



مدارس جاد العالمية
JAD International Schools



JAD International Schools Student's Handbook 2026-2027

Al Khateeb Ibn Taymiya - King Salman District , Riyadh, Saudi Arabia

admin@jad-is.com



At JAD International Schools, our commitment to excellence in education is guided by a clear Vision, strong Beliefs, and a dedicated Mission. It is essential for every member of our community to not only understand but fully embrace these guiding principles. By working in unison, we ensure that our policies are upheld with integrity, particularly through the adherence to Student Rights and Responsibilities, as well as the School's Rules and Regulations. Together, we create a harmonious and thriving educational environment where every student can succeed.

JAD-IS Vision

To cultivate a secure and nurturing learning environment that fosters high expectations for success, builds positive relationships with students, and delivers appropriate instruction to develop innovative and inventive leaders of tomorrow.

JAD-IS Mission

To consistently provide students with a high-quality international education from an Islamic perspective. This will be achieved in a secure, caring, and disciplined environment through a challenging curriculum delivered by committed leaders, qualified teachers, modern technology, indoor and outdoor activities, and organized educational and recreational field trips.

JAD-IS Values

To enrich our learners, the future leaders, with the highest quality educational environment by promoting excellence in all areas of learning, while preserving our Islamic identity within a multicultural heritage.

Our Beliefs

1. Faith / Piety

Every student is entitled to:

- Individuality within the school, free from prejudice and discrimination.
- Respect, free from physical or emotional abuse.
- A pleasant learning environment.
- The fulfillment of promises made to them.
- Recognition and praise for their accomplishments.
- The opportunity to express ideas and opinions.
- Fair judgment and the chance to share their perspective when appropriate.



2. Morals / Ethics

Members of the JAD International Schools community are committed to:

- Earning respect by respecting oneself.
- Practicing what they preach.
- Embracing diversity, with no discrimination based on color, race, religion, or nationality.
- Recognizing that actions have consequences.
- Striving to do their best.
- Encouraging the best in others.
- Accepting constructive criticism.
- Being just, honest, and dedicated.

3. Academic / Social Experience

Students have the right to:

- A high standard of education with quality teaching methods and varied learning experiences to prepare them for global competition.
- A range of social, recreational, cognitive, and physical experiences that shape well-rounded individuals capable of facing future challenges.

4. Means of Communication

The only means of communication between the school and parents will be through email. Please make sure to check your inbox regularly. All relevant information will be sent to you at the beginning of the 2025–2026 academic year.

5. Students' Attendance

Teachers must recognize that some students may arrive late due to circumstances beyond their control. Students arriving after 7:00 a.m. must sign a form at the administration office. Students are not allowed to leave classes without the permission of a teacher or supervisor. Students leaving school early must obtain permission from the subject teacher, coordinator, and principal, and must have written authorization from the administration to exit the main gate. The person receiving the student must sign the Early Dismissal Book at the administration office.

- Any delay in attendance or absence will affect the student's attendance mark on the report card and may also impact the conduct mark, which includes adherence to the school uniform, respect for others, and good behavior.
- Students must wear the school uniform and adhere to the dress code, including wearing closed shoes. Hair must be neat and tidy, and makeup, manicures, and accessories are strictly forbidden.
- A declaration of the student's health status is required. Failure to submit this may result in appropriate actions by the school.
- In cases of divorce, the guardian must specify who is responsible for picking up the student during dismissal.



- For emergency situations requiring early pickup, the guardian must inform the school administration in advance.
- The guardian will be notified in case of repeated delays in picking up the student from school. If the delay occurs three times within a single academic term, the school has the right to exclude the student and terminate the contract immediately, requiring the student to transfer to another school.
- The guardian of a student who repeatedly stays late after school without a valid excuse for 45 minutes within a single academic term will be summoned. They will be required to sign a pledge not to delay pickup again, and the student will be referred to the student counselor for a case study.
- A financial penalty of 100 SAR will be imposed for each additional hour of delay in case the student's guardian is late by one hour in picking up his/her son or daughter after the end of the official school day, according to the designated time for each grade level.
- The school has the right to change student sections as it deems necessary for the best interest of both the student and the overall school community.

School Rules and Regulations

Students must:

- Arrive at school on time.
- Wear the proper school uniform.
- Maintain a tidy appearance.
- Behave respectfully toward adults and fellow students; mental or physical abuse is not acceptable under any circumstances.
- Conduct themselves courteously at school and during school functions such as outings and field trips.
- Complete homework on time.
- Bring necessary materials, writing tools, and books as per the daily schedule.
- Take responsibility for their belongings; the school is not liable for any lost items.
- Keep the school premises clean and take care of school property, understanding they may be liable for damages.
- Obtain permission before leaving the classroom.
- Not leave the school without the superintendent's permission.
- Avoid discussing political and religious topics.
- Refrain from insulting colleagues and teachers; this may lead to warnings and, eventually, dismissal.
- Retake any test missed due to absence unless a medical report is provided.

Student Rights and Responsibilities

Students Rights

A student has the right to:

- Be respected and not be subjected to physical or emotional abuse.
- Express ideas and opinions when appropriate.



- Be treated as an individual, free from prejudice and discrimination.
- Receive knowledge in line with their academic level.
- Decline to have their photo or video taken at school.

Student Responsibilities

A student is responsible for:

- Conducting themselves in a way that does not infringe on others' rights.
- Contributing to a productive learning environment.
- Completing the necessary coursework for their chosen programs.
- Attending classes regularly.
- Properly maintaining textbooks and school-issued supplies.
- Adhering to the School's Rules and Regulations.
- Paying for any damages to school property they cause.
- Following instructions given by authorized school personnel.
- Taking responsibility for any documents they sign.

Students' Classroom Rules

Students must:

1. Converse in English at all times, as it is the language of instruction.
2. Pay attention and listen carefully to the teacher.
3. Always work to the best of their ability.
4. Raise their hand and ask for permission to speak.
5. Speak only when called upon by the teacher.
6. Follow the teacher's instructions.
7. Sit properly in class.
8. Bring the required books and materials according to the weekly timetable.
9. Ensure they have necessary items such as pencils, erasers, sharpeners, rulers, pens, etc.
10. Take good care of their books and belongings.
11. Remember to take their jacket home.
12. Respect themselves and others.
13. Be honest and sincere.
14. Treat friends like family and help them when needed.
15. Never hurt anyone.
16. Be considerate to others.
17. Always speak politely.
18. Study and adhere to all rules mentioned above.
19. Ensure they have all their belongings before leaving school.

Students' Study Tips and Organizational Strategies

To achieve academic success, effective study habits and organizational skills are essential.

Here are some tips to help you:

- Create a Study Schedule: Set aside specific times each week for studying to stay on track with assignments and preparation.



- **Use a Planner:** Keep track of deadlines, tests, and projects using a planner or digital calendar.
- **Break Tasks into Smaller Steps:** Divide large assignments into manageable tasks and tackle them one at a time.
- **Find a Study Space:** Choose a quiet, comfortable place free from distractions to focus on your work.
- **Review Regularly:** Regularly review notes and material to reinforce learning and improve retention.

Students' Goal Setting and Reflection

Setting goals helps you stay motivated and focused. Use the following tips to set and achieve your goals:

- **Set SMART Goals:** Ensure your goals are Specific, Measurable, Achievable, Relevant, and Time-bound.
- **Track Your Progress:** Regularly check your progress toward your goals and adjust your plan as needed.
- **Reflect on Achievements:** Take time to reflect on what you have accomplished and how you can build on it.

Students' Emotional Well-being Resources

Taking care of your mental health is as important as your academic performance. Here are some resources and strategies:

- **Talk to your Counselor:** Reach out to a school counselor for support with stress or emotional challenges.
- **Practice Self-Care:** Engage in activities that help you relax and recharge, such as exercise, hobbies, or meditation.
- **Build a Support Network:** Connect with friends, family, or mentors who can offer support and encouragement.

Students' Growth Mindset Practices

Embrace challenges and view failures as opportunities to grow. Here's how:

- **Emphasize Effort Over Ability:** Focus on the effort you put into tasks rather than just the outcome.
- **Learn from Mistakes:** Analyze what went wrong and use it as a learning experience.
- **Seek Feedback:** Use constructive feedback to improve and develop new strategies for success.

School Traditions and Events

Our school has a rich tradition of events and activities. Be sure to participate and enjoy:

- **Annual Events:** Look forward to events such as field trips, cultural celebrations, and sports competitions.
- **School Traditions:** Participate in and contribute to school traditions that foster community and school spirit.



Safety and Health Guidelines

Your safety and health are our top priorities. Follow these guidelines:

- **Emergency Procedures:** Familiarize yourself with emergency exits and fire drills procedures.
- **Health Protocols:** Follow health guidelines, including hygiene practices and any school-specific health policies by referring to our schools' nurses.

Students' Success Stories

Be inspired by achievements:

- **Success Stories:** Share how you overcame challenges and achieved goals. Such stories offer motivation and practical advice.

Students' Cultural and Diversity Awareness

Respect and celebrate the diverse backgrounds within our school community:

- **Cultural Respect:** Show respect for different cultures, traditions, and perspectives.
- **Inclusivity:** Engage in activities that promote inclusivity and understanding among students.

Students' Effective Communication Skills

Good communication is key to building positive relationships:

- **Be Clear and Respectful:** Communicate your thoughts clearly and respectfully with peers and teachers.
- **Handle Conflicts Constructively:** Address conflicts calmly and seek resolution through open dialogue and understanding.

Tech Tips and Responsible Use

Use technology responsibly and safely:

- **Manage Screen Time:** Balance your screen time with other activities and breaks.
- **Follow Online Etiquette:** Practice good digital citizenship and be respectful in all online interactions.

Parent and Teacher Collaboration

Work effectively with your parents and teachers to support your education:

- **Communicate Regularly:** Keep open lines of communication with your parents and teachers regarding your progress and any concerns.
- **Be Proactive:** Seek help and guidance from teachers when needed and involve your parents in your learning journey