



**AMERICAN
INTERNATIONAL
SCHOOL OF JEDDAH**

Excellence in the Pursuit of Dreams.

Athletics and Activities Handbook

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Co-Curricular Statement

This booklet is designed to inform all participants and their parents of the philosophy, goals, rules, and regulations that help continue the tradition of competition at AISJ. Participation in co-curricular activities is a privilege, which carries with it varying degrees of commitment, responsibility, passion, sacrifice, and honor. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the athletic and activities department and administration. There may also be other rules that are specific to each sport and activity offered at AISJ. Athletes and activity participants represent their school, their student body, and their community. It is the participant's duty to conduct himself/herself in a manner that serves AISJ well. Participation in co-curricular activities is an extension of the total educational experience, which may help a student to realize optimum physical and intellectual growth, and develop a true understanding of self, which in turn permits the development of respect and empathy for others.

AISJ's Athletics and Activities Department believes that participation in co-curricular activities contributes to the development of ideas and habits of good health, fair play, emotional control, social competence, positive moral values and all aspects of self-discipline. Harmony between co-curricular activities and educational goals must be consistent at all times. Cooperation must be extended to all classroom teachers and academic grades must be maintained. Students who have high standards in the classroom are the students that can be relied upon to achieve his/her goals in athletics. Regardless of which sport or activity students participate in during their education, it is the intent of AISJ that each participant learns from these experiences.

Philosophy

Interscholastic athletics and activities supplement and support the academic mission of AISJ and assist students in their growth and development. Co-curricular activities promote the importance of teamwork, effort, attaining goals, competing with passion and commitment. AISJ's primary measure of success is sportsmanship, respect for participants, coaches and officials, and dignity in the face of adversity. These components are more valuable than the outcome of the contest. AISJ is committed to a comprehensive co-curricular activities program that continually strives to achieve excellence for all involved, empowering students to fulfill their dreams and enhance their local community by growing into responsible global citizens.

Falcon Beliefs

- Co-Curricular activities compliment, support, and extend the overall learning experience.
- Every person who expresses an interest in school sponsored athletics and activities are provided opportunities for involvement.
- Involvement in co-curricular activities provides opportunities to develop life skills such as teamwork, time management, persistence, growth in quality, responsibility, and respect that will be instrumental in molding characters, decisions, attitudes, and talents.
- A successful co-curricular activities program needs the cooperation and supports of the parents, student body, community, and the entire school.

Core Values

Leadership is:

- Empowering people to make the right decisions.
- Leading by positive example.
- Promoting behaviors that show respect for rules, opponents, officials, teammates, and traditions of the game.
- Encouraging and accepting input as an active listener.
- Open, honest, and direct interactive communication.
- Continually reminding and refocusing people on what is important.
- Understanding barriers and overcoming them.
- Helping people realize the rewards and consequences that are associated with leadership.

Commitment is:

- Determining goals.
- Learning to prioritize choices to achieve your goals.
- Taking the time needed and managing time effectively.
- Self-discipline.

Character is:

- Exercising good sportsmanship.
- Being a good citizen.
- Putting the needs of others before yourself.

Objectives

The program will provide for each co-curricular activities participant:

- The opportunity to learn and improve skills in a competitive environment.
- The development of physical vigor, desirable health habits and safety.
- The opportunity to make real friendships with squad members, opposing team members, and to visit and play in other communities.
- A chance to observe and exemplify fair play and healthy competition.
- The realization that competition is a privilege, which carries definite responsibilities with it.
- A chance to learn that a violation of a rule of the game results in a penalty and that this same sequence follows in the game of life.
- Assurance that the degree of success depends on the hard work, devotion to task, and enthusiasm for the game, as well as the innate ability of the individual.
- A strong tradition in co-curricular activities programs of which the entire AISJ school and community is proud of.

Eligibility Rules

All students are eligible to participate provided they meet all requirements as stipulated by the Middle and High School Handbooks.

Academic Eligibility

To be eligible to participate in co-curricular activities, students must be in good academic standing, which means a GPA of 2.0 or above and no failing grades. The MS / HS offices report academic eligibility pertaining to all co-curricular activities to the athletic office immediately after the end of each grading period. These are the dates when students lose or regain their academic eligibility. Every co-curricular participant (drama, clubs, athletics, and after school activities) is subject to this rule. Those affected may not attend practices during the first week after being placed on the ineligibility list, these missed sessions are accepted as excused absence. Students may participate again only once they have taken the responsibility of completing the Grade Check Form (Appendix C of the HS Student Handbook) as well as being authorized by the assistant principal of HS (See the HS Student Handbook for further reference).

Athlete Age Eligibility

All students must be the appropriate age as follows:

Age group eligibility cutoff date for SAIKAC, RSAC, OASIS: September 1st (SAIKAC 2016-2017 Handbook page 9, OAC 2016-2017 Handbook page 7)

Attendance / Extracurricular Participation

Participation eligibility in co-curricular activities is dependent upon good school attendance. The following rules apply for all participants in any co-curricular activity during a particular season or the duration of a production:

1. All participants must report to school by 8:00 a.m.
2. All participants must remain in school for the entire school day.

Note: Doctor/dentist appointments/ and official appointments i.e. visa application, are the only absences in which a co-curricular activity participant will be excused from the above rules. All appeals go through the Admin Office / Athletics Director's Office

Lost and Found

Misplaced / recovered articles are handed into the high school office. Valuables such as electronics and jewelry will be retained in the central office until claimed; other items may be found in the "Lost and Found" located in the appropriate school office.

Try Outs

Athletic Policy: Any student eligible to participate has the right to attend three tryout days within the first two weeks of a season of any sport or activity.

Team Selection

The coaching staff is hired for their knowledge and expertise in each particular activity. It is at the discretion of each coaching staff to decide who will be selected as members of the squad.

Changing Activities

The school provides textbooks to students on a loan basis. Students are responsible for returning all school books in reasonable condition or are responsible for paying damage or replacement fees. A second copy of a text will be issued only when a replacement fee has been paid for the lost or destroyed copy.

Overlapping Activities

An overlapping activity is defined as activities which being 3-4 weeks before the current activity ends.

The following criteria needs to be met:

1. Participant maintains same requirement for academics as stated in the HS and MS Student Handbook.
2. Participant must first complete the Multiple Activity Participation form as follows; request form from Athletic Director(s), both coaches and/or activity director must sign first, then turn form into the Athletic Director's office which will then be given to either MS or HS principal(s) for final approval. This process to receive an approved or declined form should take no longer than 1 week.
3. Participant must sign a participation commitment form to inform coaches which conference tournaments and/or major activity events they plan to attend.

- a. For overlapping conflict of dates for tournament or major activity events, participant must state this conflict on the form and state which activity they plan to attend.

Conflict with Other Activities

It is important that students at AISJ be encouraged to participate in a wide range of school-sponsored activities. Expanding co-curricular programs at AISJ has allowed the opportunity for scheduling conflicts to occur. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

1. A game, drama performance or major activity/ club presentation will take precedence over a practice or rehearsal.
2. Scheduled Tournaments (RSAC, SAIKAC and OASIS) or Drama Productions final performances, including travel times shall have the highest precedence.
3. Regularly scheduled games and major performances shall be the first priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event.
4. The importance of the student's participation in the success of the total groups performance is the third priority.
5. Conflicts with non-school related activities shall be resolved between the student and coach. It is understood that such conflicts are not generally excused and sanctions may be applied, as per the discretion of the coach and the team rules/guidelines as laid out at the start of the season.

Missed Classes

Occasionally, a student-athlete or a member of another group may need to miss a class. School sponsored field trips, tournaments, or special honor recognition are examples of excusable releases by the school. Completion of the Planned Absence Form needs to be initiated 2 weeks prior to the travel date, signed by each of the teachers that the student will miss a class for, and then authorized by the respective principal. Students are responsible for any work they might miss. Any previously scheduled tests missed during travel must be made up on the day of return in accordance with the student handbook. Missed day(s) and schoolwork is treated with the same regard as excused absence according to the HS and MS Student Handbooks (See Student HS Handbook page 27-28, MS Handbook page 10).

Behavioral Guidelines

All code of conduct or behavioral issues are first referenced to the Middle and High School Handbook. Throughout all AISJ student activities, the following behavior guidelines will be in place. Student and parent agreement to uphold these expectations is a condition for participation in AISJ events.

1. Participation in the AISJ athletic program is a privilege. Students who represent AISJ must meet high academic, citizenship, and sportsmanship standards.
2. A zero-tolerance policy is in effect for all participants for possession or use of alcohol, tobacco, illegal drugs, or other controlled substances.
3. All students and sponsors are expected to attend all event activities and remain in attendance for the duration of all activities.
4. Participants must commit to be available for travel on the required dates of all scheduled events and flights.
5. Athletes will be issued uniforms and will be assessed for any loss or damages at the end of the season. Failure to return a uniform (2 weeks after last competition date) will be charged for reimbursement to the Athletic Department.
6. Participants are not allowed to attend parties unless school/event affiliated. Likewise, host parents and sponsors must pre-approve any visits to areas not affiliated with the event.
7. Leaving the host location without a host parent or chaperone is strictly prohibited.
8. Each student must ensure that s/he is in the home of the host by the curfew hour of 9 PM for middle school and 10 PM for Varsity and JV. Chaperones or coaches will make check-in calls each night at curfew.
9. Co-curricular activity participants will incur the cost of travel to a competition whether locally or internationally (plane ticket, visas, accommodation, event participation fees, spending money).
10. Participating students are permitted to travel in official tournament transportation or host family vehicles only. Participants are not permitted to travel in taxis or vehicles driven by students.
11. In order to participate in any school event (athletic practice or tournament, contest, concert, play, social, MUN, etc.) a student must attend the entire day of school on which the event takes place. Extenuating circumstances may be reviewed by the administration. Students not attending class may be restricted from participation in the event and may be subject to appropriate consequences for skipping class.
12. Co-curricular activity participants are expected to conduct themselves at all times in such a manner as to reflect credit on themselves, AISJ and the school community. Behavior not in compliance with the AISJ Student Code of Conduct or any behavior not in the best interest of the school/team that occurs outside the parameters of a school related event may constitute grounds for suspension or dismissal from the team, depending on the gravity of the offense.
13. Major rule violations can result in school suspension and/or no participation in any co-curricular activity for a time period determined by the Athletic Director and Administration (e.g. One calendar year).

Violations

All violations are first referenced to the Behavioral Guidelines found in the Middle and High School Handbook. The Misconduct definition below pertains to the activities programs at AISJ.

Misconduct among participants shall consist of one of the following violations:

1. Behavior considered unbecoming of a co-curricular activity participant.
2. The possession or use of alcohol, tobacco &/or drugs.
3. Vandalism, theft, or destructive misuse of athletic school property equipment or personal property of another.

Consequences

Co-curricular activities are an integral part of the curriculum and offerings of AISJ. Whenever a student is involved in co-curricular activities in which the participant represents the school in competition or activities with other schools, the participant shall be subject to the following standard of conduct concerning the above violations:

FIRST OFFENSE:

Parents will be contacted immediately upon verification of the violation.

SUBSEQUENT OFFENSE:

Parents will be contacted immediately upon verification of the violation. The student will then be suspended from all co-curricular activities for a period of time. When a participant is reported for a confirmed violation, the Athletic Director and/or Principal will suspend him from practices and/or competition pending a disciplinary decision. The student and parent(s) will be notified in writing of the rule violation and will be requested to attend a meeting related to the violation.

Bullying

Bullying is defined by the act as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm.” AISJ Activities and Athletics Department holds a ZERO tolerance approach to bullying, and this is cause for immediate dismissal from the team by the Athletic Director(s).

Equipment

Each athlete is responsible for the care and the return of all athletic equipment/uniforms. Lost or damaged equipment/uniform due to player neglect will be paid for. All equipment/uniforms must be turned in promptly. The issue of missing items must be settled at that time. Coaches are responsible for collecting all athletic equipment/uniforms for their respective sport assignment. Any athlete losing athletic equipment/uniform will be issued a debt slip by the supervising coach.

General Team Rules

1. The staff for such activity has the right to determine the roster. If a student, in the staff's opinion, does not possess the necessary qualifications, the staff may dismiss said individual.
2. Each sponsor/coach will have an established list of rules to be followed and the penalty for violation. The student is expected to abide by such stated rules.

Illness / Injury

All injuries should be reported to the coach and to the school nurse. The nurse or coach will fill out accident reports. If injuries or illnesses occur that are not severe enough to warrant a doctor's visit, the school nurse will decide the status of the athlete with regard to further athletic participation. The nurse's decision is final.

Activity Medical Release and Authorization Form

This form must be completed and returned to the coach in order for a student to be eligible for athletic participation. The signature of a parent and athlete indicates that each has read, understood, and agrees to abide by the stated policies. (Appendix A)

Practice and Study Hall Rules

At the discretion of the coach, practices may take place before school hours, and/or after 3:30/4:00 PM in the afternoon.

- All practices are closed to all students and parents. Only the team practicing may be on the court or field at that time.
- Participants waiting at AISJ for a 5PM practice start time must be with their coach from 4-5PM for supervised study hall hour.
- All participants must leave the compound Tuesday's at 2PM and return to school for their 4:30PM practice time.

Tardiness

Athletes at AISJ are expected to be punctual in attending practices. Illnesses or extreme situations are the only good reasons for missing practices. Whether the missed practice is excused or not will be at the coach's discretion. Athletes should always inform the coach a minimum of one day before the practice, when they know that they will miss a practice. The coaches have a responsibility to inform their squads of expectations regarding practices and games. Athletes will not be allowed to practice if they do not attend school for part of a day. The principal or athletic director(s) must clear any exemptions.

Pre-Season Meetings

At the beginning of each sport season the athletes are asked to attend a general session meeting with the coaches of their sport to be informed of specific rules, policies, and procedures that pertain to that particular sport.

Questions and Answers

Questions and concerns regarding any aspect of the athletic program should be discussed with an athlete's coach. If there is no coach available the questions and concerns should be directed to the Athletic Office.

Athletic Facility Use

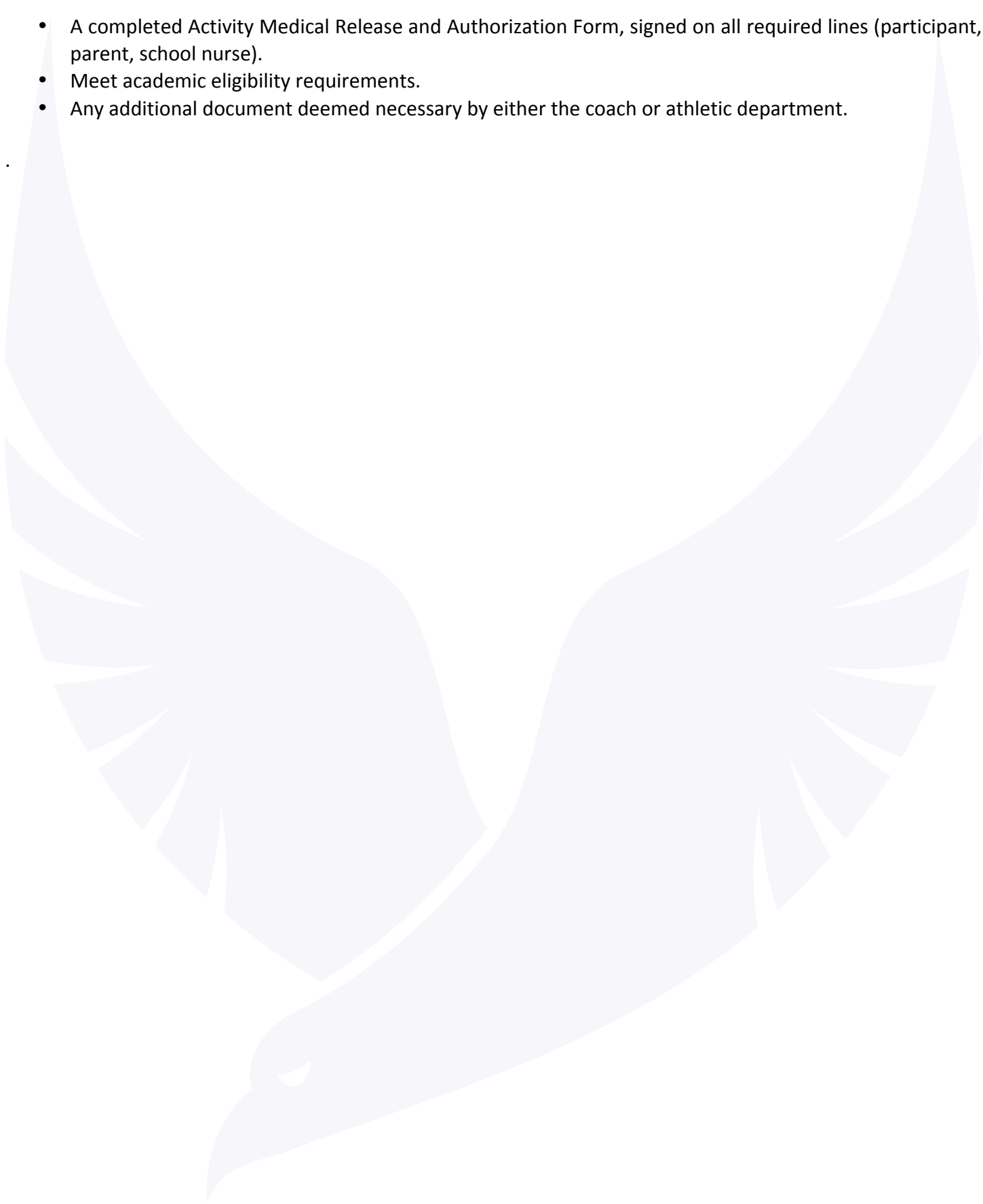
The following guidelines must be observed when students are using the AISJ gym:

- Students may only use the athletic facilities under the direct supervision of a coach.
 - Students using any athletic facility (indoors or outdoors) must be dressed appropriately. Shirts and appropriate athletic footwear must be worn at all times.
- When the Raytheon facility is being used, participants are not allowed to wander around the compound or use the cafeteria.

Before the First Practice

The following forms are to be completed and on file in the athletic office before an athlete is eligible to participate with any team:

- A completed Activity Medical Release and Authorization Form, signed on all required lines (participant, parent, school nurse).
- Meet academic eligibility requirements.
- Any additional document deemed necessary by either the coach or athletic department.



Traveling Rules

AISJ athletes are required to travel to and from athletics contests and special events in school approved vehicles under adult supervision. On trips, athletes represent the school, community, and the athletic program appropriate the coaching staff will stipulate dress. Co-curricular participants will act in an acceptable manner when traveling and will conduct themselves on the bus and plane in a manner that is above reproach. Equipment and facilities at the host school will be respected and cared for just like personal equipment. Any breaking, defacing, or theft will result in disciplinary action.

Travel Policies

In order to travel, the following forms must be turned in:

- Activity Details
- Permission to Participate Form
- Trip Fee Acceptance Form
- Activity Medical Release and Authorization Form
- Behavioral Guidelines Agreement Form

Payment Policies

Policy for paperwork and payments

- All travel forms must be signed and turned into the coach one week after being received.
- All related costs are due 2 weeks after receiving the Travel Forms. Payment to the Business Office can be made by cash, check, bank transfer or debit card.

Cancellation Policy

Timeline:

- If parent/participant decides to cancel a trip 2 or more weeks from the travel date, cancellation fees for all associated costs (flight, hotel, tournament fees, etc.) will be deducted from paid amount and only then will money be reimbursed.
- No funds will be reimbursed if a participant cancels within 2 weeks of travel date; unless an emergency occurs (death in family, major sickness, etc.)

Athletic Honor Awards Statement

All sports are considered major sports at AISJ. Athletes are eligible to earn awards. An award is given for active participation in the program. No athlete may receive an award for which he/she is under suspension for an athletic code of conduct violation if the violation occurs at the completion of the season. No athlete may receive an award in a sport for which he/she is academically ineligible during the completion of the season. No awards will be issued until all equipment is turned into the coach.

Athletic Award Policy

All awards are made on the basis of coaching staff recommendation, with approval of the athletic director(s) and the principal. An athlete must successfully complete the season in good standing to be considered for an award.

General Requirements Per Team Award

- Recommendation of the coach.
- Successfully completes the season.
- Attends all team activities, unless excused by the coach.
- Makes a positive contribution to the team.
- Most Valuable Teammate – to be determined by the coach.
- Most Improved – to be determined by the coach.

General Requirements for School-Wide Award

- An athlete must be eligible in accordance with policies of AISJ.
- An athlete must abide by the code of conduct rules of each sport.
- Athletes are nominated by individual coaches for various awards:
 - Most Promising Athlete of the Year (grades 9 and 10, male and female)
 - Most Outstanding Athlete of the Year (any HS team sport participant, male and female)
 - Scholar Athlete (highest cumulative GPA for graduating senior)

Description of Team Awards

Most Valuable Player

This is the general consensus award for the player who has contributed most to the success of the team. The selection can be backed up by statistics for most goals, points scored, most assists or shots blocked. As a team, you would not want to participate in any games without this student on the field or court.

Most Improved Player

This award is for the student on your team who always gives 100% or more and doesn't always get to play. They never complain whether it's extra shuttle runs or cleaning up after a session. This could be the heart of your team. This is your inspirational kid. This is the student who you don't want to leave town without, but they are not necessarily in the line-up.

Major Awards Criteria

Most Promising Male and Female Athlete (Two Awards)

Coaches select the 9th and 10th grade student-athlete; one male and one female that show the greatest potential for future success based upon their performance over the course of the current school year. The winner will be awarded a recognition trophy and their name recorded on a plaque to remain in the school trophy case.

Male and Female Athlete of the Year (Two Awards)

Coaches select the outstanding male and female athletes of the year. Nominees must have participated on at least two varsity sports teams – the athlete **MUST** have competed on two AISJ travel teams. Recipients of this award will receive a trophy and their name recorded on a plaque to remain in the school trophy case.

Scholar Athlete of the Year

Students are automatically selected based on their grades. All students in grades 9-12 who have maintained a high academic standard will be recognized in the program. This award is presented to a graduating student-athlete who has participated in a minimum of two sports seasons and, in addition to a commitment to excellence in athletics, has consistently maintained an outstanding academic record. The winner will be awarded a recognition trophy and their name recorded on a plaque to remain in the school trophy case.

Senior Co-Curricular Activity Participants

This is not an award but an opportunity to recognize all seniors who have participated in any activity representing AISJ over the course of the current school year. All students will be presented with a certificate for participating on AISJ teams.

Appendix A: Activity Medical Release and Authorization Form



AISJ, RSAC, SAIKAC & OASIS Activity Medical Release and Authorization Form

Student's Name:	Grade/ Age:	D.O.B. (D/M/Y):
Home Phone:	Parent's Work phone number:	
Passport, Iqama or ID #:	Nationality:	Passport, Iqama or ID Expiration Date:
Father's Name and mobile number:		
Mother's Name and mobile number:		
Emergency contact name and phone number:		
Family Medical Insurance Provider and Number:		
Medication/ Allergies		
List any medication your child is currently taking and will be taking while traveling, including dosage and frequency:		
Medication:	Dosage:	
Medication:	Dosage:	
Medication:	Dosage:	
List any medical problems or allergies that we should be aware of and how should we respond to treat the medical condition (hives, high blood pressure, diabetes, seizures, respiratory - asthma, reactive airway):		

Appendix B: Authorization for Medical Treatment



AISJ, RSAC, SAIKAC & OASIS Authorization for Medical Treatment While Traveling

MEDICATION

School representative may administer the following ANALGESIC and/or BEE STING MEDICATION:

YES NO

- Acetaminophen (Tylenol or generic)
- Ibuprofen (Advil, Nuprin, Motrin or generic)
- Anti-inflammatory / Anti Swelling creams or gels (Reparil Gel, Voltaren Gel)
- Diphenhydramine HCCI/Benadryl by mouth if stung by a bee or wasp

We, the parents/ guardians of abovementioned child, authorize and empower the below mentioned AISJ coaching staff/ personnel (name of the traveling coach and chaperone representing AISJ),

concerning all medical decisions for abovementioned child while the child is in their care over the following period:

(date the authorization begins):

until (date the authorization ends):

All hospitals, clinics or similar facilities, as well as all doctors, nurses, medics, paramedics or other medical personnel may rely on the decisions and authorizations of the above named persons concerning whatever medical care or treatment, including surgical procedures, they deem necessary for our child.

Father's signature:

or Mother's signature:

Date:

Date:

AISJ School nurse signature:

Date:

Appendix C: Participation Commitment Form

Dear Participant and Parent(s),

Please state the following tournament/events your child is committing to participate in.

Activity Name (conference/event) Activity Dates + Location	Participant and Parent(s) Name	Participant & Parent(s) Signature

Appendix B

*This commitment form is official and any changes to commitment must be made by parent in writing and given to the Athletic and Activity Director(s).

Appendix D: Falcons Host Program

The community of international schools provides learning experiences for our AISJ students through festivals, performances and sport competitions providing our students great opportunities to meet and share experiences with students who have similar lifestyles and interests. Experience has shown that many of these meetings lead to lasting friendships. When our AISJ Falcons travel to events the host school community will welcome our sons and daughters into their homes for the duration of their stay. When AISJ hosts a tournament our guests are similarly housed by our own school community. These events are able to happen thanks to our supportive parent community and their hospitality. By accepting membership and participating in the program, the student and family also accepts the responsibility for providing accommodation for our visiting teams. Any AISJ family with children is welcome to enroll in the Falcons Host Program.

Guidelines

Each host family should follow these general guidelines, as well as read HOST FAMILIES RESPONSIBILITIES FORM – which is sent out before each event.

- On each day provide meals that are not provided by AISJ.
- Transport to and from school by private vehicle, unless alternative transport is arranged. Please ensure that your guest arrives at school 30 minutes prior to the start of any activity. Respective school coaches may have cause to amend this at certain times.
- Adhere to curfew rules. All students must be in the host families at 22:00. All middle school students should not be allowed out of the host family's supervision.
- Substance abuse is strictly prohibited.
- Any violations of # 3 and 4 must be reported to the Athletic Director.
- A comfortable sleeping arrangement.
- Please expect to be contacted by your guest's coach or chaperone.
- Under no circumstances will housing arrangements be changed during the tournament.

Appendix E: Falcons Host Program Enrollment Form

Please complete and return the form and return to the Athletics office.

AISJ Student Name: _____ Gender: _____ Age: _____

Grade: _____ Student's Phone Number: _____

Father's Name: _____

Cell Phone - Father: _____

Mother's Name: _____

Cell Phone - Mother: _____

Email Contact address: _____

Home Address: _____

Name: _____ Age: _____ Grade: _____ M F

Do you have a pet: Dog: Yes / No

Cat: Yes / No

Is your home a non-smoking environment? Yes / No

Parents Signature: _____

Date: _____



AISJ Community Guide

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