



AAIS

AJYAL AL MAAREFAH INTERNATIONAL & PRIVATE SCHOOL

Under the Supervision of Ministry of Education

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STUDENT / PARENT HANDBOOK 2018 - 2019

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Welcome

Dear Students and Parents,

Welcome to Ajyal Al Maarefah International & Private School (AAIS) and the new 2018-19 academic school year. We are honored that you have chosen AAIS as your school and believe you have made an excellent educational choice. We provide a diverse, challenging educational program as well as extracurricular activities that create exceptional academic, social, and emotional growth opportunities for your child.

The purpose of this handbook is to provide you with important information that will help you become more familiar with all aspects of the AAIS. Please take the time to read the handbook together with your Son / Daughter. If you have questions or concerns, please contact us for clarification.

We recognize that a child's school years are essential in building a foundation for happiness and success in life. Our committed and caring professional staff provides a safe and stimulating environment for student learning. We believe that it is important to create a program that is balanced and rich in academics, athletics, and the arts. We hold our students to high academic international standards and support them by identifying their strengths and needs. We differentiate instruction to ensure all students are given the opportunity to progress, excel, and learn the essential skills that will allow them to compete in a global society.

We strongly promote a culture that fosters independence, problem solving, inquiry, positive self-esteem, and a sense of belonging. Our goal is that each student sees him/herself as a leader whose positive choices impact self, others, and the greater community.

We look forward to getting to know you in the coming year. Please contact us if you have any questions or concerns. A school's success is influenced by a cooperative partnership between students, parents, and the school community. Please accept our sincere invitation to play an active and productive role in this partnership.

School Vision & Mission

Vision

The Ajyal Al Maarefah International & Private School vision is to be a distinguished educational environment that ensures developing students full potential and prepares responsible citizens.

Mission

Our mission is to inspire and equip our students through an authentic international education to nurture their passion for knowledge and innovation, so they pursue their dreams.

Values

Our key values focus on Integrity, Diversity, Responsibility, Creativity and Excellence. Our students develop strong Arabic and English literacy, numeracy, critical thinking, problem solving and creativity while continuing to emphasize a strong sense of culture and national pride; and maintaining their religious identity.

Philosophy

From its earliest day Ajyal Al-Maarefah International School emphasizes on quality education. Ajyal Al-Maarefah International School values the student's potential, as well as their achievements and strives for their balanced growth- Ethical, Social, Physical and Intellectual.

Ajyal Al-Maarefah International School believes that every student will continue to be a part of the global community and seeks to strengthen the moral and ethical values that promote honesty, respect, responsibility and kindness.

The participation of parents in their child's education is essential to accomplish its mission. The school makes possible attempt to the school's purpose and mission to achieve the vision.

Program Overview

The goal of the AAIS educational institute is to improve student learning experiences and to raise academic outcomes to an internationally competitive level. Teachers perform a critical role in enacting this vision of providing students with a world-class education. The teacher's role as a thoughtful, skilled, and caring professional is necessary to achieve this vision. Educational change requires a deep commitment by the entire staff to engage in continuous self-reflection and growth through ongoing and meaningful professional development. Together, we embrace this exciting challenge and the journey to prepare students to become *Learners Today, Leaders Tomorrow*.

The Kindergarten years are one of transition from Nursery or home to the beginning of Kindergarten. Every child is provided with the necessary focused teaching and follow-up support as he/she learns new concepts and skills.

The Elementary years seek to support the individual instructional needs of each child while progressively moving from a state of dependence to one of independent practice and skills application.

The Middle and High School years are one of transition to adolescence where independent learners practice skills, which are essential in building a foundation for success in life. We promote academic excellence in an environment that nurtures important life skills such as: self-discipline, accountability, integrity, creativity, and the confidence necessary to make positive changes in our local and global community. It is important to balance excellent academic results with a variety of stimulating extra-curricular activities including the arts, sports, and community service.

Partnership with parents is of key importance. This plays a crucial role in meeting individual student needs. A two-way flow of communication is a necessity; what happens at school is reinforced at home and vice versa.

Core Educational Ethics

Ajyal Al Maarefah International & Private School is committed to the core educational values of world citizenship, universal values, leadership qualities and forward thinking are aims to help each student realize his/her full potential.

Global Citizenship: We learn to make an active contribution to the local and global community.

- We celebrate our diversity.
- We are openminded and respectful; we recognize there are many things that unite us all.
- We support our local community so that we can build a sustainable planet to share.

Innovative Learning: We find the courage to challenge convention.

- We dare to dream of the possibilities.
- Each endeavor is undertaken with creativity and inquisitiveness.
- No idea is too small or too large if it makes things better for our community.

Lifelong Learning: We strive to develop your potential.

- We never stop learning and reflect on our actions.
- Each one of us has the capacity for leadership.
- We aim to produce great people who live with honesty, confidence, and integrity.

Rigor & Fortitude: We work to continually exceed expectations.

- We ensure that everything we do is delivered to a high standard.
- We go the extra mile for our students and our colleagues.
- We approach each task with resiliency and enthusiasm.

Administrative Leadership

The AAIS leadership team’s primary focus is to provide a well-managed, safe, and instructionally sound learning environment to support teachers and students alike.

The Director oversees all AAIS campuses and works directly with the school leadership team. The Vice Principals are the responsible persons in charge of the daily operation of each building and work directly with the Academic in-charge. The Administrative and Academic Vice Principals oversee a team of individuals who support the daily management of each school building.

General School Information

Contact Information

Below is a list of contact numbers for the Ajyal Al Maarefah International & Private School’s Main Administration office and each of the academic buildings.

School Contact Information		
Building	School Direct Line	School Mobile Numbers
General Enquiries	0173400251 / 0173400252	+966568484569
School Website	www.almaarefahschool.com	
Boys Section	0173400251	+966568484569
Girls Section	0173400252	+966568484569

ADMISSION PROCEDURE

Step 1

Entrance Assessment:

The schedule of the entrance assessment will be displayed in the school campus. The candidate will have to submit the assessment fee and will have to appear in the assessment. The candidate will have to demonstrate their ability to be successful in the entrance assessment.

Step 2

Screening the candidates:

The admission policy allows the admission team to screen the candidates on the following basis:

- I. Score in the entrance assessment.
- II. Availability of seats
- III. Chronological order by the date of entrance assessment.

Step 3

Admission decision:

Once the assessment process is complete the admission team will short list the eligible candidates to appropriate class in accordance to the assessment. The shortlisted candidates are selected in a queue, based on the available seats and the rest of the candidates are listed in the waiting list.

Step 4

Registration:

The short listed candidates are eligible for admission and will have to register their names on filling up the admission form along with the registration fee.

Admission Form:

It is the responsibility of the parent/ guardian to make sure that all the mentioned forms are filled correctly with required and are submitted to Registrar's office, Ajyal Al-Maarefah International School , Jazan, Kingdom of Saudi Arabia.

Fill the Registration Package and attach the below prescribed transcripts and the registration fee for the registration.

Transcripts for Enrollment

SAUDI APPLICANT:

- 2 Passport size photos.
- Birth Certificate.
- Identity Card Copy of the applicant and the parents (father/guardian and mother).
- Transfer certificate.
- School report which includes the Mark statement, Attendance certificate & Conduct certificate.
- Registration fee (Non-refundable).

Non – Saudi Applicant:

- 2 Passport size photos.
- Passport copy of the applicant and the parents (father/guardian and mother).
- Copy of recent Visa (only if IQAMA not yet issued).
- IQAMA copy.
- Transfer certificate.
- School report which includes the Mark statement, Attendance certificate & Conduct certificate.
- Registration fee (Non-refundable).

Please note that the application will not be accepted/processed until all the transcripts are attached with the application.

Withdrawal of student:

Parents should notify at least one week in advance to withdraw his child from the school. Transfer certificate will be issued only on clearance of all school dues.

School Fees

Entrance Assessment Fee:

The examination fee for the academic year 2018-2019 is S.R.250/- non-refundable.

Registration Fee:

The registration fee for the academic year 2018-2019 is S.R.500/- non-refundable.

Book Fee:

Parents are advised to refer the store for the applicable book fee.

Tuition Fee:

The tuition fee is payable yearly or in a quarterly mode. Parents are advised to refer the fee structure for appropriate fee. The child will not be allowed for the examination if the fee dues are unsettled.

Yearly Payment – Discounted advance full payment - SR.500/- (Applicable only Until 13th of September 2018) Discount for sibling one time pay - SR.700/-

Installments – Discounted early installment payment for each installment – SR.150/-
Applicable as per the dates of the frequency table.
Discount for sibling installment pay - SR.100/
Discount for Bus fee one time pay – SR.500/

1st Installment –September 2018

2nd Installment –December 2018

3rd Installment - March 2019

Refund policy:

The refund of tuition fee in the case of withdrawal of a student will be as follows:

- 50% refund until two weeks from the date of registration or from the registration date if the registration comes after the beginning of the academic semester fee payment.
- 25% refund in the third week from the date of registration or from the registration date if the registration comes after the beginning of the academic semester fee payment.
- No tuition fee will be refunded after a month from the date of the first academic semester.
- Entrance assessment fee and registration fee will not be refunded.

Dress code

It is mandatory for every student to wear the prescribed uniform inside the school premises.

Boys- Sunday to Thursday				
<i>White Full Sleeve Shirt</i>	<i>Navy Blue trouser</i>	<i>Navy blue tie</i>	<i>Black socks</i>	<i>Black Shoes</i>
				

Girls- Sunday to Thursday

White Full Sleeve Shirt	Navy blue tunic below knees	Black socks	Black shoes
			

1. School uniform for LKG & UKG is available for sale at school.
2. The price – 1 full uniform SR.180/-, 2 full uniform SR.300/-.

Daily Schedule

Time	Student Schedule
7:15 a.m.	Staff is on duty and students may arrive on campus
7:25 a.m.	KG, Elementary, Middle and High School - Start of the school day
7:30 a.m.	Starts are considered late for school and marked as 'late'
12:30 p.m.	Kindergarten Dismissal
1:30 p.m.	Elementary, Middle and High School Dismissal
Time	Teacher Schedule
7:15 a.m. – 1:40 pm.	School working days

School Materials

The following is a list of items to help your child navigate effectively through school. Kindly note that AAIS has internal staircases, so rolling wheel backpacks are not conducive for the school premises.

School Materials
Small Backpack (no wheels)
Water Bottle (Optional)
Lunch Box (Optional)

Class List Distribution

AAIS takes care and consideration when establishing class lists for the upcoming school year. Class Teachers are directly involved in this process because they know the students best. Principal, Vice Principals and Supervisor are also involved because they have insights on student needs and special circumstances.

AAIS has specific procedures in place for teachers to meet and discuss each class's make-up. Student class distribution is then made based on academics, behavioral concerns, and student relationships.

Please note: Student movement from class-to-class will only be made under special circumstances. Additionally, class change requests will only be accepted during the first two weeks of school.

Student Attendance

At AAIS, students are expected to attend every class for each day of the school calendar. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits such as responsibility, determination, respect for rules of society, which are critical for developing career readiness skills, success in school and in life.

While acknowledging the critical importance of class attendance, AAIS also recognizes that there are times when absence from class is unavoidable.

Excused Absences

The following list identifies situations in which a student's absence is considered as 'excused'.

- Illness or medical emergency provided a medical certificate from a recognized medical center or practitioner is submitted within 3 days of returning to school
- Death in the immediate family provided parents notify the school
- Observance of a religious holiday
- Family emergencies beyond the student's control (approved by Administrative VP)
- Representing AAIS or attending a AAIS sponsored trip
- Representing Saudi Arabia in a certain field, e.g. sporting, cultural, political etc.
- Court appearances or other KSA Government body demands (wherever possible such appointments should be arranged out of school time)
- KSA religious or National holidays
- Severe weather circumstances: There may be instances where either the school is forced to close or chooses to close for the safety of both staff and students. In this case the day will not be counted as an official school day. If there is no official notification from the school (by email, SMS or published on the website), or from official Government broadcasts then students are expected to attend.

Unexcused Absences

- All absences other than 'Excused Absences' as defined above, are considered unexcused.
- Unexcused absences result will impact the grade of any missed assignments, quizzes, and exams; this will in turn have a negative impact on the student's grades.

Vacations or Non-Essential Travel

- All vacations must be taken during the official vacation periods as published on the AAIS website.
- Other non-essential travel that occurs during the year is recorded as an unexcused absence.
- The school start and end dates are published on the AAIS website, and attendance is counted from the first to the last day of the school year. Returning to AAIS after the school start date due to the inability to manage suitable travel arrangements is not an excused absence.
- Similarly, departing AAIS prior to the beginning of the official holiday period is not an excused absence.

Minimum Attendance Requirements:

Regardless of the reason for absence, a minimum of 80% attendance is an essential requirement in line with the Ministry of Education regulations. If a student is absent 20% or more of his/her enrollment in a specific course, he/she may be withdrawn.

Once a student's absence reaches 20% in any subject, notification will be sent to the Ministry of Education informing them of the school's intention to prevent the student from completing exam(s). If a student requests an exception to this policy, he/she must obtain written permission from the Ministry of Education and then inform the school.

Students who are absent 20% or more from a course prior to the end of the academic year meet with the disciplinary committee to decide the best course of action. This meeting also includes the parent. Disciplinary actions may include suspension from school or exclusion from attending class.

Lateness / Tardiness

Students are expected to be in class on time. Students who are late to first period must report to the Administrative VP or the individual responsible for recording absence and tardiness. These individuals record the time and reason for lateness and addresses the student situation as per the AAIS attendance policy and stage procedures.

If students are late following breaks or moving from class-to-class, they will be marked as 'absent' by the classroom teacher. This information is recorded on the school register and in the Fedena attendance portal. Teachers have the right to refuse student entry if he/she exceeds the expected limits.

Importantly, three (3) 'tardies' (i.e. late to class three times) are counted as one absence for that subject. Students and parents receive periodic reports of their attendance and lateness (i.e. quarterly report cards).

Reminders / Five-Minutes Late: Every three (3) late marks equal one (1) ABSENT.	
After three (3) late marks:	<ul style="list-style-type: none">• A school-generated email is sent to the student's parent
After the next three (3) late marks:	<ul style="list-style-type: none">• A school-generated email is sent to student's parent• A phone call to the parent High
Middle and High School Only (Grades 7-12)	
Reminders / 10-Minutes Late: Every ten-minute late mark per class subject equals one (1) ABSENT.	
After one (1) ten-minute late mark:	<ul style="list-style-type: none">• Students are not allowed to enter the classroom• Administrative VP immediately contacts parents (phone or email)
After three (3) ten-minute late marks per class subject:	<ul style="list-style-type: none">• See above mentioned, plus• Student serves in-school detention
After six (6) ten-minute late marks per class subject:	<ul style="list-style-type: none">• Student is issued a formal warning and sign a contract• Student serves in-school suspension for one (1) day• Parent meets with Administrative VP

Truancy / Cutting Class

Truancy is not tolerated under any circumstances. Truancy is dealt with as per the MoE and AAIS Discipline Policy and may include detention or suspension from school. A student is considered truant if he/she:

- Is absent without knowledge and consent of parent / guardian
- Falsifies parental notification regarding absence
- Leaves school without signing out at the office or leaving with a relevant person
- Is absent from class without permission
- Obtains a pass to go to a certain place and does not report there, i.e. AAIS School Clinic
- Fails to attend scheduled breaks, meetings, assemblies, etc.
- After arriving on campus, is absent from class without the consent of the school

Early Pick-up

It is very important to your child's education to be in school all day, every day. If your son/daughter has an exceptional circumstance and must leave the school, please advise the school reception office in advance by providing a written request form with supporting documentation, such as an appointment verification, etc. Such documentation should be provided to the school by 7:30 a.m. on the given day. The school will verify the appointment by calling the parent. Kindly make every effort to schedule such appointments after school hours to avoid disruption to learning.

Afterschool Pick-up

Kindergarten, Grades 1, 2 and 3: Students must be collected from the exit gates by a parent or authorized adult. If parents wish for students to be collected by an older sibling (grade four and above) they need to provide written permission to the child's class teacher. Students who are not collected from their class within 15 minutes of dismissal will be brought to the class room where the class teacher will supervise them.

Grades 4-12: Students make their own way to the appropriate school gate. The security guards call the student name when the driver or family member arrives. Additionally, AAIS duty staff members help to supervise this process. Students participating in extracurricular activities report to the teacher in charge of their chosen activity and then make their own way to the gate for collection. If students are not picked up by the designated end-of-day dismissal time, they are escorted to the Main Administration for pick-up.

Student Code of Conduct

AAIS School has high expectations for student behavior. AAIS follows an explicit behavior management policy which aligns to the Ministry of Education guidelines. It is the goal of AAIS to provide an environment where all staff and students feel safe and respected, and to offer a learning experience where behavior enhances teaching and learning. It is evident that students who consistently demonstrate positive behaviors often achieve academic success, and the AAIS policy, procedures and practices reinforce this while challenging and redirecting those who are not reflective of AAIS values. Expect only the best from your students!

Expected Student Behavior

- Attend school daily unless there is an exceptional reason for being absent.
- Engage in the learning process.
- Bring to school only those approved items and materials that are appropriate for educational programs.
- Demonstrate positive behavior and language, and respect the personal, civil, and property rights of others.
- Accept responsibility for personal actions and education while abiding by established AAIS policies and procedures.

What Expected Behavior Looks Like		
Be Respectful	Be Productive	Be Safe
<ul style="list-style-type: none"> • Treat others the way you want to be treated • Show courtesy and proper manners • Use respectful and appropriate language • Follow adult directions • Smile as a silent greeting to others 	<ul style="list-style-type: none"> • Keep a positive attitude • Be persistent • Focus attention • Follow directions • Use time wisely • Take care of materials and building • Clean up after yourself • Help others 	<ul style="list-style-type: none"> • Keep hands, feet, body, and objects to myself • Walk in the building and on walkways • Settle conflicts using kind words and actions • Ask an adult for assistance • Report bullying or harassing behavior • Never bring dangerous objects to school

Positive Student Recognition

All students appreciate being recognized for excellent behavior. They respond positively when they are encouraged and rewarded for their behavior and actions. Once students realize that positive behavior brings about positive recognition, they are more likely to behave appropriately. Each teacher and subject department has a common behavior management plan, which includes student recognition as well as how consequences are addressed.

Behavior Management Procedures Ultimately teachers are responsible for managing student behavior and use a combination of positive and negative consequences to do so. If a teacher needs additional support managing a student's behavior, a Social Worker and Administrative Vice Principal are available to provide guidance.

In cases where negative student behavior is observed, the teacher will:

- Provide the student with a visual reminder to help him/her remember to follow the agreement/rule. For example, the teacher shows the student a visual picture card with a quiet symbol on it as a reminder for the student to wait his/her turn to speak.
- Have a one-on-one discussion to review the agreements/rules. Together, determine which agreement the student is not following and how that affects another students' learning. The student decides on what he/she should do next time to follow the agreement/rule.
- If the behavior continues, the teacher works directly with the Social Worker or Behavior Coordinator to address the issue.

For Level One offenses, the procedures are as follows:

Level One Infractions		
1. Wearing inappropriate school uniform or overall inappropriate appearance 2. Disrespecting morning duty process (lining up, assembly, etc.) 3. Interrupting class (speaking out of turn, side conversations, sleeping, continuous interruption, eating or drinking, leaving without permission, late for class, etc.) 4. Dismissing school inappropriately (exiting/reentering the school, dangerous parking lot behavior)		
Level One Consequences		
Infraction No.	Type	Action
1	Verbal Warning from teacher, informs Social Worker Documented in Fedena	Student receives a verbal warning (1st warning) Verbal Warning from Teacher
2	Verbal Warning from Social Worker Documented in Fedena	Student receives a verbal warning (2nd warning) Verbal Warning from Student Counselor
3	Written Warning w/Student Signature (Social Worker) Documented in Fedena	Student signs written warning, parent informed
4	Parent Notification Social Worker/Counselor Involvement Documented in Fedena	AAIS provides parent w/written warning Student counselor follows up w/parents
5	Student Discipline Contract Parent Meeting Behavior Deduction (1 Mark) Parent Notification Documented in Fedena	Student signs written contract AAIS contacts parent for meeting Student loses one (1) behavior mark; AAIS notifies parent of mark deduction
<ul style="list-style-type: none"> • If the same behavior continues, the School Discipline Committee convenes. • Social Worker provides documentation to the committee, beginning with Offense No. Five (5) documentation. • Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.) 		

For further information about Level 2-6 student infractions and Level 4-6 student infractions against school staff members, the AAIS Discipline Policy is posted on Fedena.

School Discipline Committee

If the above mentioned expectations are not followed, or if a student is involved in a serious behavior infraction (Levels 2-6 student infractions or Levels 4-6 student infractions against school staff members), the School Discipline Committee is convened. This committee is a decision-making body consisting of 3-5 members and arbitrates the following:

- Level Four (4) or higher infractions
- Repeated lower level infractions requiring committee decision (Levels 1, 2, & 3)
- Decisions taken regarding any student of a special or political nature

School Property

A positive learning experience includes taking care of the physical school environment. As such, we expect all community members to show respect for AAIS property. This includes personal property, the property of others, and AAIS facilities.

Damage to school property results in the student being charged for all lost and damaged items.

- All books are provided to students on a loan basis. Students are held responsible for books checked out to them and pay for lost or damaged books.
- MoE Islamic, Arabic, and KSA History books are given to students on a loan basis. Books need to be returned at the end of each semester.
- Students are charged for deliberate damage to books (including writing and graffiti).
- Lost text books must be reported to the teacher as soon as possible. Students who lose their book(s) are charged for the cost of the book(s) plus 50% shipping, processing, and handling costs. Once payment for textbook damage or replacement is provided to the school administrator, the book(s) will be replaced.
- All accounts must be settled prior to students receiving their report card.

Home - School Communication

Communication with our families is of primary importance to us. There are multiple ways to access up-to-date information in relation to the school and your Son/Daughter's academic progress.

Teacher Communication

Your first line of contact in relation to your son/daughter's academic and behavioral progress is the classroom teacher. Teachers communicate with parents regularly and are always open to hear from parents. Each teacher has a school email address; this is available to all families and is provided at the beginning of the year.

School Communication

Regular communication between parents and AAIS is a high priority. Parents receive notices throughout the year about school events through a school-wide quarterly newsletter sent by email / SMS. Information is also available on the AAIS website at www.almaarefahschool.com or on the Fedena Parent Portal. Additionally, SMS messages are sent periodically to provide important information.

Parent Partnership Meetings

Once a quarter, parents are invited to attend a meeting regarding topics of interest in and around the school. These meetings are open to all families and there is a feedback and reflection session on the featured topic. Please join us for these special events.

Parent/Teacher Conferences

Parent Conferences provide an opportunity to meet with individual teachers to discuss student progress. Conferences will happen minimally two times per school year. When advised, students are encouraged to attend conferences where they may share samples of their academic work with parents.

Homework

A primary way to understand and support your child's learning targets is to view the weekly curriculum/homework overview and provide your child the support he/she needs to successfully complete his/her homework. Homework will reinforce and provide practice for the learning that has most recently occurred in the classroom.

All homework assignments are communicated to parents in advance through a weekly parent communication newsletter and through email. The communication newsletter and any accompanying homework support materials are uploaded in the Fedena Parent Portal each Thursday for the following week.

Tutors & Communication

Under no circumstances may a tutor serve as a parent representative for staff communication purposes. All conversations relating to a student's personal or academic progress will only be discussed with the student's parent.

Technology

Mobile Phones, Cameras, or Other Electronic Devices

Mobile phones, smart watches, cameras and all other electronic devices except the school authorized gadgets / devices for classroom use are strictly prohibited. These items distract from the learning environment and could potentially violate the privacy of other students. The Ministry of Education has also provided clear guidance on the use of mobile phones inside the school building.

The following consequences are in place to address the use of mobile phones, smart watches, cameras, and all other electronic devices in the school building or on the school grounds.

All electronic devices being used in the school building or on the school grounds are immediately confiscated, brought to the office, and placed in a safe place. The confiscation includes SIM and other memory cards.

- **First Offense / First Semester:** The electronic item is confiscated and kept in the school safe until the end of the first semester. At the end of the semester the parent may come to school to retrieve the electronic item.
- **Reoccurring Offense / Second Semester:** The electronic item is confiscated and kept in the school safe until the end of the school year. At the end of the school year the parent may come to school to retrieve the electronic item.

If brought to school, AAIS assumes no responsibility for replacing these items. Parents who need to urgently contact their son/daughter during the school day may call the school co-ordinator. For valid and important reasons, students who need to contact a parent during the school day may call from the office.

Fedena Parent Portal

During the 2018/19 academic year, School will continue to use Fedena as our student information portal for attendance, grading, discipline, report cards and parent communication. This will allow parents to access a 'one-stop-shop' for student information. Additionally, this platform is used for homework information, parent communication, digital resource sharing from teachers to students, and much more.

Several 'Parent Information' meetings will be held throughout the year to assist parents' orientation and understanding of the Fedena Parent Portal. It is expected that parents log on to Fedena on a regular basis to check for new notices and messages from School staff.

Assessment

Assessment takes on many forms such as diagnostic, formative, summative, and benchmark. AAIS expects teachers to utilize all forms of assessment, but ongoing, formative assessment is one of the best tools to use in the classroom. This allows the teacher to assess student proficiency of the standards and the effectiveness of instruction. Ongoing, formative assessment provides teachers with information about student progress and allows them to adjust to instruction and student grouping.

Standards-based Curriculum

AAIS uses the Cambridge Common Core Standards for English Language Arts, Mathematics, and Science with supporting frameworks for Social Studies and Art. These standards are a progression of expectations and provide clear targets for teaching, learning, and assessment.

This means that AAIS delivers a standards-based program using a variety of teaching resources designed to meet a student's individual learning needs. AAIS teachers spend ample time designing scope and sequences, unit plans and daily/weekly lesson plans.

The school purchases textbooks along with many other resources to support student learning. Some textbooks are given to students to use and keep; other textbooks may be issued to students and collected at the end of the school year; and some are kept as class sets. Every effort is made to be resourceful and to use new and exciting materials for teaching and learning.

Ongoing Assessment

Teachers use various and continuous assessment throughout each quarter and the school year to guide instruction and determine student progress. For guiding instruction, AAIS teachers:

- Use diagnostic, formative, and summative assessments.
- Communicate learning expectations to students in advance.
- Provide students with opportunities to learn how to assess their own work and to set goals for improvement.
- Offer students examples / models to assist them in understanding how to achieve excellence.
- Deliver on-going and descriptive student feedback to assist them with establishing improvement goals.

Continuous assessment tools include but are not limited to:

- Teacher observation
- Class discussion
- Student portfolios
- Class activities
- Individual Projects
- Team Projects
- Oral and written quizzes
- Assessments for learning

Grading & Gradebook

The purpose of grading is to show student progress towards the proficiency of the standards. All teachers use Fedena to create a gradebook and to keep an accurate record of grades.

Grading Scale		
Grade	Numerical Equivalent	Description
A+	85% and above	Excellent
A	75% to 84%	Very Good
B+	65% to 74%	Good
B	55% to 64%	Very Fair
C+	45% to 54%	Fair
C	40% to 44%	Passing Marks
D	0% to 39%	Unsatisfactory

Report Cards

The purpose of a report card is to indicate student progress. Report Cards are a summary of all data entered in the Fedena gradebook. Kindergarten through Grade 12 report cards are prepared and generated through Fedena and then distributed to students/parents each quarter (Quarter 2, 3 & 4 for kindergarten) on designated days.

If parents have questions or concerns about student grades at any point during the school year, they may contact the school at any time to arrange a meeting with their child's teacher. Additionally, throughout the year, parents are invited to school to attend a Back-to-School Night and parent/teacher conferences. These are critical opportunities for parents to learn about the academic, social, and emotional progress of their child/ren, to ask questions, and to express any concerns.

If an outstanding fine exists, the report card is held until the fine is paid in full. Parents with unpaid school fees also have the report card withheld.

CURRICULUM, EXAMINATION & PARENT COMMUNICATION

The curriculum is framed to prepare the students to take the IGCSE examination. Our school holds student pass percentage of 100% in the exams conducted by the British Council.

Lower Kindergarten

- English: (Alphabets / phonics) Reading and writing
- Mathematics: (Numbers recognition, counting, writing, comparisons and patterns)
- Theology
- General knowledge
- Art and Drawing: (tracing, coloring, cutting, painting and pasting)
- Music

Upper kindergarten

- First Language (English)
- Second Language (Hindi/ Urdu/ Bangla/ Arabic)
- Science
- Mathematics
- Drawing
- Craft

Primary (Core subjects)

- First Language (English)
- Second Language (Hindi/ Urdu/ Bangla/ Arabic)
- Mathematics
- Science

Primary (Subsidiaries)

- Islamic studies/ Moral science
- Drawing / Craft
- Computer Science
- Saudi Arabian Culture

Middle school (Core subjects)

- First Language (English)
- Second Language (Hindi/ Urdu/ Bangla/ Arabic)
- Mathematics
- Science
- Social studies (World History & Geography)

Middle school (Subsidiaries)

- Islamic studies, (Theology)
- Computer Science
- Drawing/ Craft
- Saudi Arabian Culture
 1. History
 2. Geography of Saudi Arabia

The examinations are conducted on a semester pattern.

1st Term:

The first term comprises

- 1st Unit test
- Half- Yearly Examination

2nd Term:

The second term comprises

- 2nd Unit test
- Annual Examination

Progress report is issued to the student after the evaluation of examination papers.

The parent can fix an appointment with the respective class teacher on Thursday to discuss the progress of their child.

Academic Honesty

Rationale The program of studies at School offers a quality education that not only ensures knowledge, but also cultivates the virtues of honesty, courtesy, and perseverance. Of these virtues, honesty is perhaps of greatest importance, for it is personal integrity that will influence and finally determine many of our actions and beliefs.

To help advance the development of such values, AAIS expects students to uphold and reinforce values that are central to the school's educational philosophy. AAIS regards acts of academic dishonesty as a serious violation of the community's trust.

Academic Misconduct Definitions Plagiarism

Submitting words or ideas that are not your own without acknowledging the original author. This includes copying another student's paper, report, lab book, or assignment in whole or in part and submitting it as your own to a teacher or examiner. A superficial change of wording, structure, or conclusion is not sufficient to turn aside the charge of plagiarism.

Collusion

Permitting another student to submit your paper, report, lab book, or assignment in whole or in part as his/her own work, either to a teacher or an outside examiner. This includes permitting another student to copy your work, and failure to report that malpractice of which you are aware to either a teacher or an administrator in the school. A superficial change of wording or structure or conclusion is not sufficient to turn aside the charge of collusion.

Examination and Test Dishonesty

Using cheat sheets or other prohibited items during either a class examination or an external examination; looking at another student's paper during either a class examination or an external examination; providing another student either at AAIS or elsewhere with questions or answers from an examination you have taken,

and the other student has not; exchanging old or current exam papers, reports, notebooks, etc. without your teacher's express permission.

Theft

Stealing notes, notebooks, reports, lab books, or other work from other students to use as your own or to transmit to any other user.

Promoting Academic Honesty

Academic dishonesty is often the result of carelessness when completing assignments and/or pressure on students to achieve high grades. Using another person's work (written or visual) is an acceptable academic practice if proper acknowledgement and credit is given and if your intent is to add support and/or credibility to your ideas. Cheating, or any attempt by a student to complete an examination or assessment by unfair means, however, is an unacceptable practice and is not tolerated at AAIS.

To avoid being accused of academic dishonesty when using another person's work, you must always acknowledge exactly what, where and how the outside work is used. If you require any help or assistance with the process of maintaining academic honesty in your work, please ask the teacher for assistance.

Extra-Curricular Activities

After School Activities

After school activities take place after the school day ends, generally from 2:00 p.m. – 3:00 p.m. These activities are offered on Sundays, Mondays, or Tuesdays and provide the opportunity for students to extend or reinforce the curriculum offered in the school.

For up-to-date and specific after-school activity information offered at one of the AAIS building sites, kindly refer to the postings on Fedena.

Healthy Eating

Healthy eating promotes optimal learning. Therefore, it is highly recommended that students come to school after having a healthy and filling breakfast. During the school day, students have designated breaks where they have an opportunity to eat.

AAIS follows a healthy food policy where students are encouraged to eat a range of healthy foods either brought from home or purchased from the school canteen. High sugar and fatty foods such as cakes, biscuits, crisps, and sweets are not permitted on the school campus.

Hydration

Due to the extreme heat in Giza, it is important that our students keep hydrated and drink plenty of water throughout the day. Students should bring a labeled water bottle to school every day and keep this with them during lessons and break times. The use of plastic/paper cups will be limited as we want to encourage students to refill their water bottles, which promotes sustaining a healthy environment.

Birthday Celebrations

Due to loss of instructional time, individual celebrations for each student's birthday is prohibited. All parties, cakes and special celebrations for individual birthdays must take place outside of the school day. Therefore, please do not bring food items to school to be handed out in celebration of your child's birthday; this includes break time. Additionally, please do not ask the classroom teachers to distribute party invitations. Invitations must be distributed outside of school.

Food from Outside Vendors

School provides an on-site canteen, which offers a variety of food choices for students. Additionally, students may choose to bring a healthy breakfast or lunch snack from home. Under no circumstances are students allowed to bring outside vendor food such as Starbucks, McDonalds, Five Guys, etc. onto the school campus grounds. If such items are brought to school, they will be confiscated at the school security gates or before entering any school building.

The only exception to the policy relates to school-based activities or celebration days. If such activities or celebrations are held in or around the school, students and parents will be informed prior to the event.

School Clinic

School prides itself in taking the utmost care of students while under our supervision and care. The School Clinic responsibilities include, administering first aid, treating minor ailments, providing health education, maintaining health records, updating vaccinations and medical information, and coordinating efforts with the Saudi Ministry of Health.

To provide appropriate care, kindly inform the school immediately of any change in telephone number. This will enable us to contact a parent or guardian in the event of sickness or accident. In the event of both parents being out of the country, an alternative contact number must be left with the school office.

If a student feels unwell during the school day, he/she may be referred to the school clinic by their teacher and then are escorted or sent to the clinic. Once the school clinic incharge has assessed the student, he/she will either:

- Send student back to class if deemed well enough to do so
- Contact the parent to collect the student from school
- In emergency situations, the student may be taken directly to the hospital by a staff member

Medical Concerns

If a student has any ongoing medical issue or is required to take medication during the school day, kindly communicate this information to the school administration or class teacher.

- The School Clinic staff will administer all medication. Students are not permitted to keep medications with them. The only exceptions are personal inhalers to prevent/treat asthma attacks and an EpiPen for a student with a life-threatening allergy.

When to Keep Your Child at Home

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover. It is recommended to keep your child at home for the following reasons:

- Vomiting and/or diarrhea: A child with either of these symptoms should stay at home and return to school only after being symptom-free for 12 hours.
- A temperature of 38c/100f and above: Even if the temperature has been reduced with medication please keep your child at home until he/she has been fever-free for 12 hours.
- Conjunctivitis: Following a diagnosis of conjunctivitis (also known as “pink eye”), a child may return to school 12 hours after the first dose of prescribed medicine.
- Common infectious diseases such as rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school clinic in charge has seen your child before returning to the classroom.

CRISIS MANAGEMENT PLAN

How to react fire alarm at school

1. Know what your fire alarm sound like. If it is a siren, or its sounds like a smoke detector, you should easily be able to tell the different between your school bell and alarm. If it is a bell you use, make sure you know what signal it is.
2. Make sure your school has fire drills. It is against the law to not have drills in your school every year, so you should abide by them, or if your school does not have fire drills, request one immediately.
3. Once you hear the alarm, evacuate as soon as possible! Do not collect anything! Stop whatever you are doing and get out and stay out!
4. If you get lost, follow anyone else. You may follow them to your exit.
5. If you discover a fire, raise the alarm. Either set off the alarm (most fire alarm are activated by breaking a thin glass panel) or tell any member of staff. Remember to get out and stay out!
6. If you get caught up with the smoke, get down low, and crawl. If it is crowded, you shout squat, just in case you get trampled on. Remember to go fast!
7. Do not hide, although, it is a natural instinct to hide, do not
8. Once outside, follow all instructions. Your teacher will tell you what to do.
9. If there is a risk of explosion, get as far away from the building as possible and face away at all times.

As soon as possible, call your local fire department.

If it is safe to go back inside, listen for your school bell. Then follow everyone back inside.

Know your fire exit.

Emergency Response

1. It is your responsibility to read safety and fire alarm posters and follow the instructions during an emergency.
2. Know the location of the fire extinguisher, eye wash, and safety shower in your lab and know how to use them.
3. Notify your instructor immediately after any injury, fire or explosion, or spill.

4. Know the building evacuation procedures.

Fire procedures

If your smoke detector goes off or you see a fire:

- Remain calm and get out.
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Drop to the floor to avoid smoke and fumes. Crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
- Call Emergency number 998.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.

Emergency Evacuation Procedures:

A number of drills will be held throughout the year so that we are properly prepared and trained in case of emergency. Notification of drills may be given in a variety of forms such as teacher notification, bell notification or direct contact. All drills are to be accomplished in a quiet, orderly, serious manner. All students and all members of staff are expected to evaluate to their designated locations. Students are to be instructed to remain quiet and to proceed in a single line through all passages and stairways.

Each room will be assigned a designated assembly area and teachers should immediately check attendance when they arrive at the location. It is suggested that students remain perfectly quiet. This is necessary to communicate directions in the event of an actual emergency. The last person out of the classroom should close the classroom door when appropriate.

Students are not to go to their room or to leave their class group during any emergency evaluation drill. Return to class will be signaled by bell or direct administrative contact.

Teachers are to display in their rooms the most up to date emergency evacuation procedures.

When the evacuation alarm goes off:

Announce to your students that they must be silent during the drill. If there is no exit map in the classroom, proceed to the nearest exit, and out on to the field. All students and personnel must be familiar with the exit plan from any room they use. Teachers should turn off lights before evacuating the classroom.

Evacuating the class

- Teachers will see that students walk in an orderly fashion and maintain silence throughout the drill. Teaching staff will resort to the field and check in with the appropriate person. Each teacher will escort students to the field.
- If there are seriously injured students. The teacher needs to alert school physician immediately.
- If the alarm is sounded during break time, all available personnel will assist to ensure that students walk in a safe, orderly manner to the field.
- Students and teachers may only take what are personal belongings they have on them such as wallet.
- Under no circumstances is anyone allowed to go to his classroom to retrieve anything there are absolutely no exceptions to this rule.

- Key personnel will be assigned to check bathrooms, classrooms and isolated areas.
- All other personnel must resort to the field to await further instructions.
- Teachers must enforce silence during this time and the students must remain in line until the drill has concluded.
- Students who are in the restroom or hallway should not return to their classroom, but rather join with the nearest class and make their way to the field.
- Once they reach the field, the student must notify the nearest teacher who will help them to their proper class teacher for attendance purposes.

Assembling on the field:

All teachers are responsible for bringing the classes they teach to the field at the time of the alarm. Teachers must escort students to the field to record attendance.

LABORATORY SAFETY RULES

Common Sense

Good common sense is needed for safety in a laboratory. It is expected that each student will work in a responsible manner and exercise good judgement and common sense. If at any time you are not sure how to handle a particular situation, ask your Teaching Assistant or Instructor for advice. **DO NOT TOUCH ANYTHING WITH WHICH YOU ARE NOT COMPLETELY FAMILIAR!!!** It is always better to ask questions than to risk harm to yourself or damage to the equipment.

Personal and General laboratory safety

1. Never eat, drink, or smoke while working in the laboratory.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and approved as a user by your supervisor.
4. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
5. Wear gloves when using any hazardous or toxic agent.
6. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses. Shorts and sandals should not be worn in the lab at any time. Shoes are required when working in the machine shops.
7. If you have long hair or loose clothes, make sure it is tied back or confined.
8. Keep the work area clear of all materials except those needed for your work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment, that requires air flow or ventilation to prevent overheating.
9. Disposal - Students are responsible for the proper disposal of used material if any in appropriate containers.
10. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your lab assistant or tutor. Never try to fix the problem yourself because you could harm yourself

and others.

11. If leaving a lab unattended, turn off all ignition sources and lock the doors.
12. Never pipette anything by mouth.
13. Clean up your work area before leaving.
14. Wash hands before leaving the lab and before eating.

SCHOOL LIBRARY

Library Policies

The Library is open to all students throughout the school day. Primary classes come on a scheduled basis to check out books, do research, or just read and browse. Individual students can visit the library during breaks or after school hours. Students can check out a library book for a one-week period. Books can be returned at any time and rechecked as needed. Students are responsible for the books they check-out. Damaged or lost materials must be paid for at their current replacement value; if they are slightly damaged, a damage fee will be assessed.

Library Rules

The Library is a center for learning and recreational reading. The library houses a collection of materials in various formats such as books, periodicals, general reference books. Audio books, videos, and DVDs. Materials are available in multiple languages.

- Read or research quietly. Do not disturb others who are reading.
- Chatting, eating and drinking are not allowed in the library.
- Return books to the proper place.
- Clean up the workspace before you leave: push the chairs in and do not leave any mess on the tables.
- Computers are for research purposes.

Library Hours

7:30 am to 1:30 pm from Sunday to Thursday

Closed during Fridays, Saturdays and School Holidays

2018-2019 ACADEMIC CALENDAR

2018-19 First Semester	
School reopens	Sunday, September 22, 2018
National day	Sunday, September 23, 2018
Unit Test I for Grade III - X	Sunday, October 14, 2018
Children Day	Monday, November 20, 2018
Disable Day	Sunday, December 02, 2018
Sports Day (Juniors + Girls)	Friday, December 07, 2018
Arabic Language Day	Tuesday, December 18, 2018
Term Examination III - X	Sunday, December 16, 2018
School Holidays	Friday, December 28, 2018
2018-19, 2nd Semester	
School reopens	Sunday, January 06, 2019
Illiteracy Day	Tuesday, January 08, 2019
Sports Day (Boys section)	Friday, January 25, 2019
Unit Test II for Grade III - X	Sunday, February 17, 2019
Civil Defense Day.	March 01, 2019
Art and Science Exhibition	March 06, 2019
World Autism day	April 02, 2019
Annual Examination for LKG, UKG, I and II	Sunday, April 14, 2019
Annual Examination for III – X	Sunday, April 21, 2019

Appendix

2018-19 AAIS Handbook ACKNOWLEDGEMENT FORM

AAIS is among the best in the Kingdom of Saudi Arabia. This is because we work as a team with students, parents, staff, and the greater community to provide the best educational experience for our students. As a AAIS student, you are a significant member of this team. Your cooperation shows in many ways.

- You take responsibility for your behavior.
- You help create a positive learning environment and school climate.
- You take pride in your school.
- You contribute to the effectiveness of your school.

We know this and are proud of you. With your help, AAIS will continue to excel. Therefore, as part of your school responsibility, you and your parent are required to sign and date this form.

STUDENTS

I have received a copy (website) of the AAIS 2018-2019 Parent/Student Handbook. The handbook was reviewed and explained to me. I was given an opportunity to ask questions. I have read and understand the Student Code of Conduct listed in the handbook and the consequences for offenses.

I understand the ICT Acceptable Use Policy for Students. I was informed that I may meet individually with my vice principal to discuss the handbook in more detail.

Student Name (Printed): _____

Student Signature: _____ Date: _____

PARENTS

I have read and discussed the Parent/Student Handbook with my child. I have also reviewed the ICT Acceptable Use Policy with my child.

By signing here, I as the parent/guardian, acknowledge the importance of the above being adhered to by my son/daughter.

I understand the Marketing/Photo Permission option. I was informed that I have the choice to have my child participate in marketing / photo opportunities. By completing and returning the Marketing / Photo Permission form, I allow my child to participate.

Parent Name (Printed): _____

Parent Signature: _____ Date: _____

Marketing / Photograph Permission

Dear Parent,

As part of Ajyal Al Maarefah International & Private School's (AAIS) goal to provide up-to-date promotional publications, we are always creating new school materials. To do this, we need images of AAIS students engaged in various school activities. The images may be used for future publications, advertisements, social media, and on the school website, as well as for large signage around the campus.

Although we cannot guarantee that your child/children will always be used in our promotional publications, we would like to include as many students as possible. If you are happy for your child to participate in this project, please complete the form below and return it to the administration secretary of your school by October 1, 2019.

Thank you,

Administrative Principal AAIS

Student Name: _____

Grade: _____

Gender: _____

Additional Children (parent preference):

I _____ the undersigned, in my capacity as the legal guardian of my child (children) hereby grant permission for School to use photos or electronic images of my child/children in their internal and external promotional publications. I understand that when photos for this purpose are taken, my child may be involved.

Parent Name (Printed): _____

Parent Signature: _____

Date: _____