



# SALAHALDIN INTERNATIONAL SCHOOL

Since 2009

## STUDENT PARENT HANDBOOK Kindergarten

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# 1 INTRODUCTION

Parents are encouraged to be actively involved in the education of their children.

We are keen to foster among all of the constituents of the school a sense of community based on cooperation, mutual respect, and open and effective communication.

Should you have any questions or concerns, please feel free to contact us and we will be very happy to help you.

## 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)

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

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

**Twitter:** @SIS\_Salahaldin

**Instagram:** salahaldinschoolcairo

<b>School Landline</b>	022 613 34 73
<b>Kindergarten Office</b>	0106 6685061
<b>Front Desk</b>	01033337290
<b>Bus Coordinator</b>	0109 0027184
<b>Finance Office</b>	0106 8177726
<b>Student Affairs</b>	0101 8255596
<b>School Secretary</b>	01033337291
<b>Admission</b>	01015427555

## 1.3 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.

## 1.4 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.

## 1.5 School Values

SIS is committed to building ethical consciousness, and enforcing the values that teach the difference between right and wrong and guide thoughts and actions towards competency in social and moral situations. SIS believes that the character of the child is important and will strive to build in our students and in our school community these core values: trustworthiness, respect, responsibility, fairness, caring and citizenship.

## 2 A MESSAGE FROM THE PRINCIPAL

Dear Students and Parents,

On behalf of the Kindergarten Department, 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 ask that you not only study and achieve academically, but that you also demonstrate excellent 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  
**Mr. Ersin Gokcek**

### 3 A MESSAGE FROM THE KINDERGARTEN ASSISTANT PRINCIPAL

Dear Parents,

On behalf of the Kindergarten department, I am happy to welcome you to the new academic year!

The doors of that wonderful kingdom are now open for your child. The years of early childhood are the most influential times in a child's life. It will be a time to build your child's educational foundation, and expose him/her to enormous, remarkable and spectacular emotional, intellectual, social, and physical experiences that will last with him/her for a life time.

We believe that parents are the main influence in their children's lives, and a successful and fruitful educational experience is a result of cooperation, understanding and team effort between the school and parents. Our goal is to build a relationship with the child and the family, so your child can develop a sense of trust in us and the school environment.

We will support the children to express their feelings as they build meaningful relationships with us. We believe that when a child's social and emotional needs are met, he/she can participate fully in the wide range of learning opportunities at school, and thus children will gain more confidence, self-esteem, and build positive attitudes.

We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. I want you to know and feel that I am always open to your questions or concerns, and throughout the school year, we may together grow as parents, teachers, and children in a true community. We are blessed that you have chosen our school for your child's first steps of the journey of education. It's my great pleasure to start with you this journey we are now beginning.

Kindergarten Assistant Principal  
**Ms. Rima Tawakul**

Kindle excitement about Kindergarten. Visit your school and meet your child's teacher.

Invite new school friends home to play and help your child build strong friendships.

Never forget safety. Teach your child safety rules-whether walking or riding.

Discuss what your child will be learning in school – shapes, numbers, letters, words, etc.

Explore your neighborhood together. Talk about the world you live in.

Review the good behavior expected of your child, such as following expectations and taking turns.

Get involved at your child's school. Visit often, come to breakfast or lunch and volunteer in the classroom activities.

Answer your child's questions about school. Reassure your child that school is fun and each day is a new adventure.

Read to your child daily. Visit the library together.

Turn every day into a learning experience. Let your child help you with everyday tasks.

Encourage your child to eat well and get enough sleep. Be healthy, rested and ready for school each day!

Notice the new things your child is learning to do. Reinforce your child's progress with praise.

## 4 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 interest 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.

## 5 ADMISSION AND ENROLLMENT PROCEDURES

- Filling out an online application form through the school website.
- Children are admitted in KG1 if their age is 3 years and 6 months by October 1st and in KG2 if their age is 4 years and 6 months by October 1st.
- If there is no place in the respective level, parents will be informed that the student is placed on the waiting list until further notice.
- Priority will be given to the siblings and then to the relatives of students who are already enrolled in the school.
- If a place is available, parents will be called and a time will be set for an assessment of the student and interview with the parent.
- Assessment then takes place after paying the assessment fees.
- Parents will be notified if the student has been accepted in the school, 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 of the contract is made within one week of notification of acceptance.
- Parents are to submit enrollment documents upon notification of student acceptance.

## 6 WITHDRAWAL

- To request withdrawal from school, the parent must notify the school in writing at least two weeks 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.

## 7 STUDENT INFORMATION

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

### 7.1 School Hours

- The kindergarten day starts at 7:30 a.m. and ends at 2:30 p.m. Sunday to Wednesday.
- On Thursdays school starts at 7:30 and ends at 1:30

### 7.2 Arrival

- The parents are kindly asked to leave their child at the gate of the Kindergarten play area in the morning. Accompanying children to play area or classrooms is not allowed.
- There will be no supervision available for children before 7:30a.m.
- Students who arrive at school before 7:30 a.m. are the responsibility of the parents until the school day starts.

### 7.3 Dismissal

- Parents transporting students by car are to wait at the designated gate at 2:30 p.m. Sunday to Wednesday to pick up their children.
- On Thursday, parents should be at the gate at 1:30 p.m.
- To ensure your child's safety, and a smooth, organized dismissal, please be on time.
- Parents must be prepared to show student pickup ID or send it with the person who will pick up their child.
- Parents may not enter the building at dismissal time. Picking up children from classrooms is not allowed.
- Please note that the 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.

### 7.4 Early Dismissal

- Early dismissal interrupts the academic process and it will not be granted unless there is a written note or an emergency.
- Should it be necessary to pick up your child prior to the end of the school day, please send a written note to school giving the time, reason, and person who will be picking up the child.
- Upon arrival at the school, please report to security to have your child called out.
- Without written permission from the legal guardian, no student will be released to anyone other than the legal guardian(s).

## 7.5 Breakfast And Lunch

- Provide your child with fresh water bottle/flask every school day.
- The school provides snack and lunch for KG students.
- If parents would like to send additional meals, food and drink sent with children should be nutritious like sandwiches, plain biscuits, fruit, fresh vegetables, yoghurt, juice, milk, etc. Please do not send any chewing gum, lollypops, candy, junk food, fizzy drinks or any other unhealthy items with your child.
- Canteen service is not provided for kindergarten students.

## 7.6 Important Reminders

- The child's name tag should be worn the first two weeks of school.
- Your child's belongings (jackets, bags, etc....) should be labeled with full name and class. The school will not be responsible for any lost unlabeled items.
- The first week of school is a nonacademic week. Children will do fun activities and get acquainted with the school environment, their teachers, and classmates.
- Students who are not enrolled at SIS are not permitted on campus at any time unless they have been registered as official guests.

## 8 LOST AND FOUND

- Please contact the school office or write a note in the Home/School Communication Book if your child has lost an item.
- Our teachers and staff will do their best to help the child find it.
- Any lost and found items will be kept in a designated place until claimed or sent to charity.
- Unclaimed property will be donated to charity at the end of each trimester.

## 9 DRESS CODE

- Unless special events or celebrations are announced, students are expected to wear the school uniform.
- Footwear: Students should wear socks and comfortable sport shoes every day. Roller shoes, sandals and slippers are not allowed.
- On Physical Education (P.E.) days and field trips, children are expected to wear the P.E. outfits.
- Children must be well groomed.
- Nails should be cut short, clean and not polished.
- Jewelry and accessories are not permitted except for stud earrings for girls.
- In case the child comes to school out of uniform the following actions will be taken:
  - Parents will be notified that their child is not in proper uniform.
  - If the child did not follow the dress code for the second time,
  - The parent will be contacted and asked to send the proper
  - Uniform to school immediately.

## 10 CHILDREN'S LEARNING

- For some children, it is the first experience to separate from their parents. Our warm staff helps the children adjust smoothly and happily and they grow to love coming to school and enjoy learning.
- The SIS Kindergarten program develops children's imagination and creativity.
- Learning centers give children the opportunity to select a variety of activities that enhance the improvement and growth of their skills and abilities. This results in a relaxed environment, better learning, more personal communication with each child, freedom to move around, the chance to work at own's peed, interacting with peers and the opportunity to assume responsibility for completing tasks and assignments. Some learning centers may be available throughout the year and others are introduced for special projects, interests or at seasonal times.
- Purposeful play is an important way that children learn.
- The teacher organizes the work spaces, activities and materials in response to the children's diverse needs and interests while taking into account the expectations of the Kindergarten Program.
- The Kindergarten program provides children with the foundational skills they need to succeed as lifelong learners.

## 11 HELPFUL HINTS FOR PARENTS

These are just a few of the ways in which parents may support their child's Kindergarten experience:

- Reading stories at bedtime. The more children are exposed to a language, the easier it will be for them to acquire new vocabulary and incorporate new skills in reading and writing in the classroom.
- Helping children to write their name.
- Celebrating and encouraging children's early attempts to communicate through reading and writing.
- Displaying the children's schoolwork at home.
- Listening to children and encouraging them to talk about everyday school activities.
- Enhancing children's social and academic skills by taking them on outings that are both educational and fun, and helping them point out the things that they see around.
- Encouraging children to be inquisitive and ask questions and taking this opportunity to ask them simple questions and helping them think about creative answers.
- Encouraging self-expression and reflection by giving children opportunities to draw what they see and how they feel.
- Encouraging children to make decisions by offering choices.
- Encouraging children to take responsibility for some tasks to foster independence.
- Ensuring plenty of rest, with early bedtimes. A good night's sleep will help children grow and be ready to pay attention during the school day. Good sleep is crucial for physical and mental well-being.
- Ensuring that children eat a variety of nutritious foods from all the food groups.

## 12 BOOKS

- All books will be kept in the classroom.

- Only homework will be sent in your child's bag.

## 13 SCHOOL WORK

- Always keep the Home/School Communication Book in your child's folder.
- If the teacher sends finished books or worksheets in the folder, it is for you to keep. Please return the empty folder the following day.

## 14 HOMEWORK

- Homework lays the foundation for good work habits and responsibility in later years.
- Homework helps establish the home-school connection and is an extension of what we do in class.
- Homework gives children an opportunity to practice and reinforce the concepts and skills they learn.
- Check online system “Jupiter” daily for homework assignments.
- We appreciate your effort in encouraging your child to complete all homework assignments and return them inside of the folder provided so the books would remain in good condition.
- Homework will keep your child enthusiastic about learning and proud of his/her work!

## 15 SHOW AND TELL PROGRAM

- Show and tell is a technique for teaching young children public speaking, presentation, language and social skills.
- Children will have a turn to bring an item from home and will try to describe it, explaining to the class why they chose that particular item, where they got it, and other relevant information.
- The teacher will inform parents about the day that the child is allowed to bring an item from home to present in class. It can be a toy, a family picture album, a drawing, a book, a clothing item, a pet (in its house or cage), stationery, or any other item that you deem safe and appropriate.
- Please avoid dangerous, potentially harmful and sharp items, toy guns, scary masks, etc.

## 16 ATTENDANCE

- Regular attendance at school is compulsory and is crucial for maintaining a satisfactory academic level.
- Irregular attendance and unnecessary absence hinder the child’s ability to learn and make it more difficult for students and instructors alike due to the missed instructional time, discussions, and activities.
- Parents are responsible for regular and punctual attendance of their children. Family vacations should not conflict with the school’s instructional calendar.

### 16.1 Absence

- An excused absence can be granted in case of illness or a family emergency; a medical certificate or letter from the parent should be submitted upon the student’s return.

- In case of a pre-requested absence for any other reason, a written letter should be submitted or an email should be sent to the Kindergarten Assistant Principal in advance stating the length and the reason of absence. Letters will be considered for approval.
- Requested absences that are not approved will be recorded as unexcused absences. The student is then required to make up all the missed school work during his/her absence. Parents will be responsible for ensuring that their child has completed the missed school work.
- If the child exceeds the maximum allowed absence days (30 days per academic year for Kindergarten students) and the period of absence is not approved, the child may be retained and/or his/her re-enrollment for next year may be in jeopardy.
- If your child is absent, the teacher will send home any class work/homework that was missed on the day he/she returns.

## 16.2 Tardiness

- Arriving late affects student learning and can be very disruptive to other students and the teacher. *Please be on time.*
- A student arriving school after 7:45 will be considered late and a notification of tardiness will be sent to parents.
- Frequent tardiness is not acceptable and accordingly parents will receive a frequent tardiness notification.
- Unless there is an emergency, a student arriving school after 8:30 will not be permitted to school.

## 17 ASSESSMENT AND GRADING POLICY

The learning experiences children have during their first years of school greatly influence their future development. School activities do not only focus on cognitive skills, but also on the social, personal, emotional, and physical aspects of child development.

Assessment is a natural, ongoing and important part of daily learning. By questioning and talking to children, listening to the language they use and observing their behavior, teachers gain information about children's levels of skill and understanding. Verbal praise and incentives will be offered by teachers to recognize achievements and to develop good character traits and good work habits.

Throughout the year, the teacher will observe student learning and will record it twice per trimester. Report cards are issued online. Evaluation key is:

<b>Evaluation Key</b>	<b>M</b>	Mastered
	<b>P</b>	Progressing
	<b>S</b>	Satisfactory
	<b>N</b>	Needs time, help and practice

- Early childhood learning is the foundation for future learning; students should meet grade level requirements and expectations to be promoted to the next grade. Lack of effort, unsatisfactory progress, frequent and/or long absence and delayed learning may result in a child's retention.
- The school will seek parents' involvement in case the child is having any learning difficulties.
- Retention is decided based on the judgment of the professional staff and once decided, it is for the student's best educational and emotional interest.

- Strong, open communication is a key element in the success of SIS students.
- Correspondence will be via online system “Jupiter”. Please check it daily for memos, homework assignments and attendance.
- Emailing questions or concerns to the teachers and/or to the Kindergarten Assistant Principal is always welcomed.
- You also have the option to use the Home/School Communication Book to write any questions, comments or concerns that you may have.
- Check the Home/School Communication Book regularly, we will send in it memos that require parent signature or homework assignments in case there was internet problems.
- Check the SIS website for the weekly bulletin posted every week to keep you updated about what your child is learning.
- Parent/Teacher conferences are scheduled three times a year. It is the responsibility of parents to meet with teachers during the conference days to discuss their child’s academic progress, work habits, social development and any other concerns.
- In addition, meetings can be scheduled at other times upon request of the parent, the teacher, or the administration.

**Parents can meet teachers or the Kindergarten Assistant Principal according to a prearranged appointment only.**

**Appointments can be scheduled between 9:00a.m. and 2:00 p.m. Sunday to Wednesday. On Thursday, appointments will not be scheduled after 1:00 p.m.**

## 18 PHYSICAL EDUCATION (P.E.) PARTICIPATION

- The Physical education program is an important part of the Kindergarten education experience; it is crucial for the development of gross motor skills and for maintaining a healthy body. During P.E. sessions children will learn many positive attitudes.
- If a serious health condition prevents a student from participating in physical education activities over an extended period of time, a note from a doctor is required.
- For a student to be excused from participating in P.E session for one day due to a temporary illness or physical condition, a written request from a parent is required.
- We highly recommend that a child should be kept at home if he/she is sick. This precaution will give the sick child time to recover and to ensure that other students remain healthy.

## 19 MEDICAL PROCEDURES

- Parents are asked to ensure that the medical information form is filled out at the beginning of each academic year and that this information is accurate and updated.
- A full time doctor is present on campus and will treat minor injuries as they occur. A note will be sent to parents describing the injury and the action taken.
- Please avoid sending any medication to school.
- If medication must be administered to your child during school hours please notify the school.
- Medication shall be administered only by the school doctor.
- Any medication that will be taken at school will need a written permission from parents or a doctor giving the medication’s name, description, dosage, time to be taken, and any other

necessary instructions. The child's name and class should be written clearly on the prescription or the medication.

- The school assumes no responsibility for any adverse reaction caused by any medication sent by parents.
- Regular hygiene and hair checkups will be conducted periodically. Parents will be notified of any health or hygiene issue detected.

## 19.1 Medical Emergency

A child who needs hospital attention will be transported to a hospital immediately and parents will be notified by phone of where to meet their child.

## 20 ITEMS FROM HOME

- The teacher is responsible for engaging the children actively and creatively during school time.
- The school offers a variety of age appropriate educational and fun toys for all children.
- To avoid loss or damage, please do not allow your child to bring toys or any unnecessary items to school if it is not his/her turn for show and tell. When items from home are lost at school, children often feel anxious and sad.
- Please send only those items that are requested by your child's teacher.
- Cell phones, music players, skateboards, balls, cosmetics/make up or any other unnecessary items are not allowed in school.
- Possession of these items will result in taking the item from the child and giving it back at the end of the school day.
- If it is repeated, it will be confiscated for a period of time.
- We discourage students from bringing valuable and/or expensive items to school.

**School staff and administration assume no responsibility for the loss or damage of prohibited and unwanted items.**

## 21 MONEY

On occasion it will be necessary for your child to bring money to school.

- Always send money in a **sealed envelope** with the following information clearly written: child's name, class, teacher's name, amount, and purpose).
- Staple the envelope in the Home/School Communication book and place it in your **child's daily folder**. This helps reduce the likelihood of any errors.
- Although we will do our best to ensure the safety of your child's possessions, the school cannot be responsible for lost money.

## 22 SCHOOL SUPPLIES

- Parents are kindly asked to provide their children with supplies in the beginning of the academic year. A supply list will be available for each grade level.
- Please do not send colored markers, pens, soft or fancy pencils.
- Teachers will notify the parents during the academic year if students need additional supplies or specific items for special activities, projects or educational purposes.

## 23 BUS CONDUCT

- Please make sure your child is ready on time in the morning.
- The bus will not return for late students and the bus round cannot be changed to accommodate late students.
- In the afternoon, the person responsible for receiving the child should be on time, if not, the child will be returned to school and the parent will be asked to come and pick him/her up. No supervision will be provided.
- Picking up and dropping off children is supposed to be at the door of the child's residence.
- Bus service is provided door to door, however the school reserves the right to apply restrictions if needed.
- For the safety and comfort of all students, they are expected to respect and follow the bus rules, and obey the bus supervisor.
- Inappropriate behavior, vandalism, infraction of bus rules is not acceptable and will be brought to attention of parents and school administration.
- Bus Rules:
  - Board and exit orderly.
  - Remain seated.
  - Speak quietly.
  - Keep the bus clean.
  - Keep all parts of the body inside the bus windows.
  - Do not throw anything out the window.
- Improper behavior on the bus might result in suspension of bus service for a period of time.
- If problems continue, the student will not be allowed to use the bus service the remainder of the year.
- Bus matrons and bus drivers are not allowed to receive money, gifts or any kind of charity from parents.
- Bus matrons are not allowed to deliver to or receive from parents verbal or written messages, money or school work.
- Any arrangements concerning a student should be made through a written note in the Home/School Communication book or through a phone call to the Kindergarten office.

### 23.1 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 to their proper destination.
- Changing bus arrangements will only be allowed if there is an available seat.
- If there is an emergency, please call before 12:30 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

## 24 FIELD TRIPS

Trips are enjoyable and beneficial to youngsters and often supplement the academic program.

- Students must bring written permission with the parents' signature on the field trip form.
- If pocket money may be needed on field trip days, parents will be notified on the field trip arrangement memo.
- Items prohibited in school are prohibited during field trips.
- Students who are not going to school trips are asked to stay at home. No supervision will be available at school for students not attending the trip.

## 25 SCHOOL EVENTS

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

## 26 BIRTHDAYS

- To avoid interrupting the learning process, birthdays can be celebrated during lunch time with teachers and classmates. Parents are allowed to send treats for children like cupcakes.
- If you plan to have a party for your child outside the school, and wish to invite classmates, feel free to send the invitations with the place and the time. The teacher will be happy to place them in the children's folders.

## 27 BEHAVIOR POLICY

- 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.
- Teachers and staff guide behavior in a gentle, positive and effective manner. We regularly praise and positively acknowledge good behavior and are keen to reward it and use it as examples for others to follow.
- When disruptions or conflicts occur, we use creative images, characters, stories and humor in order to resolve the matter.
- Good behavior and learning go hand in hand. Simple class 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 children are expected to follow classroom rules and procedures, and we will help them learn to do so in a positive and fair manner.
- For children's safety, teachers will help them practice the hallway policy 'walk, watch and whisper'.
- During lunch, children will be reminded to exhibit appropriate table manners while eating and to leave their area clean.
- In the playground, children are expected to play without pushing, fighting or jumping from the top of any playground equipment.
- Bullying, aggressive physical behavior, and inappropriate words are not tolerated.
- In the event of a behavioral issue, the following policy will be applied:
  1. The teacher gives the child a kind reminder.
  2. If the child continues to have difficulty, he/she is asked to go to a quiet area for a short period of time to think about his/her actions then discuss better choices with the teacher.

3. The teacher sends a note to the parents to discuss the matter with the child.
4. Continued difficulties warrant a phone call to the parents to discuss concerns.
5. Parents will receive an online behavior report.
6. In case the child is still unable to comply with school rules a parent conference takes place to make a plan and/or take further disciplinary actions according to the situation.
7. Parents sign a notification letter regarding continued behavioral issues. Counseling with parents and child starts.
8. Parents sign a probationary letter in case of serious misbehavior. Child's reenrollment becomes in jeopardy. Counseling continues.
9. If the behavior did not improve, parents are asked to withdraw the child.

## 28 SCHOOL PROPERTY

- Children should treat school property with care and respect.
- When an item is damaged due to negligence, unauthorized use or vandalism, the parent of the student at fault will be held financially responsible.

## 29 SMOKE FREE ENVIRONMENT

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

## 30 TEACHER APPRECIATION

- Children are encouraged to express appreciation to their teachers verbally, and by showing respectful behavior throughout the day. Teachers may not accept gifts from students or parents on any occasion. Handmade cards are always welcome.
- Teachers are not permitted to give private tutoring to SIS students.
- We appreciate your cooperation and support.
- Your child's safety, education and welfare are our concern and the reason for this policy.

## 31 Code Of Contact

**"The object of education is to prepare the young to educate themselves throughout their lives." Robert Maynard Hutchins**