

**STUDENT – PARENT
HANDBOOK**

Dear Student and Parent/Guardian

The student–parent handbook is an important reference tool. We ask that you begin the school year by reading it thoroughly in order to understand school. Adherence to the regulations and provisions contained in the handbook is considered to be a contract between the student and his/her parents, and the school.

We insist that both students and parents read the handbook from cover to cover during the first week of the school year. This requirement serves several purposes. Firstly, a basic familiarity with the school structure and regulation is important early in the school year. Secondly, policies are enforced from the first day of school to the last, and students and their parents are expected to be familiar with them. Finally, the school pays great attention to students' behavior and discipline.

Unfortunately, sometimes disciplinary situations may arise from the student and/or his/her parents due to their unfamiliarity with a particular policy. Ideally, such undesirable violations can be avoided by having a thorough understanding of the school policies. Changes in policies that affect the Student-Parent handbook provisions and regulations will be made available to students and parents through the school website.

Supervisors will give students a deadline by which they and their parents must read the Student-Parent Handbook. After reading, please sign in the appropriate place and return the signature page to the supervisor by the assigned deadline.

We wish you a great school year.

School Management

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OVERVIEW OF THE SCHOOL

GENERAL INFORMATION

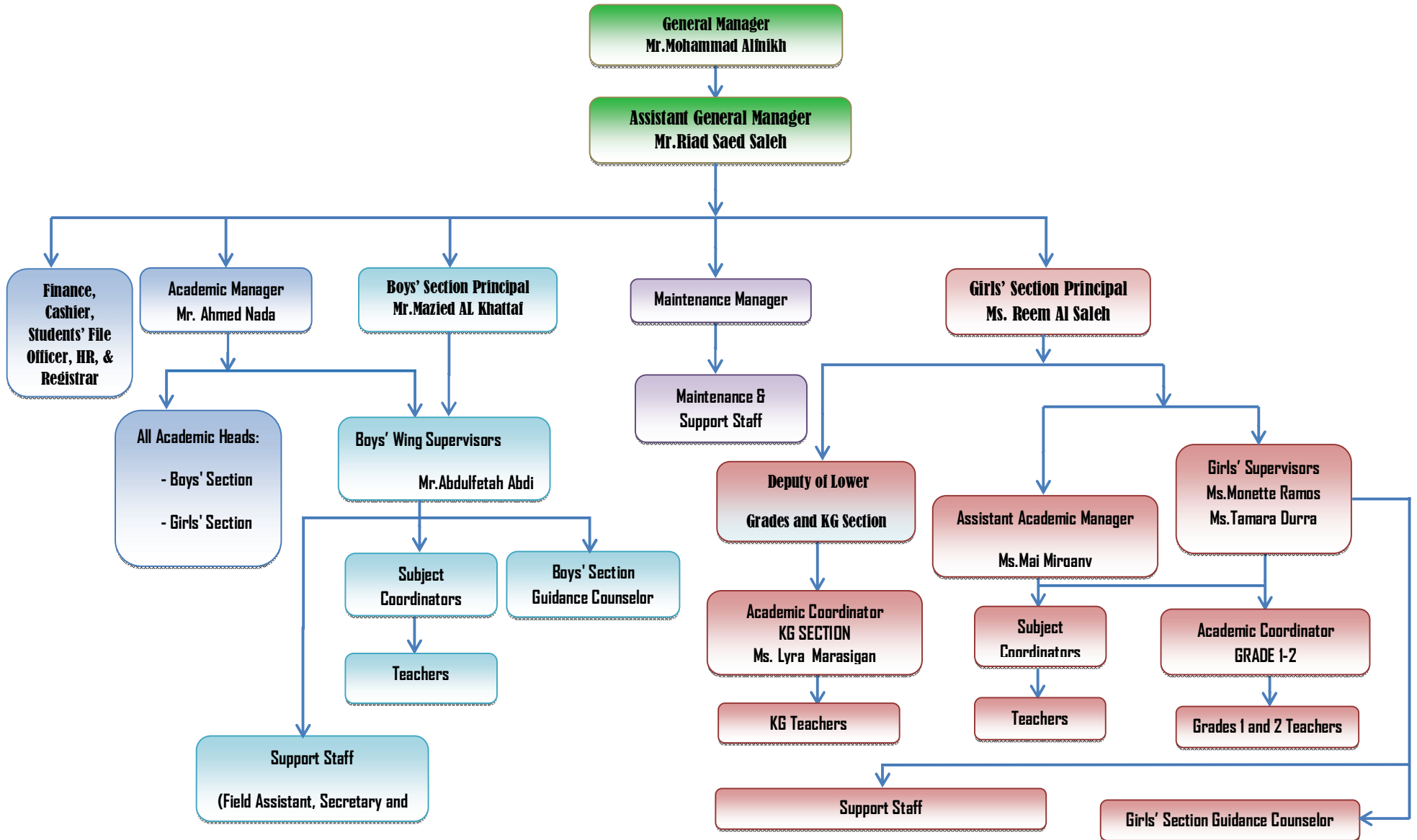
Located in the center of Riyadh city, Al Noor International School is considered one of the oldest international schools in Riyadh. The school was accredited and recognized by its current name by the Saudi Ministry of Education – Foreign Education Division on the 6th of June, 1998. However, this educational institution was previously functioning under the name of Beacon Hall Academy.

SECTION	LEVELS OFFERED
NSY/KG	<ul style="list-style-type: none">• NSY• KG 1• KG 2• KG 3
BOYS	<ul style="list-style-type: none">• Grade 1 – Grade 12
GIRLS	<ul style="list-style-type: none">• Grade 1 – Grade 12

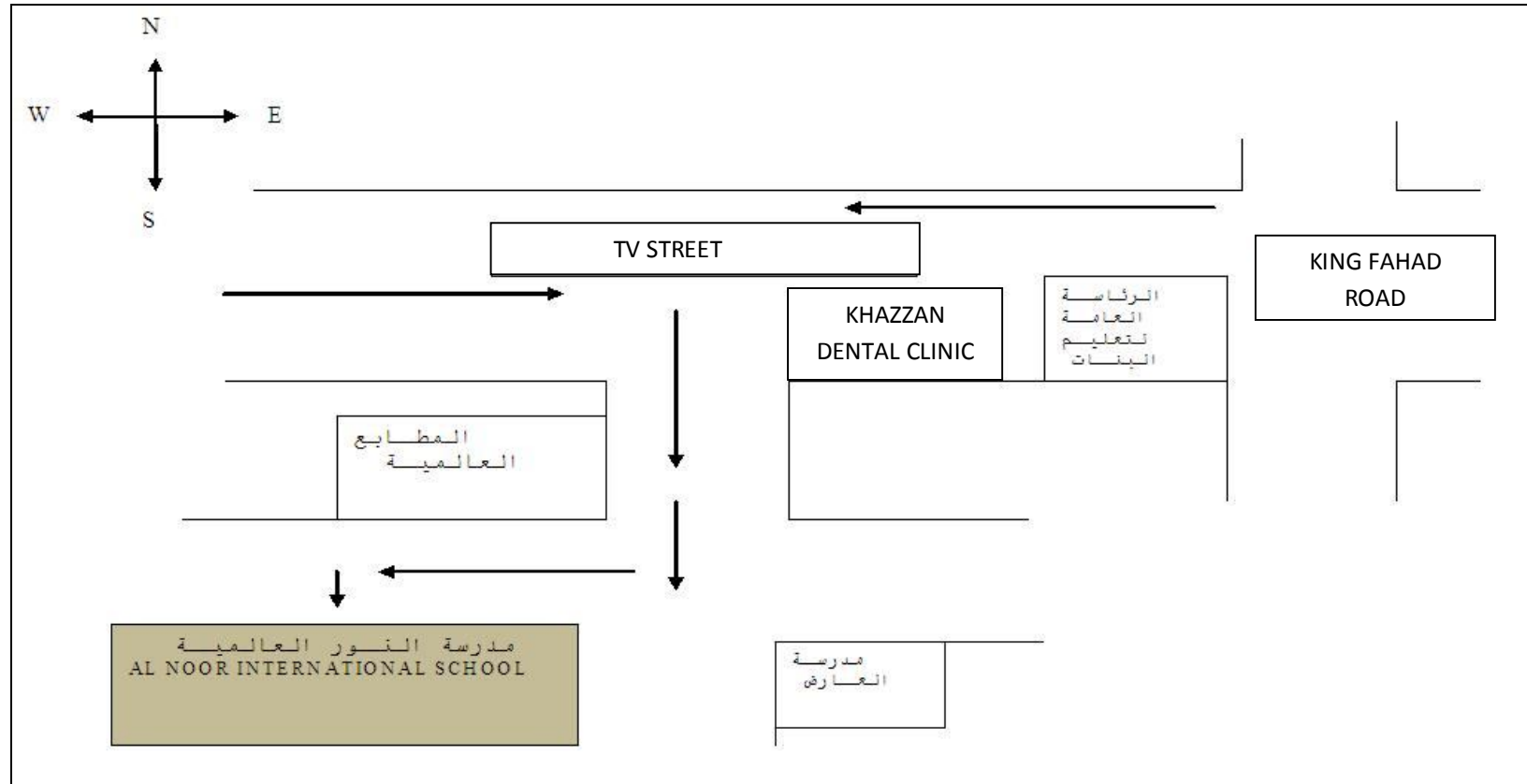
Each section is supervised independently, and all sections are administered by a single management. With an area over 8000 m², and a separate school for NSY/KG section the school easily provides all the facilities and play grounds.

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

ORGANIZATIONAL CHART



SCHOOL LOCATION MAP



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.

What does accreditation mean to me as a parent?

A school's commitment to accreditation assures parents and the community that the school is focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation. An accredited school adheres to high quality standards based on the latest research and successful professional practices.

AdvancED

AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services.

AdvancED creates the world's largest education community representing 36,000 educational institutions across the United States and in 70 countries worldwide.

NCA CASI, NWAC, and SACS CASI schools share a unified, clear and powerful accreditation process designed to help schools continuously improve.

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.advanc-ed.org>

PARENT INFORMATION

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 diary daily 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 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 – TEACHERS ASSOCIATION (PTA)

The Parents – Teachers Association endeavors to facilitate communication among members of Al Noor International School to represent the views of parents to the school; to provide a forum for sharing information among parents and between the school and parents; and to assist in planning non-academic programs and activities for students and parents.

ELECTING THE PTA MEMBERS

The members of the PTA are elected by the school management. The management will strive to select qualified members. This process has a tremendous influence on the future of the PTA and because this association will deal with sensitive issues; deliberations of the election process are kept confidential.

PTA MEMBERS SELECTION CRITERIA

Becoming a member of the PTA is an honor and a privilege. The school management considers the following when selecting the members of the PTA:

1. Merit and ability.
2. Willingness to devote adequate time to the responsibilities involved.
3. Sound judgment and skill in evaluating situations.
4. Tactfulness, discreetness and integrity.
5. Trustworthiness and confidentiality.
6. Willingness to give PTA priority and commitment including attendance at meetings.
7. Fairness and objectiveness and concern for the wellbeing and interests of the PTA.
8. Knowledgeability on the importance of effective teamwork.

PTA RESPONSIBILITIES

The PTA is concerned with all aspects of the institution. The PTA is required to submit progress reports and recommendations to the school management. PTA members meet to discuss activities, events, problems and procedures. PTA addresses issues that are important to parents and the school.

Parent members should be ready and willing to help implement school improvement programs. PTA is expected to improve communication. Frequently, one of a PTA's responsibilities is coordinating the production of a school newsletter and information fliers, keeping the entire school community informed of current events, issues, and accomplishments. PTA is also expected to discover new fund raising channels.

PTA's Chairman

PTA chairman is selected by the members of the PTA through voting. The PTA's chairman is expected to:

1. Accept the position and contribute intelligently to discussions.
2. Participate constructively at meetings.
3. Know and adhere to PTA philosophy, principles and policies.
4. Become well informed in all areas of PTA programs.
5. Meet deadlines and fulfill assignments promptly.
6. Develop and strengthen leadership.
7. Learn to delegate instead of doing it all.
8. Attend conferences, workshops and conventions.
9. Keep an accurate record of each meeting.
10. Notify members of meetings.

DECISION MAKING PROCESS (VOICE VOTE)

All PTA members have the same voting privileges. If another vote is necessary to break a deadlock, the chairman's vote shall be doubled on identical basis to achieve a single decision.

PARENTS GENERAL GUIDELINES

1. Parents should inform us when their sons/daughters are suffering from any problems outside the school campus that can degrade their performance.
2. Parents should contact the school management or sections' supervisors when they have queries or problems and avoid interacting with the teachers directly without the management's 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, stationeries, 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. Parents should refrain from shouting, yelling, insulting or physically offending any member of the school as doing so 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.
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. Parents are not allowed to advance or delay exams for unacceptable reasons.
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

GENERAL GUIDELINES

1. The school fees are semester based and not monthly.
2. In case payment is made on installment basis, each installment must be paid on the date described by each payment plan.
3. The payment plan is automatically changed to Two Installments Plan when parents fail to fulfill the requirements of their chosen payment plan.
4. Promoted students must pay first installment and buy the books on or before the first day of the school year.
5. A student must complete the payment of his fees even if he/she is absent or stopped coming to school.
6. A student's entry will be removed from the school's record if he/she has been absent for continuous 30 days without prior notice. As a result, the school will cancel the whole semester as well.
7. The school will deal with a student who has been absent for continuous 30 days as a new student and must pay new admission fees.
8. If a student fails to pay the due fees for a period that exceeds 30 days, the school has the right to suspend the student until he/she settles his/her fees for the whole semester and the school will cancel the installment privilege given to the student.
9. Payments made to the school are non-refundable.
10. The school will not conduct monthly or final examinations to any student until due payments are settled.
11. Students who have brothers and sisters with due payments may face some procedures which may distract their educational progress and school activities.
12. The student must settle the fees of the whole semester before withdrawing his file.
13. The School prohibits the use of illegally reproduced books (photocopied books) or books that are bought from other sources than the school. The school reserves the right to prevent any student from attending classes if he/she violates this item.
14. The school does not allow sharing of books among students, including related students.
15. Books must be bought from the school only. All students must secure all the school books before entering the classrooms.
16. Books are sold in package basis only.
17. Purchased books cannot be returned.

ADMISSION AND WITHDRAWAL POLICIES

AGE REQUIREMENTS

A student entering Al Noor 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.

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 from 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 of Education
- Ministry of Foreign Affairs
- The Saudi Embassy

To complete the admission process, school fees must be paid and all books must be bought. Students of Al Noor International School and new students 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

NSY/ KG AND GIRLS' WING BELL SCHEDULE

KG1/KG2 Section		KG 3 Section		Grade 1 – 3		Grade 4 – 12	
EVENT	SCHEDULE	EVENT	SCHEDULE	EVENT	SCHEDULE	EVENT	SCHEDULE
Assembly	6:30 – 6:45	Assembly	6:30 – 6:45	Assembly	6:30 – 6:45	Assembly	6:30 – 6:45
1 st	6:45 – 7:25	1 st	6:45 – 7:25	1 st	6:45 – 7:25	1 st	6:45 – 7:25
2 nd	7:25 – 8:05	2 nd	7:25 – 8:05	2 nd	7:25 – 8:05	2 nd	7:25 – 8:05
BREAK	8:05 – 8:35	3 rd	8:05 – 8:45	3 rd	8:05 – 8:45	3 rd	8:05 – 8:45
3 rd	8:35 – 9:15	BREAK	8:45 – 9:15	BREAK	8:45 – 9:10	4 th	8:45 – 9:25
4 th	9:15 – 9:55	4 th	9:15 – 9:55	4 th	9:10 – 9:50	BREAK	9:25 – 9:55
5 th	9:55 – 10:35	5 th	9:55 – 10:35	5 th	9:50 – 10:30	5 th	9:55 – 10:35
6 th	10:35 – 11:15	6 th	10:35 – 11:15	6 th	10:30 – 11:10	6 th	10:35 – 11:15
				7 th	11:10 – 11:50	7 th	11:15 – 11:55
				8 th	11:50 – 12:30	8 th	11:55 – 12:35
				SALAH BREAK	12:30 – 12:45	SALAH BREAK	12:35 – 12:45

GRADE 1 – 12 BOYS BELL SCHEDULE

Grade 1 – 2		Grade 3 – 6		Grade 7 – 12	
EVENT	SCHEDULE	EVENT	SCHEDULE	EVENT	SCHEDULE
Assembly	6:30 – 6:45	Assembly	6:30 – 6:45	Assembly	6:30 – 6:45
1 st	6:45 – 7:25	1 st	6:45 – 7:30	1 st	6:45 – 7:30
2 nd	7:25 – 8:05	2 nd	7:30 – 8:15	2 nd	7:30 – 8:15
3 rd	8:05 – 8:45	3 rd	8:15 – 9:00	3 rd	8:15 – 9:00
BREAK	8:45 – 9:15	BREAK	9:00 – 9:20	4 th	9:00 – 9:45
4 th	9:15 – 9:55	4 th	9:20 – 10:05	BREAK	9:45 – 10:05
5 th	9:55 – 10:35	5 th	10:05 – 10:55	5 th	10:05 – 10:50
6 th	10:35 – 11:15	6 th	10:55 – 11:35	6 th	10:50 – 11:35
7 th	11:15 – 11:55	SALAH BREAK	11:35 – 12:00	7 th	11:35 – 12:20
8 th	11:55 – 12:35	7 th	12:00 – 12:45	SALAH BREAK	12:20 – 12:45
SALAH BREAK	12:35 – 12:45				

EARLY DISMISSAL

A student must bring a **written** notice 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, a 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, with the section supervisor's permission, 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

Al Noor International School offers a comprehensive and structured curriculum providing necessary skills for college and work force. The school's curriculum for 2018 – 2019 school year adopts California's Common Core Standards and Next Generation Science Standards, specifically in the areas of Mathematics, Science and English – Language Arts.

Al Noor International 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

Al Noor 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. 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 attend 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 Al Noor 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.

WEEKLY PLAN

Every week, the school provides all grade levels 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 and weekly quizzes. 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. Weekly plans are available on the school website www.alnoor.edu.sa

MAJOR EXAMS

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

1. Midterm Exam
2. Final Exam

A student must clear his/her due balance in order to take either exam. The school issues a report card, after each major exam. All parents can access the report card of their sons/daughters on the school website by signing in using personal user name and password given by the school.

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 either Mathematics or English only. Failure to pass the make-up exams will result in detaining the student.

GRADING POLICY

The entire Academic Year is divided into 4 quarters. Computation Matrix is as follows:

First Term							
1st Quarter	Quarter Exam	Quizzes	Class Participation	Homework	Behavior	Project	Total
	40%	20%	15%	10%	10%	5%	100%
2nd Quarter	Quarter Exam	Quizzes	Class Participation	Homework	Behavior	Project	Total
	40%	20%	15%	10%	10%	5%	100%
1st Term Grade					1st Q +2nd Q /2=1st Term Grade (50% of the Final Grade)		
Second Term							
3rd Quarter	Quarter Exam	Quizzes	Class Participation	Homework	Behavior	Project	Total
	40%	20%	15%	10%	10%	5%	100%
4th Quarter	Quarter Exam	Quizzes	Class Participation	Homework	Behavior	Project	Total
	40%	20%	15%	10%	10%	5%	100%
2nd Term Grade					3rd Q +4th Q/2=2nd Term Grade (50% of the Final Grade)		
Final Grade				50% of 1st Term Grade + 50% 2nd Term Grade = Final Grade			

GRADES CONVERSION TABLE (*Number to Letter Grade Conversion*)

97-100 = A+	87-90= B+	77-80= C+	67-70 = D+	< 60 = F
94-97 = A	83-87 = B	73-77 = C	63-67 = D	
90-94 = A-	80-83 = B-	70-73 = C-	60-63 = D-	

GRADE POINT AVERAGE (GPA)

The Grade Point Average is one way of summarizing a student's performance as a single number. In a broad sense, it is an average of the grades a student has achieved in all his/her subjects. Grade Point Averages are used as a way for educational institutions to compare the results of students from different schools.

The letter grades are mapped against a 4.0 scale. Each grade is assigned a numerical value ranging from 4.0 to 0.0, with 4.0 being the highest and 0.0 the lowest. The following table shows the conversion from letter grades to 4.0 scale numerical grades:

LETTER GRADE	EQUIVALENT ON 4.0 SCALE
A ⁺	4.0
A	4.0
A ⁻	4.0
B ⁺	3.83
B	3.63
B ⁻	3.33
C ⁺	2.83
C	2.63
C ⁻	2.00
D ⁺	1.83
D	1.63
D ⁻	1.33
F	1.00

A student GPA is calculated by totaling the value of the grades and then dividing by the number of grades. This result is an average that ranges between 1.00 and 4.0. With 4.0 being the highest and 1.00 the lowest.

ANTI GRADE INFLATION

Al Noor 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 they may serve as an early indication of any problem with your children. Thus, it is important that you become acquainted with your children's 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 12.

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 exam 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 Al Noor 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 to school 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, Al Noor 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.

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 inform 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 or Child Protection Officers. 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 Child Protection Committee which will include details of the incident(s), names of the individuals involved, and names of witnesses. All reports of harassment will remain confidential.

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, Al Noor International School first will 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

Ill 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 Al Noor International School must adhere to the school's uniform and grooming policies. If a student continues to fail 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.
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; they 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. Shorts must not be worn at all times.
9. See-through uniforms are not allowed.
10. 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.
11. Hats and hoods cannot be worn inside the classroom.
12. 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.
13. Shoes must be appropriate for schooling.
14. Shoes with high heels or wheels are strictly prohibited.
15. Colored contact lenses are not allowed.
16. Jewelry or accessories that are deemed noisy, distracting or unsafe may not be worn.
17. Male students are not permitted to wear earrings or any other objects in the ear.
18. 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-up must be light and 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 POLICY

The Library is a place for study and research. Students are encouraged to make positive use of the facilities. 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 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 Al Noor 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 are not allowed.
4. Handle books with care and maintain the library clean.

COMPUTER LABORATORIES POLICY

Computer Laboratories are places for study and research. Students are encouraged to make positive use of these facilities.

Students using the school Computer Laboratories should be aware that information stored or transmitted using school computers is 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.

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.

The school still needs a **written statement**, supported by all necessary documents from the parent or guardian within *two* (2) 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 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 documents the attendance of all students.
9. 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.

ATTENDANCE VIOLATIONS

VIOLATION	MARKS DEDUCTED
If a student misses the morning assembly for the third time.	Half a mark
If a student misses the first period for the third time.	1 mark
The student is absent.	1 mark for each violation
If a student is absent during the week preceding a holiday.	2 marks for each day
If a student is absent during the week that follows a holiday.	2 marks for each day
If a student is absent during the week preceding examinations.	2 marks 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. Verbal warning from the teacher for the second time. 3. The student writes an official probation paper to the section Supervisor and willingly accepts the consequences if he continues to violate the policies. 4. 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"> 5. 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"> 6. 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 neglect of home assignments.	1	
Leaving class too frequently or taking long time before returning to the classroom after a break is granted.	1	
Spacing out, sitting with back to instructor, or sitting inappropriately.	1	
Using any language other than English inside the classroom.		

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 quizzes 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 3 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.	10	

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	<p style="text-align: center;">Expulsion</p> <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.	