



مدارس المملكة
KINGDOM SCHOOLS

KS 2022 - 23

Student / Parent Handbook

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Welcome

Dear Students and Parents,

Welcome to Kingdom School's (KS) International Program and the new 2021-22 academic school year. We are honored that you have chosen KS as your school and believe you have made an excellent educational choice. We provide a diverse, challenging educational program as well as extracurricular activities that create exceptional academic, social, and emotional growth opportunities for your child.

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

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

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

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

School Vision & Mission

The Kingdom School vision is to provide the best general education environment in the Arab world.

- Our mission is to contribute to the preparation of a pioneering generation that is capable of effectively interacting with other cultures and contributing to the local and greater world community.
- Our goal is to collaborate with parents and the extended community to ensure every child develops a positive sense of self, partakes in lifelong learning skills, and establishes a love of country, heritage, and culture.
- Our key priorities focus on student health and safety, well-being, and individualized learning. Our students develop strong Arabic and English literacy, numeracy, critical thinking, problem solving and creativity while continuing to emphasize a strong sense of culture and national pride; and maintaining their religious identity.

Program Overview

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

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

The Elementary years seek to support the individual instructional needs of each child while progressively moving from a state of dependence to one of independent practice and skills application. This approach expects the teacher to make careful observations of each child's learning and use professional judgments to plan learning opportunities.

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

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

Core Educational Values

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

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

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

Innovative Learning: We find the courage to challenge convention.

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

Lifelong Learning: We strive to develop your potential.

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

Rigor & Fortitude: We work to continually exceed expectations.

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

Administrative Leadership

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

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

General School Information

Contact Information

Below is a list of contact numbers for the Kingdom School’s Main Administration office and each of the academic buildings.

School Contact Information		
Building	School Direct Line	School Mobile Numbers
Administration	+966 11 275 5555 Fax: +966 11 275 4444	P.O. Box 484 Riyadh 11321 Saudi Arabia
School Website	www.kingdomschools.edu.sa	
Kindergarten (KG1 – KG3)	+966 11 275 5555 # 3502	050 320 1698
Girls’ Lower Elementary (1-2)	+966 11 275 5555 # 3660	050 320 1925 050 014 9428
Girls’ Upper Elementary (3-6)	+966 11 275 5555 # 3646	050 558 6091 050 321 5119
Girls’ Middle School (7-8)	+966 11 275 5555 #3710	055 508 5241
Girls’ High School (9-12)	+966 11 275 5555 # 3752	050 320 5471
Boys’ Elementary (4-6)	+966 11 275 5555 # 3247	055 666 1437 055 500 3971
Boys’ Middle School (7-8)	+966 11 275 5555 # 3917	055 025 5497
Boys’ High School (9-12)	+966 11 275 5555 # 3456	050 932 1193

Daily Schedule

Time	Student Schedule
6:30 a.m.	Staff is on duty and students may arrive on campus
7:00 a.m.	KG, Elementary Middle and High School - Start of the school day
7:05 a.m.	Starts are considered late for school and marked as ‘late’
1:30 p.m.	Kindergarten Dismissal
1:45 p.m.	Elementary, Middle and High School Dismissal
3:00 p.m.	Late pick-up (3:00): Students are escorted to the Main Administration for pickup
Time	Teacher Schedule
6:45 a.m. – 3:00 p.m.	Sundays, Mondays, and Tuesdays
6:45 a.m. – 2:00 p.m.	Wednesdays and Thursdays

School Materials

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

Kindergarten	BIE & GIE	BIM/BIH & GIM/GIH
Small Backpack (no wheels) Water Bottle Lunch Box	Small Backpack (no wheels) Water Bottle Lunch Box iPad or Laptop (Grades 4-6)	Small Backpack (no wheels) Water Bottle iPad or Laptop

Class List Distribution

Kingdom School takes care and consideration when establishing class lists for the upcoming school year. Teachers are directly involved in this process because they know the students best. Administrators and Social Workers are also involved because they have insights on student needs and special circumstances.

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

Please note: Student movement from class-to-class will only be made under special circumstances. Additionally, class change requests will only be accepted during the first two weeks of school. Please ask the Administrative VP for the ‘Request for Classroom Change’ form.

Student Attendance

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

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

Excused Absences

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

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

Unexcused Absences

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

Vacations or Non-Essential Travel

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

Minimum Attendance Requirements: Grades 7 -12

Regardless of the reason for absence, a minimum of 75% attendance is an essential requirement in line with the Ministry of Education regulations. If a student is absent 25% or more of his/her enrollment in a specific course per term, he/she may be withdrawn.

Once a student's absence reaches 25% in any subject per term, notification will be sent to the Ministry of Education informing them of the school's intention to prevent the student from completing exam(s). If a student requests an exception to this policy, he/she must obtain written permission from the Ministry of Education and then inform the school.

Students who are absent 25% or more from a course prior to the end of the term meet with the disciplinary committee to decide the best course of action. This meeting also includes the parent. Disciplinary actions may include suspension from school or exclusion from attending class.

Lateness / Tardiness

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

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

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

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

Truancy / Cutting Class

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

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

Early Pick-up

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

Afterschool Pick-up

Kindergarten, Grades 1, 2 and 3: Students must be collected from their homeroom class by a parent or authorized adult. If parents wish for students to be collected by an older sibling (grade four and above) they need to provide written permission to the child's homeroom teacher. Students who are not collected from their homeroom class within 15 minutes of dismissal will be brought to the central area where the duty teacher will supervise them. **Please Note: For student safety measures, these daily procedures may be changed.**

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

Student Code of Conduct

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

Expected Student Behavior

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

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

Positive Student Recognition

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

Behavior Management Procedures

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

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

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

For Level One offenses, the procedures are as follows:

Level One Infractions		
<ol style="list-style-type: none"> 1. Wearing inappropriate school uniform or overall inappropriate appearance 2. Disrespecting morning duty process (lining up, assembly, etc.) 3. Interrupting class (speaking out of turn, side conversations, sleeping, continuous interruption, eating or drinking, leaving without permission, late for class, etc.) 4. Dismissing school inappropriately (exiting/reentering the school, dangerous parking lot behavior) 		
Level One Consequences		
Infraction No.	Type	Action
1	Verbal Warning from teacher, informs Social Worker Documented in Rediker	Student receives a verbal warning (1 st warning) Verbal Warning from Teacher
2	Verbal Warning from Social Worker Documented in Rediker	Student receives a verbal warning (2 nd warning) Verbal Warning from Social Worker
3	Written Warning w/Student Signature (Social Worker) Documented in Rediker	Student signs written warning; parent informed Serves one (1) 30-Minute Detention
4	Parent Notification Social Worker/Counselor Involvement Documented in Rediker	KS provides parent w/written warning Student counselor follows up w/parents Serves two (2) 30-Minute Detentions
5	Student Discipline Contract Parent Meeting Behavior Deduction (1 Mark) Parent Notification Documented in Rediker	Student signs written contract KS contacts parent for meeting Student loses one (1) behavior mark; may gain KS notifies parent of mark deduction Serves Half-Day In-School Suspension
<ul style="list-style-type: none"> • If the same behavior continues, the School Behavior Committee convenes. • Social Worker provides documentation to the committee, beginning with Offense No. Five (5) documentation. • Recommended: Student serves one (1) full-day of in-school suspension • Complete appropriate paperwork (see Ministry of Education guidelines for paperwork.) 		

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

Behavior Committee

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

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

School Property

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

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

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

Dress Code

Expectations

The Kingdom School expectation is for students to wear clothing that is respectful to oneself as well as others. Each day, students must come and remain properly dressed, adhering to the KS Dress Code requirements.

Students must have a change of clothes and shoes for physical education as per the uniform requirements.

KG, Grades 1, 2 and 3: Students should come to school wearing their P.E. uniform on the day they have a P.E. lesson and can remain in their P.E. uniform all day.

Uniform Requirements

Female

- Regulation shirt and skirt, or dress; uniforms must not be altered
- Plain off-white (cream), navy, or black polo or t-shirt (High School only); No logo t-shirts
- Appropriate shoes
- Regulation cotton sweatshirt hoodie with school logo
- Regulation cotton sweater with school logo

Female Physical Education

- Regulation athletic shirt
- Regulation sweatpants
- Regulation sweatshirt
- Athletic shoes

Male

- Regulation shirt and trousers. Uniforms must not be altered.
- Athletic shoes, no spikes
- Regulation cotton sweatshirt or hoodie with school logo
- Regulation cotton sweater with school logo
- Grades 7-12: Traditional Thoub

Male Physical Education

- Regulation athletic shirt
- Regulation sweatpants
- Regulation sweatshirt
- Athletic shoes, no spikes

Dress Code Violations

Student dress is monitored, and infractions are documented. Flagrant violations require a parent or a guardian to bring appropriate clothing to school, so the student may immediately change. Consequences for repeated dress code violations are issued at the discretion of members of the school administration team.

Physical Education Participation

Participation in P.E. lessons is compulsory for all students. If a student has a specific injury, then lessons can be adapted to accommodate him/her. Students who are well enough to attend school are well enough to participate in P.E. lessons. If parents wish to discuss any specific health issues which may affect their child's participation in P.E., kindly contact the Social Worker.

Home - School Communication

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

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

Kingdom School prohibits teachers to use the following modes of communication: providing a parent with a teacher’s personal cell phone number; utilizing WhatsApp as a form of communication; and using other applications such as Facebook, Twitter, Instagram, Snapchat, etc. Please refrain from asking teachers to communicate in any of the abovementioned ways.

School Communication: Regular communication between parents and KS is a high priority. Parents receive notices throughout the year about school events through a school-wide quarterly newsletter sent by email. Information is also available on the KS website at www.kingdomschools.edu.sa or on the Rediker Parent Portal. Additionally, SMS messages are sent periodically to provide important information. Kindly ensure Kingdom School has accurate email addresses.

Meet-the-Teacher: Meet-the-Teacher is held the week prior to the first day of school, generally on the Thursday before school begins. This is the perfect opportunity to locate your child’s classroom(s), meet the teacher, and create a stress-free start to the school year.

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

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

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

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

Homework Guidelines

Kindergarten & Elementary School Daily Homework Guidelines						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
10 Minutes	10-20 Minutes	20-30 Minutes	30-40 Minutes	40-50 Minutes	50-60 Minutes	60-70 Minutes
Middle & High School Daily Homework Guidelines						
Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	
70-80 Minutes	80-90 Minutes	90-100 Minutes	100-110 Minutes	110-120 Minutes	120 Minutes	

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

Technology

Mobile Phones, Cameras, or Other Electronic Devices

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

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

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

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

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

iPads / Laptops

Students are required to bring an iPad/laptop to school every day for use in all subjects.

Grades 1-3: iPads should be transported in the student's book bag and given to the homeroom teacher at the beginning of every day. Teachers safely store iPads throughout the day and return to students at the end of the school day by homeroom teachers.

Grades 4-6: iPads/laptops should be transported in the student's book bag and kept with the student as he/she moves from class-to-class.

Middle and High School Grades 7-12: iPads/laptops should be transported in the student's book bag and kept with the student as he/she moves from class-to-class.

Rediker Parent Portal

Kingdom School uses Rediker as our student information portal for attendance, grading, discipline, report cards and parent communication. This allows parents to access a 'one-stop-shop' for student information. Additionally, this platform is used for homework information, parent communication, digital resource sharing from teachers to students, and much more.

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

Technology Applications

Downloading Free Apps: iPads are an excellent way to incorporate IT resources into the classroom and to address 21st Century skills. If students are required to download specific free Apps, parents are notified in a timely manner to download the necessary Apps for student use. Notification is done through the Rediker Parent Portal.

Downloading Paid Apps: Some educational Apps used by teachers are not free. Parents may be asked to download Apps up to a value of 150 SAR per student per year. A list of these Apps will be provided at the beginning of each term and parents are kindly asked to download these Apps for student use.

ICT Acceptable Internet Use Policy

The Internet links thousands of computer networks around the world, providing Kingdom School students access to a wide variety of technological and informational resources. Whilst Kingdom School has some control of the information on the Internet, it does not have 100% control. There is some risk that sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. The school does not condone the use of such materials and does not permit usage of such materials in the school environment.

Kingdom School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Student Guidelines:

- Students are expected to follow all guidelines stated below as well as those given verbally by the staff and to demonstrate ethical behavior in using the network facilities.
- Students are also expected to realize that the opportunity to use the network and the school's facilities go together with using computer hardware, software, and the Internet in a responsible manner.
- Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures is not tolerated.
- Access is a privilege, not a right.
- Students may not allow others to use their account name and/or their password. To do so is a violation of the ICT Acceptable Use Policy.
- Before use, all students receive an overview of the aspects of security and ethics involved in using the Kingdom School network.
- Any action by a student that is determined by the instructor or a systems administrator to constitute inappropriate use of the Internet at Kingdom School or to improperly restrict or inhibit others for using the Internet is a violation of the ICT Acceptable Use Policy.
- Transmission of material, information, or software in violation of any law in the KSA is prohibited and in a breach of the ICT Acceptable Use Policy.
- Transmission of personal information of a minor is strictly prohibited.

ICT Acceptable Use Internet Policy Violations

Violation of the Acceptable Use Internet Policy may result in:

- Restricted network access
- Loss of network access
- Suspension or expulsion from Kingdom School
- Disciplinary or legal action including, but not limited to, criminal prosecution under KSA law

To ensure efficient system operation, the KS System Administration has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Assessment

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

Standards-based Curriculum

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

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

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

Measure of Academic Progress® (MAP®)

Kingdom School uses MAP as a benchmark assessment. The goal of a benchmark assessment is to determine each student's instructional level and to measure academic growth at the beginning, middle, and end of year. A MAP assessment generates an immediate score, which in turn creates a target score for the next 'benchmark'. The Measures of Academic Progress® (MAP®) tests are given in the areas of language, reading, mathematics, and science.

Ongoing Assessment

In addition to MAP®, teachers use various and continuous assessment throughout each quarter and the school year to guide instruction and determine student progress. For guiding instruction, KS teachers:

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

Continuous assessment tools include but are not limited to:

- Teacher observation
- Class discussion
- Student portfolios
- Class activities
- Individual Projects
- Rubrics
- Team Projects
- Oral and written quizzes
- Diagnostic assessments

Final Exams

Grade 4-6 final examinations are compulsory. Exams are given in the subjects of Islamic, Arabic, English, Mathematics, and Science. Examination schedules and study guides are published well in advance for each term. Final exams are ten (10) percent of each term grade.

Grade 7-12 final examinations are compulsory. Examination schedules and study guides are published well in advance for each quarter. On occasion a subject may be examined prior to the regular exam period and some subjects may not require a final examination (for example, art may have a project or a major assignment that is due in lieu of an exam). Students failing a course must attend additional support classes, make up assignments, and re-sit their final examination. Teachers ensure each student is aware of deadlines and exam dates. Exams must be taken when scheduled. Kindly see the 'Excused Absences' section of this handbook for further information about absences.

Grading & Gradebook

The purpose of grading is to show student progress towards the proficiency of the standards. Based on the unit plan and daily lesson plans, the gradebook identifies the mastered standards. All teachers use Rediker to create a gradebook and to keep an accurate record of grades.

GRADING SCALE					
Grade	Numerical Equivalent	Grade Point	Grade	Numerical Equivalent	Grade Point
A+	95.50 – 100	4	D+	65.50 - 69.49	1.3
A	92.50 - 95.49	4	D	62.50 - 65.49	1
A-	89.50 - 92.49	3.7	D-	59.50 - 62.49	0
B+	85.50 - 89.49	3.3	F***	59.49 – Below	0
B	82.50 - 85.49	3	F*	Exceeding 25% or more absences in a subject, per term	
B-	79.50 - 82.49	2.7	F**	Missing end-of-term	
C+	75.50 - 79.49	2.3			
C	72.50 - 75.49	2			
C-	69.50 - 72.49	1.7			

Report Cards

The purpose of a report card is to indicate student progress. Report Cards are a summary of all data entered in the Rediker gradebook. Kindergarten through Grade 12 report cards are prepared and generated through Rediker and then distributed to students/parents each term on designated days.

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

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

Progress Reports

Progress reports provides the most current academic information for each subject. Please note this is a 'snapshot' of how a student is currently performing. Grades will change based on the student's performance to the end of the quarter. Progress reports are distributed the fifth week of each quarter.

Teachers as Tutors

Kingdom School staff are not permitted to tutor KS students on a private basis as per the conditions of their employment contract. If you feel your child needs extra support in specific curricular areas, kindly discuss this with the classroom teacher or Academic Consultant; they will offer advice on how best to support your child.

Academic Honesty

Rationale

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

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

Academic Misconduct Definitions

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

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

Examination and Test Dishonesty: Using cheat sheets or other prohibited items during either a class examination or an external examination; looking at another student's paper during either a class examination or an external examination; providing another student either at KS or elsewhere with questions or answers from an examination you have taken, and the other student has not; exchanging old or current exam papers, reports, notebooks, etc. without your teacher's express permission.

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

Promoting Academic Honesty

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

To avoid being accused of academic dishonesty when using another person's work, you must always acknowledge exactly what, where and how the outside work is used. At KS, we adopt the **Modern Language Association (MLA)** style of citing reference materials, unless otherwise stated by the teacher. If you require any help or assistance with the process of maintaining academic honesty in your work, please ask the teacher for assistance.

Extra-Curricular Activities

Fieldtrips (Suspended during the Covid-19 Period until Further Notice)

Fieldtrips are held throughout the year as an important way to enrich the curriculum delivered in the school. All fieldtrips have an academic purpose and link directly to the topics studied by students in the relevant curriculum areas. Each grade level will participate in a minimum of one field trip per year.

All care has been given to ensure that trips are safe and that students have a positive and unique experience. As classwork leading up to and following the trips often relates to experiences on the trip, attendance on these trips is **highly encouraged**.

As needed, parents are invited to attend fieldtrips to assist the teacher. The teacher will contact parents to arrange for assistance. Designated parent helpers must travel with the class not by private transport. Kindly note: Nannies, drivers, or family members other than parents are not permitted to accompany fieldtrips.

After School Activities (Suspended during the Covid-19 Period until Further Notice)

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

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

Healthy Eating

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

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

Hydration

Due to the extreme heat in Riyadh, it is important that our students keep hydrated and drink plenty of water throughout the day. Students **must** bring a labeled water bottle to school every day and keep this with them during lessons and break times. **As a health and safety concern, plastic/paper cups will not be provided.**

Birthday Celebrations

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

Food from Outside Vendors

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

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

School Clinic

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

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

If a student feels unwell during the school day, he/she may be referred to the school clinic by their teacher. The student is first directed to the school reception and then are escorted (KG-Grade 3) or sent to the clinic. Once the school nurse has assessed the student, he/she will either:

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

Medical Concerns

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

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

Head Lice

If a student is found to have head lice, he/she will be sent home immediately. The student will not be allowed to return to school for a minimum of three (3) days. On his/her return, the student will be rechecked by the school nurse prior to returning to the classroom.

Parents will be informed if there is a case of lice in their child's classroom. In such cases, please be extra vigilant by checking for head lice with your own child. Thank you.

When to Keep Your Child at Home

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

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

Appendix

Kingdom School ICT Acceptable Use Policy: All Students

I understand that using the computer network is a privilege and when using the school computers, I will:

- Always behave in a sensible, mature way, and respect others
- Only log on using my own username and keep my password secret
- Only use the school computer network for school-related work
- Report any suspected breach of network security (whether by myself or others) to a member of staff
- Refrain from accessing any newsgroups, links, web pages or other areas of cyberspace that would be considered offensive because of pornographic, racist, violent, illegal, or illicit content
- Take responsibility for monitoring and appropriately rejecting any such newsgroups, links, web pages or other areas of cyberspace accessed by me
- Always be courteous and use appropriate language both to those around me and those I contact through the network
- Never seek to harass or abuse fellow students or members of staff using obscene or offensive language or images, either on the school network itself or via external social networking sites, and will report any cases of such usage against me
- Not allow copyrighted material to enter the school e.g. MP3 files
- Not download software, games, music, graphics, or video while on the school grounds
- Use any downloaded material in an appropriate manner in my work, listing its source in a bibliography and clearly specifying any directly quoted material
- Never reveal personal information including names, addresses, credit card details, telephone or fax numbers and photographs of myself or others
- Never subscribe to auto-mailing systems
- Only use the school address where permission is granted and never give other details about the school, including telephone numbers and email addresses
- Not interfere with or damage the school computers or peripherals, the school systems or network in any way
- Immediately report any accidental damage immediately to a member of staff
- Immediately report any misuse of the network service to a member of staff
- Not use any systems outside of the school in a way which could cause offense to either staff or other students at the school
- Not use any systems outside of school in a way in which could portray the school in a negative way
- Not add members of staff as “friends” on social networking sites
- Report any instances of others breaching any of the points above

I understand that my school account is not, and cannot be, regarded as private and is subject to random monitoring.

I understand that if I am found not to be complying with this policy, I will be denied access to the computer network for a time to be determined by the school's system administrator. I also understand that I may face further disciplinary action depending on the nature of the offense.

Kingdom School Bus Safety Policy: All Students

Students and parents share the responsibility for safety while traveling in school buses. The privilege of any student to ride a school bus is conditional upon his/her good behavior and observance of school and transportation rules.

Certain levels of conduct are expected of all students riding in school buses. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will in any way cause distraction of a driver's attention or danger to others that might result in the unsafe operation of the bus. The rules should be followed for the safe journey of all students.

Waiting for the Bus

I will:

- Not play in the path of traffic and will always stand away from the road , especially as the bus approaches.
- Stay out of the danger zone around the bus. The danger zone is anywhere close enough to the bus to touch it. The bus driver cannot see students in the danger zone.
- Not run alongside the bus when it is moving.
- Wait sensibly for the bus and will not damage other people's property or make excessive noise while waiting.
- Not fight with other students at the bus stop nor while traveling on the way to and from school.
- Wait until the bus stops and then walk to the door to board the bus in an orderly manner.
- Not push or pull other students while boarding.

Riding on the Bus

I will:

- Use assigned school bus only.
- Obey the bus driver and teacher instructions. They are in complete charge of me while on the bus.
- Understand that any complaint about my behavior/attitude will be reported to the school administration and my parents.
- Sit in assigned seat unless advised to do otherwise.
- Wear a seat belt and remain seated properly during the complete journey in the bus.
- Not play or walk while the bus is moving.
- Not open the emergency doors unless asked to do so by the driver at the time of an emergency.
- Not talk to the driver except in an emergency.
- Not tamper with any equipment or operate any part of the bus.
- Not damage or deface the bus.
- Not be involved in fighting, bullying, use of abusive or bad language or any loud disturbance on the bus.
- Not wave or shout at pedestrians or occupants of other vehicles.
- Not throw objects from bus windows.
- Not eat in the bus.

Leaving the Bus

I will:

- Ensure I cross in front of the bus and only when the driver gives a signal.
- Not pick up anything dropped near the bus. I will inform the driver or another adult.
- Exit appropriately and wait for my turn.
- Be familiar with the emergency procedures.

I understand that if I do not comply with this policy, I will face disciplinary actions as stated in the **KS Discipline Policy**.

Kingdom School iPad / Laptop Use Policy: All Students

I understand that using an iPad or laptop at school is a privilege and when using them, I will:

Student Agreement

- Bring my iPad or laptop to school EVERY day.
- Label my iPad or laptop as required by the school.
- Use my iPad or laptop for academic purposes. I will not use it for non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.)
- NOT use my iPad or laptop to take photos for non-educational purposes.
- Charge my iPad or laptop battery daily and will NOT loan out my iPad or laptop, power adapter, or cover to other individuals.
- Keep my iPad or laptop off the floor where it could be stepped on or tripped over.
- Keep food and beverages away from my iPad or laptop since this may cause damage.
- Not disassemble any part of my iPad / laptop or attempt any repairs at school.
- Not deface my iPad or laptop, or the cover in any way. This includes, but is not limited to, attaching stickers, marking, painting, drawing, or marring any surface.
- Not use obscene language and/or materials, including music, screensavers, backgrounds, and/or pictures are prohibited.
- Follow the outlined expectations and the Kingdom School Acceptable Use ICT Policy while at school, as well as outside the school day.
- Assume full responsibility of my iPad or laptop at school.
- I understand my iPad or laptop is subject to inspection at any time without notice if there is a reasonable cause for suspicion of misuse.

2022 -23 Kingdom School Handbook ACKNOWLEDGEMENT FORM



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

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

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

STUDENTS

I have received a copy (website) of the Kingdom School's 2021-2022 *Parent/Student Handbook*. The handbook was reviewed and explained to me. I was given an opportunity to ask questions. I have read and understand the Student Code of Conduct listed in the handbook and the consequences for offenses.

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

I understand the *School Bus Policy for Students*. I was informed that I may meet individually with my vice principal to discuss the handbook in more detail.

I understand the *iPad / Laptop Use Policy*. I was informed that I may meet individually with my vice principal to discuss the handbook in more detail.

Student Name (Printed): _____

Student Signature: _____ Date: _____

PARENTS

I have read and discussed the *Parent/Student Handbook* with my child. I have also reviewed the *ICT Acceptable Use Policy for Students*, the *School Bus Policy for Students* & *iPad / Laptop Use Policy* with my child.

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

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

Parent Name (Printed): _____

Parent Signature: _____ Date: _____

Marketing / Photograph Permission



Dear Parent,

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

Although we cannot guarantee that your child/children will always be used in our promotional publications, we would like to include as many students as possible. If you are happy for your child to participate in this project, please complete the form below and return it to the administration secretary of your school by October 7, 2021.

Thank you,

Administrative Vice Principal
Kingdom School International Program

Student Name: _____

Grade: _____ Gender: _____

Additional Children (parent preference):

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

Parent Name (Printed): _____

Parent Signature: _____ Date: _____