

ISG JUBAIL SCHOOL

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2011-2012 PARENT – STUDENT HANDBOOK

Name: _____

Phone Number: _____

Principal:	Mark McDougall
Vice-Principal:	Daniel Mock
Guidance Counselor:	Meg Porter

Middle and High School Schedule

The middle and high school schedule is based on a block schedule. Students will follow this day pattern for each five-day week: (1) Day A, (2) Day B, (3) Skinny Day, (4) Day A, (5) Day B.

Note: Grade 6 students will not attend “Fitness” class with the 7-10 grade students. They will attend Homeroom at that time.

Periods & Times	Day A	Day B
Fitness Period 7:35 – 8:15	Fitness	Fitness
8:15- 8:20	Passing	
1 st Period 8:20 – 9:40	1A	1B
Break 9:40 – 9:50	Morning Break	
2 nd Period 9:50 – 11:10	2A	2B
Lunch Break 11:10 – 11:50	Lunch & Break	
3 rd Period 11:50 – 1:05	3A	3B
Break 1:05-1:15	Afternoon Break	
4 th Period 1:15 – 2:35	4A	4B

Periods & Times	Skinny Day
1 st Period 7:40 – 8:20	1A
2 nd Period 8:25 – 9:05	1B
Break 9:05 – 9:20	Break
3 rd Period 9:20 – 10:00	2A
4 th Period 10:05 – 10:45	2B
5 th Period 10:50 – 11:40	3A
Lunch Break 11:40 – 12:10	Lunch
6 th Period 12:10 – 1:00	3B
7 th Period 1:05 – 1:45	4A
8 th Period 1:50 – 2:30	4B

Individual Student Schedule

MY SCHEDULE – 1st Semester	Period	Class	Teacher	Room
	1A			
	2A			
	3A			
	4A			
	1B			
	2B			
	3B			
4B				

MY SCHEDULE – 2nd Semester	Period	Class	Teacher	Room
	1A			
	2A			
	3A			
	4A			
	1B			
	2B			
	3B			
4B				

Elementary Schedule

The elementary classrooms follow the schedule outlined below. On the back of this page is a blank schedule for student use.

Period & Times	Saturday - Wednesday
7:50 – 8:30	Period 1
8:35 – 9:15	Period 2
9:15 – 9:35	Break/Recess
9:40 – 10:20	Period 3
10:25 – 11:05	Period 4
11:05 – 11:50	Lunch/Recess
11:55 – 12:40	Period 5
12:45 – 1:30	Period 6
1:35 – 2:20	Period 7
2:20 – 2:30	Homeroom

FROM THE PRINCIPAL

Greetings to all students, parents and members of the ISG Jubail community,

We are embarking upon the school year 2011/12. We have all hopefully had a chance to unwind over summer and see family and friends wherever you might have ventured to. We wish all newcomers a warm ISG Welcome!

We are grateful for our present school situation and optimistic about the future of ISG Jubail. We are expanding in a number of realms this year. We have just recently completed an expansion plan that has been in the making for the better part of three years. We have gained 16 new classroom spaces including two new computer labs, EAL rooms, two Art rooms, Pre-Reception block, Reading Center, staff nursery and regular sized classrooms. Along with the new classroom construction the custodial staff members have put in a great deal of effort to enhance the overall appearance of our mature school in a number of areas. We have architectural Gym plans that are currently in the process of gaining approval from the Royal Commission. We should see development and a transformation from the cage to an air-conditioned Gym at some stage throughout the first half of this year.

This year at ISG Jubail the faculty, staff and administration would like to share our learning experience with all our stakeholders while embracing a “Culture of Peace”. The turmoil around the world can be discouraging and disheartening. As we partner to prepare our children for their entry into the adult world, we need to give them the hope that a better world is possible and that they can contribute to this effort. Our community would like to maintain a focus on a “Culture of Peace” as we navigate through our ISG Jubail learning experience. While we may encounter disagreements and obstacles along the way, keeping our “Culture of Peace” at the forefront of our consciousness will enable us to work collectively together to achieve excellent results. Disagreements are good, and learning can be messy; when peaceful intentions abound, all can feel safe while exploring their true potential. We encourage all stakeholders to embrace this motto as we go about our daily lives interacting with people from all backgrounds and walks of life.

We are excited and energized about the possibilities that lie ahead this school year. We welcome all stakeholders to our community. We look forward to a productive school year filled with constructive conversations and peaceful, meaningful interactions. Please feel free to take an active role in the children’s learning experiences.

Yours in Learning,

Mark McDougall
Principal

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FACULTY & STAFF

ADMINISTRATIVE TEAM

Principal	Mark McDougall (mmcdougall@isgdh.org)
Vice Principal	Dan Mock (dmock@isgdh.org)
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Student Council Advisor	
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Middle/High School	Laura Timm (ltimm@isgdh.org)
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Bookkeeper	Angela Jucal (ajucal@isgdh.org)
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Executive Secretary	Akila Kumar (akumar@isgdh.org)
Receptionist	Bonnie Forester (bforester@isgdh.org)
Head Custodian	Babu
French Curriculum Head Teacher	Maxime Michel (mmichel@isgdh.org)

FACULTY 2011-2012

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BOARD OF TRUSTEES 2011-2012

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	James Morcom
	Mansoor Murad
	Daniel O'Connell
	Steve Porter
	Rana Al-Turki

I.S.G. CENTRAL ADMINISTRATION

Superintendent	Norma Hudson (nhudson@isgdh.org)
Director of Development and Construction	Rick Barnhouse (rbarnhouse@isgdh.org)
Director of Human Resources	John Chapman (jchapman@isgdh.org)
Director of Finance	David Whitaker (dwhitaker@isgdh.org)
Dir. Of Support Services and Technology	Chris L'Esteve (clesteve@isgdh.org)

INTERNATIONAL SCHOOLS GROUP DISTRICT MISSION STATEMENT

We are a multi-cultural organization of accredited schools in the Kingdom of Saudi Arabia offering a challenging world-class education. We endeavor to ensure that our students aspire to their fullest potential to become capable of a lifetime of high achievement, driven by integrity, acceptance of others and personal ambition. This will be achieved through excellent programs implemented by dedicated professional educators in a safe and nurturing environment.

Open communication and honesty are at the heart of our partnership with students, parents and community.

INTERNATIONAL SCHOOLS GROUP ISG JUBAIL MISSION STATEMENT

ISG Jubail's mission is to provide a dynamic educational experience which celebrates our multicultural community of diverse learners. The ISG Jubail student is inspired to strive for academic excellence, a balanced life and service to others. Our values of responsibility, consideration and mutual respect prepare our students for their roles as global citizens.

BELIEFS

We Believe....

- ...that our resources provide opportunities for all students to achieve their highest potential.
- ...that international mindedness is an important characteristic to develop in our students.
- ...in lifelong learning.
- ...in the education of the whole child: academic, social, creative and physical.
- ...technology is a critical learning tool.
- ...our educational goals are clearly defined and our outcomes are measurable and attainable.
- ...a safe and supportive learning environment is critical to student achievement.
- ...that educational success requires a partnership between students, parents and educators.
- ...literacy and numeracy are fundamental building blocks for learning.
- ...learning occurs best in context and when connected to previous experiences.

HISTORY OF THE SCHOOL

ISG Jubail was established in 1978 as Jubail Academy. ISG Jubail was initially contracted by the Royal Commission to serve expatriate families in the Jubail Industrial City area. The school is currently fully accredited by The Middle States Association of Colleges and Schools (MSA). ISG Jubail successfully completed its re-accreditation process in the school year 2010/11. The school is now a part of the International Schools Group Dhahran District which is composed of seven schools throughout Saudi Arabia with three divisions: American, British and International.

ISG Jubail serves a student population from age three through 16 years – Pre-Reception through Grade 10. The school's current student population consists of nearly 500 students from more than 30 different nationalities. The nationalities predominantly represented are American, South African, British, Pakistani and Indian.

Safety of our students is a main priority, and our staff strives to ensure a safe, learning-focused environment. In addition to a dedicated school guidance counselor for students to talk to about difficult issues, there is also a full-time nurse on duty each school day.

Our teaching resources are similar to those found in any Western International school. We utilize the most current textbooks and technology available. The school offers a comprehensive library media center, three fully equipped computer labs and one laptop research lab. We also have a number of computer pods around the school and two mobile laptop carts. Each classroom and teaching space is equipped with interactive smart Promethean® boards used as a tool to enhance the students' learning experiences.

The school completed two new classroom wings and two computer labs during the summer of 2011. As the school has expanded during the past five years, ISG District Office and the Board of Trustees have supported Jubail's site enhancement and enlargement plan.

Our teachers meet the certification requirements to teach within ISG Dhahran District schools. ISG Jubail is therefore staffed with a significant number of teachers predominantly certified in North America. However, keeping with the international school demographic, we do have a number of teachers from a variety of other countries and regions around the world. Our class sizes are relatively small (12 – 22). This benefits students providing more one-on-one interaction between teacher and students and a greater degree of didactic care.

All our staff members are encouraged to take an active role in their own professional development. The schools in our District are members of Near East South Asia Schools (NESA) as well as members of the European Council of International Schools (ECIS). Additionally, ISG Jubail is a member of the IPS Schools Network. These organizations, along with others, offer a wide range of professional development opportunities for staff throughout the year.

ADMISSION

We anticipate that your children will qualify for admission to ISG Jubail; however, some students do not. We apologize for any concern or anxiety the following practices may raise, but believe it necessary to explain why some students are not accepted.

Due to the high cost of operating special education classes, the Board of Trustees has not authorized programs at ISG Jubail to serve students with special needs. ISG Jubail **DOES NOT** enroll students who, because of severe academic deficiencies, or lack of adaptive behavior, would require special education classes or services. Therefore, students must be able to participate as full-time students in the regular school program to be eligible for enrollment. It would be educationally irresponsible and unprofessional to accept students who have special educational needs into regular classes.

The school administrative team guides admissions and placement at ISG Jubail. We strongly prefer to place students with their age equivalent peers. However, we realize the importance of ensuring the success of students who enter our school and wish to do everything that we can to prevent a student from experiencing any form of unnecessary failure due to ill-advised placement. Accordingly, all students applying for entrance to ISG Jubail will be screened and placed in classes on the basis of age, appropriate learning abilities determined through entrance testing, an interview, previous school records, and administration recommendations. Admission test scores indicating placement for a student in a class more than one year below his/her age group up will usually result in non-acceptance to ISG Jubail.

Students may be accepted to ISG Jubail on a one month probationary period. At the end of this period a formal review is conducted based on the student's performance and teacher evaluation. Class placement and /or admittance to ISG Jubail may at this time be re-evaluated. The ISG Jubail administration also reserves the right to re-evaluate a student at any time following this probationary period.

Parents are responsible for paying all tuition fees for the academic year prior to the student commencing school at ISG Jubail. A student who is withdrawn prior to the 11th day following the initial day of attendance will be granted tuition relief pro-rated upon the number of days the student was enrolled. Relief from other fees will be at the rate of ninety percent (90%) of the fee.

School fees must be paid in full within 30 days of the first day of attendance at ISG Jubail unless an alternate agreement, such as the implementation of an installment plan, has been arranged with the finance office at the school. Parents of students whose accounts are not paid within 30 days will receive a letter of exclusion that will indicate a date by which their child will be excluded from classes should the account not be cleared.

For students entering our high school, grades 9 and 10, it is important for parents to be aware that upon completion of grade 10 at ISG Jubail School, students must apply for enrollment at ISG Damman, Dhahran High School, or another high school of their choosing. Attendance at ISG Jubail does not guarantee admission to another ISG high school.

**All enrollment information and paperwork can be found on the
ISG Jubail website at: <http://www.isg-jubail.org/>**

ATTENDANCE

Absentee Procedure

Regular attendance is important to your child's progress. *Please keep early dismissals, tardiness and absences to a minimum.* Call the school office (03-341-7550 x 101) early to report your child's absence. We will notify your child's teacher. Students must be in attendance until 1:30 pm to receive credit for a full day. Students must be in attendance until 11:20 am in order to receive ½ day credit. Our school Nurse and Registrar will follow up on extended absences.

Our parent-school partnership is essential for your child's success in school. Family holidays and non-medical absences should be kept to a minimum to ensure continuity of student learning. For unavoidable planned absences such as vacations, advance notification is appreciated. It is the student's responsibility to make up all work missed due to absence. Teachers are not expected to make special arrangements or give advance assignments for any student who is absent due to truancy or family vacation.

Teachers will not be required to use Moodle outside of regular classroom use in order to fit the needs of students who are absent due to vacation. If extenuating circumstances exist that do not allow the student to be in attendance, the use of Moodle to fit a student's needs will be at the teacher's discretion. Moodle should only be used as an instructional tool when the school is closed for unplanned periods of time in which case Virtual School will commence.

Attendance: Elementary and Middle School

Students must be in attendance for 75% of the reporting period in order to receive a report card. Students in attendance less than 75% of the reporting period will be given an "I" for Incomplete. Students need to be in attendance for any final exams. Students will not be given final exams outside of the pre-set exam dates and times.

Please note that attendance is recorded on report cards as a part of the formal record of every student and will thus affect the formal report process. If a student is enrolled **after the start** of the school year, the student will receive a grade to date. New students in the Elementary classes who are in attendance for less than one calendar month will receive a narrative statement of their academic standing letter written by the homeroom teacher in lieu of a report card.

Attendance: High School

Student attendance is an essential part of fulfilling the course requirement for credit. Students in grades 9 and 10 earn high school credits for each class they take so their attendance is critical. Students who miss **more than 7 days of any class within one semester** cannot not earn full credit for that class.

Absences for school-approved activities such as study trips, athletic trips, or other official school-sponsored events will not be considered in the accumulation of absences.

New students in the high school, grades 9 and 10, with less than 35 days attendance in the semester will receive a "progress to date" report. Any student attending for 10 days or less in a reporting period will receive an acknowledgement of attendance only.

Please note that report cards will not be issued prior to the end of school for students who are leaving early. Parents may collect end-of-year reports from the Registrar at any time following their general release

(usually the second to last day of the school year), at a time convenient to both, but preferably prior to the start of the new school year.

Leaving Early during the School Day or Coming Late

Situations occasionally arise in which a student must leave school during the school day. Please send a note to school informing us of the time you plan to pick your child up. As we have accepted the responsibility for your child during school hours, we require that parents notify the school office **prior** to the student's departure. **In the case of an emergency, please call the school to inform us of the pick-up time.** A student leaving school during the day must sign out through the office and must be picked up there by either a parent or authorized adult, such as an identified driver. Upon returning, they must sign in again.

If a student arrives to school late, they are required to sign in at the front office. It is essential that they do this for our records and in case of any unforeseen emergency.

Withdrawing During the Regular School Year

When a student withdraws during the school year, Parents need to inform the school office as soon as possible to enable us to prepare a withdrawal package. In addition, parents must pick up the school records. No permanent records will be released to a student. ***Please be aware that the records will be sealed and that some schools will not directly accept unsealed records as being valid.*** Parents may request that records be forwarded to the new school. Students must make certain that all textbooks, library books, musical instruments, etc. are either returned or paid for before a withdrawal package will be released.

STUDENT CONDUCT

Student conduct is fundamentally fused with our Graduate Profile. ISG Jubail's Accreditation for Growth Planning Team created this list of characteristics based on a wide breadth of educational knowledge and understanding of what it means to educate the whole child. We endeavour to make students aware of these characteristics and motivate students to strive towards integrating them into their lives.

Graduate Profile

Students who are Thinkers

- Analytical Problem Solver
- Challenges Presuppositions
- Discerning
- Innovative
- Inquiring
- Creative

Students who are Communicators

- Articulate
- Empathetic
- Effective
- Collaborative
- Expressive

Students who seek Understanding

- Adaptability
- Applies Learning
- Goal Oriented

Students who are Personally Committed

- Meaningful Service
- Wellness And Health
- Ethics And Principles
- Open Mindedness
- Discipline
- Personal Best

Good Conduct and Student Discipline (ISG Policy #2050)

Students and staff have developed this set of characteristics together. Staff will re-enforce these life long skills through various activities. Students are encouraged to work towards learning and demonstrating these positive concepts.

It is the policy of the International Schools Group that while attending school, on the school grounds, attending any school sponsored function or while in any vehicle used for school related transportation, students are expected to conduct themselves in a manner which brings no discredit to themselves, their parents or the school.

ISG Jubail faculty and students have always taken pride in conducting themselves to the highest standard. The ISG Jubail community is a devoted and consolidated group of students, parents and teachers whom strive to work together for the benefit of the community. Discipline at ISG Jubail attempts to avoid punitive punishment for misbehaviour. Common sense is the core value teachers attempt to instil upon the students. Administration and staff members alike strive to solve problem through positive dialogue prior to any other method of correction.

Below is a list of offenses and action steps that are logged into our student discipline log on our student management system.

Discipline Codes	First Degree Offense
CE1	Misuse of cell phone and electronics at school
DC1	Dress Code Violation
DR1	Disrupting Class or School
LC1	Leave Class w/out permission
LT1	Littering on school campus
SP1	Sleeping in class
SR1	Disobey school classroom rules
TR1	Tardy to class
TRS	Tardy to school
GUM	Chewing gum
Second Degree Offense	
FS2	Falsify hand written or electronic signature
LS2	Leave School w/out permission
LY2	Lying
PA2	Excessive Public Display of Affection
SB2	Intentional damage or misuse to school books
SW2	Profane language
Third Degree Offense	
CH3	Cheat on school work or exams

DA3	Defy authority
DM3	Bring dangerous object to school
DS3	Demonstrating disrespect to others
EM3	Show or distribute banned material
PL3	Plagiarism 1 st offense
VB3	Verbal bullying or harassment
Fourth Degree Offense	
BL4	Inappropriate body language
BD4	Be danger to self of others
CA4	Criminal activity
DS4	Damage to school property of others
EH4	Electronic media harassment of bullying
GM4	Gross misconduct
IB4	Repeated offenses
PA4	Physical aggression-fighting or bullying
PL4	Plagiarism 2,3,and 4 th offense
SH4	Sexual harassment
TC4	Use of possession of tobacco/alcohol/drugs
TS4	Verbal threat to member of staff
VH4	Gross verbal abuse and harassment
Fifth Degree Misbehaviors	
BI5	Verbally or symbolically belittle any group of faith
CA5	Criminal activity
DS5	Malicious damage to school property
DW5	Possess or wield a weapon
FG5	Forge official papers
GM5	Gross misconduct
IS5	Abuse or use of unauthorized illegal substance
RS5	Repeated suspensions
SE5	Attack on a school employee
Action	
DET	Detention – lunch, break, after school
DTT	Thursday Detention
ISS	In School Suspension
OSS	Out of School Suspension

Pcon	Parent contact
PreX	Pre-Expulsion Hearing
WCon	Warning – conference with administration
VWar	Verbal warning from teacher or administration
	Other Action steps
COM	Commendation
EX	Extenuating Circumstances
ALT	Other Action Taken

Detention:

In the event that students find it difficult to adhere to school behavioral norms further action will need to be carried out.

Teacher Administered

Reason for detention is dependant upon the rate and severity of the infraction. Students that display any behavior that teachers determine are contradictory to the codes of conduct may assign a teacher administered detention period. The student will lose a privilege or be asked to refrain from taking part in an event. The faculty member will administer detention at the appropriate time. The Vice Principal or designated discipline officer will be informed of the behavior and the action taken. The event will be logged into the Skyward Student Discipline Management Program.

Office Administered

For a more serious infraction and/or a behavior that requires more attention based on the discretion of the supervising adult, the student will be sent to the office for detention. The parents may be notified about the detention by a letter, a phone call, or email. Detention will take place in a designated detention room under the supervision of a member of staff. The infraction and the action taken will be logged in our Skyward Student Discipline Management Program.

Repetition of office administered detentions may result in a suspension.

Suspension:

ISG District Policy #2050 states that a student may be suspended from school for the following:

- Behaviour constituting a danger to self or to others.
- Hostile behaviour characterized by prejudice, whether by race, gender, nationality or creed.
- Malicious avoidable damage to school, student or staff property.
- A continued pattern of incorrigible behaviour, e.g., lying, stealing, and/or cheating.
- Possession, distribution or use of tobacco.

For all suspensions, parents will be notified. The consequences of the action will depend upon:

- The level of severity of the behaviour.
- The behaviour/attitude record of the student.
- The student's attitude while discussing the inappropriate action.

Students on suspension may either be assigned an in-school suspension or an out-of-school suspension. Students are responsible for all schoolwork missed during suspension. This must be accomplished within a period of time equivalent to the suspension period. Students who receive a suspension may not be academically penalized and will be given time to hand in late assignments.

Expulsion:

ISG District Policy #2050 states that a student may be expelled from school for the following:

- Possessing, wielding, using or threatening use of a dangerous weapon
- Possession, distribution, or use of any illegal substance (e.g., alcohol or illegal drugs)
- Striking an employee (substitute or contracted) of the school
- Malicious damage to school, student or staff property
- Repeated suspensions
- Repeated academic probation
- Gross misconduct
- Criminal activity

Expulsion Procedures:

Prior to the superintendent making a determination to expel a student, the following steps will be conducted to ensure due process.

- The site administrator will conduct a thorough investigation and determine the level of responsibility of the individual student.
- The site administrator will meet with the parents and student and inform them of the details of the investigation.
- The site administrator will inform the parents and the student of the recommendation for a pre-expulsion hearing.
- The site administrator may also explain the option of withdrawal prior to a pre-expulsion hearing.
- The site administrator will recommend the pre-expulsion hearing to the Superintendent based on the investigation. A pre-expulsion hearing will typically include the Superintendent, site administrator, student, and parents or guardian. The pre-expulsion hearing will be held within seven (7) school days after the recommendation from the site administrator is received.
- If a pre-expulsion hearing is recommended the parents and student may request the Director of Human Resources to listen to the parents and the student and explain thoroughly the options, such as withdrawal. This is only for the purpose of policy clarification.
- The student will remain on suspension while going through this process.
- At a pre-expulsion hearing, the superintendent will listen to the evidence.
- Within 24 hours, a decision will be made and parents notified in writing. The superintendent may uphold the recommendation or render a different decision.
- A student may withdraw at any time prior to the decision being announced.
- Notification of expulsion will be included in the student's permanent file.
- The decision of the superintendent is final and may not be appealed.

An expulsion will be confirmed within 24 hours in writing to parent(s), and the Board President. The full Board of Trustees will be informed at its next meeting.

Once expelled, a student will not be admitted to any ISG school.

Academic Dishonesty and Plagiarism

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

A key element ISG Jubail believes is essential to student learning is writing literacy. Throughout this journey, writers need to begin learning the components and rules of citing sources they use in their writing. This is an evolutionary process and can't be learned without making mistakes. Plagiarism on many occasions can be committed without the knowledge or understanding of the student. Therefore, the school allows room for growth in this respect. There are leveled degrees of offenses students can commit. These offenses will be followed by the appropriate actions. The levels of offenses and actions are listed below.

The consequences are at the discretion of the administration. Depending on the severity of the offense actions and consequences may skip steps.

For Elementary students, teachers will work with students who have repeated offenses of Plagiarism. Students will be in the process of learning the skills they will need in order to cite sources correctly.

For Middle school and High School Students:

1st offense: The incident is reported to the office and logged into the student discipline log. The teacher decides the action and or consequence. The teacher will be responsible for contacting the parent.

2nd offense: The offense is reported to the administration. The offense is logged into the students discipline log. The teacher will determine the course of action to take and the possible consequence. Administration will meet with the student and inform them that if there is another offense the student will face an in school suspension for a minimum of one day.

3rd offense: The offense will be reported to the office. The offense will be logged into the student's discipline log. The student will receive a zero for the assignment. The student and parents will meet with administration to sign an academic honesty contract stating that the next offense will result in an out of school suspension.

4th offense: The offense will be reported to the office. The offense will be logged into the student's discipline log. The student will receive a zero for the assignment. The student will receive a two day out of school suspension. The student will lose the privilege of study trips, week without walls, and extra curricular activities for the duration of the year. The superintendant will be informed. The parents will be informed that the next offense will lead to a pre-expulsion hearing.

5th offense: It will be reported to the office. The offense will be logged into the student's discipline log, and a pre-expulsion hearing will be recommended by the administration.

Ethnic Diversity

Students of all races and cultural diversity are represented in our student body. All students are expected to treat each other with dignity as they go through their day. All are encouraged to develop a respect for and an understanding of the contributions of all peoples in our world. Racial or prejudicial comments or remarks towards any member of the community may be considered gross misconduct by the administration and will be investigated thoroughly.

Student Search:

The administration may search student lockers and all the contents within the lockers at any time without notice or consent. If necessary, the administration may ask for assistance from other staff member for the purpose of a student search.

Book bags, purses, or clothing may be searched if reasonable cause exists. Searches of personal items will be conducted in the presence of an adult of the same gender as the student being searched.

Harassment/Child Abuse (ISG Policy #2062)

ISG is committed to a positive and productive learning and working environment, which is free from discrimination, including sexual harassment.

When a member of staff has reasonable cause to believe that a child has had physical injury inflicted upon him or her by other than accidental means, or is to be found suffering from physical neglect or sexual abuse, that staff member is required to report such incident to the appropriate authority.

Dress Code (ISG Policy #2030)

In accordance with the District Policy the following dress code has been established for students at ISG Jubail School.

Clothing worn during school hours should be clean, modest, in good taste and sensitive to the expectations of the host country.

The below expectations are for all members of the community as well as the students. **Parents and faculty will note that these standards must also be adhered to when on campus.**

The ISG Jubail Dress Code is the following:

- Clothing worn to school must be clean, well maintained (without tears/holes), hemmed (not dragging on the floor) and loose fitting. Pants are to be no lower than hipbone level.
- Clothing with offensive and/or distracting pictures/words is not acceptable. Clothing that displays any pictures, symbols or language that represents violence, illicit drugs, or anything that would not be acceptable in the host country is not acceptable.
- Students are encouraged to bring caps and hats to wear during hot weather while they are outside, but may not be worn inside the school building.
- Shoes that pose a safety concern are not acceptable.
- Distracting jewelry, hairstyles, hair colors, or tints are not appropriate in the school. The general appearance of students should be conservative.

- Sleeves on shirts, blouses, and dresses must cover shoulders and upper arms. Blouses and shirts must have a modest neckline and not be made of see through fabric. Blouses and shirts must not allow any skin to be shown in the midriff at any time during any activity. All students are asked to wear the school's yellow PE t-shirt which can be purchased from the office during PE class
- Leggings and tights are not to be worn as the primary clothing. They may only be worn as undergarments. Leggings and tights may be worn during PE with shorts.
- Students in all classes may wear shorts. Skirts, dresses, and shorts must reach to the top of the knees for all students in all grade levels.
- Shorts may not be worn for school sponsored activities off the school campus except as approved by the supervising adult and for athletic or SAIKAK competitions.

We recognize that children will need to dress differently when they have PE. We encourage students to bring a change of clothes as needed for physical activity during school.

STUDENT ACTIVITIES

Extra Curricular Activities (ISG Policy #1045)

An integral part of the child's education is not only what happens during the school day, but after school as well. **After School Activities** (ASAs) in a variety of interest areas are offered to students throughout the year. These begin at the end of the school day (2:30 PM) and last for one hour. Students who are involved in ASAs leave school at 3:30 PM. The school provides transport at this time for those who live within the Royal Commission (RC) area. Private transport for students who live outside the RC is required to pick up students no later than 3:30 PM. Students must submit the ASA Permission Form signed by a parent **at least one day prior** to attending the activity.

For questions concerning school activities, please contact either the school office or the appropriate Activities Coordinator: Elementary Activities Coordinator – Keith Snider, Middle and High School Activities Coordinator – Mark Buschini.

The ASA program is NOT offered to Reception class students and is introduced for Primary I in the second half of the school year. The program helps promote a positive school spirit, motivates students and broadens opportunities for learning.

Field /Study Trips (ISG Policy #1035/1040/2050.1)

At times there may be a trip scheduled for your child's class that relates to an area of study. All field trips require parental authorization which is included in the registration packet. If there is no parental authorization on file, the student will not be permitted to take part in any such activity.

STUDENT SERVICES

Campus Registration

In the interest of our children's safety, all volunteers, guests and visitors to school are required to sign in at the school office upon arrival.

Car Decals

All members of the community will be required to have decals placed on their cars for entrance onto school grounds. This decal will be given to each family upon enrollment beginning at the outset of the 2011/2012 school year. Instructions for use of decals will be disclosed when the decal is collected from the school's front office. Parents or members of the community that arrive in vehicles without decals, after the deadline for obtaining one, will be required to park off campus.

Deliveries

Deliveries of forgotten items (lunches, books, etc.) should be brought to the school office. The office will see that items are delivered to your child at a time least disruptive to the classroom.

Fire Drills & Emergency Procedures

Fire and building evacuation drills are conducted periodically in an effort to instruct students in safety and evacuation procedures.

Health Information/ Injury & Illness (ISG Policy #2055/60/65/2110)

If a student is injured at school, he or she will be administered emergency first aid by the school nurse or a member of staff trained in emergency first aid procedures. Parents will be contacted in those cases that are serious enough to warrant notification. If the parents cannot be reached, then their emergency contact number(s) will be called. ***It is extremely important that you provide the office with several current phone numbers to contact.***

Children who become ill or show symptoms of illness are sent home as a protection to other students as well as themselves. A student with a temperature of 100° F (37.8° C) should remain at home until free of fever for 24 hours. Parents are always notified and asked to pick a child up if a health problem occurs. Parents are expected to develop an emergency plan in case they themselves are unable to pick up a child.

All first aid supplies are kept in the nurse's office and may only be dispensed by the nurse on duty. If a student brings medication to school it ***must*** be brought to the nurse with dispensing instructions from the parents. ***Under no circumstance is a student to self-medicate.***

The common cold, chicken pox, pink eye and head lice are the most contagious health concerns in schools all over the world. ***Please do not send your child to school if there is any evidence of these problems, or as long as they are contagious.*** Students found to have head lice/nits (dead or alive) will be sent home for proper treatment. To eradicate the problem, bedding and personal effects will also need to be washed. Students returning to school will be checked before being admitted to class. Students found to be infected with chicken pox or pink eye will also be sent home. A clearance from a medical doctor will be necessary for re-admittance to school.

Our intention is to maintain updated immunization and treatment records for every student. The medical forms found in the registration packet are kept on file with the school nurse. Parents should notify the school nurse of any student who has an existing condition, such as allergies, asthma, or other medical or neurological conditions, so that we can better treat the child should the need arise. The School maintains a record of students who have existing medical conditions which is published to the staff.

Notes from parents and/or physicians requesting excused absences involving PE classes must be turned into the nurse's office **via the class teacher**.

Lockers

Lockers are the property of the school and are for use by our students. Students are expected to keep lockers clean, free of posters, stickers and other decorations of a permanent nature. Lunch boxes, coats, sweaters, hats, textbooks and supplies are kept in lockers.

Students in the Elementary School have "open lockers" or cubbies. The school will issue locks to students in Grade 6 and above. Students are not to bring their own locks. Middle and high school students are expected to keep their lockers locked at all times. The school assumes no responsibility for personal items brought to school.

Lost & Found

ISG does not accept responsibility for personal items brought to school. You are requested to label personal possessions with your child's name so that if found, we may easily locate and return to the owner. All articles found in the building, on the school grounds or left on the bus will be handed in to the school office. Lost & Found items are displayed periodically. If they remain unclaimed they are disposed of quarterly.

Personal Electronic Equipment, Games and Music

Elementary students are not to bring personal items or toys, such as iPods, portable music players, video games, smart phones or cell phones etc. to school unless they have express permission from their homeroom teacher. If permission is granted to bring a special item to school by the homeroom teacher, the item/s will be taken directly to the classroom and given to the teacher, not stored in the student's locker. In the event of a student bringing an inappropriate item to school, it will be confiscated, and placed in the school office for collection at the end of the school day. If there is a repeat of the incident, the object will be taken and kept in the school safe for a period of one week and the parents will be notified. The school is not responsible for any banned equipment brought to school without permission from a teacher.

Special sporting equipment may be brought to school for use on the playground with permission from the classroom teacher. This equipment is the responsibility of the student that brings it to school. The school relinquishes any responsibility if these items are damaged or lost.

Students in Grades 6 through 10 may bring electronic items to school for use during their bus rides and for use before and after school only. These items should not be seen in use during school hours. The students should store their equipment in their lockers or in their school bags. If they are in use during the school day, they will be confiscated and held in the office for pick up later. These offenses will be logged into our discipline log as a level 1 offense. Repeat acts of electronic misuse will lead to further consequences. The school does not take any responsibility of any electronic equipment that is brought to school.

Any item brought to school by any student unless for a specific classroom purpose will be the sole responsibility of the student. ISG Jubail will not take responsibility for any item of value that is brought to school that becomes damaged or lost.

Cellular/Smart Telephones

ISG Jubail strongly recommends that students do not bring smart phones or other similar devices to school. If a student or family feels it is necessary for them to bring a hand-held communications device to school, they may only use it before and after school or during break times. ISG Jubail is not responsible for any replacement costs for items that are lost or stolen while at school.

For educational purposes under the teacher's supervision, mobile phones are permissible.

If students need to make a phone call they must visit the front office to use the school phone. All calls will first need to be approved by the school receptionist prior the call being made.

School Telephone Use

Students may use school phones only for emergency calls and only with written permission from the student's classroom teacher. Children will be summoned to the telephone only in the event of an emergency. The school office will be informed about the nature of the call prior to allowing the call to be placed.

Ordinarily, students will not be permitted to call home for forgotten items, or to remind parents they are staying for an After School Activity.

Schedules/Lunch/Recess/Snacks

See beginning of handbook for elementary school and middle/high school schedules.

Students are provided with a lunch and recess period to eat their food and relax. All lunch and recess periods are supervised.

Students should not bring food that needs preparation or heating up. They will not have access to a microwave.

Elementary students eat lunch from 11:05 to 11:25 in the Multi Purpose Room. At 11:25 they move outside for recess until class resumes at 11:45.

Grades 6 to 10 have a morning break from 9:40 to 9:50. Lunch break is from 11:10 – 11:30. At 11:30 students will need to move to the MPR for lunch. Lunch is from 11:30 – 11:50. See attached schedule for specific class, break and passing time. Students should not be wandering the halls or eating in classrooms without teacher supervision during lunch times. During break students should be visible in resting in hallways, using the restroom, or preparing for their next class.

Grades 6 to 10 may also use the covered gym area for recess, weather permitting. While intramurals are in session, students may watch or compete in the half of the MPR, in the cage or in another designated area where the venue will be set up. Allowances should be made and flexibility is necessary while the weather remains too hot for outdoor activity.

All students are expected to act responsibly during lunch, show good manners, keep their eating area clean and act appropriately. Parents should provide students with a nutritious school snack and lunch. Healthy snacks are encouraged! ***Gum is not allowed in school.***

Parties

On occasion there may be a class party during the school year for a special event or holiday. Treats that parents might supply for a birthday are to be arranged with the teacher **ahead of time**. School parties and all other social activities need to be cleared through the school Administration prior to the event. Parties will only take place at the end of a school day. The older classes may extend their events into or beyond ASA time, but if the event goes outside of regular school hours then permission to attend is required.

Parent Teacher Association (PTA)

ISG Jubail School has an active and involved parent volunteer group. All parents are encouraged to become part of the PTA. Meetings are held at school on the 3rd Tuesday of each month at 10:30 AM, subject to the PTA Board's schedule. The PTA sponsors multiple community-building and fund-raising activities during the course of the school year. Please contact the front office for more information.

Technology

The school has a number of computer labs and portable classroom laptop carts. Classes and individual students have access to computers and computer technology on a regular basis. High-speed internet is available for students to use in connection with course study. The primary objective of the technology department is to prepare students for their lives as adults in this communication & information age. (A copy of the District Technology Policy is available upon request.) All children must sign an Acceptable Use Agreement for Technology each year, included in the handbook.

Textbooks and Supplies

Students in each grade are responsible for a minimal amount of school supplies each year. Supply lists per grade level are available on our website or in the school office.

The school provides textbooks, musical instruments and most instructional materials. Individual teachers will provide a list of additional items needed for their particular class. Students are expected to demonstrate reasonable care of the facility and the equipment/materials of the school. Wilful damage or destruction by a student will result in appropriate disciplinary measures. (ISG Policy #2035/50 applies.) A fee for replacement/repair will be levied. Parents are held liable for the actions of their children.

If a library book is lost or damaged, it must be paid for. Hard cover books will cost SR 90, paperbacks SR 40 and periodicals SR 25. If a new book or a reference book is lost the total replacement cost will be assessed (cost plus shipping and cataloguing). Textbooks that are lost are subject to the current replacement cost plus shipping expenses. Damaged items will be assessed at half the current replacement cost depending upon the extent of the damage. Unreturned school property will be assessed at replacement cost plus shipping expenses. ***Report cards will not be issued as long as there are lost or damaged items not paid for or returned to school. Students will be notified of any outstanding books or fines.***

Transportation

The school is required to provide and charge families for transportation to and from school for students living in the Royal Commission Area. The school's learning assistants serve as monitors on buses for the additional safety of the children. Students living outside the RC must make their own arrangements to and from school. The bus routes are arranged so that no student should spend any more than 1 HOUR on the bus. If for any reason the time spent on the busses is exceeding 1 hour, the school's administration should be notified and arrangements will be made to rectify the problem.

Students who ride on regular school bus routes are required to behave in responsible fashion while riding the bus. Seat belts must be worn when they are available. For the safety of themselves and others, students must remain in their seats while the bus is moving and students will be asked to keep their voices down. If students have difficulty in complying with the bus monitor's requests, their names will be reported to the office and their names will be logged appropriately. The school has the right to suspend or expel students from riding the bus if behaviors persist. Common sense and respect are two important qualities to keep in mind while riding a bus full of people through Saudi Arabian traffic and roads.

The school is not responsible for compound provided bussing. However, the school strongly recommends that parents with students bussed by compound vehicles should arrange supervision schedules amongst themselves. This would be in the best interest of the school and for the safety of the students.

Any requests to temporarily change bussing arrangements should be made in writing and forwarded to the school's administration or the front office **PRIOR** to the anticipated change. If your child or children are not attending classes for a given period of time due to illness, vacation or any other reason, please phone the school office so that the bus driver and monitor can be informed.

If for any reason your child should happen to miss the morning bus, the parents will need to provide transportation for their children to school on that day. If a student should happen to miss the 2:40 bus, the parents will be notified and they will wait at school in the front office to catch the 3:40 activities bus. If the student misses the last bus home the parents will be notified and they will have to come to school to collect their child.

School transportation is available to **all** students for trips, visits and school related business.

Visitors/Volunteers/Guests

You are our partners in this most important task of educating your children. We encourage and appreciate your interest in your child's progress and learning experiences. You are welcome to volunteer your time in the office, classroom, library or nurse's room, etc. The Parent Teacher Association also coordinates classroom volunteers and room parents. You are most welcome to visit the school. We ask that parents consult with the classroom teacher and **make prior arrangements through the school office for a visitation**, so as not to disturb the class in session. Children are not allowed to bring other children (family or friends) to school as visitors unless it has been cleared at least one day in advance through the Principal. All visitors and volunteers are to sign-in at the school office before proceeding to the classroom.

Individual conferences with your child's teacher should be scheduled at least 24 hours in advance. Please contact the school office or your child's teacher by email to arrange to meet at a time convenient for all parties.

ACADEMICS

Accreditation:

ISG Jubail School is fully accredited through the year 2018 by the Middle States Association of Colleges and Schools. As our Mission statement and beliefs indicate, we are constantly working to incorporate best educational practices and to improve your child's learning experience. We adopted and sanctioned two key areas of focus for the current accreditation period:

- **Objective 1:** By 2017, students at ISG Jubail will demonstrate improvement in reading literacy as measured by the SAT 10 Total Reading test, Gates MacGinitie Reading Test, Storytown Benchmark Tests, and McDougall Littell Benchmark Tests
- **Objective 2:** By the year 2017 students at ISG Jubail will demonstrate characteristics that are specified in our Graduate Profile as measured by student semester citizenship grades, parent/student/staff surveys, and disciplinary/detention referrals.

Guidelines for High School Students:

It is important to realise that High School is a four year series of courses, which need to be thought through and planned in order to maximize the student's success. Certain courses are compulsory. Without satisfactory completion of these courses a high school Diploma will not be awarded. Different schools may have variations on these requirements, but at Dhahran District American Division Schools the requirements are the same.

Mandatory Core Courses:

4 credits (40 units) ENGLISH
3 credits (30 units) MATHEMATICS
3 credits (30 units) SCIENCE
4 credits (40 units) SOCIAL STUDIES

Mandatory Non Core Courses:

2 credits (20 units) PHYSICAL EDUCATION
.5 credits (5 units) ARABIC CULTURE
.5 credits (5 units) COMPUTER & INFO. MGMT.
.5 credits (5 units) HEALTH
1 credit (10 units) VISUAL & PERFORMING ARTS
2 credits (20 units) GLOBAL LANGUAGES
1 credit (10 units) TECHNOLOGY
2.5 credits (25 units) ELECTIVE - ANY CATEGORY

TOTAL: A minimum of 24 credits (24 units) is required for graduation from an American curriculum high school such as Dhahran High School.

Four years (courses) of MATHEMATICS and GLOBAL LANGUAGES is strongly encouraged. Some compulsory courses are better taken in the earliest years, i.e. 9th and 10th grades, leaving the last two years for specialist choices, Honours and AP courses. There are many ways to achieve these requirements. A **sample plan** follows showing a typical ISG Dhahran District American Division route:

ISG JUBAIL HIGH SCHOOL COURSES

COURSES	GRADE 9	GRADE 10
ENGLISH	Introduction to Literature and Composition	World Literature and Composition
MATHEMATICS	Pre Algebra or Algebra 1 or Geometry	Algebra 1 or Geometry or Algebra 2 or Honors Algebra 2
SCIENCE	Biology or Honors Biology	Chemistry or Honors Chemistry
SOCIAL STUDIES	Ancient World History	Modern World History
ELECTIVE	Physical Education 1	Physical Education 2
	Health or Arabic Culture/Conversation* or Computer Info. & Mgmt.	Health or Arabic Culture/Conversation* or Technology Elective or Computer Info. & Mgmt.
	Global Language 1 (Arabic, French or Spanish 1**)	Global Language 2 (Arabic, French or Spanish 2**)
	Other elective	Other elective
	<i>Note: Not all elective courses are shown here since these vary from year to year.</i>	

*The Ministry of Education requires one semester of Arabic Culture/Conversation each year for students who are not studying Arabic as a Global Language.

**The Global Language requirement is two or more consecutive years of the same language.

With the help of the school counsellor, ISG Jubail High School students will create a four-year academic plan as they enter ninth grade to ensure they meet graduation requirements.

GRADING

Grading Philosophy

It is the belief that grades earned by students at ISG Jubail should...

- reflect learning by the student
- be consistent within subjects and departments
- not be used as a disciplinary measure
- be a tool for communication to parents, other teachers and schools
- not be based solely on participation or attendance, although these issues can influence learning and grades earned
- represent standards of learning and hard work

Grading Scale for Grades 9-10

The grades that students earn will receive the following Grade Point Average.

ISG JUBAIL 6-10 GRADING SYSTEM		
<u>Letter Grade</u>	<u>% Grade</u>	<u>Grade Point</u>
A	94 – 100	4.00
A-	90 – 93	3.70
B+	88 - 89	3.30
B	83 - 87	3.00
B-	80 - 82	2.70
C+	78 - 79	2.30
C	73- 77	2.00
C-	70 – 72	1.70
D+	68 – 69	1.33
D	63 – 67	1.00
D-	60 – 62	0.70

Report Cards & Progress Reports

Official report cards will be issued at the end of each semester. Progress reports will be issued at the end of the first and third quarters. Progress reports are for communication purposes only; the semester grade is cumulative for both quarters.

End of 1st Quarter: November 16, 2011

End of 1st Semester: February 8, 2012

End of 3rd Quarter: April 25, 2012

End of 2nd Semester: June 25, 2012

Reporting on Student Progress (ISG Policy #1080)

It is the policy of ISG Jubail School to communicate on a regular basis with parents regarding student progress. We believe that effective teacher/parent communication enhances student learning and achievement. Teachers will inform parents as early as possible of any concerns they have regarding students and seek the support of parents in helping each student develop to their fullest potential. In addition, parents

are encouraged to respond to the regular communications in reading records and homework diaries from their child's teacher(s) to ensure a complete understanding of their child's growth relative to their ability to achieve.

Attendance affects formal reporting. Students may receive less than a full report if they have not been in school for a significant amount of a reporting period as stated earlier in the attendance regulation. Please see our Attendance Regulation within this handbook.

Transferring students with current school records and report cards may receive a combination grade if the current teacher feels that there is enough supporting data after their enrollment at Jubail. This will be determined on a student-by-student basis.

Pre-Reception and Reception Progress

Reporting is informal at this age. The Pre-Reception class supervisors will issue a formal report to parents only at the time that a student leaves the program.

Reception students receive anecdotal reports at the end of each semester.

Elementary Progress - (Primary I to Primary VI)

Progress is reported through a Parent/Teacher conference once each semester and then through written reports at the end of each semester. Tests and examination scores are reported as they occur and are stored in the official school records of each student. Teachers or parents may request a meeting to discuss progress at any time if there is need or concern. Reading records and student planners are used as a means of informal communication between teachers and parents regarding student progress.

Student progress in elementary classrooms is described using the terminology of the International Primary Curriculum (IPC) which refers to the student's level of attainment: **B**eginning, **D**eveloping or **M**astering. These levels are interpreted as follows:

Beginning:

When the student struggles with the level and contents of the given program, needs extra assistance and / or practice to understand or achieve the expected level and has notable gaps in its learning in this field, the mark "**B**" will be given.

Developing:

When the student is able to work at the expected level and with the contents of the given program most of the time, is a successful learner in this field, then the mark "**D**" will be given.

Mastering:

When the student is more than capable of meeting the required level of the given program and is a more than successful learner in his/her field, the mark "**M**" will be given.

The level of attainment given, "**B**", "**D**" or "**M**" describes the student's position against the expectation for other students working within that school year, i.e. 6-7 year olds in primary II, in relation to the knowledge, skills and understanding of the material being taught/to be learned.

American Curriculum Progress - (Grades 6-10)

Formal written report cards are issued on a semester basis, with semester report cards reflecting combined efforts from both quarters. All students receive a mid-quarter progress report after the first 5 weeks of the school year. Thereafter, progress reports are issued to students who have received a D or F grade in the previous quarter. Progress reports will also be sent to students who have earned a D or F grade in any class at the mid-point of that quarter.

Parent/Teacher conferences are held once each semester. Additional conferences may be scheduled throughout the year at the request of either parents or teachers if there is need or concern. Formal tests and examination scores are reported as they occur and are recorded in the individual records of students. Student planners can be used as a means of informal communication of student progress between teachers and parents.

Grade Descriptions for Grades 6-10

- Each department and classroom will establish a scale of grading based on their application of these descriptors for grading.
- Grades will be shown as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and Incomplete.
- A grade of D- will represent a passing grade in a course.
- Students absent for a long period of time will be evaluated on a case-by-case basis for credit completion and learning progress. Grades will be administered appropriately.
- The following Grade Descriptors will be used for all middle school and high school classes

"A" LETTER GRADE – SUPERIOR WORK

- Produces notably superior work and receives consistently high marks on class assessments.
- Does all assigned work and possibly some additional work.
- Shows superior ability to learn facts, principles, and skills; applies them to new situations.
- Shows capabilities in critical thinking related to the subject.
- Demonstrates creativity and originality.
- Assumes active, alert leadership in learning activities.
- Is on or above grade level in classes where grade level standards exist.

"B" LETTER GRADE – ABOVE AVERAGE WORK

- Masters fundamentals thoroughly and does above average daily work; receives consistently above-average marks on class assessments.
- Shows above average ability to learn and apply facts, principles, and skills.
- Does some independent work, showing initiative and originality.
- Assumes active, alert role of follower and shows some leadership in learning activities.

"C" LETTER GRADE – AVERAGE WORK

- Shows satisfactory grasp of fundamentals and receives consistent marks that meet expectations on class assessments.
- Shows ability to meet expectations in learning and applying facts, principals, and skills.
- Shows ability to meet expectations in critical thinking and shows some originality.
- Follows class activities and makes some contribution.

"D" LETTER GRADE – BELOW AVERAGE WORK

- Shows growth that does not meet expectations in understanding of the subject.
- Receives consistently below-average marks on assessments.
- Does less than the amount of assigned work that is expected and seldom makes up work missed.

- Shows ability or initiative in learning and applying facts, principals, and skills that is below expectations.
- Participates inadequately or ineffectively in learning activities.
- Does not meet expectations of ability or initiative in critical thinking and creativity.

"F" LETTER GRADE – FAILURE

- Shows little understanding or interest in the subject.
- Receives consistently failing marks on assessments.
- Seldom does assigned work or make-up work.
- Shows little progress in learning and applying facts, principals, and skills.
- Demonstrates little ability or initiative in critical thinking and creativity.
- Does not participate in learning activities and may even be an obstacle to them.

"I" LETTER GRADE - INCOMPLETE GRADE

- Students must be attending a class for a minimum of two weeks in order for teachers to form progress reports or report cards. Students who have been in class for less than this time period will receive “I” letter grades on Report Cards and Progress Reports for a given semester.

Make Up Work

The teacher may choose to allow students to make up work during time missed. If the teacher elects to permit the student to make up work a maximum period of two weeks will be allotted to the student to turn in work for grading. The results of this graded work will then be included into the average for the semester. If the teacher elects not to allow the student to make up work missed, then the grades for such work will not be averaged into the final grade for the course.

Homework Policy & Guideline (ISG Policy #2105)

The school defines homework as: “that work which supports academic and social development through activities completed outside the context of the classroom. Homework shall be an application, extension or adaptation of a classroom experience; it shall not be assigned for disciplinary purposes”.

The time spent on homework set by school will vary by age. Parents are asked to monitor the time students spend on homework so that it does not become a negative activity. Younger students may not get homework every day. Homework for the older students should not exceed two hours per day.

Students are expected to complete homework assignments conscientiously and hand them in promptly. Assignments to be completed at home vary according to the grade level and subject area. Homework is assigned so that students can expand on the skills and concepts taught in class, or gain a more thorough understanding from additional independent study. Parents are a valuable learning resource and as such are encouraged to work with their children to enhance and support the homework process. There are many ways in which parents can help children extend their school learning. These include:

- Setting aside a regular time for homework.
- Providing an undisturbed place for study and reading.
- Being available for assistance.
- Giving support, encouragement, and praise to their children.
- Ensuring that homework assignments are completed thoroughly and that their homework time is used efficiently.

Each class/specialist teacher will share their homework guidelines with parents at the beginning of the school year. Any questions or concerns about assignments should be directed towards your child's teacher(s).

Repeating Classes Grades 6-10

A "D" is considered a passing grade. Students will receive credit for a "D". Students will not receive course credit for an "F" and must repeat the class if it is a graduation requirement (grades 9 and 10).

If a student repeats a course to improve a "D" or "F" grade, they will not receive additional credit; however, the new grade will replace the prior grade of "D" or "F" on the transcript. The new grade will be calculated into the student's GPA.

Academic Probation & Support - Grades 6-10

It is expected that all of our students in middle school and high school can handle the academic workload. When, for whatever reasons, a student's academic performance drops below minimum expectations, that individual will be placed on Academic Probation. Students who receive a progress report or semester grades which include two or more "Ds" and/or one "F" and/or a GPA of less than 2.0 in a single semester will be placed on Academic Probation. **The purpose of academic probation is to encourage the student to devote extra time and motivation for studies to improve academic performance.** Academic probation is not intended to be punitive.

Students on Academic Probation will be required to meet with the counselor or an administrator to complete a Student Success Plan that outlines how the student commits to improving his/her academic performance during the course of the following quarter. This plan will be taken home and shared with parents, as indicated by a parent signature. A parent teacher conference is also recommended to ensure that the teacher's expectations and the student's lack of performance are clarified. Students will remain on probation until the grades are received for the next grading period.

Details of Academic Probation:

1. Parents will be notified by letter and/or email that their child is on Academic Probation. It is expected that parents will cooperate with the school and provide additional supervision of the student's study time. Parents may also be asked to secure additional tutoring for the student.
2. The student's participation in practices, competitions, games and extra-curricular activities may be curtailed to allow additional time and focus on academics until there is evidence of academic improvement and effort.
3. Participation in out-of-country student study trips will be restricted while on Academic Probation to ensure learning is not disrupted by classroom absence.

Promotion / Retention of Students (ISG Policy #1085)

For Primary I – Grade 8

Students are promoted annually. Retention of a student in a grade or year will may occur only upon the recommendation of the student's parents, teacher(s) and the approval of the school counsellor and site administrator. Parents have the right to decline such a recommendation. However, any time during the school year when it is deemed in the best interests of a student, the site administrator, after consultation with the teacher(s) involved, counselor and parents, may reassign a student to a different class or year group. Each teacher will keep the site administrator informed concerning the academic and social progress of each student at the end of each school year.

For Grades 9 & 10

A student will be promoted according to the classes the student passes. Failure to pass a required class means that the student will be required to fulfill the credit another time prior to gaining a diploma. Multiple failures to pass a class can lead to academic probation and possible exclusion of the student.

EAL Program

The language of instruction throughout the school is English. We recognize, however, that some students may have very limited spoken English, or in some cases, no English. For these students a support program, English as an Additional Language (EAL), is provided by qualified EAL support teachers. Prospective EAL students will be assessed with a specific language screening test.

In compliance with District policy, the school has developed criteria for considering all admissions. A student requiring EAL support will be admitted when the balance of factors mentioned below is favourable:

- Whether specialist EAL teaching time can be made available.
- The level of EAL support required from the specialist and the class teacher.
- Whether the overall school population is able to support further EAL students. Maximum = 20% of enrolment.
- Whether the class can support another EAL student. Maximum = 20% of class.
- The age of the student to be admitted. Younger children will typically take less time to develop English language proficiency. In the upper elementary, middle or high school years, limited English proficiency will affect the student's ability to engage with a curriculum that becomes increasingly more demanding in each successive year.
- Parent agreement to provide private English tutor outside school.

Students who are placed in Pre-Reception and Reception classes will NOT receive specialist EAL support. Children of this age are fully occupied in learning to benefit from their classroom lessons and in adjusting to the school environment.

Students who wish to enter grades 9 or 10 but who possess little or no spoken English are unlikely to be admitted. It would be difficult for such students to complete the High School credits necessary to meet the high school graduation requirements without an academic English language proficiency.

The school tries to accommodate as many students as possible. Each potential EAL student will be assessed on the criteria listed above. A student who is refused initially may re-apply at a later date. Admission decisions are always made in the best interests of the student and the existing student population.

Self-Directed Learners

At ISG Jubail School, we believe it is important for students to become self-directed learners, enabling them to lead productive lives and assisting them in making contributions within their diverse communities and the world as a whole. We also feel that self-directed learners are individuals who have a commitment to life long learning.

We have identified the following as self-directed learner behaviors/outcomes. A student is a self-directed learner who:

- Has a positive attitude toward learning

- Brings all necessary materials to the learning experience
- Completes learning assignments on time
- Engages actively and listens carefully in learning opportunities
- Seeks assistance when required
- Gives his/her best effort in learning tasks
- Co-operates with learning partners
- Takes initiative with learning
- Employs a range of learning strategies
- Accepts responsibility for his/her learning
- Participates in the monitoring and reporting of his/her learning
- Commits to learning as a life long process

Standardized Testing Program

To hold ourselves accountable to high educational standards, ISG Jubail School measures student learning on a consistent basis. In addition to curriculum based assessments such as end of unit tests, project based learning, and weekly tests, student learning is measured through the Gates MacGinitie Reading Tests administered in the fall and spring, and the Stanford Achievement Test for students in grades 2, 4, 6, 8, and 10 each April. Results on both of these standardized assessments are shared with parents.

Gates MacGinitie Reading Tests are given to all students from Primary II to Grade 10 in the fall and spring.

The Otis-Lennon School Ability Test and the Stanford Achievement Tests (series10 or SAT10) are administered in compliance with District policy in April each year. Grades 2, 4, 6, 8, &10 results are reported to the Board each year to measure student learning both at ISG Jubail, and in comparison to other schools in the United States.

Problems/Concerns

Parents who have problems or concerns regarding their child's education are asked to first talk with the classroom teacher. Many concerns can be resolved simply by scheduling a telephone call, a conference or classroom visit. Parents may schedule a meeting by calling the teacher **via the school office**. If a problem or concern continues, parents are asked to contact the school administrator for assistance. The administrator will then inform the teacher of the complaint. If warranted, a conference will be arranged with the parent, teacher and administrator.

SCHOOL HOURS

The school offices open at 7:30 AM Saturday through Wednesday. Students should not be dropped off at school before 7:30 AM since they cannot be adequately supervised. The school offices close at 3:30 PM each day. The school is not open for business on Thursday or Friday unless by prior agreement with the Administrator.

The school offices are usually open one week before the school year begins and for one week following the end of the school year to handle registrations and withdrawals. Classes are in session during their school day at the times shown below:

Pre-Reception: 7:45 AM – 11:30 AM

Elementary: Reception – Primary VI: 7:50 AM - 2:25 PM

- 9:15 AM - morning break (20 Minutes)
- 11:05 AM - lunch (40 minutes)

American Curriculum: Grades 6 – 10: 7:35 AM - 2:35 PM (End 2:30 on Skinny Days)

A & B Day Schedule

- 9:40 AM - morning break (10 minutes).
- 11:10 AM - lunch (40 minutes)
- 1:05 PM - afternoon break (10 minutes)

Skinny Day Schedule

- 9:05 AM - morning break (15 minutes).
- 11:40 AM - lunch (30 minutes)

Students are to depart from school by 2:30 PM each day unless involved in a regular, supervised After School Activity. Students involved in regular ASAs leave by 3:30 PM or 4:30 PM depending on the activity.

ACKNOWLEDGEMENT OF ISG JUBAIL EXPECTATIONS

Each student of ISG Jubail School will be required to abide by the norms stated below.

I, _____, a student in good standing at ISG Jubail School, do pledge to adhere to the Code of Ethics below. If, at any time, I violate any of the following ethical practices, I understand I will be subject to disciplinary sanctions, in direct correlations to the gravity of the offense.

- Academic integrity
- Follow procedures and rules outlined in the Handbook
- Respect acceptance & tolerance of students and faculty (including secretaries, custodians, teaching aides and volunteers.)

Student's Signature _____

Parent's Signature _____

TECHNOLOGY ACCEPTABLE USE AGREEMENT

I understand that the computer resources at this school are available for students to use for educational purposes, including class work, homework and other school work. Other uses, including personal communication and personal internet use are permitted if the resources are available, according to published guidelines.

I, _____, agree that:

1. I am personally responsible for the security of resources allocated to me and will not allow anyone else to use my account. **I will not share my password.** I will report any misuse of my ID and password immediately.
2. I will not attempt to log on using another person's username.
3. I will not attempt to gain unauthorized access to (or 'hack') any file, folder, or computer system.
4. I will immediately report any breaches of security to a staff member.
5. I will treat all school equipment with respect.
6. I will manage my network resources wisely by deleting old files and emails that I no longer need, and by moving files to my own storage device.
7. I will obtain staff permission before using any games or non-ISG email, and before streaming or downloading any audio/video content.
8. I will use e-mail responsibly. I will not send any inappropriate material in an e-mail. I will not send e-mail using someone else's name or account.
9. I will not frivolously send e-mail to more than five people.
10. I will not use hurtful, offensive or threatening language in my e-mails or in any other communication on the computer.
11. I will get permission from a staff member before giving out personal information via e-mail or the Internet, including my home address.
12. I will not use the Internet to view obscene or derogatory material, or for illegal purposes.

I understand and will abide by the School's *Acceptable Use Agreement*. I further understand should I commit any violation, my access privileges may be revoked, and school disciplinary action may be imposed.

Student's Signature _____

Parent's Signature _____