



# Imperial School Handbook (Students & Parents)



## Imperial International School

### Our Vision

To encourage life-long learners to be responsible citizens in an ever-changing technological world

### Our Mission

Imperial International School is a community whose members inspire one another to learn, work and play in an atmosphere of collaboration and respect while ethically preparing for a global society.

### Our Slogan

Together for a bright future.



## INTRODUCTION

Imperial International School offers International Education oriented towards 'Internationalism' and 'International-mindedness'. This view of education emphasizes the personal development of learners to be well prepared in two aspects: the first is paving the way for them to keep pace with the rapidly developing world and face their precarious future confidently. The second is to promote the values of respectfulness, cooperation, fraternalism, empathy, honesty, co-activeness and integrity to build their character. Imperial International School provides a curriculum which is based on international criteria with an international perspective and critical thinking skills. Furthermore, we care to provide our students with a safe environment that invites them to live peacefully in the campus as a second home for them.

The school is divided into three sectors, one for male students in grades 1 to 6 and another for female students in grades 1 to 12. The third sector is the kindergarten which accommodates children from the ages of 3 to 5. Female teachers teach all the sectors.

Other than the curriculum which matches the international criteria, ways of teaching in Imperial International School are always up to date. We care to integrate active learning where students are fully involved in the process of education and acquire their skills practically using their five senses exploring, observing, analyzing, critically thinking and doing experiments. Adding to this the need to integrate the digital ways of learning realizing the rapidly growing technology. We believe in evaluating our students using various methods that guarantee evaluating all kinds of abilities based on differentiated learning like quizzes/exams, projects, competitions, online and hands-on assignments, group-work activities.

We will strive to work together, administration, teachers, students and parents for brighter future.

**This School Handbook has been prepared to serve as a resource and guide for students and parents. The handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, parents, and others relate within the school community. Please review the information in this handbook very carefully and use it as a valuable source of information to help ensure your overall success.**

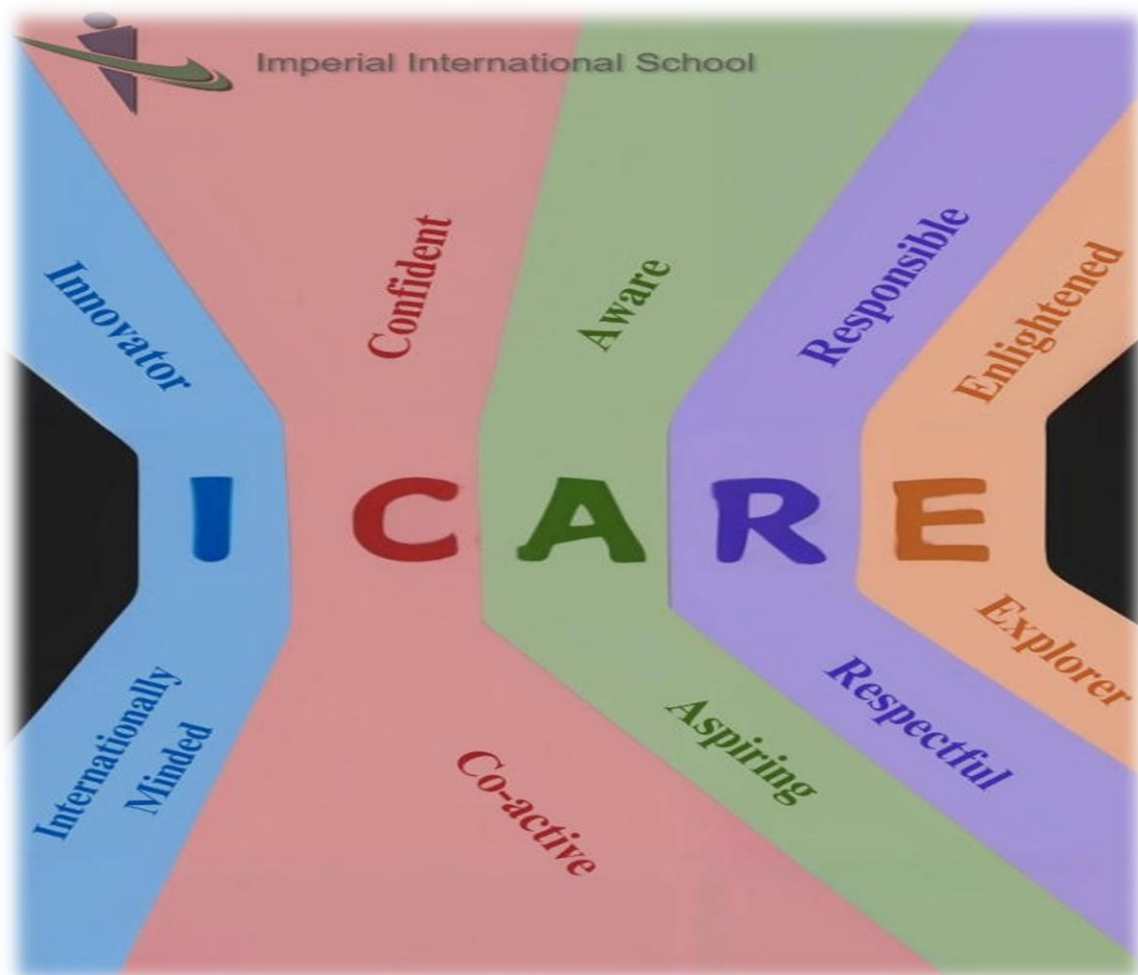
**NOTE: Parents must refer to the "Parents/Students Agreement" and make sure to sign/agree to it online.**

If you have any questions, please discuss them with the administration.

## Our Stimulus Program (I CARE)

### I CARE...

Imperial international school has adopted (I Care) as an incentive program that motivates its community members to direct their practices towards unified goals. These goals as a whole aim to form the students' personalities in a distinctive way that makes them effective individuals capable of interacting in the world's societies properly, and to be responsible members capable to plan their future positively, effectively, and successfully.





## Institutions Practices regarding Culture, Equity and High Expectations

### Equity

Based on our belief in student centered learning, we try our best to accommodate all the learners' needs and treat everyone fairly and with equity.

We actively promote equity in the classroom to help remove barriers so all our students can succeed. And when every student has the resources they need, the entire classroom thrives!

We ensure that individual factors like race, culture, religion, ethnicity, immigration status, individual experiences, and socio-economics status don't hold back students from reaching their full learning potential. Students are diverse, but our education system isn't. Students and teachers all bring unique perspectives to the classroom, including different: biases, traumas, identities, experiences, assumptions, and backgrounds. When equity in the classroom is a priority, all students benefit.

### Culture

In Imperial International School, we reveal the hidden tool for transforming our school: which is culture, the thing we are very proud to have. Our culture calls for openness to other cultures since we are international, so our view is international. We believe that when we empower teachers to communicate, collaborate, reflect, inquire and innovate, students will be encouraged to express themselves without restrictions.

Since international schools are open to having human diversity, we care to spread the knowledge of cultural awareness amongst our stakeholders. This involves a deep understanding of the cultural background, beliefs, and values that builds our students' personality on moral basis to have positive social relationship with their peers and to prepare them to be ready to indulge in different cultures smoothly and successfully.

### A nurturing environment with high expectations

Because we believe in the importance of nurturing high expectations for our students, we promote high expectations from our students through school practices (positive teacher-student relation, constructive feedback, and differentiated instruction) as well as wellbeing and engagement (personal-best goals and student effort). Students who experience high expectations have improved learning outcomes and are more likely to have the following: greater attendance, more positive school behavior, high academic performance, increase interest and motivation in lessons.



### Institutions Practices regarding stake-holder involvement:

The main advantage of having a learner centric environment is that everything we do is for the benefit of the students. We try and involve everyone in the community to do so.

We have a Stakeholder Committee that includes admin members (Decision makers), teachers and parents, who can suggest major changes in the school's decisions and have access to the continuous improvement plan of the school. The Stake-Holder Committee meets regularly to suggest gradual changes in the continuous Improvement Plan. The Stake-Holder Committee involves parents and teachers of different grade-level students. These members are chosen based on their ability to communicate with other stakeholders and the benefits that they bring for the students. This is done by making sure that they can apply the "I CARE" Program effectively.

The Student Leadership Program is a newly introduced program in the school where students have an opportunity to become leaders and act responsibly in different areas. Students can suggest ideas for improvement on what they think education for them should look like.

In addition to this, we have different committees to address different areas like Activity Committee, Discipline Committee, Health ambassadors.

### Student Safety & Security

The safety of our students is the main priority in our school. We make sure that students feel safe on the school premises. There is written protocol on how to evacuate the school in case of any crisis. All the teachers, staff and students do these drills regularly. Maps are put in every classroom showing the exit route for each one of them. Students are trained in how to move during the crisis. Surprise evacuation drills are done to ensure that everyone on the premises knows what they are supposed to do and stay calm during the evacuation itself. Every time the evacuation drill is done, parents are notified about it. People responsible for safety and security are trained by professionals on how to give first aid and how to use the extinguishers.



## POLICIES & PROCEDURES

### Discipline and Student Expectations

All school members are responsible for discipline and safety. Any behavior that interferes with the safety or learning of others is not acceptable. Appropriate consequences will be directed at a student who continues to fall short of the school's expectations for good behavior. Parents will be told of behavior problems and are expected to cooperate with the school in solving their child's problems.

Any kind of behavior that endangers the school community is unacceptable behavior, especially if it might cause injury or spread communicable diseases. The parents of the student responsible for negative behavior will be called to remove him/her from school for the day. Two instances of such behavior will result in suspension from school until the matter is brought to the School Board, where continued enrollment will be reviewed by the Board. Dismissal of the student from school does not release the parents from the obligation of payment of the full year's tuition. They should also cooperate in teaching their child the concept of apologizing by sending a gift with their child to present for the injured child.

Any student who damages or destroys school property will be expected to pay the replacement cost. In addition, any student who willfully damages school, or personal property or intentionally injures others may face disciplinary action.

When, in the school's sole opinion the student is manifesting symptoms of a learning disability, emotional disturbance, or other challenge that may impact the child's ability to learn, or when requested by the parents, it becomes the parents' obligation to have the child evaluated by an appropriate professional(s) approved, in advance, by the school.

*The school reserves the right to remove a student from its roles if the school cannot provide the child with an appropriate educational opportunity within the given confines of its curriculum.*

### General School Rules

- Respect the authority of all staff members.
- Speak politely to others.
- Use honesty in all activities.
- Don't leave school premises without a written permission from administration.
- Use appropriate language at all times.
- Leave the classroom only with the permission of a teacher.
- Leave toys, games and chewing gum at home.





- During playground activity, stay in the yard and play safely. Tackling, wrestling and jumping off the playground equipment are not safe and are not permitted. Students are to be visible to supervising adults at all times.
- Settle disagreements in a peaceful and fair manner. Fighting and threatening are not permitted. Seek help from an adult when necessary.
- Slides are to be used properly, going down feet first, in a seated position.
- Obey School Board policies which prohibit the use and possession of certain items on campus.
- Wear School uniform always.
- Jewelry and accessories are prohibited in School.
- Make up, long and manicured nails are not allowed.
- Loose and colored hair is not permitted.
- Bullying is unacceptable in any circumstance.

**NOTE: The abovementioned rules are general, Parents as well as students must refer to the “Parents/Students Agreement” to follow the detailed school rules.**

Infringement of any School Rule will result in the following penalties:

**First time infringement:** a written warning memo signed by student; parents will be notified.

**Second time infringement:** a scheduled conference with parents and possible suspension.

**Third time infringement:** Suspension and possible expulsion from school, depending on the infringement committed.

### Prohibited Items

Articles that could reasonably be expected to disrupt the normal educational process or that could be expected to create safety hazards should not be brought to school. Prohibited items include, but are not limited to, iPods or other electronic devices, cameras, spinners, games, ear or headphones, playing cards of any type, weapons or objects that could be used as weapons, sharp items, alcohol, drugs, fireworks, matches, lighters, tobacco products, vapes, glass bottles, water shooting devices, laser pointers, large chains connected to wallets or clothing, bandanas or any other gang related items.

*Any student found in possession of the abovementioned items will face disciplinary consequences.*

Students are not permitted to bring **mobile phones** to school. In case of emergency, students can make phone calls from the administration. To avoid disruption to instruction, the use of electronic devices, including, but not limited to **mobiles, tablets/iPads, and other portable communication devices (PCDs)** are prohibited during the instructional day. If students are found in possession of electronic devices, the item(s) will be confiscated. Parents will be responsible for meeting with an administration after confiscation. Repeated violations will result in disciplinary actions deemed appropriate by school administrators.



## Attendance Policy

When a student returns to school following an absence, he/she should submit a note of explanation for the absence to the floor supervisor. Failure to do so within two school days will result in the absence being recorded as unexcused. To promote classroom learning, regular attendance of every student is mandatory.

Appeals are a request and not a guarantee. Absences may be excused with a written note signed by the parent or guardian on the day the student returns from an absence for the following reasons:

- Personal illness or injury making the student physically unable to attend school (extended illnesses require documentation from appropriate medical professionals)
- Isolation ordered by a doctor of hospital
- Death in the immediate family
- Medical or dental appointments that cannot be scheduled outside of school time
- Participation in a valid educational opportunity with prior approval by the Academic Principal and the School Director -related activities include field trips sponsored by the school, school-initiated and scheduled activities, and athletic events.

Assignments should be completed by the students even during. Online Assignments are available for 7 days and cannot be extended or opened again. The student is responsible for finding out what assignments are due and completing them within the specified time period.

If a student misses an evaluation (Competition, dictation, or other evaluations) parents should contact the Academic Principal to schedule a compensation for the missed evaluation noting that unexcused absence will result in having quarter of the marks of the evaluation.

## Absence Policy during Quizzes/Exams:

The following documents should be submitted before being absent for quizzes/exams:

1. written letter from his/her parents clarifying the absence excuse.
2. In case of travelling due to emergency, copy of passport indicating date of departure and return + A copy of a document proving the reason for the necessity of travel (**since traveling at the time of quizzes without necessity is not considered an excuse**).
3. In case of sickness, A copy of the medical report that proves the student's absence due to sick conditions (with the necessity of including the absence dates)
4. A copy of a proof for the absence in other cases of excuse.

## Other Excused Cases include:

1. First degree family member being hospitalized whether in/out of the country. A medical report should be submitted.
2. Death (God forbid) of an immediate family member

3. Any student involved in a vehicle accident or other situations that prevented him/her from attending the quizzes/exams as mandated by the security authorities. A Police Report should be submitted.

4. Medical reports and any other documents required to interpret an excused absence must be submitted to the Administration.

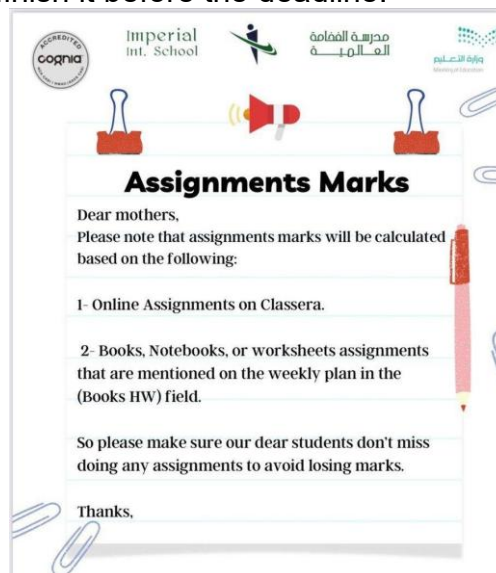
**Absence without proof of excuse during the quizzes will result in quarter of the total mark of the quiz.**

If **high school students** are absent for more than 5 days (unexcused) in a semester, they need to make-up for the missing credit hours with assignments to ensure getting full credit hour for each subject at the end of each semester. The absence will affect the grade regardless of the submission of assignments.

### Homework

Homework is used to reinforce class work, enhance learning, and encourage self-responsibility. Homework will be in the form of book and online (on classera). Students should complete homework by themselves (Parents of KG and lower grades should help their children to do the homework, but not do it instead of them). However, it is up to parents to provide regular homework time and space. Parents may review but should not correct homework; mistakes will help the teacher see where the child needs help.

It will affect the report card, in case students don't do the homework (online and in-book). Extra graded assessments will be available online (mentioned in the weekly plan) and students are expected to finish it before the deadline.



### Lunches

Parents should provide a healthy daily snack and lunch, including drinks. Students have 2 breaks every day, so sure to send enough food for them.

Imperial International School provides canteen services that has various kinds of food. Parents can send money with students to buy from the canteen. Students are responsible for their money, so kindly don't send more money than is needed for the student. All students are accepted to practice hygiene and cleaning up instructions.



Students of **Grades 1-2-3** are encouraged by their homeroom teacher to have their homemade breakfast in the first break. If they want to buy from the canteen, they are asked to postpone it to the second break. Parents who prefer to depend on the canteen without sending homemade breakfast must inform the floor supervisor.

**KG Parents** should train their kids on how to eat independently. The teacher will always be there to guide. KG children are not allowed to go to the canteen, so parents who desire to order from canteen are supposed to contact the KG Section Supervisor before sending money.

**NOTE:** In case a student has any kind of allergy, it is obligatory to inform the school nurse and the administration at the beginning of the year.

## MY HEALTHY MEAL

Dear Mother,

While you prepare your child's lunchbox, we wish you put into your consideration the following notes:

Choose healthy food to help your child's brain start his/her day intellectually good. Avoid choosing kinds of smelly food that affect the bag and classroom atmosphere. Remember that your child will eat it with his/ her little hands, so care to wrap it neatly to make it easy for a child to carry without affecting the surrounding area; like Sandwiches of Cheese, Za'tar, Labnah, or any other kind of spreadable food which is not full of fat or oil.

Add one well-closed bottle of juice, a kind of fruit cut nicely in a separated small box with a plastic fork, and some useful nuts.

### Food Not Allowed in School:

Egg, meat and chicken, chips, sugars, dyestuffs food, Fried or grilled food, food presented usually for dinner at home; like rice, Kabsa...

Note: Unallowed food will be returned, so try not to send it to avoid the child's embarrassment.

Your dear child's school administration,  
regards.

## NOT ALLOWED



## BETTER TO BRING



### Reporting

Students from **Grades 1 to 12** will receive two Report Cards every semester, after the Quizzes/Exam. Both the reports will be available on classera to be seen by parents. **KG** students will receive one report at the end of each semester. KG reports are standard based which includes all the skills that the student has acquired throughout the semester. Parent conferences will be held (as mentioned in the school calendar) to discuss the students' performance and other school issues. It is important for parents to attend these conferences; they will be scheduled at a time to encourage parental attendance. Additional conferences may be requested if the parents or the teachers have concerns about the progress of a student. Parents are expected to feel free to ask to schedule a meeting to discuss their children's performance any time they want. The Parental concerns should first be addressed to the principal. If resolution is still not achieved, the Grievance Policy procedure will be followed.

### Entering the School Premises

Parents are supposed to follow the instructions given below before visiting the school:

**First:** The visitor must carry his/ her official ID and present it upon entry.

**Second:** The visitor must carry a card or any official document proving the visitor's relationship with the school. (For parents, the guardian's Classera account can be proof of this relationship. As for the driver or any other family member, he/she must bring a paper provided by the guardian's handwriting and signature explaining his relationship with a student at the school, and the paper must contain a copy of the identity of the student's direct guardian and his signature.)

**Third:** Commitment to the Saudi national dress (abaya)

**Fourth:** Do not carry items that threaten the safety of the school building

**Fifth:** Clarifying a written reason (or signing at the administration after writing the reason) in case of asking for an early dismissal.



Imperial  
Int. School



مدرسة الفخامة  
العالمية

*Together for a bright future*



وزارة التعليم  
Ministry of Education

**Sixth:** The guardian must hold a custody certificate (if the parents are divorced)

**Seventh:** The visitor must sign the visitors' document.

**Note:** The previous instructions were provided to us by the Ministry, but we continue to cooperate as one family. Therefore, we ask you to coordinate with the administration if you wish to visit the school and meet any teacher or administrative member you need to talk to.





## Standards & Assessments

Students in **KG** will be assessed in the corner period on a daily basis using games according to their abilities and interests. Skills will be presented in more than one way in repeated sessions to ensure the kid acquires them.

Students in Grade **1 to 3** will have 2 quizzes each semester. Parents will receive skills one week before. In case of students' absence on the day of the quiz (with an excused leave), mother will be notified of the new date of the quiz on classera mailbox. Refer back to the absence policy. Students who get 25% or less will be given one chance for compensation. If a student continues to get the Below Level marks continuously his/her grade will be calculated at the end of the year. A make-up exam will be scheduled before the summer vacation.

Students in **Grades 4 through 12** will be assessed regularly for early intervention.

**All assessments, quizzes and tests will be standard based. Thus, students will be tested more on learned skills and their ability to apply them than on content knowledge.**

Students in Grades 4 to 12 will have a test following the completion of a chapter, unit, or as deemed necessary by the subject teacher. Every semester the students will be having 1 or 2 quizzes based on skills they have taken. Absence during a Quiz Day, without an authentic medical report, will result in the student receiving 25% of the total marks for that Quiz. Refer back to the absence policy. During the last two weeks of each semester, students in Grades 4 to 12 will have Exams. Absence during an Exam Day, without an authentic medical report, will result in the student receiving an "F" for that Exam. A student with an authentic medical excuse will be able to sit for the Exam during after-school hours as arranged by the principal.

## STANDARDS & CURRICULUM

Imperial International School follows American Curriculum for all the subjects except for the Arabic subjects of which the curriculum is provided by the Ministry of Education.

We follow the common core standards for English and Math. The NGSS standards for science. The California State standards for Social Studies and World Language Standard for French.

### ENGLISH

#### Standards Summary

Imperial International School follows Common Core standards for English Language. The standards describe a connected body of linguistic understandings and competencies and are a comprehensive foundation that all students should learn. They describe the knowledge and skills that students should acquire from Kindergarten through high school.

## MATH

### Standards Summary

Imperial International School follows Common Core standards for Mathematics. The standards describe a connected body of mathematical understanding and competencies and are a comprehensive foundation that all students should learn. They describe the mathematical understanding, knowledge, and skills that students should acquire from Kindergarten through Grade 12. In addition, high school students are prepared for the University. Grades 10 to 12 Math Curriculum is aligned with the GAT/SAAT tests to help them prepare for entering universities. Also, grade 12 students have a rigorous curriculum that is integrated with Calculus and Foundation year skills. **Imperial International School is proud to follow updated curriculum in Math**

## SCIENCE

### Standards Summary

Imperial International School follows Next Generation Science Standard (NGSS) standards for science. It is based on the United States Next Generation Science Standard (NGSS). Students are encouraged to be engaged with highly visual presentations of the disciplinary core ideas in textbooks. Besides it emphasizes on applying scientific knowledge using NGSS practices through numerous scientific investigations. The science curriculum in Imperial International School seize engineering as an essential element of science education and as such is tightly integrated into both textbooks and activity books where students are encouraged to the following to acquire scientific skills: **explore, explain, elaborate, evaluate, engage, observe, compare, classify, measure, make a model, infer, communicate, ask questions, make a prediction, plan and carry out investigations, record and analyze data, and make conclusions.**

### Integrated-Curriculums approach (STEAM)

Imperial International School encourages following STEAM as an approach to teaching and learning that combines Science, Technology, Engineering, Arts and Math to guide students inquiry, discussion and problem-solving.







## Social Studies

### **Standards Summary**

The Social Studies curriculum in Imperial International School is especially conceived for the Kingdom of Saudi Arabia, with a forward vision to make sure children learn about the life in other cultures and how to respect and accept other societies in friendly manner. The Social Curriculum is an integrated study of history, geography, government and citizenship, culture and character development, economics, and technology, whereby the student develops a wide understanding of the above strands in an inclusive manner.

### **Ways to communicate and follow us:**

Parents can email teachers, floor supervisors, Academic Principals and other admin members directly through the classera accounts and expect a reply within the next 24-hours. For a faster reply parents can message the Academic Principals through whatsapp (after school hours).



**Facebook page:**

<https://www.facebook.com/pg/Imperial-International-School-Jeddah-369523023179514/posts/>

**Instagram:**

[https://www.instagram.com/imperial\\_international\\_school/](https://www.instagram.com/imperial_international_school/)

**Youtube:**

[https://www.youtube.com/channel/UCXEGt5MGSLGQgRrVf\\_9OL8g](https://www.youtube.com/channel/UCXEGt5MGSLGQgRrVf_9OL8g)

**Snapchat:**

<https://www.snapchat.com/add/dalua82>

**School Site:**

<https://imperialschool1.com/>

**NEW TELEGRAM CHANNELS:**

All what you have to do is to click on the link and (join).

You will be provided with all the important news of your child's class, the weekly plans, quizzes information, and everything which will make it easier for you to follow us.

1- KG1:

<https://t.me/imperialKG1>

2- KG2:

<https://t.me/imperialK2>

3- Grade1:

<https://t.me/imperialGr1>

4- Grade2:

<https://t.me/imperialGr2>

5- Grade3:

<https://t.me/imperialGr3>

6- Grade 4:

<https://t.me/imperialGr4>

7- Grade 5:

<https://t.me/imperialGr5>

8- Grade 6:

<https://t.me/imperialGrade6>

9- Grade 7:

<https://t.me/imperialGrade7>

10- Grade 8:

<https://t.me/iisgrade8>

11- Grade 9:

<https://t.me/iisGrade9>

12- Grade 10:



<https://t.me/iisGrade10>

13- Grade 11:

<https://t.me/iisGrade11>

14- Grade 12:

<https://t.me/iisgrade12>

*Academic Principal s:*

*K to Grade 3: Dalia Hamam*

*Grade 4- 12: Aaisha Saniya*

*School Director:*

*Dalal Tarwil*