



**AL MOATTASEM INTERNATIONAL SCHOOL**  
**Jubail, Kingdom of Saudi Arabia**

# **PARENTS & STUDENTS HANDBOOK**

## Table of Content

HISTORY.....	3
AFFILIATION.....	4
MOTTO.....	4
OUR VISSION.....	4
OUR MISSION.....	4
OUR PURPOSE.....	5
OUR BELIEFS.....	5
QUALITY POLICY.....	6
ADMISSION.....	6
FEES AND DEPOSIT.....	7
DISCOUNT POLICY.....	7
ACADEMIC INFORMATION.....	7
Curriculum.....	7
A. School Stage.....	8
B. Subject Offered.....	8
C. Continues Assessment.....	9
D. Terminal Examination/Summative Examination.....	9
E. Report Card.....	9
F. Honor Roll.....	9
G. Grading system.....	9
WITHDRAWAL FROM SCHOOL.....	10
TIPS FOR PARENTS.....	10
PARENT TEACHER MEETING.....	10
OTHER ASPECTS.....	10
School Hours and Break.....	10
Attendance.....	11
HOMEWORK POLICIES.....	11
SCHOOL RULES POLICIES.....	12
DISCIPLINE POLICIES.....	13
Disciplinary Action.....	14
SCHOOL UNIFORM.....	16
GUEST POLICY.....	16
CELEBRATIONS IN SCHOOL.....	16
LIBRARY.....	17
CLINIC.....	17
TRANSPORTATION.....	17
FIRE DRILLS AND EMERGENCY PROCEDURE.....	17

## Dear Parents and Students

Welcome to Al Moattasem International Schools. This handbook is designed to inform parents and students of the procedures and expectations of Al Moattasem International School. All of our students are expected to observe and respect procedures set forth in this handbook. We encourage you to go through this handbook and discuss it with your child/children before the school's first day, as it will help your child/children to easily acclimatize with the school systems.

We are committed to provide quality education to our students in a most positive and rewarding manner. If you have any questions related to the content of this handbook, please do not hesitate to contact the management.

## HANDBOOK AS CONTRACT

Students and parents can view the handbook through Al Moattasem website ([www.almoattasemschool.com](http://www.almoattasemschool.com)), each student's and parents are accepted to honor all the policies and regulations set forth in this Parent – Student Handbook and agree to comply with all school regulations. We reserve the right to amend this handbook at any time if the need arises without prior notice. Any new policies published during the course of the school year should be considered as an addendum to the Parent's Handbook.

## CONTACT INFORMATION

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Facebook: Al Moattasem International School – MISJ

Al Moattasem International School Kg Section

Instagram: Al Moattasem International School

Twitter: @MoattasemAl

## HISTORY

Al-Moattasem International School is an English medium school using British Curriculum, which was owned by HRM Prince Moattasem Bin Saud Bin Abdul Aziz, under the keen supervision of Ministry of Education, Kingdom of Saudi Arabia was established in 1999. Dr. Adel Hassan is the present Owner and Chairman of the school.

MISJ aims at providing holistic as well as scholastic educational experience which enables the students to understand themselves, their society and the world at a large, to maintain a healthy personal development and contribute to the wellbeing of the family and society as informed and responsible persons. All courses are appropriate to students' developmental stages and all round development.

*Our motto "Enter to learn, leave to serve" is a clear indication of our initiative to provide all our students with an excellent base of skills to confront the constantly changing world. Our understanding of the ever-changing landscape of knowledge assists us in guiding the students to have a strong base with which they can confidently face the future. It's our mission to empower our students with knowledge, value system and technology.*

Al Moattasem International School was started with a few of students, 2 teachers and 1 support staff. MISJ has expanded gradually in the past few years. By 2017 we have reached up to a student's population of 934. Further we faced a decline in student's numbers due to the current economic situation because of government imposed expat's family levy, as many families are forced to leave the kingdom on exit due to financial crises.

The current MISJ school community includes staff and students from various countries (twenty four countries) such as Afghanistan, Algeria, America, Bangladesh, Canada, Egypt, Philippines, India, Indonesia, Jordan, Malaysia, Morocco, Mozambique, Nigeria, Pakistan, Saudi Arabia, South Africa, Sri Lanka, Sudan, Syria, Tunisia, Turkey, Yemen and United Kingdom.

It gives us immense pleasure to introduce your ward into the fraternity of the International community school, Saudi Arabia. Our school has been serving the members of every community residing in Jubail since 1999, by providing all sections of International students with open access to an innovative quality education, at a very modest cost. Being child centered and student friendly in its approach to education, the school devotedly moulds the total personality of the student, intellectual, moral and emotional side. We are committed to provide safe, stress free, positive and child friendly environment.

The school provides quality education for students from kindergarten to Grade 9. We provide average class strength of 15 to 25 students to promote participation and individual attention as well as regular opportunity for group work collaboration.

We have recruited the best faculty to join our school. Our dedicated, qualified, talented and trained faculty are looking forward to work together in a healthy learning environment. To provide impeccable teaching and learning experience. We assure you that the school will prove a constant and devoted ally to your child in the journey of his/her educational adventure.

## **AFFILIATION**

**Al Moattasem International School is licensed by Ministry of Education and Government.**

Boys Section - License No: 520-4653/Commercial Registration No: 2055021797

Girls Section – License No: 520-3388/Commercial Registration No: 2055123988

## **MOTTO**

Enter to Learn, Leave to Serve

## **OUR VISSION**

Our Vision is to be recognized as a center of excellence in the field of quality education by meeting the challenges of the present and future in a multi-cultural environment to bring up a generation of young respectable global citizens.

## **OUR MISSION**

Our mission is to create an effective education system to empower the students with knowledge value systems and technology. We prepare children to become self-reliant, intellectually enlightened, emotionally balanced and productive individuals with honesty, precision and independence. We inspire them to embrace challenges and find joy and self-worth through achievements and to become socially committed and emotionally mature cosmopolitan citizens.

## OUR VALUES

Al Moattasem has a set of core values that underpin the vision and mission of the school. The values are unique to our school as they have been developed and coordinated by parents, staff and students.

MISJ believes in the following core values:

- **Service** – ready to be of help or use to anyone.
  - Committed to serving the students and families in our school committee.
  - We serve the needs of our teammates and stakeholders
- **Respect**
  - Self-Respect
  - Respect of others in the community
  - Respect the difference: as individuals, acknowledging their voices and valuing their input in work.
  - We respect the culture and traditions of the community.
- **Perseverance and a passion for excellence** – Our success has only been possible through an ongoing commitment to learn, grow and strive for excellence in everything we do.
- **Be responsible** for your words and actions.
- **Empathy** – we treat others with care and compassion trying to understand other people’s views or feelings and being supportive and caring towards them.
- **Cooperation** – team work, caring for each other and work together.
- **Trust** - Be honest and sincere always.
  - We build trust with our students, parents and stakeholder through transparent and honest communication.

## OUR PURPOSE

**We at MISJ aim to:**

- Hone students’ higher order thinking skills and encourage independent learning for higher studies.
- Mould our students as confident individuals who are able to face any challenges and lead a safe, healthy and fulfilling life.
- Grow as responsible citizens who make a positive contribution to the family and society.

## OUR BELIEFS

At Al Moattasem International School, we believe that:

1. Each learner is unique and exceptional.
2. A safe and stimulating environment promote quality education.
3. Respect for one another should be natured.
4. Education is the shared responsibility of learners, family and school staff.
5. Everybody is accountable for his/her action.
6. Preparing students for today will create a better tomorrow as students are responsible for bringing a positive change in the world.
7. Commitment, eagerness and persistence lead to success
8. Learning is life long process.
9. Diversity enriches the school community.

## QUALITY POLICY

1. "Al Moattasem International School" is providing quality education service for last twenty years in Jubail, Kingdom of Saudi Arabia. Al Moattasem offers International curriculum compatible with most schools of higher education worldwide.
2. Our Vision is to be recognized as a center of excellence in the field of quality education by meeting the challenges of the present and future in a multi-culture environment to bring up a generation of young respectable global citizens.
3. Our mission is to create an effective education system to empower the students with knowledge value systems and technology. We prepare children to become self-reliant, intellectually enlightened, emotionally balanced and productive individuals with honesty, precision and independence. We inspire them to embrace challenges and find joy and self-worth through achievements and to become socially committed and emotionally mature cosmopolitan citizens.
4. Our Corporate Strategic Objective is to achieve quality education at affordable fees, by retaining our service to the best of our ability to our children.
5. "Al Moattasem International school entrust on its staff and employee's commitment, initiatives and responsibilities achieved through continuous evaluation, guidance and training, skillful behavior, open communication, child care, improved teaching and better service. We always strive hard to keep up our promises.
6. All our staff and leadership are committed to achieve the stakeholders interest and expectations through review of quality policy and management.

## ADMISSION

Al Moattasem International Schools admit any student who has satisfied its entrance exams. The School however does not cater for applicants with diagnosed learning difficulties.

The registry is the first point of contact for candidates. The admin staff will be pleased to assist parents with all the documents required for registration and will provide you with the information about the school. The Vice Principal/Head of Academic will provide you with information about the school curriculum, academics and extra-curricular activities.

All applications have to be sent to the Ministry of Education for their written approval after admission process. The admin staff will guide you through this process.

Admission to Kindergarten and Grade 1 is based upon the age limits announced by the Ministry of Education (MOE).

Admission to Grade 2 to Grade 9 is based on: Original Certificate and Report Card from previous school.

Placement of students into specific class section is at the sole discretion of the school administration

**KG1, KG2 and KG3:** There is no academic requirement at this level. Prospective students of KG1 and KG2 are interviewed; they must be toilet trained. For KG3 they must pass entrance exam.

**Grade 1 to Grade 9:** Students must pass the entrance exam test in English and Mathematics before they can be accepted into the respective grade.

Documents to be submitted:

- Recent photographs - passport size
- Copies of Birth Certificate

- Copies of Health Certificate (immunization record)
- Copies of Father's and Student's Iqama
- Copies of Passport for father, mother and child
- Copies of Father's employment confirmation letter
- Copies of Report Card and school leaving certificate
- Certificate from previous school stating no balance/clear dues from school
- Finger print (from Abshir online)

## FEES AND DEPOSIT

1. For new registration an advance payment of first installment SR1,000 must be paid after the entrance exam or interview.
2. For old student, a re-registration fee of SR1,000 must be paid as an advance, and this will be adjusted from next year's 1<sup>st</sup> installment tuition fees.
3. Payment can be made either as cash or through a debit card at the Accountant's Office during working hours. The parent will receive a receipt for the amount paid.
4. Tuition Fees do not include Transportation and Stationary for all grades.
5. Bus Fee must be paid in 2 installment (1<sup>st</sup> Term and Final Term)
6. All tuition fees are subject to the Value Added Tax (VAT) as per Saudi Law.

Tuition fees do not include; Transportation and Stationary for all grades. Fees are strictly non-refundable  
Tuition fees should be paid as 2 installments (1<sup>st</sup> Term- 50% and Final Term – 50%) for KG Students and as 9 installments for Grade 1 to 9.

## DISCOUNT POLICY

1. Parents/guardians who pay the tuition fees for the whole academic is eligible for 5% discount.
2. In case of student withdrawal before completion of academic year. The parents have to pay the fee for the complete academic year.
3. The students who are joining in between the term have to pay the complete fee for that particular term.
4. In case if any student is leaving the school, Transcript, Report Cards, School Leaving Certificate etc. will be issued only after all obligations to the school have been met.

## ACADEMIC INFORMATION

### Curriculum

MISJ follows British styled oxford curriculum together with Ministry of Education mandated courses for Language and Islamic Arabic and MISJ designed special curriculum.

## A. School Stage

Kindergarten: KG1, KG2 and KG3

Primary School: Grade 1 to Grade 6

Intermediate School: Grade 7, Grade 8 and Grade 9

## B. Subject Offered

### Kindergarten

KG1 and KG2	English, Mathematics, Coloring, Rhymes and Phonics
KG3	English, Mathematics, Science, Coloring, Rhymes and Phonics
KG2 and KG3	Languages: Arabic (Compulsory Arabic for all other nationalities) Urdu (for Pakistani nationals) Filipino (for Filipino nationals)
Grade 1 to 5	English, Mathematics, Science, Computer, Social Studies, Islamic Studies and Islamic Culture, Arts & Crafts, Physical Educations and Saudi Culture.
Grade 6 to 7	English, Mathematics, Science, Computer, Geography, Islamic Studies and Islamic Culture, Arts & Craft, Physical Educations and Saudi Culture.
Grade 8 to 9	English, Mathematics, Physics, Chemistry, Biology, ICT (Grade 9), Islamic Studies (Grade 8), Arts & Craft, Physical Education and Saudi Culture.
Grade 1 to 9	Languages: Arabic (Compulsory Arabic for all other nationalities) Urdu (for Pakistani nationals) Filipino (for Filipino nationals) French (for Grade 3 to 7)

For more details parents can contact the Head of Academics.

**Textbooks:** All the textbooks and workbooks for the whole academic year will be issued at beginning of the school year from school. The cost of lost or damage school library book(s) will be charged from the students.

**Supplies:** Parents must avail all their stationary requirements and notebooks for all the grades.

**Diaries (KG1 to Grade 9):** Diaries are used by students and teachers where homework information and teachers comments are recorded. Parents are expected to sign these diaries everyday. School diaries will be provided to all students at the beginning of the academic year.

**Classera Smart E-Learning System:** We provide Classera Smart E-Learning system to have a better teacher, student, and parent collaboration. Track your child's academic performances, behavior, weekly study plan, study materials and much more through our smart online system.

### Books to be brought to school

1. KG1, KG2 and KG3: all the textbooks remain at school throughout the year. Students will take the workbook with them to complete their homework.
2. The students are provided with a timetable that shows them what subjects they have on each day. This will minimize the number of books to be carried on a daily basis.
3. Parents of students should assure that the student will bring books as per timetable.
4. Test notebook and Arts & Craft books will be kept at school.



### C. Continuous Assessment

We at MISJ follow continuous assessment on each subject throughout the academic year. Assessment helps the students in attaining their goals and to enhance learning experience. Our students are tested frequently on each subject throughout each semester. Testing trains students in sustained mental effort for long periods of time, a training that is essential for future success. Frequent testing allows the teachers to monitor students' performance and identify gaps that need re-teaching and improvement. Classwork and homework performances are also weighted in the final assessment marks. Continuous Assessment includes weekly test, unit test, quizzes, online assignments, projects, practical etc. which account on 40% that is reflected on the report card. This broadens opportunities for students to demonstrate and improve their learning. Grades are assigned to explain the standard of achievement for each level.

### D. Terminal Examination/Summative Examination

The students of KG and Grades 1 to 9 have to attend two terminal examinations in an academic year for all subjects, which will be at the end of each semester. The term exams grade account for 60% of the total grade which will be reflected on the report card.

### E. Report Card

School provides a soft copy of the student's report card during result day. Original report card is issued only if the student will be leaving school. The report cards may be withheld in cases if there is any fee dues till that particular term.

### F. Honor Roll

MISJ is awarding honorary award for academic excellence for the students from Grade 1 to Grade 9 for their academic excellence for the whole academic year. To be eligible, a student should get the overall highest marks in the class for both terms (overall average). School is awarding the students who have attained first three positions in each class for the honors.

### G. Grading system

#### Grade 1 to 9

Percentage	Letter Grade
93 – 100	A+
85 – 92	A
77 – 84	B+
69 – 76	B
61 – 68	C+
53 – 60	C
45 – 52	D+
40 – 44	D
0 – 39	F

#### KG 1 to KG3

Percentage	Letter Grade
70 – 75	A+
64 – 69	A
58 – 63	B+
52 – 57	B
46 – 51	C+
40 – 45	C
34 – 29	D+
30 – 33	D
0 – 29	F

Percentage	Letter Grade
46 - 50	A+
42 - 45	A
38 - 41	B+
34 - 37	B
30 - 33	C+
26 - 29	C
22 - 25	D+
20 - 21	D
0 - 19	F

## WITHDRAWAL FROM SCHOOL

The school should be notified in writing, by filling and signing the request form for transfer or withdrawal from school at the registrar's office, at least one week in advance of the withdrawal date of the student. This will allow the registrar to compile the required data and provide all records to parents. The reason for leaving the school should be mentioned clearly. In case of exit, exit visa copy should be provided in order to get the documents attested from Ministry of Education. Time taken for the completion of documents will depend upon the MOE appointment for stamping.

## TIPS FOR PARENTS

We believe in parents as partners in education. When we work together, we make a strong team, to improve students' learning. Here are some homework tips and other general tips for parents to help the school and their children to do a better job:

- See that your child attends schools regularly and arrives punctually
- Be involved and attend parent-teacher meetings to follow up on your child's performance.
- Support the school's discipline policy
- Show an interest in your child's homework assignments. Be positive about homework.
- Help your child with time management
- Establish a set daily plan for doing homework.
- When your child asks for help, provide guidance not answers. Let your child develop a sense of responsibility and self-dependability.
- Praise your child for successfully completing homework to build his/her self-esteem.
- Follow up with Classera online learning systems for homework, weekly plan, attendance, online assignment, course information and much more.

## PARENT TEACHER MEETING

In compliance with our belief in parents as partners in their children's learning, the school holds Parent-Teacher meetings and encourage continuous parental contact with the school. School wide PT meetings are held at the mid and the end of each semester to discuss student's performance and progress. Further, parents are encouraged to schedule prior appointments, to meet teaching staff or supporting staff. These appointments can be arranged with the school's receptionist. Parents are encouraged to communicate with teachers through classera email or school email whenever necessary.

## OTHER ASPECTS

### School Hours and Break

KG 1, KG2 and KG3	8:00am to 12:00noon
Grade 1 to Grade 9	7:30am to 1:00pm

## During the day, students will have one break

KG 1, KG2 and KG3	9:30am to 9:50am
Grade 1 to Grade 4	9:40am to 10:10am
Grade 5 to Grade 9	10:20am to 10:50am

Students are not allowed to leave the school during the breaks

## Canteens and Snack Requirements

Canteen facilities are available for students and staff on Boys and Girls section. However, these facilities are not available for Kindergarten and the students are expected to bring their own snacks and lunch boxes. It is highly recommended to bring healthy snacks to school. Canteen facilities are available only during break time.

## Attendance

All students at Al Moattasem International Schools are expected to attend classes regularly to maximize academic benefits. Both parents and the school have a responsibility for enforcing this rule.

A student should not be absent from school without the parent's knowledge and consent. Leave should be taken only for legitimate reason.

Parents of students shall support the school by ensuring that their child/children attend classes tests and examinations as per schedule. No re-exam will be conducted if any student miss the examination without legitimate reason or a proof for the same should be provided.

School Calendar and Examination dates are approved by the Ministry of Education, and may not be changed by the school once approved.

## Late Arrivals (Tardiness)

Students are expected to be on school premises by 7:30am. Classes commence at 7:40am. Students arriving after 7:45am will not be allowed in the classroom without an admission slip from the supervisor. Repeated tardiness will result in a student not being allowed into the classroom until the next lesson, and will ultimately lead to a warning letter.

## Early Dismissal

Students wishing to leave school before their regular time, have to present the school with a legitimate reason, parental approval and are required to obtain an Exit Slip from their Vice Principal before they are granted permission to leave.

Students using school transportation are not allowed to leave school with any friends or others without written request from parents. The request should be approved by the Vice Principal.

## HOMEWORK POLICIES

Properly assigned and monitored homework can have many benefits for student's academic progress. It is an extension of teaching done in the class and to check the understanding of the class work already taught. It helps students develop study-skills, responsibility, time management skills, independence and concentration. Homework will be given as per homework schedules.

The amount of the studying to be done at home varies with the academic load, the achievement level expected in the course and the student's persistence. The school believes in the quality not quantity of homework given. Reading is expected to be done on daily basis for a short time span in the pre and primary school.

All homework assignments are expected to be handed over on or before the due date as specified by the teacher. Any delinquency will negatively affect the marks allotted for that assignment.

## **SCHOOL RULES POLICIES**

1. The school diary has to be brought to the school every day and Parents/Guardian should see the diary for remarks, circulars etc. and act accordingly. The diary should be signed daily by parents.
2. Student's using private transport (or personal vehicle) should reach the school five minutes before the morning assembly, 7:30am.
3. Every student should maintain a high standard of discipline.
4. Causing any damage to the school property or things belonging to others will result in disciplinary action and fine.
5. Only prescribed textbooks as per the time table and library books are to be brought to the school. All academic books should be covered with a plastic cover / brown paper and labeled neatly. Books should be maintained neatly.
6. Students are not allowed to use notebooks with spiral bindings.
7. Valuables/ornaments/cosmetics are not allowed in school.
8. School is not responsible for the goods lost by the students.
9. Parents/Guardians are not allowed to meet students or teachers during school hours without permission from the Vice Principal/Principal.
10. Students are not granted leave except in case of genuine medical problems for which medical certificate from the Doctor/Competent authority is to be submitted.
11. No student will be allowed to leave the school premises during school hours on the basis of written request. Parents/Guardians should come personally to the school in case of emergency.
12. Absentees must bring a note of explanation on the following day, in the school diary and submit it to the class teacher before entering the class.
13. The names of those students who are absent from school without prior permission/information for a period exceeding 10 consecutive days will be removed from the school record. An admission fee will be charged for re-admission.
14. Students who suffer from infectious disease will not be allowed to attend school until they are completely cured. A medical certificate must be submitted in the school from a registered doctor before attending regular classes.
15. Students should always speak ENGLISH language inside the school premises.
16. Disciplinary action will be taken against those who violate rules. In all cases, the Principal's decision will be final.
17. The Principal reserves the right to expel any student who in his opinion deserves such an action.
18. Under no circumstances will an expelled student be re-admitted.
19. The Principal reserves the right to cancel, add or amend any school rules.
20. Cell phones and other electronic devices like games, MP3 players etc. should not be brought to school.
21. Transfer Certificate, Conduct Certificate and Progress Report will be issued only after clearing all school dues (if any).
22. The intended withdrawal of a pupil should be made known to the office in writing one calendar month in advance.

23. A student whose behavior is detrimental to the moral tone of the school or incompatible with good discipline is liable to be expelled from the school.

## **DISCIPLINE POLICIES**

The main objective of students discipline is to create a safe and orderly school environment. Students are expected to demonstrate positive behavior, in a responsible manner and exercise good judgment in all areas and activities in which they are involved whether in the classroom, the hallways, the playground or elsewhere. The intention is to help students develop the discipline needed to become contributing and responsible members of the school community, respect for themselves and others, and to develop the responsibility and acceptance of consequences for their behavior.

Disciplinary action, which is always appropriate to the offense, is used in a positive logical and consistent manner. Corporal punishment is never used. Parents are made aware of disciplinary issues as the need arises and as necessary requested to be part of the solution.

**Misdemeanors are categorized in to two types and thus disciplinary action varies accordingly:**

### **Minor misdemeanors such as:**

- Lateness to school, classroom, assembly and to the school bus
- Classroom disturbance
- Tampering with lights & AC switches
- Writing on desk or school walls
- Inappropriate language against another students in school as well as on the buses
- Non-completion of homework
- Chewing gum on school premises
- Inappropriate dress
- Misbehavior in morning or break assembly
- Playing in the classroom and corridor
- Misbehaving on bus and not following bus rules
- Violating clinic rules
- Absence without excuse

### **Major Misdemeanors such as:**

- Bullying
- Dishonestly such as cheating, plagiarism or knowingly furnishing false information
- Theft of, damage to, or destruction of any property of the school or property of others while on school premises.
- Disobedience and confrontational behavior, fighting and causing physical injury to another student at school or on the bus
- Very offensive and disruptive behavior
- Using foul or abusive language
- Public display of affection
- Vandalism, littering, destruction of property
- Violation of safety/housekeeping rules
- Possession of tobacco and cigarettes
- Intimidating staff members or students
- Possession of knives or other dangerous items

## Disciplinary Action

Generally, consequences and corrective measure will include but not limited to the following:

- Case recorded/Parents to be informed
- Letter of concern to parents/meeting with parents
- Warning/parents meeting
- One day suspension
- Three days suspension
- Final warning/parents meeting
- Expulsion

## Electronic Equipment

Possession of any form of electronic equipment and any unnecessary items that may cause distraction is not permitted in school and results in schools' action, some examples of these items are:

- Mobile phone, tablets
- Portable CD & DVD players
- MPE players
- Walkman
- Camera
- Video Camera
- Game Boy
- IPOD
- Other Video games or toys

If these items are found with students they will be confiscated and handled only to the parents. Second time offence will result in a period of confiscation to be specified by the Vice Principal and Principal before returning the item.

In case of absolute need for a cellphone, the phone must be handed to the supervisor in the morning and collected at home time. Any undeclared phone will be confiscated and returned only after contacting the parents.

## SCHOOL UNIFORM

Students at Al Moattasem International Schools are expected to wear a school uniform to minimize the status given to clothes, to allow for an evaluation based on the personal qualities of students and to bring feeling of oneness among the students.

Disciplinary action will be taken against students who are not in proper school uniform:

Girls	Boys
<b>Pinafore:</b> Maroon <b>Shirt:</b> White formal shirt (no design) <b>Shoes:</b> Black <b>Socks:</b> White  <b>PE – Uniform</b> KG: Tuesday Grade 1 to 4: Wednesday Grade 5 to 9: Thursday <b>Winter Jacket:</b> Maroon <b>Hair Scarf:</b> Black or White <b>Hair Band:</b> Black	<b>Trouser:</b> Maroon <b>Shirt:</b> White formal shirt (no design) <b>Tie:</b> Maroon with school logo <b>Shoes:</b> Black <b>Socks:</b> White  <b>PE – Uniform</b> KG: Tuesday Grade 1 to 4: Wednesday Grade 5 to 9: Thursday <b>Winter Jacket:</b> Maroon

### Notes:

1. Girls of Grade 6 to 9 are expected to attend school, and leave school in decent attire.
2. All clothing must be loose fitting.
3. Students are not allowed to wear hats, caps or sun glasses in the school building.
4. Students may be required to wear designated sportswear during Physical Education classes. (Students can wear sport shoes on PT days)
5. The administrations have the authority to determine specifically what the appropriate dress is for student enrolled at school.
6. Girls: no colored nails or jewelry and long hair must be tied back with black or maroon hair band.
7. Boys: Hair should be short, neat and tidy. Jewelry is not allowed.
8. Students are not permitted to wear casual dress without permission
9. Students with improper uniform will not be permitted to attend the class
10. The girls are allowed to remove their abhaya inside the Girls Section. Proper uniform should be worn, T-shirts are not allowed.

## GUEST POLICY

No guests are allowed to visit student on the school campus during school hours without written permission from the School Head.

## CELEBRATIONS IN SCHOOL

It is not allowed to celebrate birthdays in school. Students are allowed to bring chocolate or cake to share with their friends and can wear color dress on their birthday.



## **LIBRARY**

Library is open daily for students to borrow books for up to two weeks at a time.

Library use is a privilege and may be withdrawn from any students not complying with library use. The cost of damaged or unreturned books will be charged from students or the parent's/guardian.

A classroom library has been maintained with the help of student's shared reading books, which the student can exchange with their friends to read.

## **CLINIC**

The school clinics are staffed with registered nurses qualified to handle cases of First Aid such as minor aches, bruises and cuts. Emergency cases may be referred to the appropriate clinics/hospitals when needed and the parents will be notified accordingly.

If a student needs to take medications during the school day, the medication must be well labeled with correct name of the student, the dosage and the time to be given and a note from the parents granting permission for the medication to be given must be included. Only the school nurse will administered all medication at school. No medicine is allowed to be in the possession of students at any time.

If the student is suffering from particular medical problem it should be informed to the medical staff with medical report.

Furthermore, the nurse will conduct health and hygiene screening throughout the year. The parents should always update the immunization & health records and send the current certificate to be kept in the files in the Nurses' Office and in student's file.

## **TRANSPORTATION**

The school provides transportation for the interested students for an annual fee. For further information, please check with the school Accounts Department. A high standard of behavior is expected of all school bus users. Students are to follow the school bus rules or they may lose the privilege of using the school-provided transportation. A teacher who is appointed as bus in charge is available in all buses to maintain discipline and to ensure safety.

## **STUDENT COUNCIL**

The student council consists of eight (8) members who are the captains and vice captains of four houses, red house, blue house, green house and yellow house. They lead and are responsible for all the activities conducted in the school. This house system teaches the students cooperation and give them a sense of belonging and responsibility. It motivates them work as a team to achieve their common goals.

## **FIRE DRILLS AND EMERGENCY PROCEDURE**

An evacuation plan has been developed in cases of emergency. Emergency drills are conducted once in every term in an effort to instruct students in School Safety & Security Procedure.

In case of emergencies such as fire, earthquake and others; students and teachers are to promptly evacuate the building in an orderly manner and to proceed outside to the designated assembly area where everyone will be accounted for. No one is to go back inside the building. Further instructions will be issued accordingly to each situation.



## CO-CURRICULAR ACTIVITIES

At Al Moattasem International School, a great deal of importance is given to co-curricular activities. Students are encouraged to develop their talents, interest, hobbies, skills and techniques through participation in physical, scientific and artistic pursuits.

The School organizes different activities for students throughout an academic year, to list a few:

1. Saudi National Day
2. International Day
3. Picnic Week
4. Children's Day
5. Anniversary Celebration of King Salman's reign
6. Competition (Quran Recitation, Spell Bee, Story Telling, Quiz, Healthy Menu, Salad Making, Essay Writing and Speech)
7. Funday
8. Book Fair
9. Food Fiesta
10. Sports Week
11. KG Graduation
12. Arabic Language Day
13. Teacher's Day
14. Honor Roll