



**AL-NASR
INTERNATIONAL
SCHOOL**

RIYADH | SAUDI ARABIA

LEARN
GROW
BELONG
SUCCEED

STUDENT HANDBOOK

GUIDING TODAY
FOR A BRIGHTER TOMORROW



KNOWLEDGE



CHARACTER



GLOBAL CITIZENSHIP

Education
for the Future

Academic Year 2026 – 2027

العام الدراسي 2026 – 2027

Ministry of Education License No. 520-5255

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1. Welcome Letter

Dear Parents and Students,

On behalf of the staff and administration, we would like to take this opportunity to welcome you to Al-Nasr International School for the 2026–2027 academic year.

Here at Al-Nasr, our primary goal is to help every student realize his or her unique potential, so that they acquire the knowledge they need to face the challenges of an ever-changing life. Our aim is to develop responsible citizens who use discipline, motivation and self-direction to reach their fullest potential.

Al-Nasr International School has a diverse population of students from many different nationalities, backgrounds and faiths, and their learning depends on the cooperation between supportive parents and qualified teachers. Our sense of dedication is one of the things that distinguishes our school. The learning environment at NIS is friendly and highly motivating, and the cooperation among staff, students and parents is outstanding.

After 20 years of teaching and holding leadership positions in various educational fields in Riyadh and the Middle East, we are proud to be members of the NIS family, and we warmly welcome you and your children to our school.

Sincerely,

Al-Nasr International School Administration

2. Vision, Mission, Values, Beliefs and Principles

Our Vision

Al-Nasr International School is dedicated to raising global citizens who are well-informed in the best environment with the highest quality.

Our Mission

Provides informed and engaged local and global citizenship with comprehensive and challenging international education.

Our Values

At NIS we are committed to innovation, excellence and doing well for the whole community. Students learn best when instruction is varied and individualized to their particular learning styles, when they are fully engaged and self-motivated, when they experience and develop higher levels of mastery, and when they apply learned knowledge and skills to new situations.

1. Respect	6. Independence
2. Honesty	7. Compassion
3. Responsibility	8. Integrity
4. Achievement	9. Teamwork
5. Self-esteem	10. Quality

Our Beliefs

We believe that every student who enters the classroom can succeed. As teachers, it is our duty to help students reach their full potential and gain the knowledge and skills they will need in their daily lives as active members of society. Teaching should be student-centered, and students should be accountable for their learning, behavior, decisions and actions. We help students acquire the communication, problem-solving and critical-thinking skills that will make them lifelong learners, and we believe students should learn to be independent while also having the skills to work constructively in a team.

Our school beliefs:

1. Seeking new and innovative teaching techniques and methodologies to motivate and educate our students.
2. Applying the student-centered approach in learning and teaching.
3. Focusing on continuous improvement and shared responsibilities.
4. Working as a team, cooperatively and collaboratively, to ensure a quality education for all students.
5. Encouraging teamwork among teachers and staff.
6. Developing partnership between parents and the community.
7. Creating an environment that is always conducive to learning.
8. Allowing students to develop their potential.
9. Encouraging self-development and growth.
10. Fostering respect for Arab and Islamic heritage.
11. Creating a caring environment where children are loved, appreciated and respected.

Our Principles

NIS provides an environment that fosters understanding, independence, interdependence and cooperation within the context of our values and beliefs. NIS students appreciate:

1. Arabic culture, language and literature.
2. Developing personal values while appreciating the values of others.

3. Valuing one's own culture while understanding and demonstrating respect for the cultures of others.
4. Multiculturalism within a global society.

3. About the School

Al-Nasr International School (NIS) is a private, independent, English-medium day school serving both the local and expatriate communities in Riyadh, Saudi Arabia. NIS has co-educational sections from KG to Grade 3, and separate boys' and girls' sections from Grade 4 to Grade 12. The school operates under the license and supervision of the Ministry of Education (License No. 520-5255).

School Sections

Section	Grades
Kindergarten	KG1 – KG3
Lower Grades	Grade 1 – Grade 3
Upper Primary	Grade 4 – Grade 5
Middle School	Grade 6 – Grade 8
High School	Grade 9 – Grade 12

4. Registration Requirements and Procedures / متطلبات وآلية التسجيل

Documents Required for Saudi Students / الوثائق المطلوبة لالتحاق الطالب/ة السعودي/ة

#	English	العربية
1	Complete the application form and print it.	تعبئة استمارة طلب الالتحاق وطباعتها.
2	Original and copy of the family ID card (front and back).	صورة بطاقة العائلة المضاف/ة فيها الطالب/ة (أمام وخلف) مع الأصل للمطابقة.
3	Original and copy of the birth certificate.	صورة شهادة الميلاد مع الأصل للمطابقة.
4	Four passport-size photos of the student.	أربع (4) صور شخصية للطالب/ة.
5	A medical report from a public or private hospital stating that the student has no contagious diseases.	تقرير طبي من مستشفى خاص أو حكومي يثبت خلو الطالب/ة من الأمراض المعدية.
6	A copy of the student's immunization record.	صورة من شهادة التطعيمات.
7	Original previous school certificate (transcript), stamped by the previous school. If the student studied outside the Kingdom, the certificate must carry: 1. The stamp of the Ministry of Education in the country of study. 2. The stamp of the Ministry of Foreign Affairs in that country. 3. The stamp of the Saudi Embassy or Saudi Cultural Attaché in that country. 4. The previous principal's signature and the school stamp. 5. A transfer (clearance) card from the previous school. * Students coming from Gulf countries only need a certificate attested by the Ministry of Education, signed by the principal and stamped by the school.	أصل آخر وثيقة دراسية (كشف الدرجات) موقعة ومختومة من المدرسة السابقة، وفي حال قدوم الطالب/ة من الخارج تُصدّق الشهادة بالأختام التالية: 1- ختم وزارة التربية والتعليم في البلد القادم منه الطالب/ة. 2- ختم وزارة الخارجية في البلد القادم منه الطالب/ة. 3- ختم السفارة السعودية أو الملحقة الثقافية السعودية في ذلك البلد. 4- توقيع مدير المدرسة وختم المدرسة. 5- بطاقة نقل من المدرسة السابقة (إخلاء طرف). * يُستثنى الطلاب والطالبات القادمون من دول الخليج، حيث تكفيهم شهادة مصدقة من وزارة التربية والتعليم مع توقيع مدير المدرسة وختم المدرسة.

Documents Required for Non-Saudi Students / الوثائق المطلوبة لالتحاق الطالب/ة غير السعودي/ة

#	English	العربية
1	Complete the application form and print it.	تعبئة استمارة طلب الالتحاق وطباعتها.
2	Original and copy of the student's passport, the student's Iqama and the father's Iqama.	صورة جواز السفر وإقامة الطالب/ة وإقامة ولي الأمر مع الأصول للمطابقة.
3	Original and copy of the birth certificate.	صورة شهادة الميلاد مع الأصل للمطابقة.
4	Original letter from the guardian's employer/sponsor.	تعريف من جهة عمل ولي الأمر (أصل).
5	Transfer notice from the previous school.	الموافقة المسبقة على قبوله في مدرسة أجنبية في حال انتقال الطالب/ة من مدرسة أخرى.
6	Four passport-size photos of the student.	أربع (4) صور شخصية للطالب/ة.
7	A copy of the student's immunization record.	صورة من شهادة التطعيمات.
8	A medical report from a public or private hospital stating that the student has no contagious diseases.	تقرير طبي من مستشفى خاص أو حكومي يثبت خلو الطالب/ة من الأمراض المعدية.

#	English	العربية
9	Original previous school certificate (transcript), stamped by the previous school. If the student studied outside the Kingdom, the certificate must carry: 1. The stamp of the Ministry of Education in the country of study. 2. The stamp of the Ministry of Foreign Affairs in that country. 3. The stamp of the Saudi Embassy or Saudi Cultural Attaché in that country. 4. The previous principal's signature and the school stamp. 5. A transfer (clearance) card from the previous school. * Students coming from Gulf countries only need a certificate attested by the Ministry of Education, signed by the principal and stamped by the school.	أصل آخر وثيقة دراسية (كشف الدرجات) موثقة ومختومة من المدرسة السابقة، وفي حال قدوم الطالب/ة من الخارج تُصدّق الشهادة بالأختام التالية: 1- ختم وزارة التربية والتعليم في البلد القادم منه الطالب/ة. 2- ختم وزارة الخارجية في البلد القادم منه الطالب/ة. 3- ختم السفارة السعودية أو الملحقة الثقافية السعودية في ذلك البلد. 4- توقيع مدير المدرسة وختم المدرسة. 5- بطاقة نقل من المدرسة السابقة (إخلاء طرف). * يُستثنى الطلاب والطالبات القادمون من دول الخليج، حيث تكفيهم شهادة مصدقة من وزارة التربية والتعليم مع توقيع مدير المدرسة وختم المدرسة.

Registration Procedures / خطوات التسجيل

#	English	العربية
1	Submit the required registration documents to the registrar, and complete and sign the "Application for Admission" form.	تعبئة استمارة التسجيل وتسليمها مع الوثائق المطلوبة للإدارة.
2	Pay the application/test fees to the school's Finance Department.	دفع الرسوم المستحقة لدى قسم المحاسبة في المدرسة، ثم التوجه للإدارة لتحديد يوم ووقت الاختبار.
3	New students sit a placement test before admission. After paying the test fees, please see the Academic Deputy to arrange an appointment. 1. Arrive at least 10 minutes before the test; only the student and the mother may attend. 2. The test and interview take approximately 2 hours. 3. The test covers English, Mathematics and Arabic. 4. The school will notify you if your child is accepted.	إجراء اختبار تحديد المستوى وفق ما يلي: 1- الوصول قبل موعد الاختبار بعشر دقائق على الأقل، ولا يُسمح بالحضور لغير الطالب/ة والأم. 2- يستغرق الاختبار نحو ساعتين. 3- يشمل الاختبار اللغة الإنجليزية والرياضيات واللغة العربية. 4- تقوم المدرسة بإشعار ولي الأمر في حال قبول الطالب/ة.
4	Once acceptance has been confirmed: 1. The school administration will contact the guardian to complete registration. 2. The guardian signs the Parent's Contract and the Financial Statement with the Finance Department. 3. After signing, the guardian receives a confirmation letter and a payment schedule for the tuition fees.	عند قبول الطالب/ة في مدرسة النصر العالمية: 1- تتواصل المدرسة مع ولي الأمر لتحديد موعد زيارته وإتمام إجراءات التسجيل. 2- يوقع ولي الأمر عقد التسجيل والإقرار المالي لدى قسم المحاسبة. 3- بعد استيفاء الشروط والتوقيع يتم الاتفاق على آلية الدفع مع قسم المحاسبة.

5. School Rules / قوانين المدرسة

#	English	العربية
1	Students must abide by the official school hours.	يجب على الطالب/ة الالتزام بساعات الدوام الرسمي.
2	In case of absence, guardians must formally notify the school and give a valid reason.	في حالة الغياب يجب إخطار المدرسة رسمياً مع ذكر سبب الغياب.
3	A missed test requires a parent's phone call or visit. A make-up test is held only in emergency cases, according to a plan set by the section head.	لن يُعاد الاختبار للطالب/ة المتغيب/ة إلا في حالة اتصال ولي الأمر أو إشعار المدرسة خطياً بسبب الغياب، ووفق خطة يضعها رئيس القسم.
4	Parents may not enter the school premises, playgrounds or classrooms, to avoid unnecessary interruptions. Only the administration office is open for official business and enquiries.	لا يُسمح لأولياء الأمور بدخول حرم المدرسة كالملاعب أو الفصول الدراسية، وللمراجعة تأمل الاستفسار لدى الإدارة.
5	Parents who wish to raise an enquiry, complaint or issue should do so formally with the school administration.	في حال رغبة ولي الأمر في رفع شكوى أو استفسار، يتم ذلك رسمياً بكتابتها وتسليمها للإدارة.
6	In line with Ministry of Education regulations, fathers and male guardians are not allowed inside the girls' section, and mothers and female guardians are not allowed inside the boys' section.	وفقاً لتعليمات وزارة التعليم، يُمنع دخول الآباء إلى قسم البنات، كما يُمنع دخول الأمهات إلى قسم البنين.
7	Parents may not interfere with the school's internal policy on class composition, class transfers or seating arrangements.	لا يحق لأولياء الأمور التدخل في النظام الداخلي للمدرسة، سواء في توزيع الفصول أو تغيير أماكن الجلوس وغيرها.
8	School uniform is compulsory. The school reserves the right to deduct one-quarter (0.25) of a mark for each day of violation.	يجب التزام الطالب/ة بالزي المدرسي، مع حق المدرسة في خصم ربع درجة (0.25) عن كل يوم مخالفة.
9	Students may not carry or use mobile phones, cameras or similar devices on school premises. When necessary, the school provides the required means of communication.	لا يُسمح للطالب/ة باستخدام الكاميرات والهواتف المحمولة والأجهزة المماثلة داخل المدرسة، وعند الضرورة توفر المدرسة وسائل الاتصال اللازمة.
10	Follow the health precautions recommended by the Ministry of Health: 1. Stay at home when suffering from a contagious illness. 2. Wear a mask when sick. 3. Wash and sanitize hands well. 4. Do not share food, drinks or personal items. 5. Maintain general hygiene.	الالتزام بالاحترازمات الصحية الموصى بها من وزارة الصحة: 1- البقاء في المنزل عند الإصابة بمرض معدي. 2- لبس الكمامة عند المرض. 3- غسل اليدين جيداً وتعقيمهما. 4- عدم مشاركة الأطعمة أو المشروبات أو الأدوات الشخصية. 5- الحفاظ على النظافة العامة.

* The school administration will inform parents of any new instructions from the Ministry of Education and the Ministry of Health.

* سيتم إحاطتكم بمستجدات التوجيهات الرسمية من وزارة التعليم ووزارة الصحة فور ورودها.

School Rules for Virtual (Distance) Learning / قوانين المدرسة عند التعلم عن بعد

These rules apply whenever the Ministry of Education or the school moves lessons online.

#	English	العربية
1	Before the lesson, students should: 1. Check the weekly plan. 2. Check messages on the Classlight Plus platform and e-mail. 3. Prepare the tools and programs needed. 4. Prepare their device and make sure it is fully charged. 5. Check their internet connection.	قبل الدرس ينبغي على الطلاب: 1- التحقق من الخطة الأسبوعية والعمل بها. 2- التحقق من الرسائل على منصة Classlight Plus والبريد الإلكتروني. 3- تحضير ما يلزم من أدوات وبرامج. 4- تحضير الجهاز والتأكد من شحنه بالكامل. 5- التأكد من توفر الإنترنت المناسب.

#	English	العربية
2	During the lesson, students should: 1. Wear the school uniform, or suitable clothing if there is a valid reason. 2. Appear neat, clean and organized. 3. Sit in a quiet, suitable place and behave as in class. 4. Attend on time. 5. Turn on the camera to confirm attendance. 6. Mute the microphone. 7. Display their first and family name. 8. Pay full attention to the teacher. 9. Participate actively and ask permission before speaking. 10. Show good manners at all times. 11. If something is unclear, wait for question time or contact the teacher through the platform's messages or discussion room. 12. Never post or share inappropriate content, even privately. 13. Not leave before the teacher ends the lesson, unless given permission.	خلال الدرس ينبغي على الطلاب: 1- الالتزام بالزي المدرسي أو ما يقوم مقامه في حال وجود عذر مناسب. 2- الظهور بمظهر لائق ونظيف ومرتب. 3- اختيار مكان هادئ ومناسب لحضور الدرس. 4- الحضور في الوقت المحدد. 5- فتح الكاميرا لتوثيق الحضور. 6- تفعيل الوضع الصامت. 7- كتابة الاسم الأول واسم العائلة. 8- التركيز مع المعلم/ة خلال الحصة. 9- المشاركة الفعالة وأخذ الإذن قبل التحدث. 10- الالتزام بحسن الخلق والآداب. 11- عند صعوبة فهم نقطة ما، انتظار الوقت المناسب للسؤال أو التواصل مع المعلم/ة عبر رسائل المنصة أو غرف النقاش. 12- عدم نشر أو مشاركة أي محتوى غير لائق. 13- عدم مغادرة الدرس قبل إنهائه من قبل المعلم/ة إلا بإذن.
3	After the lesson, students should: 1. Revise the lesson and use the discussion room for questions. 2. Complete homework regularly. 3. Check teacher feedback on previous assignments. 4. Check additional resources on Classlight Plus.	بعد الدرس ينبغي على الطلاب: 1- مراجعة الدرس وتجميع الأسئلة لطرحها على المعلم/ة. 2- حل الواجبات بانتظام واهتمام. 3- الاطلاع على التغذية الراجعة للواجبات السابقة. 4- الاطلاع على الملحقات والأنشطة الإضافية على منصة Classlight Plus.

* If a student does not follow these rules, the school will take the action recommended by the Ministry of Education.

* في حال عدم التزام الطالب/ة بأي من القوانين السابقة، ستتخذ المدرسة الإجراء اللازم الموصى به من قبل وزارة التعليم.

6. Registration Application / بيانات التسجيل

Registration Form — Academic Year 2026 / 2027

استمارة تسجيل للعام الدراسي 2026 / 2027 — تُعبأ من قبل ولي الأمر

To be completed by the parent. Please attach one personal photo of the student.

Student's Information / بيانات الطالب/ة

Student name (as in passport)		اسم الطالب/ة حسب جواز السفر
Nationality		الجنسية
Iqama / ID number		رقم الإقامة / الهوية
Iqama issue date	___ / ___ / _____	تاريخ إصدار الإقامة
Iqama expiry date	___ / ___ / _____	تاريخ انتهاء الإقامة
Passport number		رقم جواز السفر
Gender		الجنس
Religion		الديانة
Date of birth	___ / ___ / _____	تاريخ الميلاد
Birth certificate number		رقم القيد في شهادة الميلاد
Place of birth		مكان الميلاد
Birth certificate issued from		مكان إصدار شهادة الميلاد
Previous school		المدرسة السابقة
Grade to be enrolled in		الصف الذي سيلتحق به الطالب/ة
Registered before at Al-Nasr?	☐ Yes / نعم ☐ No / لا	هل سبق تسجيل الطالب/ة في مدرسة النصر العالمية؟

Home Address / عنوان السكن

Area		المنطقة
District		الحي
Street		الشارع
House number		رقم الوحدة السكنية
Landline number		رقم الهاتف الأرضي

Student's Health Condition / الحالة الصحية للطالب/ة

Healthy	☐ Yes / نعم ☐ No / لا	سليم
If no, suffering from		يعاني من

Father's Information / بيانات الأب

Father's name (as in passport)		اسم الأب حسب جواز السفر
Nationality		الجنسية
Iqama / ID number		رقم الإقامة / الهوية
Marital status	☐ Married / متزوج ☐ Divorced / مطلق ☐ Widowed / أرمل ☐ Deceased / متوفى	الحالة الاجتماعية
Mobile number		رقم الهاتف المحمول
E-mail address		البريد الإلكتروني
Academic qualification		الدرجة العلمية

Position		الوظيفة
Place of work		مكان العمل
Work phone		هاتف العمل

Mother's Information / بيانات الأم

Mother's name (as in passport)		اسم الأم حسب جواز السفر
Nationality		الجنسية
Iqama / ID number		رقم الإقامة / الهوية
Marital status	☐ Married / متزوج ☐ Divorced / مطلق ☐ Widowed / أرمل ☐ Deceased / متوفى	الحالة الاجتماعية
Mobile number		رقم الهاتف المحمول
E-mail address		البريد الإلكتروني
Academic qualification		الدرجة العلمية
Position		الوظيفة
Place of work		مكان العمل
Work phone		هاتف العمل

Emergency Contacts (other than parents) / أشخاص يمكن التواصل معهم في حالة الطوارئ غير الوالدين

Name / الاسم	Relationship / القرابة صلة	Contact number / رقم التواصل
1.		
2.		

Siblings at Al-Nasr International School / الإخوة الملتحقون بمدرسة النصر العالمية

#	Student name / الطالب اسم	Class / الصف
1		
2		
3		
4		
5		

Financial Sponsor / الجهة التي تدفع عن الطالب/ة

☐ Father / الأب ☐ Mother / الأم ☐ Other (please specify) / أخرى جهه (تحديدًا يرجى): _____

Reasons for Choosing Al-Nasr International School / أسباب الالتحاق بمدارس النصر العالمية

☐ Academic / أكاديمية ☐ Location / المكان قرب ☐ Other / أخرى: _____

How Did You Hear About the School? / الوسيلة التي تعرفت بها على المدرسة

☐ People you know / المعارف ☐ Social media / وسائل التواصل الاجتماعي ☐ Other / أخرى: _____

7. Financial Policy and Annual Fees / السياسة المالية والرسوم الدراسية

Dear Parent,

Thank you for choosing Al-Nasr International School to be an educational home for your children and a partner that helps build their future. It is our pleasure to share our financial policy with you, and we hope you find it clear and acceptable.

عزيزنا ولي الأمر،

شكراً لاختيارك مدرسة النصر العالمية لتكون حاضنة تعليمية لأطفالك وشريكاً اجتماعياً يساعد في بناء مستقبلهم وتوجيههم نحو مستقبل واعد. إنه لمن دواعي سرورنا أن نطلعك على سياستنا المالية، ونتمنى أن تجدوها واضحة ومقبولة.

Tuition Fees 2026–2027 / الرسوم الدراسية 2027–2026

#	Stage / المرحلة	Fees / القسط	Notes / الملاحظات
1	Kindergarten / الروضة مرحلة	11,250 SR	Tuition fees do not include books, uniform, transportation (if any) or VAT (payable by residents only).
2	Elementary, Grades 1–3 (Boys and Girls) / الثالث إلى الأول من الصفوف الابتدائية المرحلة	12,000 SR	القسط لا يشمل القيمة المضافة والكتب والزي المدرسي والمواصلات إن وجدت.
3	Elementary, Grades 4–6 (Boys and Girls) / السادس إلى الرابع من الصفوف الابتدائية المرحلة	12,750 SR	
4	Intermediate (Boys and Girls) / المتوسطة المرحلة	14,400 SR	
5	Secondary (Boys and Girls) / الثانوية المرحلة	15,200 SR	

Transportation Fees 2026–2027 / رسوم المواصلات 2027–2026

#	Route / الطريق	Fees / القسط	Notes / الملاحظات
1	One way (near areas) / (القريبة المناطق) واحدة جهة	3,500 SR	تشمل الأسعار / Transport fees include VAT. / الضريبة.
2	Two ways (near areas) / (القريبة المناطق) جهتين	4,500 SR	
3	One way (far areas) / (البعيدة المناطق) واحدة جهة	4,800 SR	
4	Two ways (far areas) / (البعيدة المناطق) جهتين	5,500 SR	

Discount Conditions / شروط الخصومات

#	English	العربية
1	If payment is more than one week late after the start of the first semester, any sibling or other discounts are cancelled.	في حالة تأخر ولي الأمر عن السداد بعد أسبوع واحد من بداية الفصل الدراسي الأول، تعتبر أي خصومات للإخوة أو نحوها لاغية.
2	If payment is more than one week late after the start of the second semester, any sibling or other discounts are cancelled.	في حالة تأخر ولي الأمر عن السداد بعد أسبوع واحد من بداية الفصل الدراسي الثاني، تعتبر أي خصومات للإخوة أو نحوها لاغية.

Installments / الأقساط

Tuition fees may be paid in four installments, with due dates agreed with the Finance Department.

يمكن سداد الرسوم الدراسية على أربعة أقساط تُحدد مواعيدها مع قسم المحاسبة.

Seat Reservation, Withdrawal and Refunds / حجز المقعد والانسحاب والاسترداد

#	English	العربية
1	A seat reservation fee of 1,000 SR is paid and deducted from the tuition fees. It is refundable until 18/08/2026 for the first semester.	يتم دفع مبلغ 1000 ريال لحجز المقعد ويُخصم من الرسوم الدراسية، ويمكن استرداده حتى تاريخ 2026/08/18 للفصل الدراسي الأول.
2	The cost of books is not included in the tuition fees for Grades 1 to 12.	قيمة الكتب لا تشمل الرسوم الدراسية ابتداءً من الصف الأول وحتى الصف الثاني عشر.
3	If the student withdraws during the first week of study, the seat reservation fee (1,000 SR) is deducted and the rest of the fees are refunded.	في حال الانسحاب خلال الأسبوع الأول من الدراسة، يتم خصم قيمة حجز المقعد (1000 ريال) واسترجاع باقي الرسوم.
4	If the student withdraws during the second week, 25% of the total semester fees is deducted.	في حال الانسحاب خلال الأسبوع الثاني من الدراسة، يتم خصم 25% من إجمالي رسوم الفصل الدراسي.
5	No tuition fees are refunded from the start of the third week of the semester.	لا يتم إرجاع أي رسوم دراسية من بداية الأسبوع الثالث من الفصل الدراسي.
6	School transportation fees are paid in advance and are not refunded after one week of use.	يتم دفع رسوم النقل المدرسي مقدماً ولا تُسترد بعد أسبوع من استخدام وسائل النقل.

Payment Conditions for New and Continuing Students / شروط الدفع للطلاب الجدد والمستمرين

#	English	العربية
1	A student who has not paid the previous year's tuition fees is removed from the student lists and is not promoted to the next stage.	يُسحب الطالب/ة المتخلف/ة عن سداد الرسوم الدراسية للعام السابق من قوائم الطلاب ولا تتم ترقيته إلى المرحلة التالية.
2	For kindergarten students continuing their studies, the seat reservation fee for the 2026–2027 school year must be paid before 18/08/2026 to avoid removal from the system.	عند الرغبة في استمرار الأطفال في مرحلة الروضة، يتم دفع رسوم حجز المقعد للعام الدراسي 2026–2027 قبل 2026/08/18 لتجنب إقصاء الطالب/ة من النظام.

Payment Methods / طرق الدفع

#	English	العربية
1	Bank transfer to the account of Al-Nasr International School.	التحويل إلى الحساب البنكي لمدرسة النصر العالمية.
2	Cash payment at the Finance Department in the boys' or girls' section.	الدفع النقدي المباشر لدى قسم المحاسبة في قسم البنين أو البنات.

General Policies / السياسات العامة

#	English	العربية
1	The student may not attend classes or receive books or uniform until the first payment of the semester fees has been paid in full.	لا يُسمح للطالب/ة بحضور الفصول أو استلام الكتب أو الزي المدرسي إلا بعد سداد الدفعة الأولى كاملة من رسوم الفصل الدراسي.
2	The school may stop additional electronic services provided to the student if amounts due are not paid.	يحق لإدارة المدرسة إيقاف جميع الخدمات الإلكترونية الإضافية المقدمة للطالب/ة في حالة عدم سداد المبالغ المستحقة.
3	A student who stops attending while his/her file is still at the school is not considered withdrawn, and the guardian remains responsible for the tuition fees.	في حالة توقف الطالب/ة عن الدراسة أثناء وجود ملفه في المدرسة، لا يعتبر منسحباً ويحمل ولي الأمر الرسوم الدراسية.
4	If the guardian does not pay within the specified period, the school may cancel any discount granted, and the guardian must pay the full installment.	في حالة تخلف ولي الأمر عن الدفع خلال فترة السداد المحددة، يحق لإدارة المدرسة إلغاء الخصم الممنوح للطالب/ة ويلتزم ولي الأمر بدفع القسط كاملاً.

Annual Fees Calculation

Annual fees are divided into tuition fees, transportation fees and books.

- Books are paid in advance at the beginning of the first semester.
- With management approval, tuition fees can be collected in four installments.

- The payment on admission may not be less than 10% of the total annual tuition fees.
- Tuition fees are subject to discounts according to the discount lists approved by the school management.

Receiving Payments from Parents

- Parents decide whether they need the school transportation service, provide a location map, and choose a one-way or round trip.
- Total tuition, transportation, books and uniform fees, with any discounts, are recorded in advance on the student's account.
- Parents pay the value of books, uniform and transportation for the first semester in advance.
- On receiving fees, the accountant issues a receipt voucher, records the amount on the student's account, and provides the parents with an account statement.
- By the middle of each semester, parents receive a reminder to settle any amounts due.
- Certificates are not issued until all fees have been paid.

Procedure for Withdrawal

Families leaving the school must notify the administration in writing of the withdrawal date, giving the reason and confirming enrolment at another school (see also item 7 of the Guardian Contract). If a student leaves during the school year, the tuition fees paid for the current semester are not refunded.

8. Financial Statement and Guardian Contract / الإقرار المالي والعقد

Financial Statement / الإقرار المالي

I, _____, the guardian of _____, declare the following:

أقر أنا الموقع أدناه السيد/ _____ ولي أمر/ _____ بما يلي:

#	Student name / اسم الطالب	Grade / الصف
1		
2		
3		
4		
5		
6		

I commit to paying the school installments according to the following schedule:

ألتزم بتسديد الدفعات وفق الجدول التالي:

Amount / الرصيد	Installment / الدفعة	Date / التاريخ	Remaining / المتبقي

If I am late, refuse, or fail to pay the installments on the dates I have committed to, the school administration has the full right not to hand over exam results, certificates and files, and to charge a fine of 300 Saudi riyals, in addition to withdrawing any discount. The school also has the full right to take the administrative and legal measures it considers appropriate to collect the installments and secure all its legal and civil rights. This is my acknowledgment of that.

وفي حالة التأخر أو الامتناع عن دفع الأقساط في المواعيد المحددة التي التزمت بها، فإن لإدارة المدرسة الحق الكامل في عدم تسليم نتائج الاختبارات والشهادات والملفات مع دفع غرامة قدرها 300 ريال سعودي، مع حرمان ابني/ ابنتي من أي خصم إن وجد. وللمدرسة مطلق الحق في اتخاذ الإجراءات الإدارية والقانونية التي تراها مناسبة لتحصيل الأقساط بما يضمن للمدرسة استيفاء كافة حقوقها الشرعية والمدنية. وهذا إقرار مني بذلك.

Guardian name / ولي اسم الأمر	Signature / التوقيع	Date / التاريخ	ID / Iqama no. / رقم الإقامة
		____ / ____ / ____	

Contract Between the Student's Guardian and Al-Nasr International School /

عقد بين ولي أمر الطالب/ة ومدارس النصر العالمية

I, _____, the guardian of _____, am committed to Al-Nasr International School as follows:

أقر أنا الموقع أدناه السيد/ _____ ولي أمر/ _____ بأنني ملتزم تجاه مدارس النصر العالمية بما يلي:

#	English	العربية
1	I have read and am aware of: • The Student Handbook, available on the registration platform. • The school rules. • The financial policy. I am committed to following the school's rules and regulations.	أقر بأنني اطلعت على: • كتيب الطالب (Student Handbook) الموجود على منصة التسجيل. • قوانين المدرسة. • السياسة المالية. والتزم باتباع قواعد وشروط المدرسة وتطبيقها.
2	Attendance: my son/daughter will attend school regularly and, during distance learning, will attend live lessons on the Classlight Plus platform regularly, following the rules and policies of the school and its staff.	حضور ابني/ ابنتي إلى المدرسة بانتظام، وفي حالة التعلم عن بعد حضور الدروس المباشرة على منصة Classlight Plus بانتظام، مع اتباع القواعد والسياسات الصادرة من المدرسة ومنسوبيها.
3	I have fully read and understood my financial statement and payment schedule for the academic year 2026/2027 and commit to its terms. Any breach will result in the student not receiving reports, files or test results, and the school has the full right to take legal and administrative measures to secure payment.	قراءة الإقرار المالي الخاص بي للعام الدراسي 2027/2026 وجدولته جيداً والالتزام به، وأي إخلال بأي بند من بنوده سينتج عنه حرمان الطالب/ة من الحصول على أي تقارير أو ملفات أو نتائج اختبارات، وإدارة المدرسة الحق الكامل في اتخاذ الإجراءات القانونية والإدارية لضمان سداد المصاريف.
4	I am aware that the school's Classlight Plus platform and official communication channels are the official sources of all school news and announcements, and that the school contacts me by phone call, text message or e-mail.	أني على علم بأن منصة Classlight Plus وقنوات التواصل الرسمية للمدرسة هي القنوات الرسمية لمعرفة كل أخبار وإعلانات المدرسة، وأن المدرسة تتواصل معي من خلال الاتصال الهاتفي أو الرسائل النصية أو البريد الإلكتروني.
5	I will encourage my son/daughter to look after school and classroom property, and I will pay for any damage he/she causes to property in the classroom.	أتعهد بتشجيع ابني/ ابنتي على المحافظة على ممتلكات المدرسة والفصل الدراسي، وأتعهد بدفع أي تكاليف تنتج عن تلف أي من الممتلكات داخل الفصل الدراسي.
6	I will provide all information and official documents required for the student's file, including health status and medical reports, and will inform the school in writing of any change. Note: the student's name will not be entered in the electronic system until items (3) and (6) are fully completed.	ألتزم بتقديم كافة المعلومات والمستندات المطلوبة لملف الطالب/ة بما فيها الحالة الصحية والتقارير الطبية، وإخطار المدرسة كتابياً بأي تغيير. علماً بأن إدراج اسم الطالب/ة في النظام الإلكتروني لن يتم إلا بعد استكمال البندين (3) و(6).
7	In case of withdrawal, I will notify the school in writing, using the special form, 30 days in advance, and pay all fees due as agreed in the contract.	ألتزم بتقديم طلب رسمي مكتوب عند الرغبة في سحب أوراق الطالب/ة قبل 30 يوماً من سحبها، بعد دفع المصاريف كما هو متفق عليه، وذلك لإعطاء المدرسة فرصة للترتيبات المالية والأوراق المطلوبة.
8	In case of withdrawal, I will abide by the terms of the financial statement and the school's withdrawal policy.	الالتزام بسياسة المدرسة في التعامل مع حالات انسحاب الطالب/ة الواردة في السياسة المالية.
9	If the student suffers a serious illness or accident during the school day and the school cannot reach me, the school has the right to take my son/daughter to receive the necessary medical care, and I will pay the cost of treatment.	في حالة حدوث أي مرض خطير أو حادث للطالب/ة خلال اليوم الدراسي وتعدّر على المدرسة التواصل معي، فإن للمدرسة الحق في أخذ ابني/ ابنتي لتلقي المساعدة الطبية اللازمة مع التزامي بدفع تكاليف العلاج.

Guardian name / ولي اسم / الأمر	Signature / التوقيع	Date / التاريخ	ID / Iqama no. / رقم الهوية الإقامة
		___ / ___ / _____	

9. School Facilities / مرافق المدرسة

Classrooms: Our classrooms are spacious, with an average of 18 students per class, so that each student receives attention and focus. Classrooms are equipped with multimedia technology (smart boards or projectors).

Computer Labs: The school has computer labs equipped with up-to-date multimedia technology.

Virtual Lab: Students have access to an environment where they can carry out scientific and technological experiments, within a constructivist, multi-perspective learning model.

Libraries and Media Centers: The school libraries hold a diverse collection of encyclopedias, reference books, fiction and non-fiction, and periodicals, and media centers support topics taught in class.

Science Labs: Fully equipped labs for Physics, Biology and Chemistry help students put their knowledge into practice as well as theory.

Art Room: Students learn drawing, coloring, paper craft, handicraft, painting and more, to develop creative skills and express themselves.

Clinic: The school has three clinics: two main clinics in the Girls' Section and one clinic in the Boys' Section for first aid only. They work as one health service under the School Doctor (based in the Girls' Section) and the Health Supervisor; the doctor attends the Boys' Section whenever medical intervention is needed. The clinics handle first aid and medical check-ups and are stocked with medicines and beds.

PE Facilities: Indoor and outdoor games such as basketball, table tennis, football and aerobics. Athletic events and sports competitions are held on the school grounds.

Canteen: The canteen offers a range of healthy snacks and drinks for students and staff under strict hygiene and quality control.

Transport: School buses transport students and staff from home to school and back.

10. School Uniform and Dress Code / الزي المدرسي

أعزاءنا أولياء الأمور،

لما لتوحيد الزي المدرسي من آثار إيجابية، من خلال القضاء على الفروقات الاجتماعية والمادية بين أبنائنا وبناتنا فلا يتميز أحد على الآخر باللباس بل بالعلم والمعرفة، ولما فيه من تخفيف العبء المالي عن الأسر التي لديها أكثر من طالب وطالبة، ولما يضيفه من مظهر حسن لأبنائنا وبناتنا وللمدرسة، فإننا نود إشعاركم بأن إدارة المدرسة ستشدد على الالتزام بلبس الزي الموحد لجميع المراحل. شاكرين حسن تعاونكم وتفهمكم.

Dear Parents,

Wearing the school uniform helps maintain order and a sense of belonging. Because everyone is dressed the same, uniforms help prevent bullying and remove differences in social or financial status between students. We kindly ask you to work with us by teaching your child to respect the school rules, including wearing the school uniform. Thank you for your cooperation.

Uniform Details / تفاصيل الزي

Boys / البنين	Girls / البنات
Grey trousers and white shirt	Grey pinafore and pink shirt
بنطلون رمادي وقميص أبيض	مريول رمادي وقميص وردي

Dress Code

- Wearing the uniform is a sign of identification with NIS. By wearing it, students show pride and respect by dressing in a dignified manner, and it reduces competition over fashion.
- Students should be appropriately dressed and personally clean.
- Proper footwear must be worn at all times for health and safety.
- The following are not allowed: inappropriate footwear, dark glasses, spikes, gang-related clothing, and any clothing or accessories that promote drugs, alcohol or tobacco.
- Students who are inappropriately dressed will be referred to the supervisor, and a Code of Conduct mark will be recorded according to the Rules Regulating Behavior table.
- Girls in Grades 4–12 must wear abayas to and from their cars.
- Boys' hair may not be longer than collar length. All hair must be kept clean and neat.
- Jewelry is not permitted, except that girls may wear one pair of stud earrings (no hoops or dangling earrings).
- Make-up and nail polish are not permitted during school hours.

11. Attendance and Absence Policy / سياسة الحضور والغياب

School Day Timings

Stage	Official school hours
KG1 – KG3	07:00 AM – 12:00 PM
Grades 1 – 12	06:30 AM – 12:50 PM

Parents are responsible for:

1. Ensuring that their children attend school regularly.
2. Informing the administration promptly of their child's absence, within seven days at the latest.
3. Taking steps to resolve any attendance issues.
4. Contacting the school between 07:30 and 10:00 AM.
5. Ensuring that their children complete work missed during absence.
6. Picking up their children at dismissal time. If a parent cannot do so, arrangements must be made in advance with the principal or supervisor.

The office will try to contact by phone the parents of any student absent without prior notice.

Student Responsibilities

1. Collect assignments missed during absence from the main office.
2. Bring written verification of the absence on the day of return. A student has 24 hours to produce a note before the absence is recorded as "unexcused."
3. Obtain and complete all missed assignments in a timely manner. If an assignment or test was announced before the absence, the student is responsible for it on the day after returning.

School Responsibilities

1. The school keeps accurate attendance records in an approved format.
2. In case of any absence beyond 15 days, all evaluation work (tests, projects, assignments) in the affected subjects will be worth a maximum of 85%.
3. Students absent for more than 20 days (high school) or 15 days (middle school) during the year may be asked to withdraw the following year, unless the reason is genuine.
4. An unexcused absence results in a zero (0) grade for work due that day.

The final decision rests with the head of the concerned section.

Lateness and Medical Appointments

Morning registration takes place at the start of the school day, and all students are expected to be on site by 06:30 AM. Students arriving after this time receive a late mark unless there is an acceptable explanation. Students arriving after 07:00 AM must sign in at the attendance office and will be marked as having an unauthorized absence for the morning session unless there is an acceptable explanation, such as an early medical appointment.

We ask that medical appointments be made outside school hours whenever possible. Where this cannot be avoided, an appointment after registration that covers part of the break has the least impact on learning and on the attendance record.

12. Homework Policy / سياسة الواجبات المنزلية

Homework is set in amounts that give adequate practice in independent study and in the skills covered in class, without interfering too much with non-academic activities or a healthy bedtime.

If a student regularly has difficulty finishing homework, parents should contact the school promptly so the matter can be addressed.

A homework diary is given to each student every term as a communication tool between school and home. Please sign your child's diary daily.

Homework is given to:

1. Provide essential practice in needed skills.
2. Train students in good work habits.
3. Increase self-direction.
4. Enrich and extend school experiences.
5. Help students learn to manage their time.
6. Promote responsibility.
7. Support remediation.
8. Involve parents in their children's learning.

Parents are expected to:

1. Cooperate with the school.
2. Provide suitable study conditions: a desk, good light, books and supplies, and a quiet place.
3. Set a specific daily time for homework and make sure it is kept.
4. Encourage their children without undue pressure.
5. Show interest in their children's work, but not do their homework for them.
6. Understand that the school expects homework to be completed.
7. Sign and return the homework diary daily, and take a few minutes to discuss class work with their child.

13. Health, Safety and Safeguarding / الصحة والسلامة وحماية الطفل

The school is committed to ensuring, by all reasonably practicable means, the health, safety and welfare of its students, visitors, employees and contractors. Foreseeable risks are identified and removed or controlled through risk assessment, all employees receive the information and training needed to work safely, and parents are informed of any health and safety issues relevant to their child.

Licenses and Inspections

The school adheres to all health, safety and fire standards set by the Kingdom of Saudi Arabia.

Supervision

Students are never left unattended. Teachers monitor how long a student is out of class, for example to use the toilet. In case of accident or illness, a student is accompanied to the office by the teacher or an assistant, never alone. In an emergency, the teacher reports the incident immediately and requests assistance from the office.

Accidents and Incidents

Staff complete an Accident/Incident Report for every accident or incident, giving the date, location, witnesses and a brief description. The original is given to the parents and a copy is kept in the student's file. Injured students are sent to the office immediately, and a parent is contacted by phone and advised on next steps.

Illness and First Aid

Students who are ill or need first aid are sent to the clinic, where they are assessed and cared for until parents collect them.

Medications

All medications are kept in a locked cabinet in the clinic and are not accessible to students.

Playground

Adults supervise children at all times. Playground equipment is inspected and maintained regularly, and all areas are kept clean and free from hazards.

Visitors and Security

All visitors must show their ID to the security guard at the gate and are escorted to reception. All gates are kept locked during the day, and only one main entrance, controlled by security guards, is open to visitors. Security guards patrol the campus.

Fire Drills

The school has an evacuation plan for drills and real emergencies. Exit plans are posted on all classroom doors, teachers practice the exit routes, and a drill is carried out at the beginning of each term.

Safeguarding and Child Protection

Al-Nasr International School is committed to protecting every learner from abuse, neglect, exploitation and harm at all times. This commitment is set out in the school's Child Protection Policy Handbook and the Safety and Security Plan. Any parent, student or staff member with a safeguarding concern can raise it with the Student Advisor, the Principal or the Academic Director. All staff receive annual safeguarding training and follow a confidential reporting procedure.

Professional Conduct

All AI-Nasr staff are bound by the school's Code of Ethics and Professional Conduct, which sets out professional and ethical standards, including student welfare, confidentiality and digital ethics.

14. Code of Conduct: Student Responsibilities and Rights

/ قواعد السلوك: مسؤوليات الطالب وحقوقه

General Rules

- Students are required to maintain at least 90% attendance.
- Students may not miss more than one school day in any month without a proper physician's authorization.
- Any emergency request for absence must be approved by the school before the student is absent.
- During school hours, students may not leave the school premises without a specific request from the parents with a genuine reason, whether or not they have a free period.
- Lateness is not allowed unless the reason is genuine.
- Eating during class, chewing gum, violence towards other students, bullying and abusive language are forbidden, and will be recorded as behavior violations.

All students are responsible for:

1. Attending school regularly and punctually.
2. Behaving well during assembly and taking part in all activities.
3. Wearing the full school uniform.
4. Behaving respectfully towards adults and fellow students.
5. Conducting themselves courteously at school and at all school functions.
6. Completing assignments on time.
7. Bringing the required stationery.
8. Bringing the right books and notebooks according to the daily schedule.
9. Taking care of their own belongings.
10. Keeping the school premises clean.
11. Taking care of school property and materials.
12. Having permission from the supervisor, teacher or administration to leave the classroom or school.

All students have the right to:

1. Participate in extracurricular activities.
2. Participate in interscholastic athletics.
3. Use school facilities.
4. A safe learning environment.
5. Non-discrimination.
6. Raise a grievance.

Non-discrimination. Every student is treated fairly and with respect, regardless of nationality, ethnicity, religion, language background, disability or learning ability, and family or economic circumstances. Students of other faiths take a full part in school life, and non-Muslim students may spend Islamic Studies lessons in the library, supervised, reading or studying. Clubs and activities are open to all students by interest. Any student or parent who feels a student has been treated unfairly may raise it with the Student Advisor or the administration, as set out in the school's Anti-Discrimination and Inclusion Policy and in Section 22 of this handbook.

Playground Guidelines

1. Students must play only in the approved area.
2. Fighting is prohibited.
3. Litter must be placed in the bins.

4. Playground equipment must be used safely.
5. Skateboards and personal toys are not allowed at school.
6. Students must leave the playground clean.

Hallway Guidelines

1. Students must not litter in hallways, washrooms or entrances.
2. Students should walk quietly and in an orderly way through the hallways.
3. Students must not play with fire extinguishers.

Library, Science Lab and Computer Lab Guidelines

1. Classroom rules apply in the library, science lab and computer lab.
2. Sweets, food and drinks are not allowed in these rooms.
3. Students may borrow library books for one week, and may borrow more than one book at a time.
4. Students must pay for or replace any lost or damaged book.

Classroom Behavior

1. Students are responsible for their own behavior and must not disrupt the class.
2. Students must be seated and ready within five minutes of the start of the period.
3. If the teacher has not arrived within five minutes, the class representative reports to the supervisor.
4. Classes may be cancelled or rescheduled only by the Principal.
5. Students are responsible for their own belongings, which should be labeled with their name, class and section.

Rewarding Good Behavior

Good behavior is rewarded at NIS with certificates presented in morning assemblies and with merit points added to the report card. To reinforce good behavior, parents are encouraged to help children reflect on their behavior, to discuss conduct with them, and to give them opportunities to correct inappropriate behavior.

Students' Warning

For unacceptable behavior, the student receives a written warning. Three warnings may be sufficient reason for dismissal from school.

Date	
To (student)	
Grade	
From	
Warning No.	
The following action / behavior	
Statement	This behavior is not acceptable, and the school administration warns you against repeating it. Three warnings may be sufficient reason for dismissal from school.
Received by (name / signature / date)	
Copies to	1. Director 2. Director's administrative assistant 3. Parents 4. Student file

15. Rules Regulating Behavior and Attendance / لائحة السلوك والمواظبة

Ethics are the basis of human behavior in all aspects of life, and our students are expected to show a high standard of morality and self-respect.

First: Attendance (50 marks each semester)

#	Violation	Marks deducted
1	Unexcused absence of the student during the semester (per day).	0.5
2	Absence without an acceptable excuse in the week before or after a holiday.	1
3	Absence without an acceptable excuse in the week before tests.	1
4	Late for the morning assembly for the third time without an acceptable excuse.	0.25
5	Leaving school early is restricted; when needed, the student must bring a note signed by the parent.	—

Important: If a student's unexcused absences reach 45 days, consecutive or not, the student will not be allowed to sit the quarterly examinations.

Second: Behavior (50 marks each semester)

Degree	Violation	Marks deducted
First	1. Not wearing the school uniform or appearing in a way that breaks school regulations. 2. Disorder during the morning assembly. 3. Disruption in the classroom. 4. Leaving through the school gate before the student's car arrives.	1 mark
Second	1. Cheating in homework or examinations. 2. Causing disorder in the classroom, school or school transport. 3. Playing with water, shouting or writing on walls. 4. Disrespecting school books. 5. Leaving class without permission or skipping class.	2 marks
Third	1. Obscene gestures. 2. Fighting, hitting, threatening, or using offensive language. 3. Deliberately damaging, stealing or intimidating classmates over their belongings. 4. Bringing fireworks, sprays or similar items to school. 5. Possessing prohibited media. 6. Forging a parent's signature. 7. Bringing personal communication devices to school.	3 marks
Fourth	Repeated Third Degree violations within the same semester, or a pattern of disruptive behavior across several classes or subjects.	4 marks
Fifth	Serious breach of trust, such as repeated dishonesty, deliberate damage to school property, or a second Third Degree violation after a documented parent meeting.	5 marks
Sixth	1. Mocking the rituals of Islam. 2. Adopting or spreading destructive ideas or beliefs. 3. Sexual misconduct. 4. Leading others into harmful acts. 5. Leaving school to accompany the opposite sex. 6. Practicing witchcraft or committing cybercrimes. 7. Assaulting school employees (teachers, administrators or workers). 8. Blackmailing teachers or administrators by photographing them or threatening to publish offensive material about them online.	Expulsion, by decision of the Director of Education

16. Exam Rules / تعليمات الاختبارات

1. Students must follow the school rules on dress, hairstyle and accessories during exams, and wear the school uniform.
2. The first paper each day starts at 7:30 AM.
3. Students must be seated 10 minutes before the exam begins, after the bell.
4. Mobile phones, iPads and other wireless devices are not allowed during exams.
5. Calculators are allowed for upper grades under the invigilator's supervision.
6. Stationery is allowed.
7. Students write their full name (first name, father's name, family name) on the cover and first page.
8. Students read the instructions carefully as soon as they receive the paper, and check that they have the correct subject paper.
9. Students use a blue pen for writing and a pencil for drawing. Correction fluid is not allowed.
10. No student may leave the exam room before 60 minutes have passed.
11. Students may not enter the exam room more than 15 minutes after the exam starts.
12. Students must answer all exam papers.

Attendance during the Exam Period

- Students with a valid medical certificate will be scheduled for a make-up exam.
- A student absent without a medical certificate will receive a zero.
- Make-up exams are marked out of 18 instead of 20 for Grades 4–9, and out of 23 instead of 25 for Grades 10–12.

Note: two marks are deducted for absence during a scheduled exam.

17. Reporting Student Progress / تقارير تقدم الطالب

Parents have the right to be informed of their children's instructional level, academic progress and progress toward benchmarks. Teachers communicate progress through progress reports, parent conferences, notes, progress alerts and other forms of communication.

Assessment is an ongoing process throughout each reporting period and uses a variety of formal and informal techniques. A more accurate decision about a student's grade is made when several measures are used, including oral questioning, teacher-made tests, textbook tests, student self-assessment, and observation of performance in activities such as shared reading, problem-solving and scientific investigation.

Grading Policy

The school year is divided into two semesters, each divided into two quarters. At the start of the first quarter, the school holds an orientation day to meet parents and set goals for students. Students receive their transcripts and exam papers in a labeled file after the first and second quarters, and the school then holds a parents' day so that teachers can share each student's level and needs. The school sets fixed days for issuing report cards, which differ for kindergarten and for other grades.

- Final transcripts are issued only when all installments have been paid.
- Students may not take the original final transcript, which is kept in the student's record while the student is registered at the school.

Grading Standards

We assess students' work in a way that is transparent, fair, free from bias, and based on standards and marking criteria consistent with other international schools following the same curriculum.

Letter	Arabic	Grade point	Score (%)	Description	الوصف
A	أ	4	90 – 100	Excellent	ممتاز
B	ب	3	80 – 89.99	Very Good	جيد جداً
C	ج	2	70 – 79.99	Good	جيد
D	د	1	60 – 69.99	Fair	مقبول
F	هـ	0	Below 60	Fail	راسب

18. Curriculum / المنهج

NIS follows an American curriculum that sets high expectations and provides individual monitoring to help students reach ambitious goals. It gives students a strong academic foundation for senior high school and university. Core subjects use McGraw-Hill programs aligned with the Common Core State Standards (English and Mathematics) and the Next Generation Science Standards (Science).

Subject	Program	Grades
English Language Arts	McGraw-Hill Wonders	KG – Grade 5
	StudySync	Grades 6 – 12
Mathematics	Reveal Math	Grades 1 – 8
	Algebra and Geometry	Grades 9 – 10
	Pre-Calculus	Grades 11 – 12
Science	Inspire Science	Grades 1 – 8
	Biology, Chemistry and Physics	Grades 9 – 12

Arabic Language, Islamic Studies and Social Studies are taught according to Ministry of Education requirements.

Teachers plan lessons using the principles of Universal Design for Learning, so that every student has more than one way to access content, stay engaged and show what they have learned. Students who need extra support receive it through remedial classes, individual learning plans and peer tutoring.

SAT Program

The school supports students with an SAT program starting in Grade 9, using Pre-SAT English and Pre-SAT Math booklets.

ACT Program

The ACT is a standardized test used for college admissions. It covers English, mathematics, reading and scientific reasoning, and its scores give colleges and universities useful information for admission, advising and placement.

Standardized Test Program

A computerized adaptive test helps teachers, parents and administrators improve learning for all students and make informed decisions to support each child's academic growth.

19. School Activities / الأنشطة المدرسية

We believe students learn best when they have a range of opportunities to interact and explore in active and practical ways. Our extracurricular program includes:

- **Class positions:** such as class manager, teacher assistant and paper manager.
- **Community service:** senior students are guided to become positive role models for younger students, the school and the community.
- **Sports:** the Physical Education program builds the skills for confident participation in sport, with indoor and outdoor matches and competitions each year.
- **The arts:** developing creative skills, critical appreciation and knowledge of artistic techniques.
- **Clubs:** such as the English, Science, Math, Health and Art Clubs, open to students by interest.
- **Field trips:** educational and recreational trips each year.
- **National and international occasions:** celebrating national days and cultural and international events.
- **Competitions:** within the school and with other schools, at national and international level.
- **Science Fair:** students present investigations that connect classroom learning to real life.
- **Spelling Bee:** an annual English program that builds language skills and pride in achievement.
- **Arabic Contest:** developing reading, writing, composition and dictation in Arabic.
- **Islamic Contest:** memorizing Holy Quran verses and learning about the Sunnah and the life of the Prophet Mohammad (peace be upon him).
- **Graduation and end-of-year ceremonies:** celebrating students' achievements with teachers and families.

20. Food and Drink Policy / سياسة الأطعمة والمشروبات

We aim to educate students about healthy eating and nutrition, and we ask parents not to send sugary snacks, fizzy drinks or junk food. Please inform us in writing if your child has any food allergy that may cause a severe reaction. Eating and drinking in classrooms is not allowed.

21. Information Technology Usage Policy / سياسة استخدام التقنية

The school takes its information technology policy very seriously, to make sure that all activity is safe and appropriate. Each teacher monitors classroom use of computers, educational apps and software, the internet, and online audio-visual content. Social networking sites may not be used in class, except for the school's e-learning platforms.

If a student posts inappropriate, personal, abusive or offensive comments about another student or a teacher on any social network, the school will treat the matter very seriously, and it may result in suspension or expulsion. When tablets are used in class, students are closely supervised, and technology is used only for an educational purpose with clear learning outcomes.

22. Appeals and Complaints Policy / سياسة التظلم والشكاوى

We aim to provide an excellent service to parents and students and welcome all feedback. If we make a mistake or fail to provide a satisfactory service, this procedure explains how we put things right.

If you are dissatisfied with any aspect of your child's education, or feel there is a problem with the way your child is being treated, please let us know as soon as possible. Speak first to a member of the administration staff or to the Head of Section, who will try to resolve the matter immediately. If you are not satisfied with the response, please put your complaint in writing using the form below.

To help you, we need your full name, contact details, what you think has gone wrong, and how you believe it can be put right.

If you complain, we will:

- Treat you courteously and professionally, and take your complaint seriously.
- Acknowledge your complaint within 2 working days and follow up within 5 working days.
- Never treat you or your child differently because you made a complaint, or discriminate against you for any reason.
- Explain what went wrong and why, and correct the mistake wherever possible.

Opinions and Suggestions

E-mail: visedujobs@gmail.com • WhatsApp: 0541315123 – 0561897531 • Phone: 011 4555919 – 011 4883473

Parent / Guardian Complaint Form

Date	___ / ___ / _____
Parent / guardian name	
Relationship to the student	
Contact number	
E-mail	
Student name	
Grade / class	
Details of the complaint	
What have you already done to resolve it, whom did you speak to, and what was the response?	
What outcome are you hoping for?	
For school use only	
Received by	
Date acknowledged	___ / ___ / _____
Referred to	
Date resolved	___ / ___ / _____
Resolution summary	

23. Contacting Parents / التواصل مع أولياء الأمور

English	العربية
Al-Nasr International School works closely with parents at all times, keeps them informed of the latest developments in education, and maintains regular contact so that we can follow students' progress together, through the means described below.	تسعى مدرسة النصر العالمية في جميع الأوقات إلى العمل عن قرب مع أولياء أمور الطلاب والطالبات، وإطلاعهم على آخر مستجدات التعليم، والتواصل المستمر بين الطرفين لمتابعة تقدم التحصيل العلمي لأبنائنا وبناتنا، وذلك من خلال الوسائل المبينة أدناه.
Contacting the school. You may call the receptionist or the secretary during official working hours (7:00 AM – 1:30 PM). Fax: 011 4885364. E-mail: visedujobs@gmail.com . If a student has a social, economic or behavioral difficulty, parents may contact the Student Advisor.	التواصل مع المدرسة. ترحب المدرسة بالرد على استفساراتكم عن طريق الاتصال بموظفة الاستقبال أو السكرتيرة خلال أوقات الدوام الرسمي (من الساعة 7:00 صباحاً حتى 1:30 ظهراً). الفاكس: 4885364. الإيميل: visedujobs@gmail.com . وإذا كانت هناك مشكلة اجتماعية أو اقتصادية أو سلوكية تخص الطالب/ة، يمكن التواصل مع المرشدة الطلابية.
Parents' meetings. During the school year, meetings are held for mothers in the girls' section and for fathers in the boys' section. Parents will be informed of the dates.	اجتماع أولياء الأمور. خلال العام الدراسي تُعقد اجتماعات للأمهات في قسم البنات وللآباء في قسم البنين، وسيتم إبلاغ أولياء الأمور بالمواعيد.
Classlight Plus platform. Parents can follow their children's learning and communicate with teachers through the school's Classlight Plus platform.	منصة Classlight Plus. يستطيع أولياء الأمور متابعة تعلم أبنائهم والتواصل مع المعلمين والمعلمات من خلال منصة Classlight Plus الخاصة بالمدرسة.
Text messages (SMS). The school sends parents text messages about important events, reminders and emergencies, only to phone numbers registered at the school. Please make sure your current number is registered and up to date.	الرسائل النصية. تستخدم المدرسة الرسائل النصية لإبلاغ أولياء الأمور بأهم الأحداث وللتذكير وللحالات الطارئة، وهذه الخدمة متوفرة فقط للأرقام المسجلة في المدرسة، لذا يرجى التأكد من تسجيل الرقم الحالي وتحديثه لدى إدارة المدرسة.

Dear Parents, kindly: / الأهالي الكرام، نرجو من حضرتكم اتباع ما يلي:

#	English	العربية
1	Drop your children off before 6:15 AM (private cars).	إحضار الأبناء إلى المدرسة قبل الساعة 6:15 صباحاً (السيارات الخاصة).
2	Pick your children up by 12:50 PM, the end of the school day (private cars).	استلام الأبناء نهاية اليوم الدراسي في موعد أقصاه الساعة 12:50 (السيارات الخاصة).
3	Read the student discipline regulations and explain them to your children.	الاطلاع على لائحة السلوك والانضباط الطلابي لتوجيه الأبناء وتبصيرهم ببنودها.
4	Show respect and appreciation to all school employees.	الاحترام والتقدير لجميع العاملين بالمدرسة.
5	Attend the parents' meetings the school holds during the year.	حضور المؤتمرات التي تنظمها المدرسة لأولياء الأمور خلال العام الدراسي.
6	Keep in touch with the school through the weekly communication program, according to the schedule set by the administration.	التواصل مع المدرسة من خلال برنامج التواصل الأسبوعي حسب الجدول المقرر من إدارة المدرسة.
7	Come to the school when invited to follow up on your child academically or behaviorally.	الحضور إلى المدرسة عند الدعوة لمتابعة الابن/ الابنة دراسياً وتربوياً وسلوكياً.
8	Keep to the visiting times set by the administration, and arrange any exceptional visit in advance with the school.	الالتزام بالحضور في الأوقات المحددة من قبل إدارة المدرسة، وفي حالات الضرورة التنسيق المسبق مع المدرسة.
9	Attend events the school invites you to, such as seminars, lectures, exhibitions, national occasions and festivals.	الاستجابة لدعوة المدرسة وحضور المناسبات كالتنوعات والمحاضرات والمعارض والمناسبات الوطنية والمهرجانات.
10	Follow the internal regulations set by the administration for the benefit of the students.	الالتزام باللوائح والأنظمة الداخلية التي تقرها إدارة المدرسة لتنظيم العمل الإداري والتربوي والتعليمي لمصلحة الأبناء.
11	Talk with your children after school, supervise their homework and encourage them to complete it well.	التواصل مع الأبناء في البيت بعد اليوم الدراسي ومتابعة الواجبات المنزلية وتشجيعهم على أدائها على أكمل وجه.
12	Inform the school immediately of any urgent problem your child faces, in person, in writing or by phone, and cooperate with the Student Advisor.	إشعار المدرسة فوراً بأي مشكلة طارئة تواجه الأبناء، حضورياً أو كتابياً أو هاتفياً، والتعاون مع المرشدة الطلابية في ذلك.

#	English	العربية
13	Give the school the information it needs if your child requires special health, social or family care, and cooperate with the Student Advisor.	إعطاء المعلومات اللازمة عن الأبناء الذين يحتاجون إلى رعاية خاصة (صحية، اجتماعية، أسرية) والتعاون مع المرشدة الطلابية في ذلك.
14	Share your suggestions for improving the school environment, in line with the vision and instructions of the Ministry of Education.	إبداء ملاحظاتك حول تطوير البيئة المدرسية وتحسينها بما يتوافق مع رؤية وتوجيهات وزارة التعليم.
15	Make sure your children do not miss school. If absence is unavoidable, inform the school and provide an excuse.	الاهتمام بعدم غياب الأبناء، وفي حالة الغياب الضروري يجب إعلام إدارة المدرسة وتقديم عذر الغياب.
16	Take care of your children's appearance and hygiene: school uniform, trimmed nails and clean clothes.	الاهتمام بالمظهر العام للأبناء من حيث الزي المدرسي وقص الأظافر ونظافة الجسد والنياب.
17	Guide your children to follow the instructions of the school administration.	توجيه الأبناء بالتقيد بما يصدر من تعليمات من إدارة المدرسة.
18	Keep to the official school hours and do not collect your children early except in emergencies, following the administrative procedure.	الالتزام بالدوام الرسمي المعتمد وعدم الحضور لاستلام الأبناء قبل الموعد إلا في الظروف الطارئة مع التقيد بالإجراءات الإدارية المتبعة.
19	Do not let your children bring mobile phones or electronic or other games to school. Confiscated items will be returned to parents at the end of the school year.	توجيه الأبناء بعدم إحضار الهواتف المحمولة والألعاب الإلكترونية وغير الإلكترونية، وسيتم مصادرتها وتسليمها لأولياء الأمور نهاية العام.
20	Teach your children to look after school facilities and public property.	توجيه الأبناء بالمحافظة على مرافق المدرسة والممتلكات العامة.
21	Accept the educational measures the school takes if your child damages school facilities or property.	الالتزام بالإجراءات والقرارات التربوية التي تتخذها إدارة المدرسة في حالة عبث الأبناء بمرافق المدرسة وممتلكاتها.
22	Read and sign school letters and exam papers, adding notes where needed.	الاطلاع والتوقيع على الرسائل المدرسية والأوراق الاختبارية وإبداء الملاحظات إن وجدت.
23	Inform the school of any change in your child's basic information (address, phone number).	إعلام إدارة المدرسة بأي تغيير في البيانات الأساسية للطلاب/ة (العنوان، الهاتف).
24	For suggestions and complaints, please contact the school by e-mail: visedujobs@gmail.com	للاقتراحات والشكاوى الرجاء التواصل مع المدرسة على الإيميل: visedujobs@gmail.com

تعاونكم حسن لكم شاكرين / Thank you for your cooperation.

24. Contact Methods and School Location / وسائل التواصل وموقع المدرسة

Girls' section	011 4555919
Boys' section	011 4883473
Fax	011 4885364
Mobile / WhatsApp	0561897531 – 0541315123
E-mail	visedujobs@gmail.com
Address	Al-Hussein Bin Ali Street, Al-Massif District, P.O. Box 497, Riyadh 11313

Parent–Teacher Conferences

Parent–teacher–student conferences are held regularly during the year. Your attendance in person is important for your child's progress, so please do not send a substitute. Dates are announced on the school calendar and through Classlight Plus.

School Location

