Ulaanbaatar Elite International School

Parent/Student Handbook

All the information a parent and student needs to enhance their educational experience at Ulaanbaatar Elite International School and help reach the highest academic potential.

Ulaanbaatar Elite International School

Where Love and Learning Come Together

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SECTION I: A BRIEF PROFILE

ULAANBAATAR ELITE INTERNATIONAL SCHOOL

The best education for children is achieved through a partnership with parents, staff and students. Collaboration by all partners is vital to student success.

Ulaanbaatar Elite International School was founded in September 2005. We are a private, co-educational school registered with the Mongolian Ministry of Education and Science.

Our school is a regular member of the council of International Schools (CIS) and we hosted a visiting team in October 2009 where we received full accreditation.

UEIS caters for children from Kindergarten through Primary and into Senior High School. The school has students from many different countries, speaking many different languages. This enables the students to build friendships with peers from many parts of the world.

Our international school values individuality and aims to develop our students knowledge and understanding of the differences and commonality of all the peoples of the world. In school, the main learning medium is English and they are encouraged to speak English in all but the native collection of lessons.

As well as the usual international qualifications (maths, science, biology, chemistry etc.) we understand that students transfer, to and from, many different school systems and bring with them a varied educational and cultural background. Therefore we adapt the curriculum to meet the needs of our international student body. In addition to the normal international curriculum there is the inclusion of the Mongolian Language, Mongolian History, Mongolian Social Science, Mongolian Sociology, Mongolian Geography as well as, by arrangement, the same subjects in other students native language.

THE UEIS STUDENTS AND FAMILY HANDBOOK

Our handbook provides information on school regulations, roles, responsibilities and the expectations we have for students of all ages attending Ulaanbaatar Elite International School. The handbook underlines our commitment to working closely with students and families in achieving academic excellence and inspiring the growth of well-rounded students prepared to take on the responsibilities and challenges of living in the 21st Century.

It is mandatory for every student and their family to read through the UEIS Student Handbook and acknowledge that they understand and agree to comply with the school’s policies and regulations by completing and signing the handbooks acknowledgement slip.

If you have further enquiries or any questions that the handbook does not answer then please do not hesitate to approach the administrative staff that will do their best to provide you with the information you require.
SECTION II: WELCOME TO ULAANBAATAR ELITE INTERNATIONAL SCHOOL

WELCOME

We hope the following will answer many of the questions you have about the daily routines of our school. However, the contents of the handbook do not cover every possible occurrence in the school, only the daily and general ones that occur during everyday school life.

MISSION STATEMENT

Our prime mission is to raise students who are self-motivated, open-minded and harmonious individuals who have an intellectual and behavioral foundation which will enable them to become exemplary world citizens. They will be lifelong learners who celebrate diversity through compassion and cooperation, using innovation to contribute further to the global community.

VALUE AND BELIEF STATEMENTS

Our Values:

⇒ **Leadership**: Demonstrating leadership in the promotion and development of our students, clients and staff.
⇒ **Service Excellence**: Commitment to providing quality educational services to our students, clients and business partners.
⇒ **Integrity**: Commitment to honesty, fairness, equality, equity and ethical practices.
⇒ **Interdependence**: Commitment to learning and working together to achieve the personal and professional growth of our clients, students and staff.
⇒ **Recognition**: Providing an environment which encourages innovation and recognition of accomplishments.

Our Philosophy:

⇒ That every student has a right to learn.
⇒ That each child has unique talents and great potential, we encourage each child to explore their talents and we help to bring out the best in them.
⇒ Knowledge is acquired through a cognitive, constructive process, and therefore our curriculum should emphasize experiential learning at all levels.
⇒ That education should be student-centered and should focus on individual learning styles.
⇒ Education is a partnership among students, teachers, parents and the broader community.

AN INTERNATIONAL SCHOOL
FOR AN INTERNATIONAL FUTURE
That we should treat everyone with humanity. Goodness, generosity, tolerance and honesty cannot be forced or ordered, but they can be modelled, studied, and taught. Everyone in the UEIS community should strive to demonstrate these characteristics at all times.

In managing in an open, ethical and transparent manner.

In delivering value-added services.

In building long-term, mutually beneficial partnerships with internal and external stakeholders.

In networking with other domestic, regional and international organizations.

In celebrating individual and organizational accomplishments.

In creating a continuous learning environment.

In fostering innovation and creativity.

In having fun.

**OUR OBJECTIVES:**

To provide quality curriculums, faculties, learning facilities and environments where our students can reach their highest potential.

To provide comprehensive curriculums at an international level which emphasize strong academic and creative expressions and which facilitate entry to higher level schools and universities.

To recruit and retain qualified, experienced, adaptable and highly capable teachers.

To promote high standards of behavior and to foster caring, understanding, respectful and supportive relationships between all members of our international school community.

To develop understanding, appreciation and respect towards the diverse cultures and ethnic backgrounds within and without our community.

To prepare our students for life-long learning and equip them with the skills and adaptability to compete confidently in a rapidly changing world.

To help our students develop the self-confidence, self-discipline and the high ethical standards to enable them to communicate and operate within today’s global community.

**Our Professional Staff:**

- Are committed to continuous lifelong learning.
- Takes pride in belonging to an international community.
- Seek opportunities to serve in all areas of the organization where their skills can benefit our community, our students, our colleagues and our clients.
- Are recognized for their skills, competence, effort and contributions.
- Are committed to long term professional development.
- Strive to continue to raise the educational standards in every possible way.
- Are committed to giving all students the best possible educational experience.

**Our school:**

- Provides opportunities for its staff members to excel.
- Works with other academic institutions providing language education programs.
- Provides current and timely information to clients and staff through regular communications and correspondences.
- Provides opportunities for internal promotion.
- Is committed to providing continual professional development to all its employees.
SCHOOL ORGANISATION

Director
The Director’s prime responsibility is to oversee the smooth running of the school.

Curriculum Manager
The curriculum manager validates that the curriculums of Ulaanbaatar Elite International School and makes sure they are appropriate and in accordance with worldwide standards.

Principal’s Team
The primary and secondary principal’s teams organizes and guides the behavior of our students and teachers in terms of discipline, politeness, manners, academic matters and general behavior both inside and outside the classroom.

Guidance Counsellor
The guidance counselor is here to provide to the students the information they need to take charge of their future studies (e.g. foreign universities, career opportunities etc.) He is also responsible for the implementation and smooth running of any activities and excursion programs.

Heads of Departments
Each department head is in charge of coordinating the subject teams their administrative tasks, exams and application of subject curriculums.

Homeroom Teachers
Each department head is in charge of coordinating the subject teams their administrative tasks, exams and application of subject curriculums.

Primary/Secondary Teachers
Primary school teachers develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude. They assess and record progress and prepare pupils for examinations. They link pupils’ knowledge to earlier learning and develop ways to encourage it further, and challenge and inspire pupils to help them deepen their knowledge and understanding.

IB Coordinator
The IB coordinator is in charge of the relation between the subject students’ parents and the IB administration.

Cambridge Coordinator
The Cambridge coordinator is in charge of the relationships between the students, parents and the Cambridge administration. Introducing and administering Cambridge primary exams, secondary exams and IGCSE’s.
SECTION III: ACCREDITATION

MINISTRY of EDUCATION of MONGOLIA

Ulaanbaatar Elite International School is accredited by the Ministry of Education of Mongolia and has licenses for Kindergarten, Primary (Grades 1 to 5), Secondary (Grades 6 to 10) and High School (Grades 11 to 12).

UEIS is a member of:
- ECIS (European Council of International Schools)
- COBIS (Council of British International Schools)
- CIE (University of Cambridge International Exams)
- CIS (Council of International Schools)
- IB (International Baccalaureate)

PURPOSE of ACCREDITATION

Accreditation is designed to encourage school improvement and excellence through a process of self-study, self-reflection, peer review and to recognize schools that provide high quality education based on a clear statement of philosophy and objectives that meet the high standards of the accrediting organisation.

BENEFITS of ACCREDITATION

1. Certification to the public that the school is a trustworthy and accountable institution of Learning
2. Validates the integrity of the schools program, student transcripts and semester reports
3. Fosters improvement of the schools program and operations to support student learning
4. Assures a school community that the schools purposes are appropriate and accomplished through a viable educational program
5. Gives a way to manage change through regular assessment, planning, monitoring and reassessment
6. Provides international quality curriculums and syllabuses
7. Provide educations certificates and awards that are recognized by schools, colleges and university’s around the world
8. Assists a school in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes:
   I. Ongoing school self-assessment of the educational program
   II. Insight and perspective from visiting committees
   III. Regular staff assessment of progress and professional development
   IV. Update on current and developing theories of education.
   V. Networking with similar educational establishment the world over
SECTION IV: ADMISSIONS POLICY

WELCOME

Ulaanbaatar Elite International School accepts and celebrates students from all countries and cultures. Applications are accepted from students from Kindergarten 1 through Primary, Secondary to High School Grade 12. Students must be legal residents or citizens of Mongolia. Students are accepted without regard to race, gender, ethnicity or national origin as part of our non-discrimination policy. The school promotes equal opportunity for all, applying the regulations on admissions, fairly and equally to all those who wish to attend.

UEIS follows the Mongolian School calendar and runs from the beginning of September through to the first week of June. The calendar is divided into two semesters, with two terms per semester (i.e. four terms per academic year). Applications for places are available all year round; however, new students accepted in May/June may not begin their studies at Elite until the following September. For certain rigorous programs (i.e. IB diploma) there may be more restrictions regarding when and how students may enter these parameters.

ENROLLMENT and PROBATION

Acceptance and enrolment at our school is based on the following parameters:

- Students Age
- Previous School Records (academic performance, behaviour)
- Teacher Recommendations
- Administration Recommendations
- Placement Test
- Availability (space in the appropriate year or class)

Prospective students, except primary beginners (Grade k1) applicants and native English speaking applicants, are required to take an English test. This test is conducted to understand the English language level of the student and to determine if English support lessons are needed for the applicant or not. Applicants must also take the UEIS placement test for math and science.

It is very important for children to be with peers of a similar stage as social maturity as changes made early on may have negative consequences later on may have negative consequences later. It is therefore important to adhere to the policy of keeping children within their correct age band except in the following circumstances.

1) If parents feel their child would benefit from being placed out of age, the school will assess the child, talk to the child’s parents and former teachers to ascertain the best position.
2) A student in Grade 4 or upwards, who does not have a high enough level of English to complete the program, the school will consider options which would allow the student time to focus on English skills and then join the appropriate program.
3) Provided academic ability is evidenced and the student has a good level of English, the school will allow the student to join the appropriate program.
**DOCUMENTATION**

To enrol in the school students should submit the following documentation:

- School Application Form
- Four Photos
- Copy of Passport
- Immunization Records (For Grades 1 to 4)
- Original/Notarised copies of transcripts/reports from previous schools
- Photocopies of parents passport
- Birth Certificate

UEIS follows the Mongolian School calendar, for the most part, and runs from the beginning of September through the first week of June. The calendar is divided into two semesters, with two terms per semester. Applications are accepted all year round; however, new students accepted in May or June may not begin their studies at Elite until the following September.

For certain more rigorous programs (e.g. the IB diploma) there may be more restrictions regarding when the new students may enter these courses.

**PROBATION**

There is a one month probation period during which new students must show their ability to perform satisfactorily in both expected behaviour and our academic program. This time allows Elite (and students and their families) to make sure our program and school are a good fit for your children.

This gives time for any behavioural and academic problems to come to light and a decision to be made regarding a student’s status being changed from provisional to full enrolment status.

**STUDENT TRANSFER**

Any student transferring out of UEIS must complete the “Student Transfer Form” which can be obtained from the office. This form must be completed prior to a student transferring. It is the parent’s responsibility to complete the form.

It is the parents responsibility to contact the new school the student will be transferring to. It is also the parents responsibility to make all the necessary arrangements, complete the paperwork and transfer the appropriate documents needed for a successful transfer. All textbooks and school materials must be returned before the transfer is complete.
## SECTION V: THE SCHOOL DAY

### DAILY SCHOOL SCHEDULE

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<thead>
<tr>
<th>Kindergarten Schedule</th>
<th>Primary School Schedule</th>
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<tbody>
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<td><strong>15:30</strong></td>
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**Schedules exist for all classes and you should have a personal copy for your child’s class.**
The School Day

Attendance

Our school schedule is very full so it is essential that pupils attend school every day and arrive on time. We ask that pupils should not be removed from school for extended periods unless absolutely necessary.

Absences

If a student is going to be unexpectedly absent (e.g., sudden sickness), please telephone the school to let us know the reason, preferably by 8.30am on the morning of the first day of absence. When a student returns from being absent and the parent has not already contacted us, a note explaining the absence must be sent with the child and if necessary an appropriate medical certificate specifying the days and the reason for the absence.

It’s a legal responsibility for the school to report the attendance and absences of students to the Mongolian Ministry of Education and Science so accurate records are essential.

Lateness

Lateness is disruptive to your child’s day, to the class and to the continuity of your child’s education. Occasionally lateness is unavoidable, especially with Ulaanbaatar’s traffic, however persistent lateness is not acceptable and will lead the child to be subject to the disciplinary procedure.

Students arriving late must see the duty teacher, vice-principal or the principle and register in the late book. A “late slip” will be given to the student and the principal’s office will record the tardiness on the school records. Any students tardy to any class by fifteen minutes or more will be recorded as absent and will have to wait to enter the next class.

Leaving the School Early

For security reasons, no child is allowed to leave the school early. If a child below grade 7 needs to leave early they must be picked up by a parent. Students from Grade 7 to Grade 12 must submit a letter from the parent explaining why the student needs to leave early. Upon checking of the note the principle’s office will issue an “excused” slip which will allow them past the security gate.

Lunchtime Pass

If parents wish to allow their child to leave the school at lunchtime they may provide a picture of their child and sign a consent form for a lunchtime pass. This will allow the students to leave the school during the lunch period. It is only valid during the lunch period and any misuse of the pass or reported misbehavior outside the school will result in its cancellation. This option is only available for the secondary and high schools.

Break-Time

Pupils are supervised during break time and are expected to use this time to go to the bathroom. Students are allowed to buy snacks and drinks, play in the gym and play outside weather permitting.

End of The Day

We ask parents, weather permitting, to wait for their children in the schoolyard. Children are supervised by the staff until collected by their parents or designated guardian. If your child is to be picked up by someone other than yourself, or your usual contact you must inform the school in advance, providing details of the person who will pick them up.

Secondary students (Grade 6 to Grade 12) may leave the school independently. After 16:00 uncollected primary students will be supervised in a designated area.
For Kindergarten, Primary (Grade 1 to Grade 5) and Secondary (Grade 6 to Grade 8) the school uses modified versions of the National Curriculums for England and Wales updated and altered developmentally to an international standard at a competitive level equally to any school around the world. These curriculums also cover the requirements for the junior Cambridge Primary exams and able students are invited to participate in order to earn Cambridge Primary certificates and awards.

For Grade 9 and ten we use the internationally recognized Cambridge IGCSE “O” level curriculums, for Grade 11 to Grade 12 we use the Cambridge IGCSE “A” level curriculums. These curriculums give the students certificates that are recognized as entry level qualifications to level colleges and university’s in countries around the world especially the United States and the United Kingdom.

Students entering Grade 10 also have the option to enroll in the International baccalaureate diploma program. They follow the normal school calendar but follow a tailored schedule which follows the curriculum directions of the IB. These students may still enter for the Cambridge exams but will require extra lessons.

TEACHING

Our teachers use a variety of student centred techniques to teach the curriculums catering to the different learning styles. Visual, aural and kinaesthetic methods are used in combination with the latest teaching technology encouraging our students to be active in their education, questioning, experimenting analysing and discussing. Emphasis is placed on skill acquisition and the process of learning.

ASSESSMENT

The purpose of assessment is to measure the performance and skill levels of our students and teachers This helps the teachers in identifying the weaker areas in the students knowledge so that additional support and feedback can be given. Continual assessment goes on in the class room all the time as well as other traditional ways of formative and summative evaluations such as tests and the completion of practical and written work. They also use a variety of methods to assess skill acquisition and knowledge retention.

Student Expectations

Each student can expect a variety of different assessment tasks to be undertaken, to be notified in advance of the criteria of each task, tasks will be weighted in accordance with complexity, length and time taken to complete.

Summative Assessment

Summative assessment tasks are used to measure knowledge and performance including: Unit/chapter tests, General Review Examinations, standard examinations, internal/external examinations, oral quizzes, work sheets, spelling tests, mock exams, Cambridge exams.

Formative Assessment

Formative assessment tasks are used to measure practical aptitude and skill levels by identifying weak areas and providing feedback, planning and guidance in order to strengthen those areas. Formative assessment tasks include class discussion’s, participation in project work, presentations, competitions, outside visits, practical work, hands on experimentation, role-playing.

Assessment Criteria

Assessment should be constructive (focused on development and achievement), reliable (consistent with clear criteria), practical (not too time consuming with realistically reachable goals), accountable (transparent procedures with clear rational).
GRADING POLICY

Our grading policy is in accordance with the Mongolian National Grading Policy, Cambridge assessment guidelines and is expressed as a percentage, a grade point average (GPA) and a letter.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade A</td>
<td>90% to 100%</td>
<td>3.45 to 4.00</td>
</tr>
<tr>
<td>Grade B</td>
<td>80% to 89%</td>
<td>3.00 to 3.45</td>
</tr>
<tr>
<td>Grade C</td>
<td>70% to 79%</td>
<td>2.50 to 2.95</td>
</tr>
<tr>
<td>Grade D</td>
<td>60% to 69%</td>
<td>2.00 to 2.45</td>
</tr>
<tr>
<td>Grade F</td>
<td>1% to 59%</td>
<td>0.00 to 1.95</td>
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</tbody>
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Marking of assessment tests and assignments should be constructive for both the teacher and the students. It should provide positive feedback from the teachers to the students by informing them of their strengths and weaknesses as well as points to improve the student’s capabilities and it should be done consistently, accurately and promptly.

End of term grades are a combination of student marks bases on attendance, punctuality, contribution in class, behavior, homework, class work, formative assessment and summative assessment methods.

STUDENT PROGRESSION

All students must complete a full year order to graduate to the next year level. A student who fails a significant number of the core subjects will need to demonstrate mastery of the subjects by taking re-sit exams at the end of every quarter exam period and before the beginning of the next academic year.

PERFORMANCE RECORDS

The purpose of assessment is to measure the performance and skill levels of our students and teachers. This helps the teachers in identifying the weaker areas in the students knowledge so that additional support and feedback can be given. Continual assessment goes on in the classroom all the time as well as other traditional ways of formative and summative evaluations such as tests and the completion of practical and written work. They also use a variety of methods to assess skill acquisition and knowledge retention.

Student Expectations

Each student can expect a variety of different assessment tasks to be undertaken, to be notified in advance of the criteria of each task, tasks will be weighted in accordance with complexity, length and time taken to complete.

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Formative assessment tasks are used to measure practical aptitude and skill levels by identifying weak areas and providing feedback, planning and guidance in order to strengthen those areas. Formative assessment tasks include class discussion’s, participation in project work, presentations, competitions, outside visits, practical work, hands on experimentation, role-playing.
REPORTING PROGRESS

We expect our pupils to be high achievers. Accordingly, tests and exams monitor the progress of the pupils through each course of study and are designed to be demanding for the pupils.

Blue Journal
Each subject teacher records assessment information in the Mongolian Ministry of Education’s teachers journal. This shows the results of all the students in each class.

Continual Assessment
Continual assessment is recorded each week. Assessments are made two or more times a week depending on how many periods the subject takes up each week. A summary of Continual Assessment is also recorded on the Semester Report Card each term.

Homework
Homework scores are recorded. Homework at Elite is not voluntary it is compulsory. Each student should receive two or more homework each week. A summary of the terms homework score are recorded on the semester report cards each term.

Online Register
Assessment information is also recorded on the schools online register which teachers complete at regular intervals.

GRE
Once per term, the students progress and skills are tested with the GRE. The GRE’s are one and a half hour or half hour (depending on the number of periods the subject is taught in a week) conceptual exams.

Semester Reports
Full, written academic reports are issued to all students at the end of each of the four terms. As well as comments by the homeroom teacher these reports contain summaries of attendance, behavior, homework, continual assessment and GRE exam scores together with class averages for each subject and an overall score and grade point average.

To receive a report card each student must be enrolled and in attendance for a minimum of thirty school days prior to the issue of these reports. In certain instances when the enrollment fee has not been paid the Semester Report Card will be withheld.

Parents Days
Parent’s are informed about the progress of their children during each terms parent-teacher meetings as well as parent-teacher dinners. All the recorded records involving the academic progress of your children are available for your inspection. Outside of these meetings our homeroom teachers will be in regular contact with the parents of each grade to ensure clear communication of each students progress. The parents are also invited to contact the homeroom and subject teachers at any time the have a problem or query.

State Exams
At the end of grade 9 and grade 12 all students are expected to take the state exams. Grade 12 are expected to complete the last state exam in order to graduate. It is administered by the Mongolian Ministry of Education and Science and is mandatory according to Mongolian law.

Missed Exams and Late Homework
Pupils who miss a class test or piece of homework may be allowed to complete the work at another time specified by the teacher, provided the pupil has a valid excuse for missing the test. The result will be included in the summary of the marks on the Semester Report Card a the end of term. Those who have missed the work through an unauthorized absence will be awarded a zero and the test will count when the averages are taken.
Additional Support
If at any time it is felt by the teachers that your child needs extra help or support beyond the normal timetable they will refer your child to the administration where they will be assessed to see what extra help is needed. If you feel that your child might be experiencing some unexpected difficulties with their school or homework please bring it to the attention of the homeroom teachers and we will arrange any extra classes or help that is needed.

Parental Involvement
Parents will be involved in all discussions relating to their child’s educational needs. If help is needed beyond that which the school can offer, the staff will support and advise parents in locating an appropriate specialist.

It is normal that you might at times you may need some additional information, or have concerns regarding your child. The administration of the school and teachers are always pleased to see you at the school. Staff are at the school until 17.00pm every day. However an appointment to speak with the relevant member of staff will be appreciated.

You may request an appointment by emailing info@elite.edu.mn

Learning Support
Approximately 10% of the population have some form of specific learning difficulty and about 4% are severely dyslexic. Therefore 1 in 10 children will experience some form of learning difficulty at some time in their education. Learning support is nothing to be ashamed of, the sooner these difficulties are identified, the sooner they can be remedied. It is therefore vital that we know of any history of learning support that has been given to your child.

English Support
Each non-native English speaking child entering the school is assessed by the English departments team to ascertain the level of support needed. Support is then allocated in the most appropriate form, either “in class” support, withdrawal from some lessons for small group or individual support, extra lessons or in class differentiation.

Information Sessions
At various times during the school year, presentations for parents are given about various aspects of the school.

Homework
Homework is a very important part of a schools academic curriculum.

For grades one to five, tasks are recorded in a “homework diary”, which should be brought home every day. The teachers will check the entries to make sure the homework is being completed. Parents are requested to sign or initial each box to show that they are aware of their child's assignments and can ensure that they complete them.

Parents can address any comments, concerns or messages to the teacher in the book. If a child is unable to complete the homework parents should note the reason in the book.

Parents should help, support and encourage their children to do their homework but should not help too much or do it for them.

Study Time
3.00pm and 4.00pm every day is study time. Students may start their homework with support from their homeroom teachers. Subject specialists ware available to help students with specific problems.
SECTION VII: SCHOOL FACILITIES

The school has the following facilities:

Science Laboratory
Are up-to-date laboratory is equipped with modern facilities, workbenches and all the equipment needed for a budding young scientists.

Computer Rooms
There are two computer rooms, one for the lower school and one for the upper school. They are equipped individual workstations for students and an internal networking system attached to the internet. We have printers, scanners, robots and email, internet and access to appropriate websites.

“Smart Board” Class Rooms
The “Smart “Board” classrooms are equipped with a smart board and an up-to-date computer, projector, a sound system and all he latest software for presenting programs and interactive audio-visual presentations.

Dining Hall
A dining area with tables and chairs for use by the students for breakfast and lunch. Also used for events such as parent-teacher dinners and other school events.

Music Room
A sound proof music room with many musical instruments and sound equipment where students can express themselves audibly.

Art Room
An art room containing many materials to experiment in all the different disciplines of art and develop skills from painting to pottery.

Library
With a librarian on duty at all times to assist, the library is well stocked with fact and fiction books in many languages. A variety of reading books, reference books, video and cd’s for the students to review and support their studies and for their reading pleasure.

Out Side Play Area
There is an outside play area with a five-aside football field, basketball court and play areas for kindergarten, the lower school and the upper school. Outside play is allowed in break and lunch times and supervised at all times.

Medical Room
A full time doctor is employed by the school at all times in case of sickness or accident. Here office is found on the first floor. If your child has any special medical needs the please let your homeroom teacher know now.

Lecture Theatre
A tiered seated lecture theater with a sound system and projector Used for special evenings, presentations, teacher training and parent-teacher evenings.
Gym
A heated gym with marked volleyball, badminton, basketball, 5-aside football courts and table tennis.

Heated Changing Rooms
Separate sex heated changing rooms with shower facilities.

Language Laboratory
Two language laboratories with smart boards, audio-visual equipment to give the best experience in language learning

Modern Hygienic Bathrooms
Modern Hygienic bathroom suits with flushing sit down toilets and sinks with hand cream and drying towels. Each bathroom is cleaned three times a day.
SECTION VIII: EXTRACURRICULAR ACTIVITIES

Extracurricular activities can be an important supplement to a student’s educational experience and will be offered in the light of availability plus parent and students interests. These activities do not exempt students from regular school activities.

CLUBS

The School Clubs are open from 3.00pm to 4pm. Tuesday for Primary and Thursday for Secondary

Please note that the club will not be open on School Inset Days or when school closes early for the end of term, (this will be kept under review) or if for any other reason the school has to close due to adverse weather conditions, emergency etc. If there is an emergency during the Club’s operating hours, the club Leader will contact the parents concerned.

Objectives

• To provide a wide range of stimulating activities and play opportunities for the children in a safe, secure and caring environment.
• To encourage children to express themselves in a positive manner.
• To ensure that all children feel free to participate.
• To work in an empowering way to enable children to learn to make their own decisions and take responsibilities for their own actions.
• To challenge stereotypes and anti-social behavior through activities, resources and by example.

Expectations

• A welcoming environment.
• Play Workers will have positive interaction with all children.
• Anti-social behavior will be challenged.
• Children’s feelings and rights will be respected.
• Co-operation and respect will be encouraged.
• Club leaders will not use any physical or emotional pressure on children.
• You will be kept informed of your children’s welfare.
• Any of your concerns will be taken seriously and kept confidential within the team.
• Suggestions and opinions will be welcomed and considered.

What We Expect

• Your child to be registered with the relevant Club.
• The terms and conditions of booking to be adhered to.
• To be informed of any relevant changes.
• Parents to support the Club’s objectives.
• To be informed of any of your children’s special needs.
• Fee payments to be kept up to date.
Behavioural Guidelines

For safety and consistency and to create a safe environment in which the children can experiment and develop, it is important to work within behavioral guidelines so that the children know what is expected of them. The rules are discussed and drawn up by the school staff. We work on the principle that recognizing and praising “positive” behavior such as sharing, helping or making an effort is more constructive than any negative behavior. All anti-social behavior will be challenged and discussed and dealt with as per the guidelines.

Equal Opportunities

We are committed to provide activities and play opportunities for all children, regardless of race, religion, gender, culture, class or ability. Any prejudice shown towards children, staff, or visitors to the Club will be challenged. We will work in a positive way to encourage children to participate, to take pride in themselves and respect each other and the environment.

Health & Safety

A health and safety check will be done at the beginning and each of term, to check fire safety, emergency exits, first aid equipment, windows, doors and floors etc. Any problems will be reported to the Director or Student Counselor who will be responsible for notifying the correct people to amend the issues.

Accidents

An accident form is filled out for all accidents that occur at our Clubs. If the injury is minor, for example a bruise, scrape etc. you will be notified by the secretary’s office. If the accident is serious and requires further medical attention, the parent will be contacted immediately. If a child involved needs hospital treatment, a member of staff will accompany the child and wait at the hospital until the parent arrives. Any other members of staff will remain on site with the rest of the children.

Complaints

Any complaints should firstly be discussed with the Club Leader, who will deal with the situation and keep a written record of any complaint and action taken. If a parent is unhappy with any action taken they can contact the Director or Student Counselor.

Terms & Conditions

- I understand that the Club leaders will take all reasonable care of my child/children.
- I have read, understood and agree to abide by the Policies and Procedures of The Club.
- I agree to abide and support decisions made by the Club staff regarding persistent bad behavior.
- I will arrange to my child to be collected from the School Club if the club has any off campus activities or field trips.
- For the School Club if a child is unable to attend a particular booked session please notify the Club leader as soon as possible and no later than 12 noon on the day concerned.
- I agree to pay for all sessions if I pre-book them, whether my child attends the sessions or not.
- I understand that if fees are not paid by the due date, The Club has the right to refuse admission.
- I agree to give a half terms notice if I wish to withdraw my child from The Club.

The school administration will inform the parents of the available clubs within the first week of term.

Different kinds of club include but are not limited to:

Sports clubs, Chess Club, Guitar Club, Cooking Club, Journalism Club, Drama Club, Debate Club, Ceramics Club, Piano Club, Drawing Club, Violin Club, Moron Khuur Club, Dancing Club

If a parent has a particular skill they would like to share by starting a club please contact the school office.
SPORTS
The school has many different sports clubs that compete both internally and play matches against other schools in the city. We have professional trainers and coach's from outside the school that train the teams.

Sports clubs include but are not limited to:
Judo, football, basketball, volleyball, badminton, table tennis

If a parent or student has a particular interest in a sport they would like to see played at the school then let us know.
Though we provide the space and the training for the sports we do not provide specialized equipment such as football boots or Gi’s for judo practice.

SCHOOL TRIPS ABROAD
We provide plenty of opportunities throughout the year for trips to other countries.
We have winter school in the USA and the UK. We have the spring trip to Turkey. All our trips are open to both students and their parents alike.
Where ever we go we visit historical cities where some of the activities and excursions will include bus tours, boat tours, visits to cultural centers such as castles, museums and art galleries as well as more relaxing activities as swimming as the beach and shopping.
The cost of our trips cover accommodation, breakfast, lunch, dinner and snacks, transport in the country, entrance to facilities, cost of excursions plus the cost of the flight which is dependent on the intentional flight costs at the time of booking.

OTHER EVENTS
UEIS holds many other events throughout the year. Some of them are detailed below:

Culture Fair
We holding a culture fair every year around March. There are booths representing different countries from around the world serving national food by students and staff dressed in their national costumes. There is a student performance of traditional songs and dances from around the world . Everyone is invited to this event and we encourage visitors to come dressed in their national costumes and join in the festivities.

Annual Spring Picnic
Parents and students are invited to the annual spring picnic. We serve plenty of good food in a beautiful and scenic location outside of Ulaanbaatar. There are plenty of games and fun

Mongolian Language and Culture Week
On the occasion of Chingis Khan’s Birthday and National Pride day, Mongolian Language week events are organized along the following principles: To speak and write correctly in Mongolian Native language To be proud of Mongolian traditions, history, culture, and intellectual properties, To cultivate patriotism and national consciousness.

Parents Day
Both the primary and secondary departments hold an annual parent’s day. Parents can come and view their children’s work. Watch performances of songs and dances and celebrate their children’s successes after the show with some good food.

The Reach Club
Students involved in the reach club have regular charity events throughout the year. Collecting old toys for poor children or delivering meat and groceries to low income families the reach club gets involved in the community to make a difference.
SECTION IX: SCHOOL RULES

EXPECTATIONS
The manner in which staff and students behave should be a reflection of our mission statement. To support and encourage this we have certain expectations of our students along with support systems, guidelines, rules & regulations, committees and systems to communicate and encourage what is and isn’t “Elite” Behavior.

Behaviour
The staff and student in Elite are committed to maintaining an inviting, safe, equal, supporting environment that reflects courtesy and respect amongst students, teachers, administrates, support staff, parents and all of the many visitors to the school. Every person in UEIS is responsible and accountable for their conduct, they are made aware that there are consequences to their actions that they must take on and accept those consequences whether those consequences were immediately apparent or not.

Students are meant to maintain an atmosphere of high respect at all times. It is expected students, as a norm, follow the guidelines outlined in the rules and regulations. Everyone should be proud of their school and respect it by behaving appropriately, both on and off the school campus. On campus every member of the school is responsible for the care of school property including classrooms facilities and all other areas. Vandalism and damage to school property of facilities should be reported immediately. Repair or replacement of damaged or lost school property, resulting from actions other than regular use, wear and tare, will be the responsibility of the individuals involved.

Off campus students are expected to behave properly and with responsibility for themselves, the public and the environment. This includes being courteous, orderly, well behaved and polite in transit to or from school regardless of the kind of transport. All members of the school are ambassadors for Elite and the carry the reputation of the school with them at all times.

Respect Yourself and Others

- Students should at all times.
- Speak kindly to others (including lower/higher grades, teachers, visitors, secretary's and all staff)
- Respect the property of others (do not steal, break, mark, damage, pollute or take without permission)
- Respect the emotions and personal space of others (do not bully, harass, abuse, touch, harm or injure others)
- Respect the right to learn (do not be disruptive or distract other from learning)
- Respect and assert your right to learn (be on time in all ways, keep focus, do not skip classes, do your best)
- Respect the rights to a clean and safe learning environment (do not act in a way that will harm yourself or others)

Strive for Excellence

- Strive and encourage others to strive for excellent behavior and achievement.
- Use your time constructively, do your best work
- Listen to and help others, support others, offer positive communications and encouragement
- Take care of the environment, equipment, personal property, don’t litter, care for the school
- Be healthy and safe, take care of your body, exercise, eat and sleep well, help anyone hurt or upset
- Follow the rules, use common sense, listen to teachers instructions and be safe at all times
**Obey the Wise**
Not all rules for behavior can be specifically listed in the handbook, so we require students at all times to follow teacher, parent or supervising adults' instructions at all times. Teachers will do their best to look out for the safety and well-being of all the students in the school and will make requests or give instructions accordingly. All staff members of UEIS have the very best interests of your students at heart.

Students will take care of any bathroom breaks, calls to parents, or business with the office during break times, but during class times. This, while it may seem uncomfortable for the students, is in the best interests of the class in terms of minimizing disruption and to the students in maximizing learning time and continuity of their education and valuable classroom time.

If a student feels that a teachers request or instruction is unfair or unreasonable then it is best to follow that request and then follow the procedures used to address a grievance as outlined in section xxx of the handbook. Of course, in the case where a student feels threatened, unsafe, if there is a medical emergency or the request is unethical and makes the student feel uncomfortable then follow the dictates of good sense and reason. Those in the administration will understand.

**Being a Good Global Citizen**
Every student should be working towards being a student who:
- Contributes to the improvement of others, the school, the wider community and society in general
- Shares a sense of responsibility for the school, the environment, the planet and all those who inhabit it
- Demonstrates their ability to communicate, use technology appropriately and express themselves in visual and performing arts
- Solves problems, thinks critically and makes informed decisions applying themselves to real-life situations
- Access and manage information responsibly and effectively
- Assumes responsibility for the choices and actions they take, working independently and collaboratively
- Leads an active, well-balanced and healthy lifestyle

**Parental Expectations**
We kindly ask the parents to:
- Treat all members of UEIS staff with respect
- Talk to the appropriate person when you have a concern or complaint
- If you have an issue with a parent, student or teacher raise it with the appropriate person as defined in section xxx
- Drive slowly while on the grounds
- Support your child in doing their homework and other school responsibilities
- Make efforts to have your children at school on time
- Help your children follow the uniform and appearance policy
- Make sure your child is dressed and presented according to uniform policy
SCHOOL UNIFORM AND APPEARANCE

While in school students are required to dress in the correct school uniform. The school uniform is compulsory for all students and can be purchased from the school, through the homeroom teacher or the office. All students must arrive and leave school wearing the school uniform. They may not arrive in casual clothes and then change into the uniform. Nor may they change out of their uniform before they leave the school. The regulation school uniform must be worn throughout the day except during physical education classes (P.E.) when the regulation P.E. uniforms are required. Students are advised to sew name tags into the uniforms to assist in the return of lost items. Students are allowed to wear overcoats, scarves and hats on campus but not in the building or classroom. In the advent of a dispute the UEIS admin retains the right to define what is and isn’t appropriate on school premises.

UNIFORM DEFINITION

• Orange UEIS T-shirts. Undershirts may be white and short sleeved if worn. The student may choose to button the top button if they wish.
• Black or brown dress shoes, business casual that must be modest and not attract attention. Boots only during the winter period. Heels no thicker than 2.5cm
• Plain unadorned socks (black, brown, navy or white colors) or tights (for girls) must be worn always.
• Black pants or skirts. Pants must not be rolled at the waist, the waist size should be the same as the students waist size. Nothing baggy and the bottom of the pants leg must reach the shoe without being long enough to bunch at the ankle.
• Belts are required. Smooth straight edge, back or brown, no wider than 4cm without fancy, ornamental or extravagant buckles
• UEIS standard sports uniform and athletic shoes or similar which are none-marking on the gym door.

Female Students

• Female students are prohibited from the following:
  • Cosmetics must be appropriate for school and not attract undue attention
  • No brightly colored glitter, eye shadow or blush, mascara and eye liner should be minimum and not go beyond the eyelid
  • Natural colour lipstick, not a high gloss
  • Hair styled in an appropriate and tasteful fashion
  • Jewelry is limited to one pair of plane ear rings, one necklace (worn under the shirt)

Male Students

• Male students are prohibited from the following:
  • Hair must be neat and cut above the color and of a natural color
  • Students must be clean shaven and sideburns not lower than the middle of the ear
  • Body jewelry including ear rings
  • Hats are only to be worn in times of bad weather

All Students

• No Facial, tongue or body Piercings
• No visual tattoos
• No glitter or body drawings of any time
• No T-shirts with prominent or rude slogans
EXAM RULES

UEIS takes the exam system very seriously, not only as a way to measure the students skills and the level of teaching they are also meant to prepare the students for the rigors of the IGCSE “O” and “A” level exams as well as the exams they will take when in university.

Failure to follow any of these rules may result in your paper being removed and losing your mark and being sent before the disciplinary committee where the consequences could be suspension or expulsion.

Go to the toilet and take a drink before the exam starts

Make sure you are prepared for the exam. Only equipment that is necessary for the exam should be ready and on the desk (pens, pencils, erasers, sharpener, extra leads or refills, calculators etc.). You will not be allowed to leave the room for any reason once the exam has started.

Only open the exam paper when you are told to do so. Make sure your first and second name and date are written in capitals clearly on the front of the paper. Keep the exam paper clean and flat and on the desk where you are sitting. Do not doodle or draw on the paper.

If you are have a problem with your exam raise your hand wait for the teacher to respond. The teacher may help clarify the question but they will not give you the answer or tell you how to answer the questions.

Keep quiet during the exams. Do not talk to any other student during the exam. If you have any kind of problem ask the teacher present.

Be careful that you mark multiple choice questions clearly. Do not leave any answers blank. If you think you have finished and there is time left, check your answers. If you have finished checking and you still have time , turn over the page and wait. Do not disturb the others.

When the examiner calls “TIME. PENS, PENCILS DOWN” put your pens and pencils down immediately and wait quietly until your paper is collected.

All use of electronic devices such as mobile phones, palm pads, electronic dictionaries or programmable calculators are prohibited in the exam and any use by a student will result in instant dismissal from the exam and the student will be sent before the disciplinary committee.

CHEATING

Cheating is a serious issue as it represents a breach of trust between students, teachers and the school. Subsequently and students caught cheating will be subject to the severest penalties from the disciplinary committee. This usually ends in expulsion.

Plagiarism

“...The act of using another person’s ideas. Work or expression in your writing (or in oral presentations) without acknowledging the source. Plagiarism involves copying another’s sentences verbatim, repeating someone else’s particularly apt phrase without acknowledgment, paraphrasing another persons argument as your own, and presenting another’s line of thinking as though it was your own.” - (Modern Language Association of Writers of research papers)

Plagiarism is a very serious offence and will not be tolerated at any level of the school. Any evidence of plagiarism will be treated with the most serious of disciplinary consequences.

Examples of plagiarism are:

- Using materials not permitted by the teacher during a test or exam
- Obtaining illicit test materials or information before a test or exam
- Copying a graded assignment from another
- Receiving unhorsed assistance from another student
- Copying material from books magazines or the Internet directly into an assignment
DISCIPLINARY CODE

BASIC DISCIPLINE

Homeroom and subject teachers will discuss with the students the class rules and expectations with the students at the begin-
ning of the year. The teachers and students agree on an exemplary code of conduct and accompanying consequences which 
will fulfill the classroom rules for the following year.

The homeroom teachers will also review the general rules in this handbook as well as any other rules the are needed for the 
provision of an effective and safe learning environment.

No handbook or set of rules can cover every eventuality and there are sometimes, for many reasons, breakdowns in behavior 
and discipline. In these cases we feel that it is important to address these in a respectful way, one-on-one if possible. We expect 
the homeroom and subject teachers to handle and punish misbehavior (within our guidelines) themselves. If the behavior per-
sists or accelerates then the teachers have the option of reporting the behavior to the vice-principals and then the principals 
who will deal with the situations, usually involving the parents. In cases of serious misconduct the student can be referred, by 
the principal to the disciplinary committee who will review the situation and make recommendations to the director.

The disciplinary remits, in situations beyond behavior that can be dealt with by an immediate reprimand of the teacher, are 
outlined below.

Teachers Remit

- Talk to the student about the behavior
- Explore reasons for behavior
- Explain consequences of repeat behavior
- Explain teachers and school expectations
- Student takes consequences (extra work, detention, extra class, litter duty etc.)
- Student and teacher agrees on the students intent to reform behavior
- A letter can be written outlining the students intent to reform (copy retained for student records)
- Behavior persists then referral to the Vice-Principal/Principal’s office

Vice Principal/Principals Office Remit

- Talk to the student to explore reason for behavior and further consequences
- Require a letter be written outlining the students intent to reform (copy retained for student records)
- Student takes further consequences (extra work, detention, extra class, litter duty etc.)
- Parents are informed or called in to discuss the circumstances and possible further consequences.
- Behavior persists then referral to the disciplinary committee

Student Injustice

If a student or parent believes that an injustice was done by a teacher, that student or parent should first go and talk rationally 
to the teacher about the concern one-one and seek a resolution. If talking about the behavior does not change the decision or 
opinion the teacher must inform the parents and administration of the problem. If the student or parent are unhappy with de-
cisions or results, likewise the student and/or parent should inform the administration.
The Disciplinary Committee
The disciplinary committee should only be called in cases of extreme misconduct where the situation has been referred by the Principals office. The disciplinary committee can only make recommendations for the solution to the problem directly to the Director of the school who has final say.

The committee’s recommendations will be based on written indent reports, witness statements and other factual statements all kept on file.

The Disciplinary Committee Procedure
The Disciplinary Committee procedure should be as follows (UEIS reserve the right to omit steps or not follow the procedure depending the severity of the students offence).

- A teacher or member of staff reports a serious breach of school discipline to the Principal
- The Principal interviews the student/s concerned and decides that severe punishment is needed and decides to put the student in front of the disciplinary committee. The Principal/Teacher fills in an incident report form.
- The Principal informs the chairperson of the decision of the intention to go before the committee. The Principal gives the incident report form to chairperson with their recommendation for punishment.
- The chairperson informs the committee of the impeding meeting, gathers and prepares the paperwork including interviewing all people concerned.
- The Chairperson informs the parents in writing that the student is to go before the committee.
- The chairperson distributes all relevant paperwork to all concerned parties, including the parents and the date of the meeting.
- The chairperson holds and directs the meeting where the paperwork is examined and the people involved are interviewed. The student’s parents have a right to be at the meeting and the student has a right to an advocate.
- Everyone on the committee votes, in closed session, on the action to be taken except the chairperson. The chairperson only votes in the case of a tie. For the vote to be Quorum there needs to be at least three quarters of the committee present.
- The chairperson gathers all paperwork and files it away for the purposes of confidentiality.
- The chairperson presents the findings of the committee to the principle and director. The Director has the final decision to follow the committee’s recommendations or not.
- Once the final decision has been made the chairperson writes to all parties, including the parents, with the decision.
- All further documents are then filed by the chairperson in a confidential place.

Penalties Recommended by The Disciplinary Committee
The disciplinary committee can recommend the following but the final decision is made by the director:

Written-up warning, Detention, Probation, Suspension (1 to 7 days), Expulsion

While we hope that all stunts will be perfect in their attitude and behavior. We also recognize that discipline is one of the most important lessons that a student needs to learn as they strive to be self-disciplined ethical individuals who model goodness, generosity, tolerance, and honesty to others. Our discipline procedure is mainly designed to guide the student onto the path of greater goodness which is why suspension or expulsion are only used when all other possibilities have been exhausted.

The records of all procedures are available to the parents and parties concerned. After the proceedings have finished one copy of the paperwork is stored in a secure place, all others are destroyed as per the principals of confidentiality.

Some forms of major misconduct may lead directly to suspensions, bypassing the earlier steps. A student is automatically expelled after three suspensions in a school year. Especially violent or dangerous behavior may lead directly to expulsion bypassing all earlier steps.
SPECIFIC DISCIPLINARY RULES AND REGULATIONS

Though we can not plan for every eventuality there are still some specific rules and areas that can be laid down to ensure that the educational environment is the best we can achieve. The examples below include but are not limited too.

Issues dealt with by the homeroom teacher and subject teacher
Late/missing homework, tardiness, absence, truancy, rudeness, bad manners, uniform, cheating, plagiarizing, exams, chewing gum, swearing, displays of affection, littering, bullying, disruptive behavior, inappropriate behavior

Issues dealt with by the Principals office.
Teacher-Student conflicts, referrals from homeroom and subject teachers, fighting, drugs or alcohol, smoking, theft, gambling, vandalism, arson, damage to school property, weapons, bringing the name of the school into disrepute,

Issues dealt with by the Disciplinary Committee
Cutting/Missing classes, using narcotics, violent/dangerous behavior, bringing weapons to school, smoking in the school, threats or intimidation against staff, gambling or playing games of chance, fighting against staff, pornographic material, destruction of school property, using alcohol, sexual abuse or harassment, bullying, theft

Suspension
The following shows some but not all possible examples of suspension days for particular behaviors:

1 Day: Cutting/Missing classes, Dangerous Behavior
2 Days: Bringing dangerous products to school (e.g. fireworks), smoking, plating cards, gambling, pornographic materials
3 Days: Verbal abuse, threats, intimidation, abusing or destroying school property
5 Days: Fighting
7 Days: Using alcohol or narcotics

Expulsion
The following are some but not all examples of behavior that could cause expulsion:

Expulsion: Theft, bringing weapons to school, threats against staff, fighting against staff, selling narcotics, inappropriate sexual behavior

PROHIBITED ITEMS

In order to assist in maintaining a safe, healthy and learner friendly environment the following items are prohibited on the school campus.

Items that will be Confiscated and then Destroyed
Cigarettes, matches, lighters, alcohol, narcotics, chewing gum, fireworks, dangerous products, knives or weapons of any kind, playing cards, games of chance, pornography, toy weapons

Items that will be Confiscated and Returned to Parents
Personal stereo systems, electronic games, pupil DVD’s, mobile phones, e cigarettes, Jewelry considered to be outside the school guidelines, any other object at the discretion of the school administration is felt to be dangerous or disruptive

Indemnity
The school will attempt to keep all confiscated items secure but will not be held responsible if an item is lost.

All confiscated items to be returned to the parents will be at a date decided by the principals office on a case by case basis.
SECTION X: COMPUTER & INTERNET ACCEPTABLE USE POLICY

EXPECTATIONS
Ulaanbaatar Elite international school continues to embrace the exciting opportunities to expand learning through the use of ICT, computer networks and internet access for all students and staff. Our goal in providing these services to our students and staff is to promote educational excellence, resource sharing with educational institutions around the world, greater communication and scientific innovation. However with these great opportunities comes great responsibility for safe and appropriate use. In order for students and staff at UEIS to use these systems they must first agree and conform to the UEIS approved guidelines. Failure to follow the guidelines could incur disciplinary procedures for both staff and students.

Respect the Technology
- All users should keep in mind that when they use the internet, they are entering a global community and any actions taken by them will reflect upon the school
- All users are responsible for appropriate behavior while using the network whether on a school computer or a communications device of their own
- All users must behave in an ethical and legal manner
- Appropriate network etiquette will sustained at all times.
- Acceptable use is an extension of Ulaanbaatar Elite International code of conduct and school rules
- Any infraction of the acceptable use policy may lead to discipline as well as suspension of the use of the network
- The System admin will deem what is inappropriate and may deny, revoke or suspend user privileges immediately with no notice

Unacceptable Use
Unacceptable use includes but is not limited to the following:
- Plagiarism or violating copyright laws
- Destroying or vandalizing computer equipment or the work or files of other users
- Intentionally depleting resources such as paper or disk space
- Violating the privacy of others, this includes revealing passwords, posting text or images without permission, cyberbullying
- Using someone else’s account without permission, using deleting, copying, modifying files or data belonging to others
- Using abusive language or profanity
- Spreading computer viruses
- Sending, retrieving or posting inappropriate material
- Posting information that would jeopardize personal safety
- Illegal use of software, freeware or shareware or use of any software without the approval of the school
- Loading software on any computer without authorization
- Visiting web sites banned by the school
- The use of chat rooms without authorization
- Use storage media without permission and supervision of the teacher
Accessing the Internet

Ulaanbaatar Elite International School will provide the following precautions to protect students from illegal, obscene, offensive and inaccurate material:

- Educating the students in the use of the Internet
- Appropriate supervision and monitoring of student use
- Filtering software designed to restrict access to unsuitable Internet sites

Personal Safety and Security

Students should never give out personal information, which includes their address, telephone number, parents work address or telephone number or the name and location of the school.

Use of the Internet without a clearly defined educational objective, understood by both students and teachers, is not allowed.

Students should not visit, seek out or view sites containing objectionable material that is inconsistent with the educational goals of UEIS. We realize it is possible to stumble upon said material, however students are expected to behave in a responsible manner and leave these sites immediately and notify their teacher of the problem.

Internet activities that use excessive network resources in ways that prevent others from accessing the network are not allowed.

Web publishing of any materials with abusive, harassing, threatening or objectionable language is forbidden.

Students who violate the computer/internet acceptable use policy will, depending on the severity, will be subject to disciplinary action.
SECTION XI: HEALTH & SAFETY

FOOD & WATER

Breakfast Snack and Lunch

Breakfast snacks are served everyday at 9.30am.

Lunch is a cooked meal and comprises of a main course, rice or pasta, salad, vegetables, bread and fruit/dessert. There is a vegetarian option.

Pupils may bring a packed lunch if they wish.

Students are to only eat in the cafeteria (dining hall) and not in the classroom.

If your child has special dietary requirements, for instance for medical reasons, the class teacher and office should be informed in writing.

It is not permitted to have food delivered to the school without permission.

Water

Students need to drink plenty of water during the day for their good health. It is best that the students bring their own clearly labelled water bottles, cups or sealable lids from home.

Students are not allowed to spill, play, throw or spit water at others.

MEDICAL CARE

In School Doctor

The school employs an onsite doctor who can administer first aid in an accident or administer care for any sudden illness. We have a medical room with beds, blinds, first aid equipment, bandages and other medical supplies to treat and ailing child.

- If the doctor recommends a child to go home the parents will be contacted by the principals office or their home room teacher. If in an emergency we can not contact anyone we will take the child to the nearest hospital.
- The doctor also conducts regular health, hearing and sight tests keeping accurate records for each child.
- A child recovering from an illness should not return to school unless they are well enough to participate in a full school day including breaks and P.E. lessons.
- The school will not normally take responsibility for administering prescribed medicine to children and medicine should not be sent in with a child without informing the homeroom teacher or office.
- In exceptional circumstance the parents can write and sign an agreement paper, with the written agreement of their own doctor, giving permission and clear instructions on how to administer the medicine. Both the paper work and the medication in its original container must be taken to the school doctor by the patient before it will be administered.
- Please do not send natural or homeopathic remedies to school.
- Parents may consult the doctor for advice about their children’s health as well as general medical advice relating to life in Mongolia. It is important that you advise the school of any change in the medical information you disclose at the time of admission.

School Doctors Name: ___________________________ Telephone: ___________________________
SAFETY

The safety of our children is of utmost importance to us at UEIS. We try and create a safe, welcoming and warm environment where our students can relax feeling safe and secure.

Emergency Evacuation

In the event of a fire, earthquake or other natural disaster the school building will be evacuated and the children lead to safety in the front yard of the school. We practice evacuation drills twice a year.

Security

The school has 24 hour security guards, there is a live video surveillance system in all classrooms, halls and entry points. During the day visitors to the school are asked to register with the office and are given visitors badges.

Extreme Weather Procedures

The school will not normally close in extreme weather conditions. However if exceptional circumstances prevail, the school will be closed. The decision to close will be made by the director by 07:30 in the morning. The quickest way to find out if the school will be closed is to check the school website www.UEIS.edu.mn. Alternatively parents can call the home room teachers for information.

In all cases of severe weather, parents should make the decision as to whether it is safe to send their children to school. Parents should also feel free to collect their children early if there is a concern that weather conditions are worsening and returning home later will be difficult.

The school will not close early except in similar exceptional circumstances. Parents should keep their cell phones turned on. The school secretary, receptionist or the homeroom teacher will phone or SMS to let the parents know if the school will be closing early. No child will be sent home without contacting the parent first. The school will take care of any children stranded at school for as long as is necessary.
SECTION XII: PARENT INVOLVEMENT

Educational research projects report a positive correlation between family involvement in school and increased student academic achievement and performance. Therefore, parents are most welcome to become involved in the every day life of the school in a variety of ways. When students see families being involved in school life, it reassures them that their education is important and creates a positive attitude towards school.

Helping with Academic Work
Family members may read stories to the lower grades during reading time. Guest readers keeps the students interested and excited. Contact the homeroom teacher if interested

Helping with Activities
Whatever you are interested in, cooking, reading, craft activities, celebratory or routine classroom preparation, there are always opportunities to help out and share your skills. Contact your homeroom teacher if you would like to volunteer.

Helping with Trips
Extra assistance is often welcome when taking the children out on field trips and picnics. Parents will be briefed about the trip and need to feel comfortable about sharing responsibility with a teacher for a small group of students.

Disciplinary Committee
Help steer the character of our students. Opinion and advice form a third party not directly involved in the school helps keep the disciplinary committee decisions realistic and fair.