

# **Manor House American School- October Language -Dokki**

## **High School Parent - Student Handbook**



**2022 - 2023**

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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 **Cognia** (formerly AdvancED) - 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. Cognia 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 awarded full re-accreditation with distinction from Cognia 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.’

In April 2022, Manor House American School was again awarded full re-accreditation, with distinction, from Cognia for five years with an amazing IEQ score of 366. According to the accreditation team, Manor House American revealed a leadership that was accessible and receptive to its stakeholders, and a school that is a “happy and nurturing place to learn and grow.” The school team are committed to creating a “family feel school where all are welcome.” The team commended MHS for its commitment to the design and implementation of a 21<sup>st</sup> century American school, by promoting “critical thinking, problem-solving, small and large group interaction, and integration of technology.” MHS American was also recognized with a 2022 Cognia™ School of Distinction Award as a result of our 2021-22 Accreditation Engagement Review with Cognia.

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



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# 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**

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

### **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.

## Tuition 2022 / 2023

Grade	TOTAL	1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment
<b>KG 1– KG 2</b>	<b>55,000</b>	35,000	20,000
<b>Grades 1 - 5</b>	<b>61,000</b>	37,000	24,000
<b>Grades 6 - 9</b>	<b>67,000</b>	42,000	25,000
<b>Grades 10 - 12</b>	<b>73,000</b>	46,000	27,000

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 (starting August 1). The second must be paid before January 16.

**\*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 tuition is paid, fees will **NOT** be refunded if a student decides to leave the school, even before school begins.

## SCHOOL SUBJECTS / GRADE

### Grade 6

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

### Grade 7

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

### Grade 8

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

### Grade 9

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

### Grade 10

English Language  
Math (*Algebra I*)  
Biology  
World History  
French  
Computer Science  
Art / P.E.  
Arabic  
Religion  
S.S. (Arabic)

### Grade 11

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

## Grade 12

### Science Orientation

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

### Arts Orientation

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

### ACADEMIC GRADING BREAKDOWN:

(40%) → Quarter Exam  
(25%) → Quizzes  
(10%) → Class work  
(20%) → Homework + Projects  
(5%) → 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	59 and below	0.0

### Grade 11 &12 Course Selection:

At the end of grade 11 students will be required to make some course choices for grade 12. In grade 12 students choose between courses that are geared towards further studies in the field of Arts or Sciences. It is our belief that students should take the highest-level courses that, with hard work and commitment, will allow them to be successful. It is a student's and parent's responsibility to know what the requirements are for the university they are planning to apply to.

#### Science Orientation:

Students who are planning on continuing studies in Engineering, Medicine, Pharmacy, Dentistry or Computer Technology MUST take Advanced Math and Physics in grade 12. These students should choose the courses that are geared to Sciences, as long as they have a **minimum grade of C in Math and Chemistry in grade 11, and Biology in grade 10.**

### **Arts Orientation:**

Those students who are sure that they will continue further studies in the Arts (Humanities such as Business, Economics, Mass Communications, English Literature, Psychology, etc.) may take grade 12 regular Math and do not need to take Physics in grade 12. Instead of Physics, these students will take an extra Elective course (both Psychology and Business).

**Unfortunately, we will NOT be able to make any changes in courses at the beginning of grade 12 because classes will be divided on the basis of course selection. So please make sure that your decision is absolutely FINAL.** If you are not sure what field you will be studying in the future, it is wiser to take Science geared courses (Advanced Math and Physics) because these subjects will allow you to enter into any field in the future, as long as grades fulfill the minimum requirement. It is extremely important to make choices driven by career aspirations, personal interest as well as students' capabilities and strengths.

### **Art and PE:**

An Art portfolio is required for students entering Fine Arts and Applied Arts in university. Students who will be taking Art as a **full credit** on their transcript **MUST take Art for 2 years (grade 11 and grade 12)**. Therefore, students need to make the choice between Art and P.E. at the beginning of grade 11. If a student does not take ART in grade 11, they will NOT be able to take Art in grade 12, and therefore, will NOT have Art on their transcript with a full credit for university entrance.

PE is given in all grade levels; however, **no credits are received on transcripts.**

### **Arabic Language:**

Arabic Language is a **full credit** on transcripts from grades 9 – 12.

### **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, attending 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 years.

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. Some universities allow students to select subjects from grade 10, but students should ask the universities of their choice.

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 ACT or EST score.

The **EST (Egyptian Scholastic Test)** is conducted by the Egyptian Ministry of Education and is designed specifically to measure the skills and knowledge acquired by Egyptian students in the American education system in Egypt. It is a computer-based exam that is developed as an alternative or an equivalent test to the SAT or ACT international exams for the purpose of allowing Egyptian students, in the American education system, to qualify for admission to Egyptian higher education institutions. The EST suite of assessments include EST I and EST II, which are similar in nature to the structure of the SAT suite of assessments. EST is designed to assess students against common core standards. For more information go to <https://est.moe.gov.eg>

## UNIVERSITY GRADING EQUATION:

**ARTS Universities:** ➔ ADD scores from steps 1 & 2

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

2) **EST/ACT I** –  $\frac{\text{Score}}{1600} \times 60 = (\text{-----})$

**SCIENCE Universities:** ➔ ADD scores from steps 1, 2 & 3

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

2) **EST/ACT I** –  $\frac{\text{Score}}{1600} \times 50 = (\text{-----})$

3) **EST/ACT II** –  $\frac{\text{score}}{1600} \times 10 = (\text{-----})$

**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  
6<sup>th</sup> of October

Faisal St. / Hadayek El Ahram

Lebanon Square / Sheikh Zayed  
Heliopolis / Nasr City

Maadi  
Pyramids

## **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.

- **First offense:** Phone will be taken away and a parent must come to the school personally to pick up their child's phone.
- **Second offense:** Phone is taken away until the end of the academic year!

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

\* Students who arrive **LATE to school after 8:05 am** will be considered late. Every three (3) days late will be counted as one (1) absence. Be aware that **students are only allowed (20) days absent per year**. After (20) absences, students will be required to repeat the school year because they will not have completed enough credit hours. Students who arrive to school excessively late may be asked to leave the school the following year.

\* Students who **arrive very late** (after 8:15 am) to school will not be allowed to enter first period, and will **stay in the courtyard for the first lesson**. The student will NOT be allowed to make-up work missed in the first lesson, and will lose all class work points.

\* **Every (20) behavior points**, the student will receive **(1) out-of-school suspension**.

\* **After (3) 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.

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

\* School will NOT inform parents of every behavior point their child receives. It is the responsibility of students to inform parents when they receive behavior points.

\* **Suspensions are CUMULATIVE!** (The number of suspensions will be carried forward into the following school years). Therefore, students will begin every school year with the previous years' number of suspensions, and any additional suspensions will be added on. In order to **ERASE** the suspensions of the previous year, students must spend **ONE whole year without any suspensions**.

\* Each student is allowed **NO MORE THAN (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, SAT exams outside of the country) will **NOT be allowed to take quarter exams** and will receive a zero. Please refer to the school calendar and arrange travels in advance.

\* 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 students 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 dates, please follow the Teacher Meeting Times Schedule that is distributed in the beginning of the school year and is also available on the school website. Please contact the office in the morning of your expected visit to ensure that teachers are available.

### **Report Cards**

Students will receive (3) Quarter Reports after the first three quarters, and then a Final Report Card at the end of the academic year. These report cards will no longer be printed and distributed to students, but will be available for students to print, if needed, from their Sycamore accounts. Therefore, students will NO LONGER receive printed report cards unless specifically requested from Admin. **\*Students are responsible to show Report Cards to their parents.**

## Sycamore

Manor House American School uses an online grading system called Sycamore. This is a web-based grading system that allows teachers to post assignments, track grades, and display that information for parents and students. Sycamore 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.

## 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 (ex. 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. In winter, students may wear a solid navy-blue sweater under the school jacket. External jackets must be removed when students enter the school building.

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

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

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

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

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

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

**NO jeans will be allowed.**

**NO clothes with writing on them will be allowed.**

**NO ripped clothes will be allowed.**

**NO caps are allowed to be worn in school.**

**NO bright colored sweatshirts / hoodies will be worn under the school jacket (only white or navy blue)**

\* Parents should ensure that their sons/daughters practice good grooming and hygiene:

- **GIRLS** with long hair must pull their hair back in a barrette. Girls are not allowed to wear any make-up or nail polish. Girls can only wear stud earrings (no dangling earrings are allowed), and not wear excessive jewelry. Girls can only wear white, grey or navy-blue veils, which are solid colored!
- **BOYS** should have a short, neat hair cut. Boys should also have a very shortly trimmed mustache or beard.

\* Students who arrive at school without proper uniform will be sent home immediately, unless the family can send a proper uniform to the school. Students may also be required to attend detention (either during the break or after school).

## Family Travel

Parents are requested to plan family trips **during school holidays**. This includes traveling for pilgrimages ('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 Administration 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 may 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.

**\*\*\* Keep in mind that suspensions will now be carried forward throughout the students' remaining years in the school** (as outlined on page 12).

Students **WILL NOT** begin every year with zero suspensions!

### **Level 7 - Expulsion**

A student can be expelled only by action of the Principal, which occurs after 4 suspensions, or for

any serious violation of school rules, especially physical fights. 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, Walkman's, 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, with the possibility of being expelled at the end of the academic year if further behavior infractions occur. Penalties are at the discretion of the Principal.
17. **Drugs and Alcohol:** The use and supply of illegal drugs or alcohol is a criminal offence. Manor House 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**

MHS is NOT responsible for money or valuables stolen from any student (such as mobile, iPod, iPad, lap tops 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 by 3 weeks. 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

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

### Teaching Staff

#### **English Department**

**Head of Dept:** Rasha Samir

Mohamed Ismael

Nermeen Hamdy

Sarah El Nahass

#### **Math Department**

**Head of Dept:** Hoda Soliman

Sherine El Hakim

Amal Anwar

Waleed Sharaby

Rania Shenouda

#### **Science Department**

**Head of Dept:**

**Biology & Science:** Maggie Botros

Dina Nemr

Radwa Nabil

Mohamed Zaghloul

**Chemistry:** Maggie Botros

**Physics:** Mohamed Zaghloul

#### **French Department**

**Head of Dept:** Amira Soliman

Yasmine El Halawany

#### **Arabic Studies**

**Arabic Language / Religion:**

Samir Fahim

Ahmed Saada

Mohamed Shaaban

Nasr El Din Osama

**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:** Hanan Zaki

**Psychology:** Hanan Zaki

**Sociology:** Mariam Gamal / Nermeen Beheiry

**Business:** Mariam Gamal

**History:** Shereen Morsy / Nourhan Elometrey

**Soc. Studies:** Nermeen Beheiry