



**AMERICAN  
INTERNATIONAL  
SCHOOL OF JEDDAH**

*Excellence in the Pursuit of Dreams.*

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A large, light blue graphic of an eagle with its wings spread wide, positioned in the background of the page. The eagle is facing left and has a white outline for its beak and eye.

# **High School Student & Parent Handbook**

Last Updated: August 10, 2016

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# High School Daily Time Schedule

High School Daily Schedule	
TIME	CLASS
8:00 - 9:25	Period 1 (85 minutes)
9:25 - 9:45	BREAK (20 minutes)
9:45 - 11:10	Period 2 (85 minutes)
11:10 - 11:30	BREAK (20 minutes)
11:30 - 12:55	Period 3 (85 minutes)
12:55 - 1:35	LUNCH (40 minutes)
1:35 - 3:00	Period 4 (85 minutes)

High School Tuesday Schedule	
TIME	CLASS
8:00 - 9:00	Period 1 (60 minutes)
9:00 - 9:20	BREAK (20 minutes)
9:20 - 10:15	Period 2 (55 minutes)
10:15 - 10:20	TRANSITION TIME (5 minutes)
10:20 - 11:05	ADVISORY (45 minutes)
11:05 - 11:50	LUNCH (45 minutes)
11:50 - 12:45	Period 3 (55 minutes)
12:45 - 1:05	BREAK (20 minutes)
1:05 - 2:00	Period 4 (55 minutes)

High School Half-Day Schedule	
TIME	CLASS
8:00 - 8:50	Period 1 (50 minutes)
8:50 - 9:05	BREAK (15 minutes)
9:05 - 9:55	Period 2 (50 minutes)
9:55 - 10:05	BREAK (10 minutes)
10:05 - 10:55	Period 3 (50 minutes)
10:55 - 11:10	BREAK (15 minutes)
11:10 - 12:00	Period 4 (50 minutes)

# AISJ Identity Statement, Mission, Vision & Core Values

## Identity Statement

Established in 1952, the American International School of Jeddah is a U.S. accredited Pre-K-12 college preparatory institution. We offer a rigorous American-based curriculum serving a diverse student body through a holistic approach.

## Core Values

We believe that...

- Quality education has the power to make a positive impact on individuals and societies.
- Honesty and integrity build a culture of transparency and trust.
- Passion and commitment motivate, inspire, and empower life-long learners.
- A school community thrives when there is open communication and collaboration.
- Respect cultivates positive relationships.
- Helping others benefits communities and leads to personal growth.
- Embracing cultural diversity develops relationships and enriches life.

## Mission Statement

Our mission is to inspire and facilitate learners through an authentic American education in order to nurture their passion for knowledge, so they may pursue their dreams and become successful global citizens.

## Vision Statement

Our vision is to be a distinguished learning community committed to excellence, innovation, and collaboration.

## Mission Outcomes

By 2021, each learner:

- Actively engages in the pursuit of knowledge.
- Demonstrates the active pursuit of dreams.
- Develops skills of a global citizen while actively contributing to the community.

## Strategies

Strategy #1: Communication

We will utilize an effective communication system to address both internal and external communications in order to achieve our Mission, Vision, and Mission Outcomes.

Strategy #2: Staff

We will attract, recruit, and retain excellent staff in order to achieve our Mission, Vision, and Mission Outcomes.

### Strategy #3: Curricular Programs

We will systematically review and appropriately modify and/or adapt our curriculum alignment, instructional practices, and assessments in order to achieve our Mission, Vision, and Mission Outcomes.

### Strategy #4: Co-Curricular Programs

We will promote, practice, and celebrate co-curricular programs throughout our school in order to achieve our Mission, Vision, and Mission Outcomes.

## Strategic Delimiters

We will not:

1. Adopt a new program or initiative unless it is aligned with our Mission, Vision, and Mission Outcomes.
2. Adopt a new program or initiative unless we abandon an existing one or utilize appropriate resources.
3. Establish any new program without the financial means and appropriate approvals.
4. Undermine our authentic American educational program.
5. Compromise our learners' safety.



## Profile of an AISJ Graduate

### An AISJ graduate:

#### Actively engages in the pursuit of knowledge by...

- meeting or exceeding the expectations found in an authentic American educational program.
- intentionally applying critical thinking habits effectively to complex problems and situations.
- aspiring toward continual self-improvement and life-long learning.
- living the core values of AISJ.

#### Demonstrates the active pursuit of dreams by...

- identifying and declaring dreams and having a self awareness of abilities and skills to achieve them.
- strategically investigating, developing a support system, establishing connections and seizing opportunities.
- displaying passion, resilience and enthusiasm for their future.
- reflecting on and re-evaluating progress.

#### Develops skills of a global citizen while actively contributing to the community by...

- respecting diversity and showing empathy towards people of differing cultures and backgrounds.
- cherishing the natural world and respecting the environment.
- adjusting to new situations, challenges, and conditions.
- identifying needs and engaging independently or collaboratively in service for the betterment of self and community.
- reflecting on personal actions, accepting responsibility, and adjusting behavior that impacts others.

## **General Information**

### **Lost and Found**

Misplaced / recovered articles are handed into the office. Valuables will be retained in the central office until claimed: other items may be found in the “Lost and Found” located in the appropriate school office.

### **Telephones**

Since there is no telephone designated for student use, students are expected to come to school prepared and to have made prior arrangements for school and after-school needs. A school telephone is available for emergencies (i.e. cancellation of an after school event).

### **Drop-Off Items**

Occasionally students forget things at home and a driver or family member is able to bring them to school later in the day. This may include things like PE uniform, laptop charger, project, or other such items. When being dropped off, these items should be clearly labeled and left at the inside security gate. Students may retrieve these items during a break or lunch.

### **Textbooks**

The school provides textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition or are responsible for paying damage or replacement fees. A second copy of a text will be issued only when a replacement fee has been paid for the lost copy.

### **Lockers**

Lockers are available for all students at the beginning of the year for storing study material. Students are encouraged to collect books for their morning classes when arriving at school and exchange these at breaks or lunch in readiness for subsequent classes. Students are not to change lockers without approval of, and assignment by, the office. Students are responsible for any damage to their locker or the cost of a lost lock. Students are not to tell their combination to anyone or use another person’s locker. They are expected to keep lockers in good condition. The school reserves the right to inspect personal effects including bags, lockers, and automobiles.

### **Prayer Room**

Students may use the prayer room to pray before or after school, at breaks and during lunch.

# Safety and Security

## Student Identification Cards

Student identification cards (ID's) should be carried by students at all times while on campus. This card will also serve as the student's library card and cafeteria card. Lost ID cards will be replaced for a fee of 50 SR. Students also need school ID to access campus and attend events that take place outside of the school day (tournaments, concerts, social events, etc.).

## Living Arrangements

The natural parents or legal guardians must notify the administration in writing of any change in their child's living arrangement, whether (s)he is living alone or with another designated guardian. It is important the high school office has accurate contact information for all families in the event of an emergency or other needs to contact parents or guardians.

## Parental Responsibility When Out of Town

If parents or guardians will be unavailable (i.e. out of town on business or vacation) a signed note must be provided, in advance, to the school office advising of the student's residence (contact person, address, phone number) during the parent/guardian's absence, the dates the parent/guardian will be out of town and a phone number where the parent/guardian can be reached in case of an emergency.

## Closed Campus

AISJ is a closed campus. Students are not permitted to leave campus during the school day without parent **and** administrative approval. Students who leave campus without permission and without signing out will be subject to disciplinary action.

## Money and Valuables

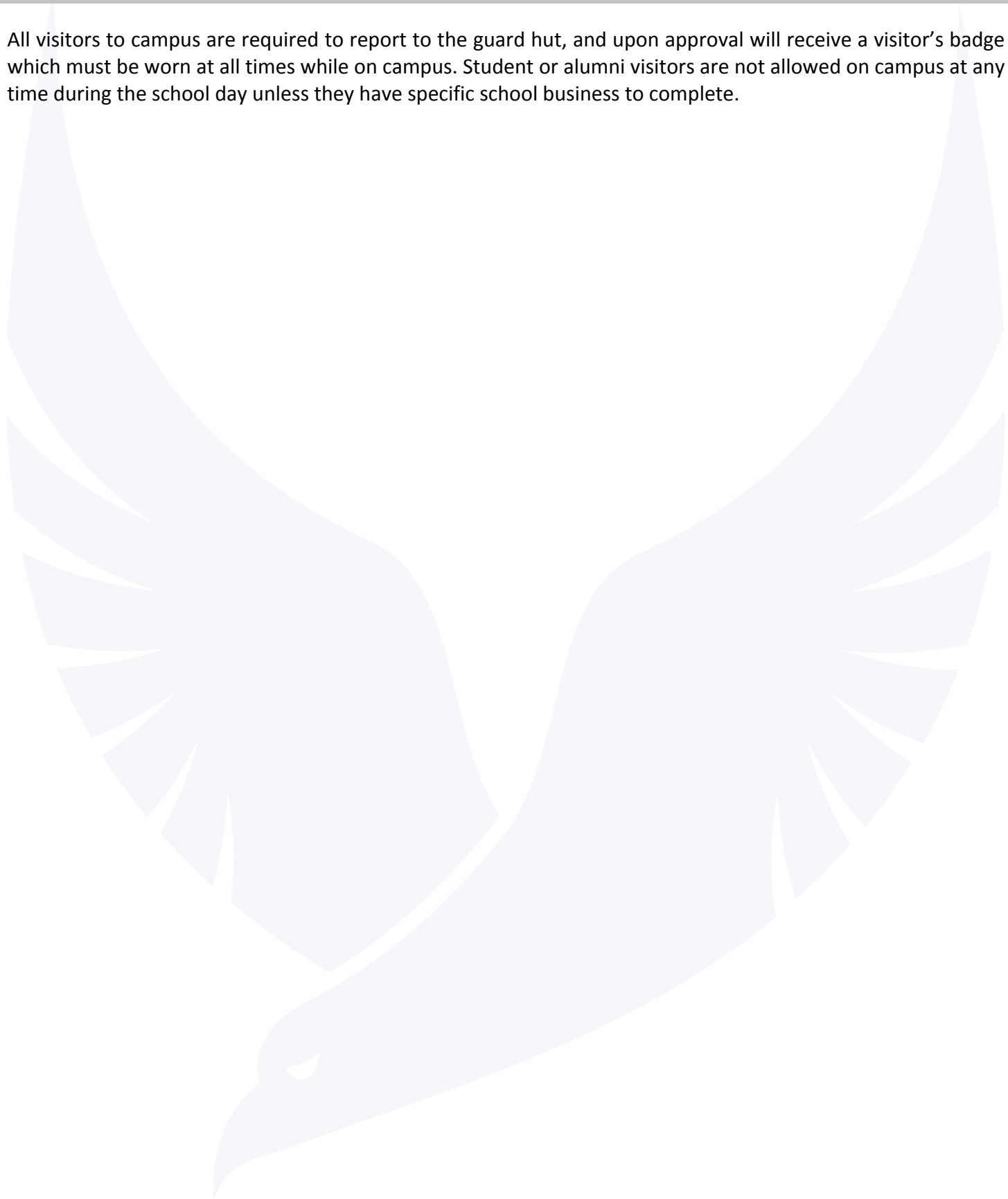
Students are advised **not** to bring money or valuables to school. The school will not assume responsibility for money or possessions lost or stolen at school. Lockers are available for each student to keep study materials and separate lockers are available in the PE Locker Rooms. Locks are issued for school lockers and students are expected to provide their own locks for PE Lockers.

## Emergency Procedures

In case of fire or emergency evacuation, every student is to leave the building as quickly and as quietly as possible as directed by their classroom teacher or other member of the school staff. Evacuation procedures are posted in each classroom and are reviewed on a regular basis. In the event of an emergency in which evacuation is not considered prudent, students will receive instructions from their classroom teachers. Throughout the school year there will be drills to review actions and behavior suitable to possible emergency situations.

## Visitors

All visitors to campus are required to report to the guard hut, and upon approval will receive a visitor's badge which must be worn at all times while on campus. Student or alumni visitors are not allowed on campus at any time during the school day unless they have specific school business to complete.



## Academics

Evaluation of student progress by members of the faculty is a continuous process. Teachers, in evaluating student achievement, consider many factors including tests, quizzes, project work, homework assignments and classroom participation. AISJ teachers will observe student performance while providing daily opportunities for academic growth. Students, in partnership with parents and teachers, must take responsibility for their own academic success.

### Progress Reports / Parent Communication

Students and parents have access to online gradebooks through our Learning Management System, Schoology. Access codes for individual classes are provided by teachers and Parent Accounts are also available. Parents may contact the IT Department for assistance.

Progress reports are issued in the interim period between Report Cards to keep parents and students informed of current progress. The days and dates of issue are indicated on the school calendar.

A student's progress may be communicated with parents any time during the school year. Teachers may occasionally wish to speak with parents by telephone or in person, especially when circumstances require discussion or clarification.

### One-to-One: Bring Your Own Laptop Initiative

The use and implications of technology in both education and in the workplace is constantly changing and of increasing importance. If you do not already own a laptop or net-book with WiFi connectivity, you will need to purchase one. Students are able to bring any brand/model of device to school, but it must be a computer, not a tablet. Students will utilize their devices in the classroom and at home in a number of ways. As students progress through high school level, their technological needs expand. Laptops need to come to school each day fully charged and with a power cord for charging if necessary.

### Blending Learning and Electronic Assignments

Some teachers will require students to submit their assignments electronically (i.e. via Google Docs or Schoology). These assignments are subject to the same deadlines as specified by teachers for "hard copy" assignments. Students should take every precaution to avoid errors that will prevent his or her electronic assignments from meeting the specifications outlined by a teacher. Additionally, teachers will often make assignments available online and students are expected to be able to access these assignments and stay in touch with teachers electronically.

### Homework

Home study is an essential part of each student's educational program and vital in order to earn satisfactory grades. Students at the High School level should expect between 2 and 3 hours of homework each night, possibly four (4) or more if they are in AP classes.

## Virtual Day Protocol

Our Virtual Day Protocol was created with a focus on stability. Virtual days are usually planned or known about in advance, however, there may be occasions for which we are not able to prepare in advance. This protocol is designed to be used in all virtual day situations that may arise. Below are the parameters that form our protocol.

**Synchronous Virtual Day:** Teachers will be available for students during regular class times (follow the bell schedule for the day)

**A-Synchronous Virtual Day:** Teachers are not available at specific times, but have a time range within which they will respond to queries and provide support to students.

- Students should expect approximately 60 minutes of work per class (a little more or a little less would be okay).
- When possible, assignments should be posted in advance.
- Work should not be busy work (problems 1 thru 45 odd...)
- Work should be skills based, a continuation of work in progress, reinforcement, and/or should target progress in the unit or lesson.
- Work should be graded.
- Method of submission will be up to the teacher (digital, hard copy upon return to school, etc.)
- Due dates for some assignments may vary, but in general, work should be due the day it is assigned. Some teachers may require the work to be submitted before the end of class (as per the bell schedule).

## Academic Standing and Eligibility

### **Good Academic Standing**

Students who maintain a grade point average (GPA) of 2.0 or better and who have no failing grades are considered to be in Good Academic Standing. This permits students to participate in after-school activities, athletics, and clubs.

### **Ineligibility**

Eligibility is based upon quarterly report cards. Students who have a GPA which is less than 2.0 or have one or more failing grades are not in Good Academic Standing and are considered to be Ineligible. Students who are Ineligible are not permitted to participate in after-school activities, athletics, and clubs. Students who are not able to remain in Good Academic Standing are referred to a Student Study Team and may be recommended for Learning Support or other interventions.

### **Academic Probation**

Students who are Ineligible for two consecutive quarters will be placed on Academic Probation. A student who is placed on Academic Probation will be given one quarter to demonstrate they can meet the minimum academic requirements and achieve Good Academic Standing. Students who consistently demonstrate an inability to achieve Good Academic Standing will be exited from AISJ. Every effort will be made to ensure students are exited at the end of a semester so that school records will be continuous and courses passed will be transferable to another school.

### **Participation in School Activities**

Students who are Ineligible or who are on Academic Probation are not permitted to participate in after-school activities, athletics, and clubs unless they have completed a weekly Grade Check Form and have been cleared to participate. The Grade Check Form also waives students from attending Lunchtime Academic Support.

Due to the nature of international travel, visit visas and commitments made to host schools, students who become ineligible to participate within 15 calendar days of a tournament, trip or culminating activity will be considered eligible for that particular event.

### **Lunchtime Academic Support**

Students who are ineligible or on academic probation will be assigned to Lunchtime Academic Support. They will report to a designated classroom and will be expected to bring with them work to complete. The goal of Lunchtime Academic Support is to help students with work they don't understand and to aid them in getting off Academic Probation.

## Student Withdrawal

A student who is withdrawing from the school is required to fill out a "Withdrawal from School" form and have it signed by his/her parent(s) or guardian(s). These forms are available in the high school office. After filling it out and collecting the necessary signatures, this form must be presented to the Principal. Parents are reminded that tuition is due for the entire year regardless of the cause of withdrawal or dismissal. Tuition appeals must be sent directly to the Superintendent.

## Report Cards

Students' academic progress and grade point average is evaluated each quarter and recorded on official Report Cards for the attention of parents.

## Grades and Grade Point Average

Letter Grade	Percentage	GPA	GPA (AP Course)
A	93 - 100	4.0	5.0
A-	90 - 92	3.7	4.7
B+	87 - 89	3.3	4.3
B	83 - 86	3.0	4.0
B-	80 - 82	2.7	3.7
C+	77 - 79	2.3	3.3
C	73 - 76	2.0	3.0
C-	70 - 72	1.7	2.7
D+	67 - 69	1.3	2.3
D	63 - 66	1.0	2.0
D-	60 - 62	0.7	1.7
F	59 and below	0	0

**\*AP students who do not take the AP Test will not be given the AP grade point average.**

## Other Grades Used at AISJ

I	A temporary grade indicating that work to be evaluated has not been completed by the student. If required work is not completed within a reasonable period of time (two weeks is the norm), this grade becomes an F.
P	Used to award credit in unusual situations when credit is deserved but the student's work cannot be more accurately evaluated, or for certain courses that are graded on a Pass/Fail basis.
WP	Indicates that the student has withdrawn from a class he was passing at the time of withdrawal. (used only in transfer cases)
WF	Indicates that the student has withdrawn from the class he was failing at the time of withdrawal. (used only in transfer cases)
N	No Grade
NC	Used on a transcript to indicate loss of credit due to failure to meet minimum attendance requirement of the course.



## **COURSE OF STUDY**

The curriculum at AISJ is designed to offer a full range of college preparatory subjects and also provide a sound academic background for those students who do not intend to pursue a college education. Just as AISJ prepares its students to be competitive at the next level of academics, it requires that its students have the necessary knowledge, skills, and habits to succeed at AISJ.

The academic year is divided into four quarters (two semesters) with final grades at the end of each semester. Most courses are a full year in length but some courses meet for one semester only. One-half credit is granted for successful completion of a semester course.

All High School students must attain pre-determined credit from a series of core subjects, plus additional credit from electives, in order to remain on track to graduate. Accumulated total credits are recorded and students are advised annually by their counselor.

Advanced Placement (AP) courses require students to take the AP exam to be granted AP credit from the College Board. Additionally, passing the AP exam may qualify the student to by-pass a first-year college class, and as such should be treated as a college class, with college level expectations for behavior, participation and effort.

## **Graduation Requirements**

Refer to the 2016 - 17 High School Course Catalog for specific information regarding graduation requirements.

## **High Honor Roll & Honor Roll**

Students achieving this distinction are recognized with a certificate at the end of each quarter. Students with a grade point average of 3.90 or higher on a quarterly report card qualify for the High Honor Roll, while students with a grade point average of 3.50 on a quarter report card qualify for the Honor Roll.

## **Valedictory Award**

The Valedictory Award is presented to the senior student who achieves the highest cumulative academic record at the American International School of Jeddah. A student must be in attendance at the American International School of Jeddah during the entirety of their 11th and 12th grade years to be eligible for this award. All years of high school grades up to and including the 3rd quarter of the senior year at AISJ will be used in this calculation. In the event a student who has entered the high school at AISJ after their freshman year has a higher class rank than a student who has been enrolled at AISJ for their entire high school career, the administration may decide to present co-valedictorian awards in lieu of separate valedictorian and salutatorian awards.

## **Salutatory Award**

The Salutatory Award is presented to the senior student who achieves the second highest cumulative academic record at the American International School of Jeddah. A student must be in attendance at the

American International School of Jeddah during the entirety of their 11th and 12th grade years to be eligible for this award. All years of high school grades up to and including the 3rd quarter of the senior year at AISJ will be used in this calculation.



# Academic Honesty Policy

## Purpose:

The purpose of the academic honesty policy is to enable the American International School of Jeddah to promote academic integrity, to encourage students to honor education, and to take a consistent and equitable approach to academic honesty amongst staff and students.

## Definitions:

- Plagiarism:** A piece of writing or other work reflecting such unauthorized use or imitation act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work.
- Duplication:** A copy exactly like an original. Anything corresponding in all respects to something else. Copying from any source such as the internet or from someone else's work.
- Theft:** The act of stealing; the wrongful taking of another's property.
- Cheating:** To take an examination or test in a dishonest way, as by improper access to answers; to deceive; to influence by fraud; to practice fraud or deceit.
- Collusion:** A secret agreement, especially for fraudulent or treacherous purposes. A secret understanding between two or more persons to gain an unfair advantage.
- Lying:** The telling of lies, or false statements; untruthfulness.
- Sabotage:** Any underhand interference with production, or work.
- Obstruction:** Something that obstructs, blocks, or closes up with an obstacle. The act of deliberately preventing business.

## Rights and Responsibilities:

### *Teachers:*

- Have the responsibility to educate students about the honor code.
- Have the responsibility to inform students about the classroom policies since the beginning of the year.
- Have the responsibility to remind students frequently and clearly about classroom expectations.
- Have the responsibility to report any academic dishonest behavior observed during same school day.
- Have the right to be trusted when reporting violations.
- Have the right to give consistent consequences.

### *Students:*

- Understand and commit to the Honor Code. Sign the Honor Code Pledge.
- Students are responsible for understanding the Honor Code Pledge

- Students should expect serious consequences for any academic dishonest behavior
- Students have the responsibility to report any academic dishonest behavior observed during same school day
- The reporter has the right to confidentiality when reporting an Honor Code infraction.
- Students have the right to defend themselves if accused of being dishonest.

### The Honor Council:

The Honor Council is a seven -person body that consists of one student per grade level as well as the HS Student Council Vice President and two faculty members. Interested students and faculty are asked to express interest according to an application process. The Honor Council is selected by a Faculty Selection Committee which is a five-member body that consists of the HS Assistant Principal and one member from each of four departments; English, Social Studies, Science and Math. Each member of the Honor Council is selected to serve a one-year term, and may apply as often as desired. Appointments to the Honor Council are made in May. The term of service is from August to June of the school year following the appointment.

The role of the Honor Council is to serve as the adjudicating body in all cases of academic dishonesty and violations of the AISJ Honor Code. The Honor Council is an advisory committee that provides the HS Administration and/or the Superintendent with recommendations for disciplinary action as a result of Honor Code infractions. Recommendations are based on the review of incident reports, physical evidence, and in some cases the testimony of witnesses.

The Honor Council will meet weekly to review new cases and to follow up on any open cases. *Honor Code infractions are cumulative and consequences will increase in severity over the student's entire career at AISJ.*

### Consequences:

1. Parent contact, re-education of appropriate academic practice, re-doing the assignment for 75% of earned grade.
2. Parent contact, zero on the assignment.
3. Parent meeting, zero on the assignment, possible 1-day in-school suspension.
4. Parent meeting, zero on the assignment, multi-day in-school suspension.
  - a. (Honors/AP student earns F for the quarter)
  - b. (regular student earns zero in gradebook category for the quarter)
5. Parent meeting, possible expulsion.

### Honor Code Pledge:

**"I pledge, on my honor, that I have not given or received any unauthorized assistance or prior knowledge on this assignment/examination."** (Sourced: <http://www.shc.umd.edu/SHC/HonorPledgeUse.aspx>)

- Students are asked to write the pledge by hand as well as to sign it on every major assignment, assessment and examination.
- The purpose of asking students to write the Honor Code Pledge by hand is to promote a period of serious reflection at the beginning or end of an academic exercise. Additionally by having them write the pledge and not just sign their name next to it they are actually reading and comprehending the words of the Honor Code Pledge.

- Students will not be penalized for refusing to write or sign the pledge. If a handwritten Honor Code Pledge and signature do not appear on an assignment or examination, faculty members should ask the student for an explanation, encouraging teachers and students to discuss the importance of academic honesty.



## Programs and Services

### Guidance and Counseling

The AISJ High School Counseling program is a comprehensive program that promotes and enhances the learning process of all students to ensure the academic, career and personal/social development of all students in 9-12 grade. The goal of the school counselors is to support all students in the active pursuit of their dreams, maintain a positive learning environment and to promote all students to become life-long learners.

University readiness, academic outcomes and socio-emotional skills are but a few things that your School Counselor can help you with. Counseling and advisory services are available to all students. Appropriate referrals will be made to qualified family counselors or other professionals as necessary.

### Learning Support

The High School Learning Support (LS) department provides services for students with mild to moderate levels of learning and/or cognitive disabilities, including students with impairments in the areas of speech, language, hearing, sight, and orthopedics. LS services carry an extra fee in addition to AISJ tuition, and are based on level of student need.

Specific services include enrollment in an LS course, individualized learning plans (ILP), and accommodations such as push-in assistance for students who necessitate on-the-spot support in class, or pull-out assistance for students who need private, individualized instruction outside of class.

Curriculum modifications may also be implemented, as deemed as necessary by a Student Support Team (SST) made up of administrators, LS faculty, and teachers. This level of support may necessitate modified report cards, transcripts, and a modified High School graduation diploma.

At present, we are unable to serve students with severe academic, emotional or behavioral disorders, as well as students with severe physical impairments.

### English Language Learning (ELL)

The English Language Learning (ELL) program at the American International School of Jeddah is designed to meet the needs of students who need additional help in listening, speaking, reading, and/or writing English. Students need to be proficient in conversational English as well as the academic language required to be successful in an American curriculum school. Some students may sound fluent when talking to their peers, but need additional time to master the academic language of the content areas.

ELL classes are leveled, Beginning, Intermediate and Advanced, and are designed for students whose skills in English, especially reading, vocabulary, and writing, need strengthening. Classes are directed toward students whose first language is not English who need additional practice to prepare them for success in academic subjects. The goal is to help students build confidence and self-esteem as language skills are reinforced.

The ELL classes at AISJ follow the WIDA English Language Development (ELD) Standards. These standards

represent the social, institutional, and academic language that students need to engage with peers, educators, and the curriculum in secondary schools. Students who are enrolled in an ELL class are charged an additional fee.

### Speech and Language Pathology

Speech and Language services are available onsite at AISJ by Speech Language Pathologists (SLP). Assessments and treatments are provided for students with issues such as fluency (stuttering), articulation, voice disorders as well as language problems, such as aphasia, delayed language and related disorders such as dysphagia (swallowing difficulties).

### School Nurse

A registered nurse is available at school throughout the school day. Matters pertaining to student health should be directed to the school nurse.

Students should visit the nurse only if there is a true medical need. The nurse's office is not a place to be resting during the school day. Students must obtain a pass before reporting to the nurse's office. For safety and security, student location must be known at all times. **Stopping by the nurse's office without a pass or using the nurse as an excuse for not being where you are supposed to be is not acceptable behavior.**

Please use good parental judgment when sending your child to school if they have a fever, vomiting, diarrhea, or other illness. Keep them home if necessary rather than sending them to school. Please check with your doctor for serious and contagious illnesses. Please do not send children to school in these serious cases. A good rule of thumb is to keep students home until they have been fever-free for 24 hours.

All prescribed medication is to be checked in with the Nurse's Office. Medication may be administered at school with a doctor's signed authorization, prior written permission from a parent/legal guardian and under the supervision of the school nurse. Forms are available in the school office. Misuse and/or possession of prescribed drugs is also considered an act subject to disciplinary action.

### Student Injury or Illness at School

If students become ill or injured during the school day, the School Nurse will administer simple medication as required. In the event that a student is required to go home, parents will be contacted. Students who are ill or injured will not be permitted to leave the campus without first reporting to the Nurse's Office.

### Library Media Center Program

The mission of the AISJ Libraries is to facilitate and support the creation of knowledge and proficiently instill critical literacy skills so to further the success of both students and the entire school community.

The Library Media Center is an inviting, spacious area on the main floor of the elementary school building. It

houses 23,000 volumes, a dedicated computer lab, 15 additional computers for use of the online catalog and student work, two seating areas for instruction, two projector and screen areas, a textbook depository and accommodates all of the library needs for grades PreK-3 through Grade 12.

The space is divided into the Elementary School Library one on side and the Middle and High School Library on the other. In addition to the collection of classical literature, new fiction, nonfiction, biography, reference, graphic novels, fairy tales and other book genres, the Library Media Center also has a growing collection dedicated to parenting, an impressive reference collection books on the Middle East/Islam/Ancient Arab history and teacher professional development. The books and media collection (which includes subscription-based databases, e-books and other digital resources) are reviewed and updated annually. The Library Media Center is staffed by two certified Librarians as well as two library assistants at all times, who can provide multiple services such as resource compiling, instruction on information literacy skills needed for proper nonfiction research, readers advisory and much more.

The Library Media Center staff is available to assist faculty, students, and parents in the selection and checking out of materials as well as assistance with projects, spaces to work, technology assistance and co-teaching/collaboration. The Library Media Center is open Sunday - Thursday from 7:45 AM to 4:00 PM and often, by arrangement, at other times. In addition to its primary use as an instructional space and providing circulation services, it also serves as an essential location for multiple curricular and co-curricular events and a space for classes conducting research under the direction of the school librarian(s).

Books can be checked out for two weeks at a time for parents and students and renewed after that for the same period of time. Teachers and staff may check out materials for 3 weeks. Parents can borrow up to 5 books per family. It is the responsibility of patrons to return books on the appropriate due date. Students and parents with outstanding overdue books are not permitted to check out additional books until their account is clear.

While students are encouraged to use the library for both academic and personal interests use, students visiting the library outside of their regularly scheduled class time are required to have a pass from their teacher.

Certain digital resources may require a password to be accessed. Email the school librarian or visit the AISJ Library Resources page at [www.aisj.edu.sa/resources](http://www.aisj.edu.sa/resources).



## Attendance

Daily student-teacher and student-student interaction is the foundation for learning at AISJ. We believe this interaction is essential and irreplaceable in learning, therefore there is no replacement for time in class. Both EXCUSED and UNEXCUSED absences negatively impact a student's educational development. In order to receive course credit, students must attend 85% of each of their classes each semester.

We also believe participation in co- and extra-curricular activities are an integral part of the educational experience. Therefore, absences due to students representing the school at SAIKAC or Oasis events, school-sponsored trips such as MUN, class field trips, or school-hosted college visits are considered *school related* absences. These absences do not count against the student's total for the semester.

**Absences for illness, family trips, early departure for vacation, late return from vacation, etc., totaling more than eight (8) days in a semester may result in a loss of credit.** Absences are tallied separately for each class a student is registered for. Each case will be reviewed on an individual basis with the final decision being made by the high school administration. Students who miss three or more consecutive days of school or have excessive absences will be asked to provide a note from a physician to validate time missed from school.

## School Day

The school day runs from 8:00 a.m. until 3:00 p.m. every weekday except Tuesday. All students are expected to be in their first period class and seated by the time the bell rings at 8:00 a.m. Students who arrive to school after the bell are considered to be tardy and must report to the high school office immediately after their first period class.

On Tuesdays, school starts at 8:00 a.m. and students are dismissed at 2:00 p.m. so that the teachers may collaborate on curriculum and professional development initiatives. No students should be on campus during this time.

The parking lot closes from 3:00 -3:10 to allow for vehicles to exit the parking lot without pedestrian traffic. On Tuesdays, the gate closes from 2:00-2:10. Only vehicles with a valid car sticker will be permitted to enter the parking lot. A sticker may be obtained from the main front office.

Students who are late to school or absent from school must provide written notification, signed by a parent, explaining the reason and the date of the tardiness/absence. The note should be shown to the student's teacher and then submitted to the high school administrative assistant immediately after first period.. Alternatively, a parent can e-mail or phone the high school administrative assistant to advise of the tardiness/absence. Emails should be directed to [mkmanalo@aisj.edu.sa](mailto:mkmanalo@aisj.edu.sa).

Parental notification of absences must be received within one week of the absence. In the case of concerns about the frequency or number of days of a given period of absence, the administration may require a doctor's note of explanation.

The principal must be notified well in advance of any anticipated absences for reasons other than illness or family emergency. School holidays are provided in our school calendar, therefore the school cannot guarantee that students will be able to make up all missed work for classes missed as a result of additional or extended

family vacations.

## Excused/Unexcused Absences

Absences other than for illness, emergency, or official school-related activity, **must be pre-approved by the school administration in order to be excused.** An excused absence may be granted after a note, phone call or email is received from the parent/guardian. Such notification must be made within one week of the absence. If a student has a valid reason for being absent from school, s/he should obtain an admit slip from the appropriate school office.

## Admit To Class

Students who arrive to school late must report to the office in order to obtain a pass before going to class. Students who arrive late due to a doctor's appointment must provide a Doctor's note to the school administrative assistant in order for the tardiness to be excused. Students who arrive late due to a late bus should report to the administrative assistant for a pass.

## Tardiness

Students who enter class after the starting time are tardy. A student must have a pass from a teacher, counselor, administrator, the school nurse, or the school office or the tardy is unexcused. Any student arriving more than 15 minutes late may face disciplinary action in addition to the natural consequences as outlined in the Tardy Policy.

### Tardy Policy

- Students who accumulate a total of 3 tardies, regardless of which class, will serve after school detention on Thursday from 3:15 to 4:15pm.
- Students who fail to show up for Thursday Detention will be assigned an in-school suspension and a parent conference will be required.
- Students who are tardy for additional classes during this rotation will be assigned additional Thursday detentions.
- Excused tardies do not add to a student's tardy count.
- Once students remain tardy free for one full rotation, their tardy tally is reset to zero.
- Tardy counts are reset at the end of the semester.

Parents of students who are habitually tardy will be contacted by the school administration in an effort to enlist support and discuss the consequences of study habits and responsible scholarship.

- Parents will receive email and text message communication alerting them to the number of tardies accumulated and the related consequences.
- Students who have previous obligations that conflict with the Thursday Detention may choose to trade one Thursday for another. This may be done a maximum of two times per semester.
- Students may opt to perform community service in lieu of serving Thursday Detention (dependent on the availability of service opportunities).

## Senior Flex

All high school students in grades 9 through 11 are given a full schedule of eight classes. Senior students are given the option to register for only seven classes and the eighth class can be designated as a Flex Period. Seniors are expected to take attendance for flex with the MS/HS Librarian and failure to do so will result in the student being considered truant, or skipping. Once signed in, seniors may spend their flex time in the library, at the coffee shop, or attending to study or business that is school related. Flexing seniors are not to disturb classes in progress or be loud and disruptive in public areas of the campus. Seniors who abuse their flex period will lose the privilege and will be placed in a supervised study hall if there is no other class they can register for.

## Truancy

A student with any unexcused absences is considered truant. Truancy has major consequences which range from lunch detention to in-school suspension and parent involvement. These consequences are outlined in the Behavior / Consequence Matrix.

## Hall Passes

Students are expected to be in class during instructional time. Teachers and office staff must issue passes in order for students to be out of class. Any student found outside of class without a valid hall pass will be considered to be truant.

## Class Attendance & Participation in Activities/Events

In order to participate in any school event (athletic practice or tournament, contest, concert, play, social, MUN, etc.) a student must attend the entire day of school on which the event takes place. Extenuating circumstances may be reviewed by the administration. Students not attending class may be restricted from participation in the event and may be subject to appropriate consequences for skipping class.

## Make-up Work

### Excused Absences

**Students who have an excused absence from class will be allowed to make up missed work according to the following guidelines:**

- If the student was present in class when an assignment, quiz or test was announced and was absent on the day that the assignment was due or test/quiz given, the student must turn in the assignment or take the test/quiz on the day of his/her return to that particular class.
- Students anticipating an absence from school due to a medical condition or school-sponsored activities must complete a Planned Absence Form and submit one copy to the office 10 days prior to the planned absence. **It is the parent's responsibility to advise the school office of the anticipated absence of a student, well in advance of the absence.** Failure to do so may result in the student not being allowed to make up work for credit.

- Students with excused absences will be allowed to make up work and are allotted one school day for each day absent to make up missed work. Students are not expected to take tests or quizzes the first day back from an extended period of absence. Teachers may impose a penalty for work turned in after the allowed make up period. **It is the student's responsibility to contact teachers regarding missed assignments and tests to be taken.**
- Students who become ill during the school day should report to the school nurse. The nurse will determine if the student will be sent home or if the student is fit to remain at school. Students should not contact their parents on their own. A student will only be sent home if a parent or a designated emergency contact can be notified by the school nurse. It is important that the person designated as the emergency contact number can be easily reached and is clearly stated on the student's registration form. Students sent home by the school nurse are given excused absences.

### **Unexcused Absences**

Students returning to school after an unexcused absence will not be eligible to make up missed work. Grades for long-term assignments may be pro-rated with approval of the principal.

### **Early Leave Policy**

There are no provisions at AISJ for the early administration of finals. The only exception will be for emergency family leaves approved by a school administrator. If a family decides to have a student leave early, it is possible that this may have a negative effect on the student's grades for the semester. there are no special arrangements for final exams.

### **Repeated Classes**

The grade of F in any class earns no credit. If a student earns an F grade in a required course, s/he must retake the course and earn a grade of D- or better in order to meet the minimum graduation requirements of AISJ. When a course is retaken, both the previous and new grades are reflected on a student's transcript. As such, both the previous grade and the new grade are used when calculating quarterly, semester, and cumulative grade point average.

### **Standardized Examinations**

AISJ uses the Measures of Academic Progress (MAP) test developed by the Northwest Evaluation Association (NWEA) in order to monitor student performance in relation to US National and International School norms. The MAP test is administered three times each year to students in grades 9 and 10. Grade 11 students take the Preliminary Scholastic Aptitude Test (PSAT). Other assessments include Skills Navigator for students who need regular progress monitoring, and AP testing for those students who are taking higher-level Advanced Placement courses. AISJ is an approved College Board and ETS closed-test site and AISJ students are able to take the SAT and TOEFL exams on campus without competing with non-AISJ test takers for seats.

## Credit Retrieval / Make-Up Credits

The maximum number of credits accepted from outside AISJ for the purposes of credit retrieval or remediation is two (2). Credit retrieval may be accomplished through online courses or summer school. In both cases students must adhere to the following criteria in order for the credit to be transferable to an AISJ transcript.

- The course was pre-approved by the student's Counselor and the High School Principal, **and**
- The course is offered by an accredited program, **and**
- A grade of C or better is earned

While we encourage enrichment courses for personal growth and academic acceleration, courses taken for enrichment or advancement do not count for credit at AISJ.

## Activities

AISJ offers many opportunities to be part of a team, club or other student organization. All students are encouraged to join and take an active part in the club or activity of their choice and interest. Information regarding athletics, arts, and activities will be presented to students throughout the year. The following is a representative, but not complete list of activities available at AISJ. All leadership, activities and athletic groups will agree to and follow the **AISJ Code of Conduct** (appendix D).

### Academic Games

Academic Games is an interdisciplinary academic competition in which teams of students compete to answer trivia questions, engage in engineering challenges, math bees, spelling bees, and other “Olympiads”. This Oasis activity gives students the opportunity to compete at both the JV and Varsity levels.

### Build Africa

Build Africa is a service club partnered with the Build Africa organization. Students engage in fundraising and awareness campaigns in order to support building and water projects in Africa, specifically those projects that benefit our adopted school in Kenya.

### Destination Imagination

Destination Imagination is project based problem solving through creativity and teamwork. Small groups of students work together to overcome challenges. Successful teams are given the opportunity to travel to a regional competition in order to compete for a position at the international level competition.

### Drama

Each year the school stages several productions. Students are able to audition for parts in plays and musical theater productions as well as apply for positions on the technical crews (sound, lights, scenery construction, set dressing, props, makeup, costumes, promotion, producing, stage management and student directing). This wide and diverse set of offerings provides multiple opportunities for students to be involved in an extracurricular activity and put their strengths and interests to work.

### Forensics and Debate

Students who join the Forensics and Debate team prepare for a regional competition hosted by an OASIS school each year. Events include Debate, Oral Interpretation, Original Oratory, Impromptu Speaking, Extemporaneous Speaking, Duet Acting (serious) and Duet Acting (comedy) and each student is able to compete in two events.

### Give Back (GBAC)

GBAC is one of the largest service clubs available to high school students at AISJ. GBAC students organize a

variety of events to raise funds and awareness with the goal of being able to Give Back to our local Jeddah community. Fundraising projects and events include soccer tournaments, food and clothing drives, and distribution days, during which students are able to get out into the community and provide orphanages and centers with donations in service, cash and kind.

### **Green Hope**

Green Hope is AISJ's answer to an environmental club and students in this organization work to raise awareness and affect change around green practices on and off campus. Engaged in real research, these students perform trash audits (rummaging through garbage and taking inventory), lead cleanups around Jeddah, and go on field trips to visit environmentally friendly facilities and operations.

### **Model United Nations (MUN)**

AISJ has a long history of involvement in Model United Nations and in addition to the class offered during the school day, the MUN club give students the opportunity to develop skills in the creation of resolutions in order to engage in diplomacy and debate around real-world topics of interest. Students may opt to join the club if they are not able to take the class in order to participate in local conferences hosted on our campus, in the Kingdom, or at one of two international conferences. Delegation members are selected based on a variety of criteria including, but not limited to experience and merit.

### **Mosaic**

Mozaic is the school's online literary magazine. Students in this organization serve as editors, typesetters, layout designers, and web developers to publish an annual magazine of student writing, artwork and photography.

### **Open Skies**

Open Skies provides students with the opportunity to work with cognitively and physically disadvantaged children by assisting in equine therapy at a local stable established for this purpose. Students work with the stable's clients as well as the residents (the horses), a truly rewarding experience. Excursions to the stable depart school each Thursday after school and return to campus between 7:00pm and 8:00pm.

### **Outgrow**

Outgrow's mission is to find and research real-world problems with the end goal of providing a solution through increased awareness, education and action.

### **Student Council / Leadership**

The members of our School Student Council are elected each year. They represent the students in many school matters and sponsor activities. They are required to remain in good academic and behavioral standing by maintaining the minimum grade point average and grades as stated on their application to run for office. Please refer to the Student Council Advisor for these specific requirements.

## Teens n' Tots

Teens and Tots is an outreach and service club that gives high school students the opportunity to engage some of our youngest learners in enrichment activities after school. Working with the nursery, Pre-K and Kg students, high school students develop a variety of activities or demonstrations centered around movement, music, art and exploration.

## Young Women's Association (YWO)

This organization's is dedicated to exploring leadership opportunities for young women. Female staff members serve as mentors for the participants. Activities include exploration in career paths as well as service work and sponsoring events that raise awareness of women's issues.

## After School Program

Staff members offer students the opportunity to participate in enrichment activities after school based on interest and special expertise.

## Interscholastic Athletics

Our school has an extensive interscholastic program for all students. Teams compete with other local schools and schools throughout the Kingdom as a member of the Saudi Arabian Intra-Kingdom Activities Conference (**SAIKAC**). Outside of the Kingdom, students compete in the **Oasis** Activities Conference with member schools in Cairo, Beirut, Amman, Kuwait, Bahrain, Dubai and Abu Dhabi.

Students trying out for teams are subject to age, academic and behavior eligibility requirements.

Age requirements are as follows, based on the student's age prior to August 15 of the current academic year:

Under 14 (Middle School)

Under 16 (Junior Varsity)

Under 19 (Varsity)

Participants are required to be in **Good Academic Standing** throughout the duration of the activity/season with no failing grades. Fourth quarter eligibility will affect the first quarter athletics/activities of the following year. Students who are ineligible at the start of a season / activity will remain ineligible throughout the season/activity, and until a new quarter report card is issued with acceptable grades. While a student is ineligible, they are not allowed to participate in any tryout, practice, games or activities. Students must also maintain an appropriate behavior record. Excessive absences and/or disciplinary referrals may affect a student's ability to participate or opportunity to travel.

Prior to missing any school days, participants are responsible for the completion of a **Planned Absence Form**. (Appendix E) Traveling students are responsible for school-work missed while traveling. Students must have attended scheduled classes the day of any scheduled event/activity. In the event of a late night/early morning return to Jeddah, students are given a ten-hour recovery period after which classes must be attended as normal.



## Hosting

Students who qualify for participation in a school activity are expected to host a student or students from other schools. All SAIK-AC activities rely on parental help for housing visiting students.

### Rules for After-School and Evening Activities Hosted at AISJ

- Once a student goes out to the parking lot or otherwise leaves the supervised area, he or she may not return to the event.
- Students may not be in possession of any tobacco products or paraphernalia.
- All students must have AISJ student IDs and guests must provide photo-identification.
- Dress must be modest and appropriate.

# Management of Student Behavior

## Guidelines

1. Students and faculty are expected to ensure teaching and learning are the primary focus at AISJ.
2. Students are responsible for their actions. This means they should understand they will be held accountable and will face consequences for inappropriate behavior.
3. It is understood that students, like adults, will make decisions and take actions at times that are inappropriate or unwise and that learning can take place from these actions.
4. Consequences for inappropriate behavior, as much as is practicable, will be consistent and cumulative.
5. While consistency is a key component when managing student behavior it is understood that each case is unique.
6. Management of student behavior is applicable during regular school hours or when students are associated in any way with AISJ, such as traveling to or from school or when attending any school associated activity.
7. Our support, guidance, and concern for the learning of students does not stop at our school gates, nor does a student stop being a member of the AISJ community when they leave campus. Students, who are engaged in unlawful activity, or acts of intimidation or physical violence, shall be subject to appropriate school disciplinary policy that pertains to on-campus behavior. Fighting, bullying, cyber-bullying or any such events that take place off campus and affect student relationships or productivity on campus are subject to consequences as outlined in the Behavior/Consequence Matrix.
8. Confidentiality in any discipline matter is imperative but relevant parties will be informed about a student that is involved in a discipline issue so they are aware and able to support the student if needed.

## Student Rights

Students have the right to:

1. be spoken to in a respectful manner by faculty and staff at all times;
2. a safe environment for learning in all school activities;
3. a fair process in relation to having consequences administered for inappropriate behavior;
4. a level of confidentiality relevant to the inappropriate behavior;
5. appeal any consequences for inappropriate behavior by using the appropriate process.

# STUDENT BEHAVIORAL GUIDELINES

## Responsible Use Policy

It is important for students to read and understand the [Responsible Use Policy](#). These guidelines are intended to protect the interests of both the individual students and the school. Students who violate these guidelines may lose access to school computers and/or AISJ network and internet access. Please see the full [Responsible Use Policy](#) at the end of this publication for specific details.

## Assembly Behavior

All students are expected to attend scheduled assemblies. Students will be seated by advisory in the gym bleachers and advisory teachers are expected to sit with their students. Students are expected to be considerate of guest presenters and others attending the assembly by behaving in an appropriate, respectful, quiet, and attentive manner. Eating or drinking is not allowed during assemblies.

## Banned Items

The following list of items are banned from AISJ: fireworks, stink bombs, matches, cigarette lighters and weapons (or toys that look like weapons) of any kind. Possession of a weapon or a facsimile of a weapon will be cause for disciplinary action. This is not a comprehensive list, but intended to provide some insight into what is and isn't appropriate to bring to school.

## Harassment and Bullying

At the American International School of Jeddah, it is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect of personal feelings, the traditions and customs of religions and cultures, and gender. Each member of the AISJ community is expected to be responsible for his/her own behaviors, to exercise self-discipline, and to refrain from behaviors which interfere with other members' right to learn and work in a safe and healthy environment. This policy extends beyond the school day and grounds, should it impact the security and learning of AISJ students and will be handled on a case by case basis.

**Harassment:** Any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning, or cruel that makes the victim, or target, feel uncomfortable, embarrassed, threatened or humiliated. It can include negative comments or messages (written or via technology), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner. Harassment is sometimes a single act, but more often is composed of repeated acts performed over time.

**Bullying:** A form of harassment that is characterized by repeated and escalating incidence of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Victims live with fear and anxiety, not knowing when or how

serious the next 'attack' will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the victim. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

**Cyberbullying:** The use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyberbullying can include acts such as making threats, sending provocative insults or racial or ethnic slurs, attempting to infect the victim's computer with a virus, and flooding an email inbox with nonsense messages.

## Consequences

Any form of harassment, bullying or violation of the Responsible Use Policy (RUP) will not be tolerated at AISJ. Any such incident should be reported to the teacher, counselor, or principal. Students who are found to be in violation of the school policy of harassment, bullying, or the Responsible Use Policy will be subject to appropriate disciplinary action depending on the circumstances of the case. Serious cases could be subject to suspension or expulsion.

## Follow-Up Activities

After the investigation and substantiation of an incident, the actions taken by the school will be communicated directly to all parties involved including appropriate faculty/students as well as parents/guardians of the victim, perpetrator and witnesses (as applicable).

In addition, AISJ will offer proactive and sympathetic support to those directly involved. All incidents/actions will be documented to assess the effectiveness of AISJ's interventions in enforcing a policy of zero tolerance for harassment and bullying. In an effort to stop all future Harassment, Intimidation or Bullying will be asked to complete a HIB checklist to ensure the behavior is not repeated.

## Cafeteria

Students are responsible for cleaning up all their food and trash within the designated eating areas. Students may not have lunch or any other food delivered to school from outside sources without prior administrative approval.

## Behavior/Consequence Matrix:

The following matrix is not an exhaustive list, but is meant to be a general guideline of consequences for misbehavior:

Behavior	Range	First Occurrence	Repeated Occurrence
Alcohol / Drugs / Substances	Minimum	10-Day Out-of-School Suspension. Parent Conference. Referral to professional counseling services.	Expulsion and notification of authorities.
	Maximum	Expulsion and notification of authorities	N/A
Smoking	Minimum	In-School Suspension Notification of Parents	Out-of-School Suspension Parent Conference. Referral to Cessation program. Signed Behavior Contract (if not done already)
	Maximum	Multi-day In-School Suspension Parent Conference. Referral to Cessation program. Signed Behavior Contract	Expulsion
Illegal/Substance/Tobacco Paraphernalia	Minimum	Warning and confiscation of items Parent Notification	Lunch or after school detention Parent Notification
	Maximum	Lunch Detention Parent Notification	In-School Suspension Parent Notification
Defiance of Authority (Insubordination /Inappropriate Conduct/ Disrespect)	Minimum	Parent Contact / Conference / Two-day Lunchtime Detention	Multi-day In-School Suspension. Possible behavior contract.
	Maximum	Parent Contact / Conference / Multi-day In or Out of School Suspension. Expulsion. (depending on circumstances)	Multi-Day Out-of-School Suspension or in extreme cases, Expulsion
Destruction of Property	Minimum	Parent Notification/ Restitution / In-School Suspension	Parent Notification/ Restitution / Multi-Day Out-of-School Suspension
	Maximum	Parent involvement /Restitution / Out-of-School Suspension	Expulsion
Dress Code	Minimum	Issuance of appropriate garments. Charges made to student account. Lunch Detention	Lunch or after school detention. Parent Notification Out-of-School Suspension
	Maximum	In-School Suspension	Extended Suspension

Reckless or unauthorized driving	Minimum	Verbal warning Parent Notification Loss of parking lot privileges (depending on circumstances)	Loss of parking privileges for one week Parent Notification
	Maximum	Loss of parking privileges Parent conference	Loss of parking privileges for remainder of the school year Parent conference
Fighting	Minimum	Parent Conference. 2-Day Out-of-School Suspension	5-Day Out-of-School Suspension Behavior Contract
	Maximum	3-Day Out-of-School Suspension. Parent Conference. Behavior Contract	Expulsion
Forgery	Minimum	Parent Notification In-School Suspension	Parent Conference Multi-day Suspension
	Maximum	Parent Notification Out-of School Suspension	Expulsion
Academic Dishonesty		Referral to Honor Council as per the Academic Honesty Policy	
Theft	Minimum	Return of stolen property or restitution. Parent Notification.  In-School Suspension	Restitution. Out-of-School Suspension. Parent Conference.
	Maximum	Restitution. Multi-day In-School and/or Out-of-School Suspension. Parent Conference	Restitution. Multi-Day Out-of-School Suspension or in extreme cases, Expulsion
Truancy (unexcused absence)	Minimum	Parent involvement. 2 lunchtime detentions for each class period skipped and Thursday detention.	Parent Conference Multi-day In-School Suspension
	Maximum	In-School Suspension.	Loss of credit for course.
Banned Items	Minimum	Confiscation. Parent Notification	Confiscation. Out-of-School Suspension.  Parent Conference
	Maximum	Parent Conference. In or Out-of School Suspension (depending on the item). Notification of Authorities.	Multi-Day Out-of-School Suspension or in extreme cases, Expulsion. Notification of Authorities.

Public Display of Affection (PDA)	Minimum	Informal Talk and verbal warning.	Parent Notification Multi-day Lunchtime. Detention
	Maximum	Lunch Detention or Thursday Detention. Parent Notification.	Parent Conference. In-School Suspension
Bullying / Harassment	Minimum	Parent Notification In-School Suspension HIB Contract	Out-of-School Suspension Parent Conference
	Maximum	Multi-day In-and/or Out of School Suspension Parent Conference	Multi-Day Out-of-School Suspension or in extreme cases, Expulsion

### **Lunchtime Detention**

Students who receive a Lunchtime Detention will not be allowed to eat lunch with their peers. Lunchtime Detention takes place in the HS office and students are to report to the office immediately after class. They will be released from detention with enough time remaining in lunch for them to eat before returning to class. The parents of students who receive more than one Lunchtime Detention will be notified by the administration.

### **Thursday Detention**

Students who receive a Thursday Detention will be notified of the date and time they are expected to report for detention. Thursday Detention lasts for one hour from 3:10- 4:10 p.m. and is supervised by a member of the HS Administration or Administrative designee.

### **In-School Suspension**

Students who receive an In-School Suspension will not be permitted to attend classes on the day of their suspension. Teachers will assign work for the student to complete during the day and it will be possible for credit to be given for work completed. Absences will be counted as excused.

### **Out-of-School Suspension**

Students who receive an Out-of-School Suspension will not be granted access to the campus on the day of their suspension. Teachers will assign work for the student to complete during the day and it will be possible for credit to be given for work completed. Absences will be counted as excused. A parent conference is required before the student will be permitted back on campus.

### **Expulsion**

Expulsion results in the student being dismissed from the American International School of Jeddah. All school

records will be held until financial obligations are settled.





## School Dress Code

Good grooming and proper dress are a matter of mature taste and judgment. AISJ students are expected to appear neat and clean and be sensitive to their status as guests in our host country. Proper dress is that which is acceptable to a majority of our community and is in good taste for school attendance and life in Saudi Arabia.

Uniform dress is required of all students at AISJ. The dress code is designed to recognize and respect the sensibilities of our host country while at the same time reflect the style of attire found in Western countries. The policy ensures that students are dressed neatly and appropriately when at school, or participating in school-sponsored events during the school day.

Teachers are expected to refuse to admit an inappropriately dressed student to class. The offending student should be sent to the office with a note. The administration reserves the right to make final judgment on the acceptability of student attire. Parents will be notified of any dress code violations and the student may be issued appropriate clothing and billed accordingly or, the student may be sent home from school.

### Abayas

Girls who choose to wear abayas during the school day are expected to wear the complete school uniform underneath.

**All high school girls who leave the school parking lot on foot at the end of the day must wear an abaya.**

### The AISJ Uniform Store

With the exception of pants and shoes, all other parts of the AISJ uniform are to be purchased from the Uniform Store.

***Any student arriving at school with non-uniform shirt, pants, or sweatshirts will be provided with the appropriate ones from the school store and the cost billed to the family on the next invoice cycle. Students with unacceptable pants will have their pants confiscated and will be loaned a garment to be worn that day. A deposit of 150 SAR will be billed to their account. This amount will be credited when the loaned garment is laundered and returned. Students who are out of uniform and do not wish to be billed will be sent home and their absences will be recorded as unexcused.***

### Pants

Students have a choice of colors. Students are to wear dress slacks of black, navy blue, or khaki. Denim which is black or khaki is also acceptable for school uniform pants. Blue jeans are not acceptable attire for AISJ students.



The style of pants for AISJ students should be similar to those pictured here, in solid black, navy blue, or khaki without cargo pockets, stripes, or logos. **Pants that are form fitting or “skinny” styles are not appropriate for school.** Students will be considered out of uniform if they are wearing leggings or any other type of form fitting pants. A good test for whether or not pants are acceptable is that the leg of the pants should come away from all parts of the leg by several centimeters without stretching.

### Shoes

Students are to wear shoes that enclose the toes and surround the heel. Students are not permitted to wear rubber sandals (flip-flops, Crocs, Zorries, slippers, or nighttime footwear), or to go barefoot.

### Shirts

Students must wear the AISJ uniform shirt purchased from the school uniform store. This polo has the school logo on it and is required for all students. High school students wear white AISJ polo shirts.

### Sweaters and Sweatshirts

The school uniform store stocks AISJ uniform hoodies branded with the AISJ logo. Students are required to wear their uniform polo under the school sweatshirt. Even though we live in a very warm climate, many students require sweaters or sweatshirts to stay comfortable in the air conditioning. This will be the required outer garment for students.

### Physical Education (PE) Uniforms

Students are expected to wear PE uniforms purchased from the Uniform Store when they have PE. This is the case for both boys and girls. Students who are not in uniform will not be permitted to participate in PE that day and their lack of participation will be reflected in their grade. Students must change back into their uniform pants before leaving school at the end of the day.

## Hats

Hats may be worn during outdoor PE classes and other outdoor activities. Hats are to be removed while indoors.

## School ID

Each AISJ student is issued a school ID, plastic sleeve and lanyard. High school students are expected to have their ID with them at all times while on campus. This includes evening events and activities that take place on weekends. Spirit Day Dress Code

## Spirit Day Dress Code

The school administration may designate certain days throughout the school year as “Spirit Days.” Clothing for spirit days must be modest and aligned with the prior guidelines, respecting the customs of the host country.

## Language of Instruction

English is the language of instruction for all classes other than language classes. Students are expected to use the target language for each class. *Spanish in Spanish class, French in French class, Arabic in Arabic class, English in all other classes.*

## Closed Campus

Students are not allowed to leave the school campus during the school day without permission of a parent and the principal or nurse. Leaving campus without supervision or permission will result in disciplinary action. Students must obtain a gate pass before leaving campus prior to the regular dismissal time. Students who are ill are expected to consult the school nurse and should not contact parents on their own.

If a student is found to have left campus without permission, parents will be notified.

## Mobile Phones/Personal Electronic Devices

The use of mobile phones in instructional settings is inappropriate and unnecessary. Phones or other personal electronic devices that are used or that disrupt instruction in any way during class or at a school assembly will be confiscated.

## Student Drivers & Parking

Driving to school and parking on campus is a privilege which may be extended to students with a valid driver’s license and current auto insurance. Parking spots for students are not designated. The administration reserves the right to revoke parking privileges at any time.

Students who park without prior approval will be disqualified from future parking privileges.

## Public Displays of Affection (PDA)

The following actions are prohibited on the school premises and during school-associated activities: sitting on partner, kissing, prolonged hugging, and other obviously inappropriate behaviors.



# **AISJ Responsible Use Policy**

## **Purpose**

Information and interactions available through the school network and the Internet have become a vital part of the education process. The American International School of Jeddah is committed to providing safe access to computers, network services, and the Internet.

## **Expectations**

Users are expected to make appropriate choices when using the school's technology resources. Appropriate behavior should also extend beyond our campus. Inappropriate use of electronic communications at home can have a negative impact on the school climate. Parents have a responsibility to monitor student computer use at home, and students have a responsibility to report problems. Students who bring their own laptops or other technology devices to school must follow the AISJ Responsible Use Policy. Additionally, personal laptops must have active, up-to-date virus protection.

## **Respect for Others**

Users should respect the rights of others using the AISJ network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using technological resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

## **Ethical Conduct for Users**

Accounts on the AISJ network are considered private, although absolute security of any data cannot be guaranteed. It is the responsibility of the user to:

- Use only his or her account or password. It is a violation to give access to an account to any other user.
- Abstain from accessing, changing, or deleting files belonging to others. (hacking)
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of AISJ network and resources to illicitly access, tamper with, or experiment with systems outside AISJ.
- Refrain from using offensive, obscene, or harassing language when using AISJ network systems.

## **Respect for Property**

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious offense and will not be tolerated. Modifying any

copyrighted software or borrowing software is not permitted.

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher.
- Leave workstations and peripherals in their designated places.

## **Internet Safety and Security**

Information may not be posted if it: violates the privacy of others, jeopardizes the health or safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or IT Director. Cyberbullying will not be tolerated on any level.

- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all materials they seek.
- Users are responsible for reporting any inappropriate materials they receive.
- Users are prohibited from accessing inappropriate content on the internet. It is recognized that these sites may come up inadvertently and students should immediately click the back button to exit the site.

## **Consequences for Inappropriate Use**

Violations may result in a loss of access to AISJ technology resources, as well as other disciplinary or legal action.

## **Cautions/Disclaimer**

AISJ staff members have the right to monitor student use of all technology equipment on the AISJ campus, including personal electronic devices. This might include examining student files and e-mails stored on servers, computers (including personal lap tops), external storage devices, and phones. Computer work on the school network may be remotely observed without a student's knowledge. The American International School of Jeddah will take reasonable precautions to insure the security and appropriate use of the computer networks. Ultimately, it is the responsibility of each individual to be familiar with these guidelines and to monitor their own behavior. AISJ reserves the right to make adjustments to these guidelines throughout the school year if necessary.

## **Technology Access Expectations**

AISJ is dedicated to helping students develop 21st Century Skills that will allow them to responsibly and effectively live in an increasingly technologically focused society. It is expected that families provide students with access to basic technology resources to allow them to fully participate in the AISJ program. Basic technology needs include: Internet connection, printer, scanner, and portable storage devices. Students should have an understanding of how this hardware works and be able to utilize them for learning activities

throughout the school year. Families are also expected to access information about the school via the webpages and sites.

### Responsible Use Acknowledgement

***“I have discussed the Responsible Use Policy with my child, and s/he may use the technological resources at AISJ according to these rules.”***

---

Parent’s/Guardian’s Printed Name

---

Parent’s/Guardians Signature

***“As a user of the AISJ computer network, I agree to comply with the stated rules and to use the network responsibly and constructively.”***

---

Student’s Printed Name

---

Student’s Signature

---

Student Grade Level

## A Partnership for Success

It is our belief that our school and our students will be best served when we work together: students, parents, and the school. At the American International School of Jeddah, we expect our parents to assist us in the education of our students. The education begins by both parents and students reading this handbook, understanding all the contents and agreeing to abide by the policies, rules and guidelines contained in the handbook. Parents must show that commitment by signing the acknowledgement and agreement section at the bottom of the page.

Other ways that parents may assist their child work towards success are listed below:

- Ensure that your child arrives at school on time each day.
- Send your child to school properly dressed each day.
- Ensure that your child gets plenty of rest each night (at least 8 hours)
- Provide classroom supplies and resupply them as needed.
- Guide your child with nightly homework. DO NOT do it for them. Give them a chance to try the homework and then assist him/her with it.
- Provide a quiet place and set a time each night for your child to do his/her homework.
- Ensure your child is picked up promptly after school or school activities each day.
- Have reference books, reading books and a dictionary available at home.
- If you have concerns about your child, first contact the teacher, then the counselor, or principal if needed.
- Read the High School Handbook with understanding, especially the sections on dress, attendance, academic dishonesty, and appropriate use of computers.

### ACKNOWLEDGEMENT and AGREEMENT

**We have read the AISJ High School Handbook. We appreciate the importance of working together with AISJ to achieve the greatest possible level of success. We have read thoroughly and understand the information within the document, including policies, rules and guidelines. Our signatures below indicate we agree to abide by the policies, rules and guidelines contained in the AISJ Handbook.**

---

Student's Printed Name

---

Student's Signature

---

Parent's/Guardian's Printed Name

---

Parent's/Guardians Signature

**This page must be returned signed to the advisory teacher no later than Thursday, August 25, 2016.**



## Appendix A: AISJ Harassment/Intimidation/Bullying Checklist

<b>Today's Date:</b>			
<b>Administrator:</b>			
<b>Student Name:</b>		<b>Grade Level:</b>	
<b>Name of Accuser:</b>		<b>Grade Level:</b>	
<b>Date(s) of Incident:</b>			
<b>Location:</b>			
<b><i>Please initial all of the following that apply:</i></b>			
	I have been informed of the accusation made against me.		
	I have had the opportunity to tell my side of the incident.		
	I have made a commitment to not engage in the type of behavior that was charged against me.		
	I have made a commitment not to retaliate in any way against the accuser.		
	I have made a commitment to actively discourage others from retaliation.		
	I understand that future incidents will result in progressive disciplinary action.		
<b><i>Additional Notes or Comments:</i></b>			

# Behavior Reflections

Reasons for **My Behavior** Name \_\_\_\_\_

Date \_\_\_\_\_

Consequences of **My Behavior**

**Description of My Behavior**

How do I feel?

How has my behavior affected others?

Other Consequence(s)

Plan for Improvement \_\_\_\_\_

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---

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---

Student _____
Teacher _____
Parent _____

## Appendix C: AISJ Grade Check Form

Grade Check Instructions: Students are to follow these steps:

1. Give this form to each teacher at the beginning of the period and pick it up at the end of each period.
2. Take a completed form every Thursday to Mrs. Nawell Mossalli
3. Return your completed form, to your academic remediation teacher and your coach (if applicable).
4. You **cannot** be waived from academic remediation and/or participate in an activity without a completed grade check form. **NO EXCEPTIONS!**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Week of: \_\_\_\_\_

Block/ Course Name	Current Grade	Attendance	Behavior	Missing Assignments	Comments/Teacher Signature
A	A B C D F	Good Fair Poor	Good Fair Poor		
B	A B C D F	Good Fair Poor	Good Fair Poor		
C	A B C D F	Good Fair Poor	Good Fair Poor		
D	A B C D F	Good Fair Poor	Good Fair Poor		
E	A B C D F	Good Fair Poor	Good Fair Poor		
F	A B C D F	Good Fair Poor	Good Fair Poor		
G	A B C D F	Good Fair Poor	Good Fair Poor		
H	A B C D F	Good Fair Poor	Good Fair Poor		

Office Hour Visits:

Day/Date	Course	Comments	Teacher Signature

Student in Good Standing: YES NO

---

**Nawell N. Mossalli**

## Appendix D: AISJ Student Code of Conduct

Throughout all AISJ student activities, the following behavior guidelines will be in place. Student agreement to uphold these expectations is a condition for participation in AISJ events.

1. Participation in the AISJ athletic program is a privilege. Students who represent AISJ must meet high academic, citizenship, and sportsmanship standards. A zero tolerance policy is in effect for all participants for possession or use of alcohol, tobacco, illegal drugs, or other controlled substances.
2. All students and sponsors are expected to attend all event activities and remain in attendance for the duration of all activities. Athletes must commit to be available for travel on the required dates of all scheduled games and flights.
3. Athletes will be issued uniforms and will be assessed for any loss or damages at the end of the season. Failure to return uniform (2 weeks after last competition date) will be charged for reimbursement to the Athletic Department.
4. Participants are not allowed to attend parties unless school affiliated. Likewise, host parents and sponsors must pre-approve any visits to areas not affiliated with the AISJ event.
5. Leaving the host location without a host parent or chaperone is strictly prohibited.
6. Each student must ensure that s/he is in the home of the host by the curfew hour of 9 PM for middle school and 10 PM for varsity and JV. Sponsors will make check-in calls each night at curfew.
7. Athletes will incur the cost of travel to a competition whether locally or internationally (plane ticket, visas, accommodation, event participation fees, spending money).
8. Participating students are permitted to travel in official tournament transportation or host family vehicles only. Participants are not permitted to travel in vehicles driven by students.
9. A student who is absent from a full day of school or attends less than two classes cannot participate in any practice or competition on the day they were absent.
10. Athletes are expected to conduct themselves at all times in such a manner as to reflect credit on themselves, AISJ and the school community. Behavior not in compliance with the AISJ Student Code of Conduct or any behavior not in the best interest of the school/team that occurs outside the parameters of a non-athletic situation or during an athletic situation may constitute grounds for suspension or dismissal from the team, depending on the gravity of the offence.
11. Major rule violations can result in school suspension and/or athletic withdrawal for a time period determined by the Athletic Director and Administration (ex. One calendar year)

Note:

- The housing assignment listed in the event schedule booklet are final unless changes are sanctioned by the host school event organizer together with the visiting student sponsor.
- Host school authorities will report violations to the students' sponsor and school administrator.
- Serious or repeated violations of these guidelines constitute grounds for removal from the event with the student being sent home immediately at parent expense.

I have read and understand the behavior expectations listed above and the potential consequences for violations. I agree to abide by these expectations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix E: Planned Absence Form



**AMERICAN  
INTERNATIONAL  
SCHOOL OF JEDDAH**

| Excellence in the Pursuit of Dreams.

## Planned Absence Form

**IMPORTANT:** Any absence from school places a considerable burden on both the student and the teachers. The school strongly discourages any absence for other than emergency medical reasons. The parents and student need to fully understand that make-up/contracted work must be completed and submitted on the day of return to school from the planned absence, unless the teacher grants additional time to complete the work. **This form must be completed 5 days prior to the planned absence.**

Student Name		Grade		Dates of Absence	
Specify reason for absence:					

### STUDENT

This form must be presented to each of your teachers for information regarding your class. Once complete, bring it to the office for the principal or counselor to sign.

### TEACHER

Please initial and note assignments due, exams, and projects and include appropriate comments regarding student's status in your class.

Period	Teacher	Assignment / Comment
A		
B		
C		
D		
E		
F		
G		
H		

\_\_\_\_\_  
Principal (Print Name & Signature)

\_\_\_\_\_  
Parent (Print Name & Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**AISJ Community Guide**

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