

**Manor House British School  
Dokki**

**Parent - Student Handbook**



**2023 - 2024**

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Dear Parent or Guardian,

It gives me great pleasure to welcome you and your family to **Manor House British School**, and share with you the importance of the Parent Handbook, including the Code of Student Conduct. This document was developed to ensure a safe and courteous learning environment for all our students and serves as a resource for parents, students, and staff. Our school strives to ensure classrooms and school activities that are free of disruptive behaviour. Therefore, consequences for students that do not support an optimum school environment are clearly outlined in this booklet.

Please take the time to read the *Code of Student Conduct* with your child and discuss the importance of understanding and following these guidelines. With your support, we can help our students achieve academic success in an environment where they feel safe and secure every day. I consider each and every parent or guardian a partner with Manor House School in helping achieve this goal for your child and others.

Thank you for your support and best wishes for a great school year!

With kindest regards,

Hoda Soliman  
Principal

# **The History of Who We Are**

Manor House School has been a leader in education since the 1940's. Manor House School currently provides the National and International certificates (British and American). The school is recognized for its excellence in education while instilling the cultural values of Egypt.

In 1947 Manor House School opened its first school building in Zamalek, Cairo under the ownership of Mr. and Mrs. Bullen. In 1956 the school opened a new branch in Mohandeseen - Cairo that incorporated kindergarten through Grade 12. After this, during President Gamal Abd El Nasir's time in power, the school was nationalized and the name was changed to Port Said School. In 1960 the owners of the original Manor House School left Egypt and moved to Greece, and opening a school there, and later in Lebanon as well. In 1976, upon the request of the Egyptian government, the owners of Manor House School returned to Egypt and re-opened in Heliopolis, Cairo. One year later in 1977, the Mohandeseen branch was opened.

In 1992 Manor House School decided to expand its horizons and branch into the International arena. In September 1992 Manor House began teaching the British system of education (I.G.C.S.E.). This opened as a separate entity from the National system with its own building in the Mohandeseen area.

At the same time, the Mohandeseen National School branch was growing in numbers, so Manor House School decided to open another section of the school in the 6<sup>th</sup> of October area in Egypt in October 2000. This school is situated on a very large ground area and fully equipped with all facilities, and includes KG– Grade 12.

With the turn of the Millennium, Manor House School embarked on initiating an American Program leading to world recognized High School Certificate. This began in September 2001 with a small group of students, a few rooms, and a very strong will. In September 2003 the American Division moved to its own separate building becoming a separate entity on its own. It remains conveniently located in the center of the Mohandeseen area, with most of the students residing in the near vicinity.

In 2009 Manor House School furthered its excellence in education and chose Cambridge Primary Program for its British primary section. Cambridge learners become confident, responsible and engaged from a very young age, which is the key for being equipped for success in the fast changing modern world. Today our British Primary section has over 150 students.

At present, Manor House School, with all its divisions, has over 3,000 students.

## **VISION, MISSION and BELIEFS**

*"Without preparation opportunity is an empty promise."*

### **Our Philosophy**

Our teaching philosophy is very individualistic. We provide each student with the opportunity and support to reach their full individual potential. We believe that all students can learn, and each is a unique person with equal potential to make a positive contribution to our school community. We support this philosophy through high standards of achievement and performance.

Our British School is designed to be a place where all students can learn and feel good about themselves. We affirm the fundamental right of every student to learn to the best of their ability and potential in an environment that is positive, safe, friendly, caring and supportive of young people. We recognise that students arrive at our British School with different backgrounds, influences and needs. We believe that our Cambridge Checkpoint / IGCSE & GCE program and practices meet all students' needs.

Our priorities are that students and families form meaningful relationships with teachers, and that every teacher has the opportunity to truly get to know each student and to work together with his/her family to establish appropriate educational goals.

We encourage students to take pride in their school and themselves through recognition of self-identity, family and culture. We expect students to acknowledge and respect the rights of all students and staff who make up our British School.

### **Vision Statement**

To be one of the leading international schools in Egypt by providing a balanced, multi-cultural, and quality education that guides students to become independent thinkers enabling the students to successfully achieve their fullest potential in today's global community.

### **Mission Statement**

To provide all students with equal learning opportunities through diverse educational tools and technique which motivate students to become life-long learners who strive towards self-improvement and are productive in their community.

### **School Expectations**

1. **Encourage** critical thinking, analytical and debate skills.
2. **Promote** peer coaching within a safe learning environment where students with mixed capabilities can help and learn from each other.
3. **Foster** a sense of responsibility by encouraging participation in tasks beyond academics.

4. **Provide** opportunities for students to participate in extra-curricular activities to broaden students' horizons and foster a sense of belonging.

**Build** self-confidence and self-esteem through the development of artistic self-expression and public speaking

### **Our Beliefs**

1. An effective school climate is achieved through the cooperation and support of administrators, teachers, students, parents, staff, and school board. Indicators are:
  - trust
  - open communication
  - sharing of beliefs, goals, and responsibilities
  - environment stressing caring, sharing, and respect for others.
  - supportive atmosphere encouraging professionalism
2. An essential function of schooling is that students perform at high levels of learning and experience opportunities for success. Indicators are that students are provided with:
  - sufficient time to learn
  - a trusting environment where they can make decisions without the fear of failure or criticism
  - favourable learning conditions and quality instruction
  - opportunities to experience challenge
3. An effective school, in seeking improved learning, welcomes change and evolution in its instructional processes. Indicators are that the instructional staff:
  - modify planning procedures to accommodate differing teaching and learning styles
  - allow for spontaneity and creativity
  - adapt and change for continuous improvement
  - set high standards and have high expectations for student
4. The school community will provide an effective instructional process that varies the time for learning according to the needs of each student and the complexity of the task. Indicators are:
  - learning is a continuous process
  - students can learn to the best of their ability provided that they have the necessary time and services
  - time is managed properly
5. The school community believes that success influences self-concept, which in turn influences learning and behaviour. Indicators are:
  - what is communicated to the students reflects positive regard for each individual
  - students view themselves as important, valued, and respected

6. Administrators, teachers, and students share responsibility for success. Indicators are:
  - learning is an active process requiring active participation of all parties
  - administrators and teachers share responsibility for curriculum development
  - teachers plan and prepare for instruction
  - students share the responsibility for learning by completing homework assignments and preparing for assessments
  
7. Assessment of achievement is continuous and determines the instructional placement. Indicators are:
  - the assessment enables instructors to teach at an appropriate level
  - timely feedback in assessment is given to students
  
8. Each student is responsible for his or her actions and must accept the consequences of those actions.

### School Subjects /Class level

Year 7 & 8	Year 9	Year 10-12
English	English	8 IGCSE subjects in addition to the maximum of 2 AS / 1 A Level subjects
Math	Math	
Science	Biology, Chemistry, Physics	
French	French	
ICT	ICT	
National Curriculum Subjects Arabic, Religion, Social Studies	National Curriculum Subjects Arabic, Religion, Social Studies	National Curriculum Subjects Arabic, Religion, Social Studies, Civics
P.E. & Art & Life skills	P.E.	P.E.

### Grading Breakdown

9-1 Grading	Local %	Alphabetical Grading
<b>9</b>	<b>Highest Grade In Egyptian System</b>	
<b>8</b>	<b>100%</b>	<b>A*</b>
<b>7</b>	<b>95%</b>	<b>A</b>
<b>6</b>	<b>88%</b>	
	<b>85%</b>	<b>B</b>
<b>5</b>	<b>82%</b>	
<b>4</b>	<b>70%</b>	<b>C</b>

## **Examinations (not applicable for Yr 9-Yr 12)**

Examinations are considered an important part of the instructional program and provide valuable learning experiences. All students will take the following examinations in each subject:

Half Term One, End of Autumn Term , End of Spring Term and End of Summer Term that is considered as the Final Assessment.

## **Report Cards and Parent –Teacher Conferences**

Report cards will be distributed per term. Students will receive (4) reports.

Parent-Teacher conferences occur twice during the school year and will be specified on the school calendar. Parents are invited to visit the school for formal conferences with the teacher during office hours determined by each teacher.

**\*Students are responsible to show Report Cards to their parents.**

## **Grade Weighing Scale per Midterm/Term**

- 40% ( homework, projects, class work, quiz and class participation)
- 60% Term exam

The final grade consists of the accumulation of report grades in addition to the final grade. The final exam weighs 60%.

## **Staff**

Qualified and professional teachers are the key to the success of our students and school. Our staff emphasizes on continuous learning and assessment. Our goal is to train our students to be independent learners and help them to gain the analytical and critical thinking skills.

## **Facilities**

Manor House School is equipped with a fully furnished Library, Computer Lab and Multi-purpose Science Labs. All sports activities are conducted in the Shooting Club conveniently located next to the school.

## **Busses**

Manor House School provides bus transportation to:

Garden City

Maadi

Pyramids

Faisal St. / Hadayek El Ahram

Lebanon Square / Sheikh Zayed

6<sup>th</sup> of October

Heliopolis / Nasr City

## **Student Attendance**

Attendance is a major concern at Manor House British School. We believe learning is enhanced by regular attendance. Class attendance is critical to the successful completion of course work and outcomes. The entire process of education requires continuity of instruction, classroom participation, and a variety of learning experiences, and consistent study in order to reach the goal of maximum educational benefit for each student. Absent students cannot expect to make the same progress as they would if they were in attendance at school. School administration will therefore inform parents of any attendance problems concerning their child. However, we need parents to be actively involved in resolving any deviations in their child's attendance and to work with the school to insure maximum attendance.

Students will not be taken out of regular classes for special occasions or events without the principal's approval. When this occurs the student will be responsible for all work missed. The school calendar is published in advance so that parents can make vacation plans accordingly.

**Each student is allowed NO MORE THAN (25) absences all year long.**

When a student reaches (10) absent days, parents will receive "First Warning Letter" from the school. When a student reaches (20) days absence, they will receive a "Final Warning Letter."

After (25) days absence, students **WILL REPEAT THE SCHOOL YEAR! There will be NO SUMMER SCHOOL to make up for excessive absence.**

**PLEASE NOTE THAT THE SCHOOL WILL NOT REGISTER ANY STUDENT (YR9, YR10, YR11, YR12) FOR CIE/EDEXCEL EXAMS IF THE STUDENT EXCEEDS 25 DAYS OF ABSENCE.**

The school has established reasons for which an **excused absence** can be granted. These reasons are as follows: severe illness or death in the family, religious holidays, school-related activities for which participation has been granted by the school and national sports tournaments. Absences for other reasons, including out-of-school suspension, are considered **unexcused** absences.

Absence for any reason other than those stated above must receive **prior permission** from the school administration. When extenuating circumstances exist, a parent/guardian should discuss extensive absences with the principal.

Students arriving to school **after 8:15 am** will not be allowed to attend the first lesson, losing all of the class information and assignments.

Students who do not submit notes for valid absence to the Administration Office within (2) days following the absence are considered **unexcused absences**. The student will not be allowed to make up work missed during the absence.

## **Absence Procedures**

Parents are required to call the school and notify their child's absence on the day the student is absent. Starting 7:25 am parents can contact the school on the following numbers:



Middle School: 01274050660 / Senior School: 01200292551.

Parents are asked to specify: who is calling, the student's full name and class, reason for absence, and expected length of absence.

The school will attempt to notify parents when their children are absent from school with an SMS on the mobile number specified on application form.

### **Student Absence Policy**

ALL absences will be counted except those absences that result from participation in school-authorized activities such as national sports tournaments, official religious holidays, or a death in the immediate family.

### **Procedure for Make-up**

**IT IS THE STUDENT'S RESPONSIBILITY TO APPROACH TEACHERS TO ARRANGE FOR WORK THAT IS MISSED WHEN ABSENT!**

### **Make-up work Policy**

1. Students will be given (1) day for every day absent to **make up for work missed** (or longer if mutually agreed upon by the teacher and student upon the student's return). If a student is absent from school when an assignment is given or a quiz date is announced, the student is responsible to complete this work the day they return to school.
2. Teacher may request the assignments missed due to school-sponsored field trips, co-curricular activities, official religious holidays or preplanned absences be made up in advance by the student.
3. Special arrangements will be made for long term (chronic) illnesses verified by a doctor's signed statement.

### **Dress Code**

All students are required to follow the Manor House British School dress code. Students must purchase the school uniform and come to school wearing it every day. The school uniform package consists of:

- 2 navy blue polo t-shirts with the school logo
- 1 winter sweat jacket with the school logo
- 1 sports t-shirt

Each student must also purchase their own school pants. These pants should be dark grey gabardine material (NO jeans or sweat pants material, and NO 'skinny's or tight legs).

In addition, students will need to purchase dark blue or black sweat pants for P.E.

Acceptable shoes include closed-back and closed-toe shoes with socks.

**NO skinny or tight-legged pants.**

**NO logos or advertisements on clothes will be allowed.**

**NO red or bright colored shoes will be allowed.**

**NO boots with pants tucked in will be allowed.**

**NO scarves or sweatshirts with hoods will be allowed.**

**NO sandals will be allowed (NO high heel shoes will be allowed for girls).**

**NO jeans will be allowed.**  
**NO clothes with writing on them will be allowed.**  
**NO ripped clothes will be allowed.**  
**NO caps are allowed to be worn in school.**

- \*Parents should ensure that their sons/daughters practice good grooming and hygiene:
- **Girls** with long hair must pull their hair back in a barrette. Girls are not allowed to wear any make-up or nail polish. Girls can only wear stud earrings (no dangling earrings are allowed), and not wear excessive jewelry. Girls can only wear white, grey or navy blue veils, which are solid coloured!
  - **Boys** should have a short, neat hair cut. Boys should also have a very shortly trimmed mustache or beard.
- \* Students who arrive to school without proper uniform will be sent home immediately, unless the family can send a proper uniform to the school. Students will also attend detention (either during the break or after school).

## **Family Travel**

Parents are requested to plan family trips **during school holidays**. This includes traveling for pilgrimages ('Hij' and 'Omra'). Absence due to family trips are considered unexcused and the student will not be allowed to make up the work.

## **Class Cuts**

A student who is not present in class, and is not known to be absent for the day, will be considered to have cut the class. The teacher will send the student's name to the administration and he/she will be assigned behavior points or suspension. Students will not be allowed to make up work missed because of class cuts.

## **Clinic**

Manor House School is equipped with a full medical kit and a full-time qualified doctor and nurse. We provide first aid for school-related injuries and consult with parents, as needed, regarding health concerns of students. Administration of medications, especially short-term medications, should be done at home.

## **Medicine**

However, if a student is required to take prescription or nonprescription medication during school hours, the following guidelines must be followed:

- A written note from parent, stating student's name, medication, time, duration, and dosage to be given by the school is required, along with the parent/guardian signature.
- Medication must be in a pharmacy-labeled container with the most current prescription date.
- Parents must deliver medication to the school administration personally.

All parents are encouraged to provide the administration office with updated and current work and home phone numbers, mobile numbers, and any other means whereby they can be contacted during the school day should the need arise.

## **CODE OF STUDENT CONDUCT**

The *Code of Student Conduct* outlines major categories of behavior and states disciplinary actions that may occur as a result of student misconduct.

**Parental Responsibility and Involvement:** Each parent of a student enrolled in Manor House School has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere which is free of disruption and threat to persons or property, and which is supportive of individual rights. Parents must pay all fees and charges levied against his/her child by Manor House School, including costs associated with damage to or loss of books and other school property.

**Faculty/Staff Responsibilities:** Teachers handle the major portion of student discipline through their system of classroom management. However, teachers will refer a student for misconduct when the situation warrants. The Principal and Deputy Principal will be responsible for addressing the student's behaviour after the teacher referral.

## **DISCIPLINARY ACTION LEVELS**

The following summarizes the levels of disciplinary action, which shall be enforced by school personnel with students who are in violation of school rules or *Code of Student Conduct*.

### **Level 1 - Verbal Warning/Reprimand**

The teacher/staff member will tell the student not to engage in inappropriate behavior or give the student a reminder of the rule.

### **Level 2 - Conference**

Staff members may conduct a conference with the student, parent, or both.

### **Level 3 - Intervention**

Manor House School uses a system of **BEHAVIOUR POINTS** (demerits) for students who participate in any **Prohibited Conduct** (listed below). Behaviour Points are given on the discretion of teachers or administration. Behaviour Points are used for any prohibited behavior inside and outside the classroom.

The Behaviour Points System goes as follows:

**Every 20 points = 1 Suspension**

**After 3 Suspensions (60 points) = Final Warning Letter**

**4<sup>th</sup> Suspension = Expulsion**

**DETENTION** is another means by which students will be reprimanded for improper behavior or failure to complete class work or assignments. Detention will be conducted on a specified day **from 2:15 pm – 3:00 pm**. Parents will be notified in advance and must make arrangements to pick up their children after detention, especially if students ride the school bus.

**Level 4 – 1<sup>st</sup> Suspension (Out-of-School 1 Day)**

A student may be given out-of-school suspension for one day. Students are not allowed to enter the school on that day and the suspension will be documented on the students' records. Parents will receive a suspension letter form from the school in addition to a phone call explaining reasons for the suspension.

**Level 5 – 2<sup>nd</sup> Suspension (Out-of-School 2-5 Days)** The Principal or Deputy Principal may suspend a student from school for a period up to five days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. The parent/guardian shall be required to conference with the Principal prior to the student's reinstatement.

**Level 6 – 3<sup>rd</sup> Suspension (Out-of-School 3-7 Days)**

The Principal or Deputy Principal may suspend a student from school for six to ten days for engaging in prohibited conduct as outlined in the *Code of Student Conduct*. The parent/guardian shall be required to conference with the Principal prior to the student's reinstatement. After the 3<sup>rd</sup> suspension, the parents will receive a final warning letter from the school clarifying that the student will have one more suspension (20 points) before being expelled permanently from the school.

Any student who is under out-of-school suspension and also enrolled in an extracurricular activity shall be restricted and/or excluded as a participant or spectator from the extracurricular activity until reinstated in school.

**NEW POLICY: Suspensions will now be CUMULATIVE!** (The number of suspensions will be carried forward into the next school years). **This policy will begin September 2016.** Therefore, students will begin every school year with the previous years' number of **suspensions**, and any additional suspensions will be added on. In order to **ERASE** the suspensions of the previous year, students must spend **ONE whole year without any suspensions.**

**Level 7 - Expulsion**

A student can be expelled only by action of the Principal, which occurs after 4 suspensions, or for any serious violation of school rules. There is no right of appeal from this decision.

**PROHIBITED CONDUCT**

Students are subject to the *Code of Student Conduct* while on school property, while engaged in or attending any school activity, or while going to or returning home from school, including bus stops and while riding the bus. Students are also accountable for proper behavior when walking to and from the Shooting Club for P.E. lessons. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline.

Students may be suspended or expelled from attendance at school for sufficient cause. The school reserves the right to dismiss a student who seriously deviates from the *Code of Student Conduct* or who commits a single act that would merit dismissal in the judgment of the Principal. Prohibited conduct is any behavior incompatible with the school environment and good citizenship and includes, but is not limited to the following:

1. **Attendance:** Tardiness, truancy, excessive absences, skipping, being in an unauthorized area, and leaving the classroom, building, or assigned area without permission.
2. **Food/Beverages:** A student will not eat, drink, or carry food in the upstairs classroom area.
3. **Cheating/Plagiarism:** Students are expected to perform honestly through the production of their own work. Students who are caught cheating may be subject to the following penalties:
  - **1<sup>st</sup> Offense:** Failing grade on quiz / exam / or assignment; parent conference.
  - **2<sup>nd</sup> Offense:** Failing grade on quiz / exam / or assignment; detention.
  - **3<sup>rd</sup> Offense:** Expulsion.
4. **Inappropriate Property:** The unauthorized possession or use of any type of electronic or mechanical device, etc., which distracts or impedes the educational process is prohibited. This includes pagers, CB radios, walkie-talkies, cellular phones, laser pens, boom boxes, walkmans, game boys, portable DVD players, lighters, etc. Privileges will be revoked for a first offense and the device will be confiscated. Parents/Guardians must contact the school to make arrangements to pick up the device.
5. **Student Dress Code:** Students should wear their MHS uniform with pride. A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Proper student uniform must be worn at all times.
6. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited.
7. **Disrespectful Behaviour:** A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behaviour are: walking away, talking back, refusing to identify self properly, rude behaviour, disregarding directives and challenging authority.
8. **Insubordination:** A student will obey the directions of any staff member. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in school activities, and refusal to report to in-school detention.
9. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning is prohibited.
10. **Unauthorized use of Computer Technology:** Unauthorized or illegal use of computers, software, computer networks, telecommunication and related technologies, or involvement in willful acts that cause physical, financial, or other harm, or which disrupts information technology is prohibited and may result in a student's recommendation for long-term suspension or expulsion. Students are not allowed to touch the SMART board, projector, teacher computer, keyboard, or mouse in the classroom.
11. **Bus Discipline:** Riding a school bus, for whatever purpose, is a privilege. Students who do not behave at the bus stop or on the school bus may have the privilege of riding revoked for a specified time or permanently. If students are not waiting in front of the school for their bus, the bus will leave without them and parents will be required to pick their children up from school.
12. **Gambling:** A student will not play games of skill or chance for money or property.
13. **Fighting:** Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited: two or more parties striking each other for the purpose of causing bodily harm, threatening, physical abuse, and bullying (repeated negative behaviour that targets a specific victim.) A student,

who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting as well. **ANY FORM OF PHYSICAL CONTACT, EVEN WHILE JOKING, IS NOT ALLOWED.**

14. **Defacing/Destroying School or Private Property:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is in school. A student or parent/guardian will be held financially responsible for willful or malicious destruction of school property. Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property, graffiti, and the willful destruction of public or private property.
15. **Theft/Attempted Theft:** A student will not steal or attempt to possess stolen property.
16. **Tobacco:** Students are prohibited from the use and possession of tobacco products on school property. This prohibition includes all related activities (i.e. bus stops, school bus, extracurricular activities). Students caught smoking or in possession of tobacco will be automatically suspended. Any further violations may result in expulsion.
17. **Drugs and Alcohol:** The use and supply of illegal drugs or alcohol is a criminal offence. Manor House British School maintains a zero tolerance policy on the use, possession, or supply of drugs and alcohol within or around the school premises, and will take appropriate disciplinary action, ranging from suspension to immediate expulsion.
18. **Medication:** Students are not allowed to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the clinic and will be administered by the doctor/nurse or designated staff member, per guidelines in accordance with school policy. Medications needed during field trips are likewise handled through the clinic.
19. **Weapons/Explosives/Fireworks:** A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury. Students shall not possess, distribute, discharge, or participate in the discharge of fireworks or similar items. Examples of weapons and fireworks and other substances are as follows: knife/razor blade/box cutter, ammunition, fireworks, small explosives such as firecrackers, caps, and stink bombs, the use of any object or substance that will potentially cause harm, irritation, or bodily injury to students or any other person. When a laser pen is used to threaten, intimidate, or injure, it is considered a weapon.
20. **False Fire Alarms/Threats against Persons/Hoaxes:** Activating a fire alarm or extinguisher without cause, making a bomb threat, false threats, oral threats, written threats, and hoaxes against personnel or school property, or encouraging any person to commit such a threat.
21. **Harassment or discrimination based on race, color, sex, disability, national origin, ethnicity or religion:** A student will not harass or discriminate against another person based upon that person's race, color, sex, disability, national origin, ethnicity or religion.
22. **Display of Affection:** Public displays of affection and/or physical contact are not considered acceptable behavior at Manor House British School.

## **Leaving School Grounds**

Students must remain on school grounds after arriving on school premises. Students will only be dismissed when parents/legal guardians submit prior authorization. Students who need to leave the school at any time during the school day **MUST** bring a written request from parents to the administration office from the morning. Parents must also call the school to confirm that the letter has been received. Only then will students be allowed to leave the school.

## **Textbooks**

The school provides two **types of books**:

- original textbooks (free of charge) to students for use during the school year. These books are school property, and students are responsible to care for these textbooks. Please be aware that lost books must be paid for in full. Any damages to books (covers that are ripped, pages torn or written on, etc) will result in a payment, depending on the amount of damage.
- Workbooks that are students' properties

## **Lockers**

Students may reserve a locker by paying a deposit of LE 100. **Students are required to bring their own lock for the locker.** Students are responsible for taking care of the locker and keeping it clean and undamaged. Lockers are the property of MHS and lockers may be searched at any time. Students will be responsible for items found in their locker. When students return their locker in proper condition at the end of the school year, their deposit will be returned to them.

## **Money and Valuables**

MHS is NOT responsible for money or valuables stolen from any student (such as mobiles, iPods, iPads, etc.). Students should not leave money or valuables unattended at any time.

## **Library Book Check-out Policy**

Students are allowed to check out **three library books** at a time. Books must be returned within **three weeks time**. Students will be fined **LE 10** when books are not returned on the required date.



## PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

**\*NO MOBILES ALLOWED ANYWHERE IN THE SCHOOL!!!**

Mobiles that are either HEARD or SEEN will be taken from students; no exceptions will be made.

\* Students who arrive **late to school** (after 8:40 am) will NOT be allowed to enter the school grounds and will be sent home immediately.

\* Every time the student **arrives late** to school (after all the morning lines have entered their classrooms), the student will **stay in the courtyard for the first lesson**. The student will NOT be allowed to make-up work missed in the first lesson.

\* **Every (20) behaviour points**, the student will receive an out-of-school suspension.

\* **After (3) out-of-school suspensions**, students will receive a Final Warning Letter and a parent conference will be scheduled. **After the (4<sup>th</sup>) out-of-school suspension**, students will be **EXPELLED** permanently from the school.

**\*\*\*Keep in mind that suspensions will be now carried forward throughout the students remaining years in the school (as outlined in page 13). Students WILL NOT begin every year with zero behaviour points nor suspensions!**

\* Each student is allowed **NO MORE THAN (25) absences all year long**. ALL days absent from school will be counted as absences (including illness, surgery, 'Omra', vacations and family emergencies). **After (25) days absence, students WILL REPEAT THE SCHOOL YEAR!** There will be **NO SUMMER SCHOOL** for excessive absence.

\* **PLEASE NOTE THAT THE SCHOOL WILL NOT REGISTER ANY STUDENT (YR9, YR10, YR11, YR12) FOR CIE/EDEXCEL EXAMS IF THE STUDENT EXCEEDS 25 DAYS OF ABSENCE.**



- \* Students who **miss Term Exams** because of family travels (vacation, renewing visas, 'Omra' or Pilgrimage) will **NOT be allowed to take term exams** and will receive a zero. Please refer to the school calendar and arrange for these travels during school vacations.
- \* Students must come to school in **proper uniform**. NO excuses will be accepted (laundry issues or ripped pants). Parents will have to bring their children proper uniform, or else they will be sent home. ALL pants must be dark grey, gabardine material and wide legged.  
**NO SKINNIES!**
- \* Students who wear P.E. uniform on days that they do not have P.E. in their schedule, will not be allowed to attend school until parents send a proper uniform to the school.
- \* If students wish to wear their P.E. sweat pants from the morning, they must be proper sweat pants that are NOT cotton material.

## **Failing Policy**

### **1. Middle School:**

Core subjects: English, Math, Science

Non-core subjects: French, ICT

If the student achieves below D in the final exam of any core subject, then the following steps are applied:

- 1) Take re-exam during summer holiday
- 2) If the student passes the re-exam with a minimum of 60%, they will receive a grade of D- on their final report card.
- 3) If not, then the student has to repeat the year.

### **2. PRE IGCSE (Year 9):**

If any student achieves below G in one of the following subjects: English, Math, Biology, Physics and Chemistry, then(s) he should sit for November session exam to achieve a minimum of G. If the student does not achieve G in November session, then s (he) has to repeat the whole academic year.

## **Graduation Requirements**

All students should at least pass, with minimum grade of C, in eight IGCSE subjects in order to graduate. The choice of AS/ A-Level subjects depend on the admission requirements of the university(s).