



STIRLING
INTERNATIONAL
SCHOOLS

*“Reimagining
Education”*

Student & Parent Handbook

International Schools
Lower Secondary & High School

2021-2022



RONAKI
INTERNATIONAL
SCHOOL - ERBIL



Stirling Schools is recognized and accredited by one of the world's most reputable and prominent organizations, City & Guilds, UK.



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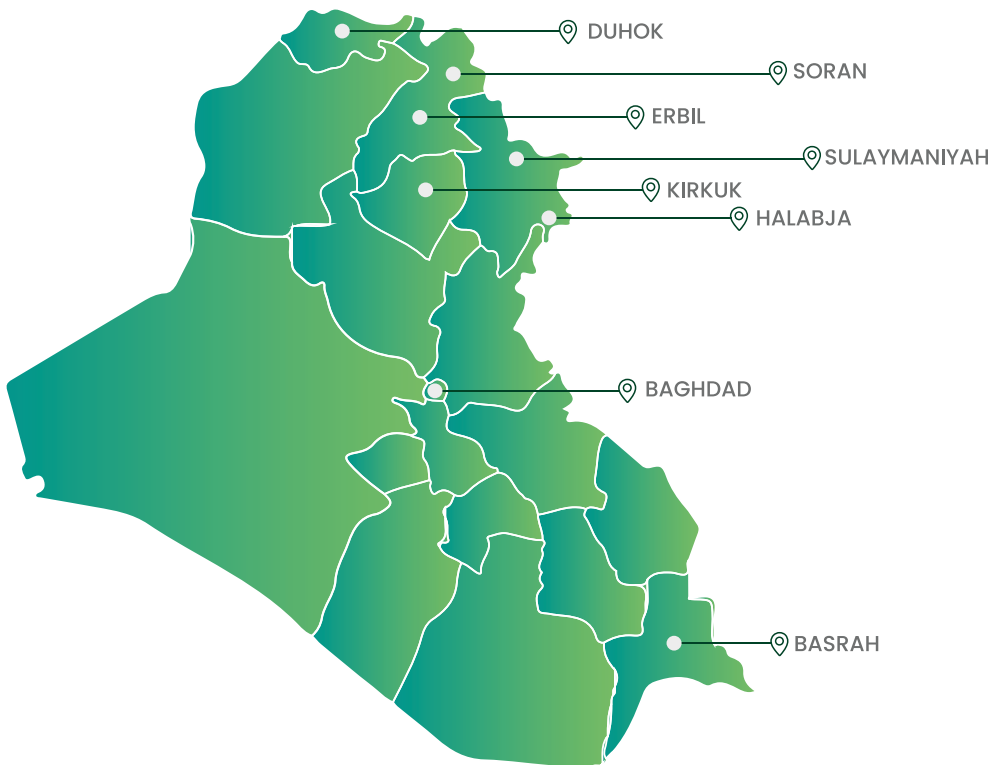
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Our Brands

The Stirling Schools group, established for over 27 years now in Iraq & KRG, has been successfully operating private and international schools across the country for more than a quarter of a century.

Stirling Schools operate in 6 major cities of Iraq and KRG with the following brands:

- Ishik & Nilufer Schools (Ronaki Hawler Education Company) – Erbil City
- United Science Colleges – Sulaymaniyah City
- Ronaki Duhok Education Company – Duhok City
- Baghdad Ishik Schools – Baghdad City
- Kirkuk Cag Schools – Kirkuk City
- Basra Ishik Schools – Basra City



Published by

Stirling Schools Board of Directors; in coordination with Board of Education, Academic Departments, Guidance and Counseling Department, and School Leadership Teams.

About Us

Stirling Schools provide the best education services by bringing professional educators together and investing continuously in educational technologies and facilities.

Our schools prepare individuals to understand, contribute to, and succeed in a rapidly changing society, thus making the world a better and more just place.

Within our strategic planning, there is a strong focus on digital learning, ensuring that we provide a strong digital curriculum, supported by excellent teaching and access to the latest technology.

Philosophy

As befits a global provider of affordable education, we deliver our lessons for the most part in English.

We set the highest levels of accountability for ourselves, ensuring optimum standards of achievement for all. We aim to acknowledge and create opportunities for personal and spiritual development and for social and moral growth.

We provide engaging learning pathways in order to equip our pupils, our students, and our staff with the necessary tools to unlock their full potential.

Why Choose Us

We have implemented a coherent education model globally with a strong digital curriculum, supported by excellent teaching and the latest technology. Our strength is in providing dynamic and engaging English language curricula in classrooms across Iraq.

Motto

“Reimagining Education”

Mission

Our Mission is to build nurturing, supportive and collaborative communities of learners by combining local cultural values with international standards of education.

Vision

Our vision is to inspire and empower our students to become global citizens with a deeply ingrained sense of social responsibility and creativity, readily equipped with personal qualities such as a fully rounded, independent character, and developed critical thinking skills so that they are imbued with the ability to unlock their full academic potential and exercise their talents in real life.

01. Introduction

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules, regulations and guidelines for attending and receiving an education at Stirling Schools. Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process for the betterment of our educational services.

The handbook may be amended on need, and those changes will be communicated by the administration to the staff, students and parents/guardians.

We encourage all students and parents to carefully review the information in the Student Handbook to not only know what is expected of them, but also to know their rights. The Student Handbook also contains helpful information, guides, and directories that will make school life easier.

01. School Contact Information



School Contact Information will be provided in school parent orientation. Also you can find School Contact Information via Stirling Schools Website: stirlingschools.co.uk/en/our-schools/our-schools

02. A Message from Stirling Schools

Dear Students and Parents,

On behalf of the Stirling Schools, we would like to welcome you all to the New Academic Year; with a special welcome to those new to our student and parent community. We are confident that you will find Stirling Schools a great place to learn at, to meet new friends, and to gain new experiences. We encourage you to accept the challenges that lie ahead in learning as you pursue your education and lifetime goals.

This handbook is designed to be a reference, so that you have the most necessary information readily available. All student handbooks are reviewed annually for the betterment of our educational services; so, please kindly read it thoroughly every year.

The Stirling Schools group is committed to creating nurturing, supportive and collaborative communities of learners.

Our goal in our educational services is to create a learning environment that cares for each student's welfare while setting high expectations for behavior and learning. We ask that you not only study and achieve academically, but that you also demonstrate excellent character, leadership qualities that are required of all who wish to be successful students and good citizens in your society. We encourage you to become involved in school activities, arts, and athletics. Become involved in as many activities as you can manage and which you enjoy.

We hope that this year will be a productive and successful school year for you. We wish you a enjoying and rewarding time at Stirling Schools.

Board of Directors

Stirling Schools

03. Bell Schedule

Please note that the bell schedule may slightly differ in different cities.

01. International School Bell Schedule

LESSONS	TIME
1st Lesson	08:10 - 08:55
1st Break	08:55 - 09:15
2nd Lesson	09:15 - 10:00
2nd Break	10:00 - 10:10
3rd Lesson	10:10 - 10:55
3rd Break	10:55 - 11:05
4th Lesson	11:05 - 11:50
Lunch	11:50 - 12:30
5th Lesson	12:30 - 13:15
5th Break	13:15 - 13:25
6th Lesson	13:25 - 14:10

04. Curriculum

The Stirling Schools group believes that every student has the ability and the right to learn. Our curriculum provides positive support for students to achieve their goals by teaching them to take responsibility for their own learning.

The curriculum provides opportunities for an intellectual challenge, for the development of appropriate cultural and universal values, for developing social skills, and for the fostering of the students' physical development, all of which will assist them in leading healthy and productive lives.

Our curriculum has three main characteristics:

Diversity: We have designed our curriculum to fit a diverse learning environment in which students can discover their own individual capacities and interests.

Challenging: Our curriculum offers more than just the teaching of core subjects. It includes the teaching of a foreign language, activities and projects, national and international assessment possibilities, technology, robotics, brain games, and values teaching.

Dynamism: Our curriculum is a dynamic program which is reviewed and updated annually for each section on our Curriculum Development Day, an event which is organized with the participation of our Heads of Department and educational experts, and where feedback from students' surveys is also included.

Stirling International Schools Curriculum

Stirling International Schools offer students American and International educational traditions, as well as the benefits of access to the rich culture and heritage of Kurdistan, and Iraq.

Our international schools offer a mix of curricular and co-curricular activities, with a wide variety of programs that meet the needs and interest of its students. Stirling Schools collaboratively develop and continue to implement rich curricula based on clear measurable learning goals. The curricula for the core subjects are aligned to the quality international standards within **Cambridge Curriculum Framework for primary and lower secondary level; and American Common Core standards for high school level in international schools**. Curriculum guides contain learning objectives that are aligned to the standards and teachers use them to plan their daily instruction in the classroom. The curriculum is endorsed with rich and various online resources and materials in technologically equipped classrooms and laboratories.

Stirling Schools offer a rigorous, well-balanced course of study. Educational materials used are selected for their viability in the international standards and adaptability to the local environment.

The curriculum is also designed to prepare the students for the College Board Scholastic Aptitude Test (SAT) General Test, SAT Subject Tests, and Advanced Placement (AP) with content and skills for the tests well-integrated in the curriculum. Thus, the SAT and AP programs are implemented at Stirling International Schools.

02. Stirling Schools Student Profile

01. Academic Profile

01. Researchers



Stirling Schools Students are open-minded, and they adopt a critical way of thinking. Besides this, they are hard-working, attentive to details, and are focused in their devotion to their specific field of interest.

02. Creative Thinkers



Stirling Schools Students are innovative and always open to learning new things. They can use their imagination and their critical thinking skills together to ensure that their cogitation is guided by meaning. Yet they can also take calculated risks, and be independent and flexible in their individual thought processes. They learn to develop their ability to find different solutions to a given problem.

03. Critical Thinkers



Stirling Schools Students are critical thinkers who aim to achieve the best possible outcomes in any situation. To attain this goal involves them gathering and evaluating information from as many different sources possible. Students have the ability to realise why things are the way they are and to formulate their own opinions, taking into account the potential consequences of their own or others' actions when reaching their conclusions.

04. Communicators



Stirling Schools Students are fabulous communicators imbued with empathy and blessed with excellent conversational skills. They establish meaningful and respectful relations with the people around them.

05. Collaborative Learners



Stirling Schools Students learn, solve their problems, or complete their tasks by being a part of a group of friends working together. They always look for opportunities to work as a team and to collaborate.

06. Confident Individuals



Stirling Schools Students are happy and productive individuals who are fully confident. They possess energetic personalities and enhanced decision-making abilities. What's more, they do not have negative thoughts.

07. Multicultural Individuals



Stirling Schools Students respect and understand cultural differences. Being multicultural individuals increases the influences that inspire them, helping them in their decision-making.

08. Multilingual People



Stirling Schools Students are multi-lingual people. This makes it easy for them to communicate with other communities and to establish secure personal connections. Knowing different languages helps them to improve their understanding of life and their ability to judge situations. They have better job prospects as multilingual individuals.

09. Independent Learners



Stirling Schools Students understand the importance of – and take responsibility for – their own learning. They are self-motivated and accept that frustration in the present can act as a valuable spur to achieving future success. They are curious problem solvers, engaging in what they are learning by taking initiatives and making attempts.

02. Character Profile

01. Care-Givers



Stirling Schools Students are kind. They readily forgive others, demonstrate forbearance and are always ready to help people in need. People around them feel the comfort of having them close by as friends.

02. Peacemakers



Stirling Schools Students are understanding and dedicated to establishing peace among the people near them or far from them. Wherever they see a conflict or misunderstanding, they immediately approach, to offer a helping hand and to find peaceful solutions.

03. Global Citizens



Stirling Schools Students are global citizens. This is so relevant now since our modern world is like a global village where local and global affairs are deeply intertwined. Today's challenging world requires students to collaborate with others beyond the classroom, to think deeply and critically about what is reasonable and just, and also to evaluate what will minimize harm to people around them and to our planet. Being global citizens helps them to feel more confident in standing up for their beliefs and to be more skilled in evaluating the ethics and the impact of their decisions.

04. Patient



Stirling Schools Students learn about and acquire the virtue of patience during their school life from the collaboration between the school, the teacher, and the parent. Being patient helps them to overcome all challenging situations with great flexibility and in the best way.

05. Honest



Stirling Schools Students are decent, virtuous, sincere, truthful and trustworthy. Their actions reflect what they truly have in their minds and they do not undertake anything that is morally wrong.

06. Compassionate



Stirling Schools Students are thoughtful, and they show sympathy and concern for others. They genuinely care about other people. They have compassion and they can readily put themselves in others' shoes and feel for them.

07. Self-Disciplined



Stirling Schools Students have the motivation and the ability to monitor and control their behaviour. They are highly self-disciplined and able to focus on long-term goals. This helps them to make the best choices connected with their ongoing academic studies and future career. They are a great asset to their own country and to the world.

08. Grateful



Stirling Schools Students are very warmly appreciative. They readily show gratitude for any kindness or for any benefits they have received. Being grateful promotes optimism and this helps them to develop a very positive outlook on the world.

09. Hopeful



Stirling Schools Students are hopeful, and this makes life better for them in many ways. Being hopeful helps them to make tough personal circumstances feel more bearable. Hope eventually improves their lives and motivates them to take steps to make a better future happen. Their hopefulness becomes an excellent example for others never to lose hope in hard situations and to work to overcome them.

03. Academic Policies

01. Admission

01. Enrollment

Students coming from other schools are welcome to apply. Stirling Schools require applicants to submit a complete application form in order to be considered for admission.

The procedure for admission is as follows:

1. Application Process starts when the applicant submits the reference letter about the student's current grade and discipline from the previous school, and ID card.
2. The applicant and the parent fill in the Application Form and get a date for the Entrance Exam and interview.
3. After the assessment, the student will be placed in an appropriate grade.
4. Application process is completed when the Application Form and the Parent School Contract is filled in full and signed by the parent or the guardian.
5. The school takes responsibility to organize the education of the student. The responsibilities of the school, students and parents are clearly defined in the Stirling Schools Student-Parent Handbook.
6. List of documents to be prepared when the student is accepted to Stirling Schools:

- ✓ Application form
- ✓ Applicant's Birth Certificate or National ID
- ✓ Passport for Iraqi Citizens
- ✓ Passport for international students
- ✓ Father's Identity: Passport and/or other ID
- ✓ Mother's Identity: Passport and/or other ID
- ✓ Medical Reports if any
- ✓ Transfer documents from a local public school (Certified by the Ministry of Education)
- ✓ Transfer documents from international school (Certified by the Ministry of Education)
- ✓ 6 recent passport photos

7. Student's parent/legal guardian and the student must read and abide by all terms and conditions mentioned in the Stirling Schools Student-Parent Handbook.

02. Withdrawal

- To request withdrawal from school, the parent must notify the school in writing at least a week in advance. The office will arrange checkout procedures for the student.
- The procedure starts after the parent submits Stirling Schools Student Withdrawal Form.
- If tuition and/or fees or fines have not been paid, school records will not be released.
- A transcript and a transfer certificate are provided.

03. Student Information

Student records and data should be kept up to date. Please inform the school office of any changes in address, phone numbers, custody issues, family or social circumstances, or any other important information. Parents and students can also update their contact information on Mercury SIS. The school bears no responsibility for the circumstances resulting from ignorance to update student information.

02. School Hours

01. Arrival

Parents who transport their children to school should leave their child at the gate of the school in the morning before 8:00 a.m. Accompanying children beyond the school gates is not allowed. Students who arrive at school before 8:00 a.m. are the responsibility of the parents as no supervision will be available before that time. Students are not allowed to go to the classrooms before the morning assembly.

02. Dismissal

- Parents transporting students by car are to wait outside the designated gate at 2:30 p.m. Sunday to Thursday to pick up their children.
- To ensure your child's safety and a smooth, organized dismissal, please be on time.

- Parents may not enter the education sections at dismissal time.
- Please note that teachers will not be able to discuss academic concerns during dismissal time.
- There will be supervision available for children after the previously mentioned dismissal times. Students must be picked up promptly at the conclusion of each after-school activity.
- School staff will not remain on site to await late-arriving rides.
- The school does not provide bus services for remedial classes or other activities on Saturdays.

03. Early Dismissal

- If it is necessary to pick up your child prior to the end of the school day, please inform the related assistant principal office, giving the time, reason, and the name of the person who will be picking up the child.
- If there is an emergency, please call the front desk upon arrival.
- Upon arrival at the school, please report to the vice principal and fill in the **Early Dismissal Form** to sign the child out.
- Without written permission from the legal guardian, no student will be released to anyone other than the legal guardian(s).
- The guards will not allow any student to leave the school premises without the **leave permission slip**.

03. Attendance

Attendance at school is compulsory. Regular and prompt attendance is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absence deter the child's ability to learn and make it more difficult for students and instructors alike due to the missed instructional time, discussions, and activities.

Parents are responsible for regular and punctual attendance of their children. Family vacations should not overlap with the school's instructional calendar. Students who are not enrolled at Stirling School are not permitted on campus at any time unless they have been registered as official guests.

01. Absence

An Excused Absence/Tardy includes:

- Documented illness or injury (to be submitted to the office within a week)
- Bereavement/family funeral
- Extraordinary family circumstances (excused at the discretion of the administration)

Examples of unexcused absences are as follows:

- Oversleeping
- Personal business
- Missing a ride/the bus
- Work
- Car Trouble
- Skipping
- Family vacations
- Undocumented absences
- Non-emergency family situations

Family Vacations:

- Family vacations are strongly discouraged when school is in session. In addition to compromising the attendance regulations, family vacations interrupt the educational process in each subject area in ways that make-up work cannot reverse. **Teachers are not required to provide work in advance of a family vacation.**
- The parents are required to submit Pre-Excused Absence Request Form prior to absence. The administration shall evaluate the situation, then accept or refuse such requests. Absences that are not approved will be recorded as unexcused absence. The student is then required to make up all the missed schoolwork during his/her absence. Parents/students will be responsible for ensuring that the child has completed the missed schoolwork.
- If the child exceeds the maximum allowed absence days, 30 days (10 unexcused + 20 excused) for Middle & High School students per academic year, and the period of absence is not approved, the child will not be promoted to the next grade and/or his/her re-enrollment for next year will be in jeopardy.

02. Missed Work

Grading Absence Policy

- **Missing unexcused** is 0 grade without a possibility of make-up. It is generally given due to the absences of disciplinary issues (detention or suspension).
- **Missing absent** is 0 grade. Students will be expected to complete make-up work within maximum a week. Administration's approval is necessary for make-up.
- **Missing excused** is exemption from the assignment. However student can make it up if he/she wishes.

03. Tardiness

Students who come late enter the class for the first lesson until 10 min is being reported late. After the first lesson students will be recorded as absent. For other periods students will be considered as tardy until 3 min; after 3 min they will be considered as absent. 3 tardiness will be recorded as half day absence, 3 absences for any lessons will be recorded a day absent. After the fifth time a student is late to school (after 8:20 a.m.) in the same month, it will be considered as habitual tardiness and the student is referred to the discipline committee. Parents have the responsibility to inform the school in case of excusable incident occurrence and to follow student's attendance/tardiness status via Mercury SIS or direct phone call.

TARDINESS TO CLASS

A student is tardy when he/she is not in his/her assigned seat or station when the bell rings after breaks. A student's tardiness shall not be excused unless there is an approved excuse by Deputy Principal. Habitual tardiness will be punished with deduction of participation grade starting from 10% and may reach up to % 100 depending on length and frequency of tardiness. Students who form a habit of being tardy to classes will have further discipline consequences at discretion of the Discipline Committee. The student will be taken under disciplinary probation until it is ensured that the student has quit the habit of tardiness.

04. Communication

Strong, open communication between students, teachers, and parents is a key element in the success of Stirling School Students.

- Important announcements, unexpected changes, and upcoming events will be announced to parents either on Mercury SIS, memos, SMS, or a posted note on the Stirling Schools Website.
- The primary means of communication is via Mercury SIS, so it is the parent's responsibility to inform the school in cases of technical issues.
- Emailing academic concerns to the Deputy Principal office is welcomed.
- Parents may direct general suggestions, comments, and concerns to the Deputy Principal's Office.
- We welcome all parents to meet teachers or the principal on a pre arranged appointment.

01. Parent/Teacher Conferences

Parent/Teacher conferences are scheduled two times a year to discuss children's educational progress and any other concerns. In addition, meetings can be scheduled at other times at the request of the parent, the teacher, or the administration.

It is the responsibility of parents to meet with teachers during the conference days to discuss their child's academic progress, work habits, and social development. Afterwards parents should review the report card with their child to encourage improvement in the needed areas.

05. Grading

Each student is expected to put forth their best effort and demonstrate a positive attitude toward all academic matters. A student's academic grade is based on the full extent of the work done throughout the semester.

Assignments, participation, tests and quizzes, projects, and exam grades are all calculated to arrive at a cumulative grade at the end of the semester. The weight of each category is given at the table below. The weight of all tests is 60%, and student performance is 40% in the calculation of overall semester grades.

01. Grading Categories

Category Values
Assignment: 10%
Participation: 15%
Projects: 15%
Quizzes: 10%
Chapter/Unit Tests: 20%
Final Exams: 30%

02. Report Card

Report cards are issued two times a year at the end of each semester. For official report cards and transcripts, you may visit the Deputy principals` office.

03. Grading Scale

Percentage Range	Letter Grade	GPA Value
95 – 100	A+	4.0
90 – 94	A	3.8
85 – 89	B+	3.5
80 – 84	B	3.0
75–79	C+	2.5
70 – 74	C	2.0
65 – 69	D+	1.5
60 – 64	D	1.0
0 – 59	F	0

04. Grade Point Average (GPA)

Grade Point Average (GPA) on student transcripts and report cards at Stirling International Schools refers to weighted GPA. GPA Grade Point Average is calculated by dividing the total number of grade points earned to the total number of credit hours attempted.

Cumulative GPA for High School refers to the average of the four years at high school: Grade 9, 10, 11, 12. Both GPA for each year and Cumulative GPA of four years appear on Stirling International School's transcripts.

Grades on Stirling International Schools transcripts refer to the yearly grades being the average of two semesters a year.

06. Grade promotion Policy

01. Lower Secondary

- All students must maintain a yearly average of 60% in all subjects.
- Students who receive a failing grade **"F" (below 60%) in any of the subjects** will be required to take and pass the make-up tests at the end of the school year in order to be promoted. Any passing score in makeup test will be 60% (D) in the report card.
- Students who receive a failing grade **(F) IN MORE THAN TWO SUBJECTS** after the make-up tests **WILL NOT BE PROMOTED (CANNOT PASS)** to the next grade level and re-enrollment will be reviewed.

02. High school

- All students must maintain a yearly average of 60% in all subjects.
- Students who receive a failing grade **(F) IN MORE THAN TWO SUBJECTS** (Math, Language Arts, Science, and Social Studies) at the end of the school year **WILL NOT BE PROMOTED (CANNOT PASS)** to the next grade level and re-enrollment will be reviewed.
- If a student fails two core subjects, he/she has to get make up test. Any passing score in makeup test will not be able to make year total grade higher than "D".

- If a student **fails in any of the subjects after the make-up tests**, he/she **WILL NOT BE PROMOTED (CANNOT PASS)** to the next grade level.
- Students must complete the requirements during grades 9-12 and have a total of 25 credits to graduate.

07. High School Credits

01. Credit Units

Credits at Stirling International High School refer to (American) Carnegie (Credit) Units.

A full Carnegie unit (1 credit) refers to 7200 minutes of class or school contact. Credits for each class are calculated as following:

$$\text{(Weekly Class Hours)} \times \text{(Class Period in minutes)} \times \text{(Total Weeks of Instruction)} \\ = \text{(Total Minutes)}$$

$$7200 / \text{(Total Minutes)} = \text{Credit for that class}$$

Students must pass 60% (D) for each class to earn the credit for that class at Stirling International Schools.

Students are required to complete 25 credits to graduate.

02. Transfer Credits

For students who are transferred to Stirling International Schools after grade 9, transfer credits are calculated by using the required information for the formula given above. Thus, Stirling International Schools ask for the information required for the formula for credit calculation, which must be provided by the school(s) the student is transferred from, during admission process. Students who are not likely to complete 25 credits for graduation –including prospective credits at Stirling International Schools – are not accepted to Stirling International Schools. Transfer credits are calculated after a student’s previous grades are converted to American grading system, which is implemented at Stirling International Schools.

Subjects	Grade 09		Grade 10		Grade 11		Grade 12	
	Hours/week	Credit/year	Hours/week	Credit/year	Hours/week	Credit/year	Hours/week	Credit/year
English Language Arts	5	1.125	5	1.125	5	1.125	5	1.125
English Writing	1	0.225	1	0.225	1	0.225	1	0.225
English Speaking	1	0.225	1	0.225	1	0.225		
Integrated Mathematics 1	5	1.125						
Integrated Mathematics 2			5	1.125				
Integrated Mathematics 3					5	1.125		
Biology	5	1.125						
Chemistry			5	1.125				
Physics					5	1.125		

Subjects	Grade 09		Grade 10		Grade 11		Grade 12	
	Hours/week	Credit/year	Hours/week	Credit/year	Hours/week	Credit/year	Hours/week	Credit/year
World History	4	0.9	4	0.9				
Sociology					5	1.125		
Human Rights			1	0.225				
Computer	1	0.225	1	0.225	1	0.225		
Physical Education	1	0.225	1	0.225	1	0.225	1	0.225
Arabic	2	0.45	2	0.45	2	0.45	2	0.45
Religion	1	0.225	1	0.225	1	0.225	1	0.225
Kurdish	2	0.45	2	0.45	2	0.45	2	0.45
Turkish	2	0.45	1	0.225	1	0.225		
AP Calculus AB*							6	
AP Biology							6	
AP Physics							6	
AP Chemistry							6	
TOTAL	30	6.75	30	6.75	30	6.75	30	6.75

*Students can select 3 AP subjects.

08. Home Learning

Home learning provides the student the opportunity to apply learning on an individual basis, without immediate teacher supervision, and to develop self-discipline and a sense of responsibility. Home learning may be given on a daily basis. It is part of all students' regular evaluations. Each student is responsible for completing and turning in home learning on time. The teacher's record is final in cases of conflict regarding home learning assignments. Late assignments can be submitted within a week after due date, but they will be assessed out of 80%.

09. Testing

Teachers will give tests and quizzes throughout the semester when deemed appropriate such as at the end of the week or end of chapters/sections. These assessments may be announced or unannounced.

01. Make-up Examinations

If an exam is missed because of a serious illness or a similar compelling emergency (excused absence), students should contact the office and the instructor, as soon as possible to make arrangements to take a make-up exam. Requests for make-up exams are subject to approval and may require medical or other relevant documentation. A make-up exam may be scheduled at the appropriate time.

If the date for the make-up exam falls after the last day of (final) exams students may initially receive an incomplete (X) for the course on the transcript. The transcript will be updated after the instructor has submitted final grade.

10. Academic Excellence

Students receive special recognition at the school through a variety of awards and programs. These awards are intended to promote and recognize academic skills, perfect attendance and good citizenship.

Certificate of Excellence

Stirling Schools Certificate of Excellence is granted to the students who achieve a GPA of 3.75 or above each semester.

Certificate of Merit

Stirling Schools Certificate of Appreciation is granted to the students who achieve a GPA of 3.45.

Besides, the students who demonstrate an outstanding progress in the second semester receive Stirling Schools Certificate of Appreciation upon the decision of the teachers committee.

Teachers and parents are expected to promote these awards as an encouragement, special contributions and incentive towards special effort and achievement by the student. Specific awards and their criteria will be announced.

11. After-school Tutoring and Remedial Classes

Some students may be required to take after school tutoring or remedial classes depending on their academic performance on certain days scheduled by teachers. Tutoring and/or remedial classes may be scheduled also on Saturdays.

01. Student Transcript/Academic Achievement Record (High School)

Each eligible high school graduate will be awarded a diploma. The student's transcript or academic achievement record conveys individual accomplishments, achievements and courses completed, and displays appropriate graduation seals.

02. GPA and Course Weight

Grade Point Average is calculated by dividing the total number of grade points earned to the total number of credit hours attempted.

04. Discipline Policies

Parents and teachers play a vital role in teaching children good manners and behavior. School and home will work together and cooperate to establish common goals and help students behave appropriately. We expect parents' support and follow up in this regard. Good behavior and learning go hand in hand. Simple rules have been established to ensure your child has positive learning experiences within a safe environment. Children need to learn the importance of accepting responsibility for their actions and being respectful and orderly. All students are expected to follow the rules and procedures, and we will help them learn to do so in a positive and fair manner.

01. Classroom Rules

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behavior, but will also create an atmosphere where learning can take place. The management system is relevant to positive reinforcement of accepted behavior. Students are expected to follow all class rules as instructed. Some of the class rules are as follows:

- ✓ Keep your hands, feet, and personal objects to yourself
- ✓ Leave your seat only with permission
- ✓ Keep the room clean and tidy
- ✓ No food, drinks, or gum is allowed in the classroom.
- ✓ Do not use smart board or other education materials for personal purposes without permission.

02. Assembly Rules

- ✓ Be courteous and quiet during the entire assembly.
- ✓ Be respectful to the presenter/speaker.
- ✓ Follow all dismissal directions.
- ✓ Follow all teacher/staff directions.
- ✓ Students cannot enter the building before the morning line.

03. Corridor Rules

In order to maintain safety and an orderly atmosphere, students must conduct themselves respectfully in the school corridors whenever changing classes, and leaving or entering the classroom areas.

- ✓ Students must enter the classes immediately after the bell.
- ✓ Running, shouting and playing in corridors is not allowed.
- ✓ Students are not allowed to visit friends or interrupt another classroom.

04. Canteen and Cafeteria Rules

Students may purchase items from the school canteen or bring items from home. The canteen is also available during break times and lunch times. Students should go through the canteen line in an orderly, polite manner and pick up their purchases. Students should dispose of all litter in the bins placed throughout the area. Canteen staff will stop selling by bell. Even if it's your turn after a long line, you are supposed to leave the cafeteria/canteen when the bell rings.

05. Playground Rules

- ✓ Students are not allowed to bring their own sports equipment from home. Students who use school equipment are responsible to return it to the proper storage place after break.
- ✓ There will be no pushing, wrestling, play fighting or water fighting. Students will stop playing immediately when the bell rings.
- ✓ **Students should not eat in the play areas/soccer field and should not sit on the tables.**

06. Prayer Room Rules

Students should exhibit the same respectful behavior as if they were in any mosque. Students will be taught the proper procedures for ablution and prayer during their religion lessons and at the prayer time. It is the student's responsibility to arrange praying time. Praying is not an excuse to be late to classes.

- Keep the prayer room and ablution areas clean
- Keep your voice low
- Put your shoes in the shoe cupboard.

07. Computer Labs and Internet usage rules

- ✓ Internet access is given to users who agree to act in a considerate and responsible manner.
- ✓ School personnel may access Internet users' files.

Users may not:

- ✓ Use another person's username and/or password
- ✓ Use the network for commercial, political and/or personal nonacademic uses
- ✓ Access the system to encourage the use of drugs, alcohol, or tobacco
- ✓ Access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- ✓ Use the Internet in any unethical or illegal manner
- ✓ Use personal email accounts and any instant messaging programs or social networks such as (Facebook, Twitter, etc.)
- ✓ Use proxy websites to access blocked websites by Stirling Schools administration
- ✓ Violate any copyright laws
- ✓ Use non educational games
- ✓ Damage the computer, computer systems, or computer networks
- ✓ Trespass in another's folders, work, or files
- ✓ Change the computer settings and fixtures.

Violation of the above rules may result in a disciplinary action. If the user is not sure how to do something on the computer, ask a teacher or the system administrator. Failure to comply with computer lab rules will result in a lowered grade and other disciplinary consequences.

08. Prohibited Items

- Cameras, Tablets, CD players, MP4, MP3, Game Boys, PS, ...
- Laptops
- Cosmetics/make up materials
- Skateboards, roller blades, balls, and items which are potentially dangerous
- Playing cards
- Jewelry
- Sports equipment from home
- Toys, beads (tasbih)
- Permanent markers

All such items will be confiscated and held until the parent comes in to pick it up, or until the end of the semester. School staff and administration assume no responsibility for the loss or damage of such items.

Note:

The school has the right to search the students' pockets, lockers, and bags for prohibited items at any time and without prior notice.

09. Disciplinary Actions

Students who are found to violate the school's code of conduct may be subject to the following penalties. Students start with 100 discipline points/marks.

1. The students whose disciplinary marks reduced below 95 will not be granted High Honor Roll; and the students whose disciplinary marks reduced below 90 will not be granted Honor Roll.
2. The students whose disciplinary marks reduced to 90 will receive a formal warning, which requires a meeting.

3. The students whose disciplinary marks reduced to 85 will receive a further formal warning, which requires a meeting between assistant principal and parent.
4. The students whose disciplinary marks reduced to 80 will be deprived of any kind of school activity.
5. The students whose disciplinary marks reduced to 75 will not be granted any kind of certificates issued by school, nor a recommendation letter for core subjects
6. The students whose disciplinary marks reduced to 70 will receive a formal warning which requires a meeting with the school's discipline committee in order to sign a discipline probation letter.
7. The school administration and discipline committee may issue suspension punishments when it deems necessary.
8. The school administration reserves the right to change the disciplinary marking and consequence system when it considers necessary. In this regard, school administration has no obligation to inform concerned people beforehand.
9. The students whose disciplinary marks are reduced to 70 will receive probation letter.
10. The students whose disciplinary marks reduced below 70 will be referred to School Ethics Committee where the decision of expulsion may be taken.

The following is the Offense Level Based (OLB) consequences for disciplinary situations.

01. Consequences for Level 1, 2, 3 and 4 Offenses

I. Level One

- a. Warning/Counsel the student
- b. Phone call home; alternate writing assignment
- c. Teacher directed detention; referral to office with offence reporting form
Referral via Mercury SIS to DC for deduction of disciplinary grade

II. Level Two

- a. Phone call home (Mandatory)
- b. Referral to Class Advisor /Counsel the student
- c. Call parent for meeting
- d. Class Advisor directed detention/ Referral to office with offence reporting form as filled
- e. Out of School Suspension by DC (1 to 3 days)

III. Level Three

- a. Call parent for meeting (Mandatory)
- b. Referral to Assistant principal
- c. Out of school suspension by DC (4 to 10 days)
- d. Civil citation/Arrest (Law Enforcement)

IV. Level Four

- a. Call parent for meeting (Mandatory)
- c. Recommendation for Expulsion
- d. Back on Track- four counseling sessions and behavior contract

II. Referral

- to Alternative School
- d. Civil citation/Arrest (Law Enforcement)

Note:

Consequences will be assessed and assigned by the Discipline Committee. Expulsions will be recommended by the Principal and School Ethics Committee. Arrest/Civil Citation will be recommended by the Principal and Law Enforcement.

10. Suspension

Before executing a suspension, parents of the students shall be called to school to discuss and inform them of reasons and probable consequences of committed offence. The school administration shall immediately notify the parent(s) in writing that the student has been suspended from school. Phone call notification shall also be given if the school has been provided with a contact telephone number of the parent(s). The days of out-of-school suspension are counted as unexcused absences and students will not receive credit for work done. Parents cannot pick the day of suspension. The Discipline Committee decides the date(s) and length of the suspension.

11. Probation Letter

Probation letter will be submitted to the parents of students who have severe behavior issues or who cannot correct their behaviors after several consequences. The letter is an agreement between school and parent about the student's behavior. If there is no improvement in students behavior during the probation period, parents will accept to withdraw their child from school. According to agreement, the student may be subjected to possible immediate dismissal from school in case of major offenses. Administrators decide upon the student's probation letter at any time when required.

12. Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the School Ethics Committee.

13. Positive Consequences

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as mutual respect, friendship, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following incentives will be used for positive behavior:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Positive contact with home
- Special activities (Parties, field trips, movie nights, picnics, etc.)
- Publications

14. Unacceptable Student Behavior and Due Process

01. Fighting

Fighting is considered to be any instance of physical contact in anger, regardless of whether fists or weapons are used. All students caught arranging fights or participating in fights will be held accountable for the incident.

When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. Fighting or hitting back is not an acceptable option to defend oneself. If a student responds with violence to a provocation, both students will be held accountable and will suffer the consequences.

02. Horseplaying

Any kinds of inappropriate physical contact, throwing objects, chasing each other in the hallway, etc. will have severe consequences.

03. Cell Phone Policy

Use of cellphones in school premises can be disruptive to the educational environment and is not acceptable.

Contact with parents in the event of illness or other urgent matter will be managed through the school office after a student has been referred to or attended by the school doctor for treatment or assistance.

The use of cell phones on school premises is prohibited. Cell phones are submitted to the school guard in exchange for a Cell Phone Delivery Card. The cell phones are not given back unless the card is submitted to the school guard during dismissal. Whether the student loses the card, the cell phone is given only when the parent comes and confirms the ownership.

Exceptions will be made for medical or emergency situations with consultation and approval by administration. School and staff are not responsible if a student's mobile telephone is stolen or lost. If a student is caught using the cell phone and refuses to hand it over to the teacher or administrator, the student will be referred to the Discipline Committee.

Any form of picture taking can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained from the Administration. Permission must also be gained before the image can be used in any way. Violation of this policy will result in disciplinary measures. Standard policies on offences:

- First offense: Confiscation for a week
- Second offense: Confiscation for a semester
- Third offense: Confiscation till the end of academic year

It is the school policy to suspend the students if found involved in recording, distributing, or uploading inappropriate images or videos of other students, parents, or staff on school premises or on trips.

04. Tardiness

Habitual and unusual tardiness will be considered as disciplinary action.

05. Skipping Class

Being late to class 3 minutes or more is considered skipping class. Students who skip or leave class without teacher permission will be referred to the discipline committee.

06. Class disturbance

Teacher warns distracting students. This warning may include verbal or written warning, private meeting, talking to parent, depriving from a reward, cutting his/her behavior points, etc. If a student doesn't correct his/her behavior, the teacher refers the student to the vice principal to deduct disciplinary points according to the severity of the disturbance.

07. Disrespect towards an Authority

It is an offence not to follow the directions of teachers, principal, or other supervisory staff the first time given. Disrespect towards authority may be by arguing, talking back, questioning orders given or display of inappropriate attitude, including inappropriate body language.

The consequence of committing any one of the above offences (depending on the case) will require point deduction or referred to the discipline committee.

08. Bullying & Cyber Bullying

Bullying, verbally or physically, such as making unwelcome advances or any form of improper physical contact; and any speech or action that creates a hostile, intimidating, or offensive learning environment. Each student deserves an equal opportunity to education without dealing with the negative pressures of peers. Bullying consists of any of the following: "pushing, shoving, hitting, spitting, name calling, picking on, and making fun of, laughing at, and excluding someone physically." ***Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", "joking", "playing around" or any other rationalization.***

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

The consequence of committing any one of the above offences (depending on the case) will require point deduction and/or referral to the discipline committee.

09. Morning Assembly

Students are supposed to follow the directions of morning supervisor or teachers.

10. Academic Dishonesty

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Students are expected to know and abide by the standards and procedures set by the administration. Cheating and/or plagiarizing will result in severe consequences and the teacher will issue a failing grade (0) for the assignment and refer to the discipline committee.

11. Bringing Illicit/Pornographic, etc. Material to School

Any material of this nature is not permitted at school or school functions. Students found with such materials will be referred to the Discipline Committee.

12. Vandalizing Private or School Property

Students should take good care of school property. When an item is damaged due to negligence, unauthorized use or vandalism, the parent of the student at fault is held financially responsible. Students may be held accountable for their actions and consequences issued. Depending on the case, point deduction or decision of the Discipline Committee will be applied.

If a student does not fund the cost of the damaged item by the due date, other penalties and consequences will follow until the cost is paid.

13. Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, and or student's name to any school document will be considered forgery and is referred to the discipline committee.

14. Bus Distractions

A bus distraction may be disrespect to a bus supervisor or driver, not following directions, leaving seats frequently, hitting other students, talking loudly, etc. Improper behavior on the bus will be referred to the discipline committee and might result in suspension of school bus service for a period of time. If problems continue, the student will not be allowed to use the bus service for the remainder of the year.

15. Stealing

In the event of an attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds, the student and his/her parents/guardians will be held responsible for any such action. Depending on the case, the student is referred to the Discipline Committee.

16. Smoking or Using Other Tobacco Products and/or Bring Such Products to School

This includes cigarettes, cigars, herbs, and smokeless tobacco. If a student smokes within the school premises including busses or around the parking area the consequence is to be decided by the discipline committee. Possession of tobacco products in purses or lockers has the same consequences.

17. Student Protest

Students have the rights to share their personal -nonpolitical- notions and concerns with faculty or administration through written or verbal communication, either through student council or their parents. Student protests are not allowed and are illegal. If a protest is planned, authorities will be called and all students involved will be disciplined and a written letter will be placed in their permanent file.

Any political discussion-taking place during school hours will result in severe consequences that will be decided by the discipline committee.

18. Bringing Any Kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The administration reserves the right to all final decisions regarding the definition of what is a weapon. Bringing any kind of weapon to school will be referred to the discipline committee. School personnel may search lockers, pockets, bags, coats, and/or any other containers at any time.

19. Gambling and/or Playing Cards:

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. This kind of incidents will be referred to discipline committee.

20. Physical Harassment

Unwanted physical touching, pinching, contact, and deliberate impeding, assault, or any intimidating interference with normal work are considered as physical harassment. Discipline committee will deal with the consequence of physical harassment.

21. Public Display of Affection

This means inappropriate behavior of affection, which is not for public places such as cuddling, physical contact, etc. Discipline committee will decide the consequence of any one of the above.

15. Discipline Point System

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building on school property, or at any school event.

LEVEL 1 OFFENCES (1 TO 2 POINTS TO BE DEDUCTED)

Not bringing necessary class materials, book, notebook, pen etc.

Eating, drinking, or chewing gum during session

Littering the classroom

Late to class

Defacing school property

Arguing with the teacher

Challenging the teacher on certain concepts

Ignoring the teacher's directions

Playing with any kind of devices (tablet, mobile phone etc.)

Leaving the seat without permission

Passage and wandering in class

Chatting with one another during teaching time

Bus distractions

Sleeping during class time

Initiating arguments amongst students

Excessively noisy or unruly behavior

Lingering in another class in break time.

Skipping morning line

Disruptive behavior in class

Behaving disrespectfully during the National Anthem

LEVEL 2 OFFENCES (3 POINTS TO BE DEDUCTED)

Unreasonable repetition of a level 1 offense

Disrespect or insolence towards teachers and staff

Swearing, lying, or using obscene gestures

Using rough language with other students and teacher

Dress code violation

Getting involved in a verbal fight with a fellow student

Borrowing others possessions without the owner's consent

Using a cell phone

Skipping class

Verbal or non-verbal abuse

LEVEL 3 OFFENCES (5 POINTS TO BE DEDUCTED)

Unreasonable repetition of a level 2 offence
Disrespect or insolence towards teachers, admin and other staff by any means
Forgery
Intimidation by verbal or physical threat to harm the person or his property (bullying)
Fighting, assault or attempted assault
Invasion of personal privacy
Cheating, attempting to cheat
Any action which brings the school's name into disrepute
Tearing up a notice issued by school administration
Committing provocative oral or written offences against the school staff
Stating any insulting titles, nicknames or adjectives about any teacher, student, admin staff or supporting staff verbally or written.
Leaving the school grounds without permission
Physical harassment of any kind
Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, staff, teacher, or peers
Bringing illicit publications or undesirable objects (CD's, playing cards, etc.)
Failure to attend detention without prior submission of a written excuse or note
Taking part in smoking or condoning such an action; bringing such products to school
Bullying and cyber bullying

LEVEL 4 (10 POINTS TO BE DEDUCTED)

Unreasonable repetition of a level 3 offense

Vandalism

Physical assault of any form

Malicious damage/ injury to property of the school, staff members, and peers

Theft, robbery

Possession, distribution, use, or display of pornographic material

Taking part in or condoning the use of drugs and alcohol

Taking part in any form of illegal strike action/meeting/campaign on school premises

05. General Policies

01. Dress Code

The uniform policy at Stirling Schools helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in uniform every day.

Students will not be allowed to enter the school if they are not wearing the proper uniform. Please cooperate by displaying modesty and neatness in appearance, and take pride in our uniform by keeping it neat and clean. We rely on students and parents/guardians to properly maintain these uniforms.

Student belongings (jackets, bags, etc...) should be labeled with full name and class. The school will not be responsible for any lost, unlabeled items.

01. Dress Code Rules

Students are expected to wear proper school uniforms each and every school day including field trip days.

- Full school uniform should be worn on regular school days.
- PE uniform must be worn only on PE days.
- Only Stirling Schools PE uniforms must be worn in PE class.
- Buying spare items is recommended.
- Jackets without a school logo are not acceptable.
- Pants may not be baggy or tight fitting such as “skinny pants.”
- Cleats are not acceptable at all times.
- No sandals, boots, clogs, mules, slippers, flip flops, high heels, platform shoes, crocs, or shoes with wheels.
- Girls should have their hair neatly tied back with no loose strands.
- No hats or ice caps are allowed.
- Boys must have clean-shaven face.
- Boys are expected to keep their hair cut short.
- Nail polish, make-up, and hair coloring are not allowed.
- Nails must be kept short and clean.
- Jewelry, accessories and ostentatious watches are not permitted.
- Stud earrings (one pair only) for girls are allowed.

- Students are not allowed to write on their school uniform.
- Only the following colors are allowed for head scarfs: navy, white, blue, black.
- Shoes with gaudy colors are not allowed.

02. Dress Code Violation

Failure to follow the dress code rules at any time during the school day will result in the application of the following consequences:

- **1st offense:** warning
- **2nd offense:** point deduction
- **3rd offense:** being referred to discipline committee

(The students will not be allowed to enter classes and exams until he/she complies with the dress code. Parents will be called to send the missing items or take the child back home)

02. Transportation

Stirling Schools does not provide bus service for students itself. The bus service and other transportation services are provided by a third party company. So, parents have to arrange the routes and pricing with the bus company. However, the school reserves the right to apply restrictions if needed.

Stirling Schools provides supervision for the conduct of bus services in order to serve the well-being and safety of the students and education process. A form is filled and signed by the parents and bus company representative under the supervision of Stirling Schools Operations Officer.

01. Bus Conduct

For the safety and comfort of all bus riders, students are expected to respect and follow the bus rules, and obey the bus supervisor. Inappropriate behavior, vandalism, and infraction of bus rules are not acceptable and will be brought to the attention of parents and school administration.

02. Bus Rules

- Board and exit the bus in an orderly, safe manner
- Remain seated while on the bus.
- Use a low voice when talking with other passengers.
- Keep all parts of the body inside the bus windows.
- Treat the driver, supervisor, and fellow students with respect.
- Treat the bus and other private property with care.
- Keep the bus clean.
- No eating or drinking in busses.
- Do not throw anything out the window.
- Be on time! Buses leave at 2:40 pm sharp.

03. Bus Pick up/Drop off

- Please make sure your child is ready on time in the morning.
- The bus will wait for only 2 minutes after the assigned time.
- The bus will not return for late students and the bus route cannot be changed to accommodate late students.
- Drivers are not allowed to deliver or receive verbal or written messages, or facilitate the exchange of schoolwork between school and parents. Books and homework will not be sent home when a student is absent.
- Any arrangements concerning a student should be made through a written note or through a phone call to the middle & high school office.

04. Change of Transportation Arrangement

- All bus transportation changes must be made through the office with a written note, or in person.
- Unless the school receives a note indicating a change of plans, the child will be placed on the regular bus. This is to ensure that our children arrive safely at their proper destination.
- Changing bus arrangements will only be allowed if there is an available seat. If there is an emergency, please call the school before 12:00 p.m. Any changes after this time may not be possible.
- Students, who are not contracting bus service, will not be eligible to ride buses.

03. Health

01. Illness

- Parents are kindly asked to ensure that the Health Declaration Form is filled out at the beginning of each academic year and this information is accurate and updated.
- The school employs a full time nurse and first aiders on campus. The school nurse will take care of minor injuries and will send a note to parents describing the injury and the action taken.
- Bringing any medication to school is not permitted. If medication must be administered to your child during school hours please notify the school.
- Only the school nurse shall administer medication.
- The school assumes no responsibility for any adverse reaction caused by a medication sent by parents.

02. Visiting School Nurse

Students cannot see a doctor in the session times unless it is an urgent case. It should be in the break times, preferably long break times. In urgent cases, assistant principal's confirmation is required. After visiting the nurse, students need to have the medication slip sealed by assistant principal.

03. Medication

We highly recommend that the student should be kept at home if he/she is sick. This precaution is for the sick student to recover and to ensure that other students stay healthy. Parents need to inform the school office for their students to be excused. For severe cases, which result in long-term absences, parents must bring a doctor report.

04. Health Screening

Regular hygiene and hair checkups will be conducted. Parents will be notified of any health or hygienic issue detected. In case a student needs home treatment, parents need to take the responsibility of the treatment, and students will not be allowed during treatment time according to doctor decision.

05. P.E. Participation

Physical education helps develop children's gross motor skills and maintain a healthy body, positive attitudes and congeniality. Any student who is unable to participate in a physical education (P.E.) session must bring a note signed by a doctor giving reason for their non-participation.

06. Medical Emergency

When a child needs hospital attention, school will call the parents to get approval for medical intervention. In case the school cannot reach the parent, the school will accompany the child to the hospital upon the recommendation of school doctor.

04. Extracurricular activities

In addition to the core subjects taught, it is considerably important and highly essential that students also engage in extra-curricular studies and activities so that they might learn new skills and broaden their educational and social horizons. In answer to this necessity, Stirling Schools offers - in addition to the normally scheduled extra-curricular courses - a range of activities for students to choose from and engage in. Students get certificates for participation in certain extracurricular activities.

05. Smoke Free Campus

Stirling Schools is a smoke-free campus. Parents and personal drivers are asked to abstain from smoking on campus, including the parking area.

06. Field Trips

Trips are enjoyable and beneficial to youngsters and part of our education system.

For the child's safety:

- Students will not be allowed to go on trips without the parents' written permission.
- Students who are not attending school trips are required to stay at home. No supervision will be available at school for those students.
- All school rules and regulations are applicable on field trip days.
- Students who are below the expected behavior level will not be able to attend the trips.

07. Lost and Found

Please label your child's possessions with your child's name and class. Any lost and found items are kept in the lost and found locker. Please report to the school through a phone call or a written note if your child lost an item. Our teachers and staff will do their best to help the child find it; however, finding lost items is not guaranteed. Unclaimed property will be donated to charity at the end of each semester.

08. Lunch

School canteens, cafeterias and gardens are places for having lunch. No food is allowed in classrooms. Out of school food order is not allowed except for after-school and weekend activities with the permission of school administration.

09. Lockers and Locks

- Students will be assigned a locker inside the classroom.
- Lockers may not be decorated, either inside or out, and may not be written on with markers.
- Lockers must be kept clean and neat at all times.
- Lockers may be inspected periodically without prior notice.
- Students are not permitted to go to their lockers during class time without permission.
- At the end of the year, lockers must be completely clean and ready to use again.

- Whether the students lose the keys or damage the locker, the parents are charged.

Please note that this service may not be available in some of our schools.

10. Supplies

Students will be required to provide their own notebooks, paper, pens, pencils and other supplies (individual stationary for art classes, etc.). Individual grade level and subject teachers will provide students with a list of required materials needed for their specific classes.

11. Money and Trading

- Students are not allowed to sell any goods or services in school premises including bake sales.
- Donations and raising activity money for students are not allowed.
- On occasion, it will be necessary that your child bring money to school.
- Students should not bring large amounts of money to school.
- Although the school will do its best to ensure the safety of your child's possessions, the school cannot be responsible for lost money.

12. Birthday Celebrations/ Parties

Students cannot celebrate birthdays in or outside the classrooms without school's permission. After getting school permission, donuts, cupcakes, cookies and birthday cakes are welcomed but party items such as candles are not allowed.

13. School Events

To avoid disrupting the learning process, students are not allowed to attend siblings' school events during regular school days.

14. Private Tutoring

Stirling Schools Teachers are not permitted to give private tutoring to Stirling School Students unless school administration arranges. School will provide free remedial classes for students who need academic support on certain days scheduled by teachers.

15. Library

The school's library is open during regular school days. Students are encouraged to use it as much as possible.

Circulation Policy:

- Books are checked out for 2 weeks (10 school days).
- Magazines are checked out for 1 week (5 school days).
- All materials can be renewed more than one time.
- You must have the item present to renew it.
- A student is responsible for all materials checked out under his/her name! Do not check out books for other students.
- If you have an item overdue, you MAY NOT check out any other item until it is returned or renewed.

Fines and Fees:

- Damaged books are charged to the student at replacement cost.
- If a book is lost, the student must pay the replacement cost.
- All damage and replacement fees must be paid before students receive the report card at the end of the year. Graduating seniors must clear fines and fees in order to participate in the graduation ceremony.

Overdue Notices:

- All checked out material should be returned on time or renewed in order to avoid fines.

Library rules:

- All school rules apply in the library.
- Be respectful to classmates, teachers, the library facility, and all materials and equipment.
- Food and drinks are not allowed in the library.
- Students must be actively working on class work, homework, research, or reading while in the library.
- The privilege of using the library will be restricted if a student violates the code of conduct.
- The privilege of using the library computers will be restricted if a student violates the school policies.
- Maintain a low conversational tone of voice while in the library.
- Clean up after yourself and push in your chairs
- In order to ensure that everyone can find the books they need, please place any books you remove onto the table at the front of the library so they can be re shelved properly.

16. Class Advisors & Homeroom Teachers

Class advisors are assigned for each class throughout the school as to support the student's academic and social wellbeing. They are available to assist students in developing healthy relationships in their classes and to promote social wellbeing throughout the school. Class advisors are adult advocates; students may refer to class advisors when needed. Class advisors take responsibility in class organizations such as school trips, annual shows, home visits, parents meetings, informing parents about student progress etc.

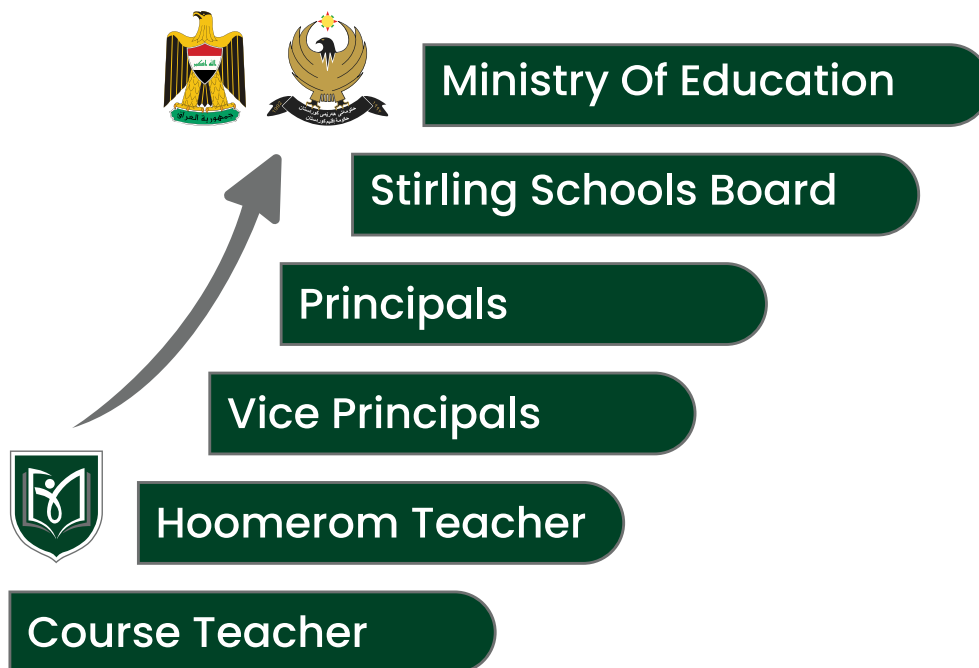
17. Visitors

- Prior admin approval is needed for any visit.
- Visitors must get a visitor card from the guards after they are registered.
- No students from other schools are allowed in classes unless they have permission from the administration.
- Any types of guns are collected by the guards during visit.

18. Complaints

In case of a problem, please follow the chain on the below.

- Stirling Boards in cities or Ministries of Education have nothing to do with requests for individual exceptions regarding certain Stirling Schools Policies and rules.
- Complaints and concerns can be communicated via email, Mercury, written statements, or/and face to face conversations.
- Complaints and concerns are taken into consideration by the related unit, department, or committee. (Stirling Schools Discipline Committees, Stirling Schools Ethics Committees, or Departments)



Acknowledgment

I have read and completely understand Stirling Schools Student-Parent Handbook.

By signing this, I agree to all the terms and conditions presented, with full knowledge of consequences.

Date: ___ / ___ / ____

Parent/Guardian:

Student:

Name: _____

Name: _____

Signature: _____

Signature: _____

This handbook is available digitally on Stirling Schools Website.
www.stirlingschools.co.uk







The background features a large, light grey logo of a stylized person with arms raised, set against a white background with curved grey lines. The logo is centered and serves as a backdrop for the main title.

“Reimagining Education”



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SCHOOLS**

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