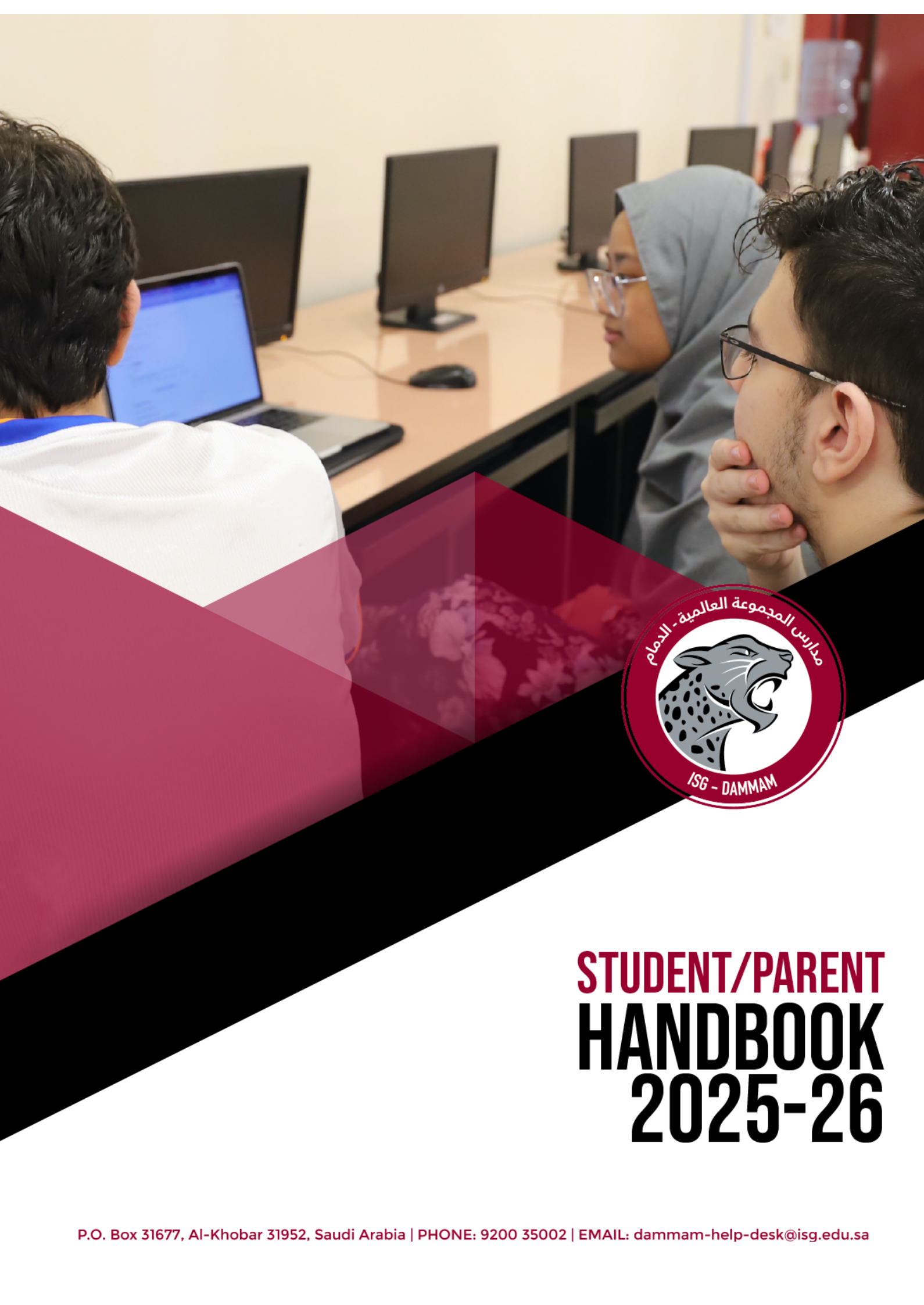




STUDENT/PARENT HANDBOOK 2025-26

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Letter From The Superintendent

Welcome to the ISG Dammam Student Parent Handbook.

ISG has been providing high-quality education grounded in U.S., U.K., and international curriculum since 1962. Each of our five schools has a unique character and diverse community focused on outstanding learning experiences for our students with warmth and care for all as we embrace and welcome the over 50 nationalities at our schools. As an educator for almost 30 years, valuing and ensuring positive relationships are a priority for me and our teams ensure that the ISG core values of "respect, responsibility, acceptance and integrity, with a commitment to act" are honored and lived out in authentic ways every day.

For me personally and professionally, core values provide a foundation to center and balance me in my leadership and in my relationships. ISG teachers and staff members connect with and build upon our core values in their own experiences and in creating our learning environment. Our teams also ensure students are supported in the development of their own core values as an essential part of their ISG education with these values being carried with them as they move forward in life. Core values are essential in providing valuable common views, agreements, and approaches in engaging with one another and as a foundation for our learning environment.

Our five ISG schools provide an unparalleled, coeducational experience for our students and welcome families as learning partners. Our schools are fortunate to have engaged, passionate, and experienced educators and staff members who create amazing experiences for our students. ISG is privileged to be hosted in the Kingdom of Saudi Arabia where we engage in a rich and unique cultural environment and benefit from a supportive Saudi network of educators throughout the Kingdom.

We appreciate our returning ISG families and we welcome our new ISG families to our community. Deciding who to trust for the education of our child(ren) is important and our teams are honored to have the confidence of your family. We appreciate your choosing ISG.

ISG looks forward to a continued partnership in learning with parents as well as with our extended school community supporting and creating rich and engaging learning for our students.

Warm regards,

Rhonda Norris
ISG Superintendent

ISG Mission - Learning Principles- Graduate Profile - Assessment Beliefs

As a member of ISG, ISG Dammam has the same mission: **We inspire innovation and compassionate action.**

ISG's Learning Principles

At ISG we believe in a holistic approach to learning, in which students take an active role and receive continuous feedback and support, and guide them into eventually becoming independent learners. We are guided in our approach by the following [learning principles](#):

- Students learn best with voice and choice
- Learning is a reflective practice
- Learning requires a safe, collaborative environment
- Learning requires feedback for growth
- Learning inspires passionate engagement
- Learning from failure requires a growth mindset
- Appropriate challenge engages and motivates learners

Graduate Profile

Student conduct is fundamentally fused with our [Graduate Profile](#). As part of the MSA accreditation process, the school invited students across all ISG schools to collaborate and create the following list of characteristics based on a wide breadth of educational knowledge and understanding of what it means to educate the whole child. We endeavor to make students aware of these characteristics and motivate students to strive towards integrating them into their lives.

ISG students will demonstrate the following characteristics:

- Leadership - inspire and motivate others
- Collaboration - purposeful and effective interaction with others
- Individuality - self-development, confidence and motivation
- Open mindedness - embrace and respect diverse ideas to refine perspective(s), balance judgment and inspire compassion
- Balance - well-roundedness, focus and sustenance of a healthy mental and physical lifestyle through an efficient and proficient use of time
- Integrity - willingness and desire to do the right thing
- Growth mindset - belief that talents may be learned and perfected through perseverance
- Critical thinking - apply multiple perspectives and deep reasoning to real world situations

Assessment Beliefs

At ISG, these are our [Assessment Beliefs](#).

The purpose of assessment is to improve learning.

- The student is the first and most important user of assessment data
- Reflection is integral to deep learning
- Assessments should be aligned with adopted standards
- Feedback to students should be timely, targeted, accurate, actionable, ongoing and embedded in the assessment process
- Assessments should produce accurate data capable of informing instruction and learning
- Assessments should give students opportunities to demonstrate their learning in a variety of ways
- Creating and upholding structures that support teacher collaboration around assessment practices will enhance student learning

ISG Central Administration

Superintendent
Assistant Superintendent
Director of Human Resources and Government Compliance
Director of Operations and Facilities
Director of Finance
Director of Teaching and Learning

Rhonda Norris
Jana Barnhouse
Balqees Al-Ghamdi
Joseph Bearns
Maga Bashirov
Hans Ott

GENERAL SCHOOL INFORMATION - FACULTY & STAFF

Letter From the Principal

Dear Students and Parents,

Thank you for choosing our school! I am delighted to warmly welcome all students and parents as we embark on another exciting academic year here at ISG Dammam. As the Principal, I am thrilled to join such a vibrant and dedicated community of educators, students and families. Over the course of the school year, I look forward to meeting with you and welcoming you to our community.

At ISG Dammam, we firmly believe that the education of our children is a partnership between home and school. We can provide our students with the best possible learning experiences through collaborative efforts. With this in mind, I emphasize the importance of parent engagement in our school community.

Parent engagement is not just about attending school events or parent-teacher conferences; it goes far beyond that. It is about actively participating in your child's education, understanding their strengths and areas for growth, and working with us to support their progress. We are committed to fostering a welcoming and inclusive environment where parents feel valued, heard and empowered to contribute to their child's educational journey.

As we strive for excellence in education, we hold high expectations for our students. We believe in their potential and will work tirelessly to ensure they receive the high support and guidance needed to excel academically, socially and emotionally. We are committed to providing a safe and nurturing learning environment where students feel inspired to explore, take risks and reach their full potential.

In order to maintain high expectations, we must foster a culture of continuous improvement. We encourage open communication between parents, teachers and administrators, and we value your input and feedback. We can address challenges and implement effective strategies that benefit all students by working together.

At ISG Dammam, we challenge our students to become capable, resilient, independent young men and women. We believe in preparing our students to become the leaders of tomorrow, and there is no trait more important for leaders than compassion. Only through compassion is the world made a better place for all.

I want to express my gratitude for your trust in us as partners in your child's education. Together, we can create a learning community where every student thrives, embraces challenges and becomes a lifelong learner.

I am excited to embark on this journey with you and look forward to meeting and working with every one of you. Let us make this academic year a memorable and successful one for our students!

Warm regards,

Michael Schreider
Principal
ISG Dammam

School Demographics and Overview

ISG Dammam is a not-for-profit American curriculum school catering to the needs of the expatriate population on the east coast of Saudi Arabia. It employs teachers from countries representing the 40 nationalities that make up the 850 strong student population, including American, Canadian, British, Pakistani, Egyptian, Indian, Lebanese, Filipino, Sudanese, Jordanian and South African. Well-qualified support staff caters to the non-academic aspects of the school program in a friendly and professional manner. Professional Development for staff is an integral part of the school's operations.

Staff Directory/Departments

ISG Dammam Administrative and Support Team

ADMINISTRATION		
Principal	Michael Schreider	schre.m.01@isg.edu.sa
Principal's Administrative Assistant	Amani Al Manajam	alman.a.01@isg.edu.sa
Elementary School Assistant Principal	Shina George	georg.s.01@isg.edu.sa
Elementary School Administrative Assistant	Maria Al Jaber	aljab.m.01@isg.edu.sa
Middle School Assistant Principal	Trevor Naidoo	naidoo.t.01@isg.edu.sa
Middle School Administrative Assistant	Manal Al Munajim	almun.m.01@isg.edu.sa
High School Assistant Principal	Stephen Pire	pire.s.01@isg.edu.sa
High School Administrative Assistant	Kirti Pachisia	pachi.k.01@isg.edu.sa
Admissions	Office Email	dammam.admission@isg.edu.sa
ISG Dammam Registrar	Maysa Alsarakbi	alsar.m.01@isg.edu.sa dammam.registrar@isg.edu.sa
Finance Office	Dammam Student Account	studentaccountsddmm@isg.edu.sa
Human Resources	Amani Al Manajam	alman.a.01@isg.edu.sa
Finance and Property	Abeer Alsahaiti	alsai.a.01@isg.edu.sa
Clinic	Genny Williams Nurses' Office Email	isgdammam.nurse@isg.edu.sa
Support Services Coordinator	Sreevardhanan Nair	nair.s.01@isg.edu.sa
Tech Support		
IT Administrator	Jiji Baby	baby.j.01@isg.edu.sa
Skyward Coordinator	Maysa Alsarakbi	alsar.m.01@isg.edu.sa

Elementary School Classroom Teachers

PreK / KG 1	Babi Varghese	vargh.b.01@isg.edu.sa
KG2 A	Srilatha Reddy	reddy.s.01@isg.edu.sa
KG2 B	Heather Oriano	orian.h.01@isg.edu.sa
GR 1A	Afnan Parkar	parka.a.01@isg.edu.sa
GR 1B	Amrith Blanche	blanc.a.01@isg.edu.sa
GR 2A	Anis Fathima	fathi.a.01@isg.edu.sa
GR 2B	Helen Manalo	manal.h.01@isg.edu.sa
GR 3A	Sumaiya Khan	Khan.su.01@isg.edu.sa
GR 3B	Atiya Chand	chand.a.01@isg.edu.sa
GR 4A	Mehjabeen Abdul Kareem	abdul.me.01@isg.edu.sa
GR 4B	Marian de Guzman	guzma.m.01@isg.edu.sa
GR 4C	Teenu Jimmy	jimmy.t.01@isg.edu.sa
GR 5A	Rukhsana Khan	khan.r.01@isg.edu.sa
GR 5B	Asma Hassan	hassa.a.01@isg.edu.sa
GR 5C	Bhavana Dinesh	dines.b.01@isg.edu.sa
Art	Felicitas Sarmiento	sarmi.f.01@isg.edu.sa
Music	Shaymaa Mohammad Khamis	khami.s.01@isg.edu.sa
Technology	Nimmya Balakrishnan	balak.n.01@isg.edu.sa
P.E.	Jessica Naz Latonio	laton.j.01@isg.edu.sa
Library	Aarti Parwal	parwa.a.01@isg.edu.sa
Multilingual Learner (ML)	Shilpa Suresh	sures.s.01@isg.edu.sa
Multilingual Learner (ML)	Ashima Sharma	sharm.a.01@isg.edu.sa
Multilingual Learner (ML)	Ursana Ratar	rathe.u.01@isg.edu.sa
Multilingual Learner (ML)	Addya Panayiotou	panay.a.01@isg.edu.sa
Arabic as a Foreign Language(AFL)	Zainab Alfaraj	alfar.z.01@isg.edu.sa
Modern Standard Arabic(MSA)	Ghada Adel	alram.g.01@isg.edu.sa
Elementary School Learning Support	Najmoo Sahar	sahar.n.01@isg.edu.sa
Counselor	Kristine Belarmino	belar.k.01@isg.edu.sa

Middle School Classroom Teachers

English Language Arts	Fiza Shaikh	shaik.f.01@isg.edu.sa
	Nadia Iqbal	iqbal.n.01@isg.edu.sa
	Shaista Ashraf	ashra.s.01@isg.edu.sa
Math	Fathma Shahnaz	shahn.f.01@isg.edu.sa
	Vandita Patole	patol.v.01@isg.edu.sa
Science	Princita Luy	luy.p.01@isg.edu.sa
	Sindhu John	john.s.01@isg.edu.sa
Social Studies	Shaista Akbar	akbar.s.01@isg.edu.sa
Arabic, Islamic Culture, Saudi History & Geography	Marwah Alammari	alamm.m.01@isg.edu.sa
	Maryam Alhumaid	alhum.m.01@isg.edu.sa
Art, Graphic Design	Shabija Kizhakumkara	khiza.s.01@isg.edu.sa
PE/Health	Hassan Bu Jubarah	bujab.h.01@isg.edu.sa
PE/Health	Sara Moustafa	moust.s.01@isg.edu.sa
IT	Sheela James	james.s.01@isg.edu.sa
Middle School Counselor	Neena Bali	bali.n.01@isg.edu.sa
Middle School Librarian	Betsey Hawkins	hawki.b.01@isg.edu.sa
Middle School Learning Support	Muna Brookshire	brook.m.01@isg.edu.sa
	Nahida Fatima	fatim.n.01@isg.edu.sa
Multilingual Learner Support	Tiffany Leone	leone.t.01@isg.edu.sa

High School Classroom Teachers		
English Language Arts	Maliha Khan	khan.ma.01@isg.edu.sa
	Saba Tahir	tahir.s.01@isg.edu.sa
	Sadaf Ahmed	ahmed.s.01@isg.edu.sa
	Fatima Faisal	faisa.f.01@isg.edu.sa
Math	Analidel Souza	souza.a.01@isg.edu.sa
	Jubna Thandupurakal	thand.j.01@isg.edu.sa
Science	Rana Fatima	fatim.r.01@isg.edu.sa
	Rubeena Huq	huq.r.01@isg.edu.sa
	Samya Anas	anas.s.01@isg.edu.sa
	Shiela Abella	abell.s.01@isg.edu.sa
Social Studies	Ekaterina Zvonkova	zvonk.e.01@isg.edu.sa
	Fatima Faisal	faisa.f.01@isg.edu.sa
	Rabia Saleem	salee.r.01@isg.edu.sa
Arabic, Islamic Culture, Saudi History & Geography	Amani Gaddourah	gaddo.a.01@isg.edu.sa
	Dina Aboueita	aboue.d.01@isg.edu.sa
	Wejdan Alharbi	elhar.w.01@isg.edu.sa
Art, Journalism	Walaa Emam	emam.w.01@isg.edu.sa
Physical Education/Athletic Director	Sara Moustafa	moust.s.01@isg.edu.sa
IT	Manvika Mohan	mohan.m.01@isg.edu.sa
	Daisy Soultanian	solta.d.01@isg.edu.sa
French	Suha Dawood	dawoo.s.01@isg.edu.sa
High School Counselor	Meral Ahmad	ahmad.m.01@isg.edu.sa
High School Learning Support	Oflat Antar	antar.o.01@isg.edu.sa
Librarian/ Events Coordinator	Betsey Hawkins	hawk.b.01@isg.edu.sa

School Schedule & Hours of Operation

The school is open at 7:30 a.m.- 3:30 p.m. Sunday through Thursday. We cannot take responsibility for students dropped off before 7:30 a.m. since they cannot be adequately supervised. The school office is not open on Friday and Saturday unless a previous agreement has been made with the administration. We are usually open one week before the school year begins and for one week following the end of the school year to handle registrations and withdrawals.

Ramadan Hours

During the month of Ramadan classes are reduced to comply with the Ministry of Education regulations. The school day will be reduced to 5 hours as per Ministry directives.

During Ramadan, appropriate arrangements are made for children who are fasting such as providing supervised places for indoor breaks. All students will be required to continue to take part in all regular curricular activities including music and PE.

Daily Schedule

ISG Dammam operates five days a week, from Sunday to Thursday.

Office hours are from 7:30 a.m. to 3:30 p.m.

Student school day is from 7:45 a.m. to 2:30 p.m.

Telephone (966) 920035002

Principal's Office: Ext. 102

Elementary School Office: Ext. 202

Middle School Office: Ext. 302

High School Office: Ext. 502

Elementary School Schedule			
Time	Period	Duration	Notes
7:45 - 8:00	Morning Meeting	15 minutes	
8:00 - 8:45	P1	45 minutes	
8:45 - 9:30	P2	45 minutes	
9:30 - 10:15	P3	45 minutes	Recess 1 (PreK - G2)
10:15 - 11:00	P4	45 minutes	Recess 1(G3 - G5)
11:00 - 11:45	P5	45 minutes	
11:45 - 12:30	P6	45 minutes	
12:30 - 12:50	Fruit Break	20 minutes	Recess 2 (PreK - G5)
12:50 - 1:35	P7	45 minutes	
1:35 - 2:20	P8	45 minutes	
2:20 - 2:30	Student Dismissal(PreK-2) Closing Circle(3 to 5)	10 minutes	
2:30-2:40	Student Dismissal(3 to 5)	10 minutes	

Middle/High School Schedule			
Time	A Day	B Day	Duration
7:45 - 8:05	P0 Advisory		20 minutes
8:10 - 9:30	P1	P5	80 minutes
9:35 - 10:55	P2	P6	80 minutes
11:00 - 11:40	Lunch	Lunch	40 minutes
11:45 - 1:05	P3	P7	80 minutes
1:10 - 2:30	P4	P8	80 minutes
2:30 - 2:40	Student Dismissal		

Visitation Procedure:

While on campus, non-school personnel must be accompanied by a staff member. All parents who want to visit the campus need to make an appointment. Upon entering the school campus, parents will receive a Visitor's Badge from the security guards, and then be asked to wait in the lobby. The person with whom they have an appointment will meet the parents in the lobby, and take them to the meeting area. At the conclusion of the meeting, the staff member will bring the parents back to the lobby or front gate.

To schedule an appointment, please email the person with whom you would like to meet directly, or call (966) 920035002 between the hours of 7:30 and 3:30, on school days.

Please refer to our [Visitor's Code of Conduct](#).

School Calendar

You can view/download a PDF of the [2025-26 School Calendar](#) here.

Student Contact Information

It is vitally important that family contact information is updated in the school database. Families are requested to update their mobile, home and work numbers with the school, as well as their physical address and email addresses. Please verify that the information that you see on Skyward Family Access is updated. Should there be a need to change, please email the Admissions Office who will update these details for you. **It is the parents' responsibility to ensure accuracy of contact information with the school.**

Child Protection

International Schools Group employees take the responsibility of protecting the wellbeing of all children in our care. Please take a few minutes to read [this information about Child Protection](#). For further information, you are welcome to read our [Child Protection Handbook](#), and see the [Staff Code of Conduct Agreement Form](#), which is signed annually by everyone employed by ISG Dammam.

Deliveries

Students are expected to come to school with all their required items for the day. Deliveries of forgotten items (lunches, books, etc.) should be brought to the school front office. The office will see that items are delivered to your child at a time least disruptive to the classroom. Please label the item with your child's name and grade level. Students may not have items delivered directly to school without the express written consent of a supervising member of staff. If the delivery is for the purpose of fundraising purposes or for a special event, this must have prior approval from the divisional Offices.

Partners in Education

- Coffee Talks
- Parent Council
- Parent Teachers Conferences
- Parent Volunteers
- Parent Workshops

ADMISSIONS AND WITHDRAWALS

Admissions / Enrolment

ISG welcomes applications from students of all nationalities. In making admissions decisions, places are offered to those applicants whose experiences and records indicate that they will succeed in our school's academic program.

New Student Applications

New students applying to ISG Dammam can find all the steps of the admissions process and a list of required documents on the [ISG Admissions](#) page.

New Student Enrolment

If accepted to ISG, new students must complete all medical, government, and financial enrollment requirements in order to attend school. The nursing office, student accounts team, and government relations team will review new students' documents and determine whether all requirements have been met. Allow for a minimum of 10 business days for each department to review and confirm that your child has been cleared to start school. Incomplete enrollment requirements may delay your child's start date.

Current Student - Annual Re-enrolment

Current students re-enrolment documents and enrollment tuition fees agreements are sent to parents via email mid-year. Seats will not be held beyond the deadlines set for returning paperwork and paying requested fees.

New Admissions After the Start of the School Year

It is advised that all students seek admission before the start of the school year. In instances where this is not possible, students will be accommodated provided they will have sufficient credits to graduate from ISG Dammam. The final decision on accepting affected students will be taken by the admissions committee.

Fees

ISG is a not-for-profit organization, and all revenue is reinvested into the schools to fund the cost of education. ISG Dammam's tuition and fees can be found on the [Tuition and Fees](#) page. Questions regarding your child's account may be directed to the Student Accounts department at finance.dmm@isg.edu.sa.

For any questions regarding admissions or enrollment, please contact:

- For general enquiries, admissions@isg.edu.sa
- For ISG Dammam enquiries, dammam.admissions@isg.edu.sa

Attendance Guideline

Learning is a social experience. Students engage with valuable resources, interact with teachers and classmates, participate in discussions, ask questions, and gain a deeper understanding through active and in-person learning. Regular attendance is a critical factor in student success, both academically and socially. Classroom learning further involves real-time interactions, collaboration, and immediate feedback from teachers. These essential elements of the classroom experience cannot be fully replicated through asynchronous or independent study, even in today's digital, information-rich world.

Research consistently shows that students who attend school regularly perform better academically. For instance, a study by the American Institutes for Research (2021) found that students who miss in-person learning more than 10% of the school year are significantly less likely to meet grade-level proficiency standards in reading and math. For these reasons, we place a strong emphasis on attendance as a foundation for student growth and achievement within our learning environment.

Attendance Expectations

To support student success, ISG has instituted a district-wide attendance requirement that students attend at least 85% of all instructional days. This number aligns with educational approaches in our host country and in those countries where we are accredited and inspected from, with many setting attendance expectations at 90% attendance or above. All students should strive to be present at school for all calendared school days.

While we track attendance over the full year, we monitor daily and weekly attendance and conduct semester-based monitoring to ensure early support and intervention. Families will be notified as attendance questions or concerns are raised (as outlined below), providing an opportunity to address concerns well before it becomes a learning issue.

- Email notification to family when a student accrues **7 absences** in the academic year.
- Email notification and phone call to family when the student accrues **10 absences** in the academic year.
- Email notification and a parent meeting are scheduled when the student accrues **15 absences** in the academic year.
- Email notification, a parent meeting, and a formal letter will be issued when a student accrues **20 absences** in the academic year.
- Students may be placed on re-enrollment hold for the next school year when **20 or more absences** are accrued—academic and behavioral data may also factor.

Please note that all absences—including those due to illness, travel, or family commitments—are counted toward the total, regardless of the reason. The only exceptions are school-sponsored activities (e.g., school-sponsored study trips, athletic events, or official school functions) as these experiences are coordinated with teachers and are an integral part of the learning experience at ISG. We do not distinguish between "excused" and "unexcused" absences; rather, absences are recorded as either with or without parental communication. Notifying the school is important and appreciated, but all non-school-sponsored absences still count toward the attendance total.

Attendance Processes & Tally

Parents are to inform the school by email if their child is going to be absent to maintain a clear record of students that are on campus and to ensure teachers can support students who are absent.

Please contact the school office at these email addresses to report absences or to request taking leave:

- Elementary School Office: esdmm@isg.edu.sa
- Middle School Office: msdmm@isg.edu.sa
- High School Office: hsdmm@isg.edu.sa
- Inform the school early to report your child's absence.
- Some parents may opt to share additional relevant documentation related to the absence (e.g., passport appointment, medical leave, etc.).
- Teachers will take attendance, and absences are counted/tallied each day in ES and per class in MS/HS (all reporting procedures will consider the course with the highest number of total absences).

Attendance Reporting

Beginning in the 2025-2026 academic year, absence totals will be reported on both report cards (learning reports). These documents will include whether the student met the attendance requirements and a total absence count (not including days missed for school-sponsored events, activities, and/or competitions). An example report card format is as follows:

EXAMPLE

Student met ISG-Dammam attendance expectations: ✓ YES ____ NO

Total Absence Count: **11 days**

Elementary Absence Count

Student absences are recorded in half-day increments. To be considered present for a full school day, a student must attend at least 3.5 hours. Any attendance less than this threshold will be marked as a half-day absence.

Middle and High School Absence Count

Absences are recorded by class period. A student will be considered absent if more than 20 minutes late for a class. For reporting purposes—on report cards, and end-of-year summaries—the class with the highest number of absences will represent the student's official absence count.

In cases of extenuating circumstances (such as for medical treatment or emergency situations), the school will work collaboratively with families to determine how absences are reported and how learning will be supported. This may include adjusted reporting or temporary, alternative instructional arrangements when appropriate.

Excessive Absenteeism

In many countries around the world, governments and/or school boards begin implementing legal or financial consequences for families when a student's absences exceed 10–15% of the school year. These thresholds are commonly used to identify chronic absenteeism, which is closely linked to negative academic outcomes. As an international school, we align with global best practices by monitoring attendance closely and partnering with families to support consistent, daily attendance given our expectations above.

In addition to missed learning and potential academic and/or behavioral and well-being issues, a student may face consequences of excessive or chronic absenteeism as follows:

- All attendance data will be visible on report cards and (for review by transfer schools and/or universities and colleges).
- A student may not be offered re-enrollment for the next academic year.
- A student, if in Grade 12, may not be allowed to participate in the end-of-year graduation ceremony.
- A student may not be provided a full report card (especially in the case of insufficient evidence to report on progress and achievement).

Attendance and Events, After School Activities and Extracurricular Activities

In order to attend an ASA or other extracurricular activity, a student must be present for a full day of school. Students who are absent from any of their scheduled classes will not be allowed to take part or participate in that day's co-curricular activities (athletics, music, etc.). Exceptions may be made for verified doctor appointments or other absences where prior approval was given by campus leadership.

Tardies / Late Arrival to School

If a student arrives late to school, they are required report to their divisional offices. It is essential that they do this for our records and in case of any unforeseen emergency.

Teachers are empowered to have private conversations with students about their timeliness expectations whenever tardy.

Teachers and school leadership will take the following actions for the first three tardies of the semester:

- **Tardy #1:** Verbal teacher warning to the student.
- **Tardy #2:** Teacher will contact the student's parents via email.
- **Tardy #3:** Teacher will contact the student's parents. This will also trigger a referral to campus leadership, leading to a disciplinary consequence determined by school leadership.

Absences on Assessment Days (High School)

Students accruing **2 or more absences** on summative assessment days in any higher-level (AP) class may be dropped from the course at the end of the semester or prevented from taking future higher-level courses. Students who have **excessive absences (more than 3)** on assessment days may be prevented from taking higher-level courses the following year. Parent contact will be made by the teacher via email for any absences on an assessment day. In the occurrence of a second absence on an assessment day during a single semester, the teacher will inform campus leadership.

Related Information

- If a student accrues excessive absences in a grading period, the teacher may have insufficient evidence to provide a grade/descriptor for a class or reporting strand—in this circumstance, the report card standard would be marked as **‘NCR’ for ‘No Credit’** or **‘IE’ for ‘Insufficient Evidence.’**
- Registrars will notify leadership of extended student absences.
- New students, with less than 35 days attendance in the semester will receive a “progress to date” report. This may include an NCR (no-credit) and/or a limited narrative comment.
- Any student attending for 10 days or less in a reporting period will receive an acknowledgement of attendance only.
- Excessive absences (**26 total absences / 15% of instructional time or more**) may impact a student's re-enrollment in the next academic year.
- It is the student's responsibility to obtain and complete missed work. In cases of long, unavoidable absences, an agreement will need to be created with the teachers regarding the amount of work to be made up (MSHS).
- Teachers will not be required to use Google Classroom outside of regular classroom use in order to fit the needs of students who are absent due to vacation or extended leave. If extenuating circumstances exist that do not allow the student to be in attendance, the use of Google Classroom to fit a student's needs may be utilized. Google Classroom will be used as an instructional tool when the school is closed for unplanned periods of time, in which case Virtual School will commence.
- School records are always available on Skyward, and parents are encouraged to monitor attendance and grades in that space.
- Campus Leadership, in consultation with the Assistant Superintendent and/or Superintendent, may adjust protocols in the case of extenuating circumstances, often with the support of any necessary documentation and in partnership with families who may be experiencing unique circumstances.

Early Leave Guidelines

Students are advised to make their medical appointments after school hours. Should a student need to leave school before the end of the day, an email must be sent to the office to inform the school of the time the student needs to take leave as well as who will be responsible for picking up the student from school. Students will only be allowed to leave with a person nominated by the parent or guardian.

Students and parents are also advised to take the school calendar into account when making plans for their vacation. Vacation leave will count towards the ten days of absence per semester. Prior approval must be obtained from the school before a student leaves on early vacation.

Please contact the school office at these email addresses to report absences or to request taking leave:

- Elementary School Office: esdmm@isg.edu.sa
- Middle School Office: msdmm@isg.edu.sa
- High School Office: hsdmm@isg.edu.sa

Graduation Requirement

Graduation requirements and information on high school courses can be found in the ISG Dammam [High School Course Catalog](#).

Graduation Requirement (Applicable to the Graduating Class of 2026)

Course	Required	University Recommended
• English	4 credits	4 credits
• Math	4 credits	3.5 credits
• Science	4 credits	4 credits
• Social Studies	3 credits	4 credits
• Global Languages*	2 credits	3 credits
*Consecutive levels of the same language		
• Physical Education	2 credits	2 credits
• Fine Arts	1 credit	2 credits
• Technology	1 credit	1 credit
• Electives	3 credits	3 or more credits
• Health	0.5 credit	0.5 credit
• MOE Courses	Annual	0.5 credit each semester

Minimum credit required: 24.5 credits

Students from another system may have difficulty transferring credits.

Graduation Requirements (Applicable to the Graduating Class of 2027 and Beyond)

Subject	Minimum Requirement	College Prep Recommendation	Additional Guidance
English	4	4	*A full credit per year. ‡ At least two years of the same language. ** Any course beyond the minimum subject requirement ***If a student takes Arabic as a Foreign Language then the MoE Arabic is considered fulfilled
Science	3	4	
Social Studies	4	4	
Math	3	4	
Arts	1.5	2	
PE/Health	2	2	
Technology	1	1	
Global Languages*	2	3‡	
Electives**	5.5	5.5	
MoE Arabic***	0.5	0.5	
KSA Studies	0.5	0.5	
Total***	27	30.5	

Transfer Credits

All students transferring to ISG Dammam High School need exit grades from their previous school. ISG Dammam high school recognizes that various circumstances may affect the time a given student is able to join our school. All transfer credits will be processed by the high school Counselor's Office prior to any recommendation to the high school Assistant Principal for approval. Transfer credits do not contribute to a student's Grade Point Average (GPA) but will contribute to the student's earned credits.

Please note: Transfer students are required to get attested documents of school records from their previous school(s). ISG Dammam will only be able to produce attestation for credits earned at our school.

Retention/Promotion of Students

Retention of a student will occur only upon the recommendation of the student's teachers, and the approval of the principal after consultation with the parents. No student may be retained solely on the basis of English language proficiency. Retention of students in a grade is an educational practice that should only be implemented if it will increase the student's opportunity to achieve success in school.

Retention will not be recommended at ISG Dammam middle school simply because a student has not mastered all the skills taught at a particular grade level, has not yet acquired English proficiency or lacks good study or work habits. Many factors, including achievement and ability levels, behavior, maturity and family considerations will be evaluated before a recommendation of retention is made. Parents will be kept informed throughout the year when a student's progress is inadequate and could lead to a recommendation of retention.

Withdrawal Procedures

The following are the procedures for withdrawal from ISG Dammam. Please note that once the final records are released, the student will no longer be considered a student at our school. Students who have withdrawn will no longer be allowed to come to class. Please plan accordingly. Students transferring out of the Eastern Province would need to have their documents attested by the MoE. Our admissions team will communicate with families to inform them of the documentation required to have school documents attested.

Prior to releasing any documents on the family's behalf, all pending fees must be cleared, and all school property must be returned or paid for.

When a student wishes to withdraw during the school year,

- As soon as parents decide on withdrawing their child from ISG Dammam, they need to inform the registrar via email dammam.registrar@isg.edu.sa. The registrar will send them a withdrawal form to complete online.
- Withdrawing students will be added to the shared document to get clearance from GRO and Finance.
- Withdrawing students will be added to the shared document with the appropriate division, Library and the Clinic.
- A student clearance document will be sent to the appropriate division.
- Once the student is cleared, the admissions office will prepare the withdrawal packet.
- Student records will be released to the parents once all obligations are met.
- If the student or family will be relocating before the attested documents are received by the school, families will pay the cost of the courier to deliver the documents to them.

The high school transcript is an official, recognized document worldwide, and often includes confidential teacher recommendations. For these reasons, ISG Dammam will take responsibility to send these official documents directly to the school that needs access to them. If needed, additional copies of the official transcript may be requested and given, at an additional cost, at a later date.

Elementary and middle school school records may be given directly to families in a sealed envelope. Families will be responsible for delivering them to the next school themselves.

ACADEMICS

Accreditation

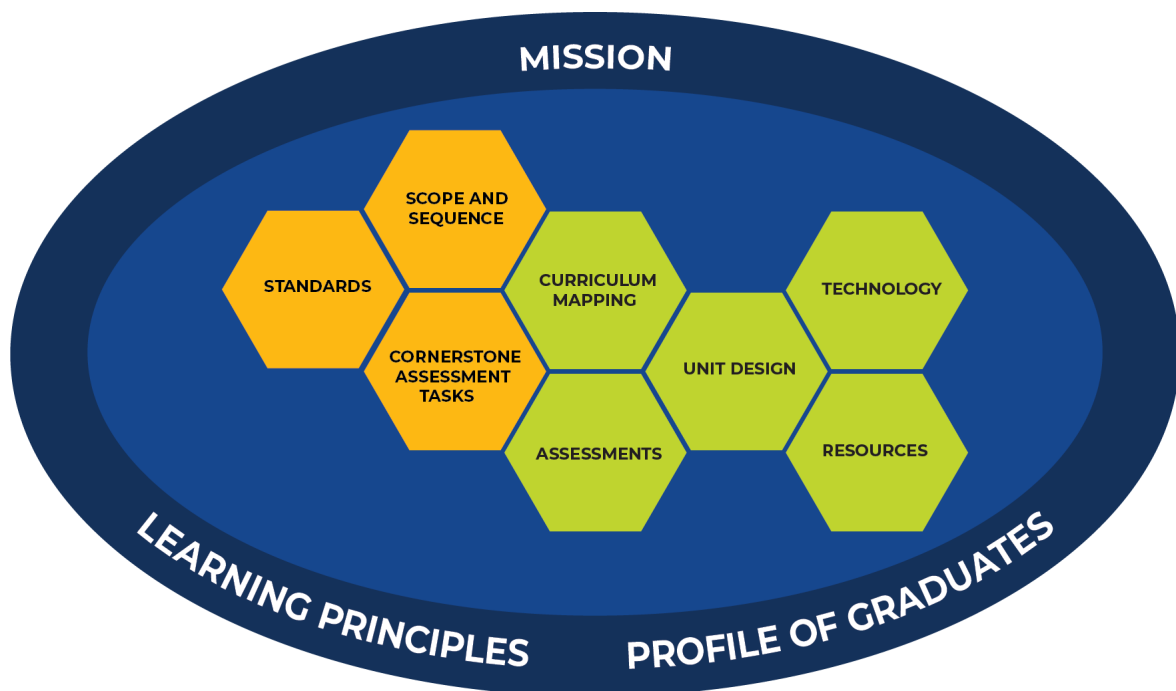
ISG pursued a district-wide System Accreditation with Middle States Association ([MSA](#)) as of 2018; previously schools were accredited individually by MSA. ISG Dammam is also accredited by the Council of International Schools ([CIS](#)).

Curriculum & Standards

ISG Dammam Curriculum Standards are outlined as follows:

- Common Core State Standards (CCSS) for Math & Language Arts.
- Next Generation Science Standards (NGSS) for Science.
- College, Career, and Civic Life (C3) Framework for Social Studies.
- ISTE for Technology.
- National Core Arts for Fine and Performing Arts.
- SHAPE for Physical Education & Health.
- ACTFL for Global Languages.

ISG has shifted to a [Continuous Curriculum Review](#) process. The model involves planning at the system and at school level. In each of our disciplines, we have adopted universal standards, and this shifts our curriculum review from a cyclical review to a continuous review. Curriculum encompasses several key components outlined in the model below, and this model inspires innovation in our learning programs.



Course Catalog

Middle School

In middle school at ISG Dammam, students have the following core courses from Grade 6-8.

All core courses are offered over 2 semesters.

- Math
- Science
- English Language Arts
- Social Studies
- Global Language

Students have a choice of

- Modern Standards Arabic (MSA) or
- Foreign Language Arabic (AFL)

- Ministry of Education Mandatory Courses

Students are required to take a semester of

- Saudi History and Geography or
- Islamic Culture

in each of the years that they are in middle school

- PE/Health
- The following semester-long electives will be offered, depending on availability.
 - Grade 6:
 - Information Technology, Visual Art, Succeeding in Middle School and Speech and Debate
 - Grade 7:
 - Information Technology, Drama, Visual Art and Robotics
 - Grade 8:
 - Information Technology, Finance, Visual Art and Graphic Design

High School

Advanced Placement Program

ISG Dammam high school offers an American curriculum college-preparatory program which encompasses a great variety of courses, including Advanced Placement (AP) courses. Our AP program has evolved over the years to include five active AP courses at the present time. We hope to increase the number of AP courses on offer in the future.

Students may refer to the [ISG Dammam High School Course Catalog](#) for more information about these college-level courses.

Honor Roll/High Honor Roll

Students may refer to our [HS Recognition Criteria](#) document for information regarding awards and recognition.

Academic Integrity

Students at ISG Dammam are expected to abide by the core value of academic integrity as this is in keeping with our [ISG Core Values](#) and beliefs.

All students enrolling in ISG Dammam are expected to make themselves aware of what is construed as academic misconduct. This includes plagiarism and any other form of cheating. Students and parents are required to read through the material provided regarding Academic Integrity and what constitutes an infraction to Academic Honesty.

Parents and students are required to sign the [Academic Integrity Pledge](#) as part of the enrollment contract.

Academic Probation

Elementary

When a student's academic performance drops below minimum grade level expectations despite support and intervention provided by the teacher, the student will be placed on academic probation. Students may be placed on academic probation in grades Kindergarten through Grade 5.

[Academic Probation Procedures](#)

Middle School and High School

It is expected that our students are able to handle the workload. When a student's academic performance drops below minimum expectations, that individual will be placed on academic probation.

The purpose of academic probation is to involve the counselor and the parents in creating an opportunity for extra time and motivation for studies so that the student can improve his/her academic performance. Academic probation is not intended to be a punishment; neither is it expected to be pleasant.

Students in middle school who receive semester grades which include 2 or more "1's" will be placed on Academic Probation. Students in high school who receive semester grades which include one or more grades below 65% will be placed on Academic Probation.

Students on Academic Probation will be required to meet with the counselor and the high school administrator to formulate a *Student Success Plan* that outlines how the student plans to improve his/her academic performance during the course of the following semester. Those students will remain on probation until the grades show improvement the next semester. Students who show no academic improvement, by the end of the second semester, may be counseled out of school. The Child Study Team (CST), comprising the Counselor, Assistant Principal and the Principal will meet and decide about the future enrollment of students in that situation.

Furthermore, students on academic probation may not be allowed to miss any school days or class periods in order to participate in any co-curricular activity, as per the recommendation of the CST.

Please see [Academic Probation Procedures](#).

Celebrations of Learning

Over the course of a school year, teachers may choose to hold a few classroom celebrations. In general, the purpose of these events, like the Literacy Fair, is to acknowledge learning milestones or levels of achievement and build motivation. Generally, celebrations of learning take place in classrooms, and teachers are invited to create their own celebration events by subject area.

Repeated Classes-Credit Recovery-Online Education

In high school, students are allowed to repeat a course should they not earn a credit towards their graduation requirements. In certain instances, a student may be given an option of doing an online course for credit. The Counselor's office will be able to provide students with a list of approved online institutions that students may enroll in. Please note that credits obtained from any other institution will not appear in ISG Dammam Transcripts

Detention

- Students who have minor disciplinary infractions or learning behavior issues may be assigned Detention. This may be during recess from Sunday through Thursday.
- Detention will begin in the second week of school.
- Teachers are requested to complete the Detention Form to indicate students who will be sent for detention. Students need to be informed a day in advance. Students in detention will need to carry a packed lunch as they will not be allowed to go to the canteen.

Should a student fail to appear for a detention the student will be reported to the Office for further sanctions.

School Supplies

Please find below the list of supplies. Please note that supplies are not required for the first week of school. Your child may use a notebook, pen, and pencil until you get their supplies. You are not required to send all supplies to school. Your child's teachers will inform them when they need to bring their supplies to school.

Elementary School

Elementary supplies are prepared in ready-to-collect bags by [Al-Zamil Stores](#) and are available to purchase. Families are encouraged to purchase one kit per child and hand the kits to the homeroom teachers on the first day of school.

Address:

Al-Zamil stores
Prince Turkey Road (Khobar Corniche Area)
3rd Street
Near Arab National Bank

Phone number: 0505817842

Store hours :

Saturday-Thursday: 8:00-11:30 a.m. and 4-10 p.m.

Friday: 4-10 p.m.

Google Map Location: [Al-Zamil](#).

Middle School

- [Grade 6](#)
- [Grade 7](#)
- [Grade 8](#)

High School

- Water Bottle—While ISG Dammam provides students with water, we do not supply cups. Students are required to bring their water bottles from home. Ensure the bottle is labeled with the students' name and grade in case it is misplaced.
- Learning Devices—Students are provided access to the school WiFi for learning purposes only. Students are required to bring a fully charged learning device to school. Please also bring your device's charger to school.

ASSESSMENT & REPORTING

Grading Guideline

It is the regulation of ISG Dammam to communicate on a regular basis with parents regarding student progress. We believe that effective teacher/parent communication enhances student learning and achievement. Teachers will inform parents as early as possible of any concerns they have regarding students and seek the support of parents in helping their children develop to their fullest potential. In addition, parents are encouraged to respond to the regular communications from their child's teacher(s) to ensure a complete understanding of their child's growth relative to their ability to achieve. The most effective and expedient method of communication would be through the use of our student management system, Skyward.

For reporting purposes, the school year is divided into two semesters or grading periods. The purpose of the report card is to communicate to students and parents the learning of the academic content, skill standards and learning behaviors. It is intended to identify and reflect on learning successes and guide improvement.

In elementary and middle school (Grades KG1-8), ISG Dammam uses standards based learning, assessments, grading and reporting. In a standards based report card, rather than reporting a "grade" for a specific subject, the content and skill standards for classes are reported in addition to the learning attitudes and behaviors of the student. Teachers will use multiple pieces of evidence to evaluate the progress of the student for those standards and behaviors. Instead of reporting out content standards only, skills of the content will also be reported for each subject and grade level. Teachers will collaborate to design and assess units and work together to evaluate the progress students have made.

At the high school (Grades 9-12), ISG Dammam uses a 4 point regular and 5 point weighted [GPA Scale](#).

Grades will reflect student achievement toward ISG course curriculum standards. Grades will be reported at the end of each grading period. Teachers are expected to provide supporting data for grades assigned. Grades will be available and kept current for parent and student monitoring through the district approved student management system-Skyward. Teachers will communicate expectations of student performance prior to the completion of assessments.

Earned Credits:

To bring our grading and reporting system into alignment with the Saudi Ministry of Education, high school students earn 0.5 credit per semester instead of earning credit for a year-long average.

Students must earn at least 60% each and every semester to get credit for all of their classes. Failure in any semester will require the student to make up that credit (either online or in a subsequent academic year). Seniors must earn at least 60% in all of their classes to be able to graduate. Credits earned online (from an ISG Dammam recommended institution) will be reflected as a transfer credit in the student's transcript once a certified copy of the online course completion certificate is submitted to the high school counseling office. Transfer credits will appear as earned credits only, they will not include grades. ISG Dammam transcripts only include grades earned from ISG Dammam itself.

It is the responsibility of the student to monitor and make up any missing credits. Please consult the high school counselor regarding registration at an online institution for needed make-up credits.

Incomplete Work

Students who have not completed any assignments by the scheduled deadline will have to sign a contract to complete the work. No further time will be given in class for this purpose. Students will have to attend Study Hall to get the work completed by the date agreed upon between teacher and student.

Makeup Work

Teachers **will not** be required to use Google Classroom outside of regular classroom use in order to fit the needs of students who are absent. If extenuating circumstances exist that do not allow the student to be in attendance, the use of Google Classroom to fit a student's needs will be at the teacher's discretion. It is **NOT** a substitute for being in

attendance

1. Students need to keep current with classroom instruction through their virtual classrooms.
2. At teacher discretion, work may be reviewed **but may not be graded**.
3. Upon returning from any absence, the student will be responsible for completing mandatory assignments within an adequate period of time (usually day-for-day).
4. At the end of the above period, the student's progress and achievement will be determined and a grade will be assigned.
5. Students who are absent for more than 10 days of a semester may not receive a grade for that grading period.
6. Please refer to our [Attendance Guideline](#).

Re-take for Assessments

Re-take of assessments are encouraged based on teacher discretion and need evaluation by the teacher and the student.

KG – Grade 8 Grading Rubric (elementary to middle school)

The level of proficiency report is based on the student's ability relative to the rigor of the standards at the time of reporting. The level of proficiency is NOT based on the end-of-grade level expectation.

Key	Description
Proficient (PR)	The student meets grade-level expectations and can independently apply and transfer concepts, processes and skills to new tasks or situations.
Developing (DE)	The student shows a developing understanding of grade-level expectations. They can sometimes apply and transfer concepts, processes and skills to new tasks or situations.
Emerging (EM)	The student shows an emerging understanding of grade-level expectations. They regularly need assistance to apply and transfer concepts, processes and skills to new tasks or situations.
Not Assessed (NA)	A 'no credit' or 'no grade' mark indicates there is insufficient evidence to accurately provide an assessment of student learning. This may be due to not submitting summative tasks, limited attendance, the standard not being taught, or a combination of factors.

Learning Characteristic Rubric

Learning Attitudes and Behavior reporting will describe the student's organization, collaboration and engagement skills, which are not necessarily linked to academic performance but have been identified as a vital part of the learning process and could be reported separately from academic achievement.

Rating	Descriptor
Consistently (CON)	The student consistently demonstrates characteristics aligned with ISG's Profile of Graduates and Core Values across various contexts. Traits such as leadership, collaboration, integrity, and critical thinking are evident in daily learning and interactions.
Sometimes (SOM)	The student sometimes demonstrates characteristics aligned with ISG's Profile of Graduates and Core Values. These traits are present but not yet consistent across settings or over time.
Rarely (RAR)	The student rarely demonstrates characteristics aligned with ISG's Profile of Graduates and Core Values. Additional support or guidance is needed to develop these learning characteristics.

Reports & Reporting Timelines

Official report cards will be issued at the end of each semester. These are posted to Skyward Family Access. ISG Dammam does not print hard copies unless a student is withdrawing. Regular progress can be monitored through the Skyward grade book.

Each semester, report cards will show student progress of:

- The academic content and skill standards
- The learning behaviors the student exhibits (when included in report cards)
- Teacher comments highlighting specific content, student successes, and areas of improvement.

Homework Guidelines

[ISG Homework Guidelines](#)

Exams

Exams are taken at the end of each semester in high school. These exams are benchmark assessments. They also serve to prepare students to deal with broad assessments. Each exam grade is included in the corresponding semester's grade, and is worth 10% of the entire grade for a particular subject.

Standardized Testing

MAP (For students in Grades 2 - 10)

To hold ourselves accountable to high educational standards, ISG measures student learning on a consistent basis. In addition to curriculum based assessments such as end of unit tests, project-based learning, and regular assessments for learning, student learning is measured through the Measures of Academic Progress (MAP) tests. MAP tests are given twice a year to students in high school, and thrice a year in elementary and middle school, and results are shared in the Student's Portfolio, which can be accessed via Family Access on Skyward.

Other Standardized Tests

ISG Dammam offers other standardized testing opportunities upon student requests. Students may request to take the following standardized tests, based on college or university requirements:

The standardized tests listed below apply to high school students:

SAT

SAT (Scholastic Assessment Test) is a College Board test. Students register online for the SAT, and it is optional. SAT dates are posted in HS classrooms, as reminders for our students, to enable them to register for any upcoming test before the deadline. ISG Dammam is a SAT center. Students take the SAT as it is a requirement for admission in many Universities. Our school is not a SAT preparatory school, and students are expected to prepare for the SAT on their own. However, ISG Dammam curriculum is aligned with the SAT content. SAT is recommended for grades 11 and 12 students, though grade 10 students may opt to take it. SAT results can be seen online by the student using their College Board account. This exam is administered six times a year, at ISG Dammam, during the scheduled dates set by the College Board.

PSAT

PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) is a College Board exam. Our school is a center for PSAT/NMSQT. The Counselor informs students through the student bulletin and parents through Skyward about the exam dates. Students are requested to inform the Counselor, if they wish to take this exam, in order for the Counselor to register them for this test. A student will be provided with a hard copy of the PSAT/NMSQT result that is provided by the College Board. Students can also use their College Board account to view their results online. This exam is administered once a year at ISG Dammam during the month of October and is recommended for grade 9 and 10 students, because it serves as a preparatory exam for SAT.

Advanced Placement (AP)

Advanced Placement classes are equivalent to introductory college-level courses. Students who complete the course of study and achieve a high-enough score on the final exam may be eligible to earn college credit for the course. ISG Dammam offers a number of advanced placement courses to our students. These courses will be offered if there is sufficient demand for the course. Students are required to satisfy prerequisites in order to enroll in AP courses.

IELTS and TOEFL

Some students may need to take the The International English Language Testing System (IELTS) and Test of English as a Foreign Language (TOEFL) exams as part of their application to universities. Students may register independently with the relevant organizations to take either of these tests.

STUDENT SERVICES

Guidance & Counseling Services

Guidance

ISG Dammam Counselors work in tandem with teachers and administration to provide guidance, social and emotional support to students. The counselor is involved in the admissions process, and conducts interviews as well as MAP and other standardized tests. The counselor also provides an avenue for academic support, and works in coordination with our staff members to assist students in need of academic support.

The counseling department can be approached by students and parents, as needed. The high school counselor is available to provide students with information regarding scheduling and orientation, listen to their issues, and provide them with guidance as needed. Parents may make appointments with the counselor.

University & College Placement

Besides guidance, the counselor provides students with assistance for college and university placement. The counselor holds meetings to provide students with information related to the college application process. Parents are welcome to attend any of those scheduled meetings. The counselor assists and guides students through the college application process and facilitates communication with colleges and universities on their behalf. College applications start in October and are expected to be completed by March, except for summer applications. Students and parents are advised to plan ahead to meet college application dates and deadlines. Meeting deadlines is the responsibility of each student.

College information regarding financial aid and scholarships is available in the counselor's office. Important information is sent to parents via Skyward.

Learning Support

ISG Dammam does provide learning support for children with special educational needs. For students who have academic challenges, the Child Study Team (CST) meets and discusses possible solutions to provide learning support, in collaboration with the child's teacher. Should this additional support not be sufficient, the student will be requested to withdraw from the school at the end of the current academic year.

Library

[The ISG Library Handbook](#)

The elementary, middle and high school libraries (MS/HS Library) are a place for students to continue learning independently or under the guidance of a teacher. Students may be in the library before school, at snack break or recess. The Library should be a place for students to use in order to focus and improve their understanding or work together. Elementary students visit the library once a week to hear a story and check out books of their choice.

If library materials are lost or damaged, the student will be asked to pay for a replacement.

Students cannot check out books while they have outstanding fees. ***Likewise, report cards and student records will not be released until outstanding fees are paid.***

Parent/Teacher/Student Conferences

Parent/Teacher conferences are conducted twice a year, one in the fall and the second in the spring. Parents are also invited to conference with the school, for issues that impact student learning. Parents are welcome to request a conference should they feel the need - this may be done by emailing the relevant staff member and waiting for a confirmation.

Food

Parents should provide students with a nutritious school snack and lunch, as well as a water bottle. Healthy snacks and meals are encouraged.

Students are to use the canteen during the allotted times for snack break and recess.

Designated lunch areas are the canteen, the tables provided outside the elementary school gym and the seating provided for customers outside the coffee shop.

Students are encouraged to eat in the designated lunch areas. All students are expected to act responsibly and appropriately, during break/lunch times, show good manners and keep their lunch area clean.

Lost & Found

ISG does not accept responsibility for personal items brought to school. Parents are requested to label personal possessions with their child's name, so they may be easily located and returned to the owner, in case they are found. All articles found in the building, on the school grounds or left on the bus will be placed in the Lost & Found in the high school office. If they remain unclaimed they are disposed of at the end of the term.

STUDENT CONDUCT

Student Rights & Responsibilities

Students have the right to learn in a safe and secure environment. They also have the right to express any concerns they may have regarding their emotional, social and academic needs.

Students are responsible for ensuring that their learning environment is conducive to learning by following the expectations of the school and the classroom teacher. Students are also responsible for their safety and their peers throughout the school campus.

Expectations

Students are encouraged to work toward learning and demonstrating these positive behaviors.

ISG Policy requires that students enrolled in the school, while on or off the school grounds, conduct themselves in a manner that will bring credit to themselves, their parents and the school. Guidelines are designed to help promote reasonable order and good citizenship in each student.

It is the goal of our behavior expectations and Discipline Code to provide students the opportunity to correct their own inappropriate behavior and to assume the responsibility consequences of their actions. Behavior guidelines, and basic expectations and dispositions for high school students are drawn from the ISG Core Values and [Profile of Graduates](#). Every student is expected to display the [ISG Core Values](#) and to work towards acquiring the skills and dispositions listed in the ISG Profile of Graduates.

High School Areas

High school classrooms are on the first and second floors of the designated high school wing. There is signage to help guide students. High school students are restricted from entering the elementary and middle school wings.

Before the start of school, high school students are permitted to gather in the outdoor spaces, the cafeteria, the outdoor sports courts, the high school hallways, and teacher classrooms (with permission from the teacher).

Dress Code

As guests in the Kingdom of Saudi Arabia, students are expected to dress in a manner that shows good judgment and respect to our hosts. ISG Dammam expects and encourages cooperation from faculty, staff, parents and students in ensuring the proper administration of the dress code. The dress code is in effect on all school days at any time the student is at school or representing ISG Dammam at events at any site outside school grounds.

Please read the following guidelines:

- Girls must not wear sleeveless tops, bare midriffs, or short dresses/skirts/shorts. Skirts/shorts must extend below the knees; the wearing of shorts under skirts must not alter the skirt length.
- Boys may not wear tank tops.
- Students must wear P.E. uniform for P.E. classes.
- Students may not wear ripped or torn clothing to school
- T-shirts must not display derogatory messages or images.
- Hats/caps or hoodies may not be worn in the school buildings, but are encouraged for use when outside.
- National dress of the student's home country is permitted if it meets the standards of the host country.
- If occasions or activities warrant special attire, students will be notified in advance by the teacher.

PE uniforms are required for PE lessons. Uniforms can be purchased at the ZAKS uniform shop in Shatea Mall in Dammam or online. Please see the [ZAKS flier](#) for your reference. All K-5 students are required to wear their PE uniforms to school on days they are scheduled to participate in PE.

Bus Transportation

Students who ride on regular school bus routes are required to behave in a responsible fashion while riding the bus. Seat belts must be worn, where available. For their safety and others, students must remain in their seats while the bus is moving and students will be asked to keep their voices down. If students have difficulty complying with the bus driver's requests, their names will be reported to the Office and their names will be logged appropriately. The school has the right to suspend or expel students from riding the bus if unruly behavior persists. The highest level of respect and courtesy for the bus monitor, the driver and one another is of the utmost importance to ensure a safe and

enjoyable ride to and from school each day.

The school is not responsible for bussing. However, the school strongly recommends that parents with students bussed by compound vehicles arrange supervision schedules amongst themselves. This would be in the best interest of the students. If your child or children are not attending classes for a given period of time due to illness, vacation or any other reason, please communicate this to the bus driver in advance.

School transportation is provided to all students for school related trips.

Student Discipline

ISG Dammam is committed to creating a safe, non-threatening, harassment-free learning environment in which students can learn and teachers can teach. Students are expected to behave well, as most of them do. We look forward to all of our students choosing to be responsible, cooperative and self-controlled.

All behavior violations will be documented and communicated to parents via the discipline portal on Skyward. Parents will be contacted by the school for serious or repeated behavior violations. All repeated or major behavior issues are handled according to school guidelines ([ISG Dammam Discipline Codes August 2024](#)) and/or Board policy (2050).

General consequences of misbehavior and consequences for academic dishonesty and excessive tardies are listed [here](#).

Student Search

The Administration may search student lockers and all personal belongings, at any time, without notice or consent from students or parents, as stated in ISG Board Policy (2050). If necessary, the Administration may ask for assistance from other staff members for the purpose of a student search.

Personal belongings, like school bags, purses, cell phones, or clothing, may be searched if reasonable cause exists. Searches of personal items will be conducted in the presence of an adult of the same gender as the student being searched. Parents will be notified, as needed.

Suspension

A student may be suspended from school for the following:

- Behavior that constitutes a danger to self or to others
- Hostile behavior characterized by prejudice, whether by race, gender, nationality or creed
- Malicious avoidable damage to school, student or staff property
- A continued pattern of incorrigible behavior, e.g., lying, stealing, and/or cheating
- Possession, distribution or use of tobacco
- An accumulation of disciplinary code violations

Please read more on the [ISG Suspension Protocol](#).

Expulsion

A student may be expelled from school for the following:

- Possessing, wielding, using or threatening to use of a dangerous weapon
- Possession, distribution, or use of any illegal substance (e.g., alcohol or illegal drugs)
- Striking an employee (substitute or contracted) of the school
- Malicious damage to school, student or staff property
- Repeated suspensions
- Repeated academic probation
- Gross misconduct
- Criminal activity

Expulsion Procedures

Prior to the Superintendent making a determination to expel a student, the following steps will be conducted to ensure due process. Please read more about the [Expulsion Protocol](#).

The school reserves the right, as deemed necessary, to recommend any student for not enrolling in the school in the

next academic year. The parents will be notified of such a decision, before the end of the current school year.

ATHLETICS - AFTER SCHOOL ACTIVITIES - SCHOOL TRIPS

Clubs/Organizations and Athletics

ISG Dammam middle school and high school strive to help students become well-rounded persons. An integral part of the child's education is what takes place beyond the confines of the classroom walls. **After School Activities (ASAs)**, mainly sports activities, in a variety of interest areas are offered to students throughout the year. These begin at the end of the school day or sometimes during recess. The program helps promote a positive school spirit, motivates students and broadens their opportunities for learning.

After School Activities end at 4:30 p.m. Students and parents are responsible for arranging their own transportation at this time. Besides athletics, we provide a wide list of clubs and organizations which include MUN, Student Council, National Honor Society (NHS), National Junior Honor Society (NJHS), Debate Club, Art Club, Chess Club, Robotics Club, Drama Club, amongst others.

Club and organization meetings will take place during the lunch break and after school. However, if students stay after school for a club or organization activity, the sponsor needs to remain with them. Students and sponsors are responsible for arranging their own transportation at that time.

Signing Up for After School Activities

After school activities are offered three times during the school year. Emails will be sent to all parents to view the list of available activities on offer. Sign up opens at a specific date and time on SchoolsBuddy and spots are allocated on a first-come-first-served basis. When spots are full, parents may request to have their child added to the activity and it is left to the discretion of the teacher to accept more students or not.

Athletics

The athletics program at ISG Dammam

- Supports the mission statement of the organization and contributes to the overall educational program through innovation and compassionate action.
- Provides competitive athletic opportunities to as many students as possible, believing participation in athletics will enhance the development of the overall student.
- Strives for broad participation and competitive excellence, while encouraging the highest levels of sportsmanship and fair play.
- Places student welfare as a primary concern. This includes academic, physical, social and emotional welfare.
- Strive to create and maintain an environment conducive to the academic and athletic growth of each student.
- Offers a diverse number of opportunities enhancing the educational development of each student.
- Promotes valuable lifelong lessons in sportsmanship, teamwork, collaboration, resilience and competition.
- Plays an important role in helping each student develop a healthy self concept and a healthy mind and body.

Signing Up for Athletics

Athletics are offered in middle school and high school for the U14-U19 students (under 14- under 19) age group, with some options available for U12. Athletics include volleyball, basketball, badminton, table tennis, track and field, cross country and soccer (football). The athletics programs run in seasons with several sports running in the same season. Announcements for signups will be sent via email to all parents and students.

School Trips

The school usually arranges transportation for school trips and special events, when applicable. All school trips require parental authorization. If there is no parental authorization on file, the student will not be permitted to take part in any such activity. Parents should always be informed of a planned school trip and will have the option to keep their child/ren at home so they do not participate in such activity. Please note that this will be deemed an absence from school and class if this is the decision.

Student study trips that may require travel outside the Kingdom are scheduled during spring break, except for the trips involving competitions, like MUN or Debate Club trips, which usually are scheduled during specific times of the year.

Attendance/Participation - Behavior

Students involved in sports or after-school activities accept the responsibility and commitment associated with this involvement. After-school activities generally take place from 2:30 to 4:30 p.m. Monday through Thursday, and some may take place during the weekend as well.

Students who are absent during a school day cannot participate in sports or any after school activities on that particular day. This includes coming to school as a supporter of a team.

Transportation

Students participating in activities must be picked up promptly at the gate at the scheduled end of the activity. Students may arrange their own transportation with the school, when possible.

Students whose transportation is late more than once may be excluded from the activity.

Permission Forms

Parents or guardians must complete a permission form for activities that their child(ren) wish to participate in, before commencing with the activity. Under NO circumstances will students be allowed to participate in any ASA without express permission from the parent or legal guardian.

HEALTH - SAFETY - SECURITY

Illness & Injury

If a student is injured at school, he or she will be administered emergency first aid by the school nurse, doctor or a member of staff trained in emergency first aid procedures. Parents will be contacted in those cases that are serious enough to warrant notification. If the parents cannot be reached, then their emergency contact number(s) will be called. ***It is extremely important that you provide the office with several current phone numbers to contact.***

Children who become ill or show symptoms of illness are sent home as a protection to other students as well as themselves. A student with a temperature of 100° F (37.8° C) should remain at home until free of fever for 24 hours without a fever reducing medicine. Parents are always notified and asked to pick a child up if a health problem occurs. Parents are expected to develop an emergency plan in case they themselves are unable to pick up a child.

All first aid supplies are kept in the nurse's office and may only be dispensed by the nurse on duty. If a student brings medication to school it must be brought to the nurse with dispensing instructions from the parents. ***Under no circumstance is a student to self medicate.***

The common cold, chicken pox, pink eye and head lice are the most contagious health concerns in schools all over the world. ***Please do not send your child to school if there is any evidence of these problems or as long as they are contagious.*** Students found to be infected with chickenpox or pink eye will be sent home. A clearance from a medical doctor will be necessary for re-admittance to school.

Students found to have head lice/nits (dead or alive) will be also sent home for proper treatment. To eradicate the problem, bedding and personal effects will also need to be washed. Students returning to school will be checked before being admitted to class. The child will only be allowed to return to class after being checked and cleared by the school nurse. The school nurse will check the whole class of the concerned child, and will send an informative pamphlet home to parents. The school nurse must provide information to students/parents/teachers about how lice are spread, emphasizing that adult lice require blood to live; once they fall off a person they die within two days. Prompt treatment and avoidance of sharing hats, brushes, hair ornaments, bedding, etc. minimizes spread.

Please review the [ISG Health Manual](#) for more information.

Medication Storage

Any medications that need to be stored at school should be submitted to the school clinic along with the completed [Medication Permission Form](#) giving detailed instructions for administration. Prescription medications should have the pharmacy instructions attached. Any medications left unclaimed in the clinic will be discarded at the end of each school year.

Health Concerns - Immunization Records:

All students must meet the immunization requirements of Board Policy #2065.

Our intention is to maintain updated immunization and treatment records for every student. The medical forms found in the registration packet are kept on file with the school nurse. Parents should notify the school nurse of any student who has an existing condition, such as allergies, asthma or other medical or neurological conditions, so that we can better treat the child should the need arise. The school maintains a record of students who have existing medical conditions.

Notes from parents and/or physicians requesting excused absences involving PE classes must be turned into the nurse's office **via the class teacher**.

Weather and Air Quality Monitoring

Outdoor activity locations are determined by the weather and air quality. The nurses' office monitors this daily, and according to the advice received, activities and recess may be held inside should it not be safe for students to be outside for longer periods of time.

We work to be especially diligent in caring for students when the weather is hot. Please support us by discussing and providing for the following precautions.

Hot Weather Guidelines:

1. Drink more water when the weather is hotter. Students are recommended to carry reusable water bottles at all times.
2. Limit direct exposure to the sun, especially in the hottest part of the day.
3. Limit the amount of time and physical exertion while exposed to direct sun or extreme heat.
4. If you feel sick or faint, report to the supervisor or your teacher.

We recommend applying sunscreen daily, and wearing hats whenever the student is outside.

ISG Dammam Clinic Contact Information

The ISG Dammam clinic is staffed by a registered nurse during the school day.

In addition to assessing and treating illnesses and injuries and referring to other medical professionals, the nurses are a source of healthcare information.

Phone number: 920 035 002 extension 121 or 122

Email: isgdammam.nurse@isg.edu.sa

Working hours: Sunday-Thursday 7:30 a.m.- 3:30 p.m.

Emergency Drills

Fire

Fire drills and building evacuation drills are conducted periodically in an effort to instruct students in safety and evacuation procedures. These may be announced or unannounced. Fire drills will take place at different parts of the day in order for students and staff to understand the different routes to take to the assembly areas.

Lockdown

Lockdown procedures are also in place. This procedure will be activated in the event of any threat to any member of staff or student. For safety reasons, these procedures will not be shared with parents or the general public.

Toxic Plume

In the event of a toxic plume, all staff members will follow the protocol that is set up for Toxic Plume lockdown.

Students and visitors during a drill or an emergency are required to follow the guidelines or the directions of all staff members. It is of utmost importance that directions are followed immediately, remain silent and listen out for further instructions.

Use of mobile phones by students is strictly prohibited at these times.

Identification

Student IDs

All students are provided with Student IDs on admission to ISG Dammam. Students are expected to wear their IDs around their necks during school hours for easy identification. Replacement IDs are available from the Registrar' Office for a fee.

Visitors - Volunteers - Guests

Visitors, volunteers and guests are most welcome to visit the school. We ask that parents consult with the classroom teacher and **make prior arrangements through the school office for a visitation**, so as not to disturb the class in session. Students are not allowed to bring other students (family or friends) to school as visitors unless it has been cleared at least one day in advance through the appropriate office.

In view of ISG's Child Protection and Safety Policy,

- ALL visitors/contractors/parents to the school are required to enter through Security Gate 1 and obtain a Visitor's Badge which they will display at ALL times while on the school premises
- All visitors/contractors/parents will proceed to the front office where they will sign in the Visitors' Log book.
- Visitors will then proceed directly to the appropriate office

- No visitor/contractor/parent will be allowed into the buildings without a prior appointment. Appointments may be set by emailing or calling the relevant person and obtaining a confirmation from him/her for a suitable time that is convenient to all parties

While on campus, non-school personnel must be accompanied by a staff member. The person with whom they have an appointment will meet the parents in the lobby, and take them to the meeting area. At the conclusion of the meeting, the staff member will bring the parents back to the lobby or front gate.

To schedule an appointment, please email the person with whom you would like to meet directly, or call 920035002 between the hours of 7:30 a.m. and 3:30 p.m. on school days. Please read the [Visitors' Code of Conduct](#).

Arriving/Departing Campus

Students are expected to be in school and ready for class at the start of the school day/activity. Students who are habitually late to class will be spoken to and their parents contacted. All students should have their Student ID to present to security or any staff member, should it be requested.

All students are expected to leave school at the end of the school day/activity. Any student who has a problem with transportation after school needs to approach the Front Office Secretary.

Under no circumstances are students allowed to be in school or in the buildings after school hours without adult supervision.

Transportation

The school does not provide transportation for students to and from school. This is the responsibility of the parent. Should you need any advice on transportation, please email the Support Services Coordinator at nair.s.01@isg.edu.sa.

Student Search

The Administration may search student bags at any time without notice or consent. If necessary, the Administration may ask for assistance from other staff members for the purpose of a student search.

Book bags, purses or clothing may be searched if reasonable cause exists. Searches of personal items will be conducted in the presence of an adult of the same gender as the student being searched. If a search is conducted of book bags, purses or clothing, parents will be notified.

Locker Guideline

Lockers are the property of the school and are for use by our students. Currently, lockers are assigned to students in grades 5-12. Students are expected to keep lockers clean, free of posters, stickers and other decorations of a permanent nature. Lunch boxes, coats, sweaters, hats, textbooks and supplies are kept in lockers.

Students are requested to bring their own locks. Specific lockers will also be assigned, following student locker requests. If a change in locker is desired, you need to contact the high school office. You may not change lockers without office approval.

Students are expected to keep their lockers locked at all times. The school assumes no responsibility for personal items brought to school. The school strongly encourages students to lock up any valuable or technical equipment all the time and not share their lock combination or key with anyone.

TECHNOLOGY

ISG Technology Use Agreement (TUA)

All students are expected to meet the requirements and expectations of the [ISG Technology Use Agreement](#) (TUA). This is required for every student enrolled at ISG. Details of the agreement are included in the ISG Enrollment Contract. The TUA is distributed to all students and will be kept on record at school.

Bring Your Own Device (BYOD)

Students in Grades 4-12 are required to bring their own devices to school. Please check the Bring Your Own Device (BYOD) Guidelines shared in the ISG Technology Use Agreement.

Learning & Communication Platforms

Students will receive a separate email containing log-in information for their student Gmail account and Skyward access once they are fully enrolled at ISG Dammam. Parents will also receive information about their Skyward account access and parent Gmail. This information will be sent out to new students and families before the start of the school year. Students joining us after the beginning of the school year will receive this information before their first day.

Student Gmail Account

ISG Dammam will use only students' official school emails, not personal emails when communicating with students. Students will have access to all student and staff emails via their official school Gmail account.

Google Classroom

Teachers will post lessons and resources on Google Classroom. Students will access their Google Classrooms through their school email accounts. You will receive Google Classroom information once your child is fully enrolled. Parents are encouraged to enter their details as "guardians" to receive an email summary of activity in Google Classroom for their child/ren.

Skyward

Skyward is the student management system used at ISG Dammam. Parents will be able to monitor their child's progress in classes. Skyward access for students is only available to students from 6-12. Students will receive an individual email with login details and a step-by-step guide on how to access the Skyward account. Parent access to Skyward is available from K-12.

Seesaw

Seesaw is used with elementary students. Teachers will invite your child and you as parents to your child's personalized portfolio. This information will be provided once your child is fully enrolled.

Mobile and Electronic Devices

BYOD (Bring Your Own Device): ISG Dammam has incorporated technology into its curriculum over the last few years. Students are expected to have a learning device for their use during the school day. Please look at the specifications of learning devices listed in the [Technology Use Agreement](#) to purchase one for your child, in case he/she does not have one.

Digital Citizenship

In order to facilitate more access to learning material and programs that assist in the learning process students are requested to bring their devices (not mobile phones) for specific classes or activities.

When not in use, laptops should be on each person or locked in the lockers. Students are not expected to leave laptops unattended. Any item brought to school by any student will be the sole responsibility of the student. The school will not take responsibility for any item of value that is brought to school that becomes damaged or lost.

High-speed internet is available for students to use in connection with course study.

Problems / Concerns

Parents who have problems or concerns regarding their child's education are asked to first talk with the classroom teacher. Many concerns may be resolved simply by scheduling a telephone call, a conference or classroom visit.

Parents may schedule a meeting by contacting the teacher **via the school office or by email**. If a problem or concern continues, parents are asked to contact the school administrator for assistance. The administrator will then inform the teacher of the complaint. If warranted, a conference will be arranged with the parent, teacher and administrator.

ADDITIONAL ITEMS

- **Documents**

- The following documents need to be signed by both students and parents and returned to the homeroom teacher
 - [Acknowledgment Statement](#)
 - [Academic Integrity Pledge](#)