



PARENTS & STUDENTS

HANDBOOK

FOR MIDDLE & HIGH

2017/2018

TAC VISION AND MISSION



Vision

" TAC prepares learners to be productive citizens in a changing, global society , through the use of technology in an atmosphere of mutual respect and a high sense of duty."



TAC Mission Statement

TAC's mission is to serve the 6th of October region of Cairo, Egypt by providing an outstanding trilingual education – English, French/German and Arabic to a diverse international student body in a challenging environment of educational excellence

We endeavor to guide our students to their highest potential by encouraging hard work, responsibility, critical thinking, social accountability, and independence in learning.

American Section Bell Schedule

2017/2018

LESSON	FROM	TO	DURATION
Morning assembly	8 : 00	8 : 15	15 min
1	8 : 15	9 : 00	45 min
2	9 : 00	9 : 45	45 min
3	9 : 45	10 : 30	45 min
4	10 : 30	11 : 15	45 min
Break	11:15	45:11	30 min
5	45:11	30:12	45 min
6	12 : 30	1 : 15	45 min
7	1 : 15	2 : 00	45 min
8	2 : 00	2 : 45	45 min

Wednesday			
LESSON	FROM	TO	DURATION
Morning assembly	8 : 00	8 : 15	15 min
1	8 : 15	8 : 55	40 min
2	8 : 55	9 : 30	35 min
3	9 : 30	10 : 05	35 min
4	10 : 05	10 : 40	35 min
Activity	10 : 40	11 : 40	60 m in
Break	11 : 40	12 : 10	30 min
5	12 : 10	12 : 45	35 min
6	12 : 45	1 : 20	35 min
7	1 : 20	2 : 00	40 min
8	2 : 00	2 : 45	45 min

INTRODUCTION

- This handbook has been prepared to provide elementary students and their parents with some of the rules and guidelines concerning TAC American Elementary Division. The Student/Parent Handbook covers school attendance as well as rules of conduct for students in the Elementary Division.

- It is the responsibility of the Elementary Headmistress, teachers, administration, and staff to help students and parents understand and follow the rules of conduct. Parents are urged to read and discuss this handbook with their children in order to help them adjust more successfully at school.

- Parents are encouraged to keep in close contact with school. The support of parents is needed continuously as we strive to provide a safe and friendly place for children to learn.

TAC VISION AND MISSION STATEMENT AND PHILOSOPHY

Vision

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TAC Middle & High, Division's & Goals and Objectives

- To establish a shared purpose and sense of direction among the school's stakeholders.
- To provide a safe environment for learning and teaching.
- To create multiple learning activities that allow for variation in students' abilities and performance modes.
- To establish a school environment that promotes the highest standards of education with major emphasis on developing skills of analytical reasoning, creativity and problem-solving.
- To equip the school with the necessary technological facilities in order to implement modern teaching methodologies.
- To promote core values of respect and responsibility, tolerance and equity.
- To commit to continuous staff professional development.
- To enhance positive school involvement with the wider community in order to instill the belief that the school is an organization within a larger community.
- To use a variety of methods and data analysis to monitor, evaluate and upgrade school effectiveness by means of the school improvement plan.

Philosophy

WE BELIEVE:

- We are a community of learners—students, faculty, and parents—working together to build a safe, supportive, and challenging environment for educational excellence.
- Student opinions and ideas are vital; students are empowered to achieve at their highest potential when they are actively involved and share responsibility for their own learning.
- A quality education enables students to make positive life choices in caring for themselves, others, and the environment.
- Independence of spirit is essential in exploring, communicating, and defending our beliefs.
- Diversity strengthens and enriches the climate and culture of our school; it helps us to recognize and appreciate the unique qualities and contributions of each individual.
- Multilingual learning encourages respectful collaboration and leads to better cultural understanding.
- Teachers, administrators, and staff will flourish in a community that provides opportunities to grow, develop, and learn together in all aspects of their professional lives.
- The learning process is more important than the outcome; knowing how to find an answer or ask a question is often more useful than the answer itself.

Attendance

All students are required to attend school regularly. Regular attendance is necessary to enhance the teaching-learning process and to help young people gain habits of punctuality, reliability and reach the goal of maximum educational benefit for each student. Parents are encouraged to be actively involved in assuring regular attendance of their children.

The school year consists of 180 days between September and June.

Each student is allowed a maximum of 20 days absence all year long.

Excused absence include:

- Illness
- Medical and dental appointments
- Certain religious holidays
- Death in one's family
- National sports tournaments
- Court order appearance

Absences for reasons other than those stated above will be considered "unexcused". In school suspension/out of school suspension are counted unexcused absence and will be counted in the 20 days absence. When a student reaches 15 days absent, parents will receive a Warning Letter from the school.

Cheat / Plagiarism

Students are expected to perform honestly during exams, quizzes or any assigned work. Any deviation will receive the following penalty:

- 1st time : zero on quiz, exam or assignment
- 2nd time : zero on quiz, exam or assignment; parent conference; detention
- 3rd time : zero on quiz, exam or assignment; parent conference; in-school suspension.

Clinic

The school is equipped with a full-time doctor and nurse. The school attends to first-aid injuries and reports to parents as needed.

If a student is on medication, whether prescription or non-prescription, during school hours, the following procedures should be followed:

- A written order from physician, dentist or parent stating student's name, medication, time, duration and dosage should be delivered to the administration.
- Medication must be in a pharmacy-labeled container.
- Parents must deliver medication to the school clinic personally.

Parents are encouraged to provide the school with any medical history related to the student that can be referred to in case of emergency.

Detention

Students may be kept after school to serve detention for the following reasons:

- Excessive tardiness
- Failure to turn in assignments on time
- Unacceptable behavior

Failure from students to report to detention will oblige the school to take extra punishment measures.

Students may also be kept after school to make-up for missing work or receive extra help.

Parents will be notified 24 hours in advance. Parents are expected to collect their children at the end of the assigned time.

Dress Code

All students are expected to follow the school's dress code. Students must purchase the school uniform and wear it to school every day.

For P.E. students are expected to wear a training suite with the school's logo.

The following is strictly forbidden :

- Logos or advertisements on clothes
- Sandals or flip flops
- Jeans
- Ripped clothes

Any deviation or violation from the above dress code will be dealt with immediately. Students may be detained from class until parent is contacted to supply the proper uniform. If the incident recurs it may result in in-school suspension.

Family Travel

Parents are encouraged to plan family trips during school holidays only. Absence due to family trips will be considered unexcused absence. Teachers will not be held responsible to repeat any work done during this kind of absence.

Grading

All students are entitled to a fair grading system.

The school year is divided into 2 semesters and each semester is divided into 2 quarters. At the end of the second quarter there is a mid-year exam; and at the end of the fourth quarter there is an end-year exam.

Breakdown of final grade:

Quarter 1	20%
Quarter 2	20%
Mid-term	10%
Quarter 3	20%
Quarter 4	20%
End-year	10%
Final grade	100%

Breakdown of quarter grade:

Homework/Classwork/Behavior/Attendance/Participation	40%
Quizzes/Tests/Projects	30%
Quarter Exam	30%
Total	100%

Grading Key

GRADE	Range	GPA VALUE
A	93 - 100	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

Graduation Requirements

All students wishing to graduate from school, or wishing to transfer to another school before graduating, should pass all their classes in all subjects. Any student who fails any subject should sit for a summer course the summer following the failure in order to pass that subject.

Leaving School Grounds

Students are not allowed to leave school premises during school hours except in emergency cases. Emergency cases include:

- Medical or dental appointments
- Court appearances
- Serious family obligations

Leaving school to attend private tutoring or going to AMIDEAST is NOT considered as emergency.

In such cases the following procedures should be followed:

- The student should submit a written authorization from parents to the school administration in the morning noting the reason, time and the person who will collect the student. Persons authorized to do so are parents/legal guardians or designated adults.
- When the request is approved, the administration in turn will issue a pass that will be handed to the student to allow him/her to leave class.
- When it is time to leave, the student will go to the administration, submit the pass and the person named in the written authorization will sign-out for the student.

No student will be released from school without following the above procedure to ensure the safety of our students.

In case of field trips, parents are requested to sign the appropriate written form to allow their child to go on the field trip.

In case of injuries or severe illness during the school day when the student needs to leave the school, the school will call parents and take the action it deems necessary.

Library

The school is equipped with a library that will enable students to become avid readers; and with resources that will help them with their research papers. Resource books, encyclopedias and dictionaries can only be used by students in the library. Students are allowed to check-out other books and may keep them for a period that should not exceed 15 days, after which a fine will be due for each extra day a book is kept out. If a student wishes to keep a book for more than 15 days he/she may take it back to the librarian and check it out again for another period to avoid any penalties. Students are expected to abide by library rules and are responsible for the good keeping of library property.

Lockers

Students may reserve a locker by paying L.E. 100. Students are required to bring their own lock for their locker, keep one key and submit the other key to the administration. Students are responsible for taking care of their lockers and keeping it clean and in good shape. Students are also held responsible for any items they keep in the locker. Lockers are the school's property whereby the school reserves the right to search them anytime it deems necessary.

Money and Valuables

Money or valuables brought to school by the student is the student's sole responsibility. The school is not responsible for any theft that occurs if things are left unattended at any time.

Photocopying Material

Students are not allowed to use the school's photocopying machines. Any material that needs to be copied should be done by the authorization of the administration.

Parent Meetings

Parent meetings will be held at least twice during the academic year. Parents will be notified through the proper channels in adequate time about the date and time of meetings. Parent attendance is highly appreciated to ensure timely and prompt attending to student welfare.

Report Cards

Students will receive 4 report cards per year. There will be a report card at the end of each quarter that is expected to be signed by the parent/guardian, and returned to school promptly. The administration will notify parents, through a progress report, if a student's grade is expected to drop to F, before issuing the report card.

EMERGENCY PLANS FOR EVACUATING BUILDINGS

The safety and well-being of students are our main concern and responsibility. Accordingly, it is imperative that all students follow the following steps in case need be to evacuate the school premises:

- 1) All persons in the school will be notified that evacuation is necessary through a signal.
- 2) The signal for evacuation will be three continuous extended rings of the regular school bell.
- 3) A teacher or school personnel is designated to be responsible for a number of students.
- 4) Students are to follow the instructions of the designated person.
- 5) Students are not allowed to contact their parents in these circumstances to avoid chaos.
- 6) Students are to follow the designated person to the ground floor main area.
- 7) Students are to follow instructions carefully and behave in a responsible manner to ensure the safety of everybody.
- 8) The school will take the action it deems necessary according to the situation.
- 9) A letter will then be sent to parents to explain the situation.

Fire Drills and Evacuations

Fire drills will be practiced periodically to ensure that every student is aware of how to behave and to avoid panic in case of real emergencies. Students are requested to adhere to the following:

- 1) Students are to respond to every drill as if it were true and are expected to act in a responsible manner.
- 2) Students are to adhere to the instructions of the designated person and are to leave their classroom in a single file.
- 3) The designated person will be the last person to leave the classroom and will escort the students to the designated open area.
- 4) Students are to follow Exit Signs that are clearly posted in every hallway.
- 5) It is not the responsibility of any person to come near any fire extinguishers.
- 6) No one is to return to class before the second signal is announced.

High School Students

American Diploma Certificate is granted to students who have completed their education in the American Division; or completed at least 3 years of high school in the American Division.

The school offers the following subjects in their respective grades:

Grade 10	Grade 11
English Language	English Language
English Literature	English Literature
Geometry	Algebra II
Biology	Chemistry
Social Studies	Business
Foreign Language (French or German)	Foreign Language (French or German)
Arabic & Religion	Arabic & Religion
Computer Science	Computer Science
Art	Art
Physical Education	Physical Education
Civics	Civics
Arabic SS

Grade 12		
Math	Science	Humanities
English Language	English Language	English Language
English Literature	English Literature	English Literature
Advanced Math	Advanced Math or Consumer Math	Accounting
Physics	Physics	Psychology
Economics/Business	Economics/Business	Economics/Business
.....	Biology
Arabic & Religion	Arabic & Religion	Arabic & Religion
Civics	Civics	Civics

The above categories allow students to join the following faculties:

Math	Science	Humanities
Architecture	Agriculture	Arts
Computer Science	Dentistry	Business
Engineering	Medicine	Commerce
Fine Arts	Nursing	Economics
	Pharmacy	Law
	Physiotherapy	Management
	Science	Mass Com
	Veterinary	Political Science
		Tourism

To be able to graduate and join any of the above colleges/universities a student has to fulfill 2 requirements:

- 1) School Requirements for Graduation.
- 2) Ministry Requirements for Graduation.

1)School Requirements for Graduation

- *Student must have been enrolled in the American system at least starting Grade 10.
- *Student must have at least 4 English credits from grade 9 – 12.
- *Student must have completed Math 1.
- *Student must have completed 3 science credits from grade 9 -12.
- *Student must have completed at least 4 social studies credits from grade 9 – 12.
- *Student must have taken 1 computer science course and 1 art course.
- *Student must have completed 2 years of high school of 1 foreign language.

2)Ministry Requirements for Graduation

- *An authorized transcript from an accredited school.
- *An authorized diploma from an accredited school.
- *Pass mark and official proof of SAT 1
- *A minimum of 8 subjects from grades 11 & 12.

University Requirements for Admission

Faculties of Engineering	Faculties of Medicine	Others
SAT I	SAT I	SAT I
SAT II : Math & other	SAT II: Biology & other	
Subjects combined from grades 11&12: English Language/Literature Advanced Math Physics Chemistry + 4 other subjects	Subjects combined from grades 11&12: English Language/Literature Biology Chemistry Physics + 4 other subjects	Subjects combined from grades 11&12: English Language/Literature + 7 other subjects (Faculty of Law requires French)

How is total percentage calculated?

40% GPA + 60% SAT I

$$\frac{\text{GPA}}{800} \times \frac{40}{100} = (X)\%$$

$$\frac{\text{SAT I}}{1600} \times \frac{60}{100} = (Y)\%$$

$$(X)\% + (Y)\% = \text{Total Percentage}$$

What is SAT?

SAT stands for Scholastic Aptitude Test.

SAT I is a test designed by the Educational Testing Services (ETS) which is used in the United States to test verbal and mathematical abilities.

The Verbal Test is divided into two sections:

Reading:

Sentence Completion: which tests the students' ability in vocabulary. Comprehension: which tests the ability to read carefully a single passage or a pair of related passages and answer critical reading questions.

This section is graded out of **800**.

Writing:

Essay : which tests the ability to write coherently and persuasively. Error Correction: which tests the knowledge of grammar, usage, word choice and idiom.

This section is graded out of **800**.

The **Mathematical section** tests students in:

Arithmetic

Algebra

Geometry

This section is graded out of **800**.

Students are granted **six** attempts to sit for these exams in **grade 11** and **six** attempts in **grade 12**, choosing the highest score out of each section to present to the university of their choice.

SAT II test is only required for students who wish to join Medicine or Engineering.

It is a subject test; each test consists of two subjects chosen from:

Math

Chemistry

Biology

Physics

The choice of subject is determined according to the requirements of the university the student wishes to join.

The score is calculated as an extra 15% to be added to the final percentage of the student.