



Handbook

This Handbook provides essential information to Jeddah Campus International School Parents and Students.

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JEDDAH CAMPUS SCHOOL MISSION & VISSION

JCS MISSION

Jeddah Campus aims to enable every student reach their highest potential through a curriculum that meets an International standard of education; providing an interactive program that develops a child's mental, physical, and social skills directed towards success.

JCS VISION

Jeddah Campus School's vision is to nurture children's development through a hands-on interaction that encourages creativity, social development and a learning process that will prepare the students succeed in the fast growing world by providing them with a constructive and stimulating environment where children enjoy learning.

Jeddah Campus is an International based Kindergarten and Lower Grades School with the emphasis on creating appropriate activities suited for child development, addressing the individual needs and differences of each student. Children will be engaged in meaningful experiences through an interactive environment that promotes a love for learning.

Jeddah Campus is committed to equipping students with the tools they need for academic, personal, and social achievements.

SCHOOL DESCRIPTION

Jeddah Campus caters to the education and academic development of children in the community residing in Jeddah. We are a fully licensed school within the Saudi Arabian School System. Jeddah campus with its commitment to excellence offers high quality education particularly to children from ages 2 to 9 years (Nursery till Grade 3).

The school offers a stimulating International based program with a worldwide perspective to all children. Jeddah Campus encourages children to bring their cultures to what can be adopted and enhanced in the International methodology. It is our belief that making education a useful and memorable experience for children is the right strategy for a long-term successful learning development.

As soon as students graduate from Kindergarten and move upwards, the chain will smoothly continue through their educational progress as they carry the strong base provided to them

as a key to expand their knowledge they have previously gained, and to apply new skills as they grow older.

SCHOOL LOCATION & FACILITIES

Situated in the North part of Jeddah. Jeddah campus offers a stimulating environment for its students. The School contains fully advanced and well-equipped classrooms designed to create a safe and appropriate surrounding for KG and Lower Grades Students.

Classrooms are of standard size, spacious enough for children to practice their class activities, and for teachers to apply their diverse methods of learning (e.g. visual, constructional). Classes are clean, well lit, and air-conditioned. Desks and chairs are safe and comfortable. The safe U-shape colorful furniture in KG classrooms creates a joyful atmosphere for group work.

Number of students differs from one class to another. All classes are equipped with smart boards, whiteboards, bulletin boards, and LCD projectors. Maintenance is carried out on a regular basis.

JCS facilities include:

- Outdoor and indoor playgrounds
- Canteen
- Library
- Art Room
- Computer Lab
- Science Lab

JCS campus has a well-built surrounding ensuring that students do not leave the premises without adult assistance and supervision. Enough space is provided for parents' automobiles outside the school gate for an easy flow during pick up hours.

SCHOOL WEEK & DAY

Jeddah Campus follows a traditional school year. The school year consists of (180) teaching days. The school year is divided into two terms. First term begins in September and ends in January. The second term begins in January and ends in May. Report cards are issued at the end of each term. All members of staff report to school earlier than students, around 15 days before students do. The extra time is intended for Academic Coordinator to train, assist, and guide new as well as old members of staff to get oriented, prepare their syllabi, conduct demonstrations, and get acquainted with the system.

Students attend classes five days a week. The school day begins at 8:00 a.m. for all students. The morning assembly begins at 7:45 a.m. All students should attend the school morning assembly conducted in the playground.

SCHOOL DAY

GRADE	Morning Assembly	CLASSES BEGIN	DISMISSAL
Nursery	7:45 a.m.	8:00 a.m.	1:00 p.m.
KG1-3	7:45 a.m.	8:00 a.m.	1:00 p.m.
Lower Grades 1-3	7:45 a.m.	8:00 a.m.	2:00 p.m.

KG1

Morning Assembly	Break	First Period	Second Period	Third Period	Forth Period	Break	Fifth Period	Sixth Period	Closing Circle
7:45 – 8:00	8:00 – 8:30	8:30– 9:10	9:10 – 9:50	9:50 – 10:30	10:30 - 11:10	11:10 - 11:30	11:30 – 12:10	12:10 – 12:50	12:50- 1:00

KG2&3

Morning Assembly	First Period	Break	Second Period	Third Period	Forth Period	Break	Fifth Period	Sixth Period	Closing Circle
7:45 – 8:00	8:00 – 8:40	8:40 – 9:10	9:10 – 9:50	9:50 – 10:30	10:30 - 11:10	11:10 - 11:30	11:30 – 12:10	12:10 – 12:50	12:50- 1:00

Grades 1-3

Morning Assembly	First	Second	Break	Third	Fourth	Fifth	Sixth	Prayer Break		Seventh
7:45-8:00	8:00-8:45	8:45-9:30	9:30-10:00	10:00-10:45	10:45-11:30	11:30-12:15	12:15-12:50	12:50-1:10	1:10-1:20	1:20-2:00

ACADEMIC PROGRAMS

Nursery (2-3 years old)

Our Nursery program is designed to allow two-years-old children to learn through play while encouraging (and noticing) individual interests. By promoting independence and developing an emerging awareness of social behavior, we help young learners expand their world beyond the home to the school community. Teachers support growing independence by providing opportunities for classroom jobs: putting things away, pouring milk, washing hands, and choosing materials and activities during center time. Many opportunities are provided to increase a child's ability to communicate by developing active listening and expressive language skills.

Throughout the day children make self-directed (but carefully guided choices), participate in small groups, take part in circle time, and build the confidence needed to try new things. Children enjoy free play to allow creativity and imagination to flourish. Teachers facilitate opportunities for children to engage in reading, writing, listening, and speaking using poems, finger plays, puppets, singing, and rhyming.

KG 1 (3-4 years old)

KG 1 program is primarily designed to help children adjust to the school experience. The program has an emphasis on building language skills, using both English and Arabic. The program offers a supportive and child-centered school environment where carefully planned programs and theme-based "learning centers" lead the students toward exploration and interaction. Daily activities are planned in a safe nurturing environment rich in language, constructive play, active exploration and social interaction.

KG1 children are engaged in active learning in different areas of classroom centers. The daily schedule accommodates indoor play, outdoor play, socialization, and special classes where children are encouraged to work in large and small groups, as well as independently. KG 1 program includes English, Math, Arabic, Islamic, Quran, Arts, and Physical Education.

KG 2 (4-5 years old)

KG 2 program is designed to teach children the fundamental skills in reading and mathematics in an active, stimulating and accepting environment. Children's social, emotional, physical, and intellectual growth is enhanced through a variety of activities that meet individual and group needs.

The program focuses on oral language development as the basis for thinking, pre-writing, and prereading. KG 2 children are engaged active learning through body movement activities, manipulation of learning materials, and interaction with others. KG 2 program includes English, Math, Science, Arabic, Islamic, Quran, Arts, French, and Physical Education.

KG 3 (5-6 years old)

KG 3 program is designed to carry on from the previous year to a more complex structure. KG 3 children learn English language skills through phonics, grammar, and spelling programs, while reading is presented through a carefully leveled literacy program. The mathematics program reinforces all required skills and concepts as well as number work with special emphasis on mental math.

KG 3 Children explore concepts through a theme-based approach that integrates all core subject areas including language arts, math, science, and social studies. KG 3 program includes English, Math, Science, Arts, French, Computer, and Physical Education.

LOWER GRADES (Grades 1-3)

Lower Grades have subject teachers instruct students in English, Science, math, social studies, computer, Arabic, Islamic, Quran, physical education, art, French, and library.

The Lower Grades program includes 8 English classes, 5 Math classes, 4 Science classes, 1 Social Studies class, 6 Arabic classes, 5 Islamic classes, 2 French classes, 1 Computer class, 1 Library class, 1 Art class per week.

Each term is divided into 2 quarters. Formative assessments and quizzes will be set in each quarter to assess students' skills and understanding.

CURRICULUM/DELIVERANCE

JCS curriculum is following the American Curriculum Framework. The curriculum is built upon a commitment to the philosophy that learning is a continuous process, and that the educational process should strive for the improvement of all students. The American Curriculum develops the needs of all students. JCS curriculum is based on the traditional childhood learning process supported by an interesting deliverance technique encouraging students to practice their acquired knowledge through different activities integrated with high tech equipment directly into the classrooms.

KG classes start with a basic circle time, where the teacher explains a topic. As the discussion is over students are divided into two groups. One group practices the newly acquired information through seat works on books, while the other group engages in an activity and vise-versa.

Lower grades curriculum aims to develop students academically, socially, physically, and emotionally. The curriculum is designed to cover English, Math, Social Studies, Science, Arabic, Islamic, Computer, Physical Education, Arts, and French.

SUBJECTS

Math

Math classes are intended to build the student's cognitive skills that are essential throughout a child's progress. These classes concentrate on topics that allow children to exercise critical thinking using, counting, building, measuring, Identifying Figures, and problem solving.

Language Arts

This subject is intended to gear up students Language skills and English knowledge. KG children are provided with crucial concepts needed to continue developing their Speaking, comprehension, and writing skills. The Lower grades students are offered 8 language arts classes include Reading, Phonics, Grammar, and Writing.

Social Studies

Social Studies are intended to build the students awareness and social skills. Lower grades students are offered a well-designed Social studies class weekly to develop students' understanding of the world around them.

Science

Science education encourages an attitude of inquiry in the world around us, excites an interest in the nature and process of science and explore the relationship of science to society, technology, mathematics and other disciplines. Through the science curriculum, students gain a foundation of process skills, leading to organized reasoning, analytical thinking and problem-solving abilities.

Arabic

This subject is designated to maintain and promote children's fluency in Arabic as a first language, using various audio and visual aids. Learning through play and songs is gradually replaced by speaking practice, listening and reading, in addition to writing and exercises with the correct use of grammar.

JCS places extensive emphasis on developing students' speaking and writing in Arabic. The Lower grades section follows the Arabic curriculum for the Ministry of education to develop students' reading, writing, speaking, and listening skills.

Islamic & Quran

Islamic subject is intended to make children connected to the world of religion. It teaches them basic values in life to help them develop manners and faith through exciting stories and activities. JCS offers extensive emphasis on Quran classes to teach students how read and recite Quran properly with learning the comprehension of the Quran.

Physical Education

This subject is intended to maintain a healthy physical development and growth as well as enlighten a child's energy through Exercise, games, and movement activities.

Arts and Crafts

This subject is intended to practice children's motor skills, generate self-expression and discovery through their own creativity using different art tools.

French

French starts early in KG 2 and grows with the children as they move upwards. It aims to introduce an additional language and culture in order to enrich the students' knowledge and understanding exposing them to another part of our world.

Computer

Computer is designated for the children's use to keep them up to date with the latest technology. The students are expected to apply their computer knowledge through creative and fun programs fit for their young minds.

Extra-Curricular Activities

The School focuses on students' well-being and interests as they play a fundamental role in a child's development process.

The school conducts regular activities throughout the school year to develop the student's social skills. In addition, 2 field trips are organized for student's recreation.

AFTER SCHOOL PROGRAMS

After School Program

JCS After-School Program allows children to balance learning and fun through a variety of experiences. Our program includes fun physical activities so that everyone goes home happy. Our areas of focus give children endless opportunities to learn and grow.

After School Homework Program

This program is awesome because it helps our students finish homework each day, keep their grades high, and it makes learning fun! The BEST part is that you will not have to worry or stress about making sure your child's homework is finished each day! Instead, you can have family time, cook dinner, and enjoy each other's company at the end of a busy day!

Communication Guidelines & Reporting Methods

Jeddah Campus practices high communication skills with the parents and its students. Apart from the formal report cards distributed during the year, the school has a variety of methods to report its student's performance and progress.

- Communication Books
- Phone calls/SMS
- Memorandums
- Meetings
- Email/Fax
- Progress Reports
- Weekly Plans

Communication Books

Every student is given a communication book at the beginning of every term. Teachers communicate with parents by writing notes regarding any issue they would like to deliver to parents. Parents are asked to sign and reply if needed.

As soon as, any teacher realizes that a student is not performing up to the required level, she communicates with other subject teachers and the academic coordinator about the performance of that student. They establish a plan of improvement to work with the student closely in classroom.

If the result was still not the desired one, a meeting with the parents is held to discuss the case. The principal is also involved with such meetings as she is always present at school during school hours and in the afternoon. Parents are always welcome to meet with her and discuss their concerns with the principal. She listens to them, takes notes and action wherever needed.

At the end of every week (Thursday) students receive a weekly planner that shows all the assigned classwork and homework for the coming week.

In addition to this, a formal progress report is distributed four times a year (one in each quarter) to inform parents of their child's achievements. Parents are asked to sign each of these mentioned and send them back to school. A copy of each is usually kept in every student's file.

Three Parent- Teacher Meetings are held during the year. The first one takes place at the beginning of the academic year. It is usually called the Orientation Day which is designated to introduce the teachers to the parents, discussing the general school rules, and classroom rules. They also explain the discipline policy they follow in class, in addition to a brief glimpse on the academic system. The second and the third meetings are held each during the first and second term. Teachers discuss students' academic and non- academic performance with parents, and clarify ambiguities.

Parents who require special attention for their children (such as students who require extra help, students who have academic difficulties, and students with behavioral issues) are to be updated about their child's performance. In such cases, the concerned teacher communicates with the parent's regularly through meetings along with the academic coordinator and supplies them with the necessary information and tools required.

CHANGE OF ADDRESS/STUDENT LEAVING

Good communication is essential in this respect. Please do inform us as early as possible of any changes of address or telephone number, or in the event that your child will be leaving the school.

ADMISSION GUIDELINES

Parents who wish to enroll their child in Jeddah Campus International School must complete the application forms that are available at the registration office. The child must also complete an academic assessment. It is administered according to the grade level that matches the placement of the child. The student will be accepted into the school if:

- She/he passes the entrance exam. If the student does not pass the exam, she/he may be allowed to take a retest exam at the discretion of the school administration.
- The student is within the appropriate age range for the grade to which she/he is applying, according to the international requirements.
- There is space available in the grade to which she/he is applying.

Student Enrollment Data

Criteria for Enrollment

Criteria for enrollment includes:

- Age,
- Personal interview,
- Entrance Exam
- Previous school records (if any)

Age Eligibility

Jeddah Campus uses age guidelines for admission as shown in the table below. New students will be admitted only after verification of the age has been received in the form of either a birth certificate or passport.

Grade placement	Age
Nursery	2 years - 3 years
Kindergarten 1	3 years - 4 years
Kindergarten 2	4 years - 5 years
Kindergarten 3	5 years - 6 years
First Grade	6 years - 7 years
Second Grade	7 years - 8 years
Third Grade	8 years - 9 years

Registration

Registration office is open from 8:00 am until 2:00 pm daily. Sunday to Thursday. Appointments are not required; however, it is advisable to call ahead to schedule a school tour if desired. The Admin also invites inquired by telephone, fax and e-mail. Registration for the next academic year occurs during the month of May and mid of August.

Students with legal residential status (Iqama/National ID holders) can apply for the admission. Students must undergo a personal Interview.

All below mentioned admission requirements are kept in the student file which is opened as soon as he/she enrolls the school and pays the registration fee

- Completed Registration Forms.
- Medical Form
- School Parents Agreement.
- Copy of the student's Birth Certificate.
- Copy of the student's passport and Father's passport.
- Copy of Residence Permit/ID (Iqama).
- Copy of the student's Vaccination/ Immunization Certificate.
- (4) passport sized photos of the student
- Previous Reports Cards (if applicable/ not required for Nursery students).
- If students are coming from a school in Saudi Arabia, they must submit all official transcripts (duly attested by Ministry of Education in Saudi Arabia) for a minimum of two years prior to application for admission. Students entering during the school year must also submit school records for the current year-to-date.

- Personal Interview
- Entrance Exam

Upon receiving the completed application form, application fee, and all required documentation, The Admin will begin the admission process for the student. Completed applications will be forwarded to the appropriate school department which will arrange the student's class assignment and teacher.

During the year, a *copy* of all students formal and informal progress reports cards, certificates of achievement, warning letters, and all other letters issued to the student or his/her parents are kept in the file.

All students' information is also stored electronically on the school's database system. The information is updated by the administration upon any changes that take place (change of ID number, renewal of passport, etc...).

Before the student is enrolled in the school, relevant information and the assistance needed is provided. As the student is considering joining Jeddah Campus School, a brief summary of the school profile, school rules and regulations, a glimpse on the books used, is given in addition to a tour around the school campus. The requirements for admission are also made available.

Withdrawals

As a parent decides to withdraw from the school, a certain procedure is followed before he/she leaves. The parents should write a letter clarifying the reason for leaving the school. If the reason has to do with any dissatisfaction with the school, then the principal makes sure to meet the parents/guardians, discuss the problem, and find out the reason behind such a decision. The principal tries to lay a hand on the problem and take the necessary and immediate measure if possible to solve it, so that such cases in the future won't reoccur. Administration – Parents communication in this matter is highly required.

If the reason is not related to any dissatisfaction with the school, then the principal just meets them to say goodbye and the leaving procedure begins.

The procedure is as follows:

- Parent should submit 'letter of withdrawal' addressed to the school.
- The accounts department makes sure that all fees are settled.
- A 'Clearance Report' is given to the parents.

- A 'leaving certificate' is issued with the name of the student and the years he/she attended in Jeddah Campus with the grades accomplished.
- The original report cards and certificates are handed to the parents, where they sign that they have received them.

TUITION & FEES

Tuition and Fees are payable in advance of attendance and are assessed in accordance with the fee structure established by Jeddah Campus. Tuition fees are the primary source of the schools operating budget. Therefore, prompt payment is appreciated to ensure the continuing quality of service in Jeddah Campus.

APPLICATION FEE

A nonrefundable fee of 500 riyals is paid once at the time of applying for new students.

REGISTRATION FEE

The registration fee is paid upon enrollment to ensure your child's place.

METHODS OF PAYMENT

All tuition fees are payable in Saudi Riyals only. Payments could either be made in cash or funds may be drawn on Saudi Arabian Bank through a certified bank cheque.

DISCOUNT POLICY

School discount is only applicable on Tuition fee and if the student meets the criteria for discount. Kindly refer to the Annual School Fees Plan for more Details.

Only the school Director is authorized to grant discount outside the policy.

PAYMENT SCHEDULE

Payment should be made directly to the Accounts office as follows:

- 1st payment – 40% of annual fees + Application Fee – due before end September
- 2nd payment – 40 % of annual fees – due before December
- 3rd payment – 20% of annual fees + 20% of the succeeding year – due before March (Final Payment)

LATE FEE

Failure to make payments in accordance with the above guidelines will require a LATE REGISTRATION FEE of 500 Sr.

Where tuition fees remain unpaid it is the school policy not to release reports or other documentation until the money is paid in full. In certain circumstances it may necessary to ask parents to withdraw their child from school until the fees are paid. Under no circumstances is a child allowed back into class where tuition fees for one term remain unpaid at the beginning of the next term.

Student Guidelines

ATTENDANCE

Our belief is that regular attendance and punctuality are essential to the academic success of our students. Students are expected to arrive on time and attend classes regularly.

Parents are required to communicate in writing with school office regarding any absence of their child including early departure. Parents must also coordinate with the school to collect the make –up work due to absences.

HOMEWORK

Home work is an essential continuation and practice of work that begins in the classroom and can help fulfill a student's academic needs. Parent encouragement and interest in student work produce a positive influence on students' attitude towards school. The teaching team communicates expectations for the class through weekly plans attached on the students' communication book. These go home daily in their respective homework file.

PROGRESS REPORTS

At the end of each quarter, a progress report is completed for all students and distributed to parents. Furthermore, teachers may send aid reports to parents if a student is experiencing difficulty in a specific area.

TEXT BOOKS

Student text books are inclusive of their fees and are provided to them during the first week of school. The class books are kept in the class room and sent home every other week for the parents to review their child's work. Homework books are sent home regularly.

STUDENTS IN CLASSROOMS

Students are not to be in their classrooms before or after school, or during break, without the permission and supervision of a teacher.

Discipline

Here at Jeddah Campus, discipline and guidance centers around respect and responsibility. Every child is expected to be a respectful, responsible member of our group. This ranges from children cleaning up their own “mess” after lunch to using manners and politeness when speaking to each other.

All “rules” emphasize around these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the students.

To help prevent problems, clear, consistent and simple limits will be established. These limits will be stated in a positive manner (ex. “please walk” instead of “don’t run”) and all limits will be explained in a manner that the children can understand (ex. “we need to walk inside so you or someone else doesn’t get hurt in case of a ‘crash’ or fall”).

Only if the need arises a KG child will be put in a "Relaxing Chair" to encourage self-control and responsibility. Lower Grades students will be following the classroom behavior charts and according to these charts, teachers will inform administration about students who do not follow the school rules and the administration will decide to choose a consequence, for example avoiding the student’s participation in a class activity.

LUNCH

The school operates a complete catering service and can provide all healthy and age appropriate food and drinks necessary by way of purchases at the school cafeteria.

However, all children have the option to bring a packed lunch to school or use the cafeteria. If parents choose packed lunch it should be nutritionally balanced. An example of good lunch box is: A piece of fruit, a sandwich, two boxed natural fruit juices (not drinks), and maybe a pack of healthy biscuits. (NO CHOCOLATE OR CHIPS ARE ALLOWED TO BE BROUGHT TO SCHOOL UNLESS INSTRUCTED).

SICKNESS AT SCHOOL: SCHOOL CLINIC

The School employs a qualified specialist who is available at all times during school hours. If a student feels ill, the class teacher should be informed. The student will be then sent to the school specialist. Should the matter be more than a minor one, parents will be contacted immediately.

DRESS CODE/APPEARANCE

School uniforms are compulsory for all students which parents must supply. The shoes must be black/navy. The uniform dress code requires students to come to school clean, well groomed, and appropriately dressed for participation in the educational process. Neatness, cleanliness/hygiene, modesty, safety, personal and public health, and a certain formality are always expected of students. Parents are expected to show their support for the dress code by insuring that the student leaves home dressed appropriately. Hair must be neatly cut/pinned/plaited and combed. Nails must be kept clean and short. Boys must maintain their hair trim and neat.

PHYSICAL EDUCATION DRESS CODE

Students are required to wear white T-shirts, black pants, and navy/black shoes.

VISITORS AND APPOINTMENTS

The school operates an "Open door Policy". However, all visitors must report to the guardhouse before entering the school. And then, the reception before moving around campus. No visitor or parent will be allowed to enter a classroom during the school day without being accompanied by a staff member.

The School administrator welcomes every opportunity to meet parents, but it is important that an appointment be made first, stating the purpose of the meeting. Similarly, Head teachers, and teachers also need appointments to ease their busy schedules.

TRANSPORTATION

A supervised bus service is provided to students who request it. Parents sign an agreement and submit an official school form, a house map, and set payment arrangements to avail this service for their children. Bus service payment depends on either if a student will use it for one way or two ways, for the whole school year or one term only. Bus service is only available for students who have subscribed for the service.