

International Schools Group – Jubail

PO Box 10059
Jubail 31961
Kingdom of Saudi Arabia

Telephone: 966 3 341 7550
Fax: 966 3 341 6990
Website: www.isg-jubail.org



MARK A. McDOUGALL
Principal
Email: mmcdougall@isgdh.org
SUSAN VAN STRATEN
Registrar
Email: svanstraten@isgdh.org

2011 - 2012 STUDENT ENROLLMENT PACKAGE

1. **Please complete and sign the following enclosed registration forms:**
(In compliance with ISG Policy # 2001/2065)
 - 2011 - 2012 Enrollment Form
 - Tuition Payment Agreement Form (**Company to complete, sign and stamp**)
 - Conditions of Placement, Acceptance & Continuous Registration
 - Health Inventory (**Attach a copy of the Immunization Card and the Medical Insurance Card**)
 - Authority to Release School Records (**ISG Policy #2001 states initial enrollment is provisional for a period of 30 days. Failure to produce previous school records will result in student expulsion until the required documentation is produced.**)
 - Attendance Policy
 - Acceptable Use Policy
 - Bus Rules
 - Substance Abuse and Student Discipline
 - Volunteer Application
 - Community Questionnaire

2. **Please attach the following to the completed registration forms:**
 - Two passport size photographs of student
 - Copy of the Student's Passport – (**statistical pages as follows**):
 - a) Page showing name
 - b) Page showing date of birth
 - c) Page showing student's first Saudi entry visa

3. **Please complete the Ministry Approval Form.** (Package contains information regarding all required documentation)
Note: Ministry Approval is compulsory for ALL STUDENTS who do not hold an American or British Passport!

***The above forms must be submitted prior to a child being accepted into the school.
Subsequent forms may be submitted prior to, or on the child's first day of school.***

The **School Nurse will issue you with the Medical Form** which has to be returned **within 45 days** of student commencing school. It must be completed, signed and stamped by a medical doctor. It is not required at the time of initial enrollment. ISG Policy #2065 states initial enrollment is provisional for a period of 45 days. Failures to comply with immunization requirements or to provide immunization and inoculation records will result in exclusion of student until above requirements are met. The **Health Inventory Form** must be submitted prior to the child's first day of school.

**PLEASE COMPLETE AND RETURN THE ATTACHED FORMS TO THE REGISTRAR
OFFICE HOURS ARE FROM 7:30 AM TO 2:30 PM
SATURDAY THROUGH WEDNESDAY**

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SCHOOL YEAR 2011 – 2012

Our Mission

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.

School Profile

Geographic Area:	Arabian Gulf, one hour North of Dhahran, Eastern Province
Principal:	Mark A. McDougal
Email:	mmcdougall@isgdh.org
Number of Classroom Teachers:	40
Number of Students:	440
Grades:	Pre-Reception – Primary 6 - International Primary Curriculum Grade 6 – Grade 10 - American Curriculum

Tuition & Transport/Fees:

	<u>Royal Commission</u>	<u>Non-Royal Commission</u>
Pre-Reception	15,494 SAR	10,994 SAR
Reception – Primary 6	53,407 SAR	48,907 SAR
Grade 6, Grade 7, Grade 8	57,289 SAR	52,789 SAR
Grade 9, Grade 10	59,188 SAR	54,688 SAR

*Plus Initial Registration Fee of 3,000 SAR

- Installment plans carry a 1,000 SAR Fee
- All partial billings carry a 1,000 SAR Fee
- Late payments carry a 500 SAR Fee
- 50% discount applies to the 3rd and 4th child enrolled at any ISG District School

ISG - Jubail was established in 1978 (as Jubail Academy), initially contracted by the Royal Commission to serve expatriate families in the Jubail Industrial City area. ISG - Jubail is fully accredited by The Middle States Association of Colleges and Schools. The school is a member of the ISG 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 3 – 16 years. All students are placed in their age appropriate class unless there are exceptional circumstances. All initial placements are probationary.

Pre-Reception	Class takes students whose 3 rd birthday falls before September 1, 2011.
Reception	Class takes students whose 4 th birthday falls before September 1, 2011.
Primary I	Class takes students whose 5 th birthday falls before September 1, 2011.
Primary II	Class takes students whose 6 th birthday falls before September 1, 2011.
Primary III	Class takes students whose 7 th birthday falls before September 1, 2011.
Primary IV	Class takes students whose 8 th birthday falls before September 1, 2011.
Primary V	Class takes students whose 9 th birthday falls before September 1, 2011.
Primary VI	Class takes students whose 10 th birthday falls before September 1, 2011.
Grade 6	Class takes students whose 11 th birthday falls before September 1, 2011.
Grade 7	Class takes students whose 12 th birthday falls before September 1, 2011.
Grade 8	Class takes students whose 13 th birthday falls before September 1, 2011.
Grade 9	Class takes students whose 14 th birthday falls before September 1, 2011.
Grade 10	Class takes students whose 15 th birthday falls before September 1, 2011.

The school currently serves a total population of 440 students. Approximately 8% of the students in the School are Pakistani, 11% are British, 17% are South African, 21% are American, 8% are Canadian and more than 30 nationalities are represented. The school is spacious and offers a variety of working environments for students.

We offer excellent learning resources and good sporting/recreational facilities. Teaching resources are typical of those found in a Western International school. The school utilizes the most current textbooks and technology available. The school has a comprehensive library and three fully equipped computer labs.

For Pre-Reception class up to and including Primary VI the school adopted the INTERNATIONAL PRIMARY CURRICULUM in 2005/2006 to reflect its international student population. IPC was written in 2000 with a view to meeting the needs of schools around the world with multi-national, expatriate student populations. Further details of this are available by following the links on the school website, or by visiting the IPC website directly.

IPC students are tested using a variety of external and internal measures including: National School Tests for England and Wales (Primary II – Primary VII); Stanford Achievement Test (all classes) and N.F.E.R. tests in English, Mathematics and Non Verbal Reasoning. We also administer the Gates MacGinitie Reading tests (Primary III – Primary VII).

Grades 6-10 follow an American Curriculum using a textbook adoption which is in line with all of the other American division schools in ISG Dhahran District. Students in Grades 6 - 10 are offered elective classes such as Band, French, Spanish, Art, Technology, Global Media Studies, Drama and Multimedia Yearbook. Compulsory classes include P.E. and I.C.T., Health, Arabic Culture and Arabic Language. These classes, along with the core subjects of Language Arts, Mathematics, Science and Social Studies help to prepare students for courses in American curriculum high schools and boarding schools around the world. An outline of courses is available to view on our website. The annual testing program for the American curriculum school is the Stanford Achievement Test (SAT). We administer the tests to all grades each year. We also offer the SSAT test for students in the 8th - 10th grades looking to go to boarding schools.

The school has a varied extra-curricular activity program. Children are able to take part in a wide range of activities & clubs including student council, chess, computers, rock climbing, volleyball, basketball and softball, to name just a few. Off site field trips to regional and local places of interest are a regular feature which support and extend the regular curricular activities. The school participates in the Kingdom-wide athletics conference; hosts, as well as visits, tournaments and events held by other schools in the Eastern Province. At ISG Jubail, we provide our Junior High and High School students with the opportunity to be part of a broader local & Global Community Service Learning Project. Over the past three years our students travelled abroad to build houses with Habitat for Humanity.

Teachers meet the certification requirements to teach within ISG Dhahran District schools. ISG - Jubail is therefore staffed with a significant number of teachers certified in North America and the United Kingdom. Our class sizes are relatively small (12 – 22). The primary benefit of this is that we are able to provide more one-on-one interaction between teacher and students and a greater degree of pastoral care. Also note that we have a School Nurse on duty during each school day.

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.

For further information contact: Office of the Registrar on extension 106 at above number.

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2011 – 2012 ENROLLMENT FORM

Student Information:

Student's Family Name: _____

Student's First Name: _____

Student's Middle Name: _____

Nationality: _____ First Language: _____

Date of Birth: _____ Age: Years _____ Months _____
(Written in words please)

Do you expect your child to be here for the full school year? Yes / No

Has your child(ren) been to any ISG School before? Yes / No

Siblings in ISG: _____

Student Passport #: _____

(Please attach Passport copy)

Passport Expiry: _____

Student E-mail: _____

Male / Female Muslim/Non- Muslim
(Please circle) (Please circle)

Grade Applying For : _____

Expected Start Date: _____

If yes, please indicate the year _____

Family Information:

Father's Last Name: _____

First Name: _____

Middle Name: _____

Nationality: _____ Language 1st: _____

Father's Work #: _____ Fax: _____

Father's Work E-mail: _____ Father's Home E-mail: _____

Mother's Last Name: _____

Mother's First Name: _____

Middle Name: _____

Mother's Work #: _____ Fax: _____

Mother's Work E-mail: _____ Mother's Home E-mail: _____

Family Iqama #: _____

(Please attach Iqama copy)

Iqama Expiry: _____

Muslim/Non-Muslim (Please circle)

Language 2nd: _____

Father's Mobile: _____

Nationality: _____

Language 1st: _____

Language 2nd: _____

Mother's Mobile: _____

1 x Most preferred E-mail address for communication purposes: _____

Compound/Home Residence Address: _____ Area: RC / NRC Home Phone #: _____
(Please Circle)

Emergency Contact Name: _____ Contact #: _____ Relationship: _____

Sponsor/Company Information:

Sponsored Employee: Father / Mother Occupation: _____ Department: _____ Badge #: _____
(Please circle)

Sponsor/Company Name: _____ Company Phone: _____ Fax: _____

Company Address: P.O. Box: _____ City: _____ Zip: _____

Human Resources Contact: _____ Phone: _____ Ext: _____ Fax: _____ Email: _____

I have read, understood and agree to all related admission requirements. Please enroll this student in ISG – JUBAIL.

Date: _____ Father's Signature: _____ Mother's Signature: _____

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Principal
Email: mmcdougall@isgdh.org
ANGELA JUCAL
Accountant
Email: ajucal@isgdh.org

2011 – 2012 Tuition and Fee Payment Summary Reception – Grade 10

NO REFUND POLICY: It is ISG – Jubail's policy that there will be no tuition refunds

Total Tuition Payment	Royal Commission Area Students (RC)	Non Royal Commission Area Students (NRC)
Reception – Primary 6	53,407 SAR	48,907 SAR
Grade 6, Grade 7, Grade 8	57,289 SAR	52,789 SAR
High School Grade 9, Grade 10	59,188 SAR	54,688 SAR

Installment Payment Details for Reception – Primary 6

	RC	NRC
1st Payment due by <u>September 06, 2011.</u>	21,815 SAR	17,315 SAR
2nd Payment due by <u>November 16, 2011.</u>	16,315 SAR	16,315 SAR
3rd Payment due <u>February 08, 2012.</u>	16,277 SAR	16,277 SAR
Total Tuition using Installment Plan	54,407 SAR	49,907 SAR

Installment Payment Details for Grade 6, Grade 7, Grade 8

	RC	NRC
1st Payment due by <u>September 06, 2011.</u>	23,100 SAR	18,600 SAR
2nd Payment due by <u>November 16, 2011.</u>	17,600 SAR	17,600 SAR
3rd Payment due <u>February 08, 2012.</u>	17,589 SAR	17,589 SAR
Total Tuition using Installment Plan	58,289 SAR	53,789 SAR

Installment Payment Details for Grade 9, Grade 10

	RC	NRC
1st Payment due by <u>September 06, 2011.</u>	23,800 SAR	19,300 SAR
2nd Payment due by <u>November 16, 2011.</u>	18,300 SAR	18,300 SAR
3rd Payment due <u>February 08, 2012.</u>	18,088 SAR	18,088 SAR
Total Tuition using Installment Plan	60,188 SAR	55,688 SAR

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SPONSOR / COMPANY INFORMATION

Sponsor/Company Name: _____

Occupation/Position: _____ Badge #: _____

Department: _____

Company Address: P.O. Box: _____ City: _____ Zip: _____

Company Phone: _____ Fax: _____

Name of contact in Company Human Resources/Personnel Office:

Phone: _____ Ext: _____ Fax: _____

Email: _____

Please enroll this student in ISG – Jubail School.

I have read, understood and agree to all related admissions requirements.

Date: _____ Parent Signature): _____



International Schools Group – Jubail

ISG PAYMENT POLICY

Initial Registration Fee:	3,000 SAR	Applicable to new enrollments at any time of school year and is collected in full with the 1 st installment payment (Reception – Grade 10).
Installment Fee:	1,000 SAR	Applicable to all installment plans (Reception – Grade 10).
Partial Enrollment Fee:	1,000 SAR	For less than full year attendance declared in advance.
Late Payment Fee:	500 SAR	Any payment not received on due date.

- A 50% tuition discount will be available to families for the third and additional children enrolled in an ISG School.
- Students enrolling after September 30, 2011 will pay a prorated daily rate, based on the number of student days in the school year for the remainder of that quarter/term plus the remaining quarterly term tuition rates.
- **Installment payment plans not offered to students enrolling after September 30, 2011.**
- If a student has been withdrawn with no refund or credit, then returns, the student will be considered a returning student.

The installment plan has been implemented by the Board of Trustees to ease the burden of paying the full tuition at one time for those parents who might find it difficult to do so.

It is available only to full year enrollment. If for any reason the student withdraws early, **all installments** do need to be paid by the responsible party.



ISG – JUBAIL TUITION AND FEES AGREEMENT
JUBAIL RECEPTION / PRIMARY AND JUBAIL JUNIOR HIGH
SCHOOL YEAR 2011 / 2012

NEW STUDENT NAME: _____

NO REFUND POLICY: It is the policy of International Schools Group not to refund tuition and fees if a student departs before year end. All students enrolled for the full school year will be obligated for full year tuition and fees, as invoiced, regardless of the number of days a student attends school.

*****SINGLE LUMP SUM PAYMENTS ARE DUE PRIOR TO THE 1ST DAY OF SCHOOL FOR RETURNING STUDENTS*****

*****SINGLE LUMP SUM PAYMENTS ARE DUE WITHIN 15 BUSINESS DAYS FROM 1ST DAY OF ATTENDANCE FOR NEW STUDENTS *****

Single payment Due w/in 15 business days	Reception - Primary 6 (RC)	Reception - Primary 6 (NRC)	Middle School G6-G8 (RC)	Middle School G6-G8 (NRC)	Junior High G9 – G10 (RC)	Junior High G9 – G10 (NRC)
Annual Tuition	53,407	48,907	57,289	52,789	59,188	54,688
New student enrollment	3,000	3,000	3,000	3,000	3,000	3,000
Total Single Payment	SR 56,407	SR 51,907	SR 60,289	RS 55,789	SR 62,188	SR 57,688

*****YOU MAY PAY THE TUITION AND FEES IN 3 PAYMENTS BY SELECTING THE INSTALLMENT PLAN*****

*****THE FEE TO SELECT INSTALLMENT PLAN IS SR 1,000*****

Installment plan payment Dates	Reception - Primary 6 (RC)	Reception - Primary 6 (NRC)	Middle School G6-G8 (RC)	Middle School G6-G8 (NRC)	Junior High G9 – G10 (RC)	Junior High G9 – G10 (NRC)
#1: W/in15 Business days	24,815	20,315	26,100	21,600	26,800	22,300
#2: 16 November 2011	16,315	16,315	17,600	17,600	18,300	18,300
#3: 08 February 2012	16,277	16,277	17,589	17,589	18,088	18,088

*****LATE PAYMENT FEES: SR 500 to be applied for each month late and any portion of a month outstanding*****

THE INSTALLMENT PLAN IS NOT A PER QUARTER/SEMESTER PAYMENT. IN NO WAY DOES THIS PLAN COVER SPECIFIC PERIODS OF ATTENDANCE. ALL INSTALLMENTS MUST BE PAID EVEN IF STUDENT IS WITHDRAWN DURING THE SCHOOL YEAR.

A PARTIAL-YEAR ENROLLMENT PLAN IS AVAILABLE FOR THE STUDENTS WHO WILL NOT BE IN ATTENDANCE FOR THE WHOLE SCHOOL YEAR PROVIDED IT IS DECLARED AT TIME OF ENROLLMENT. PLEASE ASK FOR DETAILS OF THIS PAYMENT METHOD.

Student invoices will be prepared as selected below:

METHOD OF PAYMENT (please tick box)

- Single Lump Sum Payment
 Installment Payments
 Partial – Year Enrollment plan

INVOICE TO BE

- Parent Pay
 Company Pay

CO-PAYMENT REQUIRING 2 INVOICES:

Parent: SR _____
 Company: SR _____

If a method of payment is not indicated, single lump sum is assumed. In addition, parent pay is assumed if no check indicated. If a parent or company wishes to change their original payment plan, the parent or company must make this request within the first ten (10) days of school.

We do Not Mail Invoices.

SIGNATURES OF PARENT AND SPONSOR REQUIRED REGARDLESS OF PAYMENT RESPONSIBILITY. SPONSOR SIGNATURE/STAMP WAIVED IF FULL PAYMENT IS SUBMITTED WITH ENROLLMENT FORMS.

I fully understand and completely understand that I am ultimately responsible for payment of the student tuition and fees even if the sponsor has agreed to make payments. I acknowledge that students will not be allowed to attend class if payment is not made on time.

Parent Signature: _____ **Date:** _____

SPONSOR / COMPANY: The following must be completed and signed by an authorized company representative and the company seal / stamp affixed. Please tick the appropriate box. The company:

- Agrees to pay in full for the 2011 / 2012 school year.
 Acknowledges joint responsibility and agrees to pay this student's tuition and fees upon demand even if the parent has agreed to make payment, should the parent not complete the obligation.

Authorized Representative (Name)

Title

Company Seal/Stamp

Signature

Date

(Please see the following page for detailed ISG tuition & Fees policies)



الأقساط و الرسوم للسنة الدراسية 2011-2012
المراحل الابتدائية و المتوسطة و الثانوية

اسم الطالب الجديد :
سياسة عدم اعادة الرسوم : تعتمد مدارس المجموعة سياسة عدم اعادة الرسوم المدفوعة في حال انسحب الطالب من المدرسة قبل نهاية العام الدراسي .
يترتب على جميع الطلاب المسجلين للسنة الدراسية كاملة أن يدفعوا كامل الرسوم المدرسية . بحسب الفاتورة المعطاة لهم. بغض النظر عن عدد الأيام التي يداومون فيها في المدرسة.

الرسوم و الأقساط للسنة الدراسية 2011 – 2012

*** يجب أن تدفع الرسوم و الأقساط خلال 15 يوم عمل بدءاً من اليوم الدراسي الأول ***

القسم الثانوي التاسع – العاشر جيبيل	القسم الثانوي التاسع – العاشر جيبيل الصناعية	القسم المتوسط السادس – الثامن جيبيل	القسم المتوسط السادس – الثامن جيبيل الصناعية	القسم الابتدائي التمهيدى – الخامس جيبيل	القسم الابتدائي التمهيدى – الخامس جيبيل الصناعية	تسديد الرسوم دفعة واحدة تستحق خلال 15 يوم عمل
54,688	59,188	52,789	57,289	48,907	53,407	القسط السنوي
3,000	3,000	3,000	3,000	3,000	3,000	رسم تسجيل الطالب الجديد
57,688	62,188	55,789	60,289	51,907	56,407	مجموع الدفعة الواحدة

*** غرامهت التأخير: تدفع 500 ريال سعودي عن كل شهر تأخير عن دفع الرسوم و كذلك عن كل جزء متبق من أى شهر ***

يمكن دفع الرسوم المدرسة السنوية على 3 دفعات عند اختيار طريقة الدفع بالأقساط. يضاف مبالغ 1000 ريال سعودي عند اختيار طريقة الدفع بالأقساط.

القسم الثانوي التاسع – العاشر جيبيل	القسم الثانوي التاسع – العاشر جيبيل الصناعية	القسم المتوسط السادس – الثامن جيبيل	القسم المتوسط السادس – الثامن جيبيل الصناعية	القسم الابتدائي التمهيدى – الخامس جيبيل	القسم الابتدائي التمهيدى – الخامس جيبيل الصناعية	الدفع بالأقساط تواريخ استحقاق الدفعات
22,300	26,800	21,600	26,100	20,315	24,815	الدفعة الأولى: خلال 15 يوم عمل من اليوم المدرسي الأول
18,300	18,300	17,600	17,600	16,315	16,315	الدفعة الثانية: 16 نوفمبر 2011
18,088	18,088	17,589	17,589	16,277	16,277	الدفعة الثالثة: 08 فبراير 2012

*** غرامهت التأخير: تدفع 500 ريال سعودي عن كل شهر تأخير عن دفع الرسوم و كذلك عن كل جزء متبق من أى شهر ***

لا تعنى سياسة الدفع بالأقساط التسجيل الجزئي/الفصلي. ولا تغطي طريقة الدفع هذه فترات محددة من حضور الطالب للمدرسة. يجب أن تدفع الأقساط حتى لو انسحب الطالب خلال السنة الدراسية.
تتوفر خطة تسجيل جزئية للطلاب الذين لن يتمكنوا من الحضور لكامل السنة الدراسية شرط أن يتم إعلام المدرسة في بداية السنة. يرجى الاستفسار عن طريقة الدفع هذه.

سيتم إعداد فواتير الطلاب كما هو محدد أدناه:

طريقة الدفع (ضع علامة في المربع المناسب)

دفعة واحدة الدفع بالأقساط تسجيل جزئي

ولي الأمر الشركة

تدفع الرسوم من قبل:

الدفع مشترك بموجب فاتورتين: ولي الأمر: ريال سعودي الشركة: ريال سعودي

إن لم يحدد ولي المر طريقة الدفع و الجهة المسؤولة عن الدفع. تصدر الفاتورة على أساس تسديد الرسوم دفعة وحدة و يعتبر ولي الأملأ الجهة المسددة للمبلغ.

لاى حال أراد ولي الأمر أو الشركة تعديل طريقة الدفع. يجب التقدم بطلب التعديل خلال مهلة أقصاها (10) أيام اعتباراً من اليوم الدراسي الأول.

لا ترسل المدرسة الفواتير بالبريد

يجب أن يقوم ولي الأمر و الشركة الكفيلة بتوقيع هذه الوثيقة بغض النظر عن الجهة المسددة للرسوم. يمكن الاستغناء عن توقيع/ختم الكفيل في حال تم دفع الرسوم كاملة عند تقديم أوراق التسجيل.

أنا الموقع أدناه. أقر بأننى مسؤول عن تسديد الرسوم و الأقساط الدراسية عن الطالب حتى إن وافق الكفيل على تسديدها. و أدرك بأنه لن يسمح للطلاب بالحضور إلى المدرسة و المشاركة في الحصص إن لم تسدد الدفعة المالية في الوقت المحدد.

توقيع ولي الأمر:

الشركة/الكفيل: يجب أن يقوم فرد مصوّح له من الشركة بتعبئة الخانات التالية و التوقيع و وضع ختم الشركة. الرجاء اختيار الخانة المناسبة. إن الشركة:

توافق على تسديد كامل الرسوم و الأقساط المدرسية للعام الدراسي 2011 – 2012 .

تعترف بمشاركتها في المسؤولية و توافق على تسديد رسوم دراسة الطالب عند الطلب في حال وافق ولي الأمر على دفعها وتخلف عن ذلك في ما بعد.

ختم الشركة

المنصب

الممثل المصرح له (الاسم)

التاريخ

التوقيع

(راجع الصفحة التالية للاطلاع على سياسة مدارس المجموعة العالمية المرتبطة بالرسوم و النفقات)



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Email: mmcdougall@isgdh.org
SUSAN VAN STRATEN
Registrar
Email: svantraten@isgdh.org

CONDITIONS OF PLACEMENT, ACCEPTANCE & CONTINUOUS REGISTRATION

STUDENT PLACEMENT/EXCLUSION:

Initial acceptance and placement of new students by ISG schools are tentative and based primarily upon records presented and age appropriateness. The site administrator of the school in which the student is to be enrolled shall have the responsibility to review the suitability of a provisional acceptance and placement. ISG reserves the right to make a change in the placement as the site administrator deems appropriate and in the best interest of the student and the school.

ISG RESERVES THE RIGHT TO ADMINISTER ACADEMIC TESTS:

ISG reserves the right to test students for the purpose of establishing their ability to perform within ISG academic standards and to exclude students with academic deficiencies.

SPECIAL EDUCATION CLASSES NOT OFFERED:

ISG - Jubail will not accept, and will exclude, students identified as having special education needs or requiring special education services outside of the scope of education services customary offered by ISG - Jubail.

MEDICAL INSURANCE/ASSUMPTION OF RISK:

ISG does not provide medical insurance for students and disclaims any financial responsibility for sickness, accident or injury sustained by a student at any ISG site unless caused by negligence on the part of the school or its staff.

FIELD TRIP AUTHORISATION:

My son/daughter _____ has my permission to participate in properly planned and supervised study or recreational trips sponsored by ISG and I assume full responsibility for him/her on these trips. I give my permission for him/her to use transportation provided by ISG or endorsed contract organizations with or at any ISG site. I hereby hold harmless ISG, the Saudi Government or other Government body for any claims resulting from accidents while using the transport provided, unless caused by negligence on the part of the school or its representatives.

NO REFUND POLICY

The Board of Trustee's Policy is to not refund tuition and fees if a student departs before year-end. The full school tuition and fees, as invoiced, will be due and payable regardless of the number of days a student attends school – **with the exception of the following:**

1. Student Withdrawal [First eleven (11) days]:

A student, who is withdrawn during the first (10) school days following the initial day of attendance and whose parent or sponsor has paid the full fees, will be granted a tuition refund less the pro rata share for the days enrolled, based on the annual tuition divided by the number of student days for the school year and 90% of other fees.

2. Inappropriate Program Exclusion:

When ISG determines that a student is unable to function successfully within ISG program offerings and the student is excluded, the parent or company will be granted relief from tuition and fees. The relief will be calculated as an annual tuition and fees, less the pro rata share for the days enrolled on the basis of the annual tuition and fees divided by the number of student days for the year.

3. Exclusion Following Probationary or Conditional Enrollment:

When ISG determines that a student is no longer permitted to attend school following a probationary or conditional period of enrollment not to exceed one semester or term and the student is excluded, the parent or company is liable for the annual fees and the semester/term tuition. If the year's tuition was paid, the parent or company is entitled to a 50% / 75% refund of tuition only.

PSYCHOLOGICAL TESTING:

During the year various standardized tests are administered. Occasionally, it may be necessary to complete a psycho-educational evaluation. At times an interview may be scheduled with the ISG Educational Diagnostician. Parents will be notified when educational and/or psychological evaluations are to be conducted, and the results of such evaluations will be shared with parents.

I hereby certify that I have read, understand and agree to these conditions. I specifically acknowledge that my child has not qualified for and/or received Special Education services in the last two years and could be subject to exclusion from ISG if a learning disability or handicapping condition requiring such services becomes evident.

Student's Printed Name

Parent's Printed Name

Date

Parent's Signature

International Schools Group – Jubail

PO Box 10059
Jubail 31961
Kingdom of Saudi Arabia



MARK A. McDOUGALL

Principal

Email: mmcdougall@isgdh.org

YUMI ASUNCION

Nurse

Email: yasuncion@isgdh.org

Telephone: 966 3 341 7550

Fax: 966 3 341 6990

Website: www.isg-jubail.org

VACCINATIONS AND INOCULATIONS REQUIRED FOR ADMISSION TO ISG FOR PARENT INFORMATION ONLY

School environments need to be free from dangerous infectious diseases. At the time of application for admission to a school, the parent must provide a written history of the child's vaccinations and inoculations. Any time those inoculations and/or vaccinations for infectious diseases are required to protect the health of students and staff, the administration will institute appropriate action to ensure compliance.

At the time of **initial enrollment**, parents are required to submit acceptable written documentation of their child's immunization and inoculation records. The school nurse will review documentation records and advise parents of remaining compulsory vaccinations and inoculations. The age of the child and the previous vaccinations and inoculations will be taken into account. **If records have not been provided within the said forty-five (45) calendar day period, the parents will be notified of non-compliance with policy (#2065) and exclusion of their child from school will follow until required documentation of immunizations and inoculations are provided to the Site Administrator.**

Board policy #2065 applies to all students seeking admission at any of the district schools.

Additionally, children attending ISG operated nurseries will be required to comply with this policy.

VACCINATIONS AND INOCULATIONS

DISEASES

MINIMUM DOSES

**Diphtheria
Pertussis
Tetanus
Polio**

Four (4) inoculations including a preschool inoculation between ages 4-6
A fifth (5) inoculation is recommended, if needed

**Measles
Mumps
Rubella (German Measles)**

Two (2) inoculations

Tuberculosis (BCG or recent Skin test)

BCG Vaccine or TB skin test within the last year

Meningococcal - meningitis

One (1) within the last five (5) years prior to enrolling and every subsequent five (5) years

Documentation:

Any of the following documentation will be acceptable to the school:

1. Prior immunization records
2. Prior school medical records which include immunization records
3. Completed ISG Medical Form signed by a qualified medical examiner

I hereby certify that I have read, understand and agree to the policy.

Parent's Printed Name

Parent's Signature

Date

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YUMI ASUNCION
Nurse
Email: yasuncion@isgdh.org

MEDICAL FORM

Student Name : _____

Date of Birth : _____

Please complete the following vaccination history :

Immunizations are mandatory to school admittance.

Immunizations	Immunization Dates (dd/mm/yyyy)			Booster (dd/mm/yyyy)	
	1st	2nd	3rd	4-6 years	14-16 years
DPT (Diphtheria, Pertussis, tetanus)					
Td (Tetanus diphtheria)					
Polio (OPV/IPV)					
MMR (Measles, Mumps, Rubella)					
Tuberculin Skin Test (M) **	Date :	Pos :	Neg :		
BCG Vaccination					
Meningitis (every 5 years)					

- Meningococcal ACWY is the recommended vaccine for Saudi Arabia
- ** TB Test must be given within last 12 months. Exceptions to TB Skin test will be made **ONLY** if student has had BCG

Vaccination

Does the student have a history of any of the following :

	YES	NO		YES	NO
Measles			Convulsions (including FEBRILE)		
Mumps			Hearing Problems		
Rubella			Vision Problems		
Chicken Pox			Surgery		
Allergies			OTHER SERIOUS ILLNESS :		
Asthma					
Skin Problems					

NOTE : IT IS MANDATORY THAT THIS FORM BE REVIEWED AND SIGNED BY A **MEDICAL DOCTOR** :

Based on information provided above and a physical examination, I find the above named student, free of contagious disease, vaccinated in accordance with the ISG Board Policy 2065 and fit for all usual school activities.

Signed : _____ MD.

Date : _____

(Include physician or clinic stamp)

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HEALTH INVENTORY FORM

The **HEALTH INVENTORY** should be returned to us on your child's first day at school. It is very important for the School Nurse to know the medical condition of your child, especially if he/she becomes ill in school. It is also essential for the staff and the nurse to know of children who have allergic conditions.

Student Name : _____ Date of Birth : ____/____/____
(Family Name) (First name) (Middle) Month / Day / Year

Sex : (circle) **M** or **F** Grade / Year : _____

Father's name : _____ Work Telephone : _____ Mobile Phone : _____

Mother's name : _____ Work Telephone : _____ Mobile Phone : _____

Family most preferred email address : _____

In the event parents cannot be reached, please provide the following :

Emergency name and telephone number : _____

(someone in-Kingdom other than parents when parents cannot be reached)

Please circle **YES** or **NO** to the questions below :

Does your child have any medical conditions that require special attention (ie. Asthma, seizures, cardiac problems, diabetes, etc.) ? **YES NO** If yes, please explain : _____

Is your child allergic to any medication, food or other substances ? **YES NO**

If yes, please list allergies : _____

Is your child taking any daily medications ? **YES NO**

If yes, please list medications and explain reasons : _____

Does your child wear glasses, contact lenses, hearing aide or other assistive devices ? **YES NO**

If yes, please specify : _____

Has your child been hospitalized, undergone an operation or acquired any major illness within the last two years ? **YES NO** If yes, please explain : _____

If your child becomes ill at school, does the school nurse have permission to give Paracetamol based medication at her discretion ? **YES NO**

***Students should inform the school nurse about injuries and medical conditions. Students with medical complications such as asthma, diabetes and allergies should have necessary medications (ie. Inhalers, topical creams, etc.) stored in the Nurse's Clinic at all times.*

I am the Parent/Guardian of the above named child. I give permission for the information provided about my child to be reviewed and utilized only by the staff of this school and any school health personnel providing school health services for the limited purpose of meeting my child's health and educational needs.

Signature of Parent/Guardian

Date

OFFICE USE ONLY :

Date Received _____ Student # _____ Grade/Year _____ Start Date _____



INTERNATIONAL SCHOOLS GROUP

ADMIN. REGULATION

REG. NO.: 2110
Adopted: 1/16/79
Last Revision: 5/10
Last Revision Effective: 5/10
Last Review: 5/10
Next Review: 5/13

ADMINISTERING PRESCRIPTION MEDICATION TO STUDENTS

At the written request of parents, a school nurse may administer medication. Any prescription medication a student requires during school hours must be given to the school nurse. *Any prescription medication a student requires during a study trip must be given to the sponsor of the study trip. If the school does not employ a nurse or if a nurse is not available on a study trip, parents, in consultation with the Site Administrator, must make alternate arrangements to administer prescription medication.

EMERGENCY MEDICAL FORM – E-1040-D

Student's Name (Please Print)

Home Phone #

Father's Work #

Other emergency contact name and numbers (please list two):

(Name)

(Home number)

(Work number)

(Name)

(Home number)

(Work number)

Allergies: (List all active and inactive allergies: _____

Allergic to any medications? (If so, please list): _____

Medical insurance company and applicable policy number: _____

*Medicine that needs to be taken while on a study trip: _____

*Please list any other important data about your child that may prove helpful on the study trip: _____

(Father's Name)

(Father's signature)

(Date)

(Mother's Name)

(Mother's signature)

(Date)

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Principal
Email: mmcdougall@isgdh.org
SUSAN VAN STRATEN
Registrar
Email: svanstraten@isgdh.org

AUTHORITY TO RELEASE SCHOOL RECORDS

Identification of student

Student's Name: _____ Date of Birth: _____
Previous School: _____ Phone #: _____
School Address: _____

Last Grade Level: _____ Withdrawal Date: _____

Release of Records

I hereby authorize the following school records to be release to ISG - Jubail:

School Records

Cumulative Records Card
Current Report Card
Teacher Evaluations
Standardized Test Results
Previous Grade Placement
Special Education Records

Medical Records

Individual Test Results
Psychological Reports
Individual Health Records (including all immunisation)

Please forward all records VIA AIRMAIL to:

Registrar, ISG - Jubail
P.O. Box 10059
Jubail, KSA
31961

Signature of Parent/Guardian

Date

Requesting ISG - Jubail Representative: _____

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ATTENDANCE POLICY **(To be signed by Parent and Student)**

- **All students** must have attended 75% of the days within the assigned marking period to receive a report card grade.
- **Permanent withdrawals** that have attended 75% of the days within the assigned marking period of departure will receive **Transcript Grades**.
- Report cards will not be issued prior to the last day of school for returning students. Students or parents may pick up report cards during the summer providing office personnel are present.
- We ask for two weeks advanced notice of planned absences. Make-up work and deadlines will be determined at teacher's discretion. It is the student's responsibility to inquire about missed assignments.

Sincerely,

Mark McDougall
Site Administrator
ISG Jubail

We have read the attendance policy and will take this into consideration when making vacation plans and early departures.

Parent's Signature

Student's Signature

Print Parent Name

Print Student Name

Date

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ISG – Jubail provides access to computer technology and the Internet to enhance student learning and to teach the skills required by students to perform effectively in today's technological society.

ACCEPTABLE USE POLICY FOR NETWORK/INTERNET AND COMPUTER TECHNOLOGY

1. All use of the Internet and computer technology must be in support of the educational program at ISG – Jubail.
2. Hardware or software shall not be destroyed, modified or abused in any way. Intentionally altering files and/or hardware on school computers will be considered to be vandalism. This includes the uploading or introduction of computer viruses.
3. Use of the network/Internet to access or transmit material, which is considered to be inappropriate or offensive to individuals and/or our host country, is forbidden.
4. Downloading of materials or files without permission from a member of the instructional staff is forbidden.
5. Student access to e-mail is limited to class projects and supervised class activities.
6. Illegal use of copyrighted electronic information is prohibited.
7. Students will not sign on to list server or other newsgroups that result in large amounts of information downloading onto the district networks.

Failure to follow the above guidelines will result in:

1. Loss of access to the Internet and computer technology.
2. Disciplinary action in accordance with the district's code of conduct.

Disclaimer

In no event will ISG - Jubail be responsible for any damages arising out of the use of the Internet. Use of information obtained via the Internet is at your own risk. ISG - Jubail specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

I, the parent/guardian of the mentioned student, have read and discussed the above rules and therefore give my permission for him/her to access the Internet while attending ISG - Jubail.

RECEPTION - GRADE 10

Parent Signature

Print Parent Name

Date

PRIMARY 6 – GRADE 10

Student's Signature

Print Student Name

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Registrar

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DRESS CODE

The basic expectation for dress code is that clothing and shoes must be safe, comfortable and modest.

1. Clothing worn to school must be clean, well maintained (without tears and holes), hemmed (not dragging the floor) and loose fitting. Pants are to be no lower than hip bone level. Boxer shorts must be fully covered.
2. Clothing with offensive and distracting pictures/words is not acceptable.
3. Caps and hats may be worn outside the school buildings.
4. Shoes that pose a safety concern are not acceptable: i.e. flip-flops, loose sandals and/or heels.
5. 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 meet pant waistline when arms are raised.
6. When participating in Physical Education or sporting events, boys and girls will wear attire appropriate for the weather and activity. Students will change into proper school dress prior to returning to classrooms.
7. Shorts may not be worn for school sponsored activities off the school campus except as appropriate for #7 or as approved by administration.
8. Shorts are acceptable for boys and girls at all grade levels.
9. Skirts, dresses, and shorts for students must be no shorter than fingertip when student is standing up straight. This rule applies regardless of what is being worn underneath, i.e. tights, leggings, etc.

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BUS RULES

Riding the bus is a privilege. Students not adhering to the Bus Rules will be excluded from riding the bus.

- Students must be at their pick-up point a few minutes prior to the scheduled pick-up time. The bus will not be allowed to wait for late students.
- Seatbelts must be worn at all times.
- No food or drink may be consumed on the bus.
- Each student will have an assigned seat to allow for easy and quick seating.
- Keep the noise to a minimum – so as not to distract the bus driver.
- Electronic games and portable music players must be used with earphones.

For all those not in an after school activity, buses will leave the school at 2.30pm each day.

Unacceptable behavior will be reported to administration. All incidents will be recorded in the student discipline file.

Remember:

- Be Courteous**
- Be Considerate**
- Be Responsible**
- Be Respectful**

To everyone

I, the parent/guardian of the mentioned student, have read and discussed the above rules and therefore understand that he/she is responsible for his/her own behavior while on the bus and that he/she is setting an example for others.

Parent's Signature

Student's Signature

Print Parent Name

Print Student Name

Date

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SUBSTANCE ABUSE AND STUDENT DISCIPLINE

Dear Parents and Students,

The administrators of ISG - Jubail wish to inform you of a recent amendment to the ISG Board of Trustees policies regarding Substance Abuse Policy # 2040 and Student Discipline Policy # 2050 copies of which are attached.

The Board of Trustees regularly reviews and modifies policies in accordance with a systematic schedule of review. We want to assure you that the attached amendments occurred within the context of that process and were not precipitated by an incident or problem in the ISG District. Rather, these amendments are intended to inform and ultimately protect ISG students and their families.

These policies derive from the philosophy that it is the joint responsibility of parents and the school administration to inform students of behaviors which put them and their families at risk and to assist students in assuming responsibility for their personal health and safety.

Accordingly, students age 11 and above and their parents are requested to read and sign the attached Statement of Understanding and return it to the school registrar.

If you have any concerns or questions, please contact the school and we will be very willing to discuss your concerns.

Sincerely,

Mark McDougall
Site Administrator
ISG Jubail

International Schools Group – Jubail

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SUBSTANCE ABUSE (POLICY # 2040)

The possession, use, sale or distribution of tobacco products, alcoholic beverages, non-prescribed mood altering substances, or other illegal substances is strictly prohibited while one school grounds, attending any school-sponsored functions, in any vehicle used for school related transportation, or while representing the school for any purpose.

A student in violation of this policy will be subject to immediate disciplinary action.

The Superintendent may expel a student for possession, distribution, or use of any illegal substance.

The Site Administrator may suspend a student from school for possession, distribution, or use of tobacco products.

Reference Policy # 2050.

STUDENT DISCIPLINE (POLICY # 2050)

Each site administrator is responsible for establishing rules and regulations to aid students in the development of sound interpersonal skills and good academic work habits.

Input from parents, teachers and students will be used in formulating a discipline code which specifies the disciplinary philosophy, behavioral standards and the range of consequences for misbehavior. The disciplinary code is to be communicated effectively to all staff members, students and parents. Staff members are responsible for enforcing the discipline code of the school. The code is reviewed on an annual basis.

Disciplinary measures can range from verbal correction, to suspension or expulsion. Under no circumstances may staff use corporal punishment. Physically restraining students may be necessary to prevent physical harm to self, others or property.

STATEMENT OF UNDERSTANDING

I understand that the laws and regulations of Saudi Arabia and ISG policies concerning mood altering substances such as alcohol and narcotics are very strict.

I understand that if I possess, use or distribute alcohol, any substance not properly authorized by a medical doctor, or tobacco, during school hours, while on the school grounds, at any school-sponsored function, while in any school provided vehicle being used for school related transportation, or while representing the school for any purpose, I am subject to expulsion.

My signature attests to my understanding and commitment to abide by the foregoing.

PRIMARY 6 – GRADE 10

Student Signature

Date

I have read the statement of understanding and recognize that my son/daughter will be subject to expulsion if the school authorities determine he/she is in violation of the Statement of Understanding.

RECEPTION - GRADE 10

Parent Signature

Date

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VOLUNTEER APPLICATION FOR DEPENDANT SPOUSE

Date _____

First Name _____

Last Name _____

Address _____

Home Phone _____

Other Phone _____

E-mail _____

Fax _____

Children enrolled at ISG-Jubail _____

Languages spoken _____

Days preferred (please circle): Sat / Sun / Mon / Tues / Wed / Call when needed

I would be prepared to help with:

- Classroom activities
- Library
- Field trips
- Setting up display boards
- General (photocopying / filing, organizing resources, etc)

Please include any additional information such as interests, skills, experiences, and other type of volunteer service preferred: _____

TEACHING EXPERIENCE/QUALIFICATION OF DEPENDANT SPOUSE

From time to time we experience the need to hire Local Teachers (Dependant spouses of Company sponsored employees). We could most definitely make use of your valuable educational experience.

Previous Teaching Experience (please circle): Yes No

Area Of Experience _____

Qualification/Certification _____

Should a position become available, would you be interested in:

- Substitution Days preferred (please circle): Sat / Sun / Mon / Tue / Wed
- Part Time Days preferred (please circle): Sat / Sun / Mon / Tue / Wed
- Full Time

Please feel free to contact the school office on 341 7550. Alternatively please send a copy of your Curriculum Vitae to the designated contact persons below:

Mr. Mark McDougall
Mr. Dan Mock
Mrs. Bonnie Forester

Principal mmcdougall@isgdh.org
Vice Principal dmock@isgdh.org
Receptionist bforester@isgdh.org