



MODERN | KNOWLEDGE | SCHOOLS
Respectful, Responsible, Global Minded, Lifelong Learners



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Introduction

Welcome to Modern Knowledge Schools Middle School. The following information has been developed to help MKS students, parents and faculty have a successful experience in our school. As our motto states, “Making Kids Successful” is our goal. In this handbook you will find useful information to help your students achieve their goals and life-long learning habits.

Vision

Our vision at Modern Knowledge Schools is that our students will love learning, fulfill their individual potential, and excel academically and socially. They will be admitted to higher education institutions of their choice, recognizing their responsibility as global citizens from one of the premier educational institutions in Bahrain.

Mission

The mission of Modern Knowledge Schools is to develop respectful, responsible, global-minded individuals: lifelong learners who contribute towards a peaceful world.

Motto

Making Kids Successful

Philosophy

Students are placed in an educational environment that challenges and enables them to explore, develop, and apply their intellectual, social, physical and creative abilities as well as critical thinking skills in order to function and interact in a dynamically oriented global society. This formal integrated program embraces all learning experiences to assist students in becoming lifelong learners who can positively and constructively have an impact on a rapidly changing international perspective.

Beliefs

We believe that:

- All students have the potential to succeed
- Everyone is valued and deserves respect
- Everyone has the right to a safe, clean environment that is conducive to learning
- Local culture and heritage are an integral part of the learning experience
- Learning is fun!

School Profile

Modern Knowledge Schools was established in 1995. During this short period of time, we have grown and flourished because of our dedicated staff. We have much to be proud of, including our accreditation from the Middle States Association (MSA), and our affiliation as an International Baccalaureate (IB) World School. As a result, students can choose an IB or American Diploma.

As an American curriculum school, MKS is committed to hiring experienced and certified staff members from the U.S. and Canada to teach the core subjects of Math, English, Science and Social Studies. We are also committed to a strong Arabic studies curriculum that is taught by experienced Arab teachers.

Our mission and philosophy is to provide the best education possible to all of our students, and we are proud that our student population includes students from a variety of countries and nationalities. Although we have achieved much, we have much more to achieve. We intend to continue building and improving our school and staff for years to come.

Modern Knowledge Schools 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 STEM, Computer Technology, Art, Physical Education and Music. Non-Arabic passport holders participate in an English Study of Arabic Language and all Muslim students participate in an English or Arabic study of Islamic Education.

Middle School Schedule

The Middle School schedule consists of 6 X 55 minute instructional periods. Students have a five minute transition period between classes and a 35 minute nutrition break. The daily schedule is below:

Grade 5 & 6		Grade 7		Grade 8	
Timing	Period	Timing	Period	Timing	Period
7:20-8:15	A	7:20-8:15	A	7:20-8:15	A
8:20-9:15	B	8:20-9:15	B	8:20-9:15	B
9:20-9:55	Lunch	9:20-10:15	C	9:20-10:15	C
10:00-10:55	C	10:20-10:55	Lunch	10:20-10:55	Lunch
11:00-11:55	D	11:00-11:55	D	11:00-11:55	D
12:00:12:55	E	12:00:12:55	E	12:00:12:55	E
1:00-1:55	F	1:00-1:55	F	1:00-1:55	F
2:00	Dismissal	2:00	Dismissal	2:00	Dismissal

Attendance

Modern Knowledge Schools expects students to attend all classes and to arrive on time to class. 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 parents/guardians shall contact the school by 8:00 am on the day of absence.

Middle School Telephone: 17825001.

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. For unavoidable absences, contact the Middle School in advance by letter. Students are responsible for gathering make-up work from teachers. Days out of school because of suspension are unexcused absences.

Arrivals

Punctual arrival and daily attendance in all classes are critical for success in school. All students shall arrive by 7:15, attend all classes and remain in school until dismissal.

Gates open at 6:30 and close at 7:15. Classes start at 7:20. It is essential that all students arrive by 7:15 so they are ready to begin class at 7:20 and benefit fully from the learning opportunities. Students who arrive after 7:15 will not be allowed to enter the school, as late arrival to class disrupts the education of other students. Students who arrive after 7:15 will be sent home, unless they are riding a bus that arrives late.

In the case of a medical or legal appointment that results in late arrival, parents/guardians must accompany their children to Reception and present documentation of the appointment to be admitted to school. Approval from the Counselor, Assistant Principal or Principal is required for students to enter school late.

Students are not permitted to leave school early except for medical or legal reasons. All requests for early departure must be submitted in writing by parents/guardians along with documentation of the medical or legal appointment. Early departure requests must be approved by the student's Counselor, Assistant Principal or Principal before the student will be permitted to leave school.

Assessment

Students in Grades 6-8 will be assessed by their teachers using both formative and summative assessments. MKS encourages teachers to use a variety of assessment techniques and devices to provide opportunity for the students to demonstrate the knowledge attained.

MKS issues grades 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.

External Examinations

Students participate in the Measures of Academic Progress (MAP) external testing system in the Autumn and Spring of each academic year. MAP creates a personalized assessment experience by adapting to each student's learning level. MAP measures the growth of every student over time regardless of on, above, or below grade level performance.

Grade Promotion

Students earn promotion to the next grade level if they receive passing marks in their subjects for the academic year. 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 may have to 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 an extension of the learning 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.

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What parents can do:

- Show interest in and encourage your child's overall academic and social development
- Make a home routine to encourage good eating and sleeping habits
- 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 textbooks and digital media. Parents purchase textbooks and digital media from the school's accounting department.

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. The middle school teaching staff and administration will determine all final placements of students.

MKS Language Policy

This is a summary of the MKS Language Policy. For the entire text, please refer to Policy 6.165 in the *MKS Policy Manual*.

At Modern Knowledge Schools, English is the language of instruction and communication throughout the school. When a student insists on speaking a language other than English, they are missing an opportunity to improve their language skills. Students are expected to speak English in all classes except Arabic Language, Arabic Social Studies, and Islamic Studies.

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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 use resources in their mother tongue to help with academic content.
- Be encouraged to seek and use resources in their mother tongue and first language as necessary to help in the understanding of academic content
- Be encouraged to maintain and value their own native language and to value the native language of other students
- Be encouraged to share and develop their work in a social context
- Be exposed to modeling of rich language experiences
- Be encouraged to explore language through the arts
- Be exposed to, and taught through a variety of technological and information resources
- Respect each other as valued members of the school community, regardless of their first language.

Field Trips

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

Uniforms

All students are required to wear the approved Modern Knowledge Schools uniform to attend school. Students wearing clothing other than the approved school uniform will not be allowed to enter school and attend classes. If students arrive at school dressed in clothing other than the approved school uniform, they will be sent home.

Hoodies, jackets and sweaters other than the Modern Knowledge Schools sweater are not allowed and will be taken from students upon arrival. Students will be able to pick them up at the end of the day.

MKS uniforms are available for purchase at the Uniform Shop inside Gate 12 at Modern Knowledge Schools from 9:00 to 5:00 Sunday to Thursday and Saturday.

Daily Break

All students take a daily break to exercise and snack. To support healthy eating habits, MKS supports nutritious snacks which can be purchased at the cafeteria. Any detention will be assigned during the first 15 minutes of break time.

In the Cafeteria

- Always use good manners. Remember to use 'please' and 'thank you'.
- Do not crowd into the serving line.
- Be cooperative with supervisors.
- Speak with an inside voice.
- Dispose of trash in the containers provided.
- Always pick-up your area before leaving.

Child Protection and Safeguarding Policy

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist and disability
- gender-based violence/violence against women and girls
- radicalization and/or extremist behavior
- the impact of new technologies on behavior
- substance misuse
- issues that may be specific to a local area or population
- domestic violence
- fabricated or induced illness
- poor parenting, particularly in relation to young children

Staff has regular contact with children and young people so are in a strong position to identify signs of abuse and neglect.

Safeguarding is not just about protecting children and learners from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being, including their mental

health

- meeting the needs of children who have special educational needs and/or disabilities
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's and learners' security

Schools should:

- create safe environments for children and young people through robust safeguarding practices
- ensure that adults who work in the school, including volunteers, don't pose a risk to children
- make sure staff are trained, know how to respond to concerns and keep-up-to-date with policy and practice
- teach children and young people about staying safe.

School staff play an essential role in protecting children. All staff who work within our school are responsible for their own actions and behavior and should avoid any conduct which would lead to questions regarding their motivation and intentions.

The safe working practices at MKS ensure that pupils are safe and that all staff include:

- work in an open and transparent way
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in

criminal or disciplinary action being taken against them.

Evidence of effective safeguarding

includes:

- Children and learners are protected and feel safe in their learning environment
- Leaders and managers have put in place effective child protection and staff behavior policies that are well understood by everyone in the setting.
- All staff and other adults working within the setting are clear about procedures where they are concerned about the safety of a child
- Children and learners can identify a trusted adult with whom they can communicate about any concerns.
- Written records are made in an appropriate and timely way. Records are confidential and shared, with consent, if needed.
- Children and learners are supported, protected and informed appropriately about the action the adult is taking to share their concerns
- There is a written plan in place that has clear and agreed procedures to protect a child
- Positive behavior is promoted consistently. Staff use effective de-escalation techniques and creative alternative strategies that are specific to the individual needs of children and learners.

Code of 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.

MKS expects students to follow behavior guidelines and promotes the learning of self-control. Behavior that interferes with the learning environment or disrupts the smooth operation of the school is unacceptable. We follow the MOE guidelines for Private and Government Schools. Expected behaviors need to be taught both at home and in school. The strategies used to develop understanding and respect may vary from student to student. When there is non-compliance with the behavioral expectations of the code of conduct, despite the application of these strategies, MKS implements appropriate consequences.

Student Expectations and Standards of Behavior

The following student expectations ensure a positive, healthy learning environment. Students shall:

- Arrive on time in the morning and to class on time for all classes during the day
- Wear the school uniform daily
- 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 the teacher's instructions at all times
- Respect all property and keep all areas of the school clean and tidy
- Respect and cooperate with staff members, administrators and workers, including security, drivers, cafeteria, and maintenance personnel
- Keep at home beepers, stereos, non-educational devices, large sums of money, toys and other items that are disruptive to the educational process
- Stay in assigned areas and use appropriate language at all times.
- Represent **their** learning only. Copying the work of others without giving credit is a serious offense (See Procedures for Cheating and Plagiarism).
- Respect school property and the property of others
- Keep their hands and feet to themselves at all times

- Clean up after themselves in the classroom and cafeteria
- Enter and exit the building and classrooms in an orderly manner
- Speak respectfully and properly to everyone

Consequences for Non-Compliance of Student Expectations

The following school expectations apply to all students for all school levels in Private and Government Schools regarding violations committed inside the school, during field trips, events and activities arranged by the Ministry or Modern Knowledge Schools, and inside school buses. These Regulations aim for the self-discipline of students in all levels in Private & Government Schools through:

- Providing a safe learning environment in which students achieve a commitment to moral values
- Encouraging students to study and finish tasks, participate in school activities, display good behavior, and show respect to peers, educational staff, administrative staff, and all personnel at the school
- Respecting rules and regulations of the learning and teaching process
- Educating students to be proud of their Bahraini identity
- Enabling professionals in the school administration and teachers to address the behavioral problems for the students
- Ensuring that the behavioral problems will be addressed and reduced, which will help improve the learning and teaching process
- Identifying behavioral violations and giving guidance to correct the behavior in order to provide a safe learning environment

To determine the appropriate approach, the following points need to be considered:

- Student's age, academic level, growth, and sensibility
- The nature of the violation, the size of the damage, and the circumstances surrounding the violation
- The academic and behavior records of the student

Progressive Discipline

MKS Middle School believes that all students have a right to be informed when they have violated the code of conduct, and to a process of progressive discipline, where consequences begin at a most un-intrusive level and become more overt should the behavior continue.

Some examples of teacher/administrator actions are:

1. Use proximity to student.
2. Verbal direction.
3. Private conversation.
4. Parent contact.
5. Counselor referral.
6. Detention.
7. Office referral
8. In-school suspension.
9. Out of school suspension.

Serious offences may result in a more intrusive consequence being applied immediately.

A student suspension occurs 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 and MOE. The days set for suspension depends on the severity of the offense and represent an enforced absence during which the student is to make the commitment that when returning, he or she will abide by the school rules. Some Suspensions administered “in-house” if that style 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 unexcused absences. Suspended students may not participate in any extra-curricular activity or school sponsored functions during the period of suspension. There is no tuition reimbursement on school days lost due to suspension.

Cheating and Plagiarism

Cheating

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

- Use of crib notes
- Looking at another person's work
- Use of an electronic device to obtain information
- Communication in any form with another student or someone outside of the classroom

Consequences

Automatic zero for the entire value of the test/assignment, until the student redoes a different test or the assignment. The teacher notifies the parents. A guidance counselor or administrator speaks to and/or counsels the student on the inappropriateness of this kind of behavior.

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'. In many countries, plagiarism is an offense against the law and prosecutable in court with severe consequences.

In school, there is a more fundamental concern. Students who plagiarize the work of others have not done the work themselves. They have not been through the processes of answering questions, researching, summarizing information, analyzing, applying theories to new situations, or simply learning solutions to problems. They have therefore not learned anything. Students who plagiarize do not learn.

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

- Keeping careful records/notes/drafts of the work created
- 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, pp 23-26)

- At the end of the finished assignment, include a bibliography that lists alphabetically and in detail: Author, date, title, publisher, page/section numbers

Consequences will be the same as for cheating.

Care of School Property

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

Expectations for school trips on busses

Appropriate Bus Behaviors

- Speak politely 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 or off the bus before it comes to a complete stop
- Standing and moving on bus while in motion
- Heads, hands and feet hanging out the windows
- Screaming and shouting voices
- Vandalism to the bus
- Derogatory remarks or conduct directed at the bus driver, bus helper, at fellow students, other adult riders, and/or people outside of the bus.

Students who engage in prohibited behavior on the busses face suspension from further field trips.