

**NEFERTARI INTERNATIONAL SCHOOLS
CAIRO, EGYPT**



**PARENT-STUDENT HANDBOOK
2024-2025**

Striving for Excellence

Stay updated on school information with our website:

www.niscl.com

2024 - 2025 (Subject to change by Circulars or other means)

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NIS ANTHEM

We are students from NIS.

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 students from NIS.

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, and our actions and relationships.
We aim to be fair, open, and honest and to treat all with respect. |

QUALITY EDUCATION DEFINITION

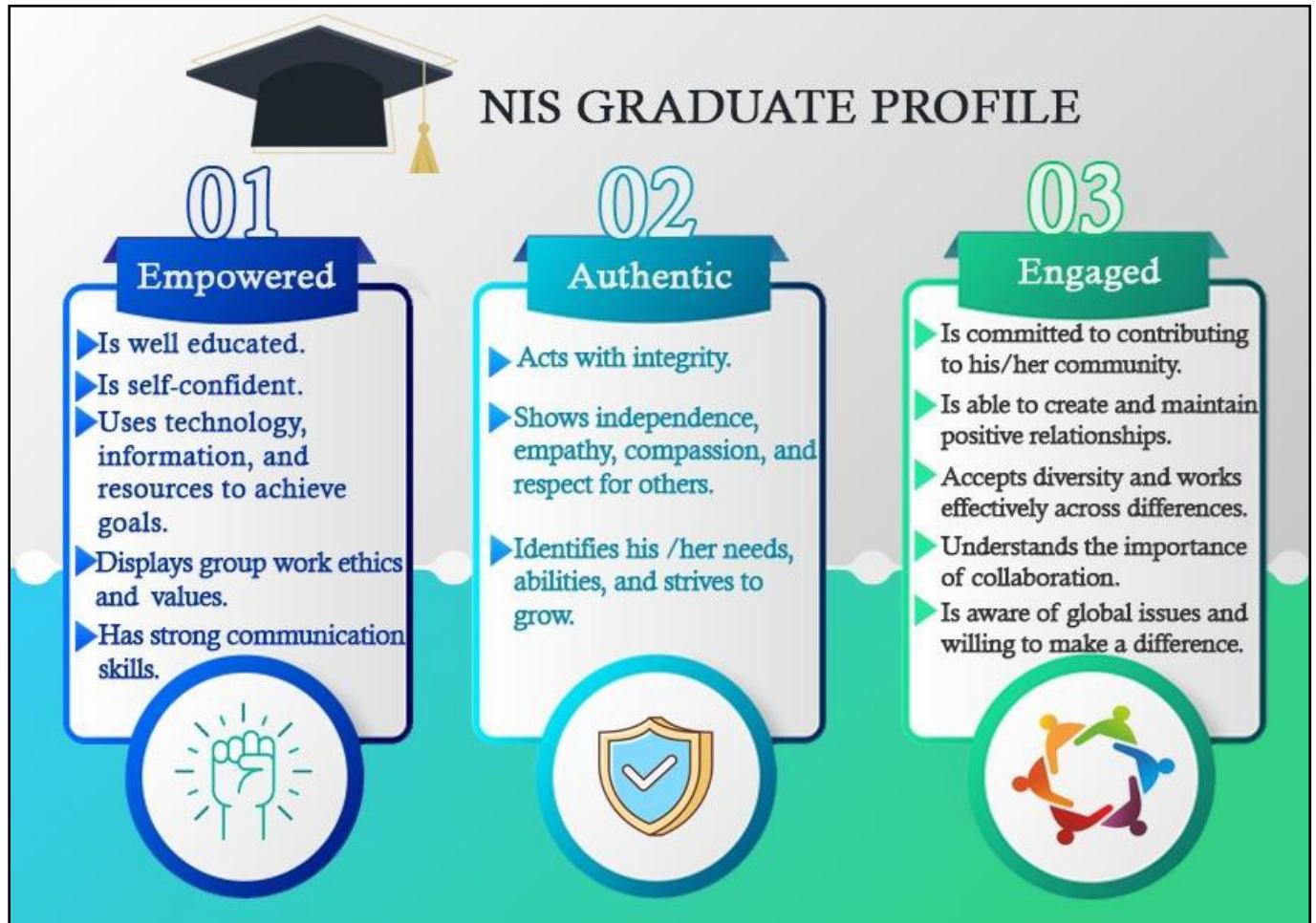
NIS is committed to providing challenging teaching and learning opportunities to motivate its students to develop, grow and learn to be responsible, well-informed, and engaged members of local and international communities.

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 that encourages the active participation of all school members.
- 2-Provide a balanced and purposeful curriculum that 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 outcomes.

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, organize, 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

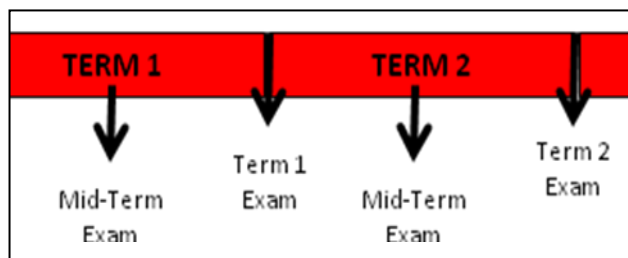
Chairperson of NIS Board

GENERAL INFORMATION

YEARLY SCHEDULE

The academic school year is 9 months. It starts in September and continues until June. Our year is divided into two terms: Each Term includes a mid-year test and an end of term exam. A **P**arent-**T**eacher **M**eeting (PTM) is also scheduled during each term.

The Academic School Year



The Academic School Year follows the annual plan of the Ministry of Education (MOE).

SCHOOL HOURS

School is scheduled to commence at 7:15 a.m. and end at 2:30 p.m. each day for all year levels.

SCHOOL CALENDAR

The school calendar is published on the school website. Parents and students are advised to visit the site frequently for any updates.

CONTACT INFORMATION

Nefertari International Schools in Egypt (NIS)

K.M 22 Cairo- Ismailia Desert Road- Left Side.

Cairo, Egypt

School Mobile

01066682298

Chairperson Office Manager

Mrs. Hala Rassmy

01028104088

In case of emergencies, you can contact or SMS the school headmistress **from 8:00 am till 9:00 am and from 1:00 pm to 1:30 pm.**

KG's & Primary Principal

Mrs. Rasha El-Sibaie

01003983111

KG's Headmistress

Mrs. Maha Fathy **(BC & KG 1)**

01066682298

Mrs. Noheir Abd El-Azim **(KG 2)**

01028104004

Early Primary Headmistress

Mrs . Nihal Nader

01004123336

Upper Primary Headmistress

Mrs. Marwa Adel

01029334332

Preparatory & Secondary Principal

Mrs. Noha Ezzat

01004296111

Preparatory Headmistress

Mrs. Manal Mubark

01050991847

E-mail:

nlsinfo@niscl.com

Website:

www.niscl.com

SCHOOL FACILITIES

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

CLASSROOMS

Each of our classrooms is equipped with a smart board, and designed to accommodate 15-30 students.

ACADEMIC FACILITIES

- Multi-purpose Science Labs for Chemistry, Biology and Physics
- 4 Computer Labs with multi-media facilities and internet
- 2 Libraries equipped with multi-media facilities and furnished with the best books on the market.
- Video/playroom for KG children
- Music Room
- Art Workshops
- Sports playgrounds

SPORTS AND FITNESS FACILITIES

- Handball Court
- Football pitches
- Volleyball Court
- Basketball Court
- Gymnasium equipped with different body-building apparatuses

OTHER FACILITIES/PERSONNEL

- Multi-purpose Assembly Room
- Canteen
- Health Clinic with a school physician on duty at all times
- School Cafeteria

HEALTH SERVICES:

NIS has a school physician on duty at all times as well as the facilities of a clinic. If a student feels unwell, they can either rest or can be treated for minor ailments. 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 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.
- It is advisable to bring a hand sanitizer to school.

If a student is very ill or has any kind of contagious disease (chicken-pox, flu, etc.) they should stay at home. On returning to school, students must provide a medical report. Once a student recovers from a contagious disease, their parents/guardian must, personally, bring them back to school. Students will also be checked by the school physician before entering the classroom.

If a student suffers from a temporary or permanent health problem, parents should directly inform the school headmistress. Parents should provide the school with their child's medical requirements or equipment's (inhalers, insulin, etc.)

EMERGENCIES

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.

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

TUITION POLICY

Parents are committed to paying the school fees- determined by the school administration- on the agreed dates.

To ensure enrollment, admission fees are to be paid upon acceptance of your child to NIS. Fees are paid on THREE 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

IMPORTANT NOTES:

- The 1st part of the 1st installment is considered a reservation fee for the following scholastic year. Any delay in payment past the deadline date will result in not enrolling the student for the following scholastic year
- May: - Bus reservation
- The bus fee is paid once along with the first installment before the commencement of each scholastic year. The bus fee is NOT REFUNDABLE at any time.
- August: - Rest of bus fees.
- If the bus fee is not paid along with the 1st installment, the school is not going to register the student for using the bus service.
- The school fees are not refundable once the school starts and this is in accordance with the ministerial decree issued on 13/ 1/ 2003 and approved by the Minister of Education on 28/ 1/ 2003 and the ministerial decree issued on 23/12/2009 and approved by the Minister of Education on 14/2/2010.
- Tuition fees are annual expenses payable regardless of how long the student is absent from school, and the country conditions that may require school closure or delay whether that was the decision of the country or because of security conditions the school administration may regard.
- At the beginning of each academic year, the school administration amends the fees with an increase up to 7%; as stated in the ministerial decree no. 35 issued on 19/6/2011 to face the bonuses due to the school employees; mentioned in article 76 and beyond of in the ministerial decree 306 issued on 6/ 12/ 1993 to cope with the increasing cost of facilities and equipment.

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, behavior, 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.

TRANSPORTATION AND BUS RULES

- The school bus service is optional and the school does not adhere to transporting students unless there is a place for the student on the bus, in addition to the suitability of the bus route.
- The school administration has the right to deprive a problematic student of the bus service till the end of the year. The bus service deprivation starts after a week from sending a registered letter with acknowledgment of receipt to the parents. The school administration is to refund the value of the remainder of the term service considering that the bus service term is 9 months.
- All the students who use the bus will be put on their buses to go home unless a signed note is received before the end of the 2nd lesson. The school administration will not accept any verbal notes.
- In order to provide an environment conducive to learning, all school regulations must be followed. The same is true for bus regulations to ensure safe arrival to NIS and home.
- Students who use the bus in the morning must return home on the same bus at the end of the school day, unless they are collected by parents and the school is informed with a written note in advance.

In case of bad weather or dangerous roads the school can decide to close temporarily for the safety of our students and staff. If you have any questions about school closure, please feel free to contact the school. (See the Contact Information at the front of the Handbook.)

BUSES

Please understand that you must abide by the following rules:

- Students should be waiting for the school bus each morning at least FIVE (5) minutes ahead of their pick- up time under the parents' supervision.
- It is the students' responsibility to be on the correct bus at the end of the day to go home.
- Pre-school students are escorted to the buses by the matrons.
- 1st primary students are escorted to the buses by the matrons during the first month only.
- Students are the responsibility of the bus matron from the moment they get on the bus till the minute they get off it, so they are expected to show respect to the bus matron's orders.
- In case of any problem occurring on the bus with the bus driver, the matron or any other student, please refer to the school headmistress to take the necessary actions based on the addressed situation.
- Please understand that any physical contact results in a two-day bus suspension and using foul language results in the same penalty.
- Parents are also expected not to interfere with the bus matron's duties. In case there is any complaint, parents are expected to address the school headmistress with a written note, and the headmistress will take care.
- Students should also remain seated and remain orderly from the time they get on their bus until the time they leave.
- Students cannot exit the bus while it is moving.
- The doors of the bus cannot be opened while the bus is moving.
- Remember that talking or laughing aloud, or unnecessary confusion diverts the bus-driver's attention and may result in a serious accident.
- Talking must be kept to a minimum.
- No talking to or distracting the bus driver.

- No fighting.
- Never tamper with any bus equipment.
- Treat bus equipment as you would do with the valuable furniture in your own home or car. Willful damage to seats, etc. must be paid for by the offender.
- No throwing litter in / out of the bus.
- No arms or heads should be extended out of the window at any time.
- Keep the aisles clear of books, band instruments and any other objects.
- Help look after the safety and comfort of younger children.
- Respect older students.
- Selling or purchasing is not allowed.
- Students are not allowed to play with any tools that might harm others.
- Students are not allowed to be picked up or discharged other than their regular address, except in emergency situation with a signed letter from the parent.
- Bus students are not allowed to leave in their private cars unless they give a written parent's note of consent to the school administration before the second period ends.
- Students are to follow matrons' and teachers' instructions; otherwise, a disciplinary action will be taken by the school administration.
- Pre-school students are to wear their name tags on the school uniform all the time. In case the name tag is lost or destroyed, parents are to contact the school for a replacement and the parent bears the expenses.

IMPORTANT NOTES:

- At dismissal time, the bus does not wait for any student. There are two bells after the last lesson's bell. The first bell means all students must get on the buses, the second bell is for the drivers to close the doors of the buses and start engines. Bus students must be on the bus directly before the second bell.
- If a student misses to get on the bus before the second bell, a written note will be sent home with the student on the same day; the bus will not pass by the student the following morning and parents will drive him/ her to school.

- Each student who rides the bus in the morning should return home on the same bus after school. Students are not allowed to exchange buses in the afternoon for any reason.
- Students are not allowed to drive themselves to school.
- Students are not allowed to drive around the school premises with their drivers.
- In case of school closure due to bad weather and dangerous road conditions, the buses will not be operating at all. If parents have any questions in this regard, they may contact the bus matron or the school numbers.

Students are to abide by the bus rules mentioned above, otherwise a written letter from the School Headmistress will be sent home and each case in this category will be dealt with on an individual basis.

Inappropriate behavior on buses is not tolerated and results in:

➤ **First Time**

A 1st written warning will be issued and sent to the parents to be signed and kept in the student's file.

➤ **Second Time**

A 2nd written warning will be issued and sent to the parents to be signed and kept in the student's file.

The student is not allowed to use the bus service for TWO DAYS.

➤ **Third Time**

The student is totally deprived of using the bus service till the end of the year.

IMPORTANT NOTE: *In case of any physical contact or using foul language, the case results in a two-day-bus suspension from the first time.*

ATTENDANCE POLICY

Preamble: NIS administration and staff believe that regular and punctual school attendance is an essential component of student academic success. Attendance records are taken daily and checked for excessive tardiness and absences.

To ensure that students understand the seriousness of regular attendance and punctuality, the following policy is enforced.

1. In all cases, parents note inform the school of their child's absence, in advance, by a written, a telephone call, or an SMS before 8:00 a.m. on the same day to explain the reason of the absence. Please note that it is the administration's right to accept or refuse the excuse of absence.
2. If no urgent excuse is provided for an absence (preferably to be submitted before absence), the teachers of all subjects for that day will give the student a "zero" in all tests, quizzes, homework, participation, presentations, etc.
The school will not be responsible for what your child misses.
3. If a student is sick for more than 3 consecutive days, a doctor's certificate must be handed in to the school headmistress on the returning day of the student. In case of any delay, the medical excuse will not be accepted and the absence will be considered unexcused. 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.
4. In case of any absence due to Sports Tournaments, a stamped letter from the club should be submitted to the school headmistress one weeks in advance.
5. If the club stamped letter is delayed, a letter from the parents is sent to school signed showing the time and date of the tournament.
6. If a student continues to miss school without an excuse, the following steps will be taken: -
 - a) Meeting with the parents to discuss the reasons of the continuous absence.
 - b) Parents will sign an expulsion warning letter.
 - c) Further infractions of our attendance policy will not be accepted.
7. Students and parents are expected to follow the school calendar posted on the website. The school holds no responsibility towards any student who is travelling

with the parents during school days for residency renewals or urgent trips. Absence will be considered **unexcused**.

8. Omra trip during school days is considered an **unexcused** absence.
9. Hajj trip during school days is considered excused absence. In case a student misses quizzes, the average of other tests and quizzes is taken. ONLY mid-term tests can be repeated.
10. Family vacations should be taken during school vacation.

LATE ARRIVAL (TARDINESS)

In order to achieve academic success now and to prepare students for careers later in life, it is important that students arrive to school on time each morning.

Late arrival affects the student's punctuality habits as well as it causes distraction to the school educational process.

- School day commences at 7:15
- First lesson begins at 7:30
- School gates close at 7:20 sharp

PARENTS ARE EXPECTED NOT TO INTERFERE WITH THE SCHOOL POLICY REGARDING LATE ARRIVAL

IMPORTANT: Late Arrival policy is applied on the whole academic year and not per-term. Under no circumstances will a student be allowed to attend school in case of arriving after 8:00 o'clock even if it is the first time.

Any arrival between 7:30 and 8:00 is considered late and results in the following consequences:

➤ **First time:**

- 1st written warning will be issued and sent to the parent / guardian to be signed.

➤ **Second time:**

- 2nd written warning will be issued and sent to the parent/guardian to be signed.
- The student will not be allowed to attend the first lesson.

➤ **Third time:**

- 3rd written warning will be issued and sent to the parent/guardian.
- The student will not be allowed to attend school on that day. Parents are to take their child back home. That day will be considered unexcused absence.
- The student will receive an out of school suspension the following day which will be considered unexcused absence.

IMPORTANT NOTES:

No extra time will be provided to students arriving late during quizzes, mid -term tests or exams.

EARLY DISMISSAL

- Students are not allowed to leave school early without the written consent of a parent, preferably provided AT LEAST before 10:00 am.
- Any written consent should be addressed to the School Headmistress or School Coordinator.
- Early dismissals should, obviously, occur only for good reasons.
- 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.

APPEARANCE AND BEHAVIOUR

DRESS CODE

Your personal appearance in school demonstrates your seriousness about your education, your school, and yourself. Because of this fact, you should be wearing a full, clean, and ironed uniform EVERY day. Other aspects of your appearance (hair styles, accessories, etc.) should also be appropriate to an academic setting.

PLEASE NOTE THAT:

Students must always put on tidy attire.

Long hair for boys is not allowed. No stylish or trendy haircuts for boys; Mohawk or otherwise.

In case of coming to school in an unsuitable haircut, the following consequences will take place:

➤ **First Time:**

1st warning letter will be issued with a deadline for the student to have his hair cut. 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:**

If the student fails to meet the deadline or does not have his hair cut to a satisfactory length, a 2nd warning letter will be issued and sent home to be signed by the parent and returned to school to be kept in the student's file. In addition, a **one-day** in school suspension punishment will be administered which will be considered **unexcused absence.**

➤ **Third Time:**

In case of the recurrence of the offence, a 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, in addition to, out-of-school suspension for 3 days. The student will not be admitted to school unless the administration approves his hair length and style.

The school administration has the right to reconsider the enrollment of the student for the following scholastic year in case of the recurrence of the offence.

- No head shaving for boys.
- Shaving beards and moustache is a must.
- No loose hair strands for ladies.
- Only beige, white head dress for veiled ladies.
- White or black bandanas for girls. (Forehead bandanas are not allowed)
- No colored T-shirts to be worn under school uniform
- No tight pants. Black trousers must be purchased from the designated shop.
- Sagging and sweat pants are not allowed.
- Only the school sweater is allowed.
- Clothing must be worn appropriately (i.e. nothing inside-out, backwards, rolled up pant legs, rolled up T-shirt sleeves, etc.)
- ONLY black, dark blue shoes are allowed.
- Preschool up to Y 3 students are advised to wear Velcro shoes.
- Shoes having laces must be laced, tied, and worn in an appropriate manner.
- Only small stud earrings for ladies.
- Girls should keep their hair tied.
- No makeup, nail polish, color contact lenses or accessories.
- Accessories of nose pierce or any other facial pierce is completely prohibited during school hours.
- Ice-caps, caps, and jacket hoods are not allowed inside the classes and the school building

In case a student comes to school wearing nail polish or makeup, she will be subjected to the following sanctions:

- **First time:** 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. Nail polish or make up will be removed at school.
- **Second time:** 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 day will be counted as an unexcused absence.
- **Third time:** 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.

Parents will be called to come and take the student back home; the day will be counted as an unexcused absence and a two-day out of school suspension punishment will be administered as the student will be considered a determined violator of school policy.

If a student does not come to school in the described school uniform

- **First time:**
 - A 1st written warning to the parents is issued to be signed and kept in the student's file.
 - Parents are contacted to come to school immediately and bring the proper school clothing. **The student will not be admitted to class unless they are in full school uniform.**

➤ **Second time:**

- A 2nd written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school immediately to take the student back home.
- The day will be considered **unexcused absence**.
- Any unapproved item is confiscated.
- It is the student's responsibility to cover up for the missing classes.

➤ **Third time:**

- A 3rd written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school to collect their child and the parent will sign an expulsion warning letter.
- A two-day out of school suspension punishment will be administered. The absence is regarded as **unexcused**.

➤ **Fourth time**

- A 4th written warning to the parents is issued to be signed and kept in the student's file.
- Parents are contacted to come to school to collect their child as the student will not be allowed to attend school on that day.
- Parent-Administration Conference will be arranged and the parent will sign an expulsion warning letter.
- The student receives a five- working day- out of school suspension. The absence is regarded as **unexcused**.
- **The school administration has the right to reconsider the student's enrollment for the following scholastic year.**

NIS DISCIPLINE POLICY

It is important that all students feel safe at school. We encourage students to develop self-control and a sense of respect for themselves and their fellow students as well as have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people.

Every effort will be made to help a student who experiences difficulty adjusting to school life. Parents will be informed, and conferences will be held. However, more serious action will be taken if a student persistently violates school rules or commits a serious breach of conduct.

The process of movement in the corridors, classes and courtyard must be in complete quietness and students must refrain from the following:

- Speaking a language other than English, except in non-English Language speaking subjects.**
- Staying in corridors without permission.**
- Running and shouting in the corridors.**
- Playing football in the corridors or classrooms.**
- Writing on the desks, walls and doors.**

GENERAL MISBEHAVIOUR ON SCHOOL CAMPUS

NIS follows a 'zero' tolerance policy regarding the following:

1. THE USE OF FOUL OR DISRESPECTFUL LANGUAGE, INCIDENTS OF FIGHTING, BULLYING, INTIMIDATION, THREATS AND ANY TYPE OF PHYSICAL AGGRESSION:

Any violation of this will result in the following:

➤ **First time:**

- 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 punishment will be administered.
- The student is deprived of extra-curricular activities and (or) trips for that week.

➤ **Second time**

- 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 punishment will be administered which will be considered unexcused absence.
- A Parent-Administration Conference is arranged.
- The student then is put under a behavioral probation period. Parents are to sign the Behavioral Probation Form.

The school administration has the right to reconsider the student's enrollment for the following scholastic year.

➤ **Third time**

- Expulsion.

In case of committing a smoking offence, the student will be immediately expelled from school.

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

Students will be asked to pay the compensation amount as a repair cost estimated by the maintenance supervisor. Parents will be contacted and a letter, including the required amount, will be sent home to be signed and kept in the student's file.

IMPORTANT NOTE: Any recurrence of the above incident will result in further severe punishment based on the administration's decision.

3. CUTTING / DISTURBING CLASSES IN AN IMPROPER WAY, SKIPPING CLASSES (TRUANCY), APPEARING IN OTHER DEVISIONS OF THE SCHOOL.

➤ **First Time**

- The student receives a deduction of 2% from the participation of the subject.
- 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 punishment will be administered which will be considered unexcused absence.

➤ **Second Time**

- A 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 punishment will be administered which will be considered **unexcused absence.**
- An immediate Parent-Administration Conference will be arranged.

➤ **Third Time**

- Any recurrence of the above incident will result in further severe punishment based on the administration decision and could reach expulsion.
- In case this is the student's attitude in more than one subject, the student will be kept at home till the remainder of the term

4. CHEATING DURING QUIZZES, TESTS AND EXAMS, COPYING ASSIGNMENTS:

➤ **First time**

- The student will receive a mark of 'ZERO' for the subject.
- A 1st warning letter is issued and sent to the parents to be signed. It is to be kept in the student's file.

➤ **Second time**

- The student will receive a 'ZERO' for the subject
- A 2nd warning letter is issued and sent to the parents to be signed. It is to be kept in the student's file.
- The student receives a 2-day out of school suspension.
- An immediate Parent-Administration meeting will be arranged.
- The school administration has the right to reconsider the student's enrollment for the following scholastic year.

In case of cheating during mid-year exams and end of year exams:

- The student will receive a mark of "ZERO' for the subject
- An immediate Parent-administration conference will be held.
- The student will be subjected to a re-exam at the end of the year.

5. Mobile phones are not allowed in school **At All even on exam days, field trips and week-ends**. Otherwise, it will be confiscated till the end of the year. **In case of any emergency** with which the administration will be notified and approved by the school headmistress, students might keep their mobile phones with the school coordinator till dismissal time. **PARENTS ARE EXPECTED NOT TO INTERFERE IN CASE A MOBILE PHONE IS FOUND AND CONFISCATED.**

6. The school physician will not see any student without his/her **pass**.

7. Every student is to get all his/her **supplies** with no exception and should be **penalized** (by deducting marks) if missing any.

8. All students **MUST** attend the morning and break lines; otherwise, they will be subjected to punishment.

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 duration of the class.
- If a student damage any of the school's lab equipment, he/she is 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. 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.

PHYSICAL EDUCATION (P.E.) CLASS RULES:

- P.E uniform is to be worn on the P.E. day.
- Effective participation in the P.E. classes is needed from the student's part.
- Students who come without the P.E. uniform.
- No other trousers, shorts or T-shirts are to be worn in the P.E. lesson except that of the school P.E. uniform.

Please note that any incident of using foul language or physical contact during the P.E. lesson or playing soccer, the student will be completely deprived of attending the P.E. class or playing soccer till the end of the year.

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.
- Pushing, shoving of any form, or fighting in the computer lab is not allowed.
- 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.
- Personal flash memories are not to be used without the teacher's permission.

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.

PLAYGROUND RULES:

- Do not litter on the school grounds. Garbage bins must be used to dispose of all litter.
- **Walk** down the stairs.
- Playing ball is restricted to the designated areas.
- Keep your hands, feet and objects to yourself.
- Stand in the proper queue while buying from the school canteen.

BEHAVIOURS SUCH AS THE FOLLOWING ARE NOT ACCEPTABLE:

- Fighting, (hitting, pushing, or kicking)
- Play fighting, such as karate or kicking
- Playing rough, hurting others
- Twist, climb, and stand on or jump over fences
- Use of foul or disrespectful language
- Deliberately throwing 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.
- Other suggestions for safe play:
 - Balls stay in the designated area.
 - Everyone is welcome to play in all games, no exclusions.
 - No high kicking in football.
 - Hands to yourself.

Listen and respect directions given to you by the adults in charge.

CATASTROPHIC RULE BREACHES

-Unfortunately, there may come a time when a student breaks NIS rules or expectations in a manner so offensive, dangerous, or otherwise unacceptable that drastic action is required to guarantee that such behavior never occurs again. We hope this never happens, but students should be aware that exceptionally severe lapses in judgment and behavior can result in swift and serious consequences, including immediate expulsion.

HOMEWORK POLICY

The 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 the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self-discipline.

Homework provides reinforcement and extension of class instruction, and serves as a basis for further study and preparation for future class assignments.

In general, homework assignments will be completed for the following day; however, long-range assignments and/or special projects provide students with an opportunity to develop and refine research and independent study skills and the ability to work independently.

➤ **Teachers shall consider the following factors when making homework assignments:**

1. The year level of the student.
2. Level and degree of difficulty of the subject being studied.
3. The instructional needs of the student.
4. The purpose of the assignment and its relation to the objectives of the course under study.
5. The length of the assignment and the amount of time that will be required to complete it.
6. Homework demands being made in other subject areas.
7. Materials that are readily available to students and do not create a financial burden.
8. Holidays.
9. Evaluation of group projects based on individual student participation.
10. Provision of ample time in class for completion of group projects.

➤ **Students will be responsible for:**

1. Completing assigned homework as directed.
2. Returning homework to the teacher by the designated time.

3. Submitting homework assignments which reflect careful attention to detail and quality of work.

➤ **Parents' / Guardians responsibilities include:**

1. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned.
2. Indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
3. Supporting the school in regard to the students' being assigned homework.
4. Requesting assignments for students when short term absences are involved.
5. Assisting the school in stressing the importance of reading and its benefits.
6. Assuring that students read for a period of at least 30 minutes each day in addition to any other assigned homework.

CONSEQUENCES OF NOT SUBMITTING THE HOMEWORK ASSIGNMENTS ON TIME:

➤ **First time:**

- One break detention to finish the homework.

➤ **Second time:**

A 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.

Student will receive a two-school day break detention.

➤ **Third time:**

- A 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.
- 2% deduction off participation & homework grades.
- Student will receive five-school day break detentions, in addition to being deprived of all school activities.

➤ **Fourth time:**

- The student will receive a "Zero" in the homework grade for the month.
- All the missing work is the student's responsibility.
- An immediate Parent-Administration conference will be arranged.
- **The school administration has the right to reconsider the student's enrollment for the following scholastic year.**

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.



NEFERTARI INTERNTIONAL SCHOOL, CAIRO, EGYPT

STUDENT SOCIAL MEDIA CONTRACT

Student Name : _____

Year Level : _____ Class: _____ 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, MySpace, 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 wilful and repeatedly bullying or harassment of another person or persons through Social Media, which includes electronic text.

Parent Signature(s) : _____ Date : _____

Student Signature : _____ Date : _____



NEFERTARI INTERNATIONAL SCHOOL, CAIRO, EGYPT

MANDATORY PARENTAL ACKNOWLEDGEMENT AND SIGNATURE FORM

I _____ The Parent / Guardian of
_____, Year _____, Class _____, 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 : _____