

NEW VISION
INTERNATIONAL SCHOOL



STUDENT – PARENT
HANDBOOK

2019 – 2020

**SCHOOL STAFF WILL DISCUSS THE CONTENTS OF THIS
HANDBOOK WITH THEIR STUDENTS**

**NEW VISION INTERNATIONAL SCHOOL REQUESTS
PARENTS ALSO TO REVIEW THE INFORMATION
CONTAINED IN THIS HANDBOOK WITH THEIR
CHILDREN**

VISION

To be an outstanding international school that provides high quality learning and enables students to achieve their maximum potential.

MISSION

To motivate, inspire, and educate.

OUR PURPOSE

We will educate and inspire our students to be responsible, productive and ethical global citizens with the skills and motivation to think creatively, reason critically, communicate effectively and learn continuously. We will accomplish this in an international educational environment characterized by high measurable standards and a clearly defined curriculum, implemented by a well-educated staff in partnership with students, parents and the community. We believe in making our community members closer and more harmonious by understanding and respecting our varied beliefs, nationalities, cultures, and religions.

Our PROMISE

I am a New Vision International School Member;

I Promise to be **RESPECTFUL, HELPFUL, PUNCTUAL, RESPONSIBLE** and a **HARDWORKING** person.

Letter from the General Manager

Dear student and parents,

Everyone needs a little attitude adjustment once in a while and a school is one of the best places where students can practice developing not only their intellectual skills but most importantly their emotional skills which include the attitude.

Lots of adjustment can be experienced by the student even for just a day through daily communication with his/her co-learners, the teachers, and the school itself. Moreover, adjustment would be very hard for the students especially without a help or anything to guide him/her in a world of challenges called “SCHOOL”. Thus, I strongly advise both students and parents to take time in reading this handbook comprehensively especially during the first week of the school year in order to fully understand the school policies as it concerns students life and conduct.

Reading this handbook will help not only the students but also the parents to familiarize the structure and the regulation of the school since policies are imposed from the first day of the school to the last.

Sincerely,

Mohammed Suliman Alfnikh
General Manager

Letter from the Assistant General Manager

Dear Student and Parents,

Greetings, and welcome to School Year 2019-2020!

As the Assistant General Manager, I am excited as this year promises to be a rewarding one for all, and students have already begun to focus on their academic studies.

Prior to the opening of school, staff members worked in collaborative teams to integrate strategies for improving students' skills and learning experience. Today, more than ever, students are expected to meet high standards in communication and critical thinking. Whether students are reading, writing, listening, speaking or viewing, the ability to use both critical and creative thinking is essential for lifelong learning. This includes students' ability to collaborate with one another and solve problems. One of the most important goals this year, however, is to develop and sustain a positive school environment that fosters learning, collaboration and safety.

I look forward to working with each of you throughout School Year 2019-2020 and beyond!

Sincerely,

Mr. Hashem Alzeydeen

Assistant General Manager

Letter from the Academic Manager

Dear Students and Parents,

As we are going to the academic year 2019-2020, we look back with gratitude to Allah for the plentiful blessings and graces we have experienced. Further learning and challenges call upon us for more changes and adaptation to the times and situations.

As far as the students are concerned, we see constant changes in their way of growing, mode of learning and style of interacting. They are experiencing changes in the way they learn, feel, look and deal with other people. We welcome the challenge of teaching and mentoring the students during this critical time of growth and development. However, your efforts and supports are also essential in helping these students to become more productive members of the society.

Moreover, after all the utilization of resources, constant hardwork and maximized efforts put by the entire team of NVIS, we are proud to receive accreditation by the AdvancED. With your cooperation, we are certain that we can further achieve whatever we are hoping for in the years ahead.

Best wishes and thank you for working with us to make this an excellent year for our students.

Yours,

Academic Manager

DIRECTORY OF OFFICES
KEY CONTACTS (BOYS' WING)

Mr.Hashem Khaleel – Assistant General Manager	Ext. 91*21
Mr.Hashem Khaleel – Academic Manager	Ext. 91*21
Mr . Saud Alkhalil - Boys Section Principal	Ext. 91*21
Mr. Abdullah Alhwaimel – GR4 to GR8 Supervisor (BOYS)	Ext.91*24
Mr. Ali Hamadah – Registrar	Ext. 23
Mr. Syed – IT	Ext. 41
Mr. Amr – Cashier	Ext.39
Mr. Ahmed Hafez – Accountant	Ext. 22

KEY CONTACTS (GIRLS' WING)

Ms. Rana Abdallah Al-Saleh - GR.1-9 Principal	Ext.23
Ms. Amani Hamada Yacoub - KG Principal	Ext.27
Ms. Fatima Ahmed Hassan – GR 1-2 Supervisor	Ext. 29
Ms. Mariah Jawad Vahidy – GR 3-9 Supervisor	Ext. 29
Ms. Falastin Hassan Tahtamony - KG Supervisor	Ext. 25
Ms. Sara _ Secretary	Ext.21
Ms. Taghreed/Nouf_ Reception	Ext.32-31
Coordinators Office	Ext.28

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OVERVIEW OF THE SCHOOL

GENERAL INFORMATION

New Vision International School is located in Al-Manar district of Riyadh, the capital city of Kingdom of Saudi Arabia. It is licensed by the Ministry of Education.

The school is comprised of 3 sections:

SECTION	LEVELS OFFERED
KG	<ul style="list-style-type: none">• KINDERGARTEN 1• KINDERGARTEN 2• KINDERGARTEN 3
BOYS	<ul style="list-style-type: none">• Grade 1 – Grade 8
GIRLS	<ul style="list-style-type: none">• Grade 1 – Grade 9

Each section is supervised independently and all sections are administered by a single management. And with an area over 4000 m², the school easily provides all the facilities and playgrounds. The school currently has more than 60 rooms.

Academically, the school is making a remarkable progress and focusing on improving learning and curriculum development.

ACCREDITATION

What is Accreditation?

Accreditation is a voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools. Today, to demonstrate educational quality, accreditation is used by education providers of all types from traditional schools to distance learning providers to tutoring centers serving all ages of students from toddlers to adults.

Accreditation engages the school community in meeting high quality standards, implementing a continuous improvement, and engaging in quality assurance through internal and external review.

Welcome to AdvancED! As you know, the Northwest Accreditation Commission (NWAC) has joined AdvancED as an accreditation division. AdvancED assists education providers of all types in their pursuit of excellence in serving students. When a school works for accreditation, it starts a long journey to improve student learning.

As an NWAC accredited school, you are part of the AdvancED network of 30,000 schools and school systems in over 70 countries that are committed to continuous quality improvement through accreditation. Through its state, regional and corporate offices, AdvancED offers a wide

range of services to its schools and school systems including workshops, conferences, web-based resources, publications, surveys, and technical assistance

What are the benefits to my children attending an accredited school?

The school credits that students earn at an NCA CASI/SACS CASI accredited school are recognized by schools, colleges, and universities globally. Through AdvancED's reciprocal agreements with sister accrediting organizations, students can continue their educational goals in the United States or around the world. For further information, please visit: <http://www.advanced.org>.

Accreditation protects the interests of students, their parents, the academic institutions themselves, and potential employers, by ensuring that the educational programs offered have attained a level that meets or exceeds standards that were developed by experts in the field. While accreditation does not ensure that every graduating student will become a successful professional, it does guarantee that the student has demonstrated a certain set of skills and abilities that are reflected in the accreditation criteria. It is not a sufficient condition for professional success, but in some disciplines it serves as a necessary condition. Prospective students use the accreditation status of a program/institution as a factor in their decision whether to enroll. In areas where several accrediting bodies operate, the reputation of the accrediting body that had approved a program may become an important factor in student enrollment decisions.

SCHOOL LOCATION MAP



Location : Ashafaq St., Al Manar

Fax . 4000419 / Tel: 4000419 /4000445

Email info@newvision.edu.sa

Facebook : Administration of NVIS

Twitter : @NVIS_sch

Instagram: newvision_1

Snapchat: NVIS_Sch

SCHOOL CALENDARS 2019-2020

KGs

2019-2020 EXTERNAL ANNUAL CALENDAR (KINDERGARTEN) NEW VISION INTERNATIONAL SCHOOL



Su	M	Tu	W	Th	F	S
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IMPORTANT DATE:

FIRST DAY OF CLASSES

Sunday, September 1, 2019

LAST DAY OF CLASSES

Tuesday, May 5, 2020

SCHOOL HOLIDAYS

National Day - Monday, September 23, 2019
 Term Break - Sunday, January 5, 2020 to Thursday, January 16, 2020
 Class Resume - Sunday, January 19, 2020

Summer Vacation - Starts from May 6, 2020
 Class Resume - Sunday, August 23, 2020

PARENT TEACHER MEETINGS

1st Semester - Thursday, October 10, 2019
 2nd Semester - Thursday, February 27, 2020

SCHOOL EXAMS

1st Quarter - October 13, 2019 to October 29, 2019
 2nd Quarter - December 15, 2019 to DECEMBER 31, 2019
 3rd Quarter - March 1, 2020 to March 17, 2020
 4th Quarter - April 19 to May 5, 2020

Please see the Calendar on the School Website for more significant details.

Su	M	Tu	W	Th	F	S
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28	29	30				



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Secondary + major exams

School Closed / Holidays

Weekends

National Day of KSA

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 Fax: 4000419

P.O. Box 25556 Riyadh 11476

Info@newvision.edu.sa

Website: <http://newvision.edu.sa>

Twitter: @NVIS_sch

GRADE 1-6

2019-2020 EXTERNAL ANNUAL CALENDAR (GRADES 1-6) NEW VISION INTERNATIONAL SCHOOL



September 2019

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	M	Tu	W	Th	F	S
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November 2019

Su	M	Tu	W	Th	F	S
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17	18	19	20	21	22	23
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December 2019

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

IMPORTANT DATES:

FIRST DAY OF CLASSES

Sunday, September 1, 2019

LAST DAY OF CLASSES

Wednesday, May 6, 2020

SCHOOL HOLIDAYS

- National Day - Monday, September 23, 2019
- Term Break - Sunday, January 5, 2020 to Thursday, January 16, 2020
- Class Re-sume - Sunday, January 19, 2020
- Ramadan/ Summer Vacation - Starts from May 10, 2020
- Class Re-sume - Sunday, August 23, 2020

PARENT TEACHER MEETINGS

- 1st Semester - Thursday, October 10, 2019
- 2nd Semester - Thursday, February 27, 2020

SCHOOL EXAMS

- 1st Quarter - October 13, 2019 to October 31, 2019
- 2nd Quarter - December 15, 2019 to January 2, 2020
- 3rd Quarter - March 1, 2020 to March 19, 2020
- 4th Quarter - Apr 19, 2020 to May 6, 2020

Please see the Calendar on the School Website for more significant details.

Ultimately, parents are responsible for deciding whether to send their child to school. To find out other details like unexpected holidays due to weather conditions, you can check:

- ✓ The school website
- ✓ The @NVIS_sch Twitter account
- ✓ The NVIS Facebook page

February 2020

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
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March 2020

Su	M	Tu	W	Th	F	S
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April 2020

Su	M	Tu	W	Th	F	S
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May 2020

Su	M	Tu	W	Th	F	S
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- Mid Term/Final Exams
- School Closed/ Holidays
- Weekends
- National Day of KSA



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GRADE 7-10

2019-2020 EXTERNAL ANNUAL CALENDAR (GRADES 7-9) NEW VISION INTERNATIONAL SCHOOL



September 2019

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
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October 2019

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November 2019

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December 2019

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January 2020

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IMPORTANT DATES

FIRST DAY OF CLASSES

Sunday, September 1, 2019

LAST DAY OF CLASSES

Thursday, June 11, 2020

SCHOOL HOLIDAYS

- National Day - Monday, September 23, 2019
- Term Break - Sunday, January 5, 2020 to Thursday, January 16, 2020
- Class Resume - Sunday, January 19, 2020
- Ramadan/ Eid Break - Sunday, May 10, 2020 to Thursday, May 28, 2020
- Summer Vacation - Starts from June 14, 2020
- Class Resume - Sunday, August 23, 2020

PARENT TEACHER MEETINGS

- 1st Semester - Thursday, October 10, 2019
- 2nd Semester - Thursday, February 27, 2020

SCHOOL EXAMS

- 1st Quarter - October 13, 2019 to October 31, 2019
- 2nd Quarter - December 15, 2019 to January 2, 2020
- 3rd Quarter - March 1, 2020 to March 19, 2020
- 4th Quarter - May 3 to May 7, 2020
June 1 to 11, 2020

Please see the Calendar on the School Website for more significant details.

Ultimately, parents are responsible for deciding whether to send their child to school. To find out other details like unexpected holidays due to weather conditions, you can check:

- ✓ The school website
- ✓ The @NVIS_sch Twitter account
- ✓ The NVIS Facebook page

February 2020

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
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March 2020

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April 2020

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May 2020

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June 2020

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28	29	30				

Mid Term/Final Exams

School Closed/ Holidays

Weekends

National Day of KSA



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PARENT – SCHOOL PARTNERSHIP

The education of a student is a partnership between his/her parent and the school. The collaboration between parents and the school can form a strong team that is capable of enhancing the performance of the school and students learning in many ways.

When parents and the school maintain active, open, and positive line of communication, the students are more likely to be successful. We will strive to provide quality education. We ask you that you encourage your son/daughter to study on daily basis and do all school requirements.

The school will keep you updated on your son's/daughter's progress through report cards, newsletters and private notices. We ask you that you attend school functions particularly the Parents – Teachers Meetings. In addition, parents are requested to review the student's Daily Diary for the benefit of the following:

1. Track school's requirements.
2. Monitor the student's progress.
3. Respond to the teacher's remarks.
4. Initiate communication with the teacher regarding a concern.

PARENTAL CONCERN

We encourage parents to initiate discussions on their needs or conflicts with an administrator, teacher, or staff member responsible for the area of concern. Complaints should be handled at the lowest possible level. Parents with concerns about a teacher should first attempt to address the concern with the teacher **in writing**. Only after such attempts have failed should an administrator be will contacted. However, parents are strongly requested to embark on meaningful and logical concerns to preserve school time, which is considered a very precious resource. In addition, each section in the school is provided with a “suggestions and complains” box where parents can input their concerns.

PARENTS INVITATION

The school sometimes will require the presence of parents to clarify or resolve a particular issue. It is mandatory that parents respond to invitation made by the school. Failure to respond may lead the school to take undesirable measures. In case the invitation schedule is inconvenient, parents may contact the school and reschedule the meeting session.

PARENTS GENERAL GUIDELINES

1. Inform us when your son/daughter is suffering from any problems, outside the school campus, that can degrade his/her performance.
2. Contact the school management or sections’ supervisors when you have queries or problems and avoid interacting with the teachers directly without the management permission.
3. Parents are not allowed to enter the classrooms.
4. Parents are not allowed to stroll around the school’s campus.

5. Parents are advised to observe the diary's notes and remarks on daily basis.
6. Parents are advised to pay attention to all letters and notices sent by the school.
7. Parents are advised to pay attention to phone calls made by the school.
8. Parents are responsible for securing all books, stationary, uniforms and materials needed by the school. All books and materials must be available before attending classes.
9. Parents are not allowed to review test papers. Instead, the school forms a committee to review the test papers and then report the result back to the parents.
10. Parents must be courteous and gentle when making requests, complaints or suggestions.
11. Shouting, yelling, insulting or physically offending to any member of the school may have serious consequences.
12. Parents must not override the school's authority or deny its judgment.
13. Parents must enter the school through the management's entrance. Parents are not allowed to enter through the students' entrances.
14. Parents must avoid contact with any student during or after school hours. The school reserves the right to solve all students' problems.
15. Parents are not allowed to pick their children from the classroom directly, without the supervisor's approval, even during home time. Parents must wait near the students' entrance for their children to come out.
In emergency cases where parents have to pick their children early, they have to accomplish early pick –up form to be given to the supervisor for approval.
16. The school will not change the marks scored by any student without a valid reason. And parents should not make such requests.

The school will not consider the emotional and psychological conditions of any student as it is unfair to others.

17. Parents must come to school when they are invited.
18. Advancing or delaying exams is strictly prohibited.
19. Parents are advised to arrange their annual vacation in accordance with the school annual calendar.
20. Parents are not allowed to pay money or give gifts to teachers.
21. Parents are advised to assist their children in reviewing their lessons and doing their home assignments.
22. The school is responsible for placement of students. Parents do not have the right to participate in this responsibility or deny the school judgment.
23. When placing students inside the classrooms, the school grants the front seats to students with medical problems, otherwise the height is used in arranging the students. Parents do not have the right to participate in the arrangement process or deny the school judgment.
24. The school can transfer a student to another classroom if it decides that it is for the benefit of the student or the benefit of the class. The school will inform the parents about the transfer and parents cannot reverse the school decision.

FINANCIAL POLICY

School Fees

Grade	Fees
KG 1, 2 and 3	14,500 S.R.
Grade 1 Special	17,500 S.R.
Grade 1 to 9 GIRLS	16,500 S.R.
Grade 4 to 8 BOYS	20,500 S.R.

Discount In Academic Year 2019/2020

All students: will take the discount of 2000 SR in the Academic Year 2019/2020 except
(Boys section students) From Grade 4 to 8 will take discount 25% from the school fees.

Payment Discount: primary students will Take 500 SR as discount of tuition if parents pay before the starting of each semester

Brothers Discount:

First One	Second One	Third One	Fourth One and More
None	1000 S.R.	1000 S.R.	1000 S.R.

Total discount from the whole fees in case of withdrawing his/her file.

Duration	Discount
During the first week of the school beginning	10%
During the second week of the school beginning	20%
During the third week of the school beginning	30%
During the fourth week of the school beginning	40%
After the fourth week of the school beginning	50%

Instructions

1. Old and new students must secure an Admission Slip from the cashier in the beginning of every semester.
2. Promoted students must pay the first installment and buy the books on the first day of the school year.
3. The student's entry will be removed from the school record, if he has been absent for continuous 30 days without prior notice. As a result, the school will cancel the whole semester as well.
4. The student must settle the fees of the whole semester before withdrawing his/her file.
5. The school prohibits the use of illegally reproduced books (photocopied books).
6. The school does not allow sharing of books among the students, including related students.
7. Books must be bought from the school only. All students must secure all the books before entering the classrooms.
8. Books are sold in package basis only.
9. Purchased books cannot be returned.

Parents' Policy

1. The collaboration between parents and the school can form a strong team that is capable of enhancing the performance of the school and the students in many ways.
2. Inform us when your son/daughter is suffering from any problems, outside the school campus, that can degrade his/her performance.
3. Contact the school management or section's Supervisor when you have queries or problems and avoid interacting with the teachers directly without the Management permission.
4. Parents are not allowed to enter the classrooms.
5. Parents are not allowed to stroll around the school's campus.
6. Parents are advised to observe the diary's notes and remarks on daily basis.
7. Parents are advised to pay attention to all letters and notices sent by the school.
8. Parents are advised to pay attention to phone calls made by the school.
9. Parents are not allowed to review test papers. Instead, the school forms a committee to review the test papers and then report the result back to the parents.
10. Parents must be courteous and gentle when making requests, complaints or suggestions.
11. Shouting, yelling, insulting or physically offending any member of the school may have serious consequences.
12. Parents must not override the school's authority or deny its judgment.
13. Parents must enter the school through the Management entrance. Parents are not allowed to enter through the students' entrances.
14. Parents must avoid any contact with any student during or after school hours. The school reserves the right to solve all students' problems.

15. Parents are not allowed to pick the students from the classroom directly, without the supervisor's approval, even
16. During home time. Parents must wait near the students' gate for their children to come out.
17. Parents must come to school when they are invited.
18. Advancing or delaying exams is strictly prohibited.
19. Parents are advised to arrange their annual vacation in accordance with the school annual calendar.
20. Parents are not allowed to pay money or give gifts to teachers.
21. Parents are advised to assist their children to review their lesson and do their home assignments.
22. The school is responsible for distributing the students across the classrooms. Parents do not have the right to participate in this responsibility or deny the school judgment.
23. When placing students inside the classrooms, the school grants the front seats to students with medical problems, otherwise the height of the students is used in arranging the students. Parents do not have the right to participate in the arrangement process or deny the school judgment.
24. The school can transfer the student to another classroom if the student decides it is for the benefit of the student or the benefit of the class. The school shall inform the parents about the transfer and parents cannot reverse the school decision.

-----BOOKS FEES-----

<u>Grade</u>	<u>Price</u>
Kg 1	500
Kg 2	1000
Kg 3	1200
Kg3 ESL	1200
Grade 1	1600
Grade 1 ESL	1200
Grade 2	1500
Grade 3	1500
Grade 4	1500
Grade 5	1500
Grade 6	1600
Grade 7	2000
Grade 8	2000
Grade 9	3000

-----ADMISSION AND WITHDRAWAL POLICIES-----

AGE REQUIREMENTS

A student entering New Vision International School must meet the age requirement, and in exceptional cases, the school may consider students who are one year older or younger than the level required age. The school encourages parents to enroll students who are of legal age in kindergarten in the beginning of the school year. A students enrolling for Grade 1 must meet the age requirement and the school will not consider any student whose age does not satisfy the age requirement set by the Ministry of Education.

ACADEMIC ELIGIBILITY

New students will undergo an interview with the school's Academic Manager before being accepted. And in some cases the student will be asked to undergo a screening test to determine his/her eligibility.

REGISTRATION

ADMISSION REQUIREMENTS

1. New Admission

- a) Copy of father's passport
- b) Copy of mother's passport
- c) Copy of the applicant's valid Iqama (Residential Permit)
- d) Copy of birth certificate
- e) Vaccination Card
- f) A letter of the father's employer.
- g) Two 4x6 personal photos

2. Domestic Transferees

- a) All requirements and items mentioned under 'New Admission'.
- b) Original certificate of last school year attended.
- c) Original ministry approval.

3. International Transferees

- a) All requirements and items mentioned under 'New Admission'.
- b) Original certificate of last school year attended authenticated from the following:
 - Ministry or Department of Education
 - Ministry of Department of Foreign Affairs
 - The Saudi Embassy

To complete the admission process, school fees must be paid and all books must be bought. Old and new students of New Vision International School are required to submit to their respective section supervisor their Admission Slip at the beginning of each semester.

WITHDRAWAL POLICY

Students may withdraw from school under their own cognizance. A student withdrawing from school to transfer to another school supervised by Riyadh City's Ministry of Education – Foreign Education Division, must secure a letter of acceptance from his/her school of choice to complete the withdrawal process.

In addition, parents of withdrawing students must fill a withdrawal form and also clearly indicate the reason of withdrawal. The school has no control over the period of time needed to authenticate the student's records from the Ministry of Education – Foreign Education Division. And to finalize the withdrawal process, the withdrawing student must secure a clearance slip from the school's cashier and library.

Parents and students are advised to inspect the content of the student's file carefully as the school is no longer liable for missing documents once the withdrawal process is finalized.

-----SCHEDULES / HOURS OF OPERATION-----

KG SECTION BELL SCHEDULE

<u>NSY/KG 1 Section</u> Sunday to Thursday		<u>KG 2+3 Section</u> Sunday to Thursday	
EVENT	SCHEDULE	EVENT	SCHEDULE
Assembly	6:30-6:45	Assembly	6:30-6:45
Center Time	6:45-7:15	Center Time	6:45-7:15
First Period	7:15-7:55	First Period	7:15-7:55
Second Period	7:55-8:35	Second Period	7:55-8:35
B R E A K	8:35-9:05	B R E A K	8:35-9:05
Third Period	9:05-9:45	Third Period	9:05-9:45
Fourth Period	9:45-10:25	Fourth Period	9:45-10:25
B R E A K	10:25-10:40	B R E A K	10:25-10:40
Fifth Period	10:40-11:20	Fifth Period	10:40-11:20
Sixth Period	11:20-12:00	Sixth Period	11:20-12:00

2019-2020 Grade 1-9 Section Schedule

Grade 1-9 Girls

Grade 1-3 Boys

Grade 4-8 Boys

<u>Periods</u>	<u>Time</u>
<u>Assembly</u>	<u>6:30 – 6 :40</u>
1st Period	6:45 – 7:25
2nd Period	7:25 – 8 :05
3rd Period	8:05 – 8 :45
4th Period	8:45 - 9:25
<u>Lunch Break</u>	<u>9:25 – 9:55</u>
5th Period	9:55 – 10:35
6th Period	10:35 – 11 :15
7th Period	11:15 – 11 :55
8th Period	11:55 – 12:35
<u>Salah Break</u>	<u>12:35 – 12:45</u>

<u>Periods</u>	<u>Time</u>
<u>Assembly</u>	<u>6:30 – 6 :40</u>
1st Period	6:45 – 7:25
2nd Period	7:25 – 8 :05
3rd Period	8:05 – 8 :45
<u>Lunch Break</u>	<u>8:45 – 9:15</u>
4th Period	9:15 - 9:55
5th Period	9:55 – 10:35
6th Period	10:35 – 11 :15
7th Period	11:15 – 11 :55
8th Period	11:55 – 12:35
<u>Salah Break</u>	<u>12:35 – 12:45</u>

<u>Periods</u>	<u>Time</u>
<u>Assembly</u>	<u>6:30 – 6 :40</u>
1st Period	6:45 – 7:25
2nd Period	7:25 – 8 :05
3rd Period	8:05 – 8 :45
<u>Lunch Break</u>	<u>8:45 – 9:15</u>
4th Period	9:15 - 9:55
5th Period	9:55 – 10:35
6th Period	10:35 – 11 :15
7th Period	11:15 – 11 :55
8th Period	11:55 – 12:35
<u>Salah Break</u>	<u>12:35 – 12:45</u>

EARLY DISMISSAL

A student must have **written** permission from his/her parents to leave the school campus during school hours. The student must show his/her parent permission note to the section supervisor upon arrival to school. Parents must come to the office to pick up their son/daughter. Anyone picking up a student must be an authorized person. If the authorized person is unknown to school personnel, picture identification will be required. The office then calls the student from class since teachers are not permitted to dismiss any student unless they are notified by the section supervisor.

After arriving on campus, students are not allowed to leave school campus. A student can be released only to the custody of his/her parent, legal guardian, or individuals designated by the parent or legal guardian. A student who becomes ill during the school day should inform the section supervisor, ask permission, and report to the school nurse. The nurse will decide whether or not a student should be sent home and will notify the student's parent.

-----ACADEMICS-----

CURRICULUM

New Vision International School offers a comprehensive and structured curriculum providing necessary skills for college and work force. The school's curriculum for 2017 – 2018 school year adopts California's Content Standards for Public Schools, specifically in the areas of Mathematics, Science and English – Language Arts. New Vision School is committed to continuously review the curriculum to enhance the school's performance and improve students' learning.

ACADEMIC EXPECTATION

A basic principle of our school this year is that every student must actively engage in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on his/her own shoulders. Parents, teachers and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if the student is not actively involved. Hence, each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day.

INSTRUCTIONAL STRATEGIES

New Vision International School is determined to revolutionize the instructional strategies and delivery of subject matter this school year. Methods such as cooperative learning, guided discussions, peer and self-assessment along with the traditional teaching methods will be used throughout the school year. Charts, school library, computer laboratories, media resources and academic competitions will be utilized as much as possible to support the instructional strategies and. In addition, the school will continue to support the teachers through professional development to further improve the effectiveness of the teaching process.

TIMELINESS AND ATTENDANCE

Students are expected to be on time. It is important that students attends each lesson from the beginning to benefit from all the components that make up the lesson and therefore help and accelerate learning. For further information, please refer to the Code of Conduct section.

CLASSROOM CONDUCT

The school expects minimum academic intake when a student conduct is inappropriate inside the classroom. Inappropriate conduct may even affect the progress of other students inside the classroom. A student is expected to assist in maintaining order by refraining from disruptive conduct. For further information, please refer to the Code of Conduct Section.

MATERIALS

A student is expected to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.

SCHOOL ACADEMIC ACTIVITIES AND REQUIREMENTS

A student is expected to participate in all school activities and complete all school requirements. A student should expect to spend an adequate period of time on homework on daily basis. This may be a combination of written assignments, study, unit/chapter tests, and projects. If a student is absent with a valid excuse, he/she is expected to contact her teachers to make arrangements to make up any missed work.

ACADEMIC INTEGRITY

At New Vision International School, the relationship between the teacher and the student must be characterized by the highest level of trust. When a teacher gives an assignment, homework, paper, project, test, quiz, etc. the teacher trusts that the student will do this work to the best of his/her ability. A student is required to produce original work on all papers, projects, homework, and other assignments. It is important that the student realizes that each choice for copying, cheating, plagiarizing, no matter how small the matter, diminishes his/her academic and personal integrity. When violations of academic integrity occur, significant and proportional punishment will result. Consequences include disregarding the student's score and/or suspension, depending on the severity of the offense and/or repeated offenses. For further information, please refer to the Code of Conduct section.

SUBJECTS DISTRIBUTION

Grade 1:3	
Subject	# periods
English + Library	12
Math	5
Science	5
Social Studies	2
Computer	2
French	1
P.E	1
Islamic/Quran	5
Arabic	6
Art	1
Total	40

Grade 4:6	
Subject	# periods
English + Library	11
Math	5
Science	5
Social Studies	2
Computer	2
French	1
P.E	1
Islamic/Quran	5
Arabic	5
Art	1
S.H	2
Total	40

Grade 7	
Subject	# periods
English	11
Math	7
Life Sc	4
Physical Sc	3
Social Studies	2
Computer	1
French	0
P.E	1
Islamic/Quran	5
Arabic	4
Art	0
S.H	2
Total	40

Grade 8	
Subject	# periods
English	11
Math	7
Life Sc	4
Physical Sc	3
Social study	2
Computer	1
French	0
P.E	1
Islamic/Quran	5
Arabic	4
Art	0
S.H	2
Total	40

Grade 9	
Subject	# periods
English	9
Algebra 2	4
Geometry	3
Bio	3
Physics	3
Chemistry	3
Social Studies	2
Computer	1
P.E	1
Islamic/Quran	5
Arabic	4
S.H	2
Total	40

WEEKLY PLAN

Every week, the school will provide Grade 1 to Grade 9 students with a weekly plan. This weekly plan highlights and serves as a preview of all topics, requirements and events that will take place throughout the week. Parents are encouraged to use the weekly plan to prepare their son/daughter for upcoming lessons. Absent students can also use this weekly plan to identify all lessons, homework, class activities and events they missed and work on making them up independently or with the assistance of their teachers.

MAJOR EXAMS

The school requires the students to attend to major exams every semester:

1. Midterm Exam(First and Third Quarter exams)
2. Final Exam (Second and Fourth Quarter exams)

A student must clear his/her due balance in order to take either exam. The school issues a report card, after each major exam. Early exams, under any circumstances, are strictly prohibited. If a student misses an exam, he/she must present to the school a strong and valid excuse and must be accepted by the school in order to allow the student to take a make-up exam. A student is required to take make-up exams if he/she fails two or more subjects at the end of the school year. In addition, a student will also be required to take a make-up exam if he/she fails. Failure to pass the make-up exams will result in retaining the students in the same grade level.

-----GRADING SYSTEM-----

The Academic Year will be divided into two major terms 1st Term and 2nd Term. Each term will be divided into two Quarters 1st Q and 2nd Q (1st term) 3rd and 4th Q (2nd term).

Term	1st Quarter	2nd Quarter	Average
1st Term	100	100	100
Term	3rd Quarter	4th Quarter	Average
2nd Term	100	100	100
General Weighted Average (GWA)			100

GENERAL DISTRIBUTION FOR THE MARKS FOR EACH SUBJECTS

Non English Subjects (All subjects except English Language Art)

Exam	Quizzes	Participation	Behavior	Projects	H.W	Total
40%	20 %	15 %	10 %	5 %	10 %	100%

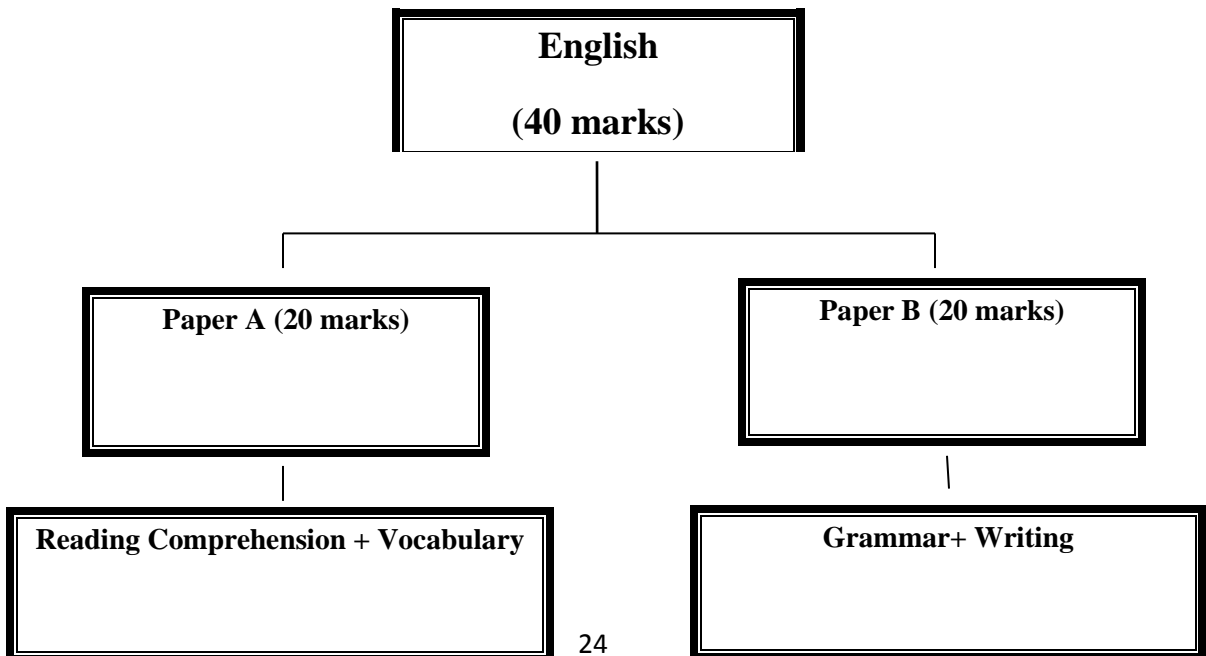
ENGLISH SUBJECTS (Language Art)

Exam		Quizzes	Participation	Behavior	Projects	H.W	Total
40%		20 %	15 %	10 %	5 %	10 %	100%
A(20)	B(20)						

GRADE POINT AVERAGE

Grading System													
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Grade Point	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.33	0
Percentage	97-100	<97 – 94 %	<94 – 90 %	< 90 – 87%	<87 – 83%	<83-80%	<80-77%	<77-73%	<73-70%	<70-67	<67-63	<63-60	<60

English Exam for each quarter



ANTI GRADE INFLATION CAMPAIGN

New Vision International School is committed to reflect the actual performance and sincerely report achievements of students. The school will take all available measure to ensure that scores given to each student is what he/she actually deserves. Dear parents, we remind you that students' achievements are not only occasions for rewarding, but also it may serve as an early indication of any problem with your children. Thus, it is important that you become acquainted with your children real performance in school.

While at the same time, sincere grade reporting may either encourage students to improve performance or maintain excellent performance. The school is determined not to change any marks achieved by a student unless a lawful reason is available.

CLASS RANKING

The school considers the grand total of marks obtained in all subjects in ranking students. The school acknowledges and rewards the top 5 students from Grade 1 to Grade 6 and top 3 students from Grade 7 to Grade 9.

VERIFICATION OF MARKS

The school reserves the student's right to verify his/her marks. However, parents and students do not have direct access to final exams papers. Instead, parents or students should fill a test paper review form. The school then forms a committee that shall verify the marks scored by the student, modify the score when necessary and then report the result back.

-----**CAMPUS POLICY**-----

VISITORS ON CAMPUS

The school is committed to maintaining a safe campus without interruption of the instructional process. Except on occasions such as school programs, athletic events, and similar events, all visitors, including parents, must report to the school office when entering the school.

In order to maintain the conditions and atmosphere suitable for learning, no other persons shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to the school, the staff of the school, and parents permitted by the school management.

The General Manager has the authority to exclude from the school premises any person disrupting the educational process in the classroom or in the school, disturbing the teachers or students on the premises. The General Manager shall engage school security officers or law enforcement officials when he believes the situation warrants such measures.

EATING IN CLASSROOMS AND HALLWAYS

Eating during school hours inside the classrooms and hallways is not permitted. However, there are cases the students are permitted to eat inside school buildings such when ill and during heavy rain or strong sand storms.

CAMPUS CLEAN-UP

Students of New Vision International School are expected to take pride in their school. One obvious way to demonstrate this pride is by keeping the campus clean. Thus, the responsibility for this rests with each member of the student body. A student who commits littering, vandalism or any damage to the school building and facilities will be punished accordingly. For further information, please refer to the Code of Conduct section.

LOST AND FOUND

The school is not responsible for students' personal items. A student should not bring large amounts of money or other valuable items to school. Personal belongings may not be left in the school. Lost and found items will be returned to their owners.

ELECTRONIC DEVICES

Electronic paging devices, cell phones, walkmans, gaming devices, portable music players, cameras, palmtops, handheld Organizers and laptops are not to be brought, carried or used inside the school campus. The school reserves the right to confiscate any electronic devices from students who violate this rule, and students will receive suspension if they continue to violate this policy.

A student who must contact his/her parent after school hours is allowed to bring cell phones provided that he/she submits the phone to the section supervisor immediately upon entering the school campus. Failure or forgetting to report to the section supervisor shall make the student liable as a result of violating this policy. However, New Vision International School absolves itself of any financial responsibility in the case of theft of such items.

CAMPUS TELEPHONE USE

The school telephone is a business telephone. The lines should be kept open for use by parents who need to reach the school. Students may use the school telephone in emergency situations. The situation should first be explained to the teacher who may give the student a permission to see the section supervisor. Making plans to go home with a friend is not an emergency situation. Plans of this kind should be discussed at home before school. A note signed by the parent and General Manager/section supervisor must be given to the bus driver before a student will be allowed to ride a different bus.

BUS CONDUCT

The school bus is an extension of the school campus, and students must conduct themselves on the bus in manners consistent with positive standards for classroom behavior. The rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. A student who becomes a serious disciplinary problem on the school bus may have his/her transportation privileges suspended by the General Manager. The bus driver is authorized to assign seats on the bus. Students riding the school bus are obliged to observe the following rules:

1. Students must observe the same conduct as in the classroom. Fighting, bullying, and harassment will not be tolerated.
2. Students must observe pick up time to avoid delaying the bus.
3. Students are expected to cooperate with the bus driver.
4. Students must remain in their seat, aisle must be clear. Keep head, hands, and feet inside the bus.
5. Parents and unauthorized persons are not allowed to board the school bus.
6. The bus driver is authorized to assign seats.
7. Students are expected to be courteous, use no profane language.
8. Students must keep the bus clean.
9. Students must not throw any item in or out of the bus. This behavior can lead to serious safety consequences.
10. Parents/students will be charged for repair to damages of the interior/exterior of the school bus.

COMPLAINT/REPORTING/FOLLOW-UP PROCEDURES

A student who feels that he/she is a victim of bullying or harassment is encouraged to confront the offender and ORALLY STATE that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the victim wants him/her to stop.

If the bullying or harassment continues, or if the student is not comfortable confronting the perpetrator, he/she has the responsibility to report the bullying or harassment as soon as possible to the section supervisor. Any student who is not directly being bullied or harassed, but is an observer or third party who is offended by the behavior witnessed should bring the situation to the attention of the section supervisor so the actions being witnessed can be investigated and possible corrective action taken. Reports of bullying or harassment will be documented in writing by the section supervisor which will include details of the incident(s), names of the individuals involved, and names of witnesses. All reports of harassment will remain confidential.

When necessary, the section supervisor may forward the case to the Disciplinary Committee to further investigate the matter. If the school determines that bullying or harassing has occurred, any student determined by the management to be responsible for bullying or harassment will be subject to appropriate disciplinary action, up to and including expulsion. Finally, in serious cases the Ministry of Education/police will be notified.

-----MEDICAL POLICY-----

COMPLETION OF MEDICAL FORM

At the beginning of the school year, every student is required to fill up a medical form to provide the school with a clear understanding of his/her health status. The information contained in the medical form can be crucial during emergencies.

MEDICAL EMERGENCY PROCEDURE

In case of minor accident or other medical emergency, New Vision International School will initially try to reach the parent by telephone; then the “emergency contact” listed in the medical form. For a serious injury at school, the student may be taken to the nearest hospital for treatment.

In the event a parent is not available to authorize emergency treatment at the hospital, the school will use the student’s release form authorizing the school to act in the parent’s absence.

ADMINISTRATION OF MEDICINE IN SCHOOL

If under exceptional circumstances a student is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse will administer the medication in compliance with the regulations that follow:

1. Only medicines which absolutely **MUST** be given during the school hours should be brought by the parents for dispensing at school. Please make arrangements for all other medicines to be given at home, either before or after school time. Most medications which need to be given one, two, or three times a day, can be given during the hours outside of school hours.
2. Bring only enough medication for a two week period. This particularly important for medication that have expensive cost.
3. All medicine must be in their original containers and correctly labeled. Prescription medicines must have a pharmacy or the doctor label which includes the student’s name, name of medicine, and strength of each unit of medicine and dosage amount and time as well.
4. All medicines must have a completed Parent Authorization form (forms are available in the school office).

COMMUNICABLE DISEASES

Students may be excluded from school to prevent the spread of contagious diseases. The General Manager may exclude a student, but no student shall be sent home from school without first informing the parent. The school will isolate the student until he/she goes home. A student suspected of having, or being able to transmit, a contagious disease, i.e., chicken pox, mumps, whooping cough, or other disease diagnosed as contagious, will be excluded from school.

The General Manager may readmit the student with a written official medical certificate dictating that he/she has undergone and completed treatment.

-----DRESS AND GROOMING POLICY-----

Students who attend New Vision International School must adhere to the school's uniform and grooming policies. If a student continues to fails to meet the school's expectation, he/she may be denied to enter the school.

DRESS POLICY

A student attending school must dress in the school's designated official uniform. The school will not acknowledge any type of clothing not meeting the standards of the official uniform. Students are punished for not adhering to the uniform policy. In addition, the students must observe the following dress regulations while inside the school campus:

1. The school uniform must be worn properly during school hours and while inside school campus, including classrooms. (Abayas must be removed upon entering of the girls' wing section.)
2. The uniform must be clean, pressed and in good conditions. No writing, ripped hems, holes or tears on the uniform should be apparent.
3. Skirts and slacks must be worn at a reasonable length, skirts must be long; must be zipped or buttoned.
4. Skirts and pants must be worn at waist level.
5. Shirts must be tucked in at all times.
6. All shirts must be worn so as not to expose the bare chest. The midriff must not be exposed when a student goes through the normal activities of a school day (bending, stretching, reaching, etc.).
7. Slacks must be fitted. They must not be tight, loose, saggy or baggy.
8. See-through uniforms are not allowed.
9. Logos or signs on the uniform with words of profanity and/or writing or symbols promoting inappropriate activities, including drug/alcohol use, or gangs are not acceptable.
10. Hats and hoods cannot be worn inside the classroom.
11. Students are prohibited from wearing any form of dress or accessory identifying him/ her with a gang, cult, or other unauthorized student group or symbolizing the beliefs of such a group.
12. Shoes must be appropriate for schooling (black shoes only and white socks).
13. Shoes with high heels or wheels are strictly prohibited.
14. Colored contact lenses are not allowed.
15. Jewelry or accessories that are deemed noisy, distracting or unsafe may not be worn.
16. Male students are not permitted to wear earrings or any other objects in the ear.
17. No student shall be permitted to wear objects in or on other exposed body parts (i.e., nose, eyebrows, lips, tongue, etc.).

-----**GROOMING POLICY**-----

1. Students must observe their hygiene on daily basis.
2. The school encourages the use of perfumes that are not annoying to others.
3. The school encourages the use of sanitizers during school hours.
4. Hair must be within the range of natural coloring. Hair styles may not be extreme, such as spikes, shaved head, etc.
5. Hair must be neat, clean, well groomed, and out of the eyes
6. The length of a male student's hair shall not extend below the base of the neck. Ponytails are not allowed for male students.
7. Female student's make-over must be appropriate for school.
8. Shaved lines in eyebrows will not be permitted.
9. Mustaches must be neatly trimmed and do not extend past the corners of the mouth.
10. Tattoos and/or any other drawings on the skin must be covered or removed.

-----SCHOOL LIBRARY AND COMPUTER-----

LABORATORIES

The Library and Computer Laboratories are places for study and research. The students are encouraged to make positive use of these facilities. Additional regulations are posted in the Library and Computer Laboratories.

SCHOOL LIBRARY POLICY

The library exists to support teaching and learning. The functions of the library are as follows:

- Provision of information and resources to support the curriculum.
- A facility for recreational reading and supporting a student's personal discovery.

VISITING THE LIBRARY

Students may visit the school library as a class for skills instruction and check out. Students are also allowed to visit the school library individually with teacher permission. However, the school library is available for students on Thursdays.

CIRCULATION POLICY

Students may check out one book from the library for a period of three days. A book may be renewed indefinitely as long as there is no a reserve on it. The student must bring the book to the library to have it renewed. A student must secure a signed parental or guardian consent to check out library books.

OVERDUE BOOKS

Students must return a borrowed book before it becomes overdue. Renewal is permitted if the student still needs to use it. If the student fails to return the book by the date due, an overdue warning notice will be sent to the student. If a student fails to return a book on time for two times, his/her borrowing privilege will be suspended for one semester. Fines are not charged.

LOST OR DAMAGED BOOKS

Students must pay for the replacement cost of a lost book. Students will also be charged for damages they make to books.

BOOKS DONATIONS

Donations may be made to New Vision International School library for the purchase of library books in honor of or memory of a family member, friend, teacher, student, or other special person. Students may also donate old books. A bookplate acknowledging the donor will be placed inside the book. The librarian will be glad to suggest titles for you.

LIBRARY GENERAL GUIDELINES

1. Follow all school rules while in the library.
2. Be considerate of others' need for a quiet place to read.
3. Eating and drinking inside the library is not allowed.
4. Handle books with care and maintain the library clean.

COMPUTER LABORATORIES POLICY

Students using the school Computer Laboratories should be aware that information stored or transmitted using school computers are not private. School personnel may review files to maintain system integrity and to ensure that users are using the system responsibly. The students have no privacy rights to any data stored in the computer.

Students shall become liable to any damage made the school computers resulting from unintentional misuse or intentional misuse.

The following are examples of inappropriate use:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Altering software set-ups, deleting files or introducing viruses into the systems.
- Using another's password.
- Trespassing in other's folder, work or files.
- Intentionally wasting limited resources.
- Posting personal contact information about other people without their consent.
- Employing the computers for commercial purposes.

-----FIRE DRILLS AND EMERGENCY-----

FIRE DRILLS

Fire drills will be conducted to frequently to ensure the school and students readiness for fire emergencies. Students and visitors are required to comply with the school's instructions during drills or real emergencies. Any student who intentionally disrupts a fire drill will be immediately be reported to the school management for disciplinary action. Students and visitors are not allowed to reenter the school buildings unless an "all clear" signal is given.



Special signs to be familiar with:

DUCK, COVER AND HOLD

- DROP to the floor
- GET under the desk and remain facing away from windows If outside,
- MOVE away from buildings and other collapsible objects,
- DROP to your knees on the ground,
- BEND over at the waist bringing your head between your knees,
- COVER your head with arms and hands.
- Do not move until you hear the “Clear All Signal”.



EVACUATE BUILDING

Evacuate the building using designated routes to the assigned assembly area. Once assembled, stay in place until further instructions.



Fire Emergency

- Leave the classroom in a quiet orderly manner as directed by your teacher.
- Assemble in the designated fire drill area.
- Await further instructions from the teacher.
- Cover your nose with a wet cloth if the smoke is dense.



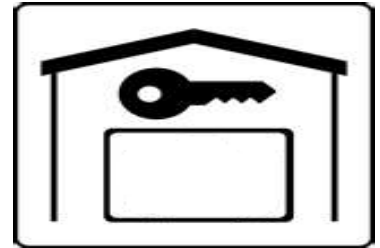
OFF-SITE EVACUATION

Follow the instructions that will direct you to the best means to evacuate the campus and proceed to a pre-designated safe location. This may include school buses, cars, or walking.



SECURE BUILDING

- Close the classroom door, and if possible lock it.
- Leave everything and lie on the floor.
- Turn off all lights.
- Remain silent.
- Wait for further instructions



SHELTER IN PLACE

- If inside, remain inside the classroom. If outside, rush to the nearest classroom or building, and wait for further instructions
- Keep doors and windows closed.



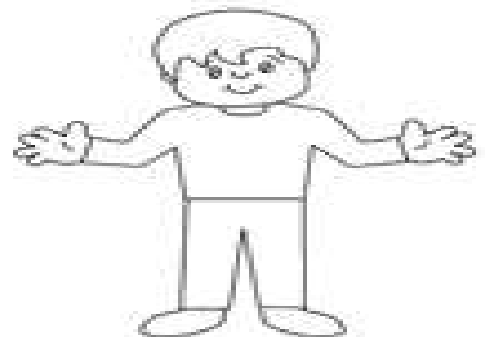
STAND BY ALERT

- If inside, remain inside the classroom and wait for further instructions.
- If outside, rush to the single assembly location.



ALL CLEAR

Meaning: the emergency is over



ATTENDANCE POLICY

Regular attendance is extremely important for the student's academic success. It is imperative that the student attend school regularly and be on time. The school only accepts and acknowledges the following excuses for absences and tardiness:

1. Illness of student.
2. Death or serious illness within the student's immediate family.
3. Special recognized religious holidays.
4. Legal court or police summons.
5. Weather or road conditions making travel dangerous.
6. Extra ordinary circumstances as documented to and approved by the Principal or permitted by law.
7. Recovery from accident.

The school still needs a *written statement*, supported by all necessary documents from the parent or guardian within *two* school days of the student's return to school explaining the reason for the student's absence; otherwise the absence will not be excused.

GENERAL GUIDELINES

1. 100 marks are allocated to evaluate the student's attendance throughout the school year, 50 marks for each semester.
2. The obtained marks from evaluating the attendance of the student appear in the student's report card.
3. Attendance marks are deducted every time the student violates one of the school's attendance policies.
4. Deducted attendance marks cannot be recovered.
5. The school will inform parents, through phone calls and official notice, in case the student is observed absent or repeatedly late.
6. The school only considers the absence a special case in the presence of a medical certificate or a valid and strong excuse. **Any missed exams, quizzes or activities will not be repeated.**
7. The student is considered absent if he/she fails to attend classes until the second period.
8. The school deals with attendance problems based on the following:
 - a. If the student's absence exceeds 10%, irrespective of its continuity, the school shall inform his parents in writing.

- b. If the student's absence exceeds 15%, irrespective of its continuity, the school issues to the student a warning notice and invites his parents to inform them about the consequences if further absence cases are observed.
- c. If the student's absence exceeds 20%, irrespective of its continuity, the school issues to the student a final warning and invites his parents to inform them about the consequences if further absence cases are observed.
- d. If the student's absence exceeds 25%, irrespective of its continuity, the school shall expel the student in accordance with the instructions of the Ministry of Education.
- e. If the student's absence exceeds 30 continuous days, the school shall drop the student's record and cancel the whole semester.

TARDY POLICY

Students are considered tardy through the 15th minute of the class period. If the student is tardy for a class, he/she should report directly to the supervisor's office to secure an admit slip.

ATTENDANCE VIOLATIONS

VIOLATION	MARKS DEDUCTED
If the student misses the morning assembly for three consecutive times.	Quarter mark (1/4)
If the student misses the first period for three consecutive times.	Half a mark (1/2)
The student is absent.	Half a mark (1/2) for each violation
If the student is absent during the week preceding a holiday.	1 mark for each day
If the student is absent during the week that follows a holiday.	1 mark for each day
If the student is absent during the week preceding examinations.	1 mark for each day.

CODE OF CONDUCT

BEHAVIOR POLICY

The school's behavior policies are created to ensure that the students follow the school's rules and accept all instructions that govern their behavior inside the school's campus.

GENERAL GUIDELINES

1. 100 marks are allocated to evaluate the student's behavior throughout the school year, 50 marks for each semester.
2. The obtained marks from evaluating the behavior of the student appear in the student's report card and contribute to the student's average score and grade.
3. The students can replenish lost marks by improving their behavior.
4. The behavior policies are classified into categories, where each category subjects the student to predefined consequences when violated.
5. If the student demonstrated any positive behavior the school shall reward him with a maximum of 3 marks provided that the total of behavior marks does not exceed 100 marks.
6. Behavior marks are deducted every time the student violates one of the school's behavior policies.

MINOR OFFENCES

VIOLATION	MARKS DEDUCTED	IMPLEMENTED PROCEDURE
Attending classes without the school's proper uniform.	1	<p>Offence Warning</p> <ol style="list-style-type: none"> 1. Verbal warning from the teacher. 2. Notice of concern. Verbal warning from the teacher for the second time. 3. Disciplinary notice. 4. The student writes an official probation paper to the section Supervisor and willingly accepts the consequences if he continues to violate the policies. 5. Detention. 6. The section supervisor invites the parents to school and take a written promise that the student may not violate the rules in the future. <p>Suspension</p> <ol style="list-style-type: none"> 7. Suspending the student from recess break and preventing the student from attending classes for 2 consecutive school days and only allowing him/her to eat breakfast. <p>Expulsion</p> <ol style="list-style-type: none"> 8. Forwarding the case to the Ministry of Education.
Sleeping inside the classroom.	1	
Interrupting the progress of classes. Monopolizing discussions and intentional talkativeness	1	
Eating or drinking inside the classroom.	1	
Deliberate refusal to exercise during morning assembly.	1	
Deliberate refusal to participate inside or outside the classroom.	1	
Playing outside during class hours.	1	
Failure to secure the necessary books, notebooks, tools, equipments and proper sport attire.	1	
Continuous neglecting of home assignments.	1	
Leaving class too frequently or taking long time before returning to the classroom after a break.	1	
Spacing out, sitting back to Instructor, or sitting inappropriately.		
Using any language other than English inside the classroom.	1	
IMPROVEMENT PLAN		
MARKS GAINED	ACTIVITY PERFORMED	
2	Contributing to 3 different school activities.	
2	Going to prayer early and praying on the first row for 5 consecutive days.	
3	Achieving a violation-free record for a week.	
2	If two teachers present a report approved from the school's General Manager indicating an improvement in the student's behavior.	

GRAVE OFFENCES – LEVEL 1

VIOLATION	MARKS DEDUCTED	IMPLEMENTED PROCEDURE
Cheating during monthly exams or sharing/copying work.	3	<p>Offence Warning</p> <ol style="list-style-type: none"> 1. The section supervisor invites the parents to school and take a written probation paper attesting that the student may not violate the rules in the future. 2. Repairing or replacing the item damaged by the student. 3. Confiscating the illegal substances or materials brought to the school by the student. 4. The student apologizes to all students and teachers he offended. <p>Suspension</p> <ol style="list-style-type: none"> 5. Transferring the student to another class. 6. Suspending the student from school for a period of 4 – 5 consecutive days. <p>Expulsion</p> <ol style="list-style-type: none"> 7. The school coordinates with the Ministry of Education to transfer the student to another school.
Escaping from school.	3	
Undermining the instructor’s authority by being argumentative or through direct verbal confrontation.	3	
Initiating chaos inside the school campus.	3	
Demonstrating abusive usage of the school computers or laboratories’ equipments or multimedia devices.	3	
Verbal threats or verbal offences toward students or showing disrespectful behavior toward the students or teachers.	3	
Possession of illegal multimedia contents.	3	
Possession of cigarette or any illegal tobacco substances.	3	
Faking the signature of school’s employees or parents.	3	
Refusal to deliver school’s letters and notices to parents.	3	
IMPROVEMENT PLAN		
MARKS GAINED	ACTIVITY PERFORMED	
2	Contributing to 4 different school activities.	
2	Going to prayer early and praying on the first row for 10 consecutive days.	
3	Achieving a violation-free record for 2 weeks.	
2	If three teachers present a report approved from the school’s General Manager indicating an improvement in the student’s behavior.	

GRAVE OFFENCES – LEVEL 2

VIOLATION	MARKS DEDUCTED	IMPLEMENTED PROCEDURE
Escaping prayers or playing during prayers.	10	<p>Offence Warning</p> <ol style="list-style-type: none"> 1. The section supervisor invites the parents to school and take a written probation paper attesting that the student may not violate the rules in the future. 2. Repair or replace the item damaged by the student. 3. Confiscating the illegal substances or materials brought to the school by the student. 4. The student apologizes to all students and teachers he offended. <p>Suspension</p> <ol style="list-style-type: none"> 5. Transferring the student to another class. 6. Suspending the student from school for a period of 6 – 8 consecutive days. <p>Expulsion</p> <ol style="list-style-type: none"> 7. The school coordinates with the Ministry of Education to transfer the student to another school.
Causing intentional damage to the school's facilities or buildings.	10	
Possession of dangerous materials or sharp objects without using them.	10	
Causing intentional damage to students' belongings.	10	
Possession of all types of communication and entertainment devices.	10	
Smoking inside or near the school campus.	10	
Cheating during final exams.		
IMPROVEMENT PLAN		
MARKS GAINED	ACTIVITY PERFORMED	
2	Contributing to 4 different school activities.	
2	Going to prayer early and praying on the first row for 20 consecutive days.	
3	Achieving a violation-free record for 3 weeks.	
2	If 4 teachers present a report approved from the school's General Manager indicating an improvement in the student's behavior.	

SERIOUS OFFENCES – LEVEL 1

VIOLATION	MARKS DEDUCTED	IMPLEMENTED PROCEDURE
Threatening the school’s administrators and teachers or causing damage to their belongings.	15	<p>Offence Warning</p> <ol style="list-style-type: none"> 1. The section supervisor invites the parents to school and take a written probation paper attesting that the student may not violate the rules in the future. 2. Repairing or replacing the item damaged by the student. 3. Confiscating the illegal substances or materials brought to the school by the student. 4. The student apologizes to all students and teachers he offended. 5. Transferring the student to another class. <p>Expulsion</p> <ol style="list-style-type: none"> 6. The school coordinates with the Ministry of Education to transfer the student to another school.
Verbal offences or verbal threats to the school’s administrators or teachers.	15	
Theft.	15	
Using dangerous materials or sharp objects inside or near the school campus.	15	
Distribution or public display of illegal multimedia contents.	15	
Flirting or other inappropriate suggestions.	15	
Physical threats or physical offences toward other students.	15	
IMPROVEMENT PLAN		
MARKS GAINED	ACTIVITY PERFORMED	
2	Contributing to 4 different school activities.	
2	Going to prayer early and praying on the first row for 25 consecutive days.	
3	Achieving a violation-free record for 4 weeks.	
2	If 4 teachers present a report approved from the school’s General Manager indicating an improvement in the student’s behavior.	

SERIOUS OFFENCES – LEVEL 2

VIOLATION	IMPLEMENTED PROCEDURE
Profaning the religion of Islam	Expulsion <ol style="list-style-type: none">1. The student is expelled in accordance with instructions of the Ministry of Education if he is above 15 years old.2. The student can continue to study in another school if he is eligible and his request is approved by the Ministry of Education.3. Informing the ministry regional offices. (The school shall label the case envelop with the phrase “Top Secret”).4. The school will maintain the identities of the victims.5. The school will keep the students complete file and record until the end of his punishment.6. Reporting the case to the government security offices.
Preaching destructive philosophies or ideologies.	
Possession, distribution or usage of illegal drugs.	
Sexual harassment or practicing explicit sexual activities.	
Physically assaulting the school’s administrators or teachers.	
Abounding praying with the students without a valid excuse.	
Possession of firearms or weapons.	
Forging official documents or seals.	

The End