

House of Languages International Schools  
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مدارس دار اللغات العالمية  
الرياض- المملكة العربية السعودية  
تحت إشراف وزارة التربية والتعليم  
الإدارة العامة للتعليم الأهلي والأجنبي  
المنهج الأمريكي: إن سي إي  
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# HOLIS PARENT AND STUDENT HANDBOOK 2015-2016



**House of Languages  
International Schools  
Riyadh,  
Saudi Arabia**

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## Dear Parents and Students,

This handbook has been written to welcome you to House of Languages International School (HOLIS). Many of your questions have been anticipated and have been discussed in some detail. The school policies, regulations, and services described in these pages are to help you make the most of your years here. Please read and keep this handbook readily available throughout the year. We are always available to clarify any school matter. Close co-operation between home and school is essential to promote the best interests of the child. Parents are encouraged to support school events and attend scheduled meetings of parents and teachers. Parents, teachers, and students benefit when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you and that it will promote that understanding.

Sincerely,

HOLIS Administration



## **Welcome to HOLIS Community**

HOLIS is an International school for children aged 3 – 15. Our school is dedicated to international education, while ensuring that students remain firmly rooted in their own language and culture. The language of instruction is English and the school follows an American curriculum. HOLIS is a Pre-K TO Gr.9 School. The school intends to open high school classes as soon as we get the International Academic Accreditation.

### **Mission:**

To offer our students an interactive learning environment that provides them with the necessary knowledge, skills, and attitudes to lead a successful practical life through positive contributions to the community.

### **Vision:**

To provide a challenging and inclusive education with an acute focus on developing a culture of international mindedness.

### **Philosophy:**

Learning is a process that is not limited to the taught materials or the numeric results students receive; it is a process of equipping them with knowledge and instilling positive values. We encourage young minds to gain love of lifelong learning through critical and creative thinking outside classroom context.

### **Core Values:**

**Discipline** = following up the small details because we know that excellence in the small things provides a foundation for grand success.

**Responsibility** = taking responsibility for our actions, our future, our school, and our community.

**Integrity** = standing up for what we believe

**Respect** = honoring ourselves and others through words and actions

**Quality** = demonstrating a strong work ethic to accomplish our academic and career goals

## **Guiding Principles**

The Guiding Principles state that each student will be:

**A.** A clear and effective communicator who demonstrates purposeful communication in Arabic and English.

**B.** A self-directed and lifelong learner who:

1. Locates and evaluates resources;
2. Applies knowledge to set goals and make informed decisions;
3. Applies knowledge in new contexts;
4. Demonstrates initiative and independence;
5. Uses interpersonal skills to collaborate with individuals from diverse backgrounds.

**C.** A creative and practical problem solver who:

1. Observes and evaluates situations to define problems;
2. Frames questions, makes predictions, and designs data/information collection and analysis strategies;
3. Identifies patterns, trends, and relationships that apply to solutions;
4. Generates a variety of solutions, builds a case for a best response and critically evaluates the effectiveness of the response;
5. Uses information and technology to solve problems.

**D.** A Responsible and involved citizen who:

1. Participates positively in the community and designs creative solutions to meet human needs and wants.
2. Accepts responsibility for personal decisions and actions.
3. Demonstrates ethical behavior and moral courage.
4. Understands and respects diversity.
5. Exhibits global awareness and economic / civic literacy.

## **Organization of school**

HOLIS is a private, independent, international day school governed by a Board of Directors. The Board of Directors has full control and direction over the affairs of the school, setting tuition fees, approving the annual budget and the salary scale, approving the annual calendar and establishing and revising school policy.

The Head of School is the chief administrator of the school and is responsible for its organization, operation, physical facilities, educational program, and all matter relating to the recruitment, appointment, assignment, evaluation and promotion or dismissal of staff.

## **HOLIS Board**

Governance of the school including the setting of strategic direction, policy-making and financial supervision is the sole responsibility of the board. The board chair leads the board in his capacity as board chair and acts as the final decision maker.

## **Board Role and Responsibilities**

The role of the board is to safeguard and prepare for the school's future while ensuring that operations are consistent with the school's mission, values and goals, with particular reference to:

- Educational programs and delivery
- Financial management
- Facilities, infrastructure, equipment and resources
- Accreditation Standards

To enable the board to fulfill its role, it will:

- Select, appoint and manage the Head of School, who is charged with, and held accountable for, the school's operational organization and management
- Develop policies that support the school's mission and goals, in keeping with its values
- Approve the school's operating and capital budgets
- Manage its own health, continuity and effectiveness

## **Board Members**

The board shall be a self-perpetuating board and membership should not exceed 10 members. The method of appointment must

1. Serve the Mission and Vision of the school
2. Represent shareholders' interests
3. Enhance the reputation of the school.

It is not necessary for a board member to be an investor in the school. Shareholders may agree to approach suitability-qualified people to join the board based on their unique and relevant skills. There should not be more than two members drawn from this category.

### **Board Meetings**

The board will meet four times per annum and have as its main agenda the necessary strategic and operational standards and expectations to ensure the success of the school. The dates for those meetings will be set 12 months in advance.

A meeting quorum will consist of a minimum of seven members including the chair.

An agenda will be circulated to the members at least 10 working days before the meeting and meeting minutes will be sent to board members within five working days of the meeting.

The head of school and the director of finance and administration will be required to submit regular progress and update reports to the board electronically (dashboard management) and will provide a summarized overview at board meetings.

In the absence of the chair the vice chair will chair the meeting.

The board will have four executive officers

1. The board chair
2. The board secretary
3. The treasurer
4. The vice chair

These members will be elected for a three-year period and can serve a maximum of two terms of office.

### **Voting Rights**

All board members shall have equal voting rights but in the case of an impasse the chairman has the casting vote.

### **Board and Communication**

The list of board member names will be displayed on the website and in school publications and abridged board minutes will be available to the school community.

### **Board Goals**

The board will set annual goals that reflect the school's strategic plan and will evaluate its performance against the critical success factors included in those goals.

### **Board Training**

In line with the expectations of the accrediting bodies the board will undergo governance training on an annual basis facilitated by an expert in international education governance.

## **Parent Association (PA)**

HOLIS International Schools will have a Parent Association. Its Mission is :

- To facilitate unity between the parents and the school community thus enriching the lives of the students.
- Support the educational environment through open communication and a close relationship between home and school.
- Organize events and activities to enhance the “Spirit of the Community”

1. The group shall be non-commercial, non-sectarian and non-partisan. It shall not endorse commercial enterprises, political parties, or controversial community issues.
2. Open communication shall be maintained between the group and the head of school through the PA president.
3. Members of the group acting individually or collectively may not act in the name of the School.
4. The group may raise funds to enhance school activities in accordance with PA annual objectives and in line with the Schools’ policies. The Head of School must approve fundraising activities on or off the campus, on behalf of the school.
5. The fiscal year shall be from 1 July to 30 June.

## **Membership, Meetings and Voting**

1. Each parent of a student enrolled at the School is a member of the group.
2. General membership meetings of the group shall be held on the dates to be established by the officers and announced to the membership, in writing at least 15 days prior to the meeting. There shall be a minimum of one general membership meeting during the school year.
3. Meetings will have an agenda and minutes will be taken and approved.
4. Twenty members shall constitute a quorum at any membership meeting. A simple majority shall constitute a legal vote at any given general membership meeting.

## **Officers and Elections**

1. The officers of this group shall be the president, vice president, treasurer, secretary, and manager of social activities.
2. These officers shall be elected annually by the general membership in May (15 days’ notice of such election shall be given.
3. They shall assume their official duties at the close of the school year and shall serve for a term of one year.
4. No person shall serve more than two consecutive terms in the same office.
5. A nominating committee composed of five PA members shall be formed. The chair and at least one member of the nominating committee shall be members of the current board.

6. The nominating committee shall present a slate of candidates drawn from the school community for office at least 15 days before the scheduled PA general membership meeting in March.
7. In the event of the resignation of the president, the vice president shall assume the position of president for the remainder of the school year.
8. Vacancies for other offices shall be filled by presidential appointment but with the unanimous approval of the officers.
9. Newly elected officers shall take office on 1 July.

### **Finances**

1. The PA board shall during the school year provide a monthly financial summary at the PA meetings.
2. They shall provide a complete financial report at the end of each year to the head and the school community.
3. They shall submit to the Head a proposed budget in October
4. They shall report all financial transactions and activities to the business office.
5. Balance accounts with the business office on a monthly basis.
6. Have all fund raisers approved by the head and ensure they are published in the school wide calendar.
7. The president and the vice president shall have the right to arrange financial transfers from the PA account together with the head.
8. The president shall meet with the head on a monthly basis plan, update and review.

### **Committees and Task Forces**

1. The PA has the right with the Head's approval to set up committees or task forces as deemed appropriate and necessary. Such committees or task forces will be created to carry out special projects or to support the school's strategic or action planning.

### **Admissions information**

Applicants are required to submit the following documents for consideration by the School admission office:

1. Completed admission form
2. Official copy of last school report
3. Copy of students Medical Card and vaccination card
4. Copy of student's birth certificate
5. Copy of student's and parent's identification card and passport
6. Four passport sized photographs
7. Any other reports related to the student

After the complete application package is received, the enrollment agreement for signing and invoices for the application and deposit fees are issued. Student applicants shall be accepted for admission providing that there are places available and unless there is reason to believe that admission is not in the best interest of the applicant or the school.

HOLIS welcomes students from diverse backgrounds and with a range of academic abilities. However the school reserves the right to refuse admission to students whose educational or physical needs cannot be well served by the school, or to those with references indicating that their enrollment may be detrimental to the school. The Head of School will take all available recommendations in making the final determination as to whether certain needs can be accommodated. It is requested of parents to provide all information on a student's special needs and specialists' reports. In cases where information is withheld or not provided, the School reserves the right to decline enrollment or terminate the enrollment agreement. The Head of School shall determine admission to the school and grade placement. The Head of School will consult with the professional staff and the student's parents/guardians regarding admission and placement. Students attending the school who come from different countries may have different educational experiences and therefore grade placement may be based on many factors, not merely age. Past records, interviews and various tests are used to determine the most suitable grade placement.

### **Entrance Ages**

In order to ensure that students are given the best opportunities for both academic and social success, the School has a placement policy to guide both parents and the school regarding grade level placement. Generally, a student must reach the age of the class, by the 1st September of the current school year.

### **Age requirements for each Grade:**

Kg.1- age 3 by September 1st of the academic year and toilet-trained  
Kg.2 - age 4 by September 1st of the academic year and toilet-trained.  
Kg3 age 5;  
Grade 1- age 6;  
Grade 2 – age 7;  
Gr.3 – Gr.9

### **Procedure for Withdrawal**

Families leaving the school must notify the school administration in the written form about the date of withdrawal three months in advance and provide a letter stating the reason for the withdrawal and certifying enrolment at another school. In cases when students leave during the school year, the tuition fees paid for the current term are not reimbursed. Fees will be due in lieu on notice.

## **Confidentiality Policy**

All information pertaining to a student's unique learning needs should be treated in confidence and will not be disclosed outside of HOLIS personnel without the parent's consent. In certain situations regarding health, safety, and legal matters information will be shared as appropriate with relevant authorities subject to consultation with administrative staff. The sharing of information should be limited to HOLIS staff directly involved in the student's educational program.

## **Payment of Fees and Conditions of Enrolment**

1. All contributions, including registration fees, are payable in advance. All deposits are non-refundable. The school reserves the right not to accept the student if contributions have not been paid by the starting date. Contributions apply to published dates and are as invoiced. The full contribution is payable for students accepted into the school after the start of the school year. If students withdraw, fees for the remainder of the year will not be refunded. A registration fee is charged for new students only.
2. The school reserves the right to withhold acceptance of an enrolment at its discretion if such action is deemed to be in the best interests of the School or the student.
3. The school reserves the right to introduce Student Support Fees where a psychologist's assessment has indicated that they are appropriate.
4. Students are expected to attend school regularly and punctually and should be present throughout the course of study, unless prevented from doing so for medical reasons. Persistent failure in this regard will be held to be serious misconduct.
5. The signed registration form gives permission for the student to participate in all supervised activities without exception within and outside the school premises, including educational field trip which form part of the school program.
6. HOLIS School is a multicultural and bi-lingual community and as such all staff, parents and students must be treated with fairness, respect and in a wholly non-discriminatory manner. The school reserves the right to terminate this contract with immediate effect in the case of non-compliance with the above.
7. Saudi Arabia Law governs the contract between parents/guardians and the school. Parents/guardians agree with us to submit to the exclusive jurisdiction of the Saudi Arabia courts.
8. Any student absent from the School for more than 30 school days (6 weeks) will be taken off the register and will be treated as a new applicant upon return.

## **Re-enrolment**

Unless a parent hears otherwise, and they have submitted the re-enrolment fee, they may assume that their child will be enrolled the following school year. The school reserves the right, however, to deny re-enrolment to a student whose behavior disturbs the learning environment

and/or threatens the safety and well-being of other students, or a student whose physical or educational needs can no longer be well served by the school.

### School Hours

Grade 1 :8 students begin lessons at 7.00 and finish at 1.15 pm with Break time at 9.30 am. For boys and 10.20 for girls and prayer Break at 12.15 for girls and 1.00 for boys.

#### Daily Schedule (Grades Section):

#### Girls Section

Period	Time
1	7:00 - 7:50
2	7:50 - 8:40
3	8:40- 9:30
4	9:30- 10:20
<b>Break</b>	<b>10:20 - 10:35</b>
5	10:35 - 11:25
6	11:25 – 12:15
<b>Prayer Break</b>	<b>12:15- 12:30</b>
7	12:30 – 1:15

#### Boys Section

Period	Time
1	7:00 - 7:50
2	7:50 - 8:40
3	8:40- 9:30
<b>Break</b>	<b>9:30 - 9:45</b>
4	9:45- 10:35
5	10:35 - 11:25
6	11:25 - 12:15
7	12:15- 1:00
<b>Prayer Break</b>	<b>1:00 – 1:15</b>

## **Attendance Policy**

We believe that regular school attendance helps students develop invaluable personal habits and supports them in gaining as much as possible from their academic program. Furthermore, we value the contributions each student makes every day, and absence detracts from the quality of all of our classes. The School strongly discourages student absence for family vacations or social occasions due to the negative impact absences have on student achievement.

## **Procedure Required by Parents/ Guardians**

In case of Absence or lateness, parents are requested to notify the school by telephone or in writing giving the reason for the absence or lateness no later than 8:00 am. Upon return to school after an absence, the parent must send a Medical note to the Administrative Assistant explaining the reason for the absence. Frequent medical excuses will result in consultation with parent. Parents are asked to please try and schedule all appointments (medical, dental, etc.) after school hours or during the holidays.

## **When Your Child Is Ill**

Please keep sick children at home, even if they want to come! It is better for them and only fair for the rest of the children at school. Also if they are well enough to come to school they are considered well enough to take part in outdoor activities.

The School should be advised of an infectious illness by telephone. In case of such an infection a note will be sent home informing other parents of possible symptoms.

Children should be kept at home if they have any of the following symptoms:

- Sore throat and swollen glands
- Red eye - conjunctivitis
- Diarrhea within the last 24 hours
- Undiagnosed rash or skin eruption
- Ear ache or drainage from the eyes
- Early stages of a cold – sneezing and coughing
- Fever and vomiting within the last 24 hours
- Head lice

## **Student Arrival and Dismissal:**

Parents to use designated parking areas and follow the procedures for drop off provided in the admissions information. Parents are asked to have students at school by 6.45am. *Important - all students are expected to be at school on time ready to start lessons at 7.00 am.*

HOLIS families will be required to provide proof of identification in cases where a staff member does not know a parent or driver on a personal basis. Until the identity of a parent or authorized

caregiver is completed, the individual will follow procedures that are in place for visitors to the School.

Students will only be allowed to leave school with someone other than their parent if the school has been notified in writing. Students should be picked up promptly at the end of the school day at the designated area. Should a parent be unavoidably delayed in the case of an emergency, the Main Office should be notified so that the situation can be explained to the waiting child.

### **Transportation**

Students come to school either by school bus or by car (parent or driver). Details of the bus service can be found in the admission information.

### **School Calendar**

This is published in January for the coming academic year. We respectfully ask parents to plan any family holidays and events during the published school holidays as absence is disruptive not only to your child's education but also the other children in the class.

The school will be closed for the following Public Holidays for the number of days as specified by the school:

- **Eid al-Fitr** Ramadan ends
- **Eid al-Adha** Feast of the Sacrifice

### **Food and Drinks**

Please send your child with Breakfast and a healthy snack (fruits, vegetables, cheeses, sandwiches, yogurt, milk *NO chips, chocolate, candy, or soda*) in a sealed container marked with your child's name. The school will provide refrigerated storage for food. Water is recommended as being the best drink for children in school. Please send a labelled water bottle that can be refilled at home or school as necessary.

### **Items to Bring to School**

No money should be brought to school unless requested. Should this be the case, money should be in a clearly labelled, sealed envelope. Parents are also requested to make sure that children do not bring toys to school for the following reasons:

- They could get lost or damaged
- All children at school should have equal opportunities to play with whatever is available (by sharing they learn valuable social skills)
- They should be using the equipment and materials that have been carefully chosen by the school.

It is expected that students will come fully prepared with all required stationery.

## **Uniform**

In the Elementary school students wear the following uniform.

### **Girls' Uniform:**

- pink shirt and plaid uniform
- socks
- tennis, sneakers or regular shoes (blue, black, or white). No crocs, flip flops or trainers with cleats/studs.
- no jewelry - only wristwatch and stud earrings are permitted
- gray t-shirt, navy pants and navy jackets for PE

### **Boys' Uniform:**

- yellow t-shirt and gray pants
- socks
- tennis, sneakers or regular shoes (blue, black, or white). No crocs, flip flops or trainers with cleats/studs.
- gray t-shirt, navy pant and navy jacket for PE

## **Health and Safety Policy**

The school is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the school. The school will seek to ensure that its legal duties and policy objectives are complied with at all times.

All foreseeable risks associated with the school's activities will be identified and removed or controlled through the process of risk assessment and management.

All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.

The school will seek to inform students' parents of any health and safety issues relevant to their child or children.

The Arrangements for health, safety and welfare are detailed in the schools' Health and Safety Policy.

## **Licenses and Inspections**

The health and safety of each child is vital at HOLIS. The school adheres to all safety and health standards as set forth by the Kingdom of Saudi Arabia pertaining to the Fire Department and Health Department. The Fire Department's personnel ascertain compliance of all regulations and conduct regular inspections.

## **Supervision**

Students are not to be left unattended or unsupervised at any time. Teachers are responsible for monitoring the amount of time a student is out of the class when allowed to use the toilet for their personal needs. In case of accident or illness, the student must be sent to the office

accompanied by the teacher or the assistant, and not alone. In the event of an emergency, the teacher is required to report the incident immediately and request for assistance at the office.

### **Accidents / Incidents**

Employees must immediately inform the Administrative Assistant /Executive Principal of any accident or incident and must fill out this form. All injured students must be sent to the Administrative Assistant's office immediately. A parent is contacted by phone, advised of the accident/incident, and either instructed to pick up the child or given any other necessary instructions.

### **Illness and First Aid**

In case of illness and First Aid treatment, children are sent to the Clinic where they will be assessed and cared for until parents arrive to pick them up.

### **Medications**

All medications are kept in a cabinet in the Clinic and are not accessible to the students.

### **Playground**

Adults supervise children at all times. Playground equipment is inspected and maintained regularly and meets all standards for safety. All areas are kept clean and free of any potential hazard.

### **Visitors**

Visitors are cordially received at HOLIS, however for security reasons, all visitors must provide their ID for the security guard at the gate.

### **Security**

All gates are kept locked during the day. There is only one main entrance open for visitors during school hours and this is controlled by a security guard. Security.

### **Staff Training**

Meetings regarding Health and Safety take place during Faculty meetings. Teachers and Assistant Teachers are repeatedly instructed to maintain constant supervision and to look out for the safety and well being of ALL students, in and out of their classroom. They are to immediately report any hazards and behavioral problems to the Administrative Assistant immediately. Students are instructed to walk, not run throughout the school campus.

## **Fire Drills**

A plan has been developed which will insure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Each term training and evaluation on Fire Drill activities are conducted. A trial drill will be done at the beginning of each term.

## **Emergency closures**

An emergency is an event which threatens to disrupt the 'normal' running of the school. This includes but is not limited to events such as fire, political insecurity, infectious diseases and adverse weather. Emergencies such as these may happen inside or outside the school, during the school day or after hours. In such cases the priorities are :

1. The safety of the children
2. The safety of staff and other adults
3. Minimizing damage to school buildings

When a decision is made to close the school the Executive Principal will direct the designated staff to ensure that all parents receive an SMS informing them of the situation. If the closure occurs during the school day the parents will be telephoned and asked to collect their children. Every effort will be made to operate the school bus transport system for those who normally use the service, once parents have been notified.

## **Child Protection**

HOLIS fully recognizes its responsibilities for child protection.

Our policy applies to all staff, visitors and volunteers working in the school. The full policy can be found on the website. There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting students who have been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn and develop.
  - We recognize that because of the day to day contact with children, school staff are well-placed to observe the outward signs of abuse. The school will therefore: Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
  - Ensure children know that there are adults in the school whom they can approach if they are worried.
  - Include opportunities in the personal, social and health education curriculum for children to develop the skills they need to recognize and stay safe from abuse.

## **Student Welfare**

The school is concerned about the wellbeing of students in all aspects including academic, behavioral, emotional and physical. The teacher, the Counsellor, the Executive Principal all play and active role in the student welfare.

In situations where the school considers more specialist help is required a referral to outside professionals will be made and communication among the family, the professionals and the school will continue.

## **Health Centre**

The services of the School Nurse are available during the school day. Students who are injured or become ill will be accompanied to the Clinic for First Aid treatment. For illness and injury requiring a doctor's consultation the parents will be called to take the child home. In the case of serious injury or illness necessitating *immediate* medical intervention the school will deal with the emergency and notify the parent/guardian as soon as possible.

All health forms with vaccination information need to be submitted before the start of the year. No student will be able to attend HOLIS without a fully completed medical form. Medical reports regarding absence should be given to the Administrative Assistant in order to be excused and recorded in the student medical records.

Students who require medications during school hours must have a written statement from parents or physician. Medications must be clearly marked with student's name, instructions, and reason for the medication as well as parent's signature. Only the School Nurse .

## **Field Trips**

Field trips are organized to take advantage of the potential for outdoor pursuits, cultural appreciation, social understanding, and group responsibilities. Field trips are carefully planned educational experiences and are part of the curriculum. For some of these outings, there may be an additional charge to the parents for transport or entry fees. Information regarding field trip arrangements or procedures will be provided throughout the year as they occur. Parents will receive notification of the itinerary and other information pertinent of the trip in order to make proper arrangements

## **Communications**

We value our parents highly and appreciate that your input and support help make our school a special place in the lives of your children. We encourage you to communicate with us and to become involved in our school as children benefit most when there is a positive and collaborative relationship between home and school. Anytime you have questions or concerns you are encouraged to make an appointment to come and see us.

## **Website**

The school's website has a huge amount of information including the curriculum, contact details, events, calendars and the all-important school newsletters. It is worth visiting the site regularly to keep up with what is happening in the school and therefore affecting your child.

## **Mobile SMS**

The school will contact you using SMS to remind you of events, dates and information about your child. It is also used in the case of school closures. It is highly recommended that you update your mobile number with the Main Office to keep communication channels open and also ensure the school has your correct home telephone number.

## **Email**

Teachers will contact you using email where appropriate and you are encouraged to contact teachers through email if this is convenient. If your email address changes at any time during the year it is crucial that we find out as soon as possible to keep communication channels open.

## **Telephones**

Office phones are not for student use. Frequent telephone calls to parents interrupt office work. However, if it is an emergency (like sickness or academic information), students will be allowed to use the office telephone. Permission to use the phones must be granted by the homeroom teacher.

## **Parent/Teacher Conferences**

Parent/Teacher/Student Conferences are held regularly in the year. It is important for the progress of your child for parents to attend in person so please do not send a substitute. Please refer to the school calendar and website for dates.

## **Teachers**

Teachers at HOLIS demonstrate care for and commitment to students. They are dedicated in their efforts to teach and to support student learning. They treat students equitably and with respect. They encourage students to grow as moral individuals and contributing members of Saudi Arabia, the Arabic and Islamic communities, and the world community. They understand and respect Islamic values.

All HOLIS teachers hold professional teaching qualifications and follow best teaching practice. They modify and refine teaching practice through continuous reflection. They conduct ongoing assessment and evaluation of student progress.

HOLIS teachers are educational leaders, creating and sustaining learning communities in their classrooms and their school. They collaborate with their colleagues, their administrators and other professionals, with parents, and with other members of the school community to enhance school programs and student learning. They engage in a continuum of professional growth to improve their practice.

## **Curriculum**

HOLIS follows the American Common Core Curriculum taught mainly by North American staff, that teaches to the highest academic standards and attends to the cognitive, social, physical and emotional developmental needs of children. The Common Core State Standards are internationally benchmarked and backed by evidence showing that students' mastery of them leads to preparedness for higher education and the workforce. "The standards are informed by the highest, most effective models from the USA and countries around the world, and provide teachers and parents with a common understanding of what students are expected to learn". The language of instruction is English but ample time is provided in the school day for Arabic and Islamic Studies.

### **Grade 1**

Students understand the basic features of reading. They select letter patterns and know how to translate them into spoken language by using phonics, syllabication, and word parts. They apply this knowledge to achieve fluent oral and silent reading.

Students write clear and coherent sentences and paragraphs that develop a central idea. Their writing shows they consider the audience and purpose. Students progress through the stages of the writing process (e.g., prewriting, drafting, revising, editing successive versions).

Students listen critically and respond appropriately to oral communication. They speak in a manner that guides the listener to understand important ideas by using proper phrasing, pitch, and modulation.

By the end of Grade 1, in Mathematics, students understand and use the concept of ones and tens in the place value number system. Students add and subtract small numbers with ease. They measure with simple units and locate objects in space. They describe data and analyze and solve simple problems.

Science, social studies, art, PE, and IT are also included in the curriculum.

### **Grade 2**

Students understand the basic features of reading. They select letter patterns and know how to translate them into spoken language by using phonics, syllabication, and word parts. They apply this knowledge to achieve fluent oral and silent reading.

Students write clear and coherent sentences and paragraphs that develop a central idea. Their writing shows they consider the audience and purpose. Students progress through the stages of the writing process (e.g., prewriting, drafting, revising, editing successive versions).

Students listen critically and respond appropriately to oral communication. They speak in a manner that guides the listener to understand important ideas by using proper phrasing, pitch, and modulation.

By the end of Grade 2, in Mathematics, students understand place value and number relationships in addition and subtraction, and they use simple concepts of multiplication. They measure quantities with appropriate units. They classify shapes and see relationships among them by paying attention to their geometric attributes. They collect and analyze data and verify the answers.

Science, social studies, art, PE, and IT are also included in the curriculum.

## **Arabic/Islamic Studies**

Arabic/Islamic Studies are scheduled each day in Gr.1-8 The curriculum includes stories and discussion of a variety of topics with emphasis on vocabulary enrichment. Islamic studies includes daily prayers (Dua'a) and Quran memorization.

In Grade 1 :3 students follow studies in Arabic, Islamic studies and life skills which also incorporate daily prayers within the classroom.

## **Assessment and reporting**

### **Grade 1- Grade 8**

Our school places a great deal of importance on the idea of continuous improvement through ongoing assessment catering to the different multiple intelligences and accommodating the different learning styles. The evaluation of each assessment type listed below is done through the use of quantitative and qualitative measurements.

The assessment of learner learning outcomes enables learners to monitor their own learning progress and allows teachers to adapt their instructions to the specific learning needs of learners. Results are used to develop strategies for improving service and program quality.

Every effort will be made to vary assessment beyond tests and quizzes. Rubrics will be used in all curriculum areas for self, peer and teacher assessments. These are applied to project work, oral presentations, cooperative learning activities, laboratory work, technology applications and homework. Portfolios will be maintained in English, Arabic and art. Teachers will be required to prepare unit plans that clearly outline the assessment strategies that will be utilized. The aim is to allow learners to head from little knowledge that is highly developed and eventually mastered.

### **Homework Guidelines**

Homework is stated clearly in the weekly plan which is available on the website .Please check the weekly plan .

The overall purposes of homework are to help students develop responsibility and good study habits, to independently apply their skills and knowledge and to become enthusiastic readers. Unless otherwise indicated, students are expected to complete their assignments independently.

### **Students need to:**

- Understand the relevance of homework
- Do the homework consistently
- Ensure that it is completed and on time
- Talk to the teacher if there are problems
- Learn to manage their time effectively
- Understand the importance and the expectation of the assignment

### **Parents are expected to:**

- Support their child by providing a quiet space, materials and a regular time for completing homework
- Motivate their child in a positive way and show an interest in their work
- Allow their child to complete their homework independently
- Encourage their child to seek help from their teacher when necessary
- Communicate with the teacher if there are problems their child is unable to resolve without assistance
- Encourage their child to read every night
- When no homework is set maintain the homework routine by having your child review material or read quietly.

### **Student Conduct**

Students at HOLIS have the right to receive the best possible education. Students have the right to pursue their education in an atmosphere that allows each to realize his/her potential and develop a positive self-image. Students have a right to expect sound instruction in keeping with the school's philosophy.

In order to ensure student rights each student shall be taught to develop the responsibility to:

- Understand that all individuals are accountable for their actions, verbal or physical
- Respect himself/herself and the person, property, rights and feelings of others
- Fulfill academic and personal obligations in an honest and truthful manner
- Treat all members of the school community with courtesy and consideration
- Work to resolve conflict peacefully
- Respect school rules and refrain from disruptive behavior
- Strive to realize personal potential
- Cooperate in maintaining a clean and safe school environment

### **Bullying**

In order to ensure a positive, healthy learning environment for all students HOLIS will not tolerate any form of bullying. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff. Bullying is hurting another person deliberately and persistently. Bullying results in pain and distress to the victim.

### **Signs and Symptoms**

We think that children may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to come to school
- Is alone all the time

- Not doing well in lessons
- Doesn't want to talk to anyone
- Is aggressive
- Shows unusual behavior
- Appears depressed
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- feels ill in the morning
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong

As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

### **Lost and Found Items**

Lost and Found items are kept in the Administrative Assistant's office. Please ask her when your child is missing an item

### **Computers**

Computers are available in the Computer Laboratory and classrooms .The school has an internet filter system and does it best to keep this up-to-date to enable students to access the internet for research. Students are supervised when using the internet. IT skills are taught across the curriculum. Young children do not often misuse the internet but as they move in to Grade 3 parents will be asked to discuss the school's internet protocols with their children and sign an Internet Acceptable Use agreement.

### **Assemblies**

Students take part in regular assemblies in order to share and celebrate their learning as well as develop public speaking ad performance skills. Parents are invited to come and support these and will be informed of the dates in advance.

## **Celebrations**

Celebrations must be arranged through the student's homeroom teacher and will normally be held during the last period of the day. They should not interfere with the instructional program of the school.

Birthday cakes are to be brought in early in the morning with the students and not delivered.

## **Gifts**

Parents and students are not allowed to give teachers or members of staff any form of gifts or offerings. The School requires parents/students to comply with this policy.

## **Parent Support**

Parents are encouraged to be partners in learning with the school. We encourage parents to volunteer their time in the classroom, during field trips or special programs. Please contact your child's classroom teacher or the Reception to volunteer your services, and share your talent.

