



**FIRST STEP**  
INTERNATIONAL SCHOOL  
CREATING UNLIMITED OPPORTUNITIES FOR OUR CHILDREN



# BACK TO SCHOOL

School Starts  
on August 2024

For your information please contact us:

[www.fsisksa.com](http://www.fsisksa.com)

Call : 0532634003





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## WELCOME MESSAGE

**Dear Students,**

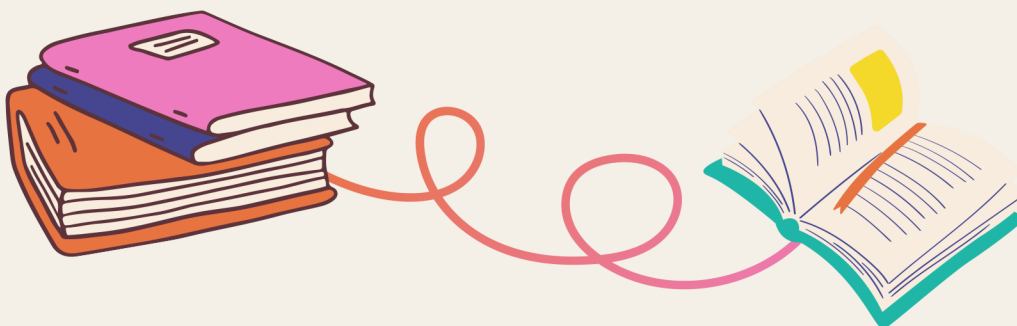
Welcome to FSIS! We're excited to have you as part of our vibrant and diverse community. This handbook is a comprehensive guide to help you navigate your academic journey, understand school policies, and make the most of your time here.

You'll find important information about our school's values, academic programs, extracurricular activities, support services, and code of conduct. Our goal is to provide a supportive and inclusive environment that fosters learning, personal growth, and mutual respect.

We encourage you to read this handbook carefully and keep it with you throughout the year. It will help you understand what is expected of you and how to succeed academically and socially. Remember that our dedicated faculty and staff are always here to support you, so feel free to reach out if you have any questions or need assistance.

We wish you a successful and enriching school year ahead!

**School Director**  
**Nadia Mehmood**





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## VISION, MISSION, AND CORE VALUES

### Vision

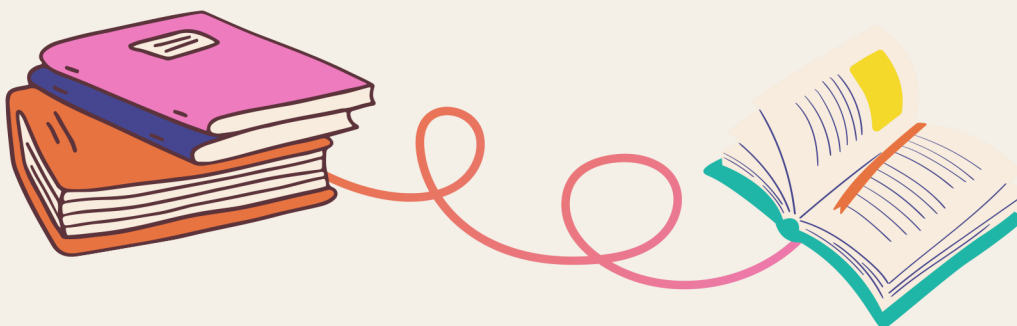
Empowering students to meet international educational standards and excel academically, to thrive in a global community.

### Mission

Preparing students to achieve academic excellence and develop essential skills for lifelong success and global competitiveness in a nurturing and inclusive learning environment.

### Core Values

- Excellence
- Kindness
- Equity
- Respect





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**“Inspiring Excellence, Empowering Futures”**

## 1. General Information

### School Hours:

- Sunday - Thursday: 7:00 AM – 12.00 PM Kindergarten
- Sunday - Thursday: 7:00 AM – 1.00 PM Grade 1-7
- Office Hours: 7:00 AM - 2:00 PM

### Note:

It is essential to note that parents are not permitted to enter their child’s classroom, observe classroom activities, or access the hallways during instructional time. This policy is implemented to safeguard the privacy of all students.

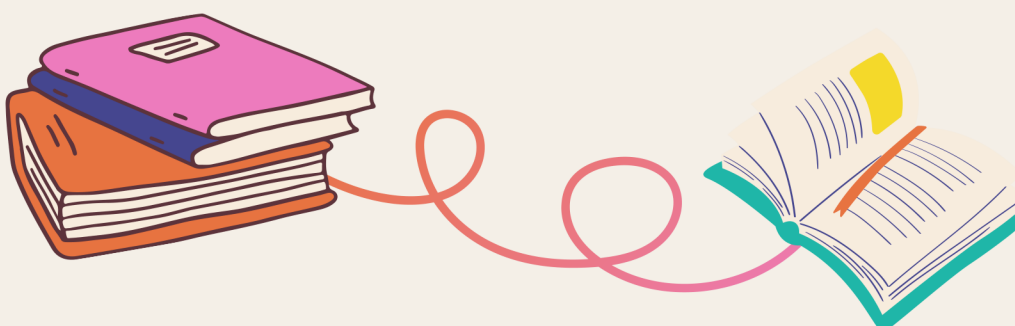
## 2. Attendance Policies

**Attendance Requirements:** Regular attendance is crucial for academic success. Students are expected to attend school every day unless they have a valid excuse.

**Tardiness:** Students must arrive on time. Repeated tardiness will result in parental notification and potential disciplinary action.

**Absence Procedures:** Parents must notify the attendance office by 7:30 AM if a student will be absent. A written note is required upon the student's return.

**Early Dismissal:** Parents must send a written request for early dismissal. Students will be released only to authorized individuals. In case of emergency, you can contact the school reception.





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### 3. Academic Policies

**Curriculum Overview:** Our curriculum is designed to meet CSS & NGSS standards and includes subjects such as Language Arts, Mathematics, Science, Social Studies, and Physical Education.

**Homework Guidelines:** Homework reinforces classroom learning. Assignments are expected to be completed on time.

**Grading System:** Grades are based on a combination of classwork, homework, quizzes, and participation. Continuous assessment marks & term wise report cards can be viewed by logging in to the student's accounts.

**Parent-Teacher Conferences:** Conferences are held twice a year to discuss student progress. Additional meetings can be scheduled as needed by contacting the school administration.

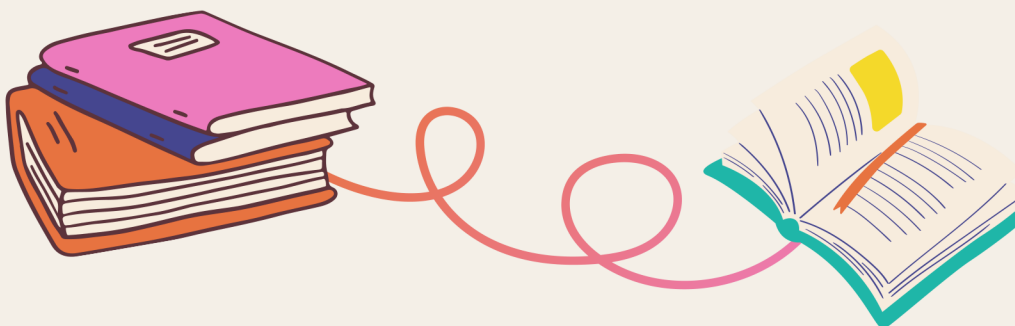
### 4. Code of Conduct

**Behavioral Expectations:** Students are expected to be respectful, responsible, and ready to learn. Disruptive behavior will not be accepted.

**Bullying and Harassment Policy:** Bullying, harassment, and discrimination are prohibited. Incidents should be reported immediately to a teacher or administrator.

**Dress Code:** Students should dress appropriately for a learning environment. Clothing with offensive language or imagery is not allowed.

**Technology Use:** Students must use school technology responsibly. Misuse of devices will result in disciplinary action.





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## 5. Health and Safety

**Nurse's Office Information:** The nurse is available during school hours for health-related issues. Parents should inform the nurse of any medical conditions.

**Medication Policies:** Medications must be administered by the nurse with written consent from a parent and physician.

**Emergency Procedures:** In case of an emergency, the school will follow established protocols. Regular drills are conducted to ensure preparedness.

**Visitor Policies:** All visitors must sign in at the main office and wear a visitor badge.

## 6. School Services

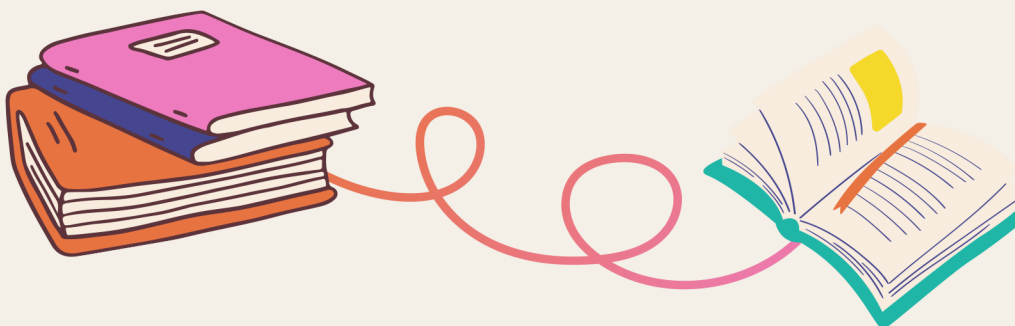
**Lunch Program:** Healthy meals are provided daily. Free and reduced-price meals are available for eligible families.

**Transportation:** Bus services are available for students living within designated areas. Students must follow bus rules for safety.

## 7. Extracurricular Activities

**Sports Programs:** Students can participate in various sports, promoting teamwork and physical fitness.

**Field Trips:** Educational field trips are scheduled throughout the year. Permission slips are required for participation.







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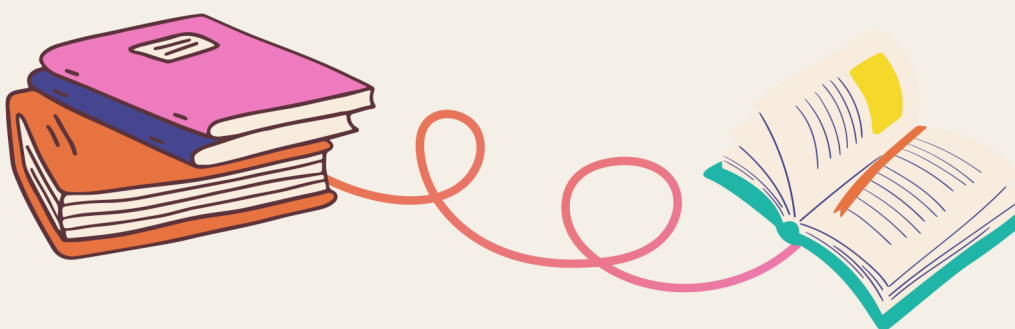
## 8. Parental Involvement

**Parent-Teacher Association (PTA):** The PTA supports school initiatives and organizes events. All parents are welcome to join.

**Orientation Meeting with parents:** The start of a year begins with the orientation meeting to explain about daily routine tasks & academics.

## 9. Additional Resources

**Counseling Services:** The school counselor is available to assist students with academic, social, and emotional needs.





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## 10. Code of Conduct

**Respect and Civility:** The code emphasizes the importance of treating others with respect and civility, regardless of differences in background, beliefs, or abilities.

**Anti-Bullying and Harassment:** The code prohibits bullying, harassment, and any form of discrimination, promoting a safe and inclusive atmosphere.

**Academic Integrity:** The code emphasizes the value of honesty and integrity in all academic activities, forbidding cheating, plagiarism, and other forms of academic dishonesty.

**Attendance and Punctuality:** Expectations for regular attendance and punctuality in classes, as well as procedures for handling absences, are outlined.

**Dress Code:** The code may specify appropriate attire for students and staff while on school premises or attending school-related events.

**Disruptive Behavior:** The code may outline what constitutes disruptive behavior and the consequences of such actions.

