

Student's Handbook

Since V.P.I.S. has a certain objectives from educating its students, it is important for every member to read and understand its Vision, Beliefs, and Mission. It is also imperative that its members work in coherence to enforce the Policies of V.P.I.S. through the adherence with – Student's Rights and Responsibilities, as well as, the School's Rules and Regulations.

Our Vision

To create a safe learning environment that encourages high expectations for success , foster positive relationships with students , and provide appropriate instruction so as to develop innovative , keen and inventive leaders of the future.

Our Beliefs

1- Faith / Piety

A student has the right to

- Be an individual at school, free from prejudice and discrimination.
- Be respected and not be physically or emotionally abused.
- Learn in a pleasant environment.
- Receive what was promised.
- Be praised and recognized for a job well done.
- Express his/her ideas, and opinion.
- Be judged fairly and given the opportunity to tell his/her side of the story when appropriate.

2- Morals / Ethics

Members of the V.P.I.S. community practice the following

- Respect yourself to earn the respect of others.
- Practice what you preach.
- Never discriminate against color, race, religion, or nationality.
- Expect that what goes around comes around.
- Work to the best of your ability.
- Bring out the best in others.
- Accept positive criticism.
- Be just, honest, and dedicated.

3- Academic / Social

Students have a right to

- High standards of education, quality methods, and multiple learning. Experiences that will prepare them to compete globally.
- Social, recreational, cognitive, and physical experiences to shape. Comprehensive individuals to face the growing future challenges.

School Rules and Regulations

Students must follow these rules:

They should

- Be on time for school.
- Wear proper school uniform.
- Keep their overall appearance suitable for school.
- Behave respectfully to adults and fellow students. (Mental or physical abuse is NOT acceptable under any circumstances.)
- Conduct themselves courteously at school and in all school functions, e.g. outings, field trips, etc.
- Complete homework assignments on time.
- Bring proper materials and writing tools.
- Bring the appropriate books and notebook to school as per the daily schedule.
- Be responsible for their things. (The school will not be liable for any personal missing items.)
- Keep the school premises clean.
- Take care of school property or materials, if abused, students will be liable for the expenses.
- Have permission from the supervisor or teacher to leave the classroom.
- Not leave the school without the permission of the superintendent.
- Not photocopy personal stuff.

Students have permission to the following:

They are allowed to

- Use the school phone for emergency calls only.
- Mobiles are not allowed; students should submit them to the supervisor at the beginning of the day and receive them after school hours. Any misuse of the mobile phone may result in permanent confiscation.
- Leave class during a period only if carrying a permit slip.

Students need to be aware of the following:

- Students are not allowed to carry electronic games, C.D. recorders without permission from the administration.
- Students' overall appearance must be tidy and clean.
- Students will sign promissory note after violating any of the school's rules and regulations. (The signing of three promissory notes will result in expulsion.)
- A promissory note is to be signed after an oral warning.
- The promissory note must be signed by a parent and returned the following day.
- After a student has been expelled, he/she may not attend school without the

accompaniment of a parent

- After an absence of more than one day, students can only be excused through a medical report or accompanied by parents.
- All **V.P.I.S.** students must read the contents of this bulletin and sign the delegated form as proof to their awareness of its contents.



Student's Rights and Responsibility

Students Rights:

A student should have the right of

- Being respected and not being physically or emotionally abused.
- Expressing his/her ideas when appropriate.
- Being an individual at school, free from prejudice and discrimination. •
- Receiving knowledge in accordance to his/her academic school level.

Student's Responsibilities:

A student has the responsibilities of

- Conducting himself/ herself in a manner which does not violate the right of other people.
- Developing a climate within the school that is necessary for productive learning.
- Completing the course of study necessary for programs he/she has agreed to pursue.
- Class attendance.
- Properly maintaining textbooks and the equipment/ supplies issued by the school.
- Following the School's Rules and Regulations.
- Paying for any damages of school property inflicted by the student himself/ herself.
- Following the instructions given by authorized members of the school.
- Taking responsibility for and complying with any paper signed by the student.

Classroom Rules

These rules must be followed by all students :

Everyone **MUST**

- 1- Converse in English at all times. English is the tongue of our school.
- 2- Pay attention and listen carefully to the teacher.
- 3- Always work to the best of his/her ability.
- 4- Raise his/her hand and ask for permission to talk.
- 5- Not talk unless the teacher asks him/her to.
- 6- Follow the instructions that are given to him/her by the teacher.
- 7- Sit properly in class.
- 8- Bring his/her books and copybooks to class as per the weekly timetable.
- 9- Bring a pencil case, including a pencil, eraser, sharpener, ruler, pen, etc.
- 10-Always take good care of his/her books and things.
- 11-Remember to take his/her jacket home.
- 12-Respect himself/herself.
- 13-Respect others.
- 14-Be honest and sincere.
- 15-Take care of his/her friends as if they were direct family.
- 16-Help his/her friends when necessary.
- 17-Never hurt anyone.
- 18-Be considerate to others.
- 19-Speak politely at all times.
- 20-Study all the above points.
- 21-Make sure that he/she takes belongings before going home.

Remember that if you are able to follow all the above rules, you'll become a very special and popular person.

I have read the contents of this **Handbook** and by signing the provided paper; I agree to comply with its contents.

Student's Name:

Grade :

Date :

Signature :

