



**MODERN | KNOWLEDGE | SCHOOLS**

Respectful, Responsible, Global Minded, Lifelong Learners



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**High School**  
**Parent-Student Handbook**  
**2017-2018**



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## **Introduction**

Welcome to Modern Knowledge Schools High School. The following information has been developed to help MKS students, parents and faculty have a successful experience in our school. As our motto states, “Making Kids Successful” is our goal. In this handbook you will find useful information to help your students achieve their goals and life-long learning habits.

## **Mission, Philosophy, Beliefs and Motto**

### **Mission**

The mission of Modern Knowledge Schools is to develop respectful, responsible, global-minded individuals: lifelong learners who contribute towards a peaceful world.

### **Philosophy**

Students are placed in an educational environment that challenges and enables them to explore, develop, and apply their intellectual, social, physical and creative abilities as well as critical thinking skills in order to function and interact in a dynamically oriented global society. This formal integrated program embraces all learning experiences to assist students in becoming lifelong learners who can positively and constructively have an impact on a rapidly changing international perspective.

### **Beliefs**

We believe that:

- All students have the potential to succeed
- Everyone is valued and deserves respect
- Everyone has the right to a safe, clean environment that is conducive to learning
- Local culture and heritage are an integral part of the learning experience
- Learning is fun!

### **Motto**

Making Kids Successful

## **School Profile**

Modern Knowledge Schools was established in 1995. During this short period of time, we have grown and flourished because of our dedicated staff. We have much to be proud of, including our accreditation from the Middle States Association (MSA), and our affiliation as an International Baccalaureate (IB) World School. As a result, students can choose an IB or American Diploma.

As an American curriculum school, MKS is committed to hiring experienced and certified staff members from the U.S. and Canada to teach the core subjects of Math, English, Science and Social Studies. We are also committed to a strong Arabic studies curriculum that is taught by experienced Arab teachers.

Our mission and philosophy is to provide the best education possible to all of our students, and we are proud that our student population includes students from a variety of countries and nationalities. Although we have achieved much, we have much more to achieve. We intend to continue building and improving our school and staff for years to come.

## **Code of Conduct, Policies and Procedures**

### **Rights and Responsibilities**

All students at MKS have both rights and responsibilities. Students have the right to receive a quality education free from any kind of disruption and students have the responsibility to follow all school rules, respect school property, and show consideration and respect for MKS students and staff members.

### **Student Expectations and Standards of Behavior**

The following expectations have been outlined to help ensure a positive, healthy learning environment.

- Students are expected to be on time for school in the morning and to be on time for all classes throughout the day. Students may enter the building for classes at 7:10 and classes begin at 7:20. Students are not permitted to leave class during the first or last 20 minutes of the period.
- Each absence will require a call from parents to the school and a parent's or doctor's note on the first day back in school.
- Students should arrive at school properly attired in the school uniform or approved school clothing.

- Students should not bring any electronic communication devices with them to their classes or any other items that might be disruptive to the educational process. If a student makes use of a phone or other device during the school day, MKS reserves the right to confiscate the device.
- Students should represent their own learning. Copying the work of others without acknowledging the source, submitting the work of another student as their own, or allowing their own work to be copied, are serious offenses. These actions can result in loss of marks or suspension. See procedures for Academic Dishonesty.
- Students are to refrain from any form of vandalism and respect school property and the property of others.
- No aggressive or excessive physical contact of any kind, including play fighting, kicking, biting, or rough play is allowed at MKS or at MKS sponsored events. This includes events affiliated with the Bahrain Private School Sports League, of which MKS is a member.
- Students are expected to enter and exit the school building and their classes in an orderly manner. Students should walk and avoid running and pushing. Students should move quietly and avoid shouting or loud noises while moving to and from classes.
- Mutual courtesy and respect between students and staff is expected from all students. Students may not use disrespectful or offensive language when addressing or conversing with staff or other students.

### **Classroom Behavior**

Students are expected to attend all classes on time and come to class prepared with all necessary books and materials. Borrowing or sharing books and materials is strongly discouraged. Students should work diligently in class and avoid disturbing the class in any manner. Students are expected to follow the teacher's instructions in class and wait for the teacher's permission before leaving class.

### **High School Day**

The high school uses a modified block schedule of eight 90-minute periods with four 90-minute class periods each day in a Day A/Day B configuration. There is a five minute transition time between classes. Students are expected to be on time for each class. All students have one nutrition break of 30 minutes during the school day. Please see the schedule below.

## Day A

Period A (1) 0720 – 0850

Nutrition break 1: 0850 - 0915 *primarily* for students in grade 9 and 10, or those with classes in HS Block B.

Period B (2) 0855 – 1025 for students who have nutrition break 2.

Period B (2) 0920 - 1050 for students who have nutrition break 1.

Nutrition Break 2: 1025 – 1050 *primarily* for students in grades 11 and 12, or those with classes in HS Block A

Period C (3) 1055 – 1225

Period D (4) 1230 - 1400

## Day B

Period E (1) 0720 – 0850

Nutrition break 1: 0850 - 0915 *primarily* for students with classes in HS Block B.

Period F (2) 0855 – 1025 for students who have nutrition break 2.

Period F (2) 0920-1050 for students who have nutrition break 1.

Nutrition Break 2: 1025 – 1050 *primarily* for students with classes in HS Block A

Period G (3) 1055 – 1225

Period H (4) 1230 - 1400

## **Attendance**

Students are expected to attend classes regularly and according to their schedules. Attendance is collected every period throughout the day. In cases of illness or family emergencies, the school must be notified within two days, so that accurate records can be kept to ensure your child's academic success. Medical notes should be provided to the school for absences of longer than one day. Parents withdrawing students from school for any other reason should consider that the classroom experience can never be "made up" with extra work sent home. If absence cannot be avoided, the Principal should be informed in advance. ***Students are 100% responsible to communicate with their teachers within two days upon return to school to determine make-up of missed assignments and to determine due dates for makeup work.*** Students have the same number of days to complete makeup work for classes as the number of days they were absent. Any different arrangements with any teacher must be obtained in writing – either on paper or via email communication.

Days away from school because of suspension are counted as unexcused absences. Class work may be made up and it is advised that the student use the time at home to keep up with work posted in Google classroom and to email teachers to obtain any missed in-class work. The student will lose participation points for days missed due to suspension and these *cannot* be made up.

- *There will be no reimbursement of tuition.*

It must be noted that students have multiple ways to communicate with their teachers: in person, via email, via google classroom messages. Students have no excuse for not communicating with teachers to arrange for make-up work

### **Skipping classes**

Students caught skipping classes may face disciplinary consequences. In addition, any work, quizzes, or tests missed in class that day may not be made up.

*“According to the Ministry of Education policies, any student in the middle/high school who accumulates more than FIVE (5) unexcused absences in an academic semester will be disqualified from taking the semester exam.” (MKS Policy 7.200)*

### **Late Arrivals**

It is very important to be on time for all classes. Students who habitually arrive late to class miss warm-up activities, and important instruction regarding goals of the lesson. Students also miss the opportunity to earn full participation marks, and full marks for completion of the daily warm-up.

*Please note that classes begin at 0720 sharp. **Students arriving between 0720 – 0730 are to go directly to class and are marked tardy/unexcused and risk losing participation points.***

In the case of emergency or other special circumstances, the parent must accompany their child to reception to be admitted to school late and receive approval from their grade level counselor, the Principal, Assistant Principal, Grade level counselor, or approved designee. The student will then receive a pass to class.

### **After School Activities**

In order for an after school activity to be an effective and enjoyable experience, students are expected to make a commitment to an activity which includes attending scheduled meetings or practices and notifying the activity coordinator of unavoidable absences. Activities are sponsored by members of the MKS staff and participation is voluntary on the part of the student. Students who remain after school for activities are to arrange for a ride to arrive in a timely manner at the conclusion of the activity and must remain on campus until the parents or designated person picks them up.

### **Field Trips**

MKS supports learning beyond the classroom as an extension to the school day. Work and activities outside of the school campus can be organized by subject teachers or the MKS

administration for the benefit of students at any time throughout the year. All field trips must be approved by the MKS administration and demonstrate the enhancement of the academic program. MKS reserves the right to restrict student participation in field trips.

### **Cafeteria Use**

The cafeteria is a common area for all students in the MKS Middle and High Schools. As such it is important that all students make use of the cafeteria in a respectable way to ensure that it will be in good condition for all students. Students should dispose of trash in one of the designated containers and clean their table area before they leave.

Students should always use good manners in the cafeteria. The cafeteria is arranged to maximize speed through the lines. Students should not push or shove in the serving line. At the end of break students should leave the cafeteria in a timely manner so that they can return to class on time.

### **Uniforms**

All students at MKS are required to dress in the approved school uniform. Any special clothing items that have been approved by administration, such as grade level shirts or hoodies, may also be worn. Jewelry and non-religious head covering such as caps are not acceptable and may not be worn by students.

On the days that a student has Physical Education class, or in times that another event may require it, students may come to school in the PE uniform. The official MKS clothing which bears the school logo may be worn as part of the daily uniform at the student's discretion.

- Male daily uniform consists of a white collared polo shirt or polo with the MKS logo or initials on the left breast pocket, dark blue trousers, and black or white shoes. At no time are male students allowed to wear jewelry, a hood or a ball cap.
- Female daily uniform consists of a white collared shirt or polo with the MKS logo or initials on the left breast pocket, dark blue trousers, and black or white shoes. Hair should be out of face. Female students are not allowed to wear fingernail polish.
- The PE uniform consists of the MKS white or blue collared polo shirt, either long or short sleeve, with MKS branded blue athletic pants.
- Cardigan sweaters may be worn but must be dark blue or white with MKS Logo.

*\*All uniform items may be purchased at House of Uniforms, 1753-2148*

### **Consequence for Non-Compliance with the Code of Student Conduct**

Discipline is intended to promote the learning of self-control and the change inappropriate behavior. Expected behaviors must be actively taught both at home and in school. The strategies used to develop understanding and respect for the school may vary from



student to student. Where there is noncompliance with the behavioral expectations of the code, despite the application of these strategies, appropriate consequences will be initiated. Behavior that interferes with the learning environment or disrupts the efficient operation of the school is unacceptable.

### **When managing inappropriate behavior:**

- Unacceptable behavior is never ignored
- Appropriate action is always taken
- Immediate action is taken to bring a stop to the behavior
- Additional action in the form of an intervention will be designed in order to produce a constructive behavioral change

MKS policies regarding appropriate action and disciplinary actions are in line with those guidelines published by the Ministry of Education of the Kingdom of Bahrain. Actions taken by MKS in disciplinary situations will follow these guidelines and may include:

- Counseling session with the student
- Conference with the student's parents
- Peer or staff mentoring
- Withdrawal of privileges
- Student behavior contract
- In-school suspension
- Out-of-school suspension
- Expulsion

## **Graduation Requirements**

### **American High School Diploma Graduation Requirements**

MKS follows an American curricular program in Grades 9 to 12 that culminates in the awarding of the American High School Diploma to students who have satisfactorily completed both the required and elective courses.

#### **Graduation Requirements: 26 credit units**

Students are awarded credit units for satisfactorily completing courses throughout the year. Credit is earned based upon the amount of time that a course meets in a year. A course that meets full time for the entire year earns 1 credit for the student. A course that meets for the full year in rotation with other subjects earns .5 credit for the student. A course that meets only one semester and not the full year earns .5 credit for the student.

In order to graduate from MKS a student is required to earn a minimum of 26 credits

according to the following distribution:

Arabic: 4 credits	Science: 3 credits
English: 4 credits	Social Studies: 3 credits
Mathematics: 4 credits	Islamic Religion: 2 credits
World Language: 2 credits	Fine Arts: 1 credit
Physical Education: 1.5 credits	Arabic Social Studies: 1 credit
Health: .5 credit	

### Typical grade level course selections

Students are required to take certain subjects during specific years that they are in the high school. These required courses follow a progression of learning and provide the student with a thorough breadth of knowledge and a good preparation for university studies. Note that Arabic, Arabic Social Studies, and Religion are required subjects for Arabic passport holder. Non-Arab passport holders must select Arabic as a Foreign Language and choose another elective choice to complete their course sections. All Muslim students must study Islamic Religion either in Arabic or English. The following are the common grade level subject lists:

#### Grade 9

Arabic 9/Arabic as a Foreign Language	Pre-Algebra/Algebra I
Ancient World History	Arabic Social Studies 9/Religion 9
English 9	Biology
Physical Education 9/ Health 9	French 9

#### Grade 10

Arabic 10/Arabic as a Foreign Language	Arabic Social Studies 10/Religion 10
Modern World History	Geometry
English 10/English 10 Honors	Chemistry
Physical Education 10	French 10
	1 Elective: Computer, Art, MKS PreIB

#### Grade 11

Arabic 11/Arabic as a Foreign Language	Algebra II
English 11/English 11 Honors	Physics
Physical Education 11/Religion 11	2 Electives: Fine Arts, Social Studies, Science

#### Grade 12

Arabic 12/Arabic as a Foreign Language	Business Math/Statistics/Pre-Calculus
English 12/ English 12 Honors	3 Electives: Science, Social Studies, Fine Arts
Physical Education 12/Religion 12	

Students who excel in certain subjects and wish to challenge themselves academically have options for advanced coursework and/or admittance to our International Baccalaureate Diploma Programme. To express interest regarding these opportunities, students can talk

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to their subject teachers or grade level counselor, who can refer them to the appropriate person(s) for further information.

## **IB Diploma and IB Diploma Programme Courses**

The International Baccalaureate Diploma Programme is a two-year program. Upon successfully completing all classwork and external examinations, the International Baccalaureate Organization (IBO) will award the IB Diploma. Students enrolled in the IB Diploma program also earn the American Diploma.

The IB Diploma consists of six subjects plus the core (TOK, CAS and EE). Students may also take IB examinations and receive certificates in single subjects. Universities have independent policies on recognizing certificates for credit, but generally recognize scores of 4 on higher level exam certificates and 3 standard level exam certificates. The decision of whether to pursue the full diploma or a combination of IB Diploma Courses and American Diploma courses is one that should be discussed with your counselor, your teachers, your parents, and the IB Coordinator.

**The Six Subject Choices - subject to change, based on demand.** *(These courses are open to all students meeting prerequisites and can be taken individually or as part of an IB Diploma.)*

Students choosing the full diploma must select one course from Groups 1 to 5 and a sixth choice from Groups 1 to 4 or Group 6. Diploma students choose three Higher Level (HL) and three Standard Level (SL) subjects. In the Diploma Programme Courses, formerly called Certificates, students can choose any number and any combination of courses.

### **Group 1:**

- **Literature (First/best language)**  
English (SL/HL) and Arabic (SL/HL)

### **Group 2: Language B or *ab initio* (Second modern language)**

- French B\* (SL/HL) and *ab initio* (SL)
- Arabic B \*(SL/HL)

### **Group 3: Individuals and Societies**

- Environmental Systems and Societies (SL)
- History (SL/HL)
- IB Business and Management (SL/HL),
- ITGS (SL)

### **Group 4: Experimental Sciences**

- Biology(SL/HL)
- Chemistry(SL/HL)

- Physics(SL/HL)
- Environmental Systems and Societies (SL)

**Group 5: Mathematics (one of the following is required)**

- Math Studies\* (SL)
- Mathematics SL

**Group 6: Arts (or a second choice from Groups 1-4)**

- Visual Arts

**Grading Requirements**

Students in the high school are evaluated by their teachers through a variety of assessments. Teachers are encouraged to use a variety of assessment types, both formal and informal, and methods to provide opportunity for all students to demonstrate their knowledge. Grades are awarded quarterly using percentages and letter grades based upon the following scale:

90% - 100%	A Excellent
80% - 89%	B Good
70% - 79%	C Average
60% - 69%	D Below Average
60%	F Failing

The school year is divided into two semesters. Each semester is further divided into two quarters. At the end of each semester there is a comprehensive examination in all core subjects. The two quarter grades are averaged together with the examination grade to create the semester mark according to the following ratio:

Quarter	40%
Quarter	40%
Examination	20%

The semester marks are combined together to create the grade for the year according to the following ratio:

Semester 1:	50%
Semester 2:	50%

**Grade Level Promotion**

Students are promoted to the next grade level if they have received passing marks and earned the appropriate credit in their subjects. If a student receives a grade below 60% or

F in a required subject, the student must repeat the course in order to receive credit and be eligible to graduate at the end of grade 12. If a student receives a grade below 60% or F in three or more subjects for the year, that student will not advance to the next grade level and must repeat the year.

## **Grade Point Average**

A grade point average (GPA) system is used on the report card and transcript to determine their eligibility for the Honor Roll and school activities. A student's GPA is calculated using a four point scale based upon the letter grade achieved in each subject. The scale is as follows:

A	4.0
B	3.0
C	2.0
D	1.0
F	0

A student's GPA is calculated each term as marks are awarded in their different subjects. The cumulative GPA is calculated on a semester basis and credit is awarded only at the end of each year. MKS does not award semester credit. Students who have transferred to MKS from other schools will have their transcripts evaluated and credits awarded based upon passing marks awarded by the transferring school. A student's GPA is also converted to a percentage based upon a scale used at MKS to provide a realistic conversion of the 4-point GPA scale to a percent.

## **MKS Language Policy**

It is the goal of MKS to prepare students for English-speaking universities and colleges. Therefore, English is the language of instruction and communication throughout the school. When a student insists on speaking a language other than English they are missing an opportunity to improve their language skills.

At MKS all students and staff should strive for inclusion – the use of a common language to communicate and build understanding between all participants. At MKS, students are expected to speak English in all classes except the Arabic language subjects of Arabic, Arabic Social Studies and Religion. Recognizing that language usage contributes to cognitive knowledge, students will:

- Develop their knowledge and understanding of the English language through purposeful use in listening, speaking, reading, and writing
- Learn to speak, read, and write English developmentally, progressing across a continuum of skills in each area
- Endeavor to express themselves confidently in English in a variety of situations
- Be given the opportunity to take part in instruction in multiple languages

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- Be encouraged to seek and use resources in their first language as necessary to help in the understanding of academic content
- Respect each other as valued members of the school community

## **Understanding Your Transcript**

### **ALL TRANSCRIPT REQUESTS ARE HANDLED BY THE UNIVERSITY COUNSELOR**

A transcript is an official school document that lists your final grades for each class you take. This is different from a report card, which lists your grades either by quarter, semester or year.

Typically, only seniors and some juniors will need a transcript. They are used to apply to universities and for scholarships. If you think you might need a transcript, please see the University Counselor for help.

If you are not yet applying to university or for scholarships, but want to calculate your GPA (Grade Point Average, a measurement of all your final grades for each year of high school) please use the charts on the next three pages to help you.

To calculate your GPA, you will need your year-end report cards showing your final grades for each class you've taken to date.

### **How is GPA Calculated?**

A common measure of the nation's high school students' academic achievement is the grade point average (GPA). Calculating GPA requires both grade information and course credit information.

MKS credit and grade information reported on transcripts has been standardized against international norms. The standardized credit information is based on the Carnegie unit, which is defined as a course with 120 hours of instruction.

Grade information on transcripts varies even more widely than credit information. MKS Grades are reported as letters. Numeric grades are converted to standardized grades as shown in the following table.

#### **Number Grade Conversion**

Numeric Grade	Standard Grade	Grade Point Average
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90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Less than 60	F	0.0

The most common GPA scale is the four-point grade scale. In this scale, the letter grade 'A' equals four points, the letter grade 'B' equals three points, the letter grade 'C' equals two points, the letter grade 'D' equals one point, and the letter grade 'F' equals zero points.

The GPA represents the average number of grade points a student earns for each graded high school course. Grade points are points awarded per successful course credit. Grade Point Averages (GPA) are calculated by dividing the total number of Grade Points by the number of Credit Hours enrolled.

#### American Diploma 4.00 GPA Table

IB Grade	Description	MKS Grade	IB GPA	MKS Grade Conversion
7	Excellent	A	5.0	96-100
6	Very Good	A-	4.5	90-95
5	Good	B	4.0	89-80
4	Satisfactory	C	3.0	79-70
3	Mediocre	D	2.0	69-66
2	Poor	D-	1.5	65-60
1	Very Poor	F	0	59 and below

MKS Percentage	Grade	GPA
100-90	A	4
89-80	B	3
79-70	C	2
69-60	D	1
59-below	F	0

IGCSE Grade	GPA	MKS Letter Grade
A	4	A
B	3.5	B
C	3	B
D	2	C
E	2	C
F	1	D

\* Credits + GPA \* Credits + GPA \* Credits + GPA \* Credits Total number of Credits  
 = Accumulated GPA

### IB GPA Adjusted Table

Converted 5.00 IB GPA ADJ	Percent % as per our grading table	Converted 5.00 IB GPA ADJ	Percent % as per our grading table	Converted 5.00 IB GPA ADJ	Percent % as per our grading table
<b>4.00</b>	<b>100 A</b>	2.95	79	1.95	59
3.95	99	2.90	78	1.90	58
3.90	98	2.85	77	1.85	57
3.85	97	2.80	76	1.80	56
3.80	96	2.75	75	1.75	55
3.75	95	2.70	74	1.70	54
3.70	94	2.65	73	1.65	53
3.65	93	2.60	72	1.60	52
3.60	92	2.55	71	1.55	51
3.55	91	2.50	70	<b>1.50</b>	<b>50 D-</b>
<b>3.50</b>	<b>90 A-</b>	2.45	69	1.45	49
3.45	89	2.40	68	1.40	48
3.40	88	2.35	67	1.35	47
3.35	87	2.30	66	1.30	46



3.30	86	2.25	65	1.25	45
3.25	85	2.20	64	1.20	44
3.20	84	2.15	63	1.15	43
3.15	83	2.10	62	1.10	42
3.10	82	2.05	61	1.05	41
3.05	81	<b>2.00</b>	<b>60 C</b>	<b>1.00</b>	<b>40 D</b>
3.00	80				

