



ADVANCED GENERATIONS INTERNATIONAL SCHOOLS
مدارس الأجيال المتطورة العالمية

Parent Student Handbook 2016-17

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Creative minds do not think alike



This document serves as an informational tool and provides guidelines for staff regarding **Advanced Generations International Schools** - operational processes, procedures and the curriculum implementation. Information from pertinent policies is included.

The document is reviewed and revised annually and comments, suggestions, inclusions and improvements will be gratefully accepted and considered. Please write your suggestions into the hard copy that is held by the Academic Administration Coordinator.

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Part 1 General School Information

Cultivating Academic Excellence with an Islamic Ethos

The phrase 'Advanced Generations' reflects the School mission to develop and nurture intelligent, forward thinking students who can become leaders and contributors towards their immediate and wider societies in the future.

Vision

AGS vision is to promote educational excellence while developing socially conscious and religious students who can become pioneers and contributors towards their own societies and beyond.

Mission

Offering superior International Education in an Islamic environment to Saudi and expatriate children in an active and creative way using up to date technology and interactive strategies that are conducive to developing successful lifelong learners who can contribute to resource sustainability, economic development and social life in the Kingdom of Saudi Arabia and beyond.

AGS Objectives

- To provide learning opportunities for students to develop the knowledge, skills, values and personal attributes necessary for lifelong learning.
- To facilitate trans-disciplinary independent, critical and creative thinking through high expectations and effective teaching and learning strategies.
- To consistently and consciously role model, expect and encourage mutual respect for nationalities, beliefs, cultures, ideas, and property as part of the global community.
- To plan, deliver and administer quality teaching and learning experiences, based on continuous rigorous assessment to ensure student progress and attainment.
- To continuously plan strategically and implement for the improvement of school facilities, including its buildings in order to support the learning programs and community needs.

Beliefs

- We believe that every student is an individual, bringing with them their own skills and interests, which need to be considered in the teaching and learning process.
- We believe that as a school we should prepare our students with personal qualities in order to meet the challenges of the 21st Century.
- We believe in providing an environment that promotes high expectations and opportunities for academic excellence through multisensory, interactive, integrated strategies.
- We value high achievement in the physical, expressive and creative arts as vital areas of personal expression and attainment and encourage the adult community to facilitate acquisition of these skills positively.
- We promote 'community' and expect all its members to exercise social awareness, effective communication and respect among students, employees, parents and the wider community, on and off the campus.
- We foster International Mindedness as an essential part of a holistic education encouraging cross cultural interaction and multilingual communication.
- Provide a broad, balanced curriculum based upon the Cambridge International Examinations Curriculum (CIE), adapted to reflect the international nature of our school community and its location in Saudi Arabia
- Recognize, respect and celebrate the multicultural and international diversity of our school community
- Promote high standards across the curriculum in an environment where good quality teaching and learning take place and support each child in achieving their full potential
- Encourage active, creative and independent learners who take pride in all that they do
- Provide a safe, welcoming, secure and stimulating environment in which positive self-esteem, acceptance and understanding are promoted
- Provide positive role models and encourage children to care for and respect themselves, others and property

- Equip children with knowledge, skills and strategies to promote a healthy and fulfilling lifestyle now and in the future
- Develop positive relationships throughout the school and with the wider community
- Equip children for their life in society by developing skills of teamwork, mutual support and conflict resolution;
- Provide an aesthetically stimulating environment that informs and inspires the whole school community and fosters happy and motivated children
- Develop an awareness of our environmental responsibilities
- Make all parts of the school community feel included and have a sense of belonging

AGS Learner Personal Profile

All employees at AGS facilitate students to develop positive personal qualities through teaching and learning strategies and outcomes that expose them to diverse opportunities to experience critical thinking, problem solving strategies and independent responses enhancing international mindedness, awareness, tolerance, interactivity and responsible action for themselves, the communities in which they live, immediate and extended.

At AGS our students will have multiple and diverse opportunities to develop positive dispositions.

Moral	They make good ethical choices, and think about how their choices and actions affect others.
Resilient	They never quit, even after meeting with failure. They always strive to be better.
Adaptable	They approach unfamiliar situations without anxiety and have the confidence of spirit to explore new roles ideas and strategies.
Thoughtful	They exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.
Respectful	They show respect for themselves and others, as well as the school, the environment, and things that others value.
Cooperative	They are able to accomplish tasks as a team. They show sensitivity towards the needs and feelings of others.
Communicators	They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.

Inquirers	They give thoughtful consideration to their own learning and ask questions to gain deeper insights. They then critically analyze the answers.
Community Minded	They translate awareness into action in interactively meeting the demands and needs of the immediate and global communities to provide for harmonious and improved conditions.
International Minded	They respect the views, values and traditions of other individuals and cultures and strive to acknowledge a range of points of view.

School Profile

Advanced Generations Schools (AGS), campuses, now 8 years old, are located in North Jeddah, and deliver the Cambridge International Curriculum to Saudi Arabian and international students, currently Grades K – 9. The KG, Primary and Secondary School are bilingual private schools, committed to deliver the progressive, innovative curriculum while emphasizing mastery of Arabic and the application of Islam in daily life.

AGS has Saudi Ministry of Education authorization to offer an International Education. Through a rigorously recruited international staff, that represents many nationalities, the learning programs are delivered with multicultural flair! The staff is qualified, experienced, and dedicated educators committed to providing opportunities for students to achieve educational excellence. The school honors the commitment by providing a comprehensive professional development program through in house workshops, visiting consultants and opportunities to attend workshops out of Kingdom.

Staff set high expectations for educational excellence, and the SLT measure student attainment and manages delivery for improved achievement ensuring that students are exposed to the British and American standards of learning to equip them for tertiary studies abroad.

Strategic Plan

Year on Year:

- ✓ To continue to increase resources to facilitate up to date strategies of teaching and learning in all subject areas.
- ✓ To develop the learner support and access strategies to ensure a truly inclusive environment.
- ✓ To proceed with International Accreditation bodies:
 - Council of International Schools (CIS)
 - The American International Accreditation Association of Schools and Colleges (AIAA)
- ✓ To develop all administrative and operational processes and procedures, as well as documentation, required by authorizing and accrediting organizations.
- ✓ To expand the co-curricular activities, including outings and excursions and provide extracurricular opportunities for students, after the normal school day.

- ✓ To expand the student enrolment of the schools through school reputation enhancement.

School Hours

Grade	SCHOOL HOURS
KG 1-3	7:30 am - 1:30 pm
Grade 1-6	7:30 am - 2:20 pm
Grade 7-9	7:30 am -2:20 pm

Grade	AFTER SCHOOL PAID ACTIVITIES	Starting dates to be
Grade 1 – 9	3:05 pm – 4:30 pm	advised. Details to follow.

2016-17 Timetable

Students follow a timetable of 40 x 45 minute periods of instruction per week. The school day runs from 7:30 am.

Time – Grades 1- 3	Lesson	Time – Grades 4 - 9	Lesson
7:30 – 8:00	DEAR/Assembly	7:30 – 8:15	1
8:00 – 8:45	1	8:15 – 9:00	2
8:45 – 9:30	2	9:00 – 9:20	1 st Break
9:30 – 9:50	1 st Break	9:20 – 10:05	3
9:50 – 10:35	3	10:05 – 10:50	4
10:35 – 11:20	4	10:50 – 11:35	5
11:20 – 12:05	5	11:35 – 12:20	6
12:05 – 12:50	2 nd Break (Prayers/Lunch)	12:20 – 12:55	2 nd Break (Prayers/Lunch)
12:50 – 13:35	6	12:55 – 13:40	7
13:35 – 14:20	7	13:40 – 14:20	8
14:20	Dismissal/Activities	14:20	Dismissal/Activities

Part 2 - Specific School Information

Absences

If you plan for your child to be absent (which is strongly discouraged), you should complete the Leave of Absence Form – available from the School Offices. This should be completed well in advance. Please note that homework may not be assigned for students who are absent for anything other than illness.

If your child has an unplanned absence, please contact the appropriate School Office - either in person, or by telephone without delay. Parents are expected to provide a note explaining any absence – this may be via the Homework Agenda or direct to the School Offices.

Attendance at school is a vital part of being a successful student. Students are expected to contribute and to receive during the educational process. It is therefore not easy to 'do the work at home'. Commitment to school always starts with the family, when a family stays at school being committed until the end of term, the student will follow that example and be committed to their studies.

Unfortunately absence does cause problems, whether through illness or otherwise.

If a student is absent for any reason for more than 18 days a school year, which is 10% of the instruction days, then the student may be asked to repeat the year. Teacher advice will be sought as to the suitability of the student for the next level. Being late to school and missing classes will be recorded and will add up to equivalent days.

Students with high absence rates will not be eligible for the Academic or Sporting Awards that the school gives.

School trips, school matches and school representation are not counted as absence.

Appointments with Teachers

There are many regular opportunities to meet AGS's teaching and support staff, at the regular Parent Teacher Conferences. However, our staff are happy to meet with parents or guardians at any other time of year should there be a specific concern.

Teachers are available for after school appointments throughout the year. Please phone the school offices and request an appointment with a particular teacher. The school secretaries will arrange the appointment with the teacher and confirm the date and time by telephone.

Alternatively the homework agenda can be used for this purpose if it is easier.

Please remember that teachers have regular after school meetings and also take extra-curricular activities. Lunchtimes and early mornings are unsuitable times for meetings.

Please do not contact teachers or other staff directly by telephone using their personal contact numbers.

Assemblies

Weekly Assemblies are held throughout the school. During each school year, students will be involved in at least one Assembly on various topics, from issues regarding school life, cultural awareness, classroom topics, careers, etc. Special Assemblies are held to launch themes such as Health Week and World Math Day. Assemblies are also used to recognize achievement- both academic and non-academic.

Assessment Policies

Evaluation of student progress by teachers is a continuous process. In evaluating achievement, teachers examine all facets of student development, including homework, participation in class, tests, projects, organization skills and end of term exams.

Why we assess

The purposes of assessment, marking, recording and reporting at AGS are to:

- Provide effective feedback to students to improve their learning.
- Demonstrate progress in learning
- Inform future learning and ensure progression in learning
- Enable teachers to monitor the progress of students and judge the effectiveness of their teaching
- Celebrate achievement
- Identify and support students who are underachieving
- Contribute to the school's self-evaluation process
- Provide information for students, parents and guardians, teachers and administration

How We Assess

AGS follows the Cambridge International Curriculum. We report using levels and percentages.

Each teacher uses a variety of assessment based on the objectives set out in their subject areas for their curriculum. For example, each subject, according to the Cambridge International Examinations Curriculum, has a number of learning objectives or benchmarks set out in their Frameworks of Study specific to their subject.

Different types of assessment are used throughout each term from group projects, homework assignments, peer marking, oral quizzes and end of unit tests.

How often

For subjects which are taught 4 or 5 times a week (Math, English, and Science), some form of assessment is done most weeks of the term. For the other subjects, which are taught 2 to 3 times a week, assessment is carried out every 2 to 3 weeks approximately. By each reporting period, teachers have a number of grades (covering all the subject specific skills) to average out for a final attainment grade.

End of Term Exams

Grades 6 & 8 students sit Checkpoint external end of year examinations set by Cambridge International Examinations. Please note that examination fees are charged for these external examinations.

All other year groups take internal formal end of term and end of year exams in all subjects.

Content: Most end of term exams will focus on most of the material covered during the that period of time. Teachers will always specify to the students exactly what content and/or skills will be covered well in advance of the exam period.

Reporting: End of term and end of year reports, will include a summary of the child's performance during that period of time.

Reporting Pupils' Progress

Reports:

At AGS, students receive 2 official reports per year. Early in quarter 2 a half year report is completed which reflects all the grades the students have achieved from the start of the year. At the end of the fourth quarter a final end of year report is issued which reflects grades received throughout the year. These reports highlight both the attainment for each subject and the students' attitude to their subjects. In these reports, the home tutor or grade teacher comments on how the student is doing overall, lists any extra-curricular

activities the student is participating in and highlights any problem areas or discipline issues.

Parent/teacher conferences are held twice a year.

Assessment of pupils with learning support needs: See separate Learning Support Policy.

Work completion process

Teachers monitor students' work systematically. When work is not completed, the teacher will take steps to have the student complete the work. Homework not done or incomplete will be reported and if a student does not complete 3 pieces of homework, they will be given a school detention. Any incomplete assignments will result in a 0 mark. It is always better for the student to complete the work as soon as possible. If a student repeatedly fails to hand in work a meeting with their homeroom teacher, the subject teacher Deputy Head and parents, will take place and the student may be placed on a behavior contract until they learn better study habits.

Absent students

If students are away due to illness, holiday or other, it is the students' responsibility to catch up with any work when they return. They must see the teacher and other students to get any work done that was missed and to sit any missed tests. If a student has been away due to illness or a school event, the teacher will help the student get caught up and allow them to sit any tests that were missed. However, if a student is away on holiday, it is solely the responsibility of the student to get caught up. If students know they are going to be away, they should always see their teachers in advance to get any work they might miss.

Evaluation – How the results of assessment are utilized

Evaluation of pupil progress: During each reporting phase, the coordinator along with the teacher makes a note of any students who are:

- a) consistently receiving outstanding grades
- b) making excellent improvement
- c) underperforming according to their ability

Appointments are made with the parents and the pupils who are underperforming according to their ability and plans are made to enable the pupils to achieve to their full potential. The high achievers and those making excellent progress are recognised in assembly and the newsletter.

The homeroom teachers also play an important role in evaluating pupils' progress throughout the year by monitoring students' achievements or lack of achievements. At general staff meetings, teachers raise any concerns they might have about individual

students and are able to check if other teachers are noticing similar problems. If patterns occur, an evaluation form is passed around for all teachers of the student in question to comment on.

If a consistent problem is noted, parents are called in for consultation and plans are made to enable the student to make progress.

Progression to the next year: If it is noticed that there are any students who do not seem to be making enough progress to continue in their current course, a meeting will be held with parents to discuss the progression of the student for the following year.

Evaluation of curriculum and teaching methodology: Along with keeping track of which students are excelling or underachieving, after each reporting phase, the Deputy Head and the subject teacher examine the results for each subject to see if the grades follow a natural bell curve of achievement.

If the grades for a certain subject seem too high or too low, an investigation is carried out to determine if there are problems with the curriculum or with the teaching methodology. These investigations inform current and future curriculum planning.

Bullying

At AGS we all agree that bullying is wrong.

Bullying is when someone keeps doing or saying things to have power over another person.

Some of the ways they bully other people are by: calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

Have any of these things happened to you? Have you done any of these things to someone else? Bullying is unacceptable behavior which makes the person being bullied feel afraid or uncomfortable.

Why do some people bully?

There are a lot of reasons why some people bully.

They may see it as a way of being popular, or making themselves look tough and in charge. Some people bully to get attention or things, or to make other people afraid of them.

Others might be jealous of the person they are bullying. They may be being bullied themselves.

Some bullies may not even understand how wrong their behavior is and how it makes the person being bullied feel.

Why are some young people bullied?

Some young people are bullied for no particular reason, but sometimes it's because they are different in some way - perhaps it's the way they talk, their size or their name.

Sometimes young people are bullied because they look like they can't stand up for themselves.

Why is bullying harmful?

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. But bullying can make young people feel lonely, unhappy and frightened. It makes them feel unsafe and think there must be something wrong with them. They lose confidence and may not want to go to school any more. It may make them sick.

What can you do if you are being bullied?

Coping with bullying can be difficult, but remember, you are not the problem—the bully is. You have a right to feel safe and secure and if you're different in some way, be proud of it! Stand strong. Spend time with your friends - bullies hardly ever pick on people if they're with others in a group.

You've probably already tried ignoring the bully, telling them to stop and walking away whenever the bullying starts. If someone is bullying you, you should always tell an adult you can trust. This isn't telling tales. You have a right to be safe and adults can do things to get the bullying stopped.

Even if you think you've solved the problem on your own, tell an adult anyway, in case it happens again.

An adult you can trust might be a teacher, Deputy Head of School, or Schools Director, parent, someone from your family, or a friend's parent. If you find it difficult to talk about being bullied, you might find it easier to write down what's been happening to you and give it to an adult you trust.

What can you do if you see someone else being bullied?

If you see someone else being bullied you should always try to stop it. If you do nothing, you're saying that bullying is okay with you. The best way to help is to let the bully know that their behavior is wrong and immediately inform an adult. It's always best to treat others the way you would like to be treated.

Are you a bully?

Have you ever bullied someone else? Think about why you did it and how you were feeling at the time. If you are sometimes a bully, try to find other ways to make yourself feel good. Remember, it's best to treat others the way you would like to be treated.

Bus Service Policy and Procedure

AGS operates a bus service. This is a door to door service.

Payments

Payments for bus services are to be made direct to the Bursar's Office. One and two-way services are available.

Behaviour

All students are expected to behave in a safe, courteous and respectful manner at all times, and especially when travelling on the school bus. Any inappropriate behavior, which could put another child or the driver at risk, will be reported to the Administration by the Bus Assistant on duty. If there is more than one incident reported within one term, then the parents will be informed in writing. The School reserves the right to decline to take a student on the bus if their behavior continues to be inappropriate.

Times

Pick up times depend on the route and parents/guardians will be advised in advance of the pick-up and drop off times that have been set.

Contact:

Parents and guardians are asked to contact the Bursar's office with regard to bus services.

Campus Security

Please close the entrance gates behind you at all times to ensure the security of the school. Students and teachers should not open doors to visitors. Visitors will be allowed in by reception assistants who have access to visual surveillance. All visitors to the campus are required to report to the reception area, where they will receive a Visitor's Badge, to be displayed at all times. Visitors must have the approval of the Head of School before accessing any part of the school, and will be accompanied by a designated staff member. Class interruption is not permitted. We do not entertain unaccompanied visitors. Should any employee come across a visitor on the premises who is unescorted, it is their duty to divert the visitor back to reception, walking them personally. Before leaving the school visitors must return the Visitor's Badge to the Reception Desk.

The school gate will not be open until 7:00am each morning. Before this time, there will be no teachers on duty and the children will not be allowed to enter the school property. For

their own safety, students should not be left unattended in front of the school, and in such instances parents must be advised by the class teacher or supervisors via the Agenda.

Senior School at AGS

In Grade 8 students will attend an IGCSE options evening where they will be given information about what the two year program which starts in Grade 9 entails and what options are available to them. They will be able to ask questions about what subjects will be most suited to them and what teachers recommend for them to take. At this stage students should be already beginning to think about what subjects would be needed for certain careers they may be interested in and choosing their options accordingly.

Change of Personal Details

It is essential that the School Office has a current address and telephone number and email address for each student. If your details change, please ensure you inform the school without delay.

Communication

Teaching is a social science that requires high communication which frequently by nature of the profession requires confidentiality and/or tact. AGS holds that professional conduct is implicit and it is expected that all staff adhere to the policies and guidelines of personal conduct related to performing their duties and in discussing school matters. In the international context, cultural nuances, forms of expression and interpretation have subtleties that often create misunderstanding, offence or liability. Therefore all staff are required to adhere to guidelines for communication.

ADVENTURE INTERNATIONAL SCHOOLS

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- Personal contact details may be shared with employees of the school but must not be circulated to the wider school community. Parents, students, business associates, educational support professionals are required to make contact via the school communication systems.
- Restrict all communication to school hours and within the technology provided by the school.
- Accepting invitations to cyber interaction or physical attendance of functions beyond school business is prohibited. A reciprocal non contact system for social networking or micro blogging sites (such as Facebook or Twitter) must be applied – do not invite or accept contacts from the school or associated community, with the exception of colleagues. Block access to your memberships.
- Accepting gifts from students or parents is not allowed.
- Teachers are expected to fulfill an ambassadorial role in promoting the school and engaging in negative personal opinion communication with parents or the wider community is unprofessional – refrain from commenting and take your concerns to management.

MEETINGS

Individual Teacher Meetings are scheduled by the members of the Management and/or Supervisory Team at the beginning of the year and/or whenever issues arise. Teachers likewise, make appointments with SLT members.

General Staff Meetings are scheduled by the School Administration at the beginning of a term and at least 24 hours' notice is provided of pending meetings.

For more personal issues regarding your child, the homework diary should be used as an initial communication method in which you can write any concerns or questions you may have. Parents may also receive a telephone call to discuss recent developments. As with all schools, parents have the opportunity to schedule meetings to speak with teachers through the school office.

Complaints Procedure

Parents with concerns and/or a specific complaint should follow the guidelines below.

Curriculum issues:

1. Meet with homeroom teacher or subject teacher
2. If issue is not resolved, then meet with Deputy Head or Principal
3. If issue still not resolved, then meet with the Director of Schools

Non-curriculum issues (e.g. discipline, extra-curricular activities, food):

1. Meet with homeroom teacher or relevant teacher
2. If issue still not resolved, then meet with subject coordinator, Deputy Head or P.E. coordinator
3. If issue still not resolved, then meet with the Director of Schools

Health and Safety issues:

1. Meet with Deputy Head

Services (e.g bus service, catering and uniform shop):

1. Meet or discuss with service provider
2. If issue is not resolved, then meet with Head of Administration

Contact List – Class Parent Representative

At the start of the academic school year, the Secretary will create a contact list for each class. CPRs (Class Parent Representative) for each class will give their names to the receptionist who will include their names and contact details on the appropriate contact list. This list will be given to the CPR's and class teachers.

Counselling

The school offers guidance counselling which is available for the students who wish to seek help with personal issues or issues related to school.

Curriculum

At AGS, we teach the Cambridge International Examinations Curriculum:

1. Cambridge International Examinations Curriculum (CIE): The programmes of study and frameworks for subjects of CIE provide the aims and objectives or benchmarks each student must fulfil.
2. Cross curriculum dimensions: There are 7 cross-curriculum dimensions which reflect some of the major ideas and challenges which face individuals and society, and help make learning real and relevant. They are not curriculum subjects, but are crucial aspects of learning that permeate the curriculum and

the life of the school. These dimensions are:

- Identity and cultural diversity
- Healthy lifestyles
- Community participation
- Enterprise
- Global dimension and sustainable development
- Technology and the media
- Creativity and critical thinking

Parents who are interested in the Cambridge International Examinations Curriculum could refer to the website: www.cie.org.uk

Grades 9 - 10:

In Grade 9, students begin a two year Cambridge IGCSE International General Certificate of Secondary Education course of study. These are internationally recognized courses which end with external exams taken 8 - 10 subjects. There are several compulsory subjects consisting of: at least one Science (2 are recommended), English (or ESL), Arabic, French, Math, a Humanities subject (recommended) and options ranging from Biology, Chemistry, Physics, Art, Business Studies, History, Geography, ICT.

For more information see the following web sites: as well as our own IGCSE

Information Booklet Cambridge International Examinations: www.cie.org.uk

Detention Policy

1. If a teacher gives a school detention (for behaviour they feel is beyond classroom punishments or for repeated offenses), he/she will inform the student who will record the date in the student's homework diary. The teacher in charge of detentions will inform the parents through a phone call, email or the school portal
2. If a student has three detentions within the academic year, the teacher in charge will inform the student's form teacher and the Secondary Coordinator will meet with parents to discuss the matter. Once a student has three detentions, this will be recorded on the student's next report and go in the student's file.

3. After 3 detentions a student will be placed on school report/contract. Parents will be called to a meeting.
4. If a student misses a school detention, he/she will have to serve 2 more detentions, leading to number 2 and 3 *above*.

Discipline Policy

At AGS, we expect high standards of behaviour from all our students. All students are expected to adhere to the Discipline Policy at all times: in school, when using the school's bus services, during school visits, outdoor education trips, and when participating in sports matches.

AGS Students:

- Show integrity, honesty and a sense of fairness and justice
- Show sensitivity to the needs and feelings of others
- Show respect for the views, values and traditions of other individuals and cultures and seek to consider a range of points of view
- Attempt all aspects of the school curriculum in the spirit of exploring new ideas, roles and strategies.
- Strive to work cooperatively with all
- Show respect for individual and communal property, buildings and grounds of the school
- Maintain their homework diary
- Complete set homework to the required standard
- Have the required equipment for all lessons
- Be on time for all scheduled classes
- Remain inside the school grounds during the entire school day
- Observe additional student guidelines, including curfew, during outdoor education trips
- Do not bring items of value to school (e.g large sums of money, expensive phones)
- Wear the correct school uniform
- Do not chew gum
- Do not use the following items: Electronic games, Music players, I pads, Mobile phones, unless instructed by a teacher as part of a learning experience.

The Disciplinary Procedure is clearly stated in enrolment documentation and parents/students are required to acknowledge their acceptance of these procedures as part of the school's Terms and Conditions of Admission by signing and returning the Parent Protocol Policy

The Disciplinary Procedure:

The following procedure will be followed in all disciplinary cases except where the student is found to be in possession of drugs or using drugs in the school premises , on outdoor educational trips or any such school related activities and outdoor programs . In such circumstances, please see note on Drug and other NonTolerance offences policy below. The school will follow the laid down disciplinary procedures A, B and C and the School Principal /Director /School Administrator will be the final arbiter, **except cases of expulsion, or when there is an official appeal against a disciplinary action, the matter will be referred to the Advisory Board, and their decision will be final.**

School Detentions take place for one hour after school; supervised work is given and the student will miss their Club on that day. School Detentions take place on a fixed day of the week, to suit the school and not the student. At least one day's notice will be given, so that parents can make any necessary amendments to transport arrangements for the day of the Detention.

It is not possible to list all possible eventualities and therefore the lists given below should be considered to be examples only

Students who break school rules will be disciplined according to process set out in procedure (A) below.

(A) Formal written warnings and subsequent suspension will be given for:

- Poor timekeeping – late for school, late for class
- Disrupting class
- Repeatedly failing to complete tasks/homework one time
- Verbal abuse directed towards another student or member of staff
- Breaking curfew when on outdoor education trips
- Bullying, which is described as a systematic continued verbal or physical abuse or harassment is moved to category B
- Harassment (verbal or physical),
- Serious and continuous lesson disruption
- Inappropriate physical contact and/or sexual language (including text messaging and emails)
- Not following the school's uniform policy wherein re-offenders will receive a letter, addressed to parents, stating that unless the correct uniform is worn, the student will be excluded from lessons until such time as proper uniform is worn in school
- Any other offence committed while wearing the school uniform with the AGS Logo within or outside the school premises.

Disciplinary Procedures:

First Step:

- A verbal warning – which may be accompanied by a School Detention (one)

Second Step:

- Formal, written warning and parents notified – which may be accompanied by School Detentions (usually more than one).
- There will be up to 2 formal written warnings issued before a suspension, except in the circumstances detailed below (see Suspensions). This will be accompanied by multiple detentions.

Third Step:

- Parents called in for meeting to discuss ongoing disciplinary issue – this may also result in multiple School Detentions. The student will be placed on 'Behaviour Contract' for a specific period (students on 'Behaviour Contract' will be required to complete a daily report, to be signed by each lesson teacher, parent and their form tutor each day)

Fourth Step:

- First (1st) In School suspension (exclusion from school for periods of 1 day to 1 week)

Fifth Step:

Second (2nd) External suspension (exclusion from school for periods of 1 day to 1 week)

Sixth & Final Step:

- Expulsion

Students will be disciplined according to the process set out in Procedure B if they are found to:

- Skip classes
- Cause physical harm or offence
- Be responsible for theft or vandalism

(B) Skipping classes, physical violence / assault, grievous bodily harm, theft, bullying, vandalism, smoking:

In the event that a student is found:

- Skipping classes
- Inflicting grievous bodily harm
- Physically assaulting a student or member of staff,
- To have stolen school or personal property,
- To have caused vandalism to school or personal property
- Smoking, the following disciplinary procedures will be followed.

First Step:

- First (1st) In School suspension (exclusion from periods of 1 day to 1 week)
- Call for a first (1st) meeting with Parents

Second Step:

- Second (2nd) External suspension (exclusion from school for periods of 1 day to 1 week)
- Call for a second and final meeting with Parents

Third & Final Step:

- **Expulsion**

Multiple detentions and suspensions will be recorded in students' files and on school reports.

Important Note:

The professional duties of all staff require the universal expectations of all staff to be the same as those outlined above and that they should endeavour whenever possible to reinforce those expectations with positive and encouraging responses to such exemplary behaviours.

Discipline on Field Trips/Outdoor Education Trips

Students must be briefed in advance with clear guidelines for behaviour. It cannot be assumed that students of any age will behave as you would wish in an out of school situation unless they are given clear instructions.

Students are expected to behave well, to bring credit to the school, and to allow others to enjoy themselves. Students who fail to do so—especially those who do not observe safety rules—may be excluded from subsequent trips. Specifically, students should:

- Be courteous and considerate to all
- Sit quietly in the bus, plane or train
- Stay with the group and do not wander alone
- Follow the instructions given by the teacher in charge
- Listen politely to presentations and ask question sensibly
- Students should not bring food, drink, money or belongings except as allowed by the teacher in charge.

Behavioural problems should be handled by the teacher in charge and followed up at school afterwards. Teachers are responsible for students' safety and are required to act in *loco parentis*, ie as a sensible parent would do. On no account should a group of students be left unsupervised.

Further consequences:

If a student has a poor discipline record then they may not be eligible for participation in field trips or to receive any academic or sporting award. A poor discipline record may also disqualify a student from representing the school sporting teams.

Emergency Procedures

Regular fire and emergency drills are held for both staff and students.

Fire Drill

Should a fire situation be detected, school bells are rung at short intervals alerting staff and students.

On hearing the alarm bells the whole school will commence evacuation process immediately. Routes to the assembly area (playground) will be followed as indicated on the site plan displayed in each classroom. Safety and speed of evacuation will be considered of the utmost importance and all efforts will be made to ensure that students are kept at a safe distance from any danger.

Each floor has a supervisor. Their primary duty, on hearing the fire alarm, is to ensure the evacuation of all students and staff from their floors. If the primary route is not safe, the floor supervisors will guide the staff and students to an alternate route to the assembly area according to the circumstances at the time. This process will take place under the overall supervision of the Deputy Head.

At the Assembly area the students will be lined up as per their class. The Office Manager and Receptionists will handover attendance register to the class teachers. The class teachers after taking account of all students will give the report to the Heads, who in turn will confirm the attendance of all students to the School Director. Thereafter, the School Director will confirm with the Operations Manager that all is okay and instruct a return to class or will authorise a further evacuation of the school site.

The School Director and Operations Manager, having identified the cause of triggering the alarm, may call external emergency services as deemed appropriate.

Emergency Drill

Should the school become aware of a security situation which may put the school and/or its students at risk, then an Emergency Drill is put into action.

Block supervisors are notified of the situation by the Head of Security, thereby, alerting staff to an emergency situation in the area. Staff members ensure the evacuation of all

students and to an area which has been identified as a 'safe zone' (denoted by a yellow triangle), whilst the school compound is put into 'lock-down' mode (gates locked) and the emergency services are called. Safe areas are usually those as far away from public access where students can sit on the floor out of sight from intruders. There are three levels of emergency:

1. Yellow (**caution**)-students are ushered to a designated room and are kept there by staff. They are free to move around the classroom and leave to use the bathroom.
2. Orange (**lockdown**)-students are in the classroom away from windows and sight of an intruder or inside threat. The door to the classroom is locked and the lights are off. No students are allowed to leave the room.
3. Red (**evacuation**)-students, when safe enough to do so, are evacuated to the big field for removal from the school site (this is done in conjunction with outside organizations).

This procedure is based on advice given by security experts and is aimed at keeping students away from danger in the area until the all-clear is given, including the possibility of overnight lodging.

Extra Curricular Activities and Clubs

A key ingredient to the life at AGS is the extensive extra curricular programme offered after school. Students are encouraged to participate in this extensive and varied programme to further develop their individual talents and to widen their horizons.

AGS offers a wide range of after school activities such as football, chess, Lego robotics, Qur'an, Islamic practice, taekwondo, IT, volleyball, basketball, cooking, fashion design and badminton. These activities take place after school from 2:30 pm to 3:15 pm

The activities change every term so the students may try a wide variety or stick to the same clubs throughout the year.

All clubs are optional but students are encouraged to join at least one activity each term. Clubs are arranged on a 'first come first served' basis.

If students sign up for and are accepted in a club but decide later not to attend, they must inform the club leader and the Sports Director so he/she can take their name off

the register. Students who do not regularly attend clubs will be removed from the register.

Homework Policy

1. Assignment or homework handed in on the due date, all grades are achievable.
2. Grades for late assignment or homework handed in after the due date will be determined by the teacher concerned based on the facts at hand and the students past performance.

If students are absent due to illness, they are still expected to get the work done in as timely a manner as possible and should discuss with the teacher to agree on a due date for missed assignments/homework. A day is taken to be the next school day, not the next day the student has that subject. Students can expect to see homework marked promptly. For longer assignments students can expect the work fully marked in a week or less.

Homework must be handed in during the class, not later on during the day, and it must be printed if necessary. It is not acceptable to tell a teacher that it is done on a memory stick but still needs to be printed later that day.

Homework expectations are set out below:

Homework is regarded as an important aspect of the education we offer to students at AGS. It should not be regarded as separate from the other work undertaken, but rather as part of an integrated and coherent programme of learning.

Students of all ages should be able to do homework on their own and within the time set. The younger children will, however, need a little more supervision and assistance. Only very occasionally will the older students require help from parents.

The purpose of homework is to:

- Reinforce work done in class
- Revise skills & concepts already mastered
- Provide an opportunity for students to reflect on what they have learnt
- Provide an opportunity to practice skills

Homework will be matched to the ability of the individual student. It is a diagnostic tool, providing teachers with important information regarding what the student has understood and what they can do. It also provides the student with evidence of what they can achieve.

Guidelines:

Homework is an important component of your child's education at AGS. Homework provides an opportunity for a student to reinforce concepts and practice skills, thus enriching their in school programme of studies.

Homework diaries/agendas are given to each student. Teachers check and sign the diaries each week. Parents must also check and sign the diaries each week. Homework diaries should also be used by parents and teachers to communicate initial concerns about homework, behaviour and/or uniform.

Students are responsible for:

- Developing a homework routine
- Completing and handing in assignments on time and to the best of their ability
- Asking for assistance if needed, after attempting to complete an assignment independently
- Finding out and catching up on homework so that student learning is enhanced

Parents are responsible for:

- Providing students with the time, materials and facilities for work at home
- Assisting students to develop a homework routine
- Ensuring that students work on their assignments
- Encouraging effort, achievement and a positive attitude towards homework

Late Pick up Policy

AGS students are to be collected by parents or guardians at the end of the school day or after their club in a prompt manner. Direct supervision is not provided for Secondary students after school and after 4:30pm students are left at the parents' risk.

We realise that at times, special events at the school or outstanding situations (e.g vehicle accident) may mean that you are unable to collect your child before 4:30pm. However, students who are regularly not collected before 4:30pm will receive a letter from school.

We will try to contact parents via the school phones; please make sure the school has your current phone number and the correct emergency contact number.

Library

The Library is known as the heart of the school, not only because it is in the centre of the School, but also because it is the centre of attraction. There is always a librarian or an assistant librarian to assist with finding information from the different resources in the libraries.

- The Library is open Sunday to Thursday, during term time, from 7:15am – 3:30pm
- Students are welcome to borrow fiction and non fiction books. Secondary students may borrow books during lunch and after school. Grades 6-8 may borrow 3 books
- The Reference Section has a wide range of selected resource materials. Teachers, children and parents have access to this section within the libraries
- We have an 'abridged' section of exciting stories and fact books from level 1 – 7. These are an easy read and suitable for students who have less time for leisure reading and those with English reading difficulties
- The generous Library budget every year, plus donations from teachers, parents and students constantly add to the growth of our stock
- The Library will not be accessible during the Main Summer Holidays

The Librarians look forward to showing you around the libraries and helping you find the right book or information source.

Library Return Policy

- All teachers, parents and students from Primary to Grade 8 **MUST** have returned all library information materials two weeks before the last day of the school year.
- At the end of each school year all library users shall pay for all library materials they have lost. This payment **MUST** be made one week before the last day of the school year.
- Further borrowing will not be possible if previous lost book fines are not paid
- School Reports/Leaving certificates will not be issued if students have not paid for missing books.

- Each student in secondary is allowed to check out **ONE COPY** of each textbook they need. In case a student loses a textbook they have to pay before being issued with a second copy.

Lockers

Grades 5-9 students are provided with a locker. Students are required to provide their own padlock – and the school recommends combination locks, rather than those requiring a key.

Lost Property

Please label all your child's uniform items and school equipment. Do not send your child to school with valuable or breakable items. The school cannot take responsibility for the security of any personal property that students bring to school.

Every effort is made to return named items to the student, but unnamed items are put in 'Lost and Found' room. At the end of each month these items are displayed in the Reception area. Those items remaining unclaimed will be given to local charities.

Lunches and Snacks

All students should bring a healthy morning snack and a water bottle to school each day. Parents are requested not to provide snacks containing nuts or nut products (e.g. peanut butter, nutella etc). There is a canteen service for lunches. This is a paid service and parents are encouraged to subscribe to it. Those choosing not to use this may provide a healthy filling lunch for their child. We do not allow fast foods to be sent as a lunch.

New Student Procedure

New students arrive at the school throughout the year – as soon as enrolment fees have been paid.

Teachers will be informed of any medical or educational needs prior to the commencement of school. Most students adapt quickly to their new environment, although there may sometimes be problems with communication, precise placement etc. In order to ensure as smooth a settling-in process as possible, class and form teachers follow these guidelines.

New students will not be allowed to enter classrooms unless the class/form teacher has received email clearance from the Accounts Department; this clearance ensures that the Enrolment Fee and the Term Fee has been paid.

On The Day They Start:

- The Admissions Office will introduce new student to the Head of the School, and/or the School Director on the morning they start school.
- Homeroom / Form teachers will assign a 'buddy' so when the new student comes we already know who the friend will be.
- The 'buddy' will be responsible for taking the new student to all classes, lunch etc.
- The homeroom / form teacher will give homework diary, timetable, club lists, and locker, check that they have pens and any other equipment they might need. The **homeroom / form teacher** will give specific guidance on homework and the use of the homework diary. Teachers will monitor new students – every few days for two weeks – to check on them and make sure everything is fine, and check that students have filled in club forms and that they know where and when the clubs are.

New Students Who Do Not Speak English

- If there is a teacher (or if not, a student) who speaks the first language of the new student, that teacher or student can accompany the new student on the tour.
- If possible, the 'buddy' chosen will speak the language of the new student.

Outdoor Education Programmes

AGS values education both in and outside the classroom. Teachers organise curriculum-related visits where students leave school in order to enhance their classroom work. A permission slip will be sent home for approval of the parent/guardian prior to any such trip.

*There will be a minimum of three adults on a trip, one of whom must be a teacher.

From Grade 6 upwards, all students enjoy annual trips which enable them to experience a wide range of outdoor educational activities.

Students are accompanied by fully trained staff with outdoor education and First Aid Skills. These trips generally take place in both terms of each school year.

Some examples of recent Secondary Outdoor Education trips include:

Football/Cultural Tours

Organised through a dedicated education tour operator in Switzerland.

National Cities Tours

Every year pupils will have had the opportunity to visit important national cities such Makkah, Madinah, Taif etc.

Safety First

Saudi Arabia certainly lends itself to excellent challenging and adventurous activities! However safety is always paramount and will be ensured.

Plagiarism and Cheating

Plagiarism:

Plagiarism is when you use someone else's words in piece of writing and pretend that it is yours. This is a very serious offence. If a student is caught deliberately plagiarizing on an assignment, he/she will receive a 0 and a letter will go home to parents. If this occurs again, he/she will receive a 0 for the whole term for that subject.

Cheating:

Cheating will not be tolerated in any form. If a student is caught cheating on a test or a piece of homework, they will automatically receive a 0 for that test. A letter will go home to parents. If cheating occurs again, the student will receive a '0' for the whole term for that subject.

In both cases, offences will be recorded in the student's file.

Presentation of Work

1. Do not tear pages from your books.
2. Write your name and class and subject clearly on the cover.
3. Do not write graffiti or doodle on any part of the book.
4. Write the date at the start of each class.
5. Write a topic/title/heading for every new topic.

6. Write neatly at all times.
7. Keep your books in a safe and careful manner.
8. If you make a mistake, cross it out by one line through the mistake.

Rules for Use of Electronic Media

At AGS, we believe computers and their capabilities offer vast, diverse, and unique resources to students. However, some material accessible via the Internet might contain data that is illegal, defamatory, inaccurate, or potentially offensive to some people. It is strongly recommended that parents monitor their child's use of the internet and social media sites at home on a regular basis.

Our intent is to make the AGS computer network and Internet access available to further the educational goals and objectives of Advanced Generations Schools, Saudi Arabia.

Access is a privilege – not a right – and entails responsibility. Students are held responsible for seeking appropriate materials and avoiding other potentially offensive materials. General school expectations for behaviour apply. Users are responsible for good behaviour on school computer networks just as they are in a classroom or in any school facility, and should be polite and respectful.

What can I print?

Only schoolwork should be printed.

What can I download?

Since downloading slows down the internet for everyone, no downloading of non-school material is allowed: for example, no downloading of music, videos or games.

Can I play computer games?

Playing computer games at school is not allowed unless your teacher has given you permission to use an educational game.

What can I save in my folder?

Since storing large files slows the computer system down for everyone, you may only store schoolwork on your network folder.

What are examples of things I SHOULD be doing?

- Researching on the internet for a class assignment;

- Typing/editing a writing assignment
- Creating a brochure in Publisher for a class project
- Making a spreadsheet for Maths class
- Designing a PowerPoint presentation for a class project
- Making a poster to advertise a school community service project
- Practicing typing skills

What are examples of things I SHOULD NOT be doing?

- Damaging computers or playing with computer equipment
- Violating copyright laws by cutting and pasting from Internet without citing source
- Using chat, instant messenger or social networking sites without teacher permission
- Using another student's account or revealing a classmate's personal information
- Displaying offensive images or using bad language
- Going into a teacher's account
- Viewing websites that are inappropriate

You may only use the school computers for school related assignments given by a teacher.

What happens if I break the rules?

You will not be able to use any school computer for the rest of term (for a minimum of six weeks if it is closer to the end of term).

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Mobile phones are not allowed in the school under any circumstances.

In case of emergency, the parent should send a letter to school explaining the emergency situation which requires the student to use a mobile phone. Still, the student will not be allowed to keep the mobile phone with him during the school hours. It will be kept with the **Head of Pastoral Care** for safe keeping until the end of the school day. The student may use the mobile only under direct supervision the **Head of Pastoral Care**.

Sick Bay

Referrals

In the first instance, it is the responsibility of the class teacher or other members of staff responsible for the student at that time to determine whether they are sufficiently ill to be sent to the Sick Bay.

If a student is not well enough to engage in lessons, then they will be sent to Sick Bay, rather than stay in class.

If a student must visit the Sick Bay:

- The Dr/nurse will observe and treat the student
- If it is a **serious** injury or illness, parents and administration will be notified immediately and the teacher will be informed by administration that the student will not return to class. An incident report must be completed.
- For some **minor** injuries and illnesses, the student will receive a note that will go home to inform parents that their child received treatment on that day
- If the student returns to class, they will have a note informing teachers of their time of departure from the sick bay

In all cases when treatment is given, the Dr/nurse will record it in the school medical log located in the sick bay.

Contagious Diseases and Others (e.g. Head Lice)

- Students should not come to school if they are suffering from an illness or other condition which is known to be contagious (except for the common cold). Parents should keep a student at home for at least 24 hours following any illness (e.g. vomiting) or temperature returning to normal following a fever, to ensure they are well, no longer contagious, and therefore unable to pass the disease on to fellow students or to staff.
- Students with head lice should be treated with an appropriate medicated shampoo and checked again 24 hours later (with a special comb) for live head lice and/or eggs. Only when the student has been checked by the School Nurse to be lice free, can they return to school.

Supervision Procedures

After 3:30pm

Up to 3.30pm there will be specific supervision, after which Secondary students will go to the Reception area where there will be general supervision until 4:30pm.

Support Services–Learning Support and English as an Additional Language

AGS does offer support for students with minor special educational needs. Class/subject teachers who identify students who have needs beyond which they can deal with in the classroom, pass this information on to the Learning Support Department. This Department then assesses the individual needs of the student and when required creates an IEP (individual Education Plan). This will be discussed with teachers and parents. The department also offers support either in the form of ‘in class’ help, working alongside the class/subject teacher, or a programme which involves withdrawing the student from some of his/her classes to offer the extra support needed. There will be a termly review of IEPs involving relevant people who may include: the Deputy Head, the Learning Support department, the class teacher and the parents.

Uniform

All students must wear the official school uniform. Please ensure students have sufficient quantities of school uniform to ensure that they come to school clean, neat and tidy each day. The uniform is available for purchase through the Bursar’s Office. Note: Payments can be made in cash only.

All uniform items must be clearly marked with the student’s name.

Undershirts worn under school shirts must be white. Any requests for alternative clothing arrangements must be made in writing to the Deputy Head.

In addition to the above school uniform items, all students require:

- **a drinking bottle** (which can be re-filled in school)
- **a snack box** for their daily morning snack
- **a school bag** to carry items to and from school

If students have a good reason for not being in the correct uniform for school or PE, they should bring a note from their parents. If there is no note, the student will be reported and may be asked to go home until the correct uniform is worn.

Football strips are not uniform and may not be worn for P.E. Football boots may only be worn during a football lesson when required to by the teacher

Volunteer Opportunities

PTA:

All parents and guardians belong to the PTA.

- **Class Representatives:** Made up of parent and teacher representatives, and meets every month to 6 weeks to discuss charitable and school activities, current items of interest for parents and teachers, and to organize the many social events held throughout the year.
- **Social/Charitable Events:** Parent Representative Committee members organize the support required for school functions, such as school performances and the annual Awards. They help to organise other regular events such as the Welcome Coffee Mornings, Picnic and the Bazaar.
- **Coffee Meetings:** These are held fortnightly with specific topics for discussion guided by particular staff members.

Other Opportunities:

There are many other ways to volunteer at AGS, including:

- Student Council
- Extra-curricular clubs
- School events such as International Day, or Book Week
- Helping in the class room – taking a reading group, library
- Special roles – guest speaker, Science Fair judge, field trip support

Withdrawals

Parents wishing to withdraw a student from Advanced Generations International Schools should notify the Admissions Office, in writing, **giving at least one term's notice**; otherwise the school reserves the right to charge/withhold fees for one additional term.

In the event that a student is withdrawn from AGS, having previously booked attendance on a school trip – sports tour, outdoor education or other – then any money already paid to the school will become non refundable, and the student will no longer be eligible to attend the trip concerned.

Parental Involvement

At Advanced Generations International School, we believe that student achievement is directly linked to parental involvement, and therefore, we encourage such involvement in school educational planning. In addition, we also encourage direct parental involvement at home (home reading time, informal learning activities, research, etc.)



ADVANCED GENERATIONS INTERNATIONAL SCHOOLS
مدارس الأجيال المتطورة العالمية

AGS Home – School Agreement

The Home School Agreement is a legally required document and its aim is to clarify the roles and responsibilities of students, parents, staff and governing body so that every student is able to realise their full potential. It aims to ensure that students and parents are fully aware of the school's aims and values, work together on issues of concern and enables effective home/school communication. Parents, students and the Teacher are requested to sign the agreement; after reading the Parent Student Handbook indicating their acceptance of this agreement.

As AGS we will do our best to ensure that we:

- set work that is interesting and challenging
- communicate regularly about students' progress and wellbeing
- manage behaviour to support a positive community spirit and climate for learning
- contact parents promptly if there are any concerns
- provide opportunities for all students to develop their skills

Signed by Class Teacher, on behalf of the school

As a student at AGS I will do my best to:

- try hard and aim to do as well as I can
- behave in a manner that promotes respect, safety and the ability to learn
- bring the equipment and books I need for lessons
- complete homework and meet deadlines set by my teachers
- always tell a teacher if I have a concern about myself or other students

Signed by Student

As a parent/guardian of the student..... at AGS I will do my best to:

- ensure my child attends school regularly
- ensure my child wears correct uniform and brings the correct equipment
- contact school promptly if I have any concerns
- encourage my child to take up opportunities to develop wider talents
- Support the school's policies, rules and regulations

Signed by Parent/guardian