

CADMUS[®] INTERNATIONAL SCHOOL

Duhok - Kurdistan, Iraq



Student Parent Handbook



A concept by
SABIS[®]

Waiver:

Every effort has been made to ensure that the content is up-to-date at the time of publication. However, the School Administration reserves the right to change any content, policy, or procedure without prior notice.



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INTRODUCTION

WELCOME

Welcome to Cadmus® International School – Duhok, a concept by SABIS® (Cadmus®-Duhok), a K-12 college-preparatory school and a SABIS® Network school. Our core purpose is to provide an outstanding education at a reasonable cost and to help all students achieve their full potential. At SABIS®, we believe that a university education is accessible to most students; the success of a school should be measured by how much value it adds to each student; and students can develop into individuals who master the skills to achieve success in a changing world. We wish you a successful academic year and a prosperous future.

MISSION STATEMENT

Cadmus®-Duhok is a secular school that respects all religions and religious denominations and fosters tolerance as a solid basis for a coherent and productive society.

Cadmus®-Duhok will be recognized as a provider of top-quality education to a highly diverse student body. It will strive to help all students achieve their full potential, prepare them for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. Cadmus®-Duhok will maintain high standards of efficiency and accountability throughout its operation.

ACADEMIC GOALS

- Provide a well-rounded education based on mastery of the English language and mathematics.
- Enable students to acquire a firm command of a second language in addition to the English language.
- Train students in logical reasoning and critical thinking.
- Strive to qualify every student for entrance into colleges/universities around the world.
- Prepare students to sustain intellectual effort for prolonged periods.
- Generate excitement for lifelong learning.

NON-ACADEMIC GOALS

- Uphold high standards of ethical, moral, and civic conduct.
- Encourage informed decisions on social issues.
- Teach students to defend convictions and reverse negative peer pressure.
- Encourage participation in extracurricular activities, school management, and community work.
- Foster tolerance, cooperation, guidance, and teamwork.
- Develop a true understanding of the people of the world through an appreciation of differences as well as similarities.

FEATURES OF THE SABIS® EDUCATIONAL SYSTEM™

CURRICULUM AND TEXTBOOKS

The SABIS® curriculum is well-structured, comprehensive, rigorous, and sequential. The assigned curricula align to national requirements and international standards. For most subjects, SABIS® publishes its own books which are completely aligned with the respective curricula. These include hundreds of textbooks which are complemented by teacher-support materials such as pacing charts, teachers' guides and lesson guides. They are fully integrated into the teaching process and testing system, and undergo ongoing enhancements and reviews.

SABIS POINT SYSTEM® OF TEACHING

SABIS® teaching methods are aligned with the books and teacher-support materials, and standardize content delivery. The SABIS Point System® teaching methodology is an interactive and highly efficient step-by-step teaching method which ensures that all students are active participants in class. It also allows for efficient whole-classroom instruction thus keeping students engaged and learning efficiently.

REGULAR ASSESSMENT (INCLUDING INTEGRATED TESTING AND LEARNING® ITL®)

The SABIS® testing system allows for accurate, timely, and effective detection of learning gaps. Tests are developed by regional subject coordinators who, in addition to the school-based academic staff, closely follow-up on the students' results through various reports. This timely and targeted follow-up ensures that gaps are filled and that students have the required knowledge. Exams can be also taken electronically using the SABIS Integrated Testing and Learning® (ITL®) approach. ITL® permits students to take paperless, computerized examinations and learn what they failed to answer correctly immediately after the examination has been taken, and before they leave the ITL® hall.

DIAGNOSTIC TESTS

Diagnostic tests are administered before the beginning of the academic year in order to place new students in the right grade level. Diagnostic tests are also administered at the beginning of every term to all students to ensure that all gaps have been dealt with.

SABIS ACADEMIC MONITORING SYSTEM® (SABIS® AMS)

The SABIS Academic Monitoring System® (SABIS® AMS) tests are objective, criterion-referenced, computer-marked tests that are administered on a weekly basis. They are designed to check student learning, mastery, and long-term retention. Test items are intended to evaluate weekly concepts and mostly focus on factual information. SABIS® AMS used in Level E assesses math skills, and in Level F and above assesses English language and mathematics in addition to other specific subjects.

CONTINUOUS ASSESSMENT TEST (CAT) AND PERIODIC EXAMS

These exams assess multi-concept thinking and are administered periodically throughout the term. CAT exams are given for Levels A to F twice per term. All subjects are covered in one week of testing. Periodic Exams are for Level G and above and they cover different subjects each week. In general, there are two Periodic Exams per week. Two to four of these weekly written exams are given per term in each subject area. The exams include objective questions for a quick check of material taught, as well as short essay-type questions which require higher thinking skills and writing abilities.

END-OF-TERM EXAMS AND FINAL EXAMS

End-of-Term Exams are administered at the end of terms 1 and 2 to determine mastery of concepts taught over a full term. The End-of-Term Exams for the third term are called Final Exams and are comprehensive exams that measure student achievement over the course of the entire academic year. Students in Level D and above are provided with study lists and timetables prior to these Final Exams. Note that End-of-Term Exams and Final Exams are not sent home.

FAILED CONCEPTS

The Failed Concepts system is designed to re-test students' progress on concepts they have not grasped. This process can start whenever a SABIS® AMS assessment has been marked. Applied in ITL®, the Failed Concepts session generated according to each student's SABIS® AMS results, provides a testing environment which allows students to relearn their failed concepts.

EXTERNAL EXAMINATIONS

Students are encouraged to sit for external exams to gain college admission. Our graduates obtain outstanding qualification in external exams and join the best universities worldwide. External exams taken by Cadmus®-Duhok students (National Exams, IGCSE, and SAT) require additional fees payable to the various external examining authorities.

Please contact the School Administration for more details.

SABIS STUDENT LIFE ORGANIZATION® (SLO®)

WHAT IS SABIS STUDENT LIFE ORGANIZATION®?

The SABIS Student Life Organization® (SLO®) is a student-led organization which fosters positive attitudes, behaviors, and peer interaction. Students who join the SLO® are called prefects. Prefects help in maintaining discipline, promoting high social and moral values, developing personality, developing communication and management skills, raising academic standards, organizing activities, and improving the quality of life for students in the school. When students share these responsibilities, they learn and achieve much more and get the opportunity to develop lifelong skills that empower them to make a difference. The Student Life Coordinator (SLC) works closely with the School Administration, teachers, and prefects in order to achieve the above-mentioned goals.

STUDENT LIFE IN THE CLASSROOM

The SABIS® System encourages students to become active participants in the teaching and learning process. This enhances the academic knowledge and managerial abilities of students, and contributes to personality building.

In each SABIS® classroom, there is an academic team comprised of **Class Academic Prefects** and **Group Leaders** who provide immediate help to their classmates through assisting teachers with the SABIS Point System® of Teaching. Class Prefects are also the student social leaders who help to maintain discipline in the classroom and hallways, and ensure that the classroom remains neat and tidy.

Moreover, students who are willing and able are trained by teachers to become **Shadow Teachers®**. Shadow Teachers® are assigned in each subject and are trained to teach using the SABIS Point System®. They are provided with pacing charts and the needed teaching materials to replace the teacher if absent.

SABIS STUDENT LIFE ORGANIZATION® DEPARTMENTS

Head Prefect

Prefect in charge of the whole SLO®.

Deputy Head Prefects

Prefects in charge of the operation per department in the SLO®.

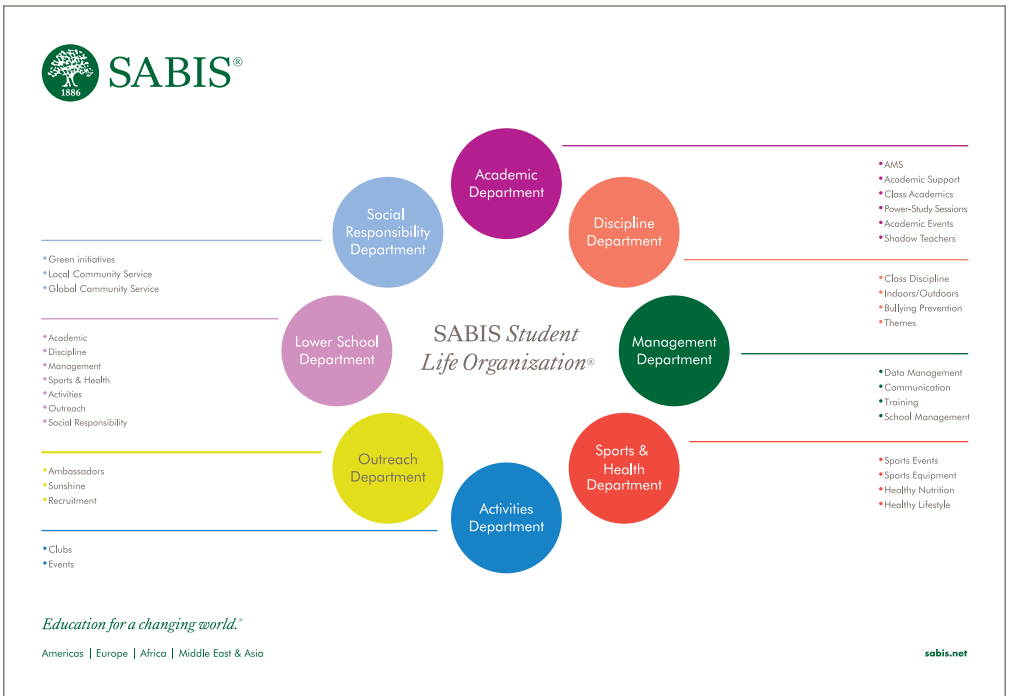
Senior Prefect

Prefect in charge of a branch in a department. Departments may have up to 15 branches.

Prefects

Prefects in charge of the operation per department in the SLO®

The SLO® departments are summarized in the below chart.



BENEFITS OF SLO®

Self-Accomplishment

By joining the SLO®, students acquire a sense of belonging and pride for their school and community. Students also develop leadership, organizational and communication skills which prepare them to function better in a challenging and ever-changing world. Furthermore, students in the SLO® raise their academic standards and improve their learning efficiency. The SLO® encourages positive attitudes, behavior, and peer interaction thus enriching the lives of students and allowing them to appreciate diversity.

SLO® Points

Students who successfully carry out their student life responsibilities receive extra student life points/merit points in recognition of the extra work and responsibilities they have assumed. Students are awarded more points per hour of involvement for taking responsible roles, and they are encouraged to join as many activities as their time and potential permit. A list of activities available for any particular class or age group can be obtained from the School Administration.

Universities

The SLO® increases students' chances of being accepted at top universities since student life/merit points are eventually translated into recommendations for universities. Good universities are not only interested in high-academic achievers, but also in students who have demonstrated the will to become good future citizens. Universities, therefore, need evidence from the school that the students have contributed to their school community, are good team leaders, and are concerned about other students. The number and kind of merit points acquired by a student provide this evidence.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to develop talents, skills, and techniques; and to pursue interests and hobbies through participation in physical, academic, scientific, and artistic fields. Students may join Mid-day Activities, Afternoon Activities, or Saturday Activities. A list of the various types of activities will be made available at the School Administration.

SABIS® DIGITAL PLATFORM

SABIS® Digital Platform is designed to help teachers, students, and parents connect to the school environment. Students can retrieve a comprehensive information summary about their school life. They can also remain updated with the school's latest news and events. Parents can read essential details about their children's school performance. SABIS® Digital Platform is controlled by the IT Administrator who manages user accounts, announcements, settings, E-mail, and reports. To access the SABIS® Digital Platform, visit digitalplatform.sabis.net.

ACADEMIC INFORMATION

Users have access to the following academic information, just to name a few:

- Exam Material (Homework Solutions; Top 50 Questions; PrepList; etc.)
- Exam-Related Materials (Exam Concepts/Revision; Basic Questions; CAT Materials; etc.)
- Charts (Pacing Charts; SABIS® AMS Charts; Periodic Charts; Homework Charts; etc.)

NON-ACADEMIC INFORMATION

Users have access to the following non-academic information, just to name a few: calendars, announcements, events, photo gallery, surveys, etc.

PILOT PROJECTS

In an ongoing effort to use the latest technologies in education, SABIS® continues to introduce new “pilot projects” which undergo constant testing and refinement before being officially launched in the schools. Below are two examples of such “pilot projects”:

PRACTICE SESSIONS (FAILED CONCEPTS)

Students can now practice and review, at home, the concepts that they have not mastered in an assessment. The Failed Concept List is specifically generated according to each student’s results; each student would have a tailored practice session in which s/he answers questions related to the failed concept s/he missed during the exams.

STUDY GUIDE FOR STUDENTS AND PARENTS

DIARY

Starting in Level G, students are supposed to enter all information concerning what has been covered in class and what is to be done as homework in a specially-designed school diary. All students, starting in Level E, must have school diaries which can be bought from the school bookshop. The items to be entered for each lesson are: the subject taught, the material covered, the assigned homework, and the date the assignment is due. Parents can assist by checking their children’s diaries on a daily basis to ensure that the homework is done and that the material covered in class is properly revised.

HOMEWORK

At Cadmus®-Duhok, homework is an essential part of the curriculum. Starting from Term 3 in Level F and onwards, students will spend time outside of class reviewing and reinforcing concepts taught in class. Homework is not an opportunity to learn new material; however, the extra practice that homework provides is a necessary part of the learning process.

Level F and below

In Level F and below, it is not a practice to assign homework. It is recommended, though, that parents find time to read with their child(ren) for 10 to 15 minutes each day.

Levels G and H

Students in the upper Primary School have 15 minutes of homework per subject each day.

Levels I to O

Students in Levels I to L should expect 20 minutes of homework per assigned subject each day. In Levels N to O, the amount of homework increases to 30 minutes of homework per subject each day.

POLICY FOR SENDING BOOKS HOME

Levels A and B: All books are kept at school. They will be sent home when completed.

Level C: Books are kept at school, except for the reading books which are sent home daily. All other books will be sent only when completed.

Levels D and E: Books are kept at school, except for the reading books which are sent home daily. A study list, along with the books, will be sent home one week prior to the CAT and Final Exams. The books that are sent home must be returned to the school daily.

Level F and above: Books are sent home with the children. Children have a diary in which they write exactly what has been covered in class and the assigned homework. A study list of the material covered is sent home before the CAT and Final Exams.

Kindly note that for the younger children, our policy regarding sending books home stems from our belief that the academic targets can be reached by restricting learning to school hours. Extending the school day beyond that will eventually have a negative effect on both children and parents. We recommend that parents encourage children to read on a daily basis.

Parents who would like books to be sent home daily must inform the School Administration in writing before their request is granted.

NB: *Although electronic copies are also available at home, the above still applies.*

STUDY HABITS

It is strongly recommended that parents help their children in applying the procedures outlined below, and keep following-up until these procedures become daily habits.

WHERE TO STUDY

- Preferably in a quiet room, away from the telephone, the TV, or other distractions.
- A flat surface is needed (table, desk) and a straight chair, with a strong source of light. Never study while relaxing on a comfortable sofa or while lying on a bed.

WHEN TO STUDY

Develop a reasonable study timetable. Several checks on the various assignments are better than one “long” check at the end.

- **Specify the Starting Time and the Rest Times:** These times should be reasonable; consult with your parents and stick to the set timetable. You may want to work for an hour, have a 15-minute break, work for another hour, and then have dinner.
- **Plan the Weekend:** The weekend should be used to revise the SABIS® AMS for the following week and Basic Questions covered during the previous week. You should also find time to prepare for the Periodic Tests of the following week. Plan your weekend so that you may have time for both study and relaxation.

WHAT TO STUDY

What to Study on Weekdays:

The best time to complete an assignment is when it is still fresh in one's mind, i.e. on the same day one has been taught the material. Students who postpone their work place themselves under unnecessary pressure.

What to Study during the Weekend:

- **SABIS® AMS:** Revise for the first SABIS® AMS of the following week. You have already revised for it regularly the previous week, so this should not take more than 15 to 30 minutes. Do the same for each of the SABIS® AMS exams of the following week.
- **Basic Questions for Periodic Exams:** Check what Periodic Exams you have for the following week. First revise the Basic Questions. You have already answered them in the previous week, so this should not take more than 30 minutes per exam. Make sure you can answer each question perfectly well without hesitation. Remember that Periodic Exams also include questions other than the Basic Questions, so prepare for these Periodic Exams aiming for a thorough understanding of the material taught.
- **Homework:** Complete any assigned homework for the first day of the following week.

What to Study the Night before Periodic Tests:

Every week, students in Levels G to O have two Periodic Tests. The night before the exam should be allocated for brief revision, and not for studying the material for the first time. After a brief revision, students should rest, go to bed early and wake up relaxed, ready to do the best they can in the exams. It is counterproductive for students to stay up late studying the night before an exam. Review regularly so that only a brief revision is necessary the night before the exam. When relaxed and alert, your exam performance will improve.

HOW TO STUDY

All students are advised to proceed as follows:

- Make sure that your study tools are available with you: diary, classwork copybooks, Sample Questions, Basic Questions, and books.
- Open your diary and look at the first lesson of the day. Review the points that the teacher taught during the day; solve the Sample Questions related to every point and refer to your classwork teacher copybook. In case you face any difficulty while solving the related questions, seek the assistance of your prefect to answer your queries.
- Answer the related Basic Questions.
- Complete the assigned homework.
- Repeat the above procedure for the second lesson.
- For English and other Language(s): Read the assigned pages of the reader thoroughly, at least twice, then study the vocabulary, spelling, and grammar.
- For Social Studies: Study the assigned pages thoroughly.
- Review SABIS® AMS material regularly. The night before a SABIS® AMS test, revise the Sample Questions for the last time. This will increase your chances of retaining the knowledge.

PROMOTION AND RETENTION POLICY

While all subjects are important, some are given more academic weight than others in the marking system. Neither the total average of a student nor the average of a single subject with several sub-subjects can be obtained by simply taking a straight average. Different subjects are given different coefficients; different sub-subjects within a single subject are given different weights. The averages and reports are not produced by the teacher but by the Administration (with the help of the school's computerized SABIS® Student Management System software). Computer-generated report cards are sent home at the end of every term, 3 times per year. These reports are very important because they contain essential information about the students' progress, together with any comments to the parents. The Final Report gives essential promotion information. Parents who want to discuss the report cards with the concerned staff members need to make appointments through the School Administration.

Students are promoted only when they meet the promotion requirements set by the school. A student who does not achieve these performance levels or higher, and who cannot demonstrate full mastery of all essential concepts in these core subjects may be required to attend summer school or sit for a retake exam in August. Sometimes, the student may need to repeat the entire grade level the next year, provided the student does not exceed the age limit for that grade in which case an administrative decision will be taken for every individual case regarding the student's best options.

COMMUNICATION WITH PARENTS

Communication between home and school helps to bind the students, parents, teachers, and Administration into a team working toward a common goal.

Levels A to C: Communication between school and home is often necessary at the Kindergarten level. The following procedures should be used to facilitate rapid and appropriate communication:

- Call the School's KG Department to book an appointment with the Infants' Academic Quality Controller (AQC).
- Send written notes to school in the "folder" which is carried daily in the child's bag to and from school.
- Appointments could also be given for telephone meetings with parents.

Level D and above: Parents Orientations held in the early part of Term 1 are a series of meetings which focus on an explanation of the academic program - its contents, goals, and objectives.

During Term 3, transition meetings are held for parents of students moving to a different area e.g. Level C to D.

If there is a need for communication outside of the opportunities mentioned above, parents are encouraged to contact the relevant AQC to discuss the issue. Individual subject teachers should not be contacted by parents.

Parents are required to contact the school to report any of the following circumstances:

- The absence and lateness of the child from school on any given school day. It is recommended that parents report such incidents prior to 8:30 a.m. on that day.
- Any medical condition that prevents your child from joining his/her P.E. or swimming lessons.

- Any medical condition that requires special attention from the school's end must be provided to the School Administration in writing.
- Any changes including interruptions of your child's transportation services must be provided to the School Administration in writing.
- To inquire about or request a meeting with your child's AQC for any academic related issue.
- Any issue or concern regarding the general behavior code at the school.
- Any safety or security matter that might affect students and/or staff.
- To report or discuss any other important matters or concerns regarding the school not mentioned in this handbook.

RULES AND REGULATIONS

Discussions about religious, political, or sexual topics are strictly forbidden. Participants in these discussions are subject to consequences that could be as serious as expulsion.

AGGRESSIVE BEHAVIOR AND BULLYING

Bullying in any form physical, verbal, or mental is not tolerated. Students who bully others are liable to be expelled from school. Students should never take matters into their own hands; if students feel they are being wronged or harassed, they should report the situation to the Student Life Coordinator, supervisor, or any other responsible adult. Rough play is not acceptable, neither is bad language.

ATTENDANCE AND PUNCTUALITY

Students are required to attend all school days and be at school at least 5 minutes before classes start. Repeated absence will have a negative effect on their academic progress. Students arriving after 8:00 a.m. must report to Reception. Students who are absent or late repeatedly with no valid excuse may be stopped from entering class.

BUS

Students who use the school bus should adhere to the following rules:

- In the morning, students should wait for the bus at a safe distance away from the street.
- Students should respect the timing of the bus in the morning and in the afternoon.
- Students should adhere to the seating plan – no change of seating is allowed.
- Food and beverage consumption on the bus is not allowed.
- Students must remain seated on the bus. The bus should come to a complete stop before students exit.
- At all times, singing or shouting are not allowed on the bus.
- Students are not allowed to put their heads or hands outside the windows. All types of gestures to people outside the bus are not allowed.
- Instructions of bus supervisors should be obeyed at all times.
- Students may not instruct or ask the driver to drop them off anywhere other than their designated house.
- Students may not instruct the driver to set a radio station or adjust the volume.

In the event that parents wish to pick up their child prior to the end of the school day, the School Administration should be notified no later than 1:00 p.m. after which only emergencies may be approved by the School Director.

Parents are requested to provide the school with an accurate home address and contact details and to notify the school immediately in case the home address and contact details have been changed.

DISCIPLINE

A high level of discipline is expected in the school. Students will be held accountable for any behavior, inside or outside the school, which opposes/contradicts school rules. Students are expected to respect themselves, each other, staff, the school, and the environment. Students should complete all work assigned, bring the required materials to classes, pay attention to the teacher, and not disturb the lesson.

Smoking and chewing gum are strictly forbidden on the school campus.

DRESS CODE AND PHYSICAL APPEARANCE

- Students must wear the school uniform.
- The uniform and the P.E. kit must be kept neat and clean at all times. It is the student's responsibility to be in the correct uniform every day.
- Boys may not wear jewelry, must have a short, classical haircut and be clean shaven.
- Girls may not wear make-up or nail polish, must wear their hair away from the face, and may wear only one set of simple stud earrings in their ear lobes, no other jewelry is allowed.
- Students must not have tattoos.

EXAMINATION

Students absent from an exam or absent the day before an exam may be required to take a make-up exam scheduled at the discretion of the Administration. Make-up exams may be harder than the original exam. Students must acquaint themselves with the Exam Hall Rules and abide by them very strictly. Cheating is not tolerated and will be dealt with strictly with serious consequences.

FOOD SERVICES

The school caterers offer facilities for a hot meal service at breakfast and lunch time for students, as well as a cafeteria for snacks during breaks for Level D and above. Parents can subscribe to the hot meal service at the school's accounts office. Levels A to C students are not allowed to bring money to school and may not buy from the cafeteria. Students who do not wish to use the cafeteria services may not order food from outside caterers.

LEAVING THE SCHOOL CAMPUS

Students must not leave the school campus for any reason without the approval of the Administration. Parents wishing to take their children before the end of school must submit a request in advance. Those leaving early have to be collected by an approved person assigned by their guardians.

MEDICAL

The nurse is available in the clinic during school hours. Sick students should stay at home, but students who feel sick during the day may report to the nurse. When returning to school, students who were absent must bring a medical report clearly stating the reason for absence. The medical report is essential if the student needs special care or treatment, or needs to continue taking medication. Medicine to be taken during school hours must be sent to the nurse with complete information. Upon the recommendation of the school nurse, the Administration gives permission to a student who is sick to leave the school during the school day. Students absent from a Periodic exam cannot attend classes on that day.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Students are not allowed to bring mobile phones and other electronic devices to school. In case of an emergency, students will be permitted to call their guardians from Reception.

PRESENTS AND BIRTHDAYS

Students and parents are requested not to bring presents to the teachers/staff members for any occasion. Students are not allowed to celebrate their birthdays at school.

SEATING PLANS AND SECTIONS

Students are placed in sections and assigned seats according to their academic needs. Changes of seating and sections are done by the Administration when it considers that to be in the best interest of the student.

SCHOOL DECISIONS

Students must abide by the school rules and accept school decisions in all matters, whether they are included in these rules or not, since it is not possible to include all details in any written document. Parents and students with questions about these rules are encouraged to speak to the relevant member of the Administration.

Failing to abide by the school rules and policies will have consequences that vary depending on the severity of the infraction, the history, and the age of the student among other reasons.

Such corrective actions and consequences might include, but are not limited to: advising students, meeting with parents, break-time, after-school, or Saturday morning detentions, placing students in the Report Book, suspension, and ultimately expulsion from the school.

TIDINESS

Students are expected to keep their classrooms and school clean and tidy at all times. Students are responsible for their desks and the area around them.

VALUABLES

Valuables, jewelry, and large amounts of money should never be brought to school. The school cannot be held responsible for the loss of any item.

Lost and Found: Please mark all items, including clothing with your child's name. If a student loses something, s/he may recover it from "Lost and Found" located in the SLO® office. High value items such as glasses, wallets, keys, jewelry, and money are retained in the Administration.

GENERAL SCHOOL INFORMATION

SCHOOL ADDRESS AND CONTACT DETAILS

Duhok-Sumail Street, Marina area, close to Kar city, Duhok, Kurdistan, Iraq

School Telephone: +964 751 121 9205

School E-mail: cadmusduhok.sabis.net

School Website: cadmusduhok@sabis.net

OFFICE HOURS

Weekdays: from 8:00 a.m. – 4:30 p.m.

Saturday: from 8:00 a.m. – 12:00 p.m.

RECEIPT OF STUDENT-PARENT HANDBOOK

Please sign and return this page to school within five school days. Your signature means you have received this handbook, read it, and agree to comply with all the provisions herein.

Student Name -----

Level and Section -----

Parent Signature -----

Date -----

