



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. Kristopher Miller**  
Elementary School Principal

**Dr. Isabella Scaramucci**  
Elementary School Asst Principal

Office: +973 17 727712 | Fax: +973 17 723215 [info@mks.edu.bh](mailto:info@mks.edu.bh) [www.mks.edu.bh](http://www.mks.edu.bh)

**Elementary School**  
**Parent-Student Handbook**  
**2021-2022**

**Table of Contents**

**Introduction**

**Mission, Philosophy, Beliefs and Motto**

**School Profile**

**Code of Conduct, Policies and Procedures**

## **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 and qualified 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**

### **Class Placement**

To provide a well-rounded classroom, careful placement of all students is essential. Each student will be evaluated prior to class assignment for academic performance, social behaviors, and educational needs. Administration will determine all final placements of students. The decision of MKS-Elementary Administration will be final.

### **School Hours**

The school day begins at 7:20 a.m. and ends at 1:30 p.m. Students should not be dropped off before 6:30, as there is no supervision before this time. During Covid, there will be no morning assembly and students should report directly to the classroom. Students are not allowed to enter the building without their classroom teacher, and parents are not allowed in the courtyard in the morning. Students are considered tardy after 7:30 a.m.

### **Late Arrivals**

Students arriving late are to enter through the gate and report to the counselor to obtain a tardy pass before going to the classroom. If a student routinely arrives late, parents will be contacted to sign an attendance contract, and a copy of this contract will be placed in your child's permanent record. Students who frequently arrive late miss valuable instructional time and disrupt classroom activities. Please make an effort to have students arrive on time for school.

### **Dismissal**

Dismissal begins for Sadiq bus riders at 1:00 p.m., 1:15 for Grade 1, 1:30 for Grade 2 and 1:40 for grades 4 and 5. The gate will open for parents at 1:15 p.m. to pick up their students. All students must be picked up no later than 2:00, unless attending after-school programs. During dismissal time, students are expected to remain in an organized line with their teacher until the parent arrives. After picking up students, please exit the school gate quickly to minimize the number of students in the courtyard and allow teachers to actively supervise remaining students. No students are allowed to re-enter the building after dismissal to the courtyard.

### **Attendance**

Students are expected to attend school regularly. In cases of illness or family emergencies, please notify the school before 8:00 a.m. on the day of the absence. Medical notes should be provided to the teacher for absences. Parents should consider that the classroom experience can never be "made up" with extra work sent home, and keep absences to a minimum. If long-term absences cannot be avoided, please inform the office several days in advance to give teachers time to prepare work students will miss. Students are responsible for gathering make-up work from teachers. Students are expected to be in school at least 90% of the academic year.

### **Uniforms**

All students at MKS are required to dress in the MKS school uniform daily. Jewelry, nail polish, and non-religious head coverings are in violation of the MKS school uniform policy. On the days that your child is scheduled for physical education class, or where a field trip would require casual wear, students are to arrive dressed in the less formal "PE Uniform."

### Boy's Daily Uniform

- White collared shirt or white Polo shirt (with MKS initials or logo on left, breast pocket)
- jacquard trousers
- White socks
- Formal black shoes
- Boy's hair must be cut/cropped short.

### Girl's Daily Uniform

- Plaid jumper (knee-length or longer)
- White socks or plain white/navy blue/black/green tights (Leggings are not part of the uniform)
- Formal black shoes

### PE Uniform

- White t-shirts with blue MKS logo on the front, MKS initials on center back
- Blue school athletic pants
- Tennis shoes (preferably white) (NO soccer shoes or light-up shoes!)

In the cooler months, plain (non-logo/without graphics) sweaters and sweatshirts are allowed in blue, green, black, and white.

Please label all clothing items with the student's full name.

### **Lost and Found**

We have a room where all lost and found items are stored at the end of the day. Parents and students are invited to visit the office for assistance in examining the contents of the lost and found room.

### **Cafeteria**

We have a full service cafeteria that provides healthy food options for students to purchase. All students have time built into their day to allow them to access the cafeteria.

### **School Bus Expectations**

Transportation by bus to MKS is contracted out to Alsadiq Transportation 17401441.

Riding the school bus is a privilege, not a right. Expectations for riding the bus are:

#### Students:

- Please do not eat or drink on the bus.
- Students should use the toilet before getting on the bus.
- Please do not go near the bus until the bus has stopped. When exiting the bus, wait until the bus driver has given you permission to get off.
- Please talk quietly so the bus driver can concentrate on driving and is not distracted.
- Students are expected to pick up their trash and dispose of it properly.
- Students should remain seated at all times.

- No students are allowed to ride in the front seat of the bus.
- Derogatory remarks or conduct directed at the bus driver, bus helper, fellow students, other adult riders, and/or people outside the bus may result in a bus suspension.
- Any damage to a bus interior will be charged to the student.
- Physical contact with others, to include fighting, will not be tolerated.
- Parents acknowledge that bus riders must leave at 1:00 and must get any lost work from the teacher. Schedules will not be changed for bus riders.

#### Parents:

- Please ensure that your child has used the toilet prior to the bus pick-up in the morning.
- If a child is suspended from the bus, parents will need to make alternative transportation arrangements.
- Parents should ensure that their child is on time to catch the bus in the morning.

### **Grading System**

Letter grades are used for 1<sup>st</sup> - 5<sup>th</sup> grade. Please do not request teachers or administrators to change report card grades. If you feel there is a discrepancy, schedule a conference with the teacher and administrator to discuss the student's earned average.

#### Percent Values

90-100 = A

80-89 = B

70-79 = C

60-69 = D

Below 60 = F

#### MKS Marks for Progress Reports and Skills & Development

S = Satisfactory

NI = Needs Improvement

### **Parent/Student Conferences**

Parent/student conferences are held 2-3 times each year, and are an opportunity to share each student's progress, and also to discuss strategies for improvement. Each meeting is 10-15 minutes long, and parents are given the opportunity to request the time for the meeting by email. During Covid, conferences will be conducted virtually.

### **Tests & Quizzes**

Tests are usually conducted at the end of a unit of study. Students will be notified at least three school days in advance of any tests. Each student will record details and dates of their tests in their homework diary. If a student is absent on the testing day, he/she will complete the test as soon as possible after their return to school, provided they have a written excuse. A quiz is a brief test on a lesson's content, or as a follow-up to homework. A quiz takes no more than a few minutes and is not announced in advance. Tests and quizzes should be signed and returned.

### **Homework**

No homework will be assigned in Elementary. However, schoolwork at home can take many forms. At MKS, we view it as extra practice. Homework does not always mean written work. It 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 of work, etc. Students

may also have to complete classwork at home that was unfinished in class. We also encourage students to be reading at home.

#### Aims of Homework:

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

#### **Health Program**

MKS has a qualified nurse assistant on-site at the elementary school at all times. She is always available to assist students who injure themselves or are ill. In addition, the doctor offers a comprehensive health program that focuses on the promotion of a healthy lifestyle, early detection and diagnosis of health disorders, raising health awareness for both students and staff and assisting students to gain the life-long skills that promote making healthy decisions and choices. We also have a school-wide doctor immediately available to students and staff.

#### **MKS Language Policy**

At Modern Knowledge Schools, 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. Students are expected to speak English in all classes except Arabic Language, Arabic Social Studies, and Islamic 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.
- Be able to express themselves confidently in English in a variety of situations.
- Have the opportunity to take part in other language instruction.
- Be encouraged to use resources in their first language to help with academic content.
- Respect each other as valued members of the school community, regardless of their first language.

#### **School Property**

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

#### **Plagiarism/Cheating**

Plagiarism is to present someone else's ideas and/or words as your own, without giving the originator credit. MKS encourages original work from students. Consequences for plagiarism and cheating may include a grade of zero for the test/assignment in question with no retest/resubmission allowed.

#### **Safety and Security**

The elementary school is a secure building with walls and security gates protecting the occupants from outside disturbances. Each gate has a security guard, and all visitors must sign in when entering.

Fire drills are held regularly and lockdown drills are held at least once each year.

### **Student Code of Conduct**

All students have both 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 and classroom rules, respect school property, and show consideration and courtesy for fellow students and staff members. MKS will not tolerate bullying behaviors.

### **The following expectations have been outlined to help ensure a positive, healthy learning environment:**

- Students are expected to be on time in the morning. School starts at 7:20 a.m.
- Students are to arrive at school properly attired in school uniform. Students will receive a written warning if not in school uniform. After three written warnings, parents will be contacted by phone to bring the appropriate uniform to school.
- Students should not bring electronic devices, telephones, large sums of money, valuable items, and toys to school. The school is NOT responsible for these items.
- Students should stay in assigned areas and use appropriate language.
- Students are to respect school property and the property of others.
- No aggressive or excessive physical contact of any kind, including play fighting, kicking, biting, and spitting, is allowed at MKS, or at MKS sponsored events.
- Students are expected to dispose of garbage in designated garbage cans.
- Students are expected to enter and exit in an orderly manner-walk, avoid running and pushing, move quietly, and avoid shouting while moving to and from classes.
- Students in all grades are to address teachers and administrators by Mr./Mrs./Ms./Miss followed by the first name.
- Students will follow all classroom rules and expectations outlined by the classroom teacher.
- Students are not allowed to chew gum on school property. Please keep all gum at home.
- Mutual courtesy and respect between students and absolute respect for staff and faculty are expected of all students. Students may not use disrespectful or offensive words (in any language) when addressing or conversing with students or staff.

### **Consequences**

Discipline is intended to promote the learning of self-control and to change inappropriate behavior. Expected behaviors must be actively taught at both home and school. The strategies used to develop understanding and respect for rules may vary from student to student. When there is non-compliance with the behavioral expectations of the class and school rules, appropriate consequences will be initiated. Behavior that interferes with the learning environment or disrupts the smooth operation of the school is unacceptable. Positive reinforcement is the preferred method for encouraging appropriate behavior.

The following are examples of consequences and/or strategies that may be considered when dealing with unacceptable behavior:

Teacher Actions	Counselor Actions
-----------------	-------------------



<ul style="list-style-type: none"> <li>• Informal conference with student</li> <li>• Formal conference with student</li> <li>• Peer or Staff Mentoring</li> <li>• Withdrawal of privileges (time-out from break, field trip, after school activities, special events)</li> <li>• Involvement with school counselor</li> </ul>	<ul style="list-style-type: none"> <li>• Informal conference with student</li> <li>• Formal conference with student</li> <li>• Student contract</li> <li>• Documenting behaviors and Student “Think Sheet” in the “Red Book”</li> <li>• Restitution for property damage</li> <li>• In-school suspension (1/2 day, 1 day, 3 days, 5 days)</li> <li>• Out-of-school suspension (1/3/5 days) is used as a last resort, according to the MoE guidelines.</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\* MKS follows the Ministry of Education behavior guidelines for In-school and out-of-school suspension from school.

### **Breaks**

All students at MKS will have the opportunity to exercise and snack during a daily break with their grade level peers. To support healthy eating habits, MKS supports nutritious snacks only. No soda or candy will be allowed on campus during the daily break. The cafeteria is open during grade-level break times. Nutritious snacks will be on sale at this time. Ice cream will be sold on Thursdays as a special treat. Additionally, this break may be used as a time-out break for academic and disciplinary reasons.

Don't forget! Monday is Pizza Day at MKS!  
Students may purchase slices of pizza for 500 fils each.

### **Student Cafeteria Policies**

- Always use good manners. Remember to say please/thank you.
- Walk orderly.
- Wash hands before eating.
- Follow the teacher's directions.
- Always clean your area before you leave.
- Students are expected to wait in line patiently and pay for all items before eating.

### **Birthday Parties**

Birthdays are celebrated the last Thursday of every month for all students born in that month. Celebrations will take place the last period of the day. Parents will work with the classroom teacher to organize the party. This may include food, cupcakes, and drinks. Balloons, candles, and noisemakers are NOT allowed. All students, including students celebrating their birthday that month, must wear the school uniform and electronics are not allowed. Birthday celebrations are for students and the teacher only. Parents and siblings are not permitted to attend elementary school birthday celebrations, and elementary students cannot be signed out to attend birthday parties in the KG building for siblings. Activities may be restricted during Covid times.

### **Field Trips**

The Modern Knowledge Schools support learning beyond the classroom as an extension to the school day. All field trips must be approved and demonstrate the enhancement of curriculum. MKS reserves the right to restrict students' participation on field trips. All fees and permission slips must be received by the deadline. Field trips may be restricted during Covid times.

### **After School Clubs**

In order for an afterschool program to be an effective and enjoyable experience, students are expected 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 participate in afterschool activities are to remain on campus until the parent picks them up at 2:30. All afterschool students must be off campus by 2:45, as there is no supervision after this time. A "Good Conduct Contract" will be sent home to be signed by parents and students before joining an afterschool club. Any violation of the terms of this contract will result in suspension from the activity. Clubs may be restricted during Covid times.

In closing, we are looking forward to a great year! By working closely together, we will ensure the success of your student. Thank you for helping your child succeed!