

Parent Handbook for Grade
Students 2026 - 2027



Parent Handbook for Grade Students



Ibn Roshd International Schools

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Ibn Roshd International Schools



Handbook Use and Purpose

Dear Parent, Guardian, and Student,

This year the theme is **Humanizing Learning, Empowering Futures**. This parent handbook provides parents and our dear students with a description of the guidelines, policies, procedures, and expectations of Ibn Roshd Educational Holdings, International Division Schools. Please go through this document with your children so everyone becomes familiar with the information. This is a document whose content may be revised and updated as needed. Any updates will be communicated to students and parents.



Use the **Table of Contents** to easily navigate to any part of the Parent Handbook by clicking on the topic, then click on the Table of Contents at the bottom of any slide to return to the Table of Contents.



Kindly note any form given to your son/daughter at the beginning of the academic year 2026–2027 is to be returned filled in and signed by the dates listed on those forms.

We wish you a successful school year.

Ibn Roshd Educational Holdings Company
International Education Section

Sheikh Saad Bin Mohammed Al Jelban Chairman's Message

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Education paves the way to leadership, and through education nations come together under the light of glory.

Therefore, believing in the message's nobleness and sanctity, Ibn Roshd created a team of educational experts to foster talent, and creativity.

Ibn Roshd Educational Holding Company stresses the need for constant improvement in order to create a unique educational environment to reach the desired outputs.

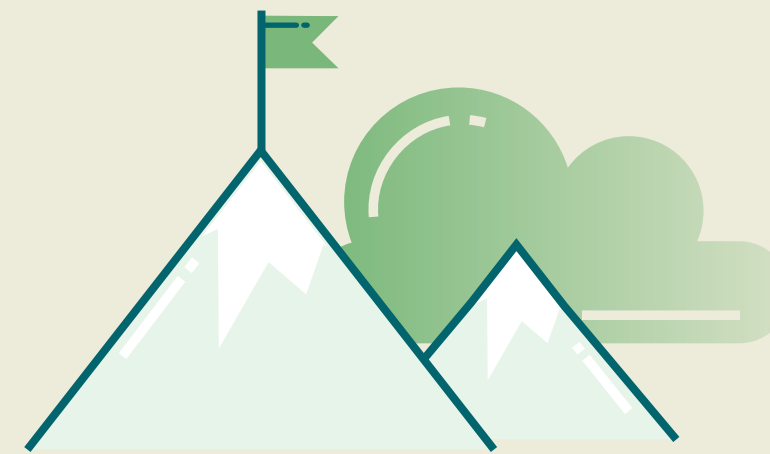
We are proud to provide an education with international standards and put continuous effort into advancement. You are welcome to experience these extraordinary features of Ibn Roshd Educational Holding Company.

Vision and Mission



Ibn Roshd Vision

“To be the most exemplary educational destination and the closest to every learner.”



Ibn Roshd Mission

At Ibn Roshd Schools, we deliver high-quality learning to prepare a globally competitive generation, equipped to adapt to a changing world. This is achieved through a modern educational system built on a safe, engaging environment, skilled staff, and strong partnerships with families and the wider community.

Profile of Ibn roshd graduates

The core values of our school are clearly embedded in the following statements which epitomize how we would like our students to live, both now and for the rest of their lives

- ▶ Value and respect their own and others' uniqueness
- ▶ Be prepared to work collaboratively
- ▶ Be able to think critically
- ▶ Demonstrate a positive work ethic
- ▶ Be multilingual and globally minded citizens
- ▶ Preserve the environment for the good of all
- ▶ Understand and celebrate diversity
- ▶ Communicate effectively
- ▶ Approach challenges creatively
- ▶ Maintain a lifelong love of learning
- ▶ Be open-minded and inquisitive
- ▶ Be able to maintain balance in their lives

Quality Education

Ibn Roshd is committed to providing challenging teaching and learning opportunities to motivate its students to develop, grow, and learn to be responsible, well-informed, and engaged members of local and international communities.

Ibn Roshd recognizes the role of its staff and faculty in providing high-quality education and learning outcomes.

Thus, the school is committed to providing qualified teachers and empowering them with continuous professional development.

Ibn Roshd Core Values

ACHIEVEMENT

We are ambitious. We set high standards for all students and staff. We help people transform their lives through education, experience, support, and inspiration.

FOCUS

We are professional and purposeful. Working towards our shared strategic goals and managing our resources well.

INCLUSION

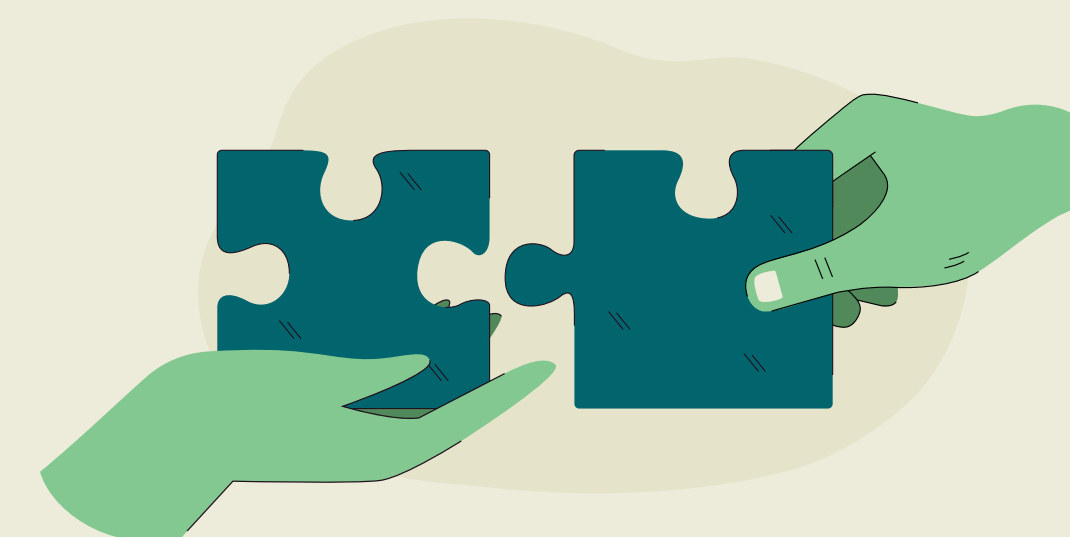
We are open, welcoming, supportive, and fair to all school community members.

INTEGRITY

We work to uphold our values in our planning and decision-making, our teaching and learning, our actions and relationships. We aim to be fair, open, and honest and to treat all with respect.

EXCELLENCE

We aim for excellence in all our teaching, learning, and assessment, and across our campus and facilities.



Calendar

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Ibn Roshd International Schools

Academic calendar 2026 -2027

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SEMESTER 1 & SEMESTER 2

- Welcome Back to School
19-20 of Aug

First Semester Starts	23rd of August
National Day	23rd & 24th of September
Mid-Semester Break	20th - 28th of November
First Semester Exam	27th of Dec - 7th of January
Mid-Year Break	8th - 16th of January
Start of Second Semester	17th of January
Saudi Founding Day	21st - 22nd of February
Eid AlFitr Holiday	28th of February - 11th of March
Eid AlAdha Holiday	7th - 22nd of May
Final Exam	6th - 17th of June
Summer Vacation	18th of June

Parents Internal Calendar-First Semester

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- Welcome Back to School
19-20 of Aug

- A semester calendar will be shared before each semester, showing school activities, national holidays, field trips, and school holidays, etc. Parents are requested to monitor these dates closely and abide by the deadlines for joining any activity to ensure their child's participation in these activities.

1	2	3	4	5
23/8 - 27/8	30/8 - 3/9	6/9 - 10/9	13/9 - 17/9	20/9 - 24/9
Online Parents Orientation	Diagnostic Test Grade 3-9 English + Math & Arabic	—	Quiz	Quiz Continue (National Day - Day off: 23rd and 24th of September)
6	7	8	9	10
27/9 - 1/10	04/10 - 8/10	11/10 - 15/10	18/10 - 22/10	25/10 - 29/10
"Mock Digital SAT - Grade 10,11,12"	Parents Meeting (Week 7-9)	Atqin Arabic tests (G1 to G8)	Map (G 6,7,8) Tests	Midterm Tests
11	12	13	14	15
1/11 - 5/11	8/11 - 12/11	15/11 - 19/11	29/11 - 3/12	6/12 - 10/12
Midterm Tests	—	D-SAT (10,11,12) Online	Projects submission	—
16	17	18	19	
13/12 - 17/12	20/12 - 24/12	27/12 - 31/12	3/1 - 7/1	
Revision - ICT Practical	Revision	Final Exam	Final Exam	

Parents Internal Calendar- 2nd Semester

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1	2	3	4	5
17/1 - 21/1	24/1 - 28/1	31/1 - 04/2	7/2 - 11/2	14/2 - 18/2
Welcome Back to School	—	—	Quiz	Quiz Continue MAP(G6,7,8)
6	7	8	9	10
21/2 - 25/2	14/3 - 18/3	21/3 - 25/3	28/3 - 01/4	4/4 - 8/4
Days off, 21st and 22nd of Feb D-Sat (10,11,12)	Ramadan Competition	Parents' meeting (Weeks 8 –10) Atqin Arabic tests (G1 to G8)	Midterm Test	Midterm Test
11	12	13	14	15
11/4 - 15/4	18/4 - 22/4	25/4-29/4	2/5 - 6/5	9/5-11/5
NAFS Grade 3	—	—	Map Testing	Map Testing Continues
16	17	18		
30/5 - 2/6	6/6 - 10/6	13/6 - 17/6		
Revision- ICT Practical	Final Exam	Final Exam		

- ▶ A semester calendar will be shared before each semester, showing school activities, national holidays, field trips, and school holidays, etc. Parents are requested to monitor these dates closely and abide by the deadlines for joining any activity to ensure their child's participation in these activities.

Our Weekly Values First Semester

- Welcome Back to School
19-20 of Aug
- One way that we encourage holistic student development is by focusing on more than academics alone. By emphasizing weekly values, our teachers and staff are able to help encourage the development of 21st Century skills that promote students readiness for higher education and beyond

1	2	3	4	5
23/8 - 27/8	30/8 - 3/9	6/9 - 10/9	13/9 - 17/9	20/9 - 24/9
Community	Well - Being	Kindness	Responsibility	My Identity
6	7	8	9	10
27/9 - 1/10	04/10 - 8/10	11/10 - 15/10	18/10 - 22/10	25/10 - 29/10
Risk-taker	Respect	Self-discipline	Self-discipline	Perseverance
11	12	13	14	15
1/11 - 5/11	8/11 - 12/11	15/11 - 19/11	29/11 - 3/12	6/12 - 10/12
Cooperation	Financial Awareness	Reflective	Self-confidence	Teamwork
16	17	18		
13/12 - 17/12	20/12 - 24/12	27/12 - 31/12		
Leadership	Communication	Communication		

Our Weekly Values 2nd Semester

- One way that we encourage holistic student development is by focusing on more than academics alone. By emphasizing weekly values, our teachers and staff are able to help encourage the development of 21st Century skills that promote students readiness for higher education and beyond

1	2	3	4	5
17/1 - 21/1	24/1 - 28/1	31/1 - 04/2	7/2 - 11/2	14/2 - 18/2
Belonging	Growth Mindset	Empathy	Empowerment	Responsibility
6	7	8	9	10
21/2 - 25/2	14/3 - 18/3	21/3 - 25/3	28/3 - 01/4	4/4 - 8/4
Integrity	Integrity	Communication	Communication	Empathy
11	12	13	14	15
11/4 - 15/4	18/4 - 22/4	25/4-29/4	2/5 - 6/5	9/5-11/5
Creativity	Open-Mindedness	Open-Mindedness	Self Confidence	Self Confidence
16	17			
30/5 - 2/6	6/6 - 10/6			
Leadership	Leadership			

School events, activities, and Student council

- ▶ **Ibn Roshd** provides students with many opportunities and options for exploring and developing their interests, talents, and potential. We encourage all students to become as involved as possible in all the opportunities that interest them. This is a time for exploration, new challenges, and fun. We believe that interested students can find all these possibilities deeply rewarding.
- ▶ **School Events**
From class trips, Fun days, recreational trips, special in-school holiday events, guest speakers, and live talk-shows, events of one kind or another are a constant feature of life at Ibn Roshd.
- ▶ **Extracurricular Activities**
The school offers a plethora of extracurricular academic and sports activities to the students.

▶ Student Council

“Be the change you want to see in the world.”

by Mahatma Gandhi

School organizations provide a unique opportunity for students to get involved in ways that make a real difference to the lives of their fellow students. These organizations also provide vital opportunities to develop qualities of leadership, kindness, and teamwork that will benefit any student in future life.

The Student Council is the elected government of the entire student body. As such, it seeks to recommend changes in school policy and regulations that will keep up with the changing needs of all students. It provides a forum for the expression of student views and seeks to represent these views to the School Committee and administration.

The aim of the Student Council

- ▶ **To work** in partnership with the teachers and school management for the benefit of the school.
- ▶ **To share** ideas and interests and convene students with the school manager.
- ▶ **To assist** in school sporting and cultural activities.
- ▶ **To actively** contribute to reinforcing school policies, e.g., bullying, uniforms, and behavior code of ethics.
- ▶ **Promote** relationships based on respect and trust with all.



Weekly Activities 1st Semester

► Welcome Back to School 19-20 of Aug

- In addition to fostering 21st Century Skills, Ibn Roshd International Section encourages a sense of community at the classroom level, grade level, and school level. One way that this is accomplished is by participating in weekly activities that support the development of socio-emotional and relationship building skills centered around positive community events and activities.

1	2	3	4	5
23/8 - 27/8	30/8 - 3/9	6/9 - 10/9	13/9 - 17/9	20/9 - 24/9
Welcome Back to School	Anti-Bullying Awareness	Friendship Day/ Fire Drill	International Literacy Day / Book Fair	Saudi National Day
6	7	8	9	10
27/9 - 1/10	04/10 - 8/10	11/10 - 15/10	18/10 - 22/10	25/10 - 29/10
Drama Day	World Teacher's Day / International Space Week	School Trips	International Boss Day / World Food Day "Healthy Eating Week"	Saudi National Day
11	12	13	14	15
1/11 - 5/11	8/11 - 12/11	15/11 - 19/11	29/11 - 3/12	6/12 - 10/12
UNESCO's Anti-Bullying Day / The Little Merchants	World Science Day / STEAM	International Day of Tolerance / Children's Day	International Day of Persons with Disabilities (IDPD)	Sport's Day
16	17			
13/12 - 17/12	20/12 - 24/12			
Green Ibn Roshd	Arabic Day			



Weekly Activities 2nd Semester

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1	2	3	4	5
17/1 - 21/1	24/1 - 28/1	31/1 - 04/2	7/2 - 11/2	14/2 - 18/2
Welcome Back to School / Winter Camp	International Day of Education	School & Staff Appreciation / Fire Drill	International Day of Women	Ramadan Competition
6	7	8	9	10
21/2 - 25/2	14/3 - 18/3	21/3 - 25/3	28/3 - 01/4	4/4 - 8/4
Saudi Founding Day	Eid Al-Fitr Activity /The Saudi Flag Day	Art Exhibition	The Green Saudi Week	The World Autism Day / The World Health Day
11	12	13	14	15
11/4 - 15/4	18/4 - 22/4	25/4-29/4	2/5 - 6/5	9/5-11/5
Robotics and AI Day	World Book Day	Spelling Bee - Final Round / Field Trip	Science Fair	International Day of Families
16	17			
30/5 - 2/6	6/6 - 10/6			
Eid Al-Adha Activity	Healthy Lifestyle / World Bicycle Day			

- In addition to fostering 21st Century Skills, Ibn Roshd International Section encourages a sense of community at the classroom level, grade level, and school level. One way that this is accomplished is by participating in weekly activities that support the development of socio-emotional and relationship building skills centered around positive community events and activities.



summer/Fall school times

Our Faculty and Staff

At Ibn Roshd, a highly qualified and diverse staff of professionals is available to work with each child. Our faculty consists of trained, certified teachers with a minimum of Bachelor's and many earned Master's degrees and Ph.D.'s. Our faculty members are both highly experienced and professionally accomplished. Dedicated specialist teachers further enrich our school community.

Hours of Operation

School Doors Open according to the scheduled times (Summer, Winter, and Ramadan).

The reception desk is typically open on Sunday to Thursday from 6:30 a.m. to 2:00 p.m

Hours of Instruction

Students are expected to be on-site 5 minutes before morning assembly start. Summer timings are shown here with Winter and Ramadan timings on the following page.

Period	Time	Duration
Assembly	6:30 – 6:45	15 min.
P1	6:45 – 7:30	45 mins.
P2	7:30 – 8:15	45 mins.
P3	8:15 – 9:00	45 mins.
Break	9:00 – 9:30	30 mins.
P4	9:30 – 10:15	45 mins.
P5	10:15 – 11:00	45 mins.
P6	11:00 – 11:45	45 mins.
P7	11:45 – 12:30	45 mins.
Break/Prayer	12:30 – 12:45	15 mins.
P8	12:45 – 13:30	45 mins.

Weekday and Thursday times

- Thursdays dismiss at **12:50 PM**

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Period	Duration	Time (SUN.-WED.)	Duration	Time (THURS.)
Assembly	15 mins.	6:30 – 6:45	15 mins.	6:30 – 6:45
P1	45 mins.	6:45 – 7:30	40 mins.	6:45 – 7:25
P2	45 mins.	7:30 – 8:15	40 mins.	7:25 – 8:05
P3	45 mins.	8:15 – 9:00	40 mins.	8:05 – 8:45
Break	30 mins.	9:00 – 9:30	30 mins.	8:45 – 9:15
P4	45 mins.	9:30 – 10:15	40 mins.	9:15 – 9:55
P5	45 mins.	10:15 – 11:00	40 mins.	9:55 – 10:35
P6	45 mins.	11:00 – 11:45	40 mins.	10:35 – 11:15
P7	45 mins.	11:45 – 12:30	40 mins.	11:15 – 11:55
Break/Prayer	15 mins.	12:30 – 12:45	15 mins.	11:55 – 12:10
P8	45 mins.	12:45 – 13:30	40 mins.	12:10 – 12:50

Winter and Ramadan school times

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Winter School Times

Period	Time	Duration
Assembly	6:45 – 7:00	15 min.
P1	7:00 – 7:45	45 mins.
P2	7:45 – 8:30	45 mins.
P3	8:30 – 9:15	45 mins.
Break	9:15 – 9:35	20 min.
P4	9:35 – 10:20	45 mins.
P5	10:20 – 11:05	45 mins.
P6	11:05 – 11:50	45 mins.
Break/Prayer	11:50 – 12:05	15 mins.
P7	12:05 – 12:50	45 mins.
P8	12:50 – 13:30	40 mins.

Ramadan School Times

Period	Time	Duration
Assembly	8:55 – 9:00	5 min.
P1	9:00 – 9:35	35 min.
P2	9:35 – 10:10	35 min.
P3	10:10 – 10:45	35 min.
Break	10:45 – 10:55	10 min.
P4	10:55 – 11:30	35 min.
P5	11:30 – 12:05	35 min.
Break	12:05 – 12:20	15 min.
P6	12:20 – 12:55	35 min.
P7	12:55 – 13:30	35 min.

Ibn Roshd International Section Buildings and facilities

Ibn Roshd's attractive campuses are located on numerous campuses inside and outside Riyadh and offer outstanding facilities to ensure that all students realize their full potential in every aspect of their lives.

As a relatively new international division, Ibn Roshd is proud to have so many facilities, in addition to our classrooms, to assist us in the broader education and development of our students. We have sporting facilities for football, volleyball, and basketball along with indoor swimming pools. We also have two gyms used for PE classes and extracurricular classes.

We currently have laboratories for Physics, Chemistry, Biology and Information Computing Technology (ICT). We are also very proud of our spacious school auditorium/theatres, libraries, and meeting rooms.



Ibn Roshd Distinguishes 4 Dimensions to Meet the Required Quality of Education

- ◆ **Provide** a healthy, safe, and stimulating teaching and learning environment that encourages active participation of all school members
- ◆ **Provide** a balanced and purposeful curriculum that meets the needs of students and the learning outcome aspired
- ◆ **Employ** positive and effective policies and practices to achieve the desired teaching and learning outcomes
- ◆ **Apply** and update teaching and learning approaches to align with the best practices in education that ultimately reflect on students' learning outcomes

Affiliation and Accreditation

Ibn Roshd Educational Holdings, International Division Schools

- ◆ Are licensed by the Ministry of Education
- ◆ Are accredited by Cognia as an American International School



مدارس ابن رشد العالمية
IBN ROSHD INTERNATIONAL SCHOOLS
Alkhobar | الخبر

International Section General Information

Orientation

At the commencement of each semester, the academic leader and school principal will conduct a thorough online orientation session for all parents in every stage. This session aims to provide a detailed overview of the semester's academic agenda, key events, and other relevant activities. The orientation will ensure that all participants have a clear and comprehensive understanding of the upcoming semester's expectations and plans.

Yearly Schedule

- ▶ **Our scholastic year** lasts 10 months. It starts in August and continues until June.
- ▶ **Our academic year** has 2 terms; each term lasts for 19 weeks. Term exams are administered at the end of each term.
- ▶ **Report cards** are issued at the end of each term. There are also parent-teacher conferences each term.

American system of learning

Early Years

The Early Childhood Division is from Early Years KG 1 up to and including Grade 3. It is child-centered rather than teacher-directed and is based on the science of observing the child in an effort to understand and meet their needs in all areas of development within the framework of the prepared classroom environment.

The child's needs, interests, and unique potential are revealed through his/her work in a prepared environment in which learning takes place through the senses and through physical movement.

Children learn by doing and are given the opportunity to work at their own pace, which allows for real-life experiences. In the Early Years model, children learn to become independent learners who maintain a love of learning throughout their lives.

The Early Childhood section at Ibn Roshd follows the American Common Core Standards to ensure a smooth transition to the Elementary Division and continued progression through the Middle and High School programs.

School Stages and Curricula

- ▶ **Early Childhood Education.** This stage includes KG 1, KG 2, KG 3, Grades 1, 2, and 3.
- ▶ **Elementary School:** This stage covers Grades 4, 5 and 6.
- ▶ **Middle School:** This stage generally includes Grades 7 and 8.
- ▶ **High School:** This stage covers Grades 9 through 12.



American Curriculum

Curriculum

The curriculum in the American division covers core subjects - English Language Arts, Mathematics and Science. In specific grades Business, Accounting and Psychology will be offered for High School.

Project based learning subjects include English Global Studies, Manners, Life Skills, ICT, Creative Writing, Drama and French. Additionally, our schools offer courses in Physical Education and Arts.

Some common features of the curriculum in American schools include

- ▶ **Standardized Testing:** Standardized tests are often used to assess student proficiency in core subjects and measure school performance. These tests include MAP, SAT, ACT, EST, GAT and SAAT.
- ▶ **Extracurricular Activities:** Schools offer a variety of extra curricular activities such as sports, clubs, and performing arts to provide a well-rounded education.
- ▶ **Career and College Readiness:** Many schools focus on preparing students for post-secondary education or entering the workforce by offering career development programs and resources.



Academic Support

- ▶ Academic Support
- ▶ Atqen Program
- ▶ Diagnostic Tests
- ▶ GAT
- ▶ Mentorship program
- ▶ Ibn Roshd Ramadan Program
- ▶ MAP Growth Test
- ▶ Mental MathGenius
- ▶ Olympiad Ibn Roshd
- ▶ Project Based Learning
- ▶ Robotics & Programming Academy
- ▶ SAT & ACT Courses
- ▶ Quality Programs
- ▶ Science Fair
- ▶ Bibras Competition
- ▶ Spelling Bee
- ▶ Star Reader Program
- ▶ STEM & STEAM Program
- ▶ The National Program
- ▶ Mawhob Competition
- ▶ Kangaroo Math
- ▶ Virtual Learning Programs
- ▶ University Admissions & Partnership Agreements
- ▶ Quran Competition
- ▶ Sunnah Competition

Website and Social Media accounts

We maintain a website at www.ibnroshd.edu.sa which contains our current news, our various publications, and information about the school, programs, and various notifications. It is a rich and informative site that expresses the ethos of the Ibn Roshd community. Feel free to encourage your extended family, friends, and neighbors to look!

Social Media Page

Ibn Roshd Official Social Media Page:

This is an interactive model of communication that provides parents with updates on company-wide events and photographs of students.

Note: Click on the icon to go to the social media page.



Arrival and Departure policy



Ibn Roshd has a very strict policy related to arrivals and the collection of students. This applies to the normal school day and any other time that students are in the school's care, e.g., special events and events outside the school. It is the responsibility of parents to ensure that students arrive on time and are collected on time. In cases of emergency, where parents are going to be late in collecting their children, the school has to be notified, and their children will be assigned to the aftercare room.

We ask parents to provide the details and contact numbers of all persons who are to bring or collect their children from the school through the student's beginning-of-year emergency forms. It is the responsibility of the parent to keep this information up to date.

The school does not allow students to be taken from classes early unless they have a valid reason that is accepted by the school administration. In such cases, we ask the parents to provide relevant documentation to verify the reason. Please note that students should complete the cycle/session before giving them this special permission, as it's not allowed to interrupt instruction.

Parents who want to take approved permission for early dismissal for emergencies need to send an email stating the case and upon approval, complete an Early Dismissal Permission Slip. Any changes in the home situation that might need a change in the dismissal routine for the student should be communicated to the school. Parents or drivers are not allowed to collect their children from classrooms at the end of the day.

Security and Transportation Policy



Security Policy

- ◆ **At Ibn Roshd**, we have security personnel who monitor and control the movement of people in and out of the school to help ensure the safety of all our students.

Transportation Policy

- ◆ **This service** is being conducted outside of our school premises, and accordingly, extra caution should be taken with every single step along the route. There are several entities involved in this service, including the child, the bus driver, as well as the bus matron, and ending with the whole Administration team of the school.
- ◆ **The school bus service** is optional, and the school does not adhere to transporting students unless there is room for the student on the bus in addition to the suitability of the bus route with the student's place of residence and the limits available for school.

Going Home Gate

- ◆ **All Students** who ride the bus will return home by bus unless a signed note (a written notification) from the parent is sent to the administration, indicating the date of the request, the student's name, the bus number, and who will pick him /her up. The school administration will not accept any verbal notes.

School Bus Policy

We all have the responsibility to....

- ▶ **Wait** for the bus 5 minutes early.
- ▶ **While** waiting for the bus, stay in a safe place away from the street.
- ▶ **Never** run into the street.
- ▶ **Do not** get on or off the bus until it stops.
- ▶ **If something** falls under or near the bus, tell the bus matron.
- ▶ **NEVER** try to pick it up yourself.
- ▶ **Never** go between parked cars.
- ▶ **Avoid** the danger zone; it is right in front of the bus and the area all around the rear wheels and the back of the bus.
- ▶ **Do not** push getting on or off the bus.
- ▶ **Walk** straight to your seat.
- ▶ **Sit in** your assigned seat throughout the trip.
- ▶ **Remain** seated with feet on the floor, face forward, and the aisle clear.
- ▶ **Keep** the aisle clear of feet. Books, bags... etc.; use the aisle only when entering or exiting the bus.
- ▶ **Remain** seated until the bus comes to a complete stop.
- ▶ **Talk quietly;** keep the conversation at a low volume, and do not swear or name-call
- ▶ **Do not** yell, scream, push, hit, or kick.
- ▶ **Keep** inside the windows.
- ▶ **Listen** and obey directions given by the bus matron.
- ▶ **No eating** or drinking on the bus except if given permission.
- ▶ **Students** who behave unacceptably may be excluded from using the bus.

Dismissal Policy

- ▶ **The adult** is the parent, or the person(s) has been placed on that child's Authorization form as a person authorized to pick up the child.
- ▶ **The parent** has called the office and provided the office with written documentation (by contacting the school), permitting that person to pick up the child.
- ▶ **Under no** circumstances will the staff or faculty release a child into the custody of an adult who is not the parent unless the office has notified them of this exception.
- ▶ **Staff and faculty** will not accept verbal notification of an alternate pick-up person from the parent during drop-off.
- ▶ **The parent** must be directed to the Administration office to give written notification of an alternate pick-up person.

Attendance Expectations

We follow the Ministry and internal policy for attendance.

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian. Please be advised that the school strongly discourages absences from school except in the case of illness or family tragedy.



Attendance Policy

- Attendance is a top priority at Ibn Roshd. Just know that every day at school COUNTS.
- The Ibn Roshd administration and staff believe that regular and punctual school attendance is an essential component of student academic success. Attendance records are taken daily and checked for excessive tardiness and absences.
- To ensure that students understand the seriousness of regular attendance and punctuality, the following policy is enforced:



Excused Absence



Please note that it is the administration's right to accept or refuse the excuse of absence. Student's parent must notify the administration each day they're absent.

Excused absences may include

- An illness or injury that prevents the student from attending school. The medical report must be verified by the school physician.
- A death in the family.
- Medical tests during the school day.
- Other extraordinary situations approved by the administration.
- Government procedures.
- Sports Tournaments.



Unexcused Absences and Tardiness

If a student misses any day without an urgent excuse this will affect his classroom work and participation grades.

Quizzes, tests, and exams will not be repeated

If a student continues to miss school without an excuse, steps will be taken by the administration to remove the student from school.

Each case in this category will be dealt with on an individual basis.

Students who miss more than 15 continuous or 30 separate school days without an urgent excuse (according to the previously mentioned policies), will be required to sit for make-up exams in the subjects that they fail due to the excessive absence to achieve a satisfactory result

Late Arrival (Tardiness)

- To achieve academic success now and to prepare students for careers later in life, students must arrive at school on time each morning.

Late arrival affects the student's punctuality habits as well as causes distraction to the school educational process.



Important Notes:

Parents are always expected to help students abide by the school policies.

The Late Arrival Policy is applied for the whole academic year.

No extra time will be provided to students arriving late during term exams.

In case of the recurrence of the late arrival offense, the school has the right not to enroll the student for the following scholastic year. The parent will sign a probation letter.

Assessment, grading, and reporting policy

- ▶ **Ibn Roshd offers** a broad, balanced, coherent, and integrated curriculum that prepares students to be insightful learners and leaders. To ensure that our students achieve their full potential, it is essential to provide students with ample educational assessment opportunities to allow them to refine their understanding of different concepts. Hence, Ibn Roshd adopts different approaches that aim to get the students involved in practical situations where they apply the content knowledge and skills that they developed during the course or program.
- ▶ **Our holistic** authentic assessment methods offer lots of opportunities through formative assessment to encourage active learning and nurture many skills, such as reflection, critical thinking, and self-awareness. Furthermore, summative and external assessment results are analyzed and used to develop action plans to support all students achieve the envisioned learning goals.



Assessment of the student's learning depends on using different methods such as

- ▶ Formative assessment
- ▶ Individual & group work
- ▶ Rubrics
- ▶ Discussions
- ▶ Presentations
- ▶ Portfolios
- ▶ Peer and Self-assessment
- ▶ Performance tasks
- ▶ Tests and Final Exams
- ▶ Classwork & homework assignments
- ▶ Multidisciplinary projects
- ▶ External assessment (MAP test)

Period	Percentage
Classwork	10%
Participation	15%
Homework	5%
Behavior	5%
Midterm	15%
Quiz	5%
Project/Quiz 2	5%
Semester Exam	40%

Letter Grade	Score Range
A	90–100
B	80–89
C	70–79
D	60–69
F	and below 59

Grades 1 & 2 Marking Scheme

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Please note the updated assessment and marking scheme for Grades 1 & 2 for the 2026–2027 academic year.

Arabic & Mathematics

Numerical Assessment
Graded out of 100

Other Subjects

Continuous Assessment
Performance level (e.g., Excellent)

Conduct

Student Conduct
Graded out of 100

Assessment Note

Continuous-assessment subjects are reported using the approved performance levels rather than numerical grades.

Parent-School Communication Policy

Guidelines for Positive and Effective Communication

- Communicate regularly and respectfully through appropriate channels (emails, meetings, school platforms).
- Share relevant information about the child's academic, social, or emotional needs.
- Attend scheduled meetings (e.g. parent-teacher conferences).
- Follow school procedures for raising concerns or complaints.
- Collaborate to support the child's development and address issues constructively.

Behaviors to Avoid in School-Parent Interactions

- Avoid using disrespectful, aggressive, or confrontational language or behavior.
- Avoid communicating through unofficial or inappropriate platforms (e.g. personal social media).
- Avoid violating confidentiality regarding other students or staff.
- Avoid demanding immediate responses outside of school hours.
- Avoid undermining teachers or school staff in front of children or others.

Concerns

For any day-to-day concerns that will be easy to resolve regarding your child's academic, emotional, or physical development, parents are kindly requested to communicate according to the communication list provided by the individual school.

We Care Hotline

If your concern or inquiry has not been resolved or answered, then you are welcome to contact the "We Care"



Hotline : 920006685



Email : we.care@ibnroshd.edu.sa

Communication List

- A communication list will be provided by the school administration during the orientation day.
- Moreover, you can also use the learning managing system messaging as a channel of communication.



Parent – Teacher Conference

Parent-Teacher Conferences (PTCs) take place formally twice a year . During this meeting, the results of your children's progress in general will be discussed.

Any parent may request a meeting with the teacher during their office hours, subject to their availability. However, please make all meeting appointments through the designated contact, and not directly with the teacher.

School Learning Management System

Parents are able to communicate with the school through electronic School Management System, which has been developed.

Homework policy

Homework Policy (G1-12)

- ▶ **Homework** must be indicated on the weekly plan
- ▶ **Homework** cannot exceed 20 minutes per subject per day.

Homework Review & Feedback

- ▶ **Teachers** will regularly check homework and provide feedback. While not every assignment will be graded, all homework will be reviewed to support student progress.

Homework Guidelines:

- ▶ **Not every** subject gives homework every day
- ▶ **Daily** reading encouraged (Arabic & English)
- ▶ **Tasks** should be clear and manageable
- ▶ **Minimal** or no weekend/holiday homework
- ▶ **Students** are responsible for completing work
- ▶ **Parents** support—not complete—homework
- ▶ **Teacher Role:** Homework is reviewed and used to support learning.
- ▶ **Late/Missed Work:** May be accepted by teacher with valid reason and parent note.

Cell Phone and Electronic Devices Policy

- ▶ **Cell phones** or other electrical devices such as video games and iPods, are prohibited in classrooms, restrooms, or in any part of the school premises unless otherwise stated by the school administration that will be shared via email.
- ▶ **In an emergency**, if students need to reach parents by phone, they can request to use the office phone. If parents need to reach their child in an emergency, they should call the assigned office, and the message will be relayed, or the student will be able to take the call in the office.



Fire Drill and Emergency Evacuation Procedures

Fire Drills will be conducted at least once per semester. The school has completed the required Emergency Preparedness training and has an Emergency Preparedness plan available in every classroom. Clear directional signs are posted throughout the school building.



First Aid Policy

Selected staff members receive professional certified training. When a minor injury occurs on the school premises, an Incident Report Form is filled out, noting when, where, and how the accident occurred. A medical log is also kept.



School Uniform

The Ibn Roshd School's uniform exists in the **Blue Uniform store**.



You can buy through the official online store.

Blue Uniform specialists are available at the schools.

We kindly encourage you to visit them to take your children's measurements to ensure the correct sizing and avoid any errors when placing orders. If you do not require measurements, you may order directly through the online store

To make your online ordering experience easy and convenient, **Blue Uniform Store** offers multiple payment options: **Visa, Mada, and Tamara**.

All orders will be delivered through the Blue Uniform home delivery service.

Please note

There are no physical sales outlets for purchasing uniforms. Orders can only be made through the official online store.

Blue Uniform Team



<https://blueuniform.sa/>



<https://iwtsp.com/966553861801>



bblueuniform@gmail.com

Meal Breaks / Food in Classroom

Students are not allowed to have food or beverages in the classrooms with possible exceptions:

Water in clear containers maybe consumed at any time unless the student is in a no-food or beverage area (library, gymnasium, and computer lab).

At the discretion of the classroom teacher, students maybe allowed to consume their food/beverages in the classroom. (There will be no sharing of food by students due to allergy concerns).

Schools have a cafeteria where healthy food and beverages are served for the students.

Teachers will be allowed to have food in their classrooms for educational purposes if approved by the supervisor.

The supervisor may allow students to have food/beverages on an individual basis.



Ibn Roshd code of conduct

These statements describe how generally an Ibn Roshd student should behave, including on the buses and during trips:

- Be kind to everyone. Encourage each other. Treat everyone with respect.
- Always be on time for lessons and other activities.
- Be truthful in all circumstances.
- Always hand in your work on time.
- The school building is a place for learning. Be appropriately quiet and act sensibly in the classrooms

and corridors.

- Walk when you are indoors running in the corridors is unsafe and is not allowed.



Ibn Roshd code of conduct

- ▶ **Observe** the class room rules which are posted in each room.
- ▶ **Behave** sensibly in the toilets and always leave them in the same state as you would like to find them.
- ▶ **Do not** enter or remain in the school building before lessons in the mornings or during breaks unless a teacher gives permission.
- ▶ **Never** take anything that is not yours.
- ▶ **Chewing** gum is not allowed at Ibn Roshd.
- ▶ **Keep** your school clean. Throw litter in the bins provided.
- ▶ **Stay safe.** Never leave the Ibn Roshd property without permission, and do not go to places around the school where you are not allowed to go without a teacher.
- ▶ **Always** come to school dressed in your correct uniform.
- ▶ **If you** are not in your correct uniform, you must have a note from one of your parents.
- ▶ **Students'** hair should always be neat and clean.



Student Rights and Staff Responsibilities

Students' Rights

Ibn Roshd International Division Schools are educational institutions that exist to serve the students, so each student has the following rights to participate effectively in school life:

- ▶ **The student** has the right to offer ideas and recommendations within their powers- to the teachers and the school administration.
- ▶ **The student** has the right to offer ideas and recommendations within their powers to the Student Council.
- ▶ **The student** has the right to participate in learning opportunities and accept increasing responsibility for his or her learning.
- ▶ **The student** has the right to work and play safely
- ▶ **The student** has the right to a clean, tidy, safe, and comfortable school.
- ▶ **The student** has the right to explain his/her behavior civilly and to be listened to.



Administrators' Responsibilities

- ▶ Parents and students expect school administrators to:
- ▶ **Shape** a culture where high expectations and success for all students are the core purpose.
- ▶ **Serve** as appropriate role models for the students on their campus in accordance with the standards of the profession.
- ▶ **Provide** appropriate assistance to students in learning self-discipline.
- ▶ **Promote** effective training and discipline of all students.
- ▶ **Work** cooperatively with parents in seeking solutions to their students' problems.
- ▶ **Reply** on time to parents.
- ▶ **Facilitate** and ensure the continuous professional growth of teachers and all the staff.
- ▶ **Evaluate** program effectiveness based on student achievement data and revise school plans as needed.



student & parent responsibilities

Students will be responsible for:

- Completing assigned homework as directed.
- Returning homework to the teacher by the designated time.
- Submitting homework assignments that reflect careful attention to detail and quality of work.

Parents'/ Guardians Responsibilities Include:

- Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned.-Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
- Supporting the school regarding the student-assigned homework.
- Assisting the school in stressing the importance of reading and its benefits.



Student Responsibilities What Is Expected of You!

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Maturity is not by age, but the acceptance of your responsibilities.” Edwin Louis Cole

The school expects that each student should support the school in its educational role through:

Participating with mere will to the educational process.

Characterizing the conduct, behavior, and attitude concerning school mates, teachers, and other school faculty and staff.

Commitment to order so we can all have a peaceful, dispute-free school.

Dealing with school property with care and caution and keeping school clean.

Avoiding all detrimental to the school’s reputation.

Not bringing or using any hazardous tools that might harm other students, or the student himself:

Not bringing or wearing valuables: jewelry, mobile phones, etc... The school is not responsible in case the student loses such belongings.

Not inviting any stranger to school except after the administration’s approval.

Prohibiting and not encouraging the usage of foul language.

Refraining entirely from the use of the Tablet, phone, or other photography and videotaping without written permission from a teacher or staff.

Student Responsibilities What Is Expected of You!

Ibn Roshd students must take primary responsibility for their own education. To be a successful student at Ibn Roshd requires you to meet certain standards in three areas: ATTENDANCE, BEHAVIOR, & PROMOTING WORK HABITS.



Administrators' Role in Conflict Resolution

Ibn Roshd administrators, staff, and teachers are committed to facilitating the educational process to provide parameters for the successful resolution of issues

- ▶ **Parent-teacher/ Administration meetings** should be held in a professional setting in the school building during school time.
- ▶ **Parents** are not to call teachers on their private phones.
- ▶ **Calls** should be directed to school phone numbers.
- ▶ **Calls** will be answered by administrators in a timely manner.
- ▶ **If, after** a good faith effort to discuss a situation or resolve an issue, reasonable satisfaction is not resolved, the conflict will be referred to the appropriate person from the higher administration to make the appropriate decision.



Administrators' Role in Conflict Resolution

At Ibn Roshd, we think of parents as being our partners who play vital roles and have undeniable contributions to make to the educational journey of students.

Parents should always feel free to contact the school administration with questions, concerns, and possible solutions to problems. Likewise, we do our best to address problems within the walls of the school, but, in some cases, more intensive parental involvement may be required to give particular students what they need to succeed. Parents bear responsibility along with their children for any damage to school property stemming from the student's behavior.

Working together, we are convinced we can achieve the goals of you and your child



Health Policy

Visiting the Clinic

Injuries and Emergencies

The following procedures will be used if an emergency should occur involving your child:

Step 1: The parents/guardians will be contacted, if possible.

Step 2: If the above fails, the emergency contact will be contacted.

Step 3: If the above fails, the school has the right to make the decision that guarantees the student's safety.

Computer Lab Rules

Students must adhere to the following rules in Computer Lab

- ▶ **Food or drinks** are not allowed in the computer lab.
- ▶ **Book bags** should be left outside the computer lab.
- ▶ **Students** are requested not to go on unapproved sites.
- ▶ **Students** are not allowed to change any computer display settings without the computer teacher's permission.
- ▶ **Each student** is responsible for his/her assigned computer.
- ▶ **Report any problems** to the computer teacher immediately.
- ▶ **Students** are requested to take permission before any downloads.
- ▶ **Students** are requested to report cyberbullying.
- ▶ **Students** are requested to keep their passwords secret.

Health Policy

Please be advised that when your children come to school, they need to be fully able to participate in all activities both indoors and outdoors, and they need to be appropriately dressed for the weather. The school must be informed immediately if there has been any exposure to or contamination from any communicable disease (other than the common cold).

Please follow the previously mentioned procedures and do not send your child to school if they have any of the following symptoms:
fever - rash - red, itchy eyes - severe cough - vomiting - diarrhea - headache - sore throat
(unable to swallow) After an illness, children must be fever-free without medication for 24 hours before returning to school.

If a child becomes ill at school or is sent to school, Ibn Roshd reserves the right to send the child home. In the event a teacher becomes concerned about a child's health, the office will call the parents and request the child be picked up immediately. Children being sent home will wait in the clinic until a parent or guardian arrives.

Library Rules

The library is a wonderful resource for all students. It is designed to meet the information needs of the entire school community. It has a wide variety of materials that will help you: complete assignments, find current information, and develop a love of reading. You may use the library:

During the School Day: Your teacher may send you to the library with a pass.

Research Work during School Day: If you must do research, use a computer, or check out a book, get a pass to the library from your teacher.

Students must adhere to the following rules in the library:

Greet friends quietly.

Whisper do not talk loudly.

Politely ask the librarian for help if you cannot find a book.

Return books on time.

Take good care of the books you have borrowed.

Students will be billed in full for lost or damaged books.

Before the end of library lessons, return books to their proper places or give the books to the librarian so he/she can shelve them. Do not leave books on tables. Books are never to be placed on the floor.

Food, beverages, and chewing gum are not allowed in the library.

Meal Breaks / Food in Classroom

At break time, students must proceed directly to the lunch area. For lunch to run smoothly, there are required procedures.

Students are to:

- Move in an orderly fashion in the lines.
- Remain seated while you're in the lunch area while eating.



Ibn Roshd Schools App

Stay connected with your child's school through the official parent communication app.

Parents can

- ▶ Follow school messages and updates
- ▶ Access each child's communication groups
- ▶ View assigned teachers
- ▶ Communicate privately with teachers

Getting Started

- ▶ Download from App Store or Google Play
- ▶ Select Parent
- ▶ Enter your registered National ID / Iqama
- ▶ Enter the verification code sent to your mobile

Please use the official Ibn Roshd Schools App for school communication.



Frequently Asked Questions (FAQs)

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Frequently Asked Questions (FAQs)

Do you want more extra help beyond the help sessions?

Make arrangements with your teacher. Teachers are available for support sessions. Ask teachers for additional study materials.

Are you often late for class?

If you are late too often, it will affect your grades. Meet with your floor supervisor to strategize the timing of locker visits and to organize passing times.

What if there are some students bothering you?

Check with the floor supervisor or the Academic Leader.

Do you have issues with your locker?

Go to the floor supervisor's office for support. What if there are some students bothering you?

Do you want to see a Counselor?

Go to the Stage coordinator who will help you in arranging for an appointment.

Contact Information

To ensure a smooth and efficient communication process, you are requested to contact the numbers below.

School's Name	Contact Number	School's Name	Contact Number
Al Yasmin Girls	566063962	Al Namothajia Girls KG	558228664
Al Yasmin Esnad + KG	566063962 / 538470005	Al Namothajia Boys	53 445 5936
Al Yasmin Boys	56 618 2959	Al Mahdiah Girls	503453183 / 53 433 8953
Qurtobah Esnad Branch 2	533530771	Al Mahdiah Isnad	53 689 4956
Qurtobah Esnad Branch 1 KG	558202123	Al Mahdiah Boys	534334073
Qurtobah Girls (1-12)	533304417	Al Khobar Girls/Boys	558435736 / 508305040
Qurtobah Boys	558569659	Jazan Girls	534513776
Aljazirah Girls	539889967 / 538894699	Jazan Boys	53 451 3776
Aljazirah Boys	506032206	AlThiker Girls	581910526
Al Namothajia Girls	533552944 / 558228664	AlThiker Boys	581910526



Thank You

Ibn Roshd International Schools
