

## **Middle School Day**

The Middle School uses an alternating day schedule of five (5) 67- minute instructional periods in a day A/B configuration. There is a (5) minute transition between each class period. There is a nutrition break of 25 minutes during the school day at a specified time. Students must arrive on time for each class period.

### **Day A**

Period A: 07:30-08:37

Period B: 08:42-09:49

Period D: 09:54-11:01

Nutrition break: 11:01-11:26

Period D: 11:31-12:38

Period E: 12:43-13:50

### **Day B**

Period F: 07:30-08:37

Period G: 08:42-09:49

Period H: 09:54-11:01

Nutrition break: 11:01-11:26

Period I: 11:31-12:38

Period J: 12:43-13:50

## **Attendance**

Modern Knowledge Schools expect students to attend classes regularly. In cases of illness or family emergencies, parents must notify the school (see below).

All absences longer than one day require a Medical note. When absent from school your parents/or guardian contacts the appropriate school by 9:00 am on the day of absence.

High school/ middle school tel: 17727712

### **Extended absences**

Parents withdrawing students from school for any other reason should consider that the classroom experience can never be 'made up' with extra work sent home. If absence cannot be avoided, the Principal must be informed in advance. Students are responsible for gathering make-up work from teachers. Days out of school because of suspension are counted as unexcused absence.

### **Late arrivals**

Students arriving late must report to the Assistant Principal or designee to obtain a late pass before entering the classroom.

## **The Middle School Curriculum**

Modern Knowledge Middle School follows an American curriculum program in Grades 6-8.

All students complete the American Core Subjects of English Literacy, Mathematics, Science, and History.

All Arabic students (passport holders) must complete the Ministry of Education's required studies in Arabic, Islamic Religion and Social Studies. We round out the Middle School experience with exploratory learning in Computer Technology, Art, Foreign Language, Physical Education and Music.

Non-arabic passport holders do not complete the Islamic Studies Core and replace those classes with additional enrichment activities in art, computer technology, foreign language or music.

## **Grading Requirements (Marks)**

Students in Grades 6-8 earn marks by their teachers using both formal and informal assessments. MKS encourages teachers to use a variety of assessment techniques and devices to provide opportunity for the student to demonstrate the knowledge attained.

Grades are awarded quarterly using percentages based upon the following scale:

100-90% Grade Level A or Excellent;

89-80% Grade Level B or Good;

79-70% Grade Level C or Average;

69-60% Grade Level D or Poor but still at a passing level;

Below 60% Grade Level F or Failing.

## **Spring Examinations**

Students in Grades 6-7 take the Terra Nova Test as an independent measure to compare their educational achievement with that of other students from similar age groups in America. Students in grade 8 take a similar test called EXPLORE. This assessment takes an in depth look at your child's interest that gives him/her a good indication as to careers and occupations that may suit them as they prepare for their high school experience. EXPLORE is also the first of three assessments providing parents with information about their child's preparedness for High School and projecting college readiness skills. PLAN and the ACT follow the EXPLORE test. These tests occur during their high school sophomore, junior, and senior years.

## **Grade level promotion**

Students earn promotion to the next grade level if they receive passing marks in their subjects. If a student receives a Grade Level F (below 60%) in three (3) core subjects for the entire year, then that student does not earn a promotion to the next grade level and must repeat the year.

## **Homework**

Aims of Homework:

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

Homework is compulsory for all students. Homework can take many different forms. Homework does not always mean written work. It can and should contain practical activities, investigation, oral work, collecting other people's ideas, listening to news reports, learning various facts, preparing a plan or drawing, revision. Etc.

What parents can do:

- Talk about homework with each child
- Show an interest in your child's work and give regular encouragement
- Sign or initial work as requested
- Where possible, provide a quiet place for study
- Monitor your child's study habits
- Monitor how your child keeps track of their homework

### **Books:**

MKS provides a complete list of required text books. The books may be purchased from our bookstore.

### **Class placement:**

To provide a good class environment, careful placement of all students is essential. We place students according to academic performance, social behaviors, and educational needs. While we enjoy hearing about teacher preference, staff and administration will determine all final placements of students.

### **Code of Student Conduct**

All students have rights and responsibilities. Students have the right to receive a quality education free from disruptions of all kinds. Students have the responsibility to follow all school rules, respect school property and show consideration and courtesy for fellow students and staff members.

#### **Student Expectations and Standards of Behavior:**

- MKS expects students to arrive on time in the morning and to arrive on time for all classes during the day. School starts at 7:30 am.
- Each absence requires a call from parents.
- Consecutive absent days require a call from parents and a medical note.

- Students wear their school uniforms daily.
- All MS students respect and cooperate with staff members, administrators and workers, including security, drivers, cafeteria, and maintenance personnel. • MS students leave at home all telephones, beepers, personal stereos, electronic devices and large sums of money, toys and other items that are disruptive to the educational process. If a student uses an electronic device during the school day, the school reserves the right to confiscate such an item.
- MS students stay in assigned areas and use appropriate language at all times.
- MS students represent their learning only. Copying the work of others without giving credit is a serious offense (see Procedures for Cheating and Plagiarism).
- MS students respect school property and the property of others.
- MS students keep their hands and feet to themselves at all times.
- MS students clean up after themselves in the classroom and cafeteria.
- MS students enter and exit the building and classrooms in an orderly manner.
- MS students speak right and properly to everyone.

#### **Classroom behavior- Students are to:**

- Attend all classes on time and wait quietly for the next lesson.
- Come to class prepared with all necessary books and materials.
- Work quietly during the class session and follow all teachers' instructions.
- Follow classroom rules.
- Follow and cooperate with teacher instructions at all times.
- Respect all property and keep all areas of the school clean and tidy.

#### **Consequences for non-compliance of Student Expectations**

Discipline is intended to promote the learning of self-control and to change inappropriate behavior. Expected behaviors must be actively taught both at home and in school. The strategies used to develop understanding and respect for the code may vary from student to student.

When there is non-compliance with the behavioral expectations of the code, despite the application of these strategies, appropriate consequences should be initiated. Behavior that interferes with the learning environment or disrupts the smooth operation of the school is unacceptable.

When managing this type of behavior:

- Inappropriate behavior is never ignored.
- Appropriate action is always taken.
- Immediate action is taken to bring a stop to the behavior.
- Additional action in the form of an intervention should be designed in order to produce a constructive behavioral change.

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

- Informal interview with the student
- Formal interview with the student
- Involvement with school counselor
- Peer or Staff mentoring
- Withdrawal of privileges
- Student contract
- Restitution, either by replacement or payment
- In-school suspension (1 day - 3 days - 5 days)
- Out-of-school suspension (1 day - 3 days - 5 days)
- expulsion

### **Suspension:**

A student is suspended when he or she indicates through one or more violations of the school rules that there is a question as to his or her desire to abide by the standards set for the school community.

The days set for suspension will depend on the severity of the offense and represent an enforced absence during which the student is to make the commitment that in returning, he or she will abide by the school rules.

Suspensions may be administered “in-house” if this style of suspension seems most appropriate. MKS informs parents of an assigned suspension, and in case of out-of-school suspension, MKS sends a letter to the parents listing the reasons and period of suspension and any consequent action. MKS places a copy of the suspension letter in the student’s file.

Suspended days away from school because of suspension are counted as unexcused absence. Suspended students may not participate in any extra-curricular activity or school sponsored function during the period of suspension.

There is no tuition reimbursement on school days lost due to suspension.

### **MKS Language Policy**

Our goal is to prepare you primarily for English speaking colleges, so English is our chosen language of instruction and communication throughout the school. When a student insists on speaking a language other than English, they miss an opportunity to improve their language skills.

Also, this excludes other people who don’t understand which builds distrust and impedes friendships.

We prefer inclusion - the use of a common language to build friendships and understanding between all participants. At Modern Knowledge School, English is the language of instruction. MKS expects all students to speak English in all classes except Arabic, Islamic Studies, Islamic History, and Islamic Religion.

**Recognizing that language usage contributes to cognitive knowledge, students will:**

- Develop their knowledge and understanding of the English language through purposeful use in listening, speaking, reading and writing
- Learn to speak, read and write English developmentally, progressing across a continuum of skills in each area
- Endeavor to express themselves confidently in English in a variety of situations
- Be given the opportunity to take part in other language instruction
- Be encouraged to seek and use resources in their first language as necessary to help in the understanding of academic content
- Respect each other as valued members of the school community regardless of their first language

**Uniforms:**

MKS MS requires all students to dress daily in our designated school Uniform. MS students wear white plain shirts with light grey pants. For physical education classes, MS students wear a white t-shirt with our blue MKS emblem and blue or black sweat pants. MS female students must wear loose fitting pants.

MS students only wear casual dress or a tennis type sport shoe. Parents can opt to purchase MKS uniforms at the following location:

House of Uniforms: 17532148

- Boy's Daily Uniform: White collared Shirt with MKS initials or logo on left, breast pocket, light gray trousers.
- Girl's Daily Uniform: White shirt with light gray trousers or jumper.
- PE Uniform: White t-shirts with navy blue MKS logo on the front, MKS initials on center back with blue, or black athletic pants.

Students wearing knee length athletic pants for PE must change into normal trousers for the remainder of their school day. We request that all MS boys keep neatly groomed hair. The use of excessive gel, long hair, pony tails, Mohawks, and crowned hair is not part of the school uniform code for MS Boys.

**Expectations For Travel on School Busses( Students):**

Appropriate bus behaviors

- Use bathroom before getting on the bus
- Speak properly at all times
- Follow bus safety rules
- Clean up your bus seat area
- Respect and follow instructions of bus driver and staff members at all times

**Prohibited bus behaviors**

- Eating and drinking on the bus
- Attempting to get on the bus before it comes to a complete stop.
- Use of any kind of electronic devices
- Standing and moving on bus while in motion
- Heads, hands and feet hanging out the windows
- Screaming and shouting voices
- Vandalism to the bus
- littering
- Derogatory remarks or conduct directed at the bus driver, bus helper, at fellow students, other adult riders, and/or people outside of the bus.

#### **Consequences for non-compliance of Bus Behaviors**

- Verbal warnings
- Suspension from riding the bus: 1. 1/3/5 day suspension 2. One month suspension 3. Remainder of the year suspension
- Please note that there will be no reimbursement of bus fees if a child is suspended from riding the bus.
- Any damage to a bus interior will be charged to the student

#### **Parents:**

- Please ensure that your child uses the toilet prior to the bus trip.
- If your child is suspended from the bus, parents need to make alternative transportation arrangements.
- Parents, please assist helping your child arrive on time to catch the bus in the morning.

#### **In the Cafeteria**

1. Always use good manners. Remember to use 'please' and 'thank you'.
2. Do not crowd into the serving line.
3. Be Cooperative with supervisors.
4. Speak with an inside voice.
5. Dispose of Trash in the containers provided.
6. Always clean your area before you leave.
7. Be on time for your next subject class.

#### **Daily break:**

All students at MKS take a daily break to exercise and snack during the day. To support healthy eating habits, MKS supports nutritious snacks. This break may additionally be used as a working break where students remain with their teacher for academic and/or disciplinary reasons.

Our Scheduled break for MS is currently 1101-1126 daily. The cafeteria is open during break times when students may buy nutritious snacks.

Monday is Pizza Day at MKS! Students may purchase slice(s) of pizza for 500 fils/slice.

## **Procedures for Cheating and Plagiarism**

Case 1 - For cheating occurring in classroom tests, exams, or quizzes:

Decisions concerning cheating are the responsibility of the teacher in consultation with the MS Principal. Examples of cheating in the context will include:

1. "Crib notes"- The amount of information available will not be an issue.
2. Looking at another person's work
3. Use of electronic devices
4. Communication in any form with another student or someone outside of the classroom

### **Consequences:**

1st offense= Automatic zero for the entire value of the test/assignment. The document will be collected by the teacher and given to the Principal for filing. The Guidance Counselor will notify the parents. The Principal will also speak to and/or counsel the student on the inappropriateness of this kind of behavior.

2nd offense= Another zero for the document and the same notification procedures with no retests/resubmissions allowed. A suspension may be given and a meeting with the teachers will be called by the Guidance Counselor and/or Principal.

3rd offense= Zero and notification with no retests/resubmissions allowed. For most cases, the Principal will impose an indefinite suspension.

Case 2 - For cheating occurring in other contexts: Decisions will be taken by the teacher and administration after conferring.

Case 3- Plagiarism: Same consequences as above for cheating

### **What is plagiarism?**

To plagiarize is to present someone else's ideas and/or words as your own, without giving the originator credit. This includes unpublished ideas and words, for example those of other students, written down as part of an assignment they have completed for school.

In this sense, plagiarism is stealing, sometimes referred to as 'intellectual theft'.

MKS school philosophy states that students will have integrity, honesty and a sense of fairness and justice which requires them to be aware of the following:

### **The 'Dangers' of Plagiarism**

In many countries around the world, plagiarism is an offence against the law. Plagiarism is prosecuted in court with severe consequences. In school there is a further, more fundamental

concern. Students who plagiarize the work of others have not done the work themselves. They have not been through the processes of, for example, answering questions, researching, summarizing information, analyzing, applying theories to new situations, or simply practicing solutions to problems. They have therefore not learned anything. Students who plagiarize do not learn.

### **How to avoid Plagiarism**

It is the responsibility of every student to prove that any work submitted is actually his/her own work by:

1. Keeping careful records/notes/drafts to show how the work was created.
2. Citing sources accurately using parenthetical citation in the text, stating the work's author, year of publication and page/section numbers. E.g. (Bond, j. 1973, pp23-26)
3. At the end of the finished assignment, a bibliography should be included which lists alphabetically and in detail: Author, date, title, publisher, page/section numbers

### **Care of School Property**

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

### **After-school activities:**

In order for an after-school activities program to be an effective and enjoyable experience, students are expected to make a commitment to an activity (which includes regularly attending and notifying the administration of unavoidable absences) and to observe school rules. Students who remain until 2:20 are to remain on campus until the parents pick them up.

### **Field trips**

The Modern Knowledge Schools support learning beyond the classroom as an extension to the school day. All field trips must be approved and demonstrate the enhancement of curriculum. MKS reserves the right to restrict student's participation.