

**NEFERTARI INTERNATIONAL SCHOOL
OCTOBER, EGYPT**



**PARENT-STUDENT HANDBOOK
2023-2024**

Striving for Excellence

Stay updated on school information with our website: www.niscl.net

2023- 2024 (Subject to change by Circulars or other means)

Edited in 3/4/2024

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NAIS ANTHEM

We are students from NAIS.
This is where we learn to grow.
We will promise to do our best.
By our effort you will know.
Though our courses come from the States,
The school culture is our own.
We will never forget our country.
Egypt is our only home.
We study environment to
Keep life safe for me and you
And we join the human race to make the world a better place.
We are students from NAIS.
This is where we learn to grow.
We will promise to do our best.
By our effort you will know

NBIS ANTHEM

We are pupils from **NBIS**.
This is where we learn to grow.
We will promise to do our best.
By our effort you will know.
Though our courses are in English, the school culture is our own.
We will never forget our country.
Egypt is our only home.
We study environment too.
Keep life safe for me and you
And we join the human race to make the world a better place.
We are pupils from **NBIS**.
This is where we learn to grow.
We will promise to do our best.
By our effort you will know!

NIS GUIDING STATEMENTS

MISSION STATEMENT

Nefertari International School provides its students with quality education, qualified teachers and challenging programs of international education while maintaining their cultural identity as **Egyptians**.

NIS is committed to empower its students with the skills, technology and knowledge to meet the requirements of college and career.

We strive to create a disciplined, safe, happy and caring atmosphere that encourages students to be responsible, confident, compassionate, and well-informed citizens who contribute to the local and international community.

WE STRIVE FOR EXCELLENCE

VISION STATEMENT

Striving for Excellence by setting high levels of expectations for students and staff performance.

NIS CORE VALUES

- Responsibility; understanding rights and duties.
- Respect
- Honesty
- Compassion
- Ambition

NIS PHILOSOPHY

• ACHIEVEMENT

We are ambitious. We set high standards for all students and staff. We help people transform their lives through education, experience, support and inspiration.

• INCLUSION

We are open, welcoming, supportive and fair to all school community members.

• EXCELLENCE

We aim for excellence in all our teaching, learning and assessment, and across our campus and facilities.

• FOCUS

We are professional and purposeful working towards our shared strategic goals and managing our resources well.

• INTEGRITY

We work to uphold our values in our planning and decision-making, our teaching and learning, our actions and relationships.

We aim to be fair, open, honest and to treat all with respect.

QUALITY EDUCATION DEFINITION

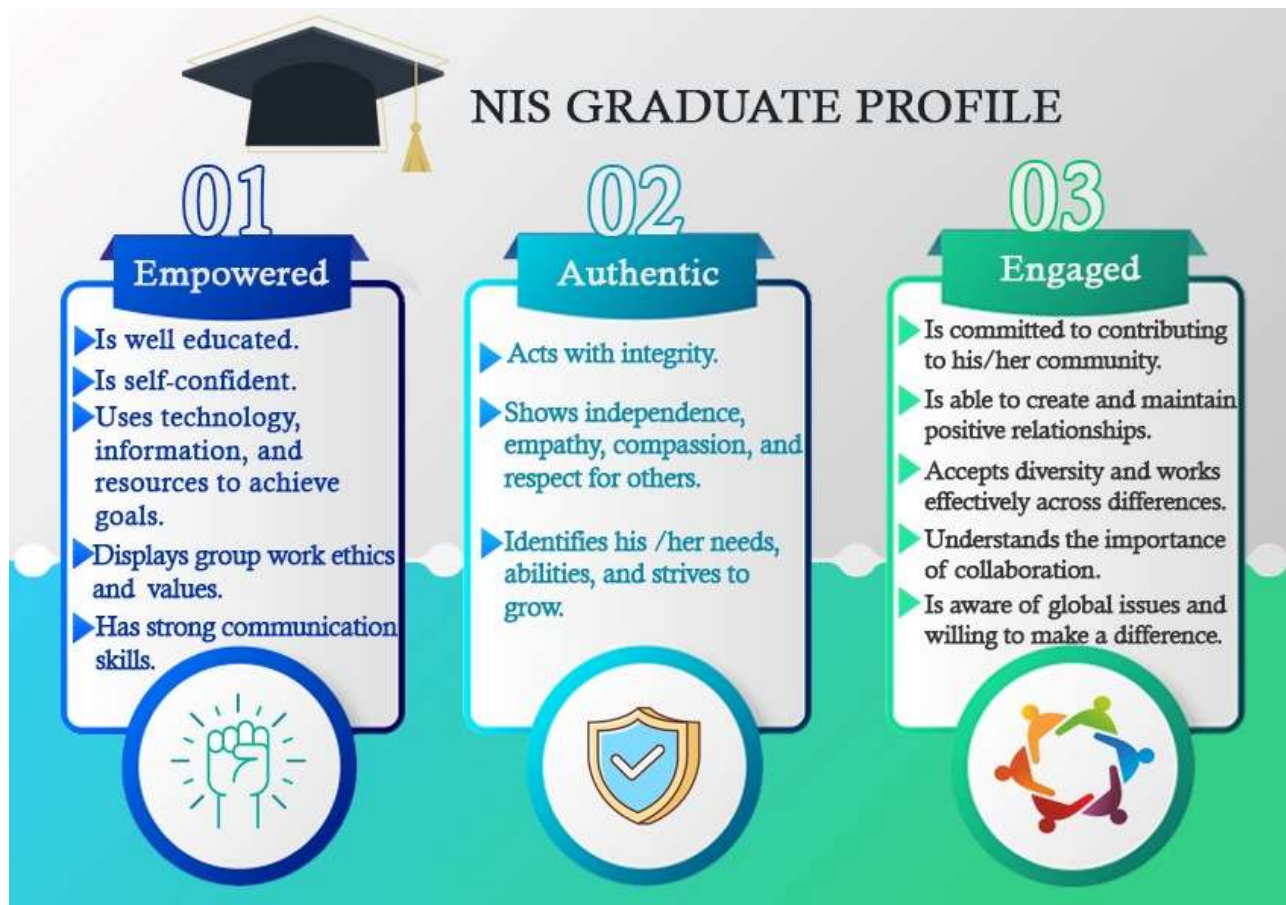
NIS is committed to providing challenging teaching and learning opportunities to motivate its students to develop, grow and learn to be responsible, well informed and engaged member of local and international communities.

NIS recognizes the role of its staff and faculty in providing high quality education and learning outcome. Thus, the school is committed to providing qualified teachers and empowering them with continuous professional development.

NIS distinguishes 4 dimensions to meet the required quality of education:

- 1- Provide a healthy, safe and stimulating teaching and learning environment which encourages active participation of all school members.
- 2- Provide a balanced and purposeful curriculum which meets the needs of students and the learning outcome aspired.
- 3- Employ positive and effective policies and practices to achieve the teaching and learning outcomes.
- 4- Apply and update teaching and learning approaches to align with the best practices in education that ultimately reflect on students' learning outcome.

NEFERTARI GRADUATE PROFILE



MESSAGE FROM NIS CHAIRPERSON



WELCOME TO NIS

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."
~ Aristotle ~

Dear Parents,

Thank you for entrusting the education of your child to **NIS**.

In a world of constant change, it is more important than ever to prepare our young people for the challenges and opportunities they will face as 21st century adults. **NIS** seeks to develop and inspire students who are articulate, knowledgeable, organized, compassionate, creative, responsible, and able to learn and adapt to new information, new technologies, new situations, and new people. As our world becomes "smaller," we seek to bring that world to our students with an informed appreciation of its diversity, depth, and almost limitless possibility. This is our mission, our passion, our labour of love, and our promise.

Owing to our reputation for holding high educational standards and our committed work with students, **NIS** graduates have the opportunity to attend a wide range of universities both in Egypt and abroad.

We are eagerly looking forward to working with you to make this a great year for your child's education and development.

Dear Students,

Welcome to **NIS, Cairo, Egypt!** If you are a *returning student*, we hope you had a wonderful summer and have come back refreshed and ready for another fun and productive year with the **NIS** family—we missed you!

If you are a *new student*, meanwhile, we extend an extra-special welcome to you. We are very happy to have you with us and hope you find your new school, **NIS** an interesting, challenging, and exciting place to be. You should know that our expectations for all students—new as well as returning—are high. Why? Because we believe in your potential as a student and as a human being! Potential, however, is only a beginning; to become the best that you can be requires hard work, self-discipline, organisation, and persistence. Working together, we can help you achieve your academic and personal goals. We cannot learn for you, but, if you are willing to work hard with us, there is no telling where your hopes and dreams may take you.

We look forward to enjoying a wonderful and fulfilling year with you!

Sincerely,
Nadia Hafez
Chairperson of NIS Board

ACADEMIC CALENDAR

ACADEMIC CALENDAR

- The academic year lasts for 10 months. It starts in September and continues until June.

AMERICAN DIVISION

- The school year is divided into **two** semesters; each semester is made up of two terms. Each term lasts for **6-7** weeks.
- Term 1 and 3 are finalized by Term Tests whereas Term 2 and 4 are finalized by Semester Exams.
- A performance report and a report card are issued after each term.
- A Parent-Teacher Meeting is scheduled twice a year. It usually takes place on a Saturday.

Semester 1					Semester 2				
Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Term 1	Term 1 Tests	Term 2	semester 1 exams Winter Break	Term 3		Term 3 Tests	Term 4	Spring Break Term 4	Final Exams

BRITISH DIVISION

- The school year is divided into **three** terms. Each term is divided into 2 halves.
- Each term lasts from 11 to 12 weeks (according to the school and national calendars).
- The 1st half of term 1 and 2 is followed by tests that take place during the school day.
- The 2nd half of term 1,2 and 3 is followed by exams. Students leave school directly after the exam(s)
- A performance report is issued after 1st half of term 1 and 2 tests.
- A progress report is issued after each term exams (Term 1,2 and 3).
- A Parent-Teacher Meeting is scheduled twice a year. It usually takes place on Saturday.

SCHOOL YEAR										
6 th WEEK		11 th /12 th WEEK	Term 1 Progress Report & 1 st P-T-M	18 th WEEK		23 rd /24 th WEEK	Term 2 Progress Report & 2 nd P-T-M	30 th WEEK	36 th WEEK	Term 3 Progress Report & End of Year Cumulative Report
1 ST HALF TERM 1 TESTS	Performance Report	TERM 1 EXAMS		1 ST HALF TERM 2 TESTS	Performance Report	TERM 2 EXAMS		TERM 3 AVERAGE QUIZZES GRADES	TERM 3 EXAMS	

SCHOOL HOURS AND DAILY SCHEDULE

- The school day commences at 7:10 a.m. and ends at 2:30 p.m.
- The school day is divided into a **7 class (av. of 50 min each)** schedule and a **50 min.** break.
- The break time differs for the American/PYP/MYP and the British Divisions.
- The KG Department has its own schedule and break.

SCHOOL CALENDAR

- The school calendar is published on the school website and Classera.
- The school calendar includes a mixture of national and international holidays.
- Parents and students are advised to visit the site and Classera frequently for any updates.

ACCREDITATION & AWARDS

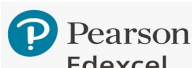
The **American** Division is accredited by the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CES) and is a member of the Council of International Schools (CIS).

The **British** Division is accredited by Cambridge Assessment International Education, Oxford International AQA Examinations, Pearson Edexcel and is a member of the Council of International Schools (CIS). We also take pride in being awarded the Cambridge Beacon Award 3 times.

The school is authorized as an **IB** World School for the **International Baccalaureate Diploma Programme**.

The school is a **PYP** authorized school.

The School is fully accredited by the **Egyptian Ministry of Education**.



CONTACT INFORMATION

CONTACT INFORMATION

Nefertari International School, October, Egypt (NIS)

- **Address:** Gamal Abdel Nasser Street – Plot#1 – Gardenia Buildings – El Shams Project – Behind Arab Mall – 6 October city.
- **E-mail:** nisoctober@niscl.com
- **Website:** www.niscl.com

Contact	Mobile
School Reception	010 210 10310
School Admission	010 210 10195
School Transportation	010 114 53662
School Principal Office Manager	010 988 47734
School Cashier	010 955 79023
School Doctor	012 285 19247
IG Headmistress	010 912 56679
Early Childhood Stage Coordinator (Pre-k-Y1)	010 664 78544
Upper Elementary Stage Coordinator (Y2-Y5)	010 943 66202
Middle and High-School Stage Coordinator (Y6/G12)	010 924 54409
Semi-international Stage Coordinator (KG1-KG 2)	010 980 42977
Semi-international Coordinator (Primary1- Primary3)	010 135 00667
Semi-international Coordinator (Primary4- Prep.1)	010 954 93328

SCHOOL LEADERSHIP

THE SCHOOL BOARD OF GOVERNANCE

NAME	TITLE
NAME	TITLE
Mrs. Nadia Hafez	Head of School
Mrs. Dina Omar	School Principal
Mrs. Hend Ibrahim	IG Headmistress & Academic Advisor for IG stage (Y10-12)
Mrs. Reem Riad	School Academic deputy for the British Division
Mr. Bassem Fawzy	Academic director for the American Division
Mr. Ayman El Ghandour	School deputy for the American division

SCHOOL HEAD OF DEPARTMENTS:

American & British Divisions	
Name	Department
Mr. Bassem Fawzy	English Department American division
Mrs. Reem Riad	English Department British division
Mr. Ayman El Ghandour	Mathematics Department (Pre-k-G12)
Mrs. Rana Seif	Science Department (Y1-Y6)
Mr. Ahmed Ammar	Science Department (Y7-G12)
Ms. Maysa Akl	Arabic Department (Pre-k-G12)
Mr. Abdel Rahman Shawky	English Social Studies Department (Y1-G12)
Mme. Halima Bayoumy	Foreign Languages Department (Y2-G12)
Mr. Reda Shehab	Head of German Department
Mr. Mina Mikhaeil	Arabic Social Studies Department (Y4-G/Y12)
Ms. Hoda Hesham	Art Department (Pre-k-G12)
Ms. Yumna Barghout	Computer Department (Y2-G12)
Mr. Ahmed Fayez	PE Department (Pre-k-G12)
Mr. Mohamed El Sayed	Music Department (Y1-G12)
Mr. Yasser Adam	Arabic Department (Semi-International)
Ms. Rahma Sayed	Science Department (Semi-International)
Mrs. Amira Marie	Head of foundation (Semi-International)

SCHOOL MANAGEMENT TEAM:

School Principal Office Manager	
NAME	TITLE
Ms. Radwa Fekry	School Principal Office Manager

Stage Coordinators	
NAME	TITLE
Ms. Rana Saad	Early years Stage Coordinator (Pre-k–Y1)
Ms. Hadil Harras	Upper Elementary Stage Coordinator (Y2-Y5)
Ms. Zeina Kamel	Middle & High School Coordinator (Y6-G12)
Ms. Amira Marei	Semi-international Coordinator (KG1-KG 2)
Ms. Sally El Sobky	Semi-international Coordinator (Primary1-Primary3)
Mrs. Maha Abd El Mohsen	Semi-international Coordinator (Primary4-Prep.1)

Data Storage and Management Office (DSMO)	
NAME	TITLE
Ms. Aya Youssef	Data Storage and Management Officer
Ms. Yumna Barghout	Data Storage and Management officer

Admissions and Students Affairs	
NAME	TITLE
Ms. Yasmine Hani	Head of Students Affairs
Ms. Basma Salah	Admissions Officer & Public Relations Officer
Ms. Mai Ahmed	Front Desk Officer

Finance Department	
NAME	TITLE
Mr. Ismail Hemdan	School Financial Manager
Ms. Nancy El Yamany	Senior Accountant
Ms. Noha Gamal	School Cashier
Mr. Ahmed Soliman	Accountant
Ms. Kholoud Mohamed	Accountant

Security and Transportation	
NAME	TITLE
Mr. Emad Fadl	Security & Transportation Manager

Doctor	
NAME	TITLE
Dr. Hoda	School Doctor

Psychologist	
NAME	TITLE
Ms. Enas Ykhout	School psychologist

IT	
NAME	TITLE
Mr. Emad Mohamed	IT Executive
Mr. Mahmoud Mohamed	IT Executive

ADMISSION

INTRODUCTION

Nefertari International School (NIS) is a community where all members have the same equal rights. All learners from varying backgrounds are welcome to join NIS according to our non-discriminative policy.

NIS DEPARTMENT OF ADMISSIONS

NIS Office of Admissions comprises

- British Division Manager of Admissions
- American/IB Divisions Manager of Admissions

Both report to the Head of School.

GENERAL

- Announcement for new admissions happens through the following channels:
 - A special circular is issued by the NIS Office of Admissions, generally by Mid-November, and published on the School Website and Classera. The circular includes the starting dates for new admissions, generally by 1st December.
- The admissions shall not be denied because of race, gender, nationality, beliefs or any other diversity. All qualified applicants are welcome at NIS.
- Admissions to NIS is open at any time during the scholastic year according to the availability of places.

CRITERIA FOR ADMISSIONS

The acceptance of applicants to NIS is based on the following factors:

- Capacity of NIS including, but not limited to the following:
 - the number of classrooms in the school;
 - the number of student population in each classroom.
- The age of the applicant.
- The date the application is received at NIS.
- Applicant residency as transportation service is available for assigned areas only.
- Applicants should pass the admission test for the grade/year level.

NIS does not offer Special Education Needs (SEN) or English Language Support (ELS) services for children across all Y/G Levels. The school is aware not to admit students for whom it cannot provide appropriate support.

PRIORITY FOR ADMISSION

- Children of Nefertari School alumni (the NIS alumni have to have spent 5 years or more in NIS as a student to be granted this privilege);
- Siblings of current learners at all Nefertari School Divisions;
- Children of NIS staff members;
- Applicants who meet the admission criteria;

ADMISSIONS PROCESS

APPLYING FOR PRESCHOOL

- Application fee is paid (non-refundable).
- Application Form for Student Enrollment, Health Form and Parent Checklist for Kindergarten Readiness are completed and signed by the Parent/Legal Guardian of the child.
The Parent Checklist for Kindergarten Readiness requests information about the child allergies, serious illness, medical diagnosis, behavioral attitudes, motor skills, sleeping habits, etc.
- An interview is scheduled for the child with the Preschool Headmistress / Preschool teacher.
 - The interview enables the child and the interviewer to interact in the actual school environment and helps the interviewer to identify any issues that may affect the child ability to comfortably adapt to the NIS system. It also serves as an informal orientation for the child who is applying to NIS.
- A Teacher Observation Preschool Skills Checklist is completed and signed by the interviewer (Preschool Headmistress/Preschool teacher).

- NIS understands that some children may not meet the standards of the assessment as they may feel nervous. Accordingly, the child may (at the school's discretion) be invited to repeat the assessment once again.
- Acceptance is informed to the Parent/Legal Guardian via a phone call by the Office of Admissions.
- A meeting is scheduled for the Parents/Legal Guardian of the accepted child with the School Chairperson/Head of School and the school Principal to explain the School Guiding Statements, and terms of School-Parent Code of Conduct.
- When the applicant is eligible, the following documents are presented:
 - Original computerized Birth Certificate of the applicant
 - Copy of both parents' ID
 - 6 recent photos of the applicant
- The Parent/Legal Guardian gets the Fees Payment Permission from the Office of Admissions, that ascertains that the applicant has become eligible to join NIS, and pays the required fees at the School Accounting Department.
- The Office of Admissions is responsible for adding new applicants to the school database in the appropriate Y/G Level.
- Filing System takes place once the applicant submits all the required documents.

APPLYING FOR YEAR/GRADE 1 TO 12

- Application fee is paid (non-refundable).
- Application Form for Student Enrollment and Health Form are completed and signed by the Parent/ Legal Guardian of the child.
- A date for the written and oral assessments is scheduled.
- A Copy of the applicant's End of Year Report Card for the year/grade level precedent to the year/grade level applying to is submitted. In case the applicant is applying before the end of the academic year the most recent Term/Semester Report Card is required.
- **PLACEMENT ASSESSMENT**
 - New applicants must sit for placement assessment in English, Math and 2nd Language (French or German). The exams are set to meet the learning standards of the year/grade level immediately precedent to the one being applied to.
 - Since all learning and teaching of English, Math, Science, Social Studies and Humanities at NIS take place through the medium of English Language, an interview is carried out with the applicant to assess the language proficiency.
 - In case the applicant does not meet the expected learning standards of the grade/year level, another date is scheduled for reassessment upon the Parent's/Legal Guardian's request. Applicants are given the chance up to 2 trials.
- Acceptance is informed to the Parent/Legal Guardian via a phone call by the Office of Admissions.
- A meeting is scheduled for both Parents/Legal Guardian and the accepted applicant (only for Year/ Grade Level 1 to 12) with the School Principal and Headmistress to explain the School Guiding Statements and terms of School-Parent Code of Conduct.
- When the applicant is eligible, the following documents are presented
 - Original computerized Birth Certificate of the applicant
 - Copy of both parents' ID
 - 6 recent photos of the applicant
 - Enrollment Letter for the past scholastic years issued by the previous school(s) the applicant has joined
 - Transfer Request with the stamp of the following Educational Directorates:
 - the one the applicant is transferring from
 - the one the applicant is transferring to
- The Parent/Legal Guardian receives the Fees Payment Permission from the Office of Admissions, that ascertains that the applicant has become eligible to join NIS, and pays the required fees at the School Accounting Department.
- The Office of Admissions is responsible for adding new applicants to the school database in the appropriate Y/G Level.
- Filing System takes place once the applicant submits all the required documents.

INTERNAL TRANSFER (FROM ONE DIVISION OF NEFERTARI TO ANOTHER)

- No application fee is paid.
- Application Form for Student Enrollment and Health Form are completed and signed by the Parent/Legal Guardian of the applicant.
- A copy of the most recent Academic Report Card is requested.

- A confidential Behavioral and Academic Insight Form, signed by the Headmistress of the Division the applicant is currently enrolled in, is requested.
- Acceptance is informed to the Parent/Legal Guardian via a phone call by the Office of Admissions.
- An orientation session, for both parents and the accepted student, is carried out with the Year/Grade Level Headmistress to explain the requirements and practices of the stage.
- The Office of Admissions of the new Division requests the transfer of the student's file.
- The Office of Admissions is responsible for adding new applicants to the school database in the appropriate Y/G Level.
- Filing System takes place once the applicant's documents are transferred.

DECLINE TO ADMISSIONS OR RE-ENROLMENT

Nefertari International School reserves the right to decline admissions or re-enrolment to any applicant if there are reasons to believe that admissions or re-enrolment will not be in the best interest of the applicant or the school.

Examples of this include, but are not limited to:

- Expulsion from their previous school for a violent or aggressive behavior, or any other behavior seen as a serious offence in our handbook.
- Failure of obtaining any official documents required for admissions.

TUITION

GENERAL RULES

- Parents are committed to paying the school fees, determined by the school administration, on the agreed dates.
- To ensure enrollment at NIS, the admission fees are to be paid upon acceptance. Please note that the admission fees are nonrefundable.
- School fees are paid in Egyptian Pound only.
- School fees exclude books and bus fees.
- Fees are paid on two installments.

INSTALLMENT	DUE DATE	DEADLINE
1st part of 1st installment	1st May	15th May
2nd part of 1st installment	1st August	15th August
2nd installment	1st December	15th December

- The 1st part of the 1st installment is considered a reservation fee for the following scholastic year. Any delay in payment past the deadline will result in not enrolling the student for the following scholastic year.
- Any delay of payment past a due date will result in a fine amounting to 1% of the unpaid amount per week.
- The bus fees are paid on two installments. Old students and new applicants pay **20% of the bus fees** as down payment in **May** and the rest of the bus fees are to be fully paid in **August**.
- In case the parent wants to refund the bus fees before the 1st of September, the refund is carried out after reducing a 10% administrative fees. The bus fees are **nonrefundable** after the 1st of September.
- If the bus fees are not paid along with the 1st installment, the transportation office will not hold a vacancy for the student. The school holds no responsibility or obligation if a student couldn't find a room on the school bus.
- Tuition fees are a total annual expenses payable regardless of how long the students are absent from school, or conditions that may require school closure or school delay.
- The school offers siblings a 10% tuition fees reduction starting from the second child.
- Nefertari graduates are granted a 5% tuition fees reduction and 50% reduction on admission and application form fees.
- Inflation and price increase is 7% each academic year separately as stated in the ministerial decree no 235 issued on 19/6/2011 **except if drastic increases in foreign currency and energy prices take place**. Accordingly, the school annual fees would increase relatively to the increase in the inflation rate.
- Increase in tuition differs according to stages and year levels, and this applies when the student successfully moves from kindergarten to primary, primary to middle and middle to the secondary stage.
- In case the parent pays the whole tuition fees by May 15th (American/IB/French/German/National Divisions from Baby Class-G12) the parent is granted a 5% fees reduction. In case he pays the whole tuition fees by August 15th, the parent is granted a 5% fees reduction on December Installment only.
- In case the parent pays the whole tuition fees by May 15th (British Division from Baby Class-Y10) the parent is granted a 5% fees reduction. In case he pays the whole tuition fees by August 15th, the parent is granted a 5% fees reduction on December Installment only.

TUITION REFUND POLICY ACCORDING TO MINISTERIAL DECREES

According to the decree number 449 (article 30, 36) issued by the Ministry of Education on 23/11/2013, and the decree issued on 23/12/2009 and authorized by the Minister of Education on 14/2/2010, in case a parent requests the refund of the fees due to transfer or in case of not paying the fees, the following procedures are followed:

- 1- **In case of transfer before the start of the academic year** (1st September), the refund is carried out with a deduction of 10% (administrative fees) from the amount paid as 1st installment.
- 2- **In case of transfer after the start of the academic year**, the 1st installment is not refunded. In case the fees are totally paid, the 2nd installment only is to be refunded excluding the book fees.
- 3- **In case of transfer after the 2nd term starts**, the parent does not have the right to claim the refund of any part of the fees.

RIGHTS & RESPONSIBILITIES

STUDENT – RIGHTS

- The student has the right to put ideas and recommendations forward-within their powers- to the teachers and the school administration.
- The student has the right to put ideas and recommendations forward-within their powers-to the Student Council.
- The student has the right to participate in learning opportunities and accept increasing responsibility for his / her learning.
- The student has the right to work and play safely.
- The student has the right to a clean, tidy, safe and comfortable school.
- The student has the right to explain his/her behavior in a civil manner and to be listened to.
- The student has the right to access school facilities.
- The student has the right to be treated with dignity and respect.
- The student has the right to be academically challenged.
- The student has the right to receive fair treatment without discrimination in every aspect of educational experience.

STUDENT - RESPONSIBILITIES

- The student should participate with mere will to the educational process.
- The student should characterize the conduct, behavior and attitude with respect to school mates, teachers and other school faculty and staff.
- The student should commit to orders so we can all have a peaceful, dispute free school.
- The student should deal with school property with care and caution and keep school clean.
- The student should avoid all detrimental to the school's reputation.
- The student should abstain from smoking in the school premise (this is applied on teachers, workers, parents and visitors).
- The student should not bring or use any hazardous tools that might harm other students, or the student himself: pocketknife, Swiss knife, slingshots, weapons or any other sharp devices. Ownership of or knowledge about such articles is considered a policy infraction.
- The student should not bring or wear valuables: jewelry, mobile phones, etc... The school is not responsible in case the student loses such belongings.
- The student should not invite any stranger to school except after the administration's approval.
- The student should prohibit and should not encourage the usage of foul language.
- The student should prohibit and should not encourage any physical contact.
- The student should not bring to school any paper or e-magazines that are inconsistent with public morals and ethics.
- The student should refrain from publishing and distributing magazines, notices, posters, leaflets or web pages without the express permission of the school administration.
- The student should refrain entirely from the use of the Tablet P.C. in photography and videotaping without a written permission from a teacher.

ZERO TOLERANCE BEHAVIOR

The following behaviors will be considered seriously by the school and can lead to immediate expulsion from school:

- Possession or use of cigarettes or electronic cigarette.
- Possession or use of any object as a weapon.
- Physical aggression, fighting, bullying, cyber bullying and violence.

PARENT – RIGHTS

- The parent has the right to be treated with dignity and respect.
- The parent has the right to be informed and receive timely reports and explanation of his/her child's academic progress and behavior.
- The parent has the right to expect school to be a safe place.
- The parent has the right to expect his/her child to be academically challenged and to learn.
- The parent has the right to request conferences with school personnel.
- The parent has the right to be informed and consulted when decisions are made that affect his/her child.

PARENT – RESPONSIBILITIES

- The parent should act in a courteous and responsible manner at all school related activities.
- The parent should read carefully the Parent-Student Handbook, school policies and procedures and academic requirements.

- The parent should teach his/her child to respect others regardless of their differences.
- The parent should assist his/her child in developing proper study habits at home.
- The parent should inform the school with any condition or problem that may arise and affect his/her child's wellbeing or education.
- The parent should be partners with the school staff for improving his/her child's learning and behavior.
- The parent should provide a regular and safe place for his/her child to do his/her homework and should monitor his/her child's homework effort.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA is an organization that consists of volunteer parents and teachers working together to create a stronger and more effective school for everyone. The goals of the PTA are to foster a strong relationship between parents and staff, to hear and discuss comments, suggestions and complaints, to find solutions and implement new ideas to make our school a better place.

PARENT-TEACHER MEETING (PTM)

There are two Parent-Teacher Meetings during the school year. This is your opportunity to visit the school and meet the teachers who are working with your child in order to get a first-hand report on your child's progress, behaviour, and status. Parents are highly encouraged to attend all meetings.

PARENTAL VISITATION

Should a parent wish to visit the school to speak to a member of the staff, the parent has to schedule a meeting **in advance**. Scheduling a meeting can be made through the following channels:

1. Calling the school in case of emergencies.
2. Sending a request via LMS (Classera) to the school Headmistress.
3. Sending an email to the School Headmistress, Principal or Head of School.
4. Sending an appointment request with the student to the School Headmistress stating the reason.
 - a. An appointment will be scheduled.
 - b. The Stage Coordinator will send the parent a note stating the suitable date and time. The note will be sent home with the student.

IMPORTANT: Simply "dropping in" unannounced is too disruptive. We cannot guarantee that any of the staff or administration can meet the parent or sort out his/her problem.

SCHOOL RESPONSIBILITIES

- The school shall commit to implement its mission, vision and core values.
- The school shall commit to fulfil its expectation for the student profile.
- The school shall ensure the safety and wellbeing of all students.
- The school shall reply in timely manner to parents' requests and inquiries.
- The school shall establish effective methods of communication with parents to ensure that they are regularly and clearly informed of all general information (i.e., policies, programs, circulars, announcements, school calendar, events and activities, and announcements) and of their child's academic and behavioral performance and progress.
- The school shall use various methods of communication with parents; these methods include the school website (parent portal), text messages, e-mails, letters, conferences, meetings, Classera and social media.
- The school shall conduct information sessions for parents to inform them of policies and procedures, curriculum, programs, approaches and tips to support student learning. Such sessions include orientation sessions, open house, parental workshops, college admission, program and curricular information sessions.
- The school shall inform parents of all policies and procedures that directly relate to their children, and ensure that parents have access to these policies through the school website and Student-Parent Handbook. Such policies include the Attendance Policy, Student Code of Conduct, Child Protection and Safeguarding Policy, Transportation and School Bus Rules, etc.)
- The school shall ensure that parents are kept informed of their children's academic and behavioral performance and progress by:
 - Conducting at least 2 Parent-Teacher Conferences, and at least 1 Student-Centered Conference annually
 - Arranging for meetings with parents throughout the academic year and as the need arises
 - Ensuring that the student performance and progress trackers are updated on a regular basis for parents to view on the portal (Classera)

- Providing parents with a performance report before issuing the progress report at the end of each term/semester
- Providing parents with a progress report at the end of each term/Semester, as well as an end-of-year report.
- Distributing awards of achievement to celebrate students' success in attainment and progress.
- The school shall encourage parents to attend and participate in school events and activities (i.e., cultural events, sports events, fun days, social activities, and performances.)
- The school shall form a Parent-Teacher Association (PTA). The aim of the Parent-Teacher Association is to build effective cooperation and partnership between home and school. The association serves as the advisory board to the school administration and its members must be persons who are willing to actively participate in supporting the school in attaining its mission and achieving its goals.

CHILD PROTECTION AND SAFEGUARDING

POLICY STATEMENT

NIS is committed to providing a safe and secure environment for its entire staff and students with special care for the early childhood years. NIS follows the Egyptian Child Law no.12 for the year 1996 revised and amended in the 2014 Egyptian Constitution, article 80.

PURPOSE OF POLICY

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to:

- reduce the risk of abuse occurring, and to ensure that a caring and appropriate response is taken should abuse occur;
- ensure that all our pupils are safe and protected from harm;
- ensure all other school policies are in place to enable pupils to feel safe and adopt safe practices;
- ensure that all staff, pupils, governors, and parents are aware of the expected procedures for safety.

CHILD SAFEGUARDING MANAGEMENT TEAM

This management team is to help ensure that the necessary steps are taken in response to any allegation. (According to the 2018 protocol for international schools on child abuse)

This team includes:

- Team Coordinator and school's Designated Safeguarding Lead (DSL), also known as Child Protection Officer (School Counselor)
- The School Principal
- A representative from the school's governing body
- A human resource professional
- A legal advisor
- A representative from the local community

DEFINITIONS

1) CHILD: any person under the age of 18.

2) CHILD PROTECTION: a child in need of protection is a child who is at risk or likely suffer any harm or threat from a person or persons or organization.

3) ABUSE: can consist of one or more of the following:

A) PHYSICAL ABUSE is any non-accidental physical assault or injury resulting from practices such as: Hitting, punching, kicking, burning (irons, cigarettes), biting, or pulling out hair.

B) SEXUAL ABUSE is any threat or sexual act performed upon another person. It occurs when a person uses his power and authority to take advantage of another's trust to involve them in sexual activity. It does not necessarily involve genital contact but is any act which erodes the sexual boundary between two persons. It may appear consensual but the validity of consent is negated by the difference of power.

C) EMOTIONAL ABUSE is the chronic attitude or behavior of one person, which is directed at another person, or the creation of an emotional environment which erodes a child's development, self-esteem and social confidence over time. Behaviors may include: devaluing, ignoring, rejecting, corrupting, isolating, terrorizing or chronic and extreme domestic violence in the child's presence.

D) NEGLECT is characterized by the failure to provide for the child's basic needs which jeopardizes or impairs a person's development.

4) BULLYING is the repeated use of any written, verbal, or electronic expression and/or any physical act or gesture against a student.

- It causes physical or emotional harm to the targeted student or damage to his property.
- It places the targeted student in reasonable fear of harm
- It creates a hostile environment at school for the student

5) E-SAFETY/INTERNET ABUSE/CYBER BULLYING

Online safety means acting and staying safe when using digital technologies and social media. It is wider than simply internet technology and includes electronic communication via text messages, social media and apps, and using games consoles through any digital device. In all cases, in school and elsewhere, it is a paramount concern.

- **Content Risks:** the child or young person is exposed to harmful material.
- **Contact Risks:** the child or young person participates in adult initiated online activity.
- **Conduct Risks:** the child or young person is a perpetrator or victim in peer-to-peer exchange.

- **Commercial Risks:** the child or young person is exposed to inappropriate commercial advertising, marketing schemes or hidden costs.

The school has a responsibility to ensure that there is a reduced risk of pupils accessing harmful and inappropriate digital content. It should be energetic in teaching pupils how to act responsibly and keep themselves safe. As a result, pupils should have a clear understanding of online safety issues and, individually, be able to demonstrate what a positive digital footprint might look like.

Safeguarding and promoting pupils' welfare around digital technology is the responsibility of everyone who comes into contact with the pupils in the school or on school-organized activities.

PROCEDURES TO KEEP A SAFE ENVIRONMENT

- Establishing and maintaining an ethos, understood by all staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children. (Safe Kid)
- Performing regular assemblies to talk about bullying and reinforcing positive behavior. Anti-bullying themes and workshops and campaigns are regularly conducted.
- Following a rigorous drop off and pick up routine to facilitate safety.
- Fixed cameras CCTV in all floors, gates, corridors, playgrounds in order to investigate any allegations.
- The presence of support staff consisting of nannies in front of every bathroom, a minimum of 3 matrons on each floor as well as coordinators.
- Staff are advised never to be alone with a child in closed doors.
- Physical contact of any kind is not encouraged.
- Adults and children are expected to respect each other's privacy during activities that require undressing, dressing or changing.
- Bus matrons accompany young students to and from classrooms.
- Bus matrons are assigned in every bus round during morning and afternoon trips.
- Teachers are given different duties ranging from break, bus and gate shifts to monitoring students.
- Students are taught to understand and manage risk through our digital citizenship program. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are reminded regularly about e-safety and tackling bullying procedures.

VISITORS TO SCHOOL

Visitors to school, such as parents and extracurricular activities trainers, should:

- 1) be met or directed by school staff
- 2) be restricted from accessing specific areas of the school
- 3) be identified with visitor pass cards
- 4) be restricted from having access to students unless for the purpose of the visit

All extracurricular activities trainers require police clearance before being employed.

REPORTING PROCEDURES

Should any faculty, staff or support staff member observe any signs or symptoms of possible abuse, he/she must report this immediately to the Stage Headmistress who will accordingly inform the School Counselor and the Child Protection Team Coordinator.

ALLEGATIONS

Student Allegation:

- 1) Student reporting student
- 2) Student reporting teacher/staff
- 3) Student reporting external adult or family

Teacher/Staff Allegation:

- 1) Teacher reporting witnessed or observed signs of abuse on a child
- 2) Teacher reporting a student
- 3) Teacher reporting a colleague

Parent Allegation:

- 1) Parent reporting student
- 2) Parent reporting staff

IF THE TEACHER OBSERVES ANY SIGNS OR SYMPTOMS OF POSSIBLE ABUSE, HE/SHE SHOULD

- stay calm and listen carefully reassuring the child that she/he has done the right thing by reporting the incident;
- not investigate or ask leading questions to the student.
- not promise to keep what they have been told a secret.
- report the incident in written to the headmistress as soon as possible whilst information is still fresh in her/his mind.
- Write exactly what the child has told her/him. The teacher should be precise and accurate .
- quote the actual words used by the child – show these as "direct speech".

THE SCHOOL PRINCIPAL SHOULD

- be informed of the incident and all the investigations done by all parties involved in the incident.
- arrange a meeting with all parties involved.
- consider the rights of all parties for a fair and equal process of investigation.
- ensure that the appropriate disciplinary and preventive procedures are followed, based on the outcome of the investigation.
- inform the Head of School of the incident and the decisions taken and, if needed, the Head of School could be summoned.

MAINTAINING CONFIDENTIALITY

Any disclosures by a Child, reports of suspected abuse and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur. All school community and parents are aware of the school's legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils.

ATTENDANCE

The purpose of this policy is to ensure that students attend school and classes regularly and punctually in order to maximize learning and improve the chances of academic success.

Student attendance and timeliness to class are critical in ensuring academic success and the development of good habits of character, such as responsibility and promptness. Students are expected to attend every day of school, and to arrive to their classes on time. Parents must work with the school to ensure that students achieve high attendance rates to promote success.

The following are the school's principles and responsibilities related to attendance and absence:

- The school will maintain an attendance record for all students; these records are accessible to parents on Classera, progress reports and report cards.
- Attendance records include the number of days the student was present at school, the number of excused tardy, unexcused tardy, excused absence, unexcused absence, the reasons for absence, any supporting documents and actions taken; including parental calls/meetings.
- Cases of Tardiness are considered either excused or unexcused.

EXCUSED TARDINESS includes:

- Adverse weather conditions (i.e., heavy fog)
- Unusual traffic or car accident

UNEXCUSED TARDINESS includes:

- Oversleeping
- Living far from school
- Dropping a sibling before coming to school/class

- Parents must ensure that students arrive to school on time. Students must attend the morning assembly and all classes on time.
- **Under no circumstances** will a student be allowed to attend school in case of arriving after 8:00 o'clock.
- Any arrival between **7:30 and 8:00** is considered late, students will not be admitted to the building without their parents, and results in the following consequences:

FIRST TIME	<ul style="list-style-type: none">• Verbal warning to the student and parent/guardian will be contacted.• The student is not allowed to attend the first lesson.
SECOND TIME	<ul style="list-style-type: none">• A written warning will be issued and sent to the parent/guardian to be signed.• The student will not be allowed to attend the first class and the attendance grades of the first period will be deducted. If the student has a quiz or test, a zero will be given on the test.
THIRD TIME	<ul style="list-style-type: none">• The student will not be allowed to attend the school day. Parents are to take their child back home. That day will be considered unexcused absence.

- No extra time will be provided to students arriving late during mid-term and term exams.
- In case of the recurrence of the late arrival offence, the school has the right not to enroll the student for the following scholastic year. The parent will sign a probation letter.
- Absences are considered either excused or unexcused.

EXCUSED ABSENCES include:

- An illness or injury that prevents the student from attending school. The medical report must be verified by the school physician.
- A death in the immediate family (parent, sibling, grandparent).
- Medical tests during the school day. The parent must show evidence (such as a note from a doctor) that the tests could not be scheduled after school.
- Other extraordinary situations approved by the school headmistress.
- Sports Tournaments: In case of any absence due to Sports Tournaments, a stamped letter from the club should be submitted to the school headmistress two weeks in advance.
- Residency renewals: The parent has to inform the school of the student's absence for any residency renewal two weeks before travelling. The parent has to submit all the documents that prove the reason for travelling. The school staff holds no responsibility for repeating the missed explanation or any assessments. The student will take the average of the quizzes given on the days of absence.
- Students tested Covid19 positive or having family member tested positive.
- Hajj trip: In case a student misses the quizzes, the average of other tests and quizzes is taken. ONLY mid-term and term exams are repeated.

ABSENCES DUE TO SICKNESS

- If a student is absent with an approved medical excuse from the school doctor and headmistress, the average of the quizzes given on the days of absence is calculated. The medical excuse should be submitted to the school administration on the returning day of the student.
- If a student is **sick for more than 3 consecutive days**, a doctor's report must be handed in to the school headmistress on the returning day of the student. The student is not allowed to attend classes without being checked by the school physician/ nurse. If the excuse is accepted by the administration, then the attendance grade deduction will be cancelled. Each case in this category will be dealt with on an individual basis.

In case of any delay, the medical excuse will not be accepted and the absence will be considered unexcused.

- **Repetitive and chronic absences due to illness or injury.** In these cases, the parent must submit a **medical report** verifying that the student's case in detail. The report has to be validated by the school physician/ nurse on the student's return.
- Parents must notify the school promptly of their child's absence by sending texts, email, message on Classera, direct phone call before 7:30 am of the day of absence.
- Absence on formal assessment days, such as weekly or final exam days, must be justified by a medical report from a certified doctor; otherwise, assessments conducted on those days may not be repeated for the student.

UNEXCUSED ABSENCES include:

- Family visits and trips
 - Unnecessary travel
 - Doctor's appointment during school day
 - Early leaves before a school holiday
 - Omra trip during school days
 - Extension of a religious or national holiday beyond the designated day or days
 - Family Vacations: Parents must ensure that family vacations are scheduled only during school holidays as indicated on the school calendar.
- If a student misses any day without an urgent excuse, the **School Academic and Performance Report System "SAPRS"** automatically deducts **2%** per day from the total average of every subject. The student will get **zero** on all quizzes, tests, exams and participation of that day.
 - **Quizzes, tests and exams will not be repeated.**
 - If a student continues to miss school without an excuse, steps will be taken by the administration to remove the student from school. Each case in this category will be dealt with on an individual basis.

EARLY DISMISSAL

PLEASE UNDERSTAND THAT THIS IS FOR THE SAFETY OF THE STUDENTS.

- Students are not allowed to leave school early without the written consent of a parent that **MUST** be submitted **in advance**.
- Any written consent should be addressed to the School Headmistress or School Coordinator.
- Early dismissals should, obviously, occur only for **URGENT** reasons. In this case, the student is responsible for the material taught in the lessons they missed.
- **The school administration has the right to accept or refuse the request. In case of refusal, the parent will be informed by a telephone call.**
- In case a student fails to present the written consent, the student is not allowed to go home except on the school bus.
- Parents are advised not to come to school to pick their children up without prior notification.
- When possible, medical and dental appointments should be scheduled after school hours.

THE HEADMISTRESS HAS THE RIGHT TO ADDRESS EACH CASE SEPARATELY.

ACADEMIC PROGRAMS/CURRICULLUM

AMERICAN DIVISION

The **American School** adopts the **Common Core Standards of learning**. The school has also taken into consideration the standards required by the Egyptian Ministry of Education and Higher Education, teaching the National Curriculum of the Arabic Language, Social Studies in Arabic and Religious Studies (Islamic and Christian).

The **Early Years** curriculum follows the **Common Core Standards and the Montessori Learning Practices and Environment**. This is adopted by homeroom teachers to fulfill the child holistic development.

The **Elementary/PYP Stage (G1-G5)** main objectives are emphasizing speaking in English, developing students' presentation skills and building students' characters. Students study English, Social Studies, Math, Science, Arabic Language and Religion along with PE, Art, Music, and Computer Science. Starting grade 2, students choose to study the second foreign language; either French or German. Social Studies in Arabic is introduced in grade 4. Grade 4 and 5 students sit for the MAP test.

The **Middle/MYP Stage (G6-G8)** curriculum focuses on helping students become more independent learners and preparing them to succeed in high school. Students from grade 6-8 deepen their knowledge and skills in four core subjects: English Language, Science, Math and Social Studies. French or German, Arabic Language, Christian / Islamic Religion and Civics are also taught along with PE, Art, Music, and Computer Science. Grade 6 to 8 students sit for the MAP Test.

The **High School** serves students from grade 9-12. Grade 11 and 12 are given the chance to choose their own courses according to their interests, abilities and career choice. Students sit for standardized tests of ACT, EST, MAP, IELTS and TOEFL. German Language learners sit for the FIT1 and FIT2 while French Language learners sit for the DELF A1 and DELF A2. Arabic Language, Religion and Civics are taught following the National Curriculum of the Egyptian Ministry of Education. All Egyptian students must pass the Arabic Language, Religion and Civics National Examination as a college requirement.

BRITISH DIVISION

The **British School** adopts the standards of **Cambridge Assessment International Education**. The school has also taken into consideration the standards required by the Egyptian Ministry of Education and Higher Education, teaching the National Curriculum of the Arabic Language, Social Studies in Arabic and Religious Studies (Islamic and Christian).

The **Early Years** curriculum is guided with **EYFS framework** in which Literacy, Numeracy, Social Studies, Science, Arabic Language (starts in preschool 1), Gross and Fine Motor Skills, Art, Computer, Library sessions and Play centers are all included. Montessori strategies and practices are implemented across subjects to enhance the learning process.

The **Primary School** literacy curriculum stems from and follows the Cambridge Assessment International Education (CAIE) curriculum. Students study Literacy, Science, Maths, Social Studies, Arabic Language, Islamic / Christian Religion, Art, Music, PE, and Computer Science. Starting year 2, students choose to study the second foreign language; either French or German. Social Studies in Arabic is introduced in year 4.

The **Middle School** from Year 6 to 9 follows Cambridge Assessment International Frameworks and Oxford in English Language. Students are also prepared to sit for Cambridge Primary and Lower Secondary Checkpoint Exams. Year 9 provides the students with clear objectives that help them excel in the upper Secondary School. German Language learners sit for the FIT1 and FIT2 while French Language learners sit for the DELF A1 and DELF A2.

The **High School** serves students from year 10 to 12. Students sit for exams from the most highly acclaimed examination boards in the UK; Cambridge International Examinations, Oxford and Edexcel. Students can choose from three available levels, OL (IGCSE), AS and A2. NIS is an examination venue for the British Council. Students are offered 20 subjects to choose from. English as a Second Language and Mathematics are obligatory for all students.

5 Essential Elements

Concepts	Skills	Knowledge	Attitudes	Action
What do we want the students to understand?	What do we want students to be able to do?	What do we want students to learn about?	What do we want students to feel, value, demonstrate?	How do we want students to act?
8 Key concepts: Important for design of Transdisciplinary Curriculum	5 Transdisciplinary skills: Approaches to Teaching	6 Transdisciplinary Themes	12 Attitudes we will encourage	Effective, purposeful Action
<ul style="list-style-type: none"> Form Function Causation Reflection Perspective Change Connection Responsibility 	<ul style="list-style-type: none"> Thinking skills Research skills Social skills Communication skills Self-management skills 	<ul style="list-style-type: none"> Who We Are Sharing The Planet Where We Are in Place and Time How We Express Ourselves How the World Works How We Organise Ourselves 	<ul style="list-style-type: none"> Appreciation Commitment Confidence Co-operation Creativity Curiosity Empathy Enthusiasm Independence Integrity Respect Tolerance 	<ul style="list-style-type: none"> Modelled by adults Voluntary Own initiative Based on concrete experiences Can start small and grow Reflection Thoughtful and appropriate Service to the community

Develops International Mindedness

Internationally-minded individuals demonstrate the attributes of the Learner Profile:
Caring Balanced Risk-taker Inquirers Thinkers Knowledgeable Communicators
Open-minded Principled Reflective

HOMEWORK

- NIS recognizes regular, purposeful homework as an essential component of the instructional process.
- Homework is an integral factor in fostering the academic achievement of students and in extending school activities into home and community.
- Teachers are expected to assign daily homework for students.
- Homework is posted to LMS (Classera) for students and parents.
- Homework must be dated.
- Homework assignments must be completed for the following day or as planned.
- Homework must be corrected and returned in a timely manner.
- Teachers must stress the importance of handwriting and neatness. Students should be asked to repeat the assignment if it is not properly prepared.
- Academic honesty should be stressed on as part of the homework requirements.
- **REGULAR HOMEWORK PROVIDES OPPORTUNITIES FOR**
 - Developmental practice.
 - Drill.
 - The application of skills already learned.
 - Enrichment activities.
 - Project work
 - Confidence and self-discipline.
 - Supporting the home-school relationship

IN ASSIGNING HOMEWORK, TEACHERS SHOULD CONSIDER

- The year/grade level of the student.
- The level and degree of difficulty of the subject being studied.
- The instructional needs of the student.
- The purpose of the assignment and its relation to the objectives of the subject under study.
- The homework assigned by other subject teachers.
- The materials that are readily available to students and do not create a financial burden.
- Holidays.
- The length of the assignment and the amount of time that will be required to complete it.

KINDERGARTEN

- Homework time is not more than **30 minutes** per **day**. More or less according to the child abilities.

PRIMARY/ELEMENTARY 1-5/PYP

- Homework time is not more than **15 minutes** per **subject each day**.
- Students are encouraged to read at least **20 minutes** daily on any subject of their choice.

MIDDLE & HIGH/MYP

- Homework time is not more than **30 minutes** per **subject each day**.
- Students are encouraged in addition, to read as widely as possible around their chosen subjects to broaden their knowledge.

STUDENTS WILL BE RESPONSIBLE FOR

- Completing assigned homework as directed.
- Returning homework to the teacher by the designated time.
- Submitting homework assignments with careful attention to detail and quality of work.

TEACHERS GRADE HOMEWORK ACCORDING TO THE FOLLOWING RUBRIC:

- **40% on promptness**
- **30% on completion**
- **30% on content**

Promptness	Completion	Content	Marks
4	3	3	10

PARENTS'/GUARDIANS' RESPONSIBILITIES INCLUDE

- Encouraging and supporting the child in his/her performance of homework assigned.
- Indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
- Assisting the school in stressing the importance of reading and its benefits.

CONSEQUENCES OF NOT SUBMITTING THE HOMEWORK ASSIGNMENTS ON TIME FOR ELEMENTARY/PRIMARY

FIRST TIME	<ul style="list-style-type: none"> • Student receives a "H.W. Not Done Slip" in his/her Channel Book • Break detention to complete homework
SECOND TIME	<ul style="list-style-type: none"> • A 1st warning letter is issued and sent to parents to be signed • Break detention to complete homework • Deduction of promptness grade (4marks) from the missed H.W. overall grade
THIRD TIME	<ul style="list-style-type: none"> • A 2nd warning letter is issued and sent to parents to be signed • Break detention to complete homework • Deduction of promptness grade (4marks) from the missed H.W. overall grade • A Parent- Headmistress Conference is arranged

CONSEQUENCES OF NOT SUBMITTING THE HOMEWORK ASSIGNMENTS ON TIME FOR MIDDLE/HIGH

FIRST TIME	<ul style="list-style-type: none"> • Student receives a verbal warning • Break detention to complete homework
SECOND TIME	<ul style="list-style-type: none"> • A 1st warning letter is issued and sent to parents to be signed • Break detention to complete homework • Deduction of promptness grade (4marks) from the missed H.W. overall grade
THIRD TIME	<ul style="list-style-type: none"> • A 2nd warning letter is issued and sent to parents to be signed • Break detention to complete homework • Deduction of promptness grade (4marks) from the missed H.W. overall grade. • A Parent - Headmistress Conference is arranged.

Deductions will be considered or even dropped, if students show improvement and commitment throughout the academic year.

Repetitive act of negligence of submitting the homework, will result in putting the student on academic probation.

ASSESSMENT, GRADING & REPORTING

RATIONALE

Nefertari International School believes that assessment is an integral part of planning, searching and learning. Assessment is the process of obtaining, analyzing and interpreting student's achievements, effort and progress to enable the review planning and the improvement of learning.

AIM

The purpose of this assessment policy is to ensure that the planning and management of assessments are conducted efficiently and that assessment guidelines are clear for everyone.

GRADING SYSTEM AND GRADE INPUT

- Grades are announced only through report cards.
- The school uses an electronic grading system (FileMaker) and learning management system (LMS) (Classera).
- If the student absence is excused, the teacher will leave the quiz, H.W or C.W filed blank, and the system will calculate the average of the grades automatically.

QUIZZES

- Teachers must post quizzes grades regularly.
- The quiz grade includes oral quizzes, written quizzes or some projects which are graded as a quiz.

PARTICIPATION

- Participation grade includes; the student participation during the lesson, assignments, supplies, projects and behavior.

STUDENTS WITH ACADEMIC PROBLEMS

- The teacher should immediately report academically struggling students to the Head of Department who will, by turn, inform the Stage Headmistress. Do not wait until a student is seriously behind the required standard.
- The Stage Headmistress will investigate the situation and will contact the parents.
- In most cases, the student will be on academic report for two weeks.
- The Head of Department will check the student progress weekly.
- The student will be assigned to remedial classes, held within the school day (if available) or during break time, or to other arrangements. He/she is required to attend until his/her performance grade improves. If the student needs more than remedial classes, the school will explore other alternatives with the student parents.

STUDENTS WITH BEHAVIORAL PROBLEMS

- The teacher is to report the student directly to the Stage Headmistress.
- The Stage Headmistress will investigate and contact the parents (if needed).
- The student will be subject to all the disciplinary consequences or penalties mentioned in the Student Code of Conduct. (Please read the Parent-Student Handbook)
- The student will stay on behavioral report until his/her behavior improves.

PRINCIPLES OF ASSESSMENT

1. Assessments must be appropriate, fair, manageable and time efficient.
2. Assessment results must be communicated clearly, accurately, timeously and meaningfully.
3. Students and parents are provided with regular feedback throughout the academic year.
4. In case of under-performing, parents and students are immediately notified.
5. Students are not to sit for more than 2 tests/quizzes per day.
6. y.
7. All tests, homework, quizzes or assignments should be marked and returned within one week of writing.
8. All grades must be kept in the teacher grading book as a hard copy.
9. All grades are regularly added and registered on the FileMaker.
10. Exams and tests are scheduled and announced to students and parents for year/grade 3-12 (British/American/PYP/MYP)
11. Elementary/PYP/Primary stage students are formatively and summatively assessed on a regular basis across the year.

ROLES AND RESPONSIBILITIES

The assessment, grading and reporting policy and its implementation within and across stages and departments are monitored and evaluated by:

1. Head of Departments
2. Stage Headmistresses
3. Data Storage and Management Officers
4. School Principal

TYPES OF ASSESSMENTS

1. **SUMMATIVE:** An assessment of learning which measures performance and identifies standards of student's attainment. It Includes:

- a. **EXTERNAL EXAMINATIONS/STANDARDIZED TESTS**

- Ministry General Examinations (Y/G 4,9 &12)
- Brigrance
- Check Point Tests
- IGCSE- AL- AS
- MAP
- ACT
- EST
- IBDP
- DELF
- FIT

- b. **INTERNAL SCHOOL EXAMINATIONS & TESTS**

- American Division G3 TO G12**

- Term 1 & Term 3 Tests
- Semester 1 & Semester 2 Exams

- British Division**

- 1st Half of Term 1 & Term 2 Tests
- 1st Half of Term 3 average quizzes grades
- 2nd Half of Term 1,2 & 3 (End of Term) Exams

- c. **UNIT – CHAPTER TESTS/ QUIZZES**

2. **FORMATIVE:** An assessment for learning which supports the progression of the learning process. It Includes:

- a. Classwork
 - b. Homework
 - c. Oral Discussion
 - d. Presentation
 - e. Project work (Individual and Group)
 - f. Check ups
 - g. Research
 - h. Portfolios

REPORTING

Feedback throughout the academic year is provided as follows:

1. **REPORT** comprises a combination of marks and comments. 4 reports are issued for the American/PYP/MYP Divisions and 3 term reports are issued for the British Division.
2. **PERFORMANCE REPORT** is issued to students to check all their marks; attendance, participation and due assignments before issuing the report cards.
3. **PARENT-TEACHER MEETING** is scheduled twice a year.
4. **UNDER PERFORMANCE** is immediately reported via Classera, telephone calls or an arranged meeting.
5. **REGULAR STAFF MEETINGS** are held with the Head of Department, Headmistress and or Principal to discuss students' progress, recommendation for additional help or referrals to school educational psychologist or school counselor.
6. Some students are placed on a **DAILY REPORTING SYSTEM** for a specific time span (week or more) where teachers comment on a daily basis.
7. **MERIT/ACHIEVEMENT REPORTING:** Award assemblies are held after each report card with honors and high honors certificates to award and recognize students' achievement during the term (American Division G6-G12/MYP).
8. **ACHIEVEMENT DAY/PRIZE GIVING DAY** is usually held once a year in March to award exceptional and outstanding students throughout the academic year. Outstanding students are selected by teachers based on criteria defined in the Student High Achievement Profile List.

EXTERNAL EXAMINATION RESULTS are reported to students and parents in soft and hard copies.

BRITISH DIVISION

ASSESSMENT

PRESCHOOL 1&2

Students of preschool 1&2 are in continuous assessment and sit for 2 standardized tests (Brigance) throughout the year.

YEARS 1&2

Students of Y1 & Y2 are in continuous assessment throughout the year (Quizzes, test, etc.)

YEARS 3 TO 9

HALF TERM TESTS

- Half Term Tests cover the material taught throughout the half term.
- Students do the tests during the normal school day.

TERM EXAMS

- Students of Y3, 4 & 5 have a regular school day whereas students of Y 6, 7, 8 & 9 do not have regular school day during the term examination period. They leave school directly after the exam(s).
- The Term Exam covers all the materials taught throughout the academic year for English and Math (Y 6, 7, 8 & 9). Term Exam in other subjects covers the materials taught during the term only for Y7 and Y8. As for Y6 and Y9, students are examined in all the materials taught throughout the academic year.
- Students of Y 6 sit for mock exams in English, Math and Science by the end of March (marked on the School Calendar). These exams are considered Term 2 exams.
- Y 6 students sit for Cambridge Checkpoint Exams usually in April (the exact time is to be confirmed by the British Council).
- Cambridge final grades are added to the final report card.

REPORT CARDS

PRESCHOOL

These reports include narrative comments about student progress with reference to the expected development of students in a similar age range. These report cards include:

- What the student is able to do.
- Areas of learning that require further attention or development.
- Plans for supporting the student in his/her learning.
- Comments about student behavior including attitudes, work habits, study skills and effort.

YEARS 1 TO 9

These reports include comments about student progress with reference to the expected development of students in a similar age range. These report cards include:

- The standards upon which the student will be assessed.
- Assessment of the student's effort and achievement during the period the student will be assessed.
- Areas of learning that require further attention or development.
- Comments about the student behavior including attitudes, work habits, study skills and effort.

REPORTING TIME

- Three reports are issued after the end of each term exams.
 - After Term 1 Exams
 - After Term 2 Exams
 - After Term 3 Exams.
- Two performance reports are issued after 1st half of term 1 and 2 tests for Y (6-9) students.
- One cumulative report that includes the final total average of the whole scholastic year is issued at the end of the year.

SCHOOL YEAR

6 th WEEK		11 th /12 th WEEK	Term 1 Progress Report & 1 st P-T-M	18 th WEEK		23 rd /24 th WEEK	Term 2 Progress Report & 2 nd P-T-M	30 th WEEK	36 th WEEK	Term 3 Progress Report & End of Year Cumulative Report
1 ST HALF TERM 1 TESTS	Performance Report	TERM 1 EXAMS		1 ST HALF TERM 2 TESTS	Performance Report	TERM 2 EXAMS		TERM 3 AVERAGE QUIZZES GRADES	TERM 3 EXAMS	

- The school year is divided into three terms. Each term is divided into 2 halves.
 - Each term lasts from 11 to 12 weeks (according to the school and national calendars).
 - The 1st half of term 1 and 2 is followed by tests that take place during the school day.
 - The 2nd half of term 1,2 and 3 is followed by exams. Students leave school directly after the exam(s)
- Mathematics and English language exams include all what have been covered from the beginning of the year.

GRADING SYSTEM FOR Y 1 – 9

The overall grade of each term consists of the following

TERM'S WORK		OVERALL GRADE	
QUIZZES	40%	TERM'S WORK	70%
PARTICIPATION	30%		
TEST	30%		
		TERM FINAL EXAM	30%

THE PARTICIPATION GRADE INCLUDES THE FOLLOWING

- Positive participation in class.
- All given homework.
- Assigned projects.
- Class work.
- Behavior.
- Abiding by school uniform.
- Getting supplies to class.

The final overall grade of the cumulative report issued at the end of the year consists of the following

TERM	TERM'S WORK	TERM EXAM	TOTAL
1	70%	30%	100%
2	70%	30%	100%
3	70%	30%	100%
FINAL OVERALL GRADE CLACULATION		$300 \div 3 = \text{FINAL GRADE}$	

Your final grade will be calculated as follows

A*	96 -100%	A	90 – 95%	B	80 – 89%
C	70 – 79%	D	60 – 69%	E	50 - 59%
F	40 – 49%	U	Less than 40%		

UNDERSTANDING CAMBRIDGE CHECKPOINT SCORES

Scores on the Cambridge Checkpoint scale are from 0 - 50 (the highest level of achievement).

0 (Unclassified) 1 - 10 (Basic)

Learners have generally shown a basic level of achievement. Whilst demonstrating a limited level of understanding, knowledge and skills of the curriculum content, they would benefit from a focus on all areas of the curriculum they found challenging.

11 - 20 (Aspiring)

Learners may show aspects of Basic performance and Good performance.

21 - 30 (Good)

Learners have generally shown a good level of achievement. They have demonstrated a secure level of understanding, knowledge and skills of most of the curriculum content, but would benefit from a focus on the specific areas of the curriculum identified.

31 - 40 (High)

Learners may show aspects of Good performance and Outstanding performance.

41 - 50 (Outstanding)

Learners have generally shown an outstanding level of achievement. They have demonstrated a comprehensive level of understanding, knowledge and skills of the curriculum content, and should be very well prepared for the next stage of learning.



1. AMERICAN DIVISIONS

ASSESSMENT

PRESCHOOL 1 & 2

Students of preschool 1&2 are in continuous assessment and sit for 2 standardized tests (Brigance) throughout the year.

GRADES 1 & 2 / PYP

Students of G1 & G2 / PYP are in continuous assessment throughout the year (Quizzes, tests, exams...etc.)

GRADES 3 TO 12/ PYP /MYP

TERM 1 & TERM 3 TESTS

- Term tests timetable takes place on a regular school day usually on the first or second period after which students continue school day and schedule.
- Teachers who have the first or the second period are responsible to proctor the exam.
- Term tests timetable is to be announced to parents and students by the Stage Headmistress.

SEMESTER 1 & SEMESTER 2 EXAMS

- During semester 1 and 2 exams, students of G6, 7, 8, 9, 10, 11, & 12 /MYP have no regular classes and leave after finishing their exams.
- Students of G3, 4 & 5 /PYP have a regular school day.
- Semester exams timetable is to be announced to parents and students by the Stage Headmistress.
- The Control Room receives and safe keeps the examination papers for all subjects and grades (G6,7,8,9,10,11,12 /MYP) and makes sure that the examinations are ready.

REPORT CARDS

KINDERGARTEN TO GRADE 5 / PYP

These reports include narrative comments about student progress with reference to the expected development of students in a similar age range. These report cards include:

- What the student is able to do.
- Areas of learning that require further attention or development.
- Plans for supporting the student in his or her learning.
- Comments about student behavior including attitudes, work habits, study skills and effort.

GRADE EQUIVALENCE

Performance Indicator	Description	Equivalent Percentages
E	Excellent	89.5-100 %
VG	Very Good	79.5-89.4 %
G	Good	69.5-79.4 %
S	Satisfactory	59.5-69.4 %
N	Needs Improvement	Less than 59.5 %
NA	Not Applicable	-----

GRADE 6 TO GRADE 12 / MYP

- Each student receives 4 reports per academic year to measure and report his progress.
- A performance report is issued after each term to check a student's attendance, quizzes and participation marks. The Headmistress may issue more performance reports for students who are experiencing problems in their subject grades.
- GPA is calculated.
- Narrative comments are included when needed.

The following table summarizes the calculations of marks for grade 6-12/MYP students

Terms	Quizzes	Participation	Exams	Weights	End of year
Term 1	40%	30%	30%	35%	50%
Term 2	60%	40%	-----	35%	
Semester1 exam	-----	-----	-----	30%	
Term 3	40%	30%	30%	35%	50%
Term 4	60%	40%	-----	35%	
Semester 2 exam	-----	-----	-----	30%	

PARTICIPATION GRADE

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	F = 0.0

Terms	Classwork			Homework			Copybook/ Portfolio		Weights
	Behavior	Participation	Material Readiness	Promptness	Completion	Content	Neatness	Completion	
	4	3	3	4	3	3	5	5	
Term 1	10%			10%			10%		30%
Term 2	10%			15%			15%		40%
Term 3	10%			10%			10%		30%
Term 4	10%			15%			15%		40%

The final grade for each subject will be the average of the 2 Semester Grades. All grades are based on a Grade Point Average (GPA), calculated as follows:

- The passing grade for each subject is a "C-" for grades 9-12 and a "D" for grades 6-8/MYP. For all students in grades 6-12/MYP a passing GPA is "2.00" / "4.00" or higher.
- Honors: This is awarded to students with a term GPA of $3.6 \leq \text{GPA} < 3.8$
- High Honors: This is awarded to students with a term GPA of $3.8 \leq \text{GPA}$ Grade

ABSENCE FOR CHAMPIONSHIPS ARE CALCULATED AS FOLLOWS

The school encourages athletic students to participate in local and international championships.

1. Students who miss 60% of term grades (quizzes & participation), the term test will be considered their final grade average.
2. Students who complete more than 60% of term grades, their grade will be calculated as usual.
3. Students who miss a Term Test or Semester Exam, will sit for a make-up exam or average of Term1 and Term 2 grades is considered the final grade depending on the case.

SELECTION OF SCIENCE/ART SECTION

At the end of Grade 10 all students have the right to choose either to attend the Science Section or the Art Section for the next academic year (Grade11). A minimum requirement to attend Science Section is the score of B in the overall score of Grade 10 Math.

GRADUATION REQUIREMENTS

In order to graduate, students must complete minimum of 24 credits. The passing grade for each subject is a "C-". The passing GPA is "2.00". The school year is divided into 2 semesters, a one semester = 1/2 credit.

Two semesters = 1credit. 1credit = 1year. All students should cover a minimum of mentioned credits.

The following table summarizes the graduation requirements

Grade 9	Credit	Grade 10	Credit	Grade 11	Credit	Grade 12	Credit
English	1.0	English	1.0	English	1.0	English	1.0
World Geography	1.0	World History	1.0	US History (Art class)	1.0	Modern Egyptian History (Art)	1.0
Algebra I + Geometry	1.0	Algebra II+ Trigonometry	1.0	Math (Pre-calculus)	1.0	Math (Calculus) (Art)	1.0
						Math (Calculus) or Math (Calculus) +Adv. Math (Math + Mechanics) (Science)	
						Statistics (Art and Science)	1.0
Physical Science	1.0	Biology	0.5	Biology (Science)	1.0	Physics (Science)	1.0
		Chemistry	0.5	Chemistry (Science)	1.0		1.0
				Physics (Science)	0.5		
French or German	1.0	French or German	1.0	French or German	1.0	French or German	1.0
P.E	0.5	P.E	0.5	P.E	0.25	P.E	0.25
Computer	1.0	Computer	1.0	Computer	1.0	Computer	1.0
Arabic	1.0	Arabic	1.0	Arabic	0.5	Arabic	0.5
Religion	0.5	Religion	0.5	Religion	0.25	Religion	0.25
				Political Science (Art)	1.0	Psychology	1.0
				Business Administration (Art)	1.0	Economics (Art)	1.0
Maximum No Of Credits	8.0		8.0		8.0		8.0

CUMULATIVE GPA

All senior high school students receive a transcript that shows all subjects and credit hours covered. It also shows the cumulative GPA.

GOVERNMENT GRADUATION REQUIREMENTS

Students should pass the examinations of the Egyptian General Certificate of Secondary Education in Arabic, Civics and Religion.

STANDARDIZED TESTS**EST 1 & EST 2**

The Egyptian Scholastic Test (EST) is an entrance exam for the Egyptian Universities (Tanseek) to measure the students' knowledge and skills in Literacy and Math. The total score is 1600; 800 for Math and 800 for Literacy.

All students in grade 11 and 12 can sit for the exam. The test is administered 6 times in the academic year.

Students and parents are strongly advised to read the college guide.

MAP

Measures of Academic Progress (MAP) is a computer adaptive test which helps school to measure students' growth and progress overtime. It covers Reading, Language Usage and Mathematics. The school administers the test for all students in Grade 4 to 9/PYP/ MYP.

ACT1 & ACT2

American College Testing (ACT) is a computerized test for students who wish to apply for international universities. ACT tests students in Reading, English, Math and Sciences. ACT score is out of 36.

TOEFL/IELTS

Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS) are English language Proficiency tests that are required for international universities and few local universities.

IMPORTANT NOTES

- Two subjects of ACT2, EST2 are required for joining Faculties of Engineering, Medicine, Pharmacy or Dentistry.
- Taking the ACT2, EST2 gives the student an automatic 15% bonus to the student total grade.

PLEASE NOTE THAT UNIVERSITY AND COLLEGE ADMISSION POLICIES CHANGE EVERY YEAR

INTERNAL (SCHOOL) EXAMINATIONS AND REPORTS

- There are school quizzes along the academic year, unite tests, mock examinations, for IBDP students in November and at the end of each semester of Year 11 and in August and January in Year12.
- Reports are issued after each unit test in November and March at the end of each semester (end of January and end of June).
- Progress report is issued in year 12 after the back to school exam in September.
- IB official examinations take place in May Year 12.

E-LEARNING CODE OF CONDUCT

This policy relates to protocol and behavioral expectations when attending and participating in virtual classroom sessions.

During e-learning sessions:

- Students should use their username on Classera. Otherwise, if the teacher is unable to identify the student, the teacher may choose not to accept him/her in the session.
- Students should wear their school uniform and maintain a proper appearance during Virtual Classroom Meetings.
- Students are to join the sessions on time. They have to be prompt. Students will not be able to join the session 5 minutes after the lesson starts. Joining the session late will disrupt learning and class discussions.
- Students must mute their microphones unless the teacher asks them to unmute them. Cameras must always be turned on.
- Students are to get organized for the session. They should ensure having all their books, materials, and stationary before the start of the session.
- Students are to be prepared for the session. They should review the learning material before the session and be prepared to ask relevant questions and participate in class discussions.
- Students should refrain from eating during sessions.
- Students should refrain from using these sessions for socializing. The purpose of these sessions is for learning. The sessions are assigned a limited time, and the time should be properly used for this purpose.
- Students should not disrupt the session and learning activity. Students are expected to take turns when participating in discussions. They should not interrupt their peers or teachers. They should listen carefully to discussions, and participate constructively.
- Students are obliged to follow the teachers' instructions. In case a student needs to ask a question, he/she has to click on the Raise Up Hand Tool or write in the Chat Box.
- Students sharing NIS platform online exams and assignments, tutorial videos by NIS teachers, videos produced by NIS, session codes and credentials with any other persons rather than those allowed to attend, will face serious consequences.
- Students should respect their peers and teachers. Inappropriate communication is considered a serious offense.
- In case a student posts an abusive, insulting, provocative or offensive message (Flaming) in a virtual classroom, the teacher has the right to remove him/her immediately. The student will be considered **absent** and graded **Zero** in the classwork. Parents/Guardians will be notified by an email.
- Any attempts to dominate a virtual classroom by posting threads excessively, intentionally changing the discussion topic, or exhibiting an inappropriate or argumentative attitude, violators will be removed from the virtual classroom, considered **absent** and will be graded **Zero** in the classwork. Parents/Guardians will be notified by an email

STUDENT CODE OF CONDUCT

PURPOSE

The aim for the code of conduct is to provide the foundation of a safe, positive and orderly learning environment.

STUDENTS CODE OF CONDUCT

- Students and parents are expected to become familiar with the school discipline policy and code of conduct.
- Students are expected to abide by all school rules and regulations.
- This code of conduct applies while on school premises, school bus, field trips and in school events and activities.
- The Headmistress shall keep a record for each student's behavioral and disciplinary actions.
- The school treats all the information about the student's disciplinary offenses as strictly confidential.

GUIDING PRINCIPLES

Each student is expected to:

- Act in a responsible manner and accept the consequences of his/her behavior.
- Ensure the best possible attendance and punctuality. Habitual unexcused absence and tardiness are not acceptable.
- Show respect to school authority, staff members and fellow students by being polite, courteous and honest.
- Display verbal and physical self-control in addressing different situations, conflicts or concerns.
- Show proper care for school properties and facilities, classrooms, playgrounds, and the property of others.
- Promote a positive image of the school in school premises, field trips, and when travelling to and from school.
- Refrain from bringing anything to school that may compromise the safety and wellbeing of others.
- Demonstrate a positive attitude to your studies by maintaining good work and study habits, completing homework and assignments.
- Come to school smartly and correctly dressed.
- Refrain from invading the privacy / property of others.
- Refrain from bullying or harassment in any form; electronic, written, texting, verbal or physical act which creates a hostile school environment and places a fellow student in fear of harm which reflects on his/her emotional, mental, wellbeing and academic performance.
- Attend morning lines and break lines regularly.
- Avoid using social media to post offensive documents about your colleagues, teachers, or your school.
- Commit to your heritage, culture and Egyptian identity by being honest and dignified in your behavior.
- Display academic honesty in all forms; cheating in exams, duplication or copying homework, plagiarism, falsifying data, signatures, etc.

DISCIPLINARY CONSEQUENCES / PENALTIES

- Aims at modifying student behavior through positive actions whenever possible.
- Consequences are most effective when parents are supportive to the measures taken.
- Consequences may include:
 - Verbal warning
 - Conference with student
 - Parent contact and conference
 - Break detentions for make-up work
 - Temporary removal from class
 - Denial of special privileges like field trips, events or extracurricular activities.
 - Deduction of grades
 - Referral to school counselor
 - Academic and/or behavioral probation
 - In school suspension under proper administrative supervision.
 - Out of school suspension in which suspended days are counted as unexcused absence.
 - Expulsion from school.

1. THE USE OF FOUL OR DISRESPECTFUL LANGUAGE, INCIDENTS OF FIGHTING, BULLYING, INTIMIDATION, CYBERBULLYING, OFFENSIVE COMMENTS ON SOCIAL MEDIA, THREATS AND ANY TYPE OF PHYSICAL AGGRESSION EVEN AS JOKING

FIRST TIME	<ul style="list-style-type: none"> • 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • Parents are contacted. • A two-day out of school suspension will be administered. It is considered an unexcused absence. (Depending on the incidence) • The student is deprived of extra-curricular activities and (or) trips for that week.
SECOND TIME	<ul style="list-style-type: none"> • 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • A five-school day out of school suspension will be administered and is considered an unexcused absence. (Depending on the incidence) • A Parent-Administration Conference is arranged. • The student then is put under a behavioral probation period. Parents are to sign the Behavioral Probation Form.
THIRD TIME	<ul style="list-style-type: none"> • Expulsion

2. SMOKING: POSSESSING CIGARETTES OR ANY SMOKING DEVICES ARE TOTALLY PROHIBITED AND LEAD TO IMMEDIATE EXPULSION FROM SCHOOL.

3. SKIPPING CLASSES (TRUANCY), APPEARING IN OTHER DIVISIONS OF THE SCHOOL AND USING DIFFERENT CHANNEL FROM THE REST OF THE CLASS ON THE TABLET/ PC

FIRST TIME	<ul style="list-style-type: none"> • 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • A two-day out of school suspension will be administered and is considered unexcused absence. (Depending on the incidence) • The student is deprived of extra-curricular activities and (or) trips for that week.
SECOND TIME	<ul style="list-style-type: none"> • 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • A five-school day out of school suspension will be administered and is considered unexcused absence. (Depending on the incidence) • A Parent-Administration Conference is arranged. • The student is put under a behavior probation period. Parents are to sign the Behavior-Probation Form.
THIRD TIME	<ul style="list-style-type: none"> • 3rd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • The student will not be allowed to attend the class for the remainder of the term and will also lose the participation grade for that subject. • The student will be responsible for obtaining all class lessons, homework assignments, and quizzes or mid-terms.
FOURTH TIME	<ul style="list-style-type: none"> • Expulsion

4. PERSISTENCE IN DISTURBING THE LEARNING ENVIRONMENT IN CLASS

FIRST TIME	<ul style="list-style-type: none"> • 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • The student will be sent to the headmistress office. • The student will lose the participation grade of the day of the subject.
SECOND TIME	<ul style="list-style-type: none"> • 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • The student is deprived of extra-curricular activities and (or) trips for that week.
THIRD TIME	<ul style="list-style-type: none"> • 3rd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file. • A Parent-Administration Conference is arranged. • The student is then put under a behavior probation period. Parents are to sign the Behavior-Probation Form.
FOURTH TIME	<ul style="list-style-type: none"> • Expulsion

5. ACADEMIC MALPRACTICE / DISHONESTY

Malpractice is defined as behavior that results in, or may result in the student or any other student gaining an unfair advantage in one or more assessment component.

IT INCLUDES

- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.
- **Copying/ Duplication:** taking work of another student, with or without his or her knowledge and submitting it as one's own.
- **Misconduct:** during an examination: communicating with another candidate in an exam, bringing unauthorized material into an exam room, consulting such material during an exam in order to gain an unfair advantage or using inappropriate or foul language in an exam.
- **Falsifying Data:** creating or altering data which have not been collected in an appropriate way.
- **Collusion:** helping another student to be academically dishonest, by giving or allowing your work to be assessed by another person.

FIRST TIME	<ul style="list-style-type: none">• The student will receive a mark of 0 on the item.• A 1st warning letter is issued and sent to the parents to be signed. It is to be kept in the student's file.• An immediate Parent-Administration meeting will be arranged.• If cheating occurs during a test or exam, the student will automatically receive a zero on the test.
SECOND TIME	<ul style="list-style-type: none">• The student will receive a mark of 0 on the item• 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.• A two-day in/out of school suspension will be administered and considered unexcused absence. (Depends on case)• The student then is put under academic and behavior probation period. Parents are to sign the behavior- Probation Form.
THIRD TIME	<ul style="list-style-type: none">• EXPULSION

6. VANDALISM: Destruction of School property (including buses):

Damage to any school property is unacceptable. Any student found responsible for damaging school property is to be asked to compensate the school for the cost of repair or replacement of any item. This amount is calculated by the maintenance supervisor. Parents are notified with the details of the incidence and cost.

7. USE OF ELECTRONIC DEVICES

Mobile phones are not allowed in school **AT ALL even on exam days, field trips and week-ends without prior permission.** Otherwise, the phone **WILL BE CONFISCATED** from the first time till the end of the year.

In case of any emergency of which the Headmistress will be notified and approved.

Students **MUST** keep their mobile phones turned off with the school coordinator till dismissal time.

8. Misuse of ICT social networking or cyber bullying, social media offensive comments about colleagues, teachers or school, electronic texting harassment on Facebook, Instagram, WhatsApp, TikTok, or any other platform may result in student expulsion from school.

SCHOOL EVENTS, ACTIVITIES & STUDENT COUNCIL

NIS provides students with many opportunities and options for exploring and developing their interests, talents, and potential. We encourage all students to become as involved as possible in all the opportunities that interest them. This is a time for exploration, new challenges, and fun. We believe that interested students can find all these possibilities deeply rewarding.

SCHOOL EVENTS

Many activities take place during the academic year including:

- Field and Educational Trips
- Summer Trip Abroad
- Recreational Trips
- Special In-School Events
- Fun Days
- Guest Speakers
- Live Talk-Shows
- Annual Shows
- Book Fairs
- Sports Competition
- Camps

EXTRACURRICULAR ACTIVITIES

All students from Kindergarten to Grade/Year 8 select 2 activities from a variety of choices (one hour per week). One will be practiced throughout the first half of the year and the second will be practiced throughout the second half of the year. All activities are open for both boys and girls.

- Football
- Dodge Ball
- Handball
- Basketball
- Volleyball
- Tennis
- Yoga
- Gymnastics
- Karate
- Ballet
- Dance
- Arts and Crafts
- Sculpture
- Decoupage
- Pattern Making
- Chess
- Cooking
- Crochet
- Photography
- Spanish Language
- Playing Tabla/Violin/Oud
- Concrete Art and Candles
- Macrame Workshop
- Handloom Weaving (Textile)
- Acrylic Pouring
- String Art
- Amigurumi
- Leather Workshop
- Acting
- Graphic Design
- Creative Writing

STUDENT COUNCIL

School organizations provide a unique opportunity for students to get involved in ways that make a real difference to the lives of their fellow students. These organizations also provide vital opportunities to develop qualities of leadership, kindness, and teamwork that will benefit any student in future life.

The aim of the Student Council

1. To work in partnership with the teachers and school management for the benefit of school.
2. To share ideas interests and convene of students with the school manager.
3. To assist in school sporting and cultural activities.
4. To actively contribute in reinforcing school policies e.g. Bullying, uniforms, behavior code of ethics.
5. To promote relationships based on respect and trust with all.

The Members of the Council

School President Office: Any senior student with excellent behavior and academic performance can nominate themselves for the School President Office.

School Vice President Office: Any student from immediate earlier with excellent behavior and academic performance can nominate themselves for the School Vice President Office.

Committee Heads & Members:

- The Secretary
- The Treasurer
- Science Committee
- Cultural Committee
- Social Committee
- Sports Committee

THE GRADUATION CEREMONY

- The Graduation Ceremony is celebrated every year.
- All graduates are expected to attend all rehearsals as well as the ceremony itself. Students will not be permitted to attend the graduation ceremony if they fail to attend at least 90% of the rehearsal sessions.
- Students are required to wear black trousers or skirts, white shirts or blouses, and classic shoes under their graduation gowns.
- Valedictorian and Salutatorian speeches are assigned to the students who score the highest GPA from Grades 10, 11, and 12, as well as the student who scored the highest SAT score. The Board of Directors will look at speeches and select the best in case there is/are more than one qualified candidate for each of the speeches above.

THE SCHOOL IS NOT RESPONSIBLE IN ANY WAY FOR ARRANGEMENTS CONCERNING THE PROM

ELECTRONIC DEVICES GUIDELINES

CELL PHONES

As of February 2024, cell phones are totally banned in all school premises. This decision aims at providing a safe and distraction free learning environment for all students.

In case of emergency, students can use the school phone to contact their parents for emergency communication.

The school administration has added a new amendment to the use of mobile phones during the school day:

1- school day starts once the student steps in the school premises until he leaves via school bus or private car.

2- The first violation results in confiscating the mobile phone for a week and will be handed back to the parent personally.

3- The second violation results in confiscating the mobile phone for 2 weeks and will be handed back to the parent personally.

3- The third violation will result in confiscating the mobile phone till the end of the semester and will be handed back to the parent personally.

This policy aims at creating a focused and productive school environment for all students to learn.

Headmistresses, coordinators, teachers and staff members are responsible for enforcing this policy, ensuring that students are complying with the rules, and reporting any violation for appropriate actions.

This decision has been approved and generalized by the Egyptian Ministry of Education across all schools in Egypt.

LAPTOPS

Students will be held responsibility for the proper usage of technology.

- Students should not be taking pictures or videos of classmates and teachers.
- The school administration has the right to inspect, review or retain electronic communication created, sent, displayed, received or stored on devices that are on the school premises.
- Students must store their laptops in protective cases to avoid any damage.
- Students must label their laptops with their name and grade to avoid loss or confusion.
- Students are expected to charge their laptops before coming to school. Classrooms will not be equipped to charge laptops.
- Students must use laptops only during instructional time for learning purposes. Students are not allowed to play games on their laptops at any time when on school campus.
- Students are advised to set their laptops to be passcode protected to refrain others from accessing their machines.
- The school will not be held responsible for the loss or mishandling of the laptops.
- Any misuse of laptops will result in the confiscation of the device, and the device will be returned directly to the parents after parents sign an undertaking. Consequences will apply according to the Student Code of Conduct.

ONLINE SAFETY

There is a significant increase in the amount of time students spend on digital media and technology, whether for leisure or learning, it is crucial that we ensure their safety and keep them out of harm's way when connected to the digital landscape. The school plays an important role in raising awareness, and in safeguarding students from online threats, including cyberbullying, which is a violation of a student's right to be safe and secure, and is not tolerated by the school.

Digital Citizenship is the responsible, positive and ethical use of technology when creating and consuming digital content, communicating with others and participating in society. As digital citizens, students must be aware of the charges of cyberspace, be informed on how to safeguard and protect themselves from cyber perpetrators, and always ensure that they positively and constructively engage in the digital communities.

SCHOOL RESPONSIBILITIES

- The school will create a positive culture around media and technology, and will incorporate digital citizenship education as part of the curriculum to raise student awareness and promote positive and safe approaches to internet usage.
- The school will ensure that students are given clear guidance on the use of technology safely and positively both in school and beyond including how to manage their personal data and how to report abuse and bullying online.
- The school will ensure that all incidents of cyber-bullying both inside and outside school are dealt

with immediately and are managed according to the procedures set out in the school's Anti-Bullying Policy, Behavior Policy and Child Protection Policy.

- Staff members who suspect or are told about a cyberbullying incident related to any of their students must immediately respond by asking the student to show the evidence and to save evidence, including textual and audiovisual materials, and informing the Department Head or Headmistress immediately.

STUDENTS RESPONSIBILITIES

- Students are expected to respect other users through good network etiquette. They are expected to communicate with others in a proper and respectful manner. Communication that is considered offensive or inappropriate is considered a serious offence.
- Students must be careful who they allow to become a friend online and what information they share with them.
- Students must not share personal information, including login credentials, passwords, phone numbers and addresses without the permission of a parent/guardian.
- Students must refrain from visiting unauthorized websites.
- Students must not reply to someone they do not know or to abusive emails.
- Students must immediately tell an adult if they feel unsafe or worried online.
- Students must refrain in engaging in any form of cyberbullying. Cyberbullying is a serious offense and results in serious consequences.
- Students who believe they are victims of cyberbullying should refrain from responding to the bully, must save the abusive messages, and must immediately inform an adult (parent/guardian or member of staff). Students must not delete any evidence of bullying (even if it is upsetting) until it has been reported and shared as evidence with their parents or the school.

PARENTS RESPONSIBILITIES

- Parents must ensure that students are aware of the dangers of digital technology and that they build healthy habits and practices when using such technology.
- Parents must play their role and take responsibility for monitoring their child's online activity.
- Parents must discuss with their children network etiquette and establish clarity on what online activities are permissible and what is unacceptable, as well as the importance in using the time they spend online responsibly and safely.
- Parents are strongly recommended to install parental control software on their children's devices to allow them to monitor their online activity, control the time spent online, and block content that is not appropriate.
- Parents must ensure that their children do not divulge any information about themselves or other persons through any form of online communication.
- Through monitoring and regular discussions with their children, parents must ensure that their children have not experienced any form of cyberbullying or been exposed to inappropriate content.
- Parents must immediately inform the headmistresses if their child reports any inappropriate communications or any form of cyberbullying that has taken place on the online platforms the school is using or with any NIS student. Parents should save the offending material and make sure they have all relevant information before deleting anything.

DRESS AND HAIR CODE

- The school's dress code has been established to promote an atmosphere that emphasizes neatness in grooming, uniformity in our school's image, and pride in the school. All students are expected to be in full uniform each day with the exception of scheduled non-uniform days. Failure to abide by the dress code will result in disciplinary consequences.
- The school uniform is purchased from the designated uniform shop (Casper).
- The school uniform is to be worn on all school days unless parents are notified in advance of a change. All students must wear the school PE uniform on the days they have PE classes. The students who have PE classes on the 1st period are allowed to come to school wearing the school tracksuit and change after the session. If the students have PE classes within the school day, they will change to PE uniform in the school.

DRESS CODE FOR GIRLS

- Girls must wear NIS uniform trousers and T-shirt. The T-Shirt must be worn over, and not tucked in the trousers. Girls must wear the NIS sweater or jacket only with the trousers and T-shirt. No other sweaters or jackets to be substituted for NIS sweater or jacket.
- Hair should always be well groomed. Long hair should be tied back. Any hair coloring is strictly prohibited.
- Girls can wear white, beige, grey or black veils only.
- Girls can wear only one stud (non-dangling) earring per ear. Nose, eyebrow and lip piercings are not allowed. High school students can wear simple necklaces. Girls in Kindergarten and Elementary School are not allowed to wear necklaces or rings for safety reasons. Chockers are strictly prohibited.
- Make-up and nail polish are not allowed. Nails have to be kept short and clean.
- No tight, slim or skinny trousers.
- No color contact lenses or accessories
- Ice-caps, caps, and jacket hoods are not allowed inside classes and school building.
- Tattoos are totally prohibited in the school.
- Only black shoes are allowed. Sandals or flip-flops are not allowed.
- Running shoes are only allowed on days Physical Education classes are scheduled.
- Running shoes can be white or black with no accessories such as wheels.

DRESS CODE FOR BOYS

- Boys must wear NIS uniform trousers and T-shirt. Boys must wear the NIS sweater or jacket only with the trousers and T-shirt. No other sweaters or jackets to be substituted for NIS sweater or jacket.
- Undershirts should be plain white with no print.
- Hair should always be well groomed and cut short. Any hair coloring is strictly prohibited.
- Boys must be clean-shaven; beards and goatees or head shaving are not allowed.
- Only black shoes are allowed. Crocs are not allowed.
- Running shoes are only allowed on days Physical Education classes are scheduled.
- Running shoes can be white or black with no accessories such as wheels.
- No stylish or trendy haircuts.
- No tight, slim or skinny trousers.
- Ice-caps, caps, and jacket hoods are not allowed inside classes and school building
- Tattoos are totally prohibited in the school.

DISCIPLINARY CONSEQUENCES

1. NOT FOLLOWING DRESS CODE FOR ALL (BOYS & GIRLS)

FIRST TIME	<ul style="list-style-type: none">• 1st warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.
SECOND TIME	<ul style="list-style-type: none">• 2nd warning letter will be issued. The letter will be sent home to be signed by the parent and returned to school to be kept in the student's file.• The parent will be contacted to come and collect the student or to bring the proper piece of school uniform.• The student will not be admitted to class unless he/she is in full school uniform.• The classes missed will be counted as unexcused absence.

2. UNSUITABLE HAIRCUT/STYLE

FIRST TIME	<ul style="list-style-type: none">• The parents and the student are notified to abide by the school rules.• The parents and the student are asked to rectify or adjust the haircut/hair color before the student is allowed to school.
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3- WEARING NAIL POLISH OR MAKE UP (FOR GIRLS)

FIRST TIME	<ul style="list-style-type: none">• Removing nail polish /makeup at the Headmistress Office before entering the class.
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TRANSPORTATION AND SCHOOL BUS RULES

GENERAL RULES

The school bus service is optional and the school does not adhere to transporting students unless there is a room for the student on the bus in addition to the suitability of the bus route with the student's place of residence and in the limits available for the school.

Parents choose how they wish their children to commute between home and school.

GATE

If the parents choose to have their children commute between home and school alone, they should understand that once their children leave school premises at the end of the school day, the safety of their children is fully their responsibility and the school does not hold any liability. The parents and the students are kindly requested to understand and comply by the following rules:

- Students must not arrive to school before 7:00 am and must not be late than 7:15 am to attend the morning line.
- School gates shall close at 7:30 am and late students are subject to certain procedures (Refer to the Parent-Student Handbook).
- Students should go immediately to the gates at the end of the school day as assigned for each stage.
- Students will not be allowed to leave school premises unless called upon by gate security members.
- Parents should provide the school with name/s of the persons assigned to collect their sons/daughters from school.
- The school is not responsible for the gate students after 2:45 pm. Please make sure to collect your son/daughter on time.

BUS

If the parents choose to have their children commute between home and school by bus, the parents and the students are kindly requested to understand and comply by the following rules:

- All students at all times must sit in their assigned seat and wear their seat belt.
- Matrons are authorized to assign seats.
- Students must wait at the bus stop 5 minutes prior to the scheduled time of pickup under the parents' supervision. If the bus arrives at the stop at the scheduled time and the student is not there, the bus will not wait and will continue its trip.
- Parents must arrange for transportation should a student miss the bus due to being late.
- Students must directly go to their buses immediately after the school day ends and must be on the bus at the scheduled times.
- Parents should wait for their children at the bus stop, where they are dropped off, 5 minutes prior to the scheduled time of the bus arrival. If the parent is not at the bus stop, when the bus arrives, the student remains on the bus until the end of the route. After the bus route ends, the bus re-drops the student at the bus stop. If the parent is still not at the bus stop, the student will be returned to school.
- In case of a change in a student's residence, after the commencement of the school year, the school should be informed of the new address at least one week before moving to the new location. In addition, the school cannot guarantee that the bus service can be arranged to the new location.
- Parents of bus students who request to pick up their children from school or bus students who request to go home gate, must submit a written request signed by their parents to the school coordinator before lunch break.
- Students are not to run to or from the bus.
- Students should refrain from fighting and pushing.
- Students should refrain from shouting or yelling.
- Students should keep their bus clean and refrain from littering and throwing objects in or out of the bus. Students should be civilized.
- Students should obey the orders of the bus matron.
- Students should refrain from tampering with bus equipment. Willful damage to seats, etc. is considered vandalism and must be paid for by the offender.
- Students should be courteous and use proper language.
- Students should obey and respect the driver and the matron.
- Students should wait for the matron's signal to get off the bus.
- Students should respect the bus officers' remarks.

- If the student is absent for **3 consecutive working days**, parents will accompany him/her to school to be checked by the school doctor. The bus shall not pass by him/her.
- Each student who rides the bus in the morning must return home on the same bus after the end of the school day.
- Preschool up to Gr.3 students are to wear their name tags all the time. In case the name tag is lost or destroyed, parents are to contact the school to purchase another one.
- Matrons are fully responsible for the students' safety from the moment students get on the bus till the minute they get off. Thus, students and parents are expected to show respect to the bus Matron's orders and instructions.
- Students should stay in their seats.
- Students should put on their seat belts.
- Students should place bags and parcels under their seats or on their laps.
- Students should keep the aisle of the bus clear at all times.
- Students should not talk to or distract the bus driver.
- Students should not extend their arms or heads out of the window at any time.
- Students should respect older students and help younger ones.
- Students should not play with any tools that might harm themselves or others.
- Students have the right to one seat only.
- In case of any problem occurring on the bus with the bus driver, the matron or any other student, parents should refer to the Transportation Office or Transportation Manager to take the necessary action based on the addressed situation.
- Parents are totally forbidden to have any physical contact or to use any foul/profane language with the bus matrons, drivers or students on the bus.
- In case of school closure due to bad weather and dangerous road conditions (or any other reason), the buses will not be operating at all. If parents have any questions in this regard, they may contact the bus matron.
- Any student who breaks the school bus rules or behaves in a manner that threatens the safety of others on the bus, will be reported to the administration and will receive a disciplinary warning. If the behavior is frequently repeated, the student will be denied the privilege of using the school bus service.

SCHOOL FACILITIES AND SERVICES

The NIS campus boasts a number of educational, sports, and health-related facilities to help provide students with a well-rounded experience.

1. CLASSROOMS

- Each of our classrooms is air-conditioned and furnished to accommodate up to 30 students.
- Each classroom is equipped with a Smart Panel. Wi-Fi is available across the school premises.

2. ACADEMIC FACILITIES

- Multi-purpose Science Labs for Chemistry, Biology, Physics, Robotics, and Electronics
- Computer Labs with multi-media facilities and internet access
- Libraries with fiction and non-fiction books on many subjects for all ages, as well as a media section. The school has access to several digital libraries
- Music Rooms
- Playrooms
- Art Workshops
- Studio
- Learning Management System (LMS) (Classera)

3. SPORTS AND FITNESS FACILITIES

- Handball Courts
- Football Pitches
- Volleyball Courts
- Basketball Courts
- Padel Courts
- Gymnasium equipped with different body-building apparatuses

4. NON-ACADEMIC FACILITIES

- Fully equipped Multipurpose Assembly Room
- Meeting Rooms
- Fully equipped theatre with a laser light show and a sound system
- Health Clinic and an isolation room with a school physician and a nurse on duty at all times
- Canteens
- Cafeteria
- Home Economics Room
- Supervised Wi-Fi System
- CCTV Cameras in the halls
- Counseling room with a school psychologist on duty at all times.

HEALTH SERVICES & SAFETY

- NIS has a full time school physician and a nurse on duty at all times as well as the facility of a health clinic and an isolation room in each campus. Students can be treated for minor ailments and/or rest. It should be remembered, however, that an ounce of prevention is worth a pound of cure and with this in mind; students should consider the following at all times:
 - Personal hygiene and cleanliness is imperative.
 - Avoid drinking from the same glass or soda bottle as communicable diseases can be transmitted in this way.
 - Students must wash their hands with soap and water after visiting the lavatory, before and after eating, and after all laboratory activities.
- The parent/ guardian is responsible to report any **communicable** disease (chicken-pox, flu, etc.) and is expected to keep the student at home.
- In case a student becomes ill during the school day, and the school physician determines that the student should go home, the Headmistress/ Coordinator will contact the parent to come and collect the student.
- If a student suffers from a temporary or permanent health problem, parents are urged to directly inform the school Physician.
- Parents should provide the school with their child's medical requirements or equipment (inhalers insulin, etc.)

EMERGENCIES & INJURIES

The following procedures will be used if an emergency should occur involving your child.

- Step 1** The parents / guardian will be contacted, if possible.
- Step 2** If the above fails, the emergency contact will be contacted.
- Step 3** If the above fails, the school has the right to take the decision that guarantees the student's safety.

IMPORTANT NOTE

The school administration has the right to charge the parent for the expenses in case of receiving treatment in a hospital.

SCHOOL FACILITIES RULES & POLICIES

SCIENCE LAB RULES

Because of the more independent nature of laboratory activity, the normal classroom rules do not apply and have been replaced with the following:

- Students must not enter the lab without their teacher's permission.
- Upon entering the lab, students must walk slowly and quietly. This behavior is expected throughout the lab session.
- If a student damages any of the school's lab equipment, they will be responsible to have it replaced.
- Students are responsible for cleaning lab equipment and putting it away as well as tidying their work area after use.
- Food or drinks are not allowed in the lab at any time.
- School bags are not allowed in the lab for safety reasons. Students must bring only the necessary books, notebooks, and writing materials to be used for their lab work.
- Students must not touch any lab equipment until instructed to do so.
- For safety reasons, it is essential that students follow the explicit instructions regarding each experiment.

Any action deemed harmful or potentially dangerous and which is determined by the teacher to have been either intentional or the result of carelessness can result in immediate suspension.

COMPUTER LAB RULES

- Food or drinks are not allowed in the computer lab.
- Book bags should be left outside the computer lab.
- Do not leave your seat during the class period.
- Students are not allowed to change any computer display settings without the computer teacher's permission.
- Each student is responsible for his/her assigned computer. Report any problems to the computer teacher immediately.

LIBRARY RULES

The library is a wonderful resource for all students. It is important that students adhere to the following rules in the library:

- Greet friends quietly.
- Whisper, do not talk loudly.
- Politely ask the librarian for help if you cannot find a book.
- Return books on time.
- Take good care of the books you have borrowed. Students will be billed in full for lost or damaged books.
- Before the end of library lessons, return books to their proper places or give the books to the librarian so he/she can shelve them. Do not leave books on tables. Books are never to be placed on the floor.
- Chairs should be replaced and pushed in.
- Food, beverages, and chewing gum are not allowed in the library.

PLAYING COURT RULES (DURING BREAK TIME OR ANY OTHER ACTIVITY)

- Do not litter on the school grounds please use Garbage Cans.
- Walk down the stairs. Do not run.
- Keep your hands, feet and objects to yourself.
- Use playground equipment properly. Pushing, jumping and running on playground equipment is not safe.
- Stand in the proper queue while buying from the school canteen.

PHYSICAL EDUCATION (P.E.) CLASS RULES:

- P.E uniform must be worn during the P.E. lesson or else 2% deduction will be applied and the student will be deprived of participating in the lesson. **Other trousers, shorts or T-shirts are not allowed.**
- Effective and active participation in the P.E. classes is expected from all students.
- A practical P.E Exam might be administered occasionally, to earn grades.

Please note that any incident of using foul/ profane language or physical contact during the P.E. lesson or playing soccer, the student will be deprived of attending the P.E. class or playing soccer for at least a week.

THE FOLLOWING GENERAL BEHAVIOURS ARE NOT ACCEPTABLE AT ALL TIMES

- Fighting, (hitting, pushing, or kicking)
- Play fighting, such as karate or kung-Fu kicking
- Playing rough, hurting others
- Twist, climb, and stand on or jump over fences
- Use of foul, profane or disrespectful language
- Deliberately throw a ball at someone
- Bullying

Playground monitors will issue discipline slips to students who violate the playground procedures and/or rules. The playground monitor will use a timeout area during break-time for students who repeatedly misbehave or need a place to cool down. Serious violations will be referred to the headmistress for further action. School rules remain in effect when students are at break-time.

Students are expected to listen and respect directions given by the adults in charge. Rules have been set for the safety of the students.

LOST AND FOUND

The school is not responsible for lost items. Found items are kept inside a locked Lost and Found cabinet. Students may retrieve items from Lost and Found by referring to the stage coordinator. Unclaimed items will be donated to charitable organization at the end of the school year.

To prevent unnecessary loss, please comply with the following procedures:

- Students' personal items including clothing, sportswear, and books should be labeled with the student's name and class. Parents are encouraged to stitch names of students from the inside of the school jackets. Markers and pens will be erased after washing.
- Students should be responsible for the safety of their books, school supplies, and other materials.
- Students are discouraged from bringing personal items, such as toys, valuable items or large sums of money to school.

MAKE-UP EXAMS

PURPOSE

- The purpose of any makeup exam is to allow students, who have valid and rightful reasons for missing a scheduled exam, to fulfil the requirements of the course outline of subject(s). This could be due to medical reasons, family emergency, championships or illness.
- Students who failed the exam to allow them the opportunity to improve their grade.
- Students who failed in fulfilling the standards of learning in a subject(s) or GPA throughout the academic year.

WHO IS RESPONSIBLE

- Head of Department
- Headmistress

Make-up Exams Regulations High School (American Division)

- All Students who failed maximum of two subjects with a **grade F or D** in the high school will take a make-up exam, which will be held in August of the same academic year.
- All make-up exams are comprehensive – i.e. including all material covered throughout the year.
- The grade of the make-up exam will replace the grade of **whole year**.
- Students have to pass the makeup exam with at least 70% or else will considered failing and will not be able to be promoted to the following year.
- **Only 70% from the total score will be counted even if the student scored 100%**

Make-up Exams Regulations Middle School (American Division)/MYP

- All Students who failed maximum of two subjects with **a grade D** in the middle school will take a make-up exam, which will be held in August of the same academic year.
- All make-up exams are comprehensive – i.e. including all material covered throughout the year.
- The grade of the make-up exam will replace the grade of **whole year**.
- Students have to pass the makeup exam with at least 60% or else will considered failing and will not be able to be promoted to the following year
- **Only 60% from the total score will be counted even if the student scored 100%**

Make-up Exams Regulations Middle School (British Division)

- All Students who failed maximum of two core subjects with **a grade D** in the middle school will take a make-up exam, which will be held in August of the same academic year.
- All make-up exams are comprehensive – i.e. including all material covered throughout the year.
- The grade of the make-up exam will replace the grade of **whole year**.
- Students have to pass the makeup exam with at least 60% or else will considered failing and will not be able to be promoted to the following year
- **Only 60% from the total score will be counted even if the student scored 100%**

Make-up Exams Regulations Primary/Elementary

Usually there is no make-up exams in the elementary/primary/PYP stage as assessment is continuous throughout the academic year. However, there are few low performance students in the elementary/primary/PYP stage who score unsatisfactory in more than one subject. In such case the school has the right to ask for reassessment before promoting the child to the next grade/year level.

Special arrangements with the headmistress take place according to each case separately.

SCHOOL SAFETY REGULATIONS DURING COVID-19

GENERAL GUIDELINES

- The school fully cooperates and complies with all measures and guidelines stated by the Egyptian government crisis regulators.
- Health and safety of all staff and students are our priority on school premises and bus service.
- Maintain the quality of education and standard of learning for all students across levels.
- Direction arrows and signs are added to corridors and stairs to encourage one-way circulation.
- Classroom seating will be adjusted to allow distancing among students.
- Number of students is adjusted to the recommended numbers in one class.

GENERAL INSTRUCTIONS

- A safe distance should be kept among all individuals.
- Hands should be regularly washed and sanitized. Everybody should be wearing face masks or face shields in closed areas.
- Students, faculty and staff temperature is checked before getting on the bus or in the school campus. Same applies to parents/visitors.
- An **Isolation Room** is prepared to be used for any suspected covid-19 case until the parents arrive to pick the student.

EARLY REPORTING AND FOLLOW UP OF COVID-19 CASES

- All Faculty and Staff members **MUST** inform the school management immediately if they have any symptoms and they should stay home and provide a medical report.
- If a student has fever, cough, flu or any other symptoms, parents should inform school, he/she should stay home and get a proper medical checkup.

PREVENTION AND PROCEDURES IN DEALING WITH COVID -19

- If more than 2 cases are tested positive covid-19 in the same class within the period of 1 week, the school will turn this class into online mode for 1 week.
- Classes will be sanitized during the shutdown period.
- School administration will follow up with the parents to check if any other cases detected within the same class during the online period.
- If no more cases from this class are reported, teaching and learning will resume in campus after this week.
- If more cases from the same class are reported during this week, the class will remain closed for one more week.
- Students with symptoms of Covid-19 are not allowed to school campus unless all symptoms disappear, which is usually within 7-14 days.
- Parents should accompany their children after recovery and wait for the school doctor to examine them.

VACCINATION

- According to the school management decision, all faculty and staff members should be vaccinated against Covid-19.
- Non vaccinated staff members will not be allowed to enter the school campus.
- All staff members are recently advised to take the booster dose of the vaccine.

CHECK-IN PROCESS

- Thermal screening is a must at all entrances of the school. Anyone with a fever greater than 37.5° will not be allowed entry to school campus.
- A policy of "**Stay at Home if Unwell**" for students and staff with symptoms is enforced.
- All school facilities will be regularly sanitized.

BUSES

- All matrons and drivers will be subject to temperature check before the start of the morning round.
- All our matrons will be provided with handheld thermometers to check the temperature of all bus passengers,
- Make sure your child is wearing the mask.
- Students will have their temperature scanned by the bus matron before getting onto the bus.
- Your child (**from KG till Y/G 3**) must be accompanied by an adult who will take him/her back if he/she has any symptoms or did not pass the temperature check.
- **The bus will not afford to wait** in case the child's temperature exceeds **37.5** and the parent still believes he/she is normal and needs time to cool down.
- All passengers, including matrons and drivers, will be wearing masks.

GATE STUDENTS

- **Parents/ drivers** must wait for the student to be temperature checked. In case the child's temperature exceeds **37.5** the student will not be admitted to school and he/she will be asked to be taken back home.

PERSONAL PROTECTIVE EQUIPMENT

Students and Staff must bring their own Personal Protective Equipment

1. Face masks/ shields
 - a. We recommend that each student should bring an extra disposable mask.
 - b. Face masks are mandatory in the school bus for all passengers.
 - c. All students and staff are strictly asked to wear masks at gates, corridors and playgrounds.
2. Alcohol/hand sanitizers
3. Tissues

All Students must bring their own stationery and utensils as "No Sharing Policy" is enforced.

FOOD/ CANTEEN

- Students and staff are encouraged to bring their own lunch box. Canteen service is very limited.
- Students must not share food or personal items.

STUDENT ATTENDANCE

- Students who are sick, or if any of their household members has a fever or is experiencing flu-like symptoms, are prohibited from coming to school. A medical report must be sent to the stage headmistress.
- Students who are confirmed positive for Covid-19 according to a certified facility cannot return to school until they are symptoms free.
- Attendance is a must in classrooms and e-learning mode across all stages. E-learning attendance will be taken per session.

DEALING WITH DEVELOPED SYMPTOMS OF COVID -19 WHILST AT SCHOOL

- Each building on the premises has at least one isolation room.
- If a student or staff begins to show symptoms of COVID-19 while at school, he/she will be directed to the school doctor, instantly isolated and the family will be notified to pick him/ her up.
- The school will maintain contact with the family throughout.
- Being symptoms free will be essential to return to school.

SCHOOL VISITS

1. All visitors must make an appointment and follow and apply school's health and safety.
2. Parents/visitors must wear masks during their visit to the school campus.

SCHOOL SAFETY REGULATIONS BEYOND COVID-19

Covid-19 safety regulations and restrictions are eased and lifted. The fact that the majority of the population is vaccinated with the booster dose has weakened the symptoms and duration of the infection.

Nevertheless, the following safety instructions are recommended and followed by all members of NIS; students, staff and faculty:

1. Face masks are optional.
2. Thermal screening at school gates and buses is no more needed.
3. The policy of "Stay at home if unwell" for students and staff is still enforced.
4. Any faculty, staff or student who has symptoms of covid-19 or flu like symptoms should stay home until he/she is symptoms free (3-5 days) or as needed or advised by the doctor.



NEFERTARI INTERNATIONAL SCHOOL, OCTOBER, EGYPT

STUDENT SOCIAL MEDIA CONTRACT

Student Name : _____

Year/Grade Level : _____ **Division:** _____ **Scholastic Year:** _____

GUIDELINES

Parents and Students must read and sign this contract acknowledging the responsibility of using Social Media. Social Media, such as, Face book, Twitter, YouTube, My Space, LinkedIn, Engrade, personal texting, and others, are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of Nefertari International School.

- 1) **Be honest about your identity.** Never pretend to be someone else when you post personally or as a student of Nefertari International Schools. Tracking tools can trace back anonymous authors.
- 2) **Think twice before posting** since it reflects on your reputation, the reputation of your family, friends, another student, and your school.
- 3) **The information you post on line could jeopardize your future** when applying to college or even applying for a job as a student or a young adult.
- 4) **Be respectful and thoughtful.** Treat others the way you would like them to treat you while posting on Social Media sites.
- 5) **Know the rules.** Follow a code of ethics. Become familiar with the terms of service and policies of the Social Media sites and networks in which you participate.
- 6) **Cyber bullying is illegal** by law and would lead to expulsion from Nefertari International Schools. Always remember that Cyber bullying is the willful and repeatedly bullying or harassment of another person or persons through Social Media, which includes electronic text.

Parent Signature(s) : _____ **Date** : _____

Student Signature : _____ **Date** : _____



MANDATORY PARENTAL ACKNOWLEDGEMENT AND SIGNATURE FORM

I _____ The Parent / Guardian of
_____, Year/Grade _____, Division_____, attest that my child and I
have read, understood, accept and agree to abide by all the rules and regulations mentioned in the Student-
Handbook of Nefertari International School.

DATE: ____/____/____

PARENT / GUARDIAN SIGNATURE : _____

STUDENT SIGNATURE : _____