



HIGH SCHOOL HANDBOOK 2009-2010

AISJ is an accredited school preparatory school that promotes academic excellence with an international experience based on American curriculum. We are a culturally diverse partnership for students, parents, staff and community that strives to inspire students to become life long learners and critical thinkers in an ever-changing society.

AISJ is fully accredited by the Middle States Association of Colleges and High Schools.

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ATTENDANCE

The satisfactory completion of academic work as well as exposure to the many other learning opportunities provided by AISJ requires on-time regular attendance at school. Making up written work is important but is only a partial substitution for attendance. AISJ provides well-planned learning opportunities for the students every day. If a student is absent or late, s/he is losing educational benefits. Many times it is impossible to make up missed experiences. Furthermore, the absence of any student affects not only his/her progress, but also negatively impacts the progress of the group. It is in every student's best interest to be at school on time, prepared to participate each school day.

Attendance Procedure

It is expected students will attend class every school day. All teachers will report attendance each period to the office as well as keep an accurate record for each class. If a student arrives late to school, they are required to obtain an admit slip from school security. This slip must be presented to the HS office immediately after arriving on campus. School clerical staff will record every time a student is late for school. The only excuse that will be accepted is a parent/guardian note, or a stamped and signed note from the doctor / agency the student visited that morning. School administration will take necessary steps to modify behavior of students chronically late to school.

Absent From School

Parents are requested to call the High School office to inform the school if a student is absent. In case of illness, parents are requested to call the HS Administrative Assistant (extension 270) by 9:00 a.m. to report the absence. In the event that telephone contact is not made, the student must bring a note to the AISJ Attendance Secretary on his/her first day back. Students absent for more than three days should bring a doctor's note. All students, following any absence, will be given an Absence Slip by the HS Administrative Assistant. The purpose of this is to advise teachers whether the absence is excused or unexcused. Absences unaccounted for (i.e. neither a telephone call nor a note was received within one day of a student's return to school) are 'unexcused' and marks/grades/tests may not be made-up. All students are required to bring a note from a parent/guardian or have their parent/guardian call the HS office (extension 270) to excuse an absence.

AISJ will maintain a minimum requirement of attendance for each semester. **If a student is absent for more than 20% of any class in a given semester, they may not receive credit in that class.** Every effort should be made by the student and the parents / guardian to see that students are in all their classes every day. Extraordinary situations will be reviewed and considered by the administration.

Late To Class – TARDY

Students are expected to be in class on time. Initially, the teacher will deal with class lateness. If a student's lateness becomes chronic, it may be necessary for the administration to help modify the behavior. Students should expect the following consequences from teachers: 3rd -6th tardy =

detention for each, on 7th – 9th tardy = Thursday school for each, on 10th – 11th tardy = In-School suspension, 12th + Tardy = Review of placement at AISJ.

Late to Class

Students entering a class late are a disturbance to other students, the teacher and to their own opportunity for learning. However, entering class more than 10 minutes after the start of class is an extremely disruptive behavior. At this point, a student will be considered truant, if they do not have a valid pass.

Truancy

A student is considered truant if they are more than 10 minutes late without a valid pass. Truancy will not be tolerated under any circumstances. A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is truant. The student will not be allowed to make up work and will receive zeroes on all assignments and exams missed during the truancy.

A student is considered truant if s/he:

- Does not bring a note or have a parent call the high school office within one day of returning to school after an absence
- Is absent without knowledge and consent of parent / guardian.
- Falsifies parental notification regarding absence.
- Leaves school without signing out at the office.
- Is absent from class without permission.
- Obtains a pass to go to a certain place and does not report there.
- Fails to attend scheduled meetings, assemblies, etc.
- Is absent from class after arriving on campus without the consent of the school.

Home Assignments

Where a student is ill for more than three days, parents may request assignments for completion at home. Please allow at least twenty-four hours for the preparation of the assignments.

Planned Absence

Planned absences are defined as anticipated absences for reasons other than medical or personal emergencies. To notify the school of these absences and to make up the work the student will miss, he/she must:

- Obtain a Planned Absence Form from the HS office secretary.
- Have his/her parent complete their portion of the form, which includes the date(s) of the absences and their signatures granting consent.
- Circulate the form to each of his/her teachers, which includes contractual agreements about homework and makeup work.

- Return the complete form with all the required signatures to the School Administration office at least five days before the anticipated absence. The planned absences will be included in the semester's total absences for calculating credit for classes.
- The contracted homework and make up work must be completed and turned in on the day of return to school from the planned absence, unless the teacher grants additional time to complete the assignment(s).
- This procedure is also applicable to any school-sponsored activities.

Appointments

Students and parents are asked to schedule appointments (dental, orthodontic, medical, etc.) outside of school hours. If this is not possible, scheduling appointments at the same time and during the same class period over a semester must be avoided.

Appointment Procedure

On the day of an appointment, the student must bring a note signed by his/her parent stating the reason for leaving school, the name and phone number of the student's destination, and the time frame for which the student is to be excused, including when the student will return to school. The student will present the note to the school secretary in the morning before school and request an early dismissal slip. A note requesting an early dismissal slip must be presented even if a parent is picking up the student for the appointment. The student will then use this pass for permission to leave class. The student must sign out at the office before leaving the front gate. An early dismissal slip does not take the place of signing out. Upon returning from the appointment, the student must sign in at the gate and secure a class re-admit note from the School Nurse. Students able to return to class the same day from an appointment must do so.

Students will not be allowed to go to any doctor or dentist appointments without permission from his/her parent. Any phone call authorizing a student's early dismissal must be followed up with a note the next school day. Failure to bring a note will result in a detention.

Hall Passes

The place for students during class time is in class. Hall Passes permit students to leave class for a limited period of time. Teachers and office staff will issue passes to students who need to be out of class. Students out of class without a pass may be considered truant.

Absences and School Events

In order to participate in any school event (athletic practice, contest, concert, play, social, etc.), a student must attend the entire day of school on which the event takes place. Extenuating circumstances may be reviewed by the administration.

Make-Up Work

The decision as to what is required for make-up and the time and place of make-up work will be the responsibility of the teacher working in conjunction with the student. It is the student's responsibility to check with the teacher and to complete the required make-up work within the allowable make-up period following the student's return to school: (1 day absence = 1 day make-up period, etc.). Major projects and exams with due dates known well in advance are exempt from this make-up time allowance. Students who are truant from class are not allowed to make up worked missed.

Late Work Policy

Each teacher will have and post a late work policy, which holds students accountable and encourages student responsibility.

BEHAVIOR and EXPECTATIONS

At the American International School of Jeddah, reasonable standards of acceptable behavior are enforced. The intent of our school rules is to ensure common decency and courtesy and to protect the rights of each student in the pursuit of an education free from disruption or inconvenience. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook.

The primary responsibility for student's behavior rests with the individual student. The primary responsibility for ensuring that students are responsible and accountable rests with the school faculty. Students not adhering to AISJ rules / policies will be subject to disciplinary action.

Compliance with Rules

Students shall comply with all rules and regulations adopted by the American International School of Jeddah which will be enforced by school administration and staff. The following rules identify, but do not limit, the types of activities covered by the school rules and regulations.

- On the school grounds or in the vicinity of the school during and immediately before or immediately after school hours.
- On the school grounds or in the vicinity of the school at any other time when the school is being used by school groups.
- Off the school grounds at a school activity, function, event or any school-sponsored trip.

Student Dress

Uniform dress is required of all students. The AISJ dress code policy 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 uniform dress code requires students to come to school clean, well groomed, and appropriately dressed for participation in the educational process. Neatness, cleanliness, modesty, safety, personal and public health, and a certain formality are always expected of students in their choice of clothing. Parents are expected to show their support for the dress code by ensuring that the student leaves home dressed appropriately. The AISJ dress code policy ensures that students are dressed neatly and appropriately when at school, or participating in school sponsored events during the school day.

Whether for uniform dress or casual dress code, students are to dress in conventional clothing and to avoid clothing that is worn out, stained, immodest, tattered, frayed, has holes, or unfinished seams, or which could be considered distracting in the learning environment. If, at any time, students are in doubt as to whether or not their apparel conforms to the dress code, they are expected to exercise their responsibility by checking it out with school administration BEFORE wearing it to school.

What is unacceptable? Any article of clothing, hairstyle, body piercing, or body markings which by virtue of its color, arrangement, trademark, or any other attribute that is in poor taste or

offensive in design and/or wording to one group or another; this includes messages or advertisements depicting or alluding to: sex, drugs, alcohol, gang activity, etc. Clothing that is simply inappropriate or detracting to one's own or other's learning will be considered in violation of the AISJ dress code. Whether it is worn outside or under a shirt, at school or at a school-related function, such displays are not representative of the learning environment at AISJ.

Any student not in compliance with the dress code will not be allowed to attend class until he/she is properly dressed. In order to minimize loss of instructional time, students will be issued an appropriate uniform and parents charged if a uniform cannot be brought to school in a reasonable time (i.e. one (1) class period).

Regular School Day Dress Code

Both girls and boys must wear the required long TAN or KHAKI color pants made from material other than jeans fabric. **NO OTHER PANTS ARE ACCEPTABLE** other than on days designated as Spirit Days. **Pants are to be worn at the waist.**

Both girls and boys must wear the BLACK polo shirt with the school logo purchased from AISJ. **NO OTHER POLO SHIRTS ARE ACCEPTABLE.**

Blouses, pull over sweaters, casual or dress shirts **may not be worn over the AISJ polo shirts or in place of them.** In cold weather, students may wear a loose fitting sweater or jacket over the polo shirt with a buttoned or zippered front. **Any shirt worn under the AISJ polo MUST BE WHITE, GREY OR BLACK.**

Footwear

Sneakers, street shoes and sandals are permitted. Students are not permitted to wear rubber sandals (flip flops, Crocs, Zorries), or to go barefoot.

Hats

Hats are not to be worn from the time a student arrives on campus until after 3:00pm. The only exception is during outdoor PE classes when permitted by the PE instructor.

Head Scarves

- Girls may choose to wear headscarves for religious reasons.
- Headscarves or do-rags (skull hats) may not be worn by other students.

Inappropriate Dress

- Any offensive and/or immodest garb.
- Sweatpants, warm-up pants, gym or other leisure/sports type shorts, except as approved for P.E., Athletics and Drama.
- Tank tops, halter-tops, tube tops, spaghetti straps, and body suits, including those covered by an over-shirt.
- Rubber flip flops and sandals of similar design. Footwear must be free of rips and inappropriate markings, this includes the soles of shoes.
- Heavy chains, hoop earrings, body collars, wallet chains, studded bracelets or necklaces and any clothing or accessories associated with gang symbols, in the opinion of the administration.

Spirit Day Dress Code

The school administration may designate certain days throughout the school year as “Spirit Days.” Clothing for boys and girls must be modest and consistent with the following guidelines:

Appropriate dress:

| | |
|-------------------------|--|
| School Logo polo shirts | Black pants |
| “Class of” t-shirts | Tan or Beige pants |
| School Team Jerseys | Navy Blue pants |
| AISJ PE t-shirts | School colors (Maroon or Burgundy and Yellow/Gold) |

Inappropriate dress:

| | |
|---|--|
| Muscle shirts | shorts |
| Tank tops/halter tops/tube tops | short skirts/mini skirts |
| Belly shirts or any shirt displaying the midriff area | denim pants or jeans |
| Shirts that are too low cut | clothing that is too tight |
| | clothing displaying inappropriate messages or language |

General Behavior

It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of his/her actions. Any indecent, discourteous or disruptive act is inappropriate and unacceptable. This includes any action inside or outside the classroom, which interferes with the educational process or the well being of others. The following list of unacceptable actions and definitions is provided as a guide but is not intended to be a complete list.

Gum Chewing- Chewing gum is not permitted on campus.

Abusive/Threatening Language - Any written or verbal language or physical gesture directed at a teacher or at another student, which is insolent, demeaning, abusive, or implicitly or explicitly implies a threat of bodily harm is totally unacceptable, shall be deemed harassment, and will be dealt with as such. This includes bullying and/or intimidation.

Fighting – To contend through physical contact or altercation. This includes “fooling around” or “play” fighting.

Profanity – Profanity, whether expressed in written form, verbal comments, or through hand gestures, will not be tolerated, and appropriate disciplinary measures will be taken.

Sexual Harassment – Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Board policy makes it clear that a student may be suspended from school or recommended for expulsion if the Superintendent or the Principal determines that the student has committed sexual harassment.

Stealing/Vandalism - Theft and vandalism will not be tolerated. Students will be held responsible for behavior (regardless of their intent), which results in the damage or loss of school property or the personal property of another student.

Smoking – Students will neither be allowed to smoke nor be in possession of tobacco products under any circumstances on the AISJ campus. This also applies to all school related functions whether on or off campus.

Public Displays of Affection (PDA) – Inappropriate physical contact, of a sexual nature, between two students is not allowed.

Drug Free Environment – Unlawful possession, use, or sale of any controlled substance or alcoholic beverage is a serious matter, and a violation of the laws of our host country, the Kingdom of Saudi Arabia. Any infraction while under the supervision of the school subjects a student to expulsion.

Weapons /Look A-like Weapons – Use or possession will result in immediate recommendation for expulsion.

Classroom Behavior

In order for students to make the most of their educational experiences they must assume the responsibility to:

- Report promptly to classes, assemblies and other required student activities.
- Bring appropriate textbooks and supplies to class with them.
- Not chew gum, or bring food or drink to the classroom.
- Be attentive to teacher instruction, work on assigned tasks, participate in class activities and complete all assigned work to the best of their ability.
- Be respectful of the staff, other students and the learning environment.

English Only

The strong intent among parents and companies supporting the AISJ is to provide an excellent opportunity to prepare for Western colleges and universities. Fluency in spoken and written English is critical to achieving this goal. English will be the language of instruction and must be used in classes at all times. The only exception to this may be language classes or specific areas of study, which requires another language.

“English Only” is our operating rule and students are strongly encouraged to speak English throughout the day.

Eating and Food on Campus

All students are in a closed lunch program, which means they may not leave the campus. Lunch may be purchased from the school caterers or brought to school from home and eaten in the school cafeteria. **Food may only be purchased in the cafeteria before 8:00 am, during break, and during lunch.** Food or drink is not permitted in the classroom without permission of the classroom teacher. **Students may not have lunch delivered to school from outside sources.**

Elementary Building Access

High School students shall enter the chorus, art, band rooms, gym and library through the doors and stairs next to the covered basketball court and exit the building the same way. The nurse’s office shall be accessed only with a pass in hand and shall be exited with a pass back to class.

When not accompanied by a teacher, a student may access the elementary building for any other reason only with permission from the high school office.

Any high school students, while in the elementary building, who draw attention to themselves for behavior that does not cast a positive light on themselves or their peers, will be dealt with by the administration.

Littering

All food and other items to be discarded are to be thrown in the trashcans and recycling bins provided. Discarding trash in the parking lot, flowerbeds, halls, desks, lockers, and courtyard areas is unacceptable and will result in disciplinary action.

Cell Phones

Cell phones may not be used, seen or heard on campus between the time a student arrives on campus until after 3:00pm. If a cell phone is observed or heard by a faculty member or an administrator, the following consequences will apply:

- On the **first offense**, the cell phone and SIM card will be confiscated and held in the office. It will be returned in one week from the time it was confiscated.
- On the **second offense**, the cell phone and SIM card will be held in the office for two weeks.
- A **third offense** will result in the confiscation of the cell phone and SIM card for the remainder of the school year and a possible suspension.

If a high school student chooses not to surrender a cell phone after one request, he or she will face disciplinary action.

IN AN EMERGENCY, A STUDENT MAY REQUEST THE USE OF AN OFFICE TELEPHONE.

Student Drivers & Parking

Driving to school and having a parking space is a privilege extended to students with a valid driver's license and current auto insurance. The privilege is extended first to seniors who fill out the Student Parking Contract and Automobile Registration Form, have it signed by a parent, and return it to the high school office. The privilege may be extended to juniors depending upon availability. The parking spots will be allotted on a first come, first serve basis. If a student does not adhere to the terms of the contract, his privilege to drive to school may be revoked. The administration reserves the right to revoke parking privileges at any time.

Students who park without prior approval will be issued a SR 100 parking ticket.

Disciplinary Actions

When a student's behavior violates school rules, s/he will be subject to a range of disciplinary consequences at the discretion of teachers and school administration. Repeated violation of school rules and procedures may make a student subject to expulsion. The following is a range of disciplinary actions that may be taken:

- Verbal reprimand / student conference
- Parent/Guardian Contact
- After school appointments

- Lunch Detention
- Before / After School Detention
- Community Service
- Thursday School
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion

Community Service - Required tasks for students who have shown an inability or unwillingness to follow school rules, e.g. washing windows, picking up litter, cleaning sinks.

Detention - Teachers as well as administrators may issue detentions. This includes (1) Lunch / morning (AM) Detention which is served at a time designated by a teacher or administrator; (2) After School Detention which will be served between 3:15 and 4:00 on a day designated by a teacher or administrator; and (3) Thursday School which will be served on the Thursday designated by the administration between 9:00 am and 11:00 am. Students assigned Thursday school should report to the cafeteria before 9:00 am.

Suspension - Suspension is the temporary removal of a student from school for various reasons which include but are not limited to disrespect for an adult, lack of cooperation, or disrupting the teaching and learning process.

- **In-School Suspension** – Students who are on in-school suspension are to **report to the High School Office** prior to the beginning of the first period class. Students will have the opportunity to receive class work from their teachers in order not to fall behind.
- **Out-of-School Suspension** – Students who are on an out-of-school suspension are not allowed on the school campus. To be reinstated to school, the student and his/her parents must meet with the Principal and other involved persons to work out a solution to the particular difficulty. Suspended students are not allowed to participate in school activities. Students on suspension will have the opportunity to make up missed assignments / exams. However, any make-up graded work will be 75% of the make up score.

Social Probation

Behavioral probation is determined by the administration for chronic or serious violations of school conduct. Behavioral probation includes a designated period of time, usually with disciplinary sanctions, given to the student to prove him/herself as a responsible member of the student body. Students on behavioral probation are restricted from participation in school activities unless Principal approval has been given.

Expulsion

Expulsion is permanent removal from the student body. Only the Superintendent, following the policy stated in the school board policy handbook and after recommendation of the Principal, has the authority to make the decision to expel a student upon a decision made by an ad-hoc committee. Students who are expelled for disciplinary reasons are not allowed to return to campus to attend any activities, nor may they re-enroll at a later date.

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.

Academic Dishonesty

Enrollment at AISJ requires adherence to the school's standards of academic integrity. These standards may be intuitively understood, and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

Cheating: includes using unauthorized notes, study aides, or information on an examination; altering a graded work after it has been returned and then resubmitting that work; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines; defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or, (f) otherwise undertaking

activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.

Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document.

Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Academic Dishonesty – Consequences

Given the fact that Academic Dishonesty is considered a serious offense the following consequences are deemed appropriate:

First Offense:

Student shall receive a 0 grade for the work in question. Referral shall be sent to administration.

Second Offense:

Student shall receive a 0 grade for the work in question and a 1 day suspension.

Third Offense:

Student shall receive a 0 grade for the work in question and a 2 day suspension. Parents **are required** to come to the school for a meeting to discuss incident prior to student being re-admitted to class. As well, the student shall be referred to the Superintendent for placement review.

An honor code, created by students and parents, has been developed to guide a review process for academic integrity violations. A committee may make recommendations for consequences to the principal. The principal may or may not implement these recommendations.

Progress Reports / Parent Communication

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.

Electronic Assignments

Some teachers will require students to submit their assignments electronically (i.e. via Blackboard). 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.

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.

Academic Probation / Placement Review

Students who fall below a minimally accepted level of academic achievement will be placed on academic probation. Parents will be contacted and informed of the situation. Students, parents, teachers and administration will explore strategies for greater success. If the student is unable to raise his/her academic achievement above an acceptable level in a time frame designated by school administration, student placement at AISJ will be reviewed and the student may be exited from AISJ.

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). 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, effort, conduct and grade point average is evaluated each quarter and recorded on official Report Cards for the attention of parents. Absences and tardies are also noted.

Grades and Grade Point Average

| <i>Letter Grade</i> | <i>Percentage</i> | <i>GPA</i> | <i>GPA AP Courses</i> |
|---------------------|-------------------|------------|---------------------------|
| 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.

Letter Grades Used at AISJ

- A (90% – 100%) Excellent comprehension and application of all material. Scholarship exceeds teacher expectations. Contributions exceed assignments. Attitude is positive and beneficial to the entire class. Improvement is observable and measurable
- B (80% – 89%) Above average comprehension and application of all material. Consistently outstanding work in all areas. Scholarship is accurate and complete. Attitude and cooperation are beneficial to the class and enhance the learning environment.
- C (70% – 79%) Average comprehension and application of all material, or above average in some areas and below average in others. Work in general is of medium quality. Scholarship may be strong in one area and weak in another. All assignments are attempted. Attitude and cooperation are proper and acceptable.
- D (60% – 69%) Comprehension and application of most material barely meets minimum quality. Scholarship is weak in most areas. Initiative is usually not evident. Attitude is neutral at best. Cooperation is neither positive nor effective.
- F (59 % and Below) Failure to comprehend or apply most of the material presented. Scholarship is weak in all areas. Work in general does not meet the

minimum requirements of the teacher. Attitude is generally apathetic or uncooperative. No initiative is evident.

| | |
|----|--|
| 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, 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. |
| WP | Indicates that the student has withdrawn from a class he was passing at the time of withdrawal. |
| WF | Indicates that the student has withdrawn from the class he was failing at the time of withdrawal. |
| N | No Grade |

Work Ethic Marks

Students will receive a 1 (above average), 2 (average) or 3 (below average) for both **EFFORT** and **CITIZENSHIP** in each class.

HIGH SCHOOL 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 here.

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. Ask the counselor's assistant in the high school office in order to review this record.

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 2009-2010 High School Course Description Book for specific information regarding graduation requirements.

Sample Academic Plan:

| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
|------------------------------|------------------------------|--------------------------------------|--|
| English 9 | English 10 | English 11 | English 12or AP English |
| Algebra I | Geometry | Algebra II or Pre-Calculus | Pre-Calculus, AP Calculus, or Elective |
| Physical Science | Biology | Chemistry | Physics, AP Science, or elective |
| Foreign Language I | Foreign Language II | Visual & Performing Arts or Elective | Visual & Performing Arts, or Elective |
| Modern World History | Economics | US History or AP History | American Government, AP Social Science |
| Computer Science or Fine Art | Computer Science or Fine Art | Foreign Language III | Foreign Language IV or AP Economics |
| Health/PE | Health/PE | Elective | Elective |

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 3.30 on a quarter report card qualify for the Honor Roll.

Grades for all subjects, with the exception of pass/fail grades are averaged.

High Honor Roll

- GPA of 3.90 or higher and no more than one B (a B- makes a student ineligible)
- No 3's (below average) on Work Ethic Marks (effort and citizenship)
- No Thursday school, suspensions, or detentions for tardiness

Honor Roll

- GPA of 3.30 to 3.899 and no more than one C (a C- makes a student ineligible)
- Not more than one '3' (below average) on Work Ethic Marks (effort and citizenship)
- No Thursday school, suspensions, or detentions for tardiness

Resource students are not normally eligible, as they cannot be graded within the regular classroom norms.

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 for at least four semesters to be eligible for this award. All years of high school grades at AISJ will be used in this calculation.

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 for at least four semesters to be eligible for this award. All years of high school grades at AISJ will be used in this calculation.

Semester Examinations

All High School students take exams at the end of each semester. The semester exam score will account for no more than 20% of the student's overall semester grade. Students are expected to take exams during the officially designated times.

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, there are no special arrangements for final exams.

Repeated Classes (High School)

The grade of F in any class earns no credit. If a student earns the grade of an F 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

In the fall (typically October), juniors will take the PSAT (Preliminary SAT). In the spring (typically March-April), all freshman will take the PLAN and all sophomores will take the EXPLORE. For college bound juniors and seniors, taking the SAT is a must and the ACT might be considered. Students are encouraged to take the SAT in the spring of their junior year while their current math and English courses are fresh in their minds. If a student would like to take the SAT a second time, they are strongly encouraged to take the first SAT offered in the fall, especially if s/he is a senior applying "early decision." Students can pick up registration information from the HS counseling department or access the information online. Depending upon a student's native language and where s/he will be applying to college, the TOEFL or ILELTS may be required of him or her.

Credit Retrieval/Make-Up Credits

The maximum number of credits accepted from outside AISJ for the purposes of credit retrieval including remediation is two (2) credits. We encourage enrichment courses for personal growth and academic acceleration. Courses taken for enrichment do not count for G.P.A. or credit at AISJ.

Summer School

Summer school credit is accepted so long as it adheres to the following conditions:

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

ACTIVITIES

AISJ offers many opportunities to be part of a team, club or other student organizations. 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.

Student Council

The members of our High 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 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.

National Honor Society

This organization recognizes students who have displayed excellence in not only scholarship, but also in areas of **service, leadership** and **character**. To be eligible for membership, students must have a minimum cumulative GPA of 3.5 for the first three quarters of the academic year. Membership in the NHS is open to all eligible students in grades 10, 11 and 12.

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 (SAIK-AC).

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

Saudi Arabian Intra-Kingdom

Conference (SAIK-AC)

Under 14 (Middle School)

Under 16 (Junior Varsity)

Under 20 (Varsity)

Before August 15th of that academic year.

Academic Eligibility

For the purpose of eligibility, extra-curricular activities are after-school athletics and fine/performing arts, which occur more than one day a week. Participants are required to maintain a 2.0 GPA with no failing grades. Eligibility status will be determined each quarter when report cards are issued and will be in effect for the following quarter. 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 eligibility or opportunity to travel.

Prior to missing any school days, participants are responsible for the completion of a Travel Assignment Form. 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.**

Rules for After School Activities Hosted at AISJ

- Students must arrive before the gates are closed
- 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
- All guests must be pre-registered and provide photo-identification
- Dress must be modest and appropriate

Middle School Students on High School Teams

Middle school students participating with high school students will be allowed only when there are not enough high school students to allow the event/activity to happen. In addition, the varsity team will be the first team fielded using high school students. The second way a middle school student will be allowed to participate with high school students is if there is no like program (cross country / track & field / softball) being offered for the middle school.

PROGRAMS and SERVICES

Guidance and Counseling

Academic, vocational, and personal counseling and advisory services are available to all students. Appropriate referrals will be made to qualified family counselors or other professionals when deemed necessary.

Career and college counseling is provided to high school students. Initially this may include providing information, answering questions and assisting in applications for scholarships. As students enter their 12th year, information on the college application process and financial aid system is provided to seniors and their parents. Additionally, information and applications for scholarships and grants are provided to seniors.

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. **DO NOT** send children to school in these serious cases.*

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 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.

Media Center / Library

The Library Media Center is a warm, spacious area on the main floor of the elementary school building. It houses some 20,000 books and 50 computers, and is a total multi-media facility. In addition to its well-rounded collection of books, the Library Media Center also has a growing collection dedicated to parenting, books on the Middle East, professional development, and 25 periodicals for children, faculty, and parents. The books and media collection are updated yearly.

The Library Media Center staff assists faculty, students, as well as many parents, in the selection and checking out of materials. The Media Center is open Saturday–Wednesday from 7:30 a.m. until 4:15 p.m. and often, by arrangement, at other times. In addition to its primary use as a reading and research room, it also serves as a location for staff meetings, art displays, and science fair projects.

Books can be checked out for one week in grades PreK3 - 2 and for two weeks in grades 3 – 12. They may be renewed for another week if not requested by another student. Parents may also check out books with a two-week time limit and can borrow up to five (5) books per family. Encyclopedias, other reference books, and magazines may not be checked out.

1. Overdue Books:

It is the responsibility of the students to return books on the appropriate due date. There is no fine for overdue books. Students and parents with outstanding overdue books are not permitted to check out additional books until their account is clear.

2. Loss of Books and Other Materials:

If a book or another library material is lost, it must be paid for by the person who checked it out. The price charged is the current replacement cost. Report cards will be withheld from a student who has overdue books or unpaid charges.

Students must have a pass or be accompanied by a teacher to use the library/media center facilities. Any high school students, while in the library, who draw attention to themselves for behavior that does not cast a positive light on themselves or their peers, will be dealt with by the administration.

Library Media Center Program

The purpose and intent of a library media center is to allow students to feel comfortable in gaining access to information in many forms. Whether it is through the use of books, magazines, newspapers, or the Internet, students can use these tools to accomplish many tasks. It is the goal of the AISJ Library Media Center that all students are able to access, find, and utilize the information they need.

Students in grades PreK3 – 5 visit the library regularly for book checkout, participation in library science and skill lessons, and in literature appreciation sessions. Skills are built in the younger grades so that independence can occur when they are in middle and high school. Students in grades 6– 12 use the library and its facilities flexibly so that they may utilize the resources when it is convenient for them. The library media specialist also works cooperatively with the teachers of all grade levels to team teach important research skills as well as help students develop into strong users of information.

Parent Conferences

Please refer to the calendar at the back of this book to know the parent-teacher conference dates. At other times, parents are encouraged to consult their child’s classroom teacher by email, or to contact the high school office to arrange appointments with teachers.

Computer Internet Use

The Internet is an excellent and necessary tool in today’s educational environment. Without it, students would be unable to access current information and maintain a competitive edge with students around the world. AISJ understands that there are many concerns about some information that can be found on the internet. These concerns necessitate the need for parents and students to read and sign an Internet Acceptable Use Agreement. This agreement must be signed before a student will be allowed to use the Internet at school.

GENERAL INFORMATION

Lost and Found

Misplaced/recovered articles should be handed into the office. Valuables will be retained until claimed: other items may be found in the “Lost and Found” located in the High 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).

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 lunch in readiness for afternoon 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. Do not tell your combination to anyone, never use another person's locker and keep lockers in good condition. The school reserves the right to inspect personal effects including bags, lockers, and automobiles.

Book bags are not to be left in the hallways or unattended anywhere on campus.

Electronic Devices (Ipods, Discman, MP3's, etc.)

It is best NOT to bring music-making devices to school, and if you do, you will do so at your own risk. Such devices may only be used in the morning before school, at break and lunch and after school. They are not allowed to be used between classes and under no circumstances are these devices to be used in the classroom, even if class is not in session. Use good judgment, please.

Deliveries

Students are expected to come to school prepared each morning. The school **will not** accept **any** items (including food, lunches, homework, projects, sports clothes etc.) during the school day for delivery to students.

Marriage Policy

A student who marries while enrolled as a student at AISJ may be allowed to remain in the school, provided the married student complies with the guidelines set out in consultation with the school Principal.

Mosque

Students may only use the mosque to pray before or after school, during passing periods, or lunch time.

SAFETY and SECURITY

Guests at School Sponsored Events

For specific events announced ahead of time, students may bring a guest to a school sponsored event hosted at AISJ provided the guest is registered with the High School Office beforehand, provides photo-identification, and agrees to all the rules and guidelines for the event.

Student Identification Cards

If picture identification cards (ID's) are issued, they should be carried when attending school and school-related events. This card will also serve as the student's library card. Lost ID cards will be replaced for a fee of 50 SR.

Living Arrangements

The natural parents or legal guardians must notify the administration of any change in their child's living arrangement, whether (s)he is living alone or with another designated guardian. At this time, a conference will be scheduled to determine the conditions for the student to remain at AISJ.

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 High 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.

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 several possible emergency situations.

Student 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. If students wish to have a guest at school, such arrangements must have prior approval by the school administration. A 'Visitor to School' form is available for this purpose at the office.

Student Name _____

Grade _____

A Partnership for Success

It is our belief that our school and our students will be best served when we work together in the form of a triangle: students, parents and 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 Printed Name

Parent / Guardian Signature

Student Signature



AISJ Computer/Internet Acceptable Use Agreement

The Internet is an excellent and necessary tool in today's educational environment. Without it, students would be unable to access current information to maintain a competitive edge with students around the world. AISJ understands that there are many concerns about some information that can be found on the Internet. These concerns necessitate the need for parents and students to read, initial and sign this agreement.

The Internet is used for:-

- Retrieving information from news and research databases
- Reading educationally appropriate newspapers, magazines and journals
- Accessing universities and catalogs
- Search engines for approved educational purposes

The Internet CANNOT be used for:-

- Harming other peoples work
- Damaging a computer or network in any way
- Unauthorized installation of software, shareware or freeware
- Violating copyright laws (e.g. using text, images or ideas without acknowledging the source)
- Viewing, sending, posting or displaying offensive messages or pictures
- Sharing your password with another person
- Using your account to hack into other computers, network or systems
- Creating or spreading computer viruses
- Playing or downloading games or music
- Unauthorized Email or chat room use
- Changing computer settings

Violation of any of these rules can lead to:-

- Loss of the use of the schools computers
- School suspension
- School expulsion
- Legal action by authorities
- Payment of costs to correct the damage

Parent: after reading and initialing the above, please circle the desired wording and cross out the undesired wording
"I have discussed the above rules with my child and he/she **MAY NOT/MAY** use the Internet according to these rules."

Parents Name: _____ Parents signature: _____

"My child's work and/or photograph **MAY/MAY NOT** be published on the schools website."

Student: After reading and initialing the above please PRINT your name and then SIGN the form.

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

Students Name: _____ Students signature: _____

Grade: _____