



مدارس رواد الخليج العالمية  
ROWAD AL KHALEEJ INTERNATIONAL SCHOOLS

Education for Life

تعليم من أجل الحياة

## Parent and Student Handbook

## Table of Contents

Director’s Welcome.....	2
Mission Statement.....	3
Belief Statement.....	3
Citizenship Code.....	3
Student Rights and Responsibilities.....	4
Photo Release Permission.....	5
Medical Consent Permission.....	5
Academic Procedures.....	5
Progress Reports.....	5
Report Cards.....	5
Parent – Teacher Conferences.....	5
Homework Policy.....	6
Communication.....	6
Meeting with RAIS Staff.....	6
School Rules.....	7
Attendance.....	7
Notifying RAIS of Student Absences.....	7
Make-up Work.....	7
Requesting Assignments.....	7
Doctor’s Excuses.....	7
Tardiness.....	7
Leaving the School.....	7
Dress Code.....	8
Student IDs.....	8
School Visitors.....	8
Mobile Phones and Electronic Devices.....	9
Lost and Found.....	9
Library.....	9
Cafeteria.....	9
Playground.....	9
Class Parties.....	9
Keeping Clean.....	9
Code of Conduct.....	10
Anti-Discrimination Policy.....	10
Disciplinary Procedures.....	11
Disciplinary Consequences.....	11
Disciplinary Infractions.....	11

## Director's Welcome

Dear Parents and Students,

Welcome.

We strongly believe that a partnership between families and our school is essential to your child's success. We invite your participation in all aspects of the school, and we appreciate your support. We trust that our time together will be a positive experience and that you feel you are a valued member of our school community. Please take the time to read this Parent and Student Handbook with your child. This handbook contains important information regarding school rules, school procedures, etc.

If you have any questions, please contact us. We look forward to meeting and working with you. We wish you all the best.

Sincerely,

Thierry Park  
Director

## Mission Statement

Rowad Al Khaleej International School aims to empower students to think creatively, to value diversity, to pursue a passion for learning and to contribute in a positive way to society while continuing to embrace the values of society.

### We are committed:

- To educate the whole child in a caring and nurturing environment.
- To fostering the growth of lifelong learners.
- To inspire students to be all they can be through their quest for knowledge.

### Our Challenge is:

- To be a school community that embraces diversity and strives to provide an academically challenging environment in order to foster intellectual curiosity and a sense of responsibility in our students.
- To create balanced service-oriented citizens who are thereby prepared to make a positive contribution in a globally competitive world.
- To deliver the highest quality educational program to all who join our school community.

## Belief Statements

We believe students learn best and are more successful when:

- The learning environment is safe and secure.
- Cultural differences are honored.
- Learning is authentic and related to the changing world.
- Education is the shared responsibility of the entire school community.
- Students are empowered as educational risk takers and self-directed learners.
- Outcomes are clear, obtainable, and measurable.
- Learning extends beyond the classroom.
- The school climate is positive and nurturing.
- Every decision reflects students' best interests.
- Respect is fundamental.

## Citizenship Code for the RAIS Community

As Citizens of the R.A.I.S. community, we are:

- **Respectful:** We treat others as we would like to be treated. We are kind, polite, generous, helpful and considerate to others and to our environment. We appreciate cultural diversity.
- **Optimistic:** We focus on the positive aspects of every situation. We are friendly, cheerful and appreciative of others. We are proud of our actions and our school.
- **Fair:** We follow the rules and we offer everybody an equal opportunity. We are accepting, open minded and generous.
- **Responsible:** We meet our obligations, are accountable for our choices, and actively participate in school life. We are role models for others, self-disciplined, and safe.
- **Honest:** We tell the truth and have the courage to make the right choices. We are ethical, loyal, and do not deceive, cheat, or steal.

## Student Rights and Responsibilities

The atmosphere of Rowad Al Khaleej International School recognizes the rights of individuals, and promotes self-expression and freedom of thought and will. Student rights or privileges bear corresponding responsibilities. Students neglecting responsibilities may be denying rights and privileges to others.

Each student has the Right

- To feel safe in our school.
- To be treated with respect, courtesy, and consideration by every person in the school.
- To know the rules of student behavior.
- To benefit and be recognized for their own efforts.
- To appeal decisions of teachers and principals in a known, specific, and orderly way.

Each student has the Privilege

- To undertake and participate actively in, with proper assistance and guidance, those classes, courses, programs, and activities which have the most potential for him.
- To have the space, materials, and equipment needed for work and work preparation.

Each student has the Responsibility

- To follow the Rowad Al Khaleej International School Code of Citizenship.

### A Profile of a Student at RAIS

It is the expectation of every student to demonstrate attributes as a representative of the school while on campus, at home, and in the community. A student at Rowad Al Khaleej International School:

- Exhibits a developing and maturing intellectual curiosity in all academic achievement.
- Portrays a lifestyle that promotes mental and physical health and well-being.
- Demonstrate the desire and supports the value of high academic achievement. Fulfilling this expectation is attained through personal involvement, discipline, and success in a rigorous course of study, commensurate with her/his ability. The final goal is for each student to mature into a life-long learner.
- Manifests an understanding, appreciation, and involvement in other cultures through a variety of means, including community service, locally, nationally, and internationally.
- Emotional maturity is appropriately developed, and commensurate with his/her chronological and developmental age.

## Photo Release Permission

Occasionally, photographs of our school programs and children will be taken for educational and publicity (websites, brochures, etc.) purposes. These photographs will be representative of the enriching experiences offered to your child during the school year.

## Medical Consent Permission

With a child Medical Consent Form, you as parents can temporarily entrust decisions about your child's medical treatment to the school. The form allows the school to take immediate medical care for the child without delay or send him to the nearest hospital during emergencies.

## Academic Procedures

### Progress Reports

Teachers will issue progress reports for all students at the end of the first four/five weeks of each term to inform parents about student progress. Progress reports will be uploaded to Skyward and can be requested from your child's teacher via email. The schedule for progress reports is contained in the school calendar. Teachers may also issue progress reports any time a student is not performing as expected or has made notable improvement. Parents will be notified and required to meet with their students' teachers if they are in danger of failing their courses.

### Report Cards

The school year is divided into four terms for grading and report card distribution. Report cards are issued following the close of each quarterly grading term (see dates shown on the annual school calendar). Report cards are available on Skyward at these times. Parents can also inquire about report cards in person at the end of first and third terms during Parent – Teacher Conferences. At the end of the school year, a final report card will be issued via Skyward. If a parent would like to request a paper copy, they may do so starting on the last day of the school year.

### Parent – Teacher Conferences

There are two (2) scheduled conferences during the school year. The first one is a parent teacher conference, which follows the end of the first term marking period. The second conference will be held following the third term marking period. *Individual parent/teacher conferences may be held at other times as needed.* Conferences are a time to discuss student grades, class progress, plans, and behavioral issues with individual teachers or the Principals.

## Homework Policy

Teachers are given discretion to assign homework, however the following guidelines are given

Grade Level	Homework Requirements
Pre-K – KG2	Teacher’s discretion, though limited and not every day.
Grades 1-2	20 minutes or less per subject, including studying for quizzes and exams.
Grades 3-4	30 minutes or less per subject, including studying for quizzes and exams.
Grades 5-8	A maximum of 1 hour per subject, including studying for quizzes and exams.
Grades 9-12	1 hour per subject, including studying for quizzes and exams.

Homework assignments may include assigned reading, review of class work, notes, and written assignments. Feedback on homework will be provided by teachers on a timely basis, and students will be given the opportunity to review corrected tests and graded assignments.

## Communication

Teachers will communicate with parents through a weekly newsletter, e-mails, phone calls, and written notes, however, the primary means of communication at RAIS is through an online service called Skyward. Every student has an individual profile within the program, and parents will be able to track their students’ progress in classes, behavior in school, and receive important information via email.

To register for a parent account in Skyward, please email your name and your student’s name to [skyport@rais.edu](mailto:skyport@rais.edu) and an account will be created for you. You can edit your account at any time. We ask that you be as thorough as possible to ensure our ability to contact you in case of an emergency.

RAIS will also send out important information via SMS. Parents are encouraged to sign up for SMS notifications, and may get more information from the Receptionist at school.

## Meeting with RAIS Staff

Parents will not be allowed to visit their child’s class during school day hours, instructional time, or to interrupt the teacher during class for any reason.

If any parent wishes to meet with and Rowad Al Khaleej International School staff members to discuss any concerns, please call the main reception desk to arrange an appointment that is suitable for both parties. Walk-in visits will not be given priority over other school related work.

If you are scheduled for an appointment, please note the following:

- When you arrive at the school, please inform the receptionist.
- You are welcome to sit in the school’s waiting area while the receptionist arranges your meeting.

## School Rules

### Attendance

Attendance will be taken in each class. Parents are asked to support our regular school calendar by making sure that students are in school every day of the school year, and to plan holidays for students only during calendar school holidays.

### Notifying RAIS of Student Absences

It is the parents' responsibility to inform the school of student absences as soon as possible by phone or email. Parents are automatically notified through our attendance system (Skyward) about marked absences and tardies, however the school will not regularly phone parents to check on students whereabouts unless of an emergency.

### Make-up Work after Absences

Any work missed during an absence must be made up if the teacher requires. A student leaving on vacation during school time must request assignments from his teacher well in advance of departure. The teacher will assign work at his/her discretion. All assignments or tests that are not made up within one week of an absence become zeros.

### Requesting Assignments for Absences

Parents should call the school to request assignments if a student is absent more than one day from school. Students will be responsible for completing missed work within one week of an absence.

### Doctor's Excuse Required for Absence

A student must bring a doctor's certificate before being admitted to classes after being absent due to any contagious disease or condition (measles, mumps, chickenpox, head-lice, hepatitis, typhoid, etc.).

### Tardy to school and classes

Students should be prompt in arriving to school each day. All Students should be in their classrooms by 7:35 a.m. for attendance. Students who arrive after 7:35 a.m. are categorized as tardy, given a detention slip, and required to report directly to their classrooms. A student who is habitually tardy must bring a written explanation from his/her parents to the teacher. Additional tardiness will be dealt with through Parent – Principal conferences. Students are expected to report on time to all scheduled classes and assemblies. Teachers will report students who are habitually tardy for class to the Assistant Principal for disciplinary actions.

### Leaving the School

Students must remain within the school boundaries from the time of arrival until the time of departure from school. Students who must leave school due to an illness or any other emergency must sign out at reception. Students will not be permitted to leave school grounds during the school day without written permission from the school. Once students have left the school grounds at the end of the day they will not be allowed back onto school grounds without being escorted by a parent, guardian, or driver. (This includes the shops across the street from the school.)

Situations occasionally arise in which a student must leave school early during the school day. We require that the parents notify the school. Students leaving the campus must check out through reception and must be picked up there by a parent or identified driver.



## Dress Code and Personal Appearance

Tops (shirts) must be white, with collars and sleeves. Acceptable styles include Oxford or button-down dress shirts. Any shirt with a visible logo, brand name, picture, or insignia other than RAIS may not be worn.

- Shirts must be tucked into the inside of trousers.
- Long sleeves and short sleeves are both acceptable.
- A school tie must be worn at all times.
- Sleeveless tops are not acceptable.
- T-shirts and tank tops may only be worn as undergarments.
- Vests, sweaters, sweatshirts, cardigans, and lightweight jackets are permitted as items that may be worn over the uniform top. They must be navy blue.

Bottoms (trousers) must be navy blue.

- Acceptable trouser styles include full-length dress pants, either boot cut or straight-legged.
- No jogging, football, or sweat pants are allowed.
- Denim jeans, tight-fitting or baggy pants are NOT acceptable.
- No visible rips, tears, or holes are allowed.

Shoes must be worn at all times (except prayer)

- Athletic or tennis shoes (trainers) are acceptable.
- Sandals are not to be worn by students.
- *Football cleats/spikes are not be allowed.*

## General Appearance

- No denim (jean) material may be worn as uniform clothing.
- No headgear of any kind is to be worn, including hoods, unless mandated by religious beliefs.
- All uniform clothing must be plain without any manufacturer's logos, brand names, pictures, or insignias visible on the clothing (*football shirts are not permitted*).
- Heavy coats, heavy jackets, and raincoats are not to be worn during the school day.
- Accessories or piercings that are distracting to the learning environment will not be permitted.
- Hairstyles must not be longer than the collar of a student's shirt.

*All students must be in dress code compliance before entering the building and remain that way until exiting at 2:30 p.m., or until the end of tutoring, e-learning, course recovery, or any other academic after-school activity.*

## Student IDs

Every student will be issued a student ID, and will be required to wear it during the school day. Students will be responsible for their ID, and if it is lost or misplaced students will need to pay 100SAR to replace it.

## School Visitor IDs

Visitors to the school must sign in with the Receptionist and wear a Visitor ID. Any parent or driver who has not checked in with the receptionist will be removed from school premises.

### **Mobile Phones, Electronic Devices, and Toys**

Students will not be allowed to use mobile phones or electronic devices (iPods, iPads, etc.) during the school day. If a student is found using these devices they will be confiscated and held for a period of 24 hours.

Students are not allowed to bring toys or other play materials to school. If a student is found using these, they will be confiscated and held for a period of 24 hours.

### **Lost and Found**

Lost items are placed in a container located near the Receptionist. Lost items should be reported immediately to the teacher, so we have a chance of recovering the items. All unclaimed items are donated to charity at the end of each quarter. *Please label your child's items with their name to help prevent lost items.*

### **Library**

The library will be open for student use from 7:30 a.m. to 2:30 p.m. each school day. Students who wish to use the library during breaks or lunch are free to do so, however they are to remain in the library for the duration of the break or lunch period and may not eat or drink in the library.

### **Cafeteria**

Students are not allowed to eat food anywhere on school grounds outside of the cafeteria. Students are expected to make every attempt to keep their eating areas clean and school staff may appoint table "monitors" to be responsible for table cleanliness at lunch and break. Students who eat outside the cafeteria will have their food confiscated and may receive a detention slip.

### **Playground**

Students will follow the instructions given by teachers or staff members that are supervising them during breaks on the playground. Students are to remain within the designated areas and facilities, and be under staff supervision at all times.

### **Class Parties**

Students may be allowed to have small class parties during their scheduled break or lunch times with the consent of their teachers. Students are responsible for bringing food and drink for their enjoyment; however large items requiring plates and cutlery are discouraged. *Parties will not be allowed during instructional class time.*

### **Keeping Clean**

Every member of the school community will be expected to help keep our school and facilities clean. Students are expected to clean up after themselves, use water dispensers properly while being mindful of not wasting water or paper cups, and keep the bathrooms tidy when using them.

## Code of Conduct

In order to provide the best atmosphere for clear thinking and open communication between all RAIS school members, the school must take a definite stand on various standards of conduct which are derived from our Citizenship Code:

**We are Optimistic** – We believe that our students come to us with strong sets of values for good conduct and we will therefore have self disciplined students in most cases at our school. Therefore, the majority of the consequences listed in this section will be utilized to try to adjust the behavior of those 5 to 10 percent of the student body who have not developed the skills to meet our school standards.

**We are Responsible** – We follow school rules.

**We are Honest** – We will not tolerate students who steal, lie, cheat, plagiarize, or copy others work within our school community.

**We are Respectful** – We participate in all classes in such a manner as to allow all of the students to gain the most benefit from each class session. We always address and treat other students in the same manner that we would wish to be treated and do not lower ourselves to using either swear words or put-downs of others. **Harassment of other students is an extreme form of disrespect and will not be tolerated.** We keep our hands to ourselves and do not push, shove or fight. We accept our teachers' right to direct us in all school activities and classes. We follow directions from teachers and staff members, and support them in making our school a success. We pick up our trash and waste paper after meals and classes. We take care of and do not damage our books, desks, lockers, or any school property.

**We are Fair** – We always follow the school rules to the best of our abilities, and give each person the opportunity to achieve their best in all class work and activities.

## Anti-Discrimination Policy

Rowad Al Khaleej International School rejects all forms of discrimination, and is committed to the elimination of all forms of discrimination in its organization, structures, culture, and learning and working environments. This includes direct and indirect racism, discrimination, racial vilification, and harassment.

No student, parent, or employee should experience discrimination within our school.

All Rowad Al Khaleej International School students, parents, and employees will contribute to the eradication of racism and discrimination by promoting acceptance of all cultures, languages, physical features, and religious preferences. We will challenge prejudiced attitudes and ensure that sanctions are applied against racist and discriminatory behaviors.

## Disciplinary Procedures

### Disciplinary Consequences

The following consequential steps will be taken by the school when disciplinary infractions occur. The steps in dealing with student misbehaviors at RAIS are of a progressive nature in severity and will begin at different levels depending upon the severity of a particular infraction or if it is repeated.

### List of Offences

The list of offences is broken into three categories the offences are more serious relative to the number of the offence 1 being not-so-serious, 3 being very serious:

**Category One Offence:** are offences that go against the student's overall readiness for learning and also disregarding the school's general rules.

**Category Two Offence:** are offences that display a persistent disregard for the school rules and the well-being of self and others.

**Category Three Offence:** are offences that violate school and community rules to the extent that they warrant serious immediate intervention by school administrators, parents and possibly local law enforcement.

### Category One Offences List

1. Persistently arriving late for school or classes.
2. Intentionally not attending assembly
3. Failure to attend school with the correct uniform
4. Skipping a lesson
5. Having a haircut the un-Islamic
6. Attending school with dyed hair
7. Littering on school grounds
8. Persistently not doing assigned school or homework
9. Using mobile phones when and where they are not allowed
10. Use of Mp3 or other multimedia devices
11. Sleeping in class
12. Eating or drinking in class.
13. Entering or leaving a class without permission.
14. Not being prepared for lessons, books, pencils, etc.
15. Avoiding prayer time
16. Causing disruptions and unnecessary noise in the hallways
17. Being disruptive on a school trip
18. Writing on desks, walls.
19. Digital interruptions phones, watches, going off in class.
20. Persistently speaking Arabic in a non Arabic or Islamic class

Punishments for category one behaviors follow a three-step procedure:

1. The student is reminded verbally of the rule and asked to follow it closely in the future.
2. If the student breaks the rule again the student will be asked to write a letter to notify his parents of his second infraction of the rule. The writing of the letter will be done during a recess period. The note will be copied and kept in his record. If the letter is not done correctly the student will need to do it again. The student will be provided with a form to assist them.
3. Parents will be called in to meet with the student and administrators to discuss a permanent solution to the problem. School counselor may also be brought into the discussion if warranted.

### **Category Two Offences List**

1. Copying another student's homework and presenting it as their own.
2. Forging a parent's signature
3. Defacing or damaging school books or property
4. Misuse of school computers
5. Possession of offensive materials
6. Swearing or using words that intentionally abuse others
7. Damaging others student's or teacher's property
8. Creating and spreading rumors about other students

Punishments for category two behaviors follow a three-step procedure:

1. The student is reminded verbally of the rule and they will be asked to verbally apologize for his behavior to the offended party. The student must also pay for any damages caused by their actions. The reprimanding teacher will put an incident note in the student's file.
2. If the student breaks the rule again the student will be asked to write an apology letter to notify his parents and the offended student's parents of his second infraction of the rule. The writing of the letter will be done during a recess period. The note will be copied and kept in his record. If the letter is not done correctly the student will need to do it again. The student will be provided with a form to assist them.
3. Both sets of Parents will be called in to meet with the students and administrators & school counselor to discuss a permanent solution to the problem.
4. Detention from 2:30-3:00pm is also an option for teachers and administrators, which will be used at their discretion.

### **Category Three Behaviors List:**

1. Distributing obscene materials.
2. Any form of prolonged bullying be they (physical, psychological, social exclusion, extortion, threats)
3. Cheating on tests and exams. Plagiarizing work.
4. Touching items on, in or around the teacher's desk.
5. Bringing dangerous items to school (even if not used.)
6. Displaying sexual behaviors of any kind.
7. Smoking or use of other illicit materials.
8. Pulling a fire bell or any other school wide disruption
9. Deliberate destruction of any property within the school.
10. Writing offensive pictures or words on any property within the school.
11. Swearing at, or verbally abusing a teacher
12. Physically assaulting a student/teacher or staff member.
13. Mistreatment of cleaning/ support staff
14. Playing with chemicals during a science class
15. Stealing of anything from anyone.
16. Threatening or posturing towards teachers or staff.
17. Drug dealing.
18. Inappropriate sexual behavior.
19. Willing damaging the school's reputation.
20. Forging the school stamp on documents.
21. Leaving school property for any reason with proper permission.

#### Punishments for Category Three Offences:

Any student who commits a category three offence MUST have his case reviewed by the School Disciplinary Committee who will then use the following procedure.

1. Compile all written accounts of the ALL person involved in the incident.
2. The teacher's written report outlining the offence or offences that were committed.
3. A copy of the offences behavior list provided to the student and parents.
4. Student Discipline Committee issues a final recommendation on the matter.

#### Punishments within the Disciplinary Committees power:

1. *Longer detentions*, over a period of days.
2. *In-school suspension*. Where a student comes to school and does his class work in an isolated room.
3. *Suspension* from school for 1-5 days (The student must provide a detailed essay on what they did wrong and how they will avoid repeating it in the future. This will go in their file.) Disciplinary Committee will determine the length of the suspension to the nature of the offence.
4. *Immediate suspension* from school for 5 days (The student must provide a detailed essay on what they did wrong and how they will avoid repeating it in the future. This will go in their file.) Disciplinary Committee will determine the length of the suspension to the nature of the offence.
5. *Expulsion* from school. Student will receive an immediate suspension until the Disciplinary Committee can meet and do a thorough examination of student's behavior. If it is deemed that the student poses a threat to the safety or harmony of the school. The student will be asked not to return and the Parents may come in to get a full copy of the student's records.