

# Student Manual



2015-2016

# A MESSAGE FROM THE ADMIN TEAM



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

We wish you a pleasant and enjoyable academic year!

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

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

We encourage parents to help follow and abide by this manual, as we strive to keep all our students at a high social and academic level to become future successful leaders.

# PREFACE



This manual has been compiled to answer many commonly asked questions that students and parents encounter throughout the academic year.

If you have any questions that are not addressed in this handbook, you are encouraged to speak with your vice principal/division principal.

This manual replaces previous manuals and any other documentation on the same subject.

Please sign the acknowledgement paper after thoroughly reading this manual; and return it to your vice principal/division principal.

# GENERAL INFORMATION



## VISION

New Generation International Schools' graduates will make valuable contributions to the society by being visionary leaders.

## MISSION

New Generation International Schools, along with parents, foster an enabling community that brings forth well-balanced leaders, guided by mentors who unleash students' creativity, in an equipped safe environment.

# ATTENDANCE POLICY



- ❧ **07:46 a.m.** is considered tardy to school.
  - ❧ Students who are tardy to school more than twice per semester will be sent back home.
- ❧ **Classes will start on time.**
  - ❧ Entrance within the first 5 minutes will be counted as tardy.
  - ❧ Entrance after 5 minutes will be considered an “absence”.  
The student will spend class time in the detention room.
- ❧ Any student that is absent from school must have a written note justifying the absence; the school administration will decide whether it is an excused or unexcused absence.
- ❧ **5 unexcused absences** in any subject may result in failing the subject.

# EARLY DISMISSALS



- ❧ Students will not be allowed to leave school prior to dismissal time.
- ❧ Emergency cases have to be reported to vice principal/division principal for approval.
- ❧ The front desk must be notified in writing before 01:00 p.m. in case of any bus/car change of plans.

# USE OF MEDICATIONS



- ❧ Students are not allowed to carry medication with them.
- ❧ Parents must send a signed prescription note to the school doctor for administering the medicine.
- ❧ ANY type of medication seen with students will be confiscated.

# EVACUATION DRILLS



- ☞ There will be 2-3 fire and security drills to ensure proper evacuation of the building in case of emergency.
- ☞ Use the exit route designated by the emergency card in the room you are in at the time of the alarm.
- ☞ You will be instructed when to return to class.
- ☞ Evacuations may be signaled by the fire alarm or siren.



# FEES, FINES, AND CHARGES



- ❧ The school may charge for specific activities, courses, trips, or materials.
- ❧ Students using school property and equipment can be fined for **excessive wear and abuse** of the property and equipment.
- ❧ 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.
- ❧ Failure to pay fines, fees, or charges will result in deprivation of bus use, report cards, students' official documents and/or other repercussions.

# STUDENT FUNDRAISING



- ❧ School-sponsored groups and activities will be allowed to solicit funds from other students and staff members.
- ❧ Only students assigned for the fund-raiser are allowed to participate after the vice principal/division principal's written approval.
- ❧ **Students are not allowed to sell any item or service in school without the prior written approval of the school principal. Violation of this policy may lead to severe disciplinary action.**

# STUDENT VALUABLES



- ☞ Students are not allowed to bring valuable items to school.
- ☞ The school will not be responsible for the safe-keeping or any loss/damage of personal valuables.

# LOST AND FOUND



- ❧ The lost and found area is in 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.

# GRADING SYSTEM



- ❧ The school has a standard grading procedure.
- ❧ The maximum achieved and recorded grade is 100%.
- ❧ The High Honor Roll is the **GPA 3.8** category and above.
- ❧ The Honor Roll is the **GPA 3.5 - 3.79** category.
- ❧ Report Cards are sent in hard copy only at the end of the year.
- ❧ **Students at risk of failing will receive a note on a quarterly basis indicating the necessity for a parent conference.**

# GRADING SCALE

FOR ALL SUBJECTS



A	A+	98% - 100%	4.0
	A	95% - 97.99%	3.7
	A-	92% - 94.99%	3.4
B	B+	88% - 91.99%	3.0
	B	84% - 87.99%	2.7
	B-	80% - 83.99%	2.4
C	C+	77% - 79.99%	2.0
	C	73% - 76.99%	1.7
	C-	70% - 72.99%	1.4
D	D+	67% - 69.99%	1.0
	D	60% - 66.99%	0.7
F	F	0% - 59.99%	0.0

# GRADE BREAKDOWN



☞ ATTENDANCE & PARTICIPATION	15%
☞ CLASSWORK	15%
☞ HOMEWORK	10%
☞ PROJECTS	10%
☞ QUIZZES & TESTS	25%
☞ FINALS	25%

# ACADEMIC PROBATION & FAILING



- ❧ Students receiving “At Risk” letters and/or placed on **academic probation** may be at risk of failing the year if their grades do not improve.
- ❧ Students in grades 2 to 12 failing up to 3 subjects will be re-examined during the summer.
- ❧ Students failing more than 3 subjects will not be promoted to the next school year.
- ❧ A minimum of 50% is required to pass in written semester exams, and an average of 60% is required in the overall final grade per subject.



# 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 entitled to submit.
- ☞ Substitute classes are “Not Free” lessons.

# EXTRA-CURRICULAR ACTIVITIES



☞ All students may participate in extra-curricular activities.

Terms:

☞ Students who miss 3 sessions will be banned from 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 signed note by the parent to the vice principal/division principal.

☞ Pre-k to Gr. 5 : Clubs, activities, and school-sponsored events will take place during the school day.

☞ Gr. 6 to Gr. 12 : Clubs, activities, and school-sponsored events will take place after school.

# GRADUATION



- ❧ Students must successfully complete 24 academic credits in grades 9, 10, 11 and 12.
  - ❧ 1 credit = 120 hours
- ❧ New Generation International Schools will recognize students during commencement based on the following standards of achievement:
  - ❧ Valedictorian
  - ❧ Salutatorian
  - ❧ Advanced Placement
- ❧ **Graduation Fee:** Every senior will have to pay a graduation fee to cover diploma stamping and any other needed items for graduation.
- ❧ **Graduation Rehearsals:** All graduating seniors are entitled to attend the graduation rehearsals. Absences, early dismissals, or tardiness for rehearsals may result in prohibiting the student from attending the ceremony.
- ❧ **The High School Prom:**
  - ❧ On-Campus School Prom will be supervised and chaperoned by the school administrators and teachers.
  - ❧ Off-Campus Prom will not be the school's responsibility under ANY circumstances.

# BIRTHDAYS & DISH PARTIES



- ❧ Parents should send a note or call the 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 during lunch time and in the cafeteria.
- ❧ Food is **only** allowed in the cafeteria.

# DISCIPLINE GUIDE



All discipline rules are explained. Students who violate those rules, will get penalized for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> incident accordingly.

The school administration has the right to escalate the penalty by skipping a level.

# ACADEMIC **DIS**-HONESTY



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

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
<ul style="list-style-type: none"><li>• Zero for the Task<ul style="list-style-type: none"><li>• Parent Conference/Phone Call</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Zero for the Task</li><li>• Parent Conference</li><li>• 1 Day In-School Suspension (ISS)</li></ul>	<ul style="list-style-type: none"><li>• Failing the Subject</li><li>• Repeating the Course during Summer</li></ul>

# BUS RULES

There is a one minute wait time only.  
All students must be at their stops on the designated time.



- ☞ **Fasten your seatbelts AT ALL TIMES.**
- ☞ General misbehavior on the bus is not tolerated by the school administration. The Student Manual rules and regulations are applicable on the bus, as well.
- ☞ Food and drinks are not allowed on the bus. Only water will be permitted.
- ☞ Students are not allowed to play music on loud mode.

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
1 Day Suspension from riding the school bus	2-5 Days Suspension from riding the school bus	Prohibited from riding the school bus until the end of the year. <i>Bus fees are non-refundable.</i>

# DRESS CODE



- ☞ Students are expected to come in their formal uniforms at all times.
- ☞ PE uniforms are only allowed during PE days.
- ☞ Students are expected to come in white, black, brown, or navy blue shoes.

Boys	Girls
Groomed Hair.	Neat Hair Do's.
Trimmed Nails.	Trimmed Non- Polished Nails.
Crocs, flip-flops, sandals, and open-toes/heels are prohibited.	
Sleeveless shirts and above knee-length/tight clothing are not allowed.	
Dangly and sharp jewelry are not allowed.	
	Make-up is prohibited.



# DRESS CODE VIOLATION



☞ Violation of the school uniform policy will result in the following:

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
<ul style="list-style-type: none"><li>• Break Detention</li><li>• Parents' Notification</li></ul>	<ul style="list-style-type: none"><li>• ISS for 1 Day</li><li>• Letter to the parents is to be signed and returned.</li></ul>	<ul style="list-style-type: none"><li>• Students will wait for their parent(s) in the reception for pick up.</li></ul>

# MOBILE PHONES



- ❧ **Mobile phones are not allowed on school campus.**
- ❧ Students are not allowed to carry mobile phones or keep them in their lockers under any circumstances.
- ❧ Mobile phones may only be kept on **silent mode in backpacks.**
- ❧ Mobile phones will be **confiscated** if spotted at any time and in any place other than the school bag.
- ❧ Students are not allowed to take the SIM cards out of their phones upon confiscation.

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
To be returned after 15 working days.	To be returned after 2 months.	To be returned at the end of the academic year.

# SCHOOL VANDALISM



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

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident
<ul style="list-style-type: none"><li>• Pay/Fix the damage</li><li>• Written letter to the parents must be signed and returned.</li></ul>	<ul style="list-style-type: none"><li>• Pay/Fix the damage</li><li>• Discipline committee will place an appropriate penalty.<ul style="list-style-type: none"><li>• Parent Conference</li></ul></li><li>• Student may be expelled.</li></ul>

# PHYSICAL AGGRESSION AND BULLYING



- Any type of physical aggression/ assault whether meant as a joke or intentional will not be tolerated.
- Bullying and/or mocking any individual on school campus will be strictly dealt with.

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
<ul style="list-style-type: none"><li>1 Day ISS</li><li>Parent Conference</li></ul>	<ul style="list-style-type: none"><li>1 Day Out of School Suspension (OSS)</li><li>Parent Conference</li></ul>	<ul style="list-style-type: none"><li>3 Days OSS</li><li>Parent Conference</li><li>School administration may expel the student.</li></ul>

# SMOKING, DRUGS, AND WEAPONS



- ☞ Students are not allowed to carry any type of tobacco, drugs or sharp objects/ weapons on school campus or bus. Hazardous toys count as weapons.
- ☞ Students are not even allowed to keep any of the above items in their bags (even if not used).

## 1<sup>st</sup> Incident

- 1 Week OSS
- Parent Conference
- May be subject to legal questioning
- School administration may decide to expel the student.

# ARGUING/DISRESPECT



- ☞ Students may raise issues of discussion in an **appropriate tone** at a time that is **convenient** to the teacher/administrator.
- ☞ Opposing discussion with an adult at school is prohibited.

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
<ul style="list-style-type: none"><li>• Break Detention</li><li>• Written Warning</li></ul>	<ul style="list-style-type: none"><li>• 1 Day ISS</li><li>• Notifying the Parent</li></ul>	<ul style="list-style-type: none"><li>• 3 Days OSS</li><li>• Parent Conference</li><li>• School administration may expel the student.</li></ul>

# HALLWAYS



- ☞ Students are not allowed in the hallways during classes unless they have a pass.
- ☞ Pass Color-Coding:
  - ☞ **Red-** Clinic Pass
  - ☞ **Green-** Drinking Pass
  - ☞ **Blue-** Bathroom Pass
  - ☞ **Orange-** Office Pass
- ☞ *Lost or damaged passes cost 100 EGP.*

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident
<ul style="list-style-type: none"><li>• Student will be counted absent for the running class.</li><li>• Student will spend the rest of class time in the detention room.</li></ul>	<ul style="list-style-type: none"><li>• Student will be counted absent for the running class.</li><li>• Parents will be asked to pick the student up.</li></ul>

# TRIPS AND EVENTS

- ☞ The school organizes and holds several trips and events throughout the academic year.
- ☞ Trips and events count as an integral part of the educational program. ( **A regular school day** )
- ☞ Students are entitled to follow this manual for all trips and school events.
- ☞ Attendance is mandatory for both. If a student fails to attend any of the school events/trips, the following process will take place:

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



# Acknowledgment Document

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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's Name:
- ❧ Parent's Signature:
- ❧ Student's Signature: