



STUDENT HANDBOOK

Name:.....

Home Address:.....

Telephone No.:.....

READ, UNDERSTAND, AND FOLLOW THIS HANDBOOK



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Administration and Staff

Ms. Mervat Bassiouni - Superintendent

Elsians@els-egypt.com

Ms. Rasha Ghappour - Director

Rasha.ghappour@els-egypt.info

**Ms. Heba Banhawy
Dr. Dalia Nasr
Ms. Sarah Hamdy
Ms. Amal El Beheiry**

**Elementary (1-4) GDS
Upper Elem&MS (5-9) GDS
High School (10-12) GDS
School Registrar**

**Ms. Eman Samir
Ms. Menna Ahmed**

**1-7 Mathematics Head of Dept
8-12 Mathematics / ICT Head of Dept**

**Ms. Sherihan Hamdy
Ms. Sherine Wagdy
Ms. Doha Ghoneim
Ms. Heba Hamdy**

**G1,2,3 Academic Leader
4,5 Academic Leader
6-8 English Academic Leader
9-12 English Academic Leader**

**Dr. Alia Mahran
Ms. Sarah Hamdy**

**4-8 Science Head of Dept
9-12 Science Head of Dept**

**Ms. Sameera Adam
Ms. Eman Mansour**

**4-9 Social Studies Academic Leader
10-12 Social Studies Advisor**

**Ms. Nermin Mounir
Mr. Medhat Yehyia
Mr. Mohamed Hassan**

**1-6 Arabic Head of Dept
7-12 Arabic Head of Dept
Arabic Social Studies Head of Dept**

**Ms. Racha Adel
Ms. Fatma Ibrahim
Ms. Mariam El Banna
Mr. Tamer El Guindy**

**French Head of Dept
German Head of Dept
Art & Music Head of Dept
Head of Student Safety & PE**

**Ms. Dalia Kedis– Main Administration
Ms. Dina El Husseiny – Elementary Administration
Ms. Hend Hafez – MS Administration
Ms. Raghda Harouny - HS Administration**

We teach for life...

At the Egyptian American International School we come together to share perspectives, opinions, and hopes. We believe in diversity and respect the differences that make the members of our EAIS family unique individuals. These very differences allow us to polish the skills of cooperation and expression that can allow for great accomplishments.

At EAIS our students learn to exercise their brains in academic fortitude, creativity in expression of their knowledge, and their rights and roles as they rise to the responsibility of their school, peers, and community beyond. We are focused on individualization in the classroom and in increasing digital learning inside and outside the classroom to engage our students using the tools they know. We aim to grow our students to leaders who can affect positive change. In the words of Nelson Mandela, "Education is the most powerful weapon which you can use to change the world."

In 2020 EAIS schools received accreditation as the second system in Egypt by NCA-CASI a division of COGNIA. In continuous improvement efforts EAIS works under an umbrella of main school goals for the greatest welfare of our stakeholders. EAIS aims to

1. Promote a professional, safe, and respectful learning environment.
2. Consistently use data analysis for improvement of student learning and system processes.
3. Continuously improving student academic achievement – by elevating proficiency and growth in all subjects while expanding activities and student life.
4. Grow globally competitive students for the 21st century by meeting 21st Century learning needs.
5. Ensure unification of policies and procedures to achieve excellence across schools.

We look forward to many successful years ahead of learning, spirit and growth for all of the members of our EAIS family as we work together to advance ourselves, our students, our school, and our country to meet the changing demands of our ever-changing world.

Good luck and please remember to take every opportunity to learn something new . . . And don't forget to SMILE!

Ms. Rasha Ghappour ☺

Director - Egyptian American International School

School Quality Policy

In quest for perfection, we are determined to bring up a new generation equipped with efficient and effective tools to face the challenge of ever-changing professional demands in life beyond school. The entire EAIS family endeavors to create constancy of purpose towards improvement of the student body and the service provided to them.

We aspire to develop outstanding students who use discipline, motivation and self direction to reach their fullest potential.

Means to achieve our goals reside in providing training for students, teachers and administrators, creating a democratic environment and spirit of teamwork amongst all members of the school family.

School Vision and Mission

**“To teach for life ...
not for school”**

Our goal is to impart the academic knowledge and life skills to build respectful, responsible and confident students that can

- work collaboratively as critical thinkers and problem solvers;
- excel academically;
- and become effective and conscious leaders.

We teach for life to allow our students to succeed beyond their schooling and become positive contributors as citizens of their communities at large.

EAIS 6 Keys:

critical thinking * problem solving

***academic excellence ***

collaboration * leadership* citizenship

At EAIS we believe . . .

Students' learning needs are the primary focus of all decisions impacting the school's educational program.

Each student is a valued individual with unique intellectual, physical, social and emotional needs.

All students are capable of learning and need to apply their learning skills in meaningful contexts.

A student's self esteem is enhanced by positive relationships and mutual respect among students and faculty.

Embracing diversity strengthens individuals and enriches life.

Every student can and should learn.

At EAIS we commit to . . .

- Have a clear view of where we are going.
- Strive constantly to recognize the achievements of all students.
- Encourage staff and students to achieve their highest potential.
- Nurture the uniqueness and individualism of every child.
- Guide our students in a way that will encourage them to satisfy the needs of their society and improve it.
- Develop each student's sense of self- esteem and self-respect.
- Employ an excellent staff who is highly motivated and committed.
- Have an innovative and challenging curriculum.
- Be committed to education as a life- long process.
- Develop strong parent- teacher- student cooperation .

The Promise of a Good Education

The Egyptian American International School (EAIS) – the American Division of the Egyptian Language School (ELS) – was first accredited in 2003 and holds accreditation from NCA-CASI, a division of COGNIA as a SYSTEM.

Since its birth EAIS has followed the Egyptian Schools vision “teach for life” to prepare students for higher education, employment, and beyond. In each grade level from KG1 through grade 12, our teachers advise, assist, monitor, and motivate our students.

The faculty is comprised of dedicated and professional qualified American and foreign teachers. The curriculum throughout the stages is based on US National Standards in association with Egyptian National Standards in Science and Math. Our American Curriculum is followed by using American textbooks and International resources. All courses are designed to allow students maximum application of topics developing their personalities, creativity, logical, analytical and critical thinking.

In addition to a full course load, students are also given intense preparation for standardized examination, giving them the full qualifications to apply to both local and international universities.

Offering a complete way of learning, students are taken on a variety of both leisure and educational field trips and participate in co and extracurricular activities like academic displays, charity, sports, music, drama, student government, and journalism.

Facilities include a wi-fi campus with student access, fully equipped science labs, computer labs, a complete library, air-conditioned classes, sports facilities including basketball, football and volleyball courts, and an Office of Student Services where students have access to computers with internet and printers to aid with school assignments.

In a commitment to advancing digital learning students are required to bring in their tools of technology and have access to computers, printers and internet connection at home.

Student Expectations

The Egyptian American International School has the highest standards of expectations for students.

Students are expected to...

- Be respectful at all times- respectful of themselves, their fellow classmates, the faculty and staff, and their school.
- Adhere to school rules at all times or face proper consequences.
- Speak in English at all times.
- Be on time- to school, classes, and various school events.
- Be in proper school uniform.
- Work hard and diligently.
- Strive to be a role model at all times- in and out of school.
- Have a positive school ethic.
- Set and meet personal goals.
- Believe that there is nothing that cannot be achieved through hard work and perseverance.

Learning at EAIS

AT EAIS our focus is the learning process and outcome – not the grades. Our 21st century approach is based on student centered learning opportunities and higher order thinking. We do this in 3 phases.

Phase 1: Induction

Learning objectives will be delivered using a variety of methods including self learning, technology and cooperative strategies to keep our students involved and engaged in their learning process.

Phase 2: Practice

Students will be engaged as individuals or groups in hands on, print or digital activities to practice newly acquired information and skills to ensure fluency and proficiency in subject matter and skill acquisition.

Phase 3 :Assessment

Assessments are varied truly reflecting student skill set, knowledge, proficiency and growth.

Student learning outcomes will be evaluated via

- On site assessments
- Projects
- Take home / open book assessments

In the unfortunate event of long term shut down the school will proceed using an online or blended learning.

Student Role

- Take an active role in preparing learning material and completing flipped lesson material, reading or preparation whenever required
- Take full advantage of rich activities, discussions, elaborations during contact time onsite or in virtual classes
- Complete practice and learning activities
- Use technology to research, collaborate, produce original work

Tchnology Tools

All students should have access to internet, a device and printer at home and will use a variety of tools in the learning process.

Learning platforms

All students and parents are required to join our main learning platforms for communication, assignment posting and submission

Grades 1-4 – Class Dojo

Grades 5,6, 10-12 – Google Classroom

Grades 7-9 – SAMS (a customized hand held app for EAIS)

Zoom

- Virtual classes in the event of school closure.
- In the case of technical issues
 - o On teacher side → a broadcast will be sent, students should follow PowerPoint for class activity and contact teacher for office hour if needed
 - o On student side → excuse should be submitted to teacher, student should follow PowerPoint for class activity and contact teacher for office hour if needed

Various other learning apps

School Hours & Days

Sundays through Wednesdays: 8:20 am → 3:20pm

Thursdays: 8:20 am → 2:40 pm

Appropriate notification to school before 12noon is required by a written note, verbal notification through matron or student is **NOT ACCEPTED**.

- **ONLY** in case of emergency, a phone call will be accepted.

If a bus student will **NOT** be taking the bus home **OR** if a student is being picked up by someone other than parent, the parent must notify the school with the name of the person picking up the student, relation, and ID number to identify them.

Early dismissal is NOT allowed.

In cases of athletic tournaments an official document is required and dismissal will be 2 hours before the match.

The school will contact parents for student pick-up in case of emergency medical situations approved by school director.

Uniform Policy

All EAIS students must adhere to the dress code.

EAIS Uniform:

Summer: School uniform light blue polo shirt & beige pants or skirt with the school logo

Winter: School uniform light blue polo shirt, beige sweatshirt and beige pants or skirt. School uniform beige winter jacket.

Shoes: Plain black or white shoes are allowed. **All shoes must have a closed heel and toe. ALL SHOES MUST BE WORN WITH WHITE SOCKS.**

PE uniform: Students must wear PE uniform to P.E. classes. Students not wearing proper attire will lose points and not be allowed to participate.

Hair and General Appearance: Male students must have short neat hair. Female students must have hair neat and pulled back (No colored hair or colored braids). All students must always look neat and clean. No make-up, dangling jewelry, or adornments are allowed. Tattoos not allowed (must be covered). Facial piercings not allowed.

Out of uniform days: Students must follow the theme of the day. The following are not allowed on out of uniform days grade 6-12: tank tops, crop tops, skirts above the knee, slippers, crocs/slides, make up, revealing clothing, inappropriate graphics or any items that are deemed inappropriate by the school administration.

The following shall not be tolerated as part of the school's dress code:

- **Hats** (Ski hats will be allowed during winter months only)
- **Make- up (NO NAIL POLISH or EYELINER)**
- **Obtrusive Jewelry** (nothing noticeable or expensive)
- **Long Hair / Facial Hair** (for gentlemen)/ **Wild / Colored Hair** (for ladies)
- **High heels, crocs, slippers, colored shoes, boots worn over trousers, or shoes worn without socks**
- **Torn, defaced, or stained uniforms**
- **UNIFORMS with writing on them**
- **Veils other than blue, beige, white, or black**
- **Long sleeve shirts under school polo shirt**
- **Outside winter jackets and winter clothing**

Passing time rules

1. Passing time is the time to
 - Use the bathroom
 - Prepare for next session
 - Stretch & take a few minutes break
 - Snack (outside the class)
2. Follow your passing time schedule
3. Use indoor voices and keep your hands to yourselves (NO HORSEPLAY or ROUGH HOUSING)
4. Stay away from windows of working classes
5. DO NOT
 - Leave before being dismissed by your teacher
 - Enter any class other than your own
 - Leave the area of your classes
 - Go to the canteen
 - Go to the doctor without permission from floor supervisor
 - Visit staff rooms
 - Be late for your next class
 - ***LEAVE PERSONAL BELONGINGS UNATTENDED**
6. If you are leaving to another class you cannot return to yours until it is time for the next class AND MAKE SURE YOUR PERSONAL BELONGINGS ARE IN YOUR LOCKER

Rules for traffic throughout the building

1. Movement through building is
 - From morning lines / break to class
 - Dismissal from class to break or gate / bus
 - From class to class (ex. PE, music, etc)
2. Moving through the building is not the time to SOCIALIZE
3. Move through the building silently – there are classes and assessments in session
 - Use Inner Voice
 - No stomping or running
4. Keep your hands to yourselves – no horseplay, rough housing or touching decorations in hallways or lockers
5. Movement in hallways and stairs should always be on the right
6. Students should line up and be dismissed in line by the teacher

School Reception Rules:

Kindly note that we **Will Not** be able to receive the following items at the reception:

-Money

-Any student assignment, binder, project

-Student supplies including digital tools, art supplies, musical instruments Remember that golden passes can be used 4 times per semester per subject.

We can only **ACCEPT** clothing, food, medicine or house / locker keys in cases of emergency. Please make sure that any items are labeled with student name and class.

Bus Rules

All EAIS students using the school transportation are expected to abide by the following rules.

1. Students should always be ready in the morning before their scheduled time. Matrons are not to leave the bus at ANY TIME and they are not allowed to wait for students **more than two minutes**.
2. At the end of the day students are to go directly to busses... **Busses will move within 10 min of dismissal** ... Matrons will NOT WAIT for students. If a student is late- they will be sent to the office and their parents will be notified.
3. ALL school rules apply on the bus students should sit in their designated seats and **be respectful at all times**. NO HORSEPLAY will be tolerated!
4. Students are **NOT ALLOWED on any other bus** but their own- even with a note!
5. If a student will be going home by car- they must bring in a note signed by their parents in the morning.
6. Students must be picked up and dropped off at their official stops. If a parent wishes to change this stop- they must send an official note to the school requesting so.
7. If misbehavior is reported on the bus- the student will receive the following consequences:
 - 1st time: Warning note sent home and detention with GDS
 - 2nd time: Removed from bus for one day
 - 3rd time: Removed from bus for two days
 - 4th time: Removed from bus for one week
 - 5th time: Removed from bus for two weeks and official meeting held before student allowed on bus again!

Gate Rules

Grades 1,2,3,4,5: Parent / Guardian MUST present the gate card at the gate to come collect students. **Students will not be permitted to leave without security seeing the parent gate card. (students are issued a YELLOW/ORANGE CARD)**

Grades 6-12: Students can leave on their own as long as gate liability form is completed **(students are issued a GREEN CARD)**

Students who have previously been issued a green card and leave on their own have already submitted a release of liability form submitted by parents.

Students will automatically be promoted based on their cards from the previous academic year.

SHOULD A STUDENT NEED TO SWITCH GATES PARENTS MUST SUBMIT A WRITTEN REQUEST BEFORE THE START OF THE ACADEMIC YEAR.

- **No waiting in front of the Gate .**
- Students who lose their gate cards will have new cards issued for a fee. This fee will automatically be recorded at the accounting office.
- To avoid traffic issues please DO NOT arrive more than 10 min earlier than dismissal time.. Teacher supervisors will remain with students for 30 min after which they will fall under the care of the school security guard.

Students should NOT be dropped off before 8AM
You can find complete details of gate dismissal procedures at this link.

https://drive.google.com/file/d/1ftO_MDf3OD8pzXk5EicxFLFziBfIGsfG/view?usp=sharing

EAIS Rules

All EAIS students are responsible for abiding by the following EAIS rules. Each student carefully reviews and signs that he/she will adhere to these rules as long as they are a student at EAIS or face proper consequences.

1. **Respect.** Students must be respectful at ALL times. No impolite behavior will be tolerated.
2. **Speak English.** English must be spoken at all times, except for Arabic and foreign language classes.
3. **Dress in proper full uniform.** Proper dress is required at ALL times. Students' uniforms and appearance is expected to be clean and neat. Students not in full and correct uniform will not be able to attend class.
4. **Responsibility for your things and school.** Vandalism, theft, or any destruction of school property will not be tolerated. No writing on desks, chairs, walls, or any other school property, and uniforms will be tolerated. Chewing gum / eating seeds is NOT allowed.
5. **Attend ALL classes on time.** Truancy and/ or persistent tardiness to classes/school will not be tolerated. Students will be appropriately warned before action is taken.
6. **DO NOT CHEAT!** Cheating and plagiarism are not allowed under any circumstances.
7. **No mobile phones or electronic devices.** Mobile phones and electronic devices being used during school hours without permission and for non-academic purposes will be confiscated and available to parents after 2 weeks.
8. **No illegal substances.** The use of cigarettes, alcohol, or any other illegal substance is strictly prohibited on school grounds or at any school function. Students caught with any such items will face severe consequences.
9. **No fighting, bullying, harassment or weapons.** Fighting, bullying, and horseplay will not be tolerated between EAIS students. Weapons, or any items that may cause bodily harm are absolutely not allowed. (No paper cutters in school.)
10. **No profanities.** The use of any inappropriate language or profane materials is strictly prohibited.

Committing any act that substantially disrupts school order will not be tolerated.

Exam Rules

1. Bus students are to be on time for busses in the morning as bus will leave in case of delay, Gate students are to be at school on time as no extra time will be given in case of tardiness.
2. Students are to enter their assigned classroom with only tools needed for exam. No one is allowed to share materials during the exam. (No food/No drinks/No music devices/No mobiles...)
3. Students will sit in their assigned seats. Once assessment begins there is NO TALKING!
4. Make sure you write your data as shown on the desk slip fill correctly and completely.
5. Make sure you read the instruction on the cover page:
6. Count the exam pages.
7. Anyone caught cheating will receive a (0) on the assessment, parents will be notified and conference will be requested.

NOTE: cheating is defined as talking, looking anywhere but at your own paper, being caught with any outside information with you – including mobile telephones, or any other disruptive behavior If a student cause noise or suspected cheating in the proctor the following will occur:

Step 1: Verbal Warning.

Step 2: Notify the floor leader.

Step 3: remove paper for five minutes.

Step 4: student may not be allowed to finish his exam.

8. No student will be allowed to leave proctor room during the assessment (No bathroom or drink runs!), except after floor leaders' approval.
9. If you have a question raise your hand and wait for the proctor to communicate in a low voice.
10. Abide by all school rules during exam periods.

Violating school rules during exams will lead to:

- A. Bus suspension.
- B. Wear the school uniform on the last day of exams.
- C. Detention on the last day of exams.

On Line Exam Rules (when applicable)

10 minutes before the exam

1. Be ready with a steady internet connection (preferably cabled) computer/laptop with a microphone & webcam. Mobile phones are not allowed.
2. Sit alone in a quiet room.
3. Turn on the video and microphone to make sure that you are clearly seen and heard.
4. Join the Zoom waiting room on time.

Exact exam time

1. **First 5 minutes:** Show the proctor your desk and surroundings prior to starting the exam to ensure there are no aids present (ex. course textbook, phone, materials, scratch paper or calculator etc.)
2. Write your name and class in the chat box.
3. Go to Edmodo assignment and start your assessment on exam time.
4. Abide by all school rules during exam periods and follow teacher's instructions.
5. No hoodies and girls' hair should be pulled up.
6. You must not receive help from any outside source or stop the session and then return to it.

7. During your assessment: Once assessment begins:

- a. Ask questions in the chat box and to the host only.
- b. Talking, eating or drinking aren't allowed.
- c. The use of headphones is prohibited.
- d. Keep your camera and microphone on at all times.
- e. Opening other tabs or websites is completely prohibited.

8. Send the proctor a message via private Zoom chat after you submit the assessment.

9. Remain in your zoom session till the end even if you have submitted your assessment.

Anyone caught cheating, his/her exam will be terminated.

NOTE:

Cheating is defined as talking, looking anywhere but at your own device, including mobile telephones, closing camera or microphone or any other disruptive behavior.

In case you faced any technical problem, please notify the school administration via email within the same exam day.

Grading Policy

The main grading system is based on a grade point average (GPA) from a scale of 4.0. Details & rubrics will be found in individual course outlines of subjects. The GPA of each year is based on the following:-

- **Semester Exams** (40% - 20% each)
- **The 2 Semesters** (60% - 30% each)

The grade of each semester is based on the following:

- Assessments (50%) (Summative & Authentic)
- Assignments (30%)
- Class Participation & Behavior (20%)

Assessments 50%

Types of assessments include:

(7.5%) Assessment I – diagnostic of level & exposure to various types & levels of questioning (Duration: 30 min)

(7.5 %) Projects (authentic assessment) – integrated or subject based, conducted over time including various skills

Assignments 30%:

Concept checks, practice and activities are assigned regularly and can come in the following forms: *Written Warm ups / Exit Slips / Flipped Classes / Worksheets / text book / writing / critical thinking assignments; Projects and independent study and research; Assigned reading & studying; Labs, Journals, and Current Events; Standardized Testing Practice*

*****Students will be allowed 4 GOLDEN PASSES per semester per subject applicable to HW, Projects, binder, and any work to be submitted. The Golden Pass allows submission date to be extended for up to 2 days for assignment to be corrected for full mark*****

(Golden passes will not be applicable during online learning)

Class Participation & Behavior 20%:

- CPI –Attendance, preparation, interaction, warm up & summary question, oral and written work habits (based on EAIS rubric) / Absence is deducted from CPI.
- CP2 –Binder / Copybook check (when applicable)
- Grading for behavior is based on EAIS behavior rubric.
- Behavioral issues e.g. tardiness, talking, eating, moving without permission, class disruptions, or not following the classroom rules will result in deduction of grades.
- Major or consistent behavioral issues may result in further consequences including detention, parent meeting, suspension or probation.

More detailed rubrics for Class Participation and Behavior can be found at the following link

<https://drive.google.com/file/d/1FrqVg8QiM1V6oxyeYGjvK-gHlmZQTcjQ/view?usp=sharing>

Ministry Subjects grades (Arabic, Arabic Social Studies & Religion) are calculated based on ministry regulations and are subject to change as per the ministry.

Student must receive a passing grade on examinations for promotion.

Attendance Policy

Good attendance is essential for students to succeed in their academic endeavors. Both students and parents are strongly encouraged to try to adhere to the school calendar and plan all family vacations appropriately.

No more than 15 days of absence are allowed during the school year with urgent, serious reasons approved by the school administration. Otherwise, official and legal steps will be taken in accordance with the Ministry of Education department regulations.

The following policy for absences will be followed:

- **6- 9 Absences:** Must present official note for absence to be excused.
- **10 or More Absences:** No excuses will be accepted unless in major cases of emergency. Student may face severe repercussions including parent/guardian meeting, placement on probation, or failure of promotion to the next grade level at EAIS (or prevention from attending school graduation).

Excused Absences:

- Students are responsible for all material during their excused absence.
- Assignments should be made up within a 48 hour time frame after an excused absence.
- NO ASSESSMENTS will be made up. Students will receive an average with an excused absence.
- No absences are allowed during Semester examinations!! **NO REMAKE FOR EXAMINATION!**
- Class participation marks will be deducted for days of absence even with excused absences.
- Grades will not be counted unless the excuse is approved by admin.

Students who do not have an excused absence **will be** allowed to make-up any missed assignments for a grade of **ZERO**. **Excuse notes should be submitted to the GDS within 48 hours of absence (as hard copy or via email)**

Punctuality Policy

All Egyptian American International School students are expected to adhere to a comprehensive academic routine, which includes:

- Punctual attendance of ALL classes with ALL necessary materials (book, pen, notebook, calculator, electronic device)
- Positive class participation
- Diligent completion of class-work, homework and projects
- Completion of all necessary reading assignments
- Preparation for examinations with thorough study

Punctuality:

A great part of student respect at school is punctuality – to school, to classes, and on assignments, homework, and projects.

To School: School begins at 8:20am.

A student is considered tardy AFTER 8:35. Students tardiness will be recorded. **Students will not be allowed into the school after the 3rd tardy. (the third time coming in after 8:35).**

At 8:45 all school gates will be closed and no one will be allowed inside the school premises.

DURING ASSESSMENTS: Tardy students WILL NOT be given extra time and will only be allowed in until 9am.

To Classes: Students must attend ALL classes ON TIME. A student is considered TARDY if he/she arrives after the late bell. Tardiness results in a minimum of a 50% deduction of behavior points for the day. Perpetual tardiness will result in more severe consequences including parent teacher conferences and/or suspension from school. Tardiness of more than 1/3rd of class time is considered skipping class and results in immediate suspension from school.

On assignments, homework, and projects: Students must respect deadlines and due dates and organize themselves accordingly.

Academic Policy (cont.)

Homework Policy:

The following is the average time students should plan for homework on a daily basis (including reading assignments, standardized testing practice, and studying for assessments):

1st - 6th grade: 10- 20 minutes per subject

7th- 9th grade: 20- 30 minutes per subject

10th- 12th grade: 30-40 minutes per subject

Any students who persistently miss homework will have parent notification and may face consequences including removal from breaks, activities, and placement on probation.

Students who are caught cheating or copying homework / class work will face the following consequences:

1st offense: All students involved receive a grade of "0".

2nd offense: All students involved receive a grade of "0" and parent notification letter to be signed.

3rd offense: All students involved receive a grade of "0" and a parent/teacher conference is called.

Examination Policy:

All Egyptian American International School students are assessed on a regular basis.

Assessments: written, project based, and skill based as outlined on p21.

In addition to ongoing assessment all students will sit for Semester 1 and Semester 2 examinations each worth 20% of their total year mark. Absence during end of semester assessments is not accepted and remake will be determined by the school.

The MAP (Measured Academic Progress) Test is administered two times a year (fall/ spring) to assess students' performance against their peers as well as their progress throughout the year.

•Ministry Examinations & Requirements: All EAIS Students are required to sit for and pass Arabic, Arabic Social Studies and Religion exams. These subject grades are calculated based on ministry regulations and are subject to change as per the ministry.

Cheating on a test, assessment or exam is defined as talking, looking anywhere but at your own paper, being caught with any outside information with you, or any other disruptive behavior.

If a student is caught cheating (caught with any outside material or electronic device, asking for or receiving answers in any way, or by any other means as determined by the proctors and school administration) on an examination, they will receive a "0" on the examination and a parent conference will be requested. The student will be placed on behavioral probation for 30 days and won't be allowed to participate in school events, activities or field trips.

Projects and Reports:

During the course of the academic year students will be given a variety of research projects and reports to complete in all subjects. Students are expected to always submit their own work and always properly credit any outside sources. **When a student copies any academic work it is considered to be plagiarism.**

When a student is caught having plagiarized, a parent/ teacher conference will be held and the student will be allowed to resubmit the project.

If a student is caught having plagiarized more than once, a parent/ teacher conference will be held and the student will receive an automatic grade of an "F" on the project.

Cheating is not tolerated
on any homework, class work, examinations or projects

Technology Commitment

In this day and age information is at the tip of our fingers.

To teach our students for life we must teach beyond information. We must teach the skills needed to operate in the 21st century. Several of these skills rely heavily on using digital tools for learning.

As we look to continuously improving EAIS and moving to the next level EAIS is committing to using technology for digital learning in ways that are suitable for each age group..

Grades 1&2: Students will be given online home assignments, videos to watch for flipped classrooms, and leveled reading assignments. Teachers will orient and teach students how to access these items on their own. Students should have access to internet, a device and printer.

Grades 3,4,5: Students are responsible to bring smartphones, tablets or laptops to conduct research, take notes, complete assignments, and read text in class on assigned days. Soft copies of texts may be provided to the students and teachers may ask that assignments be emailed to teachers. It will be essential to have access to the tools of technology to help you achieve the learning objectives in these classes.

In grade 6 through 12: students will experience nearly paperless classes in major subject areas. Students will receive soft copies of their text books and be required to produce their work using their tools of technology. **In grades 6 through 12 the use of a laptop or tablet will be essential nearly every day (NOT smartphones)**

Grades 1-4

Class Dojo

This is an interactive application to facilitate communication between teacher and parents as well as to motivate student behavior positively.

All assignments will be posted on this platform.

Students will submit digital assignments via Dojo Portfolios.

All correspondence regarding concerns, inquiries, and missing homework will be done through Class Dojo.

Grades 5,6,10-12

Google Classroom

Google Classroom will be the primary tool of communication with parents and students as well as the platform for assignment and submission of student tasks. All correspondence regarding concerns, inquiries, and missing homework will be done through email.

Grades 7-9

SAMS

Students & Parents will pilot this learning platform for communication and assignment.

All Grades

Various Learning Activities

To further engage our students several online educational applications will be used for assignments.

Should you need technical support with any of the applications required you may contact your grade level ICT teacher for support.

EAIS Technology Rules

- The use of any device other than those allowed in the class is subject to the approval of the teacher. Any use of such device is not permitted.
- The use of such devices in class without permission of the instructor may be considered disruptive behavior and will result in loss of points, dismissal from class, confiscation of device or further repercussion as determined by administration.
- The use of devices outside of the classroom, not under teacher supervision or for an activity in class other than academic (ex. Playing games, surfing net, chatting, social media, etc.) will result in confiscation of the device.
- The use of digital tools to facilitate an act of academic misconduct (such as cheating, plagiarism, viewing inappropriate material) will be considered a violation of school rules and will be punished according to school rules for this behavior.

In the event of school closure students should follow regular schedule on Zoom using teacher Zoom links.

EAIS Zoom Code of Conduct

Students will be oriented to the zoom rules and code of the ethics by teachers during student orientation.

Students! You are expected to do the following:

- 1- Create a zoom account using your first and last name.
- 2- Make sure you sign in into your scheduled Zoom session using this account.
- 3- Keep your zoom schedule handy and make sure you use the correct ID when signing in. keep the meeting ID confidential.
- 4- Find a quiet spot with a plain background to avoid distraction for you and others.
- 5- Appropriate clothing must be worn.
- 6- Stay attentive and make sure your video is on at all times so we can see your happy face.
- 7- Keep your audio on mute and use the Zoom “raise hand” feature when you are ready to participate or when you are called on.
- 8- As expected of any class interaction, you should treat each other with courtesy and respect.
- 9- Chat responsibly when using the chat box. Remember that it is public, and a record of the chat is kept and archived.
- 10- Have a paper and a pen handy to take notes.

Students! you are not allowed to:

- 1- Eating while attending a Zoom session.
- 2- A delay of 10 minutes or more from the beginning of the session when broadcasting live without excuse.
- 3- Dismissal from the class before it ends without permission.
- 4- Absence from any session without excuse.
- 5- Using the microphone, video or chat box without the teacher permission
- 6- Taking screen shots or screen recordings of virtual classrooms without the teacher permission.
- 7- Post pictures of your virtual class on social media or elsewhere. While it is fun to share in the excitement of connecting over Zoom, we are committed to protecting the privacy of all users; teachers and students.
- 8- Disrespecting teachers or classmates.

Disciplinary Policy

Any students not meeting EAIS expectations or showing unacceptable behavior will receive appropriate punishment.

Detention: For any minor offences, students will receive at minimum a 20 minute detention during the school break and may receive a Thursday after school detention. Students are expected to go to detention on time with nothing but a pen and notebook. No eating or drinking is allowed during detention.

Students who receive multiple detentions (more than 3) will have parents notified, receive further consequences and may be placed under behavioral probation.

Warning of Suspension: After several consistent minor offences without improvement and leading to consistent disruption of classes and negative effect on other students, students will sign a warning of suspension – stating that with the next MINOR incident the student will be suspended.

Suspension: For all major offenses students will receive at minimum a suspension from school in which they will not be allowed to attend classes. Students who are suspended will make up academic work missed for the days of suspensions for a grade of ZERO. Students who are suspended may also be placed on Behavioral Probation and not allowed to participate in school events, activities, or field trips.

Acts that may result in immediate suspension include skipping class, tardiness of more than 1/3rd of class time, rough-housing or horseplay, fighting, bullying or harassment, or use of profanity.

For major offenses or incidents of major disruption to school routine, bullying or harm toward fellow students, a review board will gather to determine appropriate repercussions.

The school administration, teachers, and parents will work together to properly guide students who have broken school policy.

Probation:

A student who has multiple academic or behavioral problems will be placed on a period of probation. The period of probation will last 30 days, during which a student will not be allowed to participate in any school or extracurricular activities. After 30 days, the student will come before a review board consisting of the administration, all his/her teachers, and his/her parent/ guardian. If the student's state has changed the probationary period will end. Students may be placed on behavioral probation for a variety of offenses including: Continuous or major disruption to school routine; Skipping class; Cheating; Three or more detentions; Any suspensions; Excessive tardiness to class/school; Any repeated violations of one or more rules. **Students placed on behavioral probation may not be accepted the following year.**

Academic Support:

Teachers and administrators will convene on a regular basis to determine students who need to be placed on an academic support program. These students will be closely monitored as well as given additional extra help in the subjects needed. It's the student's responsibility to follow the academic support schedule, if he/she failed, the student will be automatically dropped.

Promotion to the Next Grade Level:

Students must receive a passing grade of 60% (D-) or higher in all subjects in order to be promoted to the next grade level. Arabic, Religion, and Arabic Social Studies passing grades are from 50% as per the Ministry and course grading is subject to ministry regulations. While Arabic Social Studies and Religion do not count in GPA a passing grade must be achieved for promotion.

A grade of F in 1 or 2 subjects will result in a re-exam in the subjects failed. The date of the re-exam will be determined by the school administration and cannot be rescheduled. Failure to attend re-examination will result in a grade of F. Passing the re-exam will result in a passing mark of 60% (D-). Failing the re-exam will result in an F. A grade of F in 3 or more subjects will result in the repetition of the year.

A minimum grade of 25% minimum is required on exam papers for promotion (even if total grade is a passing grade).

EAIS Clinic Policy

Our goal is to create a safe healthy environment ensuring the best surroundings for the students. Our school is keen on applying the best methods and infection control techniques in any case of emergency.

In order to reach the level of performance we are seeking, your support is a must; school and parents should be working hand in hand for the welfare of our students that's why we need you to get oriented with our system.

- If a student complains in class, he or she will either receive first aid on the spot, in case of mild traumas or mild skin cuts and bruises scratches, (in this case he will not receive a medical note) or the student will be sent to the school clinic.
- Whenever a student is sent to the school clinic, his or her medical history is briefly taken. He or she will be examined and will be given an emergency treatment. The student will receive a medical note via email describing his or her condition and the treatment given.
- Once a student receives a medical note, **this means home follow up is a must.**
- School will call parents **in emergency cases** only; this includes fever (Body Temp.=38 or more), severe wounds, severe sprain, vomiting (more than twice), severe diarrhea, any suspicion of infectious disease, excessive menstrual bleeding , severe hypo or hypertension, severe bronchial asthmatic attack and severe trauma that needs immediate intervention.
- If a student leaves the school for a medical condition, he or she will receive a medical excuse for that day and in case of fever, one more day. If the student's condition needs more days at home parents should submit a medical excuse.

Students with known illness or medical cases must bring in medical items labeled to be left in clinic for personal use (ex. Inhalers, nasal drops, diabetes medication, masks, eye drops, etc.)

- We expect our students to return to school after complete recovery, in case of epidemic diseases (chicken pox, mumps, measles, hepatitis, etc.) and parasitic infestations (Hair lice). Students will be checked at the school clinic before being allowed to class.
- In case of more than 3 days of absence for medical concerns, students should be accompanied to school by their parents.
- We believe that our students must come to school in a good physical condition (either treated or on treatment of any previous medical problem). Our role is basically concerned with emergency cases that escalate at school.

Follow up is a must at home for the welfare of our students.

- In order to receive precise and effective medical support, Students with special medical conditions should present the emergency card on visiting the school clinic. (Data is collected from student medical form filled in by parents at the beginning of the academic year).
 - Vaccination takes place in the school in cases of routine vaccinations for grades (Grades 1, 2, 4,7 &10) and national campaigns in coordination with the health insurance representatives in the school.
- School sends a vaccination parents approval form. Parents should stick to the due date given. School will not accept any signed approval forms after the due date.

Not sending back the signed approval form will be considered a refusal

- School buses are supplied with first aid bags; bus matrons are trained to use them.
- During morning rounds, if any emergency condition occurs, the bus matron will handle it until the student reaches the school where he or she will be immediately checked at the school clinic. If a situation occurs during afternoon rounds, the bus matron will handle it and will call the parent on the spot.

Locker Rules (grades 4–12)

All students from grades 4-12 receive lockers to store their books and personal items. Locker keys are the responsibility of the student.

1. Students must take full responsibility for the items stored in the locker.
2. In case of any loss of key or damage of locker, student must report to the hallway supervisor immediately to arrange for alternate storage.
3. Students are responsible to pay for repair of locker if the damages are caused by the student.
4. The school administration retains the right to inspect the lockers at any time.
5. No excuses will be accepted for neglecting homework assignments due to forgetting them inside the locker.
6. If locker key is lost the student will pay a penalty in order to replace the lock and key.
7. Students should keep their lockers clean. No stickers or writing will be accepted on lockers. There is a penalty for vandalizing a locker.
8. Students must return the locker key at the end of the year.

Any violation of the locker regulations will result in termination of the use of lockers.

Student Books

Beginning KGI all EAIS students receive books. Text books are kept by the students throughout the school year and should be returned at the end of the year in the same condition they were received.

Parents of KG and lower elementary students receive books while students from grade 5 and up receive their own books.

Text books are school property and should be taken care of. Loss or damage to books will result in a penalty.

All books and locker keys are to be returned on a date determined by the school. The school will not accept these items after the determined date.

Grade Reports & Parent Notices

Official reports are issued 2 times a year (semester 1 and final). In addition, progress reports are sent home per semester after each assessment.

Behavior reports are sent twice a year.

Semester Report is the final report and will include all course work noted above and semester exam grade (G1&2: receive Skill based report + comments reports / G3&4 receive skill based report in addition to grade report))

Please follow our calendar to determine the timings of reports.

All progress reports will be sent electronically.

Duplicate hard copies of any report can be requested for a small fee

Any written reports will need to be signed by parents / guardians and returned to school.

IF YOU HAVE NOT RECEIVED A SCHEDULED REPORT PLEASE CONTACT THE SCHOOL.

Should there be a mistake in your report card you have a window of 72 hours to request an investigation. This should be done via written note attached to the report. The school will investigate and issue a new report as needed.

Please make sure that the GDS responsible for your child's grade level has your correct contact information (email address and phone number) to facilitate communication throughout the school year.

University Requirements

Student entrance to universities (local or international) requires the students to achieve scores that are based on 60% from standardized testing and 40% from school course work. The school provides intensive and professional standardized testing preparation classes beginning grade 9 to prepare students to tackle the exams and achieve the best results.

To be granted admission to any institute of higher learning in Egypt, students must receive minimum scores as stipulated annually by universities.

Students graduation scores are calculated by taking 40% of the top 8 marks received in grade 10 (max. of 1 grade), grade 11 (max. of 3 grades) and grade 12 (min. of 5 grades), and 60% of the standardized test score.

Passing marks and subject requirements are subject to change based on Egyptian Ministry of Education and university requirements. Individual consulting is conducted throughout the year with students and parents to estimate students' graduation results and provide counseling with regard to university choices.

For more information on university acceptance and requirements please visit <https://tansik.egypt.gov.eg>

Our Partnership

Parents are an important part of the EAIS family and an open door policy of communication between the school and home is essential! The means of communication are as follows:

Parent –Teacher Conferences

EAIS holds Open Houses per year during which parents are invited to meet with their child’s teachers. Dates arranged for these meetings are fixed on the school calendar. These meetings take are meant to discuss concerns and set plans for improvement. **Individual Parent Meetings**

Parents are welcomed to call the school to arrange parent-teacher meetings to discuss urgent issues during scheduled hours. Please make sure you have scheduled a meeting first before coming to school.

Channel Books

The channel book is an important tool that teaches students the responsibility of organization. Correspondence via email and platforms also keep parents up to date with class news and events. We ask parents to check channel books daily. To help monitor their students assignments.

Please note that our main form of communication is via email and platforms so it is very important that your correct contact information is registered with the school.

Social Media

EAIS Facebook

<https://www.facebook.com/EAISEG?mibextid=LQQJ4d>

Egyptian Schools Facebook

<https://www.facebook.com/profile.php?id=100093964234260&mibexOd=LQQJ4d>

Egyptian Schools Instagram

<https://instagram.com/theegyptianschools?igshid=OGQ5ZDc2ODk2ZA==>

How to Contact Us

In order to contact a teacher or member of the administration you may do so in the following ways:

- ❖ Send an enclosed letter with your child’s bus matron.
- ❖ Call the school:
 - ❖ KGs: 27561728 – 01227343587
 - ❖ G 1-12: 27592275 / 76 - 01223030151
- ❖ Send a message on the learning platform
- ❖ Send an email to the teacher, GDS, or administrator.
 - G 1-4: eais.elementary@els-egypt.com
 - G5-9: eais.middle@els-egypt.com
 - G 10-12: eais.high@els-egypt.com
 - Main Administration: dalia.keddis@els-egypt.com

We ask for your cooperation in alleviating phone traffic in the following areas:

Gate	Written note to be submitted to GDS before 12noon. Please DO NOT send gate requests via email.
Admissions	Contact the following: Phone: 01227343537 Whatsapp: 01284442073 Email: student.affairs@els-egypt.com
Accounting	02/ 27610282 or 27610289 01227343587
To make appointments	Send an email or note highlighting the subject of the meeting and we will contact you with the appointment time.
Concerns and inquiries	Send an email or note highlighting the concern or inquiry. We will respond via email, phone, or meeting as needed.

Please make sure to frequently check our social medial and website (www.els-egypt.com) for updates on school events and important notifications