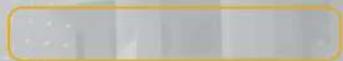




SCHOOL YEAR: 2025 - 2026

STUDENT'S HANDBOOK

“LEADER IN ACADEMIC EXCELLENCE AND VALUES FORMATION”



NAME: _____
GRADE/SECTION: _____

HAIL! TPS ABU DHABI!

Lyrics : J. Esguerra P. Maturan
Music : P. Maturan

Hail to thee our Alma Mater!
The Philippine School of Abu Dhabi
The cradle of learning and virtue for
the Filipino youth

We will soar high in the sky
like the mighty falcon fly
Colors flying green and gold
symbol of hope and excellence

Hail to thee our Alma Mater!
The Philippine School of Abu Dhabi
Our shining light and guiding spirit ,
towards the road to victory

On the golden sand of this land
Stands a pillar to behold
Red, green, white and black to unfold
the colors of UAE

Hail to thee our Alma Mater!
The Philippine School of Abu Dhabi
With hope and pride our thanks to you,
O Alma Mater dear
Hail To TPS !

MISSION AND VISION

The Philippine School is a learning institution, with a mission to provide an affordable education while developing and nurturing the whole child in a God-centered environment. It envisions to become the leader in academic excellence and values formation through respect, self-discipline, nationalism, and tolerance.

CORE VALUES

1. Respect (self and others)
2. Self-discipline
3. Nationalism
4. Recognition of religion and cultural diversity

TPS students are expected to act and behave in a way that promotes a positive school environment. The following code of conduct is expected to all students attending schools. The code of conduct applies while students are in school, on school grounds, participating in school-led field trips, and attending any extra-curricular activities sponsored by the school thus, TPS-AUH expects that all students will:

- Follow all the instructions and rules of the school and the classroom.
- Behave responsibly and will not put other people or themselves in danger or at risk of danger.
- Take care of the school building(s), equipment, or property of the school and/or other people.
- Arrive at school and classes on time and, if absent; provide the office with a signed note from parent explaining tardiness and/or absences.
- Participate to promote a positive school community.
- Demonstrate a positive attitude towards studying and act appropriately so as not to disrupt classes or the learning of others.
- Commit to the heritage and culture of the UAE in such a way that they behave honestly and conduct themselves with dignity.
- Show respect to all teachers, school personnel, fellow students, their families, and members of the community.

STUDENTS' RESPONSIBILITIES

All students are responsible to:

- Follow all policies, rules, and regulations set forth by ADEK and school.
- Follow and respect the Student Code of Conduct and Student Rights and Responsibilities.
- Engage actively and positively to the learning environment.
- Contribute to promote a positive school environment.

SCHOOL REQUIREMENTS

A.School Uniform

KINDERGARTEN LEARNERS



**PRIMARY
PUPILS**
(Grade 1 to Grade 3)



**INTERMEDIATE
STUDENTS**
(Grade 4 to Grade 6)



**JUNIOR HIGH SCHOOL
STUDENTS**
(Grade 7 to Grade 10)



**SENIOR HIGH SCHOOL
STUDENTS**
(Grade 11 to Grade 12)



B. Haircut & Hairstyle

Inspection is made **every 1st Friday of every month**. Failure to comply with the haircut standard will result in a minor conduct violation and will be recorded at the Anecdotal record by the Class Adviser. In case the 1st Friday of the month is declared a holiday, the next regular school day is the haircut inspection day.

MALE	FEMALE
1. Undercut and spiked hairdos are not allowed for the boys. 2. They must adhere to the prescribed haircut style of the school (i.e. 2 by 3 clean	1. Girls' hair should be properly clipped or tied. 2. Accessories should not draw undue attention to the students. 3. Wearing of valuable and expensive jewelries is not allowed.
3. Hair must not be suspended on the face, be tidily arranged and should be of its natural color.	4. Boy haircut is not allowed for the girls. Only a natural hair color range and pattern are acceptable. Colored hair and highlights are not allowed.

C. School Bag Policy

Policy Limiting School Bags Weight

As the custodians of your children's well-being, we prioritize the well-being of the Students and address the potential long-term effect of students' carrying heavy school bags.

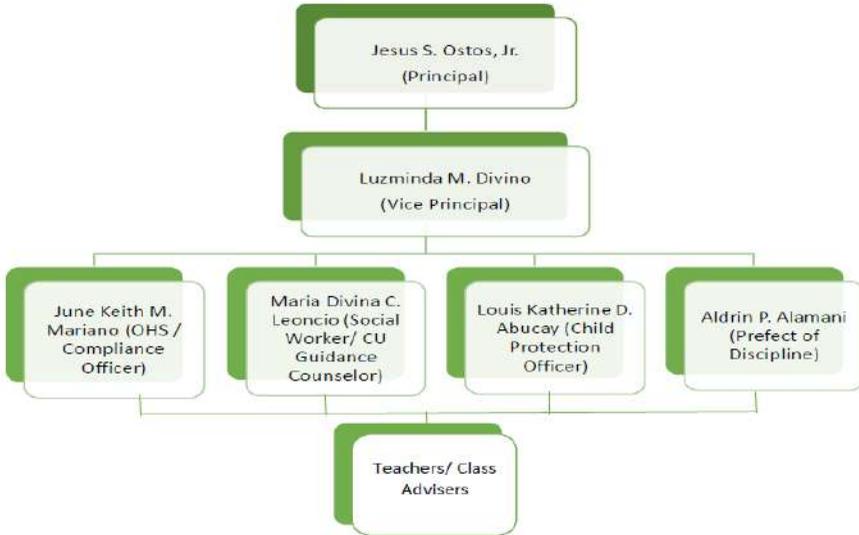
- ✓ The use of big, heavy bags, especially those with trolleys is discourage due to the grounds of health and safety in the school bus.
- ✓ It is recommended that a child's bag does not exceed 20% of the body weight to avoid adverse effects on the spine and body.
- ✓ Listed below are the maximum weight as prescribed by the Abu Dhabi Education and Knowledge.

Grade/Year (US) (UK)	Maximum Backpack Weight (KG)
KG1/FS2	2.2
KG2/Year 1	2.4
Grade 1/Year 2	2.6
Grade 2// Year 3	3.0
Grade 3 /Year 4	3.4
Grade 4/ Year 5	3.8
Grade 5/ Year 6	4.1
Grade 6/ Year 7	4.5
Grade 7/ Year 8	5.0
Grade 8/ Year 9	5.8
Grade 9/ Year 10	6.5
Grade 10/ Year 11	7.3

BEHAVIOR GUIDELINES

Student Behavior Management Committee

Student Behavior Management Committee



TPS Categorized Misconduct Guidelines

General Rules on Misconduct and Academic Awards

1. **Two (2) Major Offenses = Disqualification from Academic and Behavior Awards**
2. **Three (3) Minor Offenses = One (1) Major Offense**
3. All offenses will be **recorded in the student's anecdotal record**
4. Supervised restorative community work (onsite) shall be carried out with parental consent and in full compliance with the ADEK Student Behavior Policy.
5. Temporary exclusion of the student from school premises (offsite suspension) in accordance to ADEK Student Behavior Policy.
6. Permanent exclusion of the student from school (withdrawal/cancellation of their enrollment or expulsion) in accordance to ADEK Behavior Policy.

Level 1: Minor Offenses

A. Behavioral Minor Offenses

1. Wearing improper/incomplete uniform
2. Not wearing the official school I.D.
3. Wearing earrings and studs (Grades 7–10)
4. Wearing make-up (Grades 7–10; light make-up allowed in SHS)
5. Improper haircut/hairstyle (spiked, undercut, emo)
6. Colored hair/nails and highlights
7. Wearing inappropriate accessories (trinkets, dangling earrings)
8. Wearing valuable or expensive jewelry
9. Loitering or playing during breaks
10. Littering in the school premises or bus
11. Misbehavior during flag ceremony or assemblies
12. Bringing or using unauthorized gadgets/toys/music players
13. Possession of non-educational/playing cards
14. Going to malls, cinemas, gaming centers while in uniform
15. Disregarding teacher/school communication/advisories
16. Using another student's I.D.
17. Leaving class without proper pass (admin, clinic, toilet, hall pass).
18. Engaging in play inside the classroom or along the hallways during break time.
19. Eating, sleeping during class hours.
20. Not participating and staying inside the classroom during morning assembly.
21. Persistent refusal to comply with school rules or authority for two (2) consecutive reminders.
22. Unauthorized use of gadgets (phones, Ipads, Laptops, smartwatch) without the approval of the Class Adviser/Subject teacher during class hours.
23. Playing pranks: Minor practical jokes that do not cause harm but disrupt the learning environment.

B. Academic Minor Offenses

1. Incomplete materials needed in class
2. Tearing pages/erasing teacher notes in the diary or school log
3. Habitual failure to submit homework and Performance tasks.

Corrective Actions for Minor Offenses

First Offense

1. The incident/offense is noted in the anecdotal record by the concern teacher/class adviser.
2. Verbal warning by the concerned subject teacher/class advise

Second Offense

1. Minor offense is noted in the anecdotal record.
2. Every class adviser shall inform (call,SMS) the concerned parent of the child.
3. Counseling with the class adviser.

Third Offense

1. Minor offense is noted in the anecdotal record.
2. Letter to the parents/guardian informing them of the minor offenses committed by the child.
3. Counseling with the class adviser.
4. Three minor offenses is equivalent to one major offense.

Level 2: Major Offenses

A. Behavioral Major Offenses

1. Possession of pornographic/inappropriate materials
2. Vulgar speech, writing, or drawings
3. Disrespect/disobedience to school authorities or student officers
4. Influencing others toward insubordination
5. Inciting fights or causing trouble in school/school bus
6. Giving false accusations or testimonies
7. Bullying (verbal, physical, social, cyber)
8. Fighting/hurting others (subject to case evaluation)
9. Maligning fellow students/school personnel (name-calling, slander, vulgar language)
10. Tattoos or body piercings
11. Stealing/shoplifting (in or outside the school)
12. Improper conduct or gross misconduct
13. Vandalism or destruction of school property (parents pay for damages)
14. Unauthorized use of school name/logo for external events
15. Unauthorized selling/soliciting without principal's written approval
16. Bringing deadly weapons or hazardous items
17. Coming to school under the influence of alcohol
18. Bringing alcohol to school
19. Smoking/vaping on school premises or bus
20. Public display of affection (PDA) while in uniform
21. Gambling in school premises
22. Attempting to harm other using scissors, cutter and any sharp objects.
23. Forging/falsifying documents or signatures
24. Posting/sharing vulgar, indecent content on social media
25. Non-compliance with Digital Technology (e-safety) policies
26. Taking unauthorized screenshots, photos, or recordings of school activities or other students without permission.
27. Cyberbullying via digital platforms including social media and messaging apps
28. Defamation- Making false statements that harm others' reputation including online posts, shared attend images, texts, videos etc.

B. Academic Major Offenses (Academic Dishonesty)

1. Possession or use of cheating materials during exams
2. Copying or peeking at another's paper test paper
3. Allowing others to copy from one's test paper
4. Giving or signaling answers during exams
5. Stealing, giving, or receiving test papers
6. **Cheating(online and onsite)**
7. **Plagiarism**
8. Duplication of work (submitting the same work for multiple assignments/projects).

Corrective Actions for Major Offenses

Offense	Corrective Action
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First Offense	& Anecdotal record + report to Child Protection Officer (CPO) + letter to parents + conference+ Guidance Counseling
Second Offense	

Repercussion on Academic Awards

Offense Type	Result
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2 Major Offenses	✗ Disqualified from Academic Awards
3 Minor Offenses (1 Major Eqv.)	✓ Still qualified unless 2nd major offenses are committed

GRADING SYSTEM

For Grade 1-12

- Minimum passing grade per learning area is 75 on the report card.
- The lowest mark on the report card is 70.000for Quarterly grades and final grades.

ASSESSMENTS

Standardized Benchmark Assessment

- International Benchmark Test (Mathematics, English, Science, Reasoning)

Arabic Language Assessment

- International Benchmark Test (Arabic B)
- ABT (listening, reading, writing and speaking)

Internal Assessment

- Quarterly examinations
- Pretest and Post Test
- Written Work
- Performance Tasks Other

External Assessment Learning

Programs and Platforms

- ✓ ABT, Genyo Diwa, Praxilab, myOn, iReady

For Kindergarten

- ✓ Checklists and anecdotal records based on learning standards found in the kindergarten curriculum guide are used instead of numerical grades.

Computation of Quarterly Final Grades

Step 1: Raw scores from all student work are added up. (Written Works, Performance Tasks and Quarterly Assessment.)

Step 2: The sum for each component is converted to the Percentage Score

To compute the Percentage Score (PS), divide the raw score by the highest score, then multiply the quotient by 100%

$$\text{PERCENTAGE SCORE (PS)} = \left[\frac{\text{Learner's total raw score}}{\text{Highest possible score}} \right] \times 100\%$$

Step 3: Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects. To do this, the Percentage Score is multiplied by the weight of the component found in Table 1 for Grades 1 to 10 and Table 2 for Senior High School. The product is known as the Weighted Score (WS).

Table 1: Weight of the Components for Grades 1-10 include:

Components	English, Filipino, Arabic, AP, UAE SS, VE, MEP, Islamic	Science, Math	MAPEH, HELE/TLE, ICT
Written Work	30%	40%	20%
Performance Task	50%	40%	60%
Quarterly Exam	20%	20%	20%

The grading system for Senior High School (SHS) follows a different set of weights for each component.

Table 2: Weight of the Components for SHS include: (for SY 2024-2025)

Components	CORE SUBJECTS	ACADEMIC TRACK (STEM / GAS)	
		All Other Subjects	Work Immersion/ Research/
Written Work	25%	25%	35%
Performance Task	50%	45%	40%
Quarterly Exam	25%	30%	25%

Step 4: The sum of the weighted scores in each component is the Initial Grade. This initial grade will be transmuted using the given transmutation table to get the quarterly final grade (QFG).

Step 5: The quarterly grade for each learning area is written on the report card the student.

For **MAPEH**, individual grades are given to each area: Music, Arts, Physical Education, and Health. The quarterly grade for MAPEH is the average of the quarterly grades in the four areas.

$$\text{Quarterly Grade (QG) for MAPEH} = \frac{\text{QG for Music} + \text{QG for Arts} + \text{QG for PE} + \text{QG for Health}}{4}$$

For **ICT/Robotics Grades (1-3)**, individual grades are given to each area: ICT and Robotics. The quarterly grade for ICT/Robotics is the average of the quarterly grades in the two areas.

$$\text{QFG FOR ICT/ Robotics} = \frac{\text{QFG for ICT} + \text{QFG for Robotics}}{2}$$

For **ICT, Robotics and HELE (Grades 4-5)**, individual grades are given to each area: ICT, Robotics and HELE. The quarterly grade for ICT, Robotics and HELE is equivalent to the sum of the weighted QFG of the said subjects.

- ✓ 50% of QFG HELE
- ✓ 25% of QFG ICT
- ✓ 25% of QFG Robotics

$$\text{QFG for ICT, Robotics and HELE} = (\text{QFG HELE} * 0.5) + (\text{QFG Rob} * 0.25) + (\text{QFG ICT} * 0.25)$$

For **ICT, Robotics and TLE (Grades 6-10)**, individual grades are given to each area: ICT, Robotics and TLE. The quarterly grade for ICT, Robotics and TLE is equivalent to the sum of the weighted QFG of the said subjects.

- ✓ 50% of QFG HELE
- ✓ 25% of QFG ICT
- ✓ 25% of QFG Robotics

$$\text{QFG for ICT, Robotics and TLE} = (\text{QFG TLE} * 0.5) + (\text{QFG Rob} * 0.25) + (\text{QFG ICT} * 0.25)$$

The following are the steps in computing for the general average at the end of the school year.

For Kindergarten

There are no numerical grades in Kindergarten. Descriptions of the learner's progress in the various learning areas are presented using checklists and other portfolios.

For Grades 1-10

The average of the quarterly final grades (QFG) produces the Final Grade.

Final Grade by Learning Area	$= \frac{\text{1st-quarter grade} + \text{2nd-quarter grade} + \text{3rd-quarter grade} + \text{4th-quarter grade}}{4}$
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The **General Average** is computed by dividing the sum of all final grades by the total number of learning areas. Each learning area has equal weight.

General Average	=	$\frac{\text{Sum of Final Grades of All Learning Areas}}{\text{Total number of Learning Areas in a grade level}}$
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The Final Grade in each learning area and the General Average are reported until three (3) decimal places.

For Grades 11 and 12

The two quarters determine the final grade in a semester.

How are learners promoted or retained at the end of the school year?

A Final Grade of **75** or higher in **ALL** learning areas allows the student to be promoted to the next grade level.

For Grades 1 to 3 Learners' Promotion and Retention

Requirements	Decision
Final Grade of at least 75 in all learning areas	Promoted to the next grade level
Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise, the learner is retained in the same grade level.
Did Not Meet Expectations in three or more learning areas	Retained in the same grade level

For Grades 4 to 10 Learners Promotion and Retention

Requirements	Decision
Final Grade of at least 75 in all learning areas	Promoted to the next grade level
Did Not Meet Expectations in not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
Did Not Meet Expectations in three or more learning areas	Retained in the same grade level

For Grades 11 to 12 Learners' Promotion and Retention

Requirements	Decision
Final Grade of at least 75 in all learning areas in a semester	Can proceed to the next semester
Did not Meet Expectations in a prerequisite subject in a learning area	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject
Did Not Meet Expectations in any subject or learning area at the end of the semester	Must pass remedial classes for failed competencies in the subjects or learning areas to be allowed to enroll in the next semester. Otherwise, the learner must retake the subjects that failed.

How are the Core Values of the Filipino child reflected in the Report Card?

The goal of the Matatag Curriculum is to holistically develop Filipinos with 21st-century skills. The development of learners' cognitive competencies and skills must be complemented by the formation of their values and attitudes anchored on the vision, mission, and core values of the Department of Education.

Descriptors and Indicators of Observed Values

Core Values	Behavior Statements
Maka-Diyos	Expresses one's spiritual beliefs while respecting the spiritual beliefs of others
Makatao	Is sensitive to individual, social, and cultural differences
Makakalikasan	Cares for the environment and utilizes resources wisely, judiciously, and economically
Makabansa	Demonstrates pride in being a Filipino; exercises the rights and responsibilities of a Filipino citizen

A non-numerical rating scale will be used to report on learners' behavior demonstrating the core values.

Marking	Non-Numerical Rating
AO	Always Observed
SO	Sometimes Observed
RO	Rarely Observed
NO	Not Observed

Attendance

- ✓ It is important for learners to be present in **every school day**.
- ✓ Learner's class attendance shall be recorded by the teachers on a daily account. At the end of each quarter the attendance is reflected in the report card.
- ✓ The Principal may, at his/her discretion and in the individual case, exempt a learner who exceeds the 20% limit for reasons considered valid in a quarterly basis.
- ✓ Habitual tardiness, especially during the first period in the morning and the afternoon, is discouraged.
- ✓ Teachers shall inform the parents/guardian through a meeting if a learner has incurred three (3) consecutive days of tardiness. **Three (3) consecutive days of tardiness is equivalent to one day of absence.**

- ✓ Grades 9, 10, 11 & 12 Students are required to attend the junior and senior promenade, JS prom is one of the requirements during the second or third quarter of every academic year. Corresponding score or marks is given for each performance (periodical test).
- ✓ Foundation / Intrams / Sports week. The Foundation / Intramurals / Sports Week of The Philippine School serves as a vital platform for Grades 9–12 students to cultivate teamwork, discipline, sportsmanship, and leadership. Beyond competition, this event strengthens school spirit, promotes physical fitness and wellness, and builds lasting camaraderie—while giving students the opportunity to showcase their talents, skills, and pride as true representatives of TPS.

AWARDS / RECOGNITION

The School gives awards of recognition to deserving students based on DepEd Order on the Policy of Guidelines on Awards and Recognition with some modifications approved by the TPS Management.

This aims to give all learners equal opportunity to excel relative to the standards set by the curriculum and focus on their performance rather than competing with each other. It recognizes that all students have unique potential quality strengths that need to be identified and publicly acknowledged.

Quarterly Award

Academic Excellence Award is given to learners at the end of each quarterly grading period. This is given students from Grades 1 t 12 who:

- ✓ have attained a general average of at least 90.000 % in the said grading period;
- ✓ have no grades lower than 85.000 % in English, Filipino, Math, Science, AP, UAE SS, Values Education (VE), Moral Education (ME);
- ✓ have not received an Arabic grade lower than 80.000 %, and for students taking Islamic classes should have a grade of at least 85.000 %;
- ✓ have final grade in MAPEH and HELE/TLE-ICT/Robotics not lower than 85.000 % and their components should not be lower than 80.000 %;
- ✓ must be of good moral character and have not been subjected to any disciplinary action within the current grading period;
- ✓ must be physically attending classes of at least 80% of the total attendance of the current grading period UNLESS the reason for absence is VALID and with supporting documents submitted for evaluation (subject to the approval of the SCHOOL PRINCIPAL); and have met the above criteria and specific cut-off grades

Quarterly Academic Excellence Award	Average Grade per Quarter
With Highest Honors	98.000 % and above
With High Honors	95.000 % – 97. 999 %
With Honors	90.000 % – 94.999 %

- ✓ A learner who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the **quarter** will be disqualified from receiving an academic award.
- ✓ For other mode of learning awards and recognition is subject to the discretion of the principal after the deliberation of honors and awards.

Performance Award is given to Kindergarten pupils to recognize their most evident and prominent abilities, as well as their significant improvement in a specific area. Since Kindergarten learners have no numerical grades, they will be evaluated on their outstanding achievement based on the different domains and/or learning competencies of the Kindergarten curriculum at the end of every quarter.

Since all learners must be given equal opportunity to excel and demonstrate their strengths, the same award may be given to more than one student.

Year-end Award

Academic Excellence Award is given to learners at the end of the school year. This is given to students from Grades 1 to 12 who:

- ✓ have attained a general average of at least 90.000 % at the end of the school year;
- ✓ have no grades lower than 85.000 % in English, Filipino, Math, Science, AP, UAE SS, Values Education (VE), Moral Education (ME);
- ✓ have not received an Arabic grade lower than 80.000 %, and for students taking Islamic classes should have a grade of at least 85.000 %;
- ✓ have a final grade in MAPEH and HELE/TLE-ICT/ROBOTICS not lower than 85.000 % and their components should not be lower than 80.000%;
- ✓ must be of good moral character and have not been subjected to anydisciplinary action within the current school year;
- ✓ must be physically attending classes of at least 90% of the total attendance of the **current school year** UNLESS the reason for absence is VALID and with supporting documents submitted for evaluation(subject to the approval of the SCHOOL PRINCIPAL); and
- ✓ have met the above criteria and specific cut-off grades:

Year-End Academic Excellence Award	Year-End General Average
With Highest Honors	98.000 % and above
With High Honors	95.000 % – 97. 999 %
With Honors	90.000 % – 94.999 %

Principal's Award

The Principal's Award is given to students who have met the following criteria:

- ✓ Consistently made it as a quarterly academic excellence awardee (1st – 4th Quarter)
- ✓ Have not incurred or been involved in any major form of disciplinary and/or conduct infractions within the current school year
- ✓ Have met the above criteria and specific cut-off grades:

Award	Year-End General Average
With Highest Honors	98.000 % and above
With High Honors	95.000 % – 97. 999 %
With Honors	90.000 % – 94.999 %

Subject Excellence Award recognizes the exemplary performances of the students in different learning areas. It is given to students who have attained the HIGHEST FINAL GRADE (at least 90.000%) in each subject area.

Other Awards and Recognition

(Given during recognition, completion, or graduation ceremony)

Leadership Award (Grades 3 – 12)

- ✓ Students who have demonstrated exemplary skills in motivating others and organizing projects that have significantly contributed to the betterment of the school and/or community.

Department Award (Grades 1 – 12)

- ✓ Students who have shown exemplary behavior, desirable habits, and a good attitude within the current school year as observed by all subject teachers.

Award for Work Immersion

- ✓ Students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher.
- ✓ The awardee/s must have received a high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program and have received an outstanding rating in the Work Immersion subject (at least 90.000).

Award for Research or Innovation (JHS and SHS)

- ✓ Individual, pair, or group who led the planning and execution of a research or innovation to advance the potential applications of technology, or for research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

Award for Special Recognition

- ✓ Given to students who have represented and/or won in competitions at a school, division, regional, national, or international level.
- ✓ These awardees have demonstrated exemplary performance in academics, athletics, and the arts.

UAE National Identity Award

- ✓ Given to the student/s who consistently served and performed in promoting the UAE National Identity Program.

Service Award

- ✓ Given to the deserving student/s who consistently served and volunteered as approved by the deliberation committee.

For Kindergarten

Performance Award

- ✓ Is given to recognize their most evident and prominent abilities.

Character Traits Award

- ✓ Is given to affirm their positive traits and attitudes or to recognize their significant improvement.

GUIDELINES ON MANAGING ACADEMIC DISHONESTY DURING QUARTERLY EXAM

1. Monitoring Students:

- ✓ The class adviser shall maintain vigilant supervision throughout the exam, actively moving around the room to ensure a fair testing environment and immediately address any suspicious activity.

2. Bag Placement:

- ✓ All students must place their bags in front of the room before the start of the exam to prevent any access to materials that could be used for cheating.

3. No Borrowing of Items:

- ✓ Students are not allowed to borrow any materials (sharpeners, pencils, pens, correction pens, etc.) from their classmates during the exam to avoid distractions and cheating opportunities.

4. Answer Coverage:

- ✓ All students must use a folder to cover their answers during the exam.

5. Seating Arrangement:

- ✓ Students must be arranged in alphabetical order, starting from their first names.

6. No Leaving During Exam:

- ✓ Students are not allowed to leave the room during the examination period. They can only leave during the designated break time.

7. Pocket Check:

- ✓ The Class Adviser must check the students' pockets before the start of the exam to ensure no cheating materials are brought into the exam room.

8. Surrender of Electronic Devices:

- ✓ All students must surrender their electronic devices (cellphones, smartwatches, iPads, laptops, headsets, earpods, etc.) to the Class adviser on invigilator.

9. Cheating Incident Response:

- ✓ If the Class Adviser or the monitoring in-charge catches a student cheating, they must not allow the student to continue the exam.
- ✓ The student's exam should be immediately stopped.

10. Evidence:

- ✓ Ensure that clear evidence of the cheating incident is gathered. This may include written materials, electronic devices, or any other item that could have been used for cheating.

11. Narrative Report:

- ✓ A detailed narrative report of the cheating incident must be written, documenting the specific circumstances, what was observed, and any other relevant details.

12. Inform Relevant Authorities:

- ✓ The Class Adviser must immediately inform the Child Protection Officer or Guidance Counselor about the cheating incident.

13. Investigation:

- ✓ A further investigation will be conducted by the Child Protection Officer, Guidance Counselor, and the Assessment Team to determine the full details of the incident and ensure due process is followed.

Reminder on Consequences:

- ✓ Cheating is considered a **major offense** (Refer to Levels of Misconduct of the Student Handbook).
- ✓ If proven, corrective actions will be deemed application under school policies.

TPS – AUH Extra-Curricular Activities (ECA) Participation Policy (Aligned with ADEK Standards (Academic Year 2025 onwards))

1. Purpose & Scope

This policy establishes the standards and procedures governing student participation in school-approved extracurricular activities—such as clubs, competitions, arts, cultural, athletic, and philanthropic initiatives—in accordance with ADEK’s regulatory framework.

It supports student development, ensures cultural sensitivity, inclusion, safety, and broad access to diverse opportunities.

2. ADEK Approval & Timelines

- ✓ TPS-AUH will obtain formal ADEK approval before commencing any extracurricular activity.
- ✓ Regular activities: **15 working days** notice.
- ✓ Activities involving external visitors or service providers: **1 month** in advance.
- ✓ Off-campus or foreign trip activities: **2 months** in advance.
- ✓ Activities may be free or fee-based, but fees can only be imposed **after ADEK approval** and must be reasonable.

3. Inclusivity, Range of Offerings & Cultural Considerations

- ✓ TPS-AUH offers a **broad spectrum** of extracurricular activities, accessible to diverse student groups (across age, gender, abilities, and interests).
- ✓ These may include academic, cultural, artistic, sporting, intellectual, or philanthropic domains. Some activities must remain **free of charge**, especially those led by school staff or volunteers.
- ✓ All activities must respect and be aligned with UAE national identity and cultural values. This includes the selection of culturally appropriate materials, symbols, and conduct.

4. Parental Consent & Communication

- ✓ A signed **Parental Consent Form** is mandatory for each student participating in an activity.
- ✓ TPS-AUH will provide clear, timely communication to parents via approved channels (e.g., digital platforms, SMS, letters), describing activity details, costs, academic safeguards, and cultural alignment.

5. Cost & Financial Accountability

- ✓ Where applicable, parents/students bear the cost of participation, unless sponsorships or subsidies apply.
- ✓ All fees must be **ADEK-approved** and shown to be reasonable.

- ✓ TPS-AUH must ensure that any fundraising during activities (for charities or PTAs) is done transparently and in compliance with donation laws, with 100% of proceeds used toward the intended purpose.

6. Conduct, Safety & Supervision

- ✓ Students must demonstrate respectful conduct, uphold the school's values, and adhere to the code of conduct during all activities.
- ✓ Risk assessments and safety protocols, aligned with ADEK's broader health and safety framework, are mandatory, especially for off-campus activities.
- ✓ Misconduct may result in disciplinary action and removal from the participation of activity.

7. Academic & Operational Coordination

- ✓ Participation must not hinder academic performance; students must coordinate with teachers to manage any missed work or classes.
- ✓ The school will monitor student engagement in activities and academic progress to maintain balanced participation.

8. Monitoring, Reporting & ADEK Compliance

- ✓ TPS-AUH maintains records of extracurricular offerings, participation rates, and parental consents.
- ✓ ADEK conducts compliance visits; non-compliance may result in sanctions.

School Attendance and Tardiness Policy

I. Purpose

This policy ensures that all TPS students develop the habit of punctuality, responsibility, and discipline, which are essential to their academic and personal success.

II. School Attendance Requirement

1. Regular Attendance

- Students are expected to attend school daily as part of their academic obligation.
- Absences must be accompanied by a **valid excuse letter** signed by a parent/guardian and submitted upon return to the Class Adviser, Child Protection Officer and Guidance Counselor.

2. Reporting Absences

- Parents/guardians must notify the school on the day of absence via phone call, message, or written note.
- For absences exceeding **three (3) consecutive days**, a medical certificate may be required.

III. Tardiness Policy

1. Arrival Time

- All students must be **inside the TPS school campus on or before 7:30 AM**.
- Students must wear the **complete school uniform and school ID** upon entry.

2. Consequences of Tardiness

- **3 instances of tardiness = 1 day of unexcused absence** (accumulated).
- Repeated tardiness may lead to:
 - A meeting with parents/guardians.
 - Reflective tasks or written explanation.
 - Disciplinary action, if habitual.

- ✓ No student is allowed to leave the campus during school hours without written permission from parents and approval from school authorities.
- ✓ An official school gate pass must be issued for early dismissal
- ✓ Habitual tardiness and absences affect a student's performance, character formation, and eligibility for honors.

FOOD GUIDELINES AND POLICIES

Food Allergies & Medical Information

Parents are required to promptly inform the school of any allergies their child may have. The School Nurse keeps updated Individual Health Care Plans (IHCPs) for all students with allergies, detailing the list of allergens, symptoms with treatment procedures, and emergency contact information.

- ✓ A list of allergens
- ✓ Symptoms and treatment steps
- ✓ Emergency contacts

This policy ensures that we can respond appropriately in case of allergic reactions and helps maintain a safe school environment. Parents are required to submit the medical form to the Registrar upon admission.

No Nut Policy and Food Restrictions

To ensure a safe environment for all students, we enforce the following food policies:

No Nut Policy

Nuts and any food products containing nuts (e.g., Nutella, peanut butter) are strictly prohibited at school. This is to prevent exposure that could be life-threatening for students with nut allergies.

Food Restrictions

In addition to nuts, the following items are **not allowed** on school grounds:

- ✓ Chips and crisps
- ✓ Fizzy drinks
- ✓ Food and beverages in glass containers or bottles

Food Sharing and Birthday Celebrations

To protect from food poisoning and food allergies, we **discourage the sharing of food**. Parents are kindly requested **not to send food to school for birthday celebrations**.

School Canteen

Our school canteen follows the **SEHHI** standards:
Safe Eating, Healthy Habits & Informative Choices

We promote healthier, lower-fat, sugar, and salt options through items bearing the official SEHHI logo. The canteen, managed by our food provider '**Slices**', offers nutritious meals and snacks during designated times of the day.

Please note:

- ✓ **Chips, crisps, and fizzy drinks are not sold in the canteen**
- ✓ Only **fresh, healthy food options** are offered
- ✓ The contractor **monitors all food offerings** and provides **regular updates** to the school administration

Varsity Player Policy

I. Purpose

This policy aims to guide all TPS varsity players in maintaining discipline, academic excellence, and proper conduct while representing the school in athletic activities.

II. Practice Guidelines (connected inside school premises)

1. Approval & Supervision

- Varsity players are **only allowed to attend practice sessions with the approval of the P.E. Coordinator.**
- All practices must be conducted **under the direct supervision of assigned P.E. Teachers.**
- Unauthorized practices are strictly prohibited.

2. Proper Attire

- **Issued Varsity and P.E. uniforms** are to be worn **only during official practice sessions or when required for a school activity.**

3. Practices conducted outside school premises.

III. Academic Requirements

To remain part of the TPS varsity team, all players must consistently meet the following academic standards:

- ✓ **Minimum Grade of 80** in Arabic subjects.
- ✓ **Minimum Grade of 85** in all core and non-core academic subjects.

Failure to meet these academic standards may result in temporary suspension from team activities until improvement is shown.

IV. Conduct and Discipline

Varsity membership is a privilege granted to students who consistently uphold the values of academic excellence, good conduct, and team spirit. Players are expected to maintain these standards at all times. The school reserves the right to review and reassess a varsity player's eligibility based on academic performance, behavior, or health-related concerns.

1. Expected Behavior

- Varsity players are expected to serve as **role models of discipline, respect, and responsibility** both inside and outside the campus

2. Offense Monitoring

- **Three (3) minor offenses** committed by a varsity player will be considered equivalent to **one (1) major offense**.
- Consequences for major offenses include:
 - Suspension from games or practice
 - Removal from the varsity team (subject to review by the disciplinary team)

SCHOOL CLINIC POLICY AND GUIDELINES

- The nurse should be informed of any medical condition of the student and any medication used by them during an emergency like an asthma attack, diabetes, heart issues and etc.
- All the parents should fill out the health information form.
- Unless it is prescribed life-saving medication and parents have authorized their child to carry it personally, Students should not be carrying around their own medications in their school bags. It is advised that the guardian can bring the medications to the school clinic in their original container with a signed parent note indicating the student's name, dosage, and frequency of administration.

Medical conditions and emergencies

1. Students who have been suspected of communicable diseases will need to stay at home until all the symptoms are cleared as officially declared by the medical practitioners.

2. COVID 19 POSITIVE AND CONTACTS

If the student is detected positive for COVID19 they have to inform the class adviser and the clinic through clinic.tpsauh@gmail.com. Send the pdf of the test results and the contact number the parent can reach.

3. FEVER

If the student has fever or flu symptoms, they are required to stay home and take a rest. Any fever case should be coming back to school only if they don't have a fever for 24 hours without any antipyretics.

4. The students are requested to bring their COVID19 KIT, which includes sanitizers, an extra mask, wet wipes, etc. Please be responsible for sanitizing your hands before and after every session. Students are discouraged from sharing food and drinks.

5. Contacting the parents

Any injuries happen that require more than a band aid for students the school will make every effort to contact and advise the parent.

TRANSPORT POLICY

The school reserves the right to cancel the service or ban a student as a consequence of misconduct or unacceptable behavior of either the student or parent towards school officials and personnel as well as failure to comply with the abovementioned policy.

1. The bus service is on an annual basis. Bus fee is fixed and must be paid in cash and in advance either yearly or quarterly. **In case of cancellation for any reason, fees must be paid in full.**
2. As per the Integrated Transport Center, the travel time of the school bus is limited to **60 minutes**. Riders must be in the designated pick-up/bus stop 5 minutes before the given pick-up time. The bus driver will not be able to wait for late comers. In case of any delay, please make alternative transportation arrangement for the child. **(NO WAITING TIME)**

3. Bus Supervisors will neither call up nor send messages to parents unless necessary. For safety reasons, please address any concern to the bus supervisor and not to the driver.
4. Bus service and seats are subject to availability. Such must be CHECKED FIRST through a LETTER OF REQUEST at least a month before a planned transfer of location. An accurate, clear location map with useful landmarks must be included in order to facilitate the request.
5. Any changes that may affect the route, timings, and sequence of drop/pick up must be properly communicated in writing and must be **approved/authorized by the appropriate office.**
6. Inform the bus supervisor as soon as possible if the child is absent or will not be riding the school bus. Bus switching is not allowed.
7. Ensure that students know the bus number, name, and mobile number of the bus supervisor.
8. Parent/Guardian of kindergarten to grade 3 pupils must be at the designated drop area 5 minutes before the arrival of the bus. If the parent/guardian is not in the area, the child will be brought back to school and the child must be fetched there. In case there is no one to receive the child (Grades 1 to 6), a waiver will be made and submitted to the school.
9. Proper behavior must be observed on the bus at all times. Vandalism, littering, or other misconduct that may cause damage to the bus or inconvenience to other riders will be dealt with according to the school's discipline policies. **Damage to school property will be paid/replaced by the offender accordingly.**
10. Riders are expected to give due respect to bus supervisors and drivers. All concerns related to the bus service must be reported to the bus supervisor not to the driver for necessary and prompt action.
11. Parents/Guardians are not allowed to ride the bus.

The school reserves the right to cancel the bus service as a penalty for misconduct or unacceptable behavior either of the student or the parent towards the school management. Rule # 1 will be applied.

PARENT'S DUTIES AND RESPONSIBILITIES

1. Provide the school with the contact information of a person who can take calls at any time regarding bus concerns. This information must be updated as necessary.
2. Pay the cost of any damages to the school bus caused by their child/children. If the damages are proven/verified by the committee, the parents should bear the cost of any damages to the school property cause by their child/children.
3. Take an active part in educating children regarding safety and discipline during the school bus journey, especially while waiting for the bus, boarding and disembarking.
4. Work hand in hand and cooperate with the school regarding bus transactions and other concerns like routes, sequence, and time of pick up and drop.

VISITORS POLICIES

Upon Arrival

- ✓ To observe and follow cultural consideration policies of the UAE when visiting the school, visitors are encouraged to be in corporate/casual attire. Inappropriate attire is not permitted.
- ✓ Present the Emirates ID to the security guard to secure a visitor's pass and sign in the logbook.
- ✓ **Proceed to the school's receptionist; tell the intention of the visit and wait for further instructions.**

When the transaction is completed

- ✓ Proceed to the security guard and sign again in the logbook. And present the signed transaction slip.
- ✓ Get the Emirates ID before leaving the school premises.

Early Pick-up of Child/ren

- ✓ In certain cases, the child/children will be picked up early due to personal and important reasons, secure an early dismissal slip at the reception area, and wait for your child/children in the administration building waiting area.
- ✓ An authorization letter must be presented to the receptionist if another person will fetch your child/ren.

Terms of Payments in the School

A. Cash Payment

- Can be made in the Accounts Office in the Admin Building of TPS - Abu Dhabi Campus in Baniyas East 7.
- Timing: **Monday – Thursday (8:30AM – 2:00PM)**
Friday (8:30AM – 11:30AM)
Sunday (9:00AM - 12noon)

B. Schedule of Quarterly Payment

- ✓ First Quarter - Upon Enrolment
- ✓ Second Quarter - 1st week of December of the current year
- ✓ Third Quarter - 1st week of February of the next year
- ✓ Fourth Quarter - 1st week of April of the next year

References:

1. <https://adek.gov.ae/-/media/Project/TAMM/ADEK/Downloads/Private-schools/Private-Schools-Policy-and-Guidance-Manual.pdf>
2. Policy 50: Student Behavior Policy Corresponding to Article (55) of the Organizing Regulations. Private Schools Policy and Guidance Manual. Abu Dhabi Education Council, Abu Dhabi, United Arab Emirates. 2014-2015.
3. MANUAL (3rd Edition) edited as of 14 Jan.doc (cfo-pso.org.ph) MANUAL OF POLICIES, STANDARDS AND REGULATIONS FOR PHILIPPINE SCHOOLS OVERSEAS, Third Edition, Manila, Philippines, 14 January 2015.
4. DepEd Order No. 8, s. 2015, issued on 1 April 2015
5. DepEd Order No. 36, s. 2016, issued on 7 June 2016

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acctstpsauh@gmail.com
registrar.tpsauh@gmail.com

TPS AUH Happiness

tpsauh.info@gmail.com
(All school-related concerns and inquiries)

PARENT'S ACKNOWLEDGEMENT FORM

As parents, we hereby affirm our steadfast partnership with the school for the intellectual, moral, and social development of our child/children.

To express our commitment, we pledge to adhere to the following policies set by The Philippine School:

- We will work with the school in building a good and morally upright environment for our child/children.
- We will give the school authority to impose discipline, but not exceeding any forms of corporal punishment, and administer corrective action whenever our child/children will go beyond the accepted norms of The Philippine School as stated in the student handbook.
- We will establish a strong partnership with The Philippine School through participation in any forms of parents-teachers fellowships, conferences, and meetings. In cases that our attendance will be hindered by time constraints, we will inform the school and will set a new schedule if necessary.
- We will support our child/children to join in all school activities, trainings, competitions, and field trips; and we will not hold The Philippine School accountable for any untoward incidents that may occur that is beyond the school's control.
- We will support the school's goal of maintaining academic excellence by providing our child/children an environment conducive to learning; through close supervision and encouragement; and through constant monitoring of homework, project, and examination.
- We will responsibly attend to our child/children's financial needs such as tuition fees and other fees, with promptness and fairness.

We enter into this pledge voluntarily as partners of the TPS family.

Student's Name: _____

KG/Grade: _____ Section: _____

Father's Printed Name

Mother's Printed Name

Father's Signature

Mother's Signature

Date Signed

Date Signed

AFTER SIGNING, DETACH THIS PART AND SUBMIT TO TPS.

