



# Parents - Students Handbook

**2018/2019**

**A comprehensive guide to policies and procedures  
related to students and their parents**

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## SECTION 1

### VISION, MISSION, VALUES AND PHILOSOPHY STATEMENT

**Vision:** *Distinguished Education for a Competitive Generation for whom nothing is Impossible*

**Mission:** The mission of Dawhat Al-Jazeera School is to:

- provide competent educational practitioners of high-quality performance.
- employ state-of-art technology in education.
- instill Islamic values among students and school community at large.
- maintain an attractive and motivating school environment.
- effective community involvement.
- exercise continuous self-assessment for quality assurance.

**Core Values:** Moral values are at the essence of Dawhat Al Jazeera School's ethical education. On leaving school, all students will have developed a keen sense of personal and civic responsibility. We, as a school, are committed to conduct ourselves in a manner consistent with the highest standards of integrity, honesty, and fairness in all our activities. As a reputable institution, we believe that all staff members should model and promote the following Core Values:

- Create a community based on Respect
- Provide equitable opportunities to fulfill individual potential
- Pursue Excellence in all that we do
- Encourage Responsibility in Action, and in Service
- Demonstrate Competitive mindedness for personal and national advancement

**Partnership:** We believe working together results in a stronger organization and community because, in partnership, we can deliver transformational education. Each person discovers that one of life's greatest satisfactions comes from giving to others, and recognizes that talents should be shared through service.

**Innovation:** We encourage creativity and practices that foster adaptability. We seek continuous growth and improvement by sometimes challenging existing practices.

**Citizenship:** We are loyal and patriotic citizens and are prepared to place the interest of the country above all other interest. We voluntarily support the country and achieve personal goals to promote the its development and growth. We support the national 2030 vision by taking part in environment friendly projects that ensure sustainable development in the country

**Moral responsibility:** At the core of accountability is reliability and personal responsibility. We value the ability of our staff and organization to honour our commitments to clients and to each other. We each have a sense of duty to willingly fulfil assigned tasks. Help is readily awarded by all members who also accept accountability.

**Leadership:** We believe that in providing a safe environment to learn through mistakes, make educated choices, provide opportunities for teamwork as well as leadership opportunities, we are empowering our students to be humble leaders of tomorrow

**Excellence:** We challenge our students and ourselves to meet the highest expectations of our community. Our accomplishments are just milestones on our road to look for more challenges in our professional journey which endeavours to exceed all expectations.

**Philosophy:** We strive to achieve our mission using approaches based on our philosophy. We believe that:

- positively developing the character of the learners and empower them with values, knowledge and necessary life-skills to be able to face the challenges of our time.
- moving towards a knowledge-base-society where quality of education is secured.
- developing our present educational system by integrating e-learning
- promoting collective as well as individual success and encouraging students' optimum performance in all aspects of life.
- providing a safe educational environment.
- nurturing gifted and talented students by providing programs, financial and human resources that discover and develop their talents.
- professionally developing a teaching and administration cadre able to reflect, self-assess and self-direct.

## SECTION II

### INTRODUCTION

This Parent/Student Handbook is intended to serve as:

- An informative document about all academic facets of our school program.
- A guide to the policies and procedures relating to the students and their parents of Dawhat Al Jazeera Kindergarten, Elementary, Middle and High School.

Education is a partnership between the home, school and the community at large. We therefore recognize the shared responsibility of leaders and citizens to provide students with means and tools that will enable them to succeed, and confidently overcome any modern-day challenges.

### Overview

DJS offers an advanced level curriculum from Kindergarten to grade 12 designed to prepare students for post-secondary college or university education. The primary language of instruction in the International Department is English with special emphasis on the Arabic.

The English curriculum has been selected with the main goal:

- To teach the knowledge, skills and concepts related to a continuously improved modern education.

The Arabic, Islamic, and Social Studies curricula in use are those provided by the Ministry of Education that are taught while applying the goals set by the Ministry. They serve to:

- Promote fluency in the Arabic language. (Our International Department students perform the Arabic Language National Aptitude Test annually which emphasizes the effectiveness of our teaching and learning in this subject area).
- Instill Islamic values and attitudes held by the Quran and the Kingdom's educational policy.

### School Contact Details

- **Postal Address:** Dawhat Aljazeera School  
P.O. Box: 1761  
Jeddah 21441,  
Saudi Arabia
- **Telephone:** (966-2) 6322568 / (966-2) 6322835  
Extensions: Reception: 123 Accountant: 130 **International** dept. assistant: 136
- **E-mail:** [admin@dawhat-aljazeera.com](mailto:admin@dawhat-aljazeera.com)
- **Website:** [www.dawhat-aljazeera.co](http://www.dawhat-aljazeera.co)
- **App.** for notifications/ agenda / progress reports
- **WhatsApp groups** for emergency notifications and announcements

## SECTION III

### SCHOOL SECTIONS AND CURRICULUM K - 12

#### Kindergarten Section

Our full-day kindergarten program for 3-6-year-olds is a child-centred, developmentally appropriate which adopts the Scott Foresman Pre-K - Kindergarten literacy, Science, Math and Social Studies program packages together with the renowned Jasim Al-Mutawa standard Arabic Language curriculum.

The program is conducted in a safe and healthy environment where the play-based learning strategy provides children with developmental experiences in six areas of learning: Personal and Social development, Language arts, Mathematics, Science and Technology, Islamic, Health and Physical activity, as well as Art.

#### Kindergarten Orientation

Kindergarten orientation is a long-awaited time for parents and child to meet the teacher on a one-to-one basis to discuss both the program and your child. This is an important step in helping your child getting acquainted to her/his new environment and adjusted more smoothly to school settings.

Orientation may occur at any time of the year and before your child starts school.

Our Pre-K - Kindergarten section welcomes an average of 160 children per year accommodated into 8 specialized classrooms not including our Arabic classroom. The program is run and supervised by specialized main teachers and teacher assistants for each class who give special attention to each child in order to help them develop emotionally, spiritually and support their innate natural of the love of learning.

#### Elementary School

Comprises grade 1 up to grade 5. With the lower elementary grades spanning from 1-3, and the upper elementary grades spanning from 4-5.

Our lower elementary grades teachers are trained to ensure attention to each student, a factor associated with high achievement in the Learning to Read program at this level.

Grades 3 - 12 are taught by qualified experienced subject teachers. Most courses are taught in English using American accredited curricular resources, and online interactive resources

## Elementary Section

**At the elementary level 1-5**, the *Pearson* curriculum where a comprehensive, research- based English Language Arts program, Mathematics Life/Earth/Physical/Space & technology and Science is used.

For the Arabic Language and Islamic Studies, the Ministry of Education curriculum is taught. Social Studies for grades 1-3 taught in English and is compatible with the Saudi Islamic culture, while grades 4-5 follow the Ministry's curriculum. Information Technology, Physical Education and Arts are important subjects to the program.

## Middle/ High School section

**At the Middle School level 6 - 8**, Our students continue using *Pearson* for English Language Arts, Mathematics, and Life/Earth/Physical Science modules for the middle school are completed by the end of grade 8. Ministry of Education Social Studies, Arabic Language and Islamic Studies curricula continue to be implemented. A more complex Information Technology curriculum is followed. Physical Education and Arts classes are also scheduled once a week.

**At the High School level 9 - 12**, Students start to follow the American Diploma courses and are awarded credit hours. They receive specialized college/university preparatory courses in English Literature, Grammar & Writing, Mathematics (Algebra 1/ Geometry/ Algebra 11 & pre-Calculus, Calculus), Biology, Chemistry & Physics. Ministry's courses curricula for Arabic Language & Islamic Studies.

For Social Studies they complete the Ministry's plan. Electives such as World History, Geography, Business Studies, Economics, Accounting, Drama, life Skills, Art and design, P.E., I.T., and Career Planning where the course of study will be selected by the department based on availability of instructor.

Moreover, another measure is taken to broaden our students' minds and outlooks in the present multicultural and international global approach of education by studying Beginners' French as a third language to satisfy the required credit of Foreign Language.

Our students are prepared to sit for SAT1 in grade 9&10, and SAT 2 in grades 11& 12.

DJIS is proud of the program it has developed over the years and is committed to continuing the process of review and improvement. The academic portion of the curriculum is well supported by online resources that facilitates the process of self-learning for students.

The curriculum however, is of little value unless it is supported by a sound moral and social framework. It would be irresponsible to provide students with the knowledge and skills necessary to succeed in the international scene without also giving them a set of values that enable them to apply their knowledge wisely. Fundamental to the curriculum, is the fostering and applying core values mentioned in section 1.

## Section IV



### SCHOOL OPERATION AND EXPECTATIONS

#### Hours of Operation:

Dawhat Al-Jazeera School offers instruction and activities for pre-K-12 five days a week - Sunday - Thursday.

The regular hours of operation are:

Pre-K- grade 3: 07:15 a.m. to 01:30 p.m.

Grades 4-12: 07:15 a.m. to 02:15p.m.

Thursday is usually a short day 07:15a.m. to 1:30, (students needing support stay an hour behind to receive remedial programs). There are clubs conducted on that day.

There are approximately 180 days of instruction per year - September through to June.

\*All students use the main Eastern gate at all times.

\*Students are not expected to be at school before 7a.m. for safety reasons.

#### Announcements

**Daily Assembly:** At the beginning of each school day, all students and staff assemble in the school courtyard. Students start their day by a recitation from the Holy Quran and chanting the National and School Anthems. Announcements relating to school functions and activities are made. Assembly is prepared by students and class teacher by rote, to promote self-confidence and public speech skills, as well as to send short pastoral and awareness messages as determined by the assembly program.

#### General Expectations

##### DJS expects students to:

- always be the best possible representative of the school by exhibiting proper respect in word and deed to all those around them.
- maintain a cooperative and humble attitude.
- give school work the highest importance by:
  - a) arriving to class fully prepared.
  - b) paying attention and working hard in class.
  - c) completing and submitting homework by the specified date.
  - d) using curricular interactive online resources.
- choose positive words to communicate facts, ideas and opinions, whether verbal or written to adults or fellow students.
- accept responsibility when involved or witnessed situations of conflict.
- respect school facilities and property including electronic media and data.

- keep school premises clean.
- respect fellow students, their personal property and the property of others.
- comply when disciplinary measures are taken as a result of inappropriate actions.
- refrain from bringing gum and/or junk food onto school property at any time.
- follow all instructions directed by teacher, superiors or activity supervisor, especially in case of accident or injury.
- follow mandatory safety precautions at all times.
- stay with the class group in designated areas, and refrain from wandering around the when off the premises for fun or educational trips.
- abide by the school's dress code.

### **DJS expects parents to:**

- assist their children to be punctual and prepared for class.
- promote their children's positive work habits.
- encourage their children to take pride in the school and its uniform by making them wear it properly to and from school.

### **Telephone and Cell Phones**

**Local Telephone Calls:** Routine incoming telephone calls to teachers and students will be reported in message form. Emergency calls will be appropriately handled as emergencies; but teachers will not ordinarily be called to the telephone during their regular teaching classes. Emergency calls by students may be made only from the school's administration office.

**Cell Phone:** Students are not allowed cell phones in school.

## SECTION V

### ADMINISTRATIVE POLICES AND PROCEDURES

#### ADMISSION TO DAWHAT AL JAZEERA

**Rationale:** Dawhat Al Jazeera provides quality national and international educational services regardless of social, economic and cultural backgrounds.

**Policy:** Admission to school is granted to candidates who exhibit respect for the philosophy and vision of the school and fulfil the entrance and registration requirements.

#### Admission procedure:

- Complete an application form
- Submit original report card/s from the previous school
- Student attends a personal interview with the principal/ or an appointment is scheduled
- If interview is successful an entrance exam date is scheduled and a processing fee is required
- Upon successful completion of the application process, parent/s are obliged to submit all the required documents.

#### Documents required:

- An Application Form
- Birth certificate (*copy matched against original*)
- An up to date Passport (*copy matched against original*)
- Student ID (*copy matched against original*)
- Immunization record.
- A signed form for the student's first /middle/family name in English in the absence of a passport document.
- A signed off school activity permission slip.
- Sign the Code of Conduct Agreement form (*for Intermediate School Students*)
- Passport size photograph not older than 3 months at the date of application  
Registration fee, full school fee or first term installment, text books package fee.
- Parents are welcome to share their situation with the Principal. Families will be considered on an individual basis to decide the best way to meet their child's needs.

## PARENT COMMUNICATION

**Rationale:** Effective use of communication by all stakeholders promotes open dialogue and also results in the fair and quick resolution of concerns.

**Policy:** Open communication and attentive listening to constructive suggestions to improve the educational service must be respected by all stakeholders.

### Procedure:

#### The Principal will:

- ensure that communication guidelines are included annually in the Registration package.
- will provide all school staff with a copy of the parent communication guidelines.
- recognize that although social media channels are put into effect for quick reach of parents in case of emergencies and for announcements, privacy is important when it comes to individual issues to do with accounting or students' level of achievement.

### Parent Communication Guidelines

- Parent/s may call the school and request an appointment with the Principal or her delegate the Deputy to the Principal.
- The school will return the parent's request confirming the date and time of the meeting.
- As a first step, when the parent has a suggestion or concern, he/she is expected to speak to the Principal or her delegate the deputy.
- The Principal may request, at any step in the process, that the suggestion or concern be put into writing.
- The Principal may involve, at any time in the process, others who may be helpful in resolving any concerns which may arise.

### Advisory Parents /Teachers Meetings

- Two main advisory parents/teachers meeting are held.
- Parents will discuss with teachers and student counselor their daughter's academic achievement / socio-emotional wellbeing.
- Sub groups may also be invited to discuss students where necessary.
- Below level student parents are invited to participate in intervention plans and sign pledge to follow up and support their daughter.

### Parents/Teachers Association

- PTA members' list names and contact numbers will be sent to mothers at the beginning of every school year and upon change of a member during the school year.
- Parents may contact a PTA member to address an issue of concern or suggestions for the improvement of the school.
- PTA members will meet with the school board headed by the Director once every term of the school year to discuss parents' suggestions and concerns. At those meetings, solutions will be adopted by the majority voting of the board members.
- Parents will be promptly informed of the result of the PTA and school board meetings.

## DRESS CODE

**Rationale:** “A school is a place that promotes responsibility, respects civility and academic excellence in a safe learning and teaching environment.” (*Code of Conduct, Ministry of Education*)

Based on our beliefs in Islamic values and academic excellence, Dawhat Al Jazeera School’s appropriate dress code shall be in keeping with the school’s philosophy.

**Policy:** School uniform, clean and in good repair, is mandatory at all times. Students must commute to and from school in full uniform.

### Procedure:

- Parents are informed about the details and purchase of the school uniform in the registration package.
- The sweat shirt as a clothing item, must be marked with student’s name and grade.
- Code of conduct penalties will be applied to students who do not conform to school’s dress code.
- Disapproved school items may be taken away from the student and returned at the end of the school day.

## UNIFORM DESCRIPTION

### Elementary School

- School’s white short sleeved polo shirt
- School’s Plaid uniform blue green & white pinafore
- School’s Navy-blue uniform jacket.
- Black shoes or white sport shoes.
- Ankle or knee height white socks.

### Middle School

- School’s light green, short sleeved polo shirt
- School’s stiped dark green midi pinafore
- School’s green uniform jacket.
- Black shoes or white sport shoes.
- Ankle or knee height white socks.

### High School

- School’s blue short sleeved polo shirt
- School’s ankle-length navy blue pinafore
- School’s blue uniform jacket.
- Black or white sport shoes
- Ankle height white socks

## Jewelry

Students may only wear:

- A wristwatch
- Stud /sleeper earrings

All non-dress code jewelry, shall be confiscated and returned to the student at the end of the school day. Repeated offence may result in signing a warning slip and losing marks in accordance with the code of conduct agreement. The school shall not be responsible for any jewelry items lost at school.

## Physical Education Kit

All students are required to wear a P.E kit during P.E classes.

- Black long pants **NOT** leggings.
- White polo style shirt
- Sports shoes.

## Hygiene for All

- Clean clipped nails, no nail polish
- No makeup
- Hair & scalp condition routinely checked for hair pests.
- Hair should be kept clean, neatly tied back. Unusual styles and dyes are not acceptable.
- Middle/High School students should use odorless deodorant.
- Only light refreshing cologne can be worn by all. (strong perfumes are not allowed for reasons of allergy of some students or staff.)

## STUDENT ATTENDANCE

**Rationale:** Regular school attendance has a direct positive effect on academic success of the students and fosters their personal development. On the other hand, constant tardiness and unreasoned absences have a serious impact upon the students' academic achievement, personal development and subsequent adjustment in future years.

**Policy:** Regular school attendance is mandatory for every student during the school year including all official assessment periods. The school's staff, parents and the community have the responsibility to support and encourage regular attendance and punctuality.

### Procedure:

- Attendance is registered at the beginning of the first class each morning at 7:30 a.m. by the class teacher and the floor supervisor, and entered into the system.
- Parent/s **must** call the office by 8:00 a.m. to inform the school of the reason for a student's absence or tardiness.
- Parent/s or guardian must send a note to the office when the student returns explaining the student's absence.
- Absent student is usually supported by teacher to make up for the subject material they have missed.
- Late arriving student(s) will sign in the tardiness register book.
- Parent or guardian's note is filed by the school office for future reference.
- For the safety and security of students and where the school has not been previously advised, absent student's parent or guardian will be contacted by the school to ascertain the reason for absence or late arrival.
- A doctor's note is required for a prolonged absence from school or Physical Education sessions due to illness, and for absence during assessment times.
- In cases of illness with a medical report, unforeseen documented emergency or death in a family, a parent of a student who will be absent for an extended period of time (**more than ten days in a term**) must make prior arrangement with the administration in order to accommodate the student in completing assignments, quizzes, tests and exams in order to receive a grade or credit.
- **Quizzes and tests shall not be rescheduled without a hospital report.**
- **American Diploma students in grades 9 - 12 will not receive a grade/credit if unexcused absence extends to ten or more days per term.**
- **American Diploma students grades 9 - 12 will not receive a grade/credit if ten or more early dismissals occurred for that class subject.**
- Absence and tardiness are recorded on the student's report card; the number recorded is cumulative throughout the academic year.

## MEDICAL APPOINTMENTS

*Parents are encouraged to make every effort to schedule dental or medical appointments during the holidays and at times that would least affect the student's academic performance. In the event of a more urgent need, parents are requested to book appointments at the end of the school day.*

- Parent/guardian **must** submit a prior notice of the appointment to the office and inform the subject teacher.
- Parent/guardian **must** sign the in/out register book preceding or following the appointment and receive a permission slip to hand to the floor supervisor who will call the student.
- Parents are advised not to dismiss their children earlier than 1:45p.m from classes for all school days and specially Thursdays not before 12:30.

**Excused Absences or early dismissals means an absence or dismissal for:**

- Illness
- Family emergency
- Death in the family
- Medical appointment
- Other reasons deemed as excused absence or early dismissal by the principal

## CLASSROOM MANAGEMENT

**Rationale:** To establish and maintain discipline through self-assigned and collective responsibility measures and to foster safe and healthy conditions for a productive teaching and learning experience

**Policy:** Teachers and students must ensure that posted classroom rules are adhered to and that the cleanliness and tidiness of their classrooms is maintained in order to foster and support a productive learning environment.

### **Procedure:**

Student will:

- remove all books, writing instruments and paper from their desks and the floor.
- Kindergarten children are encouraged to tidy up their learning games or toys after they are finished.

## DAILY CLASSROOM DISCIPLINE

**Policy:** All students must be encouraged to abide to classroom rules at all times.

### Procedure:

Students will:

- show respect when an adult enters the room
- have everything they need for each and every class.
- ask for permission if they wish to leave their seat for any reason.
- raise their hand to ask and/or answer questions.
- be allowed permission to go to the bathroom during classes.
- not disturb the instruction time or their class mates in any way.
- not eat in the classroom at all times.
- be given permission to eat in the classroom during recess time only if a physical disability does not allow her/them to climb the stairs to the Cafeteria.

## BEHAVIOUR

### Promoting positive behaviour

**Rationale:** The School is committed to the values upheld by Islamic teaching including values of compassion, tolerance, forgiveness and reconciliation.

**Policy:** The school shall implement proactively positive and correctively supportive practices on disciplinary decisions concerning students.

**Procedure: The Principal may intervene to address an inappropriate student's behavior by:**

- orally reminding the student about inappropriate behavior and the school's expectation.
- assigning a written work with a learning component (written reflection) for the student to complete, this is required to be signed by a parent/guardian.
- prescribing the student who is at least 10 years old with an in-house community service.
- contacting and meeting the student's parent(s)/guardian(s) together with the student.
- withdrawing privileges.
- suspending a student from school for a specific time. As last resort.

*{All in compliance with student code of conduct which follows Ministry's guidelines for attendance and conduct}*

## VIOLENT BEHAVIOUR

**Rationale:** Our students and employees have the right to a safe, secure and inviting school environment free from all forms of disruptive behavior, harassment, bullying, threats and violence of any kind.

**Policy:** Classroom disruptive behavior, damaging school property, harassment, threats, bullying, verbal and physical violence of any form are strongly denounced and the offender might jeopardize her continuation in the school.

The Principal or her delegate will:

- communicate the school's non-violent policy to students, parents and school staff.
- provide a mechanism for safe reporting of any incident
- assess any reported incident and implement prevention strategies as in compliance with code of conduct agreement.
- repeated offence/s, the student's parents is contacted for a meeting to discuss the issue and consequence/s.
- remove privileges, dismiss from class, suspend or expel a student from the school for non-compliance with the school rules and code of conduct which may occur at any time during the school year.
- retain the reported file of the incident for one year if the incident does not result in suspension and for three years if suspension was the decision.
- ask parents of the student to repair or pay the cost of damaged item/s.  
*{All in compliance with student code of conduct which follows Ministry's guidelines for attendance and conduct}*

## SUPERVISION

### Recess and playground supervision

**Rationale:** Close and responsible supervision of students is vital in supporting positive behavior as well as securing the safety of students at all times.

**Policy:** The Safety and well-being of DJIS students is the collective responsibility of all the school staff members.

**Procedure:** Teachers and staff will be assigned supervision on a regular rotating basis throughout the year.

**During supervision, they will:**

- be present in the cafeteria &/or the playground at all times during the assigned time.
- circulate around the playground and/ or the supervision area.
- ensure students remain in designated areas.
- supervise the orderly return back to classes or to the school building.
- ensure students are following cafeteria / playground regulations – littering, rough playing, and improper language are not permitted.
- administer discipline as needed.

**Kindergarten**

*The following is followed up while supervising KG recess:*

- Kindergarten teachers are responsible for the close supervision of children at all times and during their outdoor activities.
- Kindergarten outdoor activities always takes place in the KG specified playground.
- The gate must be securely locked while the children are present in the playground.
- Teachers must remove any item that may harm a child from their play space.

## SECTION V I

### ACADEMIC POLICIES

**Rationale:** Academic polices are put in place to facilitate and support the development of responsible work habits in all our students. Academic integrity, both inside and outside the classroom, is of paramount importance to the students' development to achieve their optimal potential.

#### GRADING

**Policy:** Teachers have the authority to evaluate and grade the student's work as required by the curriculum expectation, subject only to enquiry of the Principal. This authority is to be respected by students and parents.

#### Procedure:

- Late or recent enrollment of a student
- Extenuating circumstance beyond the student's control that results in her prolonged absence e.g. illness
- Other issues will be considered at the discretion of the Principal, department coordinator, and the teacher.
- A term average below 60% would be a matter for review by the Principal / department coordinator / Head of Section, who will:
- promptly inform the student and parent(s) through the Administrative Assistant and may request a meeting to discuss the reasons for under achievement.
- consider differentiated instruction and assessment to help student improve.
- advise subject or course teacher/s to work on improving the student's learning skills and work habits.

#### HOMEWORK

**Policy:** Assigned homework must recognize the importance of family time and honors the bonds between school and family. Homework's should be meaningful and serve a specific purpose considering quality over quantity.

#### Procedure:

##### Kindergarten

- Weekly Homework for KG1 and 2
- Daily Homework for KG 3
- The teacher may provide or suggest to parents' resources for outside the classroom learning activities.

Based on the educational researcher Harris Cooper model, our students will be assigned the following number of minutes to spend on homework daily.

HOMEWORK MINUTES BY GRADE	
K-2 ⌚ > 10 - 20 MINUTES	3-6 ⌚ 30 - 60 MINUTES
Junior high ⌚ 90 MINUTES	High school ⌚ 90 MINUTES - 2.5 HOURS

#### Elementary: (Grades 1 – 3)

- **Grades 1-2:** In theory, daily homework could take up to 20 minutes on average (depending on the *standard* of the student related to the class average). As the student moves up in school 10 more minutes of homework a night should be expected. **Grades 3-6:** 30-60 minutes of homework (depending on the *standard* of the student related to the class average).
- Students are expected to use the interactive access code that accompanies the curriculum. Additional self-instigated work and activating the online access code will enhance the students' skills and encourage self-learning.
- Regular homework incompleteness will result in an academic review of the student's performance followed by an appropriate action.

**Middle School:** students get around 90 minutes of homework; they need to learn good study habits to prepare them for high school.

**High School:** Students are expected to spend up to 2.5 hours of homework every night. In addition, they are expected to prepare pre-readings for the next class or practice learnt skills at school.

#### Late and missed assignments

**Rationale:** It is crucial for students to develop time management skills and accept responsibility for completing work in due time starting at an early age. This would decrease the stress that comes when students experience a backlog of incomplete work.

**Policy:** Elementary teachers must use a variety of strategies to encourage and help their students develop positive learning skills and work habits.

#### Procedure:

- Late assignments including homework will be noted as part of the continuous evaluation of the student's development of learning skills and work habits.
- **Teachers, according to their professional judgment, may adopt one or more of the following strategies:**
  - assign a task (e.g. homework, project) and set deadline date for submission
  - assign an alternative task e.g. project, homework, test ...etc. to reinforce positive work habits and improve the student's time management skills
  - hold student-teacher conference
  - use peer tutoring to deal positively with problem.
  - review if the student's needs English language support.
  - review whether the student requires special education service.

- orient and guide their students to answer questions for their assignment/s
- plan major assignments to be completed in stages.

When assignments are not submitted because of an acceptable excuse e.g.: illness, family extenuating circumstances...etc. on the set deadline date, the teacher may give a reasonable extension without penalties

## TESTS AND REPORTING

### Tests

- There are four tests in a school year, one in each quarter. Each test is worth 20 marks. *(40% of total mark will be based on final summative examination, while 60% will be formative course work).*
- The second quarter exam will include 10% of the first quarter material studied. The third term will include 10% of material from each past quarter, and the final exam will also include 10% of material from each past quarter.
- All students and parents must check the official annual school calendar for exam dates and plan their travel vacations accordingly.
- No student will be given an exemption from attending exams. Failure to attend an exam will result in a *zero* grade which will be averaged accordingly and as a result will affect the cumulative grade mark for a subject/subjects.

*Other Diagnostic or Standardized tests will be conducted on a regular basis and are mandatory.*

### Reporting

- Students will receive quarterly reports reflecting their formative and summative assessment levels.
- Progress reports for the first and third quarters can be accessed through the school application, each student will access her results using her user name and password.
- This application is electronically linked to the accounts department.
- Students will receive a printed report card at the end of the first term showing the results of two quarters.
- Students will receive the ministry approved final report card at the end of year showing the results of four quarters.



## PROMOTION AND ACADEMIC PROBATION

### Promotion Policy

#### A student who:

- attains all core required subjects with 60% or more will be promoted to the next grade level
- receives a final cumulative of 59% and less in English or two core subjects (Islamic Studies, Arabic, Math, Science & Social Studies) will be scheduled for a make-up test a week before the beginning of the new school year.
- fails English and other two core subjects will not be promoted to the next grade and will repeat the same grade.

### Academic Probation Policy for *American Highschool Diploma* Students

High school students are advised to avoid being in academic probation status which might delay their graduation. The following are the guidelines for academic probation:

#### A student will be in academic probation if she receives:

- a cumulative grade of 59% or less in any subject in the academic plan.
- a zero grade in a major exam.
- a zero grade in a major exam for cheating.
- a zero grade in a major exam for not writing the exam without a strongly excused reason.

## SUPPORT AND INTERVENTION

**Rationale:** Every child has a right to learn, every child deserves to achieve

**Policy:** DJIS will do whatever it takes to ensure that all students receive the instruction they need and to provide the learning opportunities that everyone deserve to excel at learning.

**Procedure:** Following below level summative assessment results, differentiated individualized timely targeted support plans are designed to support learning progress or missed skills or missed previously covered material and are intended to prevent students from falling further behind, and intended to meet deficits in foundational skills. This is arranged in small groups. They are then screened and assessed to have the learner catch up and become an on-level learner.

Support sessions are usually arranged after school hours, and with the consent of the parent.

## LEARNING DIFFICULTIES

**Rationale:** Students who demonstrate a significant deficit in foundational skills that can go further than two years behind the on-level group deserve the learning opportunities of their peers.

**Policy:** Learners at great risk of experiencing failure, and learners evaluated as learners with learning difficulties, receive highly specialized tier 3 support from their teachers and supportive skill development from the Learning Difficulties Officer.



Students suspected of having learning difficulties go through the procedure recommended by the Ministry of Education, which includes:

- A letter is sent to the parent for permission to undergo a preliminary evaluation
- On parents' consent, the student is evaluated and referred to the Ministry's Special Unit for more accurate evaluation
- A parent may prefer to choose a private center that must be certified.
- If the student is confirmed to have learning difficulties, a special program is designed for her and Ministerial guidelines are followed for instruction and assessment.

## MAWHIBA AND GIFTEDNESS

**Rationale:** Gifted students learn in a different manner and at an accelerated rate compared to their peers in the classroom and therefore require gifted programs to develop and apply their talents.

**Policy:** To spread the culture of giftedness at school and encourage creativity and innovation. High performance students who have intellectual, creative, artistic, or leadership capacity, or in specific academic fields will receive required special services and activities in order to fully develop such capabilities. Mawhiba department will cooperate with all other departments to cater for the needs of Gifted students

***The school has a special scholarship program for gifted students.***

**Procedure:** There are specific advantages to placing gifted children in adequate programs. Programs will be organized to:

- detect gifted students.
- provide attention and care to enhance and develop gifted students' abilities and talents in order to achieve the highest level of progress and development with excellence, innovation and creativity.
- continuously involve and communicate with parents of gifted students to provide information and assistance about giftedness and its relevant programs.
- provide programs to instill in them Twenty-First Century skills.
- raise awareness about the importance of participating and contributing to serve and represent their country in local competitions and international forums
- Giftedness programs are prepared in cooperation with (*The National Center for Assessment and Evaluation*), and enrichment specialized programs are implemented in liaison with (*King Abdulaziz and his Companions Foundation for Giftedness and Creativity*). Gifted students are encouraged to enrol in National giftedness programs to be eligible to enjoy the benefits of the program.
- professional development programs are arranged for teachers to help them meet intellectual, academic and social needs of gifted students.

## STUDENT ASSESSMENT CRITERIA & EVALUATION

DJIS students are assessed in the following areas:

Type	Criteria	Explanation	Grade	Average
Formative Assessment	Participation	Punctual for class	1	20
		Tools	1	
		Participation	2	
		Good behavior (good citizenship)	1	
	Homework	Prompt hand in	1	
		Accuracy	2	
		Neatness	1	
		Correcting mistakes	1	
	Class work (Grade taken once every 2 weeks)	Practice book work ( <i>Neatness / Completion</i> )	1	
		Work sheets/ Notebook/ Portfolio ( <i>Quality/ neatness/ sequencing</i> )	1	
		Independent/ Group work ( <i>if applicable</i> )	1	
		Unannounced graded classwork (may be conducted once a week)	2	
	Project <i>21<sup>st</sup> Century skills reinforced</i>	Collaboration ( <i>where applicable</i> )	0.5	
		Critical Thinking & Creativity	1	
Communication & Presentation		1		
Accuracy of content		2		
Meeting Deadline		0.5		
Summative Assessment	Quizzes	Cumulative average of two per quarter according to subject needs & time frame	10	10
	Quarter Test	Content of quarter subject matter according to required standards + percentage portions from previous quarters	20	20
<b>Total</b>			<b>50</b>	

### Student's portfolios

- A student's portfolio is a file in which the student takes a more active role in her learning process by collecting evidences for her learning to reflect mastery of skills, knowledge and attitudes.
- At the elementary level and for students at grades 6 & 7, they are trained with the help of their teacher to show their growth and process of their learning. While at grade 8 and secondary level, students collect work they consider it is their best product of their learning. Students are also encouraged to include their personal hobby works e.g. painting, photography, calligraphy, cooking...etc. in the designated section of their portfolio. A student's Portfolio tells about the story of your child's achievements in academics as well as in other aspects of her life.

### Projects or classroom presentation

**Rationale:** projects are important assessment tools because they enhance the student's abilities in learning, allow instructors to reinforce 21<sup>st</sup> Century skills and students to apply them.

**Policy:** Projects and presentations can either be individual or in small groups. DJIS expects parents to foster their children's positive personal attributes and presentation which are important skills that are highly demanded for their success in real life and at their future work place.

### Citizenship (good behavior)

**Rationale:** Our school philosophy revolves around instilling Islamic values and morals that produce good citizens who help and support one another, respect differences, honest, respect laws and rules, cherish education and help in conserving the Earth's natural resources for the happiness of those who are not yet born.

### PRIVATE TUTORING

**Policy:** The school has a remedial and support program that it follows up after school hours. Teachers are prohibited from tutoring their students privately. A teacher who privately tutors her student/s will be terminated and reported to the Ministry of Education.

### GRADUATION REQUIREMENTS

- The *American High School Diploma Program* is pursued by our students in grades 9 - 12.
- Students will be required to finish a minimum of 25 \*credits to graduate.
- There is a minimum 120 hours of community service required for high school students at the recommended rate of 30 hours each year.

### THE AMERICAN HIGH SCHOOL DIPLOMA PROGRAM GRADING CHART

Letter Grade	Percentage Range	GPA	Credit
A+	100 - 97 %	4.0	Credit earned
A	96 - 93 %	4.0	Credit earned
A -	92-90 %	3.7	Credit earned
B+	89 - 87 %	3.3	Credit earned
B	86- 83 %	3.0	Credit earned
B -	82-80%	2.7	Credit earned
C+	79-77%	2.3	Credit earned
C	76 - 73 %	2.0	Credit earned
C -	72 - 70 %	1.7	Credit earned
D+	69-67%	1.3	Credit earned
D	66 - 63 %	1.0	Credit earned
D -	62 - 60 %	0.7	Credit earned
F	Below 60 %	0	No credit is earned

### ACADEMIC PLAN

	Grade 9	Credit	Grade 10	Credit	Grade 11	Credit	Grade 12	Credit
	Islamic	1	Islamic	1	Islamic	1	Islamic	0.5
	Arabic	1	Arabic	1	Arabic	0.5	Arabic	0.5
	English	1	English	1	English	1	English	1
	Algebra1	1	Geometry	1	Algebra2	1	Pre-Calculus	1
	Social KSA	0.5						
	Geography				W. History	0.5	W. History	0.5
	French	0.5						
	<b>Science</b>	1						
	Physics		Physics	1	Physics	1	Physics	1
	Chemistry		Chemistry	1	Chemistry	1	Chemistry	1
	Biology		Biology	0.5	Biology	0.5	Biology	0.5
	I.T	0.5	I.T	0.5				
Electives	Art	0.5			Art & Design	0.5		
			Life Skills	0.5	Career Planning	0.5	Drama	0.5
	P.E.	0.5	Health	0.5				0.5
	Economics						Grad. Project	0.5
	Business							
	<b>Total</b>	<b>7.5</b>		<b>8</b>		<b>7.5</b>		<b>7.5</b>

- 1 credit is earned for a subject consisting of four classes per week per term or two classes per week per year.
- Electives will be offered according to instructor/s availability. They are selected to ensure that graduates are well prepared for university and future life
- Arabic/ Social KSA/ Islamic Studies credits are decided in accordance with Ministry of Education guidance.

## Transfer Credits

Students transferring to DJIS at the high school level, their full or partial credits earned in their previous accredited school will be counted toward the school graduation requirements. Previously earned grades at the high school level from another accredited school other than DJIS will be used to compute the student's Grade Point Average (GPA).

## Academic/ Career Advisor

A school Academic Advisor is a knowledgeable staff member at the high school level about post-secondary education and their requirements for admission. She will help the student to manage her academic plan in order to fulfill university/college requirements as well as school graduation requirements. She will also help students in completing their personal statements, application forms and recommendation letters from the student's teachers and the Principal, mailing them before deadline dates set by respective universities/colleges. The Academic Advisor will help students sit aptitude tests to help students decide on their best suited careers and higher institutes that offer the degree. Students are advised to consult their Academic Advisor in all their educational steps.

The program prepares students for post-secondary education admission *worldwide* and into Saudi universities and colleges. Students receiving the *American High School Diploma* will be eligible to apply for the following universities but not limited to:

## **SAUDI AND ARAB UNIVERSITIES**

- King Abdulaziz University
- Jeddah University
- Dar-Al-Hekma University
- Effat University
- King Faisal University
- Ibn Sina National College for Medical Studies
- Battarjee Medical College
- King Abdulla University for Science & Technology
- Princess Nora bint Abdul Rahman University
- King Saud bin Abdulaziz University for Health Science
- Institute of Public Administration
- University of Business and Technology

## **American universities in the Arab world**

- The American University of Cairo / Lebanon/ Dubai / Sharjah

## **American Universities**

- American International College
- American College
- Harvard
- UCLA (University of California and Los Angeles)
- Florida International

## **Universities in the U.K**

*Most U.K Universities will accept the American High School Diploma students who have completed Advanced Placement (AP) Tests. Students should expect to see requests for scores from 4 to 5. Many universities also accept the SAT and ACT. Accepted grades will vary from 1650 to 1800 for the Scholastic Aptitude Test (SAT) and approximately 26 to 36 for the American College Testing (ACT). students may be admitted to foundation or first year depending on grade point average and interview.*

## SECTION VII



### EXTRA- CURRICULAR ACTIVITIES

**Rationale:** Extra-curricular activities increase and maintain students' spirit and their connectedness to school. It is also documented that students who are better connected to school are less likely to pursue poor life styles and are more successful at school.

**Policy:** Potential health and education benefits of extra-curricular activities are part of the Dawhat Al-Jazeera School educational program.

**Special Programs:** This refers to programs such as presentations, attending sport events, Science & Art exhibitions of other schools. Visiting museums and Art galleries to facilitate cultural activities of our students.

#### Procedure:

- The Principal must approve any program involving off school activities.
- Before finalizing a program, the sponsoring teacher(s) submits a request to the Principal providing all the pertaining information for the activity in a timely fashion thus facilitating promotion to the parents and students.
- Other teachers may be assigned to help accomplish the activity.
- Students must represent the school's vision and goals when attending off the school extra-curricular activities. Students who do not comply to this rule will be prohibited by the principal from future participation in such activities.

#### Visitors

Parents/guardians or other visitors who wish to visit the school must check in at the reception office and get a slip stating the reason of the visit. Students are not allowed to bring to school their friend visitors.

#### Nannies

- Are not allowed into the classrooms.
- may help those in their care to carry their heavy backpacks.
- will not be allowed after 7:30a.m or before 2: 15p.m into the department unless collecting an early dismissed student for illness or other permissible reason.

***The same policy applies to siblings and mothers unless they have a permission slip to meet administration.***

## THE SCHOOL NURSE

The nurse is present on the school premises and checks on all students with chronic diseases such as diabetes and asthma. Parents must report the case in the student information form. Otherwise the nurse is available to review any emergency case and report it to the principal with a recommendation.

## EMERGENCIES AND INCLEMENT WEATHER

- In the event of emergencies such as floods, earth quake, or inclement weather, the administration office will contact parents to collect their daughters.
- The school will also send an early morning message to all parents if the school day is cancelled.
- Students are our moral and ethical responsibility, so Under all circumstances, the school's
- Administrative staff and leaders will not leave the school until the last student has been collected safely.

*Dawhat Al Jazeera Principal, administration and teachers would like to thank all our parents and students for their collaboration and support in helping us provide a continuously improved education and together help realize our vision:*

*“Distinguished Education for a Competitive Generation for whom nothing is Impossible”.*