



**AJYAL AL MAREFAAH**  
INTERNATIONAL SCHOOL  
مدارس أجيال المعرفة العالمية

ESTABLISHED 1989

# Parent/Student Handbook

QUALITY COMMITTEE

**AJYAL ALMAREFAH INTERNATIONAL SCHOOL**

**SECOND VERSION**



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# WELCOME BACK STUDENT!



## Section-1: Welcome

### Principal's Welcome

Dear Students, Parents, and Guardians,

*Assalamu Alaikum wa Rahmatullahi wa Barakatuh,  
welcome to Ajyal Al Marefaah International School.*

It is with great joy and heartfelt pride that I welcome each one of you to our school community. Whether you are joining us for the very first time or returning to continue your educational journey, we are honored to have you as part of the Ajyal family. At Ajyal Al Marefaah, our mission is more than just academic achievement. We are committed to nurturing future leaders—curious, creative, responsible individuals who are equipped to thrive in a global world. Our vision is rooted in values: integrity, diversity, responsibility, creativity, and excellence. These are not just words on paper—they are living principles that guide every decision, every lesson, and every interaction in our school.

To our students: You are the heart of our school. This year, I encourage you to ask questions, try new things, and support each other. Know that your teachers believe in you and are here to guide you. Learn with passion, lead with kindness, and always strive to be the best version of yourself.

To our parents: Your partnership is invaluable. We believe education is a shared journey, and your involvement plays a key role in your child's success. We invite you to stay engaged, communicate openly, and take part in our shared mission to inspire, support, and uplift every learner. This year, let us work together—with trust, hope, and purpose—to create a vibrant, inclusive learning environment where every child feels safe, seen, and celebrated. Thank you for choosing Ajyal Al Marefaah International School. Let's make this academic year one of growth, achievement, and joyful learning.

With warm regards,  
Ajyal Al Marefaah International School Principals

## School Purpose

We would like to share with you an overview of our leading international school, which was established in 1989 with the goal of meeting the needs of the children of expatriates and doctors working at King Fahd Hospital. In its early years, the school focused on traditional education for these groups and began providing an exceptional learning environment despite limited resources.

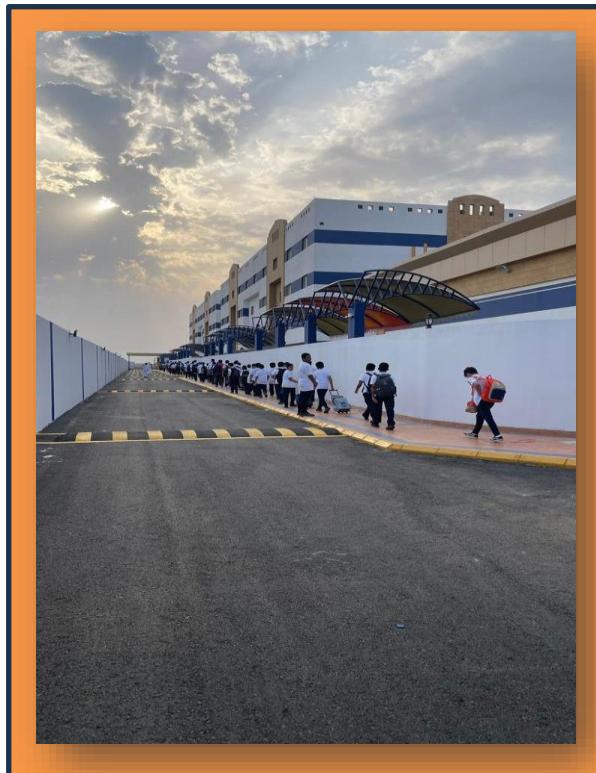
Initially, the school consisted of a group of simple buildings designed to offer high-quality education. Although the infrastructure was modest, the school's mission was clear and significant: to establish a generation of educated individuals capable of facing challenges. In 1997, the school experienced a major transformation, evolving into a comprehensive educational institution that welcomed students from various nationalities and backgrounds. This expansion not only increased the student body but also included improvements to the curriculum and the development of educational facilities, with the school adopting the latest advanced educational tools. Today, we are proud that our school is considered one of the leading institutions offering comprehensive and advanced education, helping to prepare students for a bright future while keeping pace with global developments in the field of education.

## Jazan Region

Located in the vibrant southwest of Saudi Arabia, Jazan Province is a region rich in culture, history, and natural beauty. As one of the Kingdom's fastest-growing areas, Jazan is home to a diverse and dynamic population eager for innovation and progress. Ajyal Al Marefaah International School is proud to serve the families of Jazan by providing a high-quality, internationally recognized education that nurtures the intellectual, moral, and emotional growth of each student. Through a rigorous Cambridge curriculum, dedicated educators, and a strong emphasis on values, the school equips learners with the skills and mindset needed to thrive in a global society—while remaining deeply connected to their local identity and cultural heritage. By doing so, Ajyal Al Marefaah contributes meaningfully to the educational advancement and future success of the Jazan community.

## **AAIS Strategic Plan**

At Ajyal Al Marefaah International School, our strategic direction—principles that shape every classroom, decision, and relationship within our school. As we move forward, the school's Strategic Plan for 2025–2030 outlines a clear roadmap to advance our academic programs, expand student-centered learning, integrate technology more deeply, and build inclusive, value-driven global citizens. Through this plan, Ajyal Al Marefaah commits to continuously improving learning outcomes, strengthening staff development, deepening family and community engagement, and upholding the highest standards of quality and innovation in education across the Jazan region and beyond.



## AAIS Strategic Direction

### AAIS Strategic Plan

#### Vision

To provide distinguished global education that nurtures students' full potential and prepares them to become leaders in their communities.

#### Mission

To inspire and prepare our students through a genuine international education, fostering their passion for knowledge and innovation, so they can pursue their dreams.

#### Values

- 1. Integrity
- 2. Responsibility
- 3. Diversity
- 4. Creativity
- 5. Excellence
- 6. Empathy



#### Strategic Goals

**Goal 1: Increase Student Learning & Achievement**

**Goal 2: Empower High-Impact Teaching & Leadership**

**Goal 3: Strengthen Student Well-being, Inclusion & Character**

**Goal 4: Build Data-Driven Culture & Assessment Quality**

**Goal 5: Advance International-Mindedness & Community Engagement**

**Goal 6: Innovate & Optimize Resources, Digitalization & Campus Environment**

**Goal 7: Strengthen School Structure, Governance & Accountability**

**Goal 8: Enhance Learning Resources, Laboratories & Library Services**



## **Code of Conduct and Ethics**

At Ajyal Al Marefaah International School, we are committed to fostering a safe, respectful, and responsible learning environment grounded in ethical values and global citizenship. Our Code of Conduct and Ethics reflects our dedication to integrity, academic excellence, and personal accountability.

### **1. Core Principles**

All students, staff, and parents are expected to uphold the following core principles:

- Integrity: Be honest in words and actions; never engage in deceit or dishonesty.
- Respect: Treat all members of the school community with kindness, courtesy, and cultural sensitivity.
- Responsibility: Take ownership of your actions, learning, and behavior.
- Safety: Promote a physically and emotionally safe environment for everyone.
- Excellence: Strive for personal best in academics, behavior, and community involvement.

### **2. Student Expectations**

Students at Ajyal Al Marefaah are expected to:

- Demonstrate respectful and courteous behavior toward peers, staff, and property.
- Follow classroom and school rules, including attendance, dress code, and punctuality.
- Avoid the use of profanity, aggressive behavior, or bullying in any form.
- Refrain from bringing restricted items such as cell phones, electronics, or valuables.
- Comply with academic honesty policies—no cheating, plagiarism, or falsification.

Violations may result in a progression of consequences, including verbal warnings, parental contact, disciplinary committee review, and in serious cases, suspension or dismissal, as outlined in the school's Offences & Consequences section.

### 3. Staff and Educator Conduct

All staff members are role models and expected to:

- Maintain professionalism in communication, conduct, and appearance.
- Uphold confidentiality and respect the dignity of all students.
- Provide equitable, inclusive, and culturally responsive learning experiences.
- Avoid any form of discrimination, favoritism, or harassment.
- Follow fair disciplinary procedures in alignment with school policies

### 4. Parent and Guardian Responsibilities

Parents play a key role in maintaining a positive school culture. They are expected to:

- Support the school's rules, values, and behavioral expectations.
- Communicate respectfully with teachers, staff, and administration.
- Monitor their child's attendance, academic progress, and well-being.
- Participate in conferences, meetings, and school-wide events.

### 5. Ethics in Decision-Making

All school decisions—academic, administrative, or disciplinary—should reflect:

- Transparency and fairness
- Consideration of student welfare
- Alignment with both local educational regulations and Cognia's ethical standards
- Stakeholder involvement when appropriate

### 6. Reporting and Accountability

Students and parents are encouraged to report unethical or unsafe behavior. Concerns may be brought to:

- The class teacher or academic coordinator
- The principal or school counselor
- Online through the school website complaint form

Retaliation against anyone who reports concerns in good faith is strictly prohibited.

## 7. Recognition of Positive Behavior

In line with our belief in encouragement and motivation, students demonstrating outstanding behavior, responsibility, and leadership will be recognized through:

- Weekly and monthly behavior awards
- Acknowledgment from the school administration
- Inclusion in leadership or mentoring roles

## **Commitment to Well-being, Inclusion, Equity, and Student Voice**

At Ajyal Al Marefaah International School, we believe that a successful education begins with an environment where every student feels safe, valued, and empowered. Our commitment to well-being, inclusion, equity, and student voice is at the heart of everything we do. We strive to provide a school culture that respects individuality, embraces diversity, and supports the full development of every learner.

### **Student Well-being**

- The school prioritizes the physical, emotional, and mental well-being of all students.
- We offer guidance and support services for students who need academic, emotional, or social help.
- Teachers foster respectful, caring relationships and create a positive classroom climate.
- Health and safety measures are in place to protect every child's well-being.

### **2. Inclusion**

- Our school welcomes students of all backgrounds, cultures, and abilities.
- We provide appropriate support for students with special learning needs or language challenges (e.g., additional and separate sessions with the teacher or subject supervisor during school hours).
- Inclusive teaching methods ensure that every child can access learning in ways that match their strengths.
- All students are encouraged to participate fully in the academic and social life of the school.

### **3. Equity**

- We ensure fair access to learning, resources, and support for all students.
- School rules and policies are applied equally, with fairness and respect for individual circumstances.
- No student is discriminated against based on nationality, gender, ability, or family background.
- We work to remove barriers to learning and promote equal opportunities for success.

#### **4. Student Voice**

- Students are encouraged to share their ideas, feedback, and opinions about school life.
- Opportunities such as class discussions, student councils, and leadership activities help students develop confidence and responsibility.
- We listen to students and value their role in making the school better.
- Giving students a voice helps build trust, engagement, and a stronger learning community.

#### **5. Continuous Commitment**

Our staff, families, and students work together to make sure that well-being, inclusion, equity, and student voice are not just goals, but part of our daily practice. We continuously review and improve our efforts to ensure a safe, welcoming, and empowering environment for all.



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INTERNATIONAL SCHOOL  
مدارس أجyal المعرفة العالمية  
ESTABLISHED 1989

# PARENT/ STUDENT HANDBOOK

## SECTION 2: ADMISSION AND ENROLLMENT



## Section-2: Admission and Enrollment

### Admission Steps and Requirements

Admission to Ajyal Al Marefaah International School is designed to ensure a fair, inclusive, and transparent process that welcomes all students who demonstrate the potential to benefit from our academic programs. The admission assessment process paper is attached here:



### **Admission Form:**

- It is the responsibility of the parent/ guardian to make sure that all the mentioned forms are filled and are submitted to admission office, Ajyal Al-Marefaah International School , Jazan, Kindom of Saudi Arabia.
- Fill the Registration Package and attach the below prescribed transcripts and the registration fee for the registration.

### **Required Documents for Enrollment**

- For Saudi Students: Family Card
- For Non-Saudi Students:
  1. Iqama (student and parents)
  2. Recent Visa (if no Iqama yet) - The parent must give written acknowledgement when it is going to be submitted.
  3. Passport copies (student and parents)

### **All Students:**

1. Birth certificate.
2. Vaccination report card.
3. 4 latest Passport size photographs of student
4. Previous School Transfer certificate.
5. Previous School report card.
6. Registration fee (Non-refundable).
7. Physical Fitness certificate
8. Signed Contract and policies

### **Registration fee payment proof**

#### **Tuition Fee:**

The Tuition fee details are shown below:

Note: Applications will not be processed until all documents are submitted.

#### **Entrance Assessment Fee:**

The examination fee for the academic year 2025 -2026 is S.R.250/- non-refundable.

In case the parents want to repeat eligibility assessment, they have to pay SR.180/- non-refundable.

**Registration Fee:**

The registration fee for the academic year 2025 -2026 is S.R.500/- non-refundable.

**Book Fee:**

Book fee is included in the tuition fee.

Fee Type	Amount	Remarks
Entrance Assessment	SR 250	Non-refundable
Assessment Retake	SR 180	Non-refundable
Registration	SR 500	Non-refundable

The school Tuition fee, discount and refund policy is mentioned in the attached document:

Refund Policy		سياسة الاسترجاع
<ul style="list-style-type: none"> <li><b>First Week of Semester:</b></li> </ul> <p>If a withdrawal request is submitted in writing to the Admission and Registration Office or sent via email during the first week from the start date of the academic term or enrolment in a program, 40% of the tuition fees will be refunded. The early payment discount will not be applicable in case of a tuition refund. The full cost of textbooks will be deducted unless they are returned in the same condition as received, as evaluated by the Textbook Department.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الأول من الفصل الدراسي:</b></li> </ul> <p>إذا تم تقديم طلب الانسحاب ورقياً لدى مكتب القبول والتسجيل أو إرساله عبر البريد خلال الأسبوع الأول من تاريخ بداية الدراسة أو الاشتراك في أحد البرامج، يتم استرجاع 40% من الرسوم الدراسية. ولا يستحق خصم الدفع المبكر استلامها في حالة استرجاع الرسوم الدراسية ويتم خصم قيمة كامل الكتب الدراسية إذا لم تكن على نفس حال استلامها حسب تقييم قسم الكتب المدرسية.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الأول من الفصل الدراسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Second Week of Semester:</b></li> </ul> <p>If a withdrawal request is submitted in writing to the Admission and Registration Office or sent via email during the Second week from the start date of the academic term or enrolment in a program, 20% of the tuition fees will be refunded. The early payment discount will not be applicable in case of a tuition refund. The full cost of textbooks will be deducted unless they are returned in the same condition as received, as evaluated by the Textbook Department.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الثاني من الفصل الدراسي:</b></li> </ul> <p>إذا تم تقديم طلب الانسحاب ورقياً لدى مكتب القبول والتسجيل أو إرساله عبر البريد خلال الأسبوع الثاني من تاريخ بداية الدراسة أو الاشتراك في أحد البرامج، يتم استرجاع 20% من الرسوم الدراسية. ولا يستحق خصم الدفع المبكر استلامها في حالة استرجاع الرسوم الدراسية ويتم خصم قيمة كامل الكتب الدراسية إذا لم تكن على نفس حال استلامها حسب تقييم قسم الكتب المدرسية.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الثاني من الفصل الدراسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>After the Second Week of Semester:</b></li> </ul> <p>No refund will be issued after the second week of study or after enrolment in a program. Full semester fees are due.</p>	<p>لا يتم إصدار أي استرجاع بعد الأسبوع الثاني من بداية الدراسة أو بعد الاشتراك في أحد البرامج. يتمنى دفع كامل الرسوم الدراسية في حال عدم السداد.</p>	<ul style="list-style-type: none"> <li><b>بعد الأسبوع الثاني من الفصل الدراسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Transfer to Another School:</b></li> </ul> <p>No refund will be issued if the student enrolls in another school, either within the country or abroad.</p>	<p>لا يتم إصدار أي استرجاع في حال التحاق الطالب بمدرسة أخرى سواء في الداخل أو الخارج.</p>	<ul style="list-style-type: none"> <li><b>الانسحاب بسبب التحاق الطالب بمدرسة أخرى:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Transfer Requested by School Administration:</b></li> </ul> <p>If the school requests the transfer due to non-compliance with regulations, the remaining tuition fees for the next semester will be refunded, provided that the 1st instalment has been fully paid. No refund will be issued in the case of non-payment.</p>	<p>إذا طلبت المدرسة نقل الطالب بسبب عدم الامتثال للوائح السلوك والمواطنة، يتم استرجاع الرسوم الدراسية المتبقية للفترة القادمة بشرط دفع القسط الأول كاملاً في حال عدم السداد.</p>	<ul style="list-style-type: none"> <li><b>الانسحاب بناءً على طلب إدارة المدرسة:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Textbook Deduction</b></li> </ul> <p>In case of a refund, the value of textbooks will be deducted.</p>	<p>في حالة استرجاع الرسوم الدراسية، سيتم خصم قيمة الكتب الدراسية</p>	<ul style="list-style-type: none"> <li><b>خصم الكتب الدراسية:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Non-refundable Fees</b></li> </ul> <p>Eligibility test fees and registration fees are non-refundable, regardless of whether the student joins the school.</p>	<p>رسوم اختبار تحديد المستوى ورسوم التسجيل غير مستردية مهما كانت الأسباب.</p>	<ul style="list-style-type: none"> <li><b>الرسوم غير المستردة:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Uniform Return and Exchange</b></li> </ul> <p>The uniform can be returned within 3 days and exchanged within 7 days if it is in the same condition as when it was received.</p>	<p>يمكن إرجاع الزي المدرسي خلال 3 أيام وتبديلها خلال 7 أيام بشرط أن يكون الزي في نفس حالة استلامه.</p>	<ul style="list-style-type: none"> <li><b>إرجاع وتبديل الزي المدرسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Responsibility for Timely Payment</b></li> </ul> <p>Parents are responsible for paying fees on time. (Please refer to the Tuition and Services Fees section for due dates.) If payment is not received by the deadline, the school reserves the right to suspend the student's account.</p>	<p>أولياء الأمور هم المسؤولون عن دفع الرسوم في الوقت المحدد. (يرجى مراجعة الرسوم الدراسية والخدمات للاطلاع على تاريخ الاستحقاق) إذا تم تجاوز الموعد النهائي للدفع، تتحفظ المدرسة بحقها في تعليق حساب الطالب واتخاذ الإجراءات اللازمة.</p>	<ul style="list-style-type: none"> <li><b>المسؤولية عن الدفع في الوقت المحدد:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Registration and Payment Conditions</b></li> </ul> <ul style="list-style-type: none"> <li><b>New students must pay the eligibility assessment fee, registration fee, and first term fee at the time of registration.</b></li> <li><b>If parents wish to repeat eligibility assessment, they must pay 180 ₩ for Saudi students and 207 ₩ for Non-Saudi students.</b></li> <li><b>Tuition fees must be paid before the start of each semester, and the student will not be accepted until the first installment is paid.</b></li> </ul>	<p>يجب على الطلاب الجدد دفع رسوم اختبار تحديد المستوى، رسوم التسجيل، ورسوم الفصل الدراسي الأول عند التسجيل.</p> <p>في حال رغبة والي الأمر بإعادة اختبار تحديد المستوى، يجب عليه دفع مبلغ 180 ₩ للطلاب السعوديين و 207 ₩ لغير السعوديين.</p> <p>يجب دفع الرسوم الدراسية قبل بداية كل فصل دراسي ولن يتم اعتماد الطالب حتى يتم دفع القسط الأول من الرسوم الدراسية.</p>	<ul style="list-style-type: none"> <li><b>شروط التسجيل والدفع:</b></li> </ul>
<p><b>Note</b></p> <p>A full-year fee is paid / the return policy applies to the current semester and the discount is not eligible.</p> <p>Tuition fees are not transferable between students and cannot be transferred to another academic study period.</p>	<p>إذا تم دفع الرسوم لستة كاملة، تطبق سياسة الاسترجاع على الفصل الحالي ولا يستحق أي خصومات حصل عليها.</p> <p>الرسوم الدراسية غير قابلة للتحويل بين الطلاب ولا يمكن نقلها إلى فترة دراسية أخرى.</p>	<p><b>ملاحظة:</b></p>
<p><b>Name of Guardian:</b></p> <p><b>Signature:</b></p>		<p><b>اسم ولي الأمر:</b></p> <p><b>التوقيع:</b></p>







Payment and Admission Policy		سياسة الدفع والقبول
1. A fee of 250 ₩ for the assessment test and 500 ₩ for registration is required upon new student admission at Ajyal Almarefah International School . Additionally, the first instalment of the tuition fees for the first semester must be paid upon completing the registration process (Note that tuition fees include textbooks).	1. يشترط دفع مبلغ وقدره (250 ₩) عبارة عن رسوم امتحان تحديد المستوى، بالإضافة إلى مبلغ (500 ₩) عبارة عن رسوم تسجيل، وذلك في حالة القبول الجديد للطالب، الطالبة. ويلزم مع ذلك دفع القسط الأول من الرسوم الدراسية للفصل الأول عند إتمام عملية التسجيل (علمًا بأن الرسوم الدراسية شاملة الكتب الدراسية).	
2. If the guardian wishes to re-take the assessment test for the new student, a payment of 180 ₩ is required.	2. في حال رغبةولي الأمر بإعادة اختبار تحديد المستوى للطالب المستجد، عليه دفع مبلغ (180 ₩).	
3. The assessment test fee and registration fee mentioned above are non-refundable, regardless of the reasons.	3. رسوم امتحان تحديد المستوى ورسوم التسجيل المذكورة أعلاه غير قابلة للاسترداد مهما اختلفت الأسباب.	
4. The default payment method for fees is either to pay in full, to pay the 1st instalment of the academic year and provide a promissory note for the remaining balance, or to commit to a payment plan with a service provider (e.g., JeelPay, etc.).	4. الأصل في سداد الرسوم أن يتم دفعها كاملاً، أو يتم سداد القسط الأول للعام الدراسي وكتابة سند الأمر بباقي المبلغ المستحق أو الالتزام مع مزود خدمة دفع (على سبيل المثال لا الحصر: جيل باي،...).	
5. If the guardian wishes to pay the fees in two installments, they must pay the second installment by signing an electronic promissory note via the "Naafath" platform or joining the "JeelPay" third-party service. "JeelPay" is only a payment service provider, and the guardian must adhere to the payment policy set by Ajyal Almarefah International School.	5. في حال رغبةولي الأمر بسداد الرسوم على دفعتين، يتلزم بسداد الدفعة الثانية من خلال توقيع سند أمر إلكتروني غير منصة "نافذ"، أو الانضمام إلى خدمة "جيل باي" كطرف ثالث. وينعد "جيل باي" مزود خدمة تسديد فقط، ويلزمولي الأمر بسياسة الدفع المعتمدة من مدرسة أجیال المعرفة العالمية.	
6. In case of non-payment, the administration of Ajyal Almarefah International School has the right to take necessary actions, including transferring the student to another school.	6. في حال عدم السداد، يحق لإدارة مدرسة أجیال المعرفة العالمية اتخاذ الإجراء اللازم، بما في ذلك نقل الطالب/الطالبة إلى مدرسة أخرى.	
7. Certificates of students who are delinquent in paying tuition fees will be withheld in the ERP system, and the student's account will be suspended until the payment is made.	7. تحرج شهادة الطلاب المتعثرين في سداد الرسوم الدراسية في النظام المدرسي الإلكتروني ويتم تعليق حساب الطالب إلى حين السداد.	
8. Tuition fees cannot be transferred from one student to another, nor can they be deferred to another academic period.	8. لا يسمح بتحويل الرسوم الدراسية من طالب إلى طالب آخر، كما يمنع تحويلها إلى فترة دراسية أخرى.	
9. If the student is withdrawn during the semester, the refund policy approved by Ajyal Almarefah International School will apply, regardless of the payment method (Annual, Instalment, Promissory Note, JeelPay, or any other service provider).	9. في حال سحب الطالب/الطالبة خلال الفصل الدراسي، تطبق سياسة استرجاع الرسوم المعتمدة من مدرسة أجیال المعرفة العالمية، بغض النظر عن طريقة الدفع (سنوي، دفع، سند أمر، جيل باي، أو أي مزود خدمة آخر).	
10. Tuition fees will not be refunded if the student joins another school, whether locally or internationally.	10. لن تسترد الرسوم الدراسية للطالب/الطالبة في حال التحاقهم بمدرسة أخرى سواء في الداخل أو الخارج.	
11. To reserve a seat for the next academic year for a previously registered student, a payment of 500 SAR must be made before the end of the current academic year. This amount will be deducted from the tuition fees for the following year. The amount is non-refundable, regardless of the circumstances.	11. لحجز مقعد شاغر للعام الدراسي القادم للطالب/الطالبة المسجل مسبقاً، يجب دفع مبلغ (500 ريال) قبل نهاية العام الدراسي، وينقص من الرسوم الدراسية للعام القادم. مع العلم أن المبلغ غير قابل للاسترداد مهما اختلفت الظروف.	
12. If the reservation payment is not made on time and a vacant seat becomes available later, an additional re-registration fee of 500 SAR will be charged.	12. في حال عدم الالتزام بدفع مبلغ الحجز في الوقت المحدد، ووجود مقعد شاغر لاحقًا، سيتم احتساب رسوم إعادة تسجيل إضافية بقيمة (500 ريال).	
13. If wishing to leave Ajyal Almarefah International School, the departure request form must be completed two weeks before the payment due date, as announced at the start of registration. (kindly refer to the refund policy)	13. عند الرغبة في مغادرة مدرسة أجیال المعرفة العالمية، يجب تعبئة نموذج طلب مغادرة قبل أسبوعين من فترة استحقاق الدفعة المطلوبة، والمعلنة عند بداية التسجيل. (يرجى مراجعة سياسة الاسترجاع)	
14. Textbooks for Grades 8–10 are provided once upon enrollment in Grade 8 and remain with the student for three years. No refunds or fee deductions are allowed. In case of withdrawal, the school's tuition refund policy applies.	14. تسلم كتب الصفوف 8 إلى 10 مرة واحدة عند التسجيل في الصف 8، وتظل مع الطالب لثلاث سنوات. لا يسمح بسترداد رسوم الكتب أو خصمها من الرسوم الدراسية. وفي حال الانسحاب، تطبق سياسة الاسترداد المعتمدة من المدرسة.	
15. Fees for textbooks, clubs, and additional student programs are non-refundable, regardless of the reasons.	15. رسوم الكتب الدراسية، والأندية، والبرامج الطالبية الإضافية غير قابلة للاسترداد مهما اختلفت الأسباب.	
16. The above fees do not include VAT, and it will be added to the invoice for those to whom the tax applies.	16. الرسوم المذكورة أعلاه غير شاملة ضريبة القيمة المضافة، وتحتاج على الفاتورة لمن تطبق عليهم الضريبة.	
I acknowledge that I have read and understood all the terms and conditions related to the payment and admission policy.	اقر بـأني قرأت وفهمت جميع الشروط والأحكام المتعلقة بـسياسة الدفع والقبول.	
Name of Guardian:	اسمولي الأمر:	
Signature:	التوقيع:	

Refund Policy		سياسة الاسترجاع
<ul style="list-style-type: none"> <li><b>First Week of Semester:</b></li> </ul> <p>If a withdrawal request is submitted in writing to the Admission and Registration Office or sent via email during the first week from the start date of the academic term or enrolment in a program, 40% of the tuition fees will be refunded. The early payment discount will not be applicable in case of a tuition refund. The full cost of textbooks will be deducted unless they are returned in the same condition as received, as evaluated by the Textbook Department.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الأول من الفصل الدراسي:</b></li> </ul> <p>إذا تم تقديم طلب الانسحاب ورقياً لدى مكتب القبول والتسجيل أو إرساله عبر البريد خلال الأسبوع الأول من تاريخ بداية الدراسة أو الاشتراك في أحد البرامج، يتم استرجاع 40% من الرسوم الدراسية. ولا يستحق خصم الدفع المبكر استلامها في حالة استرجاع الرسوم الدراسية ويتم خصم قيمة كامل الكتب الدراسية إذا لم تكن على نفس حال استلامها حسب تقييم قسم الكتب المدرسية.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الأول من الفصل الدراسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Second Week of Semester:</b></li> </ul> <p>If a withdrawal request is submitted in writing to the Admission and Registration Office or sent via email during the Second week from the start date of the academic term or enrolment in a program, 20% of the tuition fees will be refunded. The early payment discount will not be applicable in case of a tuition refund. The full cost of textbooks will be deducted unless they are returned in the same condition as received, as evaluated by the Textbook Department.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الثاني من الفصل الدراسي:</b></li> </ul> <p>إذا تم تقديم طلب الانسحاب ورقياً لدى مكتب القبول والتسجيل أو إرساله عبر البريد خلال الأسبوع الثاني من تاريخ بداية الدراسة أو الاشتراك في أحد البرامج، يتم استرجاع 20% من الرسوم الدراسية. ولا يستحق خصم الدفع المبكر استلامها في حالة استرجاع الرسوم الدراسية ويتم خصم قيمة كامل الكتب الدراسية إذا لم تكن على نفس حال استلامها حسب تقييم قسم الكتب المدرسية.</p>	<ul style="list-style-type: none"> <li><b>الأسبوع الثاني من الفصل الدراسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>After the Second Week of Semester:</b></li> </ul> <p>No refund will be issued after the second week of study or after enrolment in a program. Full semester fees are due.</p>	<p>لا يتم إصدار أي استرجاع بعد الأسبوع الثاني من بداية الدراسة أو بعد الاشتراك في أحد البرامج. يتطلب دفع كامل الرسوم الدراسية في حال عدم السداد.</p>	<ul style="list-style-type: none"> <li><b>بعد الأسبوع الثاني من الفصل الدراسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Transfer to Another School:</b></li> </ul> <p>No refund will be issued if the student enrolls in another school, either within the country or abroad.</p>	<p>لا يتم إصدار أي استرجاع في حال التحاق الطالب بمدرسة أخرى سواء في الداخل أو الخارج.</p>	<ul style="list-style-type: none"> <li><b>الانسحاب بسبب التحاق الطالب بمدرسة أخرى:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Transfer Requested by School Administration:</b></li> </ul> <p>If the school requests the transfer due to non-compliance with regulations, the remaining tuition fees for the next semester will be refunded, provided that the 1st instalment has been fully paid. No refund will be issued in the case of non-payment.</p>	<p>إذا طلبت المدرسة نقل الطالب بسبب عدم الامتثال للوائح السلوك والمواطنة، يتم استرجاع الرسوم الدراسية المتبقية للفترة القادمة بشرط دفع القسط الأول كاملاً في حال عدم السداد.</p>	<ul style="list-style-type: none"> <li><b>الانسحاب بناءً على طلب إدارة المدرسة:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Textbook Deduction</b></li> </ul> <p>In case of a refund, the value of textbooks will be deducted.</p>	<p>في حالة استرجاع الرسوم الدراسية، سيتم خصم قيمة الكتب الدراسية</p>	<ul style="list-style-type: none"> <li><b>خصم الكتب الدراسية:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Non-refundable Fees</b></li> </ul> <p>Eligibility test fees and registration fees are non-refundable, regardless of whether the student joins the school.</p>	<p>رسوم اختبار تحديد المستوى ورسوم التسجيل غير مستردّة مهما كانت الأسباب.</p>	<ul style="list-style-type: none"> <li><b>الرسوم غير المستردّة:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Uniform Return and Exchange</b></li> </ul> <p>The uniform can be returned within 3 days and exchanged within 7 days if it is in the same condition as when it was received.</p>	<p>يمكن إرجاع الزي المدرسي خلال 3 أيام وتبديله خلال 7 أيام بشرط أن يكون الزي في نفس حالة استلامه.</p>	<ul style="list-style-type: none"> <li><b>إرجاع وتبديل الزي المدرسي:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Responsibility for Timely Payment</b></li> </ul> <p>Parents are responsible for paying fees on time. (Please refer to the Tuition and Services Fees section for due dates.) If payment is not received by the deadline, the school reserves the right to suspend the student's account.</p>	<p>أولياء الأمور هم المسؤولون عن دفع الرسوم في الوقت المحدد. (يرجى مراجعة الرسوم الدراسية والخدمات للاطلاع على تاريخ الاستحقاق) إذا تم تجاوز الموعد النهائي للدفع، تتحفظ المدرسة بحقها في تعليق حساب الطالب واتخاذ الإجراءات اللازمة.</p>	<ul style="list-style-type: none"> <li><b>المسؤولية عن الدفع في الوقت المحدد:</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Registration and Payment Conditions</b></li> </ul> <ul style="list-style-type: none"> <li><b>New students must pay the eligibility assessment fee, registration fee, and first term fee at the time of registration.</b></li> <li><b>If parents wish to repeat eligibility assessment, they must pay 180 ₩ for Saudi students and 207 ₩ for Non-Saudi students.</b></li> <li><b>Tuition fees must be paid before the start of each semester, and the student will not be accepted until the first installment is paid.</b></li> </ul>	<p>يجب على الطلاب الجدد دفع رسوم اختبار تحديد المستوى، رسوم التسجيل، ورسوم الفصل الدراسي الأول عند التسجيل.</p> <p>في حال رغبة والي الأمر بإعادة اختبار تحديد المستوى، يجب عليه دفع مبلغ 180 ₩ للطلاب السعوديين و 207 ₩ لغير السعوديين.</p> <p>يجب دفع الرسوم الدراسية قبل بداية كل فصل دراسي ولن يتم اعتماد الطالب حتى يتم دفع القسط الأول من الرسوم الدراسية.</p>	<ul style="list-style-type: none"> <li><b>شروط التسجيل والدفع:</b></li> </ul>
<p><b>Note</b></p> <p>A full-year fee is paid / the return policy applies to the current semester and the discount is not eligible.</p> <p>Tuition fees are not transferable between students and cannot be transferred to another academic study period.</p>	<p>إذا تم دفع الرسوم لستة كاملة، تطبق سياسة الاسترجاع على الفصل الحالي ولا يستحق أي خصومات حصل عليها.</p> <p>الرسوم الدراسية غير قابلة للتحويل بين الطلاب ولا يمكن نقلها إلى فترة دراسية أخرى.</p>	<p><b>ملاحظة:</b></p>
<p><b>Name of Guardian:</b></p> <p><b>Signature:</b></p>		<p><b>اسم ولي الأمر:</b></p> <p><b>التوقيع:</b></p>

## Dress code

It is mandatory for every student to wear the prescribed uniform inside the school premises.

The uniform is available in the school and parents can purchase it from us.

The uniform information for each level is given below: -

### **For Grades (Pre KG-LKG-UKG)**

#### **Uniform for Boys**

- **Dark Blue Jacket.**
- **Long Sleeve Striped blouse.**
- **Dark Blue Pants.**
- **Black or White Socks.**
- **Black School Shoes.**



#### **Uniform for Girls**

- **White Long Sleeve Shirt**
- **Long dark blue Uniform**
- **Black or White Hair Accessories**
- **Black or White Socks**
- **Black School Shoes**



#### **Note:**

- **Trolley bags are allowed**

# For Grades ( I-III ) Boys

## للمرادل ( I-III ) أولاد

### Uniform

- **White Long Sleeve Shirt**
- **Striped Grey Jacket**
- **Striped Grey Full Pants**
- **Black or White Socks**
- **Black School Shoes**

#### Note:

- **Trolley bags are allowed**

### الزي الرسمي

- قميص أبيض كم طويل
- جاكيت رمادي مقلم
- بنطال رمادي طويل مقلم
- جوارب بيضاء أو سوداء
- حذاء مدرسي أسود

#### ملاحظة:

- يسمح باستخدام حقيبة العجلات



**Uniform Requirement:** All admitted students must wear the school's official uniform as per level-specific guidelines.

# For Grades ( I-IX ) GIRLS

للمراحل ( I - IX ) بنات

## Uniform

- White Long Sleeve Shirt
- Long Uniform
- Black or White Hair Accessories
- Black or White Socks
- Black School Shoes

### Note:

- Trolley bags are not allowed for safety reasons

## الزي الرسمي

- قميص أبيض كم طويل
- زي مدرسي طويل
- إكسسوارات شعر سوداء أو بيضاء
- جوارب بيضاء أو سوداء
- حذاء مدرسي اسود

### ملاحظة:

- يفضل عدم استخدام حقيبة العجلات لسلامة الطلاب



# For Grades ( X-XII ) GIRLS

للمراحل ( XII - X ) بنات

## Uniform

- White Long Sleeve Shirt
- Long Grey Uniform
- Black or White Hair Accessories
- Black or White Socks
- Black School Shoes

### Note:

- Trolley bags are allowed

## الزي الرسمي

- قميص أبيض كم طويل
- زي مدرسي رمادي طويل
- إكسسوارات شعر سوداء أو بيضاء
- جوارب بيضاء أو سوداء
- حذاء مدرسي اسود

### ملاحظة:

- يسمح باستخدام حقيبة العجلات



# **Sports Uniform For All Grades**

**الزي الرياضي لجميع المراحل**



## For Grades (IV – XII) Boys Section

### UNIFORM

- Short Sleeves White (Polo) shirt
- Long Navy Formal Pants
- Black or White Socks
- Black school Shoes

**Note: Trolley bags are not allowed for safety reasons.**



# AFTER SCHOOL PROGRAM

After School Program Registration Form (2025 – 2026)	نموذج تسجيل في برنامج ما بعد المدرسة (2026 – 2025)
Ajyal Almarefaah is pleased to offer our After School Program to provide a positive, enriching experience for children in the hours after school while in a safe, structured, and supervised environment.	يسّر أجيال المعرفة العالمية أن تقدّم برنامج ما بعد المدرسة، الذي يهدف إلى توفير تجربة إيجابية ومثيرة للأطفال خلال ساعات ما بعد الدوام المدرسي، في بيئة آمنة، منظمة، وتحت إشراف تربوي.
<b>Benefits of Our After School Program:</b>	<b>مزايا برنامج ما بعد المدرسة:</b>
<b>Homework Assistance</b>	<b>المساعدة في الواجبات المنزلية</b>
<b>Dedicated Homework Time:</b> Structured sessions where students can work on their assignments with the help of trained staff.	وقت مخصص للواجبات: جلسات منتظمة ينجز فيها الطالب واجباتهم بمساعدة كادر مؤهل.
<b>One-on-One Tutoring:</b> Personalized support through small class sizes, (Maximum 10 students in a class).	دروس خصوصية فردية: دعم شخصي يقدم ضمن فصول محدودة العدد (لا يزيد عدد الطلاب فيها عن 10 طلاب).
<b>Test Prep &amp; Study Skills:</b> Focused guidance on preparing for quizzes, tests, and exams, along with study techniques that improve retention and understanding.	التحضير للختبارات ومهارات الدراسة: توجيه مركز لمساعدة الطلاب في الاستعداد للختبارات والامتحانات، باستخدام تقنيات دراسية تعزز الفهم والاستيعاب.
<b>Subject-Specific Support</b>	<b>دعم مخصص حسب المادة</b>
<b>Math Mastery:</b> Hands-on problem-solving, interactive learning, and real-world applications to make math enjoyable and accessible.	إتقان الرياضيات: حل المشكلات بأسلوب عملي، وتعلم تفاعلي، وتطبيقات واقعية تجعل الرياضيات ممتعة وسهلة الفهم.
<b>Reading &amp; Writing Enhancement:</b> Group and individual reading sessions, vocabulary building, and creative writing activities.	تعزيز مهارات القراءة والكتابة: جلسات قراءة فردية وجماعية، وتوسيع الحصيلة اللغوية، وأنشطة في الكتابة الإبداعية.
<b>Science &amp; Technology Projects:</b> Engaging experiments and projects that reinforce scientific concepts and spark curiosity about the world.	مشاريع في العلوم والتكنولوجيا: تجارب ممتعة ومشاريع تفاعلية تدعم المفاهيم العلمية وتثير فضول الطلاب لاكتشاف العالم من حولهم.
<b>Individualized Learning Plans</b>	<b>خطط تعلم فردية</b>
<b>Personalized Learning Goals:</b> Setting achievable academic targets tailored to your child's learning style and pace.	أهداف تعليمية فردية: تحديد أهداف أكاديمية قابلة للتحقيق وفقاً لأسلوب وسرعة تعلم الطفل.
<b>Progress Monitoring:</b> Regular assessments to track your child's academic development and adjust support as needed.	متابعة التقدم: تقييمات دورية لرصد تطور الطفل الأكاديمي وتقديم الدعم المناسب في الوقت المناسب.
<b>Skill Gap Bridging:</b> Identifying and addressing any learning gaps or challenges, helping students build a strong academic foundation.	سد الفجوات التعليمية: اكتشاف ومعالجة أي تحديات تعليمية، لمساعدة الطالب على بناء قاعدة أكاديمية قوية.
<b>Registration:</b>	<b>التسجيل:</b>
Please complete the attached registration process. A non-refundable deposit (SAR/-1000) must be paid at the time of enrollment. The deposit will be applied towards your first installment for after school program payment.	يرجى إكمال نموذج التسجيل المرفق. كما يجب دفع مبلغ مقدم غير قابل للاسترداد بقيمة (1000 ريال سعودي) عند التسجيل. وسيتم خصم هذا المبلغ من القسط الأول للرسوم الخاصة ببرنامج ما بعد المدرسة.
<b>Starting date &amp; Hours of operation:</b>	<b>تاريخ البدء وساعات العمل:</b>
The program will begin the first day of school and is held Sunday through Thursday with the exception of holidays from 01:00 p.m. to 03 :30 p.m. (depending upon the number of subjects selected)	سيبدأ البرنامج في أول يوم دراسي، ويُقام من الأحد إلى الخميس، باستثناء أيام العطلات، من الساعة 1:00 ظهراً حتى 3:30 عصراً (وفقاً لعدد المواد التي يتم اختيارها).

REGISTRATION FORM – 2025-2026 Afterschool Program		نموذج التسجيل 2025-2026 برنامج ما بعد المدرسة		
Section - 1: Student's Detail		القسم 1 : تفاصيل الطالب		
Full Name:	الاسم الكامل:			
Grade/Section:	الصف/القسم:			
Id No./ Iqama No.:	رقم الهوية / الإقامة:			
Nationality:	الجنسية:			
Preferred Subjects: (KG up to Grade 7)	المواد المختارة: (من الروضة حتى الصف الـ 7)			
<input type="checkbox"/> Math - رياضيات	<input type="checkbox"/> Science - علوم	<input type="checkbox"/> English - انجليزي	<input type="checkbox"/> Arabic - لغة عربية	
Preferred Subjects: (Grade 8 till 12)	المواد المختارة: (من الصف الـ 8 حتى الصف الـ 12)			
<input type="checkbox"/> Math - رياضيات	<input type="checkbox"/> English - انجليزي	<input type="checkbox"/> Biology - علم الأحياء	<input type="checkbox"/> Chemistry - الكيمياء	<input type="checkbox"/> Physics - الفيزياء
Section - 2: Parent/Guardian Information		القسم 2: معلوماتوليالأمر/الوصي:		
Full Name:	الاسم الكامل:			
Relationship to Student:	صلةه بالطالب:			
Mobile No.:	رقم الجوال:			
E- Mail Address:	البريد الإلكتروني:			
Section 3: Registration Terms		القسم 3: شروط التسجيل		
<ul style="list-style-type: none"> <li>Students who score less than 50% but higher than 20% in the entrance exam must register for at least two subjects, which are Math and English, in the After School Program.</li> <li>A comprehensive evaluation of the student's performance will be conducted at the end of each phase of the After-School Program, which lasts for three months. Based on the outcome of this evaluation, it will be determined whether the student requires continued participation in the program, considering their progress and individual learning needs.</li> <li>The maximum number of students per class is 10.</li> </ul>		<ul style="list-style-type: none"> <li>يجب على الطالب الذي لم يتجاوز اختبار القبول بنسبة أقل من 50% وأعلى من 20% التسجيل في مادتين على الأقل، وهما الرياضيات والإنجليزي، ضمن برنامج ما بعد المدرسة.</li> <li>يجرى تقييم شامل للأداء الطالب في نهاية كل دورة من برنامج ما بعد المدرسة، والتي تمتد لثلاثة أشهر. وبناءً على نتائج هذا التقييم، يتم تحديد مدى حاجة الطالب للالستمار في البرنامج من عدمه، وذلك استناداً إلى مستوى تقدمه واحتياجاته التعليمية الفردية.</li> <li>الحد الأقصى لكل فصل هو 10 طلاب.</li> </ul>		
Section - 4: Payment Information		القسم 4 : معلومات الدفع		
Fee Structure		هيكل الرسوم		
one subject	مادة واحدة			
two subjects	مادتين			
three subjects	ثلاث مواد			
four subjects	أربع مواد			
Discounts	الخصومات			
Sibling discount: 7.0%	خصم الأخوة: 7.0%			
Payment Method:	طريقة الدفع:			
Fee is to be paid in advance and can be made quarterly.	يجب دفع الرسوم مقدماً ويمكن دفعها بشكل ربع سنوي.			
Fee paid is non-refundable.	الرسوم المدفوعة غير قابلة للإسترداد.			
*Tuition & fees are VAT exclusive.	*الرسوم غير شاملة ضريبة القيمة المضافة.			

Parent/Guardian Agreement		اتفاقيةولي الأمر/الوصي
By enrolling my child in After School Program, I agree to the following terms and conditions to ensure the program operates smoothly and in the best interest of all students:		من خلال تسجيل ابني/ابنتي في برنامج ما بعد المدرسة، أوافق على الشروط والأحكام التالية لضمان سير البرنامج بشكل سلس ولصالح جميع الطلاب:
I understand the program operates from 01:00 p.m. to 03:30 p.m. on school days (depending on the number of subjects selected).		أفهم أن البرنامج يبدأ من الساعة 1:00 ظهرا حتى 3:30 عصرا في أيام الدراسة (حسب عدد المواد المختارة).
After registering, I agree to continue for at least three months.		بعد التسجيل، أوافق على الاستمرار في البرنامج لمدة لا تقل عن ثلاثة أشهر.
I agree to ensure my child is picked up promptly at the end of each session.		أوافق على التأكيد من أن يتم استلام طفلي في الوقت المحدد عند نهاية كل يوم.
If my child will be absent, I will notify the program in advance.		في حال غياب طفلي، سأقوم بإبلاغ المدرسة مسبقاً.
I agree to support the program's efforts in maintaining appropriate behavior, including adhering to rules about conduct, respect for peers and staff, and engagement in activities.		أوافق على دعم جهود البرنامج في الحفاظ على السلوك المناسب، بما في ذلك الالتزام بالقواعد الخاصة بالسلوك، واحترام الزملاء والموظفين، والمشاركة الفعالة في الأنشطة.
I acknowledge that the program reserves the right to dismiss my child if their behavior consistently disrupts the program or endangers others.		أقر بأن البرنامج يحتفظ بالحق في فصل طفلي إذا استمر سلوكه في تعطيل سير البرنامج أو تهديد سلامة الآخرين.
I agree to maintain open communication with program staff regarding my child's progress, behavior, or any concerns I may have.		أوافق على الالتزام بالتواصل المستمر مع مسؤولين البرنامج بخصوص تقديم طفلي وسلوكه أو أي استفسارات قد تكون لدى.
I understand that the program will send regular updates (via email or other methods) about my child's activities, performance, and any special events.		أفهم أن البرنامج سيرسل تحديثات منتظمة (عبر البريد الإلكتروني أو وسائل أخرى) حول أنشطة ابني/ابنتي، أداءه، وأي فعاليات خاصة.
I understand the cost of the after-school and agree to pay on time according to the program's payment schedule.		أفهم تكلفة برنامج ما بعد المدرسة وأوافق على دفع الرسوم في الوقت المحدد وفقاً لجدول الدفع الخاص بالبرنامج.
I understand that once paid, the fee is non-refundable.		أفهم أنه بمجرد دفع الرسوم، فهي غير قابلة للإسترداد.
Parent/Guardian Acknowledgment		إقرارولي الأمر/الوصي
By signing below, I acknowledge that I have read, understood, and agree to the terms and conditions set forth in this Parent/Guardian Agreement. I also confirm that all information provided is accurate and current		بتوقيعي أدناه، أقر بانني قرأت وفهمت وأوافق على الشروط والأحكام المذكورة في اتفاقيةولي الأمر/الوصي. كما أؤكد أن جميع المعلومات المقدمة دقيقة ومحدثة.
Student Name:	.....	اسم الطالب:
Name of Guardian:	.....	اسمولي الأمر:
Signature:	.....	التوقيع:
Date:	D D / M M / Y Y Y Y	التاريخ:



AJYAL AL MAREFAAH  
INTERNATIONAL SCHOOL  
مدارس أجيال المعرفة العالمية

ESTABLISHED 1989

# PARENT/ STUDENT HANDBOOK

SECTION 3: ACADEMIC PROGRAM AND LEARNING CULTURE



## **Section-3: Academic Program and Learning Culture**

### **Curriculum Overview (Cambridge-aligned)**

The school offers a broad and coherent curriculum that covers key academic domains and skill areas across different grade levels:

#### **Kindergarten (KG1 – KG3):**

##### **KG - 1**

- Focus on early literacy, numeracy, sensory learning, and motor development
- Introduction to social-emotional learning and basic inquiry skills
- Play-based and exploratory learning

##### **For KG – 2 & KG – 3**

Subjects include:

- English,
- Mathematics Science (KG – 3),
- Art, Islamic studies (Oral for KG – 2)
- Arabic (Oral for KG – 2)
- Native language for expatriates (KG – 3)

#### **Primary Stage (Grades 1 – 5):**

- Emphasis on foundational academic skills and learner independence
- Subjects include:
  - English
  - Mathematics
  - Science
  - Arabic
  - Native language for expatriates
  - Islamic Studies (for Muslim students)
  - Moral Science (for Non - Muslim students)
  - Art and Physical Education
  - Computer Science (for grades 4 & 5)
  - Social Studies / SAC (for grades 4 & 5)

#### **Middle / Intermediate (Grades 6 – 9):**

- Expansion of subject knowledge with more depth and application
- Cambridge-aligned instruction and assessments

Subjects include:

- English
- Mathematics
- Science (for grades 6 & 7)
- Biology, Chemistry, and Physics (for grades 8 & 9)
- Social Studies / SAC
- Computer Science
- Islamic Studies (for Muslim students)
- Moral Science (for Non - Muslim students) (for grades 7 & 8)
- Arabic
- Native language for expatriates (for grades 7 & 8)
- Art & Physical Education

### **High School (Grade 10 - 12):**

- Preparation for International Exams (IGCSE & A Level) and National exams (GAT/SAAT).
- Subject specialization begins, with a focus on academic rigor and analytical thinking
- Emphasis on study skills, independent research, and project-based learning

Subjects include:

- English
- Mathematics
- Biology, Chemistry, and Physics
- Social Studies / SAC
- Islamic Studies (for Muslim students)
- Arabic
- Art & Physical Education,

### **Instructional Approach**

- Active learning strategies are used to encourage student participation and engagement.
- Lessons are differentiated to meet the diverse needs of learners.
- Assessment is continuous, using formative tools, student reflections, and teacher feedback.
- Integration of digital tools enhances research, collaboration, and presentation skills.

### **Language of Instruction**

- English is the primary medium of instruction for core subjects.
- Arabic and Islamic Studies follow the national curriculum guidelines and are delivered in Arabic.
- Additional support is provided for non-native speakers of both English and Arabic.

## **Global Perspective and Values**

The Cambridge curriculum at Ajyal is enriched with a strong emphasis on:

- Intercultural awareness
- Ethical responsibility
- Environmental sustainability
- Collaboration and communication skills

## **Students Learning Outcomes**

Ajyal Al Marefaah International School (AAIS) ensures that its Student Learning Outcomes (SLOs) are purposefully aligned with the National Qualifications Framework (NQF) and the broader national education directions set by the Ministry of Education (MOE). The school systematically maps its curriculum objectives and learner competencies to meet the cognitive, behavioral, and performance levels defined by the NQF, ensuring clarity in progression and expected achievement across all grade levels. Through this alignment, AAIS not only fulfills regulatory and accreditation expectations but also reinforces essential national values, such as identity, cultural awareness, civic responsibility, and global readiness. This process supports a coherent academic pathway that empowers students with both 21st-century skills and a deep connection to Saudi Arabia's Vision 2030 educational goals.

### **PLOs should address the following domains:**

- Knowledge and Understanding
- Thinking and Problem-Solving Skills
- Social, Communication, and Collaboration Skills
- Values, Ethics, and Responsibility

Practical and Physical Skills (where applicable)

### **The school aims to develop learners who are:**

- Confident and articulate communicators
- Responsible and reflective citizens
- Innovative thinkers and problem-solvers
- Academically prepared for local and international examinations

## Graduate Attributes

Graduates of Ajyal Al Marefaah International School are expected to demonstrate:

### **1.Critical Thinking and Problem-Solving**

Ability to analyze information, evaluate arguments, and develop reasoned solutions to real-world challenges.

### **2.Effective Communication**

Clear and confident expression of ideas in oral, written, and digital forms in more than one language.

### **3.Collaboration and Leadership**

Ability to work productively in teams, take initiative, and show leadership in group settings.

### **4.Digital Literacy**

Competent and ethical use of technology for research, communication, learning, and innovation.

### **5.Ethical and Global Citizenship**

Respect for cultural diversity, social justice, environmental responsibility, and active participation in the community.

### **6.Lifelong Learning**

A growth mindset with motivation to pursue continuous personal and academic development.

### **7.Self-Management and Responsibility**

Time management, goal setting, resilience, and accountability for learning and behavior.

### **8.Creativity and Innovation**

Original thinking, imagination, and the ability to create new ideas or improve existing ones.

## Grading Policy and Report Cards

At Ajyal Al Marefaah International School, assessment is an essential part of the learning process. Our grading policy is designed to ensure that students are evaluated fairly, consistently, and transparently based on their knowledge, skills, effort, and improvement. Report cards serve as a formal record of student progress and are a tool for continuous communication between the school and families.

### Grading Philosophy

- Assessment is used to support student growth, guide instruction, and provide feedback to learners and parents.
- Grades reflect students' understanding, participation, effort, and progress over time.
- Teachers use a variety of assessment tools to capture learning accurately and holistically.
- The focus is not only on final results but also on improvement and consistency throughout the term.

## 2. Assessment Types

Grading is based on both formative and summative assessments:

### Formative Assessments:

- Class participation
- Quizzes
- Homework and assignments
- Classwork and projects
- Teacher observations

### Summative Assessments:

- Unit tests
- Midterm exams
- Final exams
- Presentations and research tasks

### 3. Grading Scale

Grades are awarded on a numerical scale and/or letter grades depending on the grade level and subject.

Typical categories include:

Letter Grade Scale	Numerical Scale of marks (Grading Range)	Description
A	90 - 100	Excellent
B	80 - 89.99	Very Good
C	70 – 79.99	Good
D	50 – 69.99	Average
F	0 – 49.99	Fail

*Note: This scale is according to the Ministry of Education.*

### 4. Grade Components and Weight

Each subject grade is typically calculated using the following weighting:

- 27% Classwork, Homework, and attendance.
- 13% Quizzes and Projects
- 20% Unit Tests
- 40% Written Exam

Teachers may adapt weighting based on grade level or subject guidelines. All changes are communicated to parents in advance.

### 5. Report Cards

- Issued three times per term.
- Includes academic grades, teacher comments, attendance record, and behavioral observations and activities.
- Available in printed form and/or through the school portal (Classera)
- Parent-Teacher Conferences follow each reporting period to discuss student progress and development

### 6. Academic Integrity

- Cheating, plagiarism, or dishonesty in assessments will result in a zero grade for the task and appropriate disciplinary action.
- Parents will be notified in writing in cases of academic misconduct.

## **7. Make-Up Policy**

- Students who miss an exam or major assignment due to a valid excuse must submit a written request for make-up within three school days.
- Make-up assessments must be completed within a designated time frame as determined by the teacher.

## **8. Promotion and Retention**

- Promotion to the next grade level depends on academic performance, attendance, and overall readiness.
- Students with failing marks in two or more core subjects may be required to repeat the grade, pending academic committee review.

### **Homework Policy and Expectations**

At Ajyal Al Marefaah International School, homework is a vital part of the educational journey. It not only reinforces what students learn in the classroom but also plays an important role in building responsibility, independence, and effective time management. We believe that well-planned and meaningful homework strengthens the connection between school and home and contributes significantly to students' long-term academic success.

#### **General Guidelines:**

Homework at Ajyal Al Marefaah is designed to be purposeful and developmentally appropriate for each grade level. Assignments typically include reading tasks, revision of classwork, note-taking, and written activities, which are given at least twice a week. Teachers are expected to review, correct, and return written assignments with constructive comments that both affirm good performance and suggest areas for improvement. Homework is generally assigned from Sunday to Thursday. While we encourage parents to supervise their children's homework to ensure it is completed, we strongly advise against closely assisting or giving answers—especially beyond Grade 3—as this can lead to over-dependence and limit student growth. Students are responsible for completing and submitting homework on time. If a student fails to meet expectations, the Head of Department and parents will be informed at an early stage to provide timely support.

### **1. Purpose of Homework**

Homework is assigned to:

- Reinforce skills and concepts taught in class

- Encourage independent learning and research
- Promote responsibility and self-discipline
- Provide opportunities for creativity and critical thinking
- Engage parents in the learning process

## 2. Frequency and Duration

The amount of homework varies by grade level and subject. As a general guideline:

Grade Level	Estimated Time per Day
KG1 – KG3	Occasional light tasks (15–30 mins)
Grades 1 – 3	20–40 minutes
Grades 4 – 6	40–60 minutes
Grades 7 – 12	60–120 minutes

Teachers coordinate to avoid overloading students with excessive homework across subjects.

## 3. Types of Homework

- Practice exercises (math problems, reading comprehension)
- Research or inquiry-based tasks
- Creative projects or presentations
- Review and revision of classwork
- Reading assignments
- Reflection journals or self-assessments

## 4. Student Responsibilities

Students are expected to:

- Complete homework on time and to the best of their ability
- Write neatly and present work clearly
- Ask for help if they do not understand an assignment
- Take responsibility for bringing homework to school

## 5. Parent Role

Parents are encouraged to:

- Provide a quiet and organized space for study
- Support their child without doing the work for them
- Check that homework is completed regularly
- Communicate with teachers if there are concerns or challenges

## **6. Late or Missed Homework**

- Students are expected to submit assignments on time
- Late submissions may receive reduced marks unless an acceptable reason is provided
- For absences excused, students will be given additional time to complete missed work

## **7. Homework and Feedback**

- Teachers will review and return homework with constructive feedback
- Assignments will be included as part of the continuous assessment process
- Effort and improvement are recognized alongside accuracy

## Examination Framework (Unit Tests, Term Exams)

Assessment plays a key role in tracking students' progress, identifying strengths and areas for improvement, and ensuring mastery of academic standards. At Ajyal Al Marefaah International School, our examination framework includes regular unit tests and term exams that are carefully planned to reflect the curriculum and learning objectives.

### 1. Purpose of Assessments

Examinations are designed to:

- Measure student understanding and application of concepts
- Encourage consistent study habits and preparation
- Provide teachers and parents with feedback on student progress
- Prepare students for national and international academic standards

### 2. Types of Assessments

#### A. Unit Tests

- Conducted periodically during each term (after completing a topic or unit)
- Usually short in duration and focused on recently covered material
- Help reinforce learning and identify areas needing support
- May include multiple-choice questions, short answers, and skill-based tasks

#### B. Term Exams

- Held at the end of each academic term (Midterm and Final)
- Cover all essential content taught during the term
- More comprehensive and formal in structure
- Count toward a significant portion of the student's overall grade

### 3. Guidelines for Students

- Be present and punctual on all test and exam days
- Bring all required materials (pens, pencils, calculators, etc.)
- Following all exam rules and maintaining academic honesty—cheating is strictly prohibited
- Prepare regularly by reviewing notes, textbooks, and homework
- Speak to your teacher in advance if you are struggling with any topic

#### **4. Guidelines for Parents**

- Help your child create a study schedule at home
- Encourage a healthy balance between study and rest, especially before exams
- Ensure your child gets enough sleep and arrives at school on time
- Do not attend online exams or complete assignments on behalf of your child
- Contact teachers if you have concerns about your child's academic performance

#### **5. Make-Up Exams**

- Students who miss an exam due to a valid excuse must submit a written explanation
- The school reserves the right to reschedule the exam at a suitable time
- Unexcused absences during exam periods may result in a grade of zero

#### **6. Exam Integrity and Consequences**

- Any form of cheating or misconduct during exams is taken seriously
- Disciplinary action will be taken, and the student may receive a failing grade
- Repeated violations may lead to more serious consequences, including suspension

#### **7. Exam Results and Reports**

- Exam scores are reflected in the term report card
- Parents are invited to attend Parent-Teacher Conferences to discuss results
- Grades are shared with clear comments and feedback to guide improvement

## Academic Support and Enrichment

Ajyal Al Marefaah International School is committed to meeting the academic needs of all students—whether they require additional support or seek extra challenges. Our approach to academic support and enrichment ensures that every learner has the opportunity to grow, succeed, and reach their full potential. Through targeted interventions, engaging activities, and flexible teaching strategies, we aim to nurture confidence, independence, and a love of learning.

### 1. Academic Support

#### For Students Who Need Extra Help

Students who are struggling in certain subjects are identified through:

- Classroom performance and assessments
- Teacher observations and referrals
- Parent feedback
- Diagnostic testing

Support strategies may include:

- One-on-one or small-group instruction
- Learning support sessions during or after school hours
- Modified or simplified assignments
- Additional practice materials or online resources
- Close monitoring by the class teacher and academic coordinator

Student Responsibilities:

- Attend support sessions regularly and come prepared
- Ask for help when needed and participate actively
- Following through with extra assignments or review work

#### Parent Role:

- Communicate with teachers about concerns or changes in performance
- Support home study routines and monitor progress
- Encourage a positive attitude toward learning and improvement

### 2. Academic Enrichment

#### For Students Who Need Extra Challenge

Gifted or high-achieving students are offered additional learning opportunities through:

- Enrichment tasks or extension assignments in class
- Research projects and independent study
- Academic competitions or events (spelling bees, science fairs, math challenges)
- Clubs, electives, or cross-grade learning opportunities
- Cambridge-aligned inquiry tasks that promote higher-order thinking.
- Teacher / Trainer assigned for competitive exams (GAT/SAAT)

**Student Responsibilities:**

- Take initiative and explore topics beyond the basic curriculum
- Demonstrate responsibility in handling advanced tasks
- Share ideas, mentor peers, and collaborate on enrichment activities

**Parent Role:**

- Encourage curiosity, creativity, and lifelong learning
- Support participation in school activities and academic events
- Provide access to additional reading or research resources at home

**3. Monitoring and Follow-Up**

- Students receiving support or enrichment are monitored throughout the term
- Progress is documented and shared during parent meetings
- Adjustments are made based on individual needs and teacher feedback

## Recognition of Academic Excellence

At Ajyal Al Marefaah International School, we believe in celebrating student achievement. Recognizing academic excellence not only honors students who work hard and excel, but also inspires all learners to reach their highest potential. Our recognition program is designed to motivate students, promote a culture of excellence, and build self-confidence and a strong academic mindset.

### 1. Goals of Recognition

- Encourage students to set high academic goals
- Reinforce the value of perseverance and consistent effort
- Promote healthy competition and self-motivation
- Acknowledge both achievement and improvement

### 2. Who Can Be Recognized?

Students at all grade levels may be recognized for:

- Outstanding academic performance
- Significant academic improvement
- Consistent homework completion and study habits
- Excellence in specific subjects (e.g., Math, English, Science)
- Positive classroom behavior and participation

Recognition is based on teacher nominations, report card results, and overall academic conduct.

### 3. Types of Recognition

#### A. Certificates and Awards

- Honor Roll Certificates for high academic achievers
- Subject Excellence Awards for top performance in individual subjects
- Improvement Awards for students who show strong progress
- Star of the Week (KG – 5) / Star of the Month (6-12) recognition for effort, attitude, or creativity

#### B. Public Acknowledgment

- Announcements during morning assembly
- Recognition in newsletters or on the school's bulletin board
- End-of-term and end-of-year award ceremonies

### **C. Parent Involvement**

- Parents may be invited to attend award events or receive recognition letters
- Home acknowledgment is encouraged to reinforce the student's success

### **4. Student Responsibilities**

- Set personal learning goals and strive to meet them
- Maintain a strong work ethic and respect for learning
- Support and celebrate the success of classmates

### **5. Parent Role**

- Praise and encourage your child's effort and improvement
- Avoid comparing children—focus on personal growth
- Stay informed about school recognition events and attend when possible

### **6. Ongoing Encouragement**

Even when formal awards are not received, every student's effort is noticed. Teachers consistently offer verbal praise, feedback, and classroom encouragement to nurture a growth mindset and reward hard work.

## Promotion/Retention Criteria

Ajyal Al Marefaah International School is committed to ensuring that each student is placed in a grade level that best supports their academic success, personal development, and long-term growth. Promotion to the next grade is based on a combination of academic performance, attendance, and readiness. Retention is considered only when it is in the best interest of the student's learning and future progress.

### **1. Promotion Criteria**

To be promoted to the next grade level, students must meet the following standards along with the criteria set by the Ministry of Education:

#### **Academic Performance:**

- A passing average in core subjects: English, Math, Science, and Arabic
- Satisfactory performance in other subjects such as Islamic Studies, Social Studies, and ICT
- Completion of required assignments, projects, and assessments

#### **Attendance:**

- Regular attendance is expected throughout the school year
- Students must not exceed the maximum number of unexcused absences (as defined by the school's attendance policy)

#### **Behavior and Effort:**

- Demonstrated responsibility, participation, and engagement in learning
- Respectful behavior and positive conduct toward peers and staff

### **2. Retention Criteria**

Retention decisions are made carefully, involving the Academic Team, Teachers, the Principal, and parents. A written academic plan is developed for retained students to ensure improvement in the following year.

Retention may be considered if a student:

- Fails two or more core academic subjects despite support and intervention
- Demonstrates significant academic delays that prevent success in the next grade
- Has irregular attendance that negatively impacts learning
- Requires additional time to develop emotional, social, or behavioral maturity

### **3. Academic Support Before Retention**

Before recommending retention, the school will provide:

- Remedial classes or extra academic support
- Parent-teacher conferences to discuss concerns and action plans
- Ongoing progress monitoring and communication

### **4. Parent Involvement**

- Parents are informed early if their child is at risk of not being promoted
- All promotion and retention decisions are communicated in writing and discussed during end-of-year meetings
- Parent opinions are considered, but the final decision rests with the school based on what serves the child's best educational interest



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# PARENT/ STUDENT HANDBOOK

## SECTION 4: ATTENDANCE AND PUNCTUALITY



## Section-4: Attendance and Punctuality

### Daily Schedule by Grade Level

A well-structured school day helps students develop healthy routines, stay organized, and engage meaningfully in learning. At Ajyal Al Marefaah International School, each grade level follows a daily schedule designed to balance academic instruction, breaks, and enrichment activities. The schedule is consistent, age-appropriate, and aligned with instructional time requirements.

#### 1. School Timings

Day	Arrival Time	Dismissal Time
Sunday–Thursday	07:45 AM (Kindergarten)	11: 40 AM
Sunday–Thursday	06:50 AM (G 1 – 12)	12: 30 PM

*Morning assembly begins at 06:55 AM.*

#### 1. Kindergarten (KG1 – KG3)

Time	Activity (Example)
8:00 – 8:40 AM	English
8:40 – 09:10 AM	Math
09:10 – 09:40 AM	Snack Break
09:40 – 10:20 PM	Outdoor Play
10:20 – 11:00 PM	Art
11:00 – 11:40 AM	Islamic Studies
11:40 AM	Dismissal

### 3. Primary/Middle/High School (Grades 1 – 12)

Time	Activity (Example)
7:20 – 8:00 AM	English
8:00 – 8:40 AM	Math
8:40 – 9:10 AM	Science
9:10 – 09:40 AM	Snack Break
09:40 – 10:20 AM	Arabic / Language for expatriates
10:20 – 11:00 AM	Social Studies
11:00 – 11:40 AM	Computer Science
11:40 – 12: 20 PM	Islamic Studies / Moral Education
12:20 – 12: 30 PM	Salah Break
12: 30 PM	Dismissal

### 4. Notes for Parents

- Ensure your child arrives on time every day. Late arrivals may miss key learning time.
- Pack healthy snacks and a water bottle for your child each morning.
- Students must wear full school uniform and bring all necessary materials.
- Dismissal times must be respected. Repeated late pickups should be avoided.
- Teachers may occasionally adjust class time for special activities, testing, or events.

#### Absence Types: Excused, Unexcused

Regular attendance is vital for academic success and personal development. Ajyal Al Marefaah International School recognizes that students may occasionally miss school due to valid reasons. This guideline explains the difference between excused and unexcused absences, and outlines expectations for students and parents regarding attendance.

**1. Excused Absences:** An excused absence is a permitted absence that has been approved by the school based on a valid reason.

#### Examples of Excused Absences:

- Illness (with a medical note for absences longer than one day)
- Medical or dental appointments (must be scheduled outside school hours when possible)
- Family emergencies (with parent communication)
- Bereavement (death of a close family member)
- Official travel with prior approval from the school

### **Parent Responsibilities:**

- Notify the school by phone, email, or written note on the same day of absence
- Submit medical or official documents within 48 hours
- Ensure students complete missed assignments or exams in coordination with teachers

### **Student Responsibilities:**

- Collect and complete missed classwork and homework
- Follow up with teachers on any makeup exams or quizzes
- Return to school prepared to continue learning

## **2. Unexcused Absences**

An unexcused absence occurs when a student misses school without a valid reason or without providing documentation.

### **Examples of Unexcused Absences:**

- Oversleeping or missing the bus
- Travel not approved by the school
- Staying home for personal reasons without explanation
- Absences during exam days without medical or official proof
- Failure to inform the school of absence

### **Consequences of Unexcused Absences:**

- Loss of participation or assessment marks for that day
- Missed exams or activities may not be rescheduled
- Warning letters or parent meetings for repeated absences
- Impact on report card comments and promotion eligibility

## **3. Attendance Monitoring and Limits**

- Frequent absences (excused or unexcused) are tracked by the school administration
- Students may not exceed 20 total absences per academic year
- More than 10 unexcused absences per term may result in academic penalties
- Chronic absence may affect promotion to the next grade

## **4. Tardiness (Late Arrival)**

- Students must arrive before 06:55 AM. Late arrivals are recorded after this time.
- 3 instances of being late without a valid excuse will be treated as 1 unexcused absence
- Parents will be informed in cases of repeated lateness

## Illness Protocols

The health and safety of our students, staff, and families is a top priority at Ajyal Al Marefaah International School. In order to maintain a safe learning environment, we follow clear illness protocols based on the Ministry of Health's guidance (*Sehhaty*) and applicable national safety measures. These guidelines apply to all communicable illnesses, including seasonal flu, COVID-19, and other infections.

### 1. When to Stay Home

Students must stay home if they show any of the following symptoms:

- Fever (above 37.8°C)
- Cough or sore throat
- Runny nose or congestion (if excessive)
- Shortness of breath
- Vomiting or diarrhea
- Skin rash with fever
- Eye redness with discharge
- Unexplained fatigue or body aches
- Loss of taste or smell (for older children)

Important: Students with contagious illnesses should only return to school after symptoms are gone and a doctor's clearance is provided when necessary.

### 2. Reporting Illnesses

- Parents must inform the school immediately when their child is sick.
- For absences longer than one day, a medical note is required.
- If the illness is related to COVID-19 or another reportable disease, families must submit proof of testing and follow isolation rules.
- Wash hands regularly with soap and water
- Use hand sanitizer when needed
- Avoid touching face, eyes, and mouth
- Cover mouth and nose when sneezing or coughing
- Do not share food, drinks, or personal items

### **3. Role of Parents**

- Keep children home when they are unwell—even if symptoms are mild
- Encourage healthy habits at home (rest, nutrition, hydration)
- Communicate openly with school staff about health concerns
- Monitor school updates on illness policies or outbreak alerts

### **4. School Health Support**

- The school nurse monitors students' health during the day
- If a student becomes unwell at school, parents will be called to pick them up
- A designated isolation area is available for symptomatic students until they go home
- Early Release and Pick-up Procedures
- Chronic Absenteeism Policy

**Mechanism for dealing with suspected and confirmed positive cases in  
schools**

**Second Edition December 2021**

**Waqaya (Prevention/Protection)  
Public Health Authority  
PUBLIC HEALTH AUTHORITY**

## **Procedures for monitoring a suspected case within the school**

### **Definitions**

- Suspected case: A case that exhibits suspected (respiratory) symptoms of COVID-19 disease (high temperature - cough, sneeze - shortness of breath, joint pain, etc.).
- Confirmed case: A case whose infection is confirmed laboratory-wise by PCR test.
- Secondary case in the school: A case whose infection is confirmed laboratory-wise by PCR test, and there is a history of close contact with the primary case and no history of contact with a source outside the school.
- Close contact: Contact that is at a close proximity (less than one and a half meters) and for a period longer than 15 minutes without wearing a mask or wearing it incorrectly.

### **Procedures that must be done when monitoring a suspected case:**

- Isolating the case in the room designated for isolating suspected cases.
- Disinfection and sterilization of the places where the student was present.
- Communicating with the student's guardian to take the student and direct them to take the measures stipulated by the Ministry of Health regarding suspected cases.
- Following up on the case and directing them to the necessity of taking a swab test.
- Following up on the swab result and the student's status in the Tawakkalna application.
- Informing the concerned departments in the region (Preventive Medicine - School Health).

### **Monitoring a suspected case inside the school among fully vaccinated categories (over 12 years old)**

In case of symptoms appearing and the result being negative for COVID-19:

- Inform the school of the test result.
- The student returns after symptoms disappear for 24 hours without using a fever reducer, or according to the attending physician's report.
- Ensure the student's status on the Tawakkalna application.

In case of a positive COVID-19 result in the age groups over 12 years old (vaccinated with two doses):

- Inform the school of the test result.
- Identify close contacts and prepare a list of their names.

- Close contact students do not need isolation; they are only monitored for 10 days and observed for symptoms.
- Inform the regional Preventive Medicine Department and School Health Department.

### **Secondary case for a close contact in the categories over 12 years old**

In the age groups over 12 years old (vaccinated with two doses):

*If the monitored case belongs to the same class:*

- Close contacts of the case are identified, and the appearance of symptoms is monitored for 10 days.
- Precautionary measures inside the classroom are emphasized (wearing masks and physical distancing).
- Mixing between students of the class and other classes is strictly prohibited

*If two or more cases appear as contacts of the first case belonging to the same class:*

- Classes are suspended for 2-5 days to allow the public health team in the region to intervene, determine the level of outbreak, and deal with suspected cases.
- The appropriate period for suspending classes is determined according to public health opinions.
- Contacts are monitored and isolated for 10 days.

*If the monitored case belongs to a different class and had close contact (less than 3 classes affected):*

- Work in the classes where the cases were monitored is suspended for 2-5 days to allow the public health team to intervene, determine the level of outbreak, and deal with suspected cases.
- The appropriate period for suspending work in the classes is determined according to public health opinions.
- Contacts are monitored and isolated for 10 days.

*If the monitored case belongs to a different class and had close contact (3 classes or more affected):*

- Work in the school is suspended for 2-5 days to allow the public health team in the region to intervene, determine the level of outbreak, and deal with suspected cases.
- The appropriate period for suspending work in the school is determined according to public health opinions.
- Contacts are monitored and isolated for 10 days.

### **Note**

- Students who are contacts or others are not tested laboratory-wise unless they show one of the symptoms of COVID-19.

- School studies are only suspended in coordination between the education departments and the directorates of health affairs in the region.

# PARENT/ STUDENT HANDBOOK

## SECTION 5: STUDENT WELL-BEING AND HEALTH



## Section-5: Students' Wellbeing and Health

### Mental and Physical Health Guidelines

At Ajyal Al Marefaah International School, we believe that student well-being is the foundation for effective learning. We are committed to supporting both the mental and physical health of every student by promoting healthy habits, early intervention, and open communication between school and home. This guideline outlines how we work together to ensure a safe, balanced, and supportive environment for all learners.

#### 1. Physical Health Guidelines

##### Healthy Habits

Students are encouraged to:

- Eat a balanced breakfast before school
- Bring healthy snacks and lunch (no energy drinks or junk food)
- Stay hydrated throughout the day
- Participating in physical education and active play
- Maintain personal hygiene (clean uniform, washed hands, etc.)
- Enough sleep time.

##### School Health Services

- A qualified school nurse is available for basic first aid and monitoring illness symptoms.
- Health records must be updated annually (including immunizations).
- Parents must inform the school of any chronic conditions (e.g., asthma, diabetes, and allergies).
- In case of injury or illness during the school day, the nurse will contact the parents immediately.
- A report on health concerns is provided by the parent.

#### 2. Mental Health Guidelines

##### Creating a Supportive Environment

We aim to build a school culture where students feel:

- Safe, accepted, and valued
- Free to express emotions respectfully
- Comfortable asking for help when overwhelmed or stressed

## Early Signs of Mental Health Challenges

Parents and staff should be alert to signs such as:

- Sudden withdrawal or mood swings
- Difficulty concentrating or sleeping
- Loss of interest in school or friends
- Persistent sadness, anxiety, or irritability
- Changes in eating habits or energy levels

## What to Do if you're Concerned

- Students can talk to a teacher, school counselor, or trusted adult at any time.
- Parents are encouraged to communicate regularly with staff if they notice unusual behavior.
- The school may recommend external support (e.g., pediatrician, psychologist) if needed.
- All concerns are handled with confidentiality and care.

## 3. Parent Responsibilities

- Encourage open conversations about feelings, school life, and friendships.
- Set regular routines for sleep, meals, and study time.
- Limit screen time and support active, offline play.
- Be a role model in managing stress and solving problems calmly.
- Inform the school if your child is going through emotional stress at home (e.g., family issues, loss, transition).

## 4. School Programs and Support

- Well-being sessions are integrated into the curriculum through moral education, social-emotional learning, and life skills classes.
- Events such as Health Weeks, Fitness Days, and Mental Wellness Activities promote holistic care.
- First Aid training is provided to the staff.

## 5. Emergencies and Referrals

In urgent cases involving physical or mental health:

- Parents are contacted immediately
- Emergency procedures follow the school's health and safety policy
- A follow-up email/telephonic call may be arranged to support the students' return to school.

## Counselling Services

Ajyal Al Marefaah International School is dedicated to supporting the emotional, social, and academic well-being of every student. Our counselling services are an essential part of our holistic approach to education. Whether a student needs someone to talk to, is facing challenges at school or home, or simply needs help navigating emotions and decisions, the school counselor is here to listen, guide, and support.

### **1. Purpose of Counselling Services**

The school counseling program aims to:

- Spreading health awareness among students and the school community.
- Correcting unhealthy habits.
- Preventing diseases and monitoring students' health.
- Caring for students' mental and physical health.
- Cooperation with the family and health authorities to achieve comprehensive health for students.
- Provide early intervention and referrals if needed.

### **2. How Students Can Access Counseling**

Students may speak with the school counselor:

- By meeting directly
- Through teacher's referral
- At the suggestion of a parent
- During regular classroom guidance sessions

Students can meet the counselor individually or in small groups, depending on their needs.

### **3. Parental Involvement**

- Parents are welcome to contact the counselor with concerns about their child's emotional or behavioral well-being.
- Parents will be informed if ongoing counseling support is recommended.
- All conversations are kept confidential, unless there is a concern for the student's safety.

#### **4. Topics Commonly Addressed**

Counseling may support students in dealing with:

- School anxiety or exam stress
- Friendship or peer issues
- Family separation or grief
- Self-esteem and confidence
- Adjusting to change or transitions
- Study skills and motivation

#### **5. Confidentiality and Safety**

All counseling sessions are conducted in a safe, respectful, and confidential environment.

Information is only shared when:

- A student is in danger of harming themselves or others
- There are concerns about abuse, neglect, or serious risk
- The student gives permission to share information with teachers or parents to support their well-being

#### **6. Counselling and School Culture**

- The school promotes positive mental health through classroom discussions, assemblies, and parent meetings.
- Teachers and staff work closely with the counselor to support students in everyday situations
- Our school's core values include respect, empathy, and kindness and are reinforced through the counseling program when faced with a specific counseling situation, among other values.

## Contagious Disease Policy

Ajyal Al Marefaah International School prioritizes the safety, health, and well-being of all students and staff. To help prevent the spread of contagious diseases within the school community, this policy outlines clear procedures to follow when a student is suspected of having a communicable illness. Cooperation between parents and the school is essential to maintain a healthy learning environment for all.

### **1. Definition of Contagious Diseases**

Contagious (communicable) diseases are illnesses that can spread from person to person. These include, but are not limited to:

- Influenza (flu)
- COVID-19
- Chickenpox
- Measles or mumps
- Hand, foot, and mouth disease
- Conjunctivitis (pink eye)
- Head lice
- Gastrointestinal infections (vomiting, diarrhea)
- Respiratory viruses with high fever or cough

### **2. When to Keep Your Child at Home**

Students must not attend school if they show symptoms of a contagious illness, such as:

- Fever (above 37.8°C)
- Severe cough, sore throat, or runny nose
- Vomiting or diarrhea
- Skin rashes or blisters
- Red or itchy eyes with discharge
- Unusual fatigue or body aches

Children should only return to school after symptoms have fully resolved and, if needed, a doctor's clearance is submitted.

### **3. Notification and Reporting**

- Parents must inform the school nurse or administration immediately if their child has been diagnosed with a contagious illness.
- For illnesses like COVID-19, influenza, or chickenpox, families are required to follow national health protocols (*Sehhaty*).
- The school will maintain confidentiality but may notify affected classes if exposure occurs, without disclosing the student's name.
- Parents are informed if their child is sent to the nearby health center in case of an emergency.

### **4. Return-to-School Requirements**

Students may return to school only when:

- They are fever-free for at least 24 hours without medication
- Symptoms have clearly improved
- In some cases, a doctor's note or recovery proof is required (especially for COVID-19, flu, or viral rashes)
- Lice or other conditions have been treated and cleared by the school nurse

### **5. School Measures and Hygiene**

- Regular disinfection of classrooms, restrooms, and common areas
- Hand sanitizers and soap are made available in all facilities
- Health checks may be conducted during outbreaks
- Students are taught proper hygiene practices (handwashing, coughing into the elbow, not sharing food)
- Ensures proper Corridor Ventilation.

### **6. Parent Responsibilities**

- Monitor your child's health daily before school
- Keep your child home when sick and avoid sending them "just to try"
- Inform the school promptly of any health concerns
- Cooperate with school and health authority guidelines for quarantine or testing if required

## First Aid and Emergency Care

At Ajyal Al Marefaah International School, the safety and well-being of our students is our highest priority. We are fully committed to providing timely, appropriate, and professional first aid and emergency care in the event of illness, injury, or accidents during the school day. This guideline helps students and parents understand the procedures we follow to respond effectively to health-related incidents.

### **1. School Health Facilities**

- The school has a dedicated health room equipped for first aid care.
- A qualified school nurse is available during school hours to attend to minor injuries, sudden illness, or emergencies.
- The nurse keeps updated medical records for each student, including allergies, chronic conditions, and emergency contacts.

### **2. When First Aid is provided**

First aid will be given in cases such as:

- Minor cuts, scrapes, or bruises
- Nosebleeds or mild headaches
- Mild allergic reactions
- Stomach discomfort, nausea, or dizziness
- Sprains, muscle strains, or playground injuries
- The nurse will assess the student, provide care, and determine if the child can return to class or needs to go home.

### **3. Emergency Situations**

In serious or urgent cases, the following steps will be taken:

- Immediate care is given by the nurse or trained staff.
- Parents are contacted right away using the emergency numbers on file.
- If necessary, the school will call an ambulance and arrange for the student to be transported to the nearest hospital.
- A school staff member will accompany the student until the parent arrives.
- The school coordinator or school director is immediately notified by teachers and staff to arrange for an ambulance.

Examples of emergencies include:

- Head injuries or loss of consciousness
- Breathing difficulties or asthma attacks
- High fever or seizures
- Serious allergic reactions (anaphylaxis)
- Suspected fractures or significant bleeding

#### **4. Parent Responsibilities**

- Ensure that your child's medical information is accurate and up to date.
- Inform the school nurse of any chronic conditions, allergies, or required medications.
- Provide at least two emergency contact numbers.
- Keep the school informed if your contact details change.
- If your child is ill or recovering from injury, notify the school with appropriate medical documentation.

#### **5. Medication Policy**

- Medications will only be administered by the school nurse with written parental consent and doctor's instructions.
- Students are not allowed to carry or self-administer medicine without prior approval.
- All medications must be clearly labeled and kept in the school clinic.

#### **6. Follow-Up Care**

- The school will send a written incident report to the parent through Classera when first aid is given, and it will be documented in school records.
- For injuries requiring home care or medical follow-up, the nurse will provide recommendations.
- In some cases, medical clearance may be required before the student returns to physical activity (e.g., after a fracture or head injury), along with the parent's acknowledgement.

## Vaccination and Medical Records

Maintaining accurate medical records and up-to-date vaccination documentation is essential to protect the health and safety of every student at Ajyal Al Marefaah International School. In alignment with the Ministry of Health (MOH) and Ministry of Education (MoE) regulations, this policy ensures that all students meet national health requirements before and during enrollment.

### 1. Vaccination Requirements

All students are required to receive age-appropriate vaccinations as mandated by the Saudi Ministry of Health. These may include (but are not limited to):

- Polio (IPV/OPV)
- Measles, Mumps, and Rubella (MMR)
- Diphtheria, Tetanus, and Pertussis (DTP)
- Hepatitis A and B
- Varicella (chickenpox)
- Meningitis
- Seasonal influenza (strongly recommended annually)
- COVID-19 (as applicable based on age and MOH guidelines)

Parents must present official vaccination records stamped by a certified clinic or submitted via *Sehhaty* or *Tawakkalna* apps.

### 2. Submission of Medical Records

Upon admission and at the start of each academic year, parents must provide:

- A complete health form filled and signed by a licensed physician
- A copy of the child's vaccination record
- Information on any chronic illnesses, allergies, or medications
- The school nurse ensures that all documents are submitted by following up with the parent.

All medical forms are kept securely in the student's confidential health file, maintained by the school nurse.

### 3. Updates and Responsibilities

- Parents are obligated to follow the school nurse and complete vaccination and fitness checks through the Noor system.
- Parents are responsible for ensuring their child's vaccinations are up to date.
- Any updates to medical conditions or changes in treatment must be reported promptly to the school nurse.
- Students with incomplete vaccination records may be temporarily excluded from school during outbreaks or until compliance is achieved.

#### **4. Medical Exemptions**

If a student cannot be vaccinated due to medical reasons, the school requires:

- A written exemption from a licensed physician, specifying the condition
- Any necessary precautionary steps to protect the student and others during outbreaks

Exempt students may be excluded from school temporarily during public health emergencies or disease outbreaks.

#### **5. Confidentiality and Record Security**

- All health information is treated with strict confidentiality.
- Records are securely stored in the clinic and accessed only by authorized school health personnel.
- Information is shared with staff only when necessary for student care or emergency response.

#### **6. Health Screenings and Updates**

The school may conduct yearly health screenings and vaccination (Vaccine influenza – for all, human papillomavirus (HPV) vaccine (for girls) etc.) in cooperation with local health authorities. Parents will be notified in advance and may be asked to follow up with their healthcare provider if needed.



AJYAL AL MAREFAAH  
INTERNATIONAL SCHOOL  
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# PARENT/ STUDENT HANDBOOK

## SECTION 6: STUDENT BEHAVIOR AND DISCIPLINE



## Section-6: Students' Behavior and Discipline

### Expected Behavior (Respect, Responsibility, Integrity)

At Ajyal Al Marefaah International School, we believe that a positive learning environment begins with respectful and responsible behavior from all members of the school community. We are committed to nurturing students who demonstrate respect, take responsibility for their actions, and uphold integrity in their academic and social conduct. These core values guide behavior across all grade levels and are reinforced through daily interactions, classroom expectations, and school policies.

#### 1. Core Values and Expected Behavior

##### Respect

Students are expected to:

- Treat classmates, teachers, staff, and visitors with kindness and courtesy
- Listen actively when others are speaking
- Use appropriate language at all times
- Respect school property, personal belongings, and the environment
- Embrace cultural and individual differences.
- Do not lie or cheat on exams.

Parents are encouraged to model and reinforce respectful communication at home and during school-related events.

##### Responsibility

Students are expected to:

- Arrive at school and class on time and prepare
- Complete assignments, homework, and projects on schedule using Classera.
- Follow school rules and classroom expectations
- Take care of their materials and learning space
- Report concerns or issues to a trusted adult

Parents play a vital role by supporting routines at home and encouraging their child to be organized and accountable.

## **Integrity**

Students are expected to:

- Be honest in their words, actions, and academic work
- Avoid cheating, plagiarism, or dishonest behavior
- Accept the consequences of their choices
- Stand up for what is right, even when it is difficult
- Show fairness and sincerity in interactions with others

Parents are encouraged to talk with their children about making ethical decisions and learning from mistakes.

## **2. Positive Behavior Reinforcement**

To encourage good behavior, the school may use:

- Appreciating their exemplary verbal actions through praise and recognition.
- Certificates and awards
- House points or merit systems
- Participation in community service.
- Participation in special events or leadership roles
- The star of the week (KG-5) and star of the month (G6 – G12) are chosen to boost self-esteem.
- Assist the school in Morning assembly.
- Assigning them work to assist teachers and classmates.
- Writing a thank you letter to national leadership and teachers/faculty.

## **3. Behavior Monitoring and Consequences**

If a student does not meet behavior expectations:

- Teachers will address the issue respectfully and give guidance
- Parents may be contacted for support and collaboration
- Repeated or serious issues may result in written warnings, behavior reflection sheets, or administrative action
- In serious cases (e.g., bullying, violence, defiance), a formal behavior plan or suspension may be implemented following school policy

## **4. Role of Parents**

- Encourage, support, and praise good behavior with simple gifts to encourage continuity.
- Engage in a calm and positive dialogue with your child to discuss the behavior feedback received from school.

- Support school policies and help students understand the importance of behavior expectations
- Attending behavior-related meetings when needed to support improvement.
- Cooperate with school to participate in instilling values and develop self-discipline in children.

## Dress Code and Appearance

Ajyal Al Marefaah International School promotes a culture of respect, discipline, and unity. A clear and consistent dress code helps students develop pride in their school, minimizes distractions, and ensures that all students present themselves in a neat, modest, and appropriate manner. This guideline outlines the expectations for student dress and appearance and emphasizes the shared responsibility of students and parents in upholding these standards.

### 1. General Expectations

Students must come to school:

- In complete, clean, and well-maintained school uniform
- With groomed hair and good personal hygiene
- Wearing clothing that reflects modesty and cultural values

All students are expected to follow the dress code during regular school days, trips, exams, and school events unless otherwise stated.

### 2. School Uniform

For Boys:

- School-issued uniform.
- Plain white undershirts (if worn)
- Black or dark school shoes with socks
- Neat, combed hair; no extreme hairstyles or colors

For Girls:

- School-issued uniform.
- Modest blouse or shirt under school uniform if required
- Black or dark school shoes with socks
- Long, neat hair tied back (if applicable); no makeup or nail polish

Note: Hijab is optional and should be plain in color, if worn. Uniform information is shared via Classera.

### **3. PE Uniform**

On Physical Education days, students must:

- Wear the official school PE uniform
- Wear appropriate sports shoes (no sandals or open shoes)
- Change back into the regular uniform after class if required by the schedule (For boys only)

### **4. Not Allowed at School**

Students may not wear or bring:

- Jeans, leggings, or non-uniform trousers
- Slippers, flip-flops, or sandals (Only in case of emergency)
- Colored nail polish, heavy makeup, or perfume
- Jewelry (except a simple watch)
- Distracting or inappropriate accessories
- Dyed hair, extreme cuts, or sharp hair designs

### **5. Consequences of Violations**

- First violation: Verbal reminder and correction
- Second violation: Second verbal reminder and correction
- Repeated violations: Notifying the guardian and warning the student.

### **6. Parent Responsibilities**

- Ensure your child arrives each day in proper uniform
- Label all uniform pieces with your child's name
- Support the school's guidelines and discuss their purpose with your child
- Replace worn or outgrown uniform items promptly

## Prohibited Items (Phones, Gadgets, etc.)

To maintain a focused, respectful, and safe learning environment, Ajyal Al Marefaah International School enforces strict rules regarding prohibited items. These rules are designed to prevent distractions, protect student privacy, and support academic integrity. This guideline outlines items that are not allowed on campus and the consequences for bringing them to school.

### 1. Mobile Phones and Smart Devices

- Students are not allowed to bring mobile phones, smartwatches, or tablets to school without prior written approval.
- If a student must bring a phone for after-school use (e.g., transportation), it must be turned off and handed to the class teacher or school administration at the start of the day.
- Unauthorized use of phones or gadgets during school hours is strictly prohibited.

### 2. Other Prohibited Items

The following items are not allowed on school premises under any circumstances:

- Video games or handheld gaming devices
- Bluetooth speakers or headphones
- Laser pointers
- Toys, trading cards, or collectibles
- Sharp objects or tools
- Matches, lighters, or any flammable items
- Energy drinks, chewing gum, or large amounts of candy
- Medication (unless submitted to the school nurse with a doctor's note)
- Any item that may cause disruption, distraction, or safety risk

### 3. Consequences for Bringing Prohibited Items

- First Violation: Item will be confiscated and returned only to a parent or guardian.
- Second Violation: Item will be held for a longer period and a written warning will be issued.
- Repeated Violations: May lead to disciplinary action, including behavior contracts.

### 4. School's Right to Inspect

- The school reserves the right to inspect bags, lockers, or personal items if there is reasonable concern about the presence of prohibited or unsafe items.
- All inspections will be conducted respectfully and in line with school policy and student privacy.

## **5. Parent Responsibilities**

- Ensure your child leaves all prohibited items at home.
- Talk with your child about the reasons behind these rules.
- Support the school's efforts to maintain a safe and distraction-free learning environment.

## Levels of Misconduct and Consequences

Ajyal Al Marefaah International School believes that every student has the right to learn in a safe, respectful, and orderly environment. To maintain this standard, the school follows a structured discipline framework that defines levels of misconduct and outlines appropriate consequences. This guideline ensures fairness, consistency, and accountability while helping students grow into responsible individuals.

### **1. Level 1: Minor Misconduct**

These are low-level behavioral issues that typically occur in the classroom or school environment.

Examples include:

- Talking out of turn or interrupting lessons
- Not completing homework
- Being unprepared for class
- Dress code violations
- Tardiness (late arrival)
- Minor disrespect or refusal to follow directions

Consequences may include:

- Verbal warning
- Time-out or seating change
- Reminder of expectations
- Communication with parents
- Participation in community service.
- Participation in special events or leadership roles
- Assist the school in Morning assembly.
- Assigning them work to assist teachers and classmates.
- Writing a thank you letter to national leadership and teachers/faculty.

### **2. Level 2: Moderate Misconduct**

These are repeated minor behaviors or more serious disruptions.

Examples include:

- Repeated classroom disruption
- Disrespect to staff or students
- Inappropriate language or gestures
- Misuse of school property

- Bringing prohibited items to school
- Academic dishonesty (e.g., copying homework)

**Consequences may include:**

- Written warning
- Parent-teacher conference
- Behavioral contract
- Confiscation of items
- Written apology or restitution

**3. Level 3: Serious Misconduct**

These actions threaten safety, well-being, or the learning environment.

**Examples include:**

- Bullying or harassment (verbal, physical, online)
- Fighting or aggressive behavior
- Vandalism or destruction of property
- Skipping class or leaving school without permission
- Major dishonesty (e.g., cheating on exams)
- Repeated defiance of school rules

**Consequences may include:**

- Referral to Head of Section or School Leadership
- Mandatory counseling sessions
- Parent meeting with principal
- Written behavior improvement plan

**4. Level 4: Severe Misconduct**

These are highly dangerous or unlawful behaviors that require immediate and serious action.

**Examples include:**

- Physical assault or threats of violence
- Possession of weapons or dangerous objects
- Theft
- Drug or alcohol possession or use
- Severe or repeated bullying
- Endangering the safety of others

### **Consequences may include:**

- The school administration records the incident report & informing the parent of the student's problem and the resulting procedures.
- 15 points of conduct grades will be deducted.
- The student guidance committee completes their report and submits it to the director of education, who may decide to transfer the student to another school.

### **5. Supporting Student Growth**

Disciplinary action at Ajyal Al Marefaah is educational, not punitive. We believe students learn best when they understand the impact of their actions and are supported in making better choices. Counseling, behavior plans, and mentorship are all part of our positive discipline philosophy.

### **Parent Partnership**

- Parents will be informed promptly of serious or repeated misconduct.
- We encourage open communication and teamwork between families and staff to support student success.
- Discipline decisions are made fairly, with the student's best interest and safety in mind.

## FIRST PART | RULES OF CONDUCT AND ATTENDANCE FOR MIDDLE AND HIGH SCHOOL LEVEL

First Degree Violation	Second Degree Violation	Third Degree Violation	Fourth Degree Violation	Fifth Degree Violation
01-point deduction	03 points deduction	06 points deduction	10 points deduction	15 points deduction
Examples include tardiness for class or morning assembly, and entering/exiting class without permission.	Examples include using offensive language towards students, stealing, and disrupting class.	Examples include bringing dangerous items (like knives or chemicals) to school, smoking, and forging a guardian's signature.	Examples include fighting, using inappropriate gestures, damaging school property, and unauthorized photography/recording.	Examples include promoting extremist ideologies, religious offense, sexual harassment, and drug use or possession.

## SECOND PART | PROCEDURES FOR CONDUCT AND ATTENDANCE VIOLATIONS

First Degree Problem	Second Degree Problem	Third Degree Problem	Fourth Degree Problem	Fifth Degree Problem
<b>1. First Procedure</b> The first verbal warning from the teacher or the school administration.	<b>1. First Procedure</b> Referring to the school administration to take necessary action.	<b>1. First Procedure</b> Summoning the student's guardian and explaining the consequences of this behavior if repeated, and discussing the behavior modification plan.	<b>1. First Procedure</b> Referring to the Student Guidance Committee to take the necessary action, summoning the student's guardian, and clarifying the procedures resulting from this behavior should it be repeated, and discussing a behavior-modification plan.	The school administration records a report detailing the circumstances of the incident.
<b>2. Second Procedure</b> The second verbal warning from the teacher or the school administration.	Notifying the student's guardian by phone about the behavioral issue and the actions taken.	Creating a joint program with the family and obtaining a	Setting up a joint, time-bound program with the	Summoning the student's guardian and informing him of the student's issue and the disciplinary procedures resulting from it.  Deducting 15 points from the behavior grade with an opportunity for compensation and notifying the guardian accordingly.

<p><b>3. Third Procedure</b> Recording the behavioral problem by the teacher directly responsible for the student and following up on it.</p> <p>Informing the student's guardian by phone about the student's behavioral issue and coordinating with them to correct the violating behavior.</p> <p>Deducting a grade from the behavior marks with an opportunity to compensate for it and notifying the guardian of that.</p> <p><b>4. Fourth Procedure</b> Inviting the student's guardian and informing them of the student's behavior, and agreeing on a</p>	<p>Deducting 2 points from the behavior grade with an opportunity for compensation and informing the guardian.</p> <p>Taking a written commitment from the student not to repeat the violation.</p> <p>Recording the behavioral violation in the student's daily follow-up record.</p> <p><b>2. Second Procedure</b> Inviting the student's guardian by phone or in person and discussing the behavior modification plan.</p> <p>Establishing a joint program between the school and the family and following it up through the student counselor.</p> <p>Deducting 2 points from the behavior grade with an opportunity for</p>	<p>written pledge from the student not to repeat the behavior, with the guardian signing to acknowledge.</p> <p>Deducting 3 points from the behavior grade with an opportunity for compensation and informing the guardian.</p> <p>Apologizing to the individuals affected.</p> <p>Repairing or replacing any damaged property caused by the student.</p> <p>Confiscating any prohibited items in the student's possession and documenting the incident in a report by the Student Guidance Committee.</p> <p>Referring to the student counselor to assess his situation.</p> <p><b>2. Second Procedure</b> Implementing all actions mentioned in the first procedure.</p>	<p>family, and obtaining a written pledge from the student not to repeat the behavior and warning him that he may be transferred to another school if the issue recurs, with a signature from both the student and his guardian acknowledging this.</p> <p>Deducting 10 points from the behavior grade, with the possibility of compensation, and notifying the guardian accordingly.</p> <p>Offering an apology to the person who was wronged.</p> <p>Repairing or paying for any damages caused by the student, or bringing a replacement item, and notifying the guardian of this.</p> <p>Confiscating any prohibited materials in the students' possession and delivering</p>	<p>A meeting of the Student Guidance Committee at the school after the incident to directly study its circumstances and causes.</p> <p>The student counselor follows up on the case and provides educational services.</p> <p>The school administration officially and urgently submits a report to the Education Directorate regarding the incident.</p> <p>A meeting of the Guidance Committee at the school regarding the violation.</p> <p>The Director of Education issues a decision to transfer the student to another school (two or three schools will be nominated according to the transportation system), with continued attendance at the current school until the transfer is completed, after consulting the guardian. If the guardian does not approve the school to which the student will be transferred, the student will be transferred to the nearest school to his residence.</p> <p>Follow-up of the case by the student counselor at the receiving school to provide the necessary educational services.</p>
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<p>plan to modify the behavior between the family and the school with the student counselor.</p> <p>Deducting a grade from the behavior marks with an opportunity to compensate for it and notifying the guardian of that.</p> <p>Referring the student to the Student Guidance Committee.</p> <p>Following up on the students' case by the student counselor to provide the necessary educational services.</p>	<p>compensation and informing the guardian.</p> <p>Monitoring the student's case by the student counselor to provide appropriate educational support.</p> <p><b>3. Third Procedure</b> Implementing all actions mentioned in the second procedure.</p> <p>Deducting 3 points from the behavior grade with an opportunity for compensation and notifying the guardian.</p> <p>Referring the student to the Student Guidance Committee.</p> <p>Following up on the student's case by the student counselor to assess his condition.</p>	<p>Summoning the guardian and issuing a written warning to the student or transferring him to another school if the violation is repeated, with the guardian signing to acknowledge.</p> <p>Referring the student to the Student Guidance Committee to determine appropriate solutions according to the counselor's case report.</p> <p>Moving the student to another class.</p> <p>Monitoring the student's case by the student counselor.</p> <p><b>3. Third Procedure</b> Implementing all actions mentioned in the second procedure.</p> <p>The school administration formally submitting an urgent report to the Education Department regarding the case.</p> <p>Holding a Student Guidance Committee meeting at the</p>	<p>them to the Guidance Committee, with a report prepared on the incident.</p> <p>Transferring the student to another class.</p> <p>Following up on the student's behavior by the student counselor.</p> <p><b>Second Procedure</b></p> <p>Implementing all measures mentioned in the First Procedure, except transferring the student to another class.</p> <p>The school administration officially submits, on an urgent basis, a report to the Education Directorate regarding the incident.</p> <p>The Guidance Committee holds a meeting at the school concerning the violation.</p> <p>The Director of Education issues a decision to transfer the student to another school</p>	
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		<p>school concerning the incident.</p> <p>The Director of Education issuing a decision to transfer the student to another school.</p> <p>For 2nd and 3rd secondary grades, the transfer will follow the “Tracks System”.</p> <p>The student continues using the school bus until the transfer is completed, taking the guardian’s opinion regarding the receiving school.</p> <p>If the guardian does not agree, the student will be transferred to the nearest school to his residence.</p> <p>Following up the students’ condition at the new school by the student counselor to provide the necessary educational services.</p>	<p>(two schools will be nominated for the student to choose from, based on the transportation system), ensuring his continued education until the transfer is completed, after discussing the matter with the guardian. If the guardian does not approve the school to which the student will be transferred, the student will be transferred to the nearest school to his residence.</p> <p>Providing the student with opportunities to compensate for the deducted behavior points and modify his conduct in the new school, and notifying the guardian accordingly.</p> <p>The student counselor of the receiving school follows up on the case to provide the necessary educational services.</p>	
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## STUDENT PROBLEMS WITH THE TEACHER AND ADMINISTRATIVE STAFF

<b>Fourth Degree Problem</b>	<b>Fifth Degree Problem</b>
<ol style="list-style-type: none"><li>1. Inciting teachers, staff members, or those in equivalent positions among school affiliates.</li><li>2. Verbally assaulting teachers, staff members, or those in equivalent positions among school affiliates with inappropriate language.</li><li>3. Defaming teachers, staff members, or those in equivalent positions among school affiliates to a guardian or to others.</li><li>4. Interfering with or damaging shared property between the school and students.</li><li>5. Recording or photographing teachers, staff members, or those in equivalent positions among school affiliates without permission.</li></ol>	<ol style="list-style-type: none"><li>1. Damaging or stealing the property of teachers, administrators, or any school personnel acting in their capacity.</li><li>2. Engaging in inappropriate or disrespectful conduct toward teachers, administrators, or any school personnel acting in their capacity.</li><li>3. Physically assaulting teachers, administrators, or any school personnel acting in their capacity.</li><li>4. Extorting teachers, administrators, or any school personnel acting in their capacity.</li><li>5. Committing cyber-related offenses targeting teachers, administrators, or any school personnel acting in their capacity.</li></ol>
<b>Deduction of Fifteen points</b>	

## Bullying, Harassment, and Cyber Safety

Ajyal Al Marefaah International School is committed to creating a safe, respectful, and inclusive environment where all students feel valued and protected. We have zero tolerance for bullying, harassment, or any form of digital misconduct. This guideline outlines how we define, prevent, and respond to incidents of bullying—whether in person or online—and emphasizes the shared responsibility of students, parents, and staff in ensuring a safe school climate.

### 1. Definitions

#### Bullying

Bullying is intentional, repeated aggressive behavior that causes harm to another person. It can be:

- Verbal: teasing, name-calling, threats, or insults
- Physical: hitting, pushing, or damaging property
- Social/Emotional: spreading rumors, exclusion, or humiliation
- Cyberbullying: using digital platforms (e.g., social media, messaging apps) to harass, threaten, or embarrass others

#### Harassment

Harassment includes any unwanted or inappropriate behavior that causes discomfort, fear, or humiliation. This can involve:

- Intimidation
- Discrimination (based on race, gender, religion, etc.)
- Sexual comments or gestures
- Repeated offensive jokes or messages

### 2. School Policy: Zero Tolerance

Ajyal Al Marefaah International School strictly prohibits:

- Any form of bullying or harassment between students or by staff
- Cyberbullying using school or personal devices, whether during or outside school hours
- Retaliation against any student who reports or witnesses misconduct.
- We have Rifqa Program (Kindness Program) for Bullying.

### **3. What to do if you're a Victim or Witness**

Students should:

- Tell a trusted adult (teacher, counselor, or parent)
- Report on the incident to the school counselor or head of section
- Avoid retaliating or responding with aggression
- Keep evidence in case of cyberbullying (screenshots, messages)

**Parents should:**

- Listen calmly to your child's concerns
- Reassure them that reporting bullying is the right thing
- Notify the school immediately
- Support the school's actions and follow-up procedures

### **4. School Response Procedure**

Once bullying or harassment is reported:

- The school conducts an immediate and confidential investigation
- Both the victim and the accused are interviewed
- Parents are informed and involved at an early stage
- Appropriate action is taken based on the severity and frequency of the behavior, which may include:
  - Counseling and mediation
  - Behavior contracts
  - Loss of privileges
  - Suspension or disciplinary referral for serious cases

### **5. Cyber Safety Expectations**

Students must:

- Use digital devices responsibly, for learning and communication
- Never share passwords or personal details online
- Report suspicious or harmful messages to an adult immediately
- Avoid posting harmful comments, images, or videos online
- Respect others' privacy at all times.
- Adhere to safe internet use program.

## **6. Preventive Education and Support**

The school promotes anti-bullying and cyber safety through:

- Classroom discussions and workshops
- Digital citizenship and ethics lessons
- Awareness campaigns and themed weeks
- Peer support and conflict resolution training
- Access to the school counselor for ongoing support

## Reward System for Good Conduct

At Ajyal Al Marefaah International School, we believe that positive behavior deserves recognition. Our Reward System for Good Conduct is designed to encourage and celebrate students who consistently demonstrate respect, responsibility, integrity, and kindness. By reinforcing good choices, we build a school culture where students are motivated to do their best—not only academically but also socially and ethically.

### **1. Purpose of the Reward System**

- To promote a positive, respectful school environment
- To encourage students to model strong values and character
- To recognize consistent effort, helpfulness, and responsible behavior
- To support student growth through positive reinforcement

### **2. Behaviors That Are Rewarded**

Students may receive recognition for:

- Consistently showing respect to teachers, classmates, and staff
- Demonstrating honesty and integrity in schoolwork and interactions
- Taking initiative and showing leadership in class or group settings
- Helping others, being kind, or standing up against bullying
- Keeping their environment clean and being responsible with school property
- Following school rules and completing tasks on time

### **3. Types of Rewards**

Rewards may be given in the form of:

- Verbal praise from teachers and staff
- Merit points or tokens that contribute to class or house goals
- Certificates of good conduct awarded during assemblies
- “Student of the Week/Month” recognition
- Positive notes or calls to parents
- Privileges, such as helping with events or being a class monitor
- Participation in special activities or reward days (e.g., fun games, non-uniform day)
- Discount in tuition fee/Tuition fee waiver/Scholarships for outstanding students.

#### **4. Fairness and Consistency**

- All students have equal opportunities to earn rewards.
- Teachers keep track of behavior consistently using classroom logs or merit systems.
- Recognition is based on effort, improvement, and behavior—not just academic grades.

#### **5. Parent Role**

Parents are encouraged to:

- Celebrate their child's positive behavior at home
- Reinforce school values and expectations
- Communicate with teachers about student progress and conduct
- Encourage intrinsic motivation—not just rewards, but the pride of doing the right thing



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# PARENT/ STUDENT HANDBOOK

## SECTION 7: STUDENT SUPPORT AND INCLUSION



## Section-7: Students Support and Inclusion

### Learning Support Programs (SEN/ESL)

At Ajyal Al Marefaah International School, we are committed to providing a supportive, inclusive learning environment for every student. Our Learning Support Programs are designed to assist students who need additional help to succeed academically, socially, or linguistically. Whether a child has a Special Educational Need (SEN) or is learning English as a Second Language (ESL), our goal is to ensure that they are respected, supported, and empowered to achieve their full potential.

#### 1. Special Educational Needs (SEN) Support

##### What is SEN?

SEN refers to students who may have learning difficulties, developmental delays, or other conditions that require specialized academic or behavioral support.

##### Services Offered:

- Individualized Education Plans (IEPs) based on student needs
- One-on-one or small group intervention sessions
- Classroom accommodations and modifications
- Collaboration with teachers, parents, and specialists
- Emotional and social support through the counselor or SEN staff

##### Identification Process:

- Students may be identified through teacher observations, assessments, or parent referrals
- The school may request documentation from a medical or psychological specialist
- Parents are involved in creating and reviewing IEPs

#### 2. English as a Second Language (ESL) Support

Purpose: Our ESL program supports students who are not native English speakers, helping them build the language skills needed for success in an English-medium academic environment.

##### Support Strategies:

- Placement assessments to determine English proficiency
- Language instruction in reading, writing, listening, and speaking
- Modified classroom materials and scaffolding
- Regular monitoring of progress and gradual integration into mainstream content
- Encouragement of bilingualism and cultural respect

### **3. Parent Involvement and Communication**

Parents play a key role in student success:

- Regular updates and progress meetings with SEN/ESL staff
- Access to learning strategies and resources for home support
- Opportunities to collaborate on setting goals and celebrating milestones
- Translation and interpretation support if needed for clear communication

### **4. Inclusion Philosophy**

Ajyal Al Marefaah promotes a culture where:

- Diversity is valued, and every child is treated with dignity
- Students with support needs learn alongside their peers whenever possible
- Teachers are trained to differentiate instruction and adapt strategies
- Emotional well-being is prioritized as part of academic growth

### **5. Confidentiality and Sensitivity**

All student needs and support plans are handled with professional confidentiality. Only relevant staff members are informed, and communication is always respectful and inclusive.

## Differentiated Instruction

At Ajyal Al Marefaah International School, we recognize that every student is unique—with different learning styles, abilities, interests, and needs. That's why we use Differentiated Instruction in our classrooms. This teaching approach ensures that all students are challenged appropriately and supported in achieving their full potential. By adapting teaching strategies, tasks, and assessments, we create an environment where every learner can succeed.

### **1. What is Differentiated Instruction?**

Differentiated Instruction means that teachers modify their teaching to meet students where they are. It allows students to learn the same essential content but in ways that suit their:

- Learning readiness and skill level
- Preferred learning style (visual, auditory, kinesthetic)
- Language proficiency
- Personal interests and strengths

### **2. How We Differentiate in the Classroom**

Teachers may adjust the following areas:

#### Content

What students learn may be presented in different formats—texts, videos, discussions, or hands-on activities.

#### Process

How students engage with the material may vary—group work, individual tasks, learning centers, or technology integration.

#### Product

Students may show what they've learned through different types of work—presentations, drawings, quizzes, projects, or written reports.

#### Environment

Teachers may provide flexible seating, quiet zones, or peer support to ensure all students can focus and participate fully.

### **3. Benefits of Differentiated Instruction**

- Encourages active and inclusive learning
- Builds student confidence and motivation
- Supports students who need extra help and those who need greater challenges
- Respects individual differences and promotes equity
- Helps teachers understand students more deeply and target their instruction effectively

### **4. Role of Students**

- Participate actively and share their learning needs with teachers
- Respect different learning styles in the classroom
- Try their best and ask for help when needed
- Take ownership of their learning journey

### **5. Role of Parents**

- Communicate openly with teachers about your child's learning preferences or needs
- Encourage your child to stay positive and engaged, even when tasks look different from others'
- Support learning at home using the strategies suggested by the teacher
- Celebrate effort and growth, not just final results

### **6. Inclusion and Differentiation**

Differentiated instruction is a key part of our commitment to inclusive education. It works hand in hand with our support services for students with special needs, English language learners, and gifted students.

## Intervention Plans and Academic Counseling

Ajyal Al Marefaah International School is committed to helping every student succeed. When a student is facing academic challenges or at risk of falling behind, we provide targeted intervention plans and academic counseling to support learning, motivation, and progress. This guideline explains how we identify students in need, how we support them, and how families can partner with the school to help their child thrive.

### **1. What Are Intervention Plans?**

An intervention plan is a structured support strategy designed for students who are not meeting grade-level expectations. These plans are personalized and aim to improve academic performance through specific, measurable actions.

#### **Intervention may include:**

- Extra help in small groups or one-on-one
- Adjusted homework or classwork
- Tutoring or remedial sessions
- Monitoring and progress tracking
- Modified assessments or deadlines
- Parent involvement and feedback loops

### **2. When Are Intervention Plans Used?**

Students may receive academic interventions when they:

- Struggle in core subjects like English, Math, or Science
- Show consistent low performance or incomplete work
- Are frequently absent or disengaged
- Have been referred to by a teacher or counselor
- Are at risk of retention or failing a course

Early intervention leads to better outcomes. Our goal is support, not punishment.

### **3. Academic Counseling Services:** Academic counseling is provided to help students:

- Set academic goals
- Understand their strengths and areas for growth
- Manage time, study habits, and test preparation
- Dealing with school-related stress or anxiety
- Prepare for transitions between grade levels or curriculum stages

Counselors work closely with students, parents, and teachers to motivate, guide, and empower learners.

## **4. How the Process Works**

### **Step 1: Identification**

- Teachers flag struggling students based on assessments, behavior, or engagement
- Parents or students may also request support

### **Step 2: Planning**

- A meeting is held with the counselor, teacher, and parents
- A written Academic Support Plan is created

### **Step 3: Implementation**

- Targeted help begins with regular follow-up
- Student progress is tracked weekly or biweekly

### **Step 4: Review and Adjustment**

- If improvement is seen, support may be reduced
- If needed, additional steps such as external referrals or formal assessments may be recommended

## **5. Parent Involvement**

Parents play a crucial role in supporting their child's academic progress:

- Attend meetings and follow agreed-upon strategies
- Encourage positive habits (routine, sleep, study time)
- Provide a quiet space for learning at home
- Celebrate effort and growth, even in small steps
- Communicate openly with the school if concerns arise

## **6. Confidentiality and Respect**

All academic intervention and counseling processes are conducted with sensitivity and respect for the student's dignity. Progress and records are confidential and shared only with relevant staff and parents.

## Personalized Learning and Student Goal setting

At Ajyal Al Marefaah International School, we believe that **every student is unique**—with different interests, strengths, challenges, and dreams. Our approach to learning recognizes and honors this individuality through **Personalized Learning** and **Student Goal Setting**. These practices help students take ownership of their learning journey, develop self-motivation, and reach their full academic and personal potential.

### 1. What is Personalized Learning?

Personalized learning is an approach that adapts instruction to the needs, preferences, and pace of each student. It ensures that students are active participants in their learning rather than passive recipients.

Key elements include:

- Learning activities tailored to students' strengths and areas for growth
- Choices in how students learn (e.g., projects, reading, technology, collaboration)
- Adjusted pacing when needed for mastery or support
- Continuous teacher feedback and guidance

### 2. Student Goal Setting

Goal setting empowers students to reflect on their learning and set **clear, achievable goals** that guide their progress throughout the term or year.

Students learn to:

- Identify their strengths and challenges
- Set SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- Monitor their own growth and effort
- Celebrate their achievements and revise goals when necessary

### 3. How It Works in School

#### In the Classroom:

- Teachers help students set academic and personal goals each term
- Students track their goals using journals, charts, or digital portfolios
- Regular check-ins help students reflect on their progress and stay motivated

**In Parent-Teacher Meetings:**

- Students may share their goals and progress with parents
- Teachers and parents support the student in staying on track
- Student-led conferences may include reflections and future targets

**4. Benefits of Personalized Learning and Goal Setting**

- Increases student motivation and confidence
- Builds independence and responsibility
- Helps students understand their learning style
- Promotes lifelong learning habits
- Encourages self-reflection and growth mindset

**5. Role of Students**

- Take the initiative in setting and reviewing their goals
- Stay organized and committed to their learning tasks
- Ask for help when needed
- Take pride in their effort and progress

**6. Role of Parents**

- Encourage your child to reflect on their learning at home
- Celebrate effort and improvement, not just results
- Check in on your child's goals and progress
- Attend student goal setting or portfolio conferences
- Communicate with teachers about your child's needs and interests

## Career Guidance and Future Skills

At Ajyal Al Marefaah International School, we believe that education is not only about academic success, but also about preparing students for the future world of work, innovation, and responsible citizenship. Our Career Guidance and Future Skills Program helps students discover their interests, explore career options, and develop the essential skills needed to thrive in a fast-changing global environment.

### 1. Purpose of Career Guidance

Our career guidance program aims to:

- Help students understand their strengths, interests, and values
- Introducing students to a variety of academic and professional pathways
- Provide tools for informed decision-making about future education and careers
- Build awareness of real-world expectations and responsibilities
- Promote a lifelong learning mindset

### 2. Career Exploration Activities

Students participate in:

- Career Days and guest speaker sessions with professionals from various fields
- Workshops on university majors, job sectors, and future opportunities
- One-on-one counseling for students in upper grades to discuss academic direction
- Self-assessment tools for interests, learning styles, and personality types
- Internship or volunteering opportunities when appropriate and available

### 3. Integration of Future Skills

Ajyal Al Marefaah focuses on developing **21st-century skills** such as:

- Critical Thinking and Problem Solving
- Communication and Collaboration
- Creativity and Innovation
- Digital Literacy and Tech Competence
- Adaptability, Resilience, and Global Awareness
- Leadership, Initiative, and Responsibility

These skills are embedded across subjects and supported through group projects, presentations, research assignments, and digital learning.

#### **4. University and Pathway Guidance (for Secondary Students)**

Students in higher grades receive:

- Information on university options (local, international, scholarships)
- Guidance on entrance exams, application procedures, and career planning
- Support in building portfolios, writing personal statements, and preparing for interviews
- Opportunities to explore STEM, business, humanities, or vocational paths

#### **5. Parent Involvement**

Parents are key partners in career development. They can:

- Encourage open discussions about dreams, strengths, and goals
- Support participation in school workshops or career days
- Stay informed about educational and market trends
- Help students explore real-world experiences and develop responsibility

#### **6. Continuous Support**

Our school counselors and academic advisors are available to:

- Support students in navigating career decisions
- Provide guidance tailored to student needs and goals
- Connect families with resources, universities, and industry experts



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# PARENT/ STUDENT HANDBOOK

## SECTION 8: FAMILY AND SCHOOL PARTNERSHIP



## Section-8: Family and School Partnership

### Parent-Teacher Conferences

Parent-Teacher Conferences at Ajyal Al Marefaah International School are essential touchpoints for building strong home-school partnerships. These scheduled meetings allow parents and teachers to openly discuss a child's academic progress, learning style, strengths, challenges, and future goals.

#### How It Works:

- Held at least twice a year (mid-year and end of term)
- Additional meetings can be requested by either the teacher or parent
- Students may be invited to join discussions in upper grades
- Conferences are scheduled in advance and may be held in-person or virtually
- Interpreters may be available upon request for non-Arabic/English-speaking parents

#### Parent Role:

- Attend prepared with questions or observations
- Review school reports and progress updates in advance
- Share home concerns that may impact learning
- Partner with the teacher to create action plans when needed

### Communication Channels (Classera, WhatsApp, Social Media)

Consistent communication keeps families informed and engaged in school life. Ajyal Al Marefaah uses various digital platforms to ensure that parents receive timely, accurate, and helpful information.

#### Channels Used:

- Classera: For formal communication, reports, and announcements
- School App or Learning Platform: For attendance, homework, notices, and class updates
- WhatsApp Groups (Monitored): For quick updates or reminders (admin use only)
- Official Social Media (Instagram/Facebook): For events, achievements, and community engagement

#### Expectations:

- Parents should check these platforms regularly
- Teachers will respond to emails within 48 hours (working days)
- For urgent matters, contact the school office directly.

## Feedback and Complaint Procedures

Ajyal Al Marefaah welcomes feedback from parents and guardians as part of our commitment to continuous improvement. We value respectful dialogue and offer clear procedures for sharing feedback or resolving concerns.

### Steps to Follow:

1. Classroom Issues: Contact the class teacher first via email/telephonic call/classera.
2. Unresolved Matters: Escalate to the Head of Section or Academic Coordinator
3. Formal Complaints: Submit a written concern to the school administration
4. Follow-Up: The school will respond promptly and keep parents informed throughout the process
5. Confidentiality: All concerns are handled respectfully and discreetly
6. Constructive feedback helps us grow—together, we build a better learning environment.

## Parent Engagement Events

We believe that active parent involvement enriches the school experience for students. Ajyal Al Marefaah offers a variety of events and activities to bring families into the life of the school.

### Examples of Engagement Opportunities:

- Curriculum orientation sessions
- Parent workshops (learning strategies, safety, digital literacy)
- School activities, exhibitions, and student performances
- National Day and cultural celebrations
- Parent volunteer opportunities for school events

### Your Role:

- Attend when possible and encourage your child to participate
- Share your feedback after events
- Suggest new ideas for family-friendly initiatives

## **Ajyal Al Maresah International School Policy on Handling Complaints and Observations from Parents**

- Introduction:**

**We believe in the significant role parents play in the success of their children's education. We are committed to ensuring their satisfaction, as it is an integral part of our educational vision. We believe that effective communication and strong partnerships between the school and parents are the foundation of achieving academic success and psychological well-being for our students.**

**As we strive to provide an exceptional educational environment, we value your feedback and suggestions for improving our educational services. Your satisfaction strengthens our efforts to enhance our performance and increase overall satisfaction with the educational experience at our school.**

**This policy and its related procedures have been established to ensure that complaints and observations are handled with the utmost transparency and credibility, while assuming responsibility and adhering to deadlines to resolve these issues in a way that satisfies all parties.**

- Objectives:**

**This policy aims to ensure that the appropriate person from the school addresses complaints or observations submitted by parents or students as quickly as possible and with the utmost understanding.**

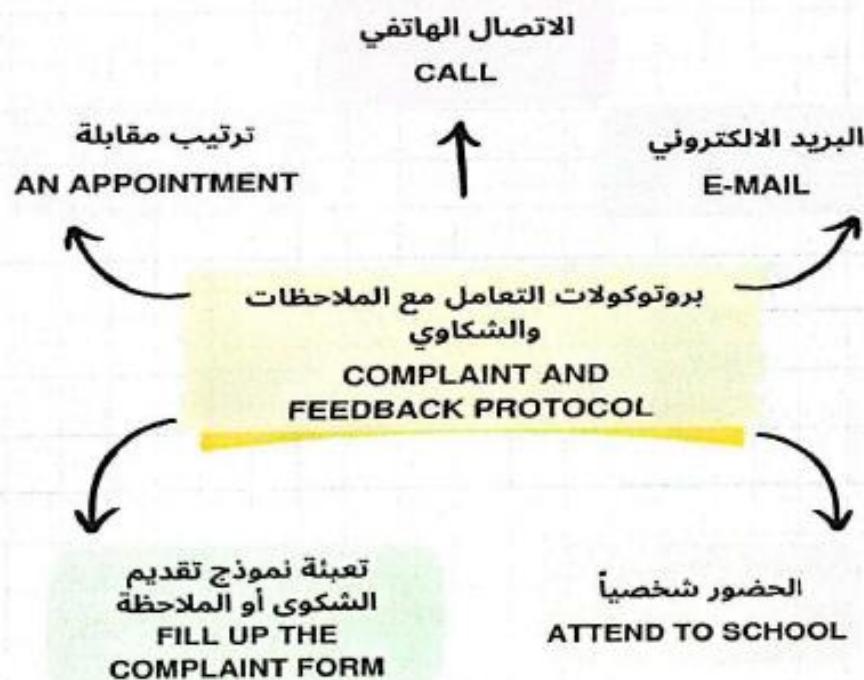
- Types of Complaint:**

- 1. Academic matters (curricula, teaching methods, increased or decreased homework, weekly plans, academic improvement level, etc.)**
- 2. Guidance and counselling (discipline or lack of discipline, general behavioral problems)**
- 3. Student health, safety, and security-related issues**
- 4. Financial matters, registration, and fees**
- 5. Child protection and handling sensitive issues.**

## The official action that the observations must take

الإجراء الرسمي الواجب على صاحب الملاحظة اتخاذه

- The observation can be submitted through one of the following methods
  - يمكن إيصال الملاحظة عبر أحد الطرق التالية:



## Submission of Complaints and Notes (Girls Section)

### تقديم الشكوى أو الملاحظة

Type of item المسائل المطروحة	جهة الاتصال		Action الإجراء
	Section القسم	Name الاسم	
Academic & Administrative Affairs الشئون الأكademية والإدارية	Kindergarten مرحلة رياض الأطفال	Ms. Shatha - Ma. Maymouna Administration	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.girls@amic.edu.sa">Info.girls@amic.edu.sa</a></li> <li>Telephone call (اتصال هاتفي) 920026727 (Extension / 3 تحويلة /)</li> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا)</li> </ul>
		Dr. Sameena M - Ma. Hafsa Academic	
	Primary المرحلة الابتدائية	Ms. Hanaa - Ms. Reyof Administration	
		Dr. Sameena M - Ma. Hafsa Academic	
	Middle and High School المرحلة المتوسطة والثانوية	Ms. Reem - Ms. Ebtesam Administration	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.girls@amic.edu.sa">Info.girls@amic.edu.sa</a></li> <li>Telephone call (اتصال هاتفي) 920026727 (Extension / 3 تحويلة /)</li> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا)</li> </ul>
		Dr. Sameena M- Ms. Fatmeh R Academic	
Behavior and Discipline السلوك وال-discipline	Kindergarten مرحلة رياض الأطفال	Ms. Bashair	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.girls@amic.edu.sa">Info.girls@amic.edu.sa</a></li> <li>Telephone call (اتصال هاتفي) 920026727 (Extension / 3 تحويلة /)</li> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا)</li> </ul>
	Primary المرحلة الابتدائية	Ms. Hind 0568278710	
	Middle and High School المرحلة المتوسطة والثانوية	Ms. Sara	
Health Affairs الشئون الصحية	All Grades جميع المراحل	Ms. Tahani 0568278710	<ul style="list-style-type: none"> <li>Telephone call (اتصال هاتفي) 920026727 (Extension / 3 تحويلة /)</li> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا)</li> </ul>
Registration and Fees الشئون المالية والرسوم	All Grades جميع المراحل	Mr. Ebrahim Mr. Ahmed Al Attas Ms. Lily Beth	<ul style="list-style-type: none"> <li>Telephonic call (اتصال هاتفي) 920026727 (Extension / 1 تحويلة /)</li> </ul>
Technical Support دعم تقني	All Grades جميع المراحل	Ms. Ashwaq Classera platform	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.girls@amic.edu.sa">Info.girls@amic.edu.sa</a></li> <li>Telephonic call (اتصال هاتفي) 920026727 (Extension / 3 تحويلة /)</li> </ul>
		Ms. Sara Al shehri Classera platform	
		Ms. Wejdan Noor system	

## Submission of Complaints and Notes (Boys Section)

تقديم الشكوى أو الملاحظة

Type of item المسائل المطروحة	contact جهة الاتصال		Action الإجراء
	Section القسم	Name الاسم	
Academic & Administrative Affairs الشئون الادارية	Primary المرحلة الابتدائية	Mr. Abdullah Aldarbi Administration	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.boys@amic.edu.sa">Info.boys@amic.edu.sa</a></li> </ul>
		Mr. Tariq Ahmad and Ms. Nighat Hassan Academic	<ul style="list-style-type: none"> <li><a href="mailto:Tariq.Trumbo@amic.edu.sa">Tariq.Trumbo@amic.edu.sa</a></li> <li><a href="mailto:Nighat.Hassan@amic.edu.sa">Nighat.Hassan@amic.edu.sa</a></li> </ul>
	Middle and High School المرحلة المتوسطة والثانوية	Mr. Abdullah Aldarbi Administration	<ul style="list-style-type: none"> <li>Telephone call (اتصال هاتفي) <a href="tel:0546648086/0550829339">0546648086/0550829339</a></li> </ul>
		Mr. Tariq Ahmad and Ms. Nighat Hassan Academic	<ul style="list-style-type: none"> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا) <a href="https://classera.com">https://classera.com</a></li> </ul>
Behavior and Discipline السلوك والانضباط	Primary المرحلة الابتدائية	Mr. Abdullah Aldarbi Mr. Hussain Sholan	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.boys@amic.edu.sa">Info.boys@amic.edu.sa</a></li> <li>Telephone call (اتصال هاتفي) <a href="tel:0583669343 / 0544070066">0583669343 / 0544070066</a></li> </ul>
	Middle and High School المرحلة المتوسطة والثانوية	Mr. Abdullah Aldarbi Mr. Hussain Sholan	<ul style="list-style-type: none"> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا) <a href="https://classera.com">https://classera.com</a></li> </ul>
Health Affairs الشئون الصحية	All Grades جميع المراحل	Mr. Hussain Sholan	<ul style="list-style-type: none"> <li>Telephone call (اتصال هاتفي) <a href="tel:0544070066">0544070066</a></li> <li>Arrange a meeting through Classera (ترتيب مقابلة عبر نظام كلاسيرا) <a href="https://classera.com">https://classera.com</a></li> </ul>
Registration and Fees الشئون المالية والقبول والتسجيل	All Grades جميع المراحل	Mr. Ibrahim Qaism Mr. Ahmed Al Attas Ms. Lily Beth	<ul style="list-style-type: none"> <li>Telephonic call (اتصال هاتفي) <a href="tel:920026727 (Extension / 1 تحويلة / 0580298101 / 0592233263">920026727 (Extension / 1 تحويلة / 0580298101 / 0592233263)</a></li> </ul>
Technical Support الدعم التقني	All Grades جميع المراحل	Mr. Abdulaziz Mr. Muhammad Khaja	<ul style="list-style-type: none"> <li>Send an Email (ارسال بريد الكتروني) <a href="mailto:Info.boys@amic.edu.sa">Info.boys@amic.edu.sa</a></li> <li>Telephonic call (اتصال هاتفي) <a href="tel:0576527315 / 0508421588">0576527315 / 0508421588</a></li> </ul>

## Steps to Follow the Correct Procedures

**Staff members listen to complaints and observations and help you resolve any problems you face. Fairness in dealing with all parties is assumed, as it is in the best interest of all our children to form an international Islamic educational family that ensures the responsibility of meeting the needs of all students.**

**In this regard, we can follow an open-door policy by asking for your cooperation and following the following rules:**

- Islamic etiquette must be observed at all time.
- All school visitors must adhere to the appointed times.
- Requests must be submitted as soon as possible after the incident occurs.
- Upon arrival, visitors must show their appointment from the classera platform at the reception desk.
- Ensure the accuracy and accuracy of the data submitted in the complaint.
- Respect the privacy of all parties.
- *Be calm, polite, honest, and truthful.*
- Be aware that everyone has rights and obligations, and must balance between them.
- Respect and understand everyone's perspectives, and appreciate differences instead of making judgments and blaming.
- Realize that we are striving to achieve results that are acceptable to all parties concerned.
- Always make sure to specify the purpose of the requested meeting.
- Parents are not allowed to enter the school building without prior permission from the administration.
- All administrative and teaching staff are ready to receive you, but after making an appointment from the classera platform.
- Any hostile or threatening behavior is not acceptable and will not be tolerated.
- Parents are never allowed to raise their voices at any of the school staff, especially in *front of students.*
- Mutual respect is an essential requirement between the two parties.
- We welcome parents in teacher-parent meetings held every semester.

**Anyone who exploits the open-door policy and misuses it will be asked to leave the school and a subsequent meeting can be arranged after prior coordination with the school administration.**

## Stakeholder Input Opportunities

Ajyal Al Marefaah, we value the voice of our stakeholders—especially parents. Your insights help shape school decisions, improve practices, and strengthen community trust.

### How You Can Contribute:

- Participate in parent surveys about curriculum, well-being, and school services
- Join parent focus groups or advisory meetings (by invitation or application)
- Offer input during town halls or feedback forums
- Suggest initiatives through class reps or the parent liaison officer



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# PARENT/ STUDENT HANDBOOK

## SECTION 9: EMERGENCY, SAFETY, AND CRISIS MANAGEMENT



## Section-9: Emergency, Safety and Crisis Management

### Emergency Evacuation Procedures

The safety of students and staff is our top priority. The school has a clear and practiced emergency response system in place to ensure quick, calm, and coordinated action during emergencies.

#### Key Measures Include:

- Clearly posted evacuation maps in all classrooms
- Regular fire drills and lockdown drills
- Trained emergency response team on campus
- Coordination with local authorities for safety inspections

#### Parent Role:

- Stay informed via school communication during emergencies
- Provide up-to-date emergency contact information
- Discuss safety drills calmly at home so children feel prepared, not fearful

#### Fire Drill Expectations

In the event of a fire or other evacuation-required emergency, the school follows a practiced evacuation protocol to guide all students and staff to safety.

#### Process Overview:

- Alarm sounds immediately
- Teachers guide students in an orderly line to the assigned assembly point
- Attendance is taken at the assembly point to ensure all are accounted for
- No one may re-enter the building until cleared by administration or civil defense

#### Student Expectations:

- Stay calm, silent, and follow teacher instructions
- Never run, push, or return for belongings

## Lockdown and Intruder Response

If there is a security threat or intruder on campus, the school activates a lockdown protocol to keep students and staff safe indoors.

### **Steps Include:**

- Teachers lock classroom doors and turn off lights
- Students are moved away from windows and remain quiet
- Lockdown continues until the school issues an “all clear”

### **Note to Parents:**

- During a lockdown, the school may not respond to phone calls or allow entrance
- Updates will be shared once it is safe and appropriate to do so

## **Medical Emergencies**

If a student becomes seriously ill or injured during school hours, the school provides immediate first aid and contacts emergency services if necessary.

### **What Happens:**

- The school nurse administers care
- Parents are contacted immediately
- Emergency services are called if the situation is critical
- An incident report is filed

### **Parent Responsibility:**

- Ensure the school has current medical information and emergency contacts
- Inform the nurse of any chronic conditions or allergies
- Sign all required emergency treatment authorizations

## Natural Disasters (e.g., Earthquake, Sandstorm)

Ajyal Al Marefaah has specific safety procedures for natural disasters, such as sandstorms, heavy rain, or earthquakes.

### **Examples of Protocols:**

- Earthquake: Drop-cover-hold until shaking stops; evacuate if safe
- Sandstorm: Students remain indoors; activities may be cancelled
- Severe Weather: School closure decisions are based on local authority guidance

### **Parent Guidelines:**

- Monitor school app or WhatsApp group for updates
- Keep your child home if advised due to health concerns (e.g., asthma during dust storms)

## Crisis Communication with Families

In any emergency or crisis, timely and accurate communication with families is critical. The school uses multiple channels to keep parents informed.

### **Channels Include:**

- Official school app and email alerts
- Emergency SMS/WhatsApp messages
- Updates via the school's social media (if appropriate)
- Phone calls for direct or urgent communication

### **Note:**

The school may limit communication during the active phase of a crisis for safety and focus. Full details will be shared once it is safe to do so.

## School Closure or Evacuation Notification

In rare situations, the school may need to close early or cancel a school day for safety reasons.

### **Parents Will Be Notified Through:**

- Official announcement via school app or text message
- Posted notice on the school's official social media
- In urgent cases, direct phone calls

### **Parent Responsibilities:**

- Arrange timely pickup when notified
- Ensure your child knows who is allowed to pick them up in emergencies
- Keep the school informed of any custody, travel, or contact changes

## Contact Numbers and Evacuation Maps

In the event of an emergency or urgent situation, knowing whom to contact and where to go can save time and lives. Ajyal Al Marefaah International School provides all families with up-to-date emergency contact numbers and clearly posted evacuation maps throughout the campus to ensure the safety and preparedness of all students, staff, and visitors.

### 1. School Emergency Contact Numbers

Please keep these numbers saved and accessible:

Department	Phone Number (Boys Section)	Phone Number (Girls Section)
Main School Office	+966-92002-6727	+966-92002-6727
Principal's Office	+966-92002-6727	+966-92002-6727
School Nurse	+966-55972-8789	+966-56827-8710
School Counselor	+966-54407-0066	+966-56827-8710
IT and Technical Support	+966-57652-7315	+966-55393-4050

*These numbers are available during school hours. In case of life-threatening emergencies, contact local emergency services directly:*

- Civil Defense (Fire, Rescue): 998
- Police: 999
- Ambulance (Red Crescent): 997
- Health Emergency (Sehhaty): 937

## **2. Evacuation Maps**

To ensure safe evacuation during fire drills or emergencies:

- Evacuation maps are posted in every classroom, hallway, and main common areas
- Each map clearly shows:
  - “You are here” location
  - Nearest exit route
  - Assembly point outside the building
  - Fire extinguisher and alarm locations

### **During a Drill or Real Emergency:**

- Follow your teacher’s instructions calmly
- Do not stop to collect belongings
- Use the nearest safe exit
- Proceed directly to the assigned assembly point
- Stay with your class until instructed otherwise

## **3. Parent Responsibilities**

- Review evacuation procedures with your child at home
- Keep your contact details updated with the school office
- Save school emergency numbers in your mobile phone
- Follow the school’s communication channels during emergencies—avoid blocking phone lines unless absolutely necessary



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# PARENT/ STUDENT HANDBOOK

SECTION 10: LIBRARY, DIGITAL TOOLS, AND LEARNING RESOURCES



## Section-10: Library, Digital Tools and Learning Resources

### Library Use and Hours

The school library at Ajyal Al Marefaah International School is a vibrant learning hub designed to support students' academic growth, love for reading, and independent research. It is open to all students, staff, and parents as a quiet, resourceful space to explore, learn, and grow intellectually.

#### 1. Library Hours

Day	Opening Hours
Sunday–Thursday	8:00 AM – 1:15 PM
Friday & Saturday	Closed

*Library hours may be extended during exam seasons or project periods. Parents will be notified in advance.*

#### 2. Borrowing Books

- Students may borrow up to 2 books at a time for a period of 1–2 weeks
- Books must be returned on or before the due date
- Renewals are possible if the book is not reserved by another student
- Lost or damaged books must be replaced or paid for

#### 3. Behavior and Expectations

- Students must maintain silence and respect in the library
- No food, drinks, or loud conversations are allowed
- Digital devices (laptops, tablets) are permitted for academic use only
- Bags should be left outside or placed in designated areas if requested

#### 4. Library Activities and Services

The library offers:

- Reading programs and book clubs
- Storytelling sessions for younger grades
- Research support for projects and assignments
- Access to digital resources and reference materials
- Displays of student work and book recommendations

## **5. Parent Access**

- Parents are welcome to visit the library during school hours by appointment
- The library offers suggested reading lists and tips for encouraging reading at home
- Parents can also borrow books to read with or recommend to their children

## **6. Student Librarians and Volunteers**

Students may apply to serve as library monitors or helpers to:

- Assist with book organization
- Promote reading events
- Develop responsibility and leadership skills

## Resource Borrowing Rules

Ajyal Al Marefaah International School provides a wide range of academic resources—including books, digital devices, lab equipment, and learning materials—to support students' learning both in and out of the classroom. This guideline outlines the rules for borrowing and returning school resources to ensure that materials are available, well-maintained, and fairly shared among all students.

### 1. What Can Be Borrowed?

Students may borrow:

- Library books and reading materials
- Tablets or laptops (for classroom projects only, based on availability)
- Science lab kits or educational tools
- Textbooks or supplementary books (if assigned by teachers)
- Sports or art equipment (during school hours or club activities)

*All borrowed items remain the property of the school and must be treated with care and respect.*

### 2. Borrowing Procedures

- Borrowing must be done through the library or designated department
- A borrowing log or student ID may be required
- Items are loaned for a specific time period and must be returned on or before the due date
- Late returns may result in a temporary suspension of borrowing privileges

### 3. Care and Responsibility

Students are expected to:

- Keep resources clean, undamaged, and safe from loss
- Report any damage or issues to a teacher or librarian immediately
- Never lend borrowed items to other students
- Return items in the same condition as they were received

### 4. Lost or Damaged Items

- If a student loses or damages a school resource, parents will be notified immediately
- The item must be replaced or paid for by the student's family
- A written notice may be issued, and in some cases, borrowing privileges may be restricted until the matter is resolved

## **5. Parent Responsibilities**

- Encourage children to be responsible borrowers
- Remind children of due dates for returning items
- Support the school in replacing any lost or damaged resources
- Help reinforce the value of caring for shared property

## **6. Digital Resource Access**

For digital materials or devices:

- Students must follow the school's technology use policy
- Misuse, inappropriate access, or careless handling of digital tools may lead to disciplinary action

## Acceptable Use of Technology

At Ajyal Al Marefaah International School, we believe that technology is a powerful tool for learning, creativity, and communication. We are committed to helping students become responsible digital citizens who use technology in ways that are safe, respectful, and educational. This guideline outlines what is considered acceptable use of digital tools, devices, and internet access on and off campus.

### 1. Purpose of Technology Use

Technology at school should only be used to:

- Complete school assignments and research
- Access educational platforms or online tools (e.g., Google Classroom, learning apps)
- Communicate appropriately with teachers or peers about school-related matters
- Develop digital skills needed for 21st-century learning

### 2. Devices Covered by the Policy

This policy applies to:

- School-owned devices (e.g., tablets, laptops, desktop computers)
- Personal devices (e.g., phones, iPads) when allowed on campus
- Internet and school network access on school property
- Any device used to access school platforms or content off-campus

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### 3. Acceptable Use – Students Must:

- Use devices only for school-related purposes
- Log in using their assigned username/password
- Handle devices with care and report any damage
- Access only approved websites and educational tools
- Follow teacher instructions at all times when using technology
- Respect privacy—never access or modify others' files or accounts
- Think before sharing—only post respectful, appropriate content
- Follow copyright rules and avoid plagiarism

#### **4. Unacceptable Use – Students Must NOT:**

- 🚫 Use devices to play games, watch videos, or chat unless permitted by a teacher
- 🚫 Record, take photos, or video anyone without permission
- 🚫 Access or share inappropriate, violent, or harmful content
- 🚫 Use the school's internet for downloading unauthorized apps or files
- 🚫 Send or forward hurtful messages, bullying, or disrespectful content
- 🚫 Bypass school filters or attempt to hack the system
- 🚫 Share passwords with others

#### **5. Digital Safety and Privacy**

- Students should never share personal information online
- Parents should monitor and guide internet use at home
- The school teaches students about cyber safety, digital footprints, and online responsibility

#### **6. Consequences for Misuse**

Violations of the Acceptable Use Policy may result in:

- Warning and discussion with teacher or counselor
- Temporary or permanent loss of device privileges
- Parent notification and required meeting
- Disciplinary action in serious cases (e.g., bullying, data breach)

#### **7. Parent Support and Responsibility**

Parents are encouraged to:

- Reinforce respectful and safe online behavior at home
- Monitor children's use of devices and screen time
- Set rules for personal devices and internet access
- Communicate with the school about concerns or incidents
- Read and sign the Acceptable Use Agreement with their child

## Digital Citizenship and Online Safety

In today's digital world, students are constantly connected—to information, to learning, and to each other. At Ajyal Al Marefaah International School, we believe that teaching students to be responsible, respectful, and safe online is just as important as teaching math or science. This guideline outlines the principles of digital citizenship and offers practical tips to protect students in the online environment.

### 1. What Is Digital Citizenship?

Digital citizenship means using technology and the internet responsibly, ethically, and safely. A good digital citizen:

- Respects others online
- Protects their personal information
- Thinks critically about what they see and share
- Use technology to learn, create, and communicate in positive ways

### 2. Key Digital Citizenship Values Taught at School

-  Respect – Use kind words in messages and comments.
-  Responsibility – Use digital tools for learning, not distraction.
-  Critical Thinking – Don't believe everything online. Check facts.
-  Privacy – Keep personal information private and passwords safe.
-  Digital Footprint – Everything posted online can last forever. Think before you share.
-  Cyberbullying Prevention – Report hurtful messages or behavior to a trusted adult.

### 3. Online Safety Rules for Students

-  Use only approved educational websites and apps
-  Tell a teacher or parent if you see something strange or scary online
-  Never talk to strangers online or accept unknown friend requests
-  Use secure, school-provided login details
-  Ask permission before downloading anything
-  Avoid clicking on suspicious links or pop-up ads
-  Log out of accounts when done, especially on shared devices

#### **4. Parent Support for Online Safety**

Parents play a key role in keeping children safe online:

- Set clear rules about screen time, device use, and app access
- Place devices in shared spaces, not bedrooms
- Use parental controls and filters when possible
- Talk regularly about online experiences, friendships, and concerns
- Monitor your child's activity on social media or messaging apps
- Encourage your child to come to you if something online makes them uncomfortable

#### **5. School Initiatives to Support Digital Citizenship**

Ajyal Al Marefaah International School promotes digital safety through:

- Classroom lessons and discussions about online ethics and safety
- Cyber Safety Weeks with student workshops and parent sessions
- Posters and reminders about responsible digital behavior
- Encouraging students to use school email and learning platforms safely
- Counseling support for students affected by online issues

#### **6. Reporting Online Incidents**

If students experience or witness cyberbullying, online threats, or inappropriate content:

- They should immediately report it to a teacher, school counselor, or administrator
- The school will take appropriate steps to support the student and investigate the issue
- Parents will be involved in serious matters

## Access to Learning Platforms

At Ajyal Al Marefaah International School, digital learning platforms play a vital role in enhancing educational experience. They provide students with access to assignments, resources, assessments, and teacher feedback—both at school and at home. This guideline explains how students and parents can access and use the school's learning platforms effectively and responsibly.

### 1. Purpose of Learning Platforms

Learning platforms are designed to:

- Extend learning beyond the classroom
- Allow easy access to class materials and homework
- Support blended and self-paced learning
- Promote communication between teachers, students, and parents
- Provide timely feedback and progress tracking

### 2. Platforms in Use

Ajyal Al Marefaah uses the Classera digital platforms for the following purposes.

Platform	Purpose
Classera	Assignments, class announcements, grades
	Online meetings, virtual learning
	Communication and file sharing

Each student is assigned a Classera login credentials to access these tools securely.

### 3. Student Access and Expectations

Students must:

- Log in with their own school-assigned username and password
- Check their platform regularly for homework and updates
- Submit assignments on time through the correct platform
- Use respectful language in all written communication
- Notify their teacher if there are any technical issues
- Students must not share their login credentials with anyone
- Misuse of platforms (e.g., sending jokes, non-academic content) will result in disciplinary action

#### **4. Parent Access and Support**

Parents are encouraged to:

- Monitor student use of the platforms regularly
- Stay informed of announcements, grades, and deadlines
- Contact teachers through appropriate channels if needed
- Use the parent view (if available) to track student progress
- Help students stay organized with a study routine at home

Parents can request training or a walk-through on how to use school platforms by contacting the IT Coordinator or school office.

#### **5. Technical Support**

If students or parents encounter technical issues (e.g., login problems, missing content), they should:

- Contact the school IT support desk via email or phone
- Inform the class teacher if the issue affects assignment submission
- Update their contact information to receive alerts and platform access codes

#### **6. Digital Conduct and Security**

All use of learning platforms must follow the school's Acceptable Use Policy and Digital Citizenship Guidelines. Students are expected to use platforms only for educational purposes and with integrity.



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# PARENT/ STUDENT HANDBOOK

## SECTION II: CALENDAR AND SCHEDULES



## Section-11: Calendar and Schedules

### Academic Calendar 2025-2026

The Academic Calendar serves as a roadmap for the school year. It helps students, parents, and teachers stay organized and informed about important dates, holidays, exams, and school events. At Ajyal Al Marefaah International School, we follow a calendar that aligns with the Ministry of Education guidelines while also supporting international academic structures and assessment timelines.

#### 1. School Year Duration

The school year is divided into two terms:

- Term 1: August 24, 2025 – January 08, 2026
- Term 2: January 18, 2026 – June 25, 2026

Each term includes regular instruction days, assessments, enrichment activities, and student progress reporting.

#### 2. Key Academic Dates (Tentative)

Event	Date
First Day of School	August 24, 2025
Mid-Term Break	November 21 – November 29, 2025
Term 1 Final Exams	December 28 – January 08, 2026
Winter Break	January 09, 2026 – January 17, 2026
Start of Term 2	January 18, 2026
Eid Al-Fitr Break	March 06 – March 28, 2026
Eid Al-Adha Break	May 22 – June 01, 2026
End-of-Year Final Exams	June 15 – June 25, 2026
Report Card Release (Term 2)	June 25, 2026

*Note: Islamic and national holidays will be observed according to official government announcements. The calendar may be adjusted accordingly.*

#### 3. National and Religious Holidays

Ajyal Al Marefaah observes the following holidays:

- Saudi National Day (September 23)
- Eid Al-Fitr Holiday (dates based on lunar calendar)

- Eid Al-Adha Holiday (dates based on lunar calendar)
- Founding Day (February 22)

Exact dates will be communicated once confirmed by the Ministry of Education.

#### **4. Assessment and Reporting Timeline**

- Formative Assessments: Throughout the term
- Unit Tests/Quizzes: Mid-term each term
- Summative Exams: End of each term
- Report Cards: End of each exam (6 total)

#### **5. Parent Awareness and Reminders**

To stay informed:

- Regular updates and reminders will be shared through the school app, emails, and WhatsApp groups
- Parents will receive a printable academic calendar at the beginning of the year
- All key events will also be listed on classera.

## Key Dates: Exams, Breaks, Parent Meetings

To help families stay informed and prepared throughout the academic year, this section outlines the most important school dates—including exams, breaks, and scheduled parent meetings. Ajyal Al Marefaah International School is committed to providing clear communication and advance notice to support student success and family engagement.

### 1. Examination Periods

The school holds major assessments at the end of each term, as well as ongoing quizzes and unit tests throughout the term.

Exam Type	Scheduled Dates
Term 1 Final Exams	December 28 – January 08, 2026
Term 2 Final Exams	June 15– June 25, 2026

*Detailed exam schedules and subjects will be shared in advance by each department.*

### 2. School Breaks and Holidays

Breaks allow time for rest, family connection, and religious observance. Please note the following official holidays and breaks:

Break	Dates
Saudi National Day	September 23, 2024
Mid-Term Break	November 21 – November 29, 2025
Winter Break	January 09, 2026 – January 17, 2026
Founding Day	February 22, 2025
Eid Al-Fter Break	March 06 – March 28, 2026
Eid Al-Adha Break	May 22 – June 01, 2026

*Exact dates of Islamic holidays will be confirmed by the Ministry of Education.*

### **3. Parent–Teacher Conferences and Reports**

Engaged families create stronger students. We encourage all parents to attend meetings and reviews.

Event	Dates
Parent Orientation (Start of Year)	August 20 - 21, 2025
Mid-Year Parent–Teacher Conference	After each unit and Term exam
Report Cards	End of each exam

*Parents will be notified in advance and offered both in-person and online meeting options.*

### **4. Reminders and Notifications**

All key data will be communicated via:

- School digital platform - Classera
- WhatsApp group messages

We strongly encourage parents to:

- Add these dates to personal calendars
- Notify the school in advance of planned absences during exam weeks
- Prioritize attendance during parent meetings and reporting days

## Bell Schedule for All Grades

The daily bell schedule helps maintain a structured and smooth school day. Each grade level at Ajyal Al Marefaah International School follows a well-planned schedule that ensures a balance between academic instruction, breaks, and co-curricular activities. This guideline outlines the start and end times of the school day, as well as the timing of each class period.

### 1. School Day Timing

School Level	Arrival Time	Dismissal Time
Kindergarten (KG)	7:45 AM	11:40 PM
Grades 1–12	6:50 AM	12:30 PM

*Students are expected to be in their classrooms by 7:20 AM for morning routines and announcements.*

### 2. Standard Bell Schedule (Grades 1–12)

Period	Time
Morning Assembly	06:50 AM
1st Period	7:20 – 8:00 AM
2nd Period	8:00 – 8:40 AM
3rd period / First Break	8:40 – 9:10 AM
Second Break	9:10 – 09:40 AM
4th Period	09:40 – 10:20 AM
5th Period	10:20 – 11:00 AM
6th Period	11:00 – 11:40 AM
7th Period	11:40 – 12:20 PM
Salah Break	12:20 – 12:30 PM

### 3. Kindergarten Daily Routine

Period	Time
Morning Assembly	07:45 AM
1st Period	8:00 – 8:40 AM
2nd Period	8:40 – 9:10 AM
Break	9:10 – 09:40 AM
3rd Period	09:40 – 10:20 AM
4th Period	10:20 – 11:00 AM
5th Period	11:00 – 11:40 AM

### 4. Special Notes

- Prayer Breaks: Included as per age and grade-level needs, coordinated in Islamic Studies periods
- Early Dismissal Days: On some Thursdays or before holidays, the school day may end earlier (announcement will be sent)
- After-School Clubs & Activities: Offered between 2:45 PM – 3:30 PM for interested students (optional)
- Sometimes events will be held on Fridays/Saturdays.
- During clubs / various competitions, zero period timing is followed.
- After-school extra classes are offered for weaker students.

### 5. Parent Responsibilities

Parents are kindly asked to:

- Ensure students arrive on time daily
- Pick up children promptly at dismissal
- Avoid early pickups unless for emergencies (requires written notice)
- Help students establish a daily routine aligned with the bell schedule

# PARENT/ STUDENT HANDBOOK

## SECTION 12: ACKNOWLEDGEMENT AND COMMITMENT



## Section-12: Acknowledgement and Commitment

### Student and Parent Declaration

At Ajyal Al Marefaah International School, transparency and shared responsibility are key to building a respectful and productive learning environment. To ensure that all students and parents understand the expectations, policies, and procedures outlined in this handbook, we kindly request the completion of a signed declaration. This document affirms a commitment to uphold the values and responsibilities of our school community.

### Purpose of the Declaration

The declaration serves to:

- Confirm that students and parents/guardians have read and understood the contents of the handbook
- Acknowledge the shared role of the school, student, and family in maintaining a safe and respectful environment
- Agree to adhere to school policies, including those related to behavior, academics, health, digital use, and attendance
- Encourage open communication and cooperation between the school and families

### Declaration Statement

The following statement will be included as a tear-out or signed page at the end of the handbook:

**Student and Parent/Guardian Declaration Form**

We, the undersigned, hereby confirm that:

1. We have read and reviewed the Ajyal Al Marefaah International School Parent–Student Handbook 2025–2026.
2. We understand the school’s policies, rules, and procedures, and we agree to abide by them throughout the academic year.
3. We recognize the importance of respectful behavior, regular attendance, academic honesty, and digital responsibility.
4. We will support the school’s efforts to promote a positive learning environment based on equity, inclusion, and well-being.
5. We agree to maintain open communication with the school and respond promptly to school-related matters.

We acknowledge that failure to follow the school's guidelines may result in appropriate interventions or consequences as outlined in this handbook.

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Handbook Agreement Form (signature required)

The Handbook Agreement Form is a required acknowledgment that confirms both students and parents have read and understood the school's policies and expectations as outlined in the Parent–Student Handbook. Signing this form demonstrates a shared commitment to supporting the school community in creating a safe, respectful, and productive environment for all learners.

**Purpose of the Agreement:** By signing this form, students and parents:

- I know that they have received, read, and understood the policies and guidelines within the handbook
- Agree to comply with all academic, behavioral, health, and digital conduct standards
- Accept the school's disciplinary procedures, communication protocols, and code of conduct
- Commit to actively supporting student attendance, punctuality, and engagement
- Understand the responsibilities of being part of a collaborative school–family partnership

### **Handbook Agreement Form:** Student and Parent/Guardian Acknowledgment

We, the undersigned, confirm that:

- We have received the Ajyal Al Marefaah International School Parent–Student Handbook 2025–2026.
- We have read and understood the rules, policies, procedures, and expectations contained within.
- We agree to support the school's mission, vision, and values by upholding the standards described in the handbook.
- We understand that the school reserves the right to update or amend policies, with written notice.

Signatures

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submission

This form must be signed and returned to the homeroom teacher or school office within the first two weeks of the academic year.