

American International School
Riyadh
Middle School

“Where Eagles Learn to Fly”



Student/Parent Handbook
2010-2011

Table of Contents

General Information	4
AIS-R's Mission	4
Principal's Letter.....	5
Strategic Plan.....	6
This We Believe	7
Characteristics of Successful Middle Schools	8
Middle School Program	9
Communication	9
Absences and Attendance	10
General.....	10
Absences	10
Excused Absences	10
Scheduled Absences.....	10
Unexcused Absences.....	11
Early Dismissal.....	11
Attendance	11
Minimum Attendance	11
Tardiness	12
Excused Tardies.....	12
Unexcused Tardies	12
Student Expectations/Discipline	12
Student Rights and Responsibilities	12
Conflict Resolution	13
Academic Integrity and Honor Code	13
After-School Guidelines.....	14
Bullying.....	14
Campus Cleanliness	14
Dress Code and Appearance	14
Females	15
Males.....	15
General.....	15
Electronics	15
Food.....	15
Games and Sports Equipment	15
Gum	16
Lockers, Book Bags and Student IDs.....	16
Lockers	16
Book Bags.....	16
Search	16
Student IDs.....	16
Passes.....	16
Performance Etiquette	16
Guests	17
Physical Education Dress Code.....	17
Public Display of Affection or Inappropriate Physical Contact	17
School and Student Property	17
Prohibited Articles.....	18
Substance Abuse (Drugs, Alcohol, Tobacco)	18
Substitute Teachers and Other Adult Supervisors	18
Student Services	18
Advisory.....	18
After-School Help and Homework Club	18

- AIS-R Technology** 19
 - Web Publishing Guidelines..... 20
 - Lap Top Use in the Classroom 20
 - Consequences for Abuse of Technology 21
- ASA and Co-Curricular Activities/Clubs/Sports**..... 22
 - Activities Philosophy 22
 - Athletics Philosophy 22
 - Objectives..... 22
 - National Junior Honor Society 23
 - Student Council..... 23
 - Model United Nations..... 23
 - Eligibility for Intra-Kingdom Activities 23
 - Student Travel away from campus..... 23
 - Reciprocal Housing..... 24
- Cafeteria** 24
 - Lunch and Break 24
 - Lunch Period Expectations 24
 - After School Use..... 24
- English Language Learners**..... 25
- Guidance Program** 25
 - Philosophy 25
 - Responsibility of the Counselor 25
 - Procedures 25
 - Referral Process for Individual Counseling Services..... 26
 - Referral Process for Academic Concerns 26
 - At Risk Status 26
 - Scheduling..... 26
- Health Services**..... 27
 - Medications:..... 27
 - Student Injury or Illness at School..... 27
 - Emergency Parent Contact..... 27
 - Guidelines for Nurse’s Office 27
- House**..... 28
- Library Media Center** 28
 - General Patron Policies and Procedures..... 28
 - LMC Policies and Procedures for Students 29
 - Overdue Books..... 29
- Lost and Found**..... 29
- Portraits and Yearbook**..... 29
- Academics** 30
 - Coordination of Major Assessments and Projects 30
 - Grading and Evaluation Process 30
 - Report Cards 30
 - Progress Reports 30
 - Review of Student Grades..... 30
 - Parent Conferences..... 30
 - Grading Scale 30
- Homework**..... 31
- Honor and Merit Roll** 31
- Promotion and Retention of Students** 32
 - Middle School Promotion 32
 - Middle School Retention..... 32
- Star Student of the Month**..... 32

Testing 32

Miscellaneous 32

 Attending Sibling’s Performances 32

 Emergency Drills..... 33

 Guardianship 33

 Supervision Before and After School..... 33

 Telephone Guidelines..... 33

 Phone Calls..... 33

 Cell Phones..... 33

 Textbooks And Supplies 33

 Valuables 34

 Visitors..... 34

Appendix A..... 35

AIS-R'S MISSION

As a school committed to excellence, we will educate and inspire our students to be responsible, productive and ethical world citizens with the skills and passion to think creatively, reason critically, communicate effectively and learn continuously. We will accomplish this in an American educational environment characterized by high measurable standards and a clearly defined, appropriately interrelated college preparatory curriculum, implemented by a superior staff in partnership with students, parents and the community.



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- **Multifaceted guidance and support services.** Developmentally responsive middle level schools provide both teachers and specialized professionals who are readily available to offer the assistance many students need in negotiating their lives both in and out of school.

Dear AIS-R Middle School Students and Parents,

Welcome to the American International Middle School. We are very glad that you are with us for the 2010/2011 school year. This year promises to be fantastic. We are committed to providing our students with challenging and engaging learning opportunities that align with the mission of the entire AIS-R community and will help inspire our students to be "responsible, productive and ethical world citizens."

Middle school can be both challenging and exciting. Students are experiencing many changes; they are growing and developing in different ways at different rates. Middle school students are unique, and it is our goal to help students succeed academically, emotionally and socially.

Our theme this year is teamwork. Katzenbach & Smith, the authors of *The Wisdom of Teams* describes teamwork this way: "Teamwork represents a set of values that encourage behaviors such as listening and constructively responding to points of view expressed by others, giving others the benefit of the doubt, providing support to those who need it, and recognizing the interests and achievements of others." This year, we will strive to create an environment that promotes teamwork and encourages our students to be the best they can be.

We look forward to working with all of you in this coming year.

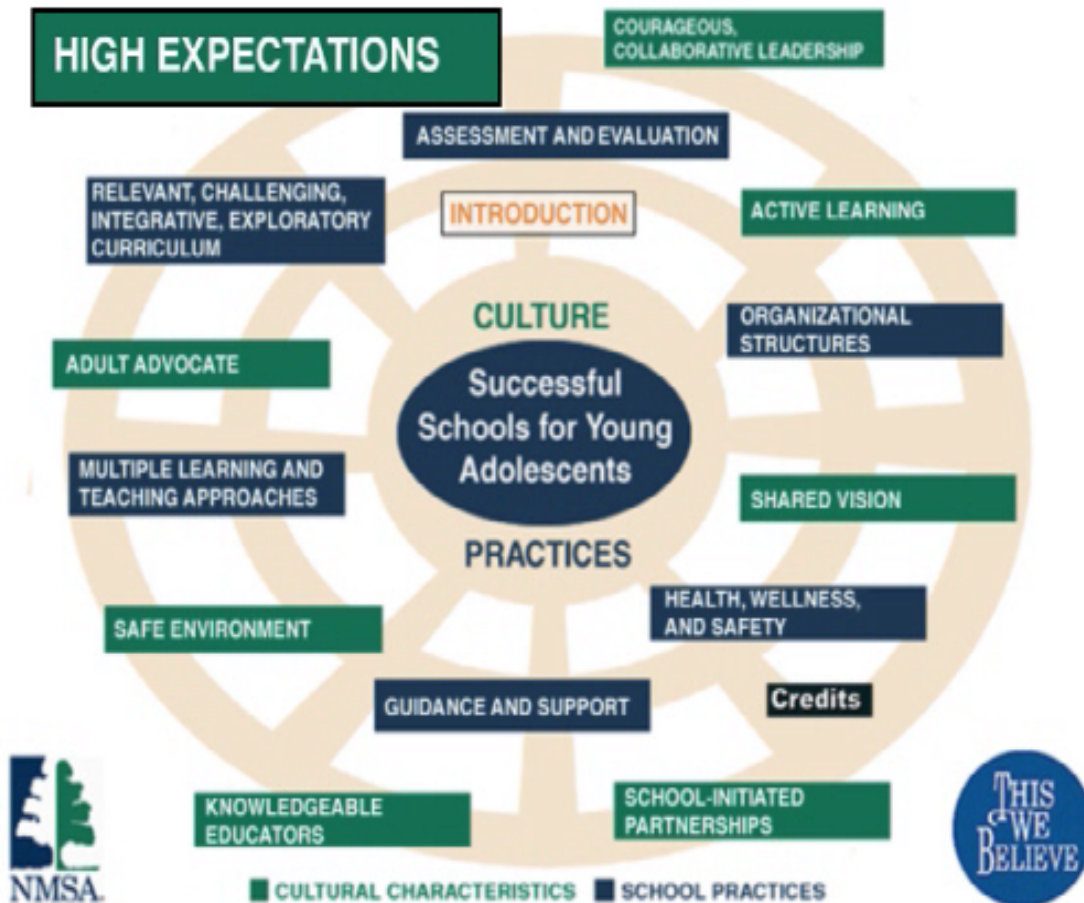
Sincerely,

Jerri Myers
Middle School Principal

**AMERICAN INTERNATIONAL SCHOOL-RIYADH
STRATEGIC PLAN**

Beliefs	Objectives
<p><i>We believe:</i></p> <ul style="list-style-type: none"> • The pursuit of excellence is worth the cost. • All people have worth. • Education is a shared responsibility of parents, students, school and community. • People learn in different ways at different rates. • Achievement builds self-esteem and promotes learning. • Accountability improves performance. • Ethics and values are essential in a principled community. 	<ul style="list-style-type: none"> • Each student will demonstrate an ability to think creatively, reason critically and communicate effectively by identifying and developing alternative solutions to real world problems • Each student will communicate effectively to a variety of audiences in a variety of ways. • Each student will meet or exceed clearly defined grade appropriate standards of knowledge and skills as measured by various indicators including standardized tests. • Each student will continuously choose to improve relationships with others, grow in character and act in an ethical manner.
Strategies	Parameters
<ul style="list-style-type: none"> • We will develop at each grade level a written curriculum, which is aligned with the strategic objectives and a means of assessing and monitoring both curriculum and alignment. • We will develop a variety of activities and experiences throughout the educational program to develop creative thinking, critical reasoning and effective communication. • We will integrate the use of technology throughout the educational program to assist all students in support of our strategic objectives. • We will systematically familiarize and involve staff, students and parents with the strategic plan and its implementation. • We will improve our facilities to ensure that they support and contribute to a high quality education. • We will enhance support for teachers in their efforts to meet the needs of all students within the scope of our educational program. • We will effectively communicate the strengths of the school, promoting ourselves as a flexible, caring institution. 	<ul style="list-style-type: none"> • Students meeting specified enrollment criteria would be accepted. • Programs for students whose exceptional needs exceed the scope of our educational program cannot be offered. • If, despite our best efforts, our educational program cannot meet a student's needs, the student's enrollment will be discontinued. • Educational programs will be initiated or retained when they: <ol style="list-style-type: none"> a) Meet a clearly demonstrated mission-related need b) Address the impact on other programs/services c) Survive a cost-benefit analysis d) Can be adequately staffed e) Set in place an evaluation procedure. • Any behavior on the part of any student, staff member or patron of the school which diminishes the dignity or self worth of a student, staff member or patron will not be tolerated.

THIS WE BELIEVE



We are committed to the philosophy of middle level education and believe that it is extremely important. Middle school students are experiencing a unique developmental stage, one in which they undergo major changes, both physically and psychologically. Providing an appropriate program for these students is critical. Therefore, we have adopted the tenants of a program called “This We Believe,” which suggests sixteen characteristics that help build successful middle schools. They are organized into three categories: Curriculum, Instruction, and Assessment; Leadership and Organization; and Culture and Community. These characteristics support what research shows is right for young adolescents. By successfully implementing these characteristics, we believe that we can create a middle school in which all students can achieve personal and academic success.

The National Middle School Association believes successful schools for young adolescents are characterized by a culture that includes

- **Educators who value working with this age group and are prepared to do so.** Effective middle level educators understand the developmental uniqueness of the age group, the curriculum they teach, and effective learning and assessment strategies. They need specific teacher preparation before entering the classroom and continuous professional development as they pursue their careers.
- **Courageous, collaborative leadership.** Middle level leaders understand adolescents, the society, and the theory and practice of middle level education. As the prime determiner of the school culture, the principal influences student achievement and teacher effectiveness by advocating, nurturing, and sustaining an effective instructional program.
- **A shared vision that guides decisions.** All decisions made about the school should be guided by a shared vision and the mission statement derived from it.
- **An inviting, supportive, and safe environment.** A successful school is an inviting, supportive, and safe place, a joyful community that promotes in-depth learning and enhances students' physical and emotional well-being. In such a school, human relationships are paramount.
- **High expectations for every member of the learning community.** Educators and students hold themselves and each other to high expectations. Such confidence promotes positive attitudes and behaviors and motivates students to tackle challenging learning activities. Successful schools recognize that young adolescents are capable of far more than adults often assume.
- **Students and teachers engaged in active learning.** The most successful learning strategies are ones that involve each student personally. When students routinely assume the role of teacher, and teachers demonstrate that they are still learners, a genuine learning community is present.
- **An adult advocate for every student.** Academic success and personal growth increase markedly when young adolescents affective needs are met. All adults in successful middle level schools are advocates, advisors, and mentors.
- **School-initiated family and community partnerships.** Successful middle schools promote family involvement and take the initiative to develop needed home-school bonds. The involvement of family is linked to higher levels of student achievement and improved student behavior.

Therefore a successful school provides:

- **Curriculum that is relevant, challenging, integrative, and exploratory.** An effective curriculum is based on criteria of high quality and includes learning activities that create opportunities for students to pose and answer questions that are important to them. Such a curriculum provides direction for what young adolescents should know and be able to do and helps them achieve the attitudes and behaviors needed for a full, productive, and satisfying life.
- **Multiple learning and teaching approaches that respond to their diversity.** Since young adolescents learn best through engagement and interaction, learning strategies involve students in dialogue with teachers and with one another. Teaching approaches should enhance and accommodate the diverse skills, abilities, and prior knowledge of young adolescents, and draw upon students' individual learning styles.
- **Assessment and evaluation programs that promote quality learning.** Continuous, authentic, and appropriate assessment and evaluation measures provide evidence about every student's learning progress. Grades alone are inadequate expressions for assessing the many goals of middle level education.
- **Organizational structures that support meaningful relationships and learning.** The interdisciplinary team of two to four teachers working with a common group of students is the building block for a strong learning community with its sense of family, where students and teachers know one another well, feel safe and supported, and are encouraged to take intellectual risks.
- **School-wide efforts and policies that foster health, wellness, and safety.** A school that fosters physical and psychological safety strives to build resiliency in young people by maintaining an environment in which peaceful and safe interactions are expected and supported by written policies, scheduled professional development, and student-focused activities.



MIDDLE SCHOOL PROGRAM

The middle school rotates through an 8-day cycle allowing students to experience classes at different times during the day to accommodate their individual peak learning time. Students are also divided into teams. Teaming is a middle school mainstay. It allows for the creation of a small, collaborative learning environment. Research has linked teaming with improvements in the areas of academic, social and emotional growth. Students identify with their teams creating a feeling of belonging. The middle school also uses the block schedule. Students meet classes every other day for 85 minutes which allows for cooperative groups, project-based activities, time to reflect and, generally, more in-depth learning.

COMMUNICATION

Open, honest and ongoing communication is critical to the success of the educational partnership we strive for between students, parents and teachers. It is the student's responsibility to stay informed and current of school-related information. The following are the sources of school- related information:

- **Activity Calendar:** A calendar distributed to all students at the beginning of the school year containing all school open and closed dates as well as dates of all major activities.
- **Blogs:** A blog is an individual website that contains regular entries such as opinions, lists of events, or other material such as graphics or video. Students and teacher sometimes use these to comment about class work, homework or a topic chosen for discussion.
- **Daily Bulletin:** Students are expected to read this during first block and Advisory.
- **Skyward Family Access:** A site used for all grades and reports.
- **Students' Agendas:** Each student is given an agenda in which to write down assignments; it is often used as a tool for teachers to communicate with parents.
- **Newsflash:** A weekly communications link between parents and the school containing notices of upcoming events, articles concerning school policy and items of special interest to parents and students
- **Moodle:** A Website where students can access course and homework information for blended learning purposes.
- **Website:** Browse the school's website to find information regarding student assignments, lunch menus, emergency information, or general school issues www.ais-r.org

ABSENCES AND ATTENDANCE

GENERAL

At AIS-R the learning experiences are essential to the student's educational program. Daily class attendance is essential for fulfilling course requirements. Attendance will be taken at the beginning of every academic period. When a student is absent, we will make every effort to work with the student and parents to help make up all missing assignments.

ABSENCES

Excused Absences

The following are considered reasons for Excused Absences but require notification from parents:

- Illness/injury
 - family emergencies
 - religious holidays
 - bereavement (immediate family)
 - all others will be determined by the principal
- On the day a student returns after having been absent, he/she must present a note to the secretary in the school office giving name, grade, date, days of absence and reason for the absence. For absences of three days or more due to illness, a medical certificate must be presented.
- Parents of students returning from an absence without a properly written note will be called to confirm the absence.
- All make-up work for absences exceeding three consecutive days must be completed within six school days following the last consecutive day of absence. For an absence of three or more days, teachers will stipulate the work that the student will be held responsible for, the method of assessment, and the date(s) the work must be completed. All make-up work for absences of three consecutive days or less must be completed within three school days of the last consecutive day of absence (two days absence within two days; one day absent within one day)
- Work missed during excused absences may be made up with full credit. **It is the responsibility of the student** to arrange to make up the work missed during the absence.
- If a student misses school for any reason, assignments should be checked on the Skyward website. It is also recommended that teachers be emailed for more specific information if needed.

Scheduled Absences

- If a student is planning a scheduled absence, he/she is **required** to inform the school office to the absence.
- Students absent from school for an authorized school trip will not be excused from assigned work. All work must be completed before leaving on the trip or as arranged with the teacher prior to the trip.
- Although considered an excused absence, students absent from school for authorized school trips **will not** be excused from assigned work. All work must be completed before leaving on the trip. Any other arrangements must be made with individual teachers. It is the student's responsibility to

notify his or her teachers prior any scheduled absence and to arrange for time to complete the work that will be missed.

- Tests scheduled for the day after an excused absence must be taken on that day, and homework assignments due on the day after an excused absence must be handed in on that day.

Unexcused Absences

- It is vital for the student's academic success that he/she be in school. The school calendar has clearly outlined dates the school will be in session. **All students are expected to be in school when it is in session.** Any absence which is not included in the list of excused absences is an **unexcused absence**. The principal will decide what consequences will be appropriate for unexcused absences.
- Students cutting class are subject to an **Out of School Suspension**.

Early Dismissal

- Students who leave school early must advise the office one day in advance of the classes they will miss. A written parental request must be shown to the office and to the appropriate teachers at the requested time of dismissal.
- Students **are not permitted to leave the school grounds at any time** during the school day (7:45-3:50) without a gate pass from the **school office**.
- Students who become ill while at school must be signed out through the nurse's office.
- Students with a Gate Pass will submit the pass to the guard on duty. The student must wait at the guardhouse and be picked up by an authorized adult.

ATTENDANCE

Minimum Attendance

In the Middle School, students must attend 75% of the days that a course meets during a marking period in order to receive a grade for the course. All absences from class, whether excused or unexcused, with the exception of field trips or school-sponsored activities/sports, are considered as absences for the minimum attendance policy. For example: *in a 44-day quarter, a student must not have more than 11 days of excused and/or unexcused absences.*

A student who does not meet the minimum attendance requirements during a marking period will receive an "I" on their report card with supporting comments indicating excessive absences as a factor. In addition a current progress/assessment report may be provided. Final decisions regarding minimum attendance are at the discretion of the middle school principal.

Regular attendance is regarded as extremely important; a middle school student who is absent for more than 30 days during any school year may be retained at grade level. Final decisions regarding retention are at the discretion of the middle school principal.

TARDINESS

Students are expected to be in class on time. Students arriving to class after the published starting times are considered tardy. Students who are tardy must report to the office for an admission slip, either excused or unexcused.

Excused Tardies

We understand that there are some legitimate reasons for being late. See guidelines below:

- Speaking to a teacher: Any teacher who detains a student should write an excuse and send that student to the office to obtain a pass to class.
- Visit to the nurse's office: A pass is required to go to the nurse's office and will be signed by the attending nurse. The student must take that pass to the office to obtain a pass before returning to class.
- Cars involved in an accident or complications concerning the family driver will be excused; however, a parent or guardian **must** call the office by 9:00 a.m. to arranged for an excused tardy. Students will be given an unexcused tardy until we hear from a parent/guardian.

Unexcused Tardies

- Aside from the exceptions above, being late to class constitutes an unexcused tardy.
- Excessive traffic is not considered a reason to be tardy in the morning.
- Unexcused tardies will result in consequences ranging from detentions to out-of-school suspensions.

STUDENT EXPECTATIONS/DISCIPLINE

STUDENT RIGHTS AND RESPONSIBILITIES

As a school "committed to excellence," we believe that our students should be "ethical world citizens" with rights that must be recognized and respected. However, every right carries with it certain responsibilities and the expectation that students are mature enough to assume them.

Among these rights and responsibilities are the following:

1. The right to a quality education, (and the responsibility to put forth a sincere effort to learn.)
2. The right to equal educational opportunity and freedom from discrimination, (and the responsibility not to discriminate against others.)
3. The right to expect qualified teachers, (and the responsibility to attend school regularly and to observe school rules essential for allowing others to learn at school.)
4. The right to procedural due process and an appeal process in disciplinary matters, (and the responsibility to respect the processes and exercise of those rights.)
5. The right to free inquiry and self-expression, (and the responsibility to observe limitations of those rights necessary to the greater good of our school society.)
6. The right to privacy and access to personal school records, (and the responsibility to respect the privacy of others.)
7. The right to study and live in an environment of mutual trust, (and the responsibility to honor that trust.)
8. The right to be treated in a dignified way, (and the responsibility to act in a manner, which exhibits courtesy towards classmates, teachers and other staff members.

CONFLICT RESOLUTION

AIS-R prides itself on the positive relationships that develop among faculty, staff, administration and students. Every member of AIS-R is entitled to mutual respect and at the same time should not infringe on the rights of others. Prejudicial behavior will not be tolerated. When problems arise, individuals are encouraged to take problems directly to the source and take the initiative to resolve the problems in a reasonable and mature manner. Students experiencing a problem should consider the following steps:

1. Speak with the person directly and try to resolve the problem.
2. If you have spoken with the person with whom you are having a problem, and the problem is still not resolved, then talk to your advisor or counselor and tell her/him your problem as well as what you believe will help resolve it.
3. If the problem is with a teacher and you are not comfortable talking one-to-one with the teacher, ask your advisor or counselor to help facilitate communications between you and the person.
4. If you have spoken directly with the person with whom you are having a problem, as well as your advisor or counselor and the problem is still not resolved, then the principal will become involved to assist in resolving the problem and to insure that school policies are correctly followed.
5. It is also advisable to discuss the problem with your parents.

ACADEMIC INTEGRITY AND HONOR CODE

In keeping with our mission statement which reads, "As a school committed to excellence, we will educate and inspire our students to be responsible, productive and ethical world citizens..." we have created an honor code which requires students to maintain the highest ethical standards. The honor code is also designed to prevent any student from gaining an unfair advantage over any other student through academic misconduct.

Academic misconduct may be defined as any act that does or could distort student grades or other student academic records. Such acts include, but are not limited to, the following:

1. Possessing, using, or exchanging improperly acquired written or verbal information in the preparation of an essay, laboratory report, examination, or other assignment included in an academic course.
2. Submitting or claiming someone else's work as your own. Telling someone the answers on a test, quiz or other assignments that require individual work.
3. Substitution for, or unauthorized work by a student in the completion of an academic assignment or requirement(s).
4. Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism).
5. False claims of performance on work that has been submitted.
6. Alteration or insertion of any grade to obtain unearned marks or credits.
7. Deliberate falsification of a written or verbal statement of fact to a member of the faculty so as to obtain credit.
8. Forgery, alteration, or misuse of any AIS-R document relating to the academic status of the student.
9. Copying the work of a fellow student and turning it in as one's own work, e.g., homework, laboratory reports, class notes, etc.
10. Using unauthorized notes or information on tests, exams, etc.

While these acts constitute instances of academic misconduct, other acts of academic misconduct may be defined by the Administration. The Honor Code may appear on exams and other assignments to remind students of their responsibilities under the AIS-R Academic Honor Code. The consequences for Academic Dishonesty are delineated on page 13 of this handbook.

AFTER-SCHOOL GUIDELINES

AIS-R offers many opportunities for after-school help and co-curricular activities. However, for the security and safety of all of our students, the following guidelines must be followed:

- Students may stay after school for three reasons: Homework Club, teacher help, or an ASA, sports activity or club.
- Students must sign in at the office stating where they will be and report to their activity by 3:00 and remain there until 3:50.
- Students may certainly use the library after school but must have a pass from a teacher indicating that the student will be working on assigned work.

BULLYING

Imbedded in our middle school philosophy is the pledge to provide an “inviting, supportive, and safe environment” for our students; therefore, any student who bullies others will be subject to disciplinary options that may include counseling, a parent/guardian conference, detention, suspension or expulsion.

Bullying is unwelcome verbal, written or physical conduct directed at a student by another and has the intent or effect of:

1. physically, emotionally or mentally harming a student.
2. damaging, extorting or taking a student’s personal property.
3. placing a student in reasonable fear of physical, emotional or mental harm.
4. placing a student in reasonable fear of damage to or loss of personal property.
5. creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

CAMPUS CLEANLINESS

Our campus is our home for the major part of our day. We must all take responsibility for its cleanliness and appearance. Littering hurts all of us. There will be a disciplinary consequence for anyone found littering.

DRESS CODE AND APPEARANCE

It is our goal at AIS-R to provide our students with a productive and positive learning environment and to minimize disruptions and distractions. Students’ dress and appearance are directly related to the learning environment of the school, the conduct of students and the quality of schoolwork. In keeping with the traditions and customs of our host country, modesty in school attire must be maintained. Students are expected to wear clothing that is clean, well-maintained and loose fitting, and they must adhere to the following guidelines:

Females

- must wear blouses, shirts or dresses with sleeves that cover the shoulders and upper arms.
- must wear pants, tops and shirts that are loose fitting.
- must wear dresses, skirts, and long shorts that reach the knee.
- must wear necklines that reach the collarbone.

Males

- must wear shirts with sleeves that cover the shoulders and upper arms . Tank tops are not permitted.
- must wear long shorts, but they must reach the knees.
- may not bare skin or underwear between shirts and pants.
- may not wear earrings, as they are not appropriate in the Kingdom or at school.

General

- Clothing that is disruptive to the teaching/learning process and is revealing, indecent, vulgar, or obscene is not allowed.
- Distracting hairstyles, hair colors or tints are not appropriate in the Kingdom or at school.
- Clothing which promotes alcoholic beverages or the use of controlled substances by words or symbols, or is of a disruptive nature is prohibited.
- Clothing that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols is not appropriate.
- Hats, sweatbands, bandanas, and/or sunglasses inside school buildings are not allowed.
- Clothing that is sheer or mesh or undergarments that are visible are prohibited.
- Sagging pants which cause undergarments to be visible are not allowed.
- Tank tops or muscle shirts without a tee shirt may not be worn.
- Chains hanging from pockets are not allowed.
- PE clothes cannot be worn outside of PE class.
- Sleepwear and sweat pants are not appropriate.
- Appropriate footwear must be worn-no flip-flop-type sandals are allowed.
- Tattoos are not permitted.

When students are found to be in violation of the dress code, they will be sent to the principal. The principal will decide the appropriate action for all dress code violations, which may include having the student wear substitute clothing for the day. Repeated violations may result in the student being sent home.

ELECTRONICS

Unless being used as an educational tool with a teacher's permission, iPods, Cell Phones, etc, are only allowed to be used before school and after school, not during school.

FOOD

Students are allowed to consume food **only in the cafeteria**. This includes non-water drinks. If water is taken out of the cafeteria, it must be in the manufacturers' clear containers.

GAMES AND SPORTS EQUIPMENT

We encourage students to be active during the school day. However, students are expected to play all games on the courts and/or fields, and sporting equipment must be used in the appropriate locations.

GUM

Gum is difficult to clean up and can be a safety issue for students in certain classes; therefore, students are not allowed to chew gum anywhere on campus. Violation of this rule will result in disciplinary action.

LOCKERS, BOOK BAGS AND STUDENT IDS

Lockers

Students at AIS-R have the privilege of a clean, functioning locker, and each student will be assigned a locker for storage of books and equipment. The middle school also provides students with a lock so that they have a safe, convenient spot to store their belongings during the school day. It is the student's responsibility to see that his or her locker is kept locked and in order at all times. Students should not tamper with other lockers or give their locker combinations to others. There is a replacement fee if an AIS-R combination lock is lost or broken. Lockers are subject to periodic clean out by students and inspection by the school administrators. **Students should never leave valuables in their lockers.** Vandalism, theft and/or graffiti must be reported to the school office. **The school assumes no responsibility for the loss or damage of any property placed within the lockers.**

Book Bags

Book bags are not allowed in classrooms and must be placed inside the students' lockers at all times. Students may not take book bags to their first period classes to avoid going to their lockers nor can book bags be taken to PE.

Search

The school reserves the right to search the student and locker areas.

Student IDs

All students will receive an ID card for daily use on the school campus as well as to gain access to school functions. ID cards are also used to checkout materials from the library, purchase food, borrow sports equipment and gain access to computers. The initial card is supplied at no cost to the student. Should the card be lost, replacement cards may be purchased from the middle school office

Passes

Although we understand that there are legitimate reasons for students to be out of class, they must have their teacher's permission, and they must have a pass from that teacher.

PERFORMANCE ETIQUETTE

- Be prompt. Give yourself plenty of time to arrive at the performance venue and be seated in the seats assigned to you. Enter the performing venue as quietly and in as orderly a fashion as possible.
- Be ready and quiet as you await the commencement of the program. Whispering, rustling papers or coughing will disturb your neighbors as well as the performers on stage. **Make sure that all electronic devices such as beepers and cell phones are turned off.**
- Dress for the Occasion. Dress appropriately.
- Be Considerate. If you must pass in front of people in your row to get to your seat, face the already seated people and say, “Excuse me” or “Pardon me,” and “Thank you.”
- Use Appropriate Applause. Remember that sporting events call for certain types of applause. Formal assemblies such as UN Day, music concerts and Awards Day require a different type of applause. The use of your voice or whistling is not acceptable. Clapping is the appropriate type of applause for a formal assembly. Standing Ovarions should be used on occasions where a particular performance demonstrates extraordinary success.
- Participate. Bring your emotions and active listening and imagination skills to the performance. Let your emotions respond to the message and environment of the theater.
- Stay. Stay and enjoy the entire play or concert. Do not leave once the performance has begun. If you arrive late to a performance, you will only be allowed to find your seat between musical numbers or scenes of a play.
- Reward Talent. If you enjoy a performance, tell others. Don’t forget to tell the performers that you enjoyed their performance. Your compliments are longer lasting than your clapping.

Guests

Guests other than immediate family members can attend evening performance. However, we have a one AIS-R student, one guest policy. Requests to bring a guest must be submitted to the principal a minimum of three (3) days before the performance. The inviting student must attend with the guest and stay with the guest. He/She is responsible for the guest’s behavior.

PHYSICAL EDUCATION DRESS CODE

Students are required to wear a physical education uniform to all P. E. classes.

PUBLIC DISPLAY OF AFFECTION OR INAPPROPRIATE PHYSICAL CONTACT

Public displays of affection are not appropriate in the Kingdom or at school. Public displays of affection include, but are not limited to, hand holding, arms around each other, kissing and hugging. All matters will be referred to the principal. Physical contact between students, including “playing” situations, is not allowed.

SCHOOL AND STUDENT PROPERTY

Students are expected to respect school property as well as the property of others. AIS-R will not tolerate theft or vandalism, and students who are caught stealing or vandalizing property, including technology violations, are subject to suspension or expulsion.

PROHIBITED ARTICLES

- Skateboards/Roller Blades: Skateboards and roller blades are not permitted on campus.
- Other: Any item that depicts violence, profanity, nudity, smoking, drugs and alcohol will be confiscated with a possible expulsion.
- **Weapons: Weapons of any kind are strictly prohibited on campus. Bringing a weapon on is grounds for expulsion.**

SUBSTANCE ABUSE (DRUGS, ALCOHOL, TOBACCO)

The use and/or display of illegal drugs or the abuse of illegal drugs and/or the consumption of alcohol by any individual is illegal under Saudi Arabian law. Based on this law and the fact that AIS-R is committed to promoting a healthy life-style for all its students, AIS-R is a drug, alcohol and smoke-free campus (smoke-free extends along the walkway to the outside parking lot, as well as the parking lot itself). Use or possession of these substances at school or during a school sponsored activity is absolutely forbidden.

Possession of any illegal substance or a package or item that could contain these substances on school grounds will result in an immediate **out of school suspension**. In the case of drug possession and /or being under the influence, the administration will make the recommendation for an expulsion.

SUBSTITUTE TEACHERS AND OTHER ADULT SUPERVISORS

Any adult on our campus will be afforded the same respect and courtesy that is given to our faculty.

(See Appendix A for Discipline Matrix)

STUDENT SERVICES

ADVISORY

Advisory is the heart of a good middle school program. A strong advisory program provides young adolescents with an opportunity to build positive relationships with both peers and their advisor. Each student at AIS-R is assigned an Advisory class which meets every day to address important issues relevant to school, peers, adolescence, and life. Students will discuss positive character qualities, take part in engaging activities and discussions, learn about themselves, and develop a healthy self-image to carry them through adolescence. The advisor plays an important role in guiding group activities, serving as an advocate for each student, and communicating with teachers and parents. When an advisory program is effectively implemented, it can be an important factor in supporting student learning. Each month, teachers choose a boy and a girl from each grade level who best exemplify the character qualities discussed in Advisory. They receive the Star Student Award.

AFTER-SCHOOL HELP AND HOMEWORK CLUB

After-school help is available to middle school students in two ways. First, students who need specific help from a particular teacher may stay after school any afternoon except Sunday. Students are expected to make arrangements with their teacher, arrive at the help session on time and inform the teacher if they will be late or have to cancel.

In addition, students have the opportunity to participate in an after-school study program called Homework Club. The Homework Club offers students several options- time to complete assignments, get extra help, make up work, or just have a quiet place to study. There will be two to three teachers supervising the Homework Club each session, and it will meet on Saturdays, Mondays and Tuesdays in the MS/HS Library Annex. All students staying for HW Club will report to the Library Annex at 3:00 and are expected to stay until 3:50.

The Homework Club is open to all middle school students. They may choose to attend Homework Club voluntarily, or they may be referred by a teacher. If a student chooses to attend, he/she may attend one, two or three days a week or just when he/she feels the need. These students must get a signed pass from a teacher. If a student is referred, teachers will recommend a specific number of days for a designated period of time- a plan that best supports the needs of the individual student.

Because everyone is making a significant time commitment, it is important that all students are respectful of each other and the homework environment. Therefore, if your child participates in the Homework Club, he/she will be expected to

- be punctual.
- be prepared by bringing work and other materials necessary to participate in the Homework Club.
- be quiet and courteous to others.
- be committed to working independently and co-operatively with others.

AIS-R TECHNOLOGY

AIS-R provides our community with high-quality international communication and information retrieval systems for the continuous learning of our students. By providing access to these resources, AIS-R is committed to excellence and will educate and inspire our students to be responsible and ethical world citizens. To use technology at AIS-R, students must agree to the following terms:

As an ethical computer user I agree to:

1. Protect the privacy of others and keep passwords and personal information, such as passwords, home address, and telephone numbers, confidential;
2. Respect copyright laws, properly documenting and citing information copied from an electronic source;
3. Be polite in my messages, using appropriate language and making no response to inappropriate messages;
4. Demonstrate network etiquette, using the network in such a way that I will not disrupt the use of the facilities by others;
5. Use the hardware in an appropriate manner;
6. Be respectful of the political and religious environment in which I live;
7. Follow AIS-R's web publishing guidelines (see below).

Unacceptable use of electronic resources includes, but is not limited to, the following:

1. Using the network to check any other email account except for your AISR email account;
2. Using the network resources in a wasteful or frivolous manner (downloading large files, downloading music files, playing online games, chatting, or attempting to install software);
3. Hacking in an attempt to harm or destroy data or seeking unauthorized access to different servers or files on the network;
4. Changing system files and application preferences, or renaming or moving files/folders on AISR's standard desktop or network;
5. Plugging or unplugging computer peripherals, damaging computer components, or using printers, cameras and scanners for personal or inappropriate use;
6. Making or using illegal copies of any software;
7. Using the network for financial or commercial gain.

WEB PUBLISHING GUIDELINES

Web pages, blogs or wikis posted on or linked to the AIS-R web page can reflect positively or negatively on the school and the person or persons posting the site. When material is posted on the World Wide Web anyone in the world can read it. People outside the community (including students applying to AIS-R, their parents, AIS-R alumni, current AIS-R parents and the general community) will connect these materials with AIS-R. It is expected that all who create web content will keep this fact in mind and maintain their pages accordingly.

Specific regulations for AIS-R affiliated web pages include:

- Student Photos: May **not** be used on external student or teacher generated web sites.
- Photos of students may be included on internal and secure sites, if students are only identified by first name.
- No personal information about a student is allowed, such as email address, phone number, home address.
- No locations, dates and times of school events should be published on public pages.
- You may not link to staff, volunteers' or students' personal home pages.
- It is prohibited to publish any material that violates copyright laws and licenses.
- Content of web pages: The content of school web pages must be consistent with the educational mission, goals, and objectives of the American International School - Riyadh and with the letter and spirit of the American International School - Riyadh School Board policies. Material placed on web pages is expected to meet academic standards for proper spelling, grammar and accuracy of information.
- Every web page should:
 - Provide a means to contact the page maintainer (the division level webmaster), such as a "MAILTO" link in the footer.
 - Include the date the page was last updated.
 - Include technically accurate content (hyperlinks, scripting, etc).
- You may not include illegal content, as judged by local, state and national laws. Such content includes obscenity, copyright infringement, and sound or software piracy (among other violations). If there is any doubt about material or any conceivable violation of these guidelines, the author of the web page is responsible to check with the division level web master for clarification.

LAP TOP USE IN THE CLASSROOM

The purpose of laptop computer use in the classroom is to enhance the learning related to the subject being taught.

1. Laptops should be put away in their assigned spot in the laptop cart and plugged in. Chargers that are borrowed should be returned to the teacher and wrapped up for storage. Students requesting chargers during class should sign their names on the board or sign-out sheet.
2. Documents placed on the computer desktop during class should be deleted or saved to the student's USB drive or to the student's own MS Student folder under the correct teacher's name by the end of class. If a student sees a document on the computer desktop or trash left from the previous class, s/he should report it immediately to the teacher. The student using the computer the previous time will be held responsible.
3. Students not following these directions will be required to serve a detention with the teacher during lunch unless a more serious punishment is merited. Repeated offenses will result in more serious consequences.

Consequences for Abuse of Technology in Labs or While Using Laptops on Campus

Since the use of electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.

1. Whether working individually, with a partner, in a small group, large group discussion or focused activity, students are expected to pay attention to the subject taught. On campus, computers should be used to do assigned work only and students are expected to be only on the site or location the teacher has directed them toward.
2. While in a classroom or lab, an incident of a student on the Internet for any purpose other than that directed by the teacher will result in referral to the administration for appropriate action. Detention and a loss of computer privileges on campus for three days is the standard penalty. The teacher will notify the parents.
3. A repeated violation will result in an extended detention or an in-school suspension. There will be an additional loss of computer privileges for two weeks on campus. The administration will notify parents after consultation with the teacher.
4. A third violation will result in an in-school or out-of-school suspension and a loss of computer privileges on campus for one month. The administration will notify parents after consulting with the teacher.
5. A fourth violation will result in an out of school suspension and a loss of computer privileges on campus for the rest of that school year. The administration will notify the parent after consultation with the teacher.

The use of electronic resources by AIS-R students is a privilege. Any inappropriate use, including but not limited to the above guidelines, will result in the loss of these privileges. Any damage to school equipment by students may require the student to pay compensation for those damages.

ASA AND CO-CURRICULAR ACTIVITIES/CLUBS/SPORTS

Activities Philosophy: The American International School of Riyadh recognizes extracurricular activities as an integral part of the entire school setting, contributing greatly to a student's complete educational development. As such, we believe all students should have an opportunity to participate in extracurricular activities and that such participation should encourage positive scholastic and personal growth. AIS-R's activities program strives to develop in its participants such lifelong traits as strong character, good sportsmanship, leadership skills and a strong work ethic.

Athletics Philosophy: The American International School of Riyadh recognizes athletics as an integral part of the entire school setting, contributing greatly to a student's complete educational development. While we strive to make our athletic teams as competitive as possible, our primary objective is to help our student athletes acquire important skills that will help them to be successful in their adult lives. The American International School of Riyadh supports student athletes in the development of a personal code of conduct consistent with the values of sportsmanship, scholarship, integrity, and commitment to oneself and their team.

AIS-R offers many activities, including sports and clubs for middle school students. There are clubs and organizations that meet during the school day; some activities take place after school and others involve a one-time performance. Students must be in attendance on a given day in order to participate in co-curricular activities on the same day. All activities are dependent on the enthusiasm, appropriate behavior, attendance, and good will of the students. Each activity has an adult advisor who provides supervisory leadership to the group. However, on-going support of the activity is the responsibility of the students.

Clubs and sports activities are organized depending on the availability of a sponsor and student interest. In order to take part, students must meet minimum academic and/or behavioral criteria. Students may be excluded if their grades or performance at school is unsatisfactory. If a student is earning an F in any class, he/she will not be eligible to participate in after-school activities until the grade improves. In some cases, involvement may be limited and joining Homework Club could be required for a student to be eligible to participate in an after-school activity. The grading period immediately preceding the start date of the activity will be used for eligibility. Questions regarding participation may also arise if a student is involved in academic dishonesty or misconduct.

ASA and Co-Curricular Activities/Clubs Program Objectives

To provide our students with opportunities to:

- Explore new possibilities
- Develop interpersonal skills
- Develop leadership skills
- Develop organizational skills
- Develop life skills
- Enhance self-development
- Have fun

NATIONAL JUNIOR HONOR SOCIETY

AIS-R is affiliated with this national organization, which recognizes **academic excellence, character, service, and leadership**. Students are selected for membership following a faculty selection process, which evaluates the above areas. The first three quarters are considered for eligibility and an induction ceremony is held during fourth quarter.

STUDENT COUNCIL

The AIS-R Middle School Student Council is the organizational group that represents the student body and serves as its governing body. The Middle School Student Council is involved in planning and supporting community projects and student activities. The Middle School Student Council offers a range of leadership roles, and all of its members are expected to support the spirit of the middle school. Any interested students may put their names forward to serve on the Student Council. There is an election process which is held during the first quarter.

MODEL UNITED NATIONS

The Model United Nations Club is an organization in which students participate in a simulation of the United Nations General Assembly and its committees. In the MUN, students play the role of representatives from UN member states and other international organizations and debate on a number of topics that include current and/or historical issues. As a delegate, students make speeches, prepare draft resolutions, negotiate with allies and adversaries and create solutions to resolve conflicts. MUN provides opportunities for the development of a variety of skills such as public speaking, research, problem solving and conflict resolution. MUN is an ideal club as it promotes students' interest in the world around them and broadens students' knowledge in a variety of subjects. Simply put, the club assists in developing the "global citizen."

ELIGIBILITY FOR INTRA-KINGDOM ACTIVITIES

American International School-Riyadh, participates in athletic events with several other schools in the Kingdom. Various band, drama and choral festivals are also held.

Members of athletic teams and school groups that represent AIS-R have the responsibility of establishing and maintaining good school and community citizenship. AIS-R takes pride in the high academic and citizenship standards that have been adhered to by former activity groups. The Intra-Kingdom sports program offers programs for both boys and girls in basketball, softball, volleyball and soccer and cricket.

Students participating in Intra-Kingdom **events must have passed all subjects the prior progress report or quarterly report card. In addition, they must have demonstrated adherence to the AIS-R code of conduct.** Checks will be made as part of the selection process for all Intra-Kingdom events with final decisions determined by the principal.

STUDENT TRAVEL AWAY FROM CAMPUS

If AIS-R students must travel to other cities, sponsors will provide students with specific information regarding each trip. Any questions are to be directed to the student activities office.

Students traveling to an Intra-Kingdom activity or those participating in an Intra-Kingdom activity here at school will be required to observe the dress code established.

- Gentlemen will be required to wear, at a minimum, a collared shirt and dress shoes.

- Ladies should wear a comparably “dressy” outfit, which conforms strictly to the dress code of our host country.
- Students not conforming to this dress code will not be permitted to travel to or participate in the event.
- Student travel costs will be the responsibility of the participant.

Reciprocal Housing

Hotels are prohibitively expensive for student groups. Therefore, all In-Kingdom schools provide housing with host families for visiting groups. AIS-R parents will be asked to provide this courtesy for students from other schools visiting Riyadh. Any students participating in sports travelling teams will be expected to house visiting athletes once during the year. This is an extremely important responsibility. Students who do not house visiting athletes will be asked to find someone who can take their place, or they may be restricted from participating in future events.

CAFETERIA

LUNCH AND BREAK

AIS-R has a school cafeteria which offers nutritious lunch options for students. Students may, however, bring packed lunches and snacks. They must be kept in their lockers until break and/or lunch. No food or non-water drinks can be consumed outside of the cafeteria. Students are allowed to go to the cafeteria during the morning break; however, students are not allowed to order hot drinks due to the short window of time. **The cafeteria is off limits during the afternoon break and after school.**

LUNCH PERIOD EXPECTATIONS

During the lunch period, Grades 6-8 students may eat lunch, have conference time with teachers, work in the library media center, meet with the counselor, or socialize outdoors in supervised areas.

The use of the cafeteria is a privilege. While in the cafeteria students are expected to

- be in the cafeteria at the beginning of their assigned period.
- pay for their food- no credit.
- clean up after themselves, and keep the table and area around it clean.
- eat in the cafeteria. **No food or drinks (except water) are permitted outside the cafeteria.**
- remain seated once they have begun eating.
- avoid cutting in line, saving a place in line for someone else, or asking someone to purchase something on their behalf.
- Be polite and courteous to the cafeteria staff.
- Use good manners.

After School Use

Due to time constraints, middle school students are not allowed to use the cafeteria after school or during the afternoon break.

ENGLISH LANGUAGE LEARNERS

The English Language Learner (ELL) program assists students whose first language is not English. ELL students will be placed in the regular Humanities class, and within that classroom, the ELL teacher will provide in-class support to individuals or small groups of ELL students in their comprehension of concepts and supports them in language development, particularly in listening and reading comprehension, and language production - speaking and writing. ELL students will receive content-area support in a separate ELL Support class.

GUIDANCE PROGRAM

PHILOSOPHY

It is our belief that the educational process is a partnership, which includes students, teachers, counselors and parents. For this reason, counselors are available to work with students individually or in groups, in these areas:

- Academic
- Personal
- Career
- Social

Responsibility of the Counselor

- Meet as needed with students to discuss individual student needs.
- Meet with parents to discuss individual student needs.
- Meet with teachers individually or in groups to discuss individual student needs.
- Supervise the administration of entrance testing.
- Review entrance examination results and academic records of students seeking enrolment and consult with the Principal on admissions decisions.
- Maintain accurate, up-to-date student records for all students.
- Supervise the administration of the standardized testing program.
- Advise teachers and parents about strategies to help students with their academic weaknesses.
- Consult with administration regarding student needs.
- Provide in-class group guidance on specific as well as general topics.
- Assist students in planning their academic programs.
- Schedule students into classes.

Procedures

To successfully complete many of the above responsibilities, counselors may

- arrange student, teacher or parent meetings in or out of class times.
- obtain assistance from faculty in assessing and interpreting entrance examination results.
- assign faculty members various duties associated with academic testing.
- request access to classes to deliver guidance topics.
- survey Progress Reports for at-risk students.
- seek information for students at-risk.
- receive information about suspected abuse situations.

Referral Process for Individual Counseling Services

Students may be referred by parents, teachers, or they may self-refer to the counselor for counseling on an individual basis. If the problem or issue requiring counseling is easily resolved in a short time, then the counselor will schedule time to work with the student. If the problem is more serious or beyond the scope of school counseling and is likely to require long-term counseling, the counselor will provide the family with names and contact information for private counselors available in Riyadh.

Referral Process for Academic Concerns

✓ Consultation

Teacher or parent meets with the counselor to discuss the particular student and the student is placed on the next team meeting agenda. Teacher referrals must be made in writing using the referral form(s).

✓ Team Meetings

Counselor and teachers gather information about the student from different sources. Samples of work and written impressions from teachers are collected as well as a cumulative file review is conducted. Suggestions for any additional classroom interventions are discussed and recommendations implemented.

✓ Parent/Teacher Conferences

A conference with the parent, teacher and counselor is scheduled to discuss the student's progress and share concerns. Recommendations are made regarding continuing with classroom interventions, involving outside resources (i.e. tutoring). The principal may also be present.

✓ Student Support Team Conference

Evaluations/assessment results are discussed with principal, teachers, counselor and parents. Recommendations regarding classroom modifications and placement are discussed.

At Risk Status

A student is considered academically "At Risk" if the student has received at least two "D's or one "F" in a subject during the previous marking period. The counselor will meet with these students, their parents and teachers to guide the concerned parties in creating a Student Concerns Plan to help the student improve.

Scheduling

The principal will be responsible for developing the master schedule. Counselors will distribute schedules and resolve individual student conflicts. Middle school schedules will be distributed on the first day of the new school year. **Schedules are finalized at the end of the school year. Student schedules will not be altered unless exceptional circumstances exist. Any course change request will be at the principal's discretion.**

HEALTH SERVICES

There is a registered nurse available during school hours. If a middle school student feels ill, he/she should ask his/her teacher for a pass to visit the nurse. If a student feels ill during lunch or break, he/she must get a pass from the teacher of their next class. If the nurse feels that the student is too ill to return to class, parents will be contacted, and the student will be sent home to seek further medical attention,

Parents must notify the school nurse when a doctor has diagnosed a student as having a communicable disease. If a student is diagnosed with a contagious disease, he/she can only return to school after receiving written permission from the doctor and submitting the note to the nurse prior to returning to class.

MEDICATIONS:

The school nurse must administer all medication that is taken during school hours. Medicines are administered to the student only with written permission from the doctor or the parents. Any prescription drugs required by a student during school hours must be given to the nurse complete with the student's name, class, time, and dose to be given. Students are responsible for getting to the nurse's office on time for their medicine. All medicines must be left at the school clinic unless special arrangements have been made with the nurse. Misuse of prescribed drugs is also considered an act subject to disciplinary action.

STUDENT INJURY OR ILLNESS AT SCHOOL

If a student becomes ill or injured during the school day, the school nurse may administer simple medication indicated by the parent on the school health form (available in the registrar's office). If a student has to go home, parents will be contacted to pick him/her up. Students who are ill or injured will not be permitted to leave the campus without first reporting to the nurse's office.

EMERGENCY PARENT CONTACT

If parents or guardians will be unavailable (i.e. out of town on business or vacation) a signed note must be provided, in advance, to the middle school office advising of the student's residence (contact person, address, phone number) during the parent/guardian's absence, the dates the parent/guardian will be out of town and a phone number where the parent/guardian can be reached in case of an emergency.

Guidelines for Nurse's Office

The middle school/high school nurse's office is located in the courtyard area across from the high school office. All middle and high school students must use this office. Health services are available to students and staff from 7:20 a.m. until 4:00 p.m. daily. For the nurse's office to function effectively, there are a few guidelines that must be followed:

- The nurse's office will not accept students without a pass.
- When a student becomes ill or injured during class, a pass to the nurse's office must be obtained from the current teacher. The teacher will indicate the time the student leaves class, and the nurse will indicate the time the student leaves the nurse's office. Students must have a nurse's pass to re-enter class.
- If a student feels ill during lunch or break, he/she must get a pass from the middle or high school office.
- Unless it is deemed an emergency, students without a pass will be referred to the middle or high school office

- Students will be assessed for the reported illness or injury and will be allowed to rest in the nurse's office for a maximum of thirty minutes. Illnesses requiring a longer stay will involve a parent/guardian being called to pick up the student and take him/her home or for more medical attention. With phone permission from a parent/guardian, a specified designee will be allowed to pick up the student if the parent is unable to do so. Relatives and friends who are listed as emergency contacts will be called only in case of serious illness or injury requiring immediate attention, and only after attempts to reach a parent/guardian by phone are unsuccessful.
- Students may not leave school due to illness or injury without seeing the nurse.
- Students are not allowed to make arrangements to go home on their own.

HOUSE

A well-established House system is one of the most exciting programs in the middle school. Every student is assigned to a House and will remain with that house while they are in the middle school. The four Houses are **Masmak, Najran, Tabuk** or **Diriyah**. The House system helps foster a sense of community as it enables students to work together and make friends at all grade levels. It affords them the opportunity to challenge themselves in healthy academic, activity and citizenship based competitions. They also get a chance to stretch and explore social, group, and leadership skills that develop as they progress through the grades. AIS-R is committed to student success, and this is another great way for our students to celebrate all the good things they do here at school.

LIBRARY MEDIA CENTER

The AIS-R Library Media Center (LMC) supports the school's international education program by equipping and enabling students and staff to become independent and effective users of ideas and information. The LMC strives to instill an appreciation for reading and to develop skills for seeking knowledge and utilizing resources in today's technical, information-driven world.

General Patron Policies and Procedures

The library is an active, yet quiet, shared learning space. Expected library behaviors are based on respect toward fellow patrons, the staff, the resources and the facility. As a result, activities such as eating, sleeping, watching movies, playing games, listening to music, speaking loudly, and distracting others are not permitted. Patrons will be directed toward appropriate behavior, but repeated misuse may result in suspension of library privileges.

The library is an academic area of the school, so any rules applied to other academic areas of the school also apply when in the LMC. For example, no hats are to be worn and no cell phones visible. As well, any student who is in the library during a free period must have a pass. Students who have no pass or who do not use the LMC for the purpose stated on the pass will be asked to return to class. During a free and after school, students need sign in and out of the library.

Library search is facilitated by OPAC (Online Public Access Catalog), which is accessible via the AIS-R web page from school or at home. Resources listed in the OPAC represent the collections in both the Elementary Library and the MS/HS LMC. LMC patrons are welcome to borrow materials from both libraries. LMC orientation for staff and students will be held shortly after school has begun.

Any library patron who loses or damages materials is expected to cover the costs for fixing or replacing the items. In the case of lost materials, the patron will be charged an amount equal to the value of the resource. Damages to resources will be calculated on a case-by-case basis. Any required shipping costs for replacement will be borne by the patron.

LMC Policies and Procedures for Students

The LMC is open for **students** to "check out" materials from 7:20 am to 3:55 pm. The LMC closes for students at 2:45 pm on Sundays and Wednesdays.

A STUDENT is expected to present his/her student card to sign out books. If the card is lost, borrowing privileges will be suspended until the student initiates the replacement process.

STUDENTS may check out five (5) library items at a time.

- Books for two weeks.
- Circulating magazines (not current issue) for one week.
- Reference materials may be checked out on an overnight basis and must be returned before school the next morning.
- Reserved books with teacher permission.
- Books may be renewed unless they are on a reserve list.

Overdue Books

- May be renewed with the permission of the library staff
- Notices regarding overdue materials will be given to students via their school email account.
- Check out privileges will be temporarily denied to students who have overdue materials.

Library computers are available for independent student use, provided the computers have not been booked for class use and the students follow the school's appropriate use guidelines. Students must present their school ID's to check out computers.

Printing and copying are available to students in the library. Students are permitted to print a maximum of 3 pages (B&W) without cost. Color printing is available on one designated computer at a cost of 2 SAR per page. There is also a photocopier available for student use, at a cost of 1 SAR per page. Out of respect for the environment, students are advised to print and copy only what is necessary.

LOST AND FOUND

A lost and found area is located in the high school PE office; lost articles which are not claimed within a reasonable amount of time will be given to charity. Valuable items such as cell phones, watches, rings and calculators are kept in a secure area in the middle school office.

PORTRAITS AND YEARBOOK

The yearbook is a wonderful memory of school life. It contains pictures of students, teachers, staff, activities and other school events. Yearbooks are offered for sale during the fall semester and are typically distributed towards the end of the school year. Student portraits are taken by a professional photographer early in the school year for the yearbook. Students who opt to purchase photo packets will receive them towards the end of the first semester. Even if students do not purchase pictures, they need to get their picture taken for the yearbook.

ACADEMICS

COORDINATION OF MAJOR ASSESSMENTS AND PROJECTS

Teachers are sensitive to the problems that arise when students have more than two major assessments in a single day and try to avoid this whenever possible. Students are asked to be aware of the difficulties teachers have in scheduling major assessments. Therefore, we request that students inform their teachers **at the time a test is announced** that the test would be the third major test scheduled the same day. In these instances, teachers will make every effort to either reschedule the test or set a make-up time for the student(s) having the conflict. Students are expected to make every effort to make-up the test within two school days of the scheduled test.

GRADING AND EVALUATION PROCESS

Report Cards

A report of the academic progress students are making in their courses in the form of written comments and accompanying grades will be issued to students four times a year: October, January, March and June. Student transcripts show letter grades and comments at the end of each semester. Report cards will not be printed for any quarter unless a parent requires one for **all student reports are available on family access in Skyward.**

Progress Reports

Progress reports may go home at any time. If a student's work is below average, failing, or has shown exceptional progress a progress report is required.

All students will receive a Progress Report at the midway point of the four reporting dates.

Review of Student Grades

At the end of each quarter, all student grades are reviewed by the administration. Special attention is given to those students who receive unsatisfactory grades. The school counselor meet with these students and make plans for improvement which may include extra tutorial help, after school study, or a well-organized, planned program to improve their grades.

Parent Conferences

Parents are encouraged to make appointments for conferences with staff members at anytime during the school year. Parents may make appointments for conferences by contacting teachers via e-mail or telephoning the school at 491-4270 ext. 255. Parents are encouraged to request conferences on a periodic basis, especially if problems are indicated. The school schedules Parent/Teacher conferences twice a year: following the distribution of the first and second reports.

Grading Scale

The following is the breakdown of letter grades and percentages used in assessing student progress.

GRADE / %	GRADE / %	GRADE / %
A+ 97 or above	B 83 - 86	C- 70 - 72
A 93 - 96	B- 80 - 82	D+ 67 - 69
A- 90 - 92	C+ 77 - 79	D 63 - 66
B+ 87 - 89	C 73 - 76	D- 60 - 62
		F 50 - 59

I (Incomplete work)

P The student does his or her work satisfactorily. He or she is demonstrating achievement.

N Student does not receive a grade because he or she did not meet the minimum number of days required to be “in attendance”.

Report cards are available on line at the end of each quarter. Letter grades are used to designate a pupil's progress.

HOMEWORK

Study at home is a part of every student's educational program. Students at AIS-R receive both short and longer-term assignments. Assignments have specific deadlines and all work assigned is expected to be completed.

Homework is assigned for the following reasons:

1. To practice a concept or topic studied in class.
2. Determine the level of understanding a student has of a topic discussed or learned in class (diagnostic/check for understanding)
3. Review information that may have been covered in an earlier class.
4. Complete work begun in class but did not have time to finish.
5. Bring different elements of a student's work together.

Not all homework assignments will be given a letter or percentage grade. In some instances, homework will be checked for completion only. However, it is the student's responsibility to complete the work assigned. Teachers will communicate to students how the homework assignment will be used and when it is due.

Students and parents may obtain homework assignment details via the student's personal agenda or through the Skyward Message Center. Details regarding how to get on line are explained early in the year.

HONOR AND MERIT ROLL

Academic standards at AIS-R are high. Scholarship is recognized and encouraged through an academic honor roll compiled at the close of each of the first three quarters. The third quarter honor rolls are the final ones for the year. In recognition of their accomplishment, students who are on the honor roll will receive Honor certificates.

- To qualify for the Honor Roll, a student must receive all A's.
- To qualify for the Merit Honor Roll, a student must receive all A's and B's grades.

PROMOTION AND RETENTION OF STUDENTS

Middle School Promotion

In Grades 6 to 8 a student is promoted from one grade level to the next when he/she has received passing grades in all of those subjects relating to the **basic skill areas**. Those students not passing all of their courses will be subject to a promotion review or academic dismissal.

Middle School Retention

A student enrolled in Grade 6 through Grade 8 may be retained in the same grade for less than satisfactory academic performance and/or for immaturity. This will be the principal's decision.

STAR STUDENT OF THE MONTH

Each month throughout the school year two students are chosen from each grade level to honor their accomplishments. This award features students who are working hard to demonstrate those characteristics we value at AIS-R. The grade level teams will select the Student of the Month.

The criteria for the Star Student honor may include:

- Academic achievement and/or improvement
- Exemplary and/or significant improvement in effort, work habits or behavior
- Citizenship, hard work, and the general willingness to "go the extra mile"
- Quality of character

TESTING

The standardized test used at AIS-R is the Measurement of Academic Progress (MAP). MAP tests are unique in that they adapt to the student's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. The MAP test measures growth over time, and when administered at least twice in an academic year, it is possible to find out whether an individual student or an entire grade level is making satisfactory progress in basic skill areas. Teachers can use this assessment information for instructional planning, for individual students, or an entire class. For more information on resources for parents, download the **Parent Toolkit** at www.nwea.org >> Member Support >> Downloads >> Manuals.

MISCELLANEOUS

ATTENDING SIBLING'S PERFORMANCES

AIS-R is a busy school, and there are many wonderful assemblies, performances and activities going on all year long. Because daily attendance is a vital part of the learning process, we cannot allow students to attend all of the performances, assemblies or activities of their older or younger siblings. However, we do recognize that there are some functions that are important for families to attend together; therefore, the exception to this are the one-time-a-year assemblies, graduations and passage ceremonies. (Parents must go to the office and check their children out.)

EMERGENCY DRILLS

Three types of emergency drills are conducted throughout the school year. Each of the drills prepares staff and students to respond appropriately to a given emergency. Each of the three drills is signaled by a specific ring or tone. The emergency drills include **Evacuation, Lock Down** and **Early Dismissal**. Students are expected to react and proceed accordingly as each practice is conducted. It is a suspendable offence to misbehave during a drill.

GUARDIANSHIP

AIS-R board policy requires that parents inform the school in writing if they travel outside of Riyadh and leave their children under the supervision of another adult. This procedure is to ensure that no child is left unattended and that the school has the proper consent information in case of an emergency. Parents are asked to complete the "Appointment of Guardianship" form which can be found on-line or picked up at any school office. The form has to be returned to school prior to the commencement of the trip. (See Appendix A)

SUPERVISION BEFORE AND AFTER SCHOOL

Students are allowed to enter the middle school at 7:35 a.m. Teachers are on duty outside and in their classrooms at this time. After school, students are dismissed at 2:45 p.m. and should ride their compound buses or be promptly picked up by parents or authorized designees. Students meeting with teachers, attending Homework Club or participating in an After School Activity are allowed to stay after school but must be at their designated activity by 3:00. Students are allowed to use the MS/HS Library for study and research purposes with a pass from a teacher. Remaining after school for socializing is not acceptable. Students may not wait at school for younger or older siblings participating in after-school activities unless prior arrangements have been made by parents.

TELEPHONE GUIDELINES

Phone Calls

A student's use of the office telephone is restricted to important matters. Students who need to contact parents use the phone in the office **with permission**. Please inform the *School Office* of any changes in home, work or emergency contact telephone numbers. Students may use their cell phone for very important reasons. They must have the principal's permission and the call must be made in the Principal's office.

Cell Phones

Although we understand parents' desire for their children to have cell phones, their use is strictly prohibited during school hours.

- The first time a phone is heard and/or used, the teacher will give a warning.
- The second time, the phone will be confiscated and turned into the middle school office. It will be given back at the end of the day.
- The third time, the parent must come to school to collect it.
- For the fourth offence, the phone will be confiscated for the remainder of the quarter and parents must come and pick it up.
- Cell phone use after school must be outside of the building(s). **Under no circumstances are cell phone camera functions to be used.**

TEXTBOOKS AND SUPPLIES

The school furnishes books to all students. Reasonable wear is expected as a result of daily use; however, **unreasonable damage or loss of textbooks and/or library books will result in fines.** Fines must be paid in the middle school office at the time of damage or loss. Report cards and school records will be held until all fines for textbooks and other school materials are paid.

VALUABLES

We strongly advise against bringing large amounts of money, expensive jewelry, video games, CD players or cameras to school. Students should never leave valuable items in their lockers. The school assumes no responsibility for the loss or damage of any property that is brought to school.

VISITORS

Parents are always welcome and encouraged to visit AIS-R! However, for security reasons, all visitors must make appointments in advance to speak with a teacher, administrator, or to visit the school. Appointments are made with the middle school secretary. Visiting guests must have prior approval from the school administration. No visitors are allowed to visit classes.

APPENDIX A

At the middle school, we want to create a safe learning environment for all children. We feel that it is important for students to become more responsible for their behavior as they mature, and accepting the consequences for inappropriate behavior encourages students to become productive, “ethical, world citizens.” However, we all make mistakes and want to do our best to learn from them and make better choices next time. Clear guidelines and consequences allow the students the opportunity to make better choices.

These guidelines apply on campus, while attending or participating in any school function, either at school or away, and while participating in field trips or other school-sponsored activities.

Discipline Matrix

Non-Referral Behaviors Usually handled by the teacher	Possible Referral Behaviors	Mandatory Referral Behaviors	Immediate Referral and Removal from Class
<ul style="list-style-type: none"> ▪ First 3 tardies ▪ Argumentative ▪ Candy/Gum/Food ▪ General misconduct ▪ Insulting others ▪ Excessive noise ▪ Not following directions ▪ Off-task behavior ▪ Profanity ▪ Running/Horseplay ▪ Throwing things ▪ Dress code violations 	<ul style="list-style-type: none"> ▪ More than 4 tardies ▪ Defiance ▪ Dishonesty/Honor Code violations ▪ Disrespect to adults ▪ Continued use of Obscenity/Profanity ▪ Misuse of electronic devices in the classroom (We don't want to hear or see any electronic devices in the classroom. ▪ Pushing/Shoving ▪ Violation of Technology Guidelines ▪ Consistent violation of rules in column 1 	<ul style="list-style-type: none"> ▪ Threats or intimidation of another student ▪ Destruction of school or personal property ▪ Fighting ▪ Vandalism ▪ Theft ▪ Bullying ▪ Excessive tardies ▪ Cutting Class ▪ Insubordination ▪ Leaving school grounds without authorization ▪ Inappropriate physical contact ▪ Academic dishonesty ▪ Consistent violation of rules in column 2 	<ul style="list-style-type: none"> ▪ Possession of a weapon or any item that could be used as one ▪ Possession of drugs/alcohol/tobacco products ▪ Consistent violation of rules in column 3
Consequences	Consequences	Consequences may include:	Consequences my include:
<ul style="list-style-type: none"> • 1st time- Verbal warning • 2nd time- Time out in classroom • 3rd time- Parental 	<p>Consequences determined at the digression of the teacher and/or principal to include</p>	<p>1. Immediate removal from classroom and referral to principal</p>	<p>1. Immediate removal from classroom and referral to principal 2. Immediate parent contact</p>

<p>contact</p> <ul style="list-style-type: none"> • 4th time- Think time (Break detention) and parental contact 	<p>one or more of the following:</p> <ol style="list-style-type: none"> 1. Referral to counselor/parent contact 2. Referral to principal/parent contact and/or conference 3. Break Detention 4. After-School Detention 	<ol style="list-style-type: none"> 2. Immediate parent contact 3. Mandatory follow-up parent conference 4. Counselor referral 5. After-school detentions 6. Short-term suspension in-school 	<ol style="list-style-type: none"> 3. Mandatory 4. conference with parents, counselor, principal and teacher 5. Short-term suspension in-school or out-of-school 6. Meeting with principal and superintendent 7. Long-term suspension out-of-school 8. Expulsion
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