

# **Manor House American School Dokki**

## **Parent-Student Handbook**



**2015 - 2016**

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Dear Parent or Guardian,

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

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

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

With kindest regards,

Hoda Soliman  
Principal

# MANOR HOUSE AMERICAN SCHOOL

## SCHOOL INFORMATION

**Manor House American School** is a co-educational school that offers the **American Diploma Curriculum**. Manor House School seeks to provide a high quality standard in education and learning through the application of updated methodology and technology. It is our goal to establish a close relationship with parents in order to achieve an optimum balance between home and school.

At present, we offer American education to all grade levels from **KG – Grade 12**. All classes are limited in number providing a maximum amount of individual attention and instruction (15-20 students/class).

American Diploma is all about learning "how to learn". We encourage students to seek and explore knowledge through many means. Class work, research, presentations and school trips are fundamental to the system. We emphasize continuous learning and assessment rather than "end of year exams". This enables us to more accurately measure student learning. At Manor House School we believe that all students can learn, and each is a unique individual with equal potential to make a positive contribution to our school community.

### 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.

We are proud to have been awarded full accreditation renewal in October 2011, and again approved for full re-accreditation in January 2012. Manor House School is also accredited by the Egyptian Ministry of Education (**#220 dated 19/10/2002**).



# MANOR HOUSE AMERICAN 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 Mr. and Mrs. Bullen. In 1956 the school opened a new branch in Mohandeseen - Cairo that incorporated kindergarten through Grade 12. After this, during President Gamal Abd El Nasir's time in power, the school was nationalized and the name was changed to Port Said School. In 1960 the owners of the original Manor House School left Egypt and moved to Greece, and opening a school there, and later in Lebanon as well.

In 1976, upon the request of the Egyptian government, the owners of Manor House School returned to Egypt and re-opened in Heliopolis, Cairo. One year later in 1977, the Mohandeseen branch was opened.

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

At the same time, the Mohandeseen National School branch was growing in numbers, so Manor House School decided to open another section of the school in the 6<sup>th</sup> of October area in Egypt in October 2000. This school is situated on a very large ground area and fully equipped with all facilities, and includes KG– Grade 9.

With the turn of the Millennium, Manor House School embarked on initiating an American Program for High School Certificate. This began in September 2001 with a small group of students, a select group of qualified staff and a very strong will.

In September 2003 the American Division moved to its own building becoming a separate entity on its own. We remain conveniently located in the center of the Mohandeseen area with a much larger, more diverse student body of over 400 students. In view of our quest to better serve our students and parents, today Manor House American School caters to **Pre K- Grade 12**, with the American Elementary School being located in a separate building down the street from the High School building.

## VISION, MISSION 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.

### **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 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.

### **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.

## Enrollment Procedure:

All new applicants must first complete a school application. A registration fee of **LE 1,500** is paid when an application is received. This fee is paid only once and is separate from the tuition fees of the school, UNLESS we do not accept your child. If parents change their mind and decide not to attend Manor House American School, the registration fee will not be returned. A testing date is scheduled and a fee of **LE 300** must be paid before testing. Testing fees are non-refundable once the student has been tested. The below list includes all tuition expenses for the whole academic year. The school provides 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 fine, depending on the amount of damage.

### Tuition 2015 / 2016

Grade	TOTAL	1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment
<b>KG 1 – KG 2</b>	<b>27,100</b>	17,600	9,500
<b>Grades 1 - 5</b>	<b>31,800</b>	20,500	11,300
<b>Grades 6 - 9</b>	<b>36,100</b>	23,100	13,000
<b>Grades 10 - 12</b>	<b>39,800</b>	25,300	14,500

Fees are paid in two installments in the finance department of Manor House National School (6 Hussein Rashad St – off of Misadak St.). The first payment must be paid before the beginning of the school year (August 15). The second must be paid before February 15. **\*Fees paid after these dates will result in a 10% fine.**

Upon payment of fees at the beginning of the school year, students will receive a card from the finance office that they will bring with them on the first day of school. Students will receive textbooks with this card. Those who have not paid fees will NOT receive textbooks.

Manor House School has no refund policy for fees. Once the academic year begins, fees will **NOT** be refunded if a student decides to leave the school.

## SCHOOL SUBJECTS / GRADE

### Grade 6

English: -  
- *Language*  
- *Literature*  
Math (*Course 1*)  
General Science  
Social Studies  
Computer Science  
French  
Art  
P.E.  
Arabic  
Religion  
S.S. (Arabic)  
Life Skills

### Grade 7

English: -  
- *Language*  
- *Literature*  
Math (*Course 2*)  
Life Science  
Social Studies  
Computer Science  
French  
Art  
P.E.  
Arabic  
Religion  
S.S. (Arabic)

### Grade 8

English:-  
- *Language*  
- *Literature*  
Math (*Course 3*)  
Earth Science  
Social Studies  
Computer Science  
French  
Art  
P.E.  
Arabic  
Religion  
S.S. (Arabic)

## Grade 9

Math (*Algebra I*)  
 English  
 Social Studies  
 Physical Science  
 Computer Science  
 French  
 Art  
 P.E.  
 Arabic  
 Religion  
 S.S. (Arabic)

## Grade 10

Math (*Algebra II & Geometry*)  
 English  
 Biology  
 World History  
 French  
 Computer Science  
 Art / P.E.  
 Life Skills  
 Arabic  
 Religion  
 S.S. (Arabic)

## Grade 11

Math (*Pre-Calculus*)  
 English  
 Chemistry  
 American History  
 French  
 Sociology  
 Art / P.E.  
 Life Skills  
 Arabic  
 Religion  
 S.S. (Arabic)

## Grade 12

### Science Orientation

Adv. Math (*Calculus*)  
 English  
 Adv. Biology  
 Physics  
 Elective (Psychology or Business)  
 Computer Science  
 Art / P.E.  
 Arabic  
 Religion

### Arts Orientation

Math (*Statistics / Pre-Calculus*)  
 English  
 Biology  
 Psychology  
 Business  
 Computer Science  
 Art / P.E.  
 Arabic  
 Religion  
 Arabic Civics

## ACADEMIC GRADING BREAKDOWN:

- (30%) → Quarter Exam
- (25%) → Quizzes
- (15%) → Class work
- (20%) → Homework + Projects
- (10%) → Participation

## GRADING KEY: (4.0 scale)

GRADE	RANGE	GPA VALUE
A+	98 – 100	4.0
A	93 – 97	4.0
A-	90 – 92	3.7
B+	88 – 89	3.3
B	83 – 87	3.0
B-	80 – 82	2.7
C+	78 – 79	2.3
C	73 – 77	2.0
C-	70 – 72	1.7
D+	68 – 69	1.3
D	63 – 67	1.0
D-	60 – 62	0.7
F	and below	0.0



## **High School:**

The High School Curriculum (grades 9 – 12) begins preparation for College and University entrance. The American Diploma must be completed in a minimum of 3 years, spending the final three years (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades) in an American Program. The only students who may transfer into grades 11 and 12 are those who have successfully completed previous grades in an American School and have a passing transcript/report card for those grades.

Students may count a **maximum** of 3 Subjects from grade (11), and a **minimum** of 5 Subjects from grade (12) for the total 8 Subjects for the University requirement. Students who are aiming for private Universities in Engineering and Computer Science should study Advanced Math in grade (12).

The 8 subjects from Manor House School will be counted as 40% of the total University Percentage. The remaining 60% will be obtained from the SAT I score (any score of 1490 or above will receive a bonus of 15%). SAT I is an aptitude test which measures the basic level of Math and English of the student. SAT I is an examination designed by the Educational Testing Services (ETS) which is used in the United States, and is designed to test verbal and mathematical abilities.

**Writing Section** of the SAT assesses students in two different categories:

- **Essay:** which test writing abilities
- **Sentence Completion and Grammar:** tests the ability to understand how different parts of a sentence logically fit together.

**Critical Reading section:** which tests the ability to read and think carefully about a single passage or a pair of related passages.

**Mathematics Section** of the SAT tests the students in concepts such as:

- **Arithmetic**
- **Algebra**
- **Geometry**

Students have a maximum of **5 attempts** to sit for these exams every year between grades 11 and grade 12, choosing their best performance in each section to present to the universities of their choices.

The SAT II test is only required for students who wish to enter Medicine or Engineering. SAT II is a subject test; each test consists of 2 subjects chosen from Math, Chemistry, Biology and Physics. The choice of subjects is determined by which University the student wishes to attend. SAT II is given a weight of 15%, which is added to the (8) school subjects and the SAT I score.

Special classes for the American SAT I Examination are provided for students in Grades (11) & (12) within the Math and English lessons. In addition, SAT II Classes are available, upon request, for grade (12) students in all Science Subjects and Math.

\*ALL students must apply on their own for the SAT tests through the AmidEast office in Cairo, or online at [www.collegeboard.org](http://www.collegeboard.org). Fees for the SAT tests are paid by students and are not included in school fees.

**UNIVERSITY GRADING EQUATION:** - N.B → *ADD scores from steps 1, 2 & 3 (if available).*

1) **School Subjects** -  $\frac{8 \text{ Subjects}}{800} \times 40 = (\text{-----})$

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**BONUS (15%)**

2) **SAT I – Egyptian & Private Universities:**  $\frac{1440}{2400} \times 60 = (\text{-----})$  OR  $\frac{1490}{2400} \times 75 = (\text{-----})$

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3) **SAT II – Egyptian & Private Universities:**  $\frac{1100}{1600} \times 15 = (\text{-----})$

**STAFF:** - Qualified and professional teachers are the key to the success of our students and school. Our staff emphasizes continuous learning and assessment rather than "end of year" exams. Our goal is to train students in analysis, critical thinking, independent research, and project organization and implementation.

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

**BUSSES:** - **Manor** House School provides bus transportation to:

Garden City	Lebanon Square / Sheikh Zayed
Maadi	6 <sup>th</sup> of October
Pyramids	Heliopolis / Nasr City
Faisal St. / Hadayek El Ahram	

## **STUDENT ATTENDANCE AND TARDIES**

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. Demonstrations, lab exercises, oral presentations, and debates are particularly difficult to make up outside the class. For these reasons, school attendance is very important to academic development and successful completion of required standards of learning and end-of-course tests. Therefore, excessive or unexcused absences from school can be detrimental and may result in poor achievement and/or failure to earn credit requirements for graduation. 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.



## 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. ONLY Gr. 12 may use mobiles in the playground (not in hallways or stairs)! If misused, this privilege can be taken away at any time.

- \* Students who arrive **late to school** (after 8:15 am) will NOT be allowed to enter the school grounds and will be sent home immediately.
- \* Every time the student **arrives late** to school (after all the morning lines have entered their classrooms), the student will **stay in the courtyard for the first lesson and receive (2) behavior points**. The student will NOT be allowed to make-up work missed in the first lesson.
- \* Students who arrive to school after the gate closes and **miss the morning line** will have break detention (spend their break in the detention room). Students who exceed 25 days late during the school year, may be asked to leave the school the following year.
- \* **Every (20) behavior points**, the student will receive an **out-of-school suspension**.
- \* **After (3) out-of-school suspensions**, students will receive a Final Warning Letter and a parent conference will be scheduled. **After the (4<sup>th</sup>) out-of-school suspension**, students will be **EXPELLED** permanently from the school.
- \* Each student is allowed **NO MORE THAN (20) absences all year long**. ALL days absent from school will be counted as absences (including illness, surgery, 'Omra', vacations and family emergencies). **After (20) days absence, students WILL REPEAT THE SCHOOL YEAR!** There will be **NO SUMMER SCHOOL** for excessive absence.
- \* Students who **miss Quarter Exams** because of family travels (vacation, renewing visas, 'Omra' or Pilgrimage) will **NOT be allowed to take quarter exams** and will receive a zero. Please refer to the school calendar and arrange for these travels during school vacations.
- \* Students must come to school in **proper uniform**. NO excuses will be accepted (laundry issues or ripped pants). Parents will have to bring their children proper uniform, or else they will be sent home. ALL pants must be dark grey, gabardine material and wide legged. **NO SKINNIES!**
- \* Students who wear P.E. uniform on days that they do not have P.E. in their schedule, will not be allowed to attend school until parents send a proper uniform to the school.
- \* If students wish to wear their P.E. sweat pants from the morning, they must be proper sweat pants that are NOT cotton material.

## 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 present in school when an assignment is given or a quiz date is announced, the student is responsible to complete this work ON THE DAY THEY RETURN TO SCHOOL. Quizzes and assignments will not be postponed!
2. Teacher may request the assignments missed due to official religious holidays or preplanned absences due to tournaments to be completed in advance by the student.
3. Students who are suspended will not be allowed to complete/or receive credit work that is missed on the day/s of the suspension.

### 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: 33371067 or 012-7784306. Please 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. If there is any change in parent contact numbers the school must be informed immediately.

### 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 date, please contact the office for arrangements to meet with the teacher during their arranged times.

### Report Cards

Students will receive (4) Quarter Reports after the Quarter Exams: 1<sup>st</sup> Quarter and 3<sup>rd</sup> Quarter Reports will be given during the scheduled Parent-Teacher Meetings. 2<sup>nd</sup> Quarter and Final Reports will be sent home with students.

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

### ENGRADE

Manor House American School uses an online grading system called Engrade. Engrade is a web-based grading system that allows teachers to post assignments, track grades, and display that information for parents and students. Engrade is particularly effective for establishing communication between students, parents, and teachers.

This online system allows students and parents to view all of their homework, assignments, quizzes, participation marks, and quarter exam grades from any computer at any time. In addition, students, parents, and teachers can message each other through the system. Students will receive a username and password after the first week of classes.

## Perfect Student Attendance

Students with **perfect attendance** (0 absences) throughout the school year may be exempt from taking the final exam in **1 subject**. These students must have a B average in the class, have very few tardies, and have good student behavior. Students will obtain teachers' signature and parents' signature on the exemption form and submit the completed form to the Administration office one week prior to the start of final exams. In these cases, students' final grade for the 4<sup>th</sup> quarter will be averaged without the final exam.

## Dress Code

All students are required to follow the Manor House American 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 pants from Mobacco. 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.**

Parents should ensure that their sons/daughters practice good grooming and hygiene. Girls with long hair must pull their hair back in a barrette. Boys should have a short, neat hair cut. 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. Students who arrive at school without proper uniform will be sent home immediately, unless the family can send a proper uniform to the school.

## Family Travel

Parents are requested to plan family trips **during school holidays**. This includes traveling for pilgrimages ('Haj' and 'Omra'). Absence due to family trips, 'Hij' and 'Omra' are NOT allowed.

## 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 Secretary Office 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 Captain/Nurse, in addition to a full time Doctor. 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 order from the physician, dentist, or practitioner-stating student's name, medication, time, duration, and dosage to be given by the school is required, along with the parent/guardian signature. Medical forms are available with the school application.
- Medication must be in a pharmacy-labeled container with the most current prescription date.
- Parents must deliver medication to the school clinic personally.

All parents are encouraged to provide the school nurse 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, along with the Disciplinary Officer, will be responsible for addressing the student's behavior 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 **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 inside and outside the classroom. The Behavior Points System goes as follows:

**Every 20 points = 1 Suspension**

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

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

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

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

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

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

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

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

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

### **Level 7 - Expulsion**

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

## **PROHIBITED CONDUCT**

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

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

1. **Attendance:** Tardiness, truancy, excessive absences, skipping, being in an unauthorized area, and leaving the classroom, building, or assigned area without permission.
2. **Food/Beverages:** A student will not eat, drink, or carry food in the upstairs classroom area.
3. **Cheating/Plagiarism:** Students are expected to perform honestly through the production of their own work. Students who are caught cheating may be subject to the following penalties:
  - **1<sup>st</sup> Offense:** Failing grade on quiz / exam / or assignment; parent conference; detention.
  - **2<sup>nd</sup> Offense:** Failing grade on quiz / exam / or assignment; detention.
  - **3<sup>rd</sup> Offense:** Expulsion.
4. **Inappropriate Property:** The unauthorized possession or use of any type of electronic or mechanical device, etc., which distracts or impedes the educational process is prohibited. This includes pagers, CB radios, walkie-talkies, cellular phones, laser pens, boom boxes, walkmans, game boys, portable DVD players, lighters, etc. Privileges will be revoked for a first offense and the device will be confiscated. Parents/Guardians must contact the school to make arrangements to pick up the device.
5. **Student Dress Code:** Students should wear their MHS uniform with pride. A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Proper student uniform must be worn at all times.
6. **Disruption:** Any disruption, which interrupts or interferes with teaching or orderly conduct of school activities is prohibited.
7. **Disrespectful 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.
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 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 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.**

14. **Defacing/Destroying School or Private Property:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is in school. A student or parent/guardian will be held financially responsible for willful or malicious destruction of school property. Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property, graffiti, and the willful destruction of public or private property.
15. **Theft/Attempted Theft:** A student will not steal or attempt to possess stolen property.
16. **Tobacco:** Students are prohibited from the use and possession of tobacco products on school property. This prohibition includes all related activities (i.e., bus stops, school bus, extracurricular activities). Students caught smoking or in possession of tobacco will be automatically suspended. Any further violations may result in expulsion.
17. **Drugs and Alcohol:** The use and supply of illegal drugs or alcohol is a criminal offence. Manor House American 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 American 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 textbooks free of charge to students for use during the school year. Students are expected to care for books they receive. Fees will be assessed for damaged or lost books.

## 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**

MHAS is NOT responsible for money or valuables stolen from any student (such as mobiles, ipods, ipads, ect.). Students should not leave money or valuables unattended at any time.

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

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.

## **Failing Policy**

**Core subjects:** Math, English Language, Science

**Non-core subjects:** Social Studies, French, History, Sociology, Psychology and Business

\* Students can only fail in (2) subjects maximum (**excluding English Language**) to be able to be promoted to the next grade level.

### **Failing (1) or (2) non-core subject:**

- 1) Take re-exam end of June.
- 2) If the student passes the re-exam with a minimum of 60%, they will receive a grade of D- on their final report card.
- 3) If not, they carry the subject to the following year. This means they attend quarter exams only for the full year and study on their own. They must fulfill the requirement before graduating.

### **Failing (1) non-core subject and (1) core subject (excluding English Language):**

- 1) Take re-exam end of June.
- 2) If the student passes the re-exams with a minimum of 60%, they will receive a grade of D- on their final report card.
- 3) If not, they carry the subjects to the following year. This means they attend quarter exams only for the full year and study on their own. They must fulfill the requirements before graduating.

### **Failing (1) core subject (excluding English Language):**

- 1) Take re-exam end of June.
- 2) If the student passes the re-exams with a minimum of 60%, they will receive a grade of D- on their final report card.
- 3) If not, they carry the subjects to the following year. This means they attend quarter exams only for the full year and study on their own. They must fulfill the requirements before graduating.

### **Failing English Language:**

- 1) Student MUST repeat the whole school year.

### **Failing (2) core subjects:**

- 1) Student MUST repeat the whole school year.

## **Academic Observation**

Students whose grades are dropping, or do not complete class assignments and homework regularly may be put on Academic Observation. These students will need to have each teacher fill out and sign their Academic Observation sheet after every class period. Parents must sign the sheet daily to acknowledge that they have seen their students' progress. Students are responsible for giving teachers the report to sign after each lesson.

## **Administration & Staff Members**

**Principal:** Hoda Soliman

**Deputy Principal:** Hanan Zaki

**Secretary Office:** Abeer El Shayeb & Sahar Farid

## **Teaching Staff**

### **English Department**

**Head of Dept:** Marwa Taher  
Omnia El Kouny  
Nader Shawer  
Heba Farid

### **Math Department**

**Head of Dept:** Louay Aboul-Nour  
Maged Wadie  
Noha Morsy  
Mariam Hammamy

### **Science Department**

**Head of Dept:** Lilian Mikhael  
**Biology & Science:** Maggie Botros  
Lillian Mikhael  
Dalia Ibrahim  
Mai El Sherif  
**Chemistry:** Maggie Botros  
**Physics:** Lillian Mikhael

### **French Department**

**Head of Dept:** Amira Soliman  
Laila El Barouky

### **Arabic Studies**

**Head of Dept:** Samir Fahim  
**Arabic Language / Religion:**  
Mahmoud Sami  
Ahmed Saada  
**Social Studies:** Yehia Zakaraya

### **Art and Design**

**Head of Dept:** Roaya Shenawy  
Noha Nayel

### **Computer Department**

**Head of Dept:** Salwa Hegazi  
Sameh El Hakim

### **Humanities Department**

**Head of Dept:** Sarah Osman  
**Psychology / Sociology:** Sarah Osman  
**Soc. Studies:** Nihal El Tarabolsy  
**Business:** Dina Moemen