

@ RO'YA 2020

Table of content

4	Welcome
5	Mission and Vision
6	School Values
8	School Managing Committee
9	School Contact
10	School Admission
12	Academic Program
14	Assessment Policy
14	Student Evaluation
23	Discipline Policies and Procedures
25	Mobile Phone Policy
26	Dress Code
28	Dress Code Violation Form
29	Attendance Policy

Table of content

34	Arrival / Dismissal
38	Daily Schedules
41	Student Services
41	GIS Child Protection Policy
44	Student Health and Well-being
48	Student - Counselor Contract
50	Communication
52	Parent Advisory Committee
56	School Transportation Policy



We are happy to welcome you to Gulf International School. Gulf International School is a complete Cambridge School, affiliated with the University of Cambridge, in the United Kingdom.

The medium of instruction is English. The Arabic language is taught both as first language and as a second language depending on the needs of our students.

Our School serves students from Nursery (KG 1) to Grade 12. Our kindergarten program has three levels: Nursery (KG1), Pre-K (KG2) and Kindergarten (KG3).

Grades one through twelve follow a Cambridge curriculum. High School students are given a choice to sit for the IGCSE exams or complete a high school diploma as approved by the Saudi Ministry of Education. Students may appear for the O level exams in grade 10 and the A levels in grades 11 and 12 respectively.

Gulf International School is accredited with distinction by COGNIA (formerly AdvancED). This school is also a certified Cambridge Examination centre.

The following pages will acquaint you with some of our policies and procedures. Welcome. We are glad you are here.

Our Vision :

The Vision of Gulf International School is to provide a strong base in academics and values to learners, empowering them to lead as healthy, productive and globally competent members of society.



Our Mission :

The school is committed to excellence in education by providing a nurturing, inclusive, and safe environment. We focus on the development of the whole child whereby all learners attain their full potential. Students demonstrate emotional intelligence, effective communication, creativity, critical thinking and the ability to be lifelong learners.

◀ School Values

➤ Core Values and Beliefs

The school caters to the needs of pupils from different corners of the world, who bring with them a host of different values, attitudes and beliefs. In such a multi-national, multi-cultural, multi-racial environment, the school strives to create an ambience that is all accepting and tolerant of differences by instilling values such as respect, responsibility, integrity, compassion, honesty, and courage.

➤ Responsibility

The quality of holding oneself accountable for one's actions, the acceptance of moral and legal accountability, reliability for actions towards self, parents, teachers, others and the community

➤ Respect

The ability to show esteem, value and high regard towards themselves, others, property, diversity and rules and regulations

➤ Integrity

The quality or the ability to remain consistently strong in character, in being honest, trustworthy and reliable and adhering to moral and ethical values even in the face of adversities

➤ Compassion

The empathic capacity to consider the plight of another, to show care and kindness for others and help others who are in need

Honesty

The tendency to consistently seek and speak the truth, to lead a life without lying, cheating, stealing or other forms of deception

Courage

The mental or moral strength to persevere, and withstand fear during times of challenge; strength to face difficult situations with confidence and determination, standing up for one's convictions and for what is right when conscience demands

Core Competencies

- Critical thinking, Creativity and Problem-solving
- Integrity and Ethical Literacy
- Adaptability, Initiative and Risk Taking
- Effective Communication
- Leadership and Teamwork
- Global Perspective

School Managing Committee

Gulf International School is a private institution licensed by the Ministry of Education and affiliated to the University of Cambridge, UK. The Managing Committee is the governing body of the school. It effectively manages all the activities of the school with the aim of attaining the purpose and direction of the school. The Managing Committee is headed by the owner of the school who is also the Chairman of the Committee.

The Committee is comprised of the following members

Owner/Chairman

Committee Member

Director

Girls Section Principal

Boys Section Principal

Girls Section Academic Director

Boys Section Academic Director

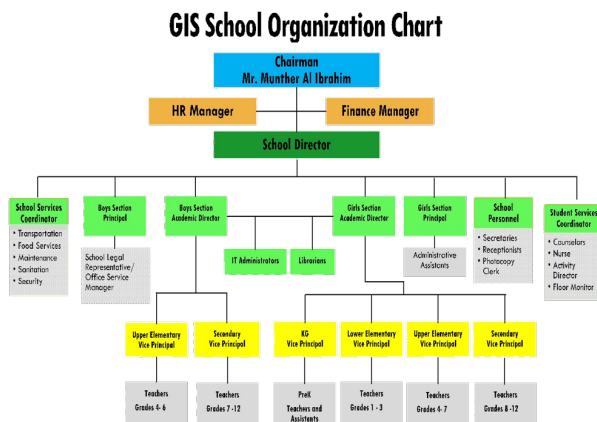
dr.brenda@gulfinternationalschool.com

fatima@gulfinternationalschool.com

malik@gulfinternationalschool.com

abida@gulfinternationalschool.com

tabraz@gulfinternationalschool.com



School Contact

GULF INTERNATIONAL SCHOOL

Ministry of Education, K.S.A

License No.188/s (Boys Sec) 4342340024 (Girls Sec) Affiliated to University of Cambridge School Programs Accredited by COGNIA

School website:

- www.gulfinternationalschool.com
- P.O. Box 31437 – Al-Khobar 31952 Kingdom of Saudi Arabia
- e-mail: info@gulfinternationalschool.com
- Tel. No.: (013) 802 8001
(013) 802 3556
- Instagram: [gis_khobar](https://www.instagram.com/gis_khobar)

School Admission

Admission is open to all students with no discrimination. Students living in the neighbourhood and those who have siblings studying in GIS are given priority.

NEW STUDENT REGISTRATION AND ADMISSION PROCESS ACADEMIC

➤ **YEAR 2019-2020**

The school registration and admission process are to be overseen by the School's Academic Directors. The process includes the following:

1. Receptionists will answer inquiries from potential candidates through phone inquiries, emails, and/or walk-ins.
2. If they are unable to answer the questions, they are to refer the candidate(s) and parent(s) to the appropriate Academic Director by appointment, or if the AD is available the receptionist will escort the candidate to the AD's office.
 - Girls' Section Academic Director
 - ✧ Nursery through KG boys and girls
 - ✧ Grades 1, 2, and 3 boys and girls
 - ✧ Grades 4 – 12 girls only
 - Boys' Section Academic Director
 - i. Grades 4 – 12 boys only

3. Receptionists hold/keep the registration/admission forms. They distribute to prospective new student candidates. Once the candidate submits the completed form the Receptionist is responsible to personally direct the candidate and family to the Accounting Staff/Cashier.
4. The Cashier collects copies of the Saudi National ID (Iqama) and passport of the student(s) and their father.
5. The Cashier collects the SR750 registration fee (Fee is refunded ONLY if the school does not accept the students, if the student declines admission, the fee is not refunded).
- Once the student has been informed that they have not been accepted, the receptionist will inform the cashier/accounts office to refund the registration fee. The parent must appear in person to collect this returned fee and sign that the money has been returned.
6. Once the fee and necessary documents have been collected, the parent immediately returns to the receptionist and she sets an appointment for the testing of the student and informs and records the date and time of the admission test.

Academic Program

> KINDERGARTEN

This is the age when children step into the real world of learning. Social skills, psychomotor skills and cognitive skills are developed through both structured and unstructured activities. The major focus of this level is the development of reading, writing and listening skills. General goals here focus on improving pre-reading skills, letter formation, listening and communication skills that are developed in kindergarten. Positive relationships between children and teachers, between families and school are built.

The content of the curriculum is designed for development and learning in these areas: cognitive, social and emotional, physical, language, creative expression, and the disciplines of mathematics, science, and languages.

Our curriculum is strengthened by indoor and outdoor activities like organising educational field trips, having a planting day, healthy food week, fruit salad day, colour day, sports day, talent hunt, library week etc.

> SUBJECTS OFFERED

Core Subjects	Grade 1 to 7	Grade 8 to 10	Grade 11 & 12
	English	English	English
	Mathematics	Mathematics	Mathematics
	Science	Physics	Physics/Accounts
	Social Studies	Chemistry	Chemistry/Business
	Arabic (asV1ST OR 2ND Language available)	Biology	Biology/ ICT

Extra-curricular Subjects

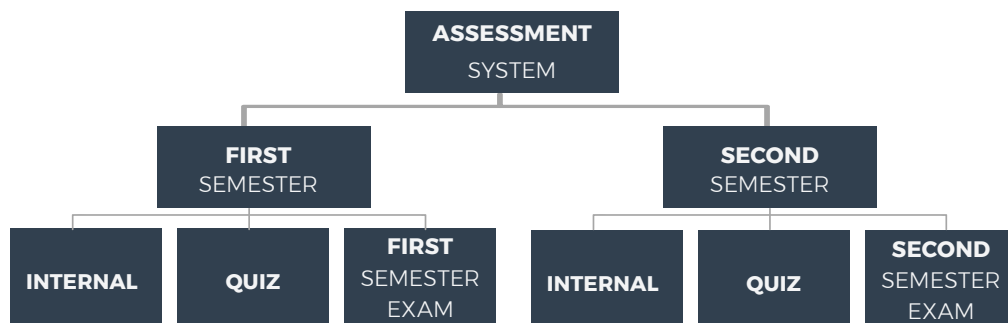
Grade 1 to 7	Grade 8 to 10	Grade 11 & 12
Arabic as Foreign Language (Third Language)	Arabic as Foreign Language (Third Language)	Arabic/Arabic as Foreign Language (Third Language)
Computer	Islamic Studies	Islamic Studies (For grade 11)
Islamic Studies	Saudi Arabian History and Geography	Saudi Arabian History and Geography
Saudi Arabian History and Geography		

◀ Assessment Policy

Performance assessment is an integral part of teaching learning at Gulf International School. Quality assessment serves as a valuable tool in

- Providing feedback that helps steer instructional effectiveness and improve student learning.
- Identifying learner needs and areas in need of remediation
- Informing parents and school leadership to ensure that students receive support and encouragement
- Evaluating individual teacher's and school's performance

Student Evaluation



Semester System

The Academic year is divided into 2 semesters. The syllabus is divided almost equally over 2 semesters. Courses and Syllabus covered in one semester are not repeated in the subsequent semester except in the case of students taking

Cambridge Exams.

Students' progress (Learning process) is continuously evaluated to monitor the growth and area in need of remediation. Students' homework, class work, class participation and class test is evaluated as per the guidelines below to make meaningful interventions.

Internal for Core Subjects

Activity	Marks	Homework: At least one homework per week will be evaluated. Classwork: Class work is evaluated at least twice before each progress test. Class Test: 4 class tests are conducted in each semester. Class Participation: Class participation is evaluated at least twice before each progress test. Project: 1 project in every subject is given for each semester.
Homework	3	
Classwork	2	
Class test	6	
Class participation	2	
Project	2	
Total	15	

Internal for Auxiliary Subjects

Activity	Marks	Homework: At least one homework every two weeks is evaluated. Classwork: Classwork is evaluated at least twice before each class test. Class Participation: Class participation is evaluated at least twice before each class test.
Homework	5	
Classwork	5	
Class Participation	5	
Total	15	

Progress Tests

Activity	Marks
Progress Test 1	55
Progress Test 2	5
Total	10

Progress tests are designed to promote effective future learning by identifying difficulties, errors or misunderstandings and offering guidance for student improvement. Two progress tests are conducted in each semester.

Semester Examination

Semester (summative) examination is conducted at the end of each semester for 100 marks (Including oral, practical, etc.). Semester exams are designed to identify the standard attainment in a semester.

Each Semester

Internal	Quiz	Exam	Total
15	10	25	50

Annual Report

First Semester	Second Semester	Total
50	50	100

Promotion Policy

- A committee comprising of Academic Directors, Vice Principal and class teacher review all promotion and retention schedules.
- Conclusions are drawn after consulting the respective subject teachers.

- Promotions are done in strict accordance with the requirements as per the school's policy given below:

✧ Promotion of a student to the next higher level or class depends on his/her performance during the entire year giving due weightage to assignments, written as well as oral periodical tests, progress tests, projects, internal assessment and semester examinations.

✧ A learner securing a minimum of 60% in each subject is promoted to the next higher grade.

✧ A learner securing less than 60% in more than two subjects is retained in the same class.

✧ Retest is conducted for learners who have secured marks between 40% and 60% in not more than two subjects.

GRADING SYSTEM

Alphabetical grades are awarded to students as per the grading scale mentioned below:

For Grade I-XII	
GRADING	
Letter Grade	Marks
A*	96-100
A	90-95
B	80-89
C	70-79
D	60-69
E	50-59
F	Below 50

WITHDRAWAL POLICY

Parents wishing to withdraw their children are required to submit the completed withdrawal application form. On clearance of all school dues, the transfer certificate is issued within 7 days of submission of the application.

Honor Roll

The Honor Rolls are awarded to the students on the basis of the final report.

Honour Roll/ Grades	I - VII	VIII & IX	XII
Gold	90% - 100%	85% - 100%	80% - 100%
Silver	80% - 89%	75% - 84%	75% - 79%

Discipline Policies and Procedures

Discipline is essential to children's personality development. Students are expected to conduct themselves with a sense of self-control, self-discipline and self-direction. All students' activities inside the school premises are closely monitored. Student Prefects and Class Monitors are appointed to ensure discipline and good conduct. Students violating school rules are likely to undergo some consequences such as withdrawal of some activities, deprivation of Honor Roll certificates, suspension or expulsion.

Rules are framed as general guidelines to promote reasonable order and maintain exemplary disciplinary standards.

GIS is committed to child protection and follows disciplinary policy and procedures developed under the guidelines of the Ministry of Education Disciplinary Policy and Procedures.

Disciplinary Chart for Primary Grades 1 - 3

Level	Misbehaviour	Consequence
Level 1	<ul style="list-style-type: none"> Coming late to school Not in proper uniform Interrupting teachers Playing during assembly Moving in and out of class without permission Coming to school without study material Bringing toys or electronic devices to school Not communicating in the language of instruction 	<ol style="list-style-type: none"> Teacher advises for the first time Teacher advises for the second time Inform parents If repeated, record the problem and refer to the Vice Principal <p>✦ In case of coming late to school or not wearing the proper uniform, parents will be informed.</p>
Level 2	<ul style="list-style-type: none"> Cheating Fighting with other students Vandalism Insulting others Using abusive or vulgar language Forging parents' signature 	<ol style="list-style-type: none"> First verbal warning Second verbal warning Time out Record the problem and refer to the Vice Principal Inform parents In case of vandalism, school service Reparation
Level 3	<ul style="list-style-type: none"> Possession of harmful materials Possessing or watching vulgar material Stealing or any kind of immorality 	<ol style="list-style-type: none"> Verbal warning by the teacher Record the problem and refer to the Vice Principal Inform parents
Level 4	<ul style="list-style-type: none"> Verbally fighting with teachers or administration staff 	<ol style="list-style-type: none"> Record the problem and refer to the Vice Principal Inform parents

Disciplinary Chart for Grades 4 – 6

Level	Misbehaviour	Consequence
Level 1	<ul style="list-style-type: none"> Coming late to school Not in proper uniform Interrupting teachers Playing or being disruptive during assembly Moving in and out of class without permission Coming to school without study material Bringing toys or electronic devices to school Not communicating in the language of instruction 	<ol style="list-style-type: none"> First verbal warning Second verbal warning Inform parents Record the problem and refer to the Vice Principal If repeated, detention (second break only)
Level 2	<ul style="list-style-type: none"> Cheating Skipping school or classes Fighting with other students Vandalism Insulting others Using abusive or vulgar language Forging parents' signature 	<ol style="list-style-type: none"> Write down the problem and refer to the Vice Principal Inform parents Detention with school service (second break only) In case of vandalism, parents must pay for the damages Deprive from games period
Level 3	<ul style="list-style-type: none"> Possessing or watching vulgar material Stealing or any kind of immorality Smoking 	<ol style="list-style-type: none"> Refer to the Principal Call parents Student and parents sign acknowledgment of misbehaviour and agreement not to repeat In-school suspension (homework done during this time) If the misbehaviour is repeated, Principal refers to the School Counsellor
Level 4	<ul style="list-style-type: none"> Verbally fighting with teachers or administration staff Possession of dangerous materials Bringing drugs to school Disrespecting religion or any religious figure Unnatural behaviour Sexual harassment 	<ol style="list-style-type: none"> Refer to the Principal Call parents Student and parents sign acknowledgment of misbehaviour and agreement not to repeat In-school suspension Principal refers to the School Counsellor

Action is taken based on the severity of the problem and as recommended by MOE.

Disciplinary Chart for Secondary Grades 7 - 12

Level	Misbehaviour	Consequence
Level 1	<ul style="list-style-type: none"> Coming late to school Not in proper uniform Interrupting teachers Being disruptive during assembly Moving in and out of class without permission Coming to school without study material Not communicating in the language of instruction 	<ol style="list-style-type: none"> First verbal warning Second verbal warning Record the problem and refer to the Vice Principal Inform parents Student and parents sign acknowledgment of misbehaviour and agreement not to repeat If the behaviour is repeated, detention (second break only) 1-mark deduction from the conduct marks.
Level 2	<ul style="list-style-type: none"> Cheating Skipping school or classes Fighting with other students Vandalism Insulting others Using abusive or vulgar language Forging parents' signature of vulgar material 	<ol style="list-style-type: none"> Write down the problem and refer to the Vice Principal Inform parents Student and parent sign a warning letter Detention with school service (second break only) In case of vandalism, parents must pay for the damages. Either deprive from games period or deduct 2-marks from the conduct marks Refer to the School Counsellor

Level	Misbehaviour	Consequence
Level 3	<ul style="list-style-type: none"> • Possession of harmful materials • Possessing or watching vulgar material • Stealing or any kind of immorality • Smoking • Bringing electronic devices to school 	<ol style="list-style-type: none"> 1. Refer to the Principal 2. In case of possession of electronic devices, the device must be taken and kept with the school administration 3. Student signs a warning letter 4. Call parents 5. Student and parents sign acknowledgement of misbehaviour and agreement not to repeat 6. In-school suspension (homework done during this time) 7. Under Principals decision, either 3 conduct marks will be deducted, or transfer student to a different class. 8. Principal refers to the School Counsellor
Level 4	<ul style="list-style-type: none"> • Verbally fighting with faculty or administration staff • Bringing drugs to school 	<ol style="list-style-type: none"> 1. Refer to the Principal <ol style="list-style-type: none"> a. In case of drugs, confiscate illegal material b. Call parents c. In case of disrespecting the staff, apology is a must. d. Student and parents sign acknowledgement of misbehaviour and agreement not to repeat e. Involve School Counsellor 2. Out-of-school suspension (1-3 days only. Student may not make up missed assignments. Note: Under no circumstances can out-of-school suspension be given during test periods) 3. Under Principals decision, either 10 conduct marks will be deducted, or transfer student to a different class <p>Action is taken based on the severity of the problem and as recommended by MOE.</p>

Disciplinary Options

Detention

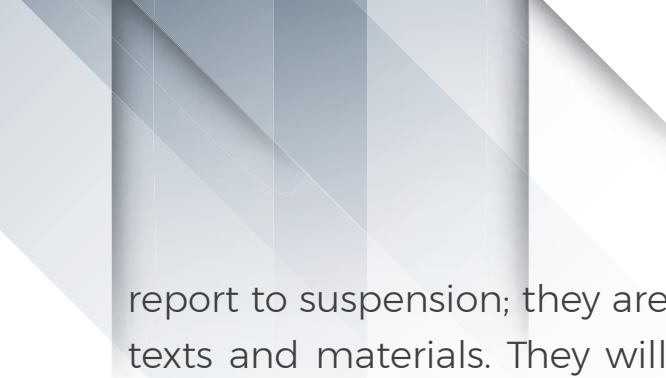
Detention is a correctional measure used when it is deemed appropriate. Students are to report the appropriate teacher/principal at the specified time with class work to be studied. Detention is only served during the second break.

School Service

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting class, etc. school service will not be utilized to augment the districts workforce, in ways which are likely endanger a student, or in a manner which is designed to unduly embarrass a student.

In-school Suspension

In-school suspension is a correctional method used when deemed appropriate; and/or inappropriate behavior has continued even after being assigned any of the above disciplinary options. Parents are informed and sign and acknowledge that student will be performing an In- school disciplinary action. In-school suspension is assigned during school hours; it may be for 1 day up to 3 days. Students will



report to suspension; they are required to bring all relevant texts and materials. They will be required to complete all class and homework assigned by the teacher during the period of suspension. They may make up any unannounced quizzes or tests scheduled that day at the convenience of the teacher. Any failure to do so, will result in a score of “zero” for that test or quiz. No in-school suspensions will be assigned during semester testing periods or final examinations. In the case of the latter, a student must serve an out of school suspension until the time of the examination period.

Out of School Suspension

Students may be suspended out of school pursuant to the Ministry of Education policy regarding student suspension.

Expulsion

According to the Saudi Ministry of Education.

Mobile Phone Policy

The following rules apply for the use of personal mobile phones:

- Students are not permitted to bring mobile phones to school.
- They may be allowed to bring a tablet or laptop as per the teacher's discretion for use in classroom.
- Random checking for mobile phones and other electronic gadgets is carried out.
- Parents are informed if students fail to follow the school rules and repeat the act of bringing the mobile phones to school.
- If the student repeats the act the second time, a written warning is issued.
- In the event that a student is caught possessing the mobile phone the third time the phone is confiscated by the School Principal.

Dress Code

The school dress code is outlined below. Parents and students have been informed of these rules. The following procedure will be followed for non-compliance:

1. A student will be given notice verbally of non-compliance grades 4-12. For students in grades Nursery to Grade 3; the floor monitors will take note of those students in non-compliance and keep written records.
 2. The second time the student is found in non-compliance (of any one or different school dress code violations) a notice will be sent home to the parent. This applies equally to students in all grades Nursery to Grade 12.
 3. The third time a student is found in non-compliance; the parent will be called to pick up the student and the student will not be admitted to class until they have complied with the dress code. For students in grades Nursery to Grade 3; the parents will be called to pick up the student (The student will remain in class until the parent arrives.).
- All students must wear their school uniform daily.
 - Students should attend to their personal hygiene, **including but not limited to:**
 - ✧ Bathing regularly

- ✧ Keeping finger nails short and clean
- ✧ Girls are not allowed to wear nail polish to school
- ✧ Hair must be clean
- ✧ Boys may not wear long hair (this includes ALL students Pre-K to Grade 12)
 - The Boys' School Principal will be the final authority on what is constituted as 'too' long.
- ✧ Girls may not wear their hair "open" it must be tied back or otherwise off of their face and shoulders.
- Finally, students must wear their Identity Cards to school daily.

◀◀ Dress Code Violation Form

Student's Name

.....

Date

.....

Grade and Section

Please note that your child has not been following the school dress code or school rules in the following areas:

- Not wearing the proper uniform
- Having colored hair/improper hairstyle
- Wearing nail polish
- Wearing accessories
- Wearing a smart watch/carrying an electronic device
- Not wearing the ID
- Not wearing proper socks and/or shoes
- Other

Attendance Policy

Minimum Attendance Requirements / 85 Percent Rule

Regardless of the reason for absence, a minimum of 85% attendance is an essential requirement in line with the Ministry of Education regulations. If a student is absent 15% or more of his/her enrollment in a specific course, he/she may be withdrawn.

A student who is absent 15% or more from a course prior to the end of the academic year meets with the School Counselor and School Principal to decide the best course of action. This meeting also includes the parent. Disciplinary actions may include suspension from school or exclusion from attending class.

Lateness / Tardiness Policy

Students are expected to be in class on time. Students who are late to first period must report to the Administrative Vice Principal or the individual responsible for recording absence and tardiness. These individuals record the time and reason for tardiness and address the student situation as per the Gulf International School's attendance policy.

Importantly, three (3) 'tardies' (i.e. late to the school three times) are counted as one absence from school.

Excused Absences

The following list identifies situations in which a student's

absence is considered as 'excused'.

- Illness or medical emergency, provided a medical certificate from a recognized medical center or practitioner is submitted within 3 days of returning to school
- Death in the immediate family provided parents notify the school
- Observance of a religious holiday
- Family emergencies beyond the student's control (approved by Administrative VP)
- Representing Gulf International school or attending a School sponsored trip
- Representing Saudi Arabia in a certain field, e.g. sporting, cultural, political etc.
- KSA religious or National holidays
- Severe weather circumstances: There may be instances where either the school is forced to close or chooses to close for the safety of both staff and students. In this case the day will not be counted as an official school day. If there is no official notification from the school (by email, SMS or published on the website), or from official Government broadcasts then students are expected to attend

Unexcused Absences

All absences other than 'Excused Absences' as defined above, are considered unexcused. Unexcused absences result in a grade of 'F' on any missed assignments, quizzes, and exams; this will in turn have a negative impact on the student's grades.

Early Pick-up

It is very important to your child's education to be in school all day, every day. If your son/daughter has an exceptional circumstance and must leave the school, parent must complete the written request form with supporting documentation, such as an appointment verification, etc.

Afterschool Pick-up

Kindergarten and Grades 1-12 (Students using car) Students must be collected from their homeroom class / dismissal area by a parent or authorized adult. If parents wish for students to be collected by an older sibling (grade four and above) they need to provide written permission to the child's homeroom teacher. Students who are not collected from their homeroom class / dismissal area within 15 minutes of dismissal will be brought to the main reception area where the duty teacher will supervise them.

Kindergarten and Grades 1-12 (Students using school bus)

Students using school bus will be sent to the school's basement to board the buses with the assistant teachers under supervision of dismissal duty officers.

Grades 1-12 (Students who walk to their home) Students who walk to their home will be using the main reception gate to leave the school premises. For better functioning of this system there is color coding on the backside of students' Identity Cards as follows:

- Yellow – Car users
- Green- Who walk Home
- Blue – Bus Users

School-wide Procedures

The following procedures reflect a set of shared steps between all stages. There may be specific differences in each building due to staffing requirements and individual positions.

- 1.** =If a student is unable to attend school, parents/ guardians are required to call the school before 7.30 a.m. on each day of the absence or obtain approval before the absence.
- 2.** Student start time is 7:15 a.m. Students arriving after this time are considered late to class.
- 3.** Students should move directly to class and the floor

monitors will take the attendance.

4. Daily absences and tardiness are reported on the report card.

High School Only

Any student arriving after 7:45 a.m. may be denied entry to the class, and will be registered as absent for that period. If an appropriate reason, with documentation, is provided to the Administrative Vice Principal, then the student may be provided with a 'late pass', and allowed to enter the class.

For each day, the same procedure applies. Students have five (5) minutes from the beginning of the period to arrive at class. After ten (10) minutes, a student may be denied entry and registered as absent, despite being present on the campus.

Arrival / Dismissal

School Safety is the enduring goal of each and every school. Gulf International Schools is no exception. Students' arrival each morning initiates that goal, and their departure every day is the culmination of our duty to their safety. Therefore, we have outlined a new arrivals and departure policy for Gulf Schools. Student ID cards will be color coded based on the method of transportation they use. Please read carefully and strive to fulfill our goal with us; ensuring the safety of all our students.

Student Arrival

No student is allowed to arrive to the school before 7:00 a.m. during regular school hours. Although the doors may be opened before that time to allow for teachers to arrive; staff have been advised to begin student supervision after 7:00 a.m.

We will not leave our students unattended; you will be called to remind you of this policy and your failure to comply with this procedure could result in your child not returning to the school for the following academic year.

Security Guards will not allow any student to enter the school before 7 a.m. with the exception of the children of employees.

The flow of traffic to and around the school will be ONE-WAY ONLY. A diagram is provided for your understanding.

After 7:40 a.m. students must enter from the main gate, sign in, and be sent to the Boys or Girls reception for further action.

School Visitors

Any visitor should enter the school from the Main Entrance and the security guards will record his/her name and ID.

Guard will give a Visitor's Pass that must be collected back before the visitor leaves.

Once in the main reception, the receptionists will ask to see your Visitors Pass. They will record your name, the time of arrival and your reason for visiting.

KG Students

- KG students will leave at 12:30 p.m. They will have an intercom for the parents to call for their child's name at Gate 7. The student(s) will be escorted to the door to meet their parent(s).
- Parents who wish to keep their children in KG until 1:45 p.m. must pay an extra fee.

Students Using Bus Transportation

- School Buses will enter through the school's basement and students will be dropped near the entrance to their respective sections. Students will be directed to the auditorium and homeroom teachers will take them to

their homeroom before classes begin at 7:45 a.m.

- Bus students will exit by being taken downstairs by the school's dismissal team.

Students Who Walk

- Students who walk to school will enter from Gate 3 (Boys Section students) or Gate 7 (Girls Section Students).
- They will exit from the main gate at dismissal time.
- Students with siblings in different sections may escort their younger sibling to the correct school gate and then walk to their appropriate school gate in the mornings and may wait for their siblings at the correct gate at dismissal time.
- Students Using Private Cars
- Boys Section students will arrive at Gate 3 ONLY even if accompanied by a sibling from the Girls Section.
- Girls Section students will arrive at Gate 7 ONLY even if accompanied by a sibling from the Boys Section.
- All students must enter at Gate 3 or 7; no private car may drop students near the front entrance.
- If a parent drops the student at any point and makes the child walk; the guard will direct the child to Gate 3 or 7.
- At the end of the school day, all students will be taken to the dismissal area by their homeroom teacher to

wait for pick-up from 1:45 p.m. until 1:55 p.m.

- Drivers or parents will be given pick up cards for their child. In the Girls Section and Boys Section, the driver or the parent will enter from Gate 7 for girls and Gate 3 for boys (Grades 4-12) once they show their pick up card to the school guard/security personnel. Then they may enter the school and proceed to the holding area to take the student(s).
- Students who arrive late must enter from the main entrance where they will sign their name, grade and section, and the reason for their tardiness.
- Students whose parents come to pick them up early will sign a permission slip containing the parents name, students name, students' grade and section, and sign.
- Parents of students in grades 1 or below will be asked to present a "Pick-up" card in order to pick up their child.

KG Bell Schedule

PERIOD	TIMINGS
ASSEMBLY	7:30 – 7:45
FIRST PERIOD	7:45 – 8:35
SECOND PERIOD	8:35 – 9:25
BREAK 1	9:25 – 9:45
THIRD PERIOD	9:45 – 10:35
FOURTH PERIOD	10:35 – 11:25
BREAK 2	11:25 – 11:40
FIFTH PERIOD	11:40 – 12:30

Grades 1 - 3 Bell Schedule

PERIOD	TIMINGS
ASSEMBLY	7:30 - 7:45
FIRST PERIOD	7:45 - 8:40
SECOND PERIOD	8:40 - 9:35
BREAK 1	9:35 - 9:55
THIRD PERIOD	9:55 - 10:50
FOURTH PERIOD	10:50 - 11:45
BREAK 2	11:45 - 12:05
FIFTH PERIOD	12:05 - 12:55
SIXTH PERIOD	12:55 - 1:45

Grades 4 - 12 Bell Schedule

PERIOD	TIMINGS
ASSEMBLY	7:30 – 7:45
FIRST PERIOD	7:45 – 8:40
BREAK 1	8:40 – 9:00
SECOND PERIOD	9:00 – 9:55
THIRD PERIOD	9:55 – 10:50
BREAK 2	10:50 – 11:10
FOURTH PERIOD	11:10 – 12:05
FIFTH PERIOD	12:05 – 12:55
SIXTH PERIOD	12:55 – 1:45

Protecting children is an important part of our role as an international educational institution. Child abuse and neglect are violations of a child's human rights and are obstacles to a child's education as well as their physical, emotional, and spiritual development.

GIS Child Protection Policy

All staff at GULF INTERNATIONAL SCHOOL (GIS) are mandated to report all cases of suspected abuse, neglect, or self-harm involving students to the School Principal immediately.

GIS will communicate this policy annually to all parents, applicants, and students and will review the policy annually for compliance and effectiveness. GIS will also make every effort to implement hiring practices to ensure the safety of all children. All staff will stay current with child protection and safety regulations, including annual safeguarding training or refreshers.

As a measure of prevention and of setting clear expectations, all GIS personnel will be expected to read and sign the GIS Code of Conduct Agreement Form. The Agreement Form applies to all faculty and staff in the school and who interact with students in both a direct and/or unsupervised capacity.

The purpose of this Staff Code of Conduct is to:

- To maintain a safe environment at all times for students, parents and staff.
- Ensure the health, welfare and safety of our students and other members of our school community.
- Define and clarify the parameters of behavioral expectations and practices with regard to our schools.
- Assure our parent and community stakeholders, accreditation agencies, and others of the accountability of the adults who work at our schools.

Child Protection Policy: is a statement of intent that demonstrates a commitment to protecting students from harm (to self and from others) and makes clear to all what is required in relation to the protection of students. It serves to create a safe and positive environment for children and to demonstrate that the school is taking its duty and responsibility seriously.

Maintaining professional boundaries between staff and students:

Staff should be aware of their own and other people's vulnerability, especially when working alone with students, and be particularly aware that they are responsible for maintaining boundaries in such interactions.

Flowchart for reporting:

Child Protection Team: The purpose of this ad hoc team

is to respond to and manage all child protection reports. The team may consist of the following individuals on an as-needed basis:

✧ **GIS GIRLS SECTION:**

1. **The School Principal**
2. **The Academic Director**
3. **The School Counselor**
4. **Vice-Principals**

✧ **GIS BOYS SECTION:**

1. **The School Principal**
2. **The Academic Director**
3. **The School Counselor**
4. **Vice-Principals**

- At all times, every aspect of the investigation (including verbal conversations and all resulting actions) must be documented in writing. Documentation will be maintained by the school counselor in confidential file

stored in a secure location throughout the student's enrollment at GIS school.

- GIS requires parents to notify the school in writing if both parents leave the country and provide guardian contact information during that time.

Student Health and Well-being

Accidents at School:

For Minor and Major Accidents at School:

On the playground, in the building or classroom, in physical education.

Student is taken to clinic for assistance by a responsible person where they will be administered to by the School Doctor.

Allergic Reaction:

Possible Symptoms:

General feeling of impending doom or fright, weakness, sweating, sneezing, shortness of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling. Student is taken to clinic for assistance by a responsible person where they will be administered to by the School Doctor.

The School Doctor will:

- a. Assess situation, remain calm, and make student comfortable.
- b. Only move patient for safety reason.
- c. Will triage student and make one of the follow decisions based on seriousness of the situation as the School Doctor determines:
 - i. Follow medical protocol for student, if on file.
 - ii. IF the doctor determines the injury of illness is not an emergency; she will treat the minor systems and either contact the parent or send home or call the parent to report the incident.
 - iii. IF the doctor determines that the injury of illness requires the parent to attend to the child; the parent will be called to pick up their child.
 - iv. IF the school doctor determines that the situation is of dire need for medial attention outside of the school either
 1. A member of staff along with the doctor and the student will rush the child to the nearest emergency room while a member of staff calls the parent(s).
 2. Or an emergency ambulance will be called to come to the school while the school doctor constantly monitors the student.

Emergency Agencies:

- Civil Defense (998)
- Saudi Police Assistance (999)
- Ambulance, Red crescent (997)

Important notice:

School personnel are not allowed by the Ministry of Education to administer injections of any kind to a student including insulin. A parent of a child with insulin is expected to be contacted if a child's insulin reaches a level requiring an insulin injection according to the medical report on file.

If the insulin level falls below the recorded measure as contained in the medical report on file. The parent will be contacted and the school doctor and a staff member will take the child to the ER unless otherwise instructed by the parent.

Gulf International School is a peanut-free institution. However, parents of students with acute peanut allergies should keep an epi-pen with the school nurse. An epi-pen may be administered per the directives of the Ministry of Health for any child with a life-threatening allergy.

Student Safety

Fire Safety

In the event that a fire alarm sounds or if a teacher, staff or students suspects fire, he or she should sound the alarm:

Steps to be followed:

1. Evacuate building the building immediately according to the emergency plan.
2. Contact the emergency services; civil defense, fire department, red crescent, etc.
3. Determine if there are any serious injuries.
4. Arrange triage with the school doctor according to the emergencies procedures outlined above.
5. Determine building status for return to classes.

Prevention is the key to safety. Listed below are some preventative/supportive Actions that can assist with the safety and well-being of your child:

- Complete the admissions form health report and update as needed.
- List health situations on emergency card for your child; meet with the school doctor.

These safety preventative activities help protect your child and cooperation is key:

- School secretary keeps a list of students provided by custodial parent of which students are not to be released to anyone except a particular parent or guardian.
- Parents must use their pick up cards to be shown to the receptionist or secretary.
- Before releasing a child to anyone except a parent or

guardian on the list, the school secretary should check with the custodial parent and/or guardian for approval; a record of the time and date of phone approval should be made and kept.

- When the parent calls on the telephone to request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after cross-checking the phone number with those on file in the child's folder.

Student - Counselor Contract

Each student should be helped to reach his/her highest potential for intellectual, emotional and physical growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.

This contract gives the student the opportunity to demonstrate that their undesirable behavior patterns have changed, and they will be an asset to Gulf International School.

The class rules of behavior are based on the idea of Respect and Responsibility. Students are expected to follow these rules in the classroom, and in their everyday activities as well.

As a student, I will be responsible for:

- 1.** Showing respect and cooperating with all adults at the school.
- 2.** Being respectful and obedient to teachers throughout the year.
- 3.** Coming to class on time, prepared to work.
- 4.** Participating in class activities.
- 5.** Stop conversing in Arabic.
- 6.** Completing all assignments (Class work and Home work) to the best of my ability.
- 7.** Respecting the rights of others to learn without disruption.
- 8.** Showing respect for people and property by not using profanity, stealing or vandalizing.
- 9.** Practicing the rules in the Code of student Conduct.
- 10.** Spending time at home on daily studying or reading.

As a parent, I will be responsible for:

- 1.** Providing a caring environment, including adequate food and rest, so my child is ready to learn.
- 2.** Providing a time and place for quiet study and reading at home.
- 3.** Helping my child in any way possible to meet his/her responsibilities.

I, _____, have read the above classroom rules and expectations and agree to abide by these rules while inside or outside the classroom.

Communication

We believe that communication is the best policy. We have several ways to inform parents of vital announcements and important changes in schedule or events happening in the school. First and foremost, we place announcements on K-Learn. We also send home memorandums or letters with students. A third method that we use is SMS.

We absolutely do not engage in using applications such as WHATSAPP to communicate. We engage in professional channels of communication.

At the beginning of each semester; we send home the email addresses of all key administration. Faculty members send their school email addresses to all parents. IF for any reason, a parent can not reach their child's teacher through email, they are requested to contact the Vice Principal for their child's department.

As in any situation, there is a direct chain of command to assist parents. As always, if you have any questions regarding your child's homework, attendance, or even a medical problem; contact your child's teacher. At any time that you are unable to communicate effectively with your child's teacher, please contact the Vice Principal. Vice-principals make the decision when it is necessary to contact the Academic Directors.

Concerns are best solved before they become a problem.

Parents must feel free to contact any of the administration by email at any time. We also have specific hours and days scheduled for walk-in appointments with the administration. Those days and times are:

M o n d a y s : 9:30 a.m. until 11:00 a.m.

Wednesdays: 11:30 a.m. until 1:00 p.m.

◀ Parent Advisory Committee

Parents Advisory Committee Guidelines

Purpose:

1. To develop and promote unity between the parents and the school community
2. To improve communications between the parents and the school community
3. To encourage parent involvement in the decision-making process and their involvement

in school-related activities Policies:

1. The Parents Advisory Committee (PAC) is not a policy making body nor does it have the authority to manage or direct the school's administration, faculty or staff. However, through improved communication and understanding the school administration will be able to reflect and understand more clearly the needs of the parents whom the PAC represents.
2. Matters for consideration by the PAC will be initiated by the request of the administration. In addition, parents may contact the PAC representatives to put forth items for consideration; not for personal matters, but for general policies that affect all of the stakeholders.
3. The PAC will be non-partisan, non-sectarian, and non-commercial. The PAC may not use their position and

influence for any personal reasons.

Responsibilities:

1. Advise the school administration on matters related to the educational needs and problems, and suggest priorities that involve the school as a whole.
2. Advise the school administration regarding opinions, attitudes or significant issues of the committee, parents or the students.
3. Provide assistance and feedback regarding current programs.
4. Assist in establishing and improving the communication between the school and the stakeholders

Membership:

1. Currently members are appointed. In the future, it is the hope that the board will be elected by the parents.
2. The size or number of members is suggested to be between 6 to 10 members. This is only a suggestion to begin. If the committee decides to include other members, this should be approved by a majority of the committee at the request of the School Director.
3. At least two members of the School's Administration should be present at each of the meetings as well as

the board.

4. To ensure greater oversight, accountability and procedures; the members will either appoint or elect by roll call officers of:

- a. President
- b. Vice-President
- c. Secretary

Meetings:

1. General Meetings shall be held the first Monday of every month. Starting in December those dates will be*:

- a. December 2, 2019
- b. January (no meeting; mid-year vacation)
- c. February 3, 2020
- d. March 2, 2020
- e. April 6, 2020
- f. May 4, 2020

*Unless changes in the schedule are necessary due to MOE requests

In addition, this year's PAC will be asked to continue over until either; a. a new committee is formed or elected; or b. the existing committee members are asked to remain for a second term.

2. An agenda will be presented by the school director no later than the Thursday before the upcoming meeting to the PAC members.
3. Any PAC member may submit a topic to be added to the agenda. It must be received no later than one week before the scheduled meeting in order to be included.
4. All meetings will be conducted according to the monthly agenda.
5. Either the School's Director or any member of the PAC may call for a special meeting with cause (cause is defined as any reason that is seemed necessary at the discretion of the School Director)
6. All meetings will have a school secretary present to record the meeting minutes. These meeting minutes should be mailed to all members for review within 72 hours.
7. In order to vote or approve any committee decisions or recommendations; a quorum
8. must be present. The term "quorum" is defined for the purposes of this committee as at least 75% of its members including at least two of the school's administration.

School Transportation Policy

PURPOSE

It is the policy of Gulf International School to provide transportation to students in a manner that will protect their health, welfare, and safety. We, the administration of Gulf International, recognize that transportation is an essential part of the school's service to students and parents. This policy is to inform students, parents, and bus drivers of the rules and regulations of school bus transportation at Gulf International School.

CONDUCT ON THE BUS

Gulf International school bus safety rules are to be posted on every bus. If these rules are broken, the school's discipline procedures are to be followed. Consequences are progressive and may include suspension or termination of bus privileges. It is the school bus Monitor's responsibility to report unacceptable behavior to the Student Services Coordinator using the bus referral form.

Bus Stop Rules

Arrive at your bus stop AT LEAST five minutes before the scheduled pick up time. The school bus driver will not wait for late students.

- Respect the property of others (homes, lawns, etc.) while waiting at your bus stop.

- Keep your arms, legs and belongings to yourself.
- Use appropriate language. No fighting, harassment, bullying.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus comes to a complete stop before approaching.
- Once the bus driver signals you, you may cross the street to get on the bus, if necessary.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you and signal oncoming traffic.

Rules on the Bus

- Immediately follow the directions of the driver the first time.
- No throwing objects, inside or out of bus.
- No eating, drinking.
- Do not bring any mobile phones on the school bus.
- Do not damage the school bus.
- Sit in your seat facing forward with your feet on the ground.
- Talk quietly and only to those in your seat – students should not yell across the bus.

- Be courteous.
- Use appropriate language and actions.
- No pushing, kicking, swearing, or yelling.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, or bullying.

CONSEQUENCES

- Consequences for school bus misconduct will be applied using Gulf International School bus discipline procedures, but note that some situations may cause for alternative consequences. The school administration team will notify parents or guardians, students, and bus drivers of any suspension of bus privileges. The bus driver does not determine if a student is suspended from the bus.
- Before writing a referral, the bus monitor should try 3 strategies to redirect the behavior.

✧ Have a private conversation with the student about their actions and review expectations.

✧ Talk to the parent in person, phone, or sending a letter home.

✧ Move the student's seat on the bus.

Bus Referral Protocol

- 1st Referral: Repeated offenses that violate the bus rules.

Student will get a warning. Parent will be notified.

- 2nd Referral: Repeated offenses that violate bus rules. Student will perform acts of kindness during choice time for the bus or bus driver for 3-5 days. 3rd Referral: Repeated offenses that violate bus rules. Student will be suspended from the bus for one day.
- 4th Referral: Repeated offenses that violate bus rules. Student will be suspended from the bus for three days. Parents will need to come in for a meeting with the administration and bus monitor prior to the student returning to the bus.

PARENT AND GUARDIAN RESPONSIBILITIES

- Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.
- Instruct your children to be at the school bus stop at least 5 minutes before the scheduled pick-up time. Under no circumstances should students arrive at the bus stop more than 10 minutes prior to the scheduled pick-up time.
- Students that are in Kindergarten- Grade 3 need to have a parent meet them at the bus stop during drop-

off. Students in grade 4-12 may get off the bus on their own and walk home.

- All changes in transportation must go through the front office – changes reported to teachers or other staff will not be accepted.

SCHOOL BUS MONITOR RESPONSIBILITIES

Student Discipline: Although Bus Monitors are responsible for maintaining order on the bus they must always remember that the types of actions they may use are governed by school discipline policy. Monitors must never, under any circumstances, use corporal punishment. Monitors have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus riding privileges can come only from the school authorities.

Discipline Referrals: Bus Monitors must follow the bus referral protocol. All referrals are to be submitted to School Services Coordinator. The behavior must be continuous and the monitor must have implemented three strategies to redirect behavior before submitting a referral.

STUDENT RESPONSIBILITIES

Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus.