



Wisdom International School

Student & Parent Handbook

WIS Identity Statement, Mission & Vision Core Values

Identity Statement

Wisdom International established in 2004, a school in Riyadh and accredited by Advanc-ed from K-12. We offer a rigorous American-based curriculum serving a diverse student body through a holistic approach.

Core Values

We believe that...

- a. Quality education has the power to make a positive impact on individuals and societies.
- b. Honesty and integrity build a culture of transparency and trust.
- c. Passion and commitment motivate, inspire, and empower life-long learners.
- d. A school community thrives when there is open communication and collaboration.
- e. Respect cultivates positive relationships.
- f. Helping others benefits communities and leads to personal growth.
- g. Embracing cultural diversity develops relationships and enriches life.

Mission Statement

Wisdom International School offers an excellent program, a caring environment for students, and an experienced and qualified teachers and staff.

Vision Statement

To create responsible, independent individuals who have the knowledge and attitude to be successful in ever changing world.

Strategies

Strategy 1:

Communication

We will utilize an effective communication system to address both internal and external communications in order to achieve our Mission, Vision, and Mission Outcomes.

Strategy 2

Staff

We will attract, recruit, and retain excellent staff in order to achieve our Mission, Vision.

Strategy 3

Curricular Programs

We will systematically review and appropriately modify and/or adapt our curriculum alignment, instructional practices, and assessments in order to achieve our Mission, Vision.

Strategy 4

Co---Curricular Programs

We will promote, practice, and celebrate co---curricular programs throughout our school in order to achieve our Mission, Vision.

Profile of a WIS Graduate

A WIS graduate:

Actively engages in the pursuit of knowledge by...

- meeting or exceeding the expectations found in an authentic American educational program.
- intentionally applying critical thinking habits effectively to complex problems and situations.
- aspiring toward continual self---improvement and life---long learning.
- living the core values of WIS.

Demonstrates the active pursuit of dreams by...

- identifying and declaring dreams and having a self awareness of abilities and skills to achieve them.
- strategically investigating, developing a support system, establishing connections and seizing opportunities.
- displaying passion, resilience and enthusiasm for their future.
- reflecting on and re---evaluating progress.

Develops skills of a global citizen while actively contributing to the community by...

- respecting diversity and showing empathy towards people of differing cultures and backgrounds.
- cherishing the natural world and respecting the environment.
- adjusting to new situations, challenges, and conditions.
- identifying needs and engaging independently or collaboratively in service for the betterment of self and community.
- reflecting on personal actions, accepting responsibility, and adjusting behavior that impacts others.

General Information

Lost and Found

Misplaced / recovered articles are handed into the office. Valuables will be retained in the central office until claimed: other items may be found in the “Lost and Found” located in the appropriate school office.

Telephones

Telephones are not allow in the school. All students deliver their telephones to the administration in the morning and they get it back when they are leaving in the afternoon. A school telephone is available for emergencies (i.e. calling parents to leave, etc...).

Drop-Off Items

Occasionally students forget things at home and a driver or family member is able to bring them to school later in the day. This may include things like PE uniform, laptop charger, project, or other such items. When being dropped off, these items are delivered to the students.

Textbooks

Students are free to buy their books from the school or from any library that sells the books of the school.

Prayer Room

There is no specific room for prayer. Students may use part of the playground to pray before or after school, at breaks and during lunch.

Safety and Security

Living Arrangements

The natural parents or legal guardians must notify the administration in writing of any change in their child's living arrangement, whether he/she is living alone or with another designated guardian. It is important the high school office has accurate contact information for all families in the event of an emergency or other needs to contact parents or guardians.

Parental Responsibility When Out of Town

If parents or guardians will be unavailable (i.e. out of town on business or vacation) a signed note must be provided, in advance, to the school office advising of the student's residence (contact person, address, phone number) during the parent/guardian's absence, the dates the parent/guardian will be out of town and a phone number where the parent/guardian can be reached in case of an emergency.

Closed Campus

WIS is a closed campus. Students are not permitted to leave campus during the school day without parent and administrative approval. Students who leave campus without permission and without signing out will be subject to disciplinary action.

Money and Valuables

Students are advised not to bring large amount of money or valuables to school. The school will not assume responsibility for money or possessions lost or stolen at school. Students can only bring a small amount of money to buy from the canteen or they can bring their own food.

Emergency Procedures

In case of fire or emergency evacuation, every student is to leave the building as quickly and as quietly as possible as directed by their classroom teacher or other member of the school staff. Evacuation procedures are posted in each classroom and are reviewed on a regular basis. In the event of an emergency in which evacuation is not considered prudent, students will receive instructions from their classroom teachers. Throughout the school year there will be drills to review actions and behavior suitable to possible emergency situations.

Visitors

All visitors to campus are required to report to the administration. Student or alumni visitors are not allowed on campus at any time during the school day unless they have specific school business to complete.

Academics

Evaluation of student progress by members of the faculty is a continuous process. Teachers, in evaluating student achievement, consider many factors including tests, quizzes, project work, homework assignments and classroom participation. WIS teachers will observe student performance while providing daily opportunities for academic growth. Students, in partnership with parents and teachers, must take responsibility for their own academic success.

Progress Reports / Parent Communication

Progress reports are issued in the interim period between Report Cards to keep parents and students informed of current progress. The days and dates of issue are indicated on the school calendar.

A student's progress may be communicated with parents any time during the school year. Teachers may occasionally wish to speak with parents by telephone or in person, especially when circumstances require discussion or clarification.

Homework

Home study is an essential part of each student's educational program and vital in order to earn satisfactory grades. Students at the High School level should expect between 2 and 3 hours of homework each night.

Student Withdrawal

A student who is withdrawing from the school is required to fill out a "Withdrawal from School" form and have it signed by his/her parent(s) or guardian(s). These forms are available in the high school office. After filling it out and collecting the necessary signatures, this form must be presented to the Principal. Parents are reminded that tuition is due for the entire year regardless of the cause of withdrawal or dismissal. Tuition appeals must be sent directly to the Superintendent.

Report Cards

Students' academic progress and grade point average is evaluated each quarter and recorded on official Report Cards for the attention of parents.

COURSE OF STUDY

The curriculum at WIS is designed to offer a full range of college preparatory subjects and also provide a sound academic background for those students who do not intend to pursue a college education. Just as WIS prepares its students to be competitive at the next level of academics, it requires that its students have the necessary knowledge, skills, and habits to succeed at WIS.

The academic year is divided into four quarters (two semesters) with final grades at the end of each semester. Most courses are a full year in length but some courses meet for one semester only. One-half credit is granted for successful completion of a semester course.

All High School students must attain pre-determined credit from a series of core subjects, plus additional credit from electives, in order to remain on track to graduate. Accumulated total credits are recorded and students are advised annually by their counselor.

Graduation Requirements

Refer to the 2016 -20 17 High School Course Catalog for specific information regarding graduation requirements.

High Honor Roll & Honor Roll

Students achieving this distinction are recognized with a certificate at the end of each quarter. Students with a grade point average of 3.90 or higher on a quarterly report card qualify for the High Honor Roll, while students with a grade point average of 3.50 on a quarter report card qualify for the Honor Roll.

Academic Honesty Policy

Purpose:

The purpose of the academic honesty policy is to enable the Wisdom International School to promote academic integrity, to encourage students to honor education, and to take a consistent and equitable approach to academic honesty amongst staff and students.

Definitions:

Plagiarism: A piece of writing or other work reflecting such unauthorized use or imitation act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work.

Duplication: A copy exactly like an original. Anything corresponding in all respects to something else. Copying from any source such as the internet or from someone else's work.

Theft: The act of stealing; the wrongful taking of another's property.

Cheating: To take an examination or test in a dishonest way, as by improper access to answers; to deceive; to influence by fraud; to practice fraud or deceit.

Collusion: A secret agreement, especially for fraudulent or treacherous purposes. A secret understanding between two or more persons to gain an unfair advantage.

Lying: The telling of lies, or false statements; untruthfulness.

Sabotage: Any underhand interference with production, or work.

Obstruction: Something that obstructs, blocks, or closes up with an obstacle. The act of deliberately preventing business.

Rights and Responsibilities:

Teachers:

Have the responsibility to educate students about the honor code.

Have the responsibility to inform students about the classroom policies since the beginning of the year.

Have the responsibility to remind students frequently and clearly about classroom expectations.

Have the responsibility to report any academic dishonest behavior observed during same school day.

Have the right to be trusted when reporting violations.

Have the right to give consistent consequences.

Students:

Understand and commit to the Honor Code. Sign the Honor Code Pledge.

Students are responsible for understanding the Honor Code Pledge

Students should expect serious consequences for any academic dishonest behavior

Students have the responsibility to report any academic dishonest behavior observed during same school day

The reporter has the right to confidentiality when reporting an Honor Code infraction.

Students have the right to defend themselves if accused of being dishonest.

Programs and Service**Guidance and Counseling**

The WIS High School Counseling program is a comprehensive program that promotes and enhances the learning process of all students to ensure the academic, career and personal/social development of all students in KG---12 grade. The goal of the school counselors is to support all students in the active pursuit of their dreams, maintain a positive learning environment and to promote all students to become life---long learners. University readiness, academic outcomes and socio---emotional skills are but a few things that your School Counselor can help you with. Counseling and advisory services are available to all students. Appropriate referrals will be made to qualified family counselors or other professionals as necessary.

Student Injury or Illness at School

If students become ill or injured during the school day, the School will administer simple medication as required. In the event that a student is required to go home, parents will be contacted.

Attendance

We believe participation in co--- and extra---curricular activities are an integral part of the educational experience. Therefore, absences due to students representing the school at SAIKAC or Oasis events, school--- sponsored trips , class field trips, or school---hosted college visits are considered *school related* absences.

Absences for illness, family trips, early departure for vacation, late return from vacation, etc., totaling more than eight (8) days in a semester may result in a loss of credit. Absences are tallied separately for each class a student is registered for. Each case will be reviewed on an individual basis with the final decision being made by the high school administration. Students who miss three or more consecutive days of school or have excessive absences will be asked to provide a note from a physician to validate time missed from school.

School Day

The school day runs from 6:45 a.m. until 1:15 p.m. every weekday . All students are expected to be in their first period class and seated by the time the bell rings at 7:45 a.m. Students who arrive to school after the bell are considered to be tardy and must report to the high school office immediately after their first period class.

Students who are late to school or absent from school must provide written notification, signed by a parent, explaining the reason and the date of the tardiness/absence. The note should be shown to the student's teacher and then submitted to the high school administrative assistant immediately after first period.

Parental notification of absences must be received within one week of the absence. In the case of concerns about the frequency or number of days of a given period of absence, the administration may require a doctor's note of explanation.

The principal must be notified well in advance of any anticipated absences for reasons other than illness or family emergency. School holidays are provided in our school calendar, therefore the school cannot guarantee that students will be able to make up all missed work for classes missed as a result of additional or extended family vacations.

Admit To Class

Students who arrive to school late must report to the office in order to obtain a pass before going to class. Students who arrive late due to a doctor's appointment must provide a Doctor's note to the school administrative assistant in order for the tardiness to be excused. Students who arrive late due to a late bus should report to the administrative assistant for a pass.

Class Attendance & Participation in Activities/Events

In order to participate in any school event (athletic practice or tournament, contest, concert, play, social, MUN, etc.) a student must attend the entire day of school on which the event takes place. Extenuating circumstances may be reviewed by the administration. Students not attending class may be restricted from participation in the event and may be subject to appropriate consequences for skipping class.

Early Leave Policy

There are no provisions at WIS for the early administration of finals. The only exception will be for emergency family leaves approved by a school administrator. If a family decides to have a student leave early, it is possible that this may have a negative effect on the student's grades for the semester. there are no special arrangements for final exams.

Management of Student Behavior

Guidelines

1. Students and faculty are expected to ensure teaching and learning are the primary focus at WIS.
2. Students are responsible for their actions. This means they should understand they will be held accountable and will face consequences for inappropriate behavior.
3. It is understood that students, like adults, will make decisions and take actions at times that are inappropriate or unwise and that learning can take place from these actions.
4. Consequences for inappropriate behavior, as much as is practicable, will be consistent and cumulative.
5. While consistency is a key component when managing student behavior it is understood that each case is unique.
6. Management of student behavior is applicable during regular school hours or when students are associated in any way with WIS, such as traveling to or from school or when attending any school associated activity.
7. Our support, guidance, and concern for the learning of students does not stop at our school gates, nor does a student stop being a member of the WIS community when they leave campus. Students, who are engaged in unlawful activity, or acts of intimidation or physical violence, shall be subject to appropriate school disciplinary policy that pertains to on--campus behavior. Fighting, bullying, cyber---bullying or any such events that take place off campus and affect student relationships or productivity on campus are subject to consequences as outlined in the Behavior/Consequence Matrix.
8. Confidentiality in any discipline matter is imperative but relevant parties will be informed about a student

that is involved in a discipline issue so they are aware and able to support the student if needed.

Student Rights

Students have the right to:

1. be spoken to in a respectful manner by faculty and staff at all times;
2. safe environment for learning in all school activities;
3. fair process in relation to having consequences administered for inappropriate behavior;
4. level of confidentiality relevant to the inappropriate behavior;
5. appeal any consequences for inappropriate behavior by using the appropriate process.

STUDENT BEHAVIORAL GUIDELINES

Banned Items

The following list of items are banned from WIS: fireworks, stink bombs, matches, cigarette lighters and weapons (or toys that look like weapons) of any kind. Possession of a weapon or a facsimile of a weapon will be cause for disciplinary action. This is not a comprehensive list, but intended to provide some insight into what is and isn't appropriate to bring to school.

Harassment and Bullying

At the WIS, it is expected that all community members will be free to learn, teach and work in a safe, secure and non--threatening environment based on mutual trust and respect. This includes respect of personal feelings, the traditions and customs of religions and cultures, and gender. Each member of the WIS community is expected to be responsible for his/her own behaviors, to exercise self-- discipline, and to refrain from behaviors which interfere with other members' right to learn and work in a safe and healthy environment. This policy extends beyond the school day and grounds, should it impact the security and learning of WIS students and will be handled on a case by case basis.

Harassment: Any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning, or cruel that makes the victim, or target, feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner. Harassment is sometimes a single act, but more often is composed of repeated acts performed over time.

Bullying: A form of harassment that is characterized by repeated and escalating incidence of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Victims live with fear and anxiety, not knowing when or how

serious the next 'attack' will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the victim. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

Cyberbullying: The use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include acts such as making threats, sending provocative insults or racial or ethnic slurs, attempting to infect the victim's computer with a virus, and flooding an email inbox with nonsense messages.

Consequences

Any form of harassment, or bullying will not be tolerated at WIS. Any such incident should be reported to the teacher, counselor, or principal. Students who are found to be in violation of the school policy of harassment, bullying, or the Responsible Use Policy will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases could be subject to suspension or expulsion.

Follow-Up Activities

After the investigation and substantiation of an incident, the actions taken by the school will be communicated directly to all parties involved including appropriate faculty/students as well as parents/guardians of the victim, perpetrator and witnesses (as applicable).

In addition, WIS will offer proactive and sympathetic support to those directly involved. All incidents/actions will be documented to assess the effectiveness of WIS's interventions in enforcing a policy of zero tolerance for harassment and bullying. In an effort to stop all future Harassment, Intimidation or Bullying will be asked to complete a HIB checklist to ensure the behavior is not repeated.

Expulsion

Expulsion results in the student being dismissed from the Wisdom International School . All school records will be held until financial obligations are settled.

School Dress Code

Good grooming and proper dress are a matter of mature taste and judgment. WIS students are expected to appear neat and clean and be sensitive to their status as guests in our host country. Proper dress is that which is acceptable to a majority of our community and is in good taste for school attendance and life in Saudi Arabia.

Uniform dress is required of all students at WIS. The dress code is designed to recognize and respect the sensibilities of our host country while at the same time reflect the style of attire found in Western countries. The policy ensures that students are dressed neatly and appropriately when at school, or participating in school---sponsored events during the school day.

Teachers are expected to refuse to admit an inappropriately dressed student to class. The offending student should be sent to the office with a note. The administration reserves the right to make final judgment on the acceptability of student attire. Parents will be notified of any dress code violations and the student may be issued appropriate clothing and billed accordingly or, the student may be sent home from school.

Abayas

Girls who choose to wear abayas during the school day are expected to wear the complete school uniform underneath.

All high school girls who leave the school parking lot on foot at the end of the day must wear an abaya.

Physical Education (PE) Uniforms

Students are expected to wear PE uniforms purchased from the Uniform Store when they have PE. This is the case for both boys and girls. Students who are not in uniform will not be permitted to participate in PE that day and their lack of participation will be reflected in their grade. Students must change back into their uniform pants before leaving school at the end of the day.