



Shahid Mahdavi Educational Foundation

Students' Handbook 2020-2021



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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Our Mission

SMEF is a multilingual community that mirrors the world of the 21st century where the leaders, teachers, students, parents, and administrators work collaboratively to nurture caring and knowledgeable citizens. Our community members strive to think critically, communicate, and act both locally, by reflecting our cultural values, and globally, through intercultural understanding and respecting different perspectives.

To this purpose, our programs emphasize on individuals' needs by implementing differentiation, conducting rigorous assessments, and promoting self-reflection.

In our community, it is learners who construct meaning through an inquiry-based holistic approach fostering a lifelong passion for learning. Their main concern is to strive for a better world as responsible global citizens.

Student Codes of Conduct

Shahid Mahdavi Educational Foundation

2020-2021

Introduction

Shahid Mahdavi Educational Foundation is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted. The Standards of Behavior outlined apply to all students when they are:

- on school property;
- traveling on a school bus;
- participating in extra-curricular activities;
- participating in off-site school-sponsored activities;
- engaging in an activity which will have an impact on the school climate.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet school standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other staff and volunteers.
- Respect the property of others, including school property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in school vehicles.
- Refuse to accept discipline management techniques assigned by a teacher or administrative personnel.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle.
- Threaten a student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, cyber-bullying, and harassment
- Release intimate visual material of oneself or someone
- Release or threaten to release visual material of a student or staff without her consent.
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a student, employee, board member, or volunteer.
- Engage in inappropriate or indecent exposure of private body parts.
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a school student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, technology and electronic resources, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- razors, cutters, chains, “look-alike” weapons, knives, hand instruments designed to cut or stab another by being thrown;
- Matches or a lighter;
- A laser pointer for other than an approved use;
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists;
- telecommunications device, including a cellular telephone, a Smart Watch, or other electronic devices IN ANY CASE AND FOR ANY REASON

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the students or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable school technology resources including, but not limited to, computers and related equipment, school data, the data of others, or other networks connected to the school’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten school students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including

cyber-bullying either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the Internet or other electronic communications for personal purposes.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

Library Rules

1. Membership:

All students from grade 6 to 10 are regular members of the library.

Active Members:

Active members are students who borrow a book every week and return it on the due date. After some time these students will be considered as active members of the library and their names will be posted on the library board.

2. Library Helpers:

Among active members, one person will be selected as the library helper.

As library is a public place; silence must be observed at all times. This demonstrates your respect and considerations towards other students who are studying.

3. Retention Period:

The length of time for retaining a book is one week and in each session only one book will be given out for loan. New book can be taken out, only if the previously borrowed book is returned.

4. Borrowing Books and Materials:

Students are responsible for all the books and materials borrowed. If a book is lost, stolen or damaged, it is the responsibility of the student to report this matter to the librarian.

5. Prohibition of Food:

Consumption of food and beverages are strictly forbidden inside the library.

6. Use of Reference Books:

Researchers can utilize the reference books only inside the library

Gymnasium Rules

1. Students can use the gymnasium/sport hall only if they are wearing sport shoes.
2. For comfort and better utilization of the gymnasium/sport hall, students must wear sport uniform.
3. The name of the students must be labeled on all their school uniforms.
4. In order to maintain sanitation please do not bring any food to the gymnasium.
5. During physical education period your route is from class to the gymnasium. It is strongly urged not to gather in hall ways or in the class rooms.
6. In the event of any kind of accident please inform the facilitator/teacher immediately.
7. Without the supervision of your facilitator/teacher do not perform any kind of individual or group exercises.
8. Do not bring any kind of jewelry (watches, earnings, necklaces, etc.) when coming to the gymnasium.

Science Lab Rules

Important points to be considered while working in the laboratory:

1. Laboratory is a place wherein it requires great degree of attention and accuracy. It is requested to perform your activities with the help and guidance of your teacher.
2. While working in the laboratory refrain from tasting, smelling or doing any kind of activity without obtaining prior permission from the teacher.
3. When using laboratory apparatus or equipment pay attention to labels and refer to the manuals.
4. Always keep your working table and equipment clean.
5. Please do not move any laboratory equipment or devices without prior coordination.
6. While working in the laboratory please do not make hasty movements without prior coordination made with the section's worker.
7. While using sharp devices like scissors, blades, etc., do not forget to be careful.

Computer Lab Rules

1. All homework exercises and news related to computer class will be posted on the Moodle page of the students.
2. While working with the computer, if any kind of problem is encountered by the user, it is important to notify the instructor.
3. While working with the computer, please take note of the instructions provided by the instructor.
4. Please place the chairs in their appropriate places before leaving the classroom.
5. In case of the need to make any kind of changes or wish to enter or leave the site, the instructor must be notified.
6. Bringing any kind of food, beverages or school bags inside the computer site is strictly forbidden.

Discipline Management Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behaviour prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom or vehicles owned or operated by the school.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioural contracts.
- Counselling by school counsellors or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and absence.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations’ extracurricular standards of behaviour.
- School-assessed and school-administered probation.
- Out of school suspension in rare cases when approved by the school discipline team: principal, Head of the Complex, and another staff.
- Other strategies and consequences as determined by school officials.

Time Management Tips

Time Management means planning how to spend your time so you will get everything done. Don't waste time. Always take a book or a notebook with you wherever you go.

To help manage time in school:

- Use your Study Organizer to write down assignments and things to remember. If a permission slip for a field trip needs to be returned, write a reminder.
- Work on assignments due in the future when you have an opportunity.
- Ask the teacher for help if you are having trouble with an assignment.
- Avoid missing school if possible. Stay home only if you really are sick. You miss discussions and assignments and have to catch up when you return.

Good times to review notes or read are:

- waiting for the school bus or a ride
- waiting in a doctor's or dentist's office
- five minutes at the end of class if you have no other homework

To help manage time at home:

- Try to do the harder work first. You will feel good about finishing it, and the rest of the work will be easier.
- Get to work right away. Don't waste time talking on the phone, getting snacks, or playing video games.
- Create a routine by setting aside a specific time each night to do homework.
- Check off assignments you have completed in your Study Organizer.

Study Tips

Good Study Habits

- Decide what you want to cover during your study time. Reward yourself if you meet your goal.
- Find a quiet place to study and stay focused. Take a short break when needed.
- Allow more study time for subjects that are harder.
- Make a study kit that includes a dictionary, ruler, pencils, erasers, paper, paper clips, note cards, and highlighters.

Tips for Note Taking

- Pay extra attention and take notes when your teacher says:
 - “Listen to what I am saying.”
 - “This is important.”
 - “Let’s go over this again.”
 - “Don’t forget this.”
- Ask questions about things you don’t understand.
- Keep notes neat and organized. Write on a full sheet of paper with the class name and date at the top. Keep all the notes for each subject together.
- Write down what your teacher writes on the chalkboard or the overhead projector.
- Don’t fall behind. If you miss a day of classes, get notes and do make-up work as soon as possible

Goal Setting

The way to succeed is by setting goals and taking steps to accomplish them. This takes planning which means taking control of what you do, how you do it, and when you do it.

Setting Goals

Set short –term goals.

- Meet and get to know one new person this week.
- Earn a ‘😊’ or better on the next assessment.

Set long-term goals.

- Play volley ball on a summer league team.
- Finish in the top three at the art fair.

Make goals specific.

- Poor: I will read more.
- Better: I will read one book each week.

Make goals realistic.

- Poor: I will read five books each week.
- Better: I will read one book each week.

Set a timeline.

- When do I want to reach my goals?
- What do I need to do to reach my goal and keep on track?

5 steps to reaching your goals

1. Decide what’s important.

Make a list of what is important to you. For example: good grades, making and keeping friends, spending time with family...

2. Set your goals based on what’s important to you.

Write your goals in the Weekly Goals space.

3. Plan how to reach your goal.

Review your goals every day. Decide what needs to be done in order to reach your goals.

Next to each of the goals you have written in the weekly Goals space, write how you plan to reach that goal.

4. Follow through.

Once you have reached your goal, give yourself a pat on the back. Reaching a goal is quite an accomplishment and will help you feel good about yourself.

Review steps you took that helped you reach your goal. If something worked well, use it again. If something didn't work, change the steps to better suit you.

5. Continue setting goals.

After achieving one goal, plan for the next one. Write more challenging goals if you found the first ones too easy. If you found them too difficult change them to make more realistic for you.

Essential Agreement

I read all the rules mentioned in my Handbook and I agree to always follow them.

I am responsible to take good care of my Handbook Organizer and have it with me at all times.

Name:

Signature: