



Thebes International Schools

Elementary (Grade K to 5)

Student and Parent Handbook

2021-2022

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Thebes International Schools

OUR VISION

"TIS 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."

OUR MISSION

"TIS'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."

WE AIM TO

- Encourage students to be involved in their community.
- Challenge our students to think critically.
- Provide opportunities to connect learning to real life.
- Emphasize effective communication skills.
- Support personal and social development.
- Encourage students to work collaboratively.
- Appreciate all students as unique individuals.
- Inspire students to rise to challenges

Dear Parents and Students,

We look forward to an exciting and successful year. Our aim is to maintain a safe and positive learning environment, where students can grow both academically and socially, while enjoying school.

This handbook is full of important information to get the new academic year off to a great start. The handbook will help you become aware of the

School /class procedures and daily routines. Please take your time to read through the book with your child. Your support and understanding of our school regulations are of vital importance.

In an effort to be “green” you are looking at this online; however, your child’s class teacher will be sending home a form for you to sign which agrees that you have read this handbook with your child.

To provide all students the opportunity to reach their potential in all areas, a strong home-school connection will be maintained throughout the year. An important channel for this connection is our website www.tis-schools.net where you will find all sorts of useful information. Please feel free to contact the school at any time if you have any questions.

We look forward to an active and happy year.

Kind regards, TIS teams



EXPECTATIONS:

In the Thebes International School, we are working towards high academic achievement through the development of skills to enable independent learning.

Students need to maintain a balance between the demands of work and the other activities outside school in which he/she may be involved.

Students are expected to follow guidance given by their teachers and to follow their advice.

WE ENCOURAGE AND LOOK FOR:

- Attendance: 100% is the target.

- Punctuality: getting to school by 7:50 am every day.

- Respect for yourself, other students, your teachers, and all other adults in school.

- Respect for property of others and the school.

- use of polite and appropriate language in class and around the school; speak English with all staff who teach in English and Arabic with those who teach in Arabic.

- Full participation in all learning activities.

- Completing your homework and assignments on time, through your efforts alone.

- Being prepared by bringing all necessary books (check timetable) and equipment (see list) every day.

School Website: Log on to www.tis-schools.net to check the latest information and updated school calendar.

Communication with the Parents:

Microsoft Teams and Classera

School Website

Log on to www.tis-schools.net to check the latest information and updated school calendar

Parents' Orientation

A meeting held **before** the beginning of the year with your child's class teacher to discuss the **curriculum**, policies, and activities planned for the year.

Parent / Teacher Meetings

Held after the first 5-6 weeks to discuss individual students' settling into school. Held at the end of the first semester.

Teachers or parents may request additional meetings to discuss specific issues throughout the year. These are held in the presence of the Division Head and can be arranged via his/her admin assistant.

Reports

Sent at the end of each quarter detailing your child's progress and achievements.

School Landline:

(+2)38832143 / (+2)38832144 / (+2)38832104 / (+2) 38833144 /
(+2)38833133

Curriculum

Check Learning expectations file, courses description and curriculum guide online please.

www.tis-schools.net



The Library

Students go to the library once a week with their class teacher to read and to borrow books, which will be returned the following week. Students are responsible for the books they sign out. In case of loss or damage, the student will be asked to pay for the book. Students are also allowed to use the library during recess, provided they have a library pass.

Life Skills

Here are some life skills that we are caring about:

Friendship	To make and keep a friend
Caring	To feel concern for others
Cooperation	To work together toward a common goal
Flexibility	To have the ability to alter plans when necessary
Initiative	To do something because it needs to be done
Perseverance	To stay with something until it is complete To have the strength of mind to meet difficulties with firmness
Responsibility	To be accountable for your actions

Common Sense	To use good judgment
Problem Solving	To seek solutions in difficult situations
Integrity	To be honest and sincere and do the right thing
Effort	To try your hardest
Patience	To wait calmly for someone or something
Organization	To plan, arrange, and keep things together
Sense of Humor	To laugh and be playful without hurting others
Curiosity	To have the desire to learn and know about things

School Trips (Will be cancelled during the COVID pandemic)

A school trip includes **any organized activity where students leave the school site**. Each trip location will have been investigated and assessed for any risks before any trip is allowed to proceed.

AIMS

- To broaden the curriculum beyond the boundaries of the school
- To give all students the opportunity to experience cultural, religious, environmental, historical, and sporting events both nationally and internationally
- To foster an enquiring mind and a spirit of wonder about the outside world
- To encourage students to explore their own local community and beyond
- To make trips enjoyable for both staff and students.



Parents - Communication with parents/guardians includes a letter with an indication of the trip's aims and how it intends to benefit students. It will indicate clearly what the charging policy will be for the trip. It will also have a return slip attached for parental approval / permission, especially where funding will be required from parents.

Parents **must** give permission for children to attend trips / activities. A child may not go out of school without prior permission from a parent or guardian. Parents will be notified as to what they will need to provide, e.g.

pocket money, packed lunch etc.

Extra-Curricular Activities (will be cancelled during the COVID pandemic)

Extra-Curricular Activities are arranged for Grade K-5 students in 5-6 week cycles during the school year.

The Sports Department trains teams after school and the Drama Coordinator runs practices for the next drama production.

Uniform

The uniform can be bought from school's store anytime.

Note: Students should wear training shoes (trainers) all year.

Parental Involvement



TIS School we truly value our home - school link and parent partnerships, (our sense of belonging to a school ‘family’ as so many of our alumni have said). In the coming years we would like to develop this positive relationship further.

Parental Expectations:

In order for parents to *keep up to date / stay informed* with what is required of them to maximize the home to school partnership parents need to:

- Check out the ‘newcomers’ section of the website (if joining the school for the first time).
- Regularly check our school websites for information, curriculum updates, newsletters and events information.
- Read the Student – Parent Handbooks, which are full of useful information.
- Ensure awareness and involvement in your child’s welfare by knowing what our expectations are (Behavior Policy / Code of Conduct / School Regulations).
- Attend school orientations, progress and parent – teacher meetings.
- Inform the school of any change of circumstances that we need to know about regarding your child’s welfare / family circumstances.
- Attend school events (in which your child is involved).
- Inform the school of any concerns regarding your child or the school.
- Give us feedback (positive or negative) and suggestions of how to improve our partnership/school.

Parent Volunteers' Service: (will be resumed after the COVID pandemic)

We understand that many parents wish to be more involved in school community events and we encourage this. Here is a sample list of ways you can be more actively involved in your child's school life. This list is neither exhaustive nor definitive:



- Mystery readers
- Day trip helpers
- Residential trip helpers (not with your child's grade level as part of it is the ethos of being away from home / being responsible / encouraging independence – unless for a specific medical reason).
- School morning, afternoon and break duty helpers.
- Helping with /setting up community service projects.
- A resource for information or contacts about relevant subjects / areas of interest.
- Helping with sports team training or sponsorship.
- Attending away matches (local or international) as supporters.
- Helping with / conducting after school activities.
- Giving educational talks / projects connected with your field of expertise.
- Offering work experience / voluntary placements for students to gain knowledge of the workplace / field in which you work ahead of their subject / 'life' choices.
- Helping / being involved in school events such as the Carnival / performing arts productions.

- When you take part in school activities, you will be briefed of the instructions / expectations in Advance by senior management or the teacher in charge.
- Please contact the Division Head if you are interested, have the time available and are committed to helping us in any of the ways above or have any other suggestions. We are always open to ideas.
- We may also contact you if we know you have a relevant field of expertise or have helped before in a certain area. Please do not feel obliged to say yes if you have other commitments.
- We do understand and are grateful, for any help / time you can spare.



The Medical Clinic

The school employs a qualified nurses and a part time doctor in the medical clinic on site. If a student is unwell, he/she will be sent from class or may go from the playground to the clinic. All visits to the clinic are recorded in the medical log. The medical staff will assess the student and inform staff and parents via a medical slip of any action taken if more serious than a graze to the knee for example. If any medication is to be administered parents will be contacted by telephone.

In all cases where an accident involves a serious injury, e.g. broken bone, the parents will be contacted immediately and either asked to collect the child and take him/her to hospital, or if we are unable to contact parents and we need to obtain immediate medical attention by calling an ambulance we will do so whilst continuing to try to contact the parents / emergency contact person.

Please keep your contact details up to date so that we are able to contact you should we need to do so.

Children on medication

If for any reason your child is taking medication and it needs to be administered during the school day, it needs to be sent in with a note from the doctor or parent as to the dosage. This will be passed to the clinic as class teachers are not permitted to administer medicines (unless they are the designated trip leader / first aid provider during a trip).

Children with infectious disease

During childhood children may contract various infectious diseases. If this is the case, please keep your child at home and follow your doctor's advice but also contact us to let us know so that we can notify other parents where appropriate.

Tests

A reminder that if your child is unwell on the day of a test please do not expect to send them into school to do the test then collect them afterwards. If students are unwell, they will not perform well, will be distressed and may infect others. If they are not well enough to stay for the school day, then they are not well enough to come in. Any ill students sent to school will be sent to the medical clinic and returned home before the test. Tests can always be rescheduled.

WHAT SHOULD I DO WHEN?????

I ARRIVE LATE

Go to reception and get a late slip, then go to class.

I AM ABSENT FROM SCHOOL (During the COVID pandemic, students will be allowed to use online learning due to medical reasons).

Get a note from your parents if absent for a day or two. If you are absent for more than 2 days a medical certificate is required. Special permission is needed from the Principal if you will be absent from school for a non-medical reason.

I AM FEELING ILL IN CLASS

Tell your teacher who will give you permission to go to the clinic.

I AM FEELING ILL AT BREAK

Tell your PE teacher who will give you permission to go to the clinic.

I LOSE SOMETHING

Look for it first, then go to the lost and found.

I NEED TO LEAVE SCHOOL EARLY...

Bring a note from your parents explaining when you need to leave and why.

The note must be brought to reception first thing in the morning.

I NEED TO CHANGE FROM BUS TO CAR

Children are not allowed to change from bus to car unless they have -
 emailed admin@tis-schools.net and the class teacher before **11 am.**
 Changing buses is not allowed except in case of an emergency-
 permission must be obtained from the Operations Manager.

I LOSE OR DAMAGE ANY OF MY BOOKS

I will have to pay for them.

APPENDIX 1: School Regulations

<p>ABSENCES</p>	<p>A letter from the parents is required for one or two days' absence due to illness. For three days or more, a doctor's note must be given to the teacher.</p> <p>Absences for sports tournaments must be sought in advance.</p> <p>Absences for any other reason are not encouraged and permission must be sought from the Division Head in advance.</p>	<p>The school will request the appropriate note for the length of absence.</p> <p>Students will have unauthorized absences recorded in their file and excessive absence could affect their promotion.</p>
<p>ARRANGEMENTS FOR THE END OF THE DAY</p>	<p>The class teacher and bus line helper take students to their buses. The class will walk in a quiet, orderly line.</p>	<p>Students will receive a verbal warning or be given a note depending on the incident.</p>
<p>ASSEMBLY</p>	<p>Students must be lined up on time and should be silent during assembly.</p>	<p>If students are not silent during assembly, they will be sent to the Division Head.</p>

BUS	<p>Students may drink water but not eat on the bus. Students will sit sensibly, follow all bus rules and be polite and courteous to the driver and matron at all times.</p> <p>Students will sit where the bus matron tells them to and should move seats if asked by the bus matron only. Once a student is on the bus, they must not get off until it arrives at their stop.</p> <p>Children are not allowed to change from bus to car unless they have written permission from their parents, which must be forwarded to the school secretary by the student or class teacher depending on age. Students are not allowed to change buses.</p>	<p>Students will be warned on the first occasion. If they persistently disobey either a member of staff or the bus matron, they will be reported to the relevant Division Head, who may place the student on bus report for one week. Students who misbehave whilst on a bus report will have the bus service withdrawn.</p>
COURTESY	<p>Students must be courteous and polite to adults and each other at all times.</p>	<p>Students will be sent to the relevant Division Head who will apply the relevant consequence and make a note in the student's record book.</p>
DRINKING	<p>Students should not bring glass bottles to school.</p> <p>Students should only bring water or juice cartons. No fizzy drinks please.</p>	<p>Where possible a suitable container will be exchanged for the bottle.</p>
EATING	<p>Students are expected to eat properly at their table in the canteen. They should bring healthy food to eat and clear up after themselves.</p>	<p>The supervising teacher will remind students. A note will be sent to the parents if a child brings unhealthy food.</p>
ENGLISH	<p>Students should use English throughout the school day except when speaking to staff members who teach their subject in Arabic.</p>	<p>Students will be encouraged to use English if they are able to but if they choose to ignore the teacher they will proceed through the normal sanction system.</p>

EXAMS	Students who are unwell should not come to school and then be collected after the exam. Exams can be rescheduled.	Students will be returned home before the exam starts.
HAIR	Girls - hair must be tied back neatly for safety and hygiene reasons. Boys- no long or 'big' hair is permitted. Students are not permitted to attend school with dyed hair.	A note will be written in the student's record book informing the parents of the breach of school Rule. Long or 'big' hair for boys must be cut or trimmed within two days of a reminder being given.
INAPPROPRIATE ITEMS	Children must not bring items to school that would be unsafe or deemed inappropriate. If they are unsure, they should ask the teacher beforehand.	Children who bring any items (toy guns, knives, pets etc.) into school which are deemed inappropriate by the class teacher will have them confiscated and returned to them at the end of the day. Should they bring the item again; the item/s will be sent to the Division Head, who will see the child at the earliest opportunity. The item will be returned to the parent.
JEWELRY	Jewelry may not be worn except small, stud earrings. Hooks and dangling earrings are forbidden, as they are extremely dangerous.	Students will be told to remove the item of jewelry themselves and will be responsible for it until the end of the school day.
LATE LEAVERS/ CAR CHILDREN	Late leavers or car children waiting for older brothers and sisters must wait at the designated School car point (at main gate) where they will be supervised by a member of staff.	Students will be reminded to wait at the correct car point and sent to their Division Head if necessary. Parents will be informed through a note in the student's record book.
LEAVING EARLY	A letter from parents is required, which may or may not be approved by the Division Head.	The school will contact the parents if permission is not granted.
MOVEMENT	Students must walk sensibly around the school building. Students must keep to the right at all times.	Students will be reminded and sent to their Division Head if necessary.

PERSONAL BELONGINGS	Students are responsible for their own bags, flasks, books and clothing. All personal belongings must be clearly labeled with the child's full name and class.	They should inform their class teacher about any items that are missing and will check in the Lost and Found room near the reception area.
PERSONAL ITEMS	Students bringing any expensive personal items to school should be aware that such items are their responsibility and that they may be lost or damaged.	We do not encourage children to bring these items and take no responsibility for their loss or damage.
RECESS	All students will go outside unless they have permission to go to the library or are being kept in by a teacher.	Students will be asked to return to the playground by staff who will record their names and pass them on to the Division Head.
RECORD BOOKS	Must be signed regularly by parents and teachers.	The teacher will write in the record book asking the parent to sign on a weekly basis. If the record book remains unsigned the Division Head will write to contact the parents.
TELEPHONES	Students may not use the school phone unless it is an emergency. If they have forgotten to inform their parents about after school events, they must see their Division Head who will contact their parents if possible or send them home as normal if the parents cannot be contacted. No mobile phones are allowed in the school. Early Childhood - aged students should never be in a situation where they are unsupervised by a responsible adult (who is contactable by phone).	Mobile phones will be confiscated and returned to the parent or a Senior School sibling by the Division Head.
UNIFORM	All students are required to wear school uniform at all times. The uniforms are casual and flexible but are not open to interpretations or additions. All items of clothing should be clearly labeled with their name and class.	Where possible the students will be asked to remove the item of clothing. If the student does not have suitable alternative clothing, then a note will be written in the student's record book informing the parents.

PE UNIFORM	PE uniform is also standardized and students should wear the full correct uniform in P.E lessons.	A note will be written in the student's record book informing the parents.
SWEETS/CANDY	No sweets or chocolates including chewing gum and bubble gum are permitted in school.	The student will be asked to put uneaten sweets etc. in their bags. If the student does not do as they are told the sweets will be thrown away. All forms of gum will be thrown away.

Parents - Please note that if it is your child's birthday and you wish to invite some friends from school to a party please do not send invitations through the school unless you are inviting the whole class as this leads to upset. If you wish to send cupcakes (not a large cake) in for the occasion, please feel free to do so.

(All events will no longer be celebrated in school due to COVID precautionary measures).

APPENDIX 2: Behavior Policy

Aims

To create a caring, family atmosphere in which thinking and learning can take place in a safe and happy environment. To work cooperatively with parents to enable our students to develop:

- A sense of self-discipline and responsibility for their own actions
- A sense of identity, achievement and self-worth
- Empathy for other children's feelings
- An awareness of and a desire to care for their environment

Adopting the **Positive Discipline** method, we aim to create an environment where children can develop:

The Significant Seven Perceptions and Skills:

Perceptions:

- Personal capability - "I am capable"
- Significance - "I contribute in meaningful ways and I am genuinely needed"
- Personal power - "I can influence what happens to me"

Skills:

- Intrapersonal skills - The ability to understand personal emotions and to use that understanding to develop self-discipline and self-control
- Interpersonal skills - The ability to work with others and develop friendships through communicating, cooperating, negotiating, sharing, empathizing, and listening
- Systemic skills - The ability to respond to the limits and consequences of everyday life with responsibility, adaptability, flexibility, and integrity

- Judgmental skills - The ability to use wisdom and to evaluate situations according to appropriate values which are aligned with the school's "Golden Rules".

We work to abide by the **One Criteria for Effective Discipline:**

1. Discipline is respectful and encouraging
2. Discipline fosters connection and helps the child feel a sense of belonging and significance
3. Discipline has long-term results
4. Children learn valuable social and life skills such as respect, concern for others, problem solving, accountability, contribution, and cooperation

School Regulations:

We will achieve these aims by teaching and encouraging children to observe "The Golden Rules" at all times. Children are also required to abide by the school regulations in order to create and maintain a safe and structured learning environment.

The Golden Rules

- ✓ We are gentle.
- ✓ We are kind and helpful.
- ✓ We play well.
- ✓ We are honest.
- ✓ We work hard.
- ✓ We listen to people.
- ✓ We look after property.

Class Regulations:

At the start of the school year, students will work with their class teachers to develop agreements and guidelines they will need to follow as a class to ensure all students' safety and well-being. Teachers regularly check in with students about the guidelines to prompt them to reflect on their behavior. The guidelines can be revisited and altered when situations arise which were not previously accounted for.

The Staff Responsibilities are:

- To look for, encourage, and reward good behavior
- To treat all children fairly and with respect
- To raise children's self-esteem and develop their full potential by recognizing that each child has individual needs
- To provide an environment that is conducive to learning
- To be good role models
- To form a positive home – school link with parents so that the children can see that the key adults in their lives share a common aim
- To implement and practice the school guidelines and involve children in the creation of classroom expectations
- To use rewards and consequences clearly and consistently within a supportive atmosphere

The Parents' Responsibilities are:

- To be aware of the school guidelines and expectations
- To support the school in the implementation of this policy
- To show an interest in all that the child does in school by valuing personal and social achievements alongside academic achievements
- To stay informed on school announcements and communications

The Students' Responsibilities are:

- To be proud of their school and represent it positively
- To maintain the highest standards of behavior possible both in and out of school
- To learn to make independent choices, not blaming others and learning from mistakes
- To follow "The Golden Rules" to achieve the most out of opportunities to learn and develop

Acknowledging Appropriate Behavior

- **Class Awards & Chart:** Children will be rewarded throughout the year with class points / merits / stickers as appropriate. Each teacher will have a chart system for rewarding effort/ progress/ good attitude to work and behavior.
- **The Reading Cookie:** awarded twice a month to a student in each class who has demonstrated good listening skills during story time, loves and cares for books.
- **The Math and Science Award:** awarded during Early Childhood assembly to a student who has shown excellence or progress in Math/Science.
- **The Good Friend Award:** awarded during Early Childhood assembly to a student who has demonstrated good friendship skills.
- **Environmental certificates:** are awarded for any students / classes who have contributed to improving the environment and helping to keep their classroom clean and tidy.
- **Sports Medals and Trophies:** gained from events and tournaments in and outside school are presented in Early Childhood assembly.

Correcting Inappropriate Behavior

Students are encouraged and expected to follow all school regulations and rules. These regulations are explained and discussed at the beginning of and throughout the year along with classroom expectations.

Steps to Be Taken When Behavior Incidents Occur

1 – Verbal reminder
2 – 2ND Verbal reminder
3 – Calm Down Time: The child is removed from the activity to sit and consider his/her behavior choices.
4 – Behavior form: The teacher records the incident in the Class Behavior Log and a behavior form is sent home. A copy is kept in the child’s academic file. The child may miss part of the next break with an adult (to sit & consider how they could have done things differently).
5 - Persistent incidents A parent-meeting will be arranged to discuss the strategies being used in school and to involve the parents in the process.
6- Suspension: Immediate suspension may occur if, in the opinion of the School Principal or Directors, an incident merits this consequence. All details will be logged in the child’s academic file.

Playground Regulations:

Regulations:

- Hard balls are not permitted, as they are dangerous. Soft balls are allowed.
- No football on the plaza before assembly.
- Early Childhood students are not allowed to go to the senior school without being accompanied by a member of staff.

Good

Behavior:

- Students, who demonstrate good behavior and are courteous and polite around the school, will be recognized and encouraged by teachers and other members of staff who witness their behavior. They may be awarded good behavior points.

Consequences:

- Breaking any of the rules will result in the child being asked to sit out along the playground sidelines for five minutes. When five minutes have passed they must wait for the teacher who placed them there to give them permission to leave.
- A second misbehavior will result in the child being sent to the duty leader who may inform their class teacher or the relevant Head depending on the incident.

Inappropriate Behavior includes:

Rough games / play fighting

Name-calling

Hitting, kicking and punching

Swearing

Spoiling somebody else's game

Rudeness to staff

Bullying

Verbal abuse

Parental Advice:

When disciplining children, it is important to stress that it is the behavior we do not approve of, not the child. Positive reinforcement when a child is displaying good behavior will always work better and faster than negative reinforcement. If parents could also reinforce this practice at home it would be greatly appreciated.

Always try to ensure that there is a 'united front' between home and school and between all caregivers (parents / guardians) at home so the child is not confused by different approaches. Be firm, fair, and consistent.

Should a note be placed in your child's record book regarding an incident of poor behavior - rather than 'just telling them off' - please discuss the incident with your child to see if they now recognize the mistake they have made and how they could do better in future / avoid getting into the same situation. This will help us to see if they have processed and understood what the member of staff has discussed with them, which may need reinforcement at home.

Please note that the home-school link works both ways. Please do inform us if you are aware of an incident that you do think has not been reported to us by the

child. Also, whilst we very much appreciate your support with behavior at school we are also here to help should you need any advice on strategies regarding behavior out of school.

APPENDIX 3: Behavior Form

My Behavior Form

Name _____

Date _____

What Happened



Taking others things



Not telling the truth



Fighting



Being unkind to others



Bullying

Comments:

APPENDIX 4 Code of Conduct relating to COVID-19

The school has taken steps to protect the health and safety of staff and students to prevent the spread of COVID-19 within our school community. As such, all staff should adhere to the following safety expectations at all times while at school.

Personal Hygiene & Safety

- Students are required to bring to school each day a facemask, wipes and hand sanitizer.
- Students will not be in class unless they have these basic safety materials.
- Students will wash their hands frequently throughout the day.
- Students will use hand sanitizer gels whenever available.

Wearing of Masks/Visors

When to wear a mask/face shield

- All students should wear a mask and/or face shield when at school or on the school buses.
- When students are in the classroom and corridor they must wear a face shield or a mask.
- When students are walking to specialist rooms such as the Music room or Library they must wear a mask or a face shield.
- When students are at break time, they must wear a mask or a face shield.
- Students must wear a mask or a face shield when going to the toilet.

How to wear a mask/ a face shield

- All students must wear masks/ face shields correctly. Masks must cover both the mouth and nose at all times while being worn.
- Students are permitted to remove masks and/or face shields in the following areas:
 - PE Classes

- When eating or drinking in designated areas. Staff will limit groups to 4 per table.

Hand Sanitizer Guidance

Students must have individual hand sanitizers. Students will **routinely wash hands** at the beginning and end of each lesson just as routine. Hand gel should be at least 80% ethanol or 75% isopropyl alcohol.

Social Distancing

- Students must demonstrate proper social distancing at all times whether in or out of the classroom.
- Students must maintain 1m distance between themselves while in hallways or on stairs.
- Students must obey the signage for one-way or two-way traffic throughout the building as a means of social distancing and lowering risk to others at school.
- Bathrooms - Students are allowed to go out one at a time in order to use the toilet, but must wear a mask/face shield.

Classroom Sanitization & Hygiene

- Matrons will be sanitizing classrooms, resources, and common areas first thing in the morning, regularly throughout the day, and at the end of the day.
- Students must not share personal learning materials with others.
- Students must not share food/water bottles with other students.
- Students should put any used, non-reusable PPE into designated bins and not their class bin.

Snack & Break times

- Elementary, Middle School, and High School breaks will be separate.
- Students are to maintain social distancing during break.
- Snacks will be eaten in the courtyard.
- Water bottles will be kept in class to help keep the students properly hydrated.

Parents

It is very important to work together in order to help our children fulfill their potential. We must maintain a home- school connection to help us have a united front.

Therefore, we need your support in ensuring that your child understands the expected code of conduct in our school and help him / her in following the school's golden rules and regulations.

Thank you for your support,

School Administration

(Please print out the next page, cut here and return the section below to the class teacher)

I / We have read the parent student handbook 2020 – 2021 and discussed it with my/our children, and promise to support the school's efforts to provide a safe and well-disciplined learning environment *for all*.

Parent's signature:

Child's Name:

Date:

Class:



Thebes International Schools

Parents & Students Handbook

Middle & High School

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INTRODUCTION

- This handbook has been prepared to provide Middle & High School students and ~~to~~ parents with some of the rules and guidelines concerning TIS American Division. The Student/Parent Handbook covers school attendance as well as rules of conduct for students.
- 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 students to learn.

TIS VISION AND MISSION STATEMENT AND PHILOSOPHY

Vision

"TIS 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."

TIS Mission Statement

TIS'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.

TIS 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 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 THAT:

- 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.

Communication with the Parents:

Microsoft Teams and Classera

School Website

Log on to www.tis-schools.net to check the latest information and updated school calendar

Parents' Orientation

A meeting held **before** the beginning of the year with your child's class teacher to discuss the curriculum, policies, and activities planned for the year

Parent / Teacher Meetings

Held after the first 5-6 weeks to discuss individual students' settling into school. Held at the end of the first semester.

Teachers or parents may request additional meetings to discuss specific issues throughout the year. These are held in the presence of the Division Head and can be arranged via his/her admin assistant.

Reports

Sent at the end of each quarter detailing your child's progress and achievements.

School Landline:

(+2)38832143 / (+2)38832144 / (+2)38832104 / (+2) 38833144 / (+2)38833133

Mobile: (+2)01068449932

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.

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 nurse and a part time doctor. 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 during recess time or activities time to serve ~~det~~ 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.

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.

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.

Breakdown of final grade:

Quarter 1	20%
Quarter 2	20%
Quarter 3	20%
Quarter 4	20%
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
100 – 96	A+	4.0
95 – 93	A	4.0
92 – 89	A-	3.7
88 – 86	B+	3.3
85 – 83	B	3.0
82 – 79	B-	2.7
78- 76	C+	2.3
75 – 73	C	2.0
72 – 69	C-	1.7
68 – 66	D+	1.3
65 – 63	D	1.0
62 – 60	D-	0.7
Below 60	F	-

Graduation Requirements

The courses listed below are required for a high school diploma:

*English (Language Arts, Literature)	4 credits
*Mathematics (Algebra I, Algebra II, Geometry, Statistics)	4 credits
*Science (Earth Science, Biology, Chemistry, Physical Sciences)	4 credits
*Social Studies (World History, Psychology, Economics)	4 credits
*Second Language (French or German)	2 credits
*Electives (Advanced Biology, Economics, Business, Advanced Math)	4 credits
*Physical Education	1 credit
*Art (Visual or Performing)	1/2 credit
*Computer	1/2 credit

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.

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

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 will reserve a locker in the 1st day of academic year.
- 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.

Field Trips

- Our school encourages its staff and students to take advantage of the educational value of a school trip. Educational field trips are defined as any travel away from the school site that is done during or outside school hours.

- In case classroom teachers determine that a student's behavior, attendance, or academic performance does not warrant him/her to participate in a school trip, this student will remain at school to do the work. This work will be done in a classroom under the supervision of a teacher.

Student Responsibilities on Field Trips

- Students are reminded that a field trip is an extension of the school day and all school policies and rules apply.
- Students are required to wear their school uniform unless given permission not to do so by the Principal.
- During free time students must be in groups of two or more.
- The trip's schedule will be set by the activities coordinator and will not be open to negotiation.
- Students participating in a field trip are expected to be in full attendance on the school day following the trip.

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 student to come near any fire extinguishers.
- 6) No one is to return to class before the second signal is announced.

Code of Conduct relating to COVID-19

The school has taken steps to protect the health and safety of staff and students to prevent the spread of COVID-19 within our school community. As such, all staff should adhere to the following safety expectations at all times while at school.

Personal Hygiene & Safety

- Students are required to bring to school each day a facemask, wipes and hand sanitizer.
- Students will not be in class unless they have these basic safety materials.
- Students will wash their hands frequently throughout the day.
- Students will use hand sanitizer gels whenever available.

Wearing of Masks/Face Shields

When to wear a mask/face shield

- All students should wear a mask and/or a face shield when at school or on the school buses.
- When students are in the classroom and corridor they must wear a face shield or a mask.
- When students are walking to specialist rooms such as the Music room or Library they must wear a mask or a face shield.
- When students are at break time, they must wear a mask or a face shield.
- Students must wear a mask or a face shield when going to the toilet.

How to wear a mask/ a face shield

- All students must wear masks/face shields correctly. Masks must cover both the mouth and nose at all times while being worn.
- Students are permitted to remove masks and/or face shields in the following areas:
 - PE Classes
 - When eating or drinking in designated areas. Staff will limit groups to 4 per table

Hand Sanitizer Guidance

Students must have individual hand sanitizers. Students will **routinely wash hands** at the beginning and end of each lesson just as routine. Hand gel should be at least 80% ethanol or 75% isopropyl alcohol

Social Distancing

- Students must demonstrate proper social distancing at all times whether in or out of the classroom.
- Staff must maintain 1m distance between themselves while in hallways or on stairs.
- Students must obey the signage for one-way or two-way traffic throughout the building as a means of social distancing and lowering risk to others at school.
- Bathrooms - Students are allowed to go out **one at a time** in order to use the toilet, but must wear a mask/face shield.

Classroom Sanitization & Hygiene

- Matrons will be sanitizing classrooms, resources, and common areas first thing in the morning, regularly throughout the day, and at the end of the day.
- Students must not share personal learning materials with others.
- Students must not share food/water bottles with other students.
- Students should put any used, non-reusable PPE into designated bins and not their class bin.

Snack & Break times

- Elementary, Middle School, and High School breaks will be separate.
- Students are to maintain social distancing during break.
- Snacks will be eaten in the courtyard.
- Water bottles will be kept in class to help keep the students properly hydrated.