



NEW GENERATION INTERNATIONAL SCHOOLS  
**STUDENT MANUAL**

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Your Vision..Our Mission

The Balanced Approach

**2017 - 2018**



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## A MESSAGE FROM THE ADMINISTRATION TEAM

Welcome to New Generation International Schools. We are pleased to have you with us as members of this family.

We wish you a pleasant and fruitful academic year!

This manual has been created with the intention of providing safety and productivity to your learning environment as well as that of the staff members including teachers and administrators.

You will find all necessary information about your rights, responsibilities, and corrective measures listed here.

We encourage you to abide by this manual, as we want you to maintain high social and academic levels to become competent citizens.

## PREFACE

This manual has been compiled to answer many common queries that students and parents encounter throughout the academic year. If you have any concerns that are not addressed in this manual, you are encouraged to speak with your division principal. This manual replaces previous manuals and any other documentation on the same subject. Please sign the acknowledgement document after thoroughly reading this manual and return it to your respective homeroom teacher.

# School Purpose

## VISION

New Generation International Schools is an educational institution with a unique culture that positively impacts and equips learners to excel at meeting international standards.

## MISSION

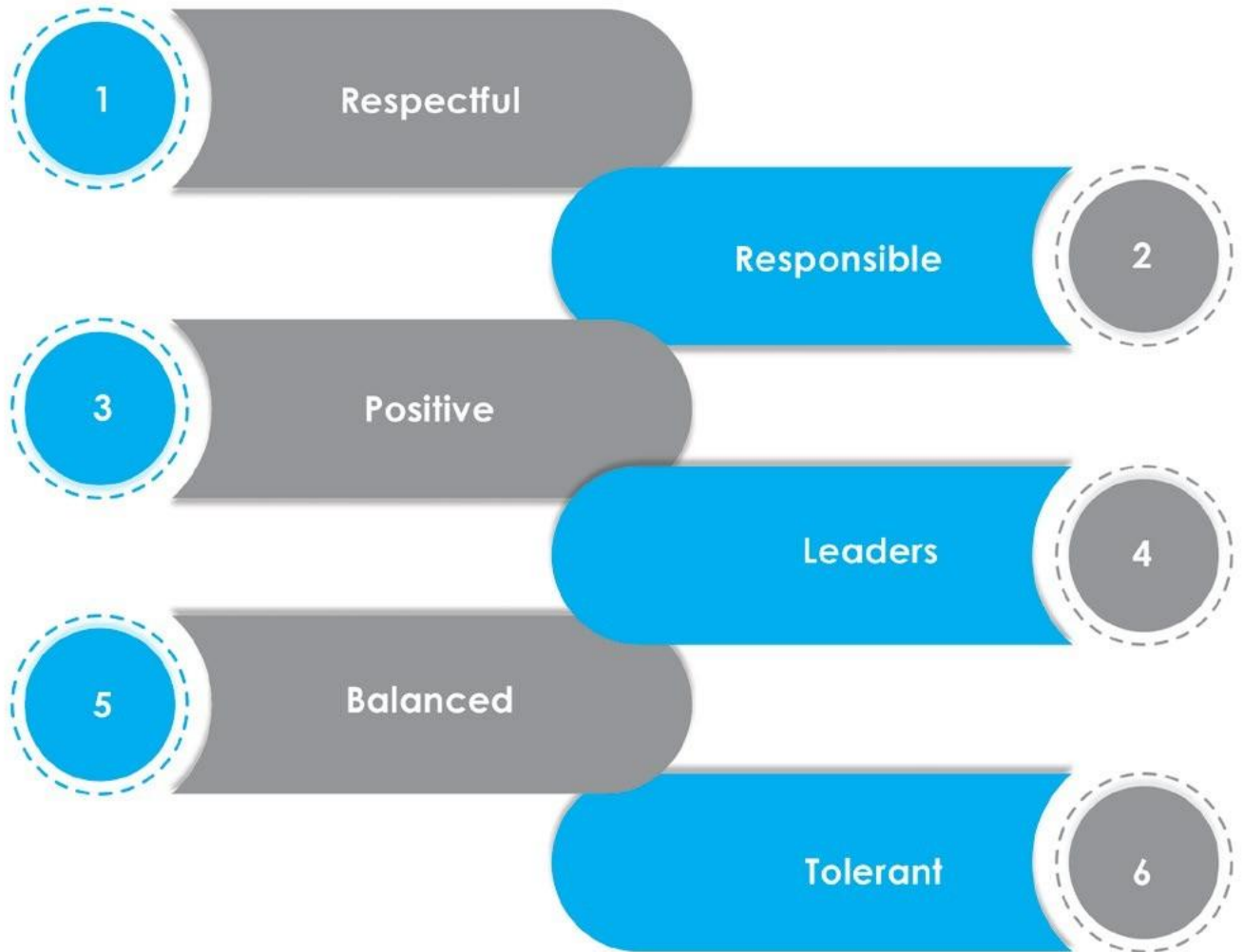
New Generation International Schools establishes a culture of a balanced, professional learning community that empowers educators and collaborates with parents to bring forth competent citizens who can make a difference.

## Beliefs

***At NG, we believe that students are.....***

- special in their own way
- more than just a grade
- granted learning opportunities through real life experiences
- appreciated in various ways
- held accountable for their choices and actions
- given opportunities to serve their society and community
- encouraged to embrace the positive change

## School Core Values





## Profile of Graduates

### **Main**

NG graduates demonstrate a balanced character that fully embraces their own culture, yet still show full awareness and tolerance to the global perspective around them in the different aspects of life.

### **Personal**

***NG graduates exhibit the following personal merits:***

- Show responsibility and dependability in their actions and assigned tasks
- Are able to work with others efficiently in full collaboration and understanding of the importance of accepting and utilizing differences creatively
- Act with integrity and honesty aiming at defending the bigger picture
- Diligently seek knowledge to continue developing their skills in the various learning fields they are passionate about

## Profile of Graduates

### **Socially:**

***NG graduates are active members in their society:***

- Show respect for themselves and others
- Exhibit deep interest in supporting their community and work diligently to make a difference
- Are keen to adopt a mission of supporting others in the community
- Have the wisdom to make suitable choices in various circumstances

### **Academically:**

***NG graduates demonstrate a strong academic foundation in the following areas:***

- Show responsibility and dependability in their actions and assigned tasks
- Are able to work with others efficiently in full collaboration and understanding of the importance of accepting and utilizing differences creatively
- Act with integrity and honesty aiming at defending the bigger picture
- Diligently seek knowledge to continue developing their skills in the various learning fields they are passionate about

# **POLICIES & PROCEDURES**

## ACKNOWLEDGEMENT

All rules, policies, and procedures are explained in this manual. Students who violate these rules will get penalized for the 1st, 2nd, and 3rd incidents accordingly.

School administration has the right to escalate any incident if needed. Students who violate school rules and/or who are sent to the detention/reflection room more than 5 times per semester will automatically be subject to behavior probation and may not return to the school the following year.

## ATTENDANCE(A) TARDY TO SCHOOL

School starts at 7:45 a.m.

1st Tardy	2nd Tardy	3rd Tardy
After 7:45 a.m.  1st Tardy Notice	After 7:45 a.m.  2nd Tardy  Notice	After 7:45 a.m.  *Parent is contacted, and the student is sent home.

# ATTENDANCE

## (B)Tardy to Class

Students are expected to enter all classes on time.

1st Tardy	2nd Tardy
<p>Entrance within the first 5 minutes is considered Tardy</p> <ul style="list-style-type: none"> <li>• Students are entitled to attend the class, yet they will lose 1 mark for each late minute.</li> <li>• e.g.</li> <li>• 2 minutes late= 2 marks deducted</li> <li>• 3 minutes late = 3 marks deducted</li> </ul>	<p>Entrance after 5 minutes</p> <ul style="list-style-type: none"> <li>• Students will lose their full attendance grades and might be sent to the detention/reflection room.</li> </ul>

# ATTENDANCE

## Excused & Unexcused Absence

Excused Absence	Unexcused Absence
<ul style="list-style-type: none"> <li>• Medical: Issued by the school doctor (students need to send their medical note for approval within 2 school days upon their return)</li> <li>• Non- Medical: Issued by respective division principal in the following cases:                             <ul style="list-style-type: none"> <li>• Hajj- visa renewal- tournaments- educational tournaments -film shooting - the loss of a 1st degree family member</li> </ul> </li> <li>• Conditions: Presenting a formal written document</li> </ul> <p>*Absence can not exceed 9 days per semes- ter</p>	<ul style="list-style-type: none"> <li>• *Absenteeism that does not follow the excused absence criteria leads to losing marks.</li> </ul>

## ATTENDANCE (C)EARLY DISMISSAL

Students will not be allowed to leave school prior to dismissal time (3:00 p.m.)

Notification before 1 p.m.	Notification after 1 p.m.
Students will be allowed to go home by car.	Students will NOT be allowed to go home by car.



## TRIPS AND EVENTS

Attendance is **only** mandatory for educational events/trips.

If a student misbehaves during any school event/trip, the following process will take place:

1st Incident	2nd Incident	3rd Incident
Student will be deprived of taking part in the next trip/event.	Student will be deprived of taking part in the next two consecutive trips/events.	Student will be deprived of going on trips or participating in extra-curricular activities for the rest of the academic year.

## ACADEMIC DIS-HONESTY

Any type of cheating that occurs in relation to any formal academic activity is considered academic dishonesty. This includes (but is not limited to) ***plagiarism, fabrication, deception, cheating, bribery, or impersonation.***

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> <li>• Zero for the Task/ Exam on Engrade</li> <li>• Parental Phone Call/ Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Zero for the Task/ Exam on Engrade</li> <li>• Parent Conference</li> <li>• 1 Day in-School</li> </ul>	<ul style="list-style-type: none"> <li>• Failing the Subject</li> <li>• Repeating the Course during Summer</li> </ul>

## SCHOOL VANDALISM

Students are held fully accountable and responsible for any intentional or unintentional misuse, abuse, or destruction of any equipment, facility, or property of the school.

1st Incident	2nd Incident
<ul style="list-style-type: none"> <li>• Pay/Fix the Damage</li> </ul> <p><i>*Written letter to parents must be and returned.</i></p> <p><i>*Student may be subject to suspension.</i></p>	<ul style="list-style-type: none"> <li>• Pay/Fix the Damage</li> <li>• Parent Conference</li> </ul> <p><i>*Discipline committee will decide on appropriate penalty.</i></p> <p><i>*Student may be subject to expulsion.</i></p>

## ARGUING/DISRESPECT

Students may raise issues for discussion in an **appropriate tone** at a time that is **convenient (appropriate)** to the teacher/ support staff/administrator.

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> <li>• Break Detention or Reflection</li> <li>• Written Warning</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Day ISS</li> <li>• Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Days OSS</li> <li>• Parent Conference</li> </ul> <p><i>*Student may be subject expulsion.</i></p>

## BUS RULES

**There is a one minute wait time only.**

Students who deliberately waste time to miss their bus will automatically be deprived of riding the bus the next school day.

- **Fasten your seatbelts AT ALL TIMES.**
- All students must be at their stops on time.
- General misbehavior on the bus is not tolerated by the school administration. NG Student Manual rules and regulations are applicable on the bus as well.
- Food and beverages are strictly prohibited on the bus. Only water is permitted.
- Students are not allowed to play music on loud mode.
- Changing buses is strictly prohibited.

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> <li>• Student is suspended from riding the bus for the next school day.</li> </ul>	<ul style="list-style-type: none"> <li>• Student is suspended from riding the bus for the next 5-2 school days.</li> </ul>	<ul style="list-style-type: none"> <li>• Student is prohibited from riding the school bus until the end of the year.</li> </ul> <p>*Bus fees are non-refundable.</p>

## Appearance/Dress Code

Boys	Girls
<ul style="list-style-type: none"> <li>• Groomed Hair</li> </ul>	<ul style="list-style-type: none"> <li>• Neat Hairstyle</li> </ul>
<ul style="list-style-type: none"> <li>• Trimmed Nails</li> </ul>	<ul style="list-style-type: none"> <li>• Trimmed Nails</li> <li>* <i>Nail polish is prohibited.</i></li> </ul>
Crocs, flip-flops, open-toe sandals, and heels are strictly prohibited.	
Sleeveless shirts and above knee-length/ tight clothing are not allowed.	
Dangly and sharp jewelry is not allowed.	
Make-up is prohibited.	
Piercing is prohibited.	

## DRESS CODE VIOLATION

Students are expected to come in their school uniforms **AT ALL TIMES.**

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> <li>ISS for 1 Day</li> <li>Parent Notification</li> </ul> <p><i>*It is considered as unexcused absence for day.</i></p>	<ul style="list-style-type: none"> <li>ISS for 1 Day</li> </ul> <p><i>*Letter to parents must signed and returned. *It is considered as unexcused absence for day.</i></p>	<p><i>*Students will wait for parent(s) in the reception for pick up.</i></p> <p><i>* It is considered as unexcused absence for day.</i></p>

## STUDENT VALUABLES

Students are not allowed to bring valuable items and electronic gadgets ( iPads, cell phones, IPods, etc...) to school.

The school will not be responsible for the safe-keeping or any loss /damage of personal valuables and electronic gadgets.



## **AGGRESSION & BULLYING**

### **Zero Tolerance!**

**AGGRESSION:** Any behavior that can cause physical/emotional harm to others.

***It ranges from verbal to physical abuse.***

**BULLYING:** An unwanted aggressive behavior that includes the use of force, threat abuse, intimidation, or social domination of others.

**All consequences will result in losing attendance /participation marks and ISS/ OSS day(s).**

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> <li>• 1 Day in School Suspension(ISS)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Day in School Suspension(OSS)</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Days out of School Suspension(OSS)</li> <li>• Parent Conference</li> </ul>

## USE OF MEDICATION

Students are not allowed to carry any medication with them.

Parents must send a signed prescription note to the school doctor for administering any medicine.

ANY type of medication will be confiscated once spotted with any student.

## SMOKING, DRUGS, AND WEAPONS Zero Tolerance!

Students are prohibited from carrying/or keeping in their bags any type of tobacco, drugs, or sharp objects/ weapons on school campus or bus.

Hazardous toys count  
as weapons.

### 1st Incident

- 1 Week OSS
- Parent Conference
- Possible Expulsion

*\*Students may be subject to legal questioning*

## MOBILE PHONES

***Mobile phones are not allowed on school campus for ALL grade levels.***

- Students are not allowed to carry mobile phones.
- Mobile phones will be confiscated if spotted at any time and in any place on school premises.
- Students are not allowed to take the SIM cards out of their phones upon confiscation.
- High school students are **only** allowed to use their phones inside the cafeteria during break time (prohibited inside the bathrooms).
- **The school will not be responsible for the safe-keeping or any loss/damage of mobile phones.**

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> <li>• <i>Mobiles are to be returned after 15 working days.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Mobiles are to be returned after 2 months.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Mobiles are to be returned at the end of the academic year.</i></li> </ul>

## HALLWAYS & SKIPPING CLASS

Students are not allowed in the hallways when classes are in session  
**unless**

they have a pass; otherwise they will be considered skipping class.

### Pass Color-Code:

**Red**- Clinic Pass

**Blue** – Bathroom Pass

**Orange** - Office Pass

**Green** – Drinking Pass (*Elementary Students Only*)

1st Incident	2nd Incident
<ul style="list-style-type: none"> <li><i>Student will be counted as absent for the rest of the class.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Student will be counted as absent for the rest of the day.</i></li> </ul>

## STUDENT FUNDRAISER

ONLY school-sponsored groups and activities will be allowed to solicit funds from other students and staff members upon administration approval.

**Students are not allowed to sell any item in school without prior written approval of the division principal.**

**Violation of this policy may lead to severe disciplinary action.**

## SUBSTITUTE CLASSES

Substitute classes count as regular classes.

Attendance and classwork will be counted normally by the substitute teacher in charge.

Students will be graded for the work they are required to submit.

Substitute classes are ***NOT “Free Lessons”***.

## GRADING SYSTEM

- The school has a standard grading procedure.
- The maximum achieved and recorded grade is %100.
- The High Honor Roll is equivalent to **GPA 3.8** category and above.
- The Honor Roll ranges from **GPA 3.5 to 3.79** category.
- Report cards are sent as hard copies only at the end of the year.
- **Students at risk of failing will receive notes on quarterly basis to indicate the necessity of parental attendance in upcoming parent conference(s).**



## GRADING SCALE FOR ALL SUBJECTS

<b>A</b>	<b>A+</b>	<b>97% - 100%</b>	<b>4.0</b>
	A	93% - 96.99%	3.7
	A-	90% - 92.99%	3.4
<b>B</b>	B+	87% - 89.99%	3.0
	B	83% - 86.99%	2.7
	B-	80% - 82.99%	2.4
<b>C</b>	C+	77% - 79.99%	2.0
	C	73% - 76.99%	1.7
	C-	70% - 72.99%	1.4
<b>D</b>	D+	67% - 69.99%	1.0
	D	63% - 66.99%	0.7
	D-	60%-62.99%	0.4
<b>F</b>	F	0% - 59.99%	0.0

*\*C- and below is considered at risk of failing.*

## GRADE BREAKDOWN

- **ATTENDANCE** 5 %
- **PARTICIPATION** 10 %
- **CLASSWORK** 15 %
- **HOMEWORK** 10 %
- **PROJECTS** 10 %
- **QUIZZES & TESTS** 25 %
- **FINALS** 25 %

## ACADEMIC PROBATION & FAILING POLICY

- Students who receive “At Risk” letters and/or are placed on **academic probation (C- or below)** may be at risk of failing the year, if their grades do not improve.
- Students from Grades 2 to 12 who fail up to 3 subjects will be re-examined during the summer.
- Students who fail more than 3 subjects will not be promoted to the next academic year.
- A minimum of %50 is required to pass combined written semester exams.
- An **overall** average of %60 is required as a passing percentage per subject.

## EXTRA-CURRICULAR ACTIVITIES

- All students are allowed to participate in extra-curricular activities.
- Students who miss 3 sessions will be banned from attending the activity.
- Students on academic or behavioral notice/probation may not be allowed to participate in activities.
- Students interested in participating in any activity **MUST** submit a parental consent to the assistant principal/vice principal/division principal.
- **KG1 – Gr. 2** : Clubs, activities, and school-sponsored events will take place during the school day.
- **Gr. 3 to Gr. 12** : Clubs, activities, and school-sponsored events will take place after school.

## GRADUATION

Students must successfully complete 24 academic credits in grades 11 ,10 ,9 and

12.

- 1 credit = 120 instruction hours

New Generation International Schools will recognize students during the graduation ceremony based on the following standards of achievement:

- Valedictorian
- Salutatorian
- Advanced Placement

**Graduation Fees:** Every senior will have to pay a graduation fee to cover diploma, transcript stamping, and any other needed items for graduation.

**Graduation Rehearsals:** All graduating seniors are required to attend graduation rehearsals. Absenteeism, early dismissals, or tardiness for rehearsals may result in prohibiting students from attending the ceremony.

### **High School Prom:**

On-Campus Graduation Celebration will be supervised and chaperoned by school administrators and teachers.

Off-Campus Prom will not be the school's responsibility under ANY circumstances.

## EVACUATION DRILLS

- There will be 2-3 emergency and security drills to ensure proper evacuation of the building in case of emergency.
- Students must follow the exit route specified in the emergency card placed in the room at the time of the drill/alarm.
- Students will be instructed when to return to class.
- Evacuations may be signaled by the emergency alarm or siren.

## FEES, FINES, AND CHARGES

- The school may charge for specific activities, courses, trips, or materials.
- Students who misuse school property and equipment can be fined for ***excessive wear and abuse***.
- Fines are paid to repair damaged items and not to make a profit.
- The school administration will decide upon the amount of fines and charges based on the value of the vandalized property.
- Failure to pay fines, fees, or charges will result in deprivation of bus use, report cards, any students' official documents, and other repercussions.





## LOST AND FOUND

- The Lost and Found area is located at the Lower Library.
- Students who have lost items should visit the library desk and may retrieve their items ,if they give proper description.
- Unclaimed items will be given to charity at the beginning of the new academic year.

## BIRTHDAYS & DISH PARTIES

Food and beverages are **only** allowed in the cafeteria.

- Parents should send a note or call the assistant principal/ vice principal/division principal at least 3 days prior to the child's birthday.
- We request that parents be prompt and respect class time.
- Parents are expected to provide all necessary items, such as plates, serving utensils, napkins, etc...
- Celebrations may **ONLY** take place in the cafeteria during lunch time.

## NOTICE

All rules, policies, and procedures are subject to amendments upon school administration discretion.

## Acknowledgment Document

Date:

I, \_\_\_\_\_, enrolled in

grade \_\_\_\_\_ for the academic year

\_\_\_\_\_ have read

and understood the student manual.

I will fully comply and abide by the rules and regulations mentioned in this manual.

- Parent/Guardian's Name:
- Parent/Guardian's Signature:
- Student's Signature:

***\*All policies in this manual are subject to amendments.***





New Generation  
International Schools

ACCREDITED BY



Partners



27th KM Cairo-Ismailia Rd. - Cairo, Egypt

T. +2 02 24772258-64 M. +2 0106069977/88 F. +2 02 24772275

Admission@ng.edu.eg Ps\_admission@ng.edu.eg

www.ngegypt.net