Parent-Student Handbook –
Code of Conduct
2021-2022

Ignite School

Parent-Student Handbook 2020-2021
Table of Contents

Ignite School | مدرسة اجنايت

2021- 2022 CALENDAR

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
01 First day for New Teachers	02 New Teachers Induction	03 New Teachers Induction	04 New Teachers Induction	05 New Teachers Induction	06	07
08 New Teachers Induction	09 New Teachers Induction	10 New Teachers Induction	11 New Teachers Induction	12 New Teachers Induction	13	14
15 All Teachers Induction	16 All Teachers Induction	17 All Teachers Induction	18 All Teachers Induction	19 All Teachers Induction	20	21
22 All Teachers Induction	23 All Teachers Induction	24 All Teachers Induction	25 All Teachers Induction	26 All Teachers Induction	27	28
29 First Day for Students	30	31 BOY Benchmark Assessment				

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			01 BOY Benchmark Assessment	02 Early Dismissal and BOY Benchmark Assessment	03	04
05 BOY Benchmark Assessment	06 BOY Benchmark Assessment	07 BOY Benchmark Assessment	08	09	10	11
12 MAP Testing begins - Fall	13	14	15	16 Early Dismissal	17	18
19	20	21	22	23	24	25
26	27	28 IsBT Islamic Benchmark	29 IsBT Islamic Benchmark	30 Early Dismissal		

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04	05 World Teachers' Day	06	07 Pink Day	08	09
10 SSBT UAE SS Benchmark	11 SSBT UAE SS Benchmark	12	13	14 Early Dismissal	15	16
17 Cultural Appreciation Day	18	19	20	21 Prophet's Birthday	22	23
24 Fall Break	25 Fall Break	26 Fall Break	27 Fall Break	28 Fall Break	29	30
31						

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
	01	02 Progress check P1/Midterm	03 Flag Day	04 Parent Teacher Conference	05	06
07 Parent Teacher Conference	08 IBT Arabic Benchmark Test	09 IBT Arabic Benchmark Test	10 IBT Arabic Benchmark Test	11 Early Dismissal	12	13
14 CAT4 Assessment	15 CAT4 Assessment	16 CAT4 Assessment	17 CAT4 Assessment	18 CAT4 Assessment	19	20
21	22	23	24	25 Early Dismissal	26	27
28	29	30 Martyr's Day/ UAE National Day Event				

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			01 Martyr's Day (Holiday)	02 UAE National Day (Holiday)	03	04
05	06	07	08	09 Winter Break Celebrations	10	11
12 Winter Break	13 Winter Break	14 Winter Break	15 Winter Break	16 Winter Break	17	18
19 Winter Break	20 Winter Break	21 Winter Break	22 Winter Break	23 Winter Break	24	25
26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31	

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						01
02	03 Innovation Fair	04 Innovation Fair	05 Semester 1 S1 Report Card	06 Early Dismissal and Parent Teacher Conference	07	08
09 Parent Teacher Conference	10 Semester 2 begins	11	12 MOY Benchmark Assessment	13 MOY Benchmark Assessment	14	15
16 MOY Benchmark Assessment	17 MOY Benchmark Assessment	18 MOY Benchmark Assessment	19 MOY Benchmark Assessment	20 Early Dismissal	21	22
23 MAP Testing begins - Winter	24	25	26	27	28	29
30	31					

Ignite School | مدرسة اجنايت

2021- 2022 CALENDAR

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03 Early Dismissal	04	05
06 Arabic Language Week	07 Arabic Language Week	08 Arabic Language Week	09 Arabic Language Week	10 Arabic Language Week	11	12
13	14 Friendship Day	15	16	17 Early Dismissal	18	19
20	21	22	23 International Day	24	25	26
27	28					

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
		01 Read Across the World	02 Read Across the World	03 Early Dismissal	04	05
06	07	08	09	10 Sports Day	11	12
13	14	15 Emirati Children's Day	16	17 Early Dismissal	18	19
20 Hag Al Laila	21 Progress check P2/Midterm and UAE Mother's Day	22 Parent Teacher Conference	23 Parent Teacher Conference	24	25	26
27 Spring Break	28 Spring Break	29 Spring Break	30 Spring Break	31 Spring Break		

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03 Spring Break	04 Spring Break	05 Spring Break	06 Spring Break	07 Spring Break	08	09
10	11	12	13	14 Early Dismissal	15	16
17 Qur'an Competition	18 Qur'an Competition	19 Qur'an Competition	20 Qur'an Competition	21 Qur'an Competition	22	23
24	25	26	27 Teacher Appreciation Day	28 Early Dismissal	29	30
31						

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
01 Eid Al Fitr	02 Eid Al Fitr	03 Eid Al Fitr	04 Eid Al Fitr	05 Eid Al Fitr	06	07
08	09 EOY Benchmark Assessment	10 EOY Benchmark Assessment	11 EOY Benchmark Assessment	12 EOY Benchmark Assessment	13	14
15 EOY Benchmark Assessment	16 EOY Benchmark Assessment	17	18 Spelling Bee	19 Early Dismissal	20	21
22 MAP Testing begins - Spring	23	24	25	26	27	28
29	30	31				

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02 Early Dismissal	03	04
05	06	07	08	09 IsBT Islamic Benchmark	10	11
12 IsBT Islamic Benchmark	13	14 SsBT UAE SS Benchmark	15 SsBT UAE SS Benchmark	16 Early Dismissal	17	18
19	20	21	22	23 Kindergarten Graduation	24	25
26 End of the Year Celebration	27	28 Innovation Fair	29 Innovation Fair	30 Semester 2 S2 Report Card	31	

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03 Parent Teacher Conference	04 Parent Teacher Conference	05 Last day for students	06	07 Last day for teachers	08	09
10 Eid Al Adha	11 Eid Al Adha	12 Eid Al Adha	13 Eid Al Adha	14 Eid Al Adha	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mission, Philosophy and Beliefs

Vision and Mission

Our vision is for all young people to experience that learning has lasting value beyond their life at school.

Our mission is to know the need of every student, collaboratively creating a student-centered, sustainable 21st century learning environment that fosters leadership, social cohesion, creativity, responsibility and ambition providing a catalyst for abilities of lasting relevance to emerge.

Philosophy

We are dedicated to facilitating growth of our students both inside and outside the classroom, meaning that we address academic, social and emotional development as a team and across grade levels. While learning is a lifelong pursuit, it should also be fun. Students are encouraged and challenged to become accountable in their educational journeys and explore all that Ignite has to offer by participating in our afterschool clubs, scholarship opportunities, community presentations, and entrepreneurial opportunities

Beliefs

We believe that:

- All students have the potential to succeed.
- Everyone is valued and deserves respect.
- Everyone has the right to a safe, clean environment that is conducive to learning.
- Local culture and heritage are an integral part of the learning experience.
- Learning is fun.

School Profile

Ignite School is an excellent option for families seeking an authentic American Educational experience. Our vision is for all young people to experience that learning has lasting value beyond their life at school. We do this by educating the whole child, not just academically but socially, emotionally, physically and civically. Our students are learning to become future entrepreneurs and career-minded individuals who will positively contribute their skills and talents to Dubai and the world at large.

Choosing Ignite School, means choosing a rigorous relevant real-world curriculum which prepares our students for jobs and careers that have yet to be created in today's technologically advanced world.

- School implements the New York State Common Core Learning Standards

- Students learn 21st century skills of critical thinking, collaboration, communication and creativity. Learning experiences are hands-on, student-centered and inquiry based.

- Students do not simply sit, write and read…they question, design, think, research, explore and seek knowledge for maximum understanding.

- Students take ownership of their own learning through Individualized Learning Plans, goals and learning portfolios.

When you choose Ignite School, you will witness first-hand what an authentic American education entails, from our talented American teachers who…

- Are native-English speakers
- Hold state teaching licenses
- Have 2 years of teaching experience in the United States
- Are kind, loving, creative and committed to the students of Dubai.
- Utilize culturally relevant teaching experiences and activities

Ignite School is located in the middle of the Al Warqaa'a neighborhood surrounded by a strong and traditional Emirati community. Including…

- A wide range of more than 50 nationalities (and growing).
- A growing Emirati population, with whom we have established amazing connections and relationships
- An Emirati Nurturing program designed to ensure Emirati student success.
- Incredible parent support, engagement and involvement.

1.1 School Hours

School Day begins at 7:45 AM
Kindergarten ends at 2:45 PM and all others at 2:50 PM
Classrooms are open to receive students at 7:15
Students are marked Tardy after 7:45.
After-school activity timings will be from 2:50 – 3:40 PM.

1.2 Attendance Policy

We strive for all students to achieve 100% attendance

Ignite School is committed to improving school attendance rates. In order for students to realize the opportunities and benefits from school, students have to not only be in attendance, but they must also be meaningfully connected to the school and experiencing success. To achieve this, there must be a collaborative effort between the school, community and our families to address the issues that result in absences and lateness from school.

There should be a common understanding among school personnel that the initial responsibility to address attendance rests with teachers, principals and guidance counselors. Teachers and staff are advised to develop creative and innovative approaches to ensure that children are active participants in their education.

1.3 Attendance Requirements:

•   Students are required to be in school by 7:45.
•   Parents are required to please contact the school/teacher if they know that their
         child is going to be absent from school for more than one day.
•   A doctor's/physician's note is required for all student absences and must be
         provided to the school within three days of the initial absence.
•   If a student is absent more than 50% of any day, it will be considered a full day
         absence and the parent must provide the same information as if the student was
         absent for an entire day.

What is an Unexcused Absence from School?

The Ignite School is responsible for monitoring and maintaining records of the attendance of students. All absences should be treated as unexcused until the school receives a written excuse explaining the reason(s) for an absence.

Parents should submit the written explanation from the doctor/physician within three calendar days of the absence and should be informed that if they fail to provide a written excuse within three days of the absence, the absence would be permanently counted as unexcused.

Students who miss ten consecutive school days shall be dropped from the school enrollment and no refund of monies will be provided unless the school is provided with evidence the excuse is legal or the absence has been preapproved by the school.

Cumulative Excused Absences

The following days of legal excused absence are classified as "cumulative" for all students and are not subject to the attendance policy regulations related to the Student Code of
Conduct:
• Pre-approved family vacation(s) while school is in session for up to five total days or two separate occasions within a school year.
• Pre-approved college visits beyond three days within a school year.
• Any absence for which a written medical/physician excuse is submitted within three days of the student's return to school.
• A maximum of ten (10) days of cumulative absence verified by parent notes will be permitted during a school year. Once a student reaches 10 Cumulative Excused Absences, a parent meeting is required with the school.

Cumulative Unexcused/Unlawful Absences

The following cumulative days of absence are classified as "unexcused" for all students and are subject to Attendance Policy regulation:
• Any day of absence for which a written doctor/physician's note is submitted within three (3) school days of a student's return from an absence.
• Any day of absence not excused by a physician's note after 10 school absences.
• Three unexcused absences will result in parent meeting with the school administration.
• It is the Parent/Guardian responsibility to ensure that the school receives written excuses within the required time period of three days after an absence.

Late to Class, Late to School

• Lateness to school due to physician's appointments, court appearances, or funerals are not considered to be excused until a written excuse if provided. In the case of a funeral, parents need to provide a written letter the school.
• When a student has committed ten acts of being late to school, a meeting must be held with the school administration.

1.4 Arrival & Dismissal

Arrival:
Bus Drop Off: Students who ride the bus will be dropped at the front of the school (Reception Area). Buses will be unloaded with the older students getting off the bus first. Each bus will have an Ignite Teaching Assistant on the bus. The Teaching Assistant will help the students in KG1 & KG2 exit the bus safely and then escort them directly their classrooms. Students will enter the building and walk through the Kindergarten wing to the Gym. The school's administrator's will be located at the bus drop off location and through-out the school to help assist students.

NO CARS WILL BE PERMITTED TO BE PARKED IN DESIGNATED SPOTS THE FRONT OF THE SCHOOL. THIS AREA HAS BEEN DESIGNATED FOR BUSES AND STUDENT ARRIVAL AND DISMISSAL.

Car Drop Off: Students who are dropped off by their parents will enter through the back of the school. Parents are asked to use the far entrance road and then drive up to the school so that students can exit the vehicle on the same side of the road as the school. Students will exit their cars and walk into the gymnasium. The school principal and other staff members will be located at the drop off area to supervise and escort students to their classrooms. KG parents are allowed to park in front to walk their children to class.

Arrival starts at 7:15
Class starts at 7:45

Dismissal:

Bus Riders: School Buses will be lined up in front the school in the main parking lot. Students will be escorted out of the building by a member of the grade level team. KG1 & KG2 students will be escorted by the classroom teacher assistant. Once all buses are loaded, buses will be released from the school campus.

Car Riders: Parents who are coming the school to pick up their child(ren) will need to park in the back of the school with the exception of KG parents who will park in the front.

Dismissal for students begins at 2:45. Parents who show up after 2:00 and ask to have their child released will be asked to wait until 2:45 for their child.

1.5 Parents on Campus:

Ignite School encourages a school community where parents, students and teachers are working together to create a positive and rich learning environment. However, we ask that parents have prior approval from the classroom teacher or school administration to spend a day or visit the classroom. There will be several activities that will allow for parents and family members to come to the school and be a part of their child's school experience.

For the first week of school, parents will be permitted to walk with their KG1 & KG2 child to the classroom ONLY. For all other students, parents will be asked to return to their cars at the student drop off location. There will be several staff members available to help assist students to get to his or her classroom on the first few days of the school year. These staff members will be visible and on duty each morning to great our student and ensure that the start of their school day is positive.

1.6 Ignite Parent Association:

One of the ways in which parents can become positively involved in the school is by joining the Ignite PTA. The first Ignite Parent Association meeting of the year will take place each September. This group is available to all Ignited families and parents with the goal to plan and develop future programs that will have a lasting impact on the overall student and school community. These meetings will take place monthly at a time to be determined later in the school year.

1.7 Homeroom Parents:

Each classroom will have a Homeroom Parent. This parent serves as the lead contact for the classroom teacher and also the parents. He or she would help to organize classroom parties and events that take place at the school. If you are interested in being a homeroom parent, please contact your child's teacher.

1.8 School Communication:

All school communication to parents will be done in English when it is pertaining to their English/American Curriculum Courses. If English is a difficult for a parent to understand or communicate, the school will try to provide Arabic translation. Students who are taking Arabic A / Islamic Religion A can expect to get their homework and projects to be completed in Arabic. All other assignments and communication will be completed in English.

Ignite Sparks, your weekly newsletter, is shared to all parents via email pertaining to the whole school. Additional weekly communication specific to the grade/class will be shared via email as well.

Communication with your child's teacher can be done through the school email system located in ALMA. School Administrators can be reached via the school email system, scheduling an appointment with the school reception, or leaving a message on their school mobile. The school principal's email address is principal.es@igniteschool.ae for the Elementary School and principal.ms@igniteschool.ae for the Middle School. Teachers and school administrators will NOT communicate with parents or families via WhatsApp and prefer in person or voice conversations.

1.9 After School Activities

A full and varied range of school-based activities are offered each semester.

In addition to school-based activities, paid activities are also available on most days – these are open to all students in our extra-curricular activities offered by Gulf Star.

Parents are to collect their child from the Gym by access of the back gate between 3:40 and 3:50.

If you would like to sign your child up, please register them during the registration timing as communicated by the school through their weekly newsletter.

<u>**Late Pick-Ups**</u>

All after-school activities end at 3:40 pm. If you pick your child up after 3:50, that is considered a late pick up. After 4 late pick-ups students will be removed from after school activities for the remainder of the session. If a student is removed or loses privileges from 2 different session, he or she will no longer be able to attend.

Club Activity Procedures

Parents and students should sit and choose clubs together. Once Students have signed up his/her for a club, they **CANNOT** change. Many clubs may already be full, and enrollment in each club is limited. Your child's failure to comply with the rules/expectations of the club will result in a disciplinary consequence.

Steps in the disciplinary process:

1. Meeting with Club Leader/Teacher – Parent notified
2. Meeting with Student Activity Coordinator – Parent Notified
3. Meeting with Building Level Principal – Parent Notified
4. Student is removed for remainder of the Semester

2.1 Field Trips

Ignite supports learning beyond the classroom as an extension to the school day. Field Trips and activities outside of the school campus can be organized by the classroom teachers or the school administration for the benefit of students at any time throughout the year. All field trips must be approved by the school administration and demonstrate the enhancement of the academic program. Ignite Schools reserves the right to restrict student participation in field trips and will communicate this to each parent individually.

2.2 Common Area Use / Cafeteria

All common areas are for all students at Ignite. As such, it is important that all students make use of these areas in a respectable way to ensure that it will be in good condition for all students. In keeping with Expo 2020 initiatives of sustainability, students should dispose of trash in one of the designated containers and clean their area before they leave. Each container has clearly identified bins so items can be disposed of properly for recycling.

2.3 Uniforms

All Ignite students are required to wear the approved school uniform. Any special clothing or school related themes or costumes, must be approved by the school's administration. On the days that a student has Physical Education class, or in times that another event may require it, students may wear the PE uniform.

Hats are not permitted in school. Ignite Hoodies (sweaters with attached hat/hood) may be worn but the hat/hoody portion is not permitted in school.

Once provided to the student, the child's name tag at all times as this is an essential part of the uniform. *All student uniforms can be purchased at Zak's in the Mirdiff Uptown Mall*

2.4 Technology Use Policy (ICT Agreement)

Information and Communication Technology (ICT) including the internet, email and mobile technologies have become an important part of learning in our school. It is an expectation at Ignite School for students to be safe and responsible when using any ICT. It is essential that students are aware of E-Safety and know how to stay safe when using any ICT.

Parents and students are expected to read, discuss and sign this agreement. Students will not be permitted to use any ICT at the school until the form is signed and returned. If there are any questions or concerns, please contact your child's classroom teacher.

- I understand that the primary use of any technology (Computer or IPad) is for participating in or completing school related assignments.
- I will keep the iPad within the supplied protective case at all times.
- I will not message other students or classmates during the school day.
- I am responsible for my log in and passwords to all of my accounts. Attempting to log-in to as someone else is not allowed.
- I will not reveal my password(s) to anyone. If someone asks me for my password, I will report it to my teacher.
- I understand that all my use of the Internet and other related technologies is monitored and will periodically be checked. My activity will be logged and can be made available to my teachers, parents, carers, police and outside agencies should my behavior be deemed inappropriate.
- I will make sure that all communications with students, teachers or members of the Ignite community is appropriate.
- I will be responsible for my behavior (websites and language) when using the Internet.
- If I accidentally come across any material that I believe is inappropriate, I will report it immediately to a member of Ignite School staff.
- I will not give out any personal information such as names, phone numbers or email addresses; of other students or adults in the Ignite School community.
- I will not share images/videos of myself or others that are inappropriate.
- If I witness or discover that anyone is sending inappropriate images or videos, I will report them to me to my teacher, school counselor or principal.
- I will not copy the work of another student or member of the Ignite School Community.
- I understand that if I bring unauthorized electronic equipment into school it will be taken by the teacher or principal and my parents will be asked to come into school to collect it.

I understand that these rules are designed to keep me safe and that if they are not followed ALL school rules and consequences will be applied.

Assembly

We regard assemblies as an important feature of our school. It provides us with an opportunity to reinforce our aims and ethos and to celebrate our student's achievements. Assemblies are held monthly, and the format is varied to include themes and morals delivered by both teachers and students.

2.5 Student Behavior

Behavior is motivated by our own personal needs. We are all responsible for our own behavior, and no one makes us do anything. All behavior has consequences. Responsible behavior gives us the best chance of getting our needs met while not denying others the same opportunity to have their needs met. Even when we all try our best, we sometimes make mistakes. When a behavioral choice is made that is irresponsible, disrespectful, uncooperative, or shows poor citizenship, it is the responsibility of the school staff to intervene in an appropriate manner.

2.6 Ignite School - Student Expectations

- Be on time for school, work hard, and learn to the best of your ability.
- Students will show respect and be honest with teachers, school staff, and visitors, as well as to one another. All members of the school staff have the authority to correct or redirect any student.
- Students will follow the rules of the classroom and the school.
- Students will follow all safety rules while on the bus.
- Students will behave properly in the hallways, on the playground, and on school buses.
- Disruption of classes will not be tolerated under any circumstances. Disruptions result in the interference of the learning process for all students.
- Students will be responsible for bringing home school letters to parents on the same day the student receives the letter.
- Students should complete homework to the best of their ability.
- School property and the property of others are to be respected by all students.
- During a field trip or a school activity, students should remember that school rules are still in effect at all times and that chaperones will have the authority to correct students when needed.
- The use of profane language by any student will not be tolerated under any circumstances.
- Fighting and bullying will not be tolerated. It is important for all students to feel safe and comfortable in school. Threatening another student or staff member is unacceptable and will not be tolerated. This includes verbal, written, pictorial, electronic (cyberbullying) and implied threats.

2.7 Disciplinary Options/Responses

Possible interventions include:

- Verbal Reminder
- Changing Seats
- Loss of Privileges
- Think Tank / Buddy Think Tank
- Note or Phone Call Home
- Parent Conference
- Loss of Free Time
- Confiscation of Items

Repeated inappropriate behavior requires other interventions. When previous interventions have failed or when the seriousness of a first offense warrants, the child may need to be removed from the situation. Severely inappropriate behavior also requires additional intervention to help ensure the future safety and well-being of the other members of the school community.

The following are ways of removing the student from the situation.

- Removal from the room or other space
- Loss of bus privileges
- Exclusion from extracurricular school sponsored activities (Clubs)
- In-school suspension
- Out-of-school suspension
- Alternate seating or location

Principal or Counselor Intervention

Certain behaviors require the immediate intervention of the principal. Some of these behaviors include: inappropriate language, fighting, aggression, defiance, disrespect, or stealing.
A child who is referred to the principal or counselor may have to develop a plan to change his or her behavior and may also be required to participate in a conference with his or her parents/guardians to encourage better choices. A cafeteria or flex time-out, bus suspension, in-school suspension, or out-of school suspension assignment may be necessary.

2.8 Personal Belongings

When determining whether to allow your child to bring personal belongings with him/her to school (electronics, cell phones, favorite toys, etc.), please be reminded that the school is not responsible for lost or stolen items.

The safest option is to keep those important and often expensive items at home. While we will do all we can to try to recover lost or stolen items, we cannot guarantee their safe return home.

Students should not bring cell phones or smart watches to school. In the event that a cell phone or smart watch must be brought, it must be turned off and be given to the classroom teacher.

Weapons are strictly forbidden on school grounds (including the school bus and bus stops). Toys and other personal belongings resembling a weapon could result in a disciplinary response similar to possession of an actual weapon.

DISCIPLINE RESPONSE STRUCTURE

3.0 LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school or school sponsored activities. These misbehaviors should be handled by the individual staff member. However, such misbehaviors may be indicative of a problem that should be reported to appropriate staff.

PROCEDURES
1. There is immediate intervention by the staff member who is supervising the student or observes the misbehavior.
2. A proper and accurate record of he offenses and disciplinary action is maintained by the staff member.
3. The staff member may wish to discuss the behavior with the parents, the administrators, and/or appropriate support personnel.

EXAMPLES
1. Classroom, hall, study hall, cafeteria, auditorium, locker room disturbance
2. Classroom tardiness
3. Dishonesty and lying
4. Cheating/plagiarism* (i.e., homework, quiz, class participation, group work, etc.)
5. Abusive, profane and obscene language; agitating others
6. Non-defiant failure to complete assignments or carry out directions
7. Non-defiant failure to follow school or class rules (gum, appropriate attire, eating/drinking in unauthorized areas, etc.)
8. Inappropriate written, verbal comments (offensive jokes, sexual remarks, etc.), physical contact (bumping, hugging, grabbing, kissing, etc.), visual abuse (staring, leering, etc.)

DISCIPLINARY OPTIONS/ RESPONSES
1. Verbal reprimand
2. Special duties/activities
3. Classroom contract
4. Withdrawal of privileges
5. Teacher Detention (3 day max.)
6. Parental conference
7. Confiscation of inappropriate materials
8. Academic penalty *

3.1 LEVEL II

Misbehavior which is frequent or serious enough to disrupt the learning climate of the school or school sponsored activities. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

PROCEDURES
1. Student is referred to the administrator for appropriate disciplinary action.
2. Administrator meets with the student and/or teacher and effects most appropriate responses.
3. Teacher is informed of administrator's action.
4. Parents are notified of student's misconduct.
5. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

EXAMPLES
1. Continuation of unmodified Level I misbehavior
2. Repeated tardiness to school
3. Truancy
4. Forgery* (i.e., absence excuse, early dismissal excuse, hall pass, student-sign in/out sheets, fieldtrip forms, etc.
5. Plagiarism* (i.e., test, exam, research paper, project, etc.)
6. Cutting class, leaving building/assigned area
7. Lack of respect for staff
8. Possession of obscene material
9. Failure to attend teacher assigned detention
10. Dressing in such a manner to cause disruption in the educational process or safety hazard
11. Misuse of school property
12. Bus misconduct
13. Gambling
14. Inappropriate or unwelcomed sexual advances, lewd behavior, deliberate or repeated written or verbal comments, gestures or physical contact
15. Harassment/ethnic intimidation/ bullying (includes electronic communication that impacts on or relates to the school environment).
16. Hazing
17. Possession of any incendiary devices (e.g. lighters, matches, etc.)
19. Violation of User Agreement/Internet guidelines
20. Defiance
21. Breach of Building Security (i.e .unauthorized admittance of visitors to building).
22. Unauthorized possession/use of cell phone
23. Possession of laser pointing device
24. Unauthorized/inappropriate use of technology or electronic devices.

DISCIPLINARY OPTIONS/RESPONSES
1. Verbal reprimand by principal
2. Schedule change
3. Exclusion from extra-curricular school sponsored activities
4. Parental conference
5. Detention—maximum 5 days (principal assigned)
6. In-school suspension
7. Suspension
8. Loss of bus privileges
9. Loss of parking privilege
10. Loss of computer/Internet privilege
11. Academic penalty *
12. Elevation to Level III

3.2 Level III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake are dependent upon the extent of the school's resources for remediating the situation in the best interests of all the students.

PROCEDURES
1. Disciplinary action is initiated by investigating the infraction and conferring with the staff on extent of consequences.
2. Administrator meets with the student and notifies the parent of the student's misconduct and resulting disciplinary action. Law enforcement officials may be notified.
3. A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.
4. There is restitution of property and damages if appropriate.
5. The services of and appropriate agency or resource may be utilized to aid in better understanding the reason for the student misconduct.

EXAMPLES
1. Continuation of unmodified Level II misbehavior
2. Assault/Battery (e.g. fighting)
3. Hazing
4. Vandalism (minor)
5. Use/Furnishing/Selling/Possession of tobacco products or tobacco lookalikes including vapor/electronic smoking devices and associated supplies. Penalties imposed extend to smokeless tobacco regardless of the quantity.
6. Petty theft (stealing)
7. Threats to others
8. Leading or participating in a walkout
9. Inappropriate using/furnishing/selling/possession of prescription drugs and/or over-the-counter drugs
10. Possession/Use of smoke bombs or simple explosive devices

11. Unlawful Harassment or Sexual Harassment as defined herein.
12. Look-alike weapons with the intent of intimidation or misrepresentation
13. Violation of electronic communication policy
14. Misuse or destruction of technology (computers, audio visual equipment, telephone, etc.)
16. Noncompliance of administrative direction during a school emergency
17. Non-compliance with In-school suspension expectations
18. Use of a laser pointing device
19. Possession of ammunition

DISCIPLINARY OPTIONS/RESPONSES
1. Temporary removal from class
2. Modified day
3. Parental conference
5. Exclusion from extra-curricular school-sponsored activities
6. In-school suspension
7. Out of School Suspension
8. Loss of privileges (bus, Internet, etc.)
9. Criminal prosecution if appropriate
10. Removal from School

3.3 Student Textbook Policies

Ignite School operates a Textbook Hire Scheme for Grades KG1 to Grade 7. The Fee Schedule includes the cost of the Textbook Hire Scheme for parents.

The Textbook Hire Scheme covers textbooks, class readers and nominated work/practice books but does not include consumables. Stationery lists are available from the Class Teacher. Textbooks and nominated work/practice books are issued to students upon commencement of classes and returned at the end of the academic year/course (or withdrawal).

Students are responsible for the condition of the texts issued to them. When issued, texts are in good condition and students need to ensure the copies of the text they are issued are the ones that they return. The full replacement cost plus processing fee will be charged on the Fee Accounts for any damaged, lost books or late returns.

Conditions:

1. Ignite School will supply all textbooks and novels/class readers required by students for their curriculum. Student dictionary, stationery and consumable items are not covered by the scheme and must be supplied by students.

2. Students with overdue textbooks will not be issued with new texts until the overdue texts are returned, or in the case of loss or damage, charged to Fee accounts. Parents will be contacted via telephone, letter and email notifying them of the overdue or lost text/s before being charged the Fee by the Accounts Office. Parents with fees owing, should be aware of the Fee Default section of the Fee Schedule and Fee Policy.

3. All textbooks provided remain the property of Ignite School and are to be returned at the end of each year. Novels, class readers and plays are issued for the term in which they are being studied, and students will be informed of the return date by their teacher. No new textbooks will be issued until overdue hire items are returned.

4. Students are not to write in or mark the hire books in any way. Drawing, writing, marking or highlighting textbook in any is not permitted. Additional cleaning, repair or replacement charges will be applied if books are marked. If notes are necessary, students should use 'post it' notes only and remove before returning texts.

5. The full replacement costs plus processing fee for any damaged, lost books or late returns will be charged on the Fee Accounts. These Fees are due and payable when incurred.

6. Late returns will not be accepted. This is necessary to ensure full sets of hire books are ordered and processed in time for the following academic year.

7. Students print their name and class clearly in pen on the inside cover on the label provided. Name labels or any other type of adhesive should not be used on or in the textbooks.

8. Any writing or damages that have not been stamped in a textbook issued to students must be reported to the classroom teacher of that subject.

9. Students need to ensure the copies of the textbook they are issued are the ones that they return. Students should not loan their texts to another students. The student issued with the textbook is responsible for its return and its condition.

10. All hire textbooks must be returned to Ignite School before students leave. Ignite School accepts no responsibility for textbooks returned to other areas within the school (e.g., left in classrooms). Leaving students are required to complete the "Student Leaving Clearance" form before a "Leaving or Transfer Certificate" can be issued by Ignite School.

3.4 MAP Testing

During the school year, students above Grade 1 will take a series of tests called Measures of Academic Progress (MAP). We give students MAP tests to determine your child's instructional level and to measure academic growth throughout the school year, as well as from year to year in the areas of Math, Reading, Science and English Language. These tests are taken three times a year, October, February and June. The test usually last 45-60 minutes depending on the grade level and all testing is completed on the computer.

Students above Grade 3, take all 4 tests. Students in Grade 2 take Math, Reading and English and Students in Grade 1 and KG2 take on Math and Reading.

MAP Growth tests are unique, and it adapts to your child's responses to measure your child's skill level. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. These results will provide a more complete picture of what your child knows and is ready to learn—whether it is on, above, or below their grade level. Since MAP Growth tests provide immediate and accurate information about your child's learning, it's easy for teachers to identify students with similar scores that are generally ready for instruction in similar skills and topics, and then plan instruction accordingly.

Your child's MAP Growth results are represented as **RIT scores**. A RIT score is the overall score for a subject based on a Rasch Unit (RIT), and you'll see it referenced in the report that your child's teacher will share with you. The RIT scores informs the teacher of the level in which your child is able to learn and understand information. It also allows for them to successfully plan lessons where each student is challenged with the material that is being presented.

Students will set goals between the testing sessions and review their classroom work to determine whether or not they are working toward meeting their growth goal. Each child's growth goal is different but is unique to them and their grade and RIT score. Once your child completes the October MAP test, their growth goal will be sent to you so you will be able to work with them on helping reach their target level.

For more information about MAP Growth, visit NWEA.org/familytoolkit.

3.5 Promotion and Retention of Students

The Ignite School policy for student promotion, retention and graduation draws on the New York City Department of Education's regulations for student promotion standards and graduation.

Consistent with Ignite School's implementation of Response to Intervention (RtI), classroom teachers are expected to make every effort to identify as early as practicable those students whose development path is at risk of attaining appropriate grade level promotion benchmarks. The school leadership and parent(s) must be notified promptly if current grade level retention is anticipated and an education plan shall be designed for each student identified as such.

Parents will be advised prior to or during the Q2 Parent-Teacher Conference and distribution of report cards that their child is at risk of underachievement. This early notification will provide an opportunity to review student work, discuss strategies and interventions, establish benchmarks, and clarify responsibilities in moving the student toward promotion. If the student is still at risk of underachievement as evidenced by student work/grades, written notice to that effect will be provided to the parent no later than mid-Q2. Records of ongoing parental communication and involvement, i.e., meetings, emails, phone calls, report cards, parent-teacher conferences, assessment of the student's work, and instructional interventions will be maintained. Failure by Ignite School staff to provide notice to parents may result in promotion of the student. The Q2 and Q3 Parent-Teacher Conferences offer an additional formal opportunity to discuss student progress toward achieving promotion at the end of the school year.

KG1

Promotion or retention of KG1 students is considered according to the attendance record and age of the student. The attainment of 98% attendance is a goal that should be discussed with parents in order to enlist and maintain their understanding and support of the importance of good attendance. Typically, KG1 students are exempt from retention.

KG2 to Grade 2

a. Assessment of Progress

All aspects of a student's record, including evidence that student work demonstrates progress towards meeting the core learning standards, will be reviewed periodically to ensure that students are moving toward the attainment of literacy and math skills (including Arabic for some students) and that appropriate support and intervention strategies are in place for those students whose progress is of concern. Parents will be informed and involved in the progress of their child's development and be offered opportunities for participation in classroom activities and homework assistance.

b. Instructional Strategies and Intervention

Preparation of students in KG2 to Grade 2 will be based on instructional practices, strategies and interventions established to promote attainment of literacy and math standards (including Arabic for some students). These practices will draw from the use of the Common Core Learning Standards for Literacy and Mathematics, remedial instruction, and other activities to ensure that all students become independent readers and writers by Grade 3.

c. Attendance

Students will be encouraged to develop good habits of attendance, beginning with their first school experience. Therefore, the attainment of at least 98% attendance is a goal that should be discussed with parents in order to enlist and maintain their understanding and support of the importance of good attendance. We strive for all students to achieve 100% attendance.

d. Promotion Decisions

For Grades KG2-2, in the event that promotion may be considered not to be in a child's best interest, parents should be notified and actively involved in reaching the decision of whether to promote or retain their child. Promotion decisions for students in Grades KG2-2, including students with SEND and ELLs, will be made by the Principal in consultation with the child's teacher and parent (possibly also the Learning Support team and ENL team). For ELLs, the decision to promote or retain shall include consideration of the student's language development; however, ELL identification alone may not be the sole basis for retention. If a parent disagrees with the promotion decision, the parent may appeal to the Director. The Director shall review the principal's decision and make a final determination.

Grades 3 and above

     a. Multiple Promotion Criteria (including SEND students whose IEPs do not specify a modified promotion standard)

Promotion to the next grade will be based on the integrated use of multiple measures, such as external test scores (i.e., MAP), course grades, report cards, samples of student writing, projects, assignments, and other performance-based student work. Promotion decisions will be based on a holistic evaluation of the foregoing measures and according to whether the student has demonstrated sufficient progress toward attaining learning standards.

If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks, the Principal shall recommend that the student complete a summer work portfolio at home. The Principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

     b. Promotion for ELLs in Grades 3 and above

ELL identification alone may not be the basis for retention. Promotion criteria for ELLs will be determined according to the student's number of years of enrollment in an English medium school:

Students enrolled for six or more years will be held to the promotion criteria set worth in section a.

For students enrolled for at least two years but fewer than six years, promotion will be based on whether students:

Attain sufficient progress in the ENL program as evidenced by multiple measures, which may include: student work, course grades, and external ELL assessments; and demonstrate satisfactory progress in Mathematics (plus Arabic and Islamic Education if applicable) as evidenced by student work. ELLs in Grades 3 and above who are not promoted will be recommended to complete a summer work portfolio at home.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade. If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

     c. Promotion for students with SEND whose IEPs specify a modified promotion standard in Grades 3 and above.

When the IEP team has specified a modified academic promotion standard on the IEP, the modified standard will be applied. If the review team determines that the student's portfolio does not demonstrate that the student has attained minimum promotion benchmarks for the modified promotion criteria, the Principal shall recommend that the student complete a summer work portfolio at home. The Principal or his/her designee shall share the portfolio results with the student's parents and communicate the decision.

The review team shall review the promotion portfolio previously submitted by the classroom teacher along with the summer work portfolio. If, in the team's judgment, the student has demonstrated gains, the student shall be promoted to the next grade.

If a parent disagrees with the promotion decision, the parent may appeal to the Director who will make a final determination.

3.6 Digital Device Acceptable Use Agreement: (BYOD POLICY)

This is the full policy regarding the use of digital devices at Ignite School. It links with the Parent -School DDAUA which is to be signed by students and parents prior to access being granted to students. It will be stored on the student's file.

School Device Recommendation List

Purpose:

The purpose of the Ignite School **Digital Device Acceptable Use Agreement** is to require all students using technology in school, effectively, safely, legally and responsibly, to facilitate learning and to help ensure that they develop the attributes of competent digital citizens. The DDAUA provides guidelines for using digital hardware and software on individual computers/devices, on local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (e.g. printers, servers, whiteboards, projectors, etc.) when students are on school grounds. The Agreement also establishes rights and responsibilities for all users. All users of the school's network and technological devices anytime, anywhere, are expected to follow the guidelines or risk loss of digital privileges. In cases of serious breaches, further action may be taken, in line with the Ignite School's standard disciplinary procedures.

The signatures on the DDAUA summary are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

Introduction:
In order for students at Ignite School to use the school's technology resources, they must follow the guidelines set forth in this DDAUA. The rules written in this agreement are not all inclusive. Ignite School reserves the right to change this agreement as and when it deems it necessary to do so. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using any digital resources, whether owned personally or by the school, users acknowledge their understanding of the DDAUA as a condition of using such devices and the Internet.

Whilst on site, access to the school network and the Internet should be considered a privilege, not a right, and can be suspended immediately, without notice. Access on site is available only for **educational and administrative purposes and is not to be used outside of direct staff supervision**. The guidelines provided in this DDAUA are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the Ignite School's computer systems upon violation of the DDAUA. This policy applies to all digital resources, not only the computers, devices and equipment provided in the Ignite School's hardware provision. Additionally, this agreement applies to all school facilities, including the sports hall, soccer field, pool area, bus drop-off, canteen etc.

User Rights & Responsibilities:
Students can expect a 21st century learning environment at the Ignite School where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the curriculum of the school. Finally, students have a right to feel safe while using the Ignite School's resources and network.

Users are required to:
- Show respect and courtesy for other users in Ignite School's community, which includes the strict prohibition of cyber bullying and harassment.
- Recognize and honor the intellectual property of others.
- Comply with legal restrictions regarding the use of social media in the UAE. UAE Digital Content Laws
- Comply with legal restrictions regarding plagiarism, intellectual property and the use and citation of information resources and copyright law.
- Use non-curriculum relevant materials only outside of the school and without detriment to their studies - Ignite School recognizes the benefits of students being permitted to personalize the content on their own devices, however, this is subject to a strict adherence to the expectation that **the primary purpose of such devices is to facilitate learning**.
- Help maintain the integrity of the Ignite School network and equipment.
- Avoid tampering or experimenting with the Ignite School network or equipment, including efforts to bypass the Ignite School's internet filters or proxies.
- Make personal devices available for inspection by an administrator or other staff member upon request.
- Use appropriate language in all communications.
- Never use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.

- Never give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- Never use their personal devices or equipment to record (audio/visual) others without their permission.
- Never modify or copy any protected system files, system folders, device settings or control panel files without prior approval of the Ignite School's ICT Department.

Educational Use:

Users are expected to follow the following rules regarding their school network accounts:

- School-related files are the only files to be saved in a student's personal folder.
- Users should not store commercial software, music, and/or games or hidden files to their folders.
- Saving to a school computer's hard drive is granted only by permission of teacher or ICT Coordinator.
- Accessing and playing commercial/online games is not permitted.

Respect for Others:

Users should respect the rights of others using the technology resources.

- Always log off your workstation.
- Never deliberately attempting to disrupt network performance or interfering with the work of another user.
- Leave equipment and room in good condition for next user/class.

Respect for Security:

Accounts on the systems at Ignite School are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes. Ignite School is the administrator of all "@igniteschool.ae" Office 365 account and as such monitors activity within this domain.

- Use only your account/password. It is a violation to give access to your password to any other user.
- Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or ICT Department.
- Any attempts to transmit software designed to compromise the operation or security of the network is prohibited.

Respect for Property:

Students are responsible for their own devices whilst in school. This includes:

- Ensuring the devices are stored safely and securely in the locker provided. It is the responsibility of all users to safeguard school owned equipment from loss, theft or damage.
- Devices are transported throughout the school safely. A student is to be accountable for any damage that occurs to their device while in the Ignite School. School bags are not allowed to be transported around the school, but students may use a laptop/ device carrier case.
- Accessing or using other student's devices is strictly prohibited.
- Ensuring their device has sufficient charge for use in lessons and is only used in supervised lessons.

Software Copyright and installation:
- Any attempts to circumvent the licensing control or the copying of software from the network without the ICT Department's permission is prohibited.
- Installation of software and applications on students' own devices is permitted insofar as it does not conflict with the security requirements outlined above or the primary purpose of such devices as learning tools.

Hardware:
- Report equipment problems immediately to a teacher, school administrator or the ICT Department.
- Leave workstations and peripherals in their designated places.
- Keep work areas neat and clean and free from food and drink.
- Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the network administration and/or ICT Department's permission is prohibited.
- Borrowing of school hardware is not permitted unless email authorization has been given from the ICT department, or the hardware is part of an established loan scheme.

Borrowing School Technology:
If a person checks-out or borrows any technology from Ignite School, they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

Mobile Phones:
Students are not permitted to use Mobile Phones on campus at any time. Phones are to be shut off and stored in the student's backpack or locker. If a student brings a mobile phone into the classroom, he or she is asked to leave it with the classroom teacher until the end of the day. The use of mobile phones in the classroom will result in disciplinary action against the student and the parent will be required to come and pick up the phone from a school administrator.

Internet/World Wide Web Usage:
The Internet is a global network of digital devices linking users to Colleges, businesses, universities, and other sites. The Ignite School recognizes many websites have educational uses, while others do not. Ignite School wishes to respond to this by encouraging use of sites for educational reasons only.

Required standards of conduct include:
1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Use of devices is strictly limited to lesson time under the supervision of a member of staff. Devices are not to be used in corridors, common areas or whenever a member of staff has not directly instructed the use and is actively supervising.
3. Respect the use of copyrighted materials.
4. Respect the rights and privacy of others.

5. E-mail is allowed during both during and after-school hours only in connection with a classroom assignment.
6. Downloading of unauthorized programs, software or digital content is not allowed to be held on devices registered for use in school.
7. Compromising the security of the school in any manner is unacceptable.
8. Respect the values and ethics of the local culture.

A violation of the above standards and any others included in the DDAUA will result in a denial of access and possible further disciplinary action.

The school will use available monitoring and blocking software to filter objectionable materials on the Internet in order to help ensure the safety of all students. School Administration, Classroom teachers and the Head of the IT Department will be able to visibly monitor and control each student's access to programs, on-line web browsing and use of camera and other multi-media functions.

Responsibilities:
- All users are prohibited from accessing portions of the Internet that do not promote the curriculum or ethos of the Ignite School.
- All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to Ignite School guidelines.

Personal Equipment:
- All users must follow all policies even while using their own personal equipment.
- Watching Movies, TV Shows, playing online games etc. while at the Ignite School is prohibited unless the media has been assigned by the classroom teacher has been provided by the school's streaming server.
- Private networks are prohibited within the school network unless users get permission from the IT Department.

The Use of BYOD

Device Recommendation List

Devices will need to be registered with our ICT Staff and the DDAUA agreement needs to be read and signed by the student and the parent before any technology can be configured and/or used within the school.
All students and parents will be required to sign the Ignite School Digital Devices Acceptable Uses Agreement Summary prior to activation of the students' access privilege.

- BYOD at Ignite School is currently limited strictly to laptops and tablets and is not extended to mobile phones. Due to licensing agreements students can only register 1 device.

- Ignite School recommends student purchase an IPad model 6 or newer with at least 120GB of memory. This will allow for the student to be connected to the school server and have enough memory for 3-4 years of educational use. **School Device Recommendation List**
- Parental guidance and recommendations regarding the suitability of devices can be provided on request from the ICT Department or School Administration.

Cyber-Bullying:

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Students will be held accountable for cyber-bullying at the Ignite School and any such interactivity that may impact negatively on the learning environment.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail and other social media accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, Snap Chat, Tok-tok, Twitter, Instagram, and YouTube.

Guidance for Staff

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones – Do not touch the student's phone. Contact School Administration Immediately.
The School Administrator will:
- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Keep possession of phone until the parents and/or local authorities arrive.

Computers
- Ask the pupil to give the classroom teacher or school administrator the computer
- Review all on-line material, noting people involved and comment made in the conersation
- Accompany the pupil, taking the offending material, to see a member of the leadership team
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Guidance for Students

If you believe you or someone else is the victim of cyber-bullying, you must speak to your school counselor or a member of the leadership team.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your Form Teacher, Matron,
- parents/guardian or the Head (even if it is upsetting, the material is important
- evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance for Parents

It is vital that parents and the Ignite School work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously Ignite School takes incidents of cyber-bullying
- Parents should also explain to their sons or daughters the legal issues relating to cyberbullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact a member of the leadership team soon as possible. Thereafter, meeting can then be arranged with relevant members of staff

E-Safety at Home
Advice on the safe use of technologies for teenagers can be found at the following websites:

http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers

https://www.thinkuknow.co.uk/parents/

https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/

http://www.webwise.ie/parents/advice-top-10-tips-for-parents/

Consequences for Violating the Rules:

Students who are not in compliance with the Rules of this agreement (DDAUA) will result in disciplinary action in accordance with the Ignite Student Code of Conduct and will result in a immediate Level II or Level III offense.

The Agreement

- I acknowledge that I am responsible for my actions on my device, in school, at home and elsewhere, and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the Ignite School and beyond. I understand that failure to do so could result in a loss of technological privileges.

- I agree I will not share my passwords or account details with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.

- I agree I will not engage in illegal activities on the Ignite School network or any other digital environment (e.g. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files or deliberate introduction of computer viruses).

- I agree I will obey procedural safeguards to maintain the performance of the Ignite School's network and digital devices.

- I agree I will respect the rights of others, use proper language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a Ignite School staff member.

- I agree I will not share, make, or post online personally identifying information about any members of the Ignite School community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).

- I agree I will access only those resources that are appropriate for school and those resources for which I have specific authorization.

- I agree I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.

- I agree I will not install software on the Ignite School's network or digital devices without permission of the system administrators.

- I agree I understand that system administrators and teachers may access my files during system maintenance or as a directed action.

- I agree that students who are issued Ignite School devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by Ignite School administration will be the responsibility of the student and his or her parents.

- I agree I accept full responsibility for supervision when my child is using any digital device, whether provided by the school or by the parents at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child. In the case of a personal device purchased under a Bring Your Own Device initiative, I understand that I, as the parent, am responsible for insuring the device and for its maintenance and security settings. I can expect the school to provide appropriate guidance and support in this area.

<u>I agree violation of this Acceptable Use Agreement may result in:</u>

- Loss of school provided technology and network privileges
- Level II or Level III Disciplinary Consequences as per the Ignite Student Code of Conduct.
- Monetary reimbursement to the Ignite School / or other appropriate sources

By signing this agreement, I acknowledge that I have thoroughly read and agree to the Ignite School DDAUA. I will instruct my son/daughter regarding the importance of following all the guidelines included in the agreement.

Parent Name: _____

Parent Signature: _____Date: _____

Parent E-mail Address: _____

Student Name: _____

Student Signature: _____Date: _____

Student Identification Number: _____

Arrangements for monitoring and evaluation
The Principal will have responsibility for monitoring and reviewing this policy every year. This will be done in line with Ignite School policies.

Last updated: **August 2020**