



I-Complaint Policy

Background

Constructive comments about the School, its programs, and its employees are welcome when motivated by a sincere desire to improve the quality of the School or to help the School do its work more effectively. The School administration, the School staff, and the Owner shall listen attentively to parents who have a concern or complaint about the School's program(s) or its staff and shall seek to respond in a spirit of openness.

The school management and other staff members work very hard to build positive relationships with all parents. The school aims to be fair, open, and honest when dealing with any complaint received from parents. We give careful consideration to all complaints and deal with them as soon as possible. We aim to resolve any complaint through mutual understanding.

In all cases, we put the interest of the child above all other issues and provide sufficient opportunity for any complaint to be fully discussed and then resolved.

The school process for handling a complaint:

A -If a complaint is related to the academics:

If a parent is concerned about anything that is to do with the academics,

1. The parent can discuss the matter with the teacher of a specific subject by writing a message to the teacher through **the channel book/link book**, by writing a letter to the teacher, or by sending an email to the teacher.
- 2.If the matter isn't resolved yet, please contact the head of the department through the school's landline number (**each head of department receives phone calls on a specific day**).

Sunday: Head of Science department.



Monday: Head of Arabic department.

Tuesday: Head of English department & Head of Non Science Subjects.

Wednesday: Head of Math department.

Thursday: Head of French/German department.

3.Regarding serious academic complaints; contact the head of academics through school's landline number.

B -If a complaint is not related to the academics:

Then the complaint must be made to the Administration Manager in charge of your child's stage. The complaint can be communicated by letter, telephone, email, or through an appointment.

Administration Manager for KG and Elementary stage. Administration Manager for Middle and High School.

Where a parent feels that the situation has not been resolved through contact with the senior management team of the school, such matters will be investigated by the school principal. The school principal will consider all written complaints in a timely manner, will arrange a meeting to discuss the complaint after proper investigation and will invite the person making it to attend the meeting to explain more details.

After hearing all the evidence, the school principal will take a decision and inform the parents about it in writing and will do all what we can at this stage to resolve the complaint to the parents' satisfaction; however, the school principal decisions are final and not open to review.

N.B:

- All complaints made by any of our parents are documented and filed.
- All complaints are acknowledged within 2 working days. •All complaints will be responded to or resolved within 5 working days.
- All students/parents must be given contact details of the complaint person they should deal with.



- The school principal monitors the complaints procedures, in order to ensure that all complaints are handled properly.

At any time, after all other channels have been followed, if a parent still feels the issue has not been resolved to their satisfaction, he/she may approach the Owner for consideration and action. In all cases, the Owner' decision in the matter shall be final.

The Owner shall not, as a general rule, consider anonymous complaints.



II- Student Conduct

Students shall conduct themselves at all times in a manner that will bring credit upon themselves and the School and enable them to be responsible, contributing members of society. Students are expected, with parent and teacher guidance, to assume responsibility for their own behavior by conforming to established school policies and regulations.

No society or organization can endure without reasonable rules and regulations covering the conduct of its members. Respect for the rights of others mandates that there shall be adherence to reasonable rules and regulations and that for violations of such rules and regulations, penalties may be imposed. A school is no different from any other form of organized society and in order that it may function properly and discharge its duties and obligations, it is necessary that reasonable rules and regulations be articulated and there be strict adherence to them.

All students shall be informed of the School's policies and regulations regarding student conduct. In general, common sense standards of respect, courtesy and behavior apply. Likewise, students shall be expected to conduct themselves in keeping with their age and level of maturity and specific attention shall be paid to the sensitivities of the country culture. With clear articulation of the student code of conduct, ignorance of a specific School rule shall not be an excuse for unacceptable behavior.

The School's Code of Conduct for students defines the specific behaviors that are acceptable and covers, at a minimum, the following:

- School and class attendance
- Students leaving School grounds
- Academic honesty
- Use of information technology
- Student dress
- Public behavior
- Harassment and bullying
- Tobacco use
- Alcohol and drug use



- Vandalism / damage to property
- Theft
- Dangerous weapons and explosive devices
- Electronic devices
- Student operated vehicles

The Owner holds the School Principal responsible for developing, maintaining and communicating regulations for each of these areas of student conduct, including the consequences for failure to follow them. The Student Code of Conduct shall be published in the School handbook, and periodically communicated to both new and returning students to ensure that each one knows what is required of him/her and what the consequences of misbehavior shall be. Because of this wide publication and discussion of the rules, no student or parent may claim ignorance of a rule as an excuse for violating it.

SCHOOL AND CLASS ATTENDANCE

The Owner supports the premise that prompt and regular school attendance is essential to the educational progress and achievement of the student. Students are expected to be in attendance every school day and to be on time for all class activities. If a student is expected to be absent from School for all or part of a day, the student must bring a written explanation from his/her parent(s) or guardian(s).

The School Principal shall be responsible for establishing, communicating and monitoring procedures encompassing all aspects of School and class attendance, including:

- Absences (excused versus unexcused, as defined in regulations)
- Truancy (a specific type of unexcused absence, defined as skipping class or leaving class or school without permission)
- Vacations (another type of absence that may or may not be excused)
- Tardiness (defined as being late to school, class or an activity, with or without permission)

The regulations shall include clear definitions, procedures for processing absence requests as well as maintaining attendance records and the



consequences for students who fail to follow the rules. In addition, procedures shall be defined for permitting students to make up work missed due to absences. These shall be documented in the School Handbook and reviewed annually.

It is recognized that absence from School is necessary in certain circumstances. Every effort should be made by students, parents, teachers and the Administration to keep absences and tardiness to a minimum. Excessive student absences could lower performance achievement and performance grades. Regular attendance for high school students is essential in order to receive the maximum amount of academic instruction and earn academic credit. The School Principal or his/her designee shall counsel with parents and students to solve poor attendance patterns. If poor attendance persists, it may be necessary to have the student repeat all or part of the School year, or to request that the parent withdraw the student from school.

STUDENTS LEAVING SCHOOL GROUNDS

The Owner is committed to ensuring the safety of the School's students at all times while at School or involved in School-related activities. The School is responsible for a student's safety and supervision from the time they enter the School grounds until the time they leave School property at the end of the school day and at all times while off campus and engaged in School-sponsored activities. For that reason, School personnel must at all times know where students are at all times. As such, the School is defined as a closed campus and no student shall be permitted to leave School grounds before the end of the regular school day without prior approval.

All student activities sponsored by the School or held on School premises shall have a definite beginning and ending time. Such times shall be made known to the parents and participants and students shall be expected to leave the campus immediately upon completion of the activity.

It is recognized that there are situations when a student may have a legitimate requirement to leave before the end of the School day. In those cases, approval



is required from the API as well as written authorization from his/her parent(s) or guardian(s).

The School Principal shall develop procedures for addressing situations when a student must depart early from School or leave School grounds during the School day. Students should understand that approval shall be given only on an exception basis, and violations of this policy shall result in disciplinary action.

If these precautions seem unnecessarily formal, and may, in fact, at times cause some inconvenience to parents or guardians, it must be remembered that the safety and security of the students is the first concern.

ACADEMIC HONESTY

A fundamental goal of the School and the education process is to help students develop a commitment to learning, a commitment that results in the students' respect for academic honesty. To that end, the entire School community will not tolerate dishonesty by any student.

The School Principal shall use the School Handbook and other communications to ensure that the importance of, and the School's commitment to, academic honesty is clearly communicated to students, parents and teachers. The Owner holds the School Principal responsible for developing a rigorous and comprehensive student honor code that places honor in a broader context than just personal integrity.

In instances of academic dishonesty, such as plagiarism, copying, using unauthorized materials to assist in examinations, gaining advance access to examination materials, and similar violations of the spirit of learning, the concerned teacher should notify the API. Consequences of serious violations shall include the student and parent(s) or guardian(s) receiving a warning including a clear statement of the consequences of a second or subsequent violations and the student receiving counseling. The student may also be assigned a grade of zero for the exam or paper in question.

If in the judgment of the API, in consultation with the School Principal, the violation is of sufficient magnitude and/or if the violation takes place in the context of a history of other violations of School policy and rules, and if failure to punish the violation could be misconstrued by other students, disciplinary



action up to and including probation, suspension or expulsion may be imposed. Such action would be taken in accordance with School disciplinary policies.

The Owner holds the School Principal responsible for developing procedures that clearly define what is and isn't appropriate public behavior as well as the consequences of failing to them. These procedures shall be clearly documented in the School Handbook and communicated periodically to all students.

USE OF INFORMATION TECHNOLOGY

The Owner recognizes that computers and information technology are an important part of the School curriculum. The Owner also understands the importance of acceptable use of this technology.

To this end, the Owner holds the School Principal responsible for developing procedures on the appropriate use of information technology by students at each School level (elementary, middle and high school). The procedures shall be referenced in the School Handbook and shall outline the acceptable use of the School's computer hardware, software, and internet/intranet access. It shall also state who may use the technology, how it can be used, who may have e-mail accounts, and what is considered unacceptable use of information technology.

STUDENT DRESS

School is a student's place of business. Clean, neat and appropriate clothes reflect a student's pride in themselves and their school while enhancing self-esteem and good conduct. Therefore, students are expected to follow good taste in their dress and grooming while at School or at School-sponsored activities and at the same time adhere to standards of cleanliness and dress that are compatible with the requirements of a good School environment. Clothing worn to school should be comfortable and modest and should not be offensive to general tastes or disruptive to the learning process. It is also



important to keep in mind the customs, traditions and other cultural sensitivities of the country.

The Owner directs the School Principal to develop regulations that shall enable the teachers and Administration to enforce this policy with consistency and firmness. On matters of dress, the API's judgment shall be final. An API may request a student to return home for the purpose of changing into appropriate attire. The Owner also recognizes that there may be some students willing to repeatedly test the intent of this policy. Those students need to know that the Owner is prepared to act on any School Principal recommendation for termination of enrollment.

PUBLIC BEHAVIOR

Both while on School campus and while participating in School activities or on School-provided transportation, students are in a social and cultural environment that includes certain norms of appropriate public behavior. The campus itself includes children of widely differing ages and maturity as well as representatives of diverse, social and cultural groups. For these reasons, it is important that students conduct themselves in a manner that is responsible and sensitive to those who may be offended by their behavior.

Good public behavior and the development of procedures defining the rules for proper conduct, shall include but not be limited to, the classroom, playground, School-provided transportation, assemblies, sporting events, School activities and field trips.

Inappropriate public behavior that shall not be tolerated in any situation includes excessively loud or violent behavior, profanity or vulgar language, verbal abuse, obscene gestures, fighting, threatening or causing physical injury to another individual, inappropriate public displays of affection, smoking, drug or alcohol use, or any other misconduct as defined in School Policy.

The Owner holds the School Principal responsible for developing procedures that clearly define what is and isn't appropriate public behavior in each of the different public situations as well as the consequences of failing to follow the rules. These procedures shall be clearly documented in the School Handbook and communicated periodically to all students.



HARASSMENT AND BULLYING

The Owner believes that every child has the right to learn without fear in an atmosphere of mutual trust and respect. Every student is expected to be responsible for their own behavior, to exercise self-discipline and to refrain from behavior which interferes with other students' right to learn, or endangers the health or well-being of others. Harassment and bullying are not acceptable behaviors at the School.

The Owner holds the School Principal responsible for developing proactive and preventative approaches that promote and ensure a positive school environment in the classroom, playground and at School-sponsored activities. The School Principal shall also clearly communicate the meaning of harassment and bullying to help students understand the terms and what is and isn't acceptable behavior. These terms and procedures shall be clearly documented in the School Handbook and communicated periodically to all students.

Harassment is improper behavior which is directed at and is offensive to another student or a member of staff that the student knows (or ought to know) would be unwelcome. It includes objectionable conduct, comment or display on a one-time or repeated basis which demeans, belittles or causes humiliation or embarrassment and includes harassment based on grounds of discrimination which are prohibited – race, national or ethnic origin, color, religion, age, gender, marital status, sexual orientation physical appearance, or disability. In the case of sexual harassment, examples might include calling out obscene names, passing “dirty” notes or pictures, telling “dirty” stories or jokes near someone who doesn't want to hear them, and hugging grabbing, pinching or touching someone's private body parts.

Bullying is a form of harassment. It is improper behavior by one or more students which is directed at another student which is offensive and interferes with their well-being. It includes teasing, name-calling, threats, unwanted physical contact or violence often on a repeated basis, which demeans, belittles, humiliates or frightens the other student. It can take place in and out of the classroom, and even outside school.

Students are encouraged to report incidents of harassment or bullying to teachers the School counselor and/or Administration.



TOBACCO USE

The Owner recognizes that the use of tobacco and tobacco products are injurious to student health and to a healthy school environment. The use, sale or distribution of smoking and smokeless tobacco products on School property to which students and the public have access, on school provided transportation, at School- sponsored activities, functions or events is prohibited and are grave infractions which shall not be tolerated. This prohibition extends, but is not limited to conventions, sports events, mini-courses, dances, and other social functions as well as extra-curricular activities. The possession, use or transmittal of paraphernalia related to smoking and smokeless tobacco products is also prohibited under this policy.

The School maintains a strict "Tobacco Free" environment. This message shall be communicated to the entire School community. The Owner further directs the School Principal to develop a formal and comprehensive school-wide instructional program, as part of the School's overall health education program, that provides information about the health consequences of tobacco products. At the appropriate grades, specific attention shall be focused on the use and abuse of tobacco. The School Principal shall provide an annual update to the Owner on this program.

Recognizing the primary role of parents in providing appropriate guidance, controls and information on the use and misuse of tobacco, the School Policy and associated regulations shall be sent home to all middle and high school parent at least once each year, along with such supporting materials as the Administration feels shall encourage an active parent role.

Specifically, and as a precondition for enrollment in the School, all middle and high school students and their parent(s) or guardian(s) shall execute a copy of a contract regarding use, possession and distribution of tobacco, drugs and alcohol and tobacco with statements as reflected in existing School Policy. Students are required to review this policy and associated procedures, as documented in the School Handbook, on a yearly basis.



Violation of this policy is a serious matter and shall lead to immediate disciplinary action, in accordance with School Policy and regulations.

ALCOHOL AND DRUG USE

The Owner recognizes that the use of alcohol and drugs (controlled substances) is injurious to student health and to a healthy school environment. The possession, use, sale or distribution of alcohol or drugs (other than those legally prescribed by a licensed physician) on School property, on School provided transportation, at School-sponsored or chaperoned functions, by students is prohibited and is a grave infraction which shall not be tolerated. This prohibition extends, but is not limited to conventions, sports events, class trips, mini-courses, dances and other social functions as well as extra-curricular activities.

The Owner also recognizes that the School is located in an environment where the penalties for alcohol and drug use can be severe. Therefore, it is imperative that the Owner supports policy and procedures that send a clear unmistakable message to the entire School community that alcohol and drug use shall not be tolerated. The Owner further directs the School Principal to develop a formal and comprehensive school-wide instructional program, as part of the School's overall health education program, that provides salient information about the health and legal consequences of alcohol and drug use in any environment. At all grade levels objectives shall deal with substance use and abuse. The School Principal shall provide an annual update to the Owner on this program.

Recognizing the primary role of parents in providing appropriate guidance, controls, and information on the use of drugs and alcohol, the School Policy and associated regulations shall be sent to all parents at least once each year, along with such supporting materials as the Administration feels shall encourage an active parent role.

Specifically, and as a precondition for enrollment in the School, all middle and high school students and their parent(s) or guardian(s) shall execute a copy of a contract regarding use, possession and distribution of tobacco, drugs and



alcohol and tobacco with statements as reflected in existing School Policy. Students are required to review this policy and associated procedures, as documented in the School Handbook, on a yearly basis.

The following substances are strictly prohibited:

- A. Any alcohol or alcoholic beverage;
- B. Any controlled substance or dangerous drug as defined by either United States or local law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- C. Any pharmaceutical without knowledge and permission of parents;
- D. Any abusive glue, aerosol, or any other chemical substance for inhalation;
- E. Any intoxicant, or mood-changing, mind-altering, or behavior altering drugs.

The possession, use or transmittal of paraphernalia related to these prohibited substances is also prohibited under this policy. The possession, transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

"**Use**" by definition is when a student has voluntarily introduced, by any means, into his or her body a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, speech or chemical analysis. "Under the influence" is defined as not having the normal use of mental or physical faculties due to the use of a drug. However, the student need not be legally (by local or United States laws) intoxicated.

Given probable cause, students may be subjected to urine test, search of their persons, possessions, or lockers at any time. If the test or search indicates drug or alcohol use or possession, immediate disciplinary action shall be taken. The test or search shall be conducted under the supervision of the School Principal.

Any violation of this policy is considered an extremely serious matter and shall result in immediate suspension while consideration is given as to whether or not the student's enrollment will be continued and if so, under what conditions. The Owner directs the School Principal to ensure that the enforcement of this policy is both active and consistent.

VANDALISM / DAMAGE TO PROPERTY



The School facilities, equipment, supplies and textbooks, both owned and under the custody of the School, are important to the quality of education. Any damage to, or destruction of such property can affect the education provided by the School. Intentional damage or vandalism is demonstration that the student(s) concerned do not understand or value an important element in their education.

Willful misuse or vandalism including pranks, resulting in damage to or destruction of School property is considered a serious violation of School rules and is subject to disciplinary action, in accordance with School Policy. Any and all costs of repair, restoration or replacement of the damaged/destroyed property shall be borne by the student.

The Owner holds the School Principal responsible for developing procedures in support of this policy as well as the consequences of failing to follow it. These procedures shall be clearly documented in the School Handbook and communicated periodically to all students.

THEFT

The distinction between what belongs to others and what belongs to oneself is an important one and the Owner expects students to recognize and respect it. To that end, theft of School or personal property will not be tolerated.

It is also important that students recognize that they have a responsibility with regard to safeguarding their own belongings.

The Owner holds the School Principal responsible for using the School Handbook and other communications to students and parents, to advise and guide students on the importance of taking care of their personal belongings and respecting the personal property of others. The communications shall also inform students of the disciplinary actions that may result if they fail to comply with this policy and associated regulations.

DANGEROUS WEAPONS AND EXPLOSIVE DEVICES

The Owner endorses the belief that the possession and/or use of a dangerous weapon or explosive device by a student is detrimental to the welfare and safety of students and school personnel. Weapons of any kind are not



permitted on the School premises or at any School-sponsored, or School-related activity, function or event.

The definition of a dangerous weapon includes, but is not restricted to, a firearm of any description, knife, razor, ice pick, explosive smoke bomb, incendiary device, brass knuckles, or any other object that is carried for the purpose of inflicting injury on another person. This policy also covers the use of weapons or toys in a threatening manner towards students or members of the School staff, as well as possession of fireworks and other explosive items, including the threat, real or prank of a bomb.

Given probable cause for suspicion that any part of this policy has been violated, searches may be made, including persons, possessions and lockers under the supervision of the School Principal. Violation of this policy shall lead to immediate disciplinary action, in accordance with School Policy.

The Owner holds the School Principal responsible for developing procedures that clearly define what falls within this policy and the consequences of students failing to follow them. These procedures shall be clearly documented in the School Handbook and communicated periodically to all students.

ELECTRONIC DEVICES

The Owner recognizes that with the information age a number of electronic gadgets and devices are available to the students. The Owner also understands that many of these items are disruptive to the educational process and usage shall not be allowed in any classroom without prior approval of the teacher or API. Usage outside the classroom may also be restricted according to School regulations.

Electronic devices include, but are not limited to, cellular phones, pagers, portable iPod, laptop computers, video games, etc.

The Owner holds the School Principal responsible for developing procedures governing the use of the various types of electronic devices on School premises, School-provided transportation and at School-sponsored functions. These procedures, and the consequences for failure to follow them, shall be documented in the School Handbook.



STUDENT OPERATED VEHICLES

Due to the safety risk involved, students are prohibited from driving to and from School classes or to and from after-school activities or events held at the School. This policy includes, but is not limited to, the driving of or riding in(on) student operated motorized vehicles, including automobiles, motorcycles, motor scooters. This policy also holds regardless of a student's age or whether the student has a valid driver's license issued in the country or from another country.

The use of bicycles, skate Owners, roller skates, scooters and the likes are also prohibited on School property during School hours, unless under special circumstances as authorized by the School Principal. In all cases, the School accepts no liability for accident or injury as a result of their use.



III- SPECIAL NEEDS PROGRAM

The Owner recognizes that enrollment and overseas location prevent the School from funding a comprehensive special education program. Students who have physical handicaps, emotional/behavioral difficulties, and/or learning disabilities severe enough to require individualized assistance beyond the School's limited special learning assistance program shall not be enrolled at the School nor, in the case of students already enrolled, continue enrollment. The services offered in the School's special needs program shall be clearly documented in a Special Needs handbook and made available to all parents, both those considering enrollment as well as those with children already enrolled in the School.

The Owner expects that, before families relocate in the School community, there will have been prior parent or sponsoring organization inquiry of what special learning assistance services are available at the School. Parents are strongly encouraged to contact the School before accepting a posting in this School community if their child(ren) is(are) currently attending special education classes.

Even though prior communication might have taken place, the School still reserves the right to deny enrollment if the child's special learning needs are beyond the scope of programs currently being offered by the School. The School expects that parents shall provide all of the appropriate documentation one would expect when seeking to enroll a child in a new school, especially if the child has previously been enrolled in a special education program.

The decision to accept or deny enrollment shall be made by the API with input offered by the supporting teachers, the regular classroom teacher, other School specialists with all such input reviewed by the School Principal.

The Owner supports that the "Special Needs Program" as defined at the School, shall be designed for very mild student learning, physical or emotional difficulties, or other difficulties that might have caused the student's present learning achievement to be slightly below that expected for that child's age or grade level. This program shall also support the needs of gifted and talented students.

Enrolling students with special needs shall be guided by the following:



A. Instructional Format for Special Learning Assistance. The Owner's goal, in support of providing funding resources for the School's limited learning assistance programs, is to have students with special needs remain in the regular classroom ("inclusion") for most of his/her instructional time. Additional resources may be provided to the teacher in the classroom to assist these students.

B. Diagnostic Testing for Special Needs Program. The Owner supports the concept that qualified School personnel shall administer and interpret general diagnostic tests for students with special learning assistance needs. Additional diagnostic testing, at parent expense, may be required by the School as a pre-requisite for either initial enrollment or continued enrollment. Resources in the immediate School community, to perform such testing, are limited.

C. Initial Enrollment Requests. The Owner expects that the School (specifically the API) will be advised immediately by the Counselor if any applying student, based on school records, site testing or parent inquiry has identifiable special learning assistance needs. The application and all school records shall be carefully reviewed and, if necessary, a parent conference scheduled, and additional testing administered if deemed necessary.

The parent is expected to provide all information and records regarding their child's previous and current exceptional education needs (special education). Parents who withhold or falsify this information may face immediate enrollment termination of their child with special education needs.

Enrollment shall be denied if the API determines that the School's existing Special Needs Program cannot meet the student's needs. Denial of the initial enrollment requires review by the School Principal. Criteria for the decision must answer to the following questions:

1. Will the student be able to progress satisfactorily academically and/or emotionally with his/her placement in the School's regular classroom program?
2. Will the student's enrollment require special learning assistance services beyond the School's limited resources?



3. Will the student's enrollment be excessively disruptive to other students in the regular classroom environment or prevent the regular classroom teacher from providing unimpaired instruction to the student's peers.

D. Continued Enrollment Decisions. The School Principal shall review and finalize the termination of a student's continued enrollment in circumstances that are parallel to the intent of this policy. The API's recommendation for enrollment termination must have attached a specific date for termination as well as a file of conference, observation and testing data. All those directly involved or impacted by the decision, including the parent(s), teachers and the API, shall discuss the preparation of the enrollment termination recommendation that will ultimately be given to the School Principal for his/her review.

After the School Principal has received the recommendation for enrollment termination, the API will inform the parents in writing of the final enrollment decision. The Owner does not seek to become involved in hearing any parent appeal to the decision. HIGHLANDS SCHOOL OF EGYPT –

Any parent appeal, directed to the School Principal, must include the presence of the API and other teachers who participated in the original recommendation. The School Principal's decision following the appeal shall be final. There should be no appeal to the Owner, unless it is obvious that the above procedures have not been followed or documented.

E. Additional Fee Assessment for Special Needs Program. The School Principal shall recommend for Owner approval any additional fees to be assessed for the School's special needs programs. The criteria for assessing that fee shall be whether or not special learning assistance requires one or more periods of pull out program per week or special learning "class inclusion" assistance, as recommended by an instructional support team and finalized by the API.

The School reserves the right to decide when there is need for pull out student special learning assistance any time during the semester. Those mid-year

decisions must include the same procedures stated above including prior discussions with the parents, teachers, the counselor and other appropriate School specialists.

Point of Clarification. This policy, although titled “Special Needs Program” reflects the Owner’s position regarding what is titled in some schools as “Special Education”.

