

Vision :

To be a leading educational institution offering the best education program and empowering generations to become creative and competitive global citizen .



شركة جازان التعليمية المحدودة
Jazan Educational Company Ltd

Kingdom of Saudi Arabia

Ministry of Education

Jazan school

Student's hand book

Jazan School / American Diploma

School year :(2022-2023)

Mission:

By fostering problem solving ,creativity ,analytical thinking ,communication and collaboration skills through a well-planned curriculum that diverse learning style and co-operation among all stakeholders .



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TERM 2	
Date	Event
	Classes resume
	Open Reading Day

TERM 3	
Date	Event
	Classes resume
	Open Reading Day

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Introduction:

- This handbook is intended to acquaint you with certain practices, policies and procedures
- That policies normally followed at Jazan school and it is also intended to serve as guide to the policies, procedures, and daily operation .
- Please take time to read the handbook and become acquainted with its entries.
- Additional information and procedures relating to students can be found in the Parent/Student Handbook.

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Values:

- Leadership
- Integration
- Quality
- Effectiveness
- Faithfulness
- Purpose
- Partnership
- Integrity

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Goals :

- 1- students , and school members deserve the opportunity to learn and grow in a safe, respectful environment.
- 2- All stakeholders' members learn from each other through collaborative partnerships.
- 3- Increase student engagement.
- 4- Integrate technology into curriculum and instruction.
- 5- Strengthen 21st century skills.
- 6- Create a systemic staff development program to assist teachers in integrating technology and innovative thinking into curriculum and instruction.
- 7- Develop various basic skills especially linguistics, numerical and dynamic skills.
- 8- Provide the students with appropriate amount of information about various topics.
- 9- Develop his consciousness to realize his duties and rights.
- 10- Increase his desire to acquire knowledge, good deeds, and make use of his spare time.
- 11- Prepare students for the following stages of his life.

Admission :

- Parents must complete the Application Form and provide accurate information.
- Children applying for:
 - Pre-K: must be 3 years and eleven months before October 1.
 - Kg: must be 4 years and eleven months before October 1.
 - G1: must be 5 years and eleven months before May 1(180 days).
- All new students in KG – Grade 1 must present birth certificate, Passport, copy of Father's Iqama or Saudi national ID, and immunization records.

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Attendance:

- Students are expected to be at school, at 7:15 A.M on time, every school day. (See Daily Schedule)
- Late arrivals are very disruptive, so please arrive on time.
- If the student will be absent from school, please call administration no later than 9:00 am. For safety reasons, the secretary calls families when a child is absent and parents have not reported it.
- On his/her return to school, the student must present a note to the homeroom teacher.
- The school generally recognizes the following excusing causes for school absence .
- Sickness of the student or of a member of the immediate family when contagion is a factor, verified by a note from a parent, guardian or doctor.
- Death of a member of the immediate family.

Dismissal :

- Kindergarten classes are dismissed at 12:00p.m.
- Grades 1 – 3 classes are dismissed at 01:00 p.m. (Sunday –Monday –Tuesday)
- Grades 1 – 3 classes are dismissed at 12:05 p.m. (Wednesday – Thursday)

Early dismissal :

- For the safety and protection of each child, a parent/guardian must send a written request to the teacher in advance for his/her child's early dismissal.
- The school administration may release a student only to a parent or authorized person who must come to the office of the school for the child.
- Parents are asked NOT to go to the classroom.
- A student who becomes ill and needs to go home should check out through school clinic and the office.
- Leaving school grounds without permission is not permitted.

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- ❑ Routine medical or dental care, shopping trips and similar activities are not just cause to miss school. Because of the difficulty of securing appointments with medical and dental specialists, these appointments will be honored by submitting a written request signed by a parent or guardian on the day of the requested dismissal.
- ❑ Approval for extended absences for reasons other than illness or family emergency should be requested in advance from the Principal.
- ❑ Absences from school for travel on other than school holidays are strongly discouraged due to their effect on a student's school progress.
- ❑ Since learning takes place in the classroom every day and the activities of each day build for the next, it is usually not possible to provide in advance the work that would be missed during an extended absence.
- ❑ Parents are asked to arrange their travel schedules to ensure continuity and maximum educational growth for their child.
- ❑ We hope you understand that our concern for the progress of each student is the reason for this request.
- ❑ Students with excessive absences or tardiness will receive a warning letter from the principal. Please note that unless we have written or telephoned information from you as the parent, we will not release the child to an alternative person. Please make sure to notify the teacher or office in advance.
- ❑ Arrangements to obtain missed class assignments must be made by parents directly to the teachers involved

Injuries:

- ❑ If a student is seriously injured or feels like he is seriously ill, we will notify you. Because accidents do happen it is important that your student's emergency information is accurate and up to date.
- ❑ We will make every attempt to contact you first before we call others listed on the emergency card.
- ❑ If you have any changes to your emergency information please notify the school as soon as possible.

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Medications :

- Students are not allowed to have medications of any type on their person or in their classroom.
- If a child has a prescription that needs to be taken during the day, you can fill out a medication form and we will dispense it from the office.
- We cannot give out any type of medicines or , prescription without a medication form.

Important :

- For the safety of all the students, NO cars should be parked in front of the school between 12:30 and 1:00 p.m. so that the buses can transport the students safely.
- parent that is meeting a child from car line should wait for him/her on the sidewalk.
- Please do not have the child run across the street alone.

Tardiness:

- A student is marked tardy on the attendance chart if he/she is not in the classroom for the opening exercises.
- Students are expected to be punctual for ALL classes.
- Tardiness attributed to late bus transportation (or private car transportation) due to inclement weather will be excused.
- Repeated unexcused tardiness may warrant parental contact.

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Vacation :

- Every parent receives a copy of the school calendar at the beginning of the school year.
- This will advise you of the dates of vacation periods.
- We highly discourage students from taking time off from school for vacation. However, if students take vacations on dates other than those specified in the school calendar, teachers are not responsible to prepare special assignments for those students or to give the work beforehand.
- It will be the responsibility of the child to make up class work upon returning to school.
- There will be situations where teachers cannot make up for missed classroom activities and assignments.
- If such a case exists, students will be required to perform "meaningful, alternative out-of-classroom work" which will be assigned upon their return.

Discipline:

- Discipline that will foster learning will be stressed in our school.
- It is extremely important that our students and parents understand our expectations and that these expectations are consistent among all members of our staff.
- In all fairness to students, parents and staff members, a firm, consistent and comprehensive discipline policy will be maintained at Explorer International School.
- The responsibility for the development and maintenance of self-discipline fall to the cooperative efforts of students and administration.
- It is our job to develop a child not only intellectually but also spiritually and emotionally. To that end we feel that it is very important to teach children responsibility and accountability for their actions.
- we all seek to protect our loved ones, sheltering them from accepting these two fundamental lessons will only check their growth and handicap them in the future.

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General guidelines:**Students are expected to:**

- Be respectful and well-mannered in word and action to faculty, staff and other students.
- Respect the property and belongings of the school and other people.
- Follow the directions of those in charge.
- Keep the school neat and clean. No littering.
- No chewing gum in the school and on the school grounds.
- Dress in proper uniform at all times.
- Be accountable for behavior.

Behavior expectations: In the classroom:

- Pay attention when the teacher is speaking.
- Politely listen when another student is speaking.
- Use language that shows respect for those around them, as well as showing respect for themselves.
- Come to school prepared for class. Bring appropriate materials (pencils, books, assignment, etc.) to class. This shows responsibility.
- Never bring electronic games, toys, dolls, radios, records, Walkman, etc. to school. They are expensive and usually cause undue commotion.
- Work quietly without disturbing others.
- Complete work carefully, neatly and on time. Arrange a consistent place and time at home for completion of homework.
- Return homework assignments completely and on time.
- Deliver all school notices to their parents the day they are distributed at school. Often, these notices must be returned the next day.
- Provide a note in the case of being absent, tardy or leaving the school early for any reason. NO STUDENT WILL BE RELEASED FROM SCHOOL EARLY WITHOUT A NOTE. The person who is picking the students up from school early MUST come to the office and sign that child out.
- Provide a note from home in the case of riding another bus than the

Mission: regularly assigned bus or going "private transportation."

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In the corridors :

- Stay in line when walking as a group with the class.
- Use hands, not feet when opening doors.
- Walk, never run in the corridors.
- Observe and appreciate the artwork displayed in the building without touching it.
- Understand that all teachers have a right to discipline any student.

On the bus :

- Courteous and respectful behavior is mandatory in the bus.
- Loud, noisy conversation (screaming and yelling), changing of seats, disrespect to bus drivers and pupil occupants will not be tolerated.
- Students shall remain seated when the bus is moving.
- Littering from school bus will not be tolerated.
- There will be no profane language, throwing of any objects, quarreling or improper conduct on a school bus.
- If there is a student violation, the driver will report the name of the individual involved to the School Principal.

Car riders :

- Students must be picked up by parents unless they have a note stating otherwise.
- Students must be picked up on time.
- If attending an after-school activity, students must be picked up promptly at the time designated by administration.
- If a student is dismissed during school hours, the parent or guardian must come to the office and sign out the child.

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Change address:

- Please inform the School Office of a change of address or telephone number.

Dress code :

- Parents are expected to help enforce the regulations concerning the dress code.
- All students should be in full uniform each day.
- A student must present a written note if for some reason he/she cannot wear his/her uniform.
- School provides students with required uniforms. Extra uniform should be purchased from school.
- When students are not in school uniform, appropriate dress is required: flip-flops or sandals, tank tops or muscle shirts, midriff or low cut tops and short skirts are not permitted. Parents will be called to bring in their child's school uniform if a student is inappropriately dressed!
- Make-up, nail polish, and dangling earrings are NOT permitted.
- Boys' haircuts should not exceed collar length.
- All uniforms, blouses and shirts should be clean at all times. T-shirts with inappropriate sayings, tank tops, off the shoulder shirts or sweatshirts, torn jeans, overalls or painter pants, tight or short shorts and spandex are not to be worn to school or to school functions.
- In order to minimize loss, all items should be clearly marked with the student's name. There is a "Lost and Found" box outside the office.

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Homework:

- Students are assigned homework to reinforce material studied in class, to prepare for future study and to study independently in areas of interest.
- Students cannot hope to obtain satisfactory grades in school unless they review at home the lesson taught that day and prepare for the next day. This is the purpose of homework along with the fact that it develops in the student a sense of responsibility and self-discipline.
- We ask that parents give support and encouragement for their child to develop good work and study habits by:
 - Discussing what he or she is learning and doing in school.
 - Establishing a regular daily homework time, and providing a quiet place to study.
 - Reviewing completed work and informing the teacher when problems arise.
 - Parents should not do homework for the child.

Field trips:

- Parents are to receive written notification of any trip their child's classroom is sponsoring.
- Parent requisitions slips for field trips must also be returned to the school two days in advance. No child may attend any trip for which his or her requisition slip has not been returned.

Lost & Found:

- Lost and found items are kept in the office and in special box on the first floor.
- Students who find items are asked to take them to the Office.
- Students are advised not to bring valuable personal items to school as they can easily be misplaced or lost.
- It is helpful to label all your child's items so they can be returned when misplaced.

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Report cards :

- Parents will be notified of their child's progress by a report card given to the students four times a year.
- Report cards are chiefly for the parents so that they will know the progress the student is making and be able to check with the teacher if they are not satisfied.

Progress reports :

- for ALL students will be sent monthly.
- After report cards are issued, teachers are available for consultation with the parents.
- Parents may request an appointment with a teacher/s at any time either by calling the school office or by sending a note.
- If you want to meet with a teacher, please make an appointment or let them know ahead of time.

Telephone :

- Students are not allowed to make a phone call from school. In case of sickness or accident, the school will notify the parent.
- The phone will not be used to call home for forgotten assignments.
- To avoid interruptions in the classroom, teachers will not be called out of the classroom for a phone call unless there is an emergency.
- Necessary messages will be taken at the office and relayed to the teacher.

Parties:

- For celebrating your child's birthday at school, please notify administration or the homeroom teacher two days in advance.

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School library policy :

- Students are encouraged to use the library for study and reading.

VISITORS

- All Parents and visitors are required to sign in and out with date and time at the school office.
- Parents and/or visitors are NOT allowed to go to the classrooms while class is in session.
- We ask the parents NOT TO WAIT OUTSIDE THE CLASSROOM DOOR when a teacher is busy with her class.
- Parents will wait for the student either at the front entrance of the school or the main lobby. All doors are locked after 9:30 a.m. for your child's safety.

PARENTAL INVOLVEMENT

- It is in the best interest of every student that their parents take time to support their education.

Parents are encouraged to:

- Provide their children a quiet time and a place to read and study each day.
- Attend parent-teacher conferences as requested.
- Reinforce writing and reading skills by encouraging their children to correspond with family members or friends.
- Inform the school nurse of any significant change in a child's health.
- Contact the administration if there be any family circumstances which may impact the student's performance or behavior at school.

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- Inform the school of a change of address, telephone number, or emergency contact information.
- Inform the school when parents plan to be away from home and designate who is responsible for their child or children in case of an emergency.
- Send a fax to the school, telephone before 9 a.m., or send a note if your child will be absent or late.
- Arrange holidays and vacations so that students need not miss school.
- Supervise your child's departure from home so he/she doesn't arrive at school dressed inappropriately.

Please make sure to pick your child on time.

PLEASE REMEMBER...

- No situation is perfect; problems can arise. Should you encounter one, please discuss it with the teacher involved or principal as soon as possible. Doing this prevents uneasiness and tensions from building up.
- A well-balanced child can only develop with the full cooperation of parents and teachers. We are ready and willing, at all times, to be of service to the students entrusted to our care.

Thank you for your constant support, and for entrusting us with your precious children.

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