



**AMERICAN
INTERNATIONAL
SCHOOL OF JEDDAH**

Excellence in the Pursuit of Dreams.

Middle School Student & Parent Handbook

Last Updated: August 10, 2016

Principal's Statement:

Middle School is a time when our children begin to become young men and women. It is important for all our students to learn and practice Respect, Responsibility and Consistent Effort, in addition to their academic studies. The key factors to our students' success are student effort, parent involvement, and quality instruction.

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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.

AISJ Daily Time Schedule

Middle 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 - 11:50	LUNCH 40 Minutes
11:50 - 1:15	Period 3 85 Minutes
1:15-1:35	BREAK - 20 Minutes
1:35 - 3:00	Period 4 85 Minutes

Middle 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 - 11:00	LUNCH 45 Minutes
11:00 - 11:45	ADVISORY 45 min
11:45 - 11:50	5 Minutes Passing
11:50 - 12:45	Period 3 55 Minutes
12:45 - 1:05	BREAK - 20 Minutes
1:05 - 2:00	Period 4 55 Minutes

Middle 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

MS/HS ROTATION SCHEDULE

1A	2E	3B	4F	5C	6G	7D	8H
A	E	B	F	C	G	D	H
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
D	H	A	E	B	F	C	G

Attendance

General Information

- Attending classes daily is essential to the student's educational program.
- **Research demonstrates that consistent attendance results in greater academic achievement.**
- Attendance will be taken at the beginning of every academic period.
- It is expected, except in the event of an **Excused Absence**, that a student will attend all classes each school day on time without being **tardy**.
- Students are expected to remain on campus from the time they are dropped off by a parent / guardian / driver / bus until dismissal.
- Students are not to call their parents from class or the office if they are not feeling well. They need to see the nurse who will, then, decide if they need to go home or back to class

Excused Absences

- Illness/injury
- Family emergencies/Bereavement
- Religious holidays
- All others will be determined by the principal

Parents must email or call the MS office the day their child is absent from school. For absences of **3 consecutive days or more** due to illness, a medical certificate must be presented.

Unexcused Absences

Any absence which is not included in the list of excused absences is an unexcused absence.

Absences and School Events

In order to participate in any school event (athletic practice, games, contests, concerts, socials, class field trips, etc) a student **must attend the ENTIRE school day** on which the event takes place.

Scheduled Absences

If a family is planning a scheduled absence, the student is **required** to do the following:

- Obtain a Planned Absence Form from the MS office.
- Have his/her parents complete their portion of the form, which includes the date(s) of the absences and their signatures granting consent.
- Circulate the form to each teacher, which includes contractual agreements about the makeup assignments.
- Return the completed form with all the required signatures to the MS office at least **3 DAYS BEFORE** the

planned absence.

- The Make-up assignments must be completed and turned in on the day the student returns to school, unless the teacher allowed additional time to complete the assignments.

If you need to reach your child during school hours, please call the Middle School office at **012-662-0051, ext 401** or email: **abaker@aisj.edu.sa**

IMPORTANT: Please DO NOT call your child during instructional hours.

Tardiness

- Students are expected to be in class on time, according to published start times.
- ***Students may be held in class by a teacher during Breaks / Lunch in direct proportion to how tardy they are.***
- Excessive tardies (as determined by the Administration) may result in student losing Break / Lunch / Recess privileges, as well as parent notification / conferences, until student chooses to stop being tardy.

Students refusing to attend class are subject to Administrative intervention as appropriate.

AISJ Middle School Field Trips

Principal's Message

AISJ Middle School may provide several opportunities for field trips during the academic year. This will be especially true for students actively involved in Sports, Music, Choir, and Clubs. Out of respect for the current economic situation within the Kingdom and the recent security concerns with world-wide travel, the Middle School will not be offering a Week Without Walls Program for the 2016-2017 Academic Year.

We will be exploring opportunities to have the students engage in Service Learning experiences by which they can grow an appreciation and respect for the world and cultures around them.

School Uniforms

Abayas

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

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

School ID

Each AISJ student is issued a school ID, plastic sleeve and lanyard. HS and MS students are expected to have their IDs with them at all times while on campus. This includes evening events and activities that take place on weekends. Students who do not have their ID with them will be considered out of uniform and will be charged 50 SAR for a replacement or be sent home and marked as absent-unexcused.

The AISJ Uniform Store:

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

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, sweatpants, leggings, and yoga pants are not acceptable attire for AISJ students.



The style of pants for AISJ students must be similar to those pictured here, in solid black, navy blue, or khaki without cargo pockets, stripes, or logos.

Shorts

Students are not allowed to wear shorts as part of their normal uniform. Shorts are to be worn only during PE and must be the PE shorts available in the office.

Shoes

Students are to wear shoes that enclose the toes and surround the heel. MS students are active and like to run; athletic shoes are the best for them, especially on those days when they have PE class. Flip-Flops, Birkenstocks, sandals, and Crocs may not be worn to school unless approved by the principal.

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. Elementary students will have a red polo, **middle school students will wear blue**, and high school students will be in white school shirts.

Sweaters and Sweatshirts:

Students are required to wear their uniform polo under the school sweatshirt.

Even though we live in a very warm climate, many students require a sweater or sweatshirt to stay comfortable in the air conditioning. The school uniform store stocks AISJ uniform hoodies with the AISJ logo. This will be the required outer garment for students. Students may also wear approved club sweatshirts.

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.

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 arrive to school in their regular school uniform and change for PE before the class. Students must also change back into FULL regular school uniform before leaving the locker room following PE class.

Hats

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

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.



Athletics Mission Statement and Eligibility

The AISJ Middle School Activities Mission Statement

Participation above achievement form the foundation of our co-curricular programs which begins with the pillars of our five guiding principles. It is our objective to instill Falcon **PRIDE**:

Participation
Responsibility
Integrity
Dedication
Effort

Although athletic accolades both on a team and individual level are important, they are secondary to instilling the values of the five pillars in every AISJ student athlete. Our goal is to ensure all student athletes are successful academically, socially, and on the field. It is during these years that our AISJ student athletes will learn how to become better teammates, students, and community members.

Participation

Creating a sense of belonging and community is of the utmost importance at the middle school level. We seek participation over achievement. We value character and personality traits such as cooperation, self-control, team spirit, fairness and sportsmanship over accolades. We do not accept behavior or attitude that sacrifices teammates or opponents for self-gain. All students are welcome to explore and participate in the various clubs, activities, and sports programs offered here at AISJ. We believe that participation is above achievement. We believe in no-cuts, all-inclusive, equal playing time, with the exception of teams being selected for conference travel teams. These travel teams are regulated to certain numbers as per the specific tournament rules. Student athletes will be expected to show up to practices, games, and other events. Once a sport begins there is a two-week grace period in which players can join or leave a sport without penalty. After this time, the acceptance of a player to a team is at the coach's discretion.

Responsibility

Taking responsibility for one's actions is a very important lesson students must learn. This is for both positive and negative actions. The AISJ student athlete will be responsible for their own actions, grades, uniform, equipment, and participation. Student athletes who do not take ownership may be fined, removed, or suspended from the program depending on the severity of the issue.

Integrity

All AISJ middle school student athletes are expected to demonstrate a high level of integrity. This accounts for both on and off the field. Academically the student must be in good current academic standing. This means all

current grades are above a “D” level. Students with a “D” grade in any class will immediately become ineligible to participate in games, travel, or practice until it is brought back up. Players must report their current grades to their coaches to ensure eligibility. If a student is dishonest about grades or other behavior issues off the field or on, they are liable to be suspended from the program or even expelled depending on the issue. If a player has behavioral issues on the field or off of it (in class, etc.), a player may be suspended, or removed from the team depending on the severity of the offense. Each case will be decided upon by both the coach and the principal.

Dedication

There is an expectation on student athletes at AISJ that is higher than non-participating students. These student athletes represent the school in a number of ways. We expect them to show dedication both on and off the field. It starts with being dedicated to their academics. The “student” is more important than the athlete. Striving for excellence in the classroom is their first priority. The student athletes are expected to show dedication to their team by showing up to practice, respecting their coach, and embodying the five pillars.

Encouragement

At AISJ, the safety of our student athletes is of the utmost importance. Good sportsmanship ensures safe student athletes. All AISJ athletes are expected to show the utmost respect for their coach, teammates, opponents, sport, school, and referees. Encouragement, teamwork, and positive praise will all be key elements to achieving successful sportsmanship. This applies for both coaches and players.

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 student’s current grade standings within Schoology. Students who have any D’s or F’s are considered **Ineligible**. Students who are **Ineligible** may not permitted to participate in after-school activities, athletics, clubs, travel on school trips, or participate in events hosted at AISJ which are not curriculum based. Students who are not able to maintain **Good Academic Standing** may be recommended for **Learning Support**.

Academic Probation

Students who are **Ineligible** for two consecutive quarters, or two quarters within the same academic year, 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 minimum academic requirements will be

recommended to the Superintendent to 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 sanctioned activities

All students participating in activities, athletics or clubs are required to have a weekly **Grade Check Form** signed by all their subject teachers, indicating that they are maintaining **Good Academic Standing**.

Students who are **Ineligible** or who are on **Academic Probation** are not permitted to participate in after-school activities, clubs or athletics, travel on school trips, or participate in events hosted at AISJ including practices and rehearsals.

The **Grade Check Form** either recommends or waives a student from participating in **Academic Support Office Hours**.

Due to the nature of international travel, visitor 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.

Social and Work Habits Report Card

We believe that a Middle School education consists of academic success as well as social-emotional growth. When we acknowledge a student by honoring them for their accomplishments, we are saying that they are both academically and socially worthy of recognition.

As an additional service to the student and parent community of AISJ, the Middle School, like the Elementary School, will begin during the 2016-2017 Academic Year, to offer our parents a more in-depth and detailed report on their child's Social and Work Habits that often determine their academic successes. The purpose of this tool is to provide greater information for the Parents, Students and Staff of the AISJ Middle School so that we can all work together to specifically identify a student's areas of strength and of growth.

The Social and Work Habits Report Card will be a "living" document that will be updated by teachers and Administration throughout the school year, not just every 9 weeks. This service will allow parents to be able to see each day, the progress, improvement, and needs areas of their student, as well as in which specific classes.

As this is the first year that the Middle School is providing this service, we are eager for your suggestions and feedback to help us constructively refine and improve it.

Academic Honors and Achievements

High Honor Roll

- GPA of 3.75 or higher.
- No 2's or 1's (below average) on the Social and Work Habits Report Card
- No in school or out of school suspensions for the grading quarter

Honor Roll

- GPA of 3.50 or higher.
- No 2's or 1's (below average) on the Social and Work Habits Report Card
- No in school or out of school suspensions for the grading quarter

Students achieving this distinction are recognized with a certificate at the end of each quarter.

Citizen of the Month

- Students each month will have an opportunity to vote for students in their grade level for Citizen of the Month.
- The students selected by their peers receive a certificate during the monthly assembly.

Cafeteria

General Guidelines

- AISJ has a school cafeteria which offers nutritious lunch options for students. Students may, however, bring packed lunches and snacks.
- Students may go to the cafeteria in the morning before school, during Breaks and at Lunch.
- The use of the cafeteria and cafe is a privilege. Students may be asked by staff to leave the cafeteria or cafe at any time.
- Students may not have lunch or any other food delivered to school from outside sources without prior, administrative approval.
- Approved Illy Café items of purchase – Water, Sandwiches, Bread, Mana’eesh, and Salads
- Middle School Students are NOT to purchase sugar-laden/caffeine products such as: pastries, cookies, cakes, ice-creams, syrup-based beverages, candies, coffees, etc. Middle School students attempting to buy these items will have them confiscated and returned at the end of the school day.
- During Lunch, students may:
 - Socialize with friends
 - Visit teachers
 - Visit Admin/Counselor
 - Visit Library
 - Engage in respectful and appropriate use of designated recreational areas
- Middle School students are asked to refrain from using electronic devices during lunch and breaks.

Student Behavioral Guidelines

Principal's Message

It is the continuing practice of the AISJ Middle School to engage in restorative dialogue between any and all parties involved in Administrative Interventions as a first step. It is our belief that helping to educate our students on how to handle respectful interactions with their peers and adults is a cornerstone to their social and emotional success. We recognize that the Middle School years are a time when students need to grow the skills of conflict management, anger management, and impulse control. The latest educational research and adolescent studies clearly show that students must be allowed time to grow and develop these skills. Administrative Interventions require that students reflect on their behavior choices and involve setting goals for improving future choices. This process is documented and monitored to ensure student success.

Positive growth and learning is most successful when the parents of the student are active, supportive partners in this process.

Electronic Device Use Guidelines

American International School of Jeddah supports the belief that through information and communication technologies, we equip children to participate in a rapidly changing world. We enable students to find, explore, analyze, exchange and present information. We also focus on developing the skills necessary for children to be able to create and use information in an effective and creative manner. Students will use these devices to organize and complete classroom assignments, publish essays, educational websites, and conduct research.

American International School of Jeddah requires middle school students to bring an iPad to school. The BYOD (Bring Your Own Device) iPad program refers only to an iPad as a device. Devices such as Android/Windows based tablets, laptops are not included in our BYOD policy. However, if a student wishes to bring a laptop that is fine, however, an iPad must be in the student's possession every day.

Required iPad specifications are:

- Minimum of iPad 2
- 32 GB storage is recommended, but 16 GB storage is acceptable
- iPads must have a protective cover

General Use:

- Students must bring their personal iPad to school each day.
- Students will ensure that iPad is charged at the beginning of each school day.
- Students will ensure iPads is kept in their school bag on my trip to/from school.
- Students are responsible for their own device. The school is not.
- Students may be fined and or reprimanded for the tampering, damaging, or taking of other student's electronic device.
- Students will immediately report any accidents or breakages to parents and teachers.

Content:

- Students will use the iPad only to support the learning program whilst at American International School of Jeddah.
- Teachers and parents can perform checks on the iPad without consent of the student to monitor that students have not installed illegal / unsuitable software applications and content and to check the websites which are visited.
- There will be consequences for inappropriate use as per behavior plan and the ICT cyber safety.
- Students are responsible to ensure the iPad is backed up.

Cyber Safety and Security

- Whilst at school, Students will only connect an iPad to AISJ's Internet Service. Students are not permitted to access 3G Internet at school unless given explicit permission from a teacher at the time of use.
- Whilst at school, Students will only go to websites at school that support learning activities.
- Students will only use the school email account for mail related to my learning.
- Students will demonstrate etiquette when using their iPad and other equipment with regard to other people.
- For security reasons, students are not to share account names and passwords with anyone unless requested by American International School of Jeddah when servicing the iPad
- Students are responsible for the security and use of the iPad while at AISJ.

Apps:

- Students will comply with a teacher's request to have paid apps installed to their iPad. There will be a list of required apps given to the student by the child's advisory teacher at the beginning of the year. Other apps may be requested throughout the school year. The total value students will be responsible for will not exceed 100 SAR per school year.
- The purchasing and the installing of Apps is the responsibility of the students and parents.

All electronic devices and personal belongings brought to school by students are expected to be used in a Respectful, Responsible, and Safe manner. Any staff member at any time has the discretion to request that a student put an electronic device or personal belonging away or request that the student hand it to the staff member. Students who choose not to follow this policy will be subject to Administrative Intervention. Parents are respectfully reminded NOT to contact their children during class time. The school assumes no responsibility for the loss or damage of any personal property.

Deliveries to Campus

In order to help maintain security at the gate, students may NOT go to the gate to pick up any delivered items. The guards will send all items to the Middle School office.

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.

Assembly/Performances

Students are also expected to be respectful, responsible and safe as determined by Staff. Audience members are to arrive on time, remain seated, and applaud appropriately.

Prohibited Items

Any item which presents a danger to the safety and well-being of students and staff, as determined by administration, is considered prohibited.

Students bringing such items to school will be subject to discipline as determined by the Administration. Such items are, but not limited to, incendiary devices, weapon facsimiles, drugs, alcohol, tobacco, or any other item(s) that may cause physical harm, injury, or disruption to the school community.

Depending on the severity of the prohibited item, suspension or possible expulsion may result as determined by Administration.

Substance Abuse

The use and/or display of illegal drugs or the consumption of alcohol by any individual is illegal under Saudi Arabian law. AISJ is a drug, alcohol, and smoke free campus. Use or possession of these substances on campus or during a school-sponsored event is absolutely forbidden.

Possession of any of these substances is grounds for out of school suspension and may jeopardize enrollment at AISJ

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.

Harassment: is 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: is a form of harassment that is characterized by **repeated and escalating incidences of purposeful and hurtful actions**, either direct or indirect, that make it more and more

difficult for the victim to escape. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

Cyberbullying: the use of any electronic medium to deliberately harass, threaten, or intimidate someone as determined by AISJ Administration.

Intervention: any form of harassment or bullying should be reported to the teacher, counselor, or principal.

Students who are found to be in violation of the school policy of harassment or bullying will be subject to appropriate interventionary action depending on the circumstances of the case as determined by the Administration.

Repeated or Severe violations may be subject to suspension or expulsion as determined by the Administration.

Administrative Interventions

Lunchtime Detention

Students who receive a Lunchtime Detention will not be allowed to eat lunch with their peers. The specific location and duration of a Lunchtime Detention will vary according to the violation and students will be notified in advance. The parents of students who receive more than one Lunchtime Detention may be contacted by the administration.

Internal Suspension

Students who receive an Internal Suspension may not be permitted to attend classes nor participate in any school activities / sports 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.

External Suspension

Students who receive an External Suspension will not be granted access to the campus during the duration of their suspension. Students will not be permitted to participate in any school activities / sports during the days of their suspension. Students are required to access Schoology to complete assignments as possible and all work must be made up within two school days upon their return.

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.

After School Activities And Co - Curricular Activities/Clubs/Sports

After-School Guidelines

AISJ offers many opportunities for after-school help, sports, and co-curricular activities. However, for the security and safety of all our students, the following guidelines must be followed:

- Students may stay after school for three reasons: attend office hours (or their request), after school activity, or sports activity or club.
- Students may use the library after school, but must make prior arrangements with the librarian.
- All children must be under the supervision of an adult while on campus after school
- Students waiting for drivers must wait by the gate.

Early Dismissal on Tuesdays

School dismissal on Tuesdays is 2:00. Students must be picked up by 2:15 pm on Tuesdays as there is no supervision available. Students MAY NOT stay with a teacher as this is time for teachers to meet as departments and grade levels to plan curriculum and activities for the students, and to have an opportunity to engage in professional development. Parents of students who are on campus after 2:15 will be contacted to pick up their child.

After School Activities and Co-Curricular Activities/Clubs Program Objectives

AISJ MS offers after school activities and clubs to provide our students with opportunities to:

- Explore new possibilities
- Develop interpersonal skills
- Develop leadership skills
- Develop organizational skills
- Develop life skills
- Enhance self---development
- Have fun.....

National Junior Honor Society (NJHS)

AISJ is affiliated with this national organization, which recognizes **scholarship, service, leadership, citizenship, and character**. Students are selected for membership following a faculty selection process, which evaluates the above areas. The first three quarters are considered for eligibility and an induction ceremony is held during fourth quarter.

Student Council

The AISJ Middle School Student Council is the organizational group that represents the student body and serves as its governing body. The Middle School Student Council is involved in planning and supporting community projects and student activities. The Middle School Student Council offers a range of leadership roles, and all of its members are expected to support the spirit of the middle school. Any interested students

may put their names forward to serve on the Student Council. There is an election process which is held during the fourth quarter of the previous year for officers. Advisory Representatives are selected at the beginning of the school year.

Model United Nations (MUN)

The Model United Nations Club is an organization in which students participate in a simulation of the United Nations General Assembly and its committees. In the MUN, students play the role of representatives from UN member states and other international organizations and debate on a number of topics that include current and/or historical issues. As a delegate, students make speeches, prepare draft resolutions, negotiate with allies and adversaries and create solutions to resolve conflicts. MUN provides opportunities for the development of a variety of skills such as public speaking, research, problem-solving and conflict resolution. MUN is an ideal club as it promotes students' interest in the world around them and broadens students' knowledge in a variety of subjects. Simply put, the club assists in developing the "global citizen."

All students who enroll in MUN as an elective have the opportunity to attend an MUN Conference which takes place in New York City every spring.

Student Services

Advisory

Advisory is the heart of a good middle school program. A strong advisory program provides young adolescents with an opportunity to build positive relationships with both peers and their advisor. Each student at AISJ is assigned an Advisory class which meets every Tuesday to address important issues relevant to school, peers, adolescence, and life. Students will discuss positive character qualities, take part in engaging activities and discussions, learn about themselves, and strive to develop a healthy self-image to carry them through adolescence. The advisor plays an important role in guiding group activities, serving as an advocate for each student, and communicating with teachers and parents. Each month, teachers and students choose one or two students from each grade level who best exemplify the character qualities (respect, responsibility, honesty, integrity, citizenship) discussed in Advisory. These students will be recognized by the principal.

Guidance Program

It is our belief that the educational process is a partnership, which includes students, teachers, counselors and parents. For this reason, counselors are available to work with students individually or in groups, in these areas:

- Academic
- Personal
- Career
- Social

Referral Process for Individual Counseling Services

Students may be referred by parents, teachers, or they may self--refer to the counselor for counseling on an individual basis. If the problem or issue requiring counseling is easily resolved in a short time, then the counselor will schedule time to work with the student. If the problem is more serious or beyond the scope of school counseling and is likely to require long--term counseling, the counselor will provide the family with names and contact information for private counselors available in Jeddah.

Referral Process for Academic Concerns

Consultation

Teacher or parent meets with the counselor to discuss the particular student and the student is placed on the next team meeting agenda. Teacher referrals must be made in writing using the referral form(s). Data from the MAP test will be used to identify areas of concern.

Team Meetings

Counselor and teachers gather information about the student from different sources. Samples of work and written impressions from teachers are collected as well as a cumulative file review is conducted. Suggestions for any additional classroom interventions are discussed and recommendations implemented.

Parent/Teacher Conferences

A conference with the parent, teacher and counselor is scheduled to discuss the student's progress and share concerns. Recommendations are made regarding continuing with classroom interventions, involving outside resources (ie. tutoring). The principal may also be present.

Student Support Team Conferences

Evaluations/assessment results are discussed with principal, teachers, counselor and parents. Recommendations regarding classroom modifications and placement are discussed.

At Risk Status

A student is considered academically "At Risk" if the student has received at least two "D's or one "F" in a subject during the previous marking period. The counselor will meet with these students, their parents, and teachers to guide the concerned parties in creating a Student Improvement Plan to help the student.

Scheduling

The principal will be responsible for developing the master schedule. Counselor will distribute schedules and resolve individual student conflicts. Middle school schedules will be distributed to students as they become available. **Student schedules will not be altered unless exceptional circumstances exist. Any course change request will be at the principal's or counselor's discretion.**

Learning Support Services (LS)

Students who are having academic difficulties that cannot be addressed through the Student Improvement Plan can be referred to the Learning Support Coordinator for further investigation.

Students who have documented learning differences are afforded placement into the Learning Support (LS) program. Within this program, the student is instructed by a dedicated team of specialists who are able to assist the student reach learning goals on and Individualised Learning Plan. The student is integrated into regular classes and provided support as needed by the LS team. At times, a student may be pulled out of a class to be given individual support as needed.

Speech Language Pathology (SLP)

AISJ MS offers the services of a licensed Speech Language Pathologist to students who qualify for that service. Students may be referred for testing by a teacher or may have had SLP services at another school and can continue here.

English Language Learners (ELL)

AISJ MS offers ELL classes for students who have limited English language proficiency. Students are tested by our licensed ELL teacher and placed into ELL classes based on ability. ELL students attend all other regular curriculum classes and are provided in-class support as needed.

Health Services

There is a registered nurse available during school hours. If a middle school student feels ill, he/she should ask his/her teacher for a pass to visit the nurse. If a student feels ill during lunch or break, he/she must get a pass from the teacher of their next class. If the nurse feels that the student is too ill to return to class, parents will be contacted, and the student will be sent home to seek further medical attention,

Parents must notify the school nurse when a doctor has diagnosed a student as having a communicable disease. If a student is diagnosed with a contagious disease, he/she can only return to school after receiving written permission from the doctor and submitting the note to the nurse prior to returning to class.

Fever

If a person has a fever, they must remain at home until they have been fever free for a minimum of 24 hours, without medicine, before they return to school.

Medications

The school nurse must administer all medication that is taken during school hours. Medicines are administered to the student only with written permission from the doctor or the parents. Any prescription drugs required by a student during school hours must be given to the nurse complete with the student's name, class, time, and dose to be given. Students are responsible for getting to the nurse's office on time for their medicine. All medicines must be left at the school clinic unless special arrangements have been made with the nurse. Misuse of prescribed drugs is also considered an act subject to disciplinary action.

Student Injury or Illness at School

If a student becomes ill or injured during the school day, the school nurse may administer simple medication indicated by the parent on the school health form (available in the registrar's office). If a student has to go home, parents will be contacted to pick him/her up. Students who are ill or injured will not be permitted to leave the campus without first reporting to the nurse's office.



AISJ Community Guide

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