



مدارس شروق المملكة العالمية
SHOROUQ ALMAMLAKAH INTERNATIONAL SCHOOL

STUDENT HANDBOOK (Academic Year 2023-2024)

Shorouq Al Mamlakah International School
TAIF, K.S.A

FOREWORD

The purpose of the Student Handbook is to provide students and their parents a thorough understanding of the general rules and guidelines for attending and receiving education in Shorouq Al Mamlakah International School (SAMIS). Students and parents must be aware that this document is reviewed annually since standard policies and procedures are subject to modification as needed. It is also significant to take note that the school's systems and procedures are regulated continuously. The handbook may be amended at any time, and those changes will be disseminated by the administration to the staff, students, and parents through all official school platforms.

It is the guide of rights, duties, and responsibilities of students, parents, and school, and it is accessible on the school's website. Students and parents should read and work with the guide. Signing the agreement and registration constitutes agreement to all provisions of the guide. The school strongly recommends that parents discuss and share the information with their children.

School Principles

The quality education that SAMIS provides is anchored by its vision, mission, and values. The school believes that character and competence must go hand in hand to give the students a complete learning experience.

Vision

to become one of the top five international schools in the Kingdom of Saudi Arabia

Mission

to provide smart education with international standards through the application of the latest educational methods and with a highly efficient local and international “Human Resources” in addition to build strategic partnerships to achieve sustainability

Values

Our understanding of our values will make us one of the top five schools in the Kingdom:

- Sustainability
- Quality
- Commitment
- Credibility
- Responsibility

The School Seal



The School Symbols

1. **The Sun and its rays** symbolize the inclusive programs and services.
2. **Opened Book** symbolizes the openness to acquiring knowledge.
3. **Academic cap** symbolizes the student success.

The School Colors

1. **Yellow** represents high regard for success.
2. **Navy Blue** represents wisdom and in-depth understanding.
3. **White** represents values and purity.

SCHOOL OVERVIEW

Program Philosophy

Our program aims to develop the students' educational attainments, which may bring them to a globally competitive level, as the program relies on qualified teachers to implement the school's vision for the students acquire world-class academic skills and competencies.

At each stage of learning, the required skills and concepts for the students are determined in several forms and methods, and this requires teachers' commitment to the methods and procedures followed and compatible with international specifications and standards. The program begins with the development of teachers through their enrollment in a continuous professional development program that reflects the needs and capabilities of teachers in addition to their participation in a periodic evaluation to ensure the application of the program's methods and school values as we fully believe in our ability to prepare leaders for tomorrow.

K-12

The different strategies and styles of education for each stage require a high level of commitment from teachers as the kindergarten stage is significant in the student's life as a transitional stage from a child at home to a kindergarten student. Students need an element of suspense and arouse a sense of exploration, and this requires support and continuous follow-up to their first steps in learning and acquiring basic skills and concepts.

In the primary stage, we assist students to gradually move to self-reliance through the highest degree of focus on each student through teachers according to the student's needs and capabilities.

For the intermediate and secondary stages, we focus on forming the students' self-personality wherein we are keen to provide an environment that refines essential skills for the student's future like integrity, creativity, discipline, and responsibility. We are determined to strike a balance between academic excellence and acquire the appropriate skills from skill-stimulating activities such as arts, sports, community services, and the promotion of voluntary thought.

The STEM Curriculum

The curriculum is based on the idea of focusing the learning of students on four specific disciplines namely Science, Technology, Engineering, and Mathematics. Education in STEM is delivered through an interdisciplinary and applied approach. It aims to integrate the four disciplines into a cohesive paradigm that is based on real-world applications.

The STEM methodology takes the mental development of students and their abilities to interact into account. It starts from the primary stage to the secondary stage and is gradual for students. The focus for the primary stage is on Mathematics and Sciences in addition to Science and Technology. This develops as the student reaches the secondary stage through the branching of the components such as engineering, mechanics, and electricity.

This global approach is a motive for students to attend the most important majors and universities, in addition to expanding the perceptions of thinking among students.

We have adopted this out of our full belief in our duty towards students to provide the finest and most important modern methodologies through international accreditations and continuous development in curricula and professional training for teachers.

Academic Consultation Program

It is a program that we have recently provided to our high school students. This is exclusive to our learners, and we are one of the leading schools in implementing it. In some international schools, this may be available but in a very limited manner.

The Academic Consultation Program aims to prepare high school students for universities by training and qualifying them for international and local tests such as (SAT, SAAT, GAT) achievement and aptitude tests. In addition to the IELTS and TOFFEL tests). In addition to other courses and workshops on CV writing skills, presentations and speaking.

We also help our students choose the appropriate university majors for them by providing information and speakers about the required majors, providing admission applications for local and international universities, and preparing university files.

Parents have an essential role in reaching the highest potential of the students through cooperation with the school. The partnership founded by trust and communication is a significant factor in meeting the individual needs of students.

School History

Shorouq Al Mamlakah International School was founded in the year 2007 and recognized as one of the first international schools in Taif City that provides the highest quality international education. It comprises of Boys and Girls Sections from kindergarten to 12th grade. To achieve its goal and fulfill its mission of spreading quality education, SAMIS utilizes the American curriculum following the international standard under the supervision of the Cognia organization (known previously by AdvancEd). It is the first school in Taif City and one of the best schools in Saudi Arabia that accomplishes the Cognia accreditation in 2013.

The educational system adheres to the Ministry of Education in Saudi Arabia and has a keen interest in the Islamic culture and Arabic language. Based on the Ministry of Education's annual inspection report, the school's overall performance has an outstanding rating of A-Class.

The school leadership team which incorporates international educators and administrators who share a common passion for teaching and learning is providing educational services to our learners. In addition, the school implements the English-only policy throughout the academic year as it promotes global competitiveness.

Annually, the trust of the parents is increasing as the population of students is growing from 400 to about 1,200 students. It is indeed that this trust serves as our cornerstone to be motivated in pursuing the pledge to academic excellence.

Accreditations

SAMIS prides itself to be an accredited school that ensures quality education for its learners. The following accreditations have been granted to SAMIS:

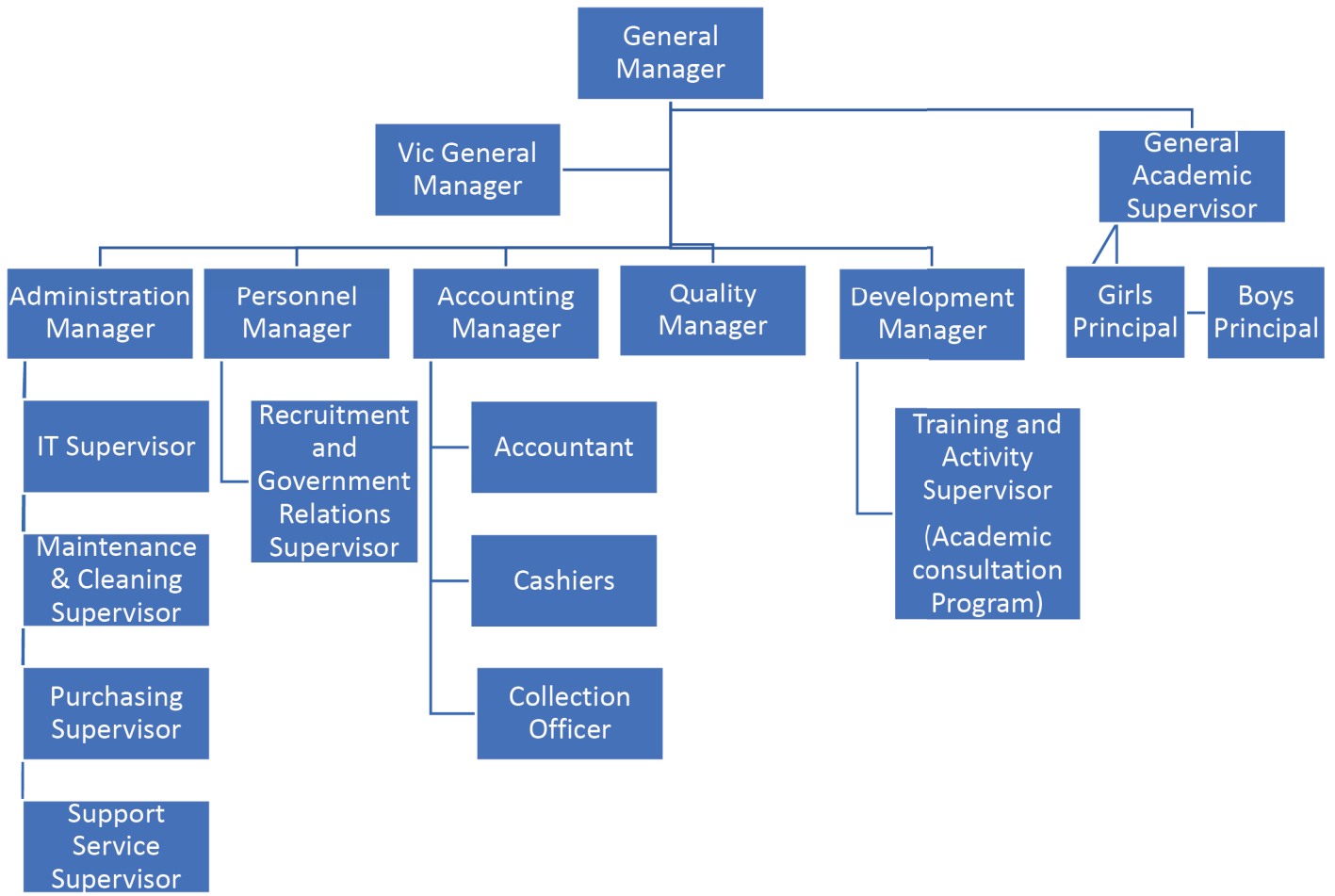
1. Annual accreditation from MOE – Class (A)
2. Academic accreditation from the Cognia.
3. Accreditation from the College Board to administer SAT Tests.



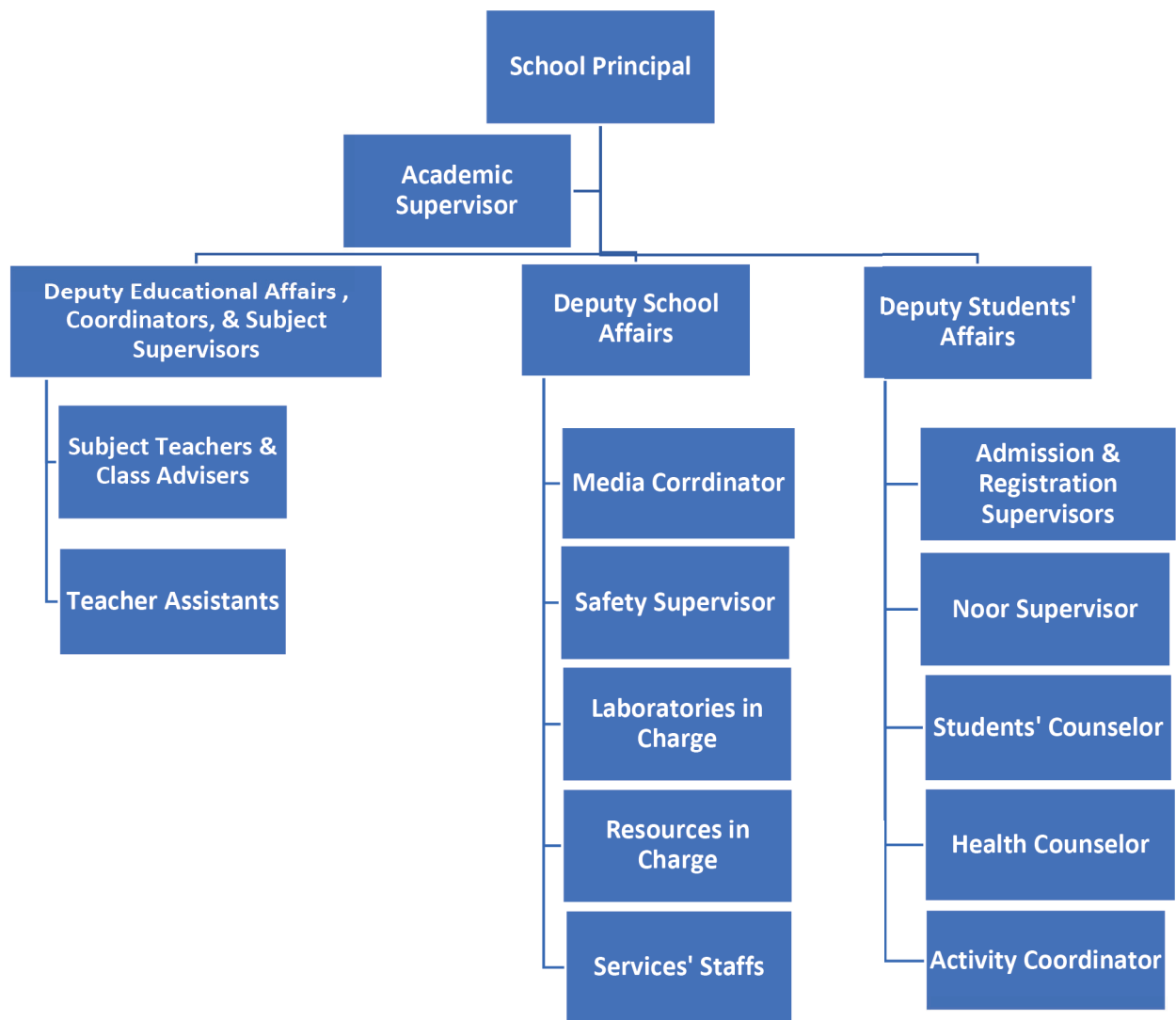
In addition to a partnership with main student's book suppliers:

1. SAVVAS (previously known as Pearson)
2. Oxford
3. Harcourt
4. McGraw Hill

Organizational Chart



Organizational Chart – Academics



ADMISSION

The acceptance of your registration for this academic year is considered complete after you accomplish the applications and submit all the required documents, in addition to paying the fees (term/year) in full. SAMIS admits students of any race, color, or national and ethnic origin.

Students who will not be able to complete the submission of their documents after 15 days from the start of the study or will not be able to pay the required amount according to the agreed fee, the registration is considered null. Parents have the right to withdraw from the school for any circumstance, considering the payment of dues. (See the Withdrawal and Refund section).

Current students will be the priority in the registration for April and May of every year. The Registration shall be made annually, and parents must be able to make the registration or at least to reserve the seat.

The new students' period of registration will start during the last week of June.

Fees and Payments

1. SAMIS assumes that parents are committed to paying the tuition fees for the academic year according to the selected payment method in addition to books fees.
2. Parents shall not delay the payment of any installments. Such installments must be paid on the due date, and the school has the right to cancel the discount if any delay in payment.
3. Any discounted amount given will be applied on the last installment; however, the discount may be blocked the next year if payments get delayed consistently.
4. The tuition fees cannot be converted or transferred from one student to another.

Claiming of Credentials

The school promptly updates all student records including but not limited to the transcript of records, report cards, and graduation certificates. Upon graduation or transfer to another school, students may receive original copies of the official documents. It is the responsibility of the students to take good care of those documents that are already in their possession. However, if a student requests another original copy of an official document, a processing fee of 200 SAR will be charged per copy. The purpose of the request must be mentioned as well.

For the graduates, Cognia stamping is available especially if they have plans of studying in universities/colleges that require them to show proof that they studied in a school that utilizes the American Curriculum. There is a prescribed fee for this process.

Enrollment Withdrawal and Tuition Fee Refund

SAMIS acknowledges that circumstances may arise when a need to initiate a withdrawal is done for various reasons. In such cases, the school adheres to the official withdrawal policy outlined in the annual registration agreement. Parents are highly encouraged to review the agreement and policy.

ACADEMIC AFFAIRS

The academic department applies the MOE and Cognia standards and makes annual audit and assessment, which aims quality improvement of the academic environment in SAMIS to attain excellence while fulfilling the school's vision, mission, and core values through the management of the learning process.

Student Sectioning

SAMIS believes that student empowerment is stronger when learners are classified diversely and rightfully. Two weeks before the opening of classes, the official list of sections will be ready. The academic committee can approve any request to transfer the section which must be a valid reason.

Daily Schedule

School days begin from Sunday through Thursday. The campus opens at 6:30 AM. Students are not admitted before the mentioned time due to the absence of adult supervision. The school closes one hour after the dismissal time, and parents must be responsible to pick the students up on time as the school admission office and accounting department will close at 3:00 PM. The schedule, however, is subject to modification, and any changes will be communicated accordingly.

Note: The daily schedule is subject to modification according to the summer and winter working hours issued by the MOE, and any changes will be reported accordingly.

Face-to-Face Classes

The below schedule is subject to changes from season to season as may be directed by the Ministry of Education.

Boys Section

At 6:45 AM, students begin the morning assembly.

Grade 3 – Grade 12

Class instruction begins promptly at 7:00 AM and ends at 12:35 PM.

Girls Section

At 6:45 AM, students begin the morning assembly.

Kindergarten

Class instruction begins promptly at 7:00 a.m. and ends at 12:00 PM.

Grade 1 – Grade 6

Class instruction begins promptly at 7:00 a.m. and ends at 12:45 PM

Grade 7 – Grade 12

Class instruction begins promptly at 7:00 a.m. and ends at 1:20 PM.

Applicable to both sections, students who wish to leave the campus anytime during a school day must secure a permit to leave the campus from the class adviser and school principal to be presented to the guard.

Attendance

All pupils and students are expected to come to school regularly and punctually. If a student must be absent from classes, the student's parent/guardian **must notify the class adviser** or the student's counselor about the reason for the absence either by calling or by sending a written notice beforehand.

Tardiness and Absences

Tardiness and absences are strictly discouraged, as this could become habit-forming. Excuse the student's tardiness is considered with valid reasons. However, prolonged absences may be sufficient for automatic probation. **If the student accumulates three tardiness, parents will be notified**, and the school will mark them as **one-day absence**. The student is responsible to cope with every missed lesson during his/her absence.

A student who incurs **absences of more than 20%** of the prescribed number of class periods during the school year or term will receive a **classwork score equivalent to zero**. The principal may, at his/her discretion, exempt a learner who exceeds the 20% limit for reasons considered valid and acceptable for the school after discussing it with the parent and student counselor. The discretionary authority is vested in the principal. Without his/her consent, it cannot be availed by a student or even granted by any member of the faculty.

Such discretion shall not excuse the learner from the responsibility of keeping up with lessons and taking assessments.

When absences cannot be avoided, the school must give the learner alternative methods and materials that correspond to the topic/competencies that were or will be missed. However, the report card should still reflect the number of absences through deductions from the behavior grade.

Students' Books

SAMIS assures students and parents that the books meet the standards made for and prescribed by the American curriculum. Since they come from another country, these learning materials also passed the requirements imposed by the Saudi government through the Ministry of Education and the Ministry of Information. The school ensures that it strictly adheres to Islamic lessons and values. SAMIS does not and will never teach any non-Islamic topics. SAMIS is committed to upholding copyright laws and strictly prohibits the photocopying of any copyrighted book.

Examination

The overall purpose of the school's assessment is to support learning development. Faculty member uses standardized formative assessment in administering quizzes and examinations to the students to improve their current standards at work. The above-mentioned assessments apply to all students, regardless of abilities, and ensure opportunities to progress and achieve an equitable and inclusive outcome. It acknowledges the student's progress and achievements in different ways at a different rate. Faculty members set realistically and holistically examinations for their students, helping to ensure that the pace of learning is appropriate to all students.

Quizzes

The quiz, which is given once each term, is adaptive, standardized, and comprehensive in nature that aims to measure student's abilities and progress in all subjects. The test must be taken by the student within 45 minutes for minor subjects and 90 minutes for English, Science, and Mathematics.

Term Examinations

Student's term examinations take place at the end of the term of the current academic year. Term exams will take place during a regularly scheduled period. The examination focuses on the level of students' achievement for the term as well as their overall learning outcomes. The test must be taken by the student within 75 minutes for minor subjects and 120 minutes for English, Science, and Mathematics.

Guidelines for Make-Up Examinations

1. Each student is required to adhere to the prescribed procedures for taking quizzes and exams.
2. If the student is absent on the day of the test, the teacher or the admission office must be notified immediately by the parents.
 - a) If the student is ill, it is necessary to present a valid and acceptable medical certificate with a doctor's signature.
 - b) If there is an emergency in the family, the student/parents must present a letter stating the reason.
 - c) If the student arrives late during the examination, the same presentation of valid reason must be given to the subject teacher and the examination time will not be extended.
 - d) If the student has a doctor's appointment, please provide a copy of the appointment.
3. If the reasons for the absence are valid, the principal or academic supervisor will give a final decision on when the child will take the test.
4. Any student who is **absent from examination day without valid notification and excuse** will automatically **receive zero**.

The Classwork is comprised of written and participation.

- a. *Written Classwork* are any forms of pen and paper evaluation that are not limited to seatwork, essays, etc.
- b. *Participation* in classroom discussion either as an individual or as a member of a team. Class recitation time is used for learning activities that should focus on pupil-teacher interaction which encourages active learning by incorporating collaboration, communication, critical thinking, and creativity.

Homework / Assignments may vary in their degree of sophistication, duration, and context from the lower to higher grade levels. The purpose of assignments is to reinforce the lesson learned by a student and to develop a student's study habits.

Projects are assignments that may be undertaken by a student or group of students, typically as a long-term task. Examples of a project are book reports, term papers, laboratory experiments, research et cetera.

Behavior is a set of traits that reflects the school's core values. See the section about student discipline for details.

Reports (Student Progress Report & Report Card)

Student Progress Report

SAMIS releases Student Progress Report to every term. It aims to help students and their parents keep track of their performance in school in both academic and deportment. The report contains the subject teachers' observations and assessment that are reflected with numerical values. It also includes their written advice to students for their improvement.

Report Cards

The K to Grade 12 students will receive their report cards after the end of each term. The student's marks are reflected into three categories: first, through a student's academic progress, second, through a student's attitude and behavior, and third, through a student's participation in co-curricular and extra-curricular activities.

Parent-Teacher conferences are held at the end of every term to provide parents with an avenue to discuss with their child's teacher the matters about their child's academic performance, personal and social traits. An Interim Progress.

Grading System

This section showcases the specific grade components and conditions a student should meet to attain satisfactory mark.

A. Assessments

NO. OF ITEMS	Less than 5 sessions		5 sessions or more	
	Quiz	Exam	Quiz	Exam
Preschool/Elementary	15	30	20	40
Middle School/High School	20	40	30	60

- The type of quiz/exam that may be used:
 - Multiple Choice
 - True or False (conventional or modified)
 - Matching Type
 - Identification
 - Practical
 - Essay/Problem Solving
- Degree of Difficulty
 - Easy items cover 50% of the examination's content.
 - Average items cover 30% of the examination's content.
 - Difficult items cover 20% of the examination's content.

B. Grading Process

- Components
 - Quiz 10 marks
 - Classwork 15 marks
 - Homework 10 marks
 - Project* 15 marks
 - Behavior 10 marks
 - Exam 40 marks

Scores in all components will be treated as raw scores (RS). Equivalent grade/rating is computed base 60%.

- Formula:

$$\left[\frac{\text{Raw Score}}{\text{No. of items}} \times 40 \right] + 60$$

Example: $\text{Score} = 23/50$

$$\left[\frac{23}{50} \times 40 \right] + 60 = 78.4\%$$

- All component grades and final grades for each subject will be reported correct to 2 decimal places.

Comparative Calculations:

Component	Score	Old Scheme		New Scheme	
		EG	Mark	EG	Mark
Quiz (10)	5/10		5	80%	8
Classwork (15)	18/40	45%	12.5	78%	11.7
Homework (15)	25/50	50%	12.5	80%	12
Project (10)	10/20	50%	7	80%	8
Behavior (10)	10/10		10	100%	10
Exam (40)	27/40		27	87%	34.8
GRADE			74.0		84.5

Awards and Honors

SAMIS recognizes the effort exerted by its achievers. The school offers several academic and non-academic awards to students and pupils who deserve recognition at the end of each term. SAMIS encourage and support all students participating in any local, national or/and international competitions thru coordinating the exams and or quiz, a perfect score will be given for any missed class activity (CW, HW) and provides special honoring at end of the school year programs.

The mechanism for academic awards will be announced every year during the registration period.

Criteria for Academic Awards

- Gold Medal 99-100
- Silver Medal 97-98.9
- Bronze Medal 95-96.9

A student is only eligible for any academic award if

- he/she has no grade below 90% in any subject, in any term, and
- no record of major or/and serious offense committed.
- he/she has been enrolled since 1st term.

Description for Non-Academic Awards

The non-academic awards are awarded to students who consistently showcase appropriate behaviors or acts that distinguish them from their peers. Each member of the class is evaluated by all their teachers, while the level coordinator supervises the nomination process.

1. **Behaved Award** is given to the student who exudes respect, politeness, and good behavior in his/her classes.
2. **Punctual Award** is given to the student who attends his/her classes and submits his/her classwork, homework, and projects on time. This award is given to recognize the student's conscious effort to spend time wisely and productively.
3. **Diligent Award** is given to the student who has exhibited hard work in accomplishing student tasks, subject requirements, and presentations. He/she is characterized to produce well-thought-out and quality outputs.
4. **Obedient Award** is given to the student who follows classroom rules, regulations, and teachers' instructions conscientiously in class.
5. **Polite Award** is given to the student who unfailingly greets school personnel, teachers, and fellow students warmly in and off class. Politeness is also observed in other forms of correspondence such as chat and emails.
6. **Cooperative Award** is given to the student who has shown initiative and willingness in doing individual or group tasks. He/she is described as a productive and a key member in group tasks.
7. **Creative Award** is given to the student who has displayed original and ingenious physical and/or digital output and/or presentations in class. He/she is adept at utilizing and organizing elements to create innovative work.
8. **Responsible Award** is given to the student who ensures that he/she has accomplished all student tasks and responsibilities in most, if not all, terms.
9. **Cheerful/Enthusiastic Award** is given to the student who has maintained an optimistic attitude and outlook towards life, people and learning amidst challenges.
10. **Inquisitive Award** is given to a student who raises pertinent questions relevant to the topics in class. His/her questions are geared toward his/her or the class's better understanding of the subject.
11. **Eloquent Award** is given to the student who exemplifies clarity and fluency in both spoken and written expressions. He/she possesses a broad and sound knowledge of the topics explained.
12. **Active Award** is given to the well-rounded student who performs well in class and participates in school-related activities. His/her dynamism is shown in his/her involvement in purposeful class discussions and school activities.
13. **Generous Award** is given to the student who upholds magnanimity in sharing tangible and/or intangible support to his/her classmates. He/she has shown a big heart in assisting and helping others.
14. **Loyalty Award** is awarded to graduating students who began and continuously acquire their education in SAMIS from preschool or elementary levels.

Convocation

Every end of the term, SAMIS recognizes the students who excelled in academics and deportment. Every class would have several academic achievers and one outstanding student. The outstanding student is chosen if he/she is the highest scorer of the combined criteria for academic and non-academic parameters.

STUDENT AFFAIRS

SAMIS has dynamic student clubs, organizations, and school events. It is our belief that extra-curricular activities will help students discover and enrich their potential. This may also serve as an avenue for them to showcase their talents.

Every student who has gone through a valuable educational experience understands that academic life is not limited to the course of studies that the school offers. The diploma that a student receives at the end of his/her journey is more than an academic degree. Students' values, character, leadership, and other important skills will also develop if they involve themselves in the dynamic co-curricular activities the school offers.

Student Involvement and the 21st Century Needed Skills

The non-academic skills for the student are important to prepare students for the 21st-century skills that are needed for their future careers. This program will cater to middle school and high school learners. They will undergo several workshops and projects under the supervision of the Academic Consultant.

STEM-related activities will be practiced and applied for this program. Since SAMIS gives premium to the character formation of students, core values will be inculcated in every lesson and activity.

School Events and Programs

The following major school events and programs are organized annually:

- 1. Saudi National Events and Programs**
 - a. Saudi National Day Celebration
 - b. Saudi Foundation Day
- 2. School Community Events and Programs**
 - a. Parents' Orientation
 - b. School's Foundation Day "Culture Exchange"
 - c. Family Day
 - d. Alumni Association
 - e. Recognition Day
 - f. Graduation Day
- 3. Academic Events and Programs (Co-Curricular)**
 - a. STEM Camp
 - b. English Caravan
 - c. Arabic and Islamic Days
 - d. Quran Reading Competition
 - e. Research Day
 - f. Immersion
 - g. Mawhiba Programs
- 4. Academic Events and Programs (Extracurricular)**
 - a. Scouting
 - b. Campus Journalism
 - c. Student Council
 - d. Clubs (Houses)
- 5. Academic Consultation**
 - a. Career Guidance Trainings
 - b. College Fair

6. National and Global Competitions

- a. Kangaroo Global Linguistics (KGL)
- b. English Language Olympics (ELO)
- c. Robotics Lego League Challenge
- d. Bebras
- e. Kangaroo Math

7. College Application Tests and Review

- a. SAT Review
- b. GAT Review (Qudarat)
- c. SAAT Review
- d. SAT Examination

8. Camps

- a. Summer Camp
- b. Winter Camp

SAT Review and Testing Center

SAMIS offers a comprehensive review of SAT courses to help students prepare for the said examination. Well-trained teachers provide students with essential skills and knowledge to achieve high marks alongside tips on how to take the test confidently.

Currently, SAMIS is also recognized by the College Board and Educational testing Service (ETS) as the only testing center for SAT in Taif - a milestone offered for any student from Taif or nearby cities who wishes to take the SAT without going to a far place.

Student Discipline

Ideal Behavior of a SAMISian

The school expects the students to demonstrate self-discipline. Students must conduct themselves in a manner, which will bring credit to themselves and the school. Rules and guidelines are established in a reasonable order to develop civility in each student and to guarantee everybody's welfare and safety.

Rights and Duties of the Students

The rights of every student of SAMIS are the following:

1. to be reasonably and fairly treated as a student and as a person that is consistent with human dignity
2. to receive full attention, care, and support to reach the maximum level of knowledge they are supposed to achieve
3. to receive proper and satisfactory instruction in every subject they are enrolled in
4. to be allowed and encouraged to join or lead student organizations
5. to be allowed to use school facilities for curricular as well as co-curricular and extra-curricular activities
6. to be formally apprised of any complaint against them and to be heard without being judged
7. to address grievances against any wrong or injustice committed against them by any member of SAMIS
8. to be free of discrimination from the administration of educational policies, admission, and other school-administered programs. The school will never show prejudice based on intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency, or any other necessary basis.

The duties of every student shall be:

1. to obey and observe all regulations made by the Ministry of Education and approved school rules and regulations
2. to uphold the goals, ideals, and reputation of the school
3. to abide by, comply with, and maintain the approved academic standards of the school
4. to conduct themselves in a proper and irreproachable manner in his/her relations and dealings with all members of the academic community
5. to always observe the accepted principles of proper decorum and good behavior
6. to promptly meet their financial and property obligations to the school
7. to attend to all school days and participate in activities and programs.
8. to adhere of wearing the school uniform.

School Uniform

Parents are asked to support the school uniform policy. It is the responsibility of the parents to ensure that their child has the correct uniform and that it is clean and in good repair.

ELEMENTARY MIDDLE AND HIGH SCHOOL (BOYS SECTION)



ELEMENTARY

MIDDLE AND HIGH
GIRLS SECTION)



WHITE SHIRT
WITH
SKY BLUE OR BEIGE
DRESS

PE UNIFORM
BOYS & GIRLS



White T-Shirt
with blue pants



General Rules

1. Student Dress Code and Grooming

- Everybody in school should wear the specific and required dress.
- Clothing worn during school hours should be modest, in good taste, and consonant with the expectations of the Kingdom.
- Students should be encouraged to have proper grooming.
- For personal hygiene, children should be conscious of their well-being.

2. Mobile Phones and Other Electronic Gadgets

- Using gadgets inside the school premises is not allowed unless there is approval from the school. However, the gadget may only be used at a particular time with the guidance of the students' counselors.
- Gadgets will be kept in a safety box located in the students' counselors' office and can collect by the parent.

3. Library Rules and Laboratory Rules

- The students shall understand the library and laboratory rules and regulations.
- The rules will be provided inside the library and laboratories by the assigned teacher.

4. School Bus Service

- The bus service is considered a privilege, and students who are registered must follow the rules that will be provided to them.

5. Care and Respect for School Property

- a) School property and facilities aid the teachers in the learning process. Teachers, staff, and students must keep the orderliness and cleanliness of the school property and facilities.
- b) If the student damages equipment or any facilities, he or she must pay for the replacement. Any property damage must be reported to the school authority concerned as soon as possible to avoid further damage.

Anti-Bullying Policy

SAMIS will not accept bullying in any of its forms. This policy exists to create an environment that prevents bullying, to help prevent and combat bullying, to promote welfare, and to allow all members of the school community to live as one together. The school will apply measures such as disciplinary sanctions (please refer to the Disciplinary Sanctions) to any student who is found to be responsible for bullying, in addition to providing them with appropriate help and guidance and to learn how they can take steps to repair the harm they have caused. It should be noted that strong sanctions, including exclusion, may be appropriate in cases of severe and persistent bullying. Prevention of bullying, however, comes first followed by swift intervention to deal with any incidents that do occur.

Disciplinary Sanctions

To ensure that everyone performs their duties and that they obtain their rights, penalties should be set and specified if any student commits a mistake.

Students and pupils are expected to conduct themselves in a manner, which in no way shall bring discredit to himself or herself, his/her family, the school community, and the country.

Terms and Categories for Disciplinary Sanctions/Penalties

Verbal Warning (VW)

- A verbal warning will be given to the student depending on the act of misdemeanor.
- This is an oral reminder to the offender calling his/her attention that he/she committed a minor offense.

Conduct Deduction (CD)

- This is a penalty wherein the conduct grade of the student will be 70 — 75% in the term that the misdemeanor happened.

Counselor's Intervention (CI)

- This is an action taken by the Students' Counselor to help understand the student and recommend the best way to help the student client.

Written Notice (WN)

- A notice was given to parents for awareness of the penalty committed by their child.

Parent Conference (PC)

- The attention of the parent is called to meet (face to face or a call) with the concerned school authorities: Principal, Students' Counselor, Academic Supervisor, Level Coordinators, Subject Supervisors, and/or Teachers.

Written Pledge (WP)

- A promissory note mentioning that the incident will not be committed anymore must be submitted by the student/parent to the school administration.

Confiscation of Items (CoI)

- All electronic gadgets without a permit from the student's teacher and all prohibited materials will be confiscated and claimed by the student's parents.

Disciplinary Probation (DP)

- A disciplinary status is applied to students who have committed major offenses.
- The administration shall give written notice of the terms and conditions of the probation to the student and his/her parents.
- Failure on the part of the student to comply with the terms and conditions shall lead to exclusion at end of the term or the school year and non-readmission (ENR).

For Deliberation (FD)

- A student who keeps on repeating offenses, whether minor or major, will be subject to deliberation after committing 5 similar natures of offense. School administration will meet to come up with a reasonable decision.

Offenses

Offenses are divided into three categories: Minor, Major, and Serious Offenses.

MINOR OFFENSES					
INFRACTIONS	ACTIONS AND/OR SANCTIONS				
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
1. Violation of the Student Dress Code	VW	WN CI	PC CI CD	PC CI WP CD, DP	FD
2. Unruly and/or disruptive behavior inside the school or school bus	VW	WN WP CI	PC CI CD	PC CI CD, DP	FD
3. Tardiness	VW	WN CI	PC CI CD WP	PC CI CD, DP	FD
4. Repeated failure to submit assignments and/or projects	VW	WN CI	PC CI CD WP	PC CI CD, DP	FD
5. Improper use of school facilities including toilets, laboratories, function halls, and others	VW	WN CI	PC WP CI CD	PC CI CD, DP	FD
6. Littering inside the school campus	VW	WN CI	PC CI WP CD	PC CI CD, DP	FD
7. Throwing objects at anyone inside the campus	VW	WN CI	PC CI WP CD	PC CI CD, DP	FD
8. Leaving class or an assigned activity without permission	VW	WN CI	PC CI CD	PC CI CD, DP	FD



9. Loitering during class hours	VW	WN WP CI	PC CI CD	PC CI CD, DP	FD
10. Unruly, disruptive, and boisterous behavior including running, shoving, and pushing	VW	WN WP PC CI	PC CI CD	PC CI CD, DP	FD
11. Causing a disturbance in the class	VW	WN CI	PC CI CD WP	PC CI CD, DP	FD
12. Unauthorized use of classrooms or school facilities	VW	WN CI	PC CI CD	PC CI CD, DP	FD
13. Unauthorized use of school equipment	VW	WN CI	PC CI CD WP	PC CI CD, DP	FD
14. Announcing unauthorized notices that may cause confusion and commotion among students, parents, and school personnel	VW	WN CI	PC CI CD	PC CI CD, DP	FD
15. Deliberate disruption of classes and/or school functions	VW	WN CI	PC CI CD	PC CI CD, DP	FD
16. Improper behavior during morning assembly	VW	WN CI	PC CI CD	PC CI CD, DP	FD
17. Bringing and using unauthorized mobile phones, other electronic gadgets, and equipment*	Col PC WP <i>*The phone will be returned to the parents after they sign the agreement.</i>	Col PC WP CD <i>*The phone will be returned to the parents after they sign the agreement.</i>	Col (until the end of the semester) CD <i>*Report will be made and submitted upon the confiscation of item.</i>	Col (until the end of the semester) PC CD <i>Referral to the Ministry of Education's Guidance Services Department</i> DP	FD

* Confiscation of unauthorized equipment until the end of the school day



MAJOR OFFENSES				
INFRACTIONS	ACTIONS AND/OR SANCTIONS			
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
1. More than 5 unexcused lateness to school	PC WP CD CI	PC DP CD CI	FD PC CD, CI <i>Stern warning to the student</i>	ENR
2. Cutting class	PC CD CI WP <i>Tallying of the total number of absences will be done.</i>	PC DP CD CI WP <i>Tallying of the total number of absences will be done.</i>	FD PC CD, CI <i>Tallying of the total number of absences will be done.</i> <i>Referral to the Ministry of Education's Guidance Services Department</i>	ENR
3. Leaving the school grounds without a permit to leave the campus	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Referral to the Ministry of Education's Guidance Services Department</i>	ENR
4. Truancy - staying out of school without a valid reason	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
5. Disrespecting an administrator, a faculty, or staff member	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
6. Profanity or other abusive, offensive, and indecent language verbal and/or written	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR

7. Verbally inflicting harm upon others	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Referral to the Ministry of Education's Guidance Services Department</i>	ENR
8. Teasing or insulting a schoolmate or a classmate	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Referral to the Ministry of Education's Guidance Services Department</i>	ENR
9. Fighting with a schoolmate or a classmate	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
10. Damaging a person's property (deliberate or not) <i>The damaged property must be replaced or paid for.</i>	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
11. Vandalism: causing damage to a school property	PC CD CI WP	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
12. Cheating in homework, seat works, and/or quizzes	PC CD CI	PC DP CD CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
13. Forging notes, excuses, or permission slips	PC CD CI WP	PC DP CD CI WP <i>Referral to the Ministry of Education's Guidance Services Department</i>	FD PC CD, CI <i>Stern warning to the student</i>	ENR



14. Tampering with official notices on whiteboards and bulletin boards	PC CD CI	PC DP CD CI	FD PC CD, CI <i>Stern warning to the student</i>	ENR
SERIOUS OFFENSES				
INFRACTIONS	ACTIONS AND/OR SANCTIONS			
	1 st Offense	2 nd Offense	3 rd Offense	
1. Striking or assaulting a teacher, administrator, or other staff members	PC CD DP CI <i>Stern warning to the student</i>	FD PC CD, CI <i>Calling the attention of the authorities</i> <i>Referral to the Ministry of Education's Guidance Services Department</i> <i>Notification will be sent to MoE to complete the regular procedures</i>		ENR
2. Bullying of any form	PC CD DP CI WP	FD PC CD, CI WP <i>Stern warning to the student</i> <i>Referral to the Ministry of Education's Guidance Services Department</i>		ENR
3. Cyberbullying - bullying through computer/virtual aided technology	PC CD DP CI WP	FD PC CD, CI <i>Stern warning to the student</i>		ENR
4. Extortion - obtaining or attempting to obtain something of value from another by force or intimidation	PC CD DP CI	FD PC CD, CI		ENR

	WP	<i>Stern warning to the student</i>	
5. Grave acts that may inflict harm on another person's honor or property such as blackmailing, harassment, threatening, and the like	PC CD DP CI <i>Calling the attention of the authorities</i> <i>Referral to the Ministry of Education's Guidance Services Department</i> <i>Notification will be sent to MoE to complete the regular procedures</i>	FD PC CD, CI <i>Calling the attention of the authorities</i> <i>Referral to the Ministry of Education's Guidance Services Department</i> <i>Notification will be sent to MoE to complete the regular procedures</i> <i>Temporary separation will take place.</i>	ENR
6. Stealing	PC CD DP CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
7. Soliciting or collecting money or contributions and/or selling anything for any cause or purpose without the approval/authorization of the school administration	PC CD DP CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
8. Cheating in any examination	PC CD DP CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR
9. Forging, falsifying, or tampering with any school-related records or documents - making a false statement of material, or practicing or attempting to practice any deception or fraud in connection with one's admission to examination, enrollment, or graduation	PC CD DP CI WP	FD PC CD, CI <i>Calling the authorities with regards to forgery</i>	ENR
10. Setting off a false fire alarm	PC CD DP CI WP	FD PC CD, CI <i>Stern warning to the student</i>	ENR

Student Discipline Procedures

Faculty or staff members must observe the following procedures when giving sanctions to students who have committed a school offense:

1. The attention of the student will be called.
2. The student will be given an offense slip that needs to be filled out.
3. The student's offense will be recorded in the offense log chart.
4. The offense will be reported to any representative of the discipline committee.

School Visitation

In SAMIS, students are educated to be independent and self-reliant. Therefore, visitors will not be allowed inside the campus during school hours except for valid reasons after securing an approval from the school administration. Parents are also not allowed to loiter around the campus, stay in the classrooms, hallways, and the canteen. Only bona fide students at the school shall be allowed inside the school campus. This rule is implemented to ensure the safety of everyone, most especially the students.

Parents are welcome to attend conferences in the school to discuss with the teachers, student's counselor, or principal about the academic and behavioral performance of their child. However, parents should call the school to set an appointment at least one day before the preferred conference date to avoid disruption during class hours. Moreover, teachers can meet with parents/guardians or entertain visitors only during their vacant period. Such meeting can be done online. To avoid disruption of classes and other tasks, parents who do not have a scheduled appointment will not be accommodated.

Communication with Parents/Guardians

The school disseminates important information to parents through SAMIS Channel in Telegram, WhatsApp groups for parents, official social media accounts, and an online learning platform. The platform e-mail will be a key point of contact between the school, parents, and students. A notice to parents will also be entered in the said platform, which parents are asked to check regularly.

Parent-Teacher Consultation (Parents Day)

Every term, consultation days are scheduled for the parents to coordinate with the teachers and administrators on the best ways in working together to assist the students. Formal parent-teacher conferences are scheduled during the release of the report cards at the end of every term to facilitate open communication between parents and teachers regarding students' progress.



مدارس شروق المملكة العالمية
SHOROUQ ALMAMLAKAH INTERNATIONAL SCHOOL

Thank You