



# SALAHALDIN INTERNATIONAL SCHOOL

Since 2009

## STUDENT PARENT HANDBOOK Elementary School

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## Contents

1. INTRODUCTION .....	6
1.1 Academic Calendar	6
1.2 School Contact Information	6
1.3 A Message from the Principal	7
1.4 Vision	7
1.5 Mission	7
1.6 Bell Schedule	8
1.7 Curriculum	8
2. ACADEMIC POLICIES .....	9
2.1 Admission	9
2.1.1 Enrollment	9
2.1.2 Withdrawal	9
2.1.3 2.3 Student Information	9
2.2 School Hours	9
2.2.1 Arrival	9
2.2.2 Dismissal	9
2.2.3 Early Dismissal	10
2.3 Attendance	10
2.3.1 Absence	10
2.3.2 Missed Work	11
2.3.3 Tardiness	11
2.3.4 Communication	12
2.3.5 Parent/Teacher Conferences	12
2.3.6 Homeroom Teacher	12
2.3.7 Class Teachers	12
2.4 Grades	12
2.4.1 Grading Scale	13
2.4.2 GPA and Course Weight	13
2.4.3 Report Cards	13
2.5 Homework	14
2.6 Supplementary Reading Program	14
2.7 Testing	14
2.7.1 Make-up Examinations	14

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2.8	Academic Excellence	14
2.9	Merit Awards	15
2.10	Second Language	15
2.11	After-school Tutoring	15
2.12	Grade promotion Policy	15
3	DISCIPLINE POLICIES .....	15
3.1	Classroom rules	15
3.2	Assembly Rules	16
3.3	Corridor Rules	16
3.4	Canteen and Cafeteria Rules	16
3.5	Playground Rules	16
3.6	Masjid Rules	16
3.7	Computer Labs and Internet usage rules	17
3.8	Prohibited Items	17
3.9	Bathroom Policy	17
3.10	Disciplinary Actions	18
3.11	Discipline Point System	18
3.12	Suspension	23
3.13	Probation Letter	23
3.14	Expulsion	23
3.15	Positive Consequences	23
3.16	Unacceptable Student Behaviors and Due Process	23
3.16.1	Fighting	23
3.16.2	Cell Phone Policy	23
3.16.3	Tardiness to class	24
3.16.4	Skipping Class	24
3.16.5	Class disturbance	24
3.16.6	Disrespect towards an authority	24
3.16.7	Bullying & Cyber Bullying	24
3.16.8	Inappropriate Language	25
3.16.9	Morning Assembly	25
3.16.10	Academic Dishonesty	25
3.16.11	Bringing Illicit/Pornographic, etc. material to School	25
3.16.12	Vandalizing Private or School Property	25
3.16.13	Forgery	25

3.16.14	Bus Distractions	25
3.16.15	Stealing	26
3.16.16	Student Protest	26
3.16.17	Bringing Any Kind of Weapon to School	26
3.16.18	Physical Harassment	26
3.16.19	Late Pick-up Policy	26
4	GENERAL POLICIES .....	27
4.1	Dress Code	27
4.1.1	Dress Code Rules	27
4.1.2	Dress Code Violation	27
4.2	Transportation	27
4.2.1	Bus Conduct	28
4.2.2	Bus Rules:	28
4.2.3	Bus Pick up/Drop off	28
4.2.4	Change of Transportation Arrangement	28
4.2.5	Matrons	28
4.3	Health	29
4.3.1	Illness	29
4.3.2	Visiting School Doctor	29
4.3.3	Medication	29
4.3.4	Health Screening	29
4.3.5	P.E. Participation	29
4.3.6	Medical Emergency	29
4.4	Extracurricular activities	29
4.5	Smoke Free Campus	30
4.6	Field Trips	30
4.7	Lost and Found	30
4.8	Lunch	30
4.9	Use of iPads	30
4.9.1	iPad policy and instructions for students;	30
4.10	School-provided Gmail accounts	31
4.10.1	Proper Use of school-provided Gmail and Google Drive	31
4.10.2	Student Responsibilities	32
4.11	Lockers and Locks	32
4.12	Supplies	32

4.13	Money and Trading	32
4.14	Birthday Celebrations/ Parties	32
4.15	School Events	32
4.16	Private Tutoring	32
4.17	Library	33
4.18	Visitors	33
5.	STUDENT/PARENT CONTRACT .....	34

## 1. INTRODUCTION

### 1.1 Academic Calendar

Click Here To Open the Calendar

### 1.2 School Contact Information

**Address:** Yasmeen Service Court, Land 90, 5th Compound, (Tagamo El Khames), New Cairo

**Website:** [www.sis.edu.eg](http://www.sis.edu.eg)

**Email:** [info@sis.edu.eg](mailto:info@sis.edu.eg)

**Facebook:** <https://www.facebook.com/siscairo>

**Twitter:** @SIS\_Salahaldin

**Instagram:** salahaldinschoolcairo

Contact	E-mail	Phone
Land line		022 613 34 73
Front Desk	<a href="mailto:infocairo@sis.edu.eg">infocairo@sis.edu.eg</a>	0111 7846663
Student Affairs & Registrar	<a href="mailto:studentaffairs@sis.edu.eg">studentaffairs@sis.edu.eg</a>	0101 8255596
Bus Coordinator	<a href="mailto:buscoordinator@sis.edu.eg">buscoordinator@sis.edu.eg</a>	0109 0027184
School Secretary		0100 2108658
Finance Office	<a href="mailto:financecairo@sis.edu.eg">financecairo@sis.edu.eg</a>	0106 8177726
KG Department	<a href="mailto:kgcairo@sis.edu.eg">kgcairo@sis.edu.eg</a>	0106 6685061
Primary School (Gr. 1-2)	<a href="mailto:primarycairo@sis.edu.eg">primarycairo@sis.edu.eg</a>	0106 6685062
Lower Elementary School (Gr. 3-4)	<a href="mailto:lowercairo@sis.edu.eg">lowercairo@sis.edu.eg</a>	0101 8255592
Upper Elementary School (Gr. 5-6)	<a href="mailto:uppercairo@sis.edu.eg">uppercairo@sis.edu.eg</a>	0102 2283079
Middle School (Gr. 7-8)	<a href="mailto:middlecairo@sis.edu.eg">middlecairo@sis.edu.eg</a>	0102 2283078
Junior High School (Gr. 9-10)	<a href="mailto:juniorcairo@sis.edu.eg">juniorcairo@sis.edu.eg</a>	0106 6685064
Senior High School (Gr. 11-12)	<a href="mailto:seniorcairo@sis.edu.eg">seniorcairo@sis.edu.eg</a>	0106 6685063

### 1.3 A Message from the Principal

Dear Students and Parents,

On behalf of the Middle and High School faculty, I would like to welcome you all to the new Academic Year, with a special welcome to those new to SIS. We are confident that you will find the school a great place to learn at, to meet new friends, and to gain new experiences. We encourage you to accept the challenges that lie ahead in learning as you pursue your education and lifetime goals.

This handbook is designed to be a reference, so that you have the most necessary information readily available. There are several new sections and changes in this year's handbook, so kindly read it thoroughly.

Our goal at SIS is to create a learning environment that cares for each student's welfare while setting high expectations for behavior and learning. We expect from you that you should not only strive to achieve your academic goals; but also demonstrate excellent rapport in character, leadership qualities that are required of all who wish to be successful students and good citizens in our society. We encourage you to become involved in school activities, arts, and athletics. Become involved in as many activities as you can manage and which you enjoy. Research has shown that when students become more involved in school activities at all grade levels, grades and levels of achievement improve.

We hope that this year will be your best school year ever. We wish you a successful and rewarding time at SIS.

School Principal  
**Ersin Gokcek**

### 1.4 Vision

A generation who will combine modern science, universal ethics, and disciplined work needed to contribute wisdom, compassion, and leadership to a global society, while being dedicated to traditional values.

### 1.5 Mission

Our mission is to equip students with the skills essential to achieve academic excellence and instill in them the moral values needed to become responsible individuals through the guidance of devoted role model educators.

## 1.6 Bell Schedule

Sunday-Wednesday Bell Schedule			Thursday Bell Schedule		
HR	7:45	8:00	HR	7:45	8:00
Breakfast	8:00	8:25	Breakfast	8:00	8:25
1	8:25	9:05	1	8:25	9:05
Break	9:05	9:15	Break	9:05	9:15
2	9:15	9:55	2	9:15	9:55
Break	9:55	10:05	Break	9:55	10:05
3	10:05	10:45	3	10:05	10:45
Break	10:45	10:55	Break	10:45	10:55
4	10:55	11:35	4	10:55	11:35
Break	11:35	11:45	Break	11:35	11:45
5	11:45	12:25	5	11:45	12:25
Lunch	12:25	13:05	Lunch	12:25	12:55
6	13:05	13:45	6	12:55	13:35
Break	13:45	14:00			
7	14:00	14:40			

## 1.7 Curriculum

Salahaldin International School offers students the best of the American and International educational traditions, as well as the benefits of access to the rich culture and heritage of Egypt.

SIS promotes a healthy and well-balanced perspective on life in its mix of curricular and co-curricular activities, with a wide variety of programs that meet the needs and interests of its students.

An American curriculum program holds the belief that children learn best through natural, meaningful, integrated experiences that are relevant to their lives. The classroom is child-centered and active. Teachers respect students' prior knowledge and build upon their competence. The teachers recognize the importance of trial and error, risk taking without fear of failure, and the need for time to grow.

Basic skills are taught as children interact with the new subject matter presented. The teacher facilitates learning by modeling and engaging students in a wide range of activities.

Students are expected to take an active role in their learning and are encouraged to experiment and think for themselves. Students are encouraged to use a wide range of materials and resources, working individually and in small groups. Individual growth is the goal and teachers accept pupil differences. Students are actively involved in self-evaluation, while evaluation by teachers is ongoing and comprehensive throughout the learning process.



## 2 ACADEMIC POLICIES

### 2.1 Admission

#### 2.1.1 Enrollment

Students coming from other schools are welcome to apply. SIS require applicants to submit a complete application form in order to be considered for admission.

The procedure for admission is as follows:

- ❖ Fill out an application form in the admissions office.
- ❖ If there is no place in the respective level, parents will be informed and the student is placed on the waiting list until further notice. If a student applies to the school out of the designated application period, the student will be placed on a waiting list in the order of the date in which the application is received.
- ❖ Priority will be given to siblings and relatives of students who are already enrolled in SIS.
- ❖ If a place is available, parents will be called and a time will be set for an assessment of the student and an interview with the parents.
- ❖ Assessment takes place after paying the assessment fees.
- ❖ The student's last report card from the last school must be presented.
- ❖ A second interview or assessment may be scheduled if deemed necessary by the administration.
- ❖ Parents will be notified if the student has been accepted, and an appointment will be scheduled for payment and signing of the contract. A place is not reserved for the student unless payment and signing the contract is made within one week of notification of acceptance.
- ❖ Parents are to submit enrollment documents upon notification of student acceptance.

#### 2.1.2 Withdrawal

- ❖ To request withdrawal from school, a written notification must be provided by the parent to the school at least a week in advance. The office will arrange checkout procedures for the student.
- ❖ If tuition and/or fees or fines have not been paid, school records will not be released.

#### 2.1.3 2.3 Student Information

Student records and data should be kept up to date. Parents are to inform school office of any changes in address, phone numbers, custody issues, family or social circumstances, or any other important information.

### 2.2 School Hours

The school day starts at 7:30 a.m. and ends at 2:40 p.m. from Sunday to Wednesday. On Thursdays, school starts at 7:30 a.m. and dismisses early at 1:40 p.m.

#### 2.2.1 Arrival

Parents who transport their children to school should leave their child at the gate of the school in the morning between 7:20 and 7:30. Accompanying children beyond the school gates is not allowed.

Students who arrive at school before 7:20 a.m. are under the responsibility of the parents as no supervision will be available before that time. Students are not allowed to go to the classrooms before morning line.

#### 2.2.2 Dismissal

- ❖ Parents transporting students by car are to wait outside the designated gate at 2:40 p.m. From Sunday to Wednesday to pick up their children.
- ❖ On Thursdays, parents should be at the gate at 1:40 p.m.
- ❖ To ensure your child's safety and a smooth, organized dismissal, parents are to be on time.
- ❖ Parents are not allowed to enter the building at dismissal time.
- ❖ Please note that teachers will not be able to discuss academic concerns during dismissal time.

- ❖ There will be no supervision available for children after the previously mentioned dismissal times. Students must be picked up, catch a city bus, etc. promptly at the end of each afterschool activity. School staff will not remain on site to await late-arriving rides. Extra supervision fee will be charged for late dismissal.
- ❖ The students who leave the school premises after 3:10 p.m. will be referred to the discipline committee and the late pick-up policy will be applied.

### 2.2.3 *Early Dismissal*

- ❖ If it is necessary to pick up your child prior to the end of the school day, please inform the related assistant principal office giving the time, reason, and the name of the person who will be picking up the child.
- ❖ If there is an emergency, please call the front desk or report to security upon arrival.
- ❖ Upon arrival at the school, please report to security to sign the child out. Without written permission from the legal guardian, no student will be released to anyone other than the legal guardian(s).
- ❖ If a student is picked during the school hours without excuse, the student will be written half day absent.
- ❖ **Early dismissal request should be informed before 12pm by the parents and no early dismissal after 2pm.**

## 2.3 *Attendance*

Attending school is compulsory. Regular and prompt attendance is crucial for maintaining a satisfactory academic level. Irregular attendance and unnecessary absence deter the child's ability to learn and make it more difficult for students to make up the missed information, classwork and other activities.

- ❖ Parents are responsible for regular and punctual attendance of their children. Family vacations should not overlap with the school's instructional calendar.
- ❖ Students who are not enrolled at SIS are not permitted on campus at any time unless they have been registered as official guests.
- ❖ A child is considered late for school if he or she is not in the classroom by **7:45 a.m.** ready to begin the school day. Students arriving school after **8:30 a.m.** will not be allowed to attend school under any circumstances.



### 2.3.1 *Absence*

An Excused Absence/Tardy includes:

- ❖ Documented illness or injury (to be submitted to the office within a week)
- ❖ Bereavement/family funeral
- ❖ Extraordinary family circumstances (excused at the discretion of the administration)

### **Examples of unexcused absences are as follows:**

- ❖ Oversleeping
- ❖ Personal business
- ❖ Missing a ride/the bus
- ❖ Work
- ❖ Car Trouble
- ❖ Skipping
- ❖ Family vacations
- ❖ Undocumented absences
- ❖ Non-emergency family situations

### **Family Vacations**

Family vacations are strongly discouraged when school is in session. In addition to compromising the attendance regulations, family vacations interrupt the educational process in each subject area in ways that make-up work cannot reverse. Teachers are not required to provide work in advance of a family vacation.

- ❖ The administration shall evaluate the situation, then accept or refuse such requests. Absences that are not approved will be recorded as unexcused absence. The student is then required to make up all the missed schoolwork during his/her absence. Parents/student will be responsible for ensuring that the child has completed the missed schoolwork.
- ❖ If the child exceeds the maximum allowed absence days, 40 days (25 unexcused + 15 excused) for Elementary School students per academic year, and the period of absence is not approved, the child will not be promoted to the next grade and/or his/her re-enrollment for next year will be in jeopardy.

### 2.3.2 Missed Work

#### Grading Absence Policy

<i>Type</i>	<b>Participation</b>	<b>Classwork</b>	<b>Homework</b>	<b>Quiz</b>
<i>Absent</i>	mex	mab	mab	mab
<i>Excused</i>	mex	mex	mab	mab
<i>Detention or Suspension</i>	mex	mun	mab	mun

The symbols in Jupiter grade book for absent student are of three types; MEX, MAB, MUN. Teachers give zero for a missing assignment of a present student.

- ❖ MUN (Missing unexcused) is 0 grade without a possibility of makeup. It is generally given due to the absences of disciplinary issues.
- ❖ MAB (Missing absent) is 0 grade. Students will be expected to complete make-up work within maximum a week with up to 70% of the grade.
- ❖ MEX (Missing excused) is exemption from the assignment. However student can make it up if he/she wishes.

Types of missing assignments:

- ❖ Missing Participation: Absent students get MEX for this part.
- ❖ Missing Classwork, Homework, Project, Quiz or Test: MAB is given regardless of whether absence is excused or not excused. However, in some cases like long illnesses, MEX may be given for excused absences. MUN is given if suspension or detention is the reason of absence.
- ❖ Deprivation of a student from Student Information System (JupiterEd and Juno) due to the late school fee payment or missing official documents is also recorded as MUN.

### 2.3.3 Tardiness

All students arriving at school late (after the 7:45 a.m. bell) must report to Department Office for a tardy slip. After the third time a student is late to school (after the 7:45 a.m.) in the same trimester, he/she will not be allowed to enter to the first session, so they have to stay at a designated area until the first session is over. After the **sixth** time he/she will be sent back home **after each tardiness**, and it will be considered as a suspension, so MUN will be given for the missing

assignments. Parents have the responsibility to inform the school in case of excusable incident occurrence and to follow student's attendance/tardiness status via JupiterED.

**Students won't be accepted to the school after 8:30 am when the main gate will be closed.**

### *2.3.4 Communication*

Strong, open communication between students, teachers, and parents is a key element in the success of SIS students.

- ❖ Important announcements, unexpected changes, and upcoming events will be announced to parents either JupiterED messages, memos, SMS, or a posted note on the SIS website.
- ❖ The primary means of communication is via JupiterED, so it is the parent's responsibility to inform the school in cases of technical issues.
- ❖ Emailing academic concerns to the Assistant Principal office is welcomed.
- ❖ Parents may direct general suggestions, comments, and concerns to Assistant Principal's Office.
- ❖ Parents can meet teachers or the principal according to a prearranged appointment only.
- ❖ Appointments can be scheduled between 8:30 a.m. and 1:30 p.m. Sunday to Wednesday by calling the related Assistant Principal's office. On Thursdays, appointments will not be scheduled after 1:00 p.m.

### *2.3.5 Parent/Teacher Conferences*

Parent/Teacher conferences are scheduled three times a year to discuss children's educational progress and any other concerns. In addition, meetings can be scheduled at other times at the request of the parent, the teacher, or the administration.

It is the responsibility of parents to meet with teachers during the conference days to discuss their child's academic progress, work habits, and social development. Afterwards parents should review the report card with their child to encourage improvement in the needed areas.

### *2.3.6 Homeroom Teacher*

A class advisor system will be used for grades 4 through 6. These teachers/counselors are available to help students adjust and cope with issues involving academics, behavior, social relationships, emotional stress, and spiritual growth. They will help ensure that students are aware of the mission and vision of the school and are well informed about school policies and expectations. They will help promote a sense of student well-being and positive school morale throughout the school. They will facilitate communication between the student, the school, and parents. A parent or child should feel free to contact his/her class advisor at any time to discuss matters of concern.

### *2.3.7 Class Teachers*

The class teachers of grades 1 to 3 and assigned homeroom teachers for the classes of grade 4 to 6 are available to help in the daily care and organization of the class. These teachers facilitate the exchange of information between the school and the students and ensure that physical and immediate needs are met.

## **2.4 Grades**

Each student is expected to put forth their best effort and demonstrate a positive attitude toward all academic matters. A student's academic grade is based on the full extent of the work done throughout the trimester. Class work, homework, participation, tests and quizzes, projects, and exam grades are all calculated to arrive at a cumulative grade at the end of the trimester. Each department will determine the weight given to each category. The weight of trimester exams / Benchmark is 20% and trimester / Benchmark work is 80% in the calculation of overall trimester grades.

### 2.4.1 Grading Scale

Percentage Range	Letter Grade	GPA Value
96 – 100	A+	4.0
93 – 95	A	4.0
89 – 92	A-	3.7
86 – 88	B+	3.3
83 – 85	B	3.0
79 – 82	B-	2.7
76–78	C+	2.3
73 – 75	C	2.0
69 – 72	C-	1.7
66 – 68	D+	1.3
63 – 65	D	1.0
60 – 62	D-	0.7
0 – 59	F	0

### 2.4.2 GPA and Course Weight

Grade Point average is calculated by dividing the total amount of grade points earned by the total amount of credits attempted.

Courses are weighted as follows:

Course	Credits (Weekly Hours)
English	7 or 9
Math	5
Science	3
Eng SS	1 or 2
Second Language	2
Arabic	5
Religion	2
Quran	1
Arabic SS	1 or 2
Computer	2
Art	2
Music	2 or 1
PE	2

### 2.4.3 Report Cards

Report cards are issued three times a year at the end of each trimester. For official report cards and transcripts, you may visit student affairs office.

## 2.5 Homework

Homework provides the student the opportunity to apply learning on an individual basis, without immediate teacher supervision, and to develop self-discipline and a sense of responsibility. Homework may be given on daily basis. Homework is part of all students' regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher's record is final in cases of conflict regarding homework assignments. Late assignments can be submitted within a week after due date, but they will be assessed out of 70%.

## 2.6 Supplementary Reading Program

We learn to read, so we read to learn. Reading is a skill. The only way to get better at reading is to read. With this in mind, our goal for your son or daughter is to read a book every week, nearly 10 – 15 pages a day. This translates to approximately fifteen minutes of reading every day.

Reading is the foundation of lifelong learning and plays a key factor in academic achievement. It builds and strengthens many skills vital to student development and understanding. Through reading, students acquire literacy, language, and communication skills.

Our goal at SIS is to cultivate a love for reading in our students by encouraging them to develop good daily reading habits which are essential to their future, both academically and in everyday life. With this in mind, students should read a book every day that is suitable for their age and culture, and of different genres and challenging Lexile levels.

## 2.7 Testing

Teachers will give tests and quizzes throughout the trimester when deemed appropriate such as at the end of the week or end of chapters. These assessments may be announced or unannounced.

Benchmark exams will be given during 1<sup>st</sup> and 2<sup>nd</sup> trimester instead of major cumulative exams. Major cumulative exams will be given at the end of 3<sup>rd</sup> trimester.)

### 2.7.1 Make-up Examinations

If an exam is missed because of a serious illness or a similar compelling emergency, students should contact office and the instructor, as soon as possible to make arrangements to take a make-up exam. Requests for make-up exams are subject to approval and may require medical or other relevant documentation. A make-up exam may be scheduled at the appropriate time for once.

If the date for the make-up exam falls after the last day of (final) exams students may initially receive an incomplete (X) for the course on the transcript. The transcript will be updated after the instructor has submitted final grade.

## 2.8 Academic Excellence

In keeping with the philosophy of the school system and its commitment to excellence in education, academic achievement will be recognized.

### **High Honor Roll:**

G 1, 2, 3: A student must achieve a GPA of 4.00 to be placed on the high honor roll.

G 4, 5, 6: A student must achieve a GPA of 3.84 or above to be placed on the high honor roll.

### **Honor Roll:**

G 1, 2, 3: A student must achieve a GPA of 3.84 or above to be placed on the honor roll.

G 4, 5, 6: A student must achieve a GPA of 3.67 or above to be placed on the honor roll.

An F and unsatisfactory student conduct (Discipline point shouldn't be less than "A") will make a student ineligible for the High Honor Roll or Honor Roll and other achievement certificates.

## 2.9 Merit Awards

Students receive special recognition at the school through a variety of awards and programs. These awards are intended to promote and recognize academic skills, perfect attendance and good citizenship. Teachers and parents are expected to promote these awards as an encouragement, special contributions and incentive towards special effort and achievement by the student. Specific awards and their criteria will be announced.

## 2.10 Second Language

Grade four students choose a second language during the admission process. They have a choice of French and German. Once the language has been chosen, requests for second language transfers may be granted only for ninth graders within the first week of school based on availability of space and assessment.

## 2.11 After-school Tutoring

Some students may be required to take after school tutoring depending on their academic performance on Mondays.

## 2.12 Grade promotion Policy

Students who are failing to meet the minimum requirements academically may be placed on academic probation. The major aim of the probation policy is to help students improve their academic performance. Students with “F” in one or more subjects may be placed on academic probation at the beginning of a semester. Grades should improve or the student will remain on probation during the next semester.

All students must maintain a yearly average of 60% in all full-credit subjects. Students who receive a failing grade (“F”) (below “D-” 60%) in a single full-credit class will be required to take and pass the make-up tests at the end of the school year in order to be promoted.

Students who receive a failing grade in more than two core classes (Math, Language Arts, and Science) at the end of the school year will not be promoted to the next grade level and re-enrollment will be reviewed.

If a student fails one or two core subjects, he/she has to get make up test. Any Passing score in make-up test will not be able to make year total grade higher than “D”. If a student fails make up test in core subjects, will not be promoted to the next grade level.

# 3 DISCIPLINE POLICIES

Parents and teachers play a vital role in teaching children good manners and behavior. School and home will work together and cooperate to establish common goals and help students behave appropriately. We expect parents’ support and follow up in this regard. Good behavior and learning go hand in hand. Simple rules have been established to ensure your child has positive learning experiences within a safe environment. Children need to learn the importance of accepting responsibility for their actions and being respectful and orderly.

All students are expected to follow the rules and procedures, and we will help them learn to do so in a positive and fair manner.

## 3.1 Classroom rules

Each classroom teacher will develop and enforce a classroom management plan that will not only help students maintain proper, respectful behavior, but will also create an atmosphere where learning can take place. The management system is relevant to positive reinforcement of accepted behavior. Students are expected to follow all class rules as instructed. Some of the class rules are as follows:

- ❖ Keep your hands, feet, and personal objects to yourself
- ❖ Leave your seat only with permission
- ❖ Keep the room clean and tidy
- ❖ No food, drinks, or gum is allowed in the classroom.



### 3.2 Assembly Rules

- ❖ Be courteous and quiet during the entire assembly.
- ❖ Be respectful to the presenter/speaker.
- ❖ Follow all dismissal directions.
- ❖ Follow all teacher/staff directions.
- ❖ **Students cannot enter the building before the morning line.**

### 3.3 Corridor Rules

In order to maintain safety and an orderly atmosphere, students must conduct themselves respectfully in the school corridors whenever changing classes, and leaving or entering the classroom areas.

- ❖ Students must enter the classes immediately after the first bell.
- ❖ Running, shouting and playing in corridors is not allowed.
- ❖ Students are not allowed to visit friends or interrupt another classroom.

### 3.4 Canteen and Cafeteria Rules

Students may purchase items from the school canteen or bring items from home. The canteen is also available during break times and lunch times. Students should go through the canteen line in an orderly, polite manner and pick up their purchases. Students should dispose of all litter in the bins placed throughout the area. Canteen staff will stop selling by the warning bell. Even if it's your turn after a long line, you are supposed to leave the cafeteria/canteen when the bell rings.

### 3.5 Playground Rules

- ❖ Students should use the playground equipment only in the way that it is designed to be used.
- ❖ Students should finish eating before starting to play.
- ❖ Students should stay in the playground area and may not reenter the classroom area without permission from the break supervisor.
- ❖ Students who use school equipment are responsible to return it to the proper storage place after break.
- ❖ Students are not allowed to bring their own sports equipment from home.
- ❖ There will be no pushing, wrestling, "play fighting", Water fights", or jumping from the top of any playground equipment.
- ❖ When using the slides, students will slide down in a sitting position, one person at a time, facing forward. There will be no pushing, or jumping off. Students are not allowed to walk up the front of the slides.
- ❖ Students should not sit on the tables.
- ❖ Students will stop playing and line up immediately when the whistle or bell signifies the end of the break period.

### 3.6 Masjid Rules

Students should exhibit the same respectful behavior as if they were in any mosque. Students will be taught the proper procedures for ablution and prayer during their religion lessons and at the prayer time. It is the student's responsibility to arrange praying time. **Praying is not an excuse to be late to classes.**

- ❖ Keep the masjid clean
- ❖ Keep your voice low
- ❖ Leave your shoes outside



### 3.7 Computer Labs and Internet usage rules

- ❖ Internet access is given to users who agree to act in a considerate and responsible manner.
- ❖ School personnel may access Internet users' files.

#### Users may not:

- ❖ Use another person's username and/or password
- ❖ Use the network for commercial, political and/or personal nonacademic uses
- ❖ Access the system to encourage the use of drugs, alcohol, or tobacco
- ❖ Access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment of others based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs
- ❖ Use the Internet in any unethical or illegal manner
- ❖ Use personal e-mail accounts and any instant messaging programs or social networks such as Facebook.
- ❖ Use proxy websites to access blocked websites by SIS administration
- ❖ Violate any copyright laws
- ❖ Use non educational games
- ❖ Damage the computer, computer systems, or computer networks
- ❖ Trespass in another's folders, work, or files
- ❖ Change the computer settings and fixtures.

### 3.8 Prohibited Items

- ❖ Cameras, MP4, Game Boys, PS, ...
- ❖ Laptops
- ❖ Cosmetics/make up materials
- ❖ Skate boards, roller blades, balls, and items which are potentially dangerous
- ❖ Playing cards
- ❖ Jewelry
- ❖ Sports equipment from home
- ❖ Toys
- ❖ Permanent markers
- ❖ Caps, hats
- ❖ Airpod and headphones.

All such items will be confiscated and held until the parent comes in to pick it up, or until the end of the trimester. School staff and administration assume no responsibility for the loss or damage of such items.

**Note: The school has the right to search the students' pockets, lockers, and bags for prohibited items at any time and without prior notice.**

### 3.9 Bathroom Policy

Students have enough time to meet their bathroom needs, as there are 10-minute short breaks after each session, breakfast and lunch break during a day. Students cannot use bathroom during class hours.

### 3.10 Disciplinary Actions

Students who are found to violate the school's code of conduct may be subject to the following penalties. Students start Academic Year with 100 discipline points/marks.

1. The students whose disciplinary marks reduced to 90 will receive a formal warning and/or be suspended according the referral type, which requires a meeting.
2. Students with discipline grade lower than 90 will not be granted High Honor/ Honor rolls and trimester certificates.
3. The students whose disciplinary marks reduced to 85 will receive a further formal warning and/or be suspended according the referral type, which requires a meeting between assistant principal and parent.
4. The students whose disciplinary marks reduced to 85 will be deprived of any kind of school activity and/or be suspended according the referral type.
5. The students whose disciplinary marks reduced to 75 will not be granted any kind of certificates issued by school, nor a recommendation letter for some core subjects such as Math, English and any of the science subjects.
6. The students whose disciplinary marks reduced to 70 will receive a formal warning and/or be suspended according the referral type which requires a meeting with the school's discipline committee in order to sign a discipline probation letter.
7. The school administration and discipline committee may issue suspension punishments when it deems necessary.
8. The school administration reserves the right to change the disciplinary marking and consequence system when it considers necessary. In this regard, school administration has no obligation to inform concerned people beforehand.
9. The students whose disciplinary marks reduced to 70 will receive probation letter.
10. The students whose disciplinary marks reduced to 50 will be referred to School Ethics Committee where the decision of expulsion may be taken.

The following is the Offense Level Based (OLB) consequences for disciplinary situations.

### 3.11 Discipline Point System

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building on school property, or at any school event.

<b>LEVEL 1 OFFENCES (1 TO 2 POINTS TO BE DEDUCTED)</b>
Not bringing necessary class materials, book, notebook, pen etc.
Eating, drinking, or chewing gum during session
Littering the classroom.
Late to class
Defacing school property
Arguing with the teacher
Challenging the teacher on certain concepts
Ignoring the teacher's directions
Playing with any kind of devices (tablet etc.)
Leaving the seat without permission
Passage and wandering in class
Chatting with one another during teaching time
Bus distractions
Sleeping during class time
Initiating arguments amongst students
Excessively noisy or unruly behavior
Lingering in another class in break time.
Skipping morning line
Disruptive behavior in class
Behaving disrespectfully during the National Anthem

<b>LEVEL 2 OFFENCES (3 POINTS TO BE DEDUCTED)</b>
Unreasonable repetition of a level 1 offense
Disrespect or insolence towards teachers and staff
Swearing, lying, or using obscene gestures
Using rough language with other students and teacher
Dress code violation
Getting involved in a verbal fight with a fellow student
Borrowing others possessions without the owner's consent
Using a cell phone
Skipping class
Verbal or non-verbal abuse
Deleting profile of iPad management system
Ignoring teacher's instructions when iPad is applied in any class
Not bringing the device to school
Changing the required settings on the device (such as Wi-Fi connection, Bluetooth, general)
Using another student's iPad without express permission of the teacher
Not signing in with the school-provided Gmail and Google Drive account
Sharing or downloading any non-educational documents, videos, songs, pictures ...etc.
Damaging others properties

<b>LEVEL 3 OFFENCES (5 POINTS TO BE DEDUCTED)</b>
Unreasonable repetition of a level 2 offence
Disrespect or insolence towards teachers, admin and other staff by any means
Forgery
Intimidation by verbal or physical threat to harm the person or his property (bullying)
Fighting, assault or attempted assault
Invasion of personal privacy
Cheating, attempting to cheat
Any action which brings the school's name into disrepute
Tearing up a notice issued by school administration
Committing provocative oral or written offences against the school staff
Stating any insulting titles, nicknames or adjectives about any teacher, student, admin staff or supporting staff verbally or written.
Leaving the school grounds without permission
Physical harassment of any kind
Violating the rights of the teacher to carry out his/her tasks, to the detriment of the school, staff, teacher, or peers
Bringing illicit publications or undesirable objects (CD's, playing cards, etc.)
Failure to attend detention without prior submission of a written excuse or note
Taking part in smoking or condoning such an action; bringing such products to school
Bullying and cyber bullying
Repetition of any iPad violation rule in level 2
Installing any app other than school-provided ones on the device
Not submitting the device on time when required by school
Attempting to remove or changing any password or username set by school
Using the iPad for any kind of noneducational purpose (such as bullying, sharing undesired photos or videos, capturing others using the camera)
Attempt to obtain any other user's password(s) and copying or altering other user's data without their permission. Seeking information, obtaining copies of, or modifying files, other data or passwords belonging to other users, or misrepresenting other users on the iPad.

<b>LEVEL 4 (10 POINTS TO BE DEDUCTED)</b>
Unreasonable repetition of a level 3 offense
Vandalism
Physical assault of any form
Malicious damage/ injury to property of the school, staff members, and peers
Theft, robbery
Possession, distribution, use, or display of pornographic material
Taking part in or condoning the use of drugs and alcohol
Taking part in any form of illegal strike action/meeting/campaign on school premises
Repetition of any iPad violation rule in level 3
Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or explicit materials
Participation in credit card fraud, electronic forgery or other forms of illegal behavior
Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed

The following is the Offense Level Based (OLB) consequences for disciplinary situations.

### **Consequences for Level 1, 2, 3 and 4 Offenses**

#### **I. Level One**

- a. Warning by the teacher
- b. Parent call (optional)
- c. Referral via Jupiter to Discipline Committee for deduction of disciplinary grade

#### **II. Level Two**

- a. Parents call by teacher (Mandatory) A meeting might be requested
- b. Referral to Discipline committee
- c. Assistant principal directed detention
- d. Out of School Suspension by Discipline Committee (1 to 3 days)

#### **III. Level Three**

- a. Parent Call for an urgent meeting (Mandatory)
- b. Referral to Assistant principal and discipline committee
- c. Out of school suspension by Discipline Committee (4 to 10 days)
- d. Official warning letter by the lawyer and school administration for more than 5 days

#### **IV. Level Four**

- a. Parent Call for an urgent meeting (Mandatory)
- b. Out of school suspension up to 15 school days (after official warning letter)
- c. Recommendation for Expulsion
- d. Referral to Alternative School

**Note:** Consequences will be assessed and assigned by the Discipline Committee and Assistant Principals. Expulsions will be recommended by the School Principal and School Ethics Committee. Arrest/Civil Citation will be recommended by the Principal and Law Enforcement.

### 3.12 Suspension

Before executing a suspension, parents of the students shall be called to school to discuss and inform them of reasons and probable consequences of committed offence. The school administration shall immediately notify the parent(s) in writing that the student has been suspended from school. Phone call notification shall also be given if the school has been provided with a contact telephone number of the parent(s). The days of out-of-school suspension are counted as unexcused absences and students will not receive credit for work done except homework assignment. Parents cannot pick the day of suspension. The Discipline Committee decides the date(s) and length of the suspension.

### 3.13 Probation Letter

Probation letter will be submitted to the parent of students who have severe behavior and academic issues or who cannot correct their behaviors and academics after several consequences. The letter is an agreement between school and parent about the student's behavior and academic. If there is no improvement in student's behavior and academic during the probation period, parents will accept to withdraw their child from school. According to agreement, the student may be subjected to possible immediate dismissal from school in case of major offenses. Administrators decide upon the student's probation letter at any time when required.

### 3.14 Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the School Ethics Committee.

### 3.15 Positive Consequences

The school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as mutual respect, friendship, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following incentives will be used for positive behavior:

- ❖ Individual awards/recognition
- ❖ Good behavior points
- ❖ Classroom awards/recognition
- ❖ Certificates
- ❖ Displays
- ❖ Positive contact with home
- ❖ Special activities (Parties, field trips, movie nights, picnics, etc.)
- ❖ Publications

### 3.16 Unacceptable Student Behaviors and Due Process

#### 3.16.1 Fighting

Fighting is considered to be any instance of physical contact in anger, regardless of whether fists or weapons are used. All students caught arranging fights or participating in fights will be held accountable for the incident.

When threatened with physical violence by another student, the proper and expected response from students is to go directly to the nearest school staff member. Fighting or hitting back is not an acceptable option to defend oneself. If a student responds with violence to a provocation, both students will be held accountable and will suffer the consequences.

#### 3.16.2 Cell Phone Policy

Use of cell phones in school premises can be disruptive to the educational environment and is not acceptable.

Contact with parents in the event of illness or other urgent matter will be managed through the school office after a student has been referred to or attended by the school doctor for treatment or assistance.

**The use of cell phones on school premises is prohibited. Cell phones must be switched off and not visible anywhere in the school premises during the school time.** Exceptions will be made for medical or emergency situations with consultation and approval by administration. School and staff are not responsible if a student's mobile telephone is stolen or lost. If a student is caught using the cell phone and refuses to hand it over to the teacher or administrator, the student will be referred to the Discipline Committee.

Any form of picture taking can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained from the administration. Permission must also be gained before the image can be used in any way. Violation of this policy will result in disciplinary measures.

Standard policies on offences:

- First offense: Confiscation for a week
- Second offense: Confiscation for a trimester
- Third offense: Confiscation till the end of academic year

It is the school policy to suspend the students if found involved in recording, distributing, or uploading inappropriate images or videos of other students, parents, or staff on school premises or on trips

### *3.16.3 Tardiness to class*

Students are late when they come to class after the second bell. Late students will be referred to discipline committee by the present teacher with `Late to class` and/or participation grade is to be deducted by minimum 20%. If a student has a written excuse from the office, he/she should offer his/her excuse to the teacher.

### *3.16.4 Skipping Class*

Being late to class more than 5 minutes or not attending to any period is accepted as skipping class. Students who skipped the class or leave the class without teacher permission will be referred to the discipline committee

### *3.16.5 Class disturbance*

Teacher warns distracting students. This warning may include verbal or written warning, private meeting, talking to parent, depriving from a reward, cutting his/her behavior points, etc. If a student does not correct his/her behavior, the teacher may deduct disciplinary points according to the severity of the disturbance.

### *3.16.6 Disrespect towards an authority*

Disrespect is an offence when a student is not following the directions of teachers, principal, or other supervisory staff the first time given. Disrespect towards authority may be by arguing, talking back, questioning orders given or display of inappropriate attitude, including inappropriate body language.

The consequence of committing any one of the above offences (depending on the case) will require point deduction or referred to discipline committee.

### *3.16.7 Bullying & Cyber Bullying*

Bullying, verbally or physically, such as making unwelcome advances or any form of improper physical contact; and any speech or action that creates a hostile, intimidating, or offensive learning environment. Each student deserves an



equal opportunity to education without dealing with the negative pressures of peers. Bullying consists of any of the following: “pushing, shoving, hitting, spitting, name calling, picking on, and making fun of, laughing at, and excluding someone physically.” Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids”, “just teasing”, “joking”, “playing around” or any other rationalization.

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

*The consequence of committing any one of the above offences (depending on the case) will require point deduction and/or referral to discipline committee.*

### ***3.16.8 Inappropriate Language***

Profanity is not permitted at SIS. Any of consequences may be given depending on the case.

### ***3.16.9 Morning Assembly***

Students are supposed to follow the directions of morning supervisor and teachers. Morning supervisor keeps record of misbehaviors. Point deduction will be applied.

### ***3.16.10 Academic Dishonesty***

Cheating/attempt to cheat on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Cheating and/or plagiarizing will result in severe consequences and the teacher will issue a failing grade (0) for the assignment.

### ***3.16.11 Bringing Illicit/Pornographic, etc. material to School***

Any material of this nature is not permitted at school or school functions. Students found with such materials will be referred to discipline committee.

### ***3.16.12 Vandalizing Private or School Property***

Students should take good care of school property. When an item is damaged due to negligence, unauthorized use or vandalism, the parent of the student at fault is held financially responsible. Students may be held accountable for their actions and consequences issued. Depending on the case, point deduction or decision of Discipline Committee will be applied.

If a student does not fund the cost of the damaged item by the due date, other penalties and consequences will follow until the cost is paid.

### ***3.16.13 Forgery***

Any attempt by a student to sign a teacher’s, administrator’s, parent’s/guardian’s, and or student’s name to any school document will be considered forgery and is referred to discipline committee.

### ***3.16.14 Bus Distractions***

A bus distraction may be disrespect to a matron, not following directions, leaving seats frequently, hitting other kids, talking loudly and etc. Improper behavior on the bus will be referred to discipline committee and might result in

suspension of school bus service for a period of time. If problems continue, the student will not be allowed to use the bus service for the remainder of the year. There will be no refund in case of bus suspension.

### *3.16.15 Stealing*

This means to steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft that their student commits on school property. Depending on the case students may be deducted point or referred to discipline committee.

### *3.16.16 Student Protest*

Students have the rights to share their personal -nonpolitical- notions and concerns with faculty or administration through written or verbal communication, either through student council or their parents. Student protests are not allowed and are illegal. If a protest is planned, authorities will be called and all students involved will be disciplined and a written letter will be placed in their permanent file.

Any political discussion-taking place during school hours will result in **severe consequences that will be decided by the discipline committee.**

### *3.16.17 Bringing Any Kind of Weapon to School*

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. Bringing any kind of weapon to school will be referred to discipline committee. School personnel may search lockers, pockets, bags, coats, and/or any other containers at any time.

### *3.16.18 Physical Harassment*

Unwanted physical touching, pinching, contact, and deliberate impeding, assault, or any intimidating interference with normal work are considered as physical harassment. The consequence of physical harassment will be dealt with by discipline committee.

### *3.16.19 Late Pick-up Policy*

If a parent or authorized pick-up person does not arrive in 30 minutes after the dismissal time, the students will be referred to the discipline committee by the present teacher.

Failure to follow the late pick-up policy at the dismissal time will result in the application of the following consequences:

1st offense: Official warning and referral to the parent/legal guardian.

2nd offense: Students discipline points will be deducted.

3rd offense: The parent/legal guardian of the student will be charged a late pick-up fee which is determined by the school administration.

## 4 GENERAL POLICIES

### 4.1 Dress Code

The uniform policy at SIS helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will not be allowed to enter the school if they are not wearing the proper uniform. Please cooperate by displaying modesty and neatness in appearance, and take pride in to our uniform by keeping it neat and clean. We rely on students and parents/guardians to properly maintain these uniforms.

Student belongings (jackets, bags, etc...) should be labeled with full name and class. The school will not be responsible for any lost, unlabeled items.

#### 4.1.1 Dress Code Rules

Students are expected to wear proper school uniform each and every school day including field trip days.

- ❖ Full school uniform should be worn on regular school days.
- ❖ PE uniform must be worn only on PE days.
- ❖ Only PE uniforms may be worn in PE class.
- ❖ SIS uniform items must be purchased from our school store.
- ❖ T-shirts or jackets without school logo are not acceptable.
- ❖ Pants may not be baggy or tight fitting such as “skinny pants.”
- ❖ Cleats are not acceptable at all times.
- ❖ No sandals, boots, clogs, mules, slippers, flip flops, high heels, platform shoes, crocs, or shoes with wheels.
- ❖ Girls should have their hair neatly tied back with no loose strands.
- ❖ No hats or ice caps are allowed.
- ❖ Boys must have clean-shaven face.
- ❖ Boys are expected to keep their hair cut short.
- ❖ Nail polish, make-up, and hair coloring are not allowed.
- ❖ Nails must be kept short and clean.
- ❖ Jewelry, accessories and ostentatious watches are not permitted. Stud earrings (one pair only) for girls are allowed.
- ❖ Students are not allowed to write on their school uniform.

#### 4.1.2 Dress Code Violation

Failure to follow the dress code rules at any time during the school day will result in the application of the following consequences:

- *1st offense:* Official warning and referral to discipline committee
- *2nd offense:* Students will not be allowed to enter classes until proper uniform is worn.

(The students will not be allowed to enter classes and exams until the student complies with the dress code. Parents will be called to send the missing items or take the child back home)

### 4.2 Transportation

Riding the bus is a privilege and students must conduct themselves in the same respectful manner as is expected during the school day.

### 4.2.1 *Bus Conduct*

For the safety and comfort of all bus riders, students are expected to respect and follow the bus rules, and obey the bus supervisor. Inappropriate behavior, vandalism, and infraction of bus rules are not acceptable and will be brought to the attention of parents and school administration.

### 4.2.2 *Bus Rules:*

- ❖ Board and exit the bus in an orderly, safe manner
- ❖ Remain seated while on the bus.
- ❖ Use a low voice when talking with other passengers.
- ❖ Keep all parts of the body inside the bus windows.
- ❖ Treat the driver, supervisor, and fellow students with respect.
- ❖ Promptly comply with the bus matron's instructions.
- ❖ Treat the bus and other private property with care.
- ❖ Keep the bus clean.
- ❖ No eating or drinking in busses.
- ❖ Do not throw anything out the window.
- ❖ Be on time! Buses leave at 2:50 pm sharp (1:50 pm on Thursdays).

### 4.2.3 *Bus Pick up/Drop off*

- ❖ Please make sure your child is ready on time in the morning.
- ❖ The bus will wait for only 2 minutes after the assigned time.
- ❖ The bus will not return for late students and the bus route cannot be changed to accommodate late students.
- ❖ Bus service is provided door to door. However, the school reserves the right to apply restrictions if needed.

### 4.2.4 *Change of Transportation Arrangement*

- ❖ All bus transportation changes must be made through the office with a written note, or in person.
- ❖ Unless the school receives a note indicating a change of plans, the child will be placed on the regular bus. This is to ensure that our children arrive safely at their proper destination.
- ❖ Changing bus arrangements will only be allowed if there is an available seat.
- ❖ If there is an emergency, please call the school before 12:00 p.m. Any changes after this time may not be possible.
- ❖ Students, who are not contracting bus service, will not be eligible to ride buses.

### 4.2.5 *Matrons*

- ❖ Bus matrons and bus drivers are not allowed to receive money, gifts, or any kind of charity from parents or students.
- ❖ Bus matrons are not allowed to deliver or receive verbal or written messages, or facilitate the exchange of schoolwork between school and parents. Books and homework will not be sent home when a student is absent.
- ❖ Any arrangements concerning a student should be made through a written note or through a phone call to the middle & high school office.

## 4.3 Health

### 4.3.1 *Illness*

- ❖ Parents are kindly asked to ensure that the medical information form is filled out at the beginning of each academic year and this information is accurate and updated.
- ❖ The school employs a full-time doctor on campus. The school doctor will take care of minor injuries and will send a note to parents describing the injury and the action taken.
- ❖ Bringing any medication to school is not permitted. If medication must be administered to your child during school hours please notify the school.
- ❖ Only the school doctor shall administer medication.
- ❖ The school assumes no responsibility for any adverse reaction caused by a medication sent by parents

### 4.3.2 *Visiting School Doctor*

Students cannot see doctor in the session times unless it is an urgent case. It should be in the break times, preferably long break times. In urgent cases, assistant principal's confirmation is required. After visiting doctor, students need to have the medication slip sealed by assistant principal.

### 4.3.3 *Medication*

We highly recommend that the student should be kept at home if he/she is sick. This precaution is for the sick student to recover and to ensure that other students stay healthy. Parents need to inform the school office for their students to be excused. For severe cases, which result in long-term absences, parents must bring a doctor report.

### 4.3.4 *Health Screening*

Regular hygiene and hair checkups will be conducted. Parents will be notified of any health or hygienic issue detected. In case a student needs home treatment, parents need to take the responsibility of the treatment, and students will not be allowed to attend to school during treatment time according to school doctor's decision.

### 4.3.5 *P.E. Participation*

Physical education helps develop children's gross motor skills and maintain a healthy body, positive attitudes and congeniality. Any student who is unable to participate in a physical education (P.E.) session must bring a note signed by a doctor giving reason for their non-participation.

### 4.3.6 *Medical Emergency*

When a child needs hospital attention, school will call the parents to get approval for medical intervention. In case the school cannot reach the parent, school will accompany the child to the hospital upon the recommendation of school doctor.

## 4.4 Extracurricular activities

In addition to the core subjects taught within the American system, it is considerably important and highly essential that students also engage in extra-curricular studies and activities so that they might learn new skills and broaden their educational and social horizons. In answer to this necessity, SIS is offering - in addition to the normally scheduled extra-curricular courses - a range of activities for students to choose from and engage in.

#### 4.5 Smoke Free Campus

SIS is a smoke-free campus. Parents and personal drivers are asked to abstain from smoking on campus, including the parking area.

#### 4.6 Field Trips

Trips are enjoyable and beneficial to youngsters and part of our education system. No extra money will be collected for field trip. In case of non-attendance, there will not be any refund.

For the child's safety:

- ❖ Students will not be allowed to go on trips without the parents' permission. (Parents can give permission to the school via email, text message or signed permission slip)
- ❖ Students who are not attending school trips are required to stay at home. No supervision will be available at school for those students.
- ❖ All school rules and regulations are applicable on field trip days.
- ❖ Students who are below the expected behavior level will not be able to attend the trips.

#### 4.7 Lost and Found

Please label your child's possessions with your child's name and class. Any lost and found items are kept in the lost and found room. Please report to the school through a phone call or a written note if your child lost an item. Our teachers and staff will do their best to help the child find it; however, finding lost items is not guaranteed. Unclaimed property will be donated to charity at the end of each trimester.

#### 4.8 Lunch

School canteens, cafeterias and garden are places for having lunch. No food is allowed in classrooms. Out of school food order is not allowed except for after-school and weekend activities with the permission of school administration.

#### 4.9 Use of iPads

Excellence in education requires that technology be effectively integrated throughout the academic program. The individual use of iPads is one way to empower students in their learning as they prepare for college. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning. Effective use of tablets promotes the continuous dynamic interaction among students, educators, parents and the extended community.

Students need to provide iPads in classes as part of education in SIS. However students are not allowed to bring devices unregistered to school system.

It is totally prohibited by school to install any games, save or take any pictures on the devices. School administration and class teachers have the right to check devices whenever they deem necessary.

##### *4.9.1 iPad policy and instructions for students;*

- ❖ Students have to bring their iPad to school every day (if not, they might be deducted from their discipline grade and not graded for classwork or other assignments).
- ❖ iPads have to be regularly recharged for classroom use at home (a few chargers will be available at school, but students shouldn't depend on them).
- ❖ Students are advised to carry their iPads with two hands to their seats and while walking, hold the iPad by the base, not the cover.

- ❖ Students should not play around the hallways or playground while using the iPad, should wash and dry hands before using the iPad.
- ❖ Devices should be muted or headphones used if needed to listen to any audio on iPads.
- ❖ Close or shut down your iPad when not using it, do not attempt to change settings.
- ❖ Close all apps when done
- ❖ When traveling to and from school, keep the iPad in your backpack, do not take iPads out on the bus or in public, keep the iPad safe and secure when at home, practice safety at all times.
- ❖ Keep passcodes and usernames secret, do not share with others except parents
- ❖ Leave the device in the classrooms or keep them in backpacks during break times
- ❖ iPad is an educational device, so should be treated with respect, do not allow anyone to borrow the device.
- ❖ Practice good digital citizenship by using iPads only for educational purposes.
- ❖ Apps (software) should be downloaded to any iPad only under the supervision of an IT member or a teacher.
- ❖ Download, create, send, post, or share any inappropriate content is strictly prohibited
- ❖ No disparaging words against any ethnic group, religion, race, gender or person, no content which would offend a group or person, no offensive pictures, no embarrassing content that you'd be embarrassed for a parent or teacher to see.
- ❖ Playing entertaining games or using other apps rather than shared ones by school in the school premises will be only under the teacher's supervision
- ❖ Do not delete any app or other content unless instructed by teachers (otherwise you will face disciplinary consequences set by school administration). In case the device management profile is deleted by any means, the re-enrollment fee is 500 LE on school days and weekends, 1000 LE on vacation times.
- ❖ Re-enrollment after cases such as deleting an app or content might cause delays and during this period students will not be graded or assigned for any assignment or task on iPads
- ❖ Secondary devices are not allowed to bring and use at school premises. Those devices will be confiscated for a period of time by any school staff if visible in the school premises.
- ❖ iPad policy violations will result in disciplinary consequences stated in the Discipline System of the school.

#### 4.10 School-provided Gmail accounts

SIS is providing electronic resources for students in grades 3-12, including Gmail accounts to be used to access iPad Apps, create personal academic folders or any other educational purpose which is an integral part of the curriculum. The school expects behavior and language in the use of these Gmail accounts will be consistent with classroom standards.

##### *4.10.1 Proper Use of school-provided Gmail and Google Drive*

Students will use their Email accounts to communicate with their classmates, teachers, or other school community members about school related topics. While students can Email teachers throughout the school premises, they should not expect teachers to Email assignments to them or to provide private tutoring through Email. Students should not ask for or respond to Emails requesting personal information not related to a school project. Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.

The school has reserved the right to conduct monitoring of these accounts and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the school are designed solely to provide system security from unauthorized users. The school has the right to reset the password and inform the users in cases.



### 4.10.2 Student Responsibilities

Students are entirely responsible for the confidentiality of their Email accounts, passwords, personal information, and for any activities that occur in the use of their accounts. Students should have no expectation of privacy when using school provided Email accounts. The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her school-provided Email account. The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate Emails from peers or external users. Most importantly, the school urges any student who receives any harassing, threatening, intimidating, or other improper message through the emailing system to report it immediately. It is the school's policy that any student who violates the Gmail account policy will have to face the consequences stated in the discipline policy of the student handbook. Gmail accounts will be distributed for each student by assistant principals. Keep your initial password confidential, after the first access, it can be updated by the users.

### 4.11 Lockers and Locks

- ❖ Students will be assigned a locker outside the classroom.
- ❖ Lockers may not be decorated, either inside or out, and may not be written on with markers.
- ❖ Lockers must be kept clean and neat at all time.
- ❖ Lockers may be inspected periodically without prior notice.
- ❖ Students are not permitted to go to their lockers during class time without permission.
- ❖ At the end of the year, lockers must be completely clean and ready to use again.

### 4.12 Supplies

Students will be required to provide their own notebooks, paper, pens, pencils and other supplies. Individual grade level and subject teachers will provide students with a list of required materials needed for their specific classes. The lack of material will result in deduction of discipline points.

### 4.13 Money and Trading

- ❖ Students are not allowed to sell any goods or services in school premises including bake sales.
- ❖ Donations and raising activity money for students are not allowed.
- ❖ On occasion, it will be necessary that your child bring money to school.
- ❖ Students should not bring large amounts of money to school. It is highly recommended for students to use canteen cards provided by school.
- ❖ Although the school will do its best to ensure the safety of your child's possessions, the school cannot be responsible for lost money.

### 4.14 Birthday Celebrations/ Parties

Students cannot celebrate birthdays in or outside the classrooms without school's permission. After getting school permission, donuts, cupcakes and cookies are welcomed but party items such as candles and birthday cakes are not allowed.

### 4.15 School Events

To avoid disrupting the learning process, students are not allowed to attend siblings' school events during regular school days.

### 4.16 Private Tutoring

SIS teachers are not permitted to give private tutoring to SIS students unless school administration arranges. School will provide free remedial classes for students who need academic support on Mondays.



#### 4.17 Library

The school's library is open during regular school days. Students are encouraged to use it as much as possible.

Circulation Policy:

Books are checked out for 2 weeks (10 school days).

Magazines are checked out for 1 week (5 school days).

All materials can be renewed more than one time.

You must have the item present to renew it.

A student is responsible for all materials checked out under his/her name! Do not check out books for other students.

If you have an item overdue, you MAY NOT check out any other item until it is returned or renewed.

Fines and Fees:

- Damaged books are charged to the student at replacement cost.
- If a book is lost, the student must pay the replacement cost.
- All damage and replacement fees must be paid before students receive the report card at the end of the year. Graduating seniors must clear fines and fees in order to participate in the graduation ceremony.

#### Overdue Notices:

- All checked out material should be returned on time or renewed in order to avoid fines.

#### Library rules:

- All school rules apply in the library.
- **Be respectful** to classmates, teachers, the library facility, and all materials and equipment.
- Food and drinks are not allowed in the library.
- Students must be actively working on class work, homework, research, or reading while in the library.
- The privilege of using the library will be restricted if a student violates the code of conduct.
- The privilege of using the library computers will be restricted if a student violates the school policies.
- Maintain a low conversational tone of voice while in the library.
- Clean up after yourself and push in your chairs
- In order to ensure that everyone can find the books they need, please place any books you remove onto the table at the front of the library so they can be re shelved properly.

#### 4.18 Visitors

- Prior admin approval is needed for any visit.
- Visitors must get a visitor card from the front office in exchange for an ID.
- No students from other schools are allowed in classes.

## 5. STUDENT/PARENT CONTRACT

Each member of the home/school partnership plays a significant role. This contract is an agreement that defines the responsibility and tasks that administrators, teachers, parents, and students have agreed upon to help ensure that children learn.

### **As an educator, it is my responsibility to:**

- ❖ Hold high expectations for all students.
- ❖ Communicate to parents early in the school year what their children are expected to know and do over the year.
- ❖ Welcome parents as partners in the educational process.
- ❖ Respect and value the uniqueness of each child and his or her family.
- ❖ Create and maintain a safe, supportive, and effective learning environment.
- ❖ Plan instructional activities that will actively engage students in learning.
- ❖ Gain knowledge of the abilities and learning levels of each student in my classroom.
- ❖ Communicate student progress to students and parents on a regular basis.

### **As a parent or guardian, it is my responsibility to:**

- ❖ Show respect and support for my child, the staff, and the school.
- ❖ Hold high academic and behavioral expectations for my child.
- ❖ Look over homework assignments and/or channel book to check that my child has completed each assignment.
- ❖ Communicate with the school staff regarding my child's progress or share information that may affect my child at school.
- ❖ Attend parent-teacher conferences.
- ❖ Spend time reading with my child every day.

### **As a student, it is my responsibility to:**

- ❖ Attend school every day.
- ❖ Respect myself, my classmates, my teachers, and school staff.
- ❖ Comply with all class and school rules.
- ❖ Treat school and personal property with care and respect.
- ❖ Work hard to do the best I can in school, at home, and in the community.
- ❖ Complete my assignments and homework on time.
- ❖ Ask the teacher any questions about schoolwork or homework if I do not understand.
- ❖ Talk to my parents or teacher(s) if something is bothering me.