



JUBAIL INTERNATIONAL SCHOOLS

PARENTS' HANDBOOK

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DEAR PARENTS AND STUDENTS

Welcome to Al-Hussan International Schools. This handbook is designed to inform parents and students of the procedures and expectations at Al-Hussan International Schools. All of our students are expected to observe and respect procedures set forth in this handbook. We encourage you to go through this handbook and discuss it with your child/ren before the school's first day, as it will help your child/ren to easily integrate into the school system.

We are here to help make your children's education a positive, rewarding experience. If you have any questions related to the content of this handbook, please do not hesitate to contact the management.

HANDBOOK AS CONTRACT

Students and parents can view the Handbook through Al-Hussan website (www.alhussan.edu.sa), each student and student's parents have accepted to honor all the policies and regulations set forth in this Parent - Student Handbook and agree to comply with all school regulations. We reserve the right to amend this handbook at any time if the need arises without prior notice. Any new policies published during the course of the school year are considered to be an addendum to the student-parent handbook.

CONTACT INFORMATION

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HISTORY

The tradition of Al-Hussan education began in 1956 in the Eastern Province of Saudi Arabia; when Sheikh Abdel Aziz Rashid Al-Hussan started the Arab Cultural Institute for adult education. In the following year Al-Hussan Modern Girls School, the first girls' school in the Eastern Province of Saudi Arabia was opened. Today there are twenty schools and other educational institutes throughout the Eastern Province and Riyadh rated among the best in Saudi Arabia. Today his son Rashid Abdel Aziz Al-Hussan is the president, continuing his father's vision of education for all.

The Al-Hussan International Schools include:

1. Al-Hussan International Schools – Khobar
2. Jubail International Schools – Jubail
3. Orbit International Schools – Khobar
4. Al-Hussan International Schools – Riyadh
5. Al-Hussan International Grammar Schools – Khobar
6. Al-Hussan International School -Yanbu is the new addition to the Al-Hussan International

At Al Hussan International School -Yanbu, the co-operation and camaraderie among all stakeholders has been a significant factor for its success. The responses we have received are very favorable and there is an overwhelming positive view of the school premises as parents are very happy with facilities. The resources and facilities at the school provide ideal learning opportunities to students.

The program of study in all Al-Hussan International Schools is as follows:

KG-1 to Grade-8, we apply Al-Hussan International Curriculum that is based on the American Common Core and the Cambridge curriculum.

In Grade 9 to 12 we apply Cambridge IGCSE and A level courses plus IB courses, in addition to Ministry of Education required courses, furthermore courses developed by Al-Hussan International Schools are offered at the High School.

All our schools are air conditioned and with a large outdoor shaded play area and indoor air conditioned gymnasium. All classrooms are fitted with a computer, projector and with internet access. We also have a Science room, Library, Art room, computer lab with 24 stations and canteen facilities. Our clinic is staffed with a qualified registered nurse.

OUR VISION

We endeavour to be a regional network of high quality international schools with an uncompromising commitment in our role to prepare students with the skills necessary to be able to continue their education in reputable international institutions. We strive to offer an educational environment where students are exposed to the latest technology and teaching methods by fully qualified educators in a facility that has been specifically equipped for this purpose.

OUR MISSION STATEMENT

Al-Hussan International Schools are committed to providing high-quality education for all students through an internationally recognised curriculum in a disciplined, safe, nurturing and positive learning environment.

OUR BELIEFS

We believe...


- That every student has a unique learning style.
- In using a variety of student-centered teaching and assessment techniques to build on each students' learning style
- In creating a climate of high expectation for success from all stakeholders.
- That our students will be able to demonstrate their knowledge and skills, using high-order thinking and problem-solving techniques.
- In preparing students to become well-rounded young people, ready to meet the challenges in an ever-changing world.
- Those students will be able to transfer to other countries and/or systems, schools or universities, knowing that a firm foundation in knowledge, skills and values has been acquired.
- In professional development which leads to life-long learning
- In parents as partners in improving students' learning.
- That the school has a collaborative responsibility with the community.
- That the health and safety of our students is the responsibility of all stakeholders.
- That our students should develop an appreciation, tolerance, compassion and respect for the rights and cultures of all people.
- That the multi-cultural diversity of our students is an asset.
- In honoring the Universal Declaration of Human rights by not discriminating against anyone on the basis of race, color, sex, language, religion, national or social origin or other status.

QUALITY POLICY

1. "Al Hussan Education and Training Group" is among the very first providers of quality educational services for over fifty years, in the Eastern, Central and Western provinces of the Kingdom of Saudi Arabia. Al-Hussan offers National, International and continuing education programs, compatible with most schools of higher education worldwide.
2. Our Vision is to remain leaders in quality educational services, and expand our regional network of quality schools and institutes with an uncompromising commitment in our role to prepare our students with the skills necessary for them to continue their education in international institutions worldwide.
3. Our Mission is to remain committed to the National and International community by providing high-quality education for all students through nationally and internationally recognized curriculum in a disciplined, safe, nurturing and positive learning environment. We continually strive to keep offering an educational environment where students are exposed to the latest teaching methods and techniques by qualified educators in a facility that has been specifically equipped for this purpose.
4. Our Corporate Strategic Objective is to achieve "performance excellence" across all facets of our services, all the time and every time, by maintaining the effectiveness of our Management System, by retaining our present momentum in serving to the best of our ability our children, and by accomplishing our stewardship role towards our stakeholders diligently and cost efficiently.
5. "Al-Hussan Education and Training Group" beliefs are embedded into its staff and employee's initiatives and responsibilities; these values are enhanced through training and development, skillful behaviour, open communication, children care, delivering on promises, yearly business plans and objectives, internal auditing, regular management reviews, and a never ending quest for continual improvement and better service environment.
6. All our Team is fully aware of its leadership role in achieving successfully the terms of this Quality Policy; Our Management regularly reviews the Quality Policy and the Quality Management System to best suit our stakeholders interests, and expectations.

AFFILIATIONS

In conformance with standardized education Al-Hussan International Schools are licensed by Ministry of Education, KSA. In addition, our schools are accredited by AdvancED Organization. Two of our schools are accredited by Council of International Schools (CIS). One of our school is authorized to offer the International Baccalaureate Diploma Program (IB DP). Our Schools are certified **Cambridge Assessment International Education** board center. All *practical* and *Theory* examinations are conducted in our schools on behalf of the British Council. This beside other Affiliations as per the table below:

| | | |
|---|--|---|
| 1 | Licensed by the Ministry of Education of Saudi Arabia: (AHIS, JIS, OIS, AHISR, AHIGS, AHISY) |  |
| 2 | Accredited by Council of International Schools (AHIS, JIS) |  |
| 3 | Cambridge Assessment International Education Board through The British Council (AHIS, JIS, OIS) |  |
| 4 | Center for College Entrance Examination Board SAT I |  |
| 5 | AdvancED |  |
| 6 | Authorized to offer the IB Diploma Programme by the IBO (AHIS) |  |

ADMISSION

Al-Hussan International Schools admit any student who has satisfied its entrance placement exams. **The school however does not cater for applicants with diagnosed learning difficulties.**

The registry is the first point of contact for candidates. The registrar will be pleased to assist parents with all the documents required for registration and will provide you with the information about the school. The Academic Coordinator will provide you with information about the school curriculum and other academic issues.

All applications have to be sent to the Ministry of Education for their written approval before admission can take place. The registrar will guide you through this process.

A. Fees and Deposit

1. Advance payment for new registration is **SR. 2000**.
 - If student is accepted, advance payment will be included in the fees.
 - If student is rejected, full advance payment will be refunded.
 - If student is accepted, and the parent decides to withdraw the child, SR. 500 will be deducted from the advance payment.
2. Advance payment for re-registration is **SR. 1000**:
 - Advance payment is non-refundable and will be included in the fees.
3. Tuition fees include books and uniform (one set) for all grades.
4. Tuition fees do not include; Transportation, Stationary for all grades.
5. Bus fees SR. 4000 per annum payable annually in advance.
6. If the fees are paid by the parent's company, no discount will be applied to either the parent or the company.
7. Fees are strictly nonrefundable.
8. Computer, Library & Science Lab. equipment deposit of SR. 500.
(This amount will be refundable when your child leaves the school, subject to any deductions due to loss of Library books or equipment damage).

Placement of students into specific class sections is at the sole discretion of the school administration.

KG I, KG II & KG III:

There are no academic requirements at this level. Prospective students are interviewed; they must be toilet trained.

G1-G12

Students must sit and pass placement tests in English and Math before they can be accepted into the grade level.

G11 – G12

Students with acceptable IGCSE grades in English and Math are exempt from the placement test.

G10 – G12

Students wishing to appear in IGCSE or A Level must take a placement test in the subjects requested.

IB Diploma Programme

Student wishing to appear in IB DP must complete Grade 10 and sit for a placement test in the subjects requested.

TUITION FEES

Tuition fees do not include; Transportation, Stationary for all grades.

Fees are strictly non-refundable.

Tuition fees may be paid on **2** installments:

- 1st Semester : 50%
- 2nd Semester : 50%

Paid tuition is non-refundable except in certain cases where a percentage of the fees are reimbursed. Where the transfer is within the school area 70% of semester tuition & transportation will be reimbursed if the student has attended one week of the academic term. 50% of semester fees will be refunded in the case of two weeks attendance; no semester fees will be refunded in case of 3 weeks attendance.

In all above situations if the parent has paid full year fees, the money for the semesters that follow the student transfer will be refunded.

In other cases where the student is transferred to out of school area or out of kingdom, the money covering the remaining part of school year from date of withdrawal will be refunded upon proof of the transfer. These cases will be handled individually by the GM.

In all the above situations, the original receipt must be presented to the school's accountant. If the receipt is lost the parent should forward a letter to the General Manager discussing the case.

All new students will be charged a refundable one-time only, library and science lab fee of **500 SR** against any losses incurred by the student during his/her stay at school. The deposit is refundable upon the student's final exit from school.

DISCOUNT POLICY TABLE

| CHILD | DISCOUNT RATE |
|----------------------|---------------|
| First Child (Eldest) | No Discount |
| Second Child | 5 % |
| Third Child | 10 % |
| Fourth Child | 15 % |
| Fifth Child | 20 % |

1. In case of student withdrawal before completion of academic year, the privilege of the discount will be lost.
2. Discount will apply in 2nd semester after paying full tuition fees.
3. Transcripts, Report Cards, School Leaving Certificate, Letter of Recommendations etc. will be issued only after all obligations to the school have been met.

BOOKS AND SUPPLIES**Textbooks**

Books (one set) will be included in the tuition fees for all grades.

The cost of lost or damage school library book(s) will be deducted from the student's school deposit.

Supplies

Students must supply all their stationery requirements from Grade 1-12.

Diaries (Grade 3- 8)

1. Diaries are not used by students in Grades KG-I KG-II and KG-III.
2. Grade 1-12 students have diaries where homework information and teachers comments are recorded. Parents are expected to sign these diaries (at the bottom of the page) at the end of every week.

Books that go home.

Due to proven medical research and for the students' well-being, the following regarding books will apply:

1. KG I- KG III: All books remain at school until the book is finished.
2. Grade 1 and 2:
All books remain at school. They will be sent home one week prior to the exams. However, when necessary the teachers decide which books to send, depending on the academic requirements and child's need. Parents wishing to have their children's books sent home at any time must request that in writing.
3. Grades 3- 12:
Students in grades 3-12 will be provided with lockers where they can keep their books or other belongings that do not need to be taken home. The students in those grades are supplied with a timetable that shows them what subjects they have on which day. This will minimize the number of books to be carried on a daily basis.
4. Parents of students in Grades 3 and 4 should help their children in this regard, as needed.

ACADEMIC INFORMATION

i. School Programs:

Al-Hussan International Schools apply an international standard and style of education that offers a rigorous curriculum aimed towards academic success at IGCSE, AS, A-Level and the IB Diploma Programs. All courses are appropriate to students' developmental stages, and a well-rounded education is offered.

Our motto "Foundations for a Better Future" is a clear indication of our endeavour to provide all students with an excellent base of skills with which to confront their world. Our understanding of the ever-changing landscape of knowledge assists us in guiding the students towards a relevant base from which they can confidently face the future. It is our mission to make a difference in the lives of all those who come under our care.

ii. School Stages

| GRADE | STAGES |
|----------|----------------|
| KG I | Preschool |
| KG II | |
| KG III | |
| Grade 1 | Primary School |
| Grade 2 | |
| Grade 3 | |
| Grade 4 | |
| Grade 5 | |
| Grade 6 | Middle School |
| Grade 7 | |
| Grade 8 | |
| Grade 9 | High School |
| Grade 10 | |
| Grade 11 | |
| Grade 12 | |

iii. Curriculum:

English Language, Arabic, French, Urdu, Mathematics, Physics, Chemistry, Biology, Social Studies, Information Technology, Science, Accounting and Business Studies/ Economics form part of the curriculum. Physical Education, Islamic Culture, Islamic Education, Art and Library Programs are also taught.

Arabic is compulsory from KG II through Grade 12 and French, and Urdu are optional for Grades 1 to 12, using materials from appropriate sources.

For full details of subjects offered at each grade, students and parents should make enquiries from the School Head or GM.

iv. Continuous Assessments

Our students are tested frequently on each subject throughout each semester. Testing trains students in sustained mental effort for long periods of time, a training that is essential for future success. Frequent testing allows the teachers to monitor students' performance and identify gaps that need re-teaching. Classwork and homework performances are also weighted in the final assessment marks. Continuous Assessments grades account for 60% of the total grade that is reflected on the report card.

v. Final Exams

The students of Grades 1-12 sit for final exams in all subjects at the end of each semester. The final exams grade account for 40% of the total grade that is reflected on the report card.

vi. Report Cards

Students Report Cards can be viewed (printable) by parents at the end of each semester through e-school system, parents will receive e-school system's username & password message from school, once student enrollment completed. The report cards may be withheld in cases where tuition fees have not been paid.

vii. Honor Roll/ Best Behavior/ Highest Achievers

The Al-Hussan Honor Roll begins in Grade 4. To be eligible, a student needs a specified minimum semester cumulative average.

Below are the Honor Roll from Grade 4 - 12:

| PERCENT | GRADE | Student Must Achiever |
|----------|-------|-----------------------|
| 95 - 100 | A+ | High Honor |
| 90 – 94 | A | Honor |

viii. External Exams

External exams at the High School include IGCSE, A-Level, IB, SAT-I, SAT-II, TOEFL, etc.

External exams in Grade 1 – 8 are diagnostic in nature and offered at school level to help and improve the teaching learning process at the school.

ix. KG-I to KG-III and Grade 1 to 8

Al-Hussan International curriculum is applied.

Grading (Grade 1 - 8)

| Percentage | Letter Grade |
|--------------|--------------|
| 95 - 100 | A+ |
| 90 – 94 | A |
| 85 – 89 | B+ |
| 80 – 84 | B |
| 75 – 79 | C+ |
| 70 – 74 | C |
| 65 – 69 | D+ |
| 60 – 64 | D |
| 55 – 59 | E+ |
| 50 – 54 | E |
| 49 and below | F |

x. Grade 9 - 12

Cambridge Assessment International Education courses are applied, in addition, the Ministry of Education required courses and Al-Hussan courses.

In **Grade 11 and 12** AS and A2 in all major subjects. Other subject programs have been developed in-house and are vertically and horizontally aligned. English is compulsory. Grade 11 students choose 3 or 4 subjects at AS level and Grade 12 students choose 2 or 3 subjects at A2 level. American College Board Examinations such as SAT I and TOEFL are also taken during these years.

Students in Grade 11 also have the option to apply to take the **IB Diploma Programme**.

IB Diploma Programme is a two-year pre-university curriculum, aimed at students starting in **Grade 11** and ending **Grade 12**.

On completion of Grade 12 and meeting the school graduation requirements students obtain a High School Certificate (Diploma). Each year all our students gain entry to competitive universities around the world.

The sequence in curriculum ensures that the expected outcomes of learning of each grade build on those of the previous grade level.

Grading (Grade 9 - 12)

The New Grading System to be applied as followed:

| Grade | Year |
|----------------|-------------|
| 9 | 2017 - 2018 |
| 9 & 10 | 2018 - 2019 |
| 9, 10 & 11 | 2019 - 2020 |
| 9, 10, 11 & 12 | 2020 - 2021 |

| Percentage | Letter Grade | Grade Point |
|--------------|--------------|-------------|
| 95 - 100 | A+ | 4.00 |
| 90 - 94 | A | 3.70 |
| 85 - 89 | B+ | 3.30 |
| 80 - 84 | B | 3.00 |
| 75 - 79 | C+ | 2.70 |
| 70 - 74 | C | 2.30 |
| 65 - 69 | D+ | 2.00 |
| 60 - 64 | D | 1.70 |
| 55 - 59 | E+ | 1.30 |
| 50 - 54 | E | 1.00 |
| 49 and below | F | 0.00 |

The Old/Current Grading System to be applied as followed

| Grade | Year |
|------------|-------------|
| 9 | 2017 - 2018 |
| 9 & 10 | 2018 - 2019 |
| 9, 10 & 11 | 2019 - 2020 |

NOTE: Not to be used at all after 2020.

| Percentage | Letter Grade | Grade Point |
|------------|--------------|-------------|
| 90 - 100 | A+ | 4.00 |
| 80 – 89 | A | 3.50 |
| 70 – 79 | B | 3.00 |
| 60 – 69 | C | 2.00 |
| 50 – 59 | D | 1.00 |
| 0 – 49 | E | 0.00 |

The instructional strategies followed are research based and facilitate active learning. The teaching learning methods in primary grades are chiefly those that are prescribed in the Teacher's Guides of Harcourt Publications.

The assessments are outcomes based and are designed to assess if expected outcomes have been achieved.

- Class work and Homework are assessed in all grades, which make alignment between classroom instruction and assessment obviously easy to achieve.
- Standardized Harcourt assessments are used in the Primary School for English, Math and Science, modified to be in alliance with the CIPP progression and achievement method of testing. Other subjects use teacher prepared assessments.
- Teacher-made assessments are used for the Middle School. Checkpoint past papers are used as a guide in their related subjects.
- In the High School, apart from teacher-made questions, many past papers of CIE are used as resources to devise assessments. This ensures that the assessments align with the objectives prescribed in the CIE syllabus.
- External examinations such as CIPP (Cambridge International Primary Program), Checkpoint, IGCSE and A Levels are other tools for assessing if expected outcomes are being achieved.

Senior members of staff monitor teacher's planning and delivery of the above programs ensuring a variety of teaching methods and techniques are being used.

The Academic Coordinator is responsible for all continuous assessments and End of Semester exams. Seating plans, Proctoring Schedules, Marking and Verifying Schedules and Marks Sheets are all prepared by the coordinator. Formative assessments are in the form of continuous assessment including class work and homework marks, which make up for 60% of the final grade. Summative assessments are carried out at the end of each semester known as End of Semester Exams this forms the other 40% of the final grade.

Students who are underperforming are brought to the attention of the management via a Deficiency Report or Student Progress Report. Parents are informed if their child is at risk of failing. Parent – Teacher meetings are held every semester and parents can view end of semester report card through e-school.

WITHDRAWAL FROM SCHOOL

The school should be notified in writing, by signing the request for transfer form at the registrar's office, at least one week in advance of the withdrawal date of the student. This will allow the registrar to compile the required data and provide all records to parents.

TIPS FOR PARENTS

We believe in parents as partners in education. When we work together, we make a strong team, to improve students' learning. Here are some homework tips and other general tips for parents to help the school and their children do a better job:

- See that your child attends school regularly and arrives punctually
- Be involved and attend parent-teacher meetings to follow up on your child's performance.
- Support the school's discipline policy
- Show an interest in your child's homework assignments. Be positive about homework.
- Help your child with time management.
- Establish a set daily plan for doing homework.
- When your child asks for help, provide guidance not answers. Let your child develop a sense of responsibility and self-dependability.
- Praise your child for successfully completing homework to build his/her self-esteem.

PARENT TEACHER MEETING

In compliance with our belief in parents as partners in their children's learning, the school holds Parent-Teacher meetings and encourages continuous parental contact with the school. School wide PT meetings are held at the beginning of the school year and at the end of semester 1 and 2 to discuss students' performance and progress. Furthermore, parents are encouraged to schedule appointments to meet staff members whenever necessary. These appointments can be arranged with the school's receptionist.

OTHER ASPECTS**School Hours and Breaks:**

| | |
|--|--|
| Pre and Primary School (KG-1 to G5) Middle and High School (G6 -12) | 7:45 a.m. to 1:30 p.m. 7:45 a.m. to 2:30 pm.. |
|--|--|

However, students should be in school by 7.30 am

During the day, students will have two breaks:

| | |
|------------------------|--|
| Pre and Primary School | 9:05 a.m. to 9:20 a.m. 11:20 a.m. to 11:35 |
| Middle and High School | 10:00 a.m. to 10:15 a.m. 12:30 p.m. to 01:00 p.m. |

Students are not allowed to leave the school during breaks

Canteens and Snack Requirements:

Canteen facilities are available for students and staff on Boys and Girls sections. However, these facilities are not available on the Al-Hussan International School Pre-school premises and students are expected to bring their own snacks and lunch boxes. It is highly recommended that these snacks are limited to healthy food items.

ATTENDANCE

All students at Al-Hussan International Schools are expected to attend classes regularly to maximize academic benefits. Both parents and the school have a responsibility for enforcing this rule.

A student should not be absent from school without the parents' knowledge and consent and for legitimate reasons.

All students shall attend classes and examinations as scheduled.

A student whose annual attendance falls below the allowed attendance percentage governed by Ministry of Education will not be permitted to graduate.

Parents of students shall support the school by ensuring that their child(ren) attend classes and examinations as scheduled.

School Calendar Examination dates are approved by the Ministry of Education, and may not be changed by the school once approved.

Late Arrivals (Tardiness)

Students are expected to be on school premises by 7:30 a.m. Classes commence at 7:45 a.m. Students arriving after 7:45 a.m. will not be allowed into the classroom without an admission slip from the supervisor. Repeated tardiness will result in a student not being allowed into the classroom until the next lesson, and will ultimately lead to a Saturday detention.

Early Dismissal

Students wishing to leave school before their regular time have to present the school with a legitimate reason, parental approval and are required to obtain an Exit Slip from their supervisor before they are granted permission to leave.

HOMEWORK POLICIES

Properly assigned and monitored homework can have many benefits for students. It can improve remembering and understanding of school work. It can help students develop study-skills, responsibility, time management skills, independence and concentration.

The amount of studying to be done at home varies with the academic load, the achievement level expected in the course and the student's persistence. The school staff places importance on the quality not quantity of homework given. Reading is expected to be done on daily basis for a short time span in the pre and primary school.

All homework assignments are expected to be handed in on the due date as specified by the teacher. Any delinquency will negatively affect the total grade of that subject.

DISCIPLINE RULES

The main objective of students discipline is to create a safe and orderly school environment. Students are expected to demonstrate positive behavior, in a responsible manner and exercise good judgment in all areas and activities in which they are involved whether in the classroom, the hallways, the playground or elsewhere. The intention is to help students develop the self-discipline needed to become contributing and responsible members of the school community, respect for themselves and others, and to develop the responsibility and acceptance of consequences for their behavior.

Disciplinary action, which is always appropriate to the offense, is used in a positive logical and consistent manner. Corporal punishment is never used. Parents are made aware of disciplinary issues as the need arises and as necessary requested to be part of the solution.

Misdemeanors are categorized into 2 types and thus disciplinary action varies accordingly:

Minor misdemeanors such as:

- ✗ Lateness to school, classroom, assembly and to the school bus
- ✗ Classroom disturbance
- ✗ Tampering with lights & A/C switches
- ✗ Writing on desks or school walls
- ✗ Inappropriate language against another student in school as well as on the buses
- ✗ Non-completion of homework
- ✗ Chewing gum on school premises
- ✗ Inappropriate dress
- ✗ Misbehavior in morning or break assembly
- ✗ Horse playing
- ✗ Misbehaving on bus and not following bus rules
- ✗ Violating Clinic rules
- ✗ Absence without excuse

Major Misdemeanors such as:

- ✗ Bullying
- ✗ Dishonesty such as cheating, plagiarism or knowingly furnishing false information
- ✗ Theft of, damage to, or destruction of any property of the school or property of others while on school premises
- ✗ Disobedience and confrontational behavior, fighting and causing physical injury to another student at school or on the bus
- ✗ Very offensive and disruptive behavior
- ✗ Using foul or abusive language
- ✗ Public display of affection
- ✗ Vandalism: littering, destruction of property
- ✗ Violation of safety / housekeeping rules
- ✗ Possession of tobacco and cigarettes
- ✗ Intimidating staff members or students
- ✗ Possession of knives or other dangerous items

Disciplinary Actions

Generally, consequences and corrective measures will include but not be limited to the following:

- ✗ Case recorded / Parents to be informed
- ✗ Letter of concern to parents / Meeting with parents
- ✗ Saturday detention
- ✗ Warning / parents meeting
- ✗ One day suspension
- ✗ Three days suspension
- ✗ Final warning / Parents meeting
- ✗ Expulsion

Electronic Equipment

Possession of any form of electronic equipment and any unnecessary items that may cause distraction is not permitted in school and results in schools' action, some examples of these items are:

- ✗ Mobile phones, Tablets
- ✗ Portable CD & DVD Players,
- ✗ MP3 Players,
- ✗ Walkman,
- ✗ Camera,
- ✗ Video Camera,
- ✗ Game Boy,
- ✗ IPOD
- ✗ Other Video games, or Toys.

If these items are found with students they will be confiscated and handed only to the parents. Second time offence will result in a period of confiscation to be specified by the GM before returning the item.

In case of absolute need for a cell phone, the phone must be handed to the supervisor in the morning and collected at home time. Any undeclared phone will be confiscated and returned only after contacting the parents.

SCHOOL UNIFORM

Students at Al-Hussan International Schools are expected to wear a school uniform to minimize the status given to clothes, and to allow for an evaluation based on the personal qualities of students.

Disciplinary action will be taken against students not in school uniform.

| GIRLS | BOYS |
|---|--|
| 1. <u>Pre-School</u> Al-Hussan Pinafore Dress Al-Hussan Light Blue Polo Shirt Al-Hussan PE T-Shirt Al-Hussan PE Suit Al-Hussan Cardigan Al-Hussan Winter Jacket Black Shoes Trainers for PE | 2. <u>Pre-School to Grade 3</u> Al-Hussan Navy Blue Trousers Al-Hussan Light Blue Polo Shirt Al-Hussan PE T-Shirt Al-Hussan PE Suit Al-Hussan Pullover Al-Hussan Winter Jacket Black Shoes Trainers (For PE) |
| 3. <u>Grade 1 to Grade 3</u> Al-Hussan Skirt or Al-Hussan Navy Blue Pants Al-Hussan Light Blue Polo Shirt Al-Hussan PE T-Shirt Al-Hussan PE Suit Al-Hussan Cardigan Al-Hussan Winter Jacket Black Shoes Trainers for PE | 4. <u>Grade 4 to Grade 12</u> Al-Hussan Navy Blue Trousers Al-Hussan Light Blue Polo Shirt Al-Hussan PE T-Shirt Al-Hussan PE Suit Al-Hussan Winter Jacket Black Shoes Trainers (For PE) |
| 5. <u>Grade 4 to Grade 12</u> Al-Hussan Navy Blue Pants Al-Hussan Light Blue Polo Shirt Al-Hussan PE T-Shirt Al-Hussan PE Suit Al-Hussan Winter Jacket Black Shoes Trainers for PE | |

Notes:

- All grade 6 – 12 girls are expected to attend school, and leave school, wearing an abaya.
- All girls student of **grade 6 – 12** going for field trips must wear abaya.
- A Sports kit is provided by the school when a student is representing the school in a tournament.
- No coloured T-shirts or T-shirts with lettering on will be accepted. All clothing must be loose fitting.
- Students are not allowed to wear hats, caps or sun glasses in the school building.
- Students may be required to wear designated sportswear during Physical Education classes. (Avoid fluorescent colour shoes)
- The administration has the authority to determine specifically what the appropriate dress is for students enrolled at school.

8. Girls: No coloured nails or jewellery and long hair must be tied back.
9. Boys: Hair should be short, neat and tidy. Jewellery is not allowed.

GUEST POLICY

No guests are allowed to visit students on the school campus during school hours without written permission from the School Head.

GIFT POLICY

Gifts and hospitality offered by students, parents, suppliers and potential suppliers of goods and services to the Group are declined. This applies whether the gifts or hospitality are offered within, or outside normal working hours.

The only exceptions to this are trivial gifts with a nominal value of less than **SAR 10.00** such as a calendar, diary, chocolates or mugs which can be accepted. All other gifts must be politely refused.

CELEBRATIONS IN SCHOOL

It is not allowed to celebrate birthdays in school. Students are not allowed to bring birthday cakes to school.

LIBRARY

Is open daily for students to borrow books for up to two weeks at a time. The library is also equipped with computers and internet access for students' use.

Library use is a privilege and may be withdrawn from any student not complying with library use. The cost of damaged or unreturned books will be recovered from students' deposits or charged to the parents account.

Furthermore, a progressive reading system in the primary school is implemented where a leveled reading book is sent home on weekly basis with the students to read and exchange as they progress to the next level.

CLINIC

The school clinics are staffed with registered nurses qualified to handle cases of First Aid such as minor aches, bruises and cuts. Emergency cases may be referred to the appropriate clinics/hospitals as needed and the parents will be notified accordingly.

If a student needs to take medications during the school day, the medication must be well labeled with correct name of the student, the dosage and the time to be given and a note from the parents granting permission for the medication to be given must be included. Only the school nurse will administer all medication at school. No medicine is allowed to be in the possession of students at anytime.

Furthermore, the nurse will conduct health and hygiene screening throughout the year. The parents should always update the immunization & health records and send the current certificate to be kept in the files in the Nurses' office.

TRANSPORTATION

The school provides transportation for the interested students for an annual fee. For further information please check with the school Accounts Department. A high standard of behaviour is expected of all school bus users. Students are to follow the school bus rules or they may lose the privilege of using the school-provided transportation.

PARENT COUNCIL

Al-Hussan International Schools

Parent Council Constitution

Background

Parents' Committees were formed in each school following an invitation from the administration of Al-Hussan International Schools.

Mission Statement

The council mission statement is to support the school in meeting the educational, social and physical health needs of children through effective and meaningful involvement of parents as partners.

Objectives

The objectives of the council aim at improving the school learning environment by:

- Representing collective parental views when advising the school;
- Promoting and maintaining a positive school environment through placing the overall interest of the school and all of its students first;
- Seeking the views, opinions and cooperation of the School Community in the operation of the school and the programs and services provided;
- Recognizing the diversity of the school population and community and encouraging and supporting active participation by all;
- Responding to requests for feedback and consultation from the school administration on the development and implementation of policies, programs and services affecting the school;
- Providing advice on the development, implementation and review of the school plan for continuous improvement;
- Developing, maintaining and encouraging communication between parents, students, educators and administrators;
- Promoting and developing good relations between the school and the community;
- Supporting, encouraging, and improving the quality of education and the well-being of students in the School;
- Raising funds for school equipment and activities;
- Providing the means of effectively organizing parent volunteers; and
- Acting in an advisory capacity and as a resource to the school GM, senior staff, and, when appropriate, to the school president on such issues as:
 - School Policy and Procedures.
 - School curriculum.
 - School year calendar.
 - School code of students' behaviour.
 - School community communication strategies.
 - Co-curricular activities.
 - School based services such as transportation, canteen, etc.
 - Health and safety.
 - Facilities and equipment.
 - Learning resources.
 - Parents' Council constitution

Membership

If you are interested in joining the Parent Council ask for the parent council's constitution from the school.

STUDENT COUNCIL CONSTITUTION

Introduction

Students from Grades 6 - 12 are organized to form a student council. They operate under a constitution. At least one senior management member sponsors the group, and approval for projects must be obtained from the School Head.

Called the Al-Hussan International Schools Student Council, this student organization that started in 2003 promotes leadership and fund-raising skills. Projects and activities will be conducted throughout the year, giving council members experience in these skills. At the same time these activities contribute to the benefit of the school morale and finance.

Student Council members are elected during the first quarter by their peers and consist of one student per class grouping. Students should be careful and selective in electing officers and representatives who will fulfill their duties and not vote for candidates just because they are popular.

Through the Student Council, students are involved in activities appropriate for their age group.

Mission Statement

The Al-Hussan International Schools Student Council is an elected body of students from Grades 6 – 12 at Al-Hussan International Schools dedicated to ensuring the advancement of student aspirations at the school.

Aims of the Al-Hussan International Schools Students Council

Assist in publishing the school yearbook, termly newsletter and providing students with information about latest events in school.

- Improving student activities.
- Satisfying student's needs and wishes.
- Developing relations with other schools and having a twin school for tournaments and exchange students.

Powers of the Student Council

- Organizing meetings with students by informing School Head.
- Requesting school trips.
- Arranging inside school activities.

Laws that Govern the Student Council

The members of the Student Council shall be elected from the student body of the school, namely one person from each Grade between Grades six (6) and Grade twelve (12) inclusive.

Elections to the Student Council shall be held on an annual basis. These elections shall be conducted in the October of every academic year. The elections shall be held at a time determined by the School Head.

Every student in the school body between grades six (6) and Grade twelve (12) has the right to be elected to the Student Council by his/ her peers in his/ her grade gender group.

Every student in the school body between Grades six (6) and grade twelve (12) has the right to vote for a candidate of their choice in their grade gender grouping in the said elections.

The elected representatives of an election as described above shall, in their first meeting, (chaired by the School Head) elect their own Office Bearers. The Office bearers shall be designated, in order of seniority. (a) President, (b) Vice President, (c) Secretary, (d) Treasurer. All other representatives shall be known as Members of Student Council.

In the instance of an elected Member of Student Council (or elected Office Bearer) not being able to complete his/ her Term of Office, i.e. from October to October, for any of the reasons outlined below, the President shall nominate a replacement from the school body. The replacement shall be nominated from the grade and gender grouping of the departing Member of Student Council (or Office Bearer).

NOTE: Should the departing member of Student Council be the President in person, the task of nomination shall fall upon the next most senior Office Bearer, namely the Vice President. Should the Vice President also be unable to continue duties the task falls to the Secretary, and so on. Should all Office Bearers be leaving, the task of nomination shall fall to the GM of Al-Hussan International Schools.

A member of Student Council may not be able to complete his/ her Term of Office for the following reasons:

1. Voluntary resignation- one meeting's notice must be given.
2. Departure from the school. Student Council representative must be a current member of the school body.
3. Missing three consecutive Student Council meetings for which the Secretary has sent out due notice via the distribution of Minutes. This lack of attendance shall result in automatic dismissal from the Student Council.
4. A member of Student Council may resign from the Student Council as a form of protest, giving the necessary one meeting's notice. This resignation shall be recorded as a resignation of dissent.
5. The unanimous vote of the members of the Student Council may remove a member from the Student Council should it become apparent that a member is not fulfilling Student Council tasks as set out for them to perform. This failure to perform tasks must be seen by members to cause the Council to not be able to perform its task efficiently.
6. The Laws that govern the Student Council may be added to, as seen fit by the Student Council, by the simple expedient of adding to them by numbered Addendum.

Main Tasks of the Student Council

- Raise money to improve facilities.
- Improve facilities.
- Research for improvements in uniform.
- Issue questionnaires for student needs and ideas for improvement
- Organize meetings with students.

FIRE DRILLS & EMERGENCY PROCEDURES

An evacuation plan has been developed in cases of emergency. Emergency drills are conducted periodically in an effort to instruct students in School Safety & Security Procedure ([IS-AD-PD-040](#)). In cases of emergencies such as fire, earthquake and others; students and teachers are to promptly evacuate the building in an orderly manner and to proceed outside to the designated assembly area where everyone will be accounted for. No one is to go back inside the building. Further instructions will be issued according to each situation.

CO-CURRICULAR ACTIVITIES

At Al-Hussan International Schools, a great deal of importance is given to co-curricular activities. Students are encouraged to develop their talents, interests, hobbies, skills and techniques through participation in physical, academic, scientific and artistic pursuits.

The School organizes different activities for students throughout an academic year, to list a few:

1. International Day
2. Sports Day
3. Fun Day
4. Bake Sale
5. Honor Roll
6. General Knowledge Contest
7. Field Trip
8. Overseas Field Trip
9. Interschool Sporting Contests
10. KG-3 Graduation
11. High School Graduation
12. The Annual Show

This document has given you information about various aspects of the school. If you require any further information please contact the school management.