

INTERNATIONAL SCHOOLS GROUP
JUBAIL



Parent - Student Handbook

2008 - 2009





ISG JUBAIL SCHOOL
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2008-2009
PARENT – STUDENT
HANDBOOK

Principal: Mark Wootton
Vice-Principal: Daniel Mock

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THE 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 and OFSTED inspected by the Office for Standards in Education. 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 ages 3 – 16 years. All students are placed in their age appropriate class unless there are exceptional circumstances.

The school currently serves a total population of 375 students. Approximately 9% of the students in the school are Pakistani, 14% are British, 17% are South African, 20% are American, 9% 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. There is also a full time nurse on duty during each school day. 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.

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.

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 (NESAS) 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.

INTERNATIONAL SCHOOLS GROUP

DISTRICT MISSION STATEMENT

It is the mission of the International Schools Group to promote student learning to empower self-directed life long learners. Through its commitment to educational excellence, expatriate students develop the life skills necessary to effectively function and contribute in a rapidly changing global society.

Dear Parents and Students, Welcome to ISG Jubail School! We are very pleased that you are a part of our school family. Our school atmosphere encourages self-confidence, responsible conduct, good manners and the potential for academic success. The staff of our school believe that: school is a place for children to achieve success; our purpose as professional educators is to create an environment that promotes the academic and social growth of every child; and effective education is a joint effort between home and school. This handbook is intended to provide you with pertinent information about our school. Throughout the year you will also receive a regular newsletter giving specific dates and additional information that you will want to note. Please contact us whenever you have questions, comments, concerns or suggestions.

Sincerely,



Mark Wootton
Site Administrator

IMPORTANT DATES 2008 – 2009

August 25	First Day for Students
September 23	No School - Saudi National Holiday
September 30 - October 1	No School - Eid Al Fitr Holiday
October 5	Open House
October 5-6	Gates MacGinitie (PII-G10)
October 8-9	SAIKAC Student Council Congress
October 16	Table Tennis at ISG Jubail
October 22-23	SAIKAC (JV Volleyball at ISG Dhahran)
October 29	SAIKAC (Spelling Bee at ISG Dammam)
October 29	JH/HS Report Cards
October 29-30	Parent / Teacher Conferences
November 6	Middle School Volleyball at ISG Jubail
December 4 - January 2	Winter Break
January 15	SAIKAC (Cross Country at Aramco Abqaiq)
January 22	SAIKAC (Cross Country at Aramco Dhahran)
January 22	PV-PVII Boys & Girls Soccer at DEMS
January 27	Jubail Idol Day
January 28	JH/HS Report Cards & IPC Mid-year Reports
February 12	Kickball Tournament at IPS
February 3-13	HFH Service Learning Project
February 14-18	Book Fair and Author Visit
February 18-19	MUN at AIS Riyadh
February 25-26	SAIKAC (Middle School Netball at BISAK)
February 26	Gala Day
March 11	No School - ISG Educators' Conference
March 18-19	SAIKAC (JV Boys & Girls at DHS)
April 1	JH/HS Report Cards
April 2-17	Spring Break
April 21-29	SAT 10 Testing
April 30	Middle School Boys & Girls Basketball at DEMS
May 6-7	SAIKAC (Middle School Boys Basketball at DEMS)
May 7	SAIKAC (Chess Tournament at Aramco Hills)
May 16-20	DFES NSTS (PII-PVII)
May 19-21	SAIKAC (Music Festival)
May 21	SAIKAC (Indoor Cricket Tournament at DBGS)
June 1	Athletic Banquet at ISG Jubail
June 6-8	GMRT Spring Test (PIII-G9)
June 17	JH/HS Report Cards & IPC Final Reports
June 17	Last Day of School

ISG JUBAIL FACULTY 2008 – 2009

SITE ADMINISTRATOR VICE PRINCIPAL

**Mark Wootton
Daniel Mock**

TEACHING STAFF-Classroom Teachers

Reception A
Reception B
Primary IA
Primary IB
Primary IC
Primary II A
Primary II B
Primary III A
Primary III B
Primary IVA
Primary IVB
Primary VA
Primary VB
Primary VIA
Primary VIB
Primary VIIA
Primary VIIB
Grade 7 (Home Room)
Grade 8 (Home Room)
Grade 9 (Home Room)
Grade 10 (Home Room)

Jennifer Lasater
Muzna Khan
Sian Mock
Natalie Bahen (Borisko)
Jacomina Maria Loock
Erik Havekes
Caroline Brackmann
Claire Keens
Marleen Braun
Matt Simmonds
Denise Kfoury
Mark Lasater
Linda Balsamo
Kayla Buschini
Kate Burton
Steve Rampling
Andy Lewis
Cory Borisko
Lisa Hellman
Paul Brackmann
Ray Timm

TEACHING STAFF - Specialist Teachers

Health / PE / Study Skills
Language Arts / Writer's Craft / Digital Photo
S. Studies / Study Skills / Study Support / Military History
Social Studies / PE
Mathematics / PE / Problem Solving
Mathematics / Technology / Yearbook
Mathematics
Science / Environmental Science
ICT Site Coordinator
ICT (Rec – P4)
EAL / Learning Support
Reading / Learning Support
Art & Design / Learning Support
PE / Physiology
Music / Beginning ,Symphonic & Rock Band
Music (Rec – P2)
Arabic Language / Culture / Studies
Arabic Language / Culture / Studies / EAL
French / Language Arts / Drama
Library / Humanities

Daniel Mock
Cory Borisko
Paul Brackmann
Laura Timm
Ray Timm
Stuart Keens
Heather Race
Lisa Hellman
Sandra Wootton
Samaa Farghaly
Ian Greenwood
Anne Higgins
Zonia Ferreira
Mark Buschini
Joyce Riley
Mary Pettet
Omneya Mansour
Maram Fahad
Kelly Hudson
Suzie Rampling

ISG JUBAIL SUPPORT STAFF 2008 – 2009

SUPPORT STAFF

Bookkeeper	Angela Jucal
Registrar	Susan Van Straten
Secretary	Akila Kumar
Receptionist	Bonnie Forester
Office & General Aide	Abeer Hajeer
School Nurse	Yumi Asuncion
Library Assistant	Elif Alkan
ICT Technicians	Subair Muhamed / Zinobia Peru
Computer Lab Aides	Vignette Francisco / Michele Deverell
Pre Reception Supervisor	Rensche Senekal
Pre Reception Aides 1, 2 & 3	Marcelle Gerges / Huda Issa / Faiza Naviwala
Reception A Aide	Oyun Ostrowski
Reception B Aide	Alma Manlubatan
Primary IA Aide	Aleli Tiangco
Primary IB Aide	Josephine Clemente
Primary IIA Aide	Alison Byrne
Primary IIB Aide	Melanie O'leary
Primary IIIA Aide	Pam Gutierrez
Primary IIIB Aide	Zainab Butt
Primary IV-VII Aide	Pam Guitierrez
Nursery Aides 1,2 & 3	Anita Suresh Kumar / Joselyn Balaoeg / Jessica De Jesus

ADMISSION

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

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

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

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

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

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

INSTRUCTIONS FOR ENROLLMENT PRIOR TO FIRST DAY OF ATTENDANCE:

(PACKAGE TO BE OBTAINED FROM THE REGISTRAR'S OFFICE)

1. Complete form containing Student Information, Family Information and Sponsor Information.
2. Company to complete, sign and stamp the Tuition Payment Agreement Form.
3. Complete and sign the Conditions of Placement, Acceptance and Continuous Registration.
4. Complete and sign the Health Inventory and attach a copy of the Vaccination Chart and the Medical Insurance Card.
5. Complete and sign the following forms:
 - Authority to Release School Records (**Attach a copy of the latest report card.**)
 - Attendance Policy
 - Acceptable Use Policy for Network/Internet and Computer Technology
 - Bus Rules
 - Substance Abuse and Student Discipline

Muslim students must request permission from the Ministry of Education to attend ISG Jubail. Muslim Approval Application Forms are available in the Registrar's Office. Admissions testing will take place after approval has been received from the Ministry of Education. **Muslim students may not attend ISG Jubail without approval from the Ministry of Education. There will be no exceptions.**

The following items must be submitted in **duplicate**:

- Completed Muslim Approval Application Form
- A letter from the parent's employer confirming parent's position
- Copy of certified last school report card or certified transfer certificate from last school attended.
- If the student is coming from an in-kingdom school, a letter from the school stating that all tuition fees were paid in full. Also, the last report card or leaving certificate has to be certified by the Foreign Education Department in the area where the school is located.
- Copy of the student's passport or copy of the mother's passport if the student is included in his/her mother's passport.
- Copy of the father's residence permit (Iqama) including family page. Residential permit must be valid for at least two months. If the mother

holds a separate residence permit (Iqama), then a copy of her valid residence permit is needed as well, including family page, if any.

ATTENDANCE POLICY

Absentee Procedure

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

For all planned absences such as vacations, advance notification is appreciated. Prolonged absences during the academic year will be detrimental to your child's progress. It is the student's responsibility to make up all work missed due to absence. Teachers are not expected to make special arrangements or give advanced assignments for any student who is absent due to truancy or family vacation.

Students must be in attendance for 75% of the reporting period in order to receive a report card. Students in attendance less than 75% of the reporting period will be given a no grade (NG). Students need to be in attendance for any final exams, as these will not be given early.

Please note that attendance is recorded on report cards as a part of the formal record of every student and will thus affect the formal report process. New students in the IPC classes who are in attendance for less than one calendar month may receive a general letter in lieu of a report either with the mid- year or the full-year report . New students in the American curriculum, grades 7-10, with less than 35 days attendance in the quarter will receive a "progress to date" report. Any student attending for 10 days or less in a reporting period will receive an acknowledgement of attendance only.

Please note that report cards will not be issued prior to the end of school for students who are leaving earlier. Parents may collect end of year reports from the school Registrar at any time following their general release (usually the second to last day of the school year), at a time convenient to both, but preferably prior to the start of the new school year.

Leaving Early during the School Day

Situations occasionally arise in which a student must leave school during the school day. Please send a note to school informing us of the time you plan to pick your child up. As we have accepted the responsibility for your child during school hours, we require that parents notify the school office **prior** to the student's departure. **In the case of an emergency, please call the school to inform us of the pick-up time.** A student leaving

school during the day must sign out through the office and must be picked up there by either a parent or authorized adult, such as an identified driver. Upon returning, they must sign in again.

Withdrawing During the Regular School Year

When a student withdraws during the school year, the student's teachers will complete a 'student withdrawal form' that is initiated by the Registrar's office. Parents need to inform the school office as soon as possible to enable us to have school records ready. In addition, parents must pick up the school records. No permanent records will be released to a student. *Parents who elect to carry the student's permanent records should be aware that the records will be sealed and that some schools will not accept unsealed records as being valid.* Parents may request that records be forwarded to the new school. Students must make certain that all textbooks; library books, musical instruments, etc. are either returned or paid for before final records will be released.

STUDENT CONDUCT

Good Conduct and Student Discipline (ISG Policy #2050)

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

“At ISG Jubail School we will all be courteous, considerate, responsible and respectful.”

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

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

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

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

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

Students on suspension may either be assigned an in-school suspension or an out of school suspension. Students are responsible for all schoolwork missed during suspension. This must be accomplished within a period of time equivalent to the suspension period.

Ethnic Diversity

Students of all races and cultural diversity are represented in our student body. All students are expected to treat each other with dignity as they go through their day. All are encouraged to develop a respect for and an understanding of the contributions of all peoples in our world.

Harassment/Child Abuse (ISG Policy #2062)

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

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

Dress Code (ISG Policy #2030)

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

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

The school uniform for students in the International Primary Curriculum classes (Reception – Primary VII) is a white top and dark blue trousers/shorts/skirt/dress. Using the guidelines of the dress code below, students are expected to wear this uniform. There is no official style or make, nor is there an authorized supplier in kingdom. Polo shirts and t-shirts with the school logo are available to purchase from school.

Students in the American curriculum classes (Grades 7-10) have no uniform or colors to wear but clothing must be within the guidelines of the dress code below.

- Clothing worn to school must be clean, well maintained (without tears/holes), hemmed (not dragging on the floor) and loose fitting. Pants are to be no lower than hipbone level. Boxer shorts must be fully covered.
- Clothing with offensive and distracting pictures/words is not acceptable.
- Caps and hats are encouraged for wear during hot weather but may not be worn inside the school building.
- Shoes that pose a safety concern are not acceptable, i.e. thongs/flip flops, loose sandals, high heels.
- Distracting jewelry, hairstyles, hair colors, or tints are not appropriate in the school.
- 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, short, or skirt waistline when arms are raised.
- All students are asked to wear the school's yellow PE t-shirt which can be purchased from the office.
- Leggings and tights may only be worn with a top that reaches well below the fingertips.
- Students in all classes may wear shorts. Skirts, dresses, and shorts must reach to the top of the knees for students in Primary VI to Grade 10.
- Shorts may not be worn for school sponsored activities off the school campus except as approved by the administration.
- When participating in physical education, students will wear clothing appropriate for the weather and activity, i.e. shorts, joggers or leggings, and training shoes. Students are required to change into proper school dress prior to returning to classrooms after PE class.

STUDENT ACTIVITIES

Extra Curricular Activities (ISG Policy #1045)

An integral part of the child's education is not only what happens during the school day, but after school as well. **After School Activities (ASAs)** in a variety of interest areas are offered to students throughout the year. These follow on from the end of the school day (2:20 pm) and last for one hour. Students who are involved in ASAs leave school at 3:30 pm. The school provides transport at this time for those who live within the Royal Commission area. Private transport for students who live outside the RC is required to collect students at 3:30 pm. Students must submit the ASA Permission Form, which has been signed by a parent, **at least one day prior** to attending the activity.

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

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

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

STUDENT SERVICES

Fire Drills & Emergency Procedures

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

Campus Registration

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

Deliveries

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

Lockers

Lockers are the property of the school and are for use by our students. Students are expected to keep lockers clean, free of posters, stickers and other decorations of a permanent nature. Lunchboxes, coats, sweaters, hats, textbooks and supplies are kept in lockers. Students will only access their lockers at assigned times.

Students in the Primary School have "open lockers". The school will issue locks to students in grade 7 and above. Students are not to bring their own locks. The school assumes no responsibility for personal items brought to school if put in lockers.

Personal Electronic Equipment, Games and Music

Primary students are not to bring personal items or toys, such as i-pods, discmen, video games, etc. for use in the school. The only exception would be if the classroom teacher makes an allowance for a specific purpose. These items would then be taken directly to the classroom and given to the teacher, not stored in the student's locker. In the event of a student bringing an inappropriate item to school, it will be confiscated, and placed in the school office for collection later. If there is a repeat of the incident, the object will be taken and kept in the school safe for a period of 1 week and the parents will be notified.

Students in Grades 7 through 10 may bring electronic items to school for use during their bus rides and for use before and after school only. These items should not be seen in use during school hours. The students should store their equipment in their lockers or in their school bags. If they are in use during the school day, they will be confiscated and held in the office for pick up later.

Cellular Telephones

Mobile phones should not be seen on campus at any time. If students bring phones to school upon their parent's request, they should be kept in school bags or in lockers. They should also be switched off or certainly placed on silent so as not to disturb classes in progress. Any phone seen in use on campus will be confiscated and kept in the office for collection later.

Lost & Found

You are requested to label personal possessions with your child's name so that if found, we may easily locate and return to the owner. All articles found in the building, on the school grounds or left on the bus will be handed in to the school office. Lost & Found items are displayed periodically. If they remain unclaimed they are disposed of at the end of each school year.

Lunch/Recess/Snacks

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

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

Primary students eat lunch from 12:00 to 12:25 in the Multi Purpose Room. At 12:25 they move outside for recess until class resumes at 12:45.

Grades 7 - 10 may eat in the court yard if they wish at 12:00. While the weather is too hot, they have the option to eat in the Multi Purpose Room after 12:25. They should not be wandering the halls or eating in classrooms without teacher supervision.

Grades 7 – 10 may also use the cage area for recess, weather permitting. While intramurals are in session, students may watch or compete in the half of the MPR where the venue will be set up. Allowances should be made and flexibility is necessary while the weather remains too hot for outdoor activity.

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

Parties

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

Technology

The school has a number of Windows XP computer labs. Classes and individual students have access to computers and computer technology is available on a regular basis. Fast internet is available for students to use in connection with course study. The primary objective of the technology department is to prepare students for their lives as adults in this “communication & information age”. (A copy of the Technology Policy is available upon request.) All children must sign an Acceptable Use Policy for Technology that is included in the registration package.

School Telephone Use

Students may use school phones only for emergency calls and then only with written permission from the student’s classroom teacher. Children will be summoned to the telephone only in the event of an emergency. Ordinarily, students will not be permitted to call home for forgotten items, or to remind parents they are staying for an After School Activity.

Textbooks and Supplies

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

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

Transportation

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

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

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

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

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

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

All first aide supplies are kept in the nurse's office and may only be dispensed by the nurse on duty. If a student brings medication to school it must be brought to the nurse

with dispensing instructions from the parents. **Under no circumstance is a student to self-medicate.**

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

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

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

Visitors/ Volunteers/ Guests

We encourage and appreciate your interest in your child's progress and learning experiences. We welcome your volunteer time in the office, classroom, library or nurse's room, etc. You are most welcome to visit the school. We ask that parents consult with the classroom teacher and **make prior arrangements through the school office for a visitation**, so as not to disturb the class in session. Individual conferences with a teacher should be scheduled to take place either before or after the school day at the discretion of the teacher. Children are not allowed to bring other children (family or friends) to school as visitors unless it has been cleared through the administrator.

ACADEMIC POLICY

Accreditation:

ISG Jubail School is fully accredited through the year 2011 by the Middle States Association of Colleges and Schools.

Guidelines for High School Students:

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

Mandatory Core Courses:

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

Mandatory Non Core Courses:

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

TOTAL: 24 credits (24 units)

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

ISG JUBAIL SCHOOL COURSES

	COURSES	G9 (FRESHMAN)	G10 (SOPHMORE)
1	ENGLISH	Introduction to Literature and Composition	World Literature and Composition
2	MATHEMATICS	Pre Algebra or Algebra 1 or Geometry	Algebra 1 or Geometry or Algebra 2

3	SCIENCE	Physical Science	Biology
4	SOCIAL STUDIES	Ancient World History	Modern World History
5	ELECTIVE	Physical Education 1	Physical Education 2
6		Health/Arabic Culture	Technology Elective Computer Info. & Mgmt.
7		Global Language 1	Global Language 2
8		or other elective	or other elective
		Not all elective courses are shown here since these vary from year to year.	

ISG Jubail Students take up to 8 courses in each of grades 9 and 10 which come from the table above.

GRADING POLICY

Philosophy Statement

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

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

What Does Each Grade Mean for Grades 7-10?

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

Grade Descriptors for Grades 7-10

"A" LETTER GRADE – SUPERIOR WORK

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

"B" LETTER GRADE – ABOVE AVERAGE WORK

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

"C" LETTER GRADE – AVERAGE WORK

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

"D" LETTER GRADE – BELOW AVERAGE WORK

- Shows growth that does not meet expectations in understanding of the subject.
- Receives consistently below-average marks on assessments.
- Does less than the amount of assigned work that is expected and seldom makes up work missed.
- Shows ability or initiative in learning and applying facts, principals, and skills that is below expectations.
- Participates inadequately or ineffectively in learning activities.
- Does not meet expectations of ability or initiative in critical thinking and creativity.

"F" LETTER GRADE – FAILURE

- Shows little understanding or interest in the subject.
- Receives consistently failing marks on assessments.
- Seldom does assigned work or make-up work.

- Shows little progress in learning and applying facts, principals, and skills.
- Demonstrates little ability or initiative in critical thinking and creativity.
- Does not participate in learning activities and may even be an obstacle to them.

"I" LETTER GRADE - INCOMPLETE GRADE

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

Make Up Work

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

Grading Scale for Grades 9-10

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

<u>ISG JUBAIL 7-10 GRADING SYSTEM</u>		
<u>Letter Grade</u>	<u>% Grade</u>	<u>Grade Point</u>
A	94 – 100	4.00
A-	90 – 93	3.70
B+	88 - 89	3.30
B	83 - 87	3.00
B-	80 - 82	2.70
C+	78 - 79	2.30
C	73- 77	2.00
C-	70 – 72	1.70

D+	68 – 69	1.33
D	63 – 67	1.00
D-	60 – 62	0.70

Repeated Classes Grades 7-10

If a student receives a grade of “D” or “F” in a course, they may repeat the class for credit. If a student repeats a course to improve a “D” or “F” grade, they will not receive the additional credit, however the new grade will replace the prior grade of “D” or “F” on the transcript. The new grade will be calculated into the student’s GPA.

Academic Probation Grades 7-10

It is assumed that all of our students in middle school/high school can handle the workload. When, for whatever reasons, a student’s academic performance drops below minimum expectations, that individual will be placed on academic probation. **The purpose of academic probation is to involve an assigned counselor and the parents in creating an opportunity for extra time and motivation for studies so that the student can improve his/her academic performance.** Academic probation is not intended to be punitive. Students who receive quarter grades which include two or more “Ds” and/or one “F” will be placed on Academic Probation. Students on Academic Probation will be required to meet with the counselor and administration and complete a Student Success Plan that outlines how the student plans to improve his/her academic performance during the course of the following quarter. Those students will remain on probation until the grades are received for the next quarter.

Exit Outcomes for Students (ISG Policy #1001)

International Schools Group recognizes that the core mission is student learning. ISG Jubail School adheres to the following “exit outcomes” which we believe are important for all students. Students leaving our school should be able to:

- Utilize essential knowledge and skills for further intellectual growth.
- Be critical thinkers and creative problems solvers.
- Be co-operative and productive group members.
- Demonstrate high self-esteem.
- Be responsible and respectful citizens of the world.
- Be effective communicators.
- Be self directed learners.
- Demonstrate an awareness and appreciation of the arts.
- Demonstrate competency in the use of information technology.

EAL Program

The language of instruction throughout the school is English. We recognize, however, that students may have very limited spoken English, or in some cases, no English. For these students a support program, English as an Additional Language (EAL), is available. However, as the purpose of ISG Jubail is not primarily to provide English language teaching to non-English speakers and because time for this purpose is limited, this support is not guaranteed.

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

- Whether specialist EAL teaching time can be made available.
- The level of EAL support required from the specialist and the class teacher.
- Whether the overall school population is able to support further EAL students. Maximum = 20% of enrolment.
- Whether the class can support another EAL student. Maximum = 20% of class.
- The age of the student to be admitted. Younger children will typically take less time to develop English language proficiency. Limited English proficiency will affect the student's ability to engage with a curriculum that becomes increasingly more demanding in each successive year.
- Private English tuition outside school.

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

Students who wish to enter grades 9 or 10 but who possess little or no spoken English are unlikely to be admitted. It would be difficult for such students to acquire the High School credits necessary to be successful.

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

Promotion / Retention of Students (ISG Policy #1085)

Students are promoted annually. Retention of a student in a grade or year will occur only upon the recommendation of the student's parents, teacher(s) and the approval of the site administrator. Any time during the school year when it is deemed in the best interests of a student, the site administrator, after consultation with the teacher(s) involved, parents and the counsellor, may reassign a student to a different class or year group.

Reporting on Student Progress (ISG Policy #1080)

It is the policy of ISG Jubail School to communicate on a regular basis with parents concerning student progress. The staff believe that effective teacher/parent communication enhances student learning and achievement. Teachers will inform parents as early as possible of any concerns they have regarding students and seek the support of parents in helping each student develop to their fullest potential. In addition, parents are encouraged to respond to the regular communications in reading records and homework diaries from their child's teacher(s) to ensure a complete understanding of their child's growth relative to their ability to achieve.

Attendance affects formal reporting. Students may receive less than a full report if they have not been in school for a significant amount of a reporting period as stated earlier in the attendance policy.

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

IPC - (Pre-Reception)

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

IPC - (Reception to Primary VII)

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

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

Beginning:

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

Developing:

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

Mastering:

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

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

American Curriculum - (Grades 7-10)

Formal written report cards are issued on a quarterly basis. All students receive a mid quarter progress report after the first 5 weeks of the school year. Thereafter, these are only issued to students who have received a D or F grade in the previous quarter or those who at the mid point look likely to receive a D or F grade at the end of that quarter. Parent/Teacher conferences are held very soon after the first quarter Report cards have been issued. Additional conferences may be scheduled throughout the year at the request of either parents or teachers if there is need or concern. Formal tests and examination scores are reported as they occur and are recorded in the individual records of students. Student planners can be used as a means of informal communication of a progress between teachers and parents regarding progress.

Retention (ISG Policy #1085)

Retention of a student in a grade or year will occur only upon the recommendation of the student’s parents, teacher(s) and with the approval of the site administrator. At any time during the school year when it is deemed in the best interests of a student, the site administrator may reassign a student to a different class after consultation with both the teacher(s) and the parents.

Self-Directed Learners

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

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

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

Standardized Testing Program

U.K. and U.S. based standardized tests are given to ISG Jubail School students at specific times within the school year to assess individual progress. They also form a part of the entrance test where appropriate.

Gates MacGinitie Reading Tests are given to all students from Primary II to Grade 10 during October and again in May.

Primary II - VII take the NFER English, Maths, Mental Maths & Non Verbal Reading Tests in November. Primary 1 takes the NFER Reading Test in November, then English and Maths in May.

The Otis-Lennon School Ability Test and the Stanford Achievement Tests (series10) are administered in compliance with District policy which means that grades 2, 4, 6, 8, &10 results are reported to the Board each year. At ISG Jubail School, students from Primary III to Grade 10 are **all** given the complete battery of tests during April.

Primary II & VI take the Statutory UK National School Tests during or before May. Primary III, IV, V & VII take the Non Statutory QCA Tests in English and Maths during May.

Homework Policy & Guideline (ISG Policy #2105)

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

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

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

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

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

Problems/ Concerns

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

SCHOOL HOURS

The school offices open at 7:30 am Saturday – Wednesday. Students should not be dropped off at school before this time since they cannot be adequately supervised. The school offices close at 3:30 pm each day. The school is not open for business on Thursday or Friday unless by prior agreement with the Administrator. The school offices are usually open one week before the school year begins and for one week following the end of the school year to deal with registrations and withdrawals. Classes are in session during their school day at the times shown below:

Pre-Reception

- 7:45 am – class begins
- 11:30 am – class ends

IPC: Reception – Primary VII

- 7:45 am - classes begin
- 10:00 am - morning recess (20 Minutes)
- 12:00 pm - lunch (45 minutes)
- 2:15 pm - classes end

American Curriculum: Grades 7 – 10

- 7:40 am - classes begin.
- 9:13 am - morning recess (15 minutes).
- 12:02 pm - lunch (43 minutes)
- 2:20 pm - classes end

Students are to depart from school by 2:30 pm each day unless involved in a regular, supervised After School Activity. Students involved in regular ASAs leave by 3:30 pm.