



2016 – 2017

# Student Handbook & Code of Conduct

Education Gate International School 2

*Our mission is to provide a safe and nurturing environment and a challenging curriculum so that students are inspired to become responsible and productive global citizens*

# Education Gate International School 2 – Student Handbook

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## Message from the Executive Principal

**Mona Wagih & Abdul Azeem Othman**

Executive Principals (Girls' and Boys' Sections)

Education Gate International School 2

4245 Zaid Al Khyr, Ar Rawdah,

Riyadh 13211 7806

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Dear Students and Parents,

Education Gate International School 2, Al Rawdah, is committed to providing a stimulating, safe and comfortable environment that is conducive to high levels of learning. In keeping with that goal, we have established clear policies and procedures that would ensure the safety and well-being of our students and staff. This Student Handbook and Code of Conduct 2016 – 2017 is provided for the purposes of notice and information to ensure a safe environment at EGIS2 that allows our students the greatest opportunity possible for their success. This publication contains information relevant to admissions and attendance, rights and responsibilities, student conduct, plus a wealth of other pertinent information for students and parents of all grade levels.

We want parents and students to have the confidence that our school affords a challenging and disciplined environment that supports growth and achievement. We have high expectations for ourselves and for our students. Most of these expectations are clearly spelled out in this handbook - these policies define high standards and expectations for appropriate student behavior.

This school year promises to be an exciting and meaningful one for our students, staff, parents and community members. We look forward to working with you to fulfil our mission: *'to provide a safe and nurturing environment through a challenging curriculum so that students are inspired to become responsible and productive global citizens'*.

Sincerely,

Executive Principals

## OUR VISION, MISSION & GOALS

### Vision

***Our vision is to ensure that every student is empowered to succeed in a rapidly-changing world through a stimulating curriculum.***

### Mission

***Our mission is to provide a safe and nurturing environment and a challenging curriculum so that students are inspired to become responsible and productive global citizens.***

### Goals

Our goal is to produce students who are well-trained to face the academic and intellectual challenges of a rapidly-changing world. We seek to produce ‘empowered learners’ – where empowerment is defined as “the process of creating intrinsic task motivation by providing an environment and tasks which increase one’s sense of self-efficacy and energy.” (Frymier, Shulman and Houser, pp. 182-3). We hope to achieve this by giving students learning experiences that meet their personal needs and by equipping them with tools they need in order to succeed. We hope to accomplish this by:

- ✓ clarifying expectations
- ✓ making learning meaningful
- ✓ supporting students’ efforts by identifying relevant resources
- ✓ celebrating their successes
- ✓ showing them how to learn from failures.

### Priorities

- to ensure a safe environment to our learners
- to continue to develop and improve the quality of teaching and learning across our school
- to prepare our students for today’s and tomorrow’s world with critical-thinking and problem-solving skills
- to enable our students to demonstrate leadership and collaborative skills and to anticipate and adapt to change
- to maintain an atmosphere where students respect others, embrace cultural diversity, and become responsible citizens

## **OUR COMMITMENT**

We are committed to providing a caring, safe and supportive learning environment where our students can achieve their fullest potential. This mission can only be accomplished in classrooms that are safe and orderly. Effective schools have rules and standards of behavior that are reasonable, understood by all, and consistently enforced. Such rules not only contribute to the overall learning environment, but they also help students learn to act responsibly. EGIS2 has a great concern for the safety of all students. In order to ensure that safety, the school board has adopted policies regarding safety and discipline. The purpose of this publication is to provide parents and students with an accessible copy of those school policies and student responsibilities.

The Student Handbook is a general reference guide only and is designed to be in harmony with school policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all school policies, procedures, or rules that may be applicable in a given circumstance.

Also, please be aware that the handbook is updated yearly, while school policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through memos or other communications. The school reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

### **Non-discrimination**

Be advised that all classroom instructional and extracurricular activities and opportunities in EGIS 2 are offered without regard to race, color, creed, national origin, religion, sex, age, or disability, or for any other reason not related to a student's individual capabilities.

### **Applicability of School Rules**

EGIS2 has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior - both on and off campus - and consequences for violation of these standards. The school has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the school amends the document for the purposes of summer instruction.

***If you or your child have questions about any of the material in this handbook, please contact the school administration.***

## Education Gate International School 2 - School Directory

Education Gate International School 2

Address: 4245 Zaid Al Khyr, Ar Rawdah, Riyadh 13211 7806

Phone: 011 237 1938

Hours: 6:30 a.m. to 1:00 p.m.

Website: [www.egis2.com](http://www.egis2.com)

Email: [info@egis2.com](mailto:info@egis2.com)

Ahmed Al Jelani

School Owner

[ahmed.aljelani@egis2.com](mailto:ahmed.aljelani@egis2.com)

### Girls' Section

Mona Wagih

Executive Principal

[mona.wagih@egis2.com](mailto:mona.wagih@egis2.com)

Amal Al Amari

Saudi Principal

[amal.alamary@egis2.com](mailto:amal.alamary@egis2.com)

### Boys' Section

Abdul Azeem Othman

Executive Principal

[abdulazeem.othman@egis2.com](mailto:abdulazeem.othman@egis2.com)

### Administrators

Sarah Siddiqui (girls' section)

Academic Coordinator

English Coordinator (gr 4 to 9)

[academic@egis2.com](mailto:academic@egis2.com)

Ibrahim Abdel Salam (boys' section)

Academic Coordinator

English Coordinator

[academic@egis2.com](mailto:academic@egis2.com)

Aida Odeh (girls' section)

Mahmoud Jameel (boys' section)

Science Coordinator

[sci\\_dept@egis2.com](mailto:sci_dept@egis2.com)

Marwa Yassin (girls' section)

Ahmed Salah (boys' section)

Math Coordinator

[math\\_dept@egis2.com](mailto:math_dept@egis2.com)

Mervat Elbelawy (girls' section)

Mohammad Sayed (boys' section)

Arabic Coordinator

[ar\\_dept@egis2.com](mailto:ar_dept@egis2.com)

Ahmed Sameer

French Coordinator

[fre\\_dept@egis2.com](mailto:fre_dept@egis2.com)

Doa'a Maher (girls' section)

English Coordinator (gr 1 to 3)

[eng\\_dept@egis2.com](mailto:eng_dept@egis2.com)

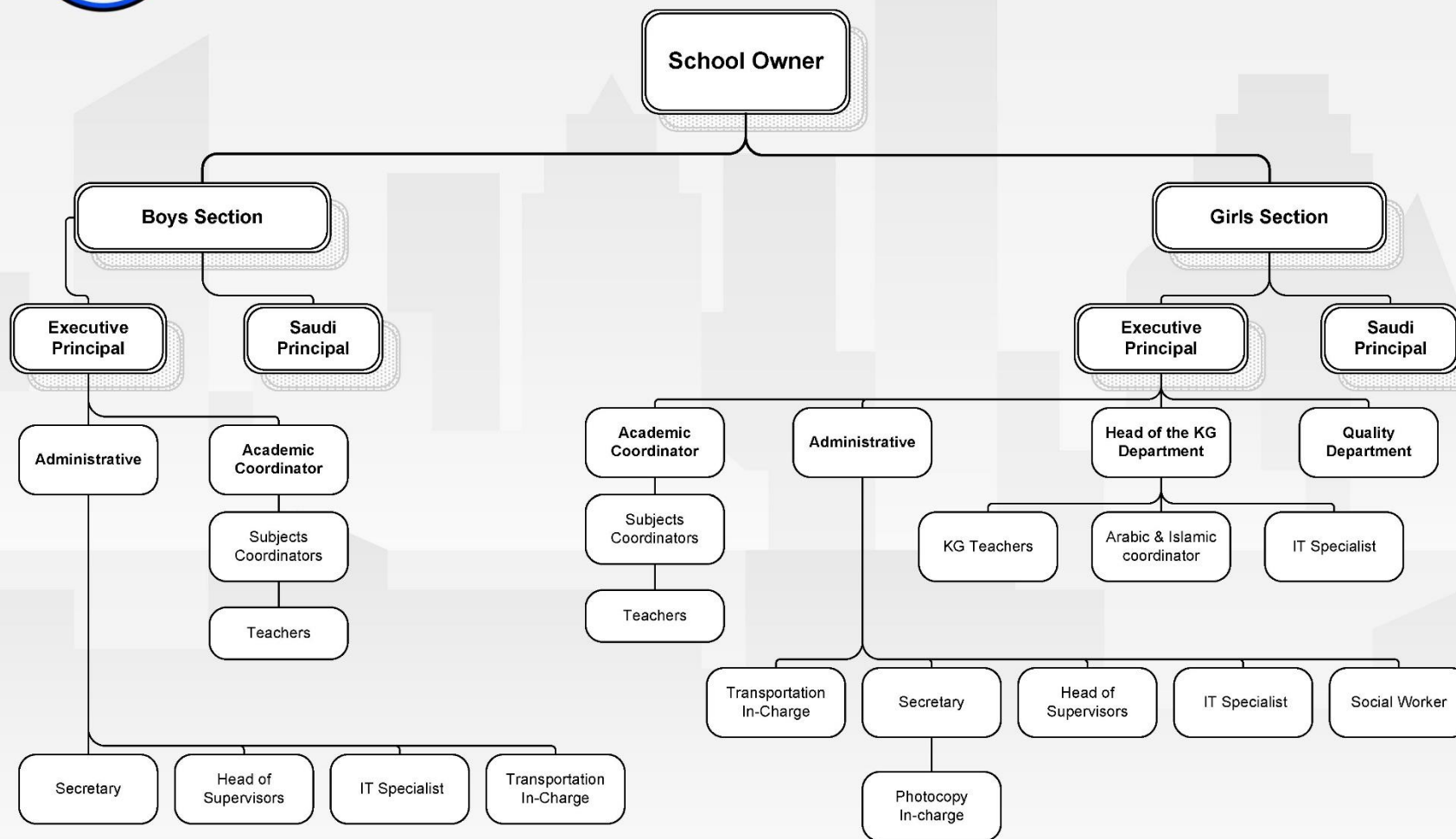
Nada Al Faleh

Social Worker

[social.worker@egis2.com](mailto:social.worker@egis2.com)



## Education Gate International School 2 Organizational Chart



Academic Calendar 2016-2017- Provisional										
WY	WQ	Month	Sun	Mon	Tue	Wen	Thu	Fri	Sat	Events
Quarter 1										
1	1	Sep	18	19	20	21	22	23	24	
2	2		25	26	27	28	29	30	1	
3	3	Oct	2	3	4	5	6	7	8	
4	4		9	10	11	12	13	14	15	
5	5		16	17	18	19	20	21	22	
6	6		23	24	25	26	27	28	29	
7	7		30	31	1	2	3	4	5	Revision week
8	8	Nov	6	7	8	9	10	11	12	Exam week
			13	14	15	16	17	18	19	Vacation
Quarter 2										
9	1	Nov	20	21	22	23	24	25	26	
10	2		27	28	29	30	1	2	3	
11	3	Dec	4	5	6	7	8	9	10	
12	4		11	12	13	14	15	16	17	Quiz Week
13	5		18	19	20	21	22	23	24	
14	6		25	26	27	28	29	30	31	
15	7	Jan	1	2	3	4	5	6	7	
16	8		8	9	10	11	12	13	14	
17	9		15	16	17	18	19	20	21	Revision week
18	10		22	23	24	25	26	27	28	Exam week
			29	30	31	1	2	3	4	Mid - Year Vacation
Quarter 3										
19	1	Feb	5	6	7	8	9	10	11	
20	2		12	13	14	15	16	17	18	
21	3		19	20	21	22	23	24	25	Quiz Week
22	4		26	27	28	1	2	3	4	
23	5	Mar	5	6	7	8	9	10	11	
24	6		12	13	14	15	16	17	18	
25	7		19	20	21	22	23	24	25	Revision week
26	8		26	27	28	29	30	31	1	Exam week
		Apr	2	3	4	5	6	7	8	Spring Vacation
Quarter 4										
27	1	Apr	9	10	11	12	13	14	15	
28	2		16	17	18	19	20	21	22	
29	3		23	24	25	26	27	28	29	
30	4		30	1	2	3	4	5	6	Quiz Week
31	5	May	7	8	9	10	11	12	13	
32	6		14	15	16	17	18	19	20	
33	7		21	22	23	24	25	26	27	
34	8		28	29	30	31	1	2	3	
35	9	Jun	4	5	6	7	8	9	10	Revision week
36	10		11	12	13	14	15	16	17	Exam week



## **THE SCHOOL DAY**

### **School Hours**

Kindergarten: 7 a.m. to 12:45 p.m.

Grade 1 and above: 6:30 a.m. - 12:45p.m

Assembly: 6:30 a.m.

First period begins: 6:45 a.m. (gr 1 and above)

Check your child's schedule for specific times of each period.

### **Before/After School**

Staff supervision will be available from 6:15 a.m. onwards and students should arrive no later than 6:45 a.m. In order to maintain a safe environment, everyone must enter through the front door. All other doors will be locked. Class schedules and weekly plans are given to students and posted on the school's website – books should be brought to school according to the same.

Students generally are instructed to go directly home after school. In the event that a child would remain after normal dismissal time, parents/ guardians will be notified. There is no adult supervision on the playground after normal school hours; all students should be taken home before 1:30 p.m.

### **Early Dismissal**

If a student wishes to be dismissed early from school, an explanatory note should be sent to school – either to the homeroom/class teacher or the school office – by the parent. In case of an emergency, parents may pick their children up from school after reporting to the principal's office.

### **Visitors to the School**

Except on occasions at which parents or the general public is invited, all persons (with the exception of school personnel and students) are prohibited from entering any school building/grounds unless they have first reported to the school office and been granted permission to enter the school building or school grounds by the school principal or his/her designee. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act. School events and activities are open to students only; parents may attend by invitation sent by the school's secretary. All visitors will present photo identification verifying the identity of the visitor at the school entrance.

## **CURRICULUM GOALS**

We wish to ensure a curriculum which is:

- Broad;
- Balanced;
- Coherent; and
- Relevant

### **Aims and Expectations**

- All students will be expected to demonstrate essential skills to effectively participate in lifelong learning. These skills include:
  - reading, writing, speaking, listening and viewing in the English language;
  - mathematical and scientific concepts;
  - locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
  - creative and critical thinking, decision making and study skills
  - work readiness skills
  - global and cultural understanding.
- Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
  - live as a responsible, productive citizen and consumer within local, national and global political, social, and economic systems;
  - bring many perspectives, including historical, to contemporary issues
- Students will have the opportunity to develop creativity and self-expression through visual and verbal images, literature, world languages, and movement.
- School practices, curriculum, instruction and other services will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
  - establishing and achieving personal and career goals;
  - becoming a self-directed, life-long learner;
  - adapting to change;
  - leading a healthy and fulfilling life physically, emotionally and socially.

## **CODE OF CIVILITY**

### **Student Conduct**

The teachers, students, staff and administration strive for an atmosphere of cooperation, mutual respect and safety. We believe in actively seeking ways to help students become more responsible for their own behaviors. To this end, the staff will praise and recognize good behavior as often as possible and they will address misbehavior as an opportunity to teach one of several important social skills for success at school and in society in general.

The education of a child happens only through partnership, and among partners must be the child, the school faculty and staff, the parent(s) or guardian(s) and the community. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation. As we communicate, we should remember to:

- ❖ Treat each other with courtesy and respect at all times. This means that:
  - We listen carefully and respectfully as others express opinions that may be different from ours.
  - We share our opinions and concerns without loud or offensive language, gestures or profanity.
- ❖ Treat each other with kindness. This means that:
  - We treat each other as we would like to be treated.
  - We do not threaten or cause physical or bodily harm to another or their property.
  - We do not demean and are not abusive or obscene in any of our communications.
- ❖ Take responsibility for our own actions. This means that:
  - We share information honestly.
  - We refrain from displays of temper.
  - We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
- ❖ Cooperate with one another. This means that:
  - We obey school rules.
  - We notify each other when we have information that might help reach our common goal.
  - We respond when asked for assistance.
  - We understand that we do not always get our way.

## **EXPECTATIONS**

### **Students**

- Attend all classes punctually and participate positively in classroom activities.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired.
- Exhibit respect toward others.
- Conduct themselves in a responsible manner.
- Obey all school rules; refrain from violations of the Student Code of Conduct.
- Seek changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
- Cooperate with staff in investigation of disciplinary cases.

### **Parents**

- Make every effort to provide for the physical needs of their child.
- Teach their child to pay attention to and obey the rules.
- Be sure their child attends school regularly.
- Promptly report and explain absences to the school.
- Participate in meaningful parent-teacher conferences.
- Be sure their child is appropriately dressed at school and school-related activities.
- Discuss report cards and school assignments with their child.
- Call to the attention of school authorities any learning problem or condition that may relate to their child's education.
- Maintain up-to-date home, work, emergency telephone numbers, e-mail addresses and other pertinent information at the school.
- Cooperate with school staff.
- Submit a signed statement that they understand and consent to the responsibilities outlined in this handbook.
- Encourage self-discipline at home.

## **GENERAL POLICIES AND PROCEDURES**

### **ADMISSION AND ENROLLMENT GUIDELINES**

Annual registration occurs in the fall and throughout the year. Students are required to attend school between the ages of three (3) and sixteen (16), both inclusive for grades K1 through high school. All students must pass the school's placement test - for grade 1 and above. For kindergarten, a child's placement into a class is made by the professional staff after considering a number of factors to provide the most appropriate learning environment for the child.

#### **Entrance Age**

A child must be three (3) years of age on or before August 15 for the 2015-2016 school year to be admitted to K1; a child must be six (6) years of age on or before September 30 of the current school term to be admitted to the first grade.

#### **Kindergarten**

Parents/legal guardian/custodians are encouraged to enroll students who are of legal age in kindergarten at the beginning of the school year. Students who have not been enrolled previously in kindergarten will not be accepted after the first thirty (30) days of the school year. Students who have been enrolled previously in kindergarten will be accepted at any time. The cut-off age for enrollment in all grades is as follows: -

#### **Kindergarten**

K1	must be 3 years of age
K2	must be 4 years of age
K3	must be 5 years of age

#### **Elementary school**

Grade 1	must be 6 years of age
Grade 2	must be 7 years of age
Grade 3	must be 8 years of age
Grade 4	must be 9 years of age
Grade 5	must be 10 years of age

#### **Middle School and High School**

Grade 6	must be 11 years of age
Grade 7	must be 12 years of age
Grade 8	must be 13 years of age
Grade 9	must be 14 years of age
Grade 10	must be 15 years of age

Parents or guardians of children entering school for the first time shall present a certified birth certificate or satisfactory proof of age upon entrance into EGIS2.

Students are required to fill the registration form and submit all documents pertaining to their identity and transfer from another school where necessary. A student seeking enrollment must submit the following documents:

- A copy of the parent's/guardian's passport.
- A copy of the student's passport.
- A copy of the parent's valid iqama (resident permit).
- A copy of the student's valid iqama (resident permit).
- A copy of the student's birth certificate.
- A copy of the student's vaccination certificate.
- All academic reports, transcripts and transfer certificate from previous school(s) attended.
- Approval for attending school from the Ministry of Education.
- Financial clearance certificate from the previous school.
- A letter of introduction from the parent's/guardian's employer.
- 2 passport-size photos of the student.

*Saudi students need to provide proof of approval from the Ministry of Education for enrollment.*

#### **Fee structure**

Grade	Total Fees	Semester 1		Semester 2	
		Fee to be paid at the time of registration	1/11/2016	1/1/2017	1/3/2017
<b>Kg1-2-3</b>	<b>12500</b>	<b>3125</b>	<b>3125</b>	<b>3125</b>	<b>3125</b>
<b>Grades 1-2-3</b>	<b>13500</b>	<b>3375</b>	<b>3375</b>	<b>3375</b>	<b>3375</b>
<b>Grades 4-5-6</b>	<b>14500</b>	<b>3625</b>	<b>3625</b>	<b>3625</b>	<b>3625</b>
<b>Grades 7-8-9</b>	<b>16500</b>	<b>4125</b>	<b>4125</b>	<b>4125</b>	<b>4125</b>

- School fees may be paid in full at the time of registration or in installments throughout the school year, on a quarterly basis.
- A 5% discount is offered for advance payment of tuition fees for a full year, provided the payment of fees is completed 7 days before the start of school.
- A Sibling Discount policy is available to families with two or more siblings. Parents may obtain a discount of SR 500 (five hundred Saudi riyals only) for every child after the first child.

- Tuition fees do not include textbooks and worksheets that can be obtained through an external supplier. The parent/guardian has the right to recover the paid tuition fees of the next semester in case the student is leaving school, provided the parent/guardian has informed the school in writing 15 days prior to the start of the following semester. In case the parent/guardian fails to inform the school 15 days ahead of the next semester regarding the student's withdrawal from the school, the parent/guardian shall pay the full fees for the next semester. In this case, the parent/guardian forfeits the right to receive the student's file which will only be issued after full payment of fees for the following semester.
- In case the parent/guardian has paid the fees in full at the start of the school year in a timely manner and has received a discount rate that the parent/guardian was entitled to, the first party will be entitled to retain the discount. This applies to:
  - discount obtained through full payment at the start of the school year.
  - discount obtained through the Sibling Discount Policy.
- The student's absence from school for any reason and for any duration does not entitle the parent to deduct any amount of fees due. In the case of non-payment of fees, the school has the right to prohibit the student from attending class, and no report cards and transcripts will be issued until full payment of tuition fees has been made.
- In case a student or his/her parent/guardian is found to be in violation of school rules and policies, the school has the right to reprimand the student in a way it deems appropriate; this may include but is not limited to the student's expulsion from the school. The parent/guardian is required to pay the expenses of a full semester for which he/she will be issued his/her file/transcript.
- The parent/guardian cannot transfer a student from the school to a government or private school that follows the Saudi curriculum or another international school three weeks after the beginning of the school year.

### **Transportation Fee**

The school offers a bus service to some areas of the city – the bus fee is based on the districts served and varies according to the distance from the school. It ranges from SR 2000 to SR 3000. The bus form must be completed at the time of registration.

## **School Supplies**

Booklets for all subjects along with text books for Arabic, Saudi History and Culture (Derasat) and Islamic Studies are provided by the school for all students.

Students have to furnish their own notebook, paper, pencils, erasers, and pens. The necessary text books, workbooks and supplementary materials may be purchased from the bookstore on campus. Students are encouraged to cover books in order to reduce wear. After receiving textbooks, students should write their name and grade in ink on the inside cover of each book. Students who lose a book should check the lost and found and report this to his/her class teacher and supervisor.

## **Physical Education - Dress Requirements**

Each student is required to wear appropriate clothing/shoes for physical education activities. Students should dress appropriately from home on the day's they have P.E. class.

## **Assignment of Students to Classes**

The assignment of students to classes and classes to teachers is the responsibility of the principal. Students may be reshuffled in classes at the start of a school year; students may be looped with their previous year's teachers in some cases. The principal is authorized to transfer a student from one classroom to another.

## **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records
- Disciplinary and behavioral records maintained
- Health room records maintained at the school
- Teacher evaluations
- Teaching materials and tests used in your child's classroom



## **ATTENDANCE, ABSENCES AND WITHDRAWAL**

### **Attendance**

All students of should attend school unless special circumstances arise which temporarily or permanently excuse the student from attendance. By acceptable standards, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations. The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

### **Tardiness**

Students are expected to be at school and in all classes on time. School time missed due to tardiness will be considered cumulatively. Students who are tardy are subject to disciplinary action in accordance with school rules concerning tardiness. Students with excessive tardiness will be referred to the principal or designee who will contact the parent/guardian and establish an attendance improvement plan.

### **Student Attendance Accounting**

A student must be in attendance the majority of the six (6) hour school day in order to be counted present on attendance records for that day. Any student arriving after school has begun must report to the attendance office immediately to check in and receive an Admit Slip before going to class. Students leaving school during the school day must check out through the attendance office. Teachers, principals, and other school administrators should exercise extreme caution in releasing students from school. Students will not be released until all excuses are carefully checked. A student shall not be permitted to leave school during the school day without written request from the parent/guardian and approval of the principal.

### **Absences**

Parents are asked to contact the school office if a student is going to be absent. A phone number for each section is listed in this handbook. If the parent does not inform the school of the absence, school staff will attempt to contact the parent/guardian to verify the student's safety.

## **Absences and Excuses**

EGS2 believes that regular attendance is a necessary requirement of all students. All Students are expected to attend school each day that school is officially in session. Only the following reasons will be considered for excused absences:

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions – such as sandstorms;
5. Religious observances;
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence. If necessary, verification is required from an official source to justify absences. All absences other than those outlined above shall be considered unexcused.

## **Withdrawal from School**

Students should tell the office and their teachers as soon as they know when they are leaving school. Before the last day of attendance, the student must bring a written statement from parents/guardians to the office. If a student is leaving near the end of a grading period, the principal's office must be contacted at least two weeks in advance so consideration for testing arrangements can be made. The student will be given a withdrawal form. This form must be signed by all of the student's teachers and the social worker before being returned to the office.

## **Displaying a Student's Original Work**

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere at school as recognition of student achievement. However, the school will seek parental consent before displaying original videos or voice recordings created by students on the school's website and in school publications, which may include printed material, videos, or other methods of mass communication.

## **Field Trips**

Field trips are part of the instructional program, providing experiences that enrich classroom offerings. Students may go on field trips during the school year. Teachers often plan related instructional activities before and after the trip. Children may be taken on field trips that require transportation. Such trips are made only with the parent's permission. A classroom teacher and usually one or two other adults supervise all field trips.

## **Announcements**

Bulletins and the school's mission will be read daily in the morning assembly. Announcements contain information about school events, such as activity meetings, athletic activities, and school news – these will be sent home and a copy of the current daily bulletin will be posted on the school's website.

## **Lost & Found**

It is recommended that parents identify personal items (i.e., notebooks, daily assignment log, jackets, shoes, etc.) with a student's name and grade. Students should not bring valuables to school. The loss of an article of high value should be reported to the teacher and the school office. Items found will be kept in a lost and found area. Items of high value such as watches, jewelry, etc. will be kept in the office. Check the office if you have lost an item. Students who find lost articles should give them to a teacher or turn them in to the office.

## **Social Worker**

EGIS2 is dedicated to providing every student with the skills necessary for their personal growth and emotional well-being. Our mission is to provide a valuable guidance program to assist all students in becoming independent individuals with the skills and attitudes to become responsible citizens and lifelong learners.

Students are welcome to stop by the counseling office before school, during school with a pass (supervisor's permission) or after school with any questions they may have. Parents can call to set up an appointment to meet with the social worker. The social worker is also readily accessible via email and phone.

## **HOME-SCHOOL COMMUNICATION**

We believe that communication between the school and our community is important to the success of our students. More specifically, communication between the parents of our students and the faculty and staff is essential. We use many opportunities and communication tools to ensure accurate and prompt communication.

### **Student Diary**

A student diary is provided to all students. It is used to enhance the home-school connection – parents and teachers correspond with each other by writing notes in the student diary.

### **Telephone**

Attendance calls are made to parents to check attendance and messages using an automated computer calling system may be used to alert parents to upcoming school events.

Telephone numbers and email addresses are available for contacting a faculty or staff member, the attendance office, the social worker's office, etc. Parents are encouraged to use e-mail to communicate directly with staff.

### **School Website**

Access to student information is available to all parents through the school website. Parents are given a unique user name and password to log in to view their children's details. Online instructions are provided on the school website.

This provides access to student demographic data, schedules, medical information, grade report information, and e-mail information, administrator and teacher messages, weekly plans and announcements.

### **Parent/Student/Teacher Conference**

All teachers have office hours for parents'/guardians' and students' convenience as well as their own, and their contact details are made available to parents and students. During their study period, students are permitted to report to a teacher for advice and/ or guidance when they possess permission/a pass from this teacher and the building supervisor.

There are parent-teacher meetings twice a year – one in each semester; these are often scheduled on a Thursday morning during Quarter1 and Quarter3. Parents can meet with their children's teachers and with the school administration during this day. Dates will be announced through bulletins sent home with students and posted on the school's web page. Students are not allowed to attend these conferences.

## **STUDENT HEALTH & SAFETY**

The health and well-being of our students is a high priority. Parents/ guardians will be notified in writing if the results are not within the normal limits. These routine school screenings are not intended to replace regular medical check-ups. Parents/guardians are asked to inform the school of any changes that occur in their child's general health or physical limitations.

To ensure that students are healthy while attending school, consider the following:

- **Nutrition:** It is highly recommended that all students eat something for breakfast as skipping this meal could cause some students to feel 'sick' mid-morning with a headache or stomachache. Please be sure your child eats breakfast.
- **Rest -** Students need eight to ten hours of rest each night to be active during the school day. Please see that your child gets the proper amount of rest to ensure optimum learning.
- **Hygiene -** Daily baths or showers are important for a person's health and well-being. Clean clothing that is appropriate for the weather also safeguards health.
- **Prevention -** Hand washing is a very effective part of infection control. Students need to be encouraged to use soaps and hand sanitizers often.
- **Immunization -** A student must be fully immunized against certain diseases; a certificate/medical report/ proof of immunization must be presented at the time of enrollment.

### **Health Room**

The school has a registered nurse who is present on campus during school hours.

### **Injury at School**

In case of an injury at school, emergency first aid will be given by the school nurse. If further medical attention or evaluation is recommended, a parent will be contacted. If the school is unable to contact a parent/guardian, emergency numbers provided by parents/guardians will be used. It is important that emergency contact numbers are current.

**PLEASE NOTE: IT IS THE PARENT'S RESPONSIBILITY TO MAKE SURE THE SCHOOL HAS A CURRENT MEDICAL RECORD UPDATE AND TO NOTIFY THE SCHOOL IF THERE IS A CHANGE OF ADDRESS OR TELEPHONE NUMBER.**

### **Exclusions from School for Illness**

When your child is ill, please contact the school to report that he or she won't be attending that day. It is recommended that students who have been ill should stay home until symptoms of illness, fever, vomiting, diarrhea, etc. are gone for 24 hours, without the use of symptom relieving medicines.

If a student becomes ill during the school day, he or she must receive permission from the teacher/building supervisor before reporting to the school nurse. Children who become ill, or have symptoms of illness (vomiting, diarrhea, abnormal temperature of 100 ° or above) at school will be sent home after parents/guardians have been contacted. A child suffering from a suspicious skin rash or one who has been absent from school because of a communicable disease will be required to present a statement from a doctor upon returning to school.

## **Medications**

EGIS 2 believes that the responsibility for prescription, possession, and administration of a student's medicine lies with the parent/guardian and their physician. However, the school also recognizes that certain situations may occur in which it is necessary for medicines to be administered to a student during the regular school day. In such cases the following procedures shall be followed:

### **A. Written Approvals**

1. Short-term medication, prescription and nonprescription, two weeks or less requires the parent's/guardian's written permission.
2. Long-term medication (longer than two weeks), prescription and non-prescription, require the parent's/guardian's written permission.

### **B. Safeguards for Storage**

1. All medicines brought to school will be stored securely.
2. The school principal or his/her designee will accept and store medicine.
3. The medication must be brought to school in a container with a pharmaceutical label which must state the student's name, medication, dosage and manner of administration.

(ALL INFORMATION ON THE DOCTOR'S NOTE, MEDICATION BOTTLE, AND PARENT'S NOTE MUST MATCH.)

4. All over-the-counter medications must be brought to school in the original packaging.

### **C. Conditions of Administration**

1. Except for emergency situations, only the school principal or his/her designee will administer or supervise the administration of medicine.
2. Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. With authorization of a student's physician, a parent or guardian may submit a written request to allow the student to manage his/her diabetes or asthma while at school or during a school-related activity.

## **Extended Illness**

When a student is ill and it appears he/she will miss three or more days of school, parents are encouraged to request assignments through the principal's office so that the student may keep up with classes. If a student misses two weeks or more of school due to illness, injury, hospitalization, or surgery, the parents should get in touch with the section principal.

## **Restrictions on Physical Activity**

The school recognizes that physical activities might have to be limited for some students due to certain health conditions. These may be requested through a written note from the parent/guardian. The building supervisor will ensure that the student is exempted from physical activity in accordance with his/her physical needs as specified by the parent.

Temporary Restrictions – three successive days or less

Long-Term Restrictions – four successive days or more

## **Safety**

At EGIS2 we consider student safety on campus, at school-related events, and in school vehicles a high priority. Although the school has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student is expected to:

- avoid conduct that is likely to put the student or other students at risk;
- follow the behavioral standards in this handbook and the Student Code of Conduct as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers;
- remain alert to and promptly report to a teacher or the principal safety hazards such as intruders on campus and threats made by any person toward a student or staff member;
- know emergency evacuation routes and signals; and
- immediately follow the instructions of teachers, bus drivers, and other school employees who are overseeing the welfare of students.

## **Fire & Disaster Drills**

The signal for a fire drill will be the sounding of the alarms located throughout the school. Such drills are required and necessary for the safety of the students in school. There will not be time for getting personal belongings. Students are to follow instructions, without question, for leaving the building as given by the instructor in charge of their class and by following general emergency exit rules.

## **Student Conduct on School Bus**

Students' good behavior and observance of established regulations for student conduct are vital while riding the school bus. The driver and bus attendants shall be responsible for the safety of the students on his bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the transportation in-charge and the principal if any student violates the established rules of conduct.

After due warning has been given to the student and to his parents, the principal or the transportation in-charge may withhold from the student the privilege of riding the school bus. Also, during the year children may ride a bus on a field trip. To provide a safe environment for all students riding the bus, the following rules have been established. Students not adhering to these rules may lose their bus privileges.

Prohibited actions include:

1. Standing in a moving bus
2. Placing any part of the body or any articles out the window
3. Throwing items
5. Fighting or intentionally provoking fights in or around the bus.
6. Excessive noise
7. Profane or obscene language or actions
8. Littering
9. Defacing or damaging the bus (inside or out)

## **Dress Code**

The school's uniform is established to instill discipline, prevent disruption, avoid safety hazards, and to help prevent unauthorized access to our campus. A student's dress and grooming are the responsibility of the student and his/her parents. A student must dress in such a way that neither interferes with nor disrupts the learning and educational program. It is expected that all students be neat and clean and meet the common community standards of decency and modesty at all times. Any student who fails to comply with this code will be disciplined accordingly.

School administrators have the final authority concerning the propriety of clothing, hairstyles, and jewelry to be worn on school property, at school activities, or any time a student is representing the school. If a student's dress is deemed unacceptable by a faculty member and/or administrator, appropriate consequences will be assigned. Students who persistently violate the dress code may be subject to more severe consequences on each subsequent referral.

- All students must wear the school uniform: They shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This includes inappropriately sheer, tight, short, or low-cut clothing.
- Students are not allowed to wear makeup, dangling earrings, nail polish, distracting hair coloring, accessories, or body adornments.
- Visible body piercings and tattoos, other than the piercing of ears, are prohibited.



- Hair must be clean, neat and reasonably styled. Hair must not obstruct vision or create a distraction.
- Pants should be properly fitting. Sagging is not allowed.
- Proper footwear must be worn at all times.
- Clothing or other items depicting pictures, emblems, or writings that are lewd, offensive, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy and Saudi law is prohibited.
- All female students from grades 5 and above must wear an abaya to school and when they leave the school premises at the end of the day as well as on school trips. Students of grades 7 and above are required to wear a headscarf/hijab in addition to the abaya.

### **Cell Phones**

Students are not allowed to possess a cellphone for any reason on school grounds. All students who need to bring a cellphone to school for emergency purposes must bring a written note from the parent, and should submit the cellphone to the building supervisor until the end of the school day.

**Library** – We have a library with a large collection of books that foster a love of literature. Students have library class once a week and visit the library with their English or French teacher to enjoy targeted reading and listening activities. We have fiction books (including mystery, science fiction & fantasy, sports fiction, supernatural, classics collections), nonfiction books and biographies. The library offers a relaxed atmosphere; it has a smart board and reference books and equipment that supports teachers and students whenever needed. Students may read in the library and borrow books for school-related activities or for pleasure. To provide better services, the library users are advised to abide by the following rules:

1. Respect the needs of the other users; keep quiet inside the library.
2. Eating, drinking, and smoking are absolutely prohibited inside the library.
3. Leave books on the tables to be shelved by the library staff.
4. Follow proper borrowing procedures when taking library materials; check with the librarian if the book can be borrowed. Reference books and encyclopedias can only be read inside the library and will not be lent to students.
5. Remove personal items, papers, bottles and other personal items while leaving the library.
6. Do not leave your notebooks in the library.
7. Treat library materials, equipment, and furniture with care.
8. Cooperate with library staff and follow library instructions. Return borrowed books in good condition on the set date. Students may renew

Users who fail to observe the above instructions may be asked to leave the library. This may lead to cost-recovery charges, and/or suspension of library privileges.

## EVALUATION OF STUDENT PROGRESS

### The Purpose of Performance Evaluations

The primary purpose of performance evaluation (grading) is to communicate the academic achievement status of students to the students and their families. Additional purposes for performance evaluation include:

- providing information that students can use for self-evaluation;
- providing information that teachers can use to model planning and instruction;
- evaluating the effectiveness of instructional programs.

### 2015-2016 Grading Period Schedule

#### 8-Week Grading Periods

First grading period  
Second grading period  
Third grading period  
Fourth grading period

#### Period Ends

Quarter 1 – October 30, 2016  
Quarter 2 – January 15, 2017  
Quarter 3 - March 19, 2017  
Quarter 4 – June 4, 2017

Report cards will be issued soon after the ending date of each grading period.

### The Process of Grading in Grade 1 to high school

The six-week grades for each subject shall be calculated based on a combination of summative and formative assessments. The following are the best guide for determining if an assessment is Academic Practice (formative) or Academic Achievement (summative).

- Formative Assessment - Assessment that is designed to provide direction for both students and teachers while a student is still learning the curriculum. For the students, this may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, homework, rough drafts, peer editing, or notebook checks.)

Review of Formative Assessments - Formative assessments are reviewed by the teacher with the class as a whole or individually. Not all formative assessments will be graded. The teacher has the discretion to determine which formative assessments will be graded and the weight of each assessment within the formative assessment category.

- Summative Assessments - Assessments conducted when a student has had adequate instruction and practice to be responsible for the material.

## **Student Evaluation**

In order to evaluate a student's progress through the academic year, the school has the following types of assessments:

1. Continuous assessment for kindergarten students
2. Quarterly written assessments for students from Grade 1 and above
3. Quarterly Examinations from Grade 1 to high school
4. Marks are given for scheduled quizzes, homework/project, class work, classroom participation, and behavior.
5. Internal Assessment is 10 marks for 4 aspects in all subjects.

a. classwork	2.5 mark
b. homework	2.5 mark
c. participation	2.5 mark
d. behavior	2.5 mark
Total	10 marks

## **GRADING SYSTEM**

EGIS2 has developed an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with school-adopted content standards for grades K-12. The grading/assessment system follows all applicable rules and regulations of the Ministry of Education. These guidelines are communicated annually to students and parents/guardians and are also available on the school's webpage.

### **Kindergarten**

The kindergarten report card shows progress toward our learning standards. The grade level standards indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by excellent (E) or needs improvement (NI) for each skill. Additionally, the letter grades of very good (VG), and good (G) will be used to express basic grading for language arts, math and science readiness, Arabic, Islamic Education and developmental skills.

### **Academic Grades**

The basic grading system for knowledge/subject area is expressed primarily by the letters "A", "B", "C", "D", "E" and "F" according to the numerical values listed under the Grading Scale. The primary purpose of grading is to communicate the academic achievement status of students to the students and their families.

## **Graduation requirements**

### **General:**

1. Meeting the standards in English/Language Arts, Science, and Math.
2. Achieving the Arabic Language & Islamic Studies and Saudi History score required by the Ministry of Education.
3. Earning a minimum of 65% of the total credits in all subjects per quarter.
4. Attending 75 % of the school time.

### **Grading policies:**

1. Regular class quizzes and assessment exams are held twice in each semester; semester exams are held to measure students' academic progress.
2. Reports are issued four times a year. Exam papers are sent home only for quizzes for parents to see the criteria for evaluation and the pattern of exams.
3. Students take up to 65% of each subject as a success average.
4. Students must complete all the exams to get a report card.
5. Special arrangements are made while administering exams for students who require them.

A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit/points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit/points may not be awarded as an incentive to participate or achieve a certain goal in a school event. Academic credit/points may not be deducted for failure to purchase certain brands or types of school supplies.

### **Final Grades**

Final grades are determined by averaging the two semester grades. Report cards are sent to parents at the end of each eight-week period.

Grades will be reported on report cards and transcript records using numerical values as indicated below:

### **Class Rank and Grading Scale**

Letter Grade	% Scale	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	below 65	0.0

The points for each class are multiplied by the number of credits or hours for that class, added together, and divided by the total number of credits or hours.

Credits	Grade	Points
0.5	A	4.0
1	A-	3.7
1	B	3.0

	Total Points
$0.5 \times 4.0 =$	2.0
$1 \times 3.7 =$	3.7
$1 \times 3.0 =$	3.0

$2.0 + 3.7 + 3.0 =$	8.7
divide by	
$0.5 + 1 + 1 =$	2.5
Cumulative GPA =	3.48

### **Homework**

Homework assignments are opportunities to practice and reinforce skills learned in class. Students will be assigned an average of 15 minutes per night per grade level (ex: Grade 3 = 45 minutes). Homework from all content areas combined should fit within this time frame. Long-term projects (extending beyond one week) will be introduced at the outset of the assignment.

## **Make-Up Work**

If a student misses homework due to absences, upon returning to school, he/she must make up all assignments. Obtaining and completing missed assignments is the responsibility of the student.

- Students should make up work missed due to absences within the same number of days that they were absent. (Example: If a student misses five days of school, they should be expected to make up that work within the next five school days.)
- Teachers shall not prepare lessons and assignments in advance to accommodate students who miss school for a family trip. The work missed during a family trip shall be made up AFTER the student returns to school.

## **Late Work**

Daily work is a good indicator of a student's progress toward mastery. Teachers will make every attempt to ensure that all classroom assignments are completed and will communicate with parents in regard to missing and late assignments. Communication may include, but is not limited to the following:

- writing in the student's booklet/book the dates that an assignment is missed;
- conferencing with students about missing work;
- teacher phoning home or sending messages through WhatsApp regarding missing work over three days

Assignments turned in after the due date and by the deadline for late work may be subject to a grade penalty.

## **Promotion and Retention**

Students may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the grade level. Students may be retained at any grade level. In determining promotion, the school will consider:

- the recommendation of the student's teacher,
  - the student's grade in each subject,
  - other necessary academic information as determined by the school
- Kindergarten: Promotion to Grade 1 is based on a comprehensive assessment of academic indicators, as well as other areas of development.

- Grade 1 and above: Students must attain a 65 average in core academic courses (language arts, mathematics, science, and social studies) and have an overall 65 average for all courses taken in order to be promoted to the next grade level.

Parents of a student at any grade level from Grades 1 to 3 who does not perform satisfactorily on his or her final quarterly exams will be notified that their child will participate in the remedial program designed to improve performance. The student may be offered to participate in this instruction after normal school hours. These classes are optional; students have to make private arrangements for transportation.

A student in Grade 1 and above will have an opportunity to take a missed quiz or exam. Parents must get in touch with the office to reschedule the assessment. Certain students with disabilities may be eligible for exemptions, accommodations, or deferred testing. For more information, contact the principal, or the school's social worker.

### **Gifted Students**

EGIS2 is committed to ensuring the most appropriate educational setting for each student. In order to meet the needs of students who exhibit significantly advanced intellectual ability, our teachers provide opportunities for assignments that offer greater depth, more complex content, and extensive enrichment activities designed to challenge above-level students. Teachers routinely pose open-ended questions that require higher level thinking, accept ideas and suggestions from students and expand on them, facilitate original and independent problems and solutions, and help students identify rules, principles, and relationships. Students are encouraged to explore independent investigations and projects.

### **Portfolio program**

Each student of grades 7 and above is expected to prepare and maintain a portfolio under the guidance of his/her English teachers. A student's selected work will be added to the portfolio annually. Each graduating grade 10 student will present his/her portfolio to the teacher at the end of the school year.

## COMPLAINTS AND APPEALS POLICY

This policy describes the procedure to be followed when complaints are made by parents/carers and others about the conduct of the school or the actions of any member of staff. A grievance procedure has been established for students, parents, and employees. While handling complaints we maintain confidentiality to protect all parties involved and endeavor to keep the focus for resolution on issues rather than on individuals.

A grievance may be initiated by a student, a parent, or an employee, or by a group of people acting collectively, or by parents acting on behalf of students. The principal or academic coordinator may be contacted for academic issues and the social worker for concerns pertaining to personal problems.

- For Academic/ Subject Problems: Academic Coordinator or School Principal
- For Personal Problems: School Social Worker

### **Response Standards**

We believe that most concerns/complaints can be resolved satisfactorily by informal discussion either over the telephone or through a meeting involving the key people involved. In the case of a lengthy investigation complainants will be kept informed of progress. The main aim throughout the procedure is to resolve the matter as quickly and effectively as possible, to everybody's satisfaction.

The school is committed to resolving grievances in the most expedient manner and, therefore, complainants are encouraged to follow the steps outlined below: -

#### **Stage 1**

Talk with the designated administrator or trusted adult employed by the school when there are concerns that a violation may have occurred. If the aggrieved person(s) is not satisfied with the resolution of the complaint at Step 1, they may file an official grievance in accordance with Stage 2.

#### **Stage 2**

File an official grievance. An official grievance with the school is an oral or written complaint by an aggrieved person(s), submitted to the designated school administrator. Complainants are encouraged to file grievances in a timely manner to ensure a thorough and accurate investigation.

#### **Stage 3**

The school administration will conduct a thorough investigation within 10 working days from receipt of the grievance and issue a receipt. The investigation may include interviews with witnesses, review of relevant school policies, procedures and regulations, as well as a review of all information submitted by the parties involved. Upon completion of the investigation, the



school will advise the complainant in writing, of any corrections to any identified instance of non-compliance and appropriate remedies.

#### **Stage 4**

Complainant's right to appeal. If complainants are not satisfied with our response, they may ask for the complaint to be reviewed by a grievance panel or committee of the school. The school will seek guidance on this process from an Education Officer. This panel will be composed of at least three members of the school's administration who have no connection with the issues under review.

The Committee will decide if the complaint has merit by reviewing the written information and any written submissions provided by any party, and will make any recommendations it feels appropriate to enable resolution of the matter. The outcomes of this panel review will be communicated in writing to both sides by the Chair of the Panel within ten working school days of the review, with reasons for the outcomes. All grievances may be made, appealed and reviewed unless they involve a violation of an accreditation standard or the law of the country.

#### **Complaints against other students**

Grievances brought by a student against another student will be dealt with under the school's Student Code of Conduct (SCOC).

There are two processes through which we handle complaints: informal and formal.

#### **Informal Complaints Resolution**

A complaint is considered informal if it is made verbally or if it is made in writing but only addressed to the person it is being made against unless a signed copy of that letter is also sent to the principal.

1. In the first instance, EGIS2 requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
2. Students should contact the school administration in the first instance to attempt mediation/informal resolution of the complaint.
3. If the matter cannot be resolved through mediation, the matter will be referred to the Principal/designee and the internal formal complaints and appeals handling procedure will be followed.

## **Formal Complaints Handling Procedure**

1. The process of this grievance procedure is confidential, and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
2. The student must notify the school in writing of the nature and details of the complaint or appeal.
3. Written complaints or appeals are to be lodged with the Principal in the main office.
4. Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
5. Each complainant has the opportunity to present his/her case to the Principal.
6. Students and / or the School may be accompanied and assisted by a support person at all relevant meetings.
7. The formal grievance process will commence within 10 working days of the lodgment of the complaint or appeal with the Principal.
8. Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
9. If the grievance procedure finds in favor of the student, EGIS2 will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome.
10. The school undertakes to finalize all grievance procedures within 10 working days.
11. For the duration of the appeals process, the student's enrolment and attendance must be maintained.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct (SCOC) was developed through the cooperation and involvement of administrators, teachers, parents, and community members. It is understood by the administration that the SCOC must be developed and refined according to the unique needs of students, teachers, and administrators from time to time.

The school has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on school transportation.
- For any school-related misconduct, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.

The school has the authority to search a student's desk or school bag when there is reasonable cause to believe it contains articles or materials prohibited by the school.

EGIS2 has designed rules and regulations to establish order and to protect all members of the community in the exercise of their rights and responsibilities. These rules and regulations will also provide for appropriate corrective measures for unacceptable behavior. Corporal punishment, infliction of bodily pain as a penalty for disapproved behavior, is prohibited.

A staff member may use reasonable physical force, as distinguished from punitive action, against a student or physically restrain a student when it is necessary for self-defense, the protection of the student or other persons, the safeguarding of public school property or the preservation of order.

All students are expected to treat other persons courteously and with respect for their feelings, to avoid any behaviors known to be offensive, and to stop behaviors when asked or told to stop.

## **VIOLATIONS**

### **Assaults**

Students are prohibited from assaulting anyone on school property, at any school-related event, or within 300 feet of school property. An assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another person
- Intentionally or knowingly threatening another person with imminent bodily injury
- Intentionally or knowingly causing physical contact with another person when the student knows or should reasonably believe the other person will regard the contact as offensive or provocative.

## **Bullying**

Bullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-related activity, or in a vehicle operated by the school, and a school administrator determines that behavior:

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

## **Disruption of class**

No student shall be permitted on school property or on public property (includes any street, highway, alley, public park, or sidewalk) within 500 feet of school property when willfully disrupting, alone or in concert with others, the conduct of classes or other school activities.

Conduct disrupting the educational activities of a school includes but is not limited to:

- emissions by any means of noise of an intensity that prevents or hinders classroom instruction;
- enticement/attempted enticement or prevention/attempted prevention of students away from classes or other school activities that students are required to attend;
- entrance into a classroom without consent of either the principal or teacher;
- acts of misconduct; or
- use of loud or profane language

## **Insubordination**

Willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order.

## **Disrespect**

Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student

## **Dress Code**

The school prohibits any clothing or grooming that the principal may judge to be reasonably expected to cause disruption of or interference with normal school operations. EGIS2 prohibits clothing with pictures, emblems, or writings that are:

- lewd, offensive or obscene;
- cult-related or gang related; or
- advertising or depicting tobacco products, alcoholic beverages, drugs, or any other substance/concepts prohibited under Saudi law

Students shall comply with these general guidelines and the campus dress code stated in the Student Handbook.

## **Harassment**

Students shall not engage in the harassment of peers and/or staff. This includes:

- conduct that threatens to cause harm or bodily injury to another person, including a school student, employee or volunteer
- engaging in physically or emotionally intimidating conduct
- causing physical damage to the property of another student
- subjecting another student to physical confinement or restraint

## **Prohibited items**

Students at school are prohibited from using, displaying, or activating the following items during the instructional day without approval of an administrator:

- cell phones or other communication devices\*
- personal listening devices including, but not limited to iPods, MP3 players, PDAs
- cameras or video cameras
- laser pointers
- skateboards, inline skates, wheels in shoes, scooters
- electronic games

*Note: This is not intended to be an exhaustive list.*

\* cell phones shall be confiscated and shall only be returned to the student's parent.

## **Technology resources and the internet - misuse**

Students may not:

- attempt to access or circumvent passwords or other security-related information of the school, students, or employees or upload or create computer viruses, including off school property;
- attempt to alter, destroy, or disable school technology resources including but not limited to computers and related equipment, school data, or the data of others, including off school property;
- use the Internet, email, websites or other electronic communications to threaten school students, employees, or volunteers, including off school property
- send, post, or possess electronic messages that are abusive, obscene, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying either on or off school property;
- record the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## **Weapons**

A student may not go on the school premises with a weapon that includes any instrument or device for attack or defense. include, but are not limited to:

- clubs or night sticks
- razors; knives of any size, including pocketknives
- metallic knuckles; chains
- firearm and any facsimile of a firearm or explosive
- any other object used in a way that threatens to inflict bodily injury on another person

## **Intimidation/Threats**

The verbal or physical threat to do harm or violence to another student(s) or to the property of another person

## ACADEMIC MISCONDUCT

Academic misconduct includes academic dishonesty, cheating, and plagiarism, and is considered both an academic and a non-academic behavior issue. The determination that a student has engaged in academic misconduct will be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. A grade of zero will be recorded for these assignments.

Academic dishonesty includes, but is not limited to, the following examples:

- Giving answers to another student for an assignment or exam.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Discussing or revealing the contents of a test or quiz to students who have not completed the assessment.

**Cheating** includes, but is not limited to, the following examples:

- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Using any type of notes on your person, an object, or programs within graphing calculators, iPods, cell phones, or other electronic devices without teacher permission.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.

**Plagiarism** is a form of academic misconduct in which one uses other people's words or ideas (pictures, art, charts, graphs, computations, scientific data, music, etc.) as his own but fails to credit the others at all or improperly credits them. If one uses someone else's exact words, he must put quotation marks around them and give the person credit by revealing the source in a citation.

Plagiarism includes, but is not limited to the following examples:

- Copying an article from the web or an online or electronic database.
- Copying material and supplying proper documentation, but leaving out quotation marks.
- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation within the body of a work.
- Passing off borrowed passages or ideas as your own.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.

## STUDENT DISCIPLINE

The following categories of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

### Level I - Discipline Response Code

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation. Out of school suspension (OSS) is not an available disciplinary response for Level I violations.

*First Offense: Level I*

*Subsequent Offenses: Level I and/or Level II*

Level 1	
Violations	Available Discipline Response Code
1. Cheating 2. Classroom disruption 3. Disorderly conduct 4. Insubordination 5. Disrespect 6. Failure to report for assigned discipline 7. Dress code violation 8. Misconduct on School Bus 9. Profane, Obscene, or Abusive Language/ Materials 10. Cellular Telephone/ Technology Violation 11. Tardiness 12. Unauthorized Absence from School or Class	<ul style="list-style-type: none"><li>• Verbal reprimand</li><li>• Counseling and direction</li><li>• Parental contact recommended</li><li>• Special work assignment</li><li>• Peer mediation</li><li>• Withdrawal of privileges</li><li>• Return of property, payment for same, or restitution for damages</li><li>• In-school detention</li><li>• Behavior plan/contract</li><li>• Confiscation of unauthorized materials/objects</li><li>• Warning of referral to Level II</li></ul>

Level I also includes any other minor act of misconduct which interferes with the orderly operation of the classroom or the school program.



## Level II - Discipline Response Code

Level II violations are intermediate acts of misconduct that are more serious examples of the offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others.

The misconduct must be reported to the school which will follow the procedure designated for minor violations (Level I) in investigating the situation and deciding on progressive disciplinary action. Out of school suspension (OSS) is not an available disciplinary response for Level II violations.

*First Offense: Level II*

*Subsequent Offenses: Level II and/or Level III*

Level II	
Violations	Available Discipline Response Code
<ol style="list-style-type: none"><li>1. Fighting</li><li>2. Insubordination/Open defiance</li><li>3. Destruction of property</li><li>4. Disrespect (more serious than Level I)</li><li>5. Repeated Misconduct on School Bus</li><li>6. Intimidation/Threats</li><li>7. Stealing</li><li>8. Bullying</li><li>9. Harassment</li><li>10. Cellular Telephone/ Technology Violation</li><li>11. Repeated Misconduct of a less Serious Nature or of Level I Violations</li></ol>	<ul style="list-style-type: none"><li>• Verbal reprimand</li><li>• Counseling and direction</li><li>• Parental contact (mandatory)</li><li>• Appropriate response from Level I</li><li>• Behavior plan/contract</li><li>• Special work assignment</li><li>• In-school Detention</li><li>• Confiscation of unauthorized materials/objects</li><li>• Return of property, payment for same, or restitution for damages</li><li>• Suspension from bus</li><li>• Alternative Classroom</li><li>• Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities</li><li>• Warning of referral to Level III</li></ul>

### Level III - Discipline Response Code

Level III offenses constitute major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct.

The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately. These offenses will result in a mandatory 10-day suspension with consideration for a recommendation for expulsion.

For students in pre-kindergarten through fifth grade, the disciplinary response procedure is parental contact, up to a 10-day suspension from school and a written behavior contract. In severe cases, the principal may recommend immediate expulsion. In selecting this action, the principal shall consider the age of the student, his/her prior discipline record, the seriousness of the behavior and the intent of the student.

#### *First or Subsequent Offenses: Level III*

Level III	
Violations	Available Discipline Response Code
<ol style="list-style-type: none"><li>1. Assault of Employees, Volunteers or Students - The attack must be serious enough to warrant consulting law enforcement. In severe cases, the battery of a student may be the basis for expulsion.</li><li>2. Possession of Firearms or Other Prohibited Items</li><li>3. False Fire Alarm</li><li>4. Bullying - Any systematic and chronic, intentional, or wanton act which significantly harms or poses a realistic threat of serious harm to another person</li><li>5. Harassment of a Serious Nature</li><li>6. Inciting, Leading, or Participating in any Act Which Substantially Disrupts the Orderly Conduct of School or a School Function.</li></ol>	<ul style="list-style-type: none"><li>• Parental contact (mandatory)</li><li>• Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities, e.g., to include, but not limited to, graduation.</li><li>• Mandatory 10-day suspension with consideration of a recommendation for expulsion/removal for grades 6-12</li><li>• Expulsion from school</li></ul>

## **Procedures Relating to Disciplinary Action**

In order to protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed as suggested or required by law or regulation. School/classroom procedures for administering discipline in areas not covered by these specific procedures are encouraged. A record of offenses and disciplinary action shall be maintained by the teacher/staff member and the appropriate administrators. An offense is referred to an administrator who shall confer with student and/or teacher/staff member to establish appropriate disciplinary consequences.

- All students are to abide by the regulations established by the school for conduct on school premises, buses and on school field trips.



## Education Gate International School 2

### Parent-Student Handbook 2016 - 2017



#### Acknowledgement of Review of the Parent-Student Handbook

Please review the Parent-Student Handbook: Code of Conduct with your child. His/her teacher has discussed it in class, as the Code of Student Conduct and the policies and regulations it references are an important part of daily student life, supporting a safe and secure learning environment. It is so central to success in school that there will be periodic reviews of important sections of the Code during the year.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the Student Code of Conduct. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the Parent-Student Handbook and the Student Code of Conduct with your child, please sign and return the form to the school.

I understand that it and the policies and regulations it references apply to all students at all times on school property, including in school buildings and on school grounds; in all school vehicles; and at all school, or school-related activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Student's Name (Print) \_\_\_\_\_

Parent's Name (Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

## EGIS2 Student Handbook

Education Gate International School 2 is a privately-owned international school, kindergarten through high school, licensed by the Ministry of Education. It is located in the Al Rawdah district of Riyadh and is accredited by the American International Accreditation Association (AIAA).

This Student Handbook and Code of Conduct 2016 – 2017 is provided for the purposes of notice and information to ensure a safe environment at EGIS2 that allows our students the greatest opportunity possible for their success. This publication contains information relevant to admissions and attendance, rights and responsibilities, student conduct, plus a wealth of other pertinent information for students and parents of all grade levels.



*For more information about the educational opportunities at Education Gate International School 2, please visit the campus or our website*

**We welcome your visit!**

**[www.egis2.com](http://www.egis2.com)**

*Our vision is to ensure that every student is empowered to succeed in a rapidly-changing world through a stimulating curriculum*