

DHAHRAN HIGH SCHOOL

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Saudi Arabia**

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2010 - 2011 STUDENT – PARENT HANDBOOK

Name

Phone Number

Principal:	David A. Dorn
Assistant Principal:	David Butler
Guidance Counselors:	
Grade 9/10	Carl Flanders
Grade 11	Teri Green
Grade 12	Sandy Stapp
Athletic Director:	Retief Gerber
Activities Director:	Alichia Gerber

SY 2010/11

Two-Day Rotating Schedule

Periods & Times	A Day		B Day	
7:30 - 7:50	Arrival at school		Arrival at school	
7:50 - 8:10	Club Meetings & Academic Support		Club Meetings & Academic Support	
<u>1st</u> Period 8:10 - 9:30	1		5	
Break 9:30 - 9:45	Break		Break	
<u>2nd</u> Period 9:45-11:05	2		6	
Break	1st Lunch	Break 11:05 - 11:15	1st Lunch	Break 11:05 - 11:15
Split Lunch & <u>3rd</u> <u>Period</u>	11:05 - 11:40	3	11:05 - 11:40	7
	3		11:15 - 12:35	
	11:40 - 1:00	2nd Lunch	11:40 - 1:00	2nd Lunch
Break	Break 1:00 - 1:10	12:35 - 1:10	Break 1:00 - 1:10	12:35 - 1:10
<u>4th</u> Period 1:10-2:30	4		8	
Afterschool	Student Activities & Sports 2:30 - 3:30		Student Activities & Sports 2:30 - 3:30	
	Extended Activity Time 3:30 - 5:00		Extended Activity Time 3:30 - 5:00	

1st Lunch:

- * English
- * Social Studies
- * Global Languages
- * Fine Arts
- * Study Hall

2nd Lunch:

- * Math
- * Science
- * Technology
- * Physical Education

Student Individual Schedule (Semester 1)

<u>Period</u>	<u>Class</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			
8			

Student Individual Schedule (Semester 2)

<u>Period</u>	<u>Class</u>	<u>Teacher</u>	<u>Room</u>
1			
2			
3			
4			
5			
6			
7			
8			

STUDENT LEADERS

ELECTION RESULTS

STUDENT COUNCIL EXECUTIVE

President

Vice-President

Secretary

Treasurer

Senior Class President

SENIOR CLASS OF 2011

Class Reps

JUNIOR CLASS OF 2012

Class Reps

SOPHOMORE CLASS OF 2013

Class Reps

FROSH CLASS OF 2014

Class Reps

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**BOARD OF TRUSTEES
2010 - 2011**

PRESIDENT**Douglas Holroyd**
VICE-PRESIDENT**Mark Bennett**
MEMBERS AT LARGE

Peter Armstrong
Robert Morin
Bob Britt
Ancel Lewars
James Morcom
Steve Porter
Basil Abul-Hamayel
Anthony Diaz
Rana Al-Turki
Heather Vandervoore

I.S.G. CENTRAL ADMINISTRATION

Superintendent..... **Norma Hudson** (nhudson@isgdh.org)
Deputy Superintendent..... **Bill Stapp** (bstapp@isgdh.org)
Director of Human Resources..... **John Chapman** (jchapman@isgdh.org)
Director of Finance..... **David Whitaker** (dwhitaker@isgdh.org)
Dir. of Support Services and Technology..... **Chris L'Esteve** (clesteve@isgdh.org)

HISTORY OF THE SCHOOL

Dhahran Academy opened its doors in February, 1962. Its original mission was to serve the educational needs of the U.S. Consulate's dependents. It was, in fact, initially called "Consular Academy." The school grew to serve the broader expatriate community in Dhahran, and in time became known as Dhahran Academy, expanding its program to grade nine in 1975, and opening its first Kindergarten in 1976. Because of its growth during this time, the school split into an elementary school and a junior high school in August, 1977. In 1980, Dhahran Academy was accredited by Middle States Association of Colleges and Schools.

In 1998, Dhahran Academy's Board of Trustees committed to the establishment of an American curriculum four year high school program, focused on preparation for colleges and universities in the U.S. The following year, under the leadership of Dr. Brent Mutsch, Superintendent, and Mrs. Teri Giannetti, Grade 9-11 Principal, the Board added grades 10 and 11. In October, 2000, the new Dhahran Academy Senior High School shared a campus, staff, and administrative team with the junior high. The following year, 2000-01, Mr. Lyle Porter assumed the responsibilities of Principalship and DAHS enjoyed two extraordinary firsts: validation from the Middle States Association of Colleges and Schools as the first American accredited high school in the Kingdom of Saudi Arabia; and on June 7, 2001, Graduation of the Academy's first high school alumni! A Ministry of Education edict changed the school name to Dhahran High School in 2004. Since 2001, 97% of DHS graduates have been accepted into colleges and universities worldwide.

Under the leadership of Superintendent Norma Hudson, Dhahran High School is initiating the I.B. Diploma Program for the 2011 school year to further enhance rigorous academic offerings for the students.

MISSION STATEMENT

Dhahran High School is an accredited, college-preparatory school in Saudi Arabia, characterized by a multicultural community of learners and educators. We promote the highest integrity in our students and encourage them to develop their intellectual potential through the implementation of an exceptional American curriculum. We inspire our students to become self-motivated, life-long learners. DHS achieves these goals by forming partnerships with our students and parents and by providing a rigorous curricular as well as a co-curricular program, within and beyond the classroom, implemented by professional and experienced staff.

BELIEF STATEMENTS

Student learning is our highest priority; therefore, we believe that...

- students deserve the right to participate in a nurturing, safe and secure environment which facilitates maximum growth.
- social, physical, intellectual, emotional and ethical growth are imperative to the development of the whole student.
- education is a shared responsibility of the home, the school, and the community.
- effective communication is crucial to a successful school environment.
- teacher-student relationships are a primary mechanism for fostering student learning.
- the recruitment, professional development, and retention of excellent employees are vital to our success.
- teachers should employ a variety of instructional strategies to accommodate various learning styles.
- activities beyond the curriculum that foster leadership, confidence, and teamwork are essential to the development of globally-aware citizens.
- up-to-date resources, technology and facilities support quality educational programs for our students.

GRADUATE PROFILE

A Graduate of Dhahran High School:

1. Demonstrates an understanding of major disciplines necessary for success in college.
2. Reads critically, listens carefully, writes effectively, and speaks confidently.
3. Sets and strives to achieve realistic goals while recognizing their own passions and unique gifts.
4. Exhibits personal integrity, principled work habits and ethical behavior.
5. Demonstrates effective teamwork and leadership qualities.
6. Applies creative, critical, and independent thinking skills in response to life's challenges.
7. Recognizes and respects personal and cultural differences.
8. Understands the importance of health and fitness to maintain a balanced lifestyle.
9. Acknowledges civic responsibility and participates in community service.

ACKNOWLEDGMENT OF DHS EXPECTATIONS

Each student of Dhahran High School will be required to abide by the norms stated below.

I, _____, a student in good standing at Dhahran High School, do pledge to adhere to the Code of Ethics below. If, at any time, I violate any of the following ethical practices, I understand I will be subject to disciplinary sanctions, in direct correlation to the gravity of the offense.

- Academic integrity
- Follow procedures in handbook
- Respect acceptance & tolerance of students and faculty (including Secretaries, custodians, food people etc...)

Student's Signature

Parent's Signature

ADMISSIONS

ADMISSION PROCEDURES

Dhahran High School is a college preparatory school. Students admitted to DHS will be deemed capable of earning our high school diploma and of graduating from a four year college or university in the United States.

The Admissions Committee evaluates the following information and makes a recommendation to the Principal:

- DHS application form and student essay
- Prior school grades – Exit grades, previous semester grades and official transcripts
- Two letters of recommendation – (1) written by the current English teacher; (2) written by a math teacher utilizing DHS forms
- Personal interview as deemed necessary
- Standardized test scores and /or DHS academic assessment

After completion of the application process, families will be notified of the results.

Upon acceptance to DHS, families shall furnish the following documents to ISG prior to enrollment as conditions of student admission:

- Health records
- Copy of Muslim Approval (Muslim students only)
- Enrollment contract with ISG
- Photocopies of the student's passport and father's Iqama
- Any prior educational records, official transcripts, testing results, and other documents necessary to help DHS provide the best services to the individual student
- Student must be screened for vision and hearing by the DHS nurse prior to attending classes

NON-DISCRIMINATION POLICY

Dhahran High School admits students of any race, color, nationality, and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. DHS does not discriminate on the basis of race, creed, color, nationality, and/or ethnic origin, or gender in administration of its educational policies, athletic and other school programs.

ACADEMICS

ACCREDITATION

Dhahran High School is fully accredited by the Middle States Association of Colleges and Schools.

COURSE OF STUDY

For specials on course description and academic planning see course selection handbook.

GRADUATION REQUIREMENTS

Minimum Credit Required for Graduation: 24 Credits

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	4 credits
*Global Languages	2 credits
Physical Education	2 credits
Fine Arts	1 credit
Technology	1 credit
Electives	3 credits
Health	.5 credit
Computer & Info Mgmt	.5 credit
**Arabic Culture	.5 credit (repeated 1 semester each year)

*Languages must be consecutive years of the same language.

**This course fulfills the Ministry of education requirement. Students must take this course one semester of every academic year, unless enrolled in an Arabic Language course of study.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian is determined by the student achieving the class highest GPA. Valedictorian may be a shared honor.*

Salutatorian is determined by the student achieving the second highest GPA. Salutatorian may be a shared honor.*

Must be in attendance at DHS for a **minimum of four consecutive semesters**

GRADING SYSTEM

Progress is reported at the end of each marking period and grades are cumulative through each semester. At the end of the semester, final letter grades are assigned with the following meanings:

A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	Grades Below 60 Failure
I	Incomplete*
PF	Credit Awarded but no GPA impact
NC	No Credit

Students who wish to withdraw from a course from the second through sixth week must obtain written approval of their parent and the School Counselor. Parents will be notified in writing of any class change(s).

Students may not drop a course after four weeks into the semester, unless recommended to the Counselor by the teacher and parents, and with written approval of the Principal.

***The “incomplete” for any semester must be made up within 10 school days from the date of report card issuance, or it automatically becomes an “F”.**

AWARDING/LOSS OF CREDIT

Credits are awarded upon successful completion of course... Students are expected to complete the semester, including the semester exams. Therefore, there are no provisions to award credit before the end of the semester or schedule exams on days other than dates scheduled at the end of the semester.

Students will not receive credit for more than 6 absences in any class per semester. For extraordinary circumstances parents may appeal any loss of credit.

REPORT CARDS

Report cards will be issued for the following dates:

1 st Quarter	November 6, 2010
1 st Semester	February 16, 2011
3 rd Quarter	April 25, 2011
2 nd Semester	June 15, 2011

PROGRESS REPORTS

Progress reports may be sent during each marking period as an academic proficiency or as deficiency notices. Parents are expected to sign and to return with their students any deficiency notices. We encourage parent contact by e-mail or phone directly with the teacher to work on remediation in any subject area. Parents may request a progress report from a teacher at any time.

Release dates of Progress Reports:

1 st Quarter	Week of September 26, 2010
2 nd Quarter	Week of December 5, 2010
3 rd Quarter	Week of March 5, 2011
4 th Quarter	Week of May 21, 2011

ACADEMIC PROBATION

The purpose for Academic Probation is to ensure that each child is able to achieve his or her maximum potential at DHS. Students receiving one or more grades of 69% or lower in a semester will be placed on academic probation.

If a student remains on Academic probation through a third semester, that student will be referred for an Academic Expulsion Hearing.

QUALITY POINT SYSTEM

DHS uses a 4.0 quality point system:

A	4.0	(5.0 for honors and AP courses)
B	3.0	(4.0 for honors and AP courses)
C	2.0	(3.0 for honors and AP courses)
D	1.0	
F	0.0	

Within the DHS system, “A-” = 3.7, “B+” = 3.3, “B” = 3.0 etc.

Class rank for academic awards is based on the Dhahran High School GPA (grade point average), which is cumulative from all quarter grades except student assistants, leadership and designated CR/NC classes. Plus and minus grades are used at the end of the marking periods and semester exams for information purposes only. They are not used on transcript semester grades because most universities do not use “+” and “-” grades when computing averages. GPAs are calculated at report card marking periods (i.e. at the end of each quarter). A cumulative GPA for DHS years will appear on a student’s transcript.

ACADEMIC EXCELLENCE

Quarter Honor Rolls will determine those students who meet the following Grade Point Averages (GPA):

<u>Category</u>	<u>GPA</u>
Honors with Distinction	4.00 or above (Honors and AP classes carry weighted GPA’s)
Principal’s List	3.70-3.99
Honor Roll	3.25-3.69

No student with any grade of D or F, or an “incomplete” will be placed on the Honor Roll, regardless of his/her GPA.

HOMEWORK

Students have 2 days per absence to make up homework. It is the student’s responsibility to acquire missed assignments and to contact the teacher to make up for missed class work and tests from any personal or school related absence. Students have two days per each day of absence to submit missed work. After that teachers are not required to accept missed work.

Homework is assigned to reinforce the concepts that are presented in the classroom. **Students are expected to do an average of 60 to 120 minutes of study and written work per night**, or 30 minutes of homework a night per academic subject. Students taking AP courses, i.e. college level, can expect to spend reasonably more time (i.e. 20-30 minutes more per AP subject per school night) on homework than the average stated. It is our intent at Dhahran High School, however, to focus on “meaningful quality” of homework rather than quantity.

SEMESTER EXAMINATIONS

Semester exams are given in all academic subjects. Students are expected to take their exam on the day and time at which it's scheduled. There are no provisions at DHS for early administration of semester exams.

Semester exams generally account for 20% of the final grade. The teacher has discretion in allowing the exam to *increase* the semester grade even more for the sake of students who absorb material later in the

GRADE APPEAL

There is a one-week limitation (from the date report cards are distributed) to challenge grades.

REPEATED CLASSES

If a student receives a grade of "F" in a course, (s)he may repeat the class for credit. If a student repeats a course to improve any other grade, (s)he will not receive the additional credit, however the new grade will replace the prior grade on the transcript. The new grade will be calculated into the student's GPA. NC (No credit) will replace the original class grade in the time slot when the course was first taken.

STANDARDIZED EXAMINATIONS

In October, all Sophomores and Juniors will take the PSAT (Preliminary SAT). In April, all Sophomores and Juniors will take the Stanford Achievement Test. In addition, all Juniors are encouraged to take the SAT II in the spring while their third year math and English courses are fresh in their minds. Further information can be obtained through the Guidance Department or at **www.collegeboard.com**. Seniors should plan to register for SAT I (and SAT II) once or twice during senior year to enhance chances of acceptance at the colleges or universities of their choice. College bound students should also consider sitting the ACT, which will be offered once annually at DHS. Review of admissions policies at colleges of choice will define College Board exams required by each university.

WITHDRAWAL

A student who is withdrawing from the school is required to fill out a Withdrawal from School Form and have it signed by his/her parent(s) or guardian(s). After filling it out and collecting the necessary signatures, this form must be presented to the Registrar. Parents are reminded that tuition is due for the entire year following ten (10) days' attendance regardless of the cause of withdrawal or dismissal. Only the Board of Trustees may decide on a tuition appeal.

STUDENT ACTIVITIES

CO-CURRICULAR ACTIVITIES

Dhahran High School is dedicated to the total educational growth of each student entrusted to its care. We hope that the students will avail themselves of the “totality” of experiences DHS offers. Besides the obvious concern and the importance placed on academic involvement, extra-curricular activities are an integral part of student life. They are a means of social interaction, involvement and education; participation is strongly encouraged. The year’s activities include interscholastic and athletic programs, dances, rallies, drama and music productions, assemblies, retreats, banquets, the spring Prom, and activities planned by clubs and other organizations.

NATIONAL HONOR SOCIETY

The National Honor Society was started in 1921 and today there are over 12,500 NHS chapters around the world. The National Honor Society Chapter at Dhahran High School is set up to recognize Sophomores, Juniors, and Seniors who have displayed excellence not only in scholarship, but also in the areas of service, leadership, character, and knowledge. Once a member of the NHS, students are required to uphold the standards of NHS and to continue their service through active participation in school and community projects

FIELD TRIPS

Students going on a field trip must obtain from the sponsoring teacher a form which is signed by the teacher and the student’s parents. No student may attend a field trip without prior written parental permission. The written permission form must be on file no later than one day prior to the field trip. School dress code and disciplinary procedures will be in effect during field trips. Drivers for field trips must be age 25 or over and possess an approved Saudi driver’s license. Students are not authorized to ride in a vehicle driven by another student for school activities during the course of the regular school day.

ATTENDANCE POLICY

ATTENDANCE

Students are required to be on campus for the entire school day, from 7:50 am until 2:30 pm. Unexcused tardiness to school will result in an afterschool detention. Students arriving to campus late due to a legitimate appointment will proceed directly to the office and **sign-in** at reception.

If a student has to leave campus before 2:30, they must bring a signed parent note to reception before 12:00 noon so that a gate pass can be prepared.

Student presence in class is an essential part of fulfilling requirements for course credit. **Therefore, any student who misses seven (7) classes in one course during one semester WILL NOT receive full credit for that course.*** For extraordinary circumstances parents may appeal any loss of credit.

*Absences due to school activities, such as study trips, athletics, or other official school functions will not be considered in the accumulation of the seven absences.

ABSENTEE PROCEDURE

Parents/legal guardians accept responsibility for communication with the school and are to phone the school at 330-0555 x 2420 before 9:00 a.m. or email dhs@isgdh.org any and every day their son/daughter is absent. This will help eliminate problems of students skipping school and will assist in assuring that students have arrived safely to school.

Non-attendance on a school day is classified as follows:

- **Excused Absences** are those classes and/or days missed with permission of the parent and notification of the school. Students must contact their teacher and make-up any missed work.
- **Truancies** are days or periods of non-attendance with neither parental nor school approval; the student is truant. Truancy will result in serious disciplinary action, including Thursday detention and possibly suspension. Make-up will not be accepted for Truancies.

Parents who leave students in the country unaccompanied must notify the school in advance and include the name and contact number for their temporary guardian.

PLANNED ABSENCE

As classroom instruction is vital to student academic success, we encourage families to plan their vacations during vacation time on the school calendar.

Planned absences are defined as anticipated absences of three (3) or more days for reasons other than medical, family or personal emergencies. To notify the school of these absences and to make up the work the student will miss, he/she must:

- Obtain a Planned Absence Form from the DHS Assistant Principal's secretary.
- Have his/her parents complete their portion of the form which includes the date(s) of the absence and their signatures granting consent.
- Circulate the form which includes contractual agreements about homework and makeup work when the student returns to each of his/her teachers.
- Return the completed form with all the required signatures to the Assistant Principal at least five days before the anticipated absence. The planned absence will be included in the semester's total absences for calculating credit for classes.

REQUEST FOR HOMEWORK ASSIGNMENTS

Absent students should contact their teachers using e-mail or NESAs Virtual School (Moodle) regarding missed work. Students are expected to make up any schoolwork upon their return to DHS.

EXEMPTIONS

Exemptions from Study Hall will only be granted to Grade 12 students. Any grade 12 student who is currently not on academic probation, will be exempted from Study Hall.

When on exemption, students should only be in the Library, the Dome, the Quad area in front of the B building, or in any supervised classroom with prior teacher approval. The Cafeteria is off-limits and Joffrey's can be used for take-out only. Being found out-of-bounds will be treated as mischievous misconduct and receive an administrative consequence.

HALL PASSES

Students are expected to be in class at all times during normal class periods. They may only be out of class during this time with their teacher's permission and must carry a hall pass.

GATE ENTRY AND I.D.

Every morning students arrive and enter through the "Walk-In Gate". At that time, for security reasons, all students must show their school ID. ID's are issued at the start of the year, or within two days of the arrival of a new student. It is essential that students keep very close track of the DHS ID, because loss of it represents a breach of security.

Loss of the ID demands that the student inform the Main Office immediately. The first replacement will be free but a fee of SR50 will be levied for subsequent replacements.

RANDOM METAL DETECTOR TESTS

From time to time students will be asked to walk through the metal detectors while entering the gate. This is done randomly, and is for the sole purpose of keeping all students safe.

STUDENT SERVICES

GUIDANCE SERVICES

Counseling and advisory services are available to all students. Adolescents need an empathetic listener as they face the challenges of young adulthood, encounter obstacles to learning, and challenges to values, or as each seeks greater personal growth. When extended counseling for students (other than for curricular or vocational reasons) appears to be needed, the Guidance Counselor will recommend that the parents refer the student to a qualified, licensed family counselor, or other mental health professional.

CAREER AND COLLEGE COUNSELING

Counseling on careers and college requirements is provided to ninth and tenth graders as they have questions or need information. As students enter their junior year, they are encouraged to begin investigating colleges, to review the college catalogues and CD's in the Guidance office, to visit college campuses as their schedules permit, and to take the SAT I and SAT II and/or ACT college entrance tests during their junior year. Juniors are also encouraged to apply for college scholarships open to them.

As students enter their twelfth grade year, information on the college application process and the college financial aid system is provided to the seniors and their parents. Additionally, information

and applications for scholarships and grants are provided to seniors. There will be college information nights presented throughout the year. Parents and students are strongly encouraged to attend these information events.

PARENT CONFERENCE

DHS holds Parent-Teacher conferences after grades for the first marking period of each semester have been distributed. At other times, parents are encouraged to consult their child's Counselor, Advisor, or classroom teacher whenever the need for a conference may arise. Appointments may be made by leaving a message with the Guidance Secretary at 330-0555 ext. 2408.

REFERRALS

When a student refers him/herself or is referred for an alcohol, drug, pregnancy, child abuse, or other serious problem, a qualified Counselor at DHS works with that student on an individual basis to determine the best way to help the student. Some of these are:

- To call in parents to assist in handling the problem.
- To call in, or refer the student to an outside counselor or therapist at the family's expense.
- To work with the student at school.
- To work in conjunction with a counselor, psychiatrist, or psychologist who is counseling the student.

In the case of suspected or actual student-related child abuse, the school is required to follow up with appropriate outside resources. Any evidence or reasonable suspicion of physical abuse or neglect, or of sexual or psychological abuse is cause to act, for the sake of the child.

In general for personal counseling on specific issues a school counselor meets no more than two or three times with a student. The focus is on helping the student to eliminate obstacles to success in learning.

FOOD

ISG/DHS contracts with an independent food service (Nesma Trading Co. Ltd.) to provide snacks and lunch daily in the cafeteria during breaks and lunch time. Food may be eaten in designated areas only. While students are permitted water bottles in classrooms, **all other food and drink are prohibited.**

Joffrey's Café is available for students to purchase snacks or drinks before school, during breaks and afterschool. DHS students may use Joffrey's **for take-out only.**

EMERGENCY PROCEDURES

Emergency Drill Procedures:

- The emergency drill signal is the campus siren, or short bursts on the air horn for a prolonged period of time.
- Students are to stop work and listen to instruction.
- Books are to be left on the desk and students are to walk rapidly and in silence to the proper exit. Students will contribute to the safety of fellow students by maintaining good order during all phases of the drill.
- The teacher will designate the proper exit and will take roll when everyone is safely grouped away from the building.
- Emergency procedures and attendance are posted at the door of each classroom.
- All high school students are to move quietly and in orderly fashion under direction of a teacher to the South Gym (behind the “C” buildings).
- Students are to maintain reasonable quiet throughout the entire drill.
- Students will be informed when they are to return to classes.

Emergency Evacuation Procedures:

The “DHS Emergency Response Plan” is available for perusal at school in the Main Office. Revised annually to reflect student body and staff changes, the plan covers the following areas: Fire, Utility Failure, Bomb Threat, Terrorist Activity, War, Windstorm, School Closing, and the Emergency Evacuation Plan.

LOST AND FOUND

All lost and found articles will be turned in to the Main Office. If lost articles are not redeemed within one week, they will be disposed of or given to the needy.

USE OF GYM

Students may not use the gym without adult supervision.

LEARNING RESOURCE CENTER (LRC)

The LRC is a modern, well-equipped library/technology lab/learning center. It is located in the center of the Dhahran campus and is shared among all three campus schools: DHS, Dhahran Elementary/Middle School and Dhahran British Grammar School.

Students are strongly encouraged to use the LRC for research and general material. The students will receive an orientation to the LRC facilities, during English class, and will be instructed on the organization and use of a library.

The LRC is available before and after school for use by students. DHS students are not permitted in the LRC during their lunch break.

Students must sign in when using the lab, and are to adhere to the *Acceptable Use Policy* for computers in the LRC. Use of email and chat rooms are examples of unacceptable use of computers on campus.

ACCEPTABLE USE POLICY

Each student, in order to have access to network/internet and computer technology at Dhahran High School and ISG, must complete and submit an *Acceptable Use Policy* form. ISG provides access to computer technology and the Internet to enhance student learning and to teach the skills required by students to perform effectively in today's technological society. The following are stated in the *Acceptable Use Policy*:

1. All use of the Internet and computer technology must be in support of the educational program at ISG.
2. Hardware or software shall not be destroyed, modified, or abused in any way. Intentionally altering files and/or hardware on District computers will be considered vandalism. This includes uploading or introduction of computer viruses.
3. Use of the network/Internet to access or transmit material, which is considered to be inappropriate or offensive to individuals and/or our host country, is forbidden.
4. Downloading of materials or files without permission from a member of the instructional staff is forbidden.
5. Student access to e-mail is limited to class projects and supervised class activities.
6. Illegal use of copyrighted electronic information is prohibited.
7. Students will not sign on to list servers or other newsgroups that result in large amounts of information downloading onto the district networks.

Failure to follow the above guidelines will result in:

1. Loss of access to the Internet and computer technology.
2. Disciplinary action.

ELECTRONICS

Student laptop computers are acceptable for classroom/educational purposes ONLY. No electronic devices (to include but not limited to mobile phones, music/video players, video games, etc.) are to be utilized during the instructional day (7:50a.m.-2:30p.m.) unless utilized for classroom/educational purpose.

CLOSED CAMPUS

Dhahran High School is a **closed campus**, i.e. students are not permitted off campus without parent and administrative approval. Use of vehicles is not permitted during school hours, with the exception of administrative approval for medical appointments or other emergencies. Students are not to leave campus during the school day without the explicit permission of the Principal or Assistant Principal, and will need to show a pass at the gate. The pass is issued at the DHS main office. Students will be allowed to leave campus only for reasons such as dental or medical appointments.

Students who leave campus without permission and without signing out in the attendance office will be subject to serious disciplinary action. All students will eat lunch in the Cafeteria or on the school grounds.

Students may not order food to be delivered to campus during the school day without direct permission of a group/club moderator or administrator.

Parents are welcome to come to school and sign their son/daughter out for lunch once or twice each year, during non-test times. For student safety, notes from parents, phone calls, or faxes will not be accepted for lunch dismissals. A parent must personally come to sign the student out, accompany the student to lunch, and return with the student to sign him/her back in. Other students may not accompany them without their parents' permission and administrative permission.

Visitors, other than parents of students, are not permitted on campus unless prior written arrangements have been made through the Assistant Principal or Principal for guests, or the Admissions Office for potential students.

All visitors and parents must **first contact the Assistant Principal secretary** to contact any student or staff member. For safety reasons, **parents may not interrupt the progress of a class by appearing at a classroom door.**

Students are discouraged from having items such as forgotten lunches or assignments delivered during the day. This creates an avoidable security risk.

MARRIAGE POLICY

A student who marries while enrolled as a student at Dhahran High School may be allowed to remain in the school, provided the married student complies with the guidelines set out in consultation with the Principal.

PREGNANCY POLICY

A student becoming pregnant while enrolled at DHS will not be allowed to remain during the second and third trimester of her pregnancy. Due to the very strict guidelines of our host Islamic country on premarital relationships, the parents of a pregnant student have an obligation to make the DHS Principal aware of the ongoing pregnancy prior to the onset of the second trimester.

STUDENT CONDUCT AND DRESS

MISSION

Dhahran High School must be a safe, orderly, and productive environment where teachers can teach and students can learn. To ensure this, DHS will uphold the following expectations in a manner that is consistent, predictable and just.

EXPECTATIONS

- **Mutual Respect** – Students will demonstrate honesty, courtesy, and sensitivity towards all members of the campus community.
- **Academic Integrity** – Students will do their own schoolwork. Cheating and plagiarism are prohibited.
- **Attendance** – Students will attend their daily classes and arrive to school and class on time.
- **Dress** – Students will adhere to the defined parameters of the DHS Dress Code.
- **Electronic Devices** – Students will only use electronic devices for approved academic purposes from the start of the first class until 2:30 pm.
- **Fighting** – Students will not fight or engage in aggressive behavior which results in student-to-student physical contact.
- **PDA** – Students will not engage in inappropriate public displays of affection.
- **Campus Boundaries** – Students will remain within the designated areas and facilities of the DHS campus and “be where they are supposed to be” at all times.
- **Alcohol and Drugs** – Students will not possess, use, or distribute alcohol or unapproved drugs at school.

In addition to expectations listed above, DHS holds the following expectations for student behavior:

Cafeteria

Expectations for Student Behavior:

1. Enter the building and quickly file into line or find a seat. Paths should not be blocked by students or book bags and students should sit on the benches only;
2. Keep hands, feet and objects to selves
3. Avoid the throwing of any objects;
4. Clean up and dispose of own trash;
5. Treat others respectfully.

DHS Dome

Expectations for Student Behavior:

1. Clean up and dispose of own trash;
2. Keep hands, feet and objects to selves
3. Use furniture in an appropriate manner;
4. Take turns on gaming tables to ensure that all students have an opportunity;
5. Follow directions the first time given.

Assemblies

Expectations for Student Behavior:

1. Proceed directly to the facility, enter quickly and find a seat;
2. Do not bring food or drink to the assembly;
3. Maintain proper audience behavior during the presentation.

Detention

Expectations for Student Behavior:

1. Arrive at detention by 2:35 pm and remain until 3:25 pm;
2. Use their time productively (complete homework, read, etc)
3. Remain silent during detention.

Evening Events

Expectations for Student Behavior:

1. Adhere to the DHS Dress Code;
2. Arrive within 20 minutes of the designated start time;
3. Do not stray from the vicinity of the event or wander campus;
4. Remain on campus for the duration of the event.

CONSEQUENCES FOR MISBEHAVIOR

- **Academic Integrity** – Violations are tracked by the academic year, not the class. In other words, if cheating has occurred in two different classes, the consequence for the second offense will be a grade of “zero” for the quarter in that class.

ACADEMIC INTEGRITY	
CONSEQUENCES	
1st Offense	<ul style="list-style-type: none">• Parent Conference• Grade of “zero” on assignment or test
2nd Offense	<ul style="list-style-type: none">• Parent Conference• Grade of “zero” for Quarter in that class
3rd Offense	<ul style="list-style-type: none">• Parent Conference• Grade of “zero” for Semester in that class

- **Arrival to School** – The school day begins at 7:50 am. From 7:50 – 8:10, students have the opportunity to meet with teachers in classrooms, attend club meetings, or finalize preparations for their classes. All students are expected to be on campus by that time.
 - Students arriving to campus after 7:50 am without a valid excuse will serve an **afterschool detention** as a consequence.
- **Attendance** – Students are expected to attend all classes on time unless participating in a school activity or absent due to illness or family emergency.
 - Students absent without authorization will be considered **truant** and receive an immediate administrative consequence.
 - Students arriving to class late will be considered **tardy** and receive a consequence from their classroom teacher.

DHS administration will apply the following consequences upon any **truancy** or a student’s **fifth cumulative tardy** of a semester.

TRUANCY/TARDY	
CONSEQUENCES	
1st Offense	<ul style="list-style-type: none">• Afterschool Detention
2nd Offense	<ul style="list-style-type: none">• Thursday Detention
3rd Offense	<ul style="list-style-type: none">• Thursday Detention
4th Offense	<ul style="list-style-type: none">• Two (2) Thursday Detentions
5th Offense	<ul style="list-style-type: none">• Out-of-School Suspension (one day)

- **Electronic Devices** – Unauthorized use of electronic devices on campus during the school day (from the start of the first class until 2:30 pm) will result in an immediate confiscation of that device and referral to DHS administration.

ELECTRONIC DEVICES	
CONSEQUENCES	
1st Offense	Warning Confiscation for remainder of school day
2nd Offense	Afterschool Detention Parent Contact Confiscation for remainder of school day
3rd Offense	Afterschool Detention Parent Conference Confiscation until Parent Conference
4th Offense	Confiscation for remainder of Semester Parent Contact

- **General Misconduct (Mischievous)** – Includes behavior that hinders learning or disrupts the orderliness of the campus. Includes (but is not limited to) teacher referrals, dress code offenses, PDAs, etc.

GENERAL MISCONDUCT (MISCHIEVOUS)	
CONSEQUENCES	
1st Offense	<ul style="list-style-type: none"> • Warning
2nd Offense	<ul style="list-style-type: none"> • Afterschool Detention • Parent Contact
3rd Offense	<ul style="list-style-type: none"> • Afterschool Detention • Parent Contact
4th Offense	<ul style="list-style-type: none"> • Thursday Detention • Parent Contact
5th Offense	<ul style="list-style-type: none"> • Thursday Detention • Parent Contact
6th Offense	<ul style="list-style-type: none"> • Out-of-School Suspension • Parent Conference

- **General Misconduct (Severe)** – Includes behavior that stops learning from taking place or threatens the safety or security of the campus. Includes (but is not limited to) vandalism, theft, violence, drugs/alcohol, etc.

GENERAL MISCONDUCT (SEVERE)	
CONSEQUENCES	
1st Offense	<ul style="list-style-type: none"> • 1 Day Out-of-School Suspension • Parent Conference
2nd Offense	<ul style="list-style-type: none"> • 3 Days Out-of-School Suspension • Parent Conference
3rd Offense	<ul style="list-style-type: none"> • 5 Days Out-of-School Suspension • Parent Conference
4th Offense	<ul style="list-style-type: none"> • Parent Conference • Recommendation to Superintendent for Pre-Expulsion Hearing

The administrative team has the option to choose consequences other than those stated above as deemed appropriate to specific situations.

CAMPUS BOUNDARIES

Since the Dhahran Campus is shared by three schools and the District Administration, DHS students are expected to remain within defined locations and facilities. This minimizes disruption and demonstrates our respect for our neighbors.

Students found outside the following defined areas will receive an administrative consequence.

Before School

- DHS classrooms & computer labs
- Attending club meetings
- the LRC
- the DHS Dome
- the DHS Quad outside the B-Building
- Joffrey's (Take-out only)
- Cafeteria (Take-out only)

Breaks

- DHS classrooms & computer labs
- the DHS Dome
- the DHS Quad outside the B-Building
- Joffrey's (Take-out only)
- Cafeteria (Take-out only)

Lunchtime

- Cafeteria
- the DHS Dome
- the DHS Quad outside the B-Building
- Joffrey's (Take-out only)

Exemption

- the LRC
- the DHS Dome
- the DHS Quad outside the B-Building
- Joffrey's (Take-out only)

Teachers' Assistants

- at designated classroom unless performing a specific assigned task

Afterschool

- Attending club meetings, practices, or school events
- The LRC
- the DHS Dome
- the DHS Quad outside the B-Building
- Joffrey's
- Cafeteria

DRESS CODE

Both boys and girls must wear a collared shirt with buttons fastened modestly. Shirts may not contain logos larger than a one Riyal bill in size. For girls, tops must not reveal cleavage and must cover 3" to 6" of the upper arm. In cold weather, a jacket or sweater may be worn over a collared shirt.

Boys may wear long, tailored pants, jeans, or shorts, with belt loops, that are neither excessively baggy nor tight. Shorts and pants must not be frayed, must be worn at the waist, and cannot be shorter than one Riyal's width above the knee. Athletic shorts and track pants are not permitted.

Girls may wear long dresses, skirts, pants, capri pants, jeans, or long shorts. These articles may not be excessively baggy or tight. Skirts and shorts must be no more than the width of one Riyal above the knee. Athletic shorts, track pants, and tights are not permitted.

STUDENT DRIVING AND PARKING

Students who drive to school are to register their car(s), driving license, and proof of insurance with the Assistant Principal during the first two weeks of the school year. If a student begins driving during the school year, he is to register the car within the first week of driving to school. This will facilitate lights left on, cars needing to be moved, security needs, etc. Students may park only in the outer parking lot, and only in designated parking areas.

ILLNESS AT SCHOOL

Any student who feels ill should report it to their teacher. The teacher will then write a note and provide a hall pass so that the student can go to the Nurse's Office. The nurse will make a recommendation on whether or not the student should remain at school.

If the nurse recommends that a student be sent home, DHS will contact the parents to make the arrangements.

Should a student wish to call home concerning an illness, they must do so from the DHS office as the use of mobile phones is not allowed during the school day.

PRESCRIBED MEDICATION

All prescribed medication is to be checked in with the Nurse's Office. Medication may be administered at school with a doctor's signed authorization, prior written permission from a parent/legal guardian and under the supervision of the school nurse. Forms are available in the nurse's office. Misuse of prescribed drugs is also considered to be an act subject to disciplinary action. (See: "Drug Free Environment")

WHOM TO CALL WHEN A PROBLEM ARISES

REGISTRATION, FINANCIAL AND RELATED MATTERS

Problems having to do with registration, transcripts and fees should be taken up in the first instance with the staff member who is responsible for that area at the school, as follows: (330-0555)

Mrs. Dalal Issa	Registration, Enrollment and Tuition	Ext. 3215
Lily Bidol	Fees (detention, graduation, etc.)	Ext. 2405
Mrs. Diala Helou	Transcripts and other school records	Ext. 2456
Mrs. Karen Carberry	Library (LRC) Fees	Ext. 2501
Mr. David Whitaker	Jubail, Ras Tanura Bus Contract	Ext. 3254
Mr. David Butler	Jubail, Ras Tanura Bus Problems Enroute	Ext. 2419

The Dhahran Campus phone number is 330-0555, and an automated system will assist you in getting the party you wish to reach.

Problems that are not solved directly with the concerned party for any reason should be referred to that person's supervisor.

HOW TO MAKE CONTACT: FAX/E-MAIL

When a meeting with a teacher, staff member or coach is needed, either the concerned student or a family member should contact the concerned individual to set a time. When the family member makes contact, that should be done through the school's voice mail system at 330-0555. The voice mail system can be used at any time of the day or night. When telephone contact is inconvenient (e.g. both parents work and are not near a telephone during the day,) the school's fax and e-mail facilities should be used

Fax: 330-0555 ext. 2417
E-mail: dhs@isgdh.org
Web address: www.dahs.org

The Principal's Secretary will open the e-mail and will respond to and/or forward each as appropriate.

CHILD ABUSE REPORTING

Any teacher, or staff member, who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, must notify the proper authorities. Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, school personnel will report suspicious injuries or behavior to proper authorities, after consultation with the Principal. Please note that, depending on circumstances, DHS personnel may not notify parents first, or even at all. That responsibility may rest with authorities beyond DHS in certain instances.

CONFIDENTIALITY POLICY

There are four circumstances in which a Counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a “confidential” counseling session or any discussion: (1) when a student indicates s/he is going to physically harm him/herself or jeopardize his/her life; (2) when a student indicates s/he is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened; (3) when a student indicates s/he has committed a felony (i.e. selling drugs, stealing a car, etc.); (4) when a student indicates s/he is being physically and/or emotionally abused.

In nearly all other instances DHS considers confidential, on the part of the Counselor, dialogue between a student and school counselor.

CUSTODY OF MINORS

In the absence of a court order to the contrary, DHS will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

HANDBOOK CHANGES

The Principal has the right to amend the handbook at any time. Amendments will be communicated to the school community and then incorporated into the following year’s handbook/planner.

FREQUENTLY ASKED QUESTIONS

A few questions on rules, procedures, and other things you need to know!

Q: Where can I find the School Rules?

A: Every student gets a *Student Planner*. In the student planner is a section called the *Parent/Student Handbook*. This section outlines the school rules, dress code, grades, co-curricular activities, etc., and should be reviewed by the parents and the student.

Q: Why would I want to see an administrator (Principal or Assistant Principal), and how do I go about doing it?

A: You should definitely talk to an administrator in any of the following situations:

- You are having problems that you really can't handle with other students or with a teacher.
- Major problems have arisen that you think an administrator should know about – you can't assume they know about everything going on around school!
- Someone is harassing you (bothering you, repeatedly teasing you, threatening you, making unwanted advances toward you).
- You just want to talk about the rules or an idea that you have to make the school a more pleasant place.

In some of the situations above, you may be more comfortable talking to a teacher or counselor, but you are encouraged to try to get help to resolve problems you are facing.

Q: Can my friends from other schools visit me at DHS?

A: All requests to visit DHS should be submitted to the Assistant Principal at least 24 hours in advance. If a guest is coming to see the school because they might like to attend in the future, contact the counseling office and they can arrange a full tour for your friend and his/her family.

Q: Can I wear clothing with beer logos or profanity?

A: NO! In a country where it is illegal for ANYONE to possess or consume alcohol it is inappropriate to wear these logos around. Because we are a school we have an even greater concern about students promoting illegal activities, so students will not be able to wear clothing with objectionable logos or profanity, either apparent or implied. DHS has a supply of alternative shirts and blouses... enough said!

Q: What do I do if I arrive to school late?

A: Go to the office and check in with the Attendance Secretary or Receptionist. She will give you an admission pass so you can go to first period. More importantly though, she will record your name so you are not counted absent for the entire day.

Q: Who gets detentions and why?

A: Students who refuse to follow rules, turn in homework, are continually out of dress code, are chronically tardy, are all eligible to get assigned detentions. If you have a detention you need to go to the detention room (it rotates throughout the first floor rooms) immediately after your 3rd period class. The duration of detention is 25 minutes.

Q: Is copying homework cheating?

A: YES! So is unauthorized help on a test, paper, or other project. Do your own work, and don't risk a big grade penalty, loss of NHS/NJHS membership, and other consequences. Two or three students working together in a study group on homework is a good college prep practice. In such a situation, each student knows the contribution he/she is making. It is also clear to each if any person is merely copying (i.e. cheating).

Q: Should I worry about theft at DHS?

A: Theft is uncommon here, but it happens. Usually it occurs when students are careless with their possessions. Take care to lock valuables in your book locker or PE locker and take the temptation away from a would-be thief. If you are a victim of theft report it to the office immediately. The longer you wait the harder it will be to find the person responsible.

Q: What are the rules on drugs and alcohol?

A: As you can well imagine, because we are in Saudi Arabia the use or possession of either can result in expulsion and/or problems with the Saudi authorities up to and including a parent's loss of employment and visa. Even prescription drugs can get you into trouble if you are using them without the permission of a doctor, or abusing them.

Q: What about cigarettes?

A: There are stacks of research now that all say the same thing: smoking is really bad for you! The DHS campus is totally smoke free, and so is the parking lot. The easy answer is that you may not smoke anywhere on school grounds or in the parking lot. Not only is smoking forbidden, but you could be suspended just for having cigarettes with you at school. We also strongly encourage you not to use tobacco products during your free time. Oh yes, all of this goes for chewing tobacco too!

Q: Who is eligible to take part in school sports and other activities?

A: Anyone who wishes to dedicate himself or herself to a sport or activity is encouraged to take part. Athletic teams that are in competitions will choose the best players (considering both ability and attitude), so it gets competitive to get a spot on a high school team some times.

Q: Who is not eligible to take part in these activities?

A: Students on academic or disciplinary probation or students who are failing classes are not allowed to play. The school's first priority is to educate students. The student's first priority is to succeed at school. Students who cannot cut it academically need to be hitting the books, not the fields!

Q: What's the deal with the gate (ID's, badges, visitors, etc.)?

A: Since we share a compound with the US Consulate we need to have really strict security. It is both a good thing and a pain at times. The good thing is that we are probably the safest campus in the world! The pain is that students, staff and visitors need to have ID badges or photo ID to enter. By the way – these are the US Consulate rules, not ours, but we are bound by them. So, please, don't give us grief about it!

Q: Can I drive to school?

A: You can if you have a license, have proof of insurance for the vehicle you are operating, and don't have a record of morning tardiness. If you can't get to school on time, your privilege will be revoked. Verified reports of reckless driving or speeding to and from school can be another cause for losing your DHS driving privilege. Oh yes, you have to park in the outer parking lot, and can only transport male friends with permission of their parents.

Q: Can I bring friends to dances?

A: Yes! Most of the time it is fine, but you will need to buy a ticket in advance, and get their names on our guest list (another US Consulate requirement). If your friend just shows up he/she is out of luck. Also, we can't allow Saudi nationals who do not attend ISG schools into dances because such gatherings are contrary to Saudi law. Remember too: **NO photos** at the gate or in the parking lot. Sorry.

Q: How do I get something changed that I don't like at school?

A: Student Council! They are your voice, your representatives. Each class has members on the Student Council, and there are executive officers. If you talk to them they are the ones who may be able to help you. The Student Council officers hang out in the ASB office attached to the Student Union.

Q: What is the best time to take college entrance exams like SAT?

A: The best time is while the information from your math and science courses is fresh in your mind. You don't want to wait until your senior year. Every time you take the test you are getting more familiar with it, so scores tend to be better with multiple attempts. Middle and end of junior year are probably the best times.