picked up by a parent.

Students may not bring candy, toys, or other non---school related items to school unless approved by the teacher. The student assumes responsibility for any items brought from home. Toy weapons are strictly prohibited, and no headphones, radios, games, virtual pets, and Game Boys are allowed. These will be confiscated and returned only to a parent. Gum is never allowed in school. Students caught with gum will face disciplinary measures. Please help us keep our school beautiful!

## **ELECTRONIC DEVICES**

Radios, tape players, CD players, video games, laser pens, iPods or other electronic items should not be brought to school. Please understand that the school is not responsible for lost and damaged items.

## **PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

Parents/guardians may take photos of or video record their children in the school play, or at sports day, or school presentations to celebrate their child's successes. Additionally, the school personnel may take photos of or video record students in the school play, or at sports day, or school presentations to use on school websites, publications, social media etc.

Please inform us with a written request if you do not your child/(ren)'s photos or video recordings are captured and used.

We cannot be held accountable for photographs or video footage taken by parents/guardians or school members at open school functions.

## **PROHIBITED ITEMS IN THE SCHOOL**

We are a Drug, Alcohol and Smoking Free School for all students, school personnel, parents/guardians and visitors. Students, school personnel, parents/guardians and visitors are prohibited from smoking on school property, or at any school-sponsored activity off in our out of school.

No weapons or instrument that indicates violence in any way will be allowed in school building. Prohibited weapons and instruments includes but not limited to guns, whether real or real like that may harm others, knives or similar weapons.

## **VISITORS**

Although we enjoy having approved visitors on campus, arrangements for classroom visitations must be made in advance with the classroom teacher. Drop-in visits, even for a few minutes, can interrupt the flow of instruction and are unfair to the children and their planned program. For everyone's safety, all visitors must report directly to the school office to sign in and receive a visitor's pass. Staff have been instructed to politely redirect visitors without a pass to the office for a proper sign in. Student visitors are not allowed in classrooms without permission of a school administrator. Permission for a student visitor must be requested to the respective administrator in advance. All visitors are required to show ID card if asked by the security personnel.

Children are under the supervision of OIST staff during school hours. Please do not attempt to handle a discipline issue or concern between your child and another OIST child. All concerns of this nature must be handled through the Site Administrator or your child's teacher.

## **SMOKING POLICY**

Smoking is not permitted in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sports field or car parks. Smoking by anyone on a school visit or trip is not permitted. Smoking at the entrances and exits to the school site will be strongly discouraged.

## **SAFETY IN SCHOOL**

### **Safety of the learning environment**

We develop and monitor necessary procedures to establish and maintain safe learning and working environment for students and personnel. We are committed to take all necessary actions to protect the students and personnel from hazards, unsafe or unhealthy conditions.

### **Safety in the classroom**

We will conduct classes in the safest manner to prevent unnecessary student injuries.

Accordingly, students are not allowed to sit inappropriate, stand on chairs, climb or stand on desks or tabletops and hang out windows in the classroom.

We will protect you from prolonged exposure to sun and heat during physical education classes or outdoor activities. Inform your teacher or class teacher if you feel dizzy because of sun exposure.

### **Fire Safety**

We are following the fire safety and fire prevention standards imposed and regularly inspected by the fire department of Tunisia. There are fire evacuation routes posted on the corridors.



We conduct periodic fire drills and safe evacuation drills regularly. Please pay attention to those drills and check the emergency routes and procedures.

### **Environment Protection**

We are committed to the protection of the environment. Accordingly, we comply with environmental laws and regulations issued by the Tunisian authorities. The school members including you must endeavor to reduce the consumption of energy and material resources. Turn off lighting, computers, printers and air conditioning in spaces not used on a regular basis.

## **CLASSROOM MANAGEMENT POLICIES**

We believe that respect for authority is an essential ingredient to quality education and character development; therefore, our classrooms are controlled with firm, loving discipline by qualified and dedicated teachers. It is our desire that all of our students be controlled with self-discipline in their attitudes and actions. To develop such self-discipline though, it is necessary for us to teach and train the students in this process. OIST classroom teachers are tasked with the primary responsibility of ensuring that their students behave in a proper and fitting way at school. At the beginning of the school year each teacher creates a classroom management plan, clearly communicates the rules and consequences to the students and then consistently implements it. These classroom rules/policies are distributed to all parents at the start of the school year, as approved by the administration.

OIST believes each student is a special person that deserves to be respected. Students need to feel safe and secure at school. Students need to be taught how to interact correctly with others and how to make good choices about their behavior. If a student chooses to disregard these rules, there are consequences for their choices. Those consequences may include: a verbal warning, loss of recess/break time, note or phone call to parents, or being sent to the principal's office. If inappropriate behavior continues, a conference with parents will be arranged. For more serious violations, there are further disciplinary actions detailed within this handbook such as in-school or out-of-school suspension. As OIST students learn to get along with each other and respect those in authority they will develop into productive citizens who will function well in society. They will also experience greater sense of security, joy, and peace.

Please be supportive of the teachers and administration in their decisions and let your child know that you and the school are on the same team – his/her team. Your support of the OIST staff will teach your child much about respect for authority. One of the best ways for a parent to support the school is to implement consistent, firm and loving discipline in the home, teaching respect for authority and not making excuses for the child.

## **STUDENT POLICIES**

### **STUDENT RIGHTS**

Students have the right to:

1. A safe and supportive learning environment, free from discrimination or harassment.
2. Be treated with respect and dignity by teachers, administrators and fellow students.
3. Prepared, knowledgeable and supportive teachers.
4. Clearly stated academic and behavioral criteria with timely feedback on their performance.
5. Fair and unbiased treatment from teachers with respect to grading policies, acknowledgement, and classroom activities.
6. Academic challenge in their classes according to individual ability.
7. Express themselves freely provided that it does not cause offense to others.
8. Assemble with other students in a peaceful manner.
9. Fair application of discipline rules
10. Use of school facilities (as budget allows) with the permission of the faculty and with safety considerations in place.
11. Follow up with teachers about grades received or assignments given, provided it is done politely.

### **STUDENT RESPONSIBILITIES**

Students have a responsibility to:

1. Respect others and their rights.
2. Wear your uniform and follow the standards of grooming and dress.
3. Be truthful and honest at all times.
4. Attend class on time and be fully prepared.
5. Follow the rules and regulations written in this Student Code of Conduct.
6. Prepare for each lesson, take books, workbooks, notebooks, worksheet, homework and other appropriate materials if you go to another class.
7. Respect and accept the differences of students and staff from different countries and cultures.
8. Express yourself in helpful and appropriate ways.
9. Abide by the school rules and expectations.
10. Not slander or abuse other students and staff - this includes electronic and online environments.
11. Not damage or destroy any part of the school facilities or network.
12. Respect the property of school and other people

Teachers and administrators work with students so that they are aware of their responsibilities; the school looks to the wider community for support in this endeavor.

Students who ignore their responsibilities will be subject to counseling and consequences. The intent of this intervention is to help students learn from their mistakes and restore themselves to good standing. Consequences and response will also consider the wider needs of the school community.

## **STUDENT ARRIVAL**

School begins promptly at 8:00 a.m. The school will open each morning at 7:30 a.m. (students should not arrive before that time).

## **STUDENT PICKUP DURING SCHOOL**

Only the parent/guardian or a person designated by the parent/guardian may pick up a student early from school with approval from the school principal.

## **STUDENT PICKUP AFTER SCHOOL**

Only the parent/guardian or a person designated by the parent/guardian may pick up a student from the school. You or the person picking your child up from school will be required to show the pick-up card to security, and then your child will be released.

If someone else will pick-up your child, you must give a written permission letter to the designated person. The school will contact parent/guardian to confirm the authorization of the designated person.

## **CLOSED CAMPUS POLICY**

We maintains a closed campus policy for the safety and security of the students. Students are required to stay in school building during school hours including the lunch time.

You may leave the school building during school hours under following conditions:

Written permission from the school principal or on duty administrator and being accompanied by the parent/guardian or a person designated by the parent/guardian.

Participating in field trip activities approved by school principal.

## **STUDENT ATTENDANCE POLICY**

Students must not be absent more than 15 days per semester. Families with serious medical conditions, extra extraordinary circumstances, or other emergency situations may be allowed to

submit a written plea for consideration of which will be submitted to the Principal. Parents should consider the school start dates and holiday schedule when planning family trips to avoid accumulating unnecessary absences. In the event this is not possible, children must obtain their work prior to the absence. Additionally, parents should schedule doctors' appointments after school hours.

## **ATTENDANCE EXPECTATIONS**

Regular school attendance is essential. A teacher cannot teach a student who is not present. OIST students are expected to attend school every day and come to class prepared and on time. Promptness and regularity are essential characteristics for success in life as well as in school. Absenteeism creates a loss to the student even when such absence is excused and work is made up. Because attendance is an integral part of the educational process, student learning will be more successful if attendance is of primary importance to all involved. Parents are expected to inform the OIST about the absence. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism can cause unsatisfactory progress, lead to failure and result in retention.

## **EXCUSED STUDENT ABSENCES**

The following absences are considered as excused absences if proper documentation provided when requested:

Student illness

Emergency medical appointment

Death in family

School---sponsored event or activity previously approved

Observance of religious holiday or service

## **PREARRANGED STUDENT ABSENCES**

To best prepare for making up work that will be missed during an extended absence of three days or more, parents should obtain a prearranged absence form and consult with the Principal to make arrangements for the absence. Making arrangements does not automatically ensure that an absence will be excused. OIST does not excuse absences for leisure travel so please be sure to plan family

vacations during school Holidays. The Principal and/or Head of School will make the final decision on whether or not a pre-arranged absence is excused of which teachers must accommodate.

## **UNEXCUSED ABSENCES**

Students must make-up missed work and tests for all absences. The teacher will deduct percentage points off according to what has been outlined in their course syllabus to determine the grade for missed assignments submitted the teacher's deadline following an unexcused absence. Students will be responsible to make-up exams or alternative assessments at the teacher's discretion. Students who miss class due to suspension as a behavioral consequence will not receive credit for missed assignments. Missed exams or projects will be made up and then marked down by school grading policy.

## **ADDITIONAL ATTENDANCE PROCEDURES**

A parent or guardian must contact the school office each day by phone or email if their student will be absent, indicating the reason for the absence by 10:00am. A student who is in in-school suspension or out-of-school suspension may not participate in any extracurricular practices or games during that suspension.

## **TARDINESS**

It is important for all students to arrive at school ON TIME. When a student arrives late, it disrupts the entire class. Students are expected to be in class by 8:00 a.m. Any student not in class will be marked tardy. A student who has any tardiness in a grading period will not be eligible to receive a Perfect Attendance certificate. Students who are frequently tardy because of appointments will be required to bring a doctor's note. Excessive tardiness may result disciplinary action.

## **HOMEWORK**

Oxford International School of Tunis believes that homework is an important part of the total educational program. Homework is an extension of the formal instruction in school. This extension of skills and concepts through varied practices and maintenance of skills is an integral part of the total educational process.

The responsibility of homework is a shared venture between the parents, teacher and students. Each is important in developing and building good study habits.

### **Teacher Responsibilities**

1. Be sure students understand assignments, including due dates.
2. Provide feedback to students so they can learn from their mistakes.
3. In a team-teaching situation, coordinate homework with other teachers to avoid overload.
4. Adjust assignments according to the need of individual students where ever possible.

### **Parent Responsibilities**

1. Provide child with an area at home that is quiet, properly lit and away from disruptive devices.
2. Establish a daily routine and time for the child to complete all assignments.
3. Take an active interest in the child, assisting him/her when necessary, without removing primary burden of responsibility belonging to the child.
4. Provide positive reinforcements when deserved.
5. Notify the school when problems arise.

### **Student Responsibilities**

1. Is primarily responsible for the completion of all assignments.
2. Listen, understand and write down the homework instructions given by the teacher.
3. Take home necessary books, worksheets and study material to complete the assignment.
4. Complete the requirements of the assignment properly.
5. Turn in all completed assignments.
6. Keep all assignments neatly organized to prevent loss.

## **HOMEWORK TIME**

Individual student capabilities, and demands upon time, are factors to consider when applying the following suggested homework-time guidelines (approximately 10 minutes per grade level). These suggested times are in addition to independent reading (picture or chapter books) that may be assigned by individual teachers.

<u>Grade Level</u>	<u>Daily Homework Time Guidelines</u>
<b>K-1</b>	<b>10-20 minutes</b>
<b>2-3</b>	<b>20-30 minutes</b>
<b>4-5</b>	<b>40-50 minutes</b>
<b>6-7</b>	<b>45-60 minutes</b>
<b>8-9</b>	<b>60-80 minutes</b>



## HELPFUL HOMEWORK GUIDELINES:

Home and school do not operate independently. Staff believes the following guidelines will help your child gain the maximum benefit from his/her school experience and from the schoolwork brought home.



Homework requires an investment in time, effort, and energy to work effectively. We encourage you to make this investment, as it will result in more quality learning and improved school performance.

1. **Set a definite time for study each school day which meets these conditions:**
  - a. Primary age children should have parental help with homework assignments.
  - b. Plan a time that will not be interrupted.
  - c. Set both a starting and an ending goal time. Some children may find using a timer helpful.
  - d. Have other material available, such as reading books, for use when a child completes his/her assignments prior to the end of the established time. Children must be working from the start to the end of the established time avoiding the temptation to rush through work to do something else.
  - e. Keep the child's attention span in mind when planning the length of study time.  
  
Young children may do better with two short study periods as opposed to one long one.
  - f. Give the child some relaxation time after school prior to the start of the study session.
2. **Provide a proper place for study.**
  - a. All students need a work area that is well lit and has a hard surface upon which to write.
  - b. Research shows that some children produce their best homework when low levels of background music are present in the work area. This music should not be loud enough to disturb their concentration.
3. **Provide materials needed for completing assignments.**
  - a. Pens/pencils, paper, a ruler, graph paper, crayons/markers, a thesaurus, etc. depending on the child's age and ability.
  - c. Older students may need to make trips to the library or access the Internet to locate resource materials.
4. **Help your child organize school materials.**
  - a. Provide some type of organizational tool such as a notebook, folders, storage containers, etc.

- b. Have your child keep all returned assignments until you check them.
5. **Help your child make a daily list of homework assignments.**
  - a. Provide a specific place for your child to list all homework assignments.
  - b. Parents should develop the habit of checking this list daily.
  - c. Provide a blank calendar for older children who will have to contend with long-range assignments such as book reports or projects.
6. **Provide support when your child becomes discouraged.**
  - a. Help your child find the solutions to difficult assignments without telling him/her the correct answers.
  - b. Sometimes a short break in the midst of a difficult assignment will help to clarify the problem.
  - c. Do not hesitate to contact the teacher should your child have repeated problems with the difficulty of homework assignments.
7. **Help your child to understand the difference between studying a subject and completing an assignment.**
  - a. Help your child read and reread textbook materials to gain basic information.
  - b. Have children correct errors on returned work, quizzes, or tests.
  - c. Encourage older children to take notes during class sessions.
  - d. Have children review problems, work sheets, notes, and text information before taking quizzes or tests. Do not wait until the last minute to prepare for tests/quizzes. Studying in small doses several consecutive nights is recommended.
  - e. Emphasize to your child that there is more to studying and learning than completing assignments and turning them in.
8. **Encourage your child to read for pleasure at every opportunity.**

## STUDENT ILLNESS

Keep children at home if they have any symptoms of illness. This will assist in preventing the spread of infections and contagious diseases as well as help improve attendance in general. These guidelines should be used to help determine if you should not send your child to school:

- Cold symptoms such as runny nose, congestion, or persistent coughing Temperature of 38 degrees or over
- Sore throat for longer than 2 days, especially if it is associated with swollen nodes or a rash
- Red, inflamed, swollen, or discharging eyes; sores with drainage or other lesions (Impetigo or Pink Eye)
- A persistent rash that is not allergy---related



- Strep throat: A child diagnosed must stay home 24 hrs. after treatment has been instituted
- Diarrhea: DO NOT send a child who has had episodes of diarrhea/vomiting in the last 12 hrs.

A written explanation, signed by a parent/or guardian should be given to the homeroom teacher upon return. In the case of infection, all parents will be informed of possible symptoms to watch for. Students taking antibiotics should stay at home until the treatment is completed, unless a note from the doctor gives permission for the student to attend school. Please note that no medication can be administered by class teachers. A note from the doctor or the Principal is required to dispense medicine. Should a student have an accident at school, teachers will administer first aid. If the people in charge believe the student should be seen by a doctor, the student's parent(s) will be notified.

Please make certain that the school is immediately notified of changes in contact telephone numbers. Also, kindly ensure the school has your mobile telephone number and a reliable emergency number. With this number, the school should be able to reach a responsible adult that you nominate to act on your behalf should we be unable to reach you.

## **INJURY/ ACCIDENT**

In the event that your child should suffer an injury or accident while in your care, please notify your child's teacher and/or the principal. In the event of accidental injuries, we will immediately call the parents or emergency contact person. If necessary, we will also call the rescue. In the event that the child's condition requires immediate medical attention, he/she will be transported by ambulance to the nearest hospital. Should the ambulance leave the school before the child's parent has arrived, a school staff member will accompany the child until a parent arrives at the hospital.

## **STUDENT MEDICATION**

School personnel are not permitted to give medication of any kind without a completed .....  
.....form signed by both a parent/guardian and a physician. This prohibition includes cough medicine, aspirin, or any over-the-counter medication, as well as prescription medication. We will not make any change in the dosage or time indicated on the form, so accuracy is important. If a change occurs, a new form must be completed. Authorization is good for one year only, and a new form must be completed each year. No medication, prescription or non-prescription, may be transported by a student, or be in the student's possession while at school. Medication will be administered under the supervision of our school nurse, or secretary.

## MEDICATION AT SCHOOL

The school administration and the student's teacher must be informed of any prescription medication that a student is required to take at school. School personnel cannot administer medication. If child has a prescription medication, the school must receive a written order from the student's doctor and sign our Medication Authorization form.

All medication must be in its original prescription container labeled with the student's name, current date, name of medication and the proper dosage to administer. If it is necessary for the student to receive non---prescription medication, the parent/guardian must fill out and sign the Medication Authorization form.

## LOST AND FOUND

The Lost and Found is located in reception area. Items found should be turned in to this area immediately. All unclaimed items will be donated to a charity at the end of each term. Please label all of your child's belongings with his/her first and last name (e.g., lunch boxes, book bags, sweaters). If lost items are turned into the Welcome Center, it is easier to get them back to their owners if they are labeled.

**IMPORTANT:** Students are encouraged to leave all money and other valuable property at home. OIST assumes no responsibility for the loss or theft of such articles.

## FIELDTRIPS & CLASS STUDY TRIPS

We recognize that a properly planned, well-conducted and carefully supervised curriculum-related field trips are vital part of the curriculum of any classroom or current activity.

We will support, encourage both local and abroad school trips and excursions and try our best to offer a variety of options that enhance student experiences and development both socially and academically. Our students are required to have a significant role during field trips, not just as learners but also as ambassadors for our school and community.

All field trips and excursions will be conducted under the supervision of a teacher. Written permission of each student's parent/guardian is required in advance of any field trip or excursion. Students without signed permission slips will remain at the school in another class. Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will

receive advance notice of all such trips. A permission form must be signed by a student's parent/guardian in order for the student to participate in a field trip.

## **DRESS CODE**

We encourage students to practice respectable habits. Accordingly, students are expected to be well groomed and wear their uniform in an appropriate manner. Students must be dressed in full school uniform at all times during the school day. Wearing the school uniform is compulsory for all OIST students throughout the academic year.

Students should be neat and tidy at all times. Students are representing OIST when they are in uniform, therefore, they must always conduct themselves accordingly, whether at school or not.

Student may not wear school uniforms if not specifically requested during:

- Extra-curricular activities
- Field trips
- School trips
- Physical Education
- Summer School
- School Programs

From time to time class teacher may request or give permission not to wear school uniform upon approval from the school principal.

The student or parent/guardian seek permission from the school principal, if the student will not be able to wear school uniform due to acceptable reason such as loss of uniform.

If a class teacher determines that a student's grooming or improper wearing of the school uniform detracts from the decorum of the school, parents/guardians will be informed and requested to make appropriate adjustments.

Students repeatedly choosing non-compliance with this policy will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **BIRTHDAY PARTIES**

Birthday celebrations are left to the discretion of the teacher. At most, parents may provide a “treat” with the expectation that celebrations do not interfere with the instructional program. Please contact the teacher before sending or bringing any treats to school. We encourage healthy alternatives for birthday celebrations. A positive alternative to treats are fun pencils, erasers, note pads, etc. Another suggestion would be to donate a book to the classroom, in the birthday child’s name.

## **SOCIAL NETWORK/MEDIA POLICY**

We would like our students to use technology and its products responsibly without hurting any individuals or bringing damage to any person’s or institution’s reputation. Therefore,

- a) Any Facebook messages posted by students about the school, staff or other students that include slurs/insults based on any issue, including but not limited to race, ethnicity, religion, gender will be considered discrimination and result in a suspension.
- b) Any photos or videos (on facebook, youtube etc.) posted by students, taken inside or outside campus, in school uniforms with school logo or any sign on it that represents the school may bring damage to the school’s reputation. Therefore it is strictly forbidden. This case will also end up with a suspension.
- c) Any physical quarrel or fight between OIST students on school premises, resulting from a Facebook post or cyber - bullying-, will result in a suspension for those who fight and those who provoke the violence.
- e) The length of suspension is to be determined by the school administration. In case of same student repeating the same action, the school board will consider expulsion.

## **INTERNET AND NETWORK RULES**

1. Inappropriate material is strictly prohibited. This includes ANY content not pertaining to classroom instruction.
2. Creating or sending threatening, harassing, or inflammatory material or messages is prohibited
3. No violations of copyrighted material: Treat anything created by others (information, graphics, music, sounds, projects, etc.) as private property and respect copyrights.
4. Advertising items for sale (or any commercial use) in case of a doubt, a student must ask his/her teacher before going ahead.
5. All files not generated at school MUST be scanned for viruses before opening. This includes electronic E-mail files, CD ROMs, and flash drives.

6. If a student identifies a possible security problem, he/she must notify the classroom teacher at once and must never present a security problem to others.
7. The school reserves the right to look at all e-mails and files.
8. Cite references for any facts you present. Using copyrighted information without proper references is illegal. Remember that files created by others are their private property.
9. E-mail is never private. The recipient of your message can easily forward it.
10. Never access other people's network folders without permission.
11. E-mail is allowed for educational purposes only. No instant messaging is allowed at school.

### **COMPUTER LABORATORY RULES**

1. Classes must not be left unattended in the computer laboratory.
2. School bags may not be brought into the computer laboratory.
3. Students must not assemble or disassemble any computer or peripheral.
4. Notify all students of the lab rules frequently.
5. No food or drink is allowed in the computer room and areas.
6. Breakage or damage to equipment will be charged to the students' parents.

### **LABORATORY RULES**

1. Sit at the seat allocated to you.
2. Stay in your seat unless you are asked to move.
3. Follow the teachers' instructions carefully.
4. Leave school bags in your own class. Bags are not allowed in the laboratory.
5. Only use or operate equipment if you have been told to do so by your teacher.
6. Chemicals can be dangerous, keep them away from you unless you are using them as part of an experiment
7. Keep chemicals away from your eyes.
8. Keep your hands away from your mouth after you have handled chemicals.
9. Keep chemicals in the laboratory.
10. Wash your hands thoroughly before you leave the laboratory.
11. Notify all students of the lab rules frequently.

Breakage or damage to equipment will be charged to the students' parents.

## **PARENTAL CONSIDERATIONS**

### **RESPONSIBILITIES OF PARENTS/GUARDIANS**

For a peaceful and positive learning environment parents/guardians are expected to:

- Join meetings and communicate with teachers and OIST concerning his/her child's academic progress and conduct.
- Make sure that his/her child is punctual and attend school regularly.
- Inform the school of reasons for any absence.
- Make sure that his/her child attend school well-groomed and dressed according to dress code.
- Participate activities in which his/her child is involved.
- Cooperate with OIST in assisting his/her child to grow into a self-disciplined and responsible individual.
- Display a positive attitude towards teachers and school
- Help your child learn time management
- Be an example with modelling positive behavior and good manners.
- Encourage and lead his/her child to develop proper study habits at home.
- Discuss progress reports, teacher notes, report cards and classroom assignments with his/her child.
- Provide emotional, social, and academic support to his/her child to become receptive to learning and discipline.
- Teach his/her child to assume responsibility for appropriate behavior and accept the consequences of inappropriate behavior including disciplinary punishments.
- Provide a free of interruption work-space where his/her child may study and do homework.
- Provide and maintain up-to-date home, work and emergency telephone numbers and other important information.
- Adhere to all policies and procedures of OIST.
- Explain this code of conduct to his/her child and encourage him/her to follow all rules and regulations.
- Reinforce student compliance with this student code of conduct.

### **THE ROLE OF PARENTS**

Parents are an integral and vital component in our children's approach to learning. We encourage parent participation in all facets/parts of school life. This handbook will help you understand your personal involvement is very important in your child's education. We are always interested in hearing of any contributions of time or special skills that parents are willing to offer. Please contact your child's teacher if you have time or skills you can share to make our school a better place for students to learn and grow.

## **HELPING YOUR CHILD SUCCEED**

### **Ensure your child gets adequate amounts of sleep**

Sleep is food for the brain. During sleep, important body functions and brain activity occur. Skipping sleep can be harmful and can impact your scores on school exams, on the court or on the field.

### **Ask specific questions**

Rather than asking ‘How was your day?’ Try asking:

What was the best thing that happened to you today?

Which was your most interesting class today?

What was the most difficult thing you encountered today?

### **Show interest in the details**

Your child may want to communicate in details the story they discussed in class. Try to listen carefully and ask questions.

### **Check the homework**

Ask your child if any of the assignments are difficult for them. If the answer is “I don’t have any homework” discuss the upcoming tests or projects (i.e. weekly vocabulary quizzes).

### **Set up a homework center for your child**

Find a pleasant place for your child to work that is free from distractions. Encourage your child to keep this area neat and uncluttered. Equip the center with all the things he may need to do his work (pens, pencils, and calculator). Do not let your child study in front of the TV or use social media websites while studying.

### **Help your child learn time management**

Make a time schedule with your child. Plan free time and study time. Post a calendar in his room to record upcoming tests, projects, field trips, special events, etc.

### **Display a positive attitude towards teachers and school**

Your child will pick up on any critical attitudes you may have. Do not allow your child to blame poor results on the teacher, but help him/her to take responsibility. Encourage your child to go to the teacher with any problem he/she has.

### **Communicate with your child's teacher**

Our teachers are here to help you and your child. Please feel free to call them and discuss your concerns. Remember that we are all working together for the same goal. Do not wait for the official Parent Teacher Conference to talk with the teacher if you have immediate concerns.

### **Encourage your child**

Look for ways to praise and encourage your child daily. As he is developing socially, academically and physically, your encouragement is very powerful tool to steer him on the right path.

## **PARENT TEACHER COMMUNICATION**

Recognizing the importance of working together, teachers are encouraged to keep in contact with the parents of their students, and parents are encouraged to contact their children's teacher when they need to. It is in the best interests of the students if this communication is frequent and forthright. Students benefit most when there is a positive and collaborative relationship between home and school. It is very important that you check your child's backpack on a daily basis. This is the quickest and most effective way for the teachers, as well as the administration, to make sure that important information reaches you, especially since some correspondence requires a timely response from the parents.

## **PROFESSIONAL PROTOCOL**

Parents sometimes have the need to express a concern or discuss a school-related issue. If an issue or concern is related to a student's homeroom or a subject teacher, the following protocol should be followed:

STEP 1: You make an appointment to meet with the homeroom teacher at a mutually convenient time via a note to the homeroom teacher or by contacting the school secretary. If you believe the issue or concern has not been sufficiently addressed in the meeting with homeroom teacher, you can proceed to the next step.

STEP 2: You make an appointment to meet with the Vice Principal. The issue or concern will be discussed in a pro-active manner. After that, if you believe the issue or concern still has not been resolved to your satisfaction, you may then proceed to the next step.

STEP 3: You can contact the school to make an appointment to meet with the Principal.



## **PARENT EDUCATION**

Here at OIST, it is our belief that educating the whole child entails frequent and honest communication between school and home. We understand that parents may come from a variety of backgrounds with diverse school experiences. At OIST we realize the importance of parent education. Parents who believe in and support the program and philosophy at OIST maximize the benefits of their children's learning experiences.

There will be parent information sessions and workshops during the year. We strongly recommend that you attend them as often as possible.

## **PARENT ASSOCIATION**

The OIST has a Parent Association that will serve the well-being of the OIST. Members of the Parent Association council chosen from the members of parents of students currently enrolled in the School and the school principal. All members of the Parent Association Council shall serve on the committee in a voluntary capacity without remuneration.

## **PARENT-TEACHER CONFERENCES**

Formal parent/teacher conferences facilitate open communication between parents and teachers regarding students' progress. Parents are strongly urged to make a special effort to attend any parent-teacher conference scheduled throughout the school year. If parents wish to schedule additional conferences, they may do so by contacting the teacher directly.

## ACADEMIC PROGRAM

Oxford International School of Tunis Curriculum and Assessment/Diploma Overview				
School Level	Class	Age	Educational Program	Assessment/Diploma
Kindergarten	KG1	4	Early years foundation	Teacher's Assessment
	Year 1/ KG2	5		Teacher's Assessment
Primary	Year 2/ Grade 1	6	Common Core Curriculum for Liberal Art Subjects	Grade Level (GL) Measurement of Academic Progress (MAP)
	Year 3 / Grade 2	7		GL MAP
	Year 4 / Grade 3	8		GL MAP
	Year 5 / Grade 4	9	British International Curriculum for STEM Subjects	GL MAP
	Year 6 / Grade 5	10		GL MAP
	Year 7 / Grade 6	11		GL MAP / ELEMENTARY DIPLOMA
Middle School	Year 8 / Grade 7	12	Common Core Curriculum for Liberal Art Subjects	GL MAP
	Year 9 / Grade 8	13	British International Curriculum for STEM Subjects	Cambridge Lower Secondary Checkpoint
	Year 10 / Grade 9	14	Cambridge International General Certificate of Secondary Education (IGCSE) YEAR 1	Cambridge IGCSE Exams Year 1
Secondary / High School	Year 11 / Grade 10	15	IGCSE YEAR 2	IGCSE Exams Year 2
	Year 12 / Grade 11	16	Advanced Subsidiary (AS) Level	AS Level Exams
	Year 13 / Grade 12	17	Advanced Supplementary (A2) Level AND/OR International Baccalaureate	A2 Level Exams AND/OR IB

## KINDERGARTEN CURRICULUM

Kindergarten is an important phase in every child's life. This is where they learn to play and play to learn. They start to explore and get to enjoy every opportunity to discover the things around them, develop social awareness and increase logical thinking.

In Oxford International School of Tunis, we recognize the uniqueness of each child and support them to achieve their fullest potential. We designed our Kindergarten classes to nurture the personal, social, emotional, physical and mental aspects of child's development. The lessons are carefully planned and outlined to provide a special learning experience which involves a variety of fun and challenging child-centered activities with the use of a wide variety of materials and modern technology.

We offer the basic curricula: English, Mathematics, Science, Phonics, Writing, Art, Physical Education, Moral and Health Education and Arabic. We also have learning centers that caters to children in Kindergarten to provide them 'hands-on' learning experience to develop their sensory-motor skills and exposure to practical life.

Kindergarten children are also full of energy which is why in OIST we also give attention to the activities that develop gross-motor skills. Therefore outdoor play areas are viewed as an extension of

the classroom and allows daily opportunities for a great variety of physical challenges, social play as well as an exploration of the natural world.

We cannot emphasize enough how fast children learn English Language naturally while playing with their classmates and interacting with their teachers. As we all know, many people from different countries can read, write and understand English yet feel hesitant to speak the language. With the help of English speaking classroom environment and effective strategies mentioned above, children will become confident speakers of English as well.

Although the focus is academic, we also nurture the natural curiosity and sense of self that can serve as the foundation for a lifetime of learning. For children to grow intellectually, they must feel confident in their abilities and secure their relationships with their teachers, family members and peers. Thus we address this by including positive reinforcement and we will also reward kindness, persistence, courage, thinking of others first and respect for their families, teachers, and other important people in their lives. We are educating for good citizenship.

## **KINDERGARTEN PROGRAM**

In order to support and supplement your child's learning, it's good to have an understanding of what your child is learning in Kindergarten. The program for your child is carefully planned by experienced and qualified professionals who are educated about the ways young children learn best. Children will be taught to use their capacities, to grow and to learn many skills. Here is the list of subjects we offer in this class.

### **English Language Art**

Teaching English in kindergarten develops language through involvement in a variety of fun, child-centered activities. Children learn vocabulary and sentence structures as they sing, chant, play games, have conversations, take part in physical activities and put on plays.

### **Mathematics**

Mathematic lesson utilizes a variety of materials. Number concepts and operations, patterns, basic shapes, as well as counting numbers are learned through interactive approach and hands-on activities. Critical thinking is encouraged and developed by using puzzles and manipulative. Children will develop observational and problem-solving skills through guided play.

## **Science**

In kindergarten, children learn about plants and animals and explore the weather and seasons. They acquire an understanding of science through repeated experiences using concrete, manipulative material. Teachers use simple science experiments to introduce children to the process of scientific inquiry. Kindergarteners are now capable of remembering more information and using it to make connections between things. They can separate toy animals into groups, such as those that are found on the land, sea, or sky; or plants that grow on land, in water and thrive on air.

## **Arts**

The kindergarten child needs many ways to express personal thoughts and feelings. Through art, children learn to express their thoughts, feelings and ideas in symbolic ways. They start to mix colors and do painting, paper folding, coloring, and other fun crafts.

## **Values & Behavior**

These activities enable children to develop a sense of who they are and their own capabilities to establish positive relationships with others. The lessons are carefully selected to help the children be aware of their actions towards their families and others. In addition, this subject teaches children to share, cooperate and participate with others.

## **Physical Education**

The physical development and well-being of each child is very important to his overall growth and development. At OIST, we recognize that the young child is still developing his physical stature as well as attitudes toward good health. We provide specially designed movement activities to help children practice and improve their skills of coordination, control, manipulation and movement as well as maintain personal space.

## **PRIMARY CURRICULUM**

### **CURRICULUM STANDARDS**

We follow the curriculum standards of the Cambridge Primary and secondary curriculum used for main subjects. The Arabic and French curriculum will be aligned with considering the curriculum of Tunisian Public Schools and Common European Framework of Reference for Languages and the standards will be selected on the basis of educational research and be consistent and supportive of the school's mission, purpose and philosophy. Appropriate international educational standards and the curriculum of Tunisian Public Schools will be considered and selected on the basis of educational research and be consistent and supportive of the school's mission, purpose and philosophy for supplementary subjects.

Language Programs: The basic language of instruction at the OIST is English.

The school make necessary arrangements and provide assistance to help students who do not have an adequate working knowledge of English Language.

Arabic and French Languages introduced as a second language to all students.

## **Core Subjects**

### **English**

English is a vital way of communicating in school, in public life and internationally. Literature in English is rich and influential, reflecting the experience of people from many countries and times. In studying English, pupils develop skills in speaking, listening, reading and writing. It enables them to express themselves creatively and imaginatively and to communicate with others effectively. Pupils learn to become enthusiastic and critical readers of stories, poetry and plays as well as non-fiction and media texts. The study of English helps pupils understand how language works by looking at its patterns, structures and origins. Using this knowledge, pupils can choose and adapt what they say and write in different situations.

## **Mathematics**

Mathematics equips pupils with a uniquely powerful set of tools to understand and change the world. These tools include logical reasoning, problem-solving skills and the ability to think in abstract ways. Numeracy is important in everyday life, many forms of employment, science and technology, medicine, the economy, the environment and development and in public decision- making. Different cultures have contributed to the development and application of mathematics. Today, the subject transcends cultural boundaries and its importance is universally recognized. Mathematics is a creative discipline. It can stimulate moments of pleasure and wonder when a pupil solves a problem for the first time, discovers a more elegant solution to that problem, or suddenly sees hidden connections.

## **Science**

Science stimulates and excites pupils' curiosity about phenomena and events in the world around them. It also satisfies this curiosity with knowledge. Because science links direct practical experience with ideas, it can engage learners at many levels. Scientific method is about developing and evaluating explanations through experimental evidence and modeling. This is a spur to critical and creative thought. Through science, pupils understand how major scientific ideas contribute to technological change impacting on industry, business and medicine and improving quality of life. Pupils recognize the cultural significance of science and trace its worldwide development. They learn to question and discuss science- based issues that may affect their own lives, the direction of society and the future of the world.

## **Secondary Curriculum**

### **Core Subjects**

#### **English**

Cambridge Lower Secondary English enables learners to communicate confidently and effectively and to develop the skills to respond to a range of information, media and texts with understanding and enjoyment. Learners who follow this framework will develop a first language competency in English based on a curriculum designed to be successful in any culture and to promote cross-cultural understanding.

#### **Mathematics**

The curriculum framework explores six content areas: number, algebra, geometry, measure, handling data and problem solving. The first five content areas are all underpinned by problem solving, which provides a structure for the application of mathematical skills. Mental strategies are also an important part of the number content. The curriculum focuses on principles, patterns, systems, functions and relationships, so that learners apply their mathematical knowledge and develop a holistic understanding of the subject.

#### **Science**

This curriculum framework covers four content areas: scientific enquiry, biology, chemistry and physics. Scientific enquiry is about considering ideas, evaluating evidence, planning investigative work, and recording and analysing data. The scientific enquiry objectives underpin biology, chemistry and physics, which are focused on developing confidence and interest in scientific knowledge. Environmental awareness and some history of science are also part of the curriculum.

## ADMISSION

### ADMISSION CRITERIA

The Oxford International School of Tunis does not discriminate on the basis of race, creed, colour, gender, or national origin and seeks to accept all qualified students who apply. Applications for Admission are accepted throughout the year in accordance with the published admission procedure. All applications to the school must be accompanied by previous school reports and/or records, any appropriate medical records, a valid identity document and any other documents required. A child with the appropriate age for the grade level before the 1st of September of that academic year is eligible for standard admission. Admissions will be granted according to class size limits that ensure that standards of excellence will be maintained.

### GRADE/AGE ELIGIBILITY CHART

#### Standard Admission

A child with the appropriate age for the grade level before the 1st of September of that academic year is eligible for standard admission. Appropriate ages for the grades are:

#### Grade - Age Eligibility Chart for Year 2018 - 2019

Age/Grade Cut-Off		
Enrolling for 2018/19 Academic Year		
BirthYear	Age	Grade Level
Sept. 16th 2013 – Sept. 15th 2014	4+	KG 1
Sept. 16th 2012 – Sept. 15th 2013	5+	KG 2
Sept. 16th 2011 – Sept. 15th 2012	6+	Grade 1
Sept. 16th 2010 – Sept. 15th 2011	7+	Grade 2
Sept. 16th 2009 – Sept. 15th 2010	8+	Grade 3
Sept. 16th 2008 – Sept. 15th 2009	9+	Grade 4
Sept. 16th 2007 – Sept. 15th 2008	10+	Grade 5
Sept. 16th 2006 – Sept. 15th 2007	11+	Grade 6
Sept. 16th 2005 – Sept. 15th 2006	12+	Grade 7
Sept. 16th 2004 – Sept. 15th 2005	13+	Grade 8
Sept. 16th 2003 – Sept. 15th 2004	14+	Grade 9



The above chart indicates the grade OIST applicants are placed in when they are born between the corresponding dates. This is a general guideline, as OIST reserves the right to place students in a given grade.

## **EXCEPTIONAL ADMISSION**

A child whose birthday is on or after 1st September of that academic year but has exceptional academic skills and appropriate social maturity may still be considered for admission into a particular grade. Acceptance is contingent upon a successful interview and previous school records.

## **APPLICATION PROCEDURE**

### **ADMISSION PROCESS**

1. Parent/Guardian will fill the application form and provide:
  - a. Completed application form
  - b. 4 passport size photos of student (3 cm \* 4 cm)
  - c. Two photos of each parent.
  - d. Passport photocopy (for applicants other than Tunisian Nationality)
  - e. National ID card photocopy (for applicants with Tunisian Nationality)
  - f. Official transcript from previous school (if applicable)
2. Applicant will take English and Mathematics proficiency test if applicable (for students who are applying grade 1 and onward)
3. Registrar may conduct interview to determine the skills and capacity of the applicant.
4. Registrar will present the application together with his/her report to the principal or assigned vice principal.
5. The principal and/or assigned vice principal will invite applicant for the final interview.
6. The principal and/or assigned vice principal may request further educational or psychological evaluations, educational documents, parent meeting, additional interview, etc. if he/she deems necessary.
7. The principal and/or assigned vice principal will offer a place or record the applicant's name into waiting list if the application is accepted.
8. Registrar will call the accepted applicants listed in waiting list with following the priority criteria and order in waiting listed.

9. Parent/guardian of the accepted applicant will pay the required fees if there is available seat for the accepted applicant.
10. Registrar will register the applicant as a student to the OIST.
11. Registrar will provide welcome letter and student/parent handbook to the parent/guardian.
12. Registered student will take French and Arabic placement test.
13. Registrar will inform relevant parties about registration, English, Arabic and French level of the student.
14. Principal or assigned vice principal will place registered student to the relevant class, Arabic and French program.

## **REQUIRED DOCUMENTS**

Following documents must be provided for application procedure

- a. Completed application form
- b. 4 passport size photograph (3 cm \* 4 cm)
- c. Two photos of each parent.
- d. Passport photocopy (for applicants other than Tunisian Nationality)
- e. National ID card photocopy (for applicants with Tunisian Nationality)
- f. Official transcript from previous school or reports for the previous two years (if applicable)

## **GRADE PLACEMENT**

Applicant is placed into the appropriate grade depending on following conditions in order if applicable:

- a. Educational records
- b. Results of entrance tests
- c. Age as of application
- d. Emotional, physical and cognitive skills and capacity

## **TUITION AND FEE POLICY**

Oxford International School of Tunis (OIST) fees consist of an Enrollment fee, Registration fee, Technology fee, Class resources fee, Tuition fee, Lunch fee and Transportation fee. Fees are fixed for the academic year.

### **Enrollment Fee**

All new students registered to the OIST are required to pay one-time enrollment fee payment. Enrollment fee is nonrefundable fee.

## **Registration Fee**

All students registering or re-registering to the OIST are required to pay registration fee every year. Registration fee is nonrefundable fee.

## **Technology Fee**

All students registering or re-registering to the OIST are required to pay resource fee every year.

## **Class Resource Fee**

All students registering or re-registering to the OIST are required to pay class resource fee every year.

## **Tuition Fee**

**%20 Special discount for 2018-2019 academic year.**

Generally, tuition fee will be divided into 4 equal installments.

1. First installment will be paid during registration.
2. Second installment will be paid until the end of first term.
3. Third installment will be paid at the beginning of second term.
4. Fourth installment will be paid at the beginning of third term.

## **Transportation Fee**

The OIST will offer transportation to students depending on the location and availability.

Transportation fee shall be payable by term and at the beginning of each term.

## **Sibling Discounts**

If more than one child with same mother or father enrolled to the OIST, sibling discount may be applied with following rates:

1. The first child gets no sibling discount.
2. The second child gets 10% discount.
3. The third child onwards will get 20% discount.

The sibling discount is valid only for those who have paid the fees on or before the due date. The student will not be entitled to avail more than one discount. You can pay fees with using TND, USD and Euro currencies. The OIST will use the exchange rate of Central Bank of Tunisia for currency conversions.

The school reserves the right to adjust the fees and change at any time. Fees reviewed annually and fee table for the following school year announced before the end of current school year.

## **ASSESSMENT, GRADING AND REPORTING**

### **THE ASSESSMENT GUIDELINES**

#### **PURPOSE OF ASSESSMENT**

The purpose of assessment is to improve student learning. The purpose of the assessment process is multidimensional. It provides insights into student progress in a curriculum and attempts to pinpoint future needs in a curricular area for a learner. It is a critical tool for ongoing instructional planning. At Oxford International School of Tunis, students are assessed in many different ways so we can obtain comprehensive information about students' educational needs, interests, strengths, and learning style preferences. We gather and reflect on the results from formal and informal assessments, including school grades, standardized tests, quizzes, projects, homework ...

Effective assessment improves student learning by allowing informed feedback to be given and received in response to the following three key questions

Where are they going? (What are the goals?)

How are they going there? (What progress is being made towards the goal?)

Where to next? (What activities need to be undertaken next to make progress?)

NB: These questions refer to both the students and the teachers.

#### **For Students**

Effective assessment enables students to improve their own learning by:

- giving ongoing opportunities to demonstrate what they have understood
- giving effective feedback to understand their own progress and plan the next stages of their own learning
- giving ongoing opportunities to understand learning goals and criteria for success
- giving ongoing opportunities to share reflections with peers
- giving ongoing opportunities to build confidence and self-esteem
- giving the motivation to set and achieve goals.

#### **For Teachers**

Effective assessment enables teachers to improve student learning by:

- enabling them to determine degrees of prior knowledge before connecting new learning

- enabling them to ascertain degrees of understanding at various stages of the learning process
- enabling them to plan the next stages in the learning process
- enabling them to make informed decisions on how to adapt and improve their teaching practices.

### For Parents

- Effective assessment enables parents to support their child's learning by:
- providing ongoing information on their child's learning
- providing information to assist their children in planning for the future.

## ASSESSMENT

Each quarter students receive a mark out of 100 points for each lesson.

Total marks will be presented as follows:

Term 1 : 100 = 33.3%

Term 2 : 100 = 33.3%

Term 3 : 100 = 33.3%

The final grade for the end of the school year will be the average of all quarter marks.

## GRADES

Grades should reflect how well a student has mastered the content material and the specific learning objectives for the course. Teachers should be consistent and fair in determining grades.

Following comparison chart can be used to compare grades given in OIST and other educational institutions.

Numerical	Letter	Point	Alphabetical	Interpretation
93-100	A	4.0	A	Exceptional
90-92	A-	3.7	A	Excellent
87-89	B+	3.3	B	Very good
83-86	B	3	B	Very good
80-82	B-	2.7	B	Good
77-79	C+	2.3	C	Good
73-76	C	2	C	Satisfactory
70-72	C-	1.7	C	Satisfactory
67-69	D+	1.3	D	Adequate
60-66	D	1	E	Adequate
50-60	D-	1	E	Minimum Passing Grade
0-50	F	0	NA	Failure

## **END OF TERM EXAM**

At the end of each term the school will conduct end of term exam from all subjects offered to the students. Teachers will announce the exam date at least 1 week before the end of term exam.

No assignment or homework will be given if there is an exam on that day or following day. In case of excused absence, teacher must allow student to retake exam.

If you are going to be absent, please inform your class teacher immediately or bring medical report so that you may be allowed to retake exam.

For the performance based subjects such as physical education, music and art; you may be assigned and graded with performance based tasks instead of end of term exam.

## **EVALUATING STUDENT BEHAVIOR**

There will be a student behavior part in your report card. Class teachers will grade this part with the criteria that they set. While grading behavior, depending on the graded behavior, class teachers will consider one or more of the following statements while determining student behavior grades.

## **END OF TERM GRADING**

Teachers will choose and assign evaluation tasks that they are going to use for grading depending on the subject, grade, etc. Teachers may calculate your end of term grade with using any formula depending on the subject and grade. Generally, teachers will use the suggested calculation formula given below for the end of term grade:

- % 30 Class work / participation / verbal responses / presentations
- % 20 Homework / projects / performance based assessment
- % 20 Tests/Quizzes
- % 30 End of term exam

Keep in mind that teachers will also use the outcome of daily progress report while grading classwork, class participation, verbal responses and presentations.

Additionally, teachers will use the outcome of weekly assignment report while grading homework, projects and performance tasks.

The final grade for the end of the academic year will be the average of all term marks.

## **APPEAL GRADES**

You or parents/guardians has the right to review student works used for grading. Teachers will correct if there was a physical mistake during grading. If you are dissatisfied with the decision of teacher, you must write a written appeal request to the school principal.

## **RULES AND PROCEDURES**

We expect children to behave properly while attending school. To this end, we believe children should be taught to be responsible citizens. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these regulations. Students should also be aware of the consequences when rules are broken. School personnel will intervene in conflicts as necessary, and will work with students to resolve conflicts constructively.

### **General Rules:**

Be polite, friendly, respectful, and considerate of both schoolmates and adults

Follow classroom/school rules, procedures, and directions

Solve disputes constructively

Help keep the school clean

Refrain from chewing gum

Wear my hat during recess, only

Walk throughout the campus

Keep my hands, feet, and other objects to self

### **Playground Rules:**

Walk at all times, except on the field or basketball courts during the course of a game as appropriate

Use equipment properly

Play in designated areas only

### **Lunch Rules:**

Talk quietly

Keep eating areas clean

Use utensils as intended

Raise hand to be recognized

Remain seated until dismissed by a supervisor

Do not flip bottles

Do not share or trade food

## **STUDENT CODE OF CONDUCT**

To maintain a school of excellence and become students of integrity, it is important that OIST students develop self-control and self-discipline. Through loving discipleship OIST students will be held accountable for the following responsibilities.

## **Student Conduct Guidelines**

I am responsible for:

1. Being ready to start at the beginning of class.
2. Showing courtesy during class discussions by treating teachers and other students with respect.
3. Trying my best to pay attention and give full effort in every task.
4. Following all school rules to the best of my ability.
5. My conduct. By my conduct I show respect for teachers, my fellow students, and myself.

## **General Guidelines While at School**

In addition, students are expected to adhere to the following guidelines.

1. Walk in hallways and staircases; do not run.
2. Respect other students, including their personal property.
3. Respect school property.
4. Clean up after yourself in the canteen, hallway, and classroom.
5. Middle school students are to stay off elementary playground equipment.

## **Appropriate Use of Language**

OIST will not permit the use of profanity and inappropriate language on campus. While there are cultural differences in what is considered ‘cursing’, OIST staff will be reminding students that inappropriate and disrespectful language, in English or any other language, will not be tolerated. We ask that parents/guardians remind their children about the importance of using appropriate language at school.

## **Being Prepared for Class**

Students are to be in class and prepared when the bell rings. Students must be prepared for class by bringing required materials (textbooks, pens, pencils, paper, etc.) with them to each class period. A student should learn to be responsible for his or her own items and not consistently use a friend’s at the friend’s expense.

## **Conduct Outside of School**

Because students are the best representatives of what OIST is like, we ask that students act in a way that would promote a positive image of the school and the student body. OIST desires to train students who will positively influence the world around them.



## Court and Field Rules

All students are expected to adhere to the following rules.

- No dunking of balls.
- On the court- no kicking of balls or kicking games (including soccer) unless verbal permission is given by a monitoring teacher.
- Return all balls to the designated teacher or area.
- In the event of thunder or lightning, all students must get off the soccer field and basketball courts per administrative directives.
- Treat equipment respectfully.

Students must be supervised at all times by a BIS staff member if they are using the courts, or fields.

## DISCIPLINE

### OVERVIEW

OIST aims to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, OIST administrators and teachers shall not allow misbehavior during school, on school property, or at or during any school-sponsored activities.

Every individual is entitled to courtesy and consideration. Students are expected to extend courtesy in their relationships. Actions which injure others or words that hurt and insult are not tolerated at any time.

The principal and the teachers are available to work with the students to resolve conflicts and misunderstandings. Students with conflict problems should go to the duty teacher at once for help in resolving the immediate situation.

If anything happens to the students inside or outside the school area because of breaking the rules, the school is not responsible for any incident.

The disciplinary committee, which will meet fortnightly (or as required depending on the situation) in order to hear cases, consists of the Head of the Discipline Committee and Vice Principals.

The disciplinary committee has the right to increase or decrease the punishment based upon the evidence.

All discipline records will be transferred to the following year. If the student doesn't repeat the improper behavior in the year after the infraction, his record will be cleared.

The following corrective measures will be used in cases where school rules are breached:

- ❖ Warning (counseling, reprimand, etc.)

- ❖ Parental conference (the school reserves the right to inform the family of any infraction)
- ❖ Assignments or extra duties may be given to the offending student by the Committee.
- ❖ Detention after school, during lunch or on Saturdays
- ❖ Suspension
- ❖ Expulsion

Each time a student violates the rules, she/he will be subjected to corrective measures. The school may not accept the student for the next academic year based on past records of misbehavior by the student.

## **SECURITY AND SAFETY**

For security and safety reasons, the school has the right to check the belongings (books, bags, gym bags, coats...) and frisk the students whenever it is deemed necessary.

## **EXAMPLES OF UNACCEPTABLE BEHAVIOR**

As a student at OIST, you may not do the following:

- ❖ Bring cellular telephones and/or other electronic devices: They disrupt classes and distract others from learning.
- ❖ Cheat and/or plagiarize: cheating on tests, plagiarism, and/or any other type of deception to get credit without effort is deemed unacceptable conduct.
- ❖ Abuse and/or misuse of computers: computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and/or misuse of the computers also include loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment.
- ❖ Disrupt learning: disrupting learning includes any behavior that prevents other students from learning. It may include, but is not limited to, inappropriate language, eating or drinking in or during class, insubordination and/or selling or trading personal possessions to other students.
- ❖ Violate the dress code: students shall come to school in a uniform in line with specific uniform and appearance guidelines as described in the handbook.
- ❖ Give a false fire alarm: any student who issues a false fire alarm is also subject to the legal authorities. The penalties for this, especially if any injuries result, may include jail terms.
- ❖ Fight: school is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. All students involved in the fight are subject to discipline. To assault anyone will be deemed an offence for all students involved in the fighting.

- ❖ Forgery: any attempt by a student to sign any document using a teacher's, administrator's, parents or guardian's name will be considered forgery.
- ❖ Gamble: gambling includes but is not limited to card playing, throwing dice, and sports pools, and involves the transfer of money or personal belongings or assistance from one person to another.
- ❖ Harass another student and/or a teacher, administrator, or staff member: harassment means making unwelcome advances or any form of improper physical contact or remark and any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment is a violation of the school's commitment to provide a physically and psychologically safe environment in which to learn.
- ❖ Smoke or use other tobacco products and/or bring such products to school: This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.
- ❖ Steal and/or vandalize private or school property: this means to cause or attempt to cause damage to private property or steal or attempt to steal private property, either on school grounds or during a school activity, function, or other event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.
- ❖ Exhibit threatening behavior: threatening behavior can include verbal threats, both face to face and over electronic media (phone and/or computers) and non-verbal threats, intimidating stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or ill at ease.
- ❖ Be truant: truancy means being absent from school or a class without the permission of a parent. Habitual truancy means a student has accumulated 10 consecutive days, or 15 days of absence in total during one semester.
- ❖ Bring any kind of weapon to school: a weapon includes, but is not limited to, objects such as guns, pellet guns, knives, clubs or spears as well as mace, tear gas, or other noxious chemicals. It may also include any replica of a real weapon. It also includes objects converted from their original use to an object intended to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what a weapon is. School personnel may search book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

## **DUE PROCESS**

Any student who performs any of the unacceptable behaviors listed in this handbook, or added to this list at a later date, will suffer the immediate consequences of their actions. These consequences range from notification of parents, detention, and immediate removal from a school activity, to suspension, expulsion, and criminal prosecution.

All students at OIST have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately inform the on duty teacher, home-room teacher, or administrator about the problem. The situation will be investigated as soon as possible. All reports will be kept completely confidential.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately talk to the on duty teacher, home-room teacher or administrator about the problem. The situation will be investigated as soon as possible. All reports of this nature will be kept completely confidential.

## **WARNING**

Notifications are given to serve as a notice to the student that his/her behavior is unacceptable and inconsistent with the School's standards of behavior. The warning will include notice that any future violations of policy could result in the imposition of more severe sanctions. In some cases it may be the preliminary step to disciplinary probation.

## **DETENTION**

Detention will be held after school or at the weekends. Students will be asked to write an essay and do assigned work by a teacher. Students are not allowed to eat, drink, sleep, or leave detention class for any reason.

## **SUSPENSION**

Notice of Suspension and the reasons for the suspension will be given to the student in written form by the head of the discipline committee after hearing the issues involved in a situation. If you are suspended, you will not be given the opportunity to make up work that you missed during the suspension.

During suspension the student is responsible for getting his/her work assignments from his/her friends and is expected to be up to speed on all lessons upon his/her return.

All discipline committee hearings will be held within two (2) school days of any serious infraction being made. Suspension orders issued by the disciplinary board are final.

## **EXPULSION**

A decision to expel any student will be put in writing, and will include the reasons for the expulsion. According to the principal after due consideration of all the events involved.

You and your parent/guardian may appeal an expulsion within two (2) school days after the expulsion order is issued. This appeal will be made to the School Principal and heard by a discipline committee. All discipline committee hearings on suspensions/ expulsions will be held within four (4) school days of the appeal being made. Appeal rulings of the disciplinary board are final.