



MODERN | KNOWLEDGE | SCHOOLS

Respectful, Responsible, Global Minded, Lifelong Learners



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High School
Parent - Student Handbook 2021-2022
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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, as well as all over the continent of Africa, 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, the right to be safe and respected and the right to be guided and supported. 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 through access entrance doors at Block B or Block C at 7:00 am and classes begin at 7:20 am. Students are not permitted to leave class during the first or last 20 minutes of any period.
- Each absence will require a communication from parents to the school and a parent's or

doctor's note on the first day back in school. Counselors will be contacting parents on the occasion of student absence.

- Students arrive at school properly attired in the school uniform or approved school clothing.
- Students will 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 without proper permission. MKS reserves the right to confiscate the device. Mobile phones can't be "Seen", "Heard" or "Used"
- Students will 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 MoE procedures for Academic Dishonesty. IBDP students follow the Academic Honesty policy specific to the IB rules.
- Students are to refrain from any form of vandalism; all students must 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 will walk at all times in the corridors and avoid running and pushing. Students should move quietly and avoid shouting or loud noises while moving to and from classes or at dismissal time.
- Mutual courtesy and respect between students and staff are 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 90 minute, 8 period rotation teaching block schedule. The rotation uses two days where students attend 4 classes each day. 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 25 minutes during the school day. Please see the schedule below.

For Grades 9 & 10 Students

Period A/E	7:20 - 8:50 am
High School Break 1	8:50 - 9:20 am
Period B/F	9:25 - 10:55 am
Period C/G	11:00 - 12:25 pm
Period D/H	12:30 - 14:00 pm

For Grades 11 & 12 Students

Period A/E	7:20 - 8:50 am
Period B/F	8:55 - 10:25 am
High School Break 2	10:25 - 10:55 am
Period C/G	11:00 - 12:25 pm
Period D/H	12:30 - 14:00 pm

Attendance

Students are expected to attend classes regularly and according to their schedules. Attendance is recorded every period throughout the day. In cases of illness or family emergencies, the school must be notified within two days to ensure the student’s academic success. Medical notes should be provided to the school for 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. If absence cannot be avoided, the Principal should be informed in advance. Permission for excused absences are communicated through the office. Teachers shouldn’t be addressed with this issue. ***Students are 100% responsible to communicate with their teachers 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 make-up 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. All arrangements must be documented. After this time, the work will be considered late and may have marks deducted.

Days away from school because of suspension are counted as unexcused absences and there will be no reimbursement of tuition.. 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.

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 will 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)

Arrival

Gates open at 6:30 and close at 7:15. Classes start at 7:20. Students who arrive after 7:15 will not be allowed to enter the school and attend classes and will be required to return home, unless they are riding a bus that arrives late.

It is very important to be on time for all classes. Students who 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.

In the case of emergency, a doctor’s appointment 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, 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 the activity which includes attending scheduled meetings or practice 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 transportation 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. Students are not to leave their club group and be located anywhere around the school. All MKS behavior expectations are to be met during after school activities. Students with serious or major behavior infractions or low/failing grades will not be allowed to attend extracurriculars; students will be given a probation period to work on improving their behavior and/or grade. This includes ALL sports and activities.

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.

Common Area Use

All common areas are for all students in the MKS High School. As such it is important that all students make use of these areas 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 area before they leave.

Students should always use good manners. Students should not push or shove and should leave the area clean and head to class in a timely manner.

Uniforms

All MKS students are required to wear the approved school uniform. Any special clothing, such as grade level shirts, must be approved by the administration. On the days that a student has

Physical Education class, or in times that another event may require it, students may wear the PE uniform. Students should also wear name tags at all times as this is an essential part of the uniform. All uniform items may be purchased at the uniform shop on campus by gate 12.

The following are not allowed:

- Jewelry
- Fingernail polish
- Non-religious head coverings, such as hoods and caps
- Hoodies, jackets and sweaters, other than the MKS sweater

Technology Use Policy

Please visit the school website where all technology policies and expectations are provided.

Link: [MKS Technology Department Link](#)

Consequences for Non-Compliance with the Code of Student Conduct

Discipline is intended to promote the learning of self-control and 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:

- Appropriate action is taken
- 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
- Out-of-school suspension



- Expulsion

Graduation Requirements

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 English 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 Islamic Education. 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
- 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

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 Education: 2 credits
World Language: 1 credit	Fine Arts: 1 credit
Physical Education: 1 credit	Arabic Social Studies: 1 credit
Health: .5 credit	Electives: 7.5 credits

Typical grade level course selections

Students are required to take certain subjects during specific years that they are in 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 holders. 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

The following are the common grade level subject lists:

Grade 9

Arabic 9/ Arabic as a Foreign Language
English 9/ English 9 Honors
Pre-Algebra/ Algebra I
Biology
Ancient World History
Arabic Social Studies 9 + Islamic Education 9
Physical Education 9 + Health9
French 1

Grade 10

Arabic 10/ Arabic as a Foreign Language
English 10/ English 10 Honors
Algebra I/ Geometry
Chemistry
Modern World History
Arabic Social Studies 10 + Islamic Education 10
Physical Education
French 2 or PreIB
Studio Art



Grade 11

Arabic 11/ Arabic as a Foreign Language
English 11/ English 11 Honors
Algebra II / Geometry
U.S. History
Physics
Physical Education
Islamic Education 11/Citizenship
2 Electives (Art, Social Sciences, Sciences)

Grade 12

Arabic 12/ Arabic as a Foreign Language
English 12/ English 12 Honors
Business Math/ Statistics/ Pre-Calculus
Islamic Education 12/Citizenship
Physical Education
4 Electives (4 full credit, 1 credit at .5)

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 to their subject teachers or grade level counselor, who can refer them to the appropriate person for 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)

- IB Mathematics: Analysis and Approaches SL and HL
- IB Mathematics: Application and Interpretation SL and HL

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.

*0.5 or above allows student to round up to the next letter grade (i.e. 89.5 is an A)

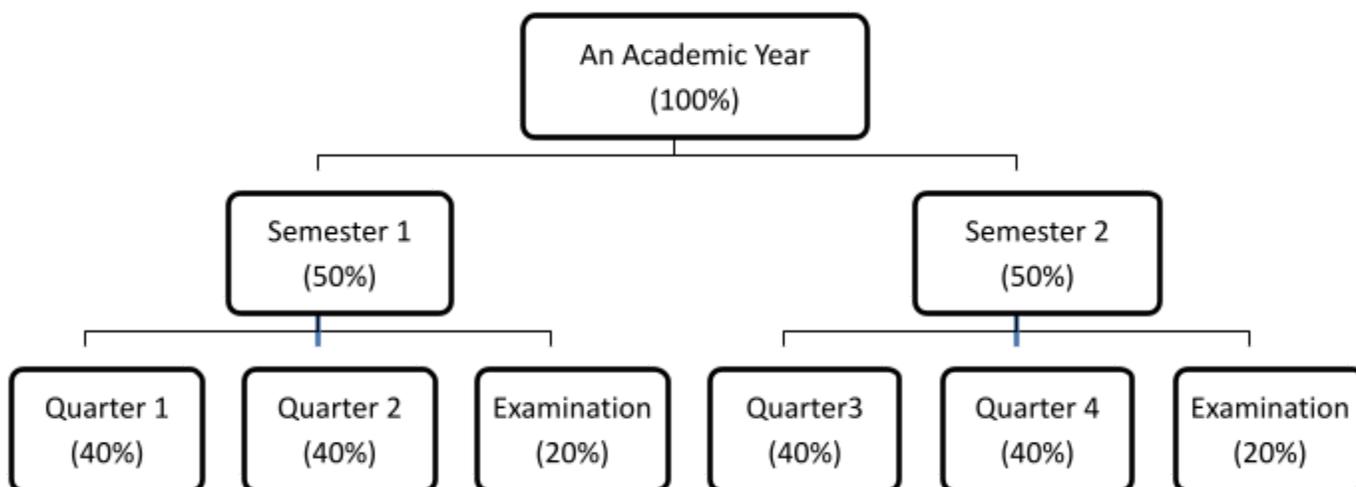
Advanced Science Courses - Prerequisites Criteria

	GPA	Algebra (I or II)	Previous course
Advanced Physics	3.5	B+ (85%)	A
Advanced Chemistry	3.5	B+ (85%)	A
Advanced Biology	3.5	-	A

Ex: A in the previous course (so for advanced bio, an A in grade 9 bio), B+ in related courses so in the case of physics (A in physics and B+ in algebra). All students should get the approval of the teacher in addition to the Head of the Department. **Please note that these requirements stand for other content areas as well.**

Final Grade Calculation

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:



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 59% 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 59% 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	4.00
B	3.00
C	2.00
D	1.00
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 also now has semester courses which earn 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.

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 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.

How is GPA Calculated?

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

$$\frac{(GPA * Credits) + (GPA * Credits) + (GPA * Credits) + (GPA * Credits)}{\text{Total Number of Credits}}$$

= Accumulated GPA

Example: $\frac{(4.0 * 8.5) + (3.8 * 8) + (3.9 * 8) + (3.5 * 8)}{32.5}$

GPA= 3.8

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. Any decimal/percentage in between will fall as seen below.

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.

Criteria for Honor Roll

Objective: To Achieve a 96% Daily Attendance Rate for our Student Body as a whole for 2020-2021 School Year

Types of Honor Rolls:

American Diploma Students

- "A" Honor Roll, will also be known as The "A" Team, students must have a GPA of 4.0 and an individual attendance rate of 96% of Quarter 1, of 45 days, of either excused or unexcused days total. This level must be maintained over the course of each grading term. A student can drop below the threshold at any given point of their attendance.

- “A” and “B” Honor Roll will consist of a GPA of 3.75 and an individual attendance rate of 96% for Quarter 1, of 45 days of either excused or unexcused days total.

IB Students (*Full Diploma & Individual Courses*)

- “A” Honor Roll, will also be known as the “A” Team must have a GPA of 5.0 and an attendance rate of 96%, of 45 days, of either excused or unexcused days total
- “A” and “B” Honor Roll, students must have a GPA of 4.50 and an individual attendance rate of 96%, of 45 days, of either excused or unexcused days total

Attendance Rates, and Days Allowed For Each Quarter for Honor Rolls Will Change From Quarter to Quarter And Are As Follows:

- Quarter 1 - 96%: Approximately 2 days of excused or unexcused absences total
- Quarter 2 - 96%: Approximately 4 days of excused or unexcused absences total
- Quarter 3 - 96%: Approximately 6 days of excused or unexcused absences total

Note: Unused days for each quarter are carried over and all Honor Roll Students will be recognized quarterly.



PARENT AND STUDENT ACKNOWLEDGEMENT

This form acknowledges that we understand that, as Modern Knowledge Schools students and parents, we are asked to support the school and its mission and to acquaint ourselves with and abide by the school's policies and procedures.

We understand that this handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Modern Knowledge Schools and any parent, guardian, or student affiliated with or attending the school. We further understand that Modern Knowledge Schools reserves the right, in its sole discretion, to add, revise, and/or delete school policies before, during, and after the school year.

Our signatures below indicate that we have reviewed and familiarize ourselves with the contents of the 2019-2020 Modern Knowledge Schools Student Handbook and agree to abide by the school's policies and procedures, as outlined in the handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Print Student Name (First and Last)

Date

