



MODERN | KNOWLEDGE | SCHOOLS

Respectful, Responsible, Global Minded, Lifelong Learners



Mrs. Parween Kazerooni
Chair of the Board

Dr. Mohammed Saleh
Superintendent

Dr. Daniel Hollinger
Executive Director

Mr. Juan Lewis
Middle School Principal

Ms. Cindi DeWitt
Middle School Vice-Principal

Office: +973 17 727712 | Fax: +973 17 723215 info@mks.edu.bh www.mks.edu.bh

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Middle School
Parent-Student Handbook
2017-2018

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Introduction

Welcome to Modern Knowledge Schools Middle 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

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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.

Modern Knowledge Schools follows an American curriculum program in Grades 6-8. All students complete the American Core subjects of English Literacy, Mathematics, Science, and History. All Arabic students (passport holders) must complete the Ministry of Education's required studies in Arabic, Islamic Religion and Social Studies. We round out the Middle School experience with exploratory learning in Computer Technology, Art, Foreign Language, Physical Education and Music. Non-Arabic passport holders participate in an English Study of Arabic Language and all Muslim students participate in an English or Arabic study of Islamic Religion.

Code of Conduct, Policies and Procedures

Middle School Schedule

The Middle School schedule includes six 55 or 60 minute periods. Students have a five minute transition period between classes and a 25 or 30 minute nutrition break. The daily schedule is below:

Schedule for Grades 6 and 7

Period A: 07:20-08:20
Period B: 08:25-09:25
Nutrition Break: 09:25-9:55
Period C: 10:00-10:55
Period D: 11:00-11:55
Period E: 12:00-12:55
Period F: 1:00-2:00
Dismissal: 2:00

Schedule for Grade 8

Period A: 07:20-08:20
Period B: 08:25-09:25
Period C: 09:30-10:00
Nutrition Break: 10:00-10:25
Period C: 10:30-10:55
Period D: 11:00-11:55
Period E: 12:00-12:55
Period F: 1:00-2:00
Dismissal: 2:00

Attendance

Modern Knowledge Schools expects students to attend all classes and to arrive on time to class. In cases of illness or family emergencies, parents must notify the school (see below). All absences longer than one day require a medical note. When absent from school parents/guardians shall contact the school by 8:00 am on the day of absence.

Middle School Telephone: 17825001

Extended Absences

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. For unavoidable absences, contact the Middle School in advance by letter. Students are responsible for gathering make-up work from teachers. Days out of school because of suspension are unexcused absences.

Late Arrivals

Students arriving late shall report to the MS Administrative Offices to obtain a late pass before entering the classroom.

Grading Requirements (Marks)

Students in Grades 6-8 earn marks from their teachers using both formal and informal assessments. MKS encourages teachers to use a variety of assessment techniques and devices to provide opportunity for the student to demonstrate the knowledge attained.

MKS issues grades quarterly using percentages based upon the following scale:

100-90%	Grade Level A or Excellent;
89-80%	Grade Level B or Good;
79-70%	Grade Level C or Average;
69-60%	Grade Level D or Poor but still at a passing level;
Below 60%	Grade Level F or Failing.

MS Renaissance Program

Recognition is one of the most powerful motivational factors in a person's life. This is the base of the MS Renaissance Program started as our effort to acknowledge academic excellence. The program rewards us with the satisfaction of seeing students achieve. The academic criteria for this year's Renaissance Program:

Gold	Silver	Bronze
GPA = 3.85	GPA = 3.65	GPA = 3.50
5 T for the year	5 T for the year	5 T for the year
5 Ab for the year	5 Ab for the year	5 Ab for the year
Good behavior	Good behavior	Good behavior

External Examinations

Students participate in the Measures of Academic Process (MAP) external testing system in the Autumn and Spring of each academic year. MAP creates a personalized assessment experience by adapting to each student's learning level. MAP measures the growth of every student over time regardless of on, above, or below grade level performance.

Grade Level Promotion

Students earn promotion to the next grade level if they receive passing marks in their subjects for the academic year. If a student receives a Grade Level F (below 60%) in three (3) core subjects for the entire year, then that student does not earn a promotion to the next grade level and must repeat the year.

Homework

Aims of Homework:

- To consolidate work in class
- To establish good work habits, self-discipline and a proper attitude to study
- To encourage children to take responsibility for their own learning
- To keep parents informed of the type of work being done in school

Homework is compulsory for all students. Homework can take many different forms. Homework does not always mean written work. It can and should contain practical activities, investigation, oral work, collecting other people's ideas, listening to news reports, learning various facts, preparing a plan or drawing, revision, etc.

What parents can do:

- Talk about homework with your child
- Show an interest in your child's work and give regular encouragement
- Sign or initial work as requested
- Where possible, provide a quiet place for study
- Monitor your child's study habits
- Monitor how your child keeps track of their homework

Books

MKS provides a complete list of required textbooks. Parents purchase textbooks from the school's accounting department.

Class Placement

To provide a good class environment, careful placement of all students is essential. We place students according to academic performance, social behaviors, and educational needs. While we enjoy hearing about teacher preference, staff and administration will determine all final placements of students.

Code of Conduct

All students have rights and responsibilities. Students have the right to receive a quality education free from disruptions of all kinds. Students have the responsibility to follow all school rules, respect school property and show consideration and courtesy for fellow students and staff members.

Student Expectations and Standards of Behavior

The following student expectations ensure a positive, healthy learning environment. Students shall:

- Arrive on time in the morning and to class on time for all classes during the day
- Wear the school uniform daily
- Come to class prepared with all necessary books and materials
- Work quietly during the class session and follow all teachers' instructions
- Follow classroom rules
- Follow and cooperate with the teacher's instructions at all times
- Respect all property and keep all areas of the school clean and tidy
- Respect and cooperate with staff members, administrators and workers, including security, drivers, cafeteria, and maintenance personnel
- Keep at home beepers, stereos, electronic devices, large sums of money, toys and other items that are disruptive to the educational process
- Stay in assigned areas and use appropriate language at all times
- Represent their learning only. Copying the work of others without giving credit is a serious offense (See Procedures for Cheating and Plagiarism).
- Respect school property and the property of others
- Keep their hands and feet to themselves at all times
- Clean up after themselves in the classroom and cafeteria
- Enter and exit the building and classrooms in an orderly manner
- Speak respectfully and properly to everyone

Consequences for Non-Compliance of Student Expectations

MKS expects students to follow behavior guidelines and promotes the learning of self-control. Behavior that interferes with the learning environment or disrupts the smooth operation of the school is unacceptable. We follow the MOE guidelines for Private and Government Schools. Expected behaviors need to be taught both at home and in school. The strategies used to develop understanding and respect may vary from student to student. When there is non-compliance with the behavioral expectations of the code of conduct, despite the application of these strategies, MKS implements appropriate consequences.

The following regulations apply to all students for all school levels in Private and Government Schools regarding violations committed inside the school, during field trips, events and activities arranged by the Ministry or Modern Knowledge Schools, and inside school buses. These Regulations aim for the self-discipline of students in all levels in Private & Government Schools through:

- Providing a safe learning environment in which students achieve a commitment to moral values
- Encouraging students to study and finish tasks, participate in school activities, display good behavior, and show respect to peers, educational staff, administrative staff, and all personnel at the school
- Respecting rules and regulations of the learning and teaching process
- Educating students to be proud of their Bahraini identity
- Enabling professionals in the school administration and teachers to address the behavioral problems for the students
- Ensuring that the behavioral problems will be addressed and reduced, which will help improve the learning and teaching process
- Identifying behavioral violations and giving guidance to correct the behavior in order to provide a safe learning environment

To determine the appropriate approach, the following points need to be considered:

- Student's age, academic level, growth, and sensibility
- The nature of the violation, the size of the damage, and the circumstances surrounding the violation
- The academic and behavior records of the student
- The fact that it could be a student with special needs

Violations and Approaches

The first category of violations and approaches:

Violations:

- Being late for school
- Being late for the morning line
- Not participating in the morning line
- Being late for class
- Getting in and out of class without permission
- Skipping classes during the day
- Not doing the required homework
- Not bringing the required materials and textbooks
- Non-compliance with the school dress code and/or the PE dress code
- Failure to maintain the cleanliness of the school
- Bringing devices such as mobiles, electronic games, or other types of electronics without previous School Administration permission

Approaches:

- Guide the student by the particular personnel in the school
- Verbal warning
- Written warning
- Notify parents and take written pledge on the parent and the student not to repeat the violation
- Assign the student to additional work with educational character In order to correct the behavior
- Temporary suspension for some activities, events or school's field trips for a period that decided by the school

The second category of violations and approaches:

Violations:

- Violate school's rules, regulations, orders and systems and so all Issuances by the school.
- Assault peers, faculty and/or any of school's staff.
- Make rioting inside the school bus or in activities organized by the school or the Ministry
- Spread rumors and lies that the negative impact on the school community
- Escape from school.
- Doing any behavior that would damage or distort the school environment
- Abuse the school's facilities, tools and/or equipment
- Make actions contrary to public morals
- Smoking or Possesses cigarette and its tools into the school or encouraging smoking.

Approaches:

- Notify parents and take written pledge on the parent and the student not to repeat the violation
- Assign the student to additional work with educational character In order to correct the behavior
- Temporary suspension for some activities, events or school's field trips for a period that decided by the school
- Ban the student from school while allowing him/her to take the exam for a period as followed:
 1. One day to one week
 2. 10 days to one term
 3. One term to one academic year
- Refer the student to Student Services to take necessary actions

The third category of violations and approaches:

Violations:

- Physical or verbal assault to student, educational and administrative board or other school's worker or the Ministry
- Stealing or causing damage to the school's facilities, buildings, labs or instruments, or incitement to do so
- Stealing or causing damage to the belongings for other students, the faculty and staff, or other school workers, or incitement to do so
- Causing damage to school's buses, or violating someone inside or outside them or incitement to do so
- Do any behavior that would disrupt or interrupt the educational process such as skipping classes and/or incitement to do so from inside or outside the school
- Visual/video photography or voice recording of fellow students, teachers or staff and/or publish them without written permission from school
- Publishing, possessing, presentation or promotion pornographic material of any kind or form
- Sexual harassment or having sex and/or incitement to do so
- Possession, display or training of weapons of all kinds that would threaten the school community
- Entering or consumption of prohibited substances especially drugs, liquor and/or psychotropic substances of all kinds
- Impersonating a student for the identity of another student or allowing another person to be impersonated or a parent, in order to carry out the work is not permitted according to school regulations and regulations
- Cheating on an exam or attempt to and/or incitement to do so
- Insult religions or provoke factional strife and/or incitement to do so
- Abstain from participating in sports competitions organized by the MOE and/or incitement to do so
- Insult state authorities and their statutory bodies in any form or by any means
- Insulting national symbols, Flag and/or national anthem and also the Kingdom of Bahrain
- Falsification of official documents of the school and/or the ministry
- Gathering in front of the school or the ministry or one of the buildings affiliated with it to riot or to stir up chaos or prevent students and staff accessing the places of study or work and/or incitement to do so
- Obstructing the education process or disrupting public security

Approaches:

- In-School Detention
- Out-of-School Suspension

A student suspension occurs when he or she indicates through one or more violations of the school rules that there is a question as to his or her desire to abide by the standards set for the school community and MOE. The days set for suspension depends on the severity of the offense and represent an enforced absence during which the student is to make the commitment that when returning, he or she will abide by the school rules. Some Suspensions administered “in-house” if that style seems most appropriate. MKS informs parents of an assigned suspension, and in case of out-of-school suspension, MKS sends a letter to the parents listing the reasons and period of suspension and any consequent action. MKS places a copy of the suspension letter in the student’s file. Suspended days away from school unexcused absences. Suspended students may not participate in any extra-curricular activity or school sponsored functions during the period of suspension. There is no tuition reimbursement on school days lost due to suspension.

MKS Language Policy

Our goal is to prepare students for post-secondary experience at universities of their choosing. At Modern Knowledge Schools, English is the language of instruction. MKS expects all students to speak English in all classes except World Languages, and Islamic Studies. 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 other language instruction.
- 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 regardless of their first language.

Uniforms

MKS MS requires all students to dress daily in our designated school Uniform. MS students wear white plain shirts or a Polo Shirt with our School Emblem with navy blue pants. For physical education classes, MS students wear a white t-shirt with our blue MKS emblem or a blue Polo shirt and a MKS sports outfit that includes a MKS jacket. MS female students must wear loose fitting pants. MS students wear a black, casual dress or a tennis-type sport shoe without bright colors. Parents can opt to purchase MKS uniforms at the following location:

House of Uniforms: 17532148

- Boy's Daily Uniform: White collared Shirt with MKS initials or logo on left, breast pocket, navy blue trousers.

- Girl's Daily Uniform: White MKS logo shirt with navy blue trousers.
- PE Uniform: White t-shirts with navy blue MKS logo on the front, MKS initials on center back with our blue MKS Sports outfit that includes a sports jacket or the MKS blue Polo shirt.

We request that all MS boys keep neatly groomed hair. The use of excessive gel, long hair, ponytails, mohawks and crowned hair is not permitted. MS girls' hair should be tied or covered and nails should be natural.

Expectations For Travel on School Busses

Appropriate Bus Behaviors

- Speak properly at all times
- Follow bus safety rules
- Clean up your bus seat area
- Respect and follow instructions of bus driver and staff members at all times

Prohibited Bus Behaviors

- Eating and drinking on the bus
- Attempting to get on or off the bus before it comes to a complete stop.
- Use of any kind of electronic devices
- Standing and moving on bus while in motion
- Heads, hands and feet hanging out the windows
- Screaming and shouting voices
- Vandalism to the bus
- Littering
- Derogatory remarks or conduct directed at the bus driver, bus helper, at fellow students, other adult riders, and/or people outside of the bus.

Consequences for Non-Compliance of Bus Behaviors

Students who engage in prohibited behavior on the busses face the following consequences to assist in correcting the problem:

- Verbal warnings
- Suspension from riding the bus:
 1. 1/3/5 day suspension
 2. One month suspension
 3. Remainder of the year suspension
- There will be no reimbursement of bus fees if a child is suspended from riding the bus
- Any damage to a bus will be charged to the student

If a child receives a suspension from the bus, parents need to make alternative transportation arrangements.

Daily Break

All students take a daily break to exercise and snack during the day. To support healthy eating habits, MKS supports nutritious snacks. Teachers may use this break as a working break where students remain with them for academic and/or disciplinary reasons. The cafeteria is open during break times when students may buy nutritious snacks.

In the Cafeteria

- Always use good manners. Remember to use 'please' and 'thank you'.
- Do not crowd into the serving line.
- Be cooperative with supervisors.
- Speak with an inside voice.
- Dispose of trash in the containers provided.
- Always pick-up your area before leaving.
- Be on time for your next subject class.

Cheating and Plagiarism

Decisions concerning cheating are the responsibility of the teacher in consultation with the MS Principal. Examples of cheating include:

- Use of crib notes
- Looking at another person's work
- Use of an electronic device to obtain information
- Communication in any form with another student or someone outside of the classroom

Consequences

1st offense: Automatic zero for the entire value of the test/assignment. The teacher collects the document and gives to the Principal for filing. The Guidance Counselor notifies the parents. The Principal speaks to and/or counsels the student on the inappropriateness of this kind of behavior.

2nd offense: A zero for the document and the same notification procedures with no retests/resubmissions allowed.

A meeting occurs with the teachers, Guidance Counselor and/or Principal. Student may receive a suspension.

3rd offense: A zero and notification with no retests/resubmissions allowed. For most cases, the Principal will impose a suspension.

Plagiarism: Same consequences as above for cheating

To plagiarize is to present someone else's ideas and/or words as your own, without giving the originator credit. This includes unpublished ideas and words, for example those of other students, written down as part of an assignment they have completed for school. In this sense, plagiarism is stealing, sometimes referred to as 'intellectual theft'. In many countries, plagiarism is an offense against the law and prosecutable in court with severe consequences.

In school, there is a more fundamental concern. Students who plagiarize the work of others have not done the work themselves. They have not been through the processes of answering questions, researching, summarizing information, analyzing, applying theories to new situations, or simply learning solutions to problems. They have therefore not learned anything. Students who plagiarize do not learn.

It is the responsibility of every student to prove that any work submitted is actually his/her own work by:

- Keeping careful records/notes/drafts of the work created
- Citing sources accurately using parenthetical citation in the text, stating the work's author, year of publication and page/section numbers. e.g. (Bond, J. 1973, pp 23-26)
- At the end of the finished assignment, include a bibliography that lists alphabetically and in detail: Author, date, title, publisher, page/section numbers

Care of School Property

The act of willful damage to school property is a serious offense. This includes writing on desks, wall, or other school property, as well as any other damage, destruction, or defacement of property. Students who cause such damage are responsible for all costs to cover repair or replacement. They also risk suspension and/or expulsion for their behavior.

After-school Activities

In order for an after-school activities program to be an effective and enjoyable experience, MKS expects students to make a commitment to an activity (which includes regularly attending and notifying the administration of unavoidable absences) and to observe school rules. Students who remain until 2:45 pm are to remain on campus until the parents pick them up.

Field Trips

The Modern Knowledge Schools support learning beyond the classroom as an extension to the school day. All field trips are approved and demonstrate the enhancement of the curriculum. MKS reserves the right to restrict students' participation.