



Academic City مدارس  
International المدينة  
الأكاديمية الدولية

**ACIS**  
**Parent and Student**  
**Handbook 2021-2022**

## ACIS Mission

ACIS creates motivating national and international educational environments for students and provides rigorous curriculum and programs of study for a diversity of student body.

ACIS encourages learner to pursue academic excellence as knowledgeable and principled world citizens through critical thinking, problem-solving and technological utilization.

Our school fosters embracement and respect of the national identity while integrating the perspective of the modern world changes.

We strive to inspire a culture of collaboration and innovation to create a community of lifelong learning.

## ACIS Vision

ACIS shapes the proactive generations of tomorrow into internationally-minded and well-educated citizens of the world community.

## ACIS Philosophy

As ACIS emphasizes both academic attainment and character development, we value that:

Every student has an individual and cultural skills and interests that should be taken into consideration in the teaching and learning process.

Students' diversity enriches the school community and provides a wealth of cultural embracement.

Rigorous education depends on the academic development of a student and the personal development, which are both based on respect, tolerance and responsibility by all stakeholders.

The school's communication is invaluable and is open with the school community. School's programs and curriculum foster of the 21st century skills to prepare students meet the world challenges.

### ACIS learners strive to be:

<b>Inquirers</b>	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.
<b>Knowledgeable</b>	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
<b>Communicators</b>	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.
<b>Principled</b>	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.
<b>Open-minded</b>	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.
<b>Caring</b>	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.
<b>Risk-takers</b>	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.

<b>Balanced</b>	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
<b>Reflective</b>	They consider 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.

## Policies and Procedures

Academic City International School is a place that promotes responsibility and respect, civility and academic excellence in a safe learning and teaching environment. For that purpose, the school has conducted policies to help all students, parents/guardians and staff be involved in a healthy teaching/learning experience.

Please visit the school website for more information:

### 1. Student Admission Policy:

Acceptance of applicants to ACIS is based on the following criteria:

- On application for admission, a parent/guardian must:
  - Complete school's application form
  - Present all official documents required (i.e. immunization report, certificate of birth, passport, iqama.)
  - Present last report card from the previous school in case of transfer for enrollment (K2-12).
  - Register the child for an entrance exam according to the grade to be enrolled in.
  - Meet all tuition fees installments deadlines accordingly.
- Age: applicants must suit the age of class enrolled according to the age-grade norm in the regulations of the Ministry of Education in Riyadh.
- ACIS students whose parents are willing to reserve places for the next academic year should have their information kept up to date.
- Acceptance is given to students on a first come first served basis.

❖ *Refer to Admission Policy- school website*

## **2. Students' rights and responsibilities:**

Students have the right to:

- A meaningful curriculum that shall meet their immediate and future needs.
- Pursue their education under competent instruction.
- Take part in in-school (instructional) activities and to decide if they want to take part in after-school activities.

Students have the responsibility to:

- Attend all classes regularly and on time.
- Contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning.
- Complete all classroom assignments and meet requirements for all class objectives.
- Respect the rights of others and to respect the views and backgrounds of those different from their own
- Meet the approved criteria required for participation in instructional and extracurricular activities.
- Follow bus, classroom, school, and all ACIS rules and procedures in the classroom, or school.

❖ *Refer to Code of Conduct- school website*

## **3. Code of Conduct:**

ACIS Code of Conduct sets clear standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards.

#### **4. Absence:**

The number of days a student is allowed to be absent from school must not exceed **3 days per term**. A valid written excuse must be submitted directly after the day of absence.

Absence on assessment days is not acceptable under any circumstances. **Any absence on an assessment day will lead to a failing grade on the assigned assessment.**

Parent(s) must provide a valid medical report of the reason(s) for their absent child, or call the school.

#### **5. Late Arrival:**

Students are expected to be at school:

- By 6:45 a.m. Classes will start at 7:00a.m., Gates will be closed at 7:45 a.m. he/she is deemed "late". (Summer Timing)
- By 7:15 a.m. Classes will start at 7:30a.m., Gates will be closed at 8:00 a.m. he/she is deemed "late". (Winter Timing)

#### **6. School Uniform:**

All students k-12 must come to the campus wearing the assigned school uniform on all school days.

#### **7. Language Policy:**

- English is the language of instruction at Academic City International Schools. Therefore, students must have a high level of fluency in English, both written and spoken.
- Arabic fluency, in written and spoken forms, is also essential due to curriculum requirements.
- French language is secondarily taught through k-12 as well.

## **8. Class Placement Procedures:**

Students will be placed in sections based on certain criteria to form balanced classes. Any changes in section selection need the management approval. In addition, the school preserves the right to change the student's section if it is for his / her own benefit.

## **9. Assessment and Grading Policy:**

At Academic City International Schools, we believe that assessment and evaluation of children's learning are intended to improve student learning and to ensure effective programming. We, also, believe the curriculum, instruction, and assessment must enhance and reflect the real students' academic capabilities. Moreover, we believe formative and summative assessments are vehicles to advance student academic achievement, verify attained learning, reinforce effort, and provide recognition to what has been achieved. We believe the assessment is a tool to inform instructional decisions.

### **Effective assessment as outlined in Academic City International Schools assessment policy is:**

- Foster positive attitudes towards learning.
- Develop a deep understanding of the subject content.
- Connect students to the real world by focusing units through the areas of interactions.
- Develop and promote critical thinking skills.
- Determine the level of understanding by using summative and formative assessments.
- Report progress to students, parents, and guardians at regular intervals; and
- Create opportunities for students to reflect on their own learning.

**Assessment is an integral component of teaching and is required in order to:**

- Determine the student's strengths, needs and interests.
- Monitor student growth over time.
- Determine how a student solves problems.
- Celebrate learning and achievements.
- Diagnose expectations.
- Identify and document achievement of curriculum expectations.
- Provide information to parents, support staff and other teachers.
- Evaluate curriculum and methodology.
- Enhance teaching.

**Authentic assessment is continuous in that it includes:**

- Observing.
- Interacting.
- Determining appropriate expectations.
- Planning.
- Focusing teaching.
- Choosing suitable materials.
- Providing appropriate learning experiences.

Assessment is an important means of evaluating students' achievements and experiences. Teachers use different ways to evaluate students' work. They observe them in the class and record their readiness for the lesson, attention to explanations and instructions, participation in activities, the questions they ask and the answers they attempt, the recording and preparation of their homework and projects. Teachers also use daily oral recitations or written short quizzes, and announced assessments at the end of each topic or assessments that cover the lessons studied during a specific period of time, all these contribute to the term average. ACIS students are under constant evaluation.



## **Continuous assessment**

Continuous assessment is practiced and takes many forms, including:

- Formal testing
- Observation from which anecdotal records are compiled
- Research tasks/Oral tasks
- Group activities where collaborative work is observed
- Quizzes

Every semester a formal parent/teacher meeting will be held, this meeting is designed so parents and teachers can discuss the student's progress in all areas of development.

A detailed written report on each student's progress will be provided twice a semester (report card)

Informal continuous assessment part of the daily classroom routine of teachers as a means to monitor student progress and to provide feedback to students. This informal monitoring includes: homework checks, questioning, teacher observation of student work, discussion, brief informal oral or written tests.

Formal continuous assessment takes place on a regular basis and based on the prescriptions as laid down by the academic department for the learning area.

## **School Assessment and Grading System**

The academic year will be divided into six assessment periods (quarters) and report cards will be issued at the end of each quarter.

Each core subject that grants one complete credit is out of 100.

Each semester is ended 100 marks divided as follows:

Grades (1 - 2)

- 10 marks for participation and classroom activities.
- 10 marks for homework.
- 20 marks for subject projects and researches.
- 20 marks for each quiz ( 3 quizzes per semester )

## Grades (3 - 12)

- 10 marks for participation and classroom activities.
- 10 marks for homework.
- 20 marks for subject projects and researches.
- 20 marks for Mid-term exam
- 40 marks for Final Exam.

### Grading table:

Grading System		
Numerical Equivalent		GPA
A	87-100	4
B	75-86	3
C	63-74	2
D	50-62	1
F	1 - 49	0

### 10.Homework Policy:

Homework is an important part of each student's academic year. The purpose of assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking, and develop good work habits.

#### **Student's Responsibilities:**

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- To gather all materials necessary to complete assignments before leaving the classroom.
- To complete all assignments to the best of his/her ability.
- To return materials and assignments on time.
- To make up any missed homework that the teacher requires.

### Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework.
- To offer assistance to the student, but not do the actual homework.
- To check that your child has edited his/her homework for spelling punctuation, neatness, etc.
- To notify the teacher when homework presents a problem.
- To read school notices and respond in a timely manner.

### Homework Tips for Students

1. Ask clarifying questions to be sure the expectations on your assignments are clear.
2. Know, record, and monitor due dates.
3. Have a quiet space with basic materials for homework completion.
4. Make homework part of your daily after-school routine.
5. Take a break when tired; then resume work.
6. When you have questions about the homework, place a note next to it and ask the teacher the next day.

**Important Notice:** Absent students are not exempted from handling Homework, or any other assigned work on time. It's the absentees' duty to refer to the teacher, school platform, communication channel of class or any relevant source to be aware of the assigned duties.

### Late submission Homework Policy

- Students who miss meeting the assignments' deadline due to illness or family emergency will have the opportunity to make up for the missed work. Teachers and students will agree upon a due date.
- The teacher alerts the student who is late in submitting the assignment and writes a note.
- In case of repeated non-submission of the assignment, the student will be referred to the student advisor and the parents will be notified.
- Continued neglect, a mark will be deducted from the assigned homework grades

## **11. Health and Safety Policy:**

Consistent with its mission and vision, the Academic City International Schools is committed to a safe, inclusive, equitable, and welcoming learning and teaching environment for all students. All students have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the:

- Ministry of education's rules and regulations
- The MOE rules assure that the right not to be discriminated against by reason of race, national origin, color, religion or gender identity or gender expression.
- The legislation also provides as a fundamental right the "right of parents to make informed decisions respecting the education of their children;" and,
- Have their unique identities, families, cultures, and communities included, valued and respected within the school environment.

ACIS School will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived difference. The ACIS believes that all students have the right to be treated fairly, equitably, and with dignity and respect; have their confidentiality protected and respected; self-identification and determination;

- Freedom of conscience, expression, and association;
- be fully included and represented in an inclusive, positive, and respectful manner by all school personnel;
- have equitable access to the same supports, services, and protections provided to students and their families;
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence.
- Have their unique identities, families, cultures, and communities included, valued and respected within the school environment.

## **12. Respecting Our Environment**

ACIS has a beautiful campus. It is hoped that each student will be responsible for the school environment; this includes clearing up their tables after recess or lunch. Waste bins are provided for the control of trash/litter. Consequences apply for students who do not look after the school environment.

## **13. School Tuitions:**

School tuitions are to be paid by cash, credit card, or via bank checks.  
All fees are applicable to annual changes.

### **12.1 Tuition Table:**

❖ *Refer to School Fees - school website*

The following discount will be given to families based on the number of children at school:

- One registered student will pay full tuition fees
- Second student – 5% discount
- Third student – 10% discount

### **12.2 Tuition installments:**

- 1st payment 50% of the tuition is due beginning of the first semester.
- 2nd payment 50% of the tuition is due beginning of the second semester.

❖ *Parents will be informed of any changes to existing policies or the adding of further policies*

## Annual Terms

The annual year at ACIS consists of three terms of approximately equal length each consisting of approximately 13 instructional weeks. Each semester is further divided every 6 weeks as grading terms. At the close of each six-week term, students receive a report card offers both yearlong and semester courses. Yearlong courses are equal to 1 credit. One credit is earned for the successful completion of a course that meets five times weekly for 50 minutes each session throughout the school year.

First Term starts September 1st(check School's Calendar) and ends November 25th. Second Term starts December 5th till March 10th. And third Term starts March 20 and ends June 30.

(Dates are variable from year to year).

- ❖ *ACIS abides by the Ministry of Education's Calendar.*
- ❖ *Changes on the calendar may occur. Please check the calendar*

## Curriculum: McGraw Hill

Providing the American Diploma, we adopt the [Common Core State Standard CCSS](#) in Math, English and Social Studies, and [NGSS](#) for Sciences, we currently provide McGraw Hill Textbooks to meet these standards.

As part of Academic City International Schools' continuous development, we would to inform you that we have implemented the E-Learning system (Classera) which allows the teacher to demonstrate his/her creativity in different ways, help students acquire scientific material from multi-sources and brings the parent closer to the learning environment. using the school platform as an essential part of our curriculum make students have the chance to revise and attend recording lessons so they have a chance to follow up with their colleagues, solve worksheets, make use of the online resources, participate in their virtual classes, solve short quizzes, exams and submit their homework online. Moreover, ACIS provides extra digital resources which are referred to the school website.

## American Diploma Program

### THE DIPLOMA PROGRAM – INTRODUCTION

A high school diploma is a certificate awarded upon the completion of high school; each school has its own requirements for qualifying for the diploma. There are different variables that can change how you earn your diploma such as different courses, the number of years, and the difficulty of the classes. There is no set of requirements for receiving a diploma.

The American Diploma program is the latest educational system available at ACIS. It enables students to apply to the best local and international universities, it's known for its flexibility and variety of courses in the fields of English, Math, Business, Economics, etc. that aim to improve the level of high school graduates and ensure that they are fully prepared to meet the demands of higher education and the current job market.

The American High School Diploma addresses the needs of Saudi students without disrespecting their Saudi identity. Aside from Islamic studies and Arabic language classes English is used as the teaching medium.

The program undergoes constant supervision by the American and International Committees according to international educational and quality standards.

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### SAT

The SAT program follows the Common Core State Standards (CCSS) that award students with a high school Diploma or Academic Honors High School Diploma. These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college and university courses. These standards:

- Are aligned with college and work expectations.
- Are clear, understandable and consistent.
- Include rigorous content and application of knowledge through high-order skills.
- Build upon strengths and lessons of current state standards.

- Are informed by other top-performing countries, so that all students are prepared to succeed in our global economy and society.
- Are evidence-based.

The CCSS prepares the students with the most important knowledge and skills to attain higher education or careers.

Using a credit system, students are given a wide foundation in General Education and are taught a broad range of subjects including Math (Algebra I and II, Geometry I and II, Calculus) English Literature, English Language, ICT, French, Arabic, Biology, Chemistry, Physics, World History, KSA History and P.E.

The Scholastic Aptitude Tests (SAT) are standardized tests designed to help American/Canadian College Admission Officers evaluate the educational background credentials of international students from various countries with different grading systems and standards. The SAT scores not only assist the College Admission Officers in evaluating the academic achievement of international students but also determine how well-prepared an international student is to undertake college/university-level work.

However, the SAT is not the only college/university entrance qualification by itself. Universities/Colleges in the United States require 12 years of schooling, excellent high school grades, community service and sports to be documented by your high school in addition to your SAT I or SAT II scores.

### **SAT Preparation at ACIS**

A considerable number of ACIS students planning to go to America or Canada to attend colleges and universities. Academic city international schools offer SAT (Scholastic Aptitude Test) programs to students so they can follow a similar sort of curriculum that would enable them to blend in with the American/ Canadian educational system. This program also familiarizes students who are planning to pursue higher studies in the United States/ Canada with the system and enhances their adaptability and suitability for admissions.

ACIS offers its students a semester-long SAT preparation course twice each year for students in Grades 10, 11 and 12.



## General Aptitude Test (GAT)

### Introduction:

The GAT is a test that targets secondary school graduates who wish to pursue their studies in institutions of higher education. It measures several aspects that are related to the educational process, such as a student's analytical and deductive skills. The test is composed of two sections: verbal (language-related) and quantitative (mathematic).

The NCA holds the GAT twice, one time during the first semester and the second during the second semester. A student may take the test at the time he deems appropriate and, in his hometown, or nearest town to his place of residence, keeping in mind that the test is held in the morning and the evening.

Registration for the computerized test is open at all times throughout the year.

### GAT Preparation at ACIS

Some universities and colleges require this test for admission in addition to other procedures that vary from one institution to another. Applicants to such universities and colleges must take the test. ACIS offers its students a semester-long GAT preparation course twice each year for students in Grades 10, 11 and 12.

## Library at ACIS

ACIS encourages students at all age levels to read and use the library as a part of their learning process. Library of ACIS is scheduled once every week for each class so students get the chance to use the library as a resource center for reading and researching.

## Technology policy at ACIS

Technology is a powerful tool, if correctly used it has the power to unify the school community by connecting staff, students, parents and community members through its communication network. We in ACIS are pleased to be able to offer our students, parents and staff to the Internet and online resources. We are dedicated to provide the users with a safe environment where the technology is adequately used. The school is concerned by limiting the harm that arises from:

- exposure to harmful or inappropriate material
- the sharing of personal data, including images
- inappropriate online contact or conduct

The school will encourage the students to take responsibility for their own safe use of technology. Students may access the following resources to understand how they can keep themselves safe online:

- <http://www.thinkuknow.co.uk>
- <http://www.childnet.com>

As a part of ACIS, **students must:**

- Communicate only in ways that are kind and respectful
- Avoid spam, chain letters, or other mass unsolicited mailings
- Follow copyright laws by not making illegal copies of music, games, or movies
- Cite sources when using others' work (avoid plagiarizing)
- Report security risks or violations to a teacher or administrator.
- Report threatening or discomfoting materials to a teacher or administrator.

### Students must not:

- Allow other people to use their account
- Distribute private information about others or themselves
- Photograph or record members of staff or students without their permission, using devices such as mobile phones, tablets, or cameras
- Send or receive offensive, abusive, or inappropriate e-mails
- Access offensive or abusive material and websites
- Interfere with other users' work
- Use software designed to unblock sites
- Abuse equipment
- Make offensive or inappropriate comments regarding other students, staff, or their school

*Consequences for Violation of these rules may result in disciplinary action according to the list of code and conduct provided by the Ministry of Education.*

## Means of Communication

In addition to the school website that parents can log on to in order to find all information concerning their child, they can also log on to other effective means of communications which enables more interactive involvement in their child's learning process.

- **Classera**

Academic City International School utilize Classera as an effective education tool. Classera is a secure learning network for teachers, students, and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive information.

Classera is accessible online and through any mobile device with Internet capabilities – including free apps for iPhone, iPad, iPod touch and Android devices. Students can access their account from any mobile device or computer, and set up notifications within Classera to receive alerts/reminders via text or e-mail.

This tool will be used strictly for educational purposes using the following guidelines:

- Students will be required to use appropriate grammar instead of texting language
- It will be used to discuss school-related content only .
- No put-downs or sarcasm toward another's ideas. All school rules and consequences related to harassment apply

**For additional information and directions see the :**

Classera Parent Manual

<https://static.classera.com/me/manuals/en/parent.pdf>

Classera student Manual

<https://static.classera.com/me/manuals/en/student.pdf>

- ❖ *Refer to document of partnership between the family and the school during the Covid period, Parent and student manual - school website*

- **WhatsApp**

Academic City International School uses WhatsApp application besides its platform. The application uses as a second resource to receive announcements, updates and to communicate with the parents during Office hours which determine by the administration for each class with their teachers.

- **ACIS social media**

You can follow ACIS on the Social Network to check all updates of school announcements, events and activities

- Instagram: ACIS.RIYADH
- Twitter: @acis\_riyadh
- Facebook: academic city international school ACIS



- **ACIS Website:** <https://www.acs.edu.sa/academic-city-international/>
- **ACIS Email:** acis.riyadh@gmail.com
- **ACIS SMS and phone numbers:** 920003753 - 0115100946 ext. :1054