



DR. NERMEN ISMAIL SCHOOLS

PARENT & STUDENT HANDBOOK



ACADEMIC YEAR 2014/2015

www.nis-egypt.com



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WELCOME MESSAGE FROM DR. NERMIEN ISMAIL

As we move forward into our second decade of providing quality education in Egypt, it gives me great pleasure to announce the exciting changes that have been occurring at N.I.S.

As a community of educators, we have redesigned our vision and mission in order to provide a holistic approach to our collective goals of ensuring each student's success in academic, personal and societal development. At N.I.S., we believe that each child has the ability – and thus the right – to learn. Indeed, it's our moral responsibility to ensure that every opportunity is available for that learning to take place. Each of our five schools provides a unique system of learning that caters for the personal choices of our students and parents, which in itself reflects our commitment to individual learning opportunities. The diversity of N.I.S. is our greatest strength. Each school has its own culture of teaching and learning, which fosters autonomy while still being guided by the collective vision and mission of N.I.S – unique approaches towards a collective goal. To choose N.I.S. is to choose a school that is committed to continual improvement in every aspect of our educational journey. Our commitment to life-long learning for our students is reflected in the dedication of our teachers and staff to grow and learn every day. For us, your child's educational journey is our passion.



Sincerely,

Dr. Nermien Ismail

C.E.O.



WELCOME FROM THE NIS LEADERSHIP TEAM

It is with great pleasure and excitement to welcome you and your student to NIS.

The leadership team is honored to be part of a highly devoted and active group of outstanding educators, and together we look forward to teaching, mentoring and guiding our students as they journey through their school years.

As with any organization we have a set of important rules and policies that must be followed to insure the success of our mission, and we encourage all our parents and students to read and understand the guidelines and expectations set forth in this handbook.

This handbook will be referenced by members of the NIS community in communication with you.

We would like to thank you in advance for your support at home.

NIS Leadership Team



Culture Statements

We have developed culture statements that map the school's direction as we strive to offer the best education and educational environment for our children. These statements embody the everyday goals and aspirations of NIS.

OUR MISSION

Our mission is to empower our students to utilize their potentials in a diverse and challenging world. We provide outstanding education for the mind, spirit and body using state-of-the-art methodologies while fostering intercultural awareness, and lifelong learning.

OUR VISION

Our vision is to be recognized as a benchmark of quality and innovative providers of education.

OUR PHILOSOPHY



We are committed to providing high quality education, based on best modern practices and resources. We therefore pledge to continually improve our management practices in order to achieve and exceed students' and parents' expectations.

OUR OBJECTIVES

Our schools have consistent objectives that we aim to reach for the well-being and holistic growth of our students. They are as follows:

- We will provide our students with opportunities to excel in academics and in character development;
- We will endeavor to educate our students as proactive, inquisitive, life-long learners;
- We aim to build responsibility and accountability within our students for their own learning and the learning of their peers;
- We will strive to ensure that each student benefits from every aspect of the learning process and the learning environment;
- We will encourage active communication with parents in order to foster student learning at school and at home.

OUR BELIEFS

In order to achieve these ongoing objectives, we follow a core set of beliefs:

- We believe in the potential of a triangulated partnership; parent – student – school, to foster a sense of community and responsibility within the learning process; We believe that education is effective when we develop the whole child both in character and academics;
- We believe in a student-centered approach, developing such curricula and delivering instruction that focuses on the learning needs of each individual student;
- We believe that our staff should aim to inspire within students an understanding and appreciation of cultural awareness and tolerance; and
- We believe that each student has the equal and equitable right to learn.

HONOR CODE

As a member of the NIS community I hereby agree to honor its standards of integrity, truth and courage.



As an NIS student, I pledge to be a trustworthy and honorable member of the NIS community. I will be trustful, I will be academically honest, and I will respect the property of others.

HONOR PLEDGE

“Upon my honor I have neither given nor received aid with this work.”

Consequences of an Honor Code and/or Honor Pledge Violation:

1. First offence – In-school suspension (1 day) and a letter sent to parents from the DS signed by the Principal.
2. Second offence – Out-of-school suspension (1-2 days) and a meeting with DS and Principal upon students return back and before entering classes.
3. Third offence – Expulsion recommended – The CEO will be involved in all cases of expulsion.

Please note that the Honor Code and/or Honor Pledge is cumulative throughout every student’s school years. However, if a student completes an entire year without any further violations, one previous violation will be removed from their record. Any honor pledge violation will result in a ZERO

Student Responsibilities

The school rules of conduct and discipline are established to achieve and maintain an orderly learning environment.



Success in your academic career is not only the responsibility of your school and your parents, but also rest upon your positive commitment as a student. We have established rules to help you understand how important and impactful your actions are as a member of our school community.

The students' responsibilities for achieving a positive learning environment at school or school-related activities are as follows:

- Exhibit respect toward others.
- Conduct yourself in a responsible and respectful manner.
- Be prepared for each class with the appropriate materials and required assignments.
- Attend all classes regularly and on time.
- Be properly attired.
- Abide by the Discipline Policy of your division.
- Obey all school rules and regulations.
- Be responsible for your assigned textbooks and all school property issued to you and return them in good condition.
- Sign and adhere to a behavior contract with the school for the benefit of both the student body and the faculty.
- The School requires your full attendance, should you be absent for any reason, a document supporting your absenteeism is required on your return to school. The school reserves the right to validate the document and deem it authentic.
- Respect the learning of your peers. Your misbehavior will have an impact on the learning of others and, thus, you will be held responsible for disrupting the learning environment.



Parent/Guardian Role

As a parent/guardian, you are an integral part of your child's academic success. Therefore, we believe that our parents/guardians have the following responsibilities for ensuring their sons/daughters successful academic progress:

- Make every effort to provide for the physical, mental and spiritual needs of your child.
- Encourage and lead your child to develop proper study habits at home.
- Be sure your child attends school regularly and promptly, report and explain absences and tardiness to your child's division supervisor.
- Participate in meaningful parent-teacher conferences to discuss your child's progress and welfare at school.
- Be sure that your child is appropriately dressed at school and all school-related activities, both on campus and during school excursions.
- Discuss report cards and school assignments with your child. It is important that your child feels that you are interested in their learning and aware of their progress or lack of progress.
- Bring to the attention of school authorities any learning problem or condition that may relate to your child's education.
- Maintain up-to-date home, work, emergency telephone numbers and other pertinent information required by the school.
- Cooperate with the school administrators and teachers. Please remember that our communication is for the betterment of your child.
- Foster responsibility and accountability within your child.
- Meet with members of the school leadership if required.
- In the unlikely event of an emergency, your child will be taken out of class and you will be contacted; therefore please keep your mobile phone on all time.



Parent Visitation & Communication

There are three parent-teacher conferences scheduled for each academic year. These conferences give you the opportunity to speak to teachers about your child's academic progress and any other issues you, teachers or administrators feel necessary to discuss.

Please refer to the school calendar for parent-teacher conferences and other parent events.

In order to prevent disturbance to our academic program, you are strongly asked not to visit the campus during the school day unless requested by a school administrator. Unfortunately, the school will not meet with any parents who "drop-in".

One day per week has been set aside for you to meet with your child's division supervisor.

These meetings must be scheduled in advance of the assigned days. The days are as follows:

- | | |
|-------------------|-----------|
| ▪ American School | Thursdays |
| ▪ French School | Thursdays |

All meetings will take place from **3:00 pm until 4:00 pm** in the division supervisor's office.

It is highly recommended that you visit your child's division supervisor only if you believe that the matter cannot be resolved via email or a telephone call.

Parents may contact the school for any queries using the telephone numbers and email addresses provided on the school website.

All parent meetings will be documented and filed for future reference.



School Calendar Information

The school will only be closed on public and religious holidays as well as on faculty in-service days. We have developed a comprehensive school calendar for the academic year. Although we will strive to adhere to the set dates and events, the calendar may be changed due to external circumstances that are beyond our control. You can find our calendar on the school website at: www.nis-egypt.com. Please check the website regularly for calendar changes.

General

School hours:

The school hours are from 7.25 am to 2:25 pm, Sunday to Thursday. Attendance is an essential aspect of student academic success.

The latest time of arrival is 7.15 am for all students except for the KG stage, whose hours are as follows: **8:15 am to 2:00 pm**

- Students must attend school promptly and report to the morning lines;
- Late students must report directly to the Division Supervisor;
- Gate students (KG students accompanied with parents) will be dropped off and picked up only through the administration building or assigned gate. Students will be accompanied and supervised at the time of arrival and dismissal by staff members.
- Parents must call the Division Supervisor by the end of the first period if a student will be absent;
- If a student is absent due to illness, they must present a medical certificate to the Division Supervisor upon their return to school;



- If a student has unexcused absences of five days or more over an academic quarter, their grade will be reduced by one letter grade across all subjects and a parent meeting will be arranged.
- Absences will be excused only once an authentic medical certificate, with all necessary details (days of absence required, etc.) is presented to the division supervisor.

Student health & hygiene:

NIS employs full-time doctors to deal with student sickness and minor injuries, maintain student health records, monitor immunizations, and promote general health.

As a parent, you must complete the student health form upon admission, and provide evidence of your child's vaccinations. You must also complete an updated health form at the beginning of each school year. Please do not send any medication to school with their child. If your child is required to attend school with medication, please deliver it to your division supervisor who will take it to the school clinic for safe storage. In this case, it is important that you inform the doctor, in writing, of the dosage required, when it should be administered, and any other relevant information regarding your child's health issue.

If a child becomes sick or is injured, the school will administer whatever first aid measures are deemed essential (unless instructed not to do so by you in the student health form) and will telephone you to arrange for you to collect your child or take him/her for further medical assistance. We ask all parents to sign a permission slip for emergency health care. In the event that your child must be taken to the hospital, every effort will be made to notify you or your designated emergency contact.

We cannot emphasize how important it is for you to ensure that your child's division supervisor has your most up-to-date contact information; students suffering chronic illnesses must inform



the administration with medical reports and instructions on what to do if the child suffers an attack at school. Please inform your division supervisor or the principal's office of any changes in your address or telephone numbers and ensure that you have provided the name and phone number of an emergency contact person, in case you cannot be contacted.

External Doctor's Appointments:

Please make every effort to schedule your child's appointments outside of school hours. However, when necessary, you must sign your child out in the Division office.

Students' Healthy Eating Habits and Hygiene:

For the benefit of our students we have introduced a healthy eating policy.

- Parents should send in only healthy breakfast and lunch with their child.
- Drinks may consist of juice, regular or flavored milk, and water.
- Chocolate, sweets, potato chips, chocolate cake, cookies, muffins, donuts, chewing gum and fizzy drinks are prohibited.
- Sufficient healthy food (two healthy meals) should be sent with the children.

Hygiene

Taking care of general self-hygiene and health of our students ensures healthy and proper growth for them. This includes:

1. Checking the scalp regularly and making sure that there are no traces of any kinds of harmful insects.
 - In case any insect is found, the student will be sent to the school doctor to write a report and the parent is requested to keep the child at home until the scalp is completely clean.
2. Regular tooth brushing
3. Body hygiene

Sickness:

At noticing any signs of illness (high fever, vomiting, severe coughing, diarrhea...etc) the child should not be sent to school. Please inform your Division Supervisor.



Bus Policy

NIS provides a school bus service to most areas in Cairo. Fees for school buses are charged separately from the school fees and vary according to the distance. There is a bus matron on board of each bus to ensure the safety of all students. The policy is as follows:

- The school reserves the right to amend and/or cancel pick-up/drop-off points during the course of the year.
- The school is not responsible for any Middle or High school student not on the bus before the designated time at the end of the day.
- Buses shall allow only one minute waiting time for students in the morning. If a student is not at their bus collection point at the assigned time, the bus will not wait for him/her. Students should be waiting for the bus five minutes before it arrives. The school is not responsible for students left behind in the morning.
- It is completely forbidden for a parent to address any student on the bus. Not adhering to this policy may result in a discontinuation of the bus service for your child.
- If you have any concerns regarding an issue on the bus, please do not address the bus staff directly, but refer to your child's Division Supervisor.

Bus Rules:

1. Go directly to your bus and find your seat. Do not get off the bus again after you are seated;
2. Stay in your seat until the bus comes to a complete stop at your home;
3. Talk in a quiet voice to the person next to you;
4. Do not litter, damage, or destroy school/peer property while on the bus.



5. As you get on or off the bus, look both ways before you cross the street.
6. Always obey and respect the bus matron and the driver.

Bus Discipline Procedures:

- 1st Offense: Verbal warning by bus monitor or coordinator;
- 2nd Offense: Written warning from the Division Supervisor that must be signed and returned by the parent.
- 3rd Offense: Student taken off bus for 1-3 days; parents notified;
- 4th Offense: Student given in-school suspension; parents notified;
- 5th Offense: Recommended that student loses bus privileges for the rest of the semester.

As with all discipline issues, bus incidents are recorded in our school database. When students misbehave on the bus, they put themselves and others at risk of serious injury. As a result, we take repeated offenses very seriously and will assign consequences accordingly. It is imperative that students respect and obey the bus matron and the bus driver.

Dress code

Parents are to label or write the names of their children on their personal belongings, e.g., bags, jackets, shirts. Very often, personal belongings are found and cannot be returned because ownership cannot be determined. Please refer to the student handbook where detailed consequences are stated in the student code of conduct.

The school reserves the right to send a student home for being out of uniform or if the division supervisor deems the student's appearance as inappropriate.



1. Students have to attend in their full uniform.
2. Make up and nail polish are strictly forbidden. Nails have to be short and clean.
3. Toys and jewelry are not allowed at school. If any of the mentioned is found with a student it will be taken promptly and only be given to the parent after he/she calls and sets an appointment. The use of mobile phones is strictly forbidden. The school policy is: **‘If it is seen, it is ours’** until the end of the academic year.

Disclaimer

The school will not be held responsible for the theft, damage or misplacement of students’ personal property. Bringing valuables; including phones, electronic devices and any other valuable item on to the campus, are not allowed and if done, so at each student’s own risk. The school strongly advises against this.

Academic Policies

All academic policies are available under the academic section on each school’s website:

- [American School](#)
- [NIS English School Nasr City](#)
- [NIS English School 1st Settlement](#)
- [L’ecole Francaise](#)

Student Discipline Policy

NIS has a merit/demerit system to teach students and enforce appropriate behavior. Students will receive merits for work done in the classroom and extra-curricular activities. In the case of the infraction of school rules, students will receive demerits and will be disciplined accordingly.



The DSs/Discipline Office will keep accurate records of student behavior and will present these records to parents when required. The records will follow students throughout their life in NIS. The table below shows the infractions and the demerits.

Minor Infractions		
Infraction Number	Infraction Description	Demerit Amount
1	Incomplete homework	1
2	Arriving to School late	3
3	Coming unprepared for class	4
4	Not doing homework	5
5	Disruptive behavior in class/hallways	5
6	Excessive noise on the school premises	5
7	Not being in the assigned area	5
8	Not wearing the complete/assigned uniform	5
9	Handling another student's property without permission	5
10	Improper hygiene, e.g., dirty uniform, long nails	5
11	Sale of any items, on the school premises, without approval	5
12	Bringing unauthorized materials to school that are deemed to interfere with the school environment.	5
13	Failing to hand in cell phones when required by administration	5

Major Infractions		
Infraction Number	Infraction Description	Demerit Amount
14	Lateness to class, being missing or leaving class without permission	X
15	Using profane, vulgar, or abusive language	10 or X
16	Disrespect to faculty and staff members	X



17	Destruction to school property (Vandalism)	X and Payment
18	Fighting or Play Fighting	X
19	Possession of objects that can cause bodily harm	X
20	Stealing	X
21	Leaving the school premises without permission	X
22	Bullying and harassment	X
23	Failing to comply with directions of teachers or administration	X
24	Cheating and/or Plagiarism	20

The American School Behavior Policy is available in the American School section on the school's website: www.nis-egypt.com

Consequences:

The descriptions below explain the demerits and punishments applied for infractions:

1. Accumulation of ten (10) demerits, a warning letter will be sent to the parents of the student.
2. Accumulation of (15) fifteen demerits, students will be suspended from the class for a day.
(in school suspension)
3. Accumulation of twenty (20) demerits, student will receive after school detention. DS will hold a conference with parents before student returns to class.
4. Accumulation of twenty five (25) demerits, letter will be issued to the parents and student will be detained for after-school detention for two consecutive days and behavior probation.
5. The consequences for those infractions labeled X depends on the severity of the incident and may range from three-day out-of-school suspension up to immediate expulsion.
6. If a student commits a minor offence under probation, this will result in double demerits and a minimum of one day in-school suspension
7. If a student commits a major offence under probation, this will result in a minimum three-day in-school suspension.



8. Please note, if a student commits a major offence or an accumulation of minor offences under behavior probation, he/she will automatically be placed on the Principal's End-of-Year Dismissal List. *However, in the event of a major incident, a student may be dismissed at any time throughout the year, at the principal's discretion.*

In the event a student is not adhering to school rules the following procedure will be adopted before he/she is suspended or expelled:

1. A discussion will be arranged with the student.
2. Disciplinary rules will be applied to improve the student's behavior.
3. The parents will be informed by phone.
4. A letter will be mailed to the parents.
5. The parents will be requested to attend a conference.
6. Notice of possible suspension will be issued.
7. A record will be kept of incidents involving the student.
8. Notice of possible expulsion will be issued.

Disciplinary action may be one of the following depending on the case of each student:

1. Detention
2. Suspension from participation in PE lessons
3. Suspension from social or extracurricular activities
4. Suspension from privileges
5. Exclusion from a particular class
6. Suspension for not more than five days
7. Request to transfer to another school
8. Expulsion

Merit Policy

Students may also receive merits, or praise, for their good conduct:

1. Division Supervisor's Award and Honor Roll Award
2. Monthly Award – Student Of The Month



3. Coverage in the newsletter
4. Verbal acknowledgement
5. Special Certificate
6. Granted certain privileges, e.g., receive a free lunch, name on " Honor's Board "

Sample of NIS Behavior Contract

Once the students have become acquainted with the discipline policy, uniform policy and bus policy, we require them to acknowledge their role and responsibility as a student at our school by signing our behavior contract. We also require each parent to sign the contract, acknowledging that they have read and understood their child's responsibilities as a student and their role as a parent – as outlined in this handbook; Parents will be accountable to support all that is written in this handbook.

Sample Behavior Policy:

As a member of this school community, I agree to the following responsibilities and expectations:

As a student, I will:

- Treat the teachers, other students and the school property with respect;
- Follow the school rules and willingly accept the consequences if the rules are broken;
- Attend school/classes on time and put forth their best effort to learn.



As a parent, I will:

- Take an active role in my child's education;
- Support the teachers' and the school's efforts to maintain regular communication about my child's progress;
- Manage any disagreement in regards to my child's education in a respectful and productive manner.

The teachers/school promise(s) to:

- Treat everyone fairly and with respect;
- Ensure that school rules and the consequences for breaking them are clear to all parties;

Student Signature: _____

Parent Signature: _____

Principal Signature: _____

Date: _____