



GEMS

مدارس جيمس السعودية العالمية - الظهران

Saudi International Schools

DHAHRAN

School Handbook

2023-2024

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Welcome to Gems Saudi International Schools (GSIS)



Katia Abou Chacra

Superintendent

Dear esteemed parents,

On behalf of the GSIS team, I would like to welcome you to our vibrant community of continuous growth and learning. At GSIS we are proud of our Saudi identity while also being an international school offering the American curriculum.

We are thrilled to share with you the exciting and remarkable enhancements that will further enrich our students' educational experience. These areas of developments and innovative projects encompass the following:

- **Senior Leadership Team (Please see attached):** Our diverse team of outstanding educators is enhanced by the addition of three new members of the senior leadership team. Maritza Vorster is our new Deputy Superintendent, Dr. Ean Alleyne is the new Academic Director, and Ahmed Alasmari, who has been with GSIS for the past three years, is the new Boys' School Principal. All three leaders are thrilled to be part of our thriving community and are eagerly anticipating the opportunity to meet with parents.
- **New Courses:** GSIS will offer high school students the opportunity to enroll in a variety of College Board Advanced Placement courses, as well as Qudurat and Tahsily courses. These courses not only enable students to meet admission criteria for reputable universities around the world but also exceed them.
- **New Libraries and Swimming Program:** Adding to our accomplishments, we are proud to introduce two new state-of-the-art Follett libraries, boasting an impressive collection of over 3,000 reading titles. Furthermore, we have partnered with Hamilton Aquatics to offer a comprehensive swimming program for various age groups, further enhancing our existing swimming provision.

- **Student Council:** We are actively working to amplify student voice at school by empowering the Student Council to be actively involved in executive meetings and decision-making processes.

Building positive partnerships with our families and all stakeholders is integral to our school ethos, as we are dedicated to involving families in their children's education and holistic development. Our team communicates openly, honestly, and positively with families to establish enduring, respectful, and productive relationships.

I am looking forward to seeing all of you at our **Ya Hala** events (Monday 21st of August-KG to Grade 3 from 12:15 pm to 1:30pm/Thursday 24th of August from 2:45 pm to 5:00 pm Grades 4-11), where the team and I will have the opportunity to share more about the exciting and productive year we have planned for our students.

Thank you for entrusting us with your child's education and overall wellbeing. Once again, I extend a warm welcome to our school as we embark on this wonderful journey together.

Thank you.



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فريق القيادة العليا Senior Leadership Team



Katia Abou Chacra

Superintendent

Katia is a visionary leader with over 25 years of experience in the education sector. She actively fosters a culture of excellence and creativity within the school community through collaboration with her team. By embracing emerging educational trends, Katia envisions a bright future for GSIS, preparing students to excel in the rapidly changing global landscape.



Maritza Vorster

Deputy Superintendent

With 21 years of experience in education and management in South Africa and UAE, Maritza advocates inclusive education, empowering students as catalysts for positive change. Her vision for GSIS is an innovative, diverse, and collaborative learning environment that nurtures responsible citizens, inspired by Mandela's belief in education's transformative power.



Dr Ean Alleyne

Academic Director

With over 20 years of experience in facilitating IB teacher workshops, curriculum development, and leadership, Dr Ean believes in the transformative power of education. Through interactive learning and inquiry-based teaching, he ignites students' curiosity and passion. Ean is dedicated to empowering students to become thinkers and leaders, shaping a brighter future through education.



Reem Al Shamsi

Middle & High School Principal – Girls

With over 10 years of experience in education, Reem excels in teaching, management, and leadership. Her passion for education is evident in her commitment to shaping well-rounded students. She actively seeks programs for academic and social growth, inspiring tomorrow's leaders through her student-centered approach. Reem fosters a positive school environment through teamwork and progressive leadership.



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Fatima Al Wassmi

Kindergarten & Lower Elementary Principal – Girls

Fatimah boasts over 12 years of experience in education and is passionate about making a difference in children's lives. She excels in teaching, staff training, curriculum development, and school leadership. Her passion lies in creating a nurturing and enjoyable school environment, igniting children's curiosity and fostering their personal growth, life skills, creativity, and leadership potential.



Nouf Al Moussa

Upper Elementary Principal – Girls

With 17 years of experience, Nouf has excelled in guiding students across all educational levels and taking on leadership roles in diverse international schools. As an empowering and compassionate leader, she places high importance on cultivating a nurturing environment that allows all learners to flourish and realize their aspirations.



Ahmed Al Asmari

Boys' School Principal

With over 9 years of education and administrative experience, Ahmed is passionate about creating a safe and effective learning environment. Working with diverse communities domestically and internationally, he values cross-cultural communication and community engagement. As a hands-on administrator, Ahmad promotes collaboration and teamwork, striving for exceptional learning experiences and student success.

GEMS
EDUCATION

FOR
LIFE
Always by your side

School Vision

Progressive and personalized learning to empower generations of impactful and productive global citizens.

School Mission

We are committed to the highest standards of academic excellence and to promoting the knowledge, attitudes, and skills essential for self-directed, life-long learning in a rapidly changing world. We inspire strength of character and integrity to aid in the prosperity of the Kingdom of Saudi Arabia.

Core Values

Growth

We believe every challenge is an opportunity to learn, work hard, develop, and grow.

Empathy

We practice empathy with each other and with all our stakeholders, and we ensure everyone has equal and equitable opportunities to grow and develop.

Collaboration

We reach better outcomes together as we combine knowledge and resources to tackle challenges more efficiently.

Integrity

We always act with honesty and honor, and we hold ourselves, each other, and all our stakeholders to account.

Excellence

We strive for excellence in designing, providing, and maintaining high-quality learning experiences to ensure our students reach their highest potential.

PROGRAM OVERVIEW

Curriculum

GEMS Saudi International School (GSIS) offers an enriched US curriculum from KG1 to Grade 11. Curriculum expectations will include:

1. Full compliance with the Ministry of Education (MOE) requirements for National Identity subjects that include Islamic Education, Arabic Language and Social Studies
2. Curriculum expectations for other subjects will be aligned to the California State Standards, incorporating Common Core State Standards (CCSS) for English and Mathematics and the New Generation Science Standards (NGSS) for science.
3. High quality and various extracurricular activities across all grade levels including KG students to support student interests and provide opportunities for individual growth and leadership.

GSIS carries out regular assessments using American Standardized tests, including the Measures of Academic Progress (MAP) test. This ensures that high standards of education are consistently maintained, and students are able to achieve competent results aligned to the standards.

Elementary Minimum Requirements

In grades 1–5, promotion to the next grade level shall be based on an overall average of 60 or above for language arts, reading, mathematics, science, Arabic, Islamic studies, and social studies.

- **Students must have an 85% attendance rate for each grade level to be promoted to the next grade.**

Middle School Minimum Requirement

The purpose of middle school graduation requirements is to establish rigorous standards of learning that will enable students to smoothly and cohesively transition into our American High School Diploma program (AHSDP)

Middle school students (grades 6-8) are not on the credit system. They do not accumulate credits toward graduation from middle school to high school. They are, however, under certain restrictions as far as promotion is concerned.

- **Students must have a 85% attendance rate for each grade level to be promoted to the next grade.**

Demonstrated Mastery of Essential Competencies

1. Mastery shall be determined in accordance with the following criteria.
- A middle school student must take and pass the accepted curriculum of classes in order to move on to high school.

- A middle school student is required to take and pass ALL "core" courses with 60%
- In the event one of these core courses is failed for the entire year, that course must be made up during the summer before entering school in the following year through an accredited summer recovery program.
- If a course is failed for one semester, then the student will sit for a retest of her final for that failed semester in August and pass before she can be promoted.
- If a student fails two or more of the core courses, the student must repeat that school year.
- Students who fail non-core subject will either sit an exam the beginning of the next year or complete and pass a specific project before the new academic year
- Students who do not meet the attendance criteria will have to complete community service or an extra elective in order to graduate.

High School Minimum Requirement

The purpose of high school graduation requirements is to establish rigorous standards of learning that will enable all our students to meet the vision of an Accredited GSIS Schools.

High School Graduates:

- Have realized their individual goals and aspirations and have the tools to pursue them successfully.
- Possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society.
- Exercise the rights and responsibilities of citizenship; and pursue post- secondary education and/or careers without need for remediation.

*** For more details, kindly read High School Diploma Program Overview and Requirements (Page. 26)**

Homework Policy

Here in GSIS, we believe that Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the student's developmental level.

Homework should help students become responsible, self-directed learners, improve their academic achievement, and provide reinforcement opportunities. Since each student spends a major part of each weekday in class and there are other valuable experiences to be gained outside school, homework shall be planned carefully and evaluated periodically regarding its appropriateness. It is assumed by the school rules that homework will be done by students outside of school hours.

The amount of such work required of students shall increase as grade levels increase and shall be commensurate with abilities and course content. As a general rule, minimal times to complete the homework are:

| Grade | Time |
|--------------|----------------------|
| KG | 10-15 mins per day |
| Grades 1 & 2 | 15 – 30 mins per day |
| Grades 3&4 | 30 – 45 mins per day |
| Grades 5 & 6 | 60-90 mins per day |
| Grades 7-12 | 60-90 mins per day |

Grade Correlation and Conversion Chart

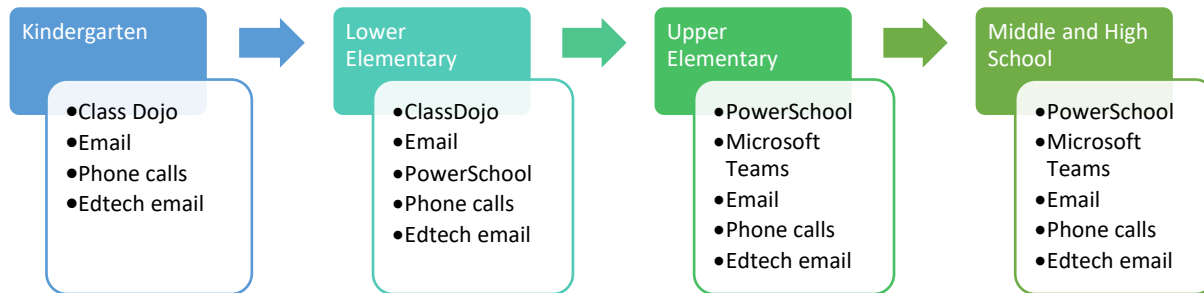
| Descriptor | Marzano 4.0 Scale GPA in High School | Percentages | Letter Grades |
|-------------|---|----------------|---------------|
| Mastering | 3.75 – 4.00 | 98.00 – 100.00 | A+ |
| | 3.26 – 3.74 | 94.00 – 97.99 | A |
| | 3.00 – 3.25 | 90.00 – 93.99 | A- |
| Achieving | 2.84 – 2.99 | 89.90 – 87.00 | B+ |
| | 2.67 – 2.83 | 84.00 – 86.99 | B |
| | 2.50 – 2.66 | 80.00 – 83.99 | B- |
| Approaching | 2.34 – 2.49 | 77.00 – 79.99 | C+ |
| | 2.17 – 2.33 | 74.00 – 76.99 | C |
| | 2.00 – 2.16 | 70.00 – 73.99 | C- |
| Developing | 1.76 – 1.99 | 67.00 – 69.99 | D+ |
| | 1.26 – 1.75 | 64.00 – 66.99 | D |
| | 1.00 – 1.25 | 60.00 – 63.99 | D- |
| | 0.00 – 1.00 | 0.00 – 59.99 | F |

General School Information

Communication

Communication between teachers and parents will be through weekly planners, emails, phone calls, and official school platforms. Parents wishing to speak to the administration are always welcome by appointment, email or by phone.

* Detailed Contact List is updated and shared at the beginning of each academic year.



Daily Schedule

| Time | Students Schedule |
|-----------|--|
| 6:30 A.M. | Staff is on duty and students may arrive on campus |
| 7:10 A.M. | Morning Assembly for all grade levels |
| 7:20 A.M. | 1 st Period Start for all grade levels |
| 2:30 P.M. | Dismissal Time for all grade levels |

School Supplies

School supply lists will be shared with the parents at the beginning of each academic year.

Classroom Placement Policy/procedure

In GSIS, we have mixed ability classes. We do not stream our students based on their academic abilities. We have specific criteria to place our students based on teachers and counselors feedback and analysis. Therefore, moving students from one class to another is not allowed under any circumstances.

Students Attendance

Absences

Students are expected to attend school every school day. Good attendance is essential if the student is to be successful. Teachers can best help educate when students meet this expectation. Absenteeism can adversely affect not only the progress of the child but the progress of the rest of the class as well. Parental excuses are required for absences from school.

Parents need to report by email both planned and unplanned absences including sicknesses to the floor monitor of each department. (contact directory will be shared at the beginning of each academic year).

- If a student plans to be away for some reason, the principal of a department should be provided with a medical note at least five (5) days before the absence.
- It is the student's responsibility to complete any missing assignments by the agreed deadline and communicate with the teacher if they need support. *
- If the student misses any quizzes or exams due to absence, sick leave must be provided to the head of department. A makeup quiz will be scheduled upon the principal's approval.

Excused Absences

The following list identifies situations in which a student's absence is considered as 'excused'.

- Illness or medical emergency provided a medical certificate from a recognized medical center or practitioner is submitted upon returning to school.
- Death in the immediate family provided parents notify the school.
- Family emergencies beyond the student's control (approved by Principal)
- Representing GSIS school or attending GSIS sponsored trip.
- National and international tests scheduled during the school day.
- Scheduled embassy appointments (Appointment letter should be sent to floor monitor)
- Representing Saudi Arabia in a certain field, e.g. sporting, cultural, political etc.

Unexcused Absences

- All absences other than 'Excused Absences' as mentioned above, are considered unexcused.
- Unexcused absences result in a grade of (F)= (zero) on any missed assignments, quizzes, and exams; this will in turn have a negative impact on the student's grades.

Family Vacations or Non-Essential Travel

- All vacations must be taken during the official vacation periods as published on the school Calendar that is shared at the beginning of each academic year.

- Parents and students are reminded that GSIS International School requires compulsory attendance for all students. We strongly discourage family vacations when school is in session. This includes returning late from vacations, leaving prior to vacations and starting school later than the scheduled date or ending the year prior to the official date is not an excused absent. In addition to compromising the attendance, family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. In addition, it may impede the progress of the entire class.
- All of these non-essential travels that occurs during the year is recorded as an unexcused absence.
- The school start and end dates are published on the school calendar, and attendance is counted from the first to the last day of the school year.

Tardies

Students are expected to be in class on time. If a student arrives to school after 07:15, they must report to the department floor monitor prior to attending class to receive an attendance slip. Tardies may result in attendance probation. It is the responsibility of the parents to ensure that their non-bus students are punctual to school to ensure their child is prepared for first period.

An Excused Tardy Includes:

- Traffic accident
- Illness
- Car problems on the way to school

Tardy Consequences:

- 3 late arrivals will be considered as one absence- work and/or instruction missed may be made up at recess.
- After 3 late arrivals - Letter home
- After 5 late arrivals – Conference with the parent and student
- Habitual tardiness will not be tolerated.

Truancy / Skipping Class

Truancy is not tolerated under any circumstances. Truancy is dealt with as per the MOE and GSIS Discipline Policy and may include detention or suspension from school. Truancy will result in loss of grades for that class skipped and parents will be contacted immediately.

A student is considered truant if he/she:

- Is absent without knowledge and consent of parent / guardian.
- Falsifies parental notification regarding absence.
- Leaves school without being picked up by the guardian or the assigned (Nanny, Driver) or leaving with a irrelevant person

- Is absent from class without permission.
- Obtains a pass to go to a certain place and does not report there, i.e. School Clinic
- Fails to attend scheduled breaks, meetings, assemblies, etc.
- After arriving on campus, is absent from class without the consent of the school.

| School-Based Attendance Interventions Related to Absences/tardiness | |
|---|---|
| 1 day of unexcused absence/ Tardiness. | Contact parent on the same day and each time a student has the equivalent of one day of unexcused absence, with daily follow-ups as necessary |
| 3 days of unexcused cumulative absences/ Tardiness. | The floor monitor of the department will send a 3-Day Unexcused Absence/lateness email to parents/guardians. |
| 4 days of unexcused cumulative absences/ Tardiness. | Parents/guardians will be invited to school to discuss the student's attendance/lateness. |
| 5 days of unexcused/ excused cumulative absences/ Tardiness. | Send a 5-Day Unexcused Absence/lateness email to parent and refer student school counselor for an attendance intervention conference to be held within five days of the referral. Counselor will develop an action plan in partnership with the student and the student's parent. |
| 7 days of unexcused/unexcused cumulative absences/ Tardiness | A warning letter will be sent from the counsellor/school principal to the parents/guardians, another conference to be held including the parents/guardians, school counselor and school principal to discuss the issue and the reasons why the action plan was not implemented. |
| 10 days of unexcused/excused cumulative absences/ Tardiness | Student's parents/guardians will be asked to change schools and will be given a period of 7 days to choose a school and start the transfer procedures. |

- ❖ Those procedures will be implemented for each semester separately.
- ❖ Absences will affect credit hours for High School students. (Please read High School Agreement for further details)

Early Pick-up

It is essential to your child's education to be in school all day, every day. If your son/daughter has an exceptional circumstance and must leave the school, please advise the school reception office in advance by sending an email to the floor monitor and the Head of Department with supporting documentation, such as an appointment verification, etc. Such documentation should be provided to the school by 7:30 a.m. on the given day. The school will verify the appointment by calling the parent. Kindly make every effort to schedule such appointments after school hours to avoid disruption to learning. If a family decides to have a student leave early, it is possible that this may have a negative effect on the student's grades for the semester. There are no special arrangements for final exams.

Changing Dismissal Routine

If your child's normal dismissal routine is to be altered on a particular day, please send a note to the classroom homeroom teacher and the department floor monitor describing the change and who will meet your child at school, if someone is to do so. If a child does not have a note and we cannot locate the parent, the child will be dismissed following the normal dismissal routine.

Class Attendance & Participation in Activities/Events

Students must attend school if the activity is happening during an official school day. Absences/early dismissals will not be tolerated, and they will be counted as unexcused.

To participate in any school event, a student must attend the entire day of school on which the event takes place. Extenuating circumstances may be reviewed by the administration. Students not attending class may be restricted from participation in the event and may be subject to appropriate consequences for skipping class.

Arrival and Dismissal Procedures

| Arrival and Dismissal Areas and Locations | | | | | |
|---|---------------|--------------------------|-----------------------|----------------------------|------------------------------------|
| Grade | KG | Grade 1 (Boys and Girls) | 7-10 Girls | 4 (Boys) + 4-6 Girls | Bus Riders (Girls' Section) |
| Gate | Gate 3 | Gate 3 | Gate 3 | Gate 3 | Gate 4 |
| Entrance | Kindergarten | Elementary | Main Reception | Secondary building | Main Reception |
| Dismissal Area | Classrooms | Elementary Canteen | Main Building Canteen | Secondary building Canteen | Main Reception |

Arrival Procedure:

- Students are expected to be in school by 7:10 am. First session will start at 7:20
- Students will be directed to their assigned canteen area upon their arrival in the morning.
- They line up in the canteen area until they are picked up by their homeroom teacher.
- Students may arrive at school at 6:30 as we have staff on duty, however, it is the parents' responsibility to deliver the child to the assigned staff member. The school will not take responsibility for their children that arrive before 6:30 or be left at the gate.

Dismissal procedure:

- Dismissal will start at 2:30 pm.
- Parents will enter through the assigned gate, and they go to the assigned dismissal area of each grade level.
- Students will be lining up in the assigned Canteen area as mentioned in the table above. Homeroom teachers will be standing with their classes to ensure the safety of all students.
- Parents and drivers should give the school administrator on duty the pickup cards or ask them to call the students. The school administration on duty will be available in front of the canteen and in the hallway.
- Parents and drivers are not allowed to wave or call the students by themselves. This will cause chaos and a safety hazard.

Students Code of Conduct

Students Rights and Responsibilities

The following is a statement of responsibilities and rights at GSIS Middle and High School. It is through mutual acceptance of responsibilities that rights exist and that guidelines are followed.

| Students Rights | Students Responsibilities |
|---|---|
| Every student has the right student to appropriate education. | Every student has a responsibility to respect the safety of others and to deal with conflict in an appropriate manner. |
| Every student has the right to a positive learning environment. | Every student has a responsibility to treat themselves and others with respect by speaking and acting in a socially responsible manner. |
| Every student has the right to a safe and secure school environment. | Every student has a responsibility to treat themselves and others with respect by speaking and acting in a socially responsible manner. |
| Every student has the right to expect reasonable and socially responsible behavior from others. | Every student has a responsibility to follow class rules. |
| Every student has the right to be part of a school of which they can be proud. | Every student has a responsibility to be prepared to learn. |
| | Every student has a responsibility to abide by all the expectations and regulations set out in the GSIS student code of conduct. |

Expected Student Behaviour

- Attend and leave school on time unless there is an exceptional reason for being absent.
 - Adhere to the classroom rules during lessons.
 - Adhere to school rules and regulations as per the student code of conduct.
 - Bring to school only those approved items and materials that are appropriate for educational programs.
 - Demonstrate positive behavior and language, and respect the personal, civil, and property rights of others.
 - Avoid any form of violence inside and outside school.
- Preserve all school property.

Stakeholder Roles and Responsibilities

- Parents & Guardians should ensure proper and timely communication with the school regarding all matters related to the student's interests and needs.
- Parents and guardians are obliged to bring students to school before 7:15 am
- Parents and guardians have the right to meet with any of the school staff by appointment or during office hours.
- Student counselors are responsible for implementing the behavioral contract procedures in coordination with the school administration.
- Hall monitors are responsible for the safety of students during the school day.
- Any person on duty is responsible for maintaining students' appropriate behavior and safety.
- Teachers play an integral role in student guidance and procedure implementation.
- School administration is responsible for supporting all parties for optimal implementation of the contract.
- Senior leadership team makes the decision of whether a student should be expelled after all measures have been taken.

School Roles and Responsibility

- Continuously monitor that students are wearing full school uniform.
- Continuously monitor student personal hygiene.
- Providing an active learning environment which is diverse and meaningful.
- Notifying students of assessment schedules and timings any changes thereto two weeks ahead of time and
- Assign students with duties that match their abilities and capabilities.
- Create effective supervision in the school throughout the school day, especially during recess and at the end of the school day.
- Help students preserve public and private property, such as textbooks, desks, and lockers.
- Inform students of the rights of the faculty and other students.
- Make sure the school environment is friendly and offers activities that discover and develop their talents.

Students Dress Code

Dress Code Expectations

Gems Saudi International Schools expectation is for students to wear clothing that is respectful to oneself as well as others. Each day, students must come and remain properly dressed, adhering to the GSIS Dress Code requirements.

At Gems, we expect extremely well-dressed and well-groomed students. The grooming of students is one of our highest priorities as the appearance of the students reflects on the quality and standards of our school within our community.

Uniform Requirements

- Regulation grey pants/ Skirts.
- Winter Jackets should match the color of the uniform (black, white, or gray) with no design on the front or back. Only jackets with zippers allowed and the school polo shirt should be
- Physical Education uniforms are required for all grades. (According to their assigned schedule)
- Girls' hair is to be pulled back into a ponytail or a bun. No student is allowed to wear their hair down. This is for hygienic reasons.
- Boys' hair is to be cut short and should not be longer than the earlobe. This is for hygienic reasons as well as uniform.
- No student is allowed to have long nails or wear nail polish. Students with long nails will be sent to the nurse's office to clip their nails and remove nail polish.
- No long or dangling earrings or distracting jewelry can be worn.
- Students are to wear shoes that enclose the toes and surround the heel. Students are not permitted to wear rubber sandals (flip-flops, Crocs, Zorries, slippers, or nighttime footwear), or to go barefoot.

Dress Code Infraction

- Conforming to the school uniform will be enforced.
- Any form of dress outside of the accepted norms noted above will be brought to the attention of the parents and a change of clothing will be required for the student to attend school or marked present.
- The same rules apply to clothing on non-uniform school days or at school activities.
- Consequences for repeated dress code violations are issued at the discretion of members of the school administration team.



GEMS
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 Saudi International Schools

SAUDI INTERNATIONAL SCHOOL



Behavioral Agreement:

At GEMS Saudi International Schools – Dhahran we aim to establish positive partnerships with all stakeholders to ensure that all our students have a productive and pleasant learning experience and achieve their potential. Our primary goal is to ensure that all students learn in a safe and comfortable environment. In addition to students' academic performance, we place special emphasis on students' ethics, values, and behavior. It is essential that every GSIS student contributes to the school culture and ethos by behaving with respect and integrity. If students do not abide by the school behavior policy, their behavior will be modified according to the below infractions and procedures chart, agreed-upon by all stakeholders and fit under MOE regulations. The following charts outline processes that guarantee students' rights, protection, and care, and define their responsibilities, to create an environment that is safe, nurturing, and conducive to learning.

Behavioral Infractions Categories

Level 1

- Not wearing school uniform or overall inappropriate appearance.
- Disregarding morning duty process (lining up, assembly..etc.)
- Interrupting class (speaking out of turn, side conversations, sleeping, continuous interruption, eating or drinking, leaving without permission, late for class, etc.)
- Disregarding dismissal process (exiting/re-entering the school, dangerous parking lot behavior)
- Recurring unexcused tardiness

Level 2

- Academic dishonesty such as cheating, plagiarism, or forgery
- Disrupting hallway, class and/or school functions
- Causing any disruption on school premises or school busses.
- Vandalizing school property.
- Damaging school resources such as books and other learning material
- Skipping classes
- Violation of Acceptable Use of Technology Policy (Eg. Unauthorized online gaming, web browsing, etc)

Level 3

- Disrespecting prayer time.
- Stealing school or private property
- Verbal or physical abuse
- Using inappropriate language or gestures
- Bringing harmful objects to school such as fireworks..etc.
- Possessing tobacco or similar substances
- Bringing a cellphone to school

Level 4

- Smoking (including tobacco products and electronic cigarettes)
- Using harmful tools, objects or skipping school
- Tardiness or skipping school
- Causing intentional physical injury, using blunt objects
- Bullying
- Violation of Acceptable Use of Technology Policy
- Inappropriate use of school facilities, property and tools including school buses
- Altering or tampering with school records

Level 5

- Vandalism
- Possession of weapons
- Gross or flagrant violation of school guidelines that endangers the reputation of the school or other students
- Purposeful cyber-bullying with malicious intent
- Drug possession
- Possessing sexually explicit content
- Intentionally disrespecting local customs and traditions

Behavioral Infractions

The following sequential steps will be followed by the school to deal with infractions. The steps are fully aligned with the MOE, are of progressive nature and will begin at different levels depending upon their severity.

Level 1

- Step 1: 1st Verbal warning (Documented)
- Step 2: 2nd Verbal warning (Documented)
- Step 3: A description of the incident signed by the student.
- Step 4: Student referral to school counselor and notifying the parent by email and phone call.
- Step 5: Written warning, meeting with the student's parents and deducting 1 grade from behavior.

Level 2

- Step 1: Student referral to the school counselor. Written warning+ informing the parents+ students should replace or fix the damage.
- Step 2: Meeting with parents to sign the warning+ student must fix the damage+ deduct 2 grades from behavior.
- Step 3: All the above+ change student section based on the counselor reference.
- Step 4: Parent meeting to inform them that the student will not be accepted for the next academic year.
- Step 5: Reporting the student to the counseling department at the MOE.

Level 3

- Step 1: Student referral to the counselor. Informing parents of the steps that will be taken to solve the issue - student signs a written agreement stating that they will not repeat the infraction again - replacing the damaged item deducting 3 grades from behavior
- Step 2: Step 1 + Meeting with the parents to sign the warning+ student to be transferred to another class based on the counselor reference.
- Step 4: All the above+ meet with parents to sign written agreement acknowledging that the student will not be accepted in school for the next academic year.
- Step 5: Reporting the student to the counseling department in MOE

Level 4

- Step 1: Parents sign that they are aware of the situation+ Student signs a written agreement + student apology + transferring the student to a different class based on the counselor recommendation+ student must fix or replace any damage+ confiscating any prohibited items+ deduct 10 grades from behavior.
- Step 2: All the above +reporting the student to the counselling department in MOE.
- Step 3: All the above+ parents sign written agreement acknowledging that the student will not be accepted in school for the next academic year.

Level 5

- Step 1: Document the incident and have all parties involved sign the incident log+ call the parents and any necessary authority + report MOE + deduct 15 grades from behaviour.
- Step 2: All of the above+ refer the case with all necessary documentation to MOE to make the necessary decision.

Programs, Services and Facilities

Guidance and Counseling

GSIS takes a holistic approach to student welfare and achievement. There are three counsellors in the school. Each one is assigned to a specific academic stage. Students are welcome to visit a counsellor when they wish. Counselling may also be recommended by a teacher or the principal.

At GSIS High School Counseling program is a comprehensive program that promotes and enhances the learning process of all students to ensure the academic, career and personal/social development of all students in 9–12 grade. The goal of the school counselors is to support all students in the active pursuit of their dreams, maintain a positive learning environment and to promote all students to become life–long learners.

University readiness, academic outcomes, and socio–emotional skills are but a few things that your School Counselor can help you with. Counseling and advisory services are available to all students. Appropriate referrals will be made to qualified family counselors or other professionals as necessary.

Student Council

Student council is a curricular or extracurricular activity for students within elementary and secondary schools around the world. Student councils often serve to engage students in learning about democracy and leadership. Students will be chosen by their peers to represent in class. The appointment only lasts for the academic school year.

Health Office/Nurse

A registered nurse is available at school throughout the school day. Matters pertaining to student health should be directed to the school nurse.

Students should visit the nurse only if there is a true medical need. The nurse's office is not a place to rest during the school day. Students must obtain a pass before reporting to the nurse's office. For safety and security, student location must be known at all times. Stopping by the nurse's office without a pass or using the nurse as an excuse for not being where you are supposed to be is not acceptable behavior.

Please use good parental judgment when sending your child to school if they have a fever, vomiting, diarrhea, or other illness. Keep them home if necessary rather than sending them to school. Please check with your doctor for serious and contagious illnesses. Please do not send children to school in these serious cases. A good rule of thumb is to keep students at home until they have been fever-free for 24 hours.

All prescribed medication is to be checked in with the Nurse's Office. Medication may be administered at school with a doctor's signed authorization, prior written permission from a parent/legal guardian and under the supervision of the school nurse. Forms are available in the

school office. Misuse and/or possession of prescribed drugs is also considered an act subject to disciplinary action.

Student Injury or Illness at School

If students become ill or injured during the school day, the school Nurse will administer simple medication as required. In the unlikely event that a student is required to go home, parents will be contacted. Students who are ill or injured will not be permitted to leave the campus without first reporting to the Nurse's Office.

Canteen

All students are encouraged to bring healthy food and snacks for the first and second break. Grade 1 – 11 students can visit the canteen. Students are expected to keep the area as clean as reasonably possible and respect their environment. To purchase food, students are expected to wait in line to buy their lunch and will be sent to the back of the line if they are caught cutting in front of the other students. Students are not authorized to enter the kitchen area of the canteen without permission from administrative staff.

Prayer Room

Each building has a dedicated prayer room. This room is available to all Grade 1 – 11 students during the break time only. Students are not allowed to sit in the prayer room to converse. Once each student finishes praying, they must return to their class.

Swimming Pool

All students in Grades 4-11 take swimming as part of their Physical & Health Education (PHE) class. Student use of the swimming pool is restricted to PE classes and school-sponsored co-curricular activities. Students may not use the pool outside of these restrictions.

Library

The library is open during school hours, five days a week. GSIS School Library will enable students to access information independently and effectively. It will promote reading, enhance learning, and support teaching throughout the school. Each department library has a wide range of fiction and non-fiction to cater for all abilities.

Science Labs

The school Laboratories are equipped with all equipment and assets needed to carry on all demonstrations, classroom illustrations, designed experiments, and science room activities set ahead in the plans. Students' conduct should be in a responsible manner at all times in the laboratory and they must follow all written and verbal instructions carefully.

Lost and Found

Lost items are placed in a container located on campus next to each floor monitor. Lost items should be reported immediately to the floor monitor, so we have a chance of recovering the item(s). All unclaimed items are donated to charity at the end of each semester. Note: Please put your child's name on their belongings. This is an area that needs parental attention, each month we receive so many lost and found items.

ICT Labs

Our ICT (Information and Communication Technology) lab provides access to computers, software, and hardware, allowing students to develop practical skills in using various digital tools, applications, and technologies. It also facilitates collaboration among students by enabling them to work on group projects, share information, and exchange ideas through digital platforms. Additionally, it enables students to create multimedia presentations, videos, and interactive content, which enhances their communication skills and creativity.

Playgrounds

The well-being and happiness of your children are of utmost importance to us. At GSIS we have wonderful play areas located around the school. These play areas offer a safe and enjoyable environment for your children to unwind, socialize and engage in physical activities. Engaging in outdoor areas not only promotes well-being but also aids in cognitive development. Your support as parents are appreciated to remind your child to follow the responsibilities of the play area rules as well as all areas around the school.

Textbooks

Books are distributed at the beginning of the academic year. Students are responsible for their textbooks, parents should be sure to write the child's full name, grade and section. The school takes no responsibility for students' lost books; parents must pay additional costs for replacement books. The school will not photocopy any lost or damaged books.

Healthy Eating

Healthy eating promotes optimal learning. Therefore, it is highly recommended that students come to school after having a healthy and filling breakfast. Here at GSIS, we follow a healthy food policy where students are encouraged to eat a range of healthy foods either brought from home or purchased from the school canteen. High sugar and fatty foods such as cakes, biscuits, chips, and sweets are not permitted on the school campus.

Nut-Free Zone

To ensure the safety of all our staff, students, and parents, please note that we are working very hard to become a nut-free school. Members of staff are not to bring any nuts or nut-containing foods to school. Parents are not to pack any nuts or nut containing foods in their children's lunchboxes.

Birthday Celebrations

Due to loss of instructional time, individual celebrations for each student's birthday are prohibited. All parties, cakes and special celebrations for individual birthdays must take place outside of the school day. Therefore, please do not bring food items to school to be handed out in celebration of your child's birthday; this includes break time.

Technology

Cellphones and Laptops

Students are **not allowed** to have their phones. If they have them, they can place them in assigned boxes that will be placed at the entrance area and pick them up before leaving the school. If we find any phone with any student upstairs, it will be taken away, and the student will be issued with a sign first warning. If this incident is repeated for a second time the phone will be taken and it will not be given back to the student. A guardian will need to come to school to take it from the principal.

Students can bring their laptops or iPads to the class for educational purposes. (Only if they were asked by their teachers).

Apple watches (iWatch) or any type of smart watches **are not allowed** to be with students during the school day and exams. Please be informed that we will confiscate any watch found with students until the end of the academic year.

RESPONSIBLE USE AND POLICY GUIDELINES

Technology - Acceptable Use Policy

The intent of this policy is to give an overview of the acceptable and unacceptable use of these resources without exhaustively listing all possible uses and misuses. These guidelines are meant to define and enhance ethical, moral, and educational uses of the school Network and the Internet and provide procedural information.

We believe our school's technology offers vast, diverse, and unique resources to both students and staff. While our intent is to make Network and Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, vastly exceed any disadvantages. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

GSIS and its staff will not be responsible for any damages suffered including but not limited to the loss of data or interruption of services, nor is the school responsible for the accuracy or quality of the information obtained through or stored on the system. In addition, no responsibility will be taken for any financial obligations that come from the unauthorized use of the system.

Privileges, Rights, Responsibilities

1. Access to the school Network and the Internet is a privilege and varies according to the age/grade of the student.
2. All students will be required to submit a parental consent form prior to activation of the student's access privilege.
3. The generally accepted rules of Network Etiquette will be followed.

Acceptable Use

- All students will have access to the school Network and to the Internet.
- Your right to free speech applies to your communication on the Internet. However, you should expect only limited privacy since Internet traffic can be tracked on the school's server. Network administrators, your teachers, and parents have the right at any time to request to see the content of your files.

Unacceptable Use

- Students will not attempt to gain unauthorized access to the school Network or any other computer system.
- Students will not attempt to compromise the system or destroy data by spreading computer viruses.
- Students will not attempt to solicit funds for personal use, school use, or otherwise using the school's technology resources.
- Students will not send or display offensive messages or pictures or use obscene language using the school's technology resources.
- Students will not access websites that contain materials which are considered pornographic, violent, or insult/degrade the Kingdom of Saudi Arabia regarding religious and cultural beliefs.
- Students will not engage in political campaigning or lobbying using the school's technology resources.
- Use of email and chat rooms is limited to educational projects only and under supervision of a staff member.
- Students will not add or alter any computer program, nor will they download programs, games, audio, or video files from the Internet.

Consequences Of Violations by Students

- **First violation:** device taken by the teacher for the remainder of the day.
- **Second violation:** device taken for a time determined by the teacher (greater than one day). Parents will be called.
- **Third violation:** device taken away by the teacher. The student will meet with grade level administrator and parents called in to meet with student, teacher, and grade level administrator. Denial of access to the network for a length of time to be determined and suspension or possible expulsion will be determined after this meeting.

Please note that the level of discipline issued may vary from the above outline, based on the severity of the incident; specifically, some of the previous steps may be bypassed depending on the situation.

Power School

PowerSchool helps our school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of our student information system.

How to Sign Into the PowerSchool Student and Parent Portal .

1. Open your Web browser to your school's PowerSchool Student and Parent portal URL (<https://maarif.powerschool.com/public>)
2. District code: WPGK
3. LOGIN Using the previous MLG Account credentials
4. For first time login: create new password

Download the App:

Google Play: [PowerSchool Mobile - Apps on Google Play](#)

App store: [PowerSchool Mobile on the App Store \(Apple.com\)](#)

GSIS High School Program Overview and Requirements

American High School Diploma Program

The purpose of American High School Diploma Program is to establish a rigorous standard of learning that will prepare students for further post-secondary education in a highly competitive and globalized world. Gems Saudi International Schools has based this program on generally accepted standards used by fully accredited schools and universities throughout the United States.

Graduation Requirements

For students to graduate from the American High School Diploma Program they must fulfill the standards listed below. Personal Attributes Upon completion of grade 12, students will have realized their individual educational goals and aspirations, students will possess the attitudes, knowledge, and skills necessary to contribute positively and compete in a global society, students will exercise their rights and responsibilities of citizenship, and students will be able to pursue postsecondary education without the need for remediation.

Mandatory Credits

Upon completion of grade 12, students must have completed a minimum of 26 credits as outlined in the table below (this table represents the ideal distribution of classes each year).

| Subject | Credits* | Grade Year |
|---------------------------------|-----------------|-------------------|
| English Language and Literature | 4 | 9, 10, 11, 12 |
| Mathematics | 4 | 9, 10, 11, 12 |
| Science | 4 | 9, 10, 11, 12 |
| Social Studies | 3 | 9, 10, 11 |
| Computer Science | 1 | 9 |
| LPC** | 3 | 9, 10 or 11 |
| Physics Education | 1 | 9 |
| Electives | 1 | 12 |
| Islamic Studies | 2 | 9, 10, 11, 12 |
| Arabic Language and Literature | 2 | 9, 10, 11, 12 |
| History of KSA | 1 | 9, 10, 11, 12 |

*Credits for the American High School Diploma Program are defined according to the College Board, which comprises a minimum of 120 hours of instruction for the student to receive one credit. This means that students must be scheduled for classes for a minimum of 4 periods per week for two continuous semesters for the student to receive 1 credit, or a minimum of 4 periods per week for one semester in order to receive 0.5 credits.

**World Languages, Visual or Performing Arts, and/or Career and Technical Education.

Demonstrated Mastery of Essential Competencies

Competencies are the basic standards of proficiency required of students who have completed course and credit requirements. Mastery shall be determined in accordance with the criteria listed below.

- Students must maintain a minimum GPA of 2.0 throughout grades 9 – 12.
- Students must pass all subjects with a minimum grade of 60 %. *
- Students must maintain an attendance rate of more than 85%. **
- Students must possess an ability to communicate effectively in English.
- Students must demonstrate the character of a global student in behavior and attitude.
- Students must have no more than one suspension.
- Students must not have been involved in any unseemly behavior.
- Students must not have taken part in bullying, harassing, or fighting other students.
- Students must not have defaced school or private property.
- Students must not have exhibited unacceptable or disrespectful behavior towards teachers or staff members.

*Students who fail any course will not be promoted to the following grade.

**Students who do not meet the attendance criteria will have to complete community service or an extra elective in order for the student to graduate.

High School (9-12) Attendance Requirements

Due to the American High School Diploma Program (AHSDP) and accreditation requirements, Gems Saudi International School requires 85% attendance rate for Middle and High School students.

The philosophy of attendance underlying emphasis on classroom educational experience includes interaction with others to develop critical thinking, listening, speaking, collaboration, cooperation and behavioral skills and habits. This experience cannot be made up once it is missed and one that a homework assignment cannot duplicate. The planned daily questions and concerns of teachers and students alike can only take place when students are present and prepared for these experiences.

With the above philosophy in mind, the following attendance policy is established, and will be enforced.

High School course credit may be withheld under the following conditions:

A semester course credit- after ten (10) absences

A full-year course credit- after twenty (20) absences

Parents will receive notification when their child has been absent and the parents will be given an opportunity to attend an attendance hearing with the Principal accordingly:

- **5 days = first notification – half year credit**
- **9 days = attendance hearing with parent – half year credit**
- **15 days = first notification – full year credit**
- **19 days = attendance hearing with parent – full year credit**

NOTE: For the student to receive credit for attendance in a specific class, a student must be present for **30** minutes. Three tardiness (late) is equal to one absence. Attendance will be taken during homeroom and every period after that by the individual teachers.

An excused tardy includes:

- **Traffic accident**
- **Illness**
- **Car problems on the way to school**

An unexcused tardy is not covered by the definition. Examples of an unexcused tardy may include, but may not be limited to: Repetitive or chronic tardiness, over sleeping, heavy traffic, non-emergency family situations.

Reteaching Missing Classes

It is every student responsibility to comply with the terms and conditions of this agreement, therefore, if a student misses a class without a valid excuse, it is the student's responsibility to make up the lessons. The principal and teacher will decide the time and venue for the make-up lesson and students are obliged to attend.

Make up Quizzes

In order to qualify for make-up quiz students must demonstrate just cause:

If they are ill, they must provide a doctor's report.

If there a death in the family, a letter from the parent is required.

Students will not be permitted to take make-up quizzes due to tardiness, oversleeping or traffic congestion. A valid excuse must be submitted 24 hours after the scheduled quiz time. Principal approval is a requirement.

HIGH SCHOOL BEHAVIOR AND STUDENT MANAGEMENT

Students are expected to conduct themselves, both on and off campus, in a manner which reflects well on themselves, their school, their families, and their countries. The Principal reserves the right to take appropriate disciplinary action in the case of violation of these standards.

Our High School philosophy is underpinned by a restorative approach to discipline. Restorative practices in school brings persons harmed by inappropriate behavior and the person who harmed them, along with affected community members, together in dialogue that aims to build understanding, explore how the actions have impacted those involved, including the community, and develop agreements for what will be done to make things right. The result: truly meaningful justice for all involved.

Restorative practices in schools are based on restorative justice principles instead of punishment. They aim first to build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way. They provide specific pathways to repair harm by bringing together those who are affected by inappropriate behavior in a dialogue to address concerns, achieve understanding, and come to an agreement about setting things right. In addition to serving the cause of fairness and justice, restorative approaches make safer and fairer schools and contribute to social and emotional learning.

With cooperation from students, staff and community, the High School will follow a Progressive Scale of Behavior Management meant to allow students to develop positive proactive behaviors for life and learning.

The school expects parents to support its authority and to direct any questions regarding an action taken by the school to the teacher of question or Principal involved without delay.

The Principal reserves the right, where in their opinion sufficient cause exists, to expel from school, any student who has demonstrated that she/he is unwilling or unable to comply with the school's behavior guidelines. In extreme circumstances the Principal, in discussion with the Superintendent, may review a child's placement at GSIS.

Mutual respect and consideration, whether inside or outside the classrooms, guides all our interactions with others. To help maintain and foster the respect, all students, teachers and parents are expected to model the following behaviors:

- Treat people and property with dignity and respect
- Participate actively in the learning process
- Complete assignments within the agreed time frame
- Exhibit a positive attitude
- Act responsibly and honestly

Attend all lessons except for excused absences.

- Arrive at school punctually and prepared to learn
- Use appropriate language.

There are a few specific expectations that will also help community life. Students should not:

- Disrupt classes with unacceptable behavior
- Be absent from class without the permission of a teacher
- Leave school grounds without permission

(Kindly Read the Behavior Agreement for further Details)

We believe that a positive academic and social climate is necessary for student success in school. We also believe that responsibility for establishing this climate must be shared by each student, parent and faculty member.

We promote students following reasonable rules; it assists students to understand their purpose in the school community. In doing so, our students are expected to make the appropriate decisions necessary which demonstrate maturity and productivity.

Disregard of rules and regulations in this agreement may result in detention, suspension and/or expulsion.

Note: Any behavior or activity undertaken outside GSIS, that is illegal or brings disrepute to GSIS, may result in suspension or expulsion from school.

ACADEMIC HONESTY POLICY

The faculty and administration of The American Diploma Program in TIS place premium value on academic honesty because of its paramount importance in our curricular program. The honest accomplishment of academic endeavors is a foundation which students begin to build at GSIS Schools that they will carry with them into the future. The integrity of student work and effort embodies what is important in our mission to empower students to succeed in life and contribute to society.

Purpose

The purpose of the academic honesty policy is to enable the American Diploma Program to promote academic integrity, to encourage students to honor education, and to take a consistent and equitable approach to academic honesty amongst staff and students.

Definitions:

Plagiarism: A piece of writing or other work reflecting such unauthorized use or imitation act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work

Duplication: A copy exactly like an original. Anything corresponding in all respects to something else. Copying from any source such as the internet or from someone else's work.

Theft: The act of stealing; the wrongful taking of another's property.

Cheating: To take an examination or test in a dishonest way, as by improper access to answers; to deceive; to influence by fraud; to practice fraud or deceit.

Collusion: A secret agreement, especially for fraudulent or treacherous purposes. A secret understanding between two or more persons to gain an unfair advantage.

Lying: The telling of lies, or false statements; untruthfulness.

Sabotage: Any underhand interference with production, or work.

Obstruction: Something that obstructs, blocks, or closes with an obstacle. The act of deliberately preventing business.

Honesty: Being truthful and free from deception; it implies a refusal to lie, mislead, cheat, steal, or plagiarize.

Definition of Academic Honesty

For all assignments, quizzes, projects, tests, and exams, students are expected to submit original work conceptualized, prepared, and completed for the assignment, quiz, projects, test, and exam. Original work reflects the skills, intellect, and efforts of the individual student. If the student includes work from another source, including the student's work from a prior assignment, whether copied directly or paraphrased, that source must be cited. If students collaborate on assignments, the names of all students who partnered to produce the work must appear on the submitted work.

Definition of Academic Dishonesty

Dishonesty occurs when a student attempts to enhance the substance or quality of the original work by including material that is not generated specifically by honest effort and has not been credited to the appropriate source. Dishonesty includes providing unauthorized assistance to another student(s).

Individual teacher expectations regarding collaborative work may vary because of the nature of the assignment and desired student performance. Teachers are instructed to present all assignment expectations clearly to ensure student compliance. Students are responsible for complying with teacher guidelines and for seeking clarification if needed. Violations of academic honesty will be considered serious infractions and will be handled per the procedures set forth in the student discipline policy.