

Pakistan International School
English Section, Riyadh
Kingdom of Saudi Arabia



PISEAN' s Handbook



The purpose of this handbook is to give parents, guardians, teachers, and students a concise source of information on our school, its rules, goals, and expectations. It is important that all of us who are part of the school become familiar with the expectations of the school.

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1 Welcome to PISES!!!

Welcome to the Pakistan International School, English Section, Riyadh. Your years at school should be an exciting time filled with great memories. We encourage you to become involved in activities as well as academics this year. Be a part of a new beginning and make your mark. The faculty and staff believe that everyday success will help prepare you for higher education and life. Take this opportunity to meet new people, further your education, and explore new horizons. Make positive choices, give it your all, and have a great year!

Best wishes for a wonderful, informative and successful school year!

Principal

2 Aims & Objectives

1. We, at PISES, aim to report to parents regularly on their children's progress and to inform them of the curriculum on offer and of any proposed alterations.
2. We aim to be responsive to parental concerns and seek parental support and involvement in upholding the aims of the school.
3. We aim to build the partnership between the school and parents.
4. We aim to uphold an 'open door' policy with regard to parents and hope that they feel comfortable in contacting the school.

3 Learning Goals

PISES Learning Goals are an expression of the vision and goals it holds for every student, no matter what grade level, everyone participates in the ongoing achievement of Learning Goals. Curriculum writers integrate them into their syllabi, teachers create assignments addressing specific Learning Goals, parents encourage their children's ongoing development and students reflect the same in their achievement. Learning Goals are vital to the school's continued growth, its mission and the success of its students. The goals which we set for our student will help PISES students to become:

Educated Individual

- They will work toward grade-appropriate learning objectives through the use of appropriate resources and with consideration for learning modalities utilize resources and support provided by teachers and parents.

Active Learners

- They will perform independent research
- Pursue self-directed projects using a variety of resources
- Recognize, articulate and implement their own learning styles
- Utilize multimedia resources to demonstrate learning
- Develop conceptual knowledge and skills e.g. critical thinking, writing, creativity, hypothesis design and testing.

Independent Thinkers

- They will evaluate the validity of evidence from multiple sources
- Consider multiple perspectives when drawing conclusions
- Analyze information and form and provide evidence for opinions

Effective Communicator

- They will read and comprehend diverse written materials
- Clearly and persuasively utilize multiple modes of communication
- Use language effectively to defend opinions
- Establish and expound upon topics appropriate to a given situation
- Establish voice and tone in context

Multifaceted Citizens

- Enhance communication through the use of technology
- They will pursue a wide range of academic and personal interests
- Recognize the diversity and potential in individuals, nature and society
- Identify and apply ethical principles as useful members of the global community
- Promote positive interpersonal relationships, self confidence, scientific outlook, technological awareness towards the essential ingredients for successful life in this competitive world.

4 Role of Parents

Parents can set the best examples of positive behaviour for their children. We strongly encourage parents to regularly reinforce respect for others at home, at school and in the community. As a parent of a student, an individual is expected to maintain personal dignity in his/her relations with the child, the child's teachers, and all other employees of the school. The parent should recognize the worth and dignity of each individual and recognize the supreme importance of the pursuit of truth and of devotion to excellence. The parent should obey local and national laws and should hold himself/herself to high ethical and moral standards. Recognizing the significance of parental support to quality education, the parent should constantly strive to maintain communication and cooperation between him/her self and the personnel of the school system in all matters that affect the student. By this action a parent will show a respectful attitude toward and appreciation for the need for education in today's society. Parental code of conduct requires that any parent/guardian who enrolls a student in school assumes the responsibility for the student's regular attendance and proper conduct.

5 Parents' Concern

We are aware that good communication between the home and school is essential in providing a good education. Do not sit at home fretting or worrying about an aspect of your child's school life. All that may be required will be a phone call to clarify matters.

Parents' concerns and problems which may arise from time to time should be resolved at the lowest possible level. In order to resolve concerns in the most appropriate fashion in the shortest period of time possible, each concern should start at the most immediate level of administration / supervision.

Parents are encouraged to:

1. Consult with the Homeroom teacher to resolve school related concerns about their children in the presence of Wing Coordinator.
2. Arrange a meeting with the school Vice Principal if the matter is not resolved at the teacher/coordinator level. Concerns should be submitted in writing and should be specific in terms of action desired.
3. If parents still have concerns after utilizing the above steps, contact the Principal Office through his secretary.

6 Code of Conduct

Rights and responsibilities for students at PISES include:

- Expected standards of behaviour in the classroom, playground and while travelling to and from school
- Safety in and around the school and at all school activities
- Acceptable standards of behaviour while on excursions and participating in or attending sporting or other activities
- Obedience to requests from staff and others in positions of authority
- Adherence to the school's homework policy
- Adherence to the standards of dress determined by the school management.
- Prohibition of illegal drugs, tobacco and weapons
- Positive and respectful relationships between all members of the school community.

School Management may remove, isolate, or separate pupils who create disciplinary problems in any classroom or other school activities and whose presence in the class may be detrimental to the best interest and welfare of the class.

7 Guidelines for Pupils

Although what follows seems like a long list of Do's and Don'ts, in fact much of it is common sense. If you exercise care and consideration, you can't go far wrong: care for yourself and your property, consideration for others, their property and the school.

7.1 In Class

- Do follow the teacher's instructions.
- Do listen to the teacher and to other pupils' contributions.
- Do concentrate on your work and do not disturb others.
- Do have a pencil, pen, rubber and ruler and the proper books and jotters.
- Do not eat or chew. No gum is permitted in the class - ever!
- Do be on time for the start of the class.

7.2 Movement within the School

- Do keep to the left while going up at stairs and keep right while coming down.
- Do not run, push or pull others while moving from one class to the other.
- Do move quickly and quietly between classes at change of period.

7.3 Lunch Time / Break Time

Do eat and drink in the dining area as allocated by the teacher (for Juniors Wing only) or outside classes. Do not leave any litter here and there.

7.4 Morning Assembly

All students are to stand quietly and attentively in their proper lines. Silence is to be maintained during the recitation of the Holy Qur'an. They should all be encouraged to join the singing of the National Anthem.

7.5 School Property

Do look after the school and school property. Life will be more pleasant for us all if we can keep the school and its surroundings tidy and attractive.

Do report any damage to paint work, furniture and fittings. Do put litter in the bins provided.

7.6 Personal Property

All your personal gear, schoolbags, sweatshirts, PE kit etc. should be marked with your name. Do not bring valuables to school. The school cannot be held responsible for items left unattended in the buildings. Make sensible use of the lockers. If you lose anything, report it to your teacher immediately.

7.7 Medium of instruction/communication

Students are strictly prohibited to talk in any language other than English except for those in a language class (Urdu /Arabic class). The penalty for defiant students will be 'written explanation' / 'detention'.

7.8 Suspension/ Demerit

Students coming late for their classes, found misbehaving with class fellows, using foul language, being impolite to teachers and/ or school staff , or violating any school rules will be dealt with severe penalties that may include out of school suspension for as long as a week or even expulsion , at the sole discretion of the Administration.

7.9 Items Prohibited

Students under no circumstances are to bring to school the following items:

Cell phones, MP3, cassettes/ CD players, cameras, jewellery etc or any other item/literature prohibited by the Ministry of Education or against the religious / moral values.

8 Miscellaneous Information

8.1 School Hours

School premises open at 7 am. Parents should not send their Children(s) before 7 am. It is parent's responsibility to arrange means of pick-drop for their children. Student should be picked on time.

School Timings		
Wings	Start	Ends
Toddlers' Wing Nursery - Reception	6:30 am	11:00 am
Juniors' Wing 1. Kindergarten 2. Grade-1 to Grade-2	6:30 am 6:30 am	11:00 am 12:00 noon
Girls' Wing	6:30 am	12:30 pm
Boys' Wing	6:30 am	12:30 pm
Note: School observes changes in school timings during exam days or extremely hot weathers which are notified to parents time to time.		

8.2 School Visitors

For the protection of the students and the school employees, school has a closed campus policy. Parents and all persons visiting the school for any purpose are required to go to the Reception office, immediately upon entering the building, to

report their presence and business. Visitors are not allowed to meet the staff or students directly.

8.3 Field Trips

A permission form must be signed by the parent or guardian and returned to school before a student is allowed to leave the school on a students' field trip. All field trips must have adequate adult supervision.

8.4 Smoking

Use and/or possession of tobacco product are strictly prohibited on school premises and transportation. Violation of this rule can lead to strict disciplinary action leading to expulsion from the school.

8.5 Electronic Devices

Use of personal electronic devices like mobile phones, games, camera etc. is not allowed on school premises and if found will be confiscated by the school. In exceptional cases where mobile phone is required due to some unavoidable reasons, it should be with knowledge and written permission of wing coordinator. School will not be responsible for loss/ theft of any such devices.

8.6 Student Lockers

Lockers will be available to pupils free of cost. There will be a charge if keys are lost and lock needs to be replaced. Lockers must be cleared out, cleaned and keys returned every year before summer vacations. School administration has a right to inspect any locker anytime to ensure their appropriate use.

9 Facilities at School

9.1 Campus

School presently is operating in different residential, converted into school, buildings at same vicinity. It has divided the school strength into different buildings as mentioned below:

1. Toddlers' Section Nursery & Reception (Girls and Boys)
2. Juniors' Wing Kg to G-2 (Girls and Boys) & G-3 Girls
3. Girls' Wing Grade-4 to A' Levels (Girls Only)
4. GW Extension Grade-3, 4 (Boys Only)
5. Boys' Wing Grade-5 to A' Levels Boys Only

Air conditioning facilities are provided in class rooms, play areas and labs School offers only limited playing and sports facilities at present but looking forward to build their own purpose build campus in near future. For major events school administration arrange larger venue to accommodate students and guests.

9.2 Science Laboratories

Completely up-to-date science laboratories have been built to cater for experimental science procedure for science courses. While this is an essential requirement for higher grades, the school's aim is to utilize the lab facility for teaching science at all levels for better education.

9.3 Computer Labs

PISES makes sure that all of students are fully aware of using computer at early stage of their education. Computer labs are designed and equipped with latest computer equipment on a one to one basis.

9.4 Libraries

Libraries are recently furnished as per the requirements of age level. The aim of PISES is to seek overall development of the children and their personalities in the line with their culture and religion. At the same time, they should be able to compete with the best in their field of specialization.

9.5 Canteen

Facility of canteen is provided for Boys' and Girls' wing and it is supervised by the relevant wing coordinator. Administration does not allow caffeine related drinks and beverages in school canteen.

9.6 Transportation

Pakistan International School has limited facility of transportation consisted on a fleet of owned / rented buses at a nominal charge for pick and drop of students. All buses are in good condition and updated/replaced as per the requirements. Admission in school does not guarantee transportation facility, however, it is available depending on routes and space availability/feasibility.

10 School Uniform

PISES advocates a uniformity of clothing for its pupils. The reasons for this include the encouragement of a shared feeling of purpose and community about the school and its work, the avoidance of expense on the latest fashions and competition amongst youngsters in what they wear.

Any student entering school without complete and proper school uniform will not be allowed entry for lessons, hence he/she will either be sent back home or will be called upon to explain his/her position in writing. This also applies to the students even if they are on leave and have come to school for other reasons i.e. academic/ administrative.

Pupils at PISES should wear the following:

10.1 Winter Uniform

Grades	Boys	Girls
Nursery To Grade-2	Sky blue shirt / Grey Trousers / Maroon Sweater/ Grey & white striped tie / Black Shoes / White Socks	Pinafore Grey / Pink line shirt / Maroon Cardigan / White stockings / Black shoes / White socks
Grade-3 to Grade-4	Blue Trousers / Full sleeves White Shirt / Maroon Tie / Maroon Sweater / Black shoes / White Socks /	Blue pinstripe Dress Full Sleeves / Maroon Cardigan / Black Shoes / White Socks
Grade-5 to Grade-10	Blue Trousers / Full Sleeves White Shirt/Maroon Tie / Maroon Pullover with a V-neck / Black Shoes / White Socks	Blue Pinstripe Dress / Kameez Full Sleeves / White Sash / White Shalwar / Maroon Cardigan / Black Shoes / White Socks.

Grade-11 & Grade-12	Blue Trousers / Full Sleeves White Shirt/Maroon Tie / Maroon Pullover with a V-neck / Black Shoes / White Socks	Blue Pinstripe Dress / Kameez Full Sleeves / White Sash / White Shalwar / Maroon Cardigan / Black Shoes / White Socks.
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10.2 Summer Uniform

Grades	Boys	Girls
Nursery To Grade-2	Sky blue shirt / Grey Trousers / Grey & white striped tie / Black Shoes / White Socks	Pinafore Grey / Pink line shirt / White stockings / Black shoes / White socks
Grade-3 to Grade-4	Navy Blue Shorts / Half Sleeves White Shirt / Maroon Tie / Black Shoes / White Socks	Blue pinstripe Dress Half Sleeves/Black Shoes/White Socks
Grade-5 to Grade-10	Navy Blue Trousers/Half Sleeves White Shirt/Maroon Tie/Black Shoes/White Socks	Blue Pinstripe Dress / Kameez Full Sleeves / White Sash / White Shalwar / Black Shoes / White socks
Grade-11 & Grade-12	Navy Blue Trousers/Half Sleeves White Shirt/Maroon Tie/Black Shoes/White Socks	Blue Pinstripe Dress / Kameez Full Sleeves / White Sash / White Shalwar / Black Shoes / White socks

10.3 P.E. Uniform

Grades	Boys & Girls
Nursery To Grade-2	White T-Shirt / Grey Trousers / Shorts/White Joggers / White Trainers
Grade-3 To Grade-12	White T-Shirt / White Trousers / Shorts/White Joggers / White Trainers

10.4 General Instruction

1. Shoes with wheel are not allowed.
2. Trainers are not permitted, except for formal P.E. lessons
3. No jewellery or high heeled shoes will be allowed.
4. No coloured hair bands/clips except black or white.
5. Make-up, nail varnish and nail art are not permitted.
6. Hair should be kept neat and tidy at all times and there should be no extremes of hairstyles. This means that designs or patterns should not be cut into the hair, there should be no extremes in terms of hair dye / colouring.
7. All pupils should be neatly presented at all times. Shirts and blouses must be tucked in, and ties must be done up correctly.

11 School Examinations

11.1 Code of Conduct

- Students should observe silence at all times during the examination. The teacher/invigilator reserves the right to expel any student from the room or hall if he/she misbehaves during the examination.
- Unauthorized materials are not allowed. Any student who attempts to cheat will be dealt severely.
- Students sitting for the examination must adhere to the school rules.
- Any student caught cheating or using unfair means during the examination will not only be given ZERO in the subject concerned but also an incident of this type may lead to his/her expulsion/withdrawal from the school.

11.1.1 Before the Commencement of the Examination

- All students must be in their seats 10 minutes before the commencement of the examination.
- Late-comers must report to the teacher/invigilator. Students, who report 30 minutes after the paper has started, will not be allowed to sit for the paper.
- Students must bring their own stationery required for the paper. Borrowing is not allowed while the examination is in progress.
- Invigilator must be informed immediately by raising of hands if students find that:
 - There is a blank page where there should be questions.
 - A wrong question paper has been given.
 - The printing is unclear.

- o Materials such as mathematical table or maps required by a paper have not been given.
- It must be ensured that names and grade/section is written clearly on every sheet of answer paper, map, graph or drawing paper.
- Students should wait till they are told to start writing.

11.1.2 During the Examination

- Students should use pens and not pencils when answering questions unless instructed otherwise.
- Correction fluid should not be used.
- Questions should be numbered in the left hand margin but not in the corner where the paper is to be stapled.
- Students may be penalized for poor handwriting and spelling.
- A student should not communicate with any other student(s) for any reason.
- Do not leave any sheet of your answers or diagrams in such a position that another student can read it.
- As and when you are told to stop writing, you should do so promptly.

11.1.3 After the Examination

- Students must remain silent and seated while papers are being collected.
- No student is allowed to take any writing paper, used or unused, out of the examination hall/room.
- Students are to ensure that the examination room/hall is kept clean at all times.
- No student is allowed to leave until the invigilator is satisfied with the state of cleanliness in the

examination hall/room and unless and until he/she has counted the answer sheets.

- No one is allowed to leave the examination hall/room before the end of the period allotted for the paper.

11.2 Attendance during the Exam Period

- If a student is absent for a paper, he is required to produce a medical certificate.
- A student who is absent from any paper without a medical certificate will get a zero mark for that paper. Letters of excuse from parents are not acceptable.
- If supported by a medical certificate, a student may be allowed to sit for the paper and awarded marks as per the subject-teacher's evaluation further endorsed by the examination committee.

12 Academic Policy

G-9 students will be required to clear all CIE subjects with a minimum of 60% in the Final School Examinations to enter for the External examinations failing which they will be required to repeat grade-9. (No pupil can repeat any of the classes twice. For example: he/she will not be allowed to repeat grade-6, again repeat grade-8 and then perhaps grade-9).

A Student will be permitted to appear as our regular student in the External Examination if and only if he/she has:

(i) taken four of our examinations, namely: First term Examinations Grades 9 and 10, **Second Term Examinations** Grades 9 and **10**;

(ii) and that too in the subject in which he/she has appeared in above-said four of our internal exams.

13 Attendance Policy

PISES believes that good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, the management equates attendance with academic achievement and establishes policies and procedures designed to encourage and require students to be in school. Please note that:

1. Student's name will be struck off from roll call, in case of one month absence without information.
2. Re-admission will be subject to the availability of seat and re-payment of all admission dues.

In case of absence, the school may facilitate the student in the following way:

13.1 Excused Absences

Parent(s)/guardian(s) must provide a written explanation of the reason(s) for each absence within two school days after each absence (or consecutive absences). If the written explanation is not provided within the two day's period, the absences will be coded unexcused. A student must be in attendance one-half day to be counted present. Absences will be excused for the following reason:

- Personal illness without doctor's excuse, with parent/guardian excuse
- Personal illness with a doctor's statement / certificate
- Death in the immediate family
- Weather preventing attendance (would endanger student's health)
- Legal requirements
- Prior permission by the principal at the request of parent or guardian

A student may have a total of 10 excused absences for illness without a doctor's statement. After an accumulation of 10 excused absences for illness without a doctor's statement, the student will receive unexcused absences for illness unless absences are documented with a doctor's statement. Any exception to this policy will require a doctor's documentation of a chronic illness which causes absences which may not comply with the attendance policy. A student will still receive excused absences for reasons 2, 3, 4, 5, or 6 above.

13.2 Unexcused Absences

Any absence(s) not classified as excused absence(s) will be coded unexcused. Days absent due to suspension will be classified as unexcused.

13.3 Absences Due to School Related Activities

Students who participate in school sponsored, school related, or authorized activities and are thereby absent from school or class will not be counted absent from school. Students are expected to make up work missed while attending the activities, and should be given the same opportunities as those afforded students with excused absences. Students who attend but do not participate in school sponsored or school authorized activities will be counted 'absent' and the absence will be considered unexcused unless otherwise excused by the principal.

14 Discipline Policy

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They have a right to be treated fairly and with dignity. The same rights apply to teachers as the school is their workplace

Our Discipline Policy at PISES Covers

- School rules or discipline code
- Strategies to promote good discipline and effective learning within the school
- Practices designed to recognise and reinforce student achievement
- Strategies for dealing with unacceptable behaviour.

An effective discipline policy in a school allows for an orderly environment in which learning can take place. Harassment of fellow students, damage to school property, insolence, profanity, fighting, use of tobacco, failure to obey teachers, and any deviant behaviour that might cause injury to the student's self or to others will not be tolerated.

Students who cause damage to school property (books, desks, chairs, bus seats, etc.) will be expected to pay for the damage. The primary contact for parents at the school is your child's homeroom teacher. Most matters pertaining to your child's education and behaviour will be reported through the homeroom teacher. Subject teachers may also deem it necessary to discuss delinquent work habits and/or unacceptable behaviour with the parents.

We, at PISES, consider following as student's responsibilities:

- To observe the code of conduct and other rules and policies of the school.
- To attend classes regularly and punctually and participate in education programs in which the student is enrolled.
- To be diligent in pursuing the student studies.
- To respect the rights of others.

Within the context of the expectations outlined by the School, the following school procedures will apply in cases where these responsibilities are discharged:

Stage 1: Teacher meets with the student to discuss areas of concern and possible solutions.

Stage 2: Teacher contacts home to discuss areas of concern and implement corrective measures.

Stage 3: Teacher will send the student to the office for a formal course of action. At this time, the student will be placed in one of the following steps:

- Step 1: student will be spoken to and their names will be recorded in the discipline file. Student will be given 1 day in detention.
- Step 2: parents will be notified by letter about the student's actions. The student will also serve 3 days in detention.
- Step 3: parents will be notified by phone (if possible) or by letter indicating that their child will be given an in-school suspension if he is sent to the office again. The student will also serve 5 days in detention.
- Step 4: Student will be placed in an in-school suspension for a period of time, usually one or two days plus 5 days in detention.

- Step 5: Student will be suspended from school for a period of time.

Notwithstanding the previously outlined school policy, the School rules empower the Principal to suspend students at any time depending on the severity of the incident.

Extracurricular activities such as field trips etc. are privileges. Any student persistently breaking the school rules over the course of the year can expect to be excluded from such activities.

15 Homework Policy

Students are expected to complete all their home assignments. If a student consistently does not complete her/his homework assignments, they can expect the teacher to contact home and issue detention where necessary. Failure to do homework assignments can influence the student's grade in that particular subject because marks are given for homework assignments.

16 Text Books Policy

School provides the books on loan basis to the students to facilitate the parents. The fee charged for the books covers only partial amount of actual cost of the books, so students are expected to take good care of the books. In case of loss or damage, full cost of book will be charged. There is no exemption of Book Fee. Photocopy of the books are not allowed in the school, except in circumstances the book is not presently available in School Book Bank, and even in such case school will arrange photocopy and will be replaced with original books as soon as it becomes available.

16.1 Books Issuing Procedure

Students will be issued the books at the start of the new academic session by their homeroom teacher and librarian. Students are required to sign the books received form mentioning all the issued books names and their condition.

16.2 Books Returning Procedure

Students are required to return the books on the day of final examination for every subject. Books will be collected by the librarian during the examination from exam rooms. Students who failed to return the books by result declaration day will be charged for the cost of the book.

16.3 Books Fine / Payment of lost, Damaged Books

In case of loss or destruction of a book, it is the teacher's responsibility to inform the librarian, who will contact the parents to arrange for payment of the book (s). Each teacher will give his/her students a "Book Issuance Form" certifying the issuance of "Text Books" against the respective teacher's signatures. This form is in return countersigned by the

student's parent/ guardian and promptly returned to the teacher. The librarian will maintain a record of the books received from the students at the end of the subject's exam. This procedure is adopted to ensure the safe keeping of all school books.

17 Student Assessment Policy

PISES understands the importance of education along with personal grooming of students. For that purpose student's assessment system is based on overall performance of student during whole academic year. This include (but not limited to) homework, participation in school activities, attendance and behaviour in class.

18 Fee Policy

School charges the fee for 10 months in one academic session depending on School Calendar Year. Following are the main features of school fee policy

1. Fee Payment Rules

Presently the fee is payable in

a. 3 Advance Instalments,

- i. 1st Instalment (4 Months) due at start of the session.
 - ii. 2nd Instalment (3 months)
 - iii. 3rd Instalment (3 Months)
- b. **Monthly Basis:** Parents are given the facility of payment on monthly basis as well. Facility of payment on monthly basis does not affect the basic fee structure.

2. Fine & Penalties

- a. Payment can be made up to 15th of the month without incurring any fine.
 - b. If fee is not paid by the 15th of the month, it will incur a fine of SR.3/- per child per day.
 - c. If the fee remains unpaid for 2 months, the student will be expelled from school. If the school fee is paid after the student is expelled, SR. 500/- readmission fee will be charged.
 - d. This is a fixed policy, therefore, no further reminders will be sent and no discussion will be entered into.
3. IGCSE, and A' Level students will not be entitled to make payment on monthly basis after March. They are required to pay the last instalment full in advance and clear all school dues before 10th April.

4. **Full term fee is payable in the case of admission or withdrawal during the term.**
5. Fee Concession (Kinship Basis) - Provided Fee is not paid by sponsor of the parent.

1 st Child	No concession
2 nd Child	15% on Tuition Fee Only
3 rd Child	20% on Tuition Fee Only
4 th Child	25% on Tuition Fee Only
5 th child & onwards	30% on Tuition Fee Only

19 Security Refund / Clearance Procedure

1. To apply for certificates and result cards, clearance is required from the school. Clearance is subject to the return of school books and belongings and on full payment of outstanding dues.
2. Parents who wish to withdraw their children are required to inform minimum fifteen (15) days in advance. It will facilitate the timely receiving of SLC and security refund cheque.
3. If withdrawal notice is received after the beginning of new term, clearance will be issued on the payment of full term fee for that term or otherwise school will not issue SLC and security deposit will be withheld.
4. School will not issue certificates and result cards in case of outstanding fee.
5. No Security refund claim will be entertained after a year from the date of school leaving.

20 Transport Policy

PISES have limited transport facility, and please note that admission in school does not provide guarantee for the provision of school transport. We try our best to accommodate maximum requests but still subject to availability of seats and routes in your area. School is not bound at all to provide compulsory transport facility to all the admitted students currently. Please note:

1. Transport facility is optional and only available on request.
2. Transport fee is payable for full fee term even if the bus is utilized for a part of the term.
3. For Cancellation of transport service, minimum (10) days advance notice is required before the expiry of the term, otherwise next term transportation fee will be charged in full.
4. In case if transport is required for a short term period due to emergency circumstances minimum payment would be SR. 250 per month, even if the bus is utilised for a part of a month, full month fee is payable.

20.1 Student Conduct on School Buses

Orderly behaviour on the transportation system is of utmost importance. Children who misbehave on the bus distract the driver, thereby endangering themselves and others. Students being transported are under the authority of the bus driver just as they are under the authority of the classroom teacher(s) while at school. In addition, the school administration continues to have authority over consequences for misbehaviour while on the school bus. Students shall

consider the school bus an extension of the classroom and shall observe established and appropriate standards of classroom behaviour and dress while riding a bus. Students shall also observe the following specific standards:

- Follow directions immediately when asked.
- Students must remain seated until the bus reaches the student's destination.
- Keep all parts of your body inside the bus and to yourself.
- Students are prohibited from fighting; loud talking; using vulgarity; pushing; spitting; throwing objects off the bus; horseplay; hanging out the windows; eating; drinking; chewing gum; or any other disruptive behaviour.
- The bus driver is in full charge of the bus and the students are expected to follow directions given by drivers and/or bus Prefects.
- Students are not to damage or deface school property. Buses must be kept safe and clean. Any damage will be paid for by the offender.
- Upon dismissal from the classroom, students are expected to report to their assigned buses in an orderly manner in time.
- The buses cannot wait; students must be on time.
- Students are to remain a safe distance from the road while waiting for the bus.
- Students are to ride only the buses to which they are assigned by their home address unless a change is authorized by the principal or transportation in charge.
- Bus drivers have the authority to assign seats for any reason.

- Students should report unsafe behaviour to the driver or the Wing Coordinator.

20.2 Disciplinary Procedures for Bus Riders

Riding a school bus is a privilege. The safety and well-being of the students and the bus driver are of utmost importance. It is the responsibility of the Wing Coordinators to act upon discipline referrals submitted by bus drivers. In cases of severe offenses, the principal, in consultation with the Coordinator, may take direct action without following the regular sequence of consequences given below.

1. On first offense, parents will be notified by phone, if possible, and in writing. Additional disciplinary action consistent with school policy may be applied.
2. If there is a second infraction, parents will again be notified. The student will also be removed from the bus for one week (five consecutive school days). Additional disciplinary action consistent with school policy may be applied.
3. Should a third infraction occur, parents will again be notified and the student will be removed from the bus for two weeks (10 consecutive school days). Additional disciplinary action consistent with school policy may be applied.
4. In the event of a fourth infraction, parents will be notified by phone or by a visit from the family member. The student will be removed from the bus for the remainder of the school year and disciplinary action consistent with school policy may be applied. The student may be allowed bus privileges on the afternoon the suspension occurs, unless other arrangements are made between the parent and the principal.

21 School's Contacts

Administration Office:

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Hai Al-Sulamania, Riyadh.
Telephone Numbers: +966-1-4661072, 4627107,

Other Contact Numbers:

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Girls' Wing	+966 - 11 - 2792030, 4631330
GW Extension	+966 - 11 - 2937331
Junior's Wing	+966 - 11 - 4656404, 2192332
Toddler's Section	+966 - 11 - 2937330
School Secretary	+966 - 11 - 4628441
Fax Number	+966 - 11 - 4628905

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