

**Manor House School
October Language
American Elementary Division**

**Parent-Student Handbook
2019-2020**



“Without preparation opportunity is an empty promise.”

Table of Contents

Principal’s Welcome	3
Contact information & School Hours	4
Accreditation	4
Elementary School Faculty	5
School History	6
Our Philosophy	7
Vision Statement	7
Mission Statement	7
Our Beliefs	8
Message to Parents	10
Message to Students	11
Tiger Traits	11
Tiger Traits Expectations	12
Student Behavior Code	13
Code of Student Conduct	15
Discipline Policy	16
Prohibited Conduct	17
Subject Distribution	19
School Day Schedule	20
Grading	20
Report Cards	20
Measures of Academic Progress (MAP)	21
Homework	21
Absences & Attendance Policy	22
Dismissal/Arrival	22
Changing Home Ride	22
Change of Address	23
Busing & Transportation	23
Uniform/Dress Code	24
Fire Drill Procedure	25
Medical/Health Services	25
Birthday Policy	25
Student Money and Gift Exchange	26
Lost & Found	26
Healthy Food	26
Field Trips	26
Parent/Teacher Conferences	26
Communication	26
Planner/ClassDojo	27
School Fees	27
After School Tutoring	27
After School Activities	27
Textbooks/Library Books	27

School Material Required/Awards	28
School Calendar	28

Principal's Welcome

Dear Manor House Elementary School Parents and Students,

Welcome to the Elementary Division at Manor House American School. We believe we provide our students with a happy and nurturing place to learn and grow. We pride ourselves on creating an environment where students love coming to school and are challenged to achieve their personal and academic potential. I am confident that this will be one of your child's most successful years in school

In addition to teaching language arts, math, science and social studies, Manor House Elementary School has a strong curriculum in Arabic and French. Complementing and integrated within these core subjects are computer science, art, music and P. E. Our instructional methods include "hands-on" and inquiry based learning, developmentally appropriate lessons, opportunities to work in small groups, and a focus on problem solving and creative thinking. We value teaching the "whole-child" and all programs and curriculum are research based and designed to hold the best interests of our students.

Parents are their child's first teachers and we consider the family the foundation upon which we build a strong home-school partnership. We invite your participation in your son's/daughter's elementary education. This shared responsibility is the most important work we undertake. For this new academic year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

The handbook is divided into 4 sections: Manor House School's beliefs, mission statement and philosophy, a message for parents, information for students and parents regarding student conduct and expectations, and the last section serves as a reference guide for general school information.

Please feel free to contact us if you have questions or would like further information about our school. We are here to help you.

With kindest regards,

Hoda Soliman
Principal

Contact information & School Hours

Address: 6 Abd El Rahman El Raffi St. Dokki
Phone: 01223916773
Website: www.mhsamerican.com
Email: admin@mhsamerican.com
www.facebook.com/Manor House American

Elementary School Hours: 7:50 a.m. – 2:30 p.m. Sunday – Thursday

ACCREDITATION

Manor House American School is accredited by **Advanc-ED - the North Central Association Commission on Accreditation and School Improvement (NCA CASI)** since January 2006. NCA CASI is one of the largest accrediting associations in the United States and throughout the world, promoting quality schools and continuous improvement in order to enhance school success. AdvancED is the global leader in providing continuous improvement and accreditation services to over 35,000 institutions serving 20 million students worldwide.

In Feb. 2017, Manor House American School was again awarded full accreditation with distinction from AdvancED for five years with an outstanding IEQ score of over 300 (the average IEQ score worldwide is 278). According to the External Review Team, Manor House American has a ‘caring and nurturing school community,’ offering ‘highly qualified and dedicated faculty and staff,’ which are led by ‘quality leadership’ and staff who are ‘dedicated to meeting the needs of all students.’

Manor House School is also accredited by the Egyptian Ministry of Education (*#220 dated 19/10/2002*).



Manor House School – October Language is accredited by NCA CASI, NWAC and SACS CASI, which are accreditation divisions of AdvancED

ELEMENTARY SCHOOL FACULTY 2017 – 2018

School Leadership Team

Principal	Ms. Hoda Soliman
Deputy Principal	Ms. Eman Zaki

School Administrative Staff

Front office	Ms. Shereen Shoukry
Front office	Ms. Ereen Gamal
Admin/Library	Ms. Randa Kabel

Kindergarten	Ms. Colleen Saad/ Nadine Stino Ms. Nouran El Mahrouk/ Dina Maurice Jane Zagolko /Perry El Assal Ms. Lina Klishta/ Heba Mahgoub
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Grade 1	Ms. Heba El Attar/ Jessie Jinhlawng
Grade 2	Ms. Karen Schofield/ Ann Hassan
Grade 3	Ms. Shereen Mansour/ Gloria Labib
Grade 4	Ms. Hend Yuwakeem
Grade 5	Ms. Amel Hammam/Ms. Mona El Naggar

Arabic	Ms. Khairya El Gohary Ms. Hala El Taraboulsy Ms. Hoda Ismail
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Arabic/Canteen	Ms. Hanan Zaky
French	Ms. Rania Abdel Aziz

Computer	Mr. Ahmed Mansour Hafiz/Ikram Adel
Music	Mr. Ezzat Ghoneim
Art	Ms. Mona Negm
P.E.	Mr. Mohamed Abbas Mr. Samer Alaa Mr. Mohamed El Tayeeb

SCHOOL HISTORY

Manor House School has been a leader in education since the 1940's. Manor House School is recognized, not only for excellence in education, but also for maintaining and instilling the cultural values of Egypt, while implementing international curriculum (British & American). Our history tells the story of a school that has always stood at the forefront of the educational arena in Egypt; constantly innovating and expanding to meet the needs of our ever growing global society.

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, which 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, 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 Dokki 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 6th of October area in Egypt in October 2000. This school is situated on a very large ground area and fully equipped with all facilities.

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. We remain conveniently located in the center of the Mohandeseen area, with most of our students residing in the near vicinity.

Throughout the following years, Manor House American School expanded to allow our younger students to enjoy the merits of the American Diploma System. In 2006, we are proud to say that we now offer the full American educational experience, with students from kindergarten to grade 12. Currently the American Diploma division has a much larger, more diverse student body of over 250 students. At present, Manor House School, with all its divisions, has over 3,000 students.

Our Philosophy

Our teaching philosophy is very individualistic. We provide each student with the opportunity and support to reach his/her 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 American Diploma 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 our American School with differing backgrounds, influences and needs. We believe that our American 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 American 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 techniques that motivate students to become life-long learners who strive towards self-improvement and are productive in their community.

OUR BELIEFS

"Without preparation opportunity is an empty promise."

- 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.
 - 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
 - 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 different 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 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.**

MESSAGE FOR PARENTS

The hopes and desires for your son/daughter are the same as that of the school - the best possible progress toward the realization of his/her highest capabilities. To accomplish this goal, full cooperation between home and school is essential. The following suggestions are intended to help you to contribute to your child's success in school:

- See that your son/daughter is in school every day, unless there is sickness or an emergency. Regular and punctual attendance is the greatest single factor in school success.
- Parents are responsible for clearing absences of their children. You must contact the school within two school days after your child returns to school. Absences may be cleared with a phone call or a note.
- Help your son/daughter to maintain school property. All books, materials, and unexpended supplies issued to students are expected to be returned to the school in good condition. Ordinary wear, of course, is expected. Other than ordinary wear, damage, or loss of school property, however, is the monetary responsibility of students and parents/guardians.

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs. Discuss with the assistant principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences, seminars, activities and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or principal, please call the school office for an appointment. A teacher will usually return your call or meet with you during his or her weekly conference period.
- Sign student planners and Message Books daily. It is vital for your child's success to establish consistent contact between home and school.

MESSAGE FOR STUDENTS

Manor House Pride and Expectations

Welcome! We hope you find this school year a memorable and exciting one. Cooperation is, of course, the key. And, toward that end we suggest that you read this section thoroughly to your child(ren). It will tell you exactly what we expect of them and what services and benefits they may expect from the school. It is our expectation that this year will be one of the most rewarding in your school career.

The Manor House mascot is the tiger and the tiger paw icon, *Positive Attitudes Will Shine!* This represents our commitment to the character attributes of trust, integrity, good manners, enthusiasm for learning and respect. These traits represent our students and staff commitment for learning to respect each other and themselves and to develop positive attitudes in everything that they do.

TIGER TRAITS

- | | |
|--|---|
| T is for Trustworthiness | * T reat others the way you want |
| I is for Integrity | * I always do my best |
| G is for Good manners | * G ive Respect |
| E is for Enthusiasm | * E veryone Acts Responsibly |
| R is for Respect | * R emember to cooperate with others |

Success begins with me!

Tiger Trait Expectations

All will consistently show mutual respect

- * Value the efforts and accomplishments of others
- * Refrain from put-downs and disparaging comments
- * Acknowledge others' viewpoint

All will engage in positive strategies to resolve conflicts

- * When conflict occurs, follow conflict resolution strategies
 - 1) Ignore
 - 2) Ask offender to stop
 - 3) Tell an adult
- * Expect and accept compromise

All will demonstrate responsibility for themselves

- * Arrive to class with appropriate materials
- * Take initiative for make-up work

All will have pride in themselves, their school and community

- * Enter and leave classroom in an orderly manner
- * Appropriate clothing and grooming
- Exhibit work that reflects learner's best self

STUDENT BEHAVIOR CODE

Respect, cooperation, and responsibility are the foundation to a successful program. No one can *give* you an education, only an opportunity. So, take your responsibilities seriously, for your school - and for yourself.

Students at Manor House School have the responsibility to:

- Protect the rights of others to study and to work
- Attend classes daily
- Be on time for all classes
- Obey school rules
- Wear school uniform
- Cooperate with school personnel at all times
- Come to classes with necessary books, materials, and otherwise prepared to work
- Complete all class work and homework, participate in class, and meet deadlines
- Respect public and private property.
- See that reports/letters reach parents at home.
- Pay for any lost or damaged books, materials, or equipment.
- Bring Student Planner to school daily and get it signed by a parent/ guardian at home on a daily basis.

CLASSROOM DISCIPLINE

The teacher is responsible for the conduct of the student in the classroom and the corrective measures to be taken to bring about appropriate behavior. All teachers will have posted in their respective rooms a list of their rules. The following lists of rules pertain to all classrooms school wide:

- Be prepared for class each day by bringing supplies (pencils, pens, books and paper, etc.).
- Be courteous to the teacher and to fellow class members.
- No eating or drinking in the classrooms.
- Sunglasses will not be worn inside school buildings.
- Hats will not be worn inside school buildings.
- Gum chewing is not allowed on school campus.

Note: The individual teacher may add to this list, since each teacher has his/her own expectations for student behavior. Teachers are responsible for documenting and tracking (1) the misbehavior, (2) the date it occurred, (3) what action was taken by the teacher to bring about behavior change and (4) the date action was taken.

PLAY AREA RULES

- All games and activities on the play area are “open”; students are asked to cooperatively play together.
- Fighting is a major offense and violent overly aggressive behavior will not be tolerated. “Play fighting” is also not allowed. Students will learn to settle differences peacefully and to get along with their peers.
- Students are discouraged from bringing any toys or play materials of any sort to school unless requested in writing by the teacher.

DISCIPLINE

Loss of privileges may be assigned for excessive tardiness, incomplete homework, habitual disruptive behavior, and other offenses at the discretion of the administration and faculty. Loss of privilege to attend the after school activities may be lost due to these excessive infractions. Generally, students are assigned these prior to receiving more serious punishments such as in school or off campus suspension.

'HANDS OFF' POLICY

MHS has a ‘hands off’ policy, students are not allowed to hit or assault another student for any reason. Students that violate this policy may receive behavior points, detention and loss of privileges.

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 Assistant Principal are responsible for addressing the student's behavior after the teacher referral.

Manor House School uses a system of **BEHAVIOR POINTS** (demerits) for students in Grade 1 – Grade 5 who participate in any **Prohibited Conduct** (listed below). Behavior Points are given on the discretion of Teachers or Administration. Behavior Points are used for any prohibited behavior in class, outside class, and include tardiness for school and improper uniform.

The Behavior Points System goes as follows:

Every 20 points = 1 **Suspension** (in school)

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

4th Suspension = **Expulsion**

DETENTION (Grades 2-5)

Inappropriate classroom behavior will not be tolerated. A recess detention room will be available daily. Detention will be for the entire time of the break. The teacher may give part of the time for detention in the classroom as long as they are not scheduled for break duty. Supervisors will not be allowed to stay with students for detention. **Detention will be for behavior only.**

Every 10 detentions per quarter will result in 1 behavior point.

Forgetting copybooks or textbooks and incomplete homework will result in reduced classroom participation points. Homework that is incomplete will result in a '0' grade for that homework

DISCIPLINE POLICY

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 **BEHAVIOR POINTS** (demerits) for students who participate in any **Prohibited Conduct** (listed below). Behavior Points are given on the discretion of Teachers or Administration. Behavior Points are used for any prohibited behavior in class, outside class, and include tardiness for school and improper uniform.

The Behavior Points System goes as follows:

- Every 20 points = 1 Suspension
- After 3 Suspensions (60 points) = Final Warning Letter
- 4th Suspension = Expulsion

Level 4 – 1st Suspension (In-School 1-2 Days)

A student may be given in-school suspension (ISS) for up to three days. In ISS, a student is assigned to a classroom for the day and given work to do by qualified school personnel. Students are released from ISS only after successfully completing such work. Parents will receive a suspension letter from the school, which will be sent with the student.

Level 5 – 2nd Suspension (Out-of-School 1-5 Days) (OSS) The Principal or Assistant 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 2-10 Days) (OSS)

The Principal or Assistant 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 OSS 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.

Level 7 - Expulsion

A student can be expelled only by action of the Principal, which occurs after 4 suspensions. 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 a school activity, or while going to or returning home from school including while at bus stops and while riding the bus. 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, which 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. **Food/Beverages:** A student will not eat in or carry food to classrooms.
2. **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:** Zero on quiz / exam / or assignment; parent conference; detention.
 - **2nd Offense:** Zero on quiz / exam / or assignment; detention.
 - **3rd Offense:** Expulsion.
3. **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.
4. **Student Dress Code:** 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. Failure to do so will result in behavior points.
5. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited.
6. **Disrespectful Behavior:** A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behavior are: walking away, talking back, refusing to identify self properly, rude behavior, disregarding directives and challenging authority.
7. **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 suspension (ISS).
8. **Profanity/Obscenity:** Use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning is prohibited.
9. **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.

10. **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.
11. **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 behavior 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.**
12. **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; and graffiti, willful destruction of public or private property.
13. **Theft/Attempted Theft:** A student will not steal or attempt to possess stolen property.
14. **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 a parent/guardian or designated adult per guidelines in accordance with school policy. Medications needed during field trips are likewise handled through the clinic.
15. **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.
16. **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.
17. **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.
18. **Display of Affection:** Public displays of affection and/or physical contact are not considered acceptable behavior at Manor House American School.

SUBJECT DISTRIBUTION/ PER WEEK

All instruction of the core subjects is taught in English. The core subjects in Elementary School are English, Math, Social Studies and Science. Arabic and Religion instruction will follow the Ministry of Education curriculum. Elementary Students will also receive P.E, Art, and Music and Computer Science instruction.

Kindergarten

Receive 22 periods of instruction with their homeroom teacher (English Language, Math, Science, Social Studies, computer)

Receive 5 periods a week of Arabic instruction

Receive 2 periods a week of Art Instruction

Receive 2 periods of P.E (at the Shooting Club)

Receive 2 periods of Music

Receive 1 period of Religion

Receive 1 period of Library

Grade 1 and Grade 2

Receive 21 periods of instruction with their homeroom teacher (English Language, Math, Science, Social Studies, computer)

Receive 5 periods a week of Arabic instruction

Receive 2 periods a week of Art Instruction

Receive 2 periods of P.E (at the Shooting Club)

Receive 1 periods of Music

Receive 1 period of Religion

Receive 1 period of Library

Receive 1 period of French

Grades 3, 4 and 5

Receive 8 periods of Language Arts instruction

Receive 6 periods of Math instruction

Receive 4 periods of Science instruction

Receive 2 periods of Social Studies instruction

Receive 4 periods a week of Arabic instruction

Receive 2 periods of French instruction

Receive 2 periods of P.E (at the Shooting Club)

Receive 2 periods Art Instruction

Receive 1 period Computer Science Instruction

Receive 1 period of Library

Receive 1 period a week of Religion instruction

Receive 1 period of Music

*A Detailed class schedule can be found on MHS American website.

SCHOOL DAY SCHEDULE

Morning line up begins at 7:50 a.m. All classes will begin at 8:00 am – 2:15 pm. Students are expected to be at school by 7:45 am. Each period is 45 minutes of instruction time. Students that miss in-class work will not receive credit for it. Every 6 times the student arrives to school late, it will count as an additional day of absence.

To ensure a focused classroom environment with no disruption, students arriving to school later than 8:00 a.m. must wait in the administration until the next class period.

Students are **not allowed to reenter** the building during breaks or after school. It is vital that students learn to remember their lunches, jackets and school material.

GRADING

All children go through stages as they learn. The following numbers will let you know at what stage your child is performing. Grades KG through Grade 1 do not receive letter grades, rather assessment is through narrative accounts of strengths and weaknesses, and teachers give number grades for skill development.

REPORT CARDS

Student progress is reported to parents four times per year in the form of Progress Reports. Report cards are sent home during the months of November, January, April and June. In addition to the report card, two parent conferences are scheduled in November and April, prior to the distribution of report cards. Parents are invited to visit the school for formal conferences with the teacher. Students will receive (4) Quarter Reports each academic year. Report cards will be sent via ClassDojo. Parents who wish to receive a printed copy must come to the Administration office. The end of the year hard copy report card can be picked up at the Administration office at the end of the year. **Students who fail Language Arts will be required to repeat the year.**

1st Quarter and 3rd Quarter Reports will be given during scheduled Parent-Teacher Meetings.

2nd Quarter will be sent home with students.

4th Quarter and final report cards can be picked up from school during summer break.

Kindergarten, Grade 1

4 = Well developed at this time

3 = Continuing to develop

2 = Beginning to develop

1 = Needs more time to develop

(-) = Not evaluated

Grades 3, 4 & 5

A = Superior progress

B = Above average progress

C = Average progress

D = Below average progress

F = Failing

ACADEMIC GRADING BREAKDOWN

- 40% Quarter Exam
- 25% Quizzes
- 20% Homework and projects
- 10% Classwork
- 5% Participation

GRADING KEY:

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

MEASURES OF ACADEMIC PROGRESS (MAP)

Two times during the year, grades 3, 4 and 5 will take tests called Measures of Academic Progress® (MAP®). We give students MAP tests to determine your child’s instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Reading, Language Arts, and Math. Advanc-ED (CITA) requires all accredited schools to administer this assessment every year, and therefore, the tests are mandatory. The fee for the MAP tests to be paid by the student in September.

HOMEWORK

Homework as viewed by the educational community meets a real need and has a definite place in the educational program. We feel that it helps the student to become more self reliant, to learn to work independently, to improve the skills that have been taught, and to foster the responsibility to complete certain projects. Homework also permits you as parents to become familiar with the type of learning activities and academic pursuits that are expected from your child. Homework can also do a lot to improve a child’s self-concept and self-image.

On the average, the following daily amounts of time should be adequate for out of class study:

- Kindergarten 5 to 10 minutes daily
- Grades 1 & 2 20 to 40 minutes daily
- Grades 3 & 4 40 to 60 minutes daily
- Grade 5 60 to 90 minutes daily

The time limits indicated above are to be viewed as averages that would occur during any given week. Since all teachers may not assign specific homework every night, there will be assignments made throughout the week that may exceed the established time range. If over a period of time you find your child working for an excessive amount of time night after night, it is suggested that you contact the school and the teachers to discuss the problem. For those students at various levels who do not receive homework on a regular basis, it is the hope of the teaching staff that a certain amount of time is allocated for reading, math drill, or viewing an educational TV program. Also, we recommend that elementary students should read or be read to (in English) a minimum of 20 minutes each night. Homework is the responsibly of the student. Incomplete or forgotten homework will result in a 0 grade. Remind your child that homework accounts for 15% of final grade for each quarter.

All elementary students should read, or be read to (in English) a minimum of 20 minutes each night in order to keep English skills on the appropriate grade level and develop a love for reading.

ABSENCES AND ATTENDANCE POLICY

All days absent from class will count as absences – there are no excused or unexcused absences. Absences for medical reasons are still counted as absences.

The dates of the school vacations can be found on the MHS American website. Parents are encourage to plan family vacations within these dates.

Students who are absent for more that 20 days but less than 30 days will lose 10% of their final grade. Students absent over 30 days will fail the school year.

When you return to school after an illness or absence of any kind, you must have a written excuse from your parent/guardian. The note must be presented to the school secretary on the first day of your return. Arrangements to make up tests and other in-class work must be made with the subject teacher.

Students will be considered tarty when they arrive after 8:00 and will not be allowed into class until the next period. Every 5 times they are tarty will be counted as 1 absence.

DISSMISSAL/ARRIVAL

All students are dismissed from school at 2:15. Kindergarten students must be picked up from the garden.

Students who arrive late to school (after 8:00 am) will not be allowed to enter their classroom until the next period. Students should be in school at 7:45 am and go up to class in their lines. Students arriving after 9:00 am will not be allowed to enter unless accompanied by a parent, and with a valid reason. School hours are from 7:50 – 2:15. There is NO supervision for students arriving earlier than 7:30 a.m. or for students who are picked up later than 2:30 p.m.

CHANGING HOME RIDE

Students are only released to parents/legal guardians or designated adults on file. Students are dismissed to older siblings when parents/legal guardians submit prior authorization.

The administration needs to be notified of any changes in rides home before 1:30. If anyone other than the parent or the authorized person will pick up your child an email or written note needs to be sent to the office. (information@mhsamerican.com)

Please be reminded that the office must be notified of any changes in the student pick up before 1:30 p.m. After 1:30 p.m. and once we have begun our process of dismissal, we cannot guarantee that we can successfully complete your request.

CHANGE OF ADDRESS/EMAIL/PHONE NUMBER

For your child's safety and welfare, we must know how to reach a responsible adult at all times. Please see that all changes of residence, mailing address or telephone number are reported to the office immediately.

BUSING AND TRANSPORTATION

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	Dokki & Giza

***Bus routes are subject to change. Contact Mr. Haytham at 0122 7364806 if you have any questions. Teachers are not allowed to transport students to or from school.**

BUS RULES

1. Go directly to your seat and stay seated.
2. Stay in your seat until the bus comes to a complete stop at your home.
3. Talk in a quiet voice to the person next to you.
4. Sit properly in your seat; bottom on the seat, your back against the seat and your feet on the floor.
5. Do not litter on the bus or destroy property.

BUS DISCIPLINE PROCEDURE

1 st Offense	Verbal warning by bus coordinator
2 nd Offense	Written Warning by bus coordinator (form sent home for parent signature or parents are called)
3 rd Offense	Students are given in-school suspension for ½ day. (Parents notified)
4 th Offense	Students are given 1 day in school suspension. (Parents notified)
5 th Offense	Students are taken off the bus for 1-3 days (depending on age and grade). Parents must provide transportation to and from school on those days.

Bus matrons are strictly forbidden to take messages, notes or money regarding any students. All messages must go through the administration office.

UNIFORM POLICY/DRESS CODE

DRESS CODE

There are approved uniform items for all students. Only those approved articles of clothing may be worn to school. Please support this policy by assuring your child's compliance to the uniform code. All students are required to follow the Manor House American School dress code. Students must purchase the school uniform.

Students not wearing proper school uniform will receive **1 behavior point** and will not be allowed entry to class until proper uniform is brought in.

Uniform consists of:

- White polo t-shirts with the school logo.
- **Dark grey** school **gabardine** pants/shorts. (Shorts must be longer than the length of arms by your side).
- Navy blue winter sweat jacket with the school logo.
- Sports MHS logo t-shirt and blue sweat pants for PE days only.
- Closed-back and closed-toe **black** shoes only.

Please observe the following:

NO logos or advertisements on clothes will be allowed.

NO pants logos.

NO red or bright colored shoes will be allowed.

NO sandals will be allowed.

NO crocks allowed.

NO rain boots

NO denim or jeans will be allowed.

NO sweat pants or leggings will be allowed.

NO clothes with writing on them will be allowed.

NO ripped clothes will be allowed.

NO caps allowed to be worn in school.

Parents should insure that their sons/daughters practice good grooming and hygiene. Girls with long hair must pull their hair back in a barrette (headband must be plain with no embellishments). Boys should have a short, neat haircut. Girls are not allowed to wear any make-up or nail polish. **No jewelry** will be permitted and girls may only wear stud earrings.

Violations of dress code will be dealt with immediately. Students will not be allowed to enter their class until proper uniform is provided for. Students dressed out of uniform or in violation of dress code will also receive two behavior points and/or detention.

On out-of-uniform days clothing worn to school should be in keeping with academic environment of the school.

All students must stay in uniform while in the building. No one is allowed to change on school grounds.

FIRE DRILL PROCEDURES

General Instructions for Fire Drill: Immediately upon the sounding of the fire alarm the following things should be done:

- Teachers will remind the students of the proper exits and dismiss them at once.
- Students are to walk quickly, quietly and in orderly fashion in single file from the classroom following the direction of the teacher.
- The teacher should make sure that all students leave the room and then close the classroom door and follow the class out of the building.
- Teachers are to carry their class attendance rosters and grade books with them.
- Students must leave the building immediately when the alarm is sounded without waiting to get books, backpacks, or other belongings.
- Should the fire alarm sound during passing periods, students are to go immediately to the nearest exit and move to the sidewalk outside the school entrance.
- Arrangements should be made to help each physically handicapped student in leaving the building.
- Teachers must remain with their classes and supervise them continually throughout the drill and as they return to the classroom after the “all-clear” bell.
- All personnel must leave the building, unless otherwise authorized by the principal.
- When the all-clear signal (three long continuous rings of the bell) is given students, teachers, maintenance personnel, support staff, etc. will re-enter the building and return to their regular classes promptly.
- All students must leave the immediate area through the outside exist and go as far as the public sidewalks. In no case should congestion be allowed in the areas in front of the school so as not to hinder the work of firemen.

MEDICATION/ HEALTH SERVICES

Students may not carry medication except with express consent, and documentation on file, from the Principal. The office will only dispense medication to students when there are written directions on file signed by both parent and attending physician. All parents must sign a signed release of liability form. See the school office for forms. Students may go to the school clinic in case of illness or injury during the school day. If needed, parents will be contacted and notified if a student is too ill to continue the school day.

BIRTHDAY POLICY

Birthdays are exciting for elementary students and we wish to share in your excitement. Tell your child’s teacher 24 hours in advance. The school will not take academic time to celebrate individual birthdays. Birthday Celebrations must be limited to the first 10 minutes of break time. Only parents of KG’s are allowed to attend. Birthday treats are limited to one item. **No party bags or other party items** (hats, horns & balloons) are allowed. Students must stay in school uniform at all times. **Siblings are not allowed to attend.** Siblings in our building are not permitted to leave the class to attend.

STUDENT MONEY AND GIFTS EXCHANGE

Students are not allowed to bring gifts or deliver money to another student at school. All gifts and money exchanges must be done outside of school grounds.

LOST AND FOUND

The lost and found box is located in the administration office. To minimize loss, all items of clothing, water bottles, and supplies should be labeled with the students' name. Items that are labeled with the students name and grad will be sent to the classroom. All lost or forgotten items are sent to the administration on a daily basis.

GIFTS

Students are not allowed to distribute gifts to classmates for any occasion.

HEALTHY FOOD

MHS follows a Healthy Food Policy. Unhealthy foods will be returned home with the student. Items such as chocolate, candy, soda, chips of all sorts, cookies and sugary deserts are not allowed.

FIELD TRIPS

Educational field trips are defined as a school sponsored trip away from the school site. Field trips are sponsored by the school with the purpose of enhancing learning. Trip expenses are the responsibility of the student. Teachers are not allowed to transport students.

Written parental approval is necessary prior to leaving school grounds for field trips or special visits to specific schools or work sites.

PARENT- TEACHER CONFERENCE

Parents are welcome to set up an appointment with their child's teacher every Thursday from 2:15 – 2:50. To schedule an appointment please contact the office 24 hours ahead to make arrangements to meet with the teacher. Informal conferences or 'stopping by' is not acceptable. Due to teachers' work day schedule, informal conferences are not appropriate.

COMMUNICATION

The main tool for communicating between the school and home is the **ClassDojo** App. Teachers also maintain a webpage for their class through our school web page, with weekly news of upcoming events and other curriculum information detailing weekly studies. Parents and students may also contact their teacher through this web page. A monthly newsletter is also available on the ClassDojo as well as MHS American website. Students and parents may view our Facebook page.

For access to weekly newsletters:

Go to www.mhsamerican.com

For access to weekly newsletters:

- Mouse over 'Elementary Division on the top of the page
- Click on 'News from every classroom'
- Click on your child's class
- Click on 'newsletter'

For access to Monthly School Newsletters and School Notices

- Go to www.mhsamerican.com
- Mouse over 'Elementary Division'
- Click on 'Tiger Times' for the monthly newsletter

CLASSDOJO

ClassDojo is a fabulous tool that will not only help you to communicate with your child's teachers, but receive important updates from the school as well. School report cards will be sent through the ClassDojo for quarters 1, 2 and 3.

When messaging your child's teacher please keep in mind the following school policies.

Messages sent after 5:00 p.m. and before 7:30 a.m. will not be answered until the following afternoon.

Messages sent over the weekend and on school holidays will not be answered until the afternoon of the first day back to school.

PLANNER

Students in Grades 2 – 5 will receive a Student Planner for planning and recording their homework and assignments. The homeroom teacher will go over the usage of this planner before they are distributed. These planners must go home daily and in some instances parents will be asked to acknowledge behavioral observations documented in the back of the planner. These books may **not** be used to record notes or communication between teachers and parents. Parents are advised to use the ClassDojo for all communication between the teacher and the student.

SCHOOL FEES

School fees are paid annually in two installments: the first installment is to be paid before the beginning of the school year, and the second by the January. **Failure to complete payment on time will result in a 10% fine. Failure to complete payment may also result in students not receiving report cards or by being denied entry to class/exams.**

AFTER SCHOOL TUTORING

Tutoring days are scheduled after school on Sunday, Mondays and Tuesday from 2:15 – 2:50.

Teachers will inform a parent if their child is needed to attend. A permission slip must be signed and returned to his/her teacher allowing a student to attend. Students will not be allowed to attend after school without written permission. **Please note that Manor House American School Teachers are not permitted to provide private tutoring.**

TEXTBOOKS/LIBRARY BOOKS

Your teacher will issue the textbooks to you. Each teacher maintains a list of each textbook with an identification number and a description of the book's condition when it was issued. These textbooks are issued to you free. If you lose your textbook, you must pay for it before a second one is issued. Because

we have to order a new book, fees are non refundable even if the book is found. Each student is responsible for keeping track of his/her own books and is responsible for paying the replacement cost of the book (L.E. 400 – 2000). Parents have the first 3 days of school to check and make sure their student's books are free from writing, scribbling or ripped pages. Anything that is not reported to the administration will be the responsibility of the student. In the event a student has an outstanding book fee, school records, and report cards will not be released.

The library is for your convenience and pleasure. Please take advantage of it. Books are borrowed for a period of one week. Students/Parents are responsible for the cost of replacement for lost or damaged books. Damaged books will not be returned to the student after fine is paid. Students with outstanding fines will not be allowed to check out books until these fines are paid. The fine for lost books is non-refundable.

SCHOOL MATERIAL REQUIRED

All students will be asked to provide items such as notebooks, files, pencils, erasers and crayons. Every grade level or teacher has specific requests. A handout sheet, listing the required school supplies needed throughout the year, will be provided for students with their final report card and will be posted on our website thought-out the summer. Parents are encouraged to bring supplies during the orientation. Teachers may request supplies be replenished throughout the year. All Art supplies are shared and will not be returned. All remaining supplies and copybooks will be returned at the end of the school year. All supplies need to be picked up on or before the last day of school. Student supplies books that are left behind will be destroyed. We do not have space to store student's belongings during the summer.

AWARDS

One award event is held each quarter for Grades 2 - 5. These awards are intended to promote and recognize academic skills, perfect attendance and good citizenship. KG's – Grade 1 will receive monthly reading awards.

SCHOOL CALENDAR

Please visit mhsamerican.com to view and print out the calendar.

Manor House American School
(Elementary Division)



Dear Parents,

We would like to remind you of our school policies. At Manor House American School, we believe that consistently enforced rules and consequences of behavior are important to create a proper learning environment for all students. With your cooperative efforts, we can provide a learning environment that is safe, fair and orderly. Please go through the parent/student handbook with your children and make sure they understand the rules and consequences of their behavior. **Changes to policy will occur from year to year. It is the responsibility of both the students and parents to review the Handbook at the beginning of every year.**

Please familiarize yourself with our school's vision and mission statements:

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.

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

Hoda Soliman
Principal

Manor House American Elementary School
6 Abd el Rahman El Raffie Street – Dokki
Telephone: 33372656/012239167



Manor House American School
Acknowledgement of School Policies

We have thoroughly read the Parent-Student Handbook on the school website and agree to follow them. We understand the consequences of improper behavior and will support the school in enforcing these rules. Changes to school policy may change from year to year. **It is the responsibility of both students and parents to review the school handbook at the beginning of each year.**

Student Name (please print): _____ Grade: _____

Parent Name (please print): _____ Date: _____

Parent Signature: _____



Authorization and Release
For Administering Medicine to Student at Manor House American School

Students Name: _____ Grade: _____

Special Instructions:

All Medication must be furnished in the original container. Medication should be given to the administration with the student's name, dosage and directions clearly written out. A Doctor's note must also accompany all medication.

I hereby request and give my permission for Manor House American School to administer to my child the medicine named in parents note listed above.

I will not hold the Manor House American School and its staff from any and all liability, claims, causes of action, damages and demands of any kind whatsoever that may be brought by my child or on my child's behalf for any and all damages, including personal injury to my child, arising out of or in connection with the administering of medicine to my child as provided above. This document will stay in affect as long as the student stays enrolled in school or until other wise requested by the parents/Guardian.

Signature of Parent/Guardian:

_____ Date