

مدارس الرواد العالمية  
Arrowad International Schools



# AL-ROWAD INTERNATIONAL SCHOOL RIYADH

## PARENT – STUDENT HANDBOOK

### 2016 - 2017





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## School Address and Contact Details

**Mailing Address:** P.O. Box 93354, Al-Nuzha, Riyadh 11673, KSA

**Telephone:** +966 11 281 3003

**Mobile:** +966 53 304 1593

**Fax:** +966 11 481 2300

**Email:** [info@arrowad.sch.sa](mailto:info@arrowad.sch.sa)

**Website:** [www.ais.sch.sa](http://www.ais.sch.sa)

**School Office Hours:** 6:30 am – 2:30 pm Sunday – Thursday

**Note:** Appointments are highly recommended. Drop ins are not guaranteed a meeting.

Email for AIS staff (with some exceptions): Type the first initial, plus dot and then last name of the staff

member@arrowad.sch.sa (e.g. [a.mustafa@arrowad.sch.sa](mailto:a.mustafa@arrowad.sch.sa))

KG Section		Grades 1-3	
Morning Arrival times	Afternoon Pick-Up times	Morning Arrival times	Afternoon Pick-Up times
6:15 a.m. – 6:30 a.m.	11:55 a.m. – 12:30 p.m.	6:15 a.m. – 6:30 a.m.	12:55 p.m. – 1:30 p.m.
Assembly: 6:30 a.m. – 6:45 a.m.		Assembly: 6:30 a.m. – 6:45 a.m.	

Grades 4-6		Grades 7-12	
Morning Arrival times	Afternoon Pick-Up times	Morning Arrival times	Afternoon Pick-Up times
6:15 a.m. – 6:30 a.m.	12:55 p.m. – 1:30 p.m.	6:15 a.m. – 6:30 a.m.	12:55 p.m. – 1:30 p.m.
Assembly: 6:30 a.m. – 6:45 a.m.		Assembly: 6:30 a.m. – 6:45 a.m.	

### Please Note (for parents of AIS only):

1. School doors open at 6:15 a.m. and any drop offs before this time will need to be supervised by the parent outside the school, with the exception of bus students.
2. Students are allowed to leave the school with the permission of the Section Vice/Deputy Principal and their parents



## General Director's Message

Dear Respected Parents and Students,

It is our pleasure to welcome you to Al Rowad International Schools (AIS). As we start the academic year 2016-2017, we would like to inform you that there are many exciting things happening at AIS this year and we are eagerly anticipating the return of our students, and look forward to meeting the new additions to our AIS family.

We at AIS are devoted to providing your children with the best possible education in an Islamic environment. At AIS, we hope, by the Grace of Allah, to inspire our students and inculcate in them an internal motivation to be individuals who strive for excellence in all of their endeavors. Your support of our policies and adherence to our procedures ensure the smooth and effective operation of the school. The collaboration between the school administration, teachers, parents and students is one of our major foundations because it is an integral part of your child educational success.

In this Handbook, you will find important and useful information about the school's vision and mission, policy documents related to parents and students, as well as student and parent responsibilities and expectations. We encourage you to read through this document carefully and thoroughly, review it with your child(ren), and use it as a reference throughout the year. If you have questions, we advise you to clarify with the section Deputy Principal/Section Head to avoid any misunderstandings.

In this regard, we ask all parents to sign the Acknowledgement Statement that confirms that you received and read this document and acknowledged the responsibilities outlined herein. The Acknowledgement Statement must be submitted to the Deputy Principal/Section Head office. It is imperative that you use the school calendar which serves as a source of information regarding all minimum days, mid-year and semester breaks. However, it is important to mention the school reserves the right to make changes or amend any policies and procedures outlined in this Handbook from time to time. We wish your child(ren) a successful and productive school year.



## Our Vision

To be one of the leading international Islamic schools in the world.

## Our Mission

To continuously improve the educational environment through understanding and acting on the needs and expectations of our school community. To implement advanced teaching methods and technology as well as established good practices, all of which are essential tools that enhance students' performance. To realize the maximum potential of each student, AIS is not only dedicated to develop academic achievement, but also to nurture physical development, social skills and Islamic values.

## History

Al Rowad International Schools was established at the beginning of the academic year 1420/1421 AH (1999/2000) in Sulaimania, Riyadh by Shaikh Abdullah bin Ibrahim Al-Khalaf.

## Philosophy

The Al Rowad International Schools (AIS) staff embraces the philosophy that every student is equal, unique, capable, and worthy of the best education possible. The future of the Muslim community depends upon an educated and responsible Ummah (community) that is grounded in Islamic tenets and principles. Islam encourages all Muslims to acquire knowledge throughout their life and elevates those who have knowledge over those who are lacking. Allah says in the holy Quran:

***"Allah will exalt in degree those of you who believe and who have been granted knowledge and Allah is aware of what you do."*** (Al-Quran 58:11),

Also, as narrated by Abdullah bin Mas'oud (may Allah be pleased with him), the Prophet (peace be upon him) said, "Do not wish to be like anyone except in two cases. The first is a person whom Allah has given wealth, and he spends it righteously. The second is to whom Allah has given wisdom, and he acts according to it and teaches it to others".

Thus, Alrowad International Schools (AIS) is dedicated to provide learning environment and academic preparation of Muslim youth under Islamic atmosphere to compete for success in this fast changing life and hereafter.



## Our Core Beliefs

We aspire to realize the maximum potential of each student, not only developing outstanding academic achievement, but also nurturing physical development, social skills and Islamic values. We at AIS believe in:

- Cultural diversity and global awareness.
- A safe, nurturing and inclusive environment.
- Advanced learning environment that enhances student's critical thinking.
- A school that encourages moral and academic development of each student.
- Partnership between school administration, teachers, parents, students and community.
- Each student's uniqueness, right to learn and potential.

## EXPECTED SCHOOLWIDE LEARNING GOALS (ESLG)

### ESLG 1

***"Let there be a community among you who call to the good, enjoin the right, and forbid the wrong. They are the ones who will have success." Qur'an [3:104]***

**Al-Rowad International School students will live Islam as a way of life demonstrated by:**

- Complete submission to the Will of Allah;
- Rich knowledge of Qur'an and Sunnah;
- Knowledge of Islamic history and pride in Muslims' contributions to civilization;
- Daily implementation of Islamic teachings;
- Positively representing Islam to the larger community;
- High moral character exemplified by modesty in dress and behavior, courteous speech and respectful listening, guided by love and reverence for the Prophet Muhammad (PBUH), as our ultimate role model, and awareness of his behaviors and ethics, as documented in the Seerah and Hadith;
- Ability to easily distinguish between Halal and Haram;
- Ability to evaluate real-life moral and ethical issues against the criteria of Islamic values and principles;
- Commitment to hard work as a means of gaining Allah's pleasure.

### ESLG 2

***"Say, 'Are those who know equal to those who do not know?'" Qur'an [39:9]***

***"Oh Lord, increase my knowledge." Quran [20:114]***

**Al-Rowad International School Students will be high academic achievers and life-long learners who demonstrate:**



- Disciplined study habits;
- Ability to solve complex, academic and real-life problems, using a variety of strategies;
- A well-rounded knowledge base in many disciplines, and recognition of inter-disciplinary connections, and the relevance of each discipline to the student's life;
- A passion for learning and discovering the miraculous sophistication of Allah's creation through the study of all branches of knowledge;
- Ability to think critically and discuss issues from a global perspective;
- Ability to access and research primary and secondary sources of information for in-depth understanding of people, events and issues;
- Proficient use of technology to responsibly gather, interact with, and integrate information, to facilitate the achievement of learning objectives;
- Personal qualities and academic skills to facilitate a smooth transition to, and success in universities, and enable them to function and compete in professional environments;
- Understanding that seeking academic and religious knowledge is a life-long endeavor.

### ESLG 3

*(Moses) said: "O my Lord! Expand my chest, ease my affairs, and remove the knot from my tongue, so they may understand my speech." Quran [20:25-28]*

**Al- Rowad International School students will be highly-effective communicators who:**

- Speak and write articulately, with clarity and sophistication;
- Listen reflectively and critically;
- Articulate the essential elements of our Islamic beliefs and traditions to other faith groups;
- Read, write and converse fluently in Arabic, and understand the language in order to achieve a greater awareness of the Holy Qur'an.

### ESLG 4

*"O mankind! We created you from a single (pair) of a male and a female, and made you into nations and tribes, that ye may know each other (not that ye may despise (each other). Verily the most honored of you in the sight of Allah is (he who is) the most righteous of you." Quran [49:13]*

*The best among people are those who are most beneficial to them. (Hadith)*





**Al-Rowad International School students will be active, responsible contributors to the Muslim, local, national and global communities who:**

- Sense their individual responsibility to make positive, ongoing contributions of their time and talents for the sake of preserving and improving our environment, situation, and the quality of life in their families and communities;
- Understand the interconnectedness of nations, faiths and languages, recalling the contributions of each to civilization;
- Demonstrate polite and confident social skills;
- Demonstrate knowledge and respect for other viewpoints, recognizing merits in each.

### ESLG 5

*"The strong believer is better than the weak believer, and there is goodness in each." (Hadith)*

*"Indeed, your body has a right over you." (Hadith)*

**Al-Rowad International School students will respect and honor themselves as spiritual and physical beings by:**

- Understanding the importance of physical fitness, good nutrition and hygiene to maintain a strong mind and body and to further fulfill our obligations toward our Creator;
- Adhering to Islamic code for modest attire and character (Haya');;
- Being disciplined and steadfast in performing obligatory and supererogatory acts of worship, such as prayers and fasts, with strong faith in the spiritual and physical benefits of each.

## GENERAL ADMISSION POLICY

We believe in providing a fair and equal chance to all applicants who fulfill the admission requirements and depends upon space availability. In order to determine admission eligibility for students transferring from another school, official report cards (showing final marks) must be submitted to show that students have successfully completed their last grade. AIS has the right to decline any candidate's admission if the student has a history of unacceptable behavior.

Students applying for a place at AIS are required pass a placement test with a score of 65% or above in Math and 75% English and in addition to a clean behavioral record. Applicants from Arabic schools may be required to write a language proficiency test.



## REGISTRATION CONDITIONS

In order for an applicant to be fully admitted and register in AIS, he/she must meet the following requirements:

### REGISTRATION FORM:

- To START the process, the registration form must be filled out online and the parents will receive acknowledgment and the date of the placement test. To obtain the online form, please click on this [link](#) or copy and paste the URL on browser: <https://my.arrowad.sch.sa/register>

### PROOF OF AGE:

- The parents of all children entering KG are requested to provide the proof that their children are 5 years or older on or before February 29th of the enrolment year.

### IMMUNIZATION RECORDS:

- To ensure all students are safe, the Calgary Health Region Authority (CHRA) requires that all students be immunized against certain contagious diseases. Prior to registration, all parents are requested to submit up-to-date immunization records for their children.

### RESIDENT VISA (IQAMA)

- All candidates must have valid resident visa.

### BIRTH CERTIFICATES

- KSA-born students must show a copy of their birth certificate or any other official document showing their dates of birth. Non-KSA students are required to show a valid residence visa (stamped in their passport), proof of residence in the Kingdom.

### RETURNING STUDENTS:

- Students, currently enrolled in the school, who wish to renew their enrolment for the upcoming school year, must notify the school of their intention to renew. A date is usually set by the school administration and communicated to parents before the end of the calendar year. All returning students must report back to the school by declared date otherwise their admission will be revoked. **Students who leave the school and wish to return in subsequent years will have no priority over the public and their applications will be view as new students.**

### FEE POLICY

- Please click this [link](#): or copy and paste the URL on a browser: <http://ais.sch.sa/admissions/tuition-fees-2/> to see our detailed fee policy for 2016-2017 or visit our website under admissions.

### BUS SERVICE

- Students who are riding on the bus are expected to follow all rules set out by the bus driver and school administration. Any violations of these rules will result in a loss of riding privileges. Students are to remember that they are representatives of the school and expectations apply while riding the bus. The AIS utilizes a fleet of school buses at both campuses which are available for daily transportation of students within the four quadrants of the city. The details about the transport fee can obtained from the reception.



## EDUCATIONAL PROGRAM

AIS has a diverse community from 58 countries speaking 36 languages. With regards to children in Kindergarten and the first three grades, the School has adopted the class teacher system, in which all the core subjects are taught by the homeroom teacher.

The School prepares its students to sit for international British and/or American exams such as IGCSE (International General Certificate of Secondary Education) and SAT (Scholastic Aptitude Test). The IGCSE is a two-year program, offered to students aged between fourteen and sixteen. These exams enable the students to join the most reputable Arab and international universities. Extra support classes are offered for grades 3 through to 11 (AS level). These are primarily in subjects such as English, Mathematics, science and Arabic. The classes take place usually on Saturday morning.

## SCHOOL CURRICULUM FRAMEWORK

Al-Rowad International Schools offer both: **The American and British Curricula**. Students are oriented throughout grade eight on the differences between the above mentioned curricula and they have to decide on what to choose by the end of the above mentioned grade.

Types Curricula Offered	Grade Levels
American	KG – 8
American High School Diploma	9-12
British High School Certificate	9-12

**The American Curriculum** follows the Common Core State Standards and Next Generation Science Standards that award students with a high school Diploma or Advance High School Diploma. The Common Core State Standards (CCSS) Initiative is a state-led effort coordinated by the National Governors Association Center for Best Practices (NGA Center) and the Council of Chief State School Officers (CCSSO). These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs.

The standards:

- Are aligned with college and work expectations;
- Are clear, understandable and consistent;
- Include rigorous content and application of knowledge through high-order skills;



- Build upon strengths and lessons of current state standards;
- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society; and
- Are evidence-based.”

The (CCSS) prepares the students with the most important knowledge and skills to attain higher education or careers. The NGSS content is focused on preparing students for college and careers. The NGSS are aligned, by grade level and cognitive demand with the English Language Arts and Mathematics Common Core State Standards. This allows an opportunity both for science to be a part of a child’s comprehensive education as well as ensuring an aligned sequence of learning in all content areas. The three sets of standards overlap and are reinforcing in meaningful and substantive ways.

Using a **credit system**, students are given a wide foundation in General Education and are taught a broad range of subjects including Math ( Algebra I and II, Geometry I and II, Calculus) English Literature, English Language, ICT, French, Arabic, Biology, Chemistry, Physics, World History, KSA History and P.E.

The school prepares the students for SAT I and SAT II. The program starts at the beginning of grade nine and ends at the end of grade twelve. Students are registered by the school at the end of grade eleven for SAT I, and at the end of grade twelve for SAT II. AIS is recognized as one of the registered centers for SAT examinations.

The SAT I is a comprehensive exam that is given several times a year. The SAT is offered five times a year: in October, November, December, May, and June. The SAT I doesn’t test logic or abstract reasoning, it tests the skills you’re learning in school. There are three SAT sections: Evidence –Based Reading and Writing (Essay is optional) & Math.

Component	Time Allotted( Minutes)	Number of Questions/ Tasks
Reading	65	52
Writing and Language	35	44
Essay (optional) Essay Results reported Separately	50	1
Math	80	58
Total	180 (230 with Essay)	154 (155 with Essay)

Some of the SAT II Subject Tests are: Math (Level I, Level II), Biology, Chemistry, Physics, French, World History and English Literature. The SAT II gives you a score of 200-800. You get a point for every right answer and zero points for every omitted answer. You lose 1/4 of a point for every question you answer incorrectly. The SAT II takes one hour for each subject test. The SAT II is given two times a year, usually in November, and June. The test is typically offered on the first Saturday of the month.



**The British Curriculum** also starts in grade nine and ends in grade twelve. Students will be taught and prepared to take the Cambridge IGCSE external examinations at the end of grade ten. The IGCSE is the world's most popular international qualification for 14 to 16 year olds. It is recognized by leading universities and employers worldwide, and is an international passport to progression and success. Moreover, it offers a flexible and stimulating curriculum, supported with excellent resources and training materials for all learners. The curriculum is structured to help and improve the academic performance of the students by developing their lifelong learning skills in creative thinking, enquiry and problem solving. It is the perfect springboard to advanced study. It offers a wide range of subjects including: Math, English as First and second Language, Arabic as first and Second language, Business, Biology, Chemistry, Physics, Accounting, ICT, Computer Science and many more.

The IGCSE assessment takes place at the end of the course and can include written, oral, coursework and practical assessment. This broadens opportunities for students to demonstrate their learning, particularly when their first language is not English. In many subjects there is a choice between core and extended curricula, making Cambridge IGCSE suitable for a wide range of abilities. Grades are benchmarked using eight internationally recognized grades, A\* to G, which have clear guidelines to explain the standard of achievement for each grade. Cambridge IGCSE examination sessions occur twice a year, in June and November and the results are issued in August and January. The school is a fully certified center with the University of Cambridge international Examinations,

After completing the IGCSE courses, students can study up to 4 Advanced Subsidiary (AS) and Advanced level (A Level) courses offered at the school. The IGCSE/ EDEXCEL Syllabuses prepare students for university study, which is why universities worldwide value and recognize Edexcel (**educational" and excellence**) International AS and A Level qualifications. They are the first step in providing access to a range of careers or further study. AS and A levels have been used as a benchmark to judge student ability for more than 60 years.

The school offers the opportunities to AS and A level students to move into two streams, either the Art or Science stream. Students once they have finished their IGCSE are asked to choose on one of the two main streams. In the Art stream a variety of subjects are offered: English/ Economics, Math, Accounting, Applied ICT and Business Studies. The science stream includes: Math, Biology, Chemistry and Physics.

Al-Rowad International Schools have been distinguished by not only educating students in various academic subjects, but also in enriching their knowledge with our Religion and ethics. In A- Rowad students have compulsory subjects in any of the two curricula and they are: *Qur'an, Islamic Studies in Arabic (ISA), Islamic Studies in English (ISE) and KSA History*. We should always remember what our prophet (PBUH) said: Prophet Muhammad (s) said: *Whoever reads the*



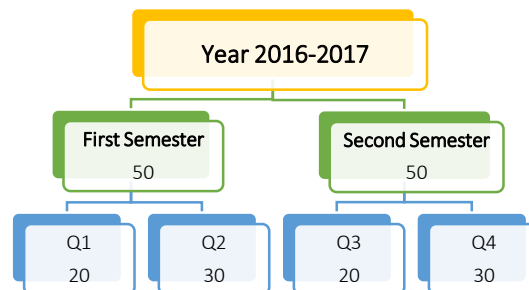
*Qur'an before becoming Baaligh, has indeed been given wisdom as a child.* The Holy Book is the best intellectual treasure a student can have. Prophet Muhammad (s) said: *The Qur'an is a wealth with which there is no poverty, and without which there is no wealth.* On the other hand not caring to read and study the Qur'an is a great loss. Prophet Muhammad (s) said: *Surely the person in whose heart lacks the trace of the Qur'an is like a ruined house.*

Students go beyond the textbooks to study complex topics based on real-world issues, such as the Ecology in Riyadh, Islamic History, and Effects of Chemicals on animals, etc, analyzing information from multiple sources, including the Internet and interviews with experts. Project-based classwork is more demanding than traditional book-based instruction, where students may just memorize facts from a single source. Instead, students utilize original documents and data, mastering principles covered in traditional courses but learning them in more meaningful ways. Projects can last weeks; multiple projects can cover entire courses. Student work is presented to audiences beyond the teacher, including parents and community groups.

## ASSESSMENT BREAKDOWN, GRADING SYSTEM AND REPORTING

### I. Assessment Breakdown

#### Assessment Breakdown



Semester Breakdown	Quarters	Assessment Classified	Weighting (%)
First Semester (FS1)	Quarter 1	Continuous Assessment (including CW, HW, Quizzes & PBA if required)	20
	Quarter 2	First Semester Exam (plus CW, HW and Quizzes)	30
	Sub-Total Semester 1		50
Second Semester (SS2)	Quarter 3	Continuous Assessment (including CW, HW, Quizzes, PBA if required)	20
	Quarter 4	Second Semester Exam (plus CW, HW and Quizzes)	30
	Sub-Total Semester 2		50
Yearly Total			100



### Q1 and Q3 (Continuous Assessment)

Quizzes	C.W	H.W	Exam (PBA/CA)
6.00	5.00	3.00	6.00

Components of the Continuous Assessment (Quarter 1)		
Assessments	PBA/CA Subjects	Non-PBA/CA Subjects
Quiz Mark	<i>Best</i> mark out of <i>ALL quizzes</i>	<i>Best</i> mark out of <i>ALL quizzes</i>
Exam/CA Mark	<i>Average</i> of the <i>BEST 3 quizzes</i>	<i>Average</i> of the <i>BEST 3 quizzes</i>
CW/HW Mark	See Guidelines Below	See Guidelines Below
Components of the Continuous Assessment (Quarter 3)		
Assessments	PBA/CA Subjects	Non-PBA/CA Subjects
Quiz Mark	<i>Average</i> of the <i>BEST 3 quizzes</i>	<i>Average</i> of the <i>BEST 3 quizzes</i>
Exam/CA Mark	Project Based Assessment (PBA)	<i>Best</i> mark out of <i>ALL quizzes</i>
CW/HW Mark	See Guidelines Below	See Guidelines Below

❖ *(Project Based Assessment)* = (i.e., presentation, research work, reports, essay writing, web based etc.)

#### (Grades 4-6)

- Core/Major Subjects (4 Quizzes per quarter)
  - Arabic, English, Math and Science
- Minor Subjects (4 Quizzes per quarter)
  - KSA, PE, Computer, Islamic Education, Art and French

#### (Grades 7-8)

- Core/Major Subjects (4 Quizzes per quarter)
  - Arabic, English, Math, Biology, Chemistry and Physics
- Minor Subjects (4 Quizzes per quarter)
  - KSA, PE, ICT, Islamic Education, Art, French and Business Studies

#### (Grades 9-12)

- Core/Major Subjects (4 Quizzes per quarter)
  - Arabic, English, Math, Biology, Chemistry and Physics
- Minor Subjects (4 Quizzes per quarter)
  - KSA, PE, Computer Science/ICT, Islamic Education, French, Business Studies, World History, Accounting, Economics

### Q2 and Q4 (End of Semester Assessment)

Quizzes	C.W	H.W	Exam
6.00	5.00	3.00	16.00

Components of the Continuous Assessment (Quarter 2 & 4)		
Assessments	PBA/CA Subjects	Non-PBA/CA Subjects
Quiz Mark	<i>Average</i> of the <i>BEST 3 quizzes</i>	<i>Average</i> of the <i>BEST 3 quizzes</i>
Exam Mark	End of Semester Exam	End of Semester Exam
CW/HW Mark	See Guidelines Below	See Guidelines Below

#### (Grades 4-6)

- Core/Major Subjects (4 Quizzes per quarter)
  - Arabic, English, Math and Science



➤ **Minor Subjects (4 Quizzes per quarter)**

- KSA, PE, Computer, Islamic Education, Art and French

✚ **(Grades 7-8)**

➤ **Core/Major Subjects (4 Quizzes per quarter)**

- Arabic, English, Math, Biology, Chemistry and Physics

➤ **Minor Subjects (4 Quizzes per quarter)**

- KSA, PE, ICT, Islamic Education, Art, French and Business Studies

✚ **(Grades 9-12)**

➤ **Core/Major Subjects (4 Quizzes per quarter)**

- Arabic, English, Math, Biology, Chemistry and Physics

➤ **Minor Subjects (4 Quizzes per quarter)**

- KSA, PE, Computer Science/ICT, Islamic Education, French, Business Studies, World History, Accounting, Economics

**A. Distribution of Marks**

Assessments	Allocated Marks	Responsibility
1. Classwork	5.0	<i>Teachers <b>MUST</b> record the marks on a regular basis.</i>
2. Homework	3.0	
3. Quizzes	6.0	
4. PBA/CA (Q1 & 3)	6.0	
5. Exam (Q2 & 4)	16	

**B. Procedures for deducting marks from students**

Students' Infractions	Deduction of mark	Responsibility
1. Incomplete classwork	0.25	<i>Teachers <b>MUST</b> record the marks on a regular basis.</i>
2. Incomplete home work	0.25	

**C. Classwork marks will not be deducted if the student provides a valid reason for being absent**

## II. Grading Scale

AIS grading system is aligned with College Board and fully approved by the Ministry of Education in Saudi Arabia.

AIS American Assessment Grading System				AIS British Assessment Grading System		
RANK	GRADE	AVG %	GPA	RANK	GRADE	AVG %
<b>EXCELLENT</b> Arabic: ممتاز	A+	100-96	4	<b>EXCELLENT</b> Arabic: ممتاز	A	100-90
	A	95-93	4			
	A-	92-89	3.7	<b>VERY GOOD</b> Arabic: جيد جداً	B	89-80
<b>VERY GOOD</b> Arabic: جيد جداً	B+	88-86	3.3	<b>GOOD</b> Arabic: جيد	C	79-70
	B	85-83	3.0			
	B-	82-79	2.7	<b>PASS</b> Arabic: نجاح	D	69-60
<b>GOOD</b> Arabic: جيد	C+	78-76	2.3	<b>ACCEPTABLE</b> Arabic: مقبول	E	59-50
	C	75-73	2.0			
	C-	72-69	1.7	<b>FAIL</b> Arabic: راسب	F	50-0
<b>ACCEPTABLE</b> Arabic: مقبول	D+	68-66	1.3			
	D	65-63	1.0			
<b>FAIL</b> Arabic: راسب	D-	62-60	0.7			
	F	59-0	0			





### III. Reporting

Semester Report Cards are issued on our MyAIS four times a year. The following documents are used as reporting tools to inform parents and other stakeholders on students' academic performance, progress and achievement throughout the year:

- *Diagnostic Assessment Start of Year Report*
- *Progress Reports (issued quarterly)*
- *Report Cards (issued at the end of the academic year)*
- *NWEA MAP Scores*
- *Externally marked qualifications – SAT, IGCSE, AS and A2 Results*

### Graduation Requirements

The tables and statements below explain Al Rowad International Schools **American High School Diploma and the British High School Certificate** graduation requirements. Students may graduate at one of 2 tiers from AIS, however the 2 certificates will not all be available until the student graduate at end of grade 12. The 2 graduation tiers are progressively more demanding:

- **AIS American High School Graduate Diploma**
- **AIS British High School Graduate Certificate**

#### I. American High School Graduate Diploma

Under the American High School Diploma programme, a student requires a minimum of 24 High School units of credit, taken over eight semesters in Grades 9 through to 12 inclusively to graduate. The courses listed below are required to achieve graduation at the High School level. A credit is defined in adherence to American Diploma credit hour standards. The minimum requirement for graduation is a (C) average (2.00 GPA) overall. Students must complete the following courses successfully to graduate:

Course	Requirements
English	4 credits
Mathematics	4 credits
Physical Science	1 credit
World History	2 credits
Arabic	2 credits
French	2 credits
Business Studies	2 credits
Economics	1 credits
Physical Education	2 credits
IT/ICT	2 credits
KSA History	2 credits
Islamic Education	2 Credits
Biology	3credits
Chemistry	3 credits
Physics	3 credits
English Literature	1 Credit



### British High School Graduate Certificate

Under the British High School Graduate Certificate Programme, a student must achieve 50% or above to pass any given subjects. Students failing to achieve 50% over the year are asked to take a retest in that subject. If students fail to make 50% in the retests, they may be required to re-take the year. To graduate with these certificates, students must meet the minimum conditions outlined in the tables mentioned above.

## STUDENT CODE OF CONDUCT

- Students are expected to act responsibly in and out of the school and to consider themselves as **representatives** of the Islam and AIS *at all times*.
- School properties are to be **protected and respected** at all times.
- Students will conduct themselves with **noble manners** at all times with peers, all staff members and visitors to the school
- Students are expected to be **punctual** for all of their classes.
- The completion of all schoolwork assigned is the responsibility of the student. This means being **organized**, using class time effectively, and completing all assigned homework in a timely manner.
- Cleanliness** should be manifested in the student's work places, classroom, and personal hygiene.
- Adherence to the **school uniform** is mandatory during the school day and when representing the school. Students are expected to wear the school uniform **properly** at all times unless otherwise instructed.
- It is expected that each student will act in a safe and helpful manner towards oneself and others. Students are expected to move safely within the building by walking and not running.

These general guidelines and expectations for a Calgary Islamic School student apply equally to all students. They are a means of encouraging students to develop the self-discipline that is characteristic of an exemplary Muslim. All guidelines reflect the responsibility that a student assumes when he or she agree to become part of the school. The guidelines apply to all students during the time that they are under the jurisdiction of the school, including when they are away on school-related activities. Failure to comply with any of the guidelines may result in suspension or expulsion.

## STUDENT LATE POLICY

We believe that students should remain in school for the entire school day. It should be stated that students arriving late to class miss valuable instruction as well as interfering in the learning of classmates. A conducive learning environment requires that students are prepared and arrive to class on time.

Standard Procedures	
Behavior	Possible Consequences
1 <sup>st</sup> Degree	Recorded verbal warning
2 <sup>nd</sup> Degree	Written warning sent parents
3 <sup>rd</sup> Degree	Parents are invited to attend a meeting with DP
4 <sup>th</sup> Degree	Student maybe suspended (i.e., it depends on the level of the case)



**Note:**

1. Any further lateness after a meeting the parents, could lead to an immediate suspension.
2. The school gates will be locked at 7:00 am and students will be returned home unless the vice/deputy principal receives and accepts a valid excuse. If a parent recognizes that the student will be late due an emergency or any other reasons, it should be conveyed in advance to the Vice/Deputy Principal before 6:45 a.m.
3. All students appoint should be scheduled after school hours.
4. Parents are discouraged from requesting an early dismissal. Early dismissals will be permitted at the discretion of the Vice/Deputy Principal.

## OBJECTS NOT ALLOWED IN THE SCHOOL PREMISES

- Water guns and fireworks of any kind
- Live animals unless for educational purposes with the permission of a teacher
- Printed material containing indecent language or pictures
- Cell phones (KG –Gr. 12). Phone calls to and from the parents should be made at the school office.
- Weapons and/or dangerous objects of any kind.

Any student found carrying any of the above-mentioned items will face severe consequences, and the possessed item may be confiscated and returned to parents only.

## COMPUTER / INTERNET USAGE

The Computers and Internet access through AIS has been established solely for educational purposes. The term **“educational purposes”** includes classroom activities, career development, and research. Students may have access to Internet resources through the library, computer lab, or on school laptops. Students and parents/guardians must sign a Computer/Internet Agreement to be granted Internet access in the school.

We trust that our students will use the Internet ethically and responsibly, which includes the following:

- Respect the rights of others
- Respect the right of privacy in the use of e-mail accounts
- Adhere to rules governing the use of computers, e-mail accounts, networks, and other computer facilities in the school
- Adhere to the codes of conduct, such as the school code of Behavior, the Criminal Code of Saudi Arabia, and other related laws.

We believe that our students will use the internet safely and under no circumstances reveal any personal information about themselves or others without first checking with the teacher. Personal information includes your full name, home address, telephone number, e-mail address, etc. Students should **never** agree to phone or meet with someone they have met online and should rather, promptly report to the teacher any message received that are inappropriate or concerning. We encourage and teach our students to refrain from using wicked, obscene, threatening, or disrespectful language over the Internet. Students are not to post information that may cause damage or endanger persons or properties. Students are expected to only access appropriate material and will not use Internet privileges to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.



## CYBER BULLYING

Parents should note that there is a high risk for cyber-bullying on the Internet. Cyber-bullying is on the rise and can be more serious and harmful than bullying that occurs in the school. As such, we strongly recommend the following:

- Parents must know how to use the Internet before their children go online.
- Parents must be aware of what their children do online, in chat-rooms, and with Instant Messaging.
- Parents should gain the trust of their children so that they feel comfortable to let them know if something bad happens online. While children enjoy the benefits of the Internet, they must be protected from its dangers.
- Always remember that what is not good offline is not good online either.

Violations of the above Computer/Internet usage policy guidelines will result in serious consequences that could involve police and/or expulsion from school.

## POSITIVE REINFORCEMENT DISCIPLINE

In order for AIS to succeed in helping our children become successful Muslims and educational leaders that make us all proud, the school and families must work together towards the betterment of our children's attitudes and behaviour.

## POLICY OVERVIEW

The discipline policy is based on the principles of Islam derived from the Quran and the teachings of the Prophet Muhammad (peace be upon him).

As Muslims we are expected to behave with self-discipline and noble conduct in every situation. It is related that the Prophet Muhammad (peace be upon him) said, *"I was only sent to perfect noble character"* (Ahmed).

Therefore, at Al-Rowad Islamic School, one of our main goals is to nurture self-discipline and noble conduct amongst our students. We are also committed to the development and maintenance of a learning environment that is safe, secure and conducive to effective learning.

Discipline at our school is an educational process in which a sense of responsibility, self-awareness and making good choices is fostered. We believe that the most effective discipline is using preventive measures. We continually work towards improving the school environment by establishing policies that promote morality and good conduct while minimizing or eliminating the causes of poor behavior.

The expectations outlined above concerning student conduct and the responsibilities of parents and staff, were developed by the Al-Rowad Islamic School. The school will make the students, parents and staff aware of the consequences handed down to students in the event of a serious breach of the school's code of conduct.

We trust that the application of these rules will enhance our efforts in developing a strong moral system, help our students to take responsibility of their own actions and make positive choices throughout their lives. The families must work with the school, as a team, to help promote self-discipline and excellence in the student's lives.



The table below represents a summary of the discipline policy

Infractions	Details	Recommended Disciplinary Measures
<b>Level 1:</b> Inappropriate behavior in class	Examples: Disruptive behavior, inconsistent/non-compliant work habits, ignoring instructions, consistent incomplete homework, etc.	Classroom teacher deals with the inappropriate behavior and discusses. Problem with student. The Teacher may assign consequences, call or email parents.
<b>Level 2:</b> Inappropriate behavior. Misbehavior during break, prayer and excessive classroom disruptions.	Examples: Inappropriate bus behavior, ignoring break/prayer supervisor instructions, disruption during prayer, etc.	Teachers or supervisors deal with inappropriate behavior. For any continued misbehavior, parents will be contacted. Teachers or supervisors may take other disciplinary action as deemed appropriate.
<b>Level 3:</b> Continued and/or escalated inappropriate behavior.	In spite of measures taken, the student is still displaying the same inappropriate behavior. This also includes more serious infractions that risk the safety of oneself or others and are seriously disruptive to the educational environment.	The student will be referred to the school administration. A copy of the student referral form will be filled out by the teacher and administrator. At the discretion of the administrator, relevant consequences will be applied. This may include suspension.
<b>Level 4:</b> Serious Misbehavior. Inappropriate behavior deemed as damaging to the rights of others, including bullying or abusive behavior.	These are serious violations of the school code of conduct, which include continued uncorrected disruption of the educational process in class, Fighting, Vandalism, Threats, etc.	The student will be immediately referred to the school administration. Potential consequences include in-school or out-of- school suspension. A further plan may be made with the involvement of the principal and vice principal. Expulsion may occur under serious circumstances.
<b>Level 5:</b> Very Serious Misbehavior. Inappropriate behavior that endangers the rights of others and threatens a safe teaching/learning environment	Serious violations of the school code of conduct, which includes possession or use of weapons; promotion of drugs, tobacco, or alcohol; criminal acts; lewd conduct; etc.	The student will be immediately referred to the school administration. Potential consequences include out-of-school suspension and a home/school behavior contract. Expulsion and/or notification of the police may occur under serious circumstances.

## CHOOSING TO BE SUSPENDED

If a student decides to act inappropriately by deliberately choosing to act in ways not acceptable to the Code of Conduct of AIS, formal suspension notices are made at the discretion of the administration. Following an investigation of the incident, school administration will provide parents with documentation outlining:

- *the reasons for the suspension*
- *the length of the suspension*
- *date and time of intake meeting following the suspension*

A discussion between the student, the parents and school administration must be held prior to the student returning to classes. A record of the incident will be placed in the student's file for the duration of their tenure at AIS, and may be included in the student's cumulative record which is sent on to the receiving school, when the student leave AIS. If a student receives a second suspension from the school in one year, parents will be notified of a meeting with the



Principal and invited to act as advocates on behalf of their child. Following that meeting, a decision will be made as to whether further disciplinary action will be taken.

## OFFENSES THAT COULD RESULT IN A SUSPENSION

- *Theft of private or public property (depending on severity)*
- *Harassment of peers or intimidation of others*
- *Physical aggression towards peers or staff members*
- *Vandalism or willful destruction of property\**
- *chronic absenteeism*
- *Defiance or non-participation in the activities of school*
- *Use of obscene language*
- *Inappropriate use of technology (please refer to Computer Use Policy)*
- *bullying (depending on severity)*
- *Cheating/plagiarism*
- *Inappropriate use of cellular phones*
- *frequent non-compliance with uniform requirements*
- *Leaving school grounds without permission*
- *Cost of damage or replacement may be required*

## STUDENT WITHDRAWAL FROM AIS

While AIS believes that it is more desirable to change the behavior of a child, it may be necessary to deal more severely with major behavioral problems that arise. Therefore, the following guidelines are established. Again, by deliberately choosing to act in ways not acceptable to the Code of Conduct of AIS, students may be removed from our school. Administration will investigate serious accusations thoroughly and objectively. In some circumstances, the student may have the opportunity in the presence of a parent to withdraw from the school.

## PARENT CODE OF CONDUCT

At AIS we believe that parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Therefore, all parents are expected to:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed, and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- show that they are familiar with the MoE Code of Conduct, and school rules



- encourage and assist their child in following all the school rules
- assist school staff in dealing with disciplinary issues involving their child

## BULLYING

The school does not tolerate any kind of bullying, intimidation, verbal and/or physical harassment towards its administrators, staff, students, volunteers, or any other member of the school community. AIS reserves the right to deny access to the school property of any person who shows or expresses any kind of violence or disrespect towards any member of the school community.

During the school hours, parents are not allowed to go into the classrooms without permission. Parents or guardians should contact the **Front Desk (Gate No 9 in the Boys' Section and Gate 3 in the Girls' Section)** to set up appointments if they wish to meet with any teacher. All visitors must be over 18 years of age, unless accompanied by an adult. For safety reasons, all visitors/volunteers need to register with the Front Desk when first entering the school building and wear volunteer/visitor nametags.

## ABSENCES, LONG TERM ABSENCES, EMERGENCY PICKUPS, PRAYERS AND HEALTH ISSUES

### 1. ABSENCES:

- It is the responsibility of the student, **not the teacher**, to find out what work was missed during the absence and make up any assignments or tests, if possible and at the sole discretion of the teacher. Students who fail to make up missed assignments or test may receive a mark of zero.

### 2. LONG TERM ABSENCES:

- Parents must submit a long-term absence (five or more consecutive school days) request form to the Principal for approval. Please contact the main office for the form. A meeting with a member of the administration will also be required to discuss academic obligations in light of the long-term absence.

### 3. MISSED ASSIGNMENTS AND EXAMS DUE TO ABSENCES:

- As mentioned above, it is the responsibility of the absent student to make up all the missed work. Students who fail to make up missed assignments or tests will receive a mark of Incomplete.

### 4. PARENT PICKUP:

- After arriving at the school, students are not permitted to leave the school premises. Parents who need to pick up their children before the end of the school day need to inform the school front desk and sign an early release form before picking up their children.

### 5. NON-PARENT PICKUP:

- Parents are the only people authorized to pick up their children from the school. Friends and relatives will require written permission from the parents/legal guardians if they are to pick up someone else's children.

### 6. DESIGNATED PICK-UP DRIVER:

- For safety purposes, the designated pick-up driver must
- Be at least 18 years of age on the pick-up day
- Possesses a valid driver's license



- Provide his Iqama for photocopy
- Be in good physical condition, free of medication that may affect the operation of the vehicle
- Park properly in the designated parking areas

#### 7. EMERGENCY LEAVE AND DOCTOR APPOINTMENTS:

- Doctor's appointments should always be scheduled after hours or over the weekend. If it is unavoidable, parents are to sign students out at the school office.

#### 8. ILLNESS:

- Parents are requested to keep their sick kids at home. A child with a fever of 38°C or above must not attend school. A returning child from a sickness must be "fever-free" for 24 hours before coming back to school. Please send a doctor's note if your son or daughter has been away for more than three consecutive days.

#### 9. CONTAGIOUS DISEASES:

- Parents must notify the school **immediately** if any of their children appear to have a contagious disease such as chicken pox, measles, tuberculosis, mumps, impetigo, pink eye, ringworm or lice. Furthermore, children with these illnesses **must stay at home** until a doctor permits them to return to school.

#### 10. PRAYER ARRANGEMENTS

- Grade 4 to grade 6 students (boys and girls) will attend the morning assembly in the lower grades courtyard. Middle school and higher school students (G7 to G12) will pray in the courtyard of higher grades (SATS) section. Grades 7-12 Girls should pray in the grade 7-12 courtyard. Students who show inappropriate behavior during prayer will be required to meet with Administration who may request to arrange a meeting with parents.

#### 11. ADMINISTRATING MEDICATION:

- The school is not permitted to provide any kind of medication to students unless it is permitted in writing by parents. Thus, parents are required to provide written notes in order to allow the school staff to administer their children's medications.

#### 12. EMERGENCIES:

- In the event of an illness or an injury, parents will be contacted immediately. If a child needs immediate attention, the school will act to protect the health and well-being of the student while the parents are being contacted. The person designated as your child's emergency contact should be someone who can reach the school in a reasonable amount of time. If you, or the designated emergency contact cannot be reached, the school will call 911. In extreme situations, the school may take children to a proper Medicare center before contacting the parents. For this reason, it is essential that parents immediately notify the school whenever there is a change in their contact information.

## AWARDS

Students are rewarded to outstanding behavior, efforts, academic excellence, and attendance throughout the academic year. Each student will have many opportunities to be recognized and to receive awards both in class and in the school for exceptional performance.

Students will also be rewarded as a whole class for demonstrating best behavior in the prayer hall, in the morning assembly, and in lining up in an orderly manner.





## ACADEMIC ACHIEVEMENT POLICY

### STUDENT PROGRESS

Progress of students is monitored in the classroom by the teachers. They record marks and keep anecdotal comments about progress and performance, both academically and behaviorally. At any time, parents can make an appointment with a teacher to discuss their child's performance. During report card time, the school facilitates parent-teacher conference sessions in order to discuss student progress and overcome any challenges a student may be facing. However, it is the responsibility of the parents to make an appointment with the teacher during the specified conference days.

### CONDITIONS FOR HIGH SCHOOL ACCEPTANCE

- Students currently enrolled in grade 8 at AIS must achieve a minimum mark of 50% in Mathematics, Science, Arabic and 60% in English Language Arts in order to be accepted in the High School program.
- External grade 8 students applying for AIS high school must achieve a minimum mark of 65% in all four core subjects, except English Language Arts which is 75%.
- Any students wishing to transfer from another high school must achieve a minimum mark of 65% in all of their subjects, except English Language Arts which is 75%.
- A clean behavior record for all students entering into high school is mandatory.

## SPECIAL PROGRAMS

### TAHFEETH-UL QURAN

The Tahfeeth program caters towards students ranging from Grades 1-8 who wish to memorize the Quran while simultaneously continuing their academic education. Each Tahfeeth student must pass the academic entrance exam, demonstrate an acceptable behavior record and demonstrate the ability of Quran memorization. The program is run under the mentorship of qualified & experienced teachers. For further information regarding the Program, please contact the Deputy Principal/Head of Department.

## HEALTH AND SAFETY POLICY

### PART I

Consistent with its mission and vision, the Al Rowad International School is committed to a safe, inclusive, equitable, and welcoming learning and teaching environment for all students. All students have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the:

- Ministry of education's rules and regulations
- The MOE rules assures that the right not to be discriminated against by reason of race, national origin, colour, religion or gender identity or gender expression. Legislation also provides as a fundamental right the "right of parents to make informed decisions respecting the education of their children;" and,
- Have their unique identities, families, cultures, and communities included, valued and respected within the school environment.



## PART II

The AIS School will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived difference. The AIS believes that all students have the right to be treated fairly, equitably, and with dignity and respect; have their confidentiality protected and respected; self-identification and determination;

- Freedom of conscience, expression, and association;
- be fully included and represented in an inclusive, positive, and respectful manner by all school personnel;
- have equitable access to the same supports, services, and protections provided to students and their families;
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
- Have their unique identities, families, cultures, and communities included, valued and respected within the school environment.





## SCHOOL CALENDAR 2016-2017

### First Semester

Day	Date	Corr	Week	Subject
Sunday	04/09/2016		-	First day for all Staff members - Orientation Week
Sunday	18/09/2016		1	School starts for Grades 4-12
Monday	19/09/2016		1	School starts for Grades 3 and KG3
Tuesday	20/09/2016		1	School starts for Grades 2 and KG2
Wednesday	21/09/2016		1	School starts for Grades 1 and Kg1
Thursday	22/09/2016		1	Saudi National Day Celebration
Sunday	25/09/2016		2	Teachers Assign the PBA
Sunday	16/10/2016		5	First Formal Evaluation starts for Kg and Primary Grades.
Sunday	23/10/2016		6	Last week to do quizzes( First Quarter)
Sunday	30/10/2016		7	Last day for the teachers to enter quizzes/homework/ Classwork marks on the MyAIS system. (First Quarter)
Sunday	30/10/2016		7	Last day for the Floor Supervisors to enter conduct and attendance marks on the MyAIS system. (First Quarter)
Thursday	3/11/2016		7	Submission of Evaluation Sheets for KG, Primary and Upper grades to the Students' Affairs Office/Examination Dept. (First Quarter)
Thursday	10/11/2016		8	Regular working day for all staff members.
Thursday	10/11/2016		8	Mid-Semester Break Starts.
Thursday	10/11/2016		8	Issuing of report cards on the MyAIS System (First Quarter) ( KG-12)
Sunday	20/11/2016		10	School starts after Mid- Semester break.
Wednesday	30/11/2016		11	Parent-Teacher Meeting Grades 4-6 4:00 p.m.- 8:00 p.m. (Boys' Section)
Thursday	1/12/2016		11	Parent Teachers Meeting Grades KG-12 4:00 p.m. - 8:00 p.m. (Girls' Section) Parent-Teacher Meeting Grades 7-12 4:00 p.m. -8:00 p.m. (Boys' Section)
Sunday	11/12/2016		13	HoDs review and submit Material Covered to the Curriculum and Assessment Chair (i.e. Academic Sup.)
Thursday	22/12/2016		14	Academic Supervisors Submit the Material covered to the students Affairs Office
Sunday	01/01/2017		16	HoDs submit the Final Exams (Two versions) to the students Affairs Office. Grades 4-12.
Sunday	01/01/2017		16	Second formal Evaluation starts for Kg and Primary grades.
Sunday	01/01/2017		16	Last week to do quizzes( Second Quarter)
Sunday	08/01/2017		17	Revision Starts. Grades 4-12.
Thursday	12/01/2017		17	Last day for the teachers to enter quizzes/homework/ Classwork marks on the MyAIS system. (Second Quarter).
Thursday	12/01/2017		17	Last day for the Floor Supervisors to enter conduct and attendance marks on the MyAIS system. (Second Quarter)
Sunday	15/01/2017		18	Final Exams Starts for Grades 4-12. <b>*Note:</b> HoDs are responsible to submit the Final Exam Evaluation Sheets (Second Quarter) to the Students' Affairs Office/Examination Department within 3 working days, including the examination day.
Tuesday	17/01/2017		18	Submission of Evaluation Sheets for KG, and Primary grades to the Students' Affairs Office/Examination Dept. (Second Quarter).
Sunday	22/01/2017		19	Final Exams Continue.
Tuesday	24/01/2017		19	Final Exams Ending.
Thursday	26/01/2017			Issuing of Report cards for KG-12 on the MyAIS system (Second Quarter).
Thursday	26/01/2017		19	End of First Semester Break Starts.
Sunday	05/02/2017		21	School re-opens. Second semester starts.



## Second Semester

Day	Date	Corr	Week	Subject
Sunday	5/2/2017		1	School reopens after the First Semester.
Sunday	19/3/2017		7	Mock Exam Starts for 10IG, 11AS & A2 Level
Thursday	30/3/2017		8	Mock Exam Ends for 10IG, 11AS & A2 Level
Thursday	30/3/2017		8	Spring Break Starts
Thursday	30/3/2017		8	Issuing of report cards on the MyAIS System (Third Quarter) ( KG-12)
Sunday	9/4/2017		10	School Reopens after Spring Break
Sunday	16/4/2016		11	Final exams start for 10 IG, 11AS, 12A' Level
Wednesday	19/4/2017		11	Parent-Teacher Meeting Grades 4-6 4:00 p.m.- 8:00 p.m. (Boys' Section)
Thursday	20/4/2017		11	Parent Teachers Meeting Grades KG-12 4:00 p.m. - 8:00 p.m. (Girls' Section) Parent-Teacher Meeting Grades 7-12 4:00 p.m. -8:00 p.m. (Boys' Section)
Thursday	27/04/2017		12	Final Exam Ends for 10 IG, 11AS, 12A' Level).
Sunday	14/5/2017		15	Revision starts for Grades 11SAT and 12SAT
Wednesday	17/5/2017		15	End of year event for Grade 3
Thursday	18/5/2017		15	End of year event Grade 2.
Sunday	21/5/2017		16	Grades 11SAT and 12 SAT Final Exams Start
Sunday	21/5/2017		16	End of year Event KG2.
Monday	22/5/2017		16	End of year event KG3
Tuesday	23/5/2017		16	End of year event Grade 1
Wednesday	24/5/2017		16	End of year event KG1.
Sunday	28/5/2017		17	Revision starts for grades 4-9(IG and SAT) and Gr.10SAT.
Thursday	1/6/2017		17	Issuing of the Report cards for KG and Primary grades (1-3) on the MYAIS (4 <sup>th</sup> Quarter)
Thursday	1/6/2017		17	Last day for the KG and Primary grades students.
Thursday	1/6/2017		17	Final exams end for grades 11SAT and 12SAT.
Sunday	4/6/2017		18	Final Exams start for grades 4-9(IG and SAT) and Gr.10SAT
Tuesday	13/6/2017		19	Final Exams ends for grades 4-9(IG and SAT) and Gr.10SAT
Thursday	15/6/2017		19	Students start their summer vacation on the afternoon of this day
Wednesday	21/6/2017		20	Issuing of Upper Grades report cards (4-12) on MYAIS (4 <sup>th</sup> Quarter)
Sunday	2/7/2017		20	Make Up Exam Starts (grades 4-12)
Thursday	6/7/2017		20	Make Up Exam Ends (grades 4-12)
Sunday	10/9/2017		-	School starts for the students' academic year 2017-2018.

\*= Please note that this calendar is tentative to change\* It is your sole responsibility to follow-up the dates= as = mentioned above, as memos will not be given as reminders. If changes are to occur, you will be notified through a circulated memo. It should be noted that the above dates in the Calendar includes only the actual number of weeks and not the order of teaching weeks.



## Parent and Student Acknowledgment Statement

### TO THE GENERAL DEPUTY/PRINCIPAL:

We ....., the parent/legal guardian of the following AIS students,

1. .... Grade.....
2. .... Grade.....
3. .... Grade.....
4. .... Grade.....

We, the undersigned, join Al Rowad International Schools (AIS) in an effort to “successfully create a clean, safe and healthy environment to promote positive student behavior and achievement.”

Therefore, **we, the undersigned, agree to:**

### FOR THE STUDENT

- *Read and follow the rules and regulations outlined in the Student Code of Conduct.*
- *Not engage in bullying and report bullying when I see it.*
- *Not bring a weapon or anything that may endanger others to school or to a school event.*
- *Notify school staff if I see a weapon or dangerous situation in school or at a school event.*
- *Seek school staff assistance when conflicts arise involving me or my peers.*

STUDENT’S SIGNATURE: 1.....2.....

STUDENT’S SIGNATURE: 3.....4.....

Section (Boys’ or Girls’)

DATE .....

### FOR THE PARENT/GUARDIAN

- *Read the rules and regulations outlined in the Student Code of Conduct.*
- *Teach and encourage my children to follow school guidelines.*
- *Respect school staff and adhere to school policies and procedures.*
- *Notify school officials when conflicts arise involving students.*

PARENT/GUARDIAN’S SIGNATURE .....DATE .....

**We agree** to this commitment and expect that the **School’s General Deputy/Principal** will:

- *Respect the rights of students and parents/guardians and enforce the Student Code of Conduct.*
- *Promote conflict resolution.*
- *Listen and act on parent and student concerns where appropriate to develop a safe and healthy school environment.*

**\*Note:** Failure to read the information in the AISACP Student Handbook does not excuse students from the requirements and regulations herein. This handbook is posted on the school’s website, [ais.sch.sa](http://ais.sch.sa) to act as convenient reference.

**Please detach this sheet and submit it to the General Deputy/Principal.**