



## Rule 1: School Bus

Liwa International School is pleased to offer parents the prospect of transporting their children to and/or from school. The following basic rules need to be understood and obeyed in order to ensure that we provide a safe and comfortable journey for our students. **The student must:**

- Board the bus in an orderly manner
- Be seated at all times in the place assigned by the driver and/or bus supervisor
- Put the safety belt on once seated
- Respect the rights of other students
- Listen to the instructions of the supervisor and bus driver
- Refrain from jumping or standing while the bus is moving
- Talk in a soft tone and not shout in the bus
- Refrain from fighting or addressing the other students, the supervisor, or the driver with inappropriate language
- Refrain from holding any sharp objects (e.g. pencils/ruler/scissors) in hand; these will be removed by the supervisor
- Not ruin, damage or alter any of the bus equipment/apparatus
- Not open the windows
- Refrain from eating in the bus
- Complete homework assignments at home and not in the bus
- Dispose of any garbage in the appropriate bin before leaving the bus
- Show up in within two minutes for the bus, or else the parent will be responsible for bringing him/her to the school.

In case if the parents are not available at home when the student arrives, he/she will be brought back to the school. Parents are also reminded that any problem arising in the bus will be reported to the school administration and proper action will be taken accordingly. The school has the right to withdraw any student from the bus services in case:

- 1) S/he violates one or more of the above-mentioned regulations.
- 2) He/she continues to misbehave or creates a nuisance or participates in any inappropriate or aggressive behavior toward other students after receiving three notices of misconduct during one academic year.
- 3) The parent picks up his/her children registered in bus services without prior permission of school administration. Parents are requested to contact the OSH officer/bus coordinator (Ms Iman Matar) prior to picking up their bus-registered children.

**P.S.:** The parent/guardian responsible for collecting children from the bus should be waiting at the appropriate pick up and drop off location as per the set timings

Student's / Students' Name/s: \_\_\_\_\_

Current Class(es) and Section/s: \_\_\_\_\_

Residential Area: \_\_\_\_\_ Bus No.: \_\_\_\_\_ Parent's mobile number: \_\_\_\_\_

Parent's Signature and Agreement to All of the Above: \_\_\_\_\_

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## Rule 2: Clinic Rules

- To enjoy privacy during examination, procedures, and clinical care/treatment. They also have the right to know who is in attendance and purpose of those in attendance on them.
- To provide an informed consent for treatment, procedures, and interventions as per HAAD consent Policy (Reference PPR/HCP/P07/0003)
- To have drug therapy monitored for safety and efficacy, and to make reasonable efforts to detect and prevent drug allergies, adverse reactions or contraindications.
- To be provided with Arabic/ English interpreter services to accommodate all language barriers based upon the availability of translation resources.
- To have any complaint that they may make acknowledged, fully investigated, and fed back with a written response as per the facility policy.

### **2- Patient's Bill of Responsibilities at Liwa International School's Clinic**

- To follow and respect school rules and regulations pertinent to the school clinic and its procedures.
- To provide all necessary personal and family health information to receive suitable health care.
- To give accurate information about personal details and medical history, any on-going treatments and medications, history of allergy, and allergic reactions to any medication.
- To follow the physician's instructions and comply with the agreed upon care.
- To accept and be accountable for the consequences of disregarding instructions of the health care provider and/or treatment plan and recommendations.
- To respect and consider the feelings of other patients as well as care providers.
- To observe the policies and regulations of the General Health Services Agency with respect to smoking and noise.
- To refrain from using abusive language and/or anti-social behavior to other patients, visitors, and/or staff.
- To show consideration for other patients' needs, especially when their needs are greater.
- To show respect and be courteous to all staff.
- To use the emergency and walk-in services appropriately.
- To safeguard any belonging kept in possession after being admitted.

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## Rule 2: Clinic Rules

### I- Patient's Rights at Liwa International School's Clinic

- To be informed of patient rights in an understandable manner.
- (patient and family) - To be informed about the care and services of provided at LIS Clinic and how to access those services.
- To have considerate and respectful care consistent with personal values and beliefs in addition access to spiritual and religious support.
- To receive medical care that is respectful of privacy.
- To have valuables and personal belongings secured.
- To be protected from any type of assault while in the school clinic.
- To receive appropriate protection and care.
- To have all your information kept confidential and protected from loss or misuse.
- To receive respectful and compassionate care when condition is terminal.
- To receive appropriate health care when necessary, including proper treatment and psychological support.
- To be informed of LIS Clinic policies and procedures pertinent to the handling of complaints, conflicts and difference of opinions about patient care and the right to participate in the provision of health care.
- To have the full understanding of patient rights and care by the staff working in the LIS clinic.
- (patient and family - To receive appropriate explanation about her/his illness and proposed care while in the school and any proposed follow up plan outside the school which will lead to wise care decision.
- To receive proper treatment (upon parental consent) after explaining it clearly to the patient.
- To involve the patient and her/his family in the health care process. This includes receiving all necessary information and instructions regarding diagnosis and treatment and their proposed role in relatable decision making.
- To receive appropriate emergency medical care and treatment.
- To be referred to a specialist /consultant for special care when necessary.
- To receive a detailed simple explanation of student condition, care, treatment and aftercare.
- To have access to student medical record and information.
- To refuse or to discontinue treatment based upon parental consent.
- To have proper assessment of any pain and receive appropriate treatment.
- To know the name of the physician and health care provider.



## Rule 3: Computer Lab Rules

### It is strictly forbidden to:

- Eat or drink in the lab.
- Rush into the lab.
- Use external flash disks unless you ask your teacher. Make sure you scan it before you use it on the computers.
- Print personal files or photos on school printers. Printers can be used to print school assignments and projects ONLY.
- Install games on the computers inside the lab.

### It is very important to stick to the following:

- Scan all files downloaded from the Internet.
- Avoid pirated, illegal copies of copyrighted software.
- Never start your computer with a CD in drive.
- Make sure you have a backup of your work.
- Do not mess around with other students' work saved on the computers.
- Do not change the settings of your desktop.
- Do not add screen savers or Marque displays.
- Do not install any software from CDs or flash disks without your teacher's permission.
- Do not write on the computer desks or partitions.
- Avoid messing with the electricity connections or cables.
- Do not connect to the internet without your teacher's permission.
- Do not save any files to the network-shared files or folders.
- Make sure you AVOID unplugging your computers from the network connections by mistake.
- Keep the lab clean and tidy.



## Rule 4: Science Lab Rules

### 1. When you are in the Laboratory:

- Do not run.
- Put your satchels, bags and jackets safely out of the way.
- If you have long hair, tie it up.

### 2. Always:

- Wear safety specs, goggles or face mask when you are heating anything, or when you are doing any experiment that may be dangerous.

### 3. Never:

- Eat or drink anything in the laboratory.
- Look down a test tube that contains chemicals.
- Point a test tube at anyone while it is being heated.
- Play with electrical switches.
- Play with fire.

### 4. Always:

- Ask your teacher if you are not sure how to do something.
- Follow instructions carefully.

### 5. Never:

- Play around.
- Make up your own experiments without first checking with your teacher.

### 6. Before you leave the laboratory:

- Wipe the table and tidy up.
- Put your stool under the table or out of the way.



## **Rule 5: Gymnasium and Outside Courts Rules**

### **Gymnasium Rules**

- No school shoes, bags etc. are to be left in the foyer area or corridors. Instead, they should be left in the changing rooms.
- All valuables are to be kept in the lockers.
- Illness or injury: If a student cannot participate in a PE activity for any reason, he/she must bring a note from his/her parent. Every attempt will be made to devise an activity in which the student can participate. Therefore, PE uniform should be brought to each lesson at all times.

### **Basic Rules**

- No student is to stay in the Gym outside school hours unless he / she is engaged in a specific sports activity organized and supervised by an LIS teacher.
- Students must wait outside the Gym until the teacher on duty allows them to enter. No one is to enter the Gym outside these guidelines.
- Students and staff members are requested to wear tennis shoes at all times while in the outside courts.
- Misbehavior in the Gym and outside Courts / foyer area will not be tolerated.

### **Safety Rules**

- Students should always put «Safety First» and use common sense.
- Security is of great importance and any student/staff member who happens to notice a door or window open when it should be closed must notify the PE teacher on duty immediately.
- No food or beverage is allowed in the PE Hall.



## Rule 6: Swimming Pool Rules

### Swimming Pool Rules

- Students are strictly forbidden from entering the pool area without the permission of the Swimming Supervisor or the teacher on duty.
- Students must take a shower before and after using the pool.
- Students must take a towel into the pool area and dry off before leaving the area.
- No one with a contagious disease or open wound is permitted in the pool.
- No food, drink or gum is allowed in the pool area.
- Running and pushing are **NOT** allowed.
- Goggles and swimming caps (for students with long hair) must always be worn in the pool.
- Diving is **NOT** allowed.
- Swimming pool rules and diving rules must be followed at all times.

### Changing Rooms & Offices

- The changing rooms are for changing clothes only.
  - All belongings should be left in the changing room only (including bags).
  - No student shall enter the Swimming Supervisor's office, the staff office, or the storeroom without permission.
- Misbehavior in the changing rooms will not be tolerated. Any student(s) found misbehaving or making excessive noise there will be dealt with accordingly.



## Rule 7: School Library Rules

In order that the library's primary function as a place of work for students, teachers and researchers be maintained, all users must respect the following rules:

- Silence is to be observed at all times.
- Library users must behave in such a way as not to disturb or hinder the operation of the library.
- Food and drink may not be consumed within the library.
- Smoking is not allowed in the library (just like elsewhere on the school premises).
- In some parts of the library, library users are expected to speak in a quiet and unobtrusive manner.
- The marking, defacing, mutilating or alternating of books or services provided by the library is strictly forbidden.
- Annoying or harassing behavior, with or without the intention to disturb others, may result in short or long term loss of library privileges. This includes the use of cellular phones and all personal music/video players. Cellular phones must not be used inside the school premises. Headphones must be used with audio / video players and the volume must be inaudible to others.
- Abusive speech or action toward library staff or toward other persons may result in short or long term loss of library privileges.
- Chatting and playing computer games are not allowed.
- The librarian is empowered to inspect any books in the possession of any person leaving the library, and anyone found attempting to remove a library book from the library without complying with approved library borrowing procedures will be questioned. Removal of books contrary to library regulations is a serious offence.

### **Items which may not be taken out of the library are:**

- a. Reference literature
- b. Journals
- c. Daily newspapers
- d. Official statistics
- e. Computer programs
- f. Fragile items
- g. Literature which is needed for research and study in the library

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