

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 McDOUGALL
Site Administrator
Email: mmcdougall@isgdh.org

2010 - 2011 STUDENT ENROLLMENT PACKAGE

- Please complete and sign the following enclosed registration forms:**
(In compliance with ISG Policy # 2001/2065)
 - 2010 - 2011 Enrollment Form
 - Tuition Payment Agreement Form (Company to complete, sign and stamp if applicable)
 - 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

*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.*

- If the student is non-Muslim, attach the following documentation:**
 - 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
 - Two passport size photographs of student
 - Copy of Father's Iqama (Family page to follow when processed or Company letter stating Family Iqama is in process.
- If the student is Muslim, please provide:**
 - Two passport size photographs of student
 - Completed Muslim Approval package (Package contains information regarding all required documentation)
Note: Muslim Approval is compulsory for all Muslim Students!

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 2010 – 2011

Our Mission

ISG - Jubail promotes learning to empower life long learners. We value the multicultural diversity of our expatriate community and respond to an expectation of academic excellence while providing an environment where all students can achieve to their highest potential.

School Profile

Geographic Area:	Arabian Gulf, one hour North of Dhahran, Eastern Province
Site Administrator:	Mark McDougal
Email:	mmcdougall@isgdh.org
Number of Classroom Teachers:	40
Number of Students:	415
Grades:	Pre-Reception – Primary VII - International Primary Curriculum Grade 7 – Grade 10 - American Curriculum

Tuition & Transport/Fees:

	<u>Royal Commission</u>	<u>Non-Royal Commission</u>
Pre-Reception	15,174 SAR	10,674 SAR
Reception – Primary 6	51,983 SAR	47,483 SAR
Primary 7, Grade 7, Grade 8	55,751 SAR	51,251 SAR
Grade 9, Grade 10	57,595 SAR	53,095 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	operates on a morning (half day) basis, taking 3 - 4 year olds.	(1 Sept. '06 – 31 Aug. '07)
Reception	Class takes students who will turn 5 in the school year.	(1 Sept. '05 – 31 Aug. '06)
Primary I	Class takes students who will turn 6 in the school year	(1 Sept. '04 – 31 Aug. '05)
Primary II	Class takes students who will turn 7 in the school year.	(1 Sept. '03 – 31 Aug. '04)
Primary III	Class takes students who will turn 8 in the school year.	(1 Sept. '02 – 31 Aug. '03)
Primary IV	Class takes students who will turn 9 in the school year.	(1 Sept. '01 – 31 Aug. '02)
Primary V	Class takes students who will turn 10 in the school year.	(1 Sept. '00 – 31 Aug. '01)
Primary VI	Class takes students who will turn 11 in the school year.	(1 Sept. '99 – 31 Aug. '00)
Primary VII	Class takes students who will turn 12 in the school year.	(1 Sept. '98 – 31 Aug. '99)
Grade 7	Class takes students who will turn 13 in the school year.	(1 Sept. '97 – 31 Aug. '98)
Grade 8	Class takes students who will turn 14 in the school year.	(1 Sept. '96 – 31 Aug. '97)
Grade 9	Class takes students who will turn 15 in the school year.	(1 Sept. '95 – 31 Aug. '96)
Grade 10	Class takes students who will turn 16 in the school year	(1 Sept. '94 – 31 Aug. '95)

The school currently serves a total population of 415 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 VII 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 7-10 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 7 - 10 are offered elective classes which currently include Band, French, Art, Literature, Technology, Physiology, 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 including student council, chess, computers, rock climbing, volleyball, basketball and softball, to name just a few. An out of Kingdom skiing study trip is offered to older students each year. Off site visits 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. Habitat for Humanity International (HFHI) is a world-wide, non-profit organization which is dedicated to eliminating poverty housing and homelessness worldwide. At ISG Jubail, we provide our students with the opportunity to be part of a 'Global Community Service Learning Project'. Over the past three years our students travelled abroad to build houses with Habitat for Humanity. During 2009-2010 students traveled to Bangladesh to build houses with this organization.

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.



International Schools Group – Jubail

2010 – 2011 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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2010 – 2011 Tuition 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)
Elementary Reception – Primary 6	51,983 SAR	47,483 SAR
Junior High Primary 7, Grade 7, Grade 8	55,751 SAR	51,251 SAR
Junior High Grade 9, Grade 10	57,595 SAR	53,095 SAR

Installment Payment Details for Reception – Primary 6

	RC	NRC
1st Payment due by <u>August 21, 2010.</u>	21,350 SAR	16,850 SAR
2nd Payment due by <u>October 27, 2010.</u>	15,850 SAR	15,850 SAR
3rd Payment due <u>January 26, 2011.</u>	15,783 SAR	15,783 SAR
Total Tuition using Installment Plan	52,983 SAR	48,483 SAR

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

	RC	NRC
1st Payment due by <u>August 21, 2010.</u>	22,650 SAR	18,150 SAR
2nd Payment due by <u>October 27, 2010.</u>	17,150 SAR	17,150 SAR
3rd Payment due <u>January 26, 2011.</u>	16,951 SAR	16,951 SAR
Total Tuition using Installment Plan	56,751 SAR	52,251 SAR

Installment Payment Details for Grade 9, Grade 10

	RC	NRC
1st Payment due by <u>August 21, 2010.</u>	23,250 SAR	18,750 SAR
2nd Payment due by <u>October 27, 2010.</u>	17,750 SAR	17,750 SAR
3rd Payment due <u>January 26, 2011.</u>	17,595 SAR	17,595 SAR
Total Tuition using Installment Plan	58,595 SAR	54,095 SAR



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 29, 2010 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 offer to students enrolling after September 29, 2010.**
- 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.

TUITION PAYMENT AGREEMENT (To be signed and stamped by Sponsor/Company)

THE SIGNATURES OF BOTH PARENT AND SPONSOR ARE REQUIRED BELOW REGARDLESS OF WHO IS PROVIDING PAYMENT. SPONSOR SIGNATURE AND STAMP MAY ONLY BE WAIVED WHEN FULL PAYMENT IS SUBMITTED TOGETHER WITH ENROLLMENT FORMS.

I fully and completely understand that I am ultimately responsible for payment of this student's tuition and fees even if the sponsor has agreed to make payment. 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 the Company Seal/Stamp affixed.

The Company:

- Agrees to pay in full for the 2010/2011 school year and subsequent years of enrollment.
- Acknowledge joint responsibility and agree to pay the tuition and fees upon demand even if the parent has agreed to make payment, should the parent not complete the obligation.

It is hereby declared that _____ is an authorized dependent for this company and we will pay the tuition fees for 2010/2011 and subsequent years of enrollment according to the fee schedule.

Authorized Representative

Title

Signature

Date

Company Stamp/Seal



International Schools Group – Jubail

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 AND PSYCHOLOGICAL 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. During the academic year a number of different standardized tests are also given. In addition, it may be necessary to give individual intelligence and personality tests from time to time. In some cases, a psychological interview may be scheduled with the district psychologist. When test or psychological interviews are given, the data will be made available to parents. Please be assured that if anything other than normal diagnostic testing is indicated, you will be notified by our school administration. I hereby give ISG permission for the administration of tests necessary for the educational and psychological assessment for my son/daughter named _____.

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 during 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.

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

STUDENT PHYSICAL EXAMINATION – POLICY # 2060

The parent(s) will provide the school with appropriate evidence that the child has had a recent physical examination. Children may be admitted to school on a provisional basis if there is no evidence of a recent physical examination. A parent will have forty-five (45) calendar days from the student’s first day of attendance in which to provide evidence of a recent physical examination. If the evidence is not provided, parents will be notified in writing of non-compliance with this policy and exclusion of their child from school will follow after a fifteen (15) calendar day grace period until the required evidence is presented to the Site Administrator.

Normally an examination completed at the time the student depart his home country for Saudi Arabia is sufficient.

VACCINATIONS AND INOCULATIONS – POLICY # 2065

At the time of application for admission to a school, parents must provide a written history of the child’s vaccinations and inoculations.

Any time that 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. **If records of immunizations have not been provided within forty-five (45) calendar days from the student’s first day of attendance, parents will be notified in writing of non-compliance with policy and exclusion of their child from school will follow after a fifteen (15) calendar day grace period until required documentation of immunizations and inoculations are provided to the Site Administrator.**



INTERNATIONAL SCHOOLS GROUP

ADMIN. REGULATION

REG. NO.: 2065
Adopted:
Last Revision: 5/04
Last Revision Effective: 9/25/04
Last Review: 11/06
Next Review: 11/09

VACCINATIONS AND INOCULATIONS

As a condition for attendance, ISG requires that children be immunized against the following diseases:

DISEASES

Diphtheria

Tetanus

Polio

Measles

Mumps

16

Rubella (German measles)

Tuberculosis

Meningococcal ACWY

MINIMUM DOSES

Four (4) inoculations including a preschool inoculation between ages 4-6

One (1) inoculation

A second inoculation between the ages of 14 -

BCG Vaccine or TB skin test within the last year

One (1) Every 3 years

Board Policy #2060 & #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.

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



International Schools Group – Jubail

HEALTH INVENTORY

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.

MEDICAL HISTORY (Please complete and sign)

Student's Name (Last, First, Middle)	Date of Birth	Class
Father's Name	Mother's Name	Work Phone #
Father's Mobile	Mother's Mobile	Home Phone #

Please check answers to questions 1 through 8 below.

Please explain any "YES" answer in the space provided below.

1	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any concerns about general health (eating and sleeping habits, etc.)?
2	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any other specific illness or social/emotional or behavioral problems?
3	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any <u>allergies</u> (food, insects, medication, etc.)?
4	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any prescription medication (daily or occasionally)?
5	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any problems with vision, hearing or speech (glasses/contacts, ear tubes/hearing aid)?
6	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any hospitalization, operation or major illness (specify problem)?
7	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any significant injury or accident (specify problem)?
8	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Would you like to discuss anything about your child's health with the school nurse?

To Parent/Guardian: Please explain any "YES" answer from above.

9	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If your child becomes ill at school, the school nurse would like your permission to give paracetamol based medication at her discretion.
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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

P.S.: PLEASE ATTACH A COPY OF YOUR CHILD'S VACCINATION/INOCULATION CARD. ONCE IT HAS BEEN ASSESSED BY THE SCHOOL NURSE, SHE WILL SEND YOU THE MEDICAL FORM WHICH HAS TO BE COMPLETED, SIGNED AND STAMPED BY A QUALIFIED MEDICAL DOCTOR



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)



International Schools Group – Jubail

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: _____



International Schools Group – Jubail

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



International Schools Group – Jubail

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



International Schools Group – Jubail

DRESS CODE

The code for the whole school for Reception Class to Grade 10 is a white top and dark blue trousers/shorts/skirt/dress. Within the guidelines below our students will wear this uniform. There is NO official style or make, nor is there an authorized supplier. The school T shirt and polo shirt are available from the school office and are suitable either as school uniform or as PE clothing.

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 or loose sandals.
5. Distracting jewelry/fashion accessories or extreme hairstyles are not appropriate for school.
6. 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.
7. 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. (Grades 7 – 10)
8. Shorts may not be worn for school sponsored activities off the school campus except as appropriate for #7 or as approved by administration.
9. Shorts are acceptable for boys and girls at all grade levels. Skirts, dresses, and shorts for students in Primary VI – Grade 10 must reach the top of the knees.



International Schools Group – Jubail

BUS RULES

Students must be outside when the bus arrives in the morning.
Seatbelts must be worn at all times on the coasters.
No food or drink may be consumed on the bus.
Move towards the windows as other students get on the bus – 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 2.25pm each day

Unacceptable behavior will result in one of the following:

- | | |
|------------------|---|
| First incident: | The student will be given a warning. |
| Second incident: | The student will be told that the Site Administrator will be informed. A call will then be made to parents to discuss further action. |

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



International Schools Group – Jubail

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

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



International Schools Group – JUBAIL

VOLUNTEER APPLICATION

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:



International Schools Group – JUBAIL

ISG-JUBAIL COMMUNITY RESOURCE QUESTIONNAIRE

Date _____ Name _____ Phone _____

I am qualified and willing to help others by:

- Tutoring primary students (all subjects)
 - Tutoring intermediate students (all subjects)
 - Tutoring junior high students (specific subjects)
-

- Teaching or tutoring ESL students (I am / am not a certified ESL teacher)
- Teaching / training students with speech and / or hearing impairments
- Tutoring special education students
- Teaching piano lessons
- Tuning pianos
- Teaching aerobics
- I am interested in assisting in the computer lab
- I speak and write languages other than English and I would be willing to help with translations

Languages spoken _____

Languages written _____

- I am a registered nurse
 - I am willing to come to school to discuss a special trip I have taken to _____
-

- I am willing to come to school to discuss my job or a special aspect of my job. Please describe:

- I play the piano and am willing to accompany classes for plays and programs
 - Please indicate other areas of specialty that may be of interest to our students _____
-