

ADVANCE INTERNATIONAL ACADEMY



مدارس عالم التقدم العالمية

ADVANCE

ADVANCE INTERNATIONAL ACADEMY

STUDENT & PARENT HANDBOOK



SAT TEST CENTER

OFFICIAL SCHOOL TEST CENTER

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Welcome & Introduction

Dear Students, Parents, and Guardians

On behalf of the entire Advance International Academy (AIA) community, it is our pleasure to welcome you to another exciting year of learning, growth, and discovery. At AIA, we are committed to providing a rigorous, student-centered educational experience that empowers our learners to reach their full potential academically, socially, and emotionally.

Our academy is licensed by the Kingdom of Saudi Arabia's Ministry of Education and is a proud candidate for Cognia accreditation, reflecting our dedication to continuous improvement, high-quality teaching, and international best practices. We believe that every student is unique and capable of achieving excellence, and our faculty and staff work tirelessly to nurture curiosity, critical thinking, and innovation.

Advance International Academy is more than a school; it is a community where students, parents, and staff collaborate to create a supportive, inclusive, and inspiring environment. We provide opportunities for students to explore their passions, engage in meaningful co-curricular and extracurricular activities, and develop the skills necessary for success in higher education, careers, and responsible global citizenship.

We are excited to have you join us on this journey of learning and growth. Together, we will embrace challenges, celebrate achievements, and prepare our students to become learners today and leaders tomorrow.

Welcome to the AIA family!

School Vision

To inspire lifelong learners and responsible global citizens through innovative, student-centered education that nurtures excellence, creativity, and character.

School Mission

Advance International Academy is committed to cultivating independent thinkers, resilient learners, and ethical individuals by delivering high-quality, student-centered education built on collaboration, respect, and continuous improvement.

Educational Philosophy

At Advance International Academy, our educational philosophy is grounded in the belief that every student is capable, curious, and unique learner. We aim to nurture the whole child—academically, socially, emotionally, and ethically—while preparing them for college, career, and active citizenship.

Our philosophy is guided by the following principles:

1. Student-Centered Learning:

We place students at the heart of the learning process, encouraging active inquiry, critical thinking, problem-solving, and creativity. Instruction is differentiated to meet the unique needs, strengths, and interests of each learner.

2. Inquiry and STEAM Integration:

Science, Technology, Engineering, Arts, and Mathematics (STEAM) are integrated into the curriculum to foster analytical and innovative thinking. Students engage in hands-on projects and real-world applications that enhance understanding and develop 21st-century skills.

3. Holistic Development:

We focus on **intellectual, social, emotional, and physical development**. Through co-curricular and extracurricular programs, character education, and collaborative learning, students develop empathy, resilience, and leadership.

4. Montessori-Inspired Early Childhood Education:

Our kindergarten program emphasizes child-centered, hands-on learning. We cultivate curiosity, independence, and social-emotional skills, creating a strong foundation for lifelong learning.

5. High Academic Standards:

AIA delivers a **standards-based curriculum** aligned with the British and American frameworks. Teachers implement rigorous assessments and differentiated instruction to ensure academic excellence for all learners.

6. Technology-Enhanced Learning:

We leverage advanced educational technology, including the **Classera Learning Management System** and digital resources, to personalize learning, monitor progress, and provide engaging, interactive experiences.

7. Partnership with Parents and Community:

We believe learning is strengthened through collaboration with parents and the community. Two-way communication ensures school learning is reinforced at home, creating a supportive network for every child.

8. Preparation for the Future:

Our graduates are **independent, responsible, and socially conscious individuals**. They are equipped to thrive in higher education, the workforce, and as active citizens in a global society.

At AIA, we are committed to **inspiring learners today and developing leaders for tomorrow**, cultivating curiosity, integrity, creativity, and a lifelong love of learning.

Commitment to College, Career, and Citizenship Readiness

Advance International Academy is committed to preparing students for **college, career, and responsible citizenship** in a rapidly changing global society. Through a rigorous academic program, student-centered

instructional practices, and meaningful learning experiences, the academy equips students with the knowledge, skills, and dispositions necessary for success beyond school.

AIA emphasizes:

- **College Readiness** by fostering strong academic foundations, critical thinking, research skills, and independent learning habits.
- **Career Readiness** by developing problem-solving abilities, collaboration, adaptability, digital literacy, and real-world application of learning.
- **Citizenship Readiness** by promoting ethical behavior, respect for diversity, community engagement, and a sense of social responsibility.

By integrating academic excellence with character development and life skills, Advance International Academy ensures that students are prepared not only to succeed academically, but also to contribute positively to their communities and the wider world.

AIA Overview

Advance International Academy (AIA) is a licensed international school approved by the **Ministry of Education in the Kingdom of Saudi Arabia**. The academy is also a **candidate for accreditation by Cognia**, the world's largest international accrediting body for schools, reflecting AIA's commitment to quality assurance, accountability, and continuous school improvement.

AIA provides a **comprehensive and balanced educational program** designed to meet international standards while addressing the academic, social, emotional, and ethical development of students. The academy offers a structured curriculum supported by co-curricular and extracurricular activities that enhance learning, encourage creativity, and promote student engagement beyond the classroom.

Teaching and learning at AIA are guided by **research-based instructional practices** that emphasize critical thinking, inquiry, collaboration, and problem-solving. Technology is intentionally integrated as a learning tool to support personalized instruction, enhance student engagement, and prepare learners for the demands of a digital and global society.

Advance International Academy fosters a **safe, inclusive, and respectful learning environment** where diversity is valued, and all students are encouraged to reach their full potential. Through strong partnerships with parents and the wider community, AIA promotes shared responsibility for student success.

As part of its commitment to excellence, AIA regularly reviews its programs, policies, and practices to ensure alignment with international benchmarks and the **Cognia Standards for Educational Quality**, with a clear focus on improving student learning outcomes and preparing students for college, career, and responsible citizenship.

Learning Environment

AIA provides a **learning environment that nurtures academic excellence, personal growth, and social responsibility**. Our educational programs are carefully structured to meet the needs of students at every stage:

Kindergarten:

- Warm and supportive classrooms designed for young learners.
- Individualized instruction and regular assessments to address each child's unique learning needs.
- Strong emphasis on **parental involvement** to reinforce learning at home.

Elementary Stage:

- Focus on independence, skill application, and collaborative learning.
- Hands-on activities and **real-world projects** to develop critical thinking and social skills.
- Goal-setting and reflection activities to promote **self-directed learning**.

Middle School & High School

- Rigorous curriculum emphasizing both **academic excellence and life skills**.
- Electives and extracurricular activities that enhance personal development.
- Emotional and social well-being supported through **counseling and mentoring programs**.
- Opportunities for **community engagement and service learning**.

General Strategies Across All Stages:

- Continuous **professional development** for educators to implement innovative teaching strategies.
- Inclusive learning environment that celebrates diversity and supports all learners.
- Use of **technology and digital tools** to enhance instruction, learning, and digital literacy.
- Varied **assessment strategies** to monitor and guide student growth.

Partnership with parents is a cornerstone of AIA's approach. A **two-way flow of communication** ensures that learning at school is reinforced at home, creating a seamless support system for each student

Why Choose Advance International Academy?

AIA offers a **unique and high-quality learning experience**, combining academic excellence, innovation, and holistic student development:

- **Cognia Accreditation Candidate**
- State-of-the-art facilities and technology-enhanced classrooms
- Advanced **Classera Learning Management System**
- Creative and luxurious learning environment that supports high standards of teaching
- Opportunities for **recreational and educational activities**, including Fun Zones, online contests, international day celebrations, public speaking events, guest speakers, field trips, and school clubs
- Access to **American curriculum resources** (e.g., Pearson) and integration with the **British curriculum** (Cambridge framework)
- **Small student-teacher ratios** for personalized learning
- Strong **parental involvement and community communication**
- Specialized programs: Mental arithmetic, French and German language classes, swimming, and after-school clubs
- Innovative teaching methodologies and student motivation strategies
- **Qualified, experienced, and passionate staff**
- Ongoing **professional development for staff and parents**

Administrative Leadership & Governance

Advance International Academy is guided by a **qualified and experienced leadership team** committed to ensuring high standards of teaching, learning, and student well-being. The school's governance and administrative structure is designed to promote effective decision-making, accountability, and continuous improvement in alignment with the **Cognia Standards for Educational Quality**.

School Leadership

The Principal/Head of School provides strategic leadership and oversees the academic and operational functions of the academy. The principal works collaboratively with the senior leadership team to:

- ❖ Ensure the implementation of the school's vision, mission, and values
- ❖ Promote high-quality teaching and learning
- ❖ Foster a safe, inclusive, and supportive learning environment
- Lead school improvement initiatives based on data and evidence

Senior Leadership Team (SLT)

The Senior Leadership Team supports the Principal in managing daily operations and academic programs. The SLT typically includes Assistant Principals, Academic Coordinators, and Heads of Departments who are responsible for:

- Curriculum implementation and instructional quality
- Teacher supervision, professional development, and evaluation
- Student progress monitoring and academic support
- Policy implementation and school procedures

Teaching and Support Staff

AIA employs qualified and dedicated teaching and support staff who are committed to professional excellence and continuous learning. Staff members are expected to:

- Deliver curriculum using effective, student-centered instructional strategies
- Maintain high expectations for student achievement and behavior
- Support students' academic, social, and emotional development
- Engage in ongoing professional development and reflective practice

Governance and Accountability

Advance International Academy operates in accordance with Ministry of Education regulations and international best practices. Leadership decisions are guided by:

- Clearly defined policies and procedures
- Data-informed planning and evaluation
- Stakeholder feedback, including input from parents and students
- A commitment to ethical leadership and transparency

Through strong leadership and effective governance, AIA ensures that all aspects of school operations remain focused on **student learning, continuous improvement, and educational excellence.**

Academic Programs & Learning Approach and Systems

Advance International Academy offers a rigorous, balanced, and internationally aligned academic program designed to meet the diverse learning needs of students and prepare them for future academic and personal success. The academy's academic framework reflects best practices in education and aligns with the **Cognia Standards for Educational Quality**, with a strong focus on student learning outcomes and continuous improvement.

Standards-Based Curriculum:

- English Language Arts, Mathematics, and Science are aligned with **British Common Core Standards.**
- Supporting frameworks guide Social Studies, Art, and other subjects.
- Teachers design scope and sequence plans, unit plans, and daily/weekly lesson plans to meet individual learning needs.

Assessment results are used to identify strengths, areas for improvement, and to personalize instruction, ensuring that all students achieve their potential.

Curriculum Framework

AIA delivers an internationally oriented curriculum that emphasizes:

- Core academic subjects and interdisciplinary learning
- Development of critical thinking, inquiry, and problem-solving skills
- Application of knowledge to real-world contexts
- Progressive learning outcomes aligned across grade levels

Curriculum implementation is regularly reviewed to ensure coherence, rigor, and alignment with international benchmarks and Ministry of Education requirements.

Teaching and Learning Approach

Teaching at AIA is **student-centered and inquiry-driven**, encouraging active participation and engagement. Instructional practices include:

- Differentiated instruction to meet individual learning needs
- Project-based and inquiry-based learning strategies
- Collaborative learning and discussion
- Integration of technology to enhance learning experiences

Teachers use a variety of instructional strategies to support diverse learners and promote academic growth.

Kindergarten Montessori Learning Strategies

AIA's kindergarten program is inspired by Montessori philosophy, emphasizing child-centered learning and holistic development.

Key Montessori Strategies:

- **Child-Centered Learning:** Instruction is tailored to each child's unique pace, needs, and interests.
- **Prepared Environment:** Classrooms are designed to encourage independence, exploration, and discovery.
- **Hands-On Learning:** Practical activities help children understand concepts through real-world engagement.
- **Exploration and Discovery:** Curiosity is nurtured by encouraging children to investigate and experiment.
- **Social and Emotional Development:** Focus on empathy, cooperation, resilience, and positive social interactions.

This approach equips children with the confidence, skills, and character needed to succeed academically and personally.

Use of Technology in Learning

Technology is integrated purposefully to support teaching, learning, and assessment. Digital tools and platforms are used to:

- Enhance engagement and access to learning resources
- Support blended and e-learning experiences
- Facilitate communication between teachers, students, and parents
- Encourage responsible digital citizenship

Academic Support & Intervention

Advance International Academy is committed to ensuring that all students have access to the support they need to succeed. Academic support structures include:

- Remedial and intervention programs based on student needs
- Homework support and enrichment opportunities
- Ongoing monitoring of student progress
- Collaboration with parents to support learning at home

Remedial Program

To ensure all students meet curriculum expectations, AIA provides a **Remedial Program** for underachieving students. The program is structured to provide targeted support in a small-group setting, focusing on areas of academic weakness.

Objectives:

- Support students in meeting curriculum requirements.
- Strengthen foundational skills in Arabic, English, and other key subjects.

Procedures:

1. Teachers administer diagnostic tests to identify students needing support.
2. Low-achieving students are evaluated by the Academic Director and Remedial Teachers.
3. Parents are formally notified, including program schedule and pick-up arrangements.
4. Individualized remedial plans are developed using tailored materials and worksheets.
5. Progress is monitored monthly, and plans are adjusted as needed.

Program Schedule: Remedial classes are held on Saturdays; transportation is the responsibility of parents.

Assessment & Monitoring of Student Progress

Assessment at Advance International Academy is continuous, comprehensive, and standards-based. Teachers use diagnostic, formative, and summative assessments to:

- Monitor student proficiency and progress toward learning standards.
- Inform instructional decisions and adapt teaching strategies.
- Provide timely feedback to students and parents.

Assessment at AIA is designed to inform instruction and support student learning. The school uses:

- Formative and summative assessments
- Clear grading and reporting practices
- Data analysis to monitor progress and guide instructional decisions

Assessment practices are aligned with learning objectives and promote fairness, consistency, and transparency.

Homework

Homework at AIA is an integral component of the learning process. It reinforces classroom learning, helps students practice skills, and supports achievement of learning targets. Key principles include:

- Weekly curriculum and homework plans are shared with parents in advance.
- Homework encourages independent learning, practice, and mastery of classroom concepts.
- Parents are encouraged to support students in completing homework and monitoring progress through Classera.

Homework Club

AIA offers a **Homework Club** to support students in completing assignments efficiently while fostering positive study habits. The Homework Club provides:

- A safe, quiet, and supportive environment to focus on learning.
- Individual or small-group academic support.
- Opportunities to share knowledge, build relationships, and develop independent learning skills.

- Encouragement for students to maintain a positive attitude toward homework and learning.

This flexible program balances academic support with family time and overall student well-being.

Co-Curricular and Extra-Curricular Activities

Advance International Academy provides students with a **rich variety of co-curricular and extra-curricular opportunities**, designed to enhance personal growth, build essential skills, and foster creativity, collaboration, and leadership. These programs complement the academic curriculum and support the holistic development of every student, in alignment with **Cognia standards for student engagement and global readiness**.

Co-Curricular Activities

Co-curricular activities at AIA are integrated with the academic program to reinforce learning, encourage exploration, and cultivate critical thinking skills. These activities include:

- **Debate Club:** Enhances reasoning, public speaking, persuasion, and analytical thinking skills.
- **Drama Classes:** Develops creativity, self-expression, confidence, and teamwork.
- **International Science Competitions:** Provides students with opportunities to apply scientific knowledge and problem-solving skills on a global platform.
- **Speech Competitions:** Builds communication, presentation, and leadership abilities.
- **Junior Scientist Program:** Encourages hands-on exploration of science, fostering curiosity, inquiry, and scientific reasoning.

Extra-Curricular Activities

Extra-curricular programs at AIA focus on physical development, creativity, and personal interests, allowing students to explore new talents and interests outside the traditional classroom environment. These programs include:

- **Sports Academy:** Accredited by the Saudi Ministry of Sport and official federations, offering participation in school and inter-school tournaments.

- **Soccer and Basketball:** Develop teamwork, leadership, physical fitness, and discipline.
- **Swimming Classes:** Provide professional coaching for all skill levels and promote health and water safety awareness.
- **Fine Arts Classes:** Encourage creativity and expression through visual arts, painting, and design.
- **Talents Club:** Supports students in discovering and nurturing unique personal abilities.
- **Conversation Club:** Enhances communication, public speaking, and interpersonal skills.
- **Kharazmi (Mental Math Program):** Strengthens problem-solving, critical thinking, and mental arithmetic skills.
- **School Newspaper/Journalism:** Develops writing, research, and media skills, fostering responsible reporting and collaboration.

Benefits of Co-Curricular and Extra-Curricular Activities

Participation in these activities supports:

- **Holistic Development:** Balances intellectual, physical, emotional, and social growth.
- **21st-Century Skills:** Strengthens leadership, teamwork, creativity, and critical thinking.
- **Student Engagement:** Encourages active participation, personal responsibility, and confidence.
- **Global Competitiveness:** Prepares students to thrive in higher education and professional environments

Classera Learning Management & E-Learning System

Advance International Academy utilizes **Classera**, a cutting-edge Learning Management System (LMS), to enhance teaching, learning, and communication. Classera supports both **in-person and distance learning**, providing a seamless, interactive, and personalized educational experience.

Key features include:

- **Smart Classrooms & Distance Learning:** Students can participate in lessons in-person or remotely, ensuring continuity of learning.
- **Digital Library:** Provides access to educational resources in multiple formats, including interactive lessons, videos, presentations, games, and more.

- **Homework & Assignment Management:** Teachers assign and track homework online, while parents receive notifications of student assignments and exams.
- **Parent Access:** Parents can monitor student progress, including homework completion, discussions, and evaluations at any time.
- **Continuous Lesson Uploads:** Recorded lessons are available for review, supporting differentiated learning and mastery of concepts.
- **Gamification & Virtual Labs:** Students engage in interactive 3D science experiments, high-quality educational games, and can earn **Excellence Badges** for achievement.
- **Data-Driven Assessment:** Exam results are analyzed using Bloom's Taxonomy to inform instruction and support academic growth.
- **Classera Success Partner Program:** Offers incentives and recognition for student achievement.

Classera also facilitates **daily monitoring of student behavior**, strengthening communication between teachers and parents, and ensuring a safe, supportive learning environment.

Class List Distribution

At AIA, class lists for the upcoming school year are **carefully planned** to support academic, social, and emotional success:

- Teachers are actively involved in creating class lists based on student learning needs, academic performance, behavior, and social dynamics.
- Academic Coordinators and Social Workers provide insights into student needs and special circumstances.
- Class distribution discussions ensure balanced and supportive classroom communities.
- Student movement between classes is permitted only under special circumstances, with class change requests limited to the first week of school.

Student Life & Policies

Student Attendance

Regular attendance is a fundamental expectation at Advance International Academy and is essential to student success. All students are required to attend **every class on each instructional day** as outlined in the official school calendar. Consistent attendance supports academic achievement, positive social interaction, and effective communication between students and teachers.

At AIA, regular attendance also fosters essential life skills such as **responsibility, commitment, self-discipline, and respect for school regulations**, all of which contribute to students' readiness for future academic, career, and life challenges.

While the academy emphasizes the importance of daily attendance, we recognize that certain circumstances may make absence unavoidable. In such cases, absences are classified as either **excused** or **unexcused**, in accordance with school policy.

Excused Absences

A student's absence will be considered *excused* under the following circumstances:

- **Illness or medical emergencies**, provided a valid medical certificate from a recognized medical center or licensed practitioner is submitted **within three (3) days** of the student's return to school.
- **Death in the immediate family**, with prior notification to the school by the parent or guardian.
- **Family emergencies** beyond the student's control, subject to approval by the Administrative Vice Principal.
- **Official religious or national holidays** recognized by the Kingdom of Saudi Arabia.
- **Severe weather conditions**, in cases where the school is officially closed or announces closure to ensure the safety of students and staff. Such days will not be counted as instructional days. If no official notification
- is issued by the school (via email, SMS, or the school website) or by government authorities, students are expected to attend school as usual.

Unexcused Absences

- Any absence that does not meet the criteria outlined above will be classified as **unexcused**.
- Unexcused absences may result in a grade of “F” for missed assignments, quizzes, or examinations and may negatively affect the student’s overall academic performance.

Lateness / Tardiness

Punctuality is an essential part of student responsibility and academic readiness. Students are expected to arrive at school and report to class **on time each day**.

- Students arriving late to the first period must report to the **Administrative Vice Principal** or the designated staff member responsible for attendance tracking.
- The time and reason for lateness will be recorded, and the matter will be addressed in accordance with AIA’s attendance policy and progressive intervention procedures.

Early Pick-Up

Advance International Academy strongly encourages students to remain in school for the full instructional day. Early dismissal should occur **only in exceptional circumstances**.

- Parents must inform the school reception office **in advance** by submitting a written request accompanied by supporting documentation (e.g., medical appointment confirmation).
- Whenever possible, parents are requested to schedule appointments **outside school hours** to minimize disruption to learning.

Student Code of Conduct

Advance International Academy maintains **high expectations for student behavior** and is committed to creating a safe, respectful, and supportive learning environment for all members of the school community. The Student Code of Conduct is aligned with **Ministry of Education regulations** and reflects the academy’s values and commitment to positive behavior that enhances teaching and learning.

AIA believes that **positive behavior supports academic success**, social development, and emotional well-being. Our policies, procedures, and practices are designed to reinforce appropriate behavior, promote accountability, and guide students in developing self-discipline and respect for others. When behavior does not align with AIA values, the school adopts a **supportive and corrective approach** to redirect behavior and promote growth.

Expected Student Behavior

All students at Advance International Academy are expected to:

- Attend school regularly unless there is an exceptional and approved reason for absence.
- Actively engage in the learning process and classroom activities.
- Bring to school only approved items and materials appropriate for educational purposes.
- Demonstrate positive behavior and language at all times.
- Respect the personal, civil, and property rights of others.

What Expected Behavior Looks Like at AIA

AIA promotes a clear and consistent behavior framework based on three core expectations:

What Expected Behavior Looks Like		
Be Respectful	Be Productive	Be Safe
• Treat others the way you want to be treated. • Show courtesy and proper manners • Use respectful and appropriate language. • Follow adults' directions. • Smile as a silent greeting to others.	• Keep a positive attitude. • Be persistent. • Focus attention. • Follow directions. • Use time wisely. • Take care of materials and buildings. • Clean up after yourself. • Help others.	• Keep hands, feet, body, and objects to yourself; • Settle conflicts using kind words and actions. • Ask an adult for assistance. • Report bullying or harassing behavior. • Never bring dangerous objects to school.

Positive Student Recognition

Advance International Academy believes that recognizing positive behavior is a powerful tool for encouraging student growth. Students are acknowledged and rewarded for demonstrating behavior that reflects AIA values. Each teacher and academic department follows a **common behavior management framework** that includes:

- Positive reinforcement and recognition
- Clear expectations for behavior
- Consistent and fair consequences

Positive recognition helps students understand that **appropriate behavior leads to positive outcomes**, encouraging them to make responsible choices.

Behavior Management Procedures

Teachers are primarily responsible for managing student behavior within the classroom using a combination of **positive reinforcement and corrective measures**. When additional support is required, the Social Worker and the Administrative Vice Principal collaborate with teachers to guide interventions.

When inappropriate behavior occurs, the following steps are applied progressively:

1. The teacher provides a **visual or verbal reminder** to reinforce expectations.
2. A **one-to-one discussion** is held to review the rule or agreement that was not followed and to explain how behavior impacts others' learning. The student is encouraged to reflect on and identify appropriate choices for the future.
3. If the behavior continues, the teacher works with the **Social Worker or Behavior Coordinator** to implement additional support strategies.

This approach emphasizes **reflection, responsibility, and personal growth** rather than punishment.

School Property

A positive learning environment includes respect for the physical surroundings of the school. All students are expected to care for:

- School buildings and facilities
- Learning materials and equipment
- Personal property and the property of others

Any damage to school property resulting from inappropriate behavior will require the student and parent to assume responsibility for **repair or replacement costs**.

Students' Responsibilities

At Advance International Academy, students are active partners in their learning journey. With this partnership comes responsibility. Students are expected to demonstrate responsible behavior that supports a positive learning environment, academic success, and personal growth.

Responsibility for Learning

Students are expected to:

- Attend school regularly and arrive on time, prepared for learning.
- Actively participate in lessons, discussions, and learning activities.
- Complete classwork, homework, and assignments to the best of their ability.
- Seek help when needed and take responsibility for their own learning progress.
- Use school resources, including technology, appropriately and responsibly.

Responsibility for Behavior

Students are expected to:

- Follow the Student Code of Conduct and all school policies.
- Show respect to teachers, staff, peers, and visitors.
- Use appropriate language and behavior at all times.
- Resolve conflicts peacefully and report concerns to a trusted adult.
- Contribute to a safe, respectful, and inclusive school environment

Responsibility for School Property

Students are expected to:

- Respect school buildings, facilities, learning materials, and equipment.
- Take care of personal belongings and respect the property of others.
- Report any damage or safety concerns to a teacher or staff member promptly.

Responsibility for Digital Citizenship

Students are expected to:

- Use technology and online platforms for educational purposes only.
- Follow school guidelines for digital safety, privacy, and ethical behavior.
- Communicate respectfully and responsibly in digital spaces.
- Protect personal information and respect the privacy of others.

Dress Code

Advance International Academy expects all students to wear clothing that reflects **respect for themselves, their peers, and the school environment**. The school dress code supports a safe, professional, and distraction-free learning atmosphere.

❖ Daily Uniform Requirements

Kindergarten Students:

- Plain yellow polo shirt or t-shirt with the school logo
- Gray pants for boys and a gray skirt for girls, with the school logo
- Regulation athletic P.E. suit with school logo
- Appropriate shoes (no spikes)

Grades 1–12 Students:

- Plain white polo shirt or t-shirt with the school logo
- Gray pants for boys and a gray skirt for girls, with the school logo
- Regulation athletic P.E. suit with school logo
- Appropriate shoes (no spikes)

P.E. Uniforms:

Students must wear the regulation P.E. uniform on the day they have a P.E. lesson.

Students may remain in their P.E. uniform for the entire school day on P.E. days.

Dress Code Violations

Compliance with the uniform policy is **monitored daily** by teachers and staff.

Documentation: All dress code infractions are recorded.

Immediate Correction: In cases of flagrant violations, parents or guardians are required to bring appropriate clothing so that the student may change immediately.

Repeated Violations: Persistent disregard for the dress code may result in consequences, which are applied at the discretion of the **school administration team**.

Facilities & Resources

Advance International Academy provides students with **state-of-the-art facilities and resources** to support a holistic and high-quality learning experience. Our campus is designed to nurture academic, creative, and physical development while ensuring student safety, comfort, and engagement.

Academic Facilities

Our modern academic facilities create an environment that encourages **active learning, collaboration, and innovation**. These facilities include:

- **Classrooms:** Fully equipped with smart boards, interactive activity corners, and ergonomic furniture to foster collaboration, creativity, and technology-driven learning.
- **Computer Labs:** Advanced computer labs provide access to modern software and digital tools, supporting coding, research, and technology-based projects.
- **Science Labs:** Specialized laboratories for biology, chemistry, and physics, allowing students to conduct experiments and explore scientific principles hands-on.
 - **English Language Lab:** Designed to enhance language acquisition and communication skills through immersive and interactive activities.
- **Library:** A well-stocked library offering a wide range of educational and recreational materials, supporting independent research, reading for pleasure, and information literacy.
- **Art Rooms:** Dedicated spaces for visual arts, creativity, and design, where students can explore and develop their artistic talents.

- **Reception & Waiting Areas:** Comfortable and welcoming spaces for parents, visitors, and students, reflecting a professional and safe learning environment.
- **Canteen:** A clean and well-maintained canteen offering **healthy, fresh, and nutritious meals** daily to support students' well-being.

Sports & Recreational Facilities

AIA provides **top-quality sports facilities** to promote physical health, teamwork, and skill development:

- **Olympic-sized courts** for basketball, volleyball, and handball, meeting international standards.
- **An Olympic-sized swimming pool** suitable for professional instruction and competitive swimming.
- **Two football fields** for soccer training and matches.
- **Air-conditioned playgrounds** built to the highest safety standards, ensuring comfort and security.
- **Kindergarten-specific play areas** and a **soft playroom**, designed to encourage safe exploration and active play for younger students.

Additional Features

- **Stationery & Supplies:** Access to all required learning materials to support academic programs.
- **Digital Connectivity:** Integration with the Classera Learning Management System for online lessons, homework tracking, and parent communication.
- **Safety and Comfort:** Facilities are designed and maintained to the highest standards of safety, hygiene, and accessibility.

Canteen & Food Policy

AIA provides an on-site canteen offering a variety of **healthy and nutritious meals** to students daily. Students may also choose to bring a healthy breakfast or lunch from home.

Food from Outside Vendors

- Students are **not permitted** to bring food from outside vendors (e.g., Starbucks, McDonald's, FiveGuys, etc.) onto the school campus.
- Any such items brought to school **will be confiscated**.
- The **only exception** applies to school-based activities or celebrations, for which students and parents will be informed in advance.

Laboratories & Learning Labs

Advance International Academy provides **state-of-the-art laboratories and learning labs** to enhance student learning, promote hands-on experiences, and integrate technology into the curriculum. These facilities support inquiry-based learning, critical thinking, and 21st-century skills development.

Science Labs

- AIA offers fully equipped science laboratories for biology, chemistry, and physics.
- Labs provide hands-on experiments and demonstrations, allowing students to explore scientific concepts in a safe and controlled environment.
- Safety and proper lab procedures are emphasized, ensuring students develop both practical skills and scientific responsibility.
- The labs support project-based learning and international science competitions, fostering curiosity and problem-solving abilities.

ICT / Computer Labs

- Our modern computer labs provide access to advanced hardware, educational software, and digital learning tools.
- Students learn coding, digital research, presentations, and collaborative technology projects.
- The labs support the Classera Learning Management System, enabling online learning, assignments, and digital communication between teachers, students, and parents.

- Students are encouraged to develop digital literacy, critical thinking, and responsible technology use.

English Language Lab (*Under Construction*)

- A dedicated **English Language Lab** is currently under construction to enhance language acquisition and communication skills.
- The lab will provide interactive language learning programs, listening and speaking exercises, and multimedia resources.
-
- Once completed, it will serve as a hub for immersive, technology-enhanced English instruction, helping students strengthen reading, writing, listening, and speaking skills.
- The lab will complement classroom learning and support personalized learning, assessments, and language enrichment activities

School Transportation

Advance International Academy provides a **safe and efficient school transportation system** for students. The cooperation of parents, students, bus drivers, and bus monitors is essential to ensure the safety, punctuality, and smooth operation of the service. The responsibilities of each party are outlined below.

Parents & Guardians Responsibilities

Parents and guardians play a vital role in **preparing students for safe and timely transportation**:

- Ensure that children are ready **10 minutes before** the expected bus arrival time to avoid delays and unsafe traffic congestion.
- Understand that the bus will **not wait more than 2 minutes** after the scheduled pick-up time. If a child misses the bus, parents are responsible for arranging alternative transportation.
- Discuss bus behavior rules and responsibilities with your child.
- Encourage your child to **obey all traffic rules, signs, and signals**.
- Consult the **bus monitor** regarding any medical concerns (e.g., use of EpiPen or other health considerations).
- Never attempt to **chase the bus** on foot or by car.
- Do **not board the bus** for any reason.
- Label all personal belongings with the student's **first and last name** to ensure lost items can be returned promptly.

Student Responsibilities

Students are expected to behave responsibly and follow safety guidelines at all times:

- Remain seated **facing forward** and take your seat promptly.
- Do **not put your head, arms, or objects outside the windows**.
- Eating or drinking on the bus is **not allowed**.
- Be courteous and **follow the driver's instructions** at all times.
- Do **not throw objects** inside, into, or out of the bus.
- Use appropriate language; **obscene language, gestures, or gang signs** are prohibited.
- Fighting, yelling, or disruptive behavior is **not permitted**.
- Harassment or intimidation of other students is strictly forbidden.
- Always follow the instructions of the **bus monitor**.

Bus Monitors Responsibilities

Bus monitors support a **safe and orderly environment** on all bus trips:

- Monitor student behavior and address concerns during transit.
- Assist the bus driver with orderly departure and emergency evacuations.
- Help with loading and unloading wheelchairs for students with special needs.
- Ensure the cleanliness of the bus.
- Demonstrate teamwork with the bus driver and communicate effectively daily.

General Notes & Policies

- Upon enrollment, parents receive all details regarding the transportation service.
- Bus fees are non-refundable and non-transferable and must be paid before using the service.
- Parents must notify the school at least two weeks in advance of any address change; transportation will be provided if the route is available.
- If a student will be absent, parents must inform the bus monitor and school via email as early as possible.
- Any change in transportation plans, including a student not returning home by bus, must be pre-approved by the parents.
- If the bus is delayed by more than 15 minutes due to traffic or other reasons, the bus monitor will contact parents immediately to update them.
- Parents may contact the bus monitor at any time for inquiries or concerns.

Marketing & Photograph Permission

At **Advance International Academy (AIA)**, we are committed to showcasing the vibrant learning experiences and achievements of our students. To support the development of **school publications, promotional materials, social media content, and website features**, we occasionally capture **photographs and electronic images** of students engaged in various school activities.

While we strive to include as many students as possible, we cannot guarantee that your child will appear in every publication. Participation is entirely dependent on parental consent.

Parental Consent Form

Student Name: _____

Grade: _____

Additional Children (if applicable):

I, _____, the undersigned, in my capacity as the **legal guardian** of my child(ren) listed above, **grant permission** for Advance International Academy to use **photographs or electronic images** of my child(ren) for **internal and external promotional purposes**, including but not limited to school publications, advertisements, social media, and the school website.

I understand that my child may participate in photography sessions for this purpose and that these images may be publicly shared.

Parent Name: _____

Parent Signature: _____

Date: _____

Home–School Communication

At **Advance International Academy (AIA)**, maintaining strong and effective communication with our families is a **top priority**. Clear communication ensures that parents are informed, engaged, and able to support their child’s academic, social, and emotional development.

Teacher Communication

- Your child’s classroom teacher is the primary point of contact regarding academic progress, behavior, and daily learning.
- Teachers communicate with parents regularly through Classera, email, and scheduled meetings.
- Parents are encouraged to reach out to teachers during designated office hours, which will be shared at the start of each term.
- Open and constructive communication between teachers and parents helps foster a collaborative approach to student success.

School-Wide Communication

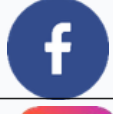
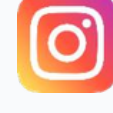
- AIA provides **timely and accurate information** about school events, announcements, and updates through multiple channels:
 - o **WhatsApp Broadcasts:** For general notices and reminders about school events.
 - o **SMS Alerts:** For urgent or time-sensitive information.
 - o **Email Communication:** For detailed reports, official correspondence, and newsletters.
- Parents are requested to ensure that the school has **up-to-date email addresses and contact numbers** to receive all communications promptly.

Parent Partnership Meetings

- Once per term, AIA hosts Parent Partnership Meetings to engage families in discussions about topics of interest, school initiatives, and student development.
- These meetings are open to all families and include opportunities for feedback, reflection, and active participation.
- Topics may include academic programs, school policies, technology integration, co-curricular activities, or child development workshops.
- Participation strengthens the home–school partnership and ensures that parents play an active role in shaping a positive learning environment.

Contact & Online Resources

For more information, updates, or inquiries, the following channels are available:

	www.advanceschool.edu.sa
	info@advanceschool.edu.sa
	https://www.facebook.com/share/18578dE8bE/?mibextid=wwXlfr
	https://www.instagram.com/advance.alhamraa?igsh=YXB4aXNjazA1bGt0&utm_source=qr
	https://www.snapchat.com/add/advance.h
	+966 55 442 7201 - +966 55 442 7200

2025–2026 Advance International Academy Handbook Acknowledgment Form

Advance International Academy (AIA) is recognized as a premier educational institution in the Kingdom of Saudi Arabia. Our success relies on the collaborative efforts of students, parents, staff, and the wider community to provide the highest quality educational experience.

As a valued member of the AIA community, your cooperation contributes to our shared goals in numerous ways:

- You take responsibility for your behavior.
- You help create a positive learning environment and school climate.
- You take pride in your school.
- You contribute to the effectiveness and success of the school.

We recognize and appreciate your commitment. With your support, AIA will continue to excel and achieve excellence. Therefore, as part of your responsibilities, both students and parents are required to sign and date this acknowledgment form.

For Students

☐ I have received a copy of the **AIA 2025–2026 Parent/Student Handbook** (available on the website). The handbook has been **reviewed and explained to me**, and I was allowed to ask questions.

☐ I have read and understand the **Student Code of Conduct** outlined in the handbook, including the consequences for any offenses.

Student Name: _____

Student Signature: _____

Date: _____

For Parents / Guardians

- ☐ I have **read and discussed the Parent/Student Handbook** with my child.
- ☐ By signing this form, I acknowledge the importance of the above responsibilities being adhered to by my son/daughter.
- ☐ I understand the **Marketing / Photograph Permission policy**. I am aware that I have the choice to allow my child to participate in school marketing/photo opportunities. By completing and returning the Marketing / Photograph Permission form, I provide consent for my child to participate.

Parent Name (Printed): _____

Parent Signature: _____

Date: _____