

**Manor House International School
British Division**

Parent - Student Handbook

(Middle School)



2024 – 2025

Address: 59 El Hussein Str.-Dokki

Phone: 01274050660

Email: british.preig@mhsinternational.edu.eg

Website: <http://www.mhsinternational.edu.eg>

Facebook page: <https://www.facebook.com/manorhousebritish>

Principal's Welcome

Dear Parents and Students,

It gives me great pleasure to welcome you and your family to Manor House International School and share with you the importance of the Parent Handbook, including the Code of 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.

We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We understand that partnership between home and school is vital to the success of our students, and we encourage open communication and active involvement throughout the year.

Our mission is to provide every student with the highest quality education possible so that each student will graduate with the skills needed to contribute and thrive in a changing and competitive world. As educators, we hold a profound responsibility and an extraordinary opportunity not only to impart knowledge but also to make a positive impact on their lives. I believe in teaching the whole child and supporting each student's academic, behavioral, social, and emotional needs. We encourage all our students to become independent and creative thinkers.

Please take time to read this handbook with your son/daughter and discuss the importance of understanding and following the guidelines of the *Code of Conduct*.

As we embrace this new academic journey, I encourage our students to approach each day with curiosity, determination, and an eagerness to learn. Remember, education is a lifelong process, and each step you take here at Manor House International School will pave the way for successful future endeavors.

Sincerely,

Hoda Soliman
Principal
Manor House International School

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 Mrs. Bullen, and her daughter, Miss. Bullen. 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 opened schools in Cyprus and Lebanon. 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.)**, currently FS 1 – Year 12. This opened as a separate entity from the National system with its own building in the Mohandeseen area. In September 2001, Manor House School embarked on initiating an **American Program for High School Certificate**, currently KG1 – Grade 12. We remain conveniently located in the center of Mohandeseen area with a much larger, more diverse student body.

CONTACT INFORMATION & SCHOOL HOURS

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School Hours: 7:30 a.m. – 2:15 p.m. Sunday – Thursday

The Cambridge Beacon School Award

The school is awarded the Beacon award since 2004.

The prestigious Cambridge Beacon School Award is an initiative which gives much deserved recognition to schools that act as an example to others in the way in which they deliver and support Cambridge International Examination (CIE) syllabuses and courses in Egypt and is one that is fully supported by the Ministry of Education, CIE and the British Council.

Mrs. Hoda Soliman was awarded Cambridge outstanding coordinator as well as the outstanding teachers award. In 2024, the school was once again awarded the “twenty-five years of success” award from Cambridge. Additionally, the school is being recognized as an official London Examinations international center of learning by Edexcel.



MISSION, VISION and BELIEFS

"Without preparation opportunity is an empty promise."

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 Philosophy

Our 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 recognize that students arrive at school with differing backgrounds, influences and needs. We believe that our 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 school.

Mission Statement

Every learner, a future leader, who will make a global impact.

Vision

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.

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.

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

Our Core 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
 - a sharing of beliefs, goals, and responsibilities
 - an environment stressing caring, sharing, and respect for others.
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
 - favorable 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
 - allows for spontaneity and creativity
 - adapts and changes for continuous improvement
 - sets high standards and has high expectations for students
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 behavior. 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 4AS/ 2 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	P.E.	P.E.

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.

Parent-Teacher Conferences

Parents are encouraged to have periodic conferences with teachers. Parent- Teacher conferences occur twice during the school year and will be specified on the school calendar. For a conference at any time other than on a regularly scheduled school conference dates, please follow the Teacher Meeting Times Schedule that is distributed in the beginning of the school year and is also available on the school website. Please contact the office in the morning of your expected visit to ensure that teachers are available.

Report Cards

Report cards will be distributed per term. Students will receive (4) reports. These report cards will no longer be printed and distributed to students, but will be sent by email to the Parents.

Grading Breakdown

A+ (98-100)	B+ (88-89)
A (93-97)	B (83-87)
A- (90-92)	B- (80-82)
C+ (78-79)	D (68-69)
C (73-77)	D+ (63-67)
C- (70-72)	D- (60-62)
F 59& below	

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.

TRANSPORTATION

Bus

Manor House will provide bus service to all our students. Bus services will not extend to after school activities. Students must be picked up on those days. Manor House School supplies Bus Transportation to:

Zamalek	Lebanon Square / Sheikh Zayed
Maadi	6 th of October
Pyramids	Manial
Faisal St. / Hadayek El Ahram	Agouza
	Mohandeseen

***Bus routes are subject to change. Contact Mr. Haytham at 0122 7364806 if you have any questions.**

Student Attendance

The administration at Manor House School believes that classroom activities constitute the heart of the educational process. Time lost from class can never truly be regained. In particular, the important benefits derived from the interaction among students and between teacher and student cannot be replaced. 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. Proper attendance is also essential for developing the habits of punctuality, dependability, and self-discipline. Parents and students are responsible for regular and punctual 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 (25) days absence, they will receive a "Final Warning Letter."

After (25) days absence, students **WILL BE ASKED TO LEAVE THE SCHOOL!(YEAR 7&8)**

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 'skinnies' 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.
NO hair bleaching, dyeing, or colored extensions.

- *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.

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

4th 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 – 1st 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 – 2nd 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 – 3rd 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 3rd 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.

REMINDER: Suspensions are now CUMULATIVE! (The number of suspensions will be carried forward into the next school years). Therefore, students will begin every school year with the previous years' number of suspensions, and any additional suspensions will be added on. Students **WILL NOT** begin every year with zero suspensions. In order to **ERASE** the suspensions of the previous year, students must spend one whole year without any suspension.

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:
 - **1st Offense:** Failing grade on quiz / exam / or assignment; parent conference.
 - **2nd Offense:** Failing grade on quiz / exam / or assignment; detention.
 - **3rd 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, with the possibility of being expelled at the end of the academic year if further behaviour infractions occur. Penalties are at the discretion of the Principal.
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.

- **First offense:** Phone will be taken away and parents will be informed.
 - **Students will be required to give their mobile to Admin** every morning and pick it up at the end of the school day.
 - **If students forget to give in their mobile to Admin** in the morning, it will be taken away until the end of the academic year!

* **SMART WATCHES** are NOT allowed in school. Any smart watches will be confiscated if students enter the school wearing them!

* Students who arrive **after 8:05am** will be considered late.

* Every time the student **arrives late** to school (after all the morning lines have entered their classrooms), the student will receive 1 behavior point and **stay in the courtyard for the first lesson. Every 10 times a student arrives late, he/she receives 1 suspension.** The student will NOT be allowed to make-up work missed in the first lesson.

* **The school gate will CLOSE at 8:15 every morning and students who arrive after that time WILL BE SENT HOME.**

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

* **Any physical fight will result in expulsion,** whether in the school, or after-school around the school premises.

* **We would like to remind all parents and students that the school is not responsible for incidents that occur outside of school grounds. This includes any physical altercations,**

arguments, or threats that may happen off-campus. Additionally, the school is not liable for any disputes, threats, or inappropriate communications that occur through social media platforms or messaging services such as WhatsApp.

We encourage students to maintain respectful and responsible behavior both online and offline, and we urge parents to monitor their children's activities to ensure their safety and well-being. If any off-campus issues arise, they must be handled outside of school.

- * School will NOT inform parents of every behavior point their child receives. It is the responsibility of students to inform parents when they receive behavior points.
- * **Suspensions are CUMULATIVE!** (The number of suspensions will be carried forward into the following school years). 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.
- * 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 and NO CARGO PANTS!
- * 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:

If the student achieves below D- in the final exam of any 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%, (s) he will receive a grade of D- on the 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 depends on the admission requirements of the university(s).