



# Parent and Student Handbook

## 2022-2023

An ALS community that values:

**A**wareness

**L**ifelong learning

**S**ervice

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## ALS Guiding Statements

### Mission Statement

Advanced Learning Schools offer a high-quality education in a safe and caring environment, with a commitment to life-long learning and digital citizenship, while inspiring students to become creative, compassionate, and analytical thinkers.

### Vision

Advanced Learning Schools prepare global citizens to meet the challenges of an ever-changing world, while honoring their own cultural heritage and identity.

### Values

An ALS community that values:

*“**A**wareness  
**L**ifelong learning and  
**S**ervice”*

### Guiding Principles

ALS provides an environment that fosters understanding, independence, interdependence and cooperation. Within that context we believe that:

#### ALS students appreciate:

- Arabic culture, language and literature
- Developing personal values while appreciating the values of others
- Valuing one’s own culture while understanding & demonstrating respect for the culture of others
- Understanding multiculturalism within a global society

#### ALS is a caring community that encourages students by example to:

- Share, cooperate and contribute responsibly to a global society
- Develop sensitivity to appropriate work and social relationships consistent with the principle of equal rights, including gender equality
- Display sound decision-making skills by reflecting on choices and consequences.
- Lead a positive, and healthy life
- Care for others as they would have others care for them
- Share resources
- Build understanding and trust

#### ALS students strive for academic excellence by:

- Learning how to learn and discovering the joy of learning.
- Attaining depth and breadth of academic knowledge and understanding.
- Acquiring skills that support intellectual endeavor and academic success.
- Acquiring aesthetic appreciation.
- Understanding modern technologies and using them wisely and effectively.

- Acquiring academic skills and knowledge required to gain entrance to and success at competitive local and international universities.

**ALS students benefit from an international education whereby they:**

- Gain historic and contemporary knowledge and understanding of the world through intellectual endeavor.
- Acquire international understanding by studying and experiencing other cultures while, at the same time, acquiring knowledge of, and appreciation for, their own cultural heritage.
- Maintain the fluency of their mother tongue while valuing the acquisition of other languages.

**ALS students are committed to the spirit of internationalism by:**

- Demonstrating respect for human rights and for the principle of equal rights irrespective of race or gender.
- Practicing tolerance and living together in peace and developing skills for the peaceful resolution of conflict.
- Understanding their individual responsibilities within society and the relationship between rights and responsibilities.
- Providing leadership that demonstrates an awareness of ethical and moral issues.

## **Strategic Goals**

**1. Academic Excellence:**

- Improve the academic ethos at ALS, cultivating a culture of academic achievement and emphasizing the importance of high academic standards.
- Hold all staff to high professional standards.
- Improve the grading system, making the standards clearer and feedback more prompt.
- Develop a system for detecting and responding to low academic achievement in the upper grades.
- Strengthen the system for remediating low academic achievement.
- Strengthen the system to help high achievers.
- Implement the Curriculum review cycle.

**2. A Well-Rounded Education:**

- Improve the competence and expand the experience of staff members who direct extracurricular activities.
- Increase the continuity of extracurricular offerings to allow programs to develop.
- Continue to expand the variety of extracurricular offerings, including in music and the arts.

**3. Arabic Program:**

- Improve Arabic language support for all students in grades Pre-K through 12.
- Review the curriculum focusing on reading, writing, listening, and speaking.

- Encourage and promote the use of Arabic at home and when appropriate at school.
4. **Responsibility, Integrity, and Respect**
    - Effectively communicate to parents, students, and teachers the standards of personal behavior that are expected of them.
    - Improve opportunities to help students develop leadership, personal responsibility, and initiative.
  5. **Diversity and Community**
    - Increase the school's (PK-12) emphasis on reaching out to local communities and institutions in both academic and non-academic contexts.
    - Provide opportunities for students to explore their national identity
  6. **Parents, Teachers, and Students as Partners:**
    - Strengthen support for efforts to create a stronger school community.
    - Develop programs to inform parents about ALS and help them understand the school's goals and expectations.

## IB Learner Profile

We have adopted the Learner Profile created by the International Baccalaureate (IB) as a guide here at ALS. All members of the ALS community strive to be:

### **Inquirers**

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

### **Knowledgeable**

They explore concepts, ideas and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

### **Thinkers**

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.

### **Communicators**

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled**

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded**

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring**

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-Takers**

They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced**

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective**

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## Daily Schedule

Beginning in the 2022-2023 school year, the ALS daily schedule will consist of a 5-day week, with classes running from 7:30am to 2:30pm. Each section and grade level has designated times for class periods and breaks.

School gates open at 7:10am. Classes begin promptly at 7:30am.

We take arrival at school at the correct time very seriously. As a result, we will be monitoring student's lateness and speaking with parents to ensure that all students start the day on time.

**Students must remain on campus during school hours unless given written permission to leave by the appropriate Principal's Office.**

## Communication

At Advanced Learning Schools, we value our parents. Their input and support help make our school a special place. We encourage them to communicate with us and to become involved in the school. Any time parents have questions or concerns, they are encouraged to make an appointment to come and see us. The school will communicate with the community in the following ways:

### **Toddle**

ALS encourages school-to-home communications by using **Toddle** in grades K-12. Toddle provides our parents with better communication with classroom teachers. Assignments and other classroom activities will be routinely posted by teachers so parents are able to better understand what is occurring in the classroom.

### **Email**

Teachers will contact you using email when appropriate and you are encouraged to contact teachers through email. If your email address changes at any time during the year it is crucial that you inform the school as soon as possible to keep communication channels open.

### **Telephone**

If your telephone number changes at any time during the year it is crucial that you inform the school as soon as possible to keep the communication channels open, and in case of emergency. The School Office will take a message if you cannot contact a teacher or staff member directly. The Schools' main phone number is: 011 207 0926.

Ext. 200 - K-5 Campus

Ext. 300 - Grades 6 - 12 Girls Campus

Ext. 400 - Grades 6 - 12 Boys Campus

Ext. 100 - Superintendent's Office

### **ALS Website**

The school's website has a large amount of information including the curriculum, contact details, events, and calendars. It is worth visiting the site regularly to keep up with what is happening in the school and therefore affecting your child. [www.alschools.com](http://www.alschools.com)

### **Assessment Calendar**

In Grades 6-12, teachers collaborate to develop a monthly assessment calendar to ensure parents and students are aware of when upcoming summative assessments are taking place.

### **Mobile SMS**

The school will contact you using SMS to remind you of events, dates and information about your child. It is highly recommended that you update your

mobile number with the Admissions and Marketing Office to keep communication channels open.

### **Meetings**

Teachers will encourage you to contact them and make arrangements to meet. If you want to see them, please contact them by email or through the Principal's office to make an appointment. The Principals, Coordinators and Counselors are also available to discuss any issue related to your child and the school. They can be contacted directly, or through the Principals' offices.

### **Parent/Teacher/Student Conferences**

There are Parent/Teacher/Student Conferences regularly in the year. Please refer to the school calendar and the website for dates. Your attendance at these conferences is of utmost importance.

### **Open House**

At the beginning of each school year we may hold an Open House. During the evening you have the chance to meet your students' teachers, and learn about the curriculum and expectations of the year. If you cannot attend then feel free to contact the school or the teachers to see them at a mutually convenient time.

## **Curriculum Overview**

The curriculum at ALS reflects our philosophy that the student is at the center of the learning process. Therefore we strive to educate and develop the whole student's individual, intellectual, physical, emotional and creative identity. Around this philosophy we have developed a curriculum that will grow with the school and its students.

The curriculum encourages student exploration, discovery and experimentation in a pleasant academic environment. The focus of the curriculum is on experiences and lessons that develop students' writing skills, verbal fluency, comprehension, computational skills, analytical abilities and other skills needed to effectively meet a variety of challenges. The curriculum brings together intellectual, creative, social and emotional considerations, guiding the students towards problem- solving and decision-making skills necessary for individual, family and community needs.

## **Academic Program**

### **International Baccalaureate Organization (IB)**

We are an IB World School. We are authorized to offer the Primary Years Programme, the Middle Years Programme and the Diploma Programme. For more information regarding the IB, please visit their website at the address: <http://www.ibo.org>

## Primary Years Programme (PYP)

The IB Primary Years Programme, for students aged 3 to 11, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. The most significant and distinctive feature of the IB Primary Years Programme is the six transdisciplinary themes. These themes are about issues that have meaning for, and are important to all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to go beyond the confines of learning within subject areas. These themes are:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

These transdisciplinary themes help teachers to develop a programme of inquiry that requires a high level of involvement on the part of the students. The inquiries are substantial, in-depth and usually last for several weeks. Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skillful and better at understanding how to learn.

## Middle Years Programme (MYP)

The IB Middle Years Programme, for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers. The programme consists of eight subject groups integrated through six global contexts that provide a framework for learning within and across the subjects. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical & health education and technology. In the final year of the programme, students also engage in a personal project, which allows them to demonstrate the understandings and skills they have developed throughout the programme. Schools are given much flexibility to allow them to introduce subjects which they consider important, and to organize their own student assessment and reporting procedures. However, the MYP gives clear exit criteria for each subject group for MYP 5 (Grade 10).

The programme is based around six 'global contexts': fairness and development, globalization and sustainability, personal and cultural expression, scientific and technical innovation, orientation in space and time, identities and relationships. The global contexts are considered a key feature of the MYP. They are not taught as separate courses, but rather as themes that are reflected in all subjects through the statement of inquiry. The service and action component requires students to study and perform community studies and service throughout the programme.

## Diploma Programme (DP)

The International Baccalaureate (IB) Diploma Programme is a two year comprehensive and rigorous academic program for academically ambitious students in Grades 11 and 12. The programme originated in Europe in 1968 and was intended to establish a common curriculum and university entry credential for students moving from one country to another. The IB Diploma Programme is highly regarded at universities worldwide.

The DP curriculum contains six subject groups together with a core made up of three separate parts. Students study six subjects selected from the subject groups. To be eligible for a full IB Diploma, students must study three subjects at higher level (courses representing 240 teaching hours), and the remaining three subjects at standard level (courses representing 150 teaching hours). Each subject course is completed over a two year period. Students sit external exams in May of their Grade 12 year.

All three parts of the core -- Extended Essay, Theory of Knowledge and Creativity, Activity, Service (CAS) -- are compulsory and are central to the philosophy of the Diploma Programme:

- An independent, in-depth research project resulting in an Extended Essay of 4000 words. ALS students begin this project in the spring of Grade 11, work over the summer, and turn in their final paper by the winter of Grade 12.
- A Theory of Knowledge course and essay, which addresses the questions: What do we know and How do we know?
- A Commitment to the ALS, Riyadh, and international communities through Creativity, Activity and Service (CAS) projects. Over the course of two years, students are required to fulfill the required number of service hours that encompass all three of these areas.

For more information on the IB Programmes and subjects offered by ALS please refer to the IB Website: [www.ibo.org](http://www.ibo.org)

## Behavior Management

At the Advanced learning Schools, the aim is to build a shared understanding for supporting every student to achieve maximum learning and to ensure a safe and secure environment.

If teaching and learning are to take place successfully, it is essential to create circumstances that make it possible for teachers to teach and students to learn. At ALS, we believe in developing self-discipline based upon the principle of 'treating others the way we would like to be treated'. To achieve this we have high positive expectations for ourselves and for our students. Students are asked to reflect on and take full responsibility for their behavior and to put right any hurt or damage their behavior may have caused.

For further details, please refer to the [ALS Student Behavior Code](#).

## General Information

### Absence from School

Parents are requested to email or call the Principal's office by 9:00am to inform the school if a student is absent or delayed. Parents may also report a student's absence through the Toddle app. Without parent contact, an absence is considered unexcused and work may not be made up.

### Assemblies

ALS holds several assemblies throughout the year. The assemblies provide opportunities for students to demonstrate leadership and celebrate learning and achievement. Guest speakers and parents are invited on specific occasions and/or theme assemblies.

### Birthdays/Special Occasions

The staff of Advanced Learning Schools recognize that, on occasion, it is appropriate for our classroom communities to celebrate together as a class to mark a special event or the birthday of a classmate. Such occasions must be arranged through the classroom teacher or appropriate Principal's office.

### Books and Supplies

Grades K-5: Students will receive books in school. These books will be used in class and sent home when needed. At the end of the year, students may keep their books at home. A supply list will be provided to parents during the first week of school. Parents should purchase the supplies and send them to school. All supplies will be stored in the classroom.

Grades 6-12: Textbooks or e-books are issued to each student. Students are asked to return the textbooks at the end of the year. Students are responsible for bringing their own supplies, and for the maintenance of the supplies provided by the school (and, if necessary, their replacement cost).

### Clinic

The school operates onsite clinics which provide emergency first aid treatment. The Clinic is NOT to be used to treat non-emergency conditions.

In order facilitate the emergency nature of our Clinics the following will apply:

- Student **MUST** have a note/pass from Classroom teacher to visit clinic (aside from breaks)
- No more than TWO (2) students are allowed in the Clinic at a time
- Students must leave the Clinic within a maximum of 15 minutes
- After 15 minutes, the Nurse will determine if the student needs to return to class or call home to be picked up
- Students demonstrating COVID-19 symptoms will be placed in an isolation room until a parent is available to pick him/her up.

We encourage parents to have their own medical insurance to cover the costs of medical care that may be related to any accident that occurs.

## **Food (Snacks, Lunch, Canteen, Food Delivery)**

**Students may NOT have food or drinks delivered to school.**

If there is a unique reason, permission may be sought from the relevant Principal.

In an effort to help your child be prepared to learn, nutritionists advise that children should eat complex carbohydrates, fruits and vegetables and protein. A nutritious snack and lunch should be made up of foods high in grains, nuts, eggs, salmon, tuna, berries, dried fruits as well as other fruits and vegetables. Refined sugars and flour are considered “brain drain” foods, so sugary cereals, cookies, cakes, juices and drinks with high fructose corn syrup and even white bread are not good choices for good brain function. A good practice is to read the ingredients list for all the processed foods bought. If sugar is one of the first three ingredients then we request this product not be sent with your children to school. This product will not benefit them in the classroom with their learning.

A limited canteen service is available for students in grades 4-12. Payment must be in cash or with a card.

## **Handwriting**

Students also produce a variety of different forms of handwriting dependent on previous school experience. All students are taught Nelson handwriting in PYP. However, throughout the school all forms of handwriting are acceptable, provided that the writing is neat and legible.

## **Lockers**

Lockers are provided for students in Grades 6-12. Students are responsible for securing their personal belongings. One key is issued; lost keys may be replaced at cost.

## **Mobile Phones on Campus**

Mobile phones are very problematic in school and take away from the teaching and learning taking place. In addition, all communication with and about students during the school day must be routed through the appropriate Principal’s office.

**Student mobile phones are banned on school grounds at all times.**

If any student is found with a phone, even if they are not actively using it, they will be asked to turn it off and it will be confiscated and handed to the relevant Principal’s office.

**1st Offense:** Confiscation until end of school day  
**2nd Offense:** Confiscation until end of school day

- 3rd Offense:** Confiscation until end of school day, parent contact  
**4th Offense:** Confiscation until end of school day, parent contact, warning that next time the mobile phone will only be released to a parent  
**5th Offense +:** Confiscation, mobile phone only released to a parent

### **School Uniform**

Students are expected to wear full school uniform (uniform shirt and pants) at all times unless permission has been given for other clothing. School uniforms are available from the school uniform office located in the Administration building. In the event that a uniform is not available, students are expected to wear similar clothing, including a solid-colored polo shirt with a collar, and khaki or dark blue trousers.

- A. Boys in Grades 11 and 12 may instead wear thobes. Any non-Saudi who does not wish to wear a thobe may wear 'civilian' clothing but must include a shirt with a collar and no jeans.
- B. Girls in Grade 12 may instead wear appropriate clothing in line with the values of the school and community. Detailed guidelines will be shared and approved by the Girls' Principal and School Leader.

All students are required to wear safe, appropriate footwear for school (no slippers).

Female students from Grades 6-12 are required to wear an abaya to and from school, which must be removed upon entering school grounds.

The Principals may designate "Spirit Days" and have the authority to establish a particular mode of attire for those special days or a part of those days. Students who choose not to participate in the particular mode of attire for those special occasion days are required to follow the regular School Uniform expectations above.

Repeated violations of our school uniform may result in students being asked to return home to change and not being allowed on campus.

### **Telephone**

The school has limited telephone facilities, which are to be used for official calls only. Student phone calls may only be made from an official office phone. The main office phone number is 011 207 0926.

## School Policies

Important school policies may be found in full on Toddle, on the school website, and hyperlinked here:

- [Academic Integrity Policy](#)
- [Admissions Policy](#)
- [Assessment Policy](#)
- [Child Protection Policy](#)
- [Language Policy](#)
- [Inclusion Policy](#)
- [Technology Usage Policy](#)

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