

International Schools Group – Jubail



Transferring from Pre-Reception to

Reception

School Year 2010 - 2011

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

Dear Parents,

It has come to our attention that your child is turning 5 years of age in the 2010 – 2011 school year. As Pre-Reception class only provides for students of age 3 - 4, your child will need to transfer to Reception Class at the start of the 2010 – 2011 school year.

Attached you will find some additional documentation to be completed, signed and returned to the Registrar's Office.

Please complete and sign the following enclosed forms:

1. Revised Sponsor/Company Information Form
2. Revised Tuition Payment Agreement Form (**Company to complete, sign and stamp**)
3. Revised Conditions of Placement, Acceptance and Continuous Registration
4. Attendance Policy
5. Acceptable Use Policy for Network/Internet and Computer Technology
6. Dress Code
7. Bus Rules
8. Substance Abuse and Student Discipline
9. Volunteer Application
10. Community Resource Questionnaire

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



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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): _____

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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
<i>Total Tuition using Installment Plan</i>	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
<i>Total Tuition using Installment Plan</i>	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
<i>Total Tuition using Installment Plan</i>	58,595 SAR	54,095 SAR



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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 offered 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 AUTHORIZATION

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

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 _____
-