



مدرسة عبد الرحمن كانو الدولية  
Abdul Rahman Kanoo International School

# STUDENT AND PARENT HANDBOOK 2017-18



## STUDENT AND PARENT HANDBOOK

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## **SECTION A: PHILOSOPHY AND OBJECTIVES**

### **1. Message from Late Founder:**

#### ***To All the Staff of Abdul Rahman Kanoo International School***

I have devoted my effort, thoughts and wealth to this school. It is my dream to have a school that provides the country with a generation that is conscientious, open-minded and educated. It is my sincerest hope that they grow into committed citizens of their country and are capable of contributing to and maintaining the interest of this country, as well as to confront the challenges of the future. I dedicate this school to my country. I entrust you to take good care of it and hold you responsible for it before God. Therefore, do your best to maintain its high level and work on developing it at all times.

***AbdulRahman Jassim Kanoo  
School Founder***

### **2. Message from School Principal:**

#### ***Dear Parents and Students***

On behalf of faculty members and myself, I would like to welcome you to Abdul Rahman Kanoo International School. We are exceptionally proud of our school history and the stages of development that ARKIS has gone through and I would like to share it with you.

The school opened as a Preschool in 1997 in the area of Zinj, located in Manama. It started with an initial enrolment of sixty students with the intention of adding a grade level each year. In 2004, the school moved to a newly built premises in the area of Salmabad designed to meet the requirements of the school.

Currently, 2000 students are enrolled at ARKIS. Our first group of students graduated in 2010 where they are now working in reputed local and international organisations. We believe in meeting the needs of our students by providing international balanced educational programmes from Preschool to High School to prepare them for the ever changing world.

This is achieved through team work where parents, students, and staff work together as a community to achieve high learning outcomes. This booklet provides you with updated information and guidelines with regard to ARKIS's rules, policies and procedures.

We request you to go through this booklet that gives clear guidelines of what is expected of you.

I hope you will take the opportunity to contact the school team or myself to discuss a deeper understanding of our programmes or visit our website for any updated information regarding our school.

Thank you all and looking forward to a successful academic year.

***Aisha Janahi***  
***School Principal***

### **3. Guiding Statement:**

#### **School Vision**

Abdul Rahman Kanoo International School (ARKIS) empowers its students to be inquirers, proactive and principled citizens in a global community.

#### **School Mission**

Abdul Rahman Kanoo International School (ARKIS) is committed to a partnership with parents, students and the wider community by providing students with a well-balanced quality education that focuses on developing inquisitive and morally elevated international individuals.

#### **School Objectives:**

1. To provide a well-balanced integrated international curriculum by ensuring opportunities exist for students to engage in a variety of learning experiences.
2. To maintain a safe and healthy conducive learning environment by developing confident, skilled students with the desire to learn.
3. To encourage cultural understanding and ensure that our students are active citizens in the community, both nationally and internationally by collaborating with external bodies while fostering Islamic values.
4. To recruit, develop, appraise and retain a professional staff who utilize best practices.
5. To nurture a culture of feedback and further strengthen lines of communication between the school and all stakeholders.

6. To ensure that the financial operations support the educational programme of the school effectively and its long-term financial sustainability.

### **School History:**

Abdul Rahman Kanoo International School (ARKIS) was founded in September 1997 as a privately owned school to serve the local and international community in Bahrain. The co-educational programmes now enroll over 2000 students from Nursery to Grade 12.

ARKIS is governed by a self-perpetuating Board, consisting of ten members. The President of the Board is Mr. Abdul Aziz Bin Jassim Kanoo. The school has a staff of more than 250 of which 50% represent teachers from 23 nationalities.

## **SECTION B: CURRICULUM:**

### **1. Admission:**

#### **Rationale:**

- Abdul Rahman Kanoo International School (ARKIS) applies the regulations on admissions fairly and equally to all those who wish to attend the school. All applications will be treated in a sensitive manner.
- Acceptance at ARKIS is not based on race, religion, or gender.
- ARKIS requires the students to sit for entrance examinations/interviews before admission.

#### **Disability:**

When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admission procedures and arrangements to enable a student, provided ARKIS can meet the individual's requirements.

#### **Admissions Criteria:**

The priority order of acceptance is as follows:

- Applicants who are sibling(s) of students attending ARKIS.
- Applicants who have applied to the school previously and were on the waiting list. Waiting lists are maintained until the end of the first week of the new academic year.
- Students' acceptance will depend on availability of seats.

### **Registration Procedure:**

ARKIS provides an online registration through the Digital Campus (DC). Application and entrance examination fee must be paid along with the following documents:

- A recent photograph
- Copy of CPR (Student & Parents);
- Copy of passport (Student & Parents);
- Copy of the student's birth certificate;
- Transfer letter from present school (Grade 1 onwards) clearly stating the Grade and academic year that the student has successfully completed and is promoted to the next level;
- Latest report card from previous school;
- For international students, both the Ministry of Foreign Affairs and Ministry of Education from country of origin; and Ministry of Education in Kingdom of Bahrain should notarize report cards.
- Letter of Good Conduct (Grades 3 -12)
- Appointment for the entrance exams will be provided; only after completion of the application.
- Parents will be notified with further details; upon passing the entrance exam.
- Registration fees must be paid in full once accepted.

## **Acceptance Criteria:**

### **Preschool:**

- Nursery: 3 years old; all students must be toilet trained.
- KG1: 4 years old
- KG2: 5 years old
- Short-listed students along with their guardians will be interviewed by the Registrar / Counselor and if needed Head of School;
- Students are accepted in the Preschool after they have been screened for their verbal communication skills;
- Students should demonstrate the ability to communicate in at least one language (Arabic or English)

### **Elementary, Middle and High Schools:**

- Applicants sit for entrance exams in three core subjects: English, Arabic, Math and Sciences in High School only.
- Acceptance of the student is subjected to availability of seats and entrance exam grades.
- If the applicant fails in two or more subjects then, he / she will not be admitted to ARKIS.
- If the applicant passes 2 subjects and fails one other than English, then the applicant will be granted conditional acceptance where he/she should meet the conditions set forth by the school.
- Upon acceptance, the School Counselor will interview the applicant.
- If in doubt that the student has learning difficulties during



the interview process, the student will be transferred to the “SEN Department” for further evaluation.

- Students registered as non-Arab nationals may join the Arab Second Language classes (ASL)
- Applicant for Grade 9 MUST pass all the entrance exams. Enrolment to 1<sup>st</sup> Language English & Math Extended is subjected to a minimum of 80% in the entrance exams. Applicants scoring below 80% will be registered for 2<sup>nd</sup> Language English & Math Core.
- Acceptance into Grade 10 and Grade 12/ IB Diploma Programme is strictly limited to students who apply from a school that offers IGCSE / IBDP. Acceptance will depend on the availability of selected subjects.

### **Acceptance Criteria for the IBDP (Grade 11)**

Abdul Rahman Kanoo International School (ARKIS) offers the International Baccalaureate Diploma Programme for students in Grades 11 and 12.

- Acceptance into Grade 11 is based on the candidate’s ability to cope with the IBDP Curriculum, meeting the school’s Entry Requirements as well as the availability of seats. When classes have reached its capacity, ARKIS will place students on a waiting list.
- No students are admitted in Grade 12 except transfer students.

### **ARKIS IBDP Entry Requirements:**

The two-year Diploma programme provides students with a breadth and depth of rigorous academic study, which prepares them for university. Generally, Higher level (HL) subjects reflect the student's area of special interest. Standard level (SL) subjects complement the higher-level choices, but do not generally require the same degree of specialized knowledge and understanding. Three additional IB core elements are Theory of Knowledge (TOK), Extended Essay (EE), and the Creativity Activity Service (CAS) Programme.

IB Diploma students choose 6 subjects, 3 at higher level (HL) and 3 at standard level (SL), along with the IB core. Students selected their subject choices in consultation with the DP Coordinator, vocational advisor and teachers.

The entry requirement for the IB Diploma Programme is a minimum of 5 grades of C or above at IGCSE or equivalent (e.g. GCSE / 'O' level). It is expected that the student will have attained a grade C or above in Mathematics and English as these will be required for entry to most universities.

### **Other Entry Information**

The school reports and references are also taken into consideration when an application is being discussed. We value punctuality, application of knowledge, relationships with others, good conduct and participation in extracurricular activities.

All prospective IB students are required to appear for entrance tests to ascertain the suitability for IBDP.

### **Eligibility Criteria for IBDP**

Students with a GPA of 4.2 and above in Term 1 or 5 "C"s and above in the main subjects in IGCSE are eligible to register for IBDP.

Subject specific prerequisites for entry to the IBDP Programme include the following:

<b>To register for IB</b>	<b>Minimum grade in IGCSE or equivalent</b>
English A (Lang & Lit)	English 1 <sup>st</sup> Lang "B"
Arabic A	Arabic 1 <sup>st</sup> Lang "B"
Math's SL	Math's "B-"
Physics HL	Physics "A"

Physics SL	Physics “B”
Chemistry HL	Chemistry “A”
Chemistry SL	Chemistry “B”
Biology HL	Biology “B”

The school reserves the right to cancel a subject if there are insufficient numbers of students to make up a group or students who are able to follow a specific course in accordance with the requirements of the IB Programme. The school makes the final decision with regards to who registers as an IBDP student as this decision is to a large extent based upon the student's grades (in Gr.10) and IGCSE results.

In order to gain the full IB Diploma and the ARKIS high school diploma, students are required to study six (6) subjects from the IB Curriculum Model in addition to other subjects to meet the curriculum requirements:

- Three (3) subjects must be studied at Higher Level (HL)
- Three (3) subjects must be studied at Standard Level (SL)
- Theory of Knowledge
- Creativity, Action & Service
- Extended Essay (EE)
- Physical Education (PE)
- Islamic Studies (Muslim students only)

## **2. Educational Stages:**

### **Preschool (Nursery – KG2):**

ARKIS Preschool offers a bilingual academic curriculum that focuses on the development of students' cognitive, emotional, social and physical skills. Teachers believe that each child is unique and initiates the love of learning, self and others. Students are exposed to real life experience through manipulative toys, arts and crafts, dressing up with friends; this is achieved through IPC planned units of work. Throughout the academic year, students participate in events that enhance and reflect their cultural and religious beliefs to instill their national identity and sense of belonging.

### **Elementary School (Grade 1 -5):**

ARKIS Elementary School focuses on "whole child" development. Self-esteem, integrity, responsibility and respect are valued and encouraged in an active, accepting environment, where creativity is appreciated. This is achieved through the curriculum and extra-curriculum activities that are carried out throughout the academic year. Literacy and numeracy are the corner stones of children's academic progress. This is achieved through the CIE learning outcomes and IPC planned units of work. Students sit for an external examination, the Cambridge Primary Checkpoint/Progression tests, at the end of Grade 5. This exam offers feedback on students' strengths and weaknesses in the key curriculum areas of English, Mathematics and Science, and provides an external international benchmark on students' performance.

### **Middle School (Grade 6 - 8):**

ARKIS Middle School students are challenged emotionally, socially and academically to enable them to survive in an exponentially changing technological world. The school prides itself on its academic success and care for individual students to work in a safe and nurturing environment that is conducive to learning. Students are creative, innovative and open to other cultures, while retaining their customs, traditions and religious beliefs.

Students sit for an external examination, the Cambridge Secondary 1 Checkpoint/ Progression tests in English, Math and Science, at the end of Grade 8. These standardized tests are set and marked by the Cambridge Centre to provide schools an international benchmark of students' achievement, enabling teachers to advise students of the suitability of different progression routes.

### **High School (Grade 9 - 12):**

ARKIS High School encourages student-centered and enquiry-based approaches to learning. It focuses on developing students' critical thinking, enquiry and problem solving skills to prepare them for the next stage in education. ARKIS provides an international core and extended curriculum to suit the students' learning needs. Students are also given the opportunity to be involved actively in the community, both locally and internationally.

Students sit for an external examination, the IGCSE that forms part of Cambridge Secondary 2 stage, at the end of Grade 10. The IGCSE is a pre-requisite to the International Baccalaureate Diploma Programme (IBDP) in Grade 11.

### **3. Educational Programmes:**

At ARKIS we aim to put our students at the centre of the curriculum. Our international programmes are accessible to learners of all abilities. We make learning requirements and student assessment clear to help students engage with their subjects. This is achieved through our chosen Cambridge educational programmes from Preschool through Grade 10, followed by the International Baccalaureate Diploma courses. ARKIS has an established Arabic as a Second Language (ASL) department offering special programmes to students from Grade 1 who are non-Arab nationality.

#### **Cambridge Educational Programmes:**

ARKIS is a certified Cambridge International Examination (CIE) Centre where the Cambridge curricula programmes are taught. The Cambridge Primary and Cambridge Secondary 1 programmes provide a coherent educational programme of curriculum and assessment from Preschool to Grade 8 in English, Mathematics and Science. This is followed by Cambridge Secondary 2 i.e. the International General Certificate of Secondary Education (IGCSE) in Grades 9 and 10. These programmes are continually reviewed by the Cambridge board keeping in mind the developments in education, teaching and learning practices.

#### **International Primary Curriculum (IPC) Programme:**

The IPC is an international programme that is used as a tool to achieve the objectives of the Cambridge programme from Preschool to Grade 3. The principle of the IPC is to focus on a combination of academic personal, and international learning for children worldwide combined with innovative and exciting activities that expose the students to real life situations. Students are engaged and

inspired as a result of stimulating, child-centred, thematic and cross-curricular units of work.

### **Universal Concept of Mental Arithmetic System (UCMAS):**

At ARKIS we believe in developing students' cognitive skills. The school implements a special programme named the UCMAS from KG1 to Gr.8. This programme is based on ancient Chinese concept and modern scientific research to stimulate and develop both hemispheres of the brain by using a simple educational tool called the abacus. Through the abacus, the following skills are developed from an early age:

- Listening
- Student's memory and builds self-confidence
- Mathematical speed and calculation
- Attentiveness and concentration
- Self-reliance as the students use their "inborn calculator" and improve general overall performance of student.

### **International Baccalaureate Diploma/ Certificate Programme (IB):**

ARKIS is an authorized International Baccalaureate (IB) school that offers a two year international diploma/courses designed to challenge students academically. The programme is taught over two years in grades 11 and 12, and has gained recognition from the world's leading universities.

IB Diploma students study six subjects. In addition to the programme, the following three core requirements are included to broaden the educational experience and challenge students to apply their knowledge and understanding:

- The extended essay is a requirement for students to engage in independent research through an in-depth study of a question relating to one of the subjects they are studying.
- Theory of knowledge is a course designed to encourage each student to reflect on the nature of knowledge, by critically examining different ways of knowing (perception, emotion, language and reason) and different kinds of knowledge (scientific, artistic, mathematical and historical).
- Creativity, Activity, Service (CAS) requires students actively to learn from the experience of doing real

tasks beyond the classroom. ARKIS is proud to announce that the regional IB office finds our CAS programme as one of the potentially strongest programmes implemented in the Middle East. The mission of the CAS programme is to focus on the development of the “whole person”. It aims at creating a link between the student and society, country and even the international community, to extend their knowledge and experience beyond the walls of school, and to embed a value system that develops their personality and self respect.

Through service, creativity, engagement and personal experience, the CAS programme hopes to achieve a paradigm shift in every student, to eradicate prejudice and develop an appreciation of what is different through personal development and growth.

High school students at ARKIS are engaged in fund raising campaigns, the annual CAS programme trip to developing countries and the school schedules yearly events that serve a variety of charity and educational organizations, as well as environmental causes.

#### **4. Assessment:**

##### **Preschool:**

Preschool students are continuously evaluated through observation while participating in various activities throughout the day.

Students at this age develop skills at different stages, therefore Portfolios are used as tools that allow us to identify what a child can actually do and the skills needed for further development.

Student led Parent / Teacher Conferences held at the end of first and second term in order for teachers to elaborate on the progress of students and view Portfolios with student presentations. Progress reports are provided at the end of 1<sup>st</sup> term and 2<sup>nd</sup> term. Report cards will be given only at the end of school year.

##### **Elementary School (Grades 1-5):**

Students are continuously evaluated through checkup tests, class work, quizzes, oral presentations, projects, portfolios and tests. Grades and levels are presented at the end of each term with the teachers' comments.

Student led Parent / Teacher Conferences are held at the end of first and second term in order for teachers to elaborate on the progress of students and view student's work. Report cards are provided at the end of each term.

### **Grades are calculated as follows:**

#### **Grades 1 - 3:**

Grades 1 - 3 do not sit for end of term exams.

- 80% Formative
- 20% Summative

Final Weightage are as follows:

- 30% first term
- 30% second term
- 40% third term

#### **Grade 9 - 10 IGCSE:**

In Grade 10, students will sit for mock exams at the end of the year. They must achieve a minimum of 5 Grade 'C's at the end of the year that include core subjects (Math, Science and English must be grade C) to be admitted to the International Baccalaureate Diploma Program (IBDP) programmes in Grade 11. Students may also opt for AS levels. Please refer to the ARKIS IB/AS guides for further details.

The admission for IB Programme courses are based on Grade 10 1<sup>st</sup> Term GPA.

#### **Charges for changing subjects in High School:**

Students may be allowed to change subjects if they meet the criteria to be registered in the subject and there is an available space. However, a fee will be charged depending on the time the change is requested:

- First two weeks – no charges
- 2-4 weeks – BD 50 per subject
- 4-6 weeks – BD 75 per subject
- 6 weeks – 1 term – BD 100 per subject



## Assessment Breakdown 2017-2018

IGCSE Subjects			
Letter Grade	%	<u>Weightage</u>	
		Core	Extended
A*	90-100	4.5	5
A	85-89	4.3	4.8
A-	80-84	4.1	4.6
B+	77-79	3.9	4.4
B	74-76	3.7	4.2
B-	70-73	3.5	4
C+	67-69	3.3	3.8
C	64-66	3.1	3.6
C-	60-63	2.9	3.4
D+	57-59	2.7	3.2
D	54-56	2.5	3
D-	50-53	2.3	2.8
E+	47-49	2.1	2.6
E	44-46	1.8	2.3
E-	40-43	1.5	2
<b>F</b>	<b>Below 40</b>	<b>0</b>	<b>0</b>
U	Unclassified		

**Grades 4, 9 & 11**

<b>Term</b>	<b>Assessment</b>		<b>Overall Weightage</b>
	<b>Formative Assessment</b>	<b>Summative Assessment</b>	
<b>Term 1</b>	80%	20%	30%
<b>Term 2</b>	80%	20%	30%
<b>Term 3</b>	80%	20%	40%

**Grades 10 & 12**

	<b>Formative</b>	<b>Summative</b>	<b>Overall Weightage</b>
<b>Term 4</b>	80%	20%	40%
<b>Term 5</b>	80%	20%	60%
<b>Total</b>	–	–	100%

## 5. Report Card / Progress Report Distribution:

The school year is divided into 3 terms with end of term exams for Grade 4 to 9 and 11. The report cards / Progress reports are distributed as per the following schools.

### **Nursery – KG2:**

Progress reports are issued at the end of 1<sup>st</sup> and 2<sup>nd</sup> terms. Report cards are given at the end of school year.

### **Grade 1-12:**

Report cards can be viewed on DC at the end of each term. Term 3 report cards are generated and publish with the end of year report card. A Final End of Year Report Card is issued as well as published on Digital Campus. A hard copy of the end of year Report Card will be provided to the student.

For parents who request for extra copies of End of year report card, a “Report Card Request” form is available at the reception area. To avail this service, parents have to pay the following:

- A copy of Report Card BD 2
- Original copy of Report Card BD 5

This form should be forwarded to the Accounts Department for payment and verification. Once this form is stamped, the Report Card will be issued within two working days.

**Note:** Report cards will not be issued to the students who have re-sit exams.

Once the student appears and clears the re-sit exam, a report card will be issued within two days from the re-sit exam.

### **Report Card on hold:**

End of year report card will be retained with the accounts department for students who have outstanding fees.

## 6. Promotion and Retention:

### **Grade 1 - 12:**

1. A student that passes all subjects is promoted to the next grade level.
2. A student that fails more than two subjects repeats the year.
3. A student that fails one or two subjects must take a re-sit exam.

4. A student that passes one or two re-sit exam(s), is promoted to the next grade level.
5. A student that fails two subjects during re-sit exams, repeats the year.
6. If a student fails one re-sit exam, he/she will be promoted but required to attend booster classes in the next academic year. If the student is not taking the subject, he/she is required to complete a resit project (Grade 11).
7. Students may repeat a year level only once.
8. Students who are absent for any excused reason approved by the administration during final exams need to take the final exam after submission of a sick leave certificate.
9. To be promoted to the next level, students must attend 90% of the total school days.
10. If a student misses the term exams with an excused reason, the school may give the student a re-sit at the beginning of the next term.

### **Take Home Re-sit Project:**

The student is expected to submit a project in the failed subject which is assigned by the subject teacher. The subject teacher compiles a list of learning objectives that need to be addressed based on the end-of-year and re-sit exam paper. Students will receive the assessment criteria, list of resources and support materials to help achieve the competencies.

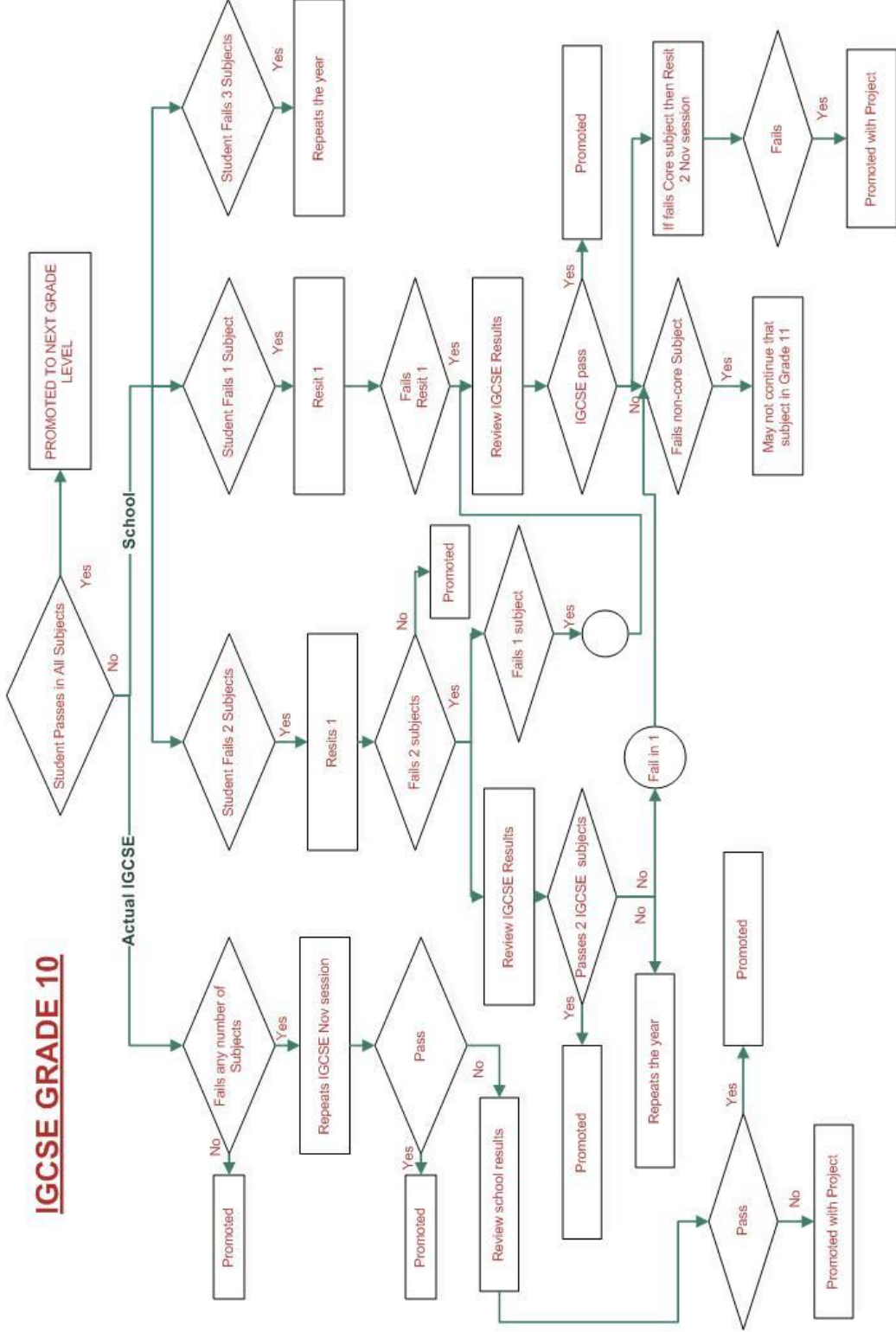
### **Booster Classes:**

1. Any student who fails a subject during the first and second term have the opportunity to attend Booster Classes.
2. The Booster Classes will be conducted by a subject teacher for five 2 hour sessions on Saturdays.
3. Towards the end of each session, the student's knowledge will be assessed against specified targets.
4. If the student passes the assessment, then the term grade of the subject will reflect the enhanced result, otherwise, the term grade remains unchanged if the assessment results do not show improvements.

A detailed description of **Take Home Re-sit Project and Booster Classes** procedure is listed in Resit Project Manual available with HOS and Resit Project Supervisor.

**Note for Grade 10 Students (please see chart)**

# IGCSE GRADE 10



## **7. Homework:**

The main objective of assigning homework is to reinforce concepts covered in class and to allow students to demonstrate their creative abilities. Parents are requested to only guide their child through homework. Students should record homework assignments in their school diaries.

## **SECTION C: STUDENT AND PARENT RESPONSIBILITIES**

### **1. Parents' Responsibilities:**

Parents are expected to:

- Communicate directly with the teacher through their child's diary and Digital Campus
- Ensure to attend Parent-Teacher Conferences as requested by school/ teacher.
- Ensure that their child comes in correct school uniform at all times.
- Provide a learning environment at home
- .Ensure Digital Campus is checked daily for updates
- Follow up with their child's homework/programme.
- Adhere to the school's policies with regard to school fees.
- Abide by the school rules and regulations in order to maintain a safe environment for school community.
- Remind their child regularly of the school's behavior management policy and student conduct at ARKIS.
- Ensure that their child does not bring to school any toys, mobiles, electronic devices or sharp objects.
- Ensure that their child has healthy breakfast before coming to school; to send a well-balanced meal with their child.
- Parents are reminded to keep the school's Registration Department informed of any change in their telephone number or address.

### **2. Students' Responsibilities:**

Students are expected to:

- Abide by the school rules and regulations.
- Line up in the assigned areas during assembly.
- Work quietly in the classrooms and follow teacher

instructions.

- Organize their bags and belongings, keep the classroom tidy and clean and line up before leaving the class.
- Walk quietly in and out of the classroom. Avoid kicking, running, shouting and harsh playing.
- Refrain from being in the classroom during breaks unless instructed otherwise.
- Refrain from eating in the classroom or corridors.
- Wear school uniform at all times.
- Wear Physical Education uniform on scheduled days.
- Submit a medical report if absent or cannot participate in Physical Education lessons.
- Complete homework assigned.
- Check Homework on Digital Campus and Diary
- Respect all school staff and colleagues.
- Care for school property.
- Take care of their personal hygiene and grooming.
- Avoid bringing any toys, electronics or valuables to school.
- Using the school's lifts is strictly prohibited
- Staff Room/Lounge/Office is strictly out of bounds

### **Cooperate and practice the schools core values:**

- **Acceptance:** we acknowledge and understand the values and traditions of others.
- **Respect:** we care about the environment, value ourselves and treat others with dignity & compassion.
- **Knowledge:** we explore knowledge across a range of disciplines and accomplish our best.
- **Inquirers:** we nurture our curiosity, developing skills for inquiry and research.
- **Service:** we recognize and respond to the needs of others

### **3. Communication with School:**

Parents are an important factor in their children's education. We encourage all parents to liaise with their child's teachers through the following modes of communication:

- School diaries
- Telephone Conferences
- Individual meetings with teachers

- Teacher/Parent Conferences
- Letters
- Digital Campus
- E-mails

#### **4. Enrollment:**

Students, who are already enrolled with the school, need to pay an amount of BD 100/- by February to reserve a place for the upcoming academic year. This amount will be deducted from the first installment fees, and is non-refundable if you wish to withdraw your child at any time. Late reservation will be accepted at the discretion of the school with a penalty of BD 20/- subject to the availability of seats. The School has the right not to register the student for the next academic year after sending the student file to the Ministry of Education (MOE). The enrolled deposit of BD100 will be refunded.

#### **5. Refund Policy:**

- Upon acceptance of any student and payment of registration fees, the first term fees has to be paid within one week or else the admission offer will be withdrawn by the school.
- If you wish to withdraw your child, and you have informed the school in writing before August 31<sup>st</sup>, refund will be made after deducting BD. 150/- from the fees paid.
- If a student's admission is withdrawn during the academic year (Sep 01 - June 30), in middle of a term, fees for term has to be paid in full. There are three terms in an academic year.
- All cancellations / withdrawal of Admissions should be informed in writing to the Registrar.
- Registration fees are NON-REFUNDABLE.

#### **6. School Fee Structure:**

Please find the updated fee structure on Digital Campus and School website.

#### **7. Gifts:**

To avoid any embarrassment, the school does not encourage gifts to be given to school employees.



## **8. Birthday Parties:**

Student's birthday will be recognized during assembly only (Preschool). Students' birthdays will not be celebrated during school hours. However, invitation cards be distributed to the students if the celebration is taking place outside the school premises. Parents are not allowed to request teachers to fill out birthday invitation cards.

## **9. Telephone Usage:**

Students may use the school's telephone in emergencies, with prior permission from the school administration.

## **10. Uniform:**

The school requires all students to be properly dressed in the official school uniform unless they are officially excused from wearing it. For more information refer to the Behavior Booklet.

### **Preschool:**

**Girls:** Maroon and white striped pinafore with maroon leggings.

**Boys:** White checked shirt with Maroon shorts or trousers.

### **Elementary School:**

**Girls:** Maroon trousers/skirt (at least 3 inches below knees) with white checked blouse. Girls' headscarf should be black, beige or white only.

**Boys:** Maroon trousers with white checked shirt.

### **Middle School:**

**Girls:** Ankle length beige (A-cut) skirt or loose trousers with beige shirt and beige loose long vests below the hips with the school logo; ARKIS tie. Girls' headscarf should be black, beige or white only.

**Boys:** Beige trousers with beige collared shirt and beige vests with the school logo; ARKIS tie.

### **High School:**

**Girls:** Ankle length light brown (A-cut) skirt or loose trousers with brown checked shirt and light brown loose long vests (below the hips) and an ARKIS tie. Girls' headscarf should be black, beige or white only.

**Boys:** Light brown trousers with white, brown checked shirt and light brown vests and an ARKIS tie.

**Seniors (Girls and Boys):** The Seniors design their own uniform and this is worn in Grade 12. It consists of a T-shirt (should be below the hips for girls), sweat pants and a hoodie for winter. Sports shoes need to be worn with the senior uniform.

**Note:**

All students are strictly required to adhere to the following:-

1. No tight trousers.
2. Plain white socks, plain black shoes.
3. Boys vest are optional in Grades 11 and 12.

**P.E. Uniform and Winter Cardigans:**

The school P.E uniform and winter cardigans are only available at The House of Uniforms.

Please note the following points relating to uniform and grooming.

1. Shirts can be short or long sleeves.
2. Shoes should be plain black, any other coloured is not allowed. With PE uniform any coloured sports shoes are allowed.
3. Jewellery is not permitted. Only one pair of small plain ear-studs for girls.
4. Make-up, nail polish and fancy hair clips are not allowed.
5. Hair that is shoulder length or longer should be tied back.
6. Students may not dye/highlight their hair or have their hair shaved into patterns.
7. Boys should be well groomed.
8. In winter, black coats may be worn over the black School sweater.
9. Girls can wear black, white, grey, and dark blue hijab with the P.E uniform.

**11. School Hours:**

School hours are as follows:

Preschool	7:05 am - 1:00 pm (2 breaks)
Grades 1 - 5	7:05 am - 2:10 pm (2 breaks)
Grades 6 - 12	7:05 am - 2:20 pm (2 breaks)
Teaching Staff	7:00 am - 2:30 pm
Administration	7:00 am – 3:00 pm

Tuesdays:

(N -12)

Staff

7:05 am - 12:00 noon

7:00 am - 4:00 pm

**School Gates:**

School	Gate Arrival	Morning	Gate Departure	Afternoon
Preschool – Grade 1	3	6:50am	3	1:00pm
Elementary Grades 2- 3	5	6:50am	3	1:20pm
Elementary Grades 4- 5	5	6:50am	4	1:20pm
Middle School Grades 6-8	4	6:50am	5	2:20pm
High School Grades 9-12	5	6:50am	5	2:20pm

**Please note that there will be no supervision before 6:50am. For your child’s safety, please ensure to drop and collect your child on time. Make sure that your child enters the school premises.**

**12. Student Attendance and Punctuality Records:**

The following are the school’s policies with regard to students’ attendance and punctuality:

**Attendance Policy:****Preschool:**

- Teachers are expected to take students’ attendance every morning on DC.
- Teachers must inform their partner teachers of absent students;
- Teachers must call the student’s parents if students have been absent for more than two days;
- Teachers must inform parents the lessons missed in class to be completed at home;

- If students are absent for serious reasons, teachers must inform Heads of Schools.

### **Punctuality:**

- If students are frequently late to school, it is the teacher's role to make an appointment with parents to discuss the problem and the solutions to overcome the problem;
- Teachers must inform parents of the work missed during the time that students are late to school; the missed work has to be completed at home.
- Students will not be accepted after 8:00am without a valid and justified reason.

### **Elementary:**

- All teachers are expected to take daily attendance on DC.
- The Guidance Department will follow up students with frequent absenteeism
- .If a student is absent for more than two consecutive days, it is the responsibility of the homeroom teacher to call the parents or guardians to follow up.

### **Middle and High School:**

- If student is absent for nine (9) days of instruction time, first warning letter will be issued.
- If student is absent for 15 days of instruction time, second warning letter will be issued. Meeting will be organized with Parent and a contract will be implemented.
- If student is absent for 17 days of instruction time, last warning letter will be issued. All copies of every correspondence both with student as well as parent will be sent to Ministry of Education.
- If student is absent for 18 days or more of instruction time, student will not be allowed to attend the final exam.

### **Late students:**

For the safety of students; it is essential that all students attend classes on time. The following procedures apply to all students arriving after 7:10 a.m.:

- 7:10 a.m.-7:25 a.m.: Late student enters from Gate 5 (High and Elementary Schools) and Gate 4 (Middle

School). Lateness will be registered by Guidance Department to proceed with their actions.

- 7:30 a.m-8:00 a.m.: Late student enters Gate 1 with parents and receive a late slip from the reception.

After 8:00 a.m.: No student will be allowed to enter the classrooms without a valid reason/excuse (e.g. doctor's appointment, car accident, etc.)

**Note: No approval will be given to students to leave school during school hours. Doctor appointment notifications should be shown before approval is given.**

**Absent student:**

If your child is present in the school and due to any technical issue if you receive an SMS from the school that your child is absent, parents are requested to send an SMS with complete information (e.g. student name, grade) on these two special numbers 39234256 and 39587183. These numbers will be used only to receive an SMS from the parents. Incoming call facility is not available with these numbers.

**13. Private Tutoring:**

The school discourages the practice of private tutoring. However, at times students who are absent for a long period of time or demonstrate the inability to obtain the required standard in certain areas might need private assistance. The school does not permit teachers in the same grade level to tutor students.

**14. Lost Property:**

The school takes no responsibility for any student's property lost at school. It is therefore important that student's possessions such as bags, cardigans, books, lunch boxes or any other items are labelled clearly with student's name and class. The school strongly advises parents not to allow children to bring large amounts of money or valuables to school. Lost property found around the school should be handed over to the receptionist. Lost items are regularly displayed in the school store and if not claimed will be donated to charity.

**SECTION D: STUDENT SUPPORT SERVICES**

The following are a variety of services offered to support school programmes and enhance student opportunities for learning:

### **1. Counseling:**

Counselors are always available to help students. It is our mission to enhance and support the school learning environment and to assist all students in achieving academic, social and emotional success. With the support of the school's counselors, students will acquire the attitudes, knowledge, and skills that contribute to life-long learning, through a series of regular awareness programmes. Students have the opportunity to participate in different committees organized by the school's counselors.

### **2. Career Counseling and Alumni:**

The Vocational Advisor provides up-to-date information, resources, advice and guidance on the wide range of higher educational choices available to our students after completing their studies at ARKIS. Resources include a wide range of specialist publications, College/University prospectuses and applications, information on scholarships, pre admission tests, IELTS, SAT and TOFEL and hand-outs. A drop-in service which is open during the first and second break times for students; in addition individual appointments after school on Tuesdays are available. Throughout the year College/University representatives from Bahrain and abroad visit ARKIS.

### **3. Abdul Rahman Kanoo Award Scholarship (AKAS) Programme:**

Abdul Rahman Kanoo Award Scholarship's (AKAS) vision stems from ARKIS's philosophy statement that focuses on having graduating students who are responsible and active citizens, empowered with knowledge and skills to challenge a changing world and contribute to the development of their country.

### **4. Learning Difficulty Support (LDS) Department:**

Students who have learning difficulties are referred to the LDS department. The main role of LDS team is to conduct specific tests that may identify the problem or refer them to specialized consultant centers. The team develops an Individualized

Educational Plan (IEP) that is monitored by teachers and parents, and assist students in the learning environment.

## **5. School Canteen:**

The school canteen is catered to students by a third party. Hot and nutritious food is provided during breaks. Menus for school meals are in accordance with Ministry of Health standards and available for inspection by our school doctor.

The school cafeteria is available for students from Elementary to High School. A variety of light / hot meals are available for students to choose from.

### **Please note:**

- The school encourages healthy eating habits. Crisps, fast food, fizzy drinks, gum and candy are strictly prohibited.
- Students are required to sit at provided tables and will be required to clean up any litter, spilt food or beverages for which they are responsible. They are expected to keep the area clean and tidy.
- No food or drink may be taken to the classroom or any other area of the school.
- Teachers should set an example to students; please note that chewing gum is strictly prohibited during school hours.

## **6. Student Locker:**

Lockers are available at school for students to use; they are expected to:

- Pay an amount of BD 15 per school year to have one key for the locker. Students joining ARKIS any time during the school year will have to pay the same amount. BD 10 is non refundable however BD 5 will be refunded at the end of the year provided the locker key is returned to the school secretary.
- Students are expected to keep the locker clean and tidy.
- Students are expected not to use sticky tape, gum or stickers, graffiti or pictures on the lockers or on other students' lockers, as this is strictly prohibited.
- Use lockers when necessary at allocated times.
- Open and close the lockers carefully and quietly.

- Use the lockers for storing school supplies and personal items necessary for school use only.
- Students are expected not to use lockers to store items that may cause an interference with school purposes or are forbidden (e.g. mobiles, sharp items, etc.)
- School is not responsible for any lost items.

The school has the right to:

- Stop students from using the lockers if they fail to abide by the above policies.
- Inspect the lockers and their contents to ensure that the lockers are being used for their intended purpose.

The school has the master key for all lockers. In case students lose their keys, they will have to pay BD 5 for a replacement. The replacement keys will be given to students within two school days. Students will have to pay BD 45 to replace a damaged locker.

## **SECTION E: RESOURCES**

### **1. Learning Resources Center (LRC):**

The Learning Resource Centre at ARKIS is the “heart” of learning where it serves students and teachers by providing resources to support the written curriculum, research projects and coursework. The spiral three floor library has access to internet via LAN connected desktops and wireless access points. EBSCO research database is also available for teachers and students to browse information. The Resource Room is equipped with materials that support teachers in teaching. An automated library information system is developed to meet the needs of modern libraries using internal standards and cataloguing.

#### **Vision:**

The vision of the Learning Resource Center is to graduate information literate students, and to implant a reading culture hence contributing in enlightening the wider community.

#### **Mission:**

Keeping pace with globalization and technology advances, thus enabling students to acquire the necessary knowledge and information that will help them survive in a changing world, by



assisting the students to access both “hard and soft” information which will reinforce the basic skills pertaining to scientific research. Serving and facilitating the needs of academic staff members by providing them with professional teacher development resources as well as material to support and boost curriculum requirements, which all together serves in enhancing the student learning outcome.

The Learning Resource Center consists of 5 main libraries and a resource room: Tarafa bin Al-Abd Library (Preschool) Taha Hussain Library (Grade 1 to 3), Gibran Library (Grade 4 to 12), Shakespeare Library (Grade 6 to 12) and Helen Keller Library (Grade 9 to 12) and a teacher resource room.

**Timing:**

The LRC opens from 7:00 to 2:30pm for students and from 7:00 to 3:00pm for staff throughout school days.

**Checking-out policy:**

Students may check out two books at a time for a period of two weeks, subject to renewal. Late notices are sent to students at the end of each term.

**Fines:**

Overdue items will be subject to 100 Fils / per day fine. In case of damage or loss of item, the value should be reimbursed. Food and beverages are prohibited. Internet usage is strictly limited for academic purposes.

**Printing & Photocopying:**

B&W photocopy and printing machines are made available for Grade 4 to 12 in Gibran, Shakespeare and Helen Keller libraries. The coloured photocopy and printing machine is only available for the High School students in Helen Keller Library.

**Cost:**

B&W: 20 Fils per page for A4 / 40 Fils for A3 printing or photocopying

Coloured: 100 Fils per page for A4 / 200 Fils for A3 printing or photocopying

**Grade 11 & 12 Special Discount:**

Grade 11 students can print up to 100 B&W or 20 coloured pages for free

Grade 12 students can print up to 150 B&W or 30 coloured pages for free

### **Destiny Library Management System Software:**

<https://librarykanooschool.follettdestiny.com/>

Destiny is an integrated library management system that effectively supports active student learning with greater efficiency. Destiny Library Manager provides centralized access to enriched, educator-reviewed digital content and tools that help librarians, staff and students locate and share resources with ease. The library management software integrates seamlessly with any student information system page for implementation services tailored to each solution, and is conveniently accessible through any web browser. Trusted by more than 60,000 customers, Destiny is the leading library management system for K-12 schools worldwide.

#### ***Features of Destiny Library Manager:***

Easy-to-use circulation, cataloging, inventory and reporting capabilities One Search™: Student access to online library catalogues as well as free and paid subscription databases all on one interface WebPath Express™: Delivers relevant search results from a trusted and credible search engine

The Library apps that can be downloaded on your smart phone:

1. Destiny Quest
2. Destiny Discover

### **Developer: Follett School Solutions**

#### **EBSCOhost database:**

EBSCOhost is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate and school libraries.

## **Link**

**<http://search.ebscohost.com> \*Username and password can be obtained from the school's librarians**

### **2. Books and Stationery:**

Prices of books are subject to change. Parents will be informed in advance regarding the date of the book sales along with the prices. Those who do not purchase the books within the scheduled period have to pay a late fine of BD 10/-. Books cannot be returned or exchanged once the transaction has been completed. Ensure the right books are chosen.

### **3. ARKIS's Facilities:**

The school building consists of four floors with four wings at the end of each floor. The ground floor has been assigned for the kindergarten and Grade 1, the first floor allocated for students from Grade 2 to 5 and the second and third floor for middle and high school students. Furthermore, the school's infrastructure accommodates students with physical disability. Students enjoy a highly versatile sports hall, indoor swimming pools, gymnasiums, a fully equipped auditorium, jungle gyms, lecture hall, multipurpose halls, prayer rooms, modern science labs, video rooms, music and drama rooms.

## **SECTION F: STUDENT AND COMMUNITY LIFE**

### **1. Students' Award Policy:**

ARKIS encourages teachers to motivate their students by issuing Achievement Award certificates that focus on the progress of their academic, social and emotional skills.

#### **Preschool:**

**Daily:** Teachers have award boards displayed with student's names and photos. These are used during lessons as a form of encouragement and motivation.

**Weekly:** During morning assembly, teachers award Preschool students achievement certificates in all areas of development. These certificates serve as a motivational tool to students who have shown progress in any given area.

## **ARKIS Gift Shop Token Policy**

This motivation system is used to reward individual students in order to promote positive behaviors, emphasize the value of students' work, improve their academic mindsets and enhance their sense of connectedness with their teachers and their peers.

Students earn Tokens for targeted behaviors or for completing predetermined tasks. Once students collect enough tokens, they are given the opportunity to use the tokens in the Gift Shop to purchase gifts.

Teachers/Counselors/Administration should determine the targeted behaviors that will allow students to earn a token. They can be general, but it is also good to have some specific behaviors that will earn tokens. For example:

### **Classroom**

- A student may stand out in a particular lesson because of his/her positive contribution.
- A student may have submitted a particularly good piece of homework.
- A student may have attained a relatively high mark in an assessment.
- A student may have increased his/her reading level.
- A student may have made consistent progress within a subject.
- A student may have shown consistently good standards over a significant period of time.
- A student may have exhibited appropriate classroom behaviors.

### **School wide (Playgrounds/Canteen/Corridors)**

School wide incentives provide another layer of teacher support that can be incorporated into classroom and school management. This allows playground supervisors, counselors and Administration staff to pass out tokens when students make good choices. For example:

A student may have made significant and positive contributions outside of the classroom by:

- Entering competitions
- Cleaning the playground/canteen/lunch areas
- Keeping corridors tidy
- Respecting and ensuring others respect school property
- Helping others during break time (conflict management)
- Using their break time to supervise corridors
- Using their break time to assist in the Library
- Volunteering to mentor new students

**\*More than one token can be rewarded to the student depending on the targeted area.**

**End of term:** The Preschool awards students achievement certificates that focus on the progress students have made in any particular subject.

#### **Elementary School:**

**Ongoing:** An award system is in place in each class, such as star of the week, to motivate and encourage students. Certificate awards are distributed during morning assembly to recognize different areas of improvement.

**End of term:** Achievement certificates are awarded to students that focus on students' progress in any particular subject. The Head of Elementary School approves the certificates and they are signed by the School Principal.

**Checkpoint:** After appearing for Cambridge Primary Checkpoint (CP) exam at the end of Grade 5, students with outstanding results are awarded by the School Principal during the checkpoint award ceremony that takes place at the beginning of the next academic year. The criteria are as follows:

- Students who achieve more than 5 out of 6 in three subjects receive a High Distinction.
- Students who achieve 5 out of 6 in two subjects receive a Distinction award.
- Students who achieve 4.5 out of 6 and above in two subjects receive Honors award.

#### **Middle School:**

In Middle School, students are awarded certificates in recognition of their achievements in the following areas:

1. Honour Roll Certificate which is distributed at the end of each term based on the term overall percentage.
2. Checkpoint Achievement Certificates for Grade 8, as per the following criteria:
  - Students who achieve more than 5 out of 6 in three subjects receive a High Distinction.
  - Students who achieve 5 out of 6 in two subjects receive a Distinction.
  - As per those who achieve 4.5 out of 6 and above in two subjects, they receive Honours.

### **High School (Grades 9 - 12):**

Honor Roll Certificates are distributed at the end of each term. These are based on the student's overall GPA and are divided into three categories:

- **89 -- 92 : Bronze**
- **93 – 96 : Silver**
- **97 --100 : Gold**

### **CAS Programme and CIS Award:**

In order to promote whole student development, ARKIS has a mandatory CAS Programme that strives to aid students in personal growth in three overlapping elements which are creativity, activity and community service. All IB high school students (DP and CP) are required to participate in or initiate activities and programmes that achieve 8 learning outcomes (as stipulated by the IBO) and then provide evidence and reflections of the experience. The School encourages active participation in the programme by awarding selected students Gold, Silver and Bronze awards at the end of the programme in recognition of exceptional community service work, growth in the three elements of CAS and for outstanding reflections. The school also, by special application to the CIS of which the school is a member award a group of students the International Students Award, in recognition of their role in the yearly CAS Charity Trip.

### **2. Abdul Rahman Kanoo Award (AKA) Department:**

The AKA Department is established to provide students with extra-curricular activities from Kindergarten to Grade 12. This department also emphasizes heavily on community service within and outside the school community, fostering creativity in our students and building healthy minds and bodies. It also provides students with

the opportunities and skills needed to reach their personal goals and aims.

**Extra-curricular activities:**

ARKIS offers a range of extra-curricular activities to develop students' personal, social, emotional and physical skills. These activities are organized, planned and scheduled through Abdul Rahman Kanoo Award (AKA) Department. The AKA Department provides the students with the opportunity of participating in a wide range of activities and programmes, both within the school and the local community. Students' communication skills are developed through debate, writing, music and drama competitions; Students' leadership, presentation and public speaking skills are developed through the participation in the Model United Nations and Youth Leadership Programmes. Students are also exposed through a range of various activities such as camping, sports leagues in Bahrain and local and educational field trips.

**Local Trips:**

Educational trips are strongly recommended as they offer students the opportunity to extend their learning process beyond the classroom and school premises to real life situations. The school recommends the following number of field trips:

Preschool	4 trips per year
Elementary School	3 trips per year
Middle School	3 trips per year
High School	1 trip per year

**Award Point System:**

The AKA point system is designed as an introduction to the ideals of the CAS Programme for students from Grade 6 to 10. The aim of this system is to promote the values of participation, cooperation, social responsibility and good citizenship. Students are motivated and inspired through the Award Point System where an accumulative system of points are entered in their database for monitoring purposes. Students can achieve either the Bronze, Silver and Gold awards, based on the criteria set by the AKA department.

**3. School Field Trips:**

Teachers must complete and submit the School Field Form, available with the school secretaries, to the Heads of Schools two weeks prior to the field trip for approval. Please note that staff members are strictly prohibited to accompany students on

unofficial trips that are arranged by students without the prior approval from the School's Management Team.

#### **4. Overseas Trips:**

Since 2005, the Vocational Advisor has arranged overseas trips for students to various different parts of the world for Model United Nations, Multi Activity, Educational, CAS trips, Sporting, University Visits and Tourism purposes. A school trip with its natural dynamic environment provides a learning venue that matches their natural inclination to know more about things engages even those with short attention spans and puts the learning subject in context. In addition to the multitude of evidence, there is much anecdotal support about benefits of outdoor education experiences; teachers, for example, often speak of the improvement they have in relationships with students following a trip. School trips are an important part of the wider family of outdoor learning opportunities, all of which provide beneficial outcomes to children with a wide range of abilities and issues.

### **SECTION G: HEALTH AND SAFETY**

#### **1. School Clinic:**

ARKIS has an established health clinic supported by a school doctor and two qualified nurses. Their main role is to update students' health records, monitor and inform concerned parties to track students diagnosed with health issues. The clinic provides medical checkups, first aid, medical treatment and supports students, who suffer from certain medical conditions.

#### **Illnesses and Accidents:**

- If a student is unwell he/she should inform his / her teacher for permission to see the School Doctor who will take appropriate action and contact parents if necessary.
- In the event of a student being injured during the school day, the School Doctor will try to treat the child. If the case is serious, the school doctor will inform parents and a mutual decision will be acted upon. In case the parents are not accessible, the school will have to take the student to the Hospital Emergency Department.
- Parents should inform the school doctor if their child is taking prescribed medication. The school is not responsible for any complications arising from failure to



do so.

- In the event of serious illness or an accident happening during a school trip, the supervisor or teacher will arrange for medical treatment at the nearest emergency department. Parents will be notified as soon as possible.

**Asthma:** Students that have been diagnosed with Asthma have the right to be accommodated while at ARKIS. Provisions are established in order to ensure the safety of the student while at school.

**Parents' Responsibilities:**

- At the beginning of the school year, make sure to contact School Doctor/nurse and let them know about your child's asthma. This can provide you with the opportunity to get to know the school doctor and any other health services staff.
- The school needs to get your permission to communicate student health information to your child's healthcare provider. Find out from the school what they need from you to allow this important communication to happen. That way if prescriptions change, or if your child has an asthma emergency, everyone on "the team" can be kept informed.
- Be sure your child has a recent Asthma Action Plan on file at the school. If, for some reason, you cannot get your child's doctor to complete one, talk to the School Doctor about what to do.
- Ensure that your child has immediate access to quick relief medicine in case your child has an asthma flare while at school. In many schools districts, policies are in place that allows a student to carry and self-administer their own asthma medication. Contact the school health services staff to find out more about your school's policy and practice.
- Include discussion about your child's asthma management during parent/teacher meetings or conferences.

**Diabetes:**

Students that have been diagnosed with Asthma have the right to be accommodated while at ARKIS. Provisions are established in order to ensure the safety of the student while at school

**Parents' Responsibilities:**

- Meetings must be held with parents, School Doctor, School Counselor, all grade level teachers, HOS and

DHOS to discuss the child's condition and to establish procedures.

- Parents to inform us of any changes in the child's condition
- Parents to inform us if due to her condition she was unable to prepare herself for exams, tests etc.
- Ensure that snacks are taken on Field trips or if attending activities in other parts of the school.  
**(parents should send/prepare extra snacks)**

## **2. Smoking Policy:**

At ARKIS, an absolute rule of "No Smoking" on the school premises, irrespective of type or location and irrespective of the person (s).

## **3. Ethics at ARKIS:**

Students have the responsibility towards ARKIS's best interest and therefore must avoid situations and actions that may create a conflict of interest towards their teachers and colleagues. The following are some examples leading to conflict of interest:

- Expressing political views;
- Bullying colleagues / students emotionally such as verbal aggression, threatening gestures, graffiti, etc.
- Rumor spreading;
- Racial bullying;
- Sexual / physical bullying;
- Electronic bullying such as phone calls or spreading text messages, emails, social networking, faxes, cameras etc.
- Disclosure of confidential information related to others;
- Bribery is strictly prohibited;

## **4. Students' Safety:**

Safety is the responsibility of all at ARKIS. Students are required to take an active role and are expected to report to their teachers / coordinators / Head of Schools the following hazards that may have been brought to their attention:

- Wet and slippery floors that could lead to a trip;
- Damaged furniture and other equipment are not safe such as signs of sharp edges, splinters, etc.
- Signs of damage, glass and sharp objects that could cause cuts;

- Students should report if they observe any accidents in or out of the classroom.

## **5. Trolley Bags:**

For safety issues:

- Students are strictly prohibited to use trolley bags in school.
- Students with medical reasons should obtain permission from the school's doctor only.
- The School Doctor will only accept medical certificate from a specialist regarding the trolley bag.

## **6. Fire Evacuation Procedure:**

All students must abide by the following fire evacuation procedures:

- Ensure that you are familiarized with the fire display maps located in your classes and other areas of the school;
- In case of an emergency, all students should follow the fire escape signs on the map;
- Do not panic, be calm and relax;
- Stop work immediately and follow the teacher's instructions;
- Use the stair case; do not use elevators;
- Gather at the assembly points assigned;
- Remain calm; do not run or jump to avoid accidents;
- You are required to follow the fire evacuation map displayed in the place where you currently are. Do not return to the place without taking permission from the authorized person;

## **7. Maintaining School Property:**

Students are responsible to maintain the neatness and the condition of the furniture and other equipment in their classes. In the event of damage, students will have to fix/pay for the damaged caused. Damages noticed in any part of the school, should be reported immediately to Heads of Schools. For further details, refer to the school's behavior management booklet.

## SECTION H: CONTACT US

### 1. Meeting with School Principal / Administration / Head of School / Head of Department:

The Principal's Office, Administration, Heads of Schools, Heads of Departments are open to parents who wish to have a meeting with them from 10:00 a.m. to 11:00 am daily. Parents are requested to call Reception to schedule appointments.

### 2. Contact information:

#### Administration:

##### Telephone Number

principal@kanooschool.edu.bh	17875051
viceprincipal@kanooschool.edu.bh	17875051
finance@kanooschool.edu.bh	17875058
registrar@kanooschool.edu.bh	17875059
public.relation@kanooschool.edu.bh	17875055 ext - 322
safety.officer@kanooschool.edu.bh	17875055 ext - 343
maintenance.supervisor@kanooschool.edu.bh	7875055 ext - 399, 398

#### Head of Schools:

pre.elementaryschool@kanooschool.edu.bh	17875053
middleschool@kanooschool.edu.bh	17875069
highschool@kanooschool.edu.bh	17875063

#### Deputy Head of Schools:

deputyelementary@kanooschool.edu.bh	17875055 ext - 328
deputymiddle@kanooschool.edu.bh	17875055 ext - 320
deputyhigh@kanooschool.edu.bh	17875055 ext - 335

#### Guidance Department:

guidance@kanooschool.edu.bh	17875067
preschool.counselor@kanooschool.edu.bh	17875057
elementary.counselor@kanooschool.edu.bh	17875056
middle.counselor@kanooschool.edu.bh	17875068
dean.middle@kanooschool.edu.bh	17875064
dean.high@kanooschool.edu.bh	17875066

**Student Support Services:**

school.doctor@kanooschool.edu.bh	17875054
vocationaladvisor@kanooschool.edu.bh	17875065
library@kanooschool.edu.bh	17875055 ext - 370
overseastrips@kanooschool.edu.bh	17875065

**Subject Coordinator:**

curriculum.coord@kanooschool.edu.bh	17875055 ext - 346
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**Head of Arabic Department:**

arabic.department@kanooschool.edu.bh	17875055 ext - 320
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**Preschool and Elementary School Coordinators:**

ipc.coord@kanooschool.edu.bh	17875055 ext - 348
pe.coord@kanooschool.edu.bh	17875055 ext - 351
english.elem.coord@kanooschool.edu.bh	17875055 ext - 353
math.elem@kanooschool.edu.bh	17875055 ext - 311
ict.coord@kanooschool.edu.bh	17875055 ext - 375

**Middle School Coordinators:**

english.middle@kanooschool.edu.bh	17875055 ext - 369
math.middle@kanooschool.edu.bh	17875055 ext - 350
science.middle@kanooschool.edu.bh	17875055 ext - 389
humanities.coord@kanooschool.edu.bh	17875055 ext - 354
ict.coord@kanooschool.edu.bh	17875055 ext - 375
pe.coord@kanooschool.edu.bh	17875055 ext - 351

**High School Coordinators:**

english.high@kanooschool.edu.bh	17875055 ext – 369
maths.high@kanooschool.edu.bh	17875055 ext - 360
humanities.coord@kanooschool.edu.bh	17875055 ext - 354
science.coord@kanooschool.edu.bh	17875055 ext - 366
ict.coord@kanooschool.edu.bh	17875055 ext - 375
pe.coord@kanooschool.edu.bh	17875055 ext - 351

**Other Coordinators:**

ib.coord@kanooschool.edu.bh	17875055 ext - 383
cas.coord@kanooschool.edu.bh	17875055 ext - 330
ucmas.coord@kanooschool.edu.bh	17875055 ext - 391
Parent Teacher Association	
pta.kanoo@kanooschool.edu.bh	



## School Hours

### Students

Preschool	7:05am - 1:00pm
Grades 1 - 5	7:05am - 1:20pm
Grades 6 - 12	7:05am - 2:20pm
Tuesdays (Whole School)	7:05am - 12:00 noon

### Staff

7:00am - 3:00pm except Tuesdays 7:00am - 4:00pm

### Accounts

7:00am - 1:00pm except Tuesdays 7:00am - 12:30pm



### **Contact Details**

P. O. Box : 2512, Manama, Kingdom of Bahrain

Tel.: +973 17875055, Fax: +973 17877000

[www.kanooschool.edu.bh](http://www.kanooschool.edu.bh)

Location : Bldg. 192, Road 408, Block 704, Salmabad,  
Kingdom of Bahrain