



**MANSOURA COLLEGE
AMERICAN SCHOOL**



PARENT-STUDENT HANDBOOK



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AREA OF EGYPT ON THE
MANSOURA HIGHWAY**

Mansoura College American School



cognia™



Parent-Student **Handbook**

Mansoura College American School

Parent-Student Handbook

We do appreciate your precious trust to enroll your sons and daughters in our school, which seeks making our goals and your dreams come true as a tangible reality. From this perspective, we introduce this handbook to help you understand the school's vision and mission.

School Vision:

Our vision is to develop independent lifelong learners and creative citizens with leadership skills, global values, and proud recognition of cultural identity.

School Mission:

Our mission is to create a stimulating educational atmosphere that caters to the diverse needs of our students by offering an international curriculum that is infused with technology and accompanied by challenging extracurricular activities in a frame of culture and values.

The American school administration seeks developing the academic level for its students by guaranteeing an educational environment which suits the age's advances using the latest technology.

Also, we desire to help youth with creative and active minds to develop by every means to get a successful future on the academic ethical, social, emotional and physical sides. All this is done by combining personal efforts and management system throughout a developed educational environment which prepares our students for college and social life. We shall observe students' unique skills and their special styles to achieve their goals. For this target, our school deals with highly qualified teachers who can use the latest technology and educational strategies to encourage students to keep their ethics and decent behavior. Our teachers can also achieve interaction between students, parents, academic staff and school, in addition to taking care of modern activities, health rules, hygiene, safety and the quality of school services.

Mansoura college American school seeks creating chances to develop its teachers' awareness and educational skills by applying international standards. Our school guarantees applying the required curriculum in all classes, in order to give students all what they need while understanding all their interests.

Communication with Parents:

We believe in the importance of communication between our staff and parents, as we believe in the value of our role in participating in making your children's education successful, so you can communicate with any administrative section by calling the American school reception Tel. No./ 0502588855.

The personnel in charge will direct you to anyone you need to contact.

In case of any behavioral or academic inquiry, it will be by calling Public Relations direct numbers: 01021353409/ 01004041932

Also, you can communicate through text messages, by E-mail, or website.

If a parent wishes to meet school principals, an appointment is scheduled in advance through public relations, noting that interviews take place only during Monday and Thursday of each week from eleven in the morning until one in the afternoon, provided that the interview between each parent and the principal does not exceed 10 minutes so that the school principals can follow the daily activities and deal with the largest number of parents....

We have set clear directing rules to guarantee the student's success, and in this handbook **you will go through the school policies.**

1. Daily attendance
2. Daily performance in class
3. General behavior inside the school
4. Mobile Phones
5. Committing to the school uniform
6. Health services
7. Adjusting the safety of building and instruments
8. Transportation
9. Bullying
10. Exams and Grading Scale
11. Homework

First: Attendance

Objective:

To ensure that all students attend regularly and are fully engaged with their learning.

Our Vision:

Helping to create a pattern of regular attendance is everybody's responsibility: parents, pupils, and all members of school staff. Learning at our school is interactive, requiring the participation of the students with the teacher and one another during class. This is adversely affected when a student is absent or habitually late- not only for that student, but for the dynamics of the entire class both during their absence as well as upon their return, when time is taken to reintegrate them into the learning context of the class.

Additionally, book assignments can help make up lost work, but can't replicate the discussions led by the teacher, questions raised by other students or the activities conducted in class.

Middle and High School students may not pass courses if their attendance is inadequate, which would negatively impact their ability to meet their graduation requirements.

Accordingly, our attendance policy will go as follows:

A) Absence:

Absence is allowed in case of sickness or emergency, with a request from the parent himself. In these cases, the school administration should be given notice by a phone call, in person, or via email. Parents have to take the following rules into consideration:

- 1) In case a student is absent for a day or two, he or she shall give an acceptable reason for his or her absence.
- 2) For continuous period of absence for a health matter, the student has to present a medical report, and he or she will not be allowed to attend except when he or she delivers this report.

- 3) In case a student is obliged to travel abroad, he or she has to hand the visa, the reservation ticket, and an acceptable reason for travelling.
- 4) For absence for no reason or excuse for more than three days per quarter, half a mark of attendance marks will be omitted for each day.
- 5) In case of absence for more than 15 days, students won't be able to attend the final exams

B) Lateness:

The student should be at school on time. Some emergency cases are allowed to be late, but repeated tardiness is not allowed, and suitable procedures will be taken. Fixed time for student's attendance is at 8.15 a.m. The school's main gate closes at 9:00 a.m., and no student is allowed to attend school after this time.

C) Excused permissions:

- 1) A student is permitted to have an excused permission twice a month in cases of emergency.
- 2) A parent can come to have an early leave with his or her son or daughter after signing a permission pass from the administration.
- 3) No permission is allowed during exams or revision classes.

Second: Daily Performance in Class:

Objective:

To ensure a well-managed school environment.

Our Vision:

The success of each student depends mainly on his or her performance inside classrooms. Taking this point into consideration, the school has set the following rules:

- a- Students have to be inside their classes before the session starts
- b- No food or drinks are allowed inside classes, except for water
- c- Students must bring their supplies for each session
- d- Commitment to homework, and in case of neglecting it the grades will be omitted from participation and homework marks

Third: General Behavior at School:

Objective:

To ensure a respectful and safe school environment

Our Vision:

At Mansoura College American School, we believe that good behavior results in a school community in which all members respect and appreciate each other. Accordingly the school has set the following behavioral rules.

1. Students are supposed to act in a suitable way inside our school, outside school, or during their ride with the school bus.
2. School administration ensures that any activity in which students of both genders are involved will be under academic and ethical supervision

3. Students must avoid physical violence, quarrels, and disputes; floor monitors will deal with such behaviors using incident reports, and they will inform the parents.

4. As for getting out for toilets, floor monitor will follow up students, so the students don't get out for other purposes. If some students suffer from a medical condition that needs going to the toilet repeatedly, Parents must inform this to school administration in order to help them.

Fourth: Rules of Using Mobile Phones:

Objective:

To ensure a well-managed school environment

Our Vision:

At Mansoura College School we believe that using mobile phones is a double-edged weapon; as a result, the school has set the following rules to ensure the efficient way of using mobile phones.

For High school students:

- 1) Mobile phone should be on the silent mode during sessions.
- 2) The mobile phone should be inside student's bag and never be used without a permission.
- 3) Mobiles are allowed to be used before the morning assembly line, and during break time.
- 4) If a parent needs to call his son/ daughter for an emergency, he or she shall call the public Relations through direct lines
- 5) Using mobile phones for social media filming is totally forbidden.

6) If the student needs to use his mobile phone to call his parents for an emergency, he or she can use it after having permission from the school principal. In case of breaking the previous rules, the following procedures will be taken:

a- The mobile phone will be delivered to the general supervisor or the school principal, and it will be given back to only the parent.

b- In case of repeated violation, mobile phone will not be allowed at all with this student

For Elementary and middle Stage students, bringing mobile phones or smart watches is completely forbidden.

Fifth: School Uniform

Objective:

To show our school and students in an appropriate way.

Our Vision:

School uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the student body. These factors contribute to students' wellbeing, removing the additional pressures of deciding what to wear and added stress of meeting the expectations of their peers. To achieve this vision, the school administration has set the following rules:

a- Students should attend school wearing the school uniform.

b- Students should wear the P.E uniform during the P.E sessions, the sports events, and the fun days

c- For footwear, Students should wear only covered shoes. Footwear such as flip flops, crocs, and sandals is totally forbidden.

d- Girls should not wear jewelry or accessories. The exception to this is the earrings. Loose and dangling earrings are not allowed for safety reasons.

e- Nose or lip piercing is not allowed.

f- Students should ensure that their hair is arranged modestly, and that they are having an appropriate haircut. Extreme and distracting haircuts and hair dyes are strictly forbidden.

g- Girls should not wear make-up, nail polish, and tattoo.

Students who break these rules will be asked to sign a violation ticket, maximum two times. In case a student repeats the violation for the third time, parents will be informed and asked to come to take him or her home.

Sixth: Health Services:

Objective:

To ensure a healthy school community

Our Vision

Health services can create an environment of support by providing students with knowledge to deal with an acute or chronic illness. A sense of support can lessen the students' anxiety when they are ill, which may decrease the discomfort of a physical malady.

MEDICAL ALERT : The parent of any child with a serious medical condition requiring urgent medical attention needs to contact the school administration and fill out the necessary documentation. The principal and class teachers need to also be notified.

SICK STUDENTS

- a- Parents will be contacted if the child is unable to continue with school work.
- b- Parent's emergency contact details need to be kept current in case their child is sick or injured at school.
- c- Parents are asked not to send children to school if they are unwell as this results in their child being upset and spreads the illness and infection to other students and teachers.
- d- No medication will be given to any student until the parent is contacted and informed about the case.

SCHOOL CLINIC

The school has its own clinic, which is equipped with all kinds of medication.

A specialized doctor and a specialized nurse exist all day round.

For elementary and middle stages, the school nurse goes around the classes daily to check for any unusual symptoms.

Seventh: Taking Care of Properties:

Objective:

To ensure that the school properties are well preserved

Our vision:

Keeping the school properties is the responsibility of all the school community including students, teachers, workersetc. Accordingly, the school has set the following rules:

- a- Students shall keep the seats originated in classes to be facing the white board
 - b- Sitting next to walls is not allowed in order not to ruin the paint. Students must sit in a proper way and a respectful manner, and not to put their shoes on walls or seats
 - c- Students should keep the walls and seats clean and not to write or make carving on them
- In case of breaking the previous rules, the following procedures will be taken:

If a student damages any of the school's property, the parent will have to repair or pay for the damages

Eighth: Means of Transportation:

Objective:

To provide a good transportation service to our students

Our Vision:

Providing students with good means of transport is an essential factor for ensuring proper attendance. If you need to use the school bus or change the bus arrangement, you have to call the supervisor of transportation department directly.

Bus Discipline:

Student should stick to the proper behavior and stay away from any breaking regulations and rules during the bus ride, these rules are set for everyone's safety.

In case the bus discipline is not taken seriously, the following procedures will be taken:

- a- Misbehavior in the bus is a threat to safety, and students responsible for disruptive or unacceptable behavior may be removed from the bus and may be required to make alternative transport arrangements.
- b- If a student misbehaves or has a problem with other students on the bus, the bus monitor will report the incident to the transport officer or the school administration.
- c- The school principal for this student will discuss the problem with those involved and parents may be also contacted.

In case of hiring a private driver to pick the student, an ID card must be taken from school's administration for the security members to ensure the safety of your children.

Ninth: Bullying

Objective:

Mansoura College American School community respects the rights of its students to be free from all forms of bullying and is committed to providing a safe environment for all students.

Our Vision

Through our shared vision and whole school policy we are committed to addressing all incidents of bullying. At Mansoura College American School we aim to ensure that all students are valued and that engaging in bullying behavior is unacceptable. In case a bullying action is detected, the school procedures will be as follows:

- a- Class discussion about bullying will be included in general teaching lessons across learning areas such as Religious Education and Health
- b- A staff member will assess the situation and speak with the students involved.
- c- In some cases, the parent of the bully will be contacted through the public relations to discuss the issue and take the appropriate action.

Tenth: Homework

Objective:

The overall aim of assigning homework is to enhance the extent to which each child benefits from the school's educational program.

Our Vision:

We believe that the most important method of assessment is the homework, so the school has set the following rules:

The purpose of homework is to:

1. Revise and reinforce class content.
2. Develop responsible home study techniques.
3. Provide opportunities to complete unfinished class work.
4. Provide further opportunities for teacher evaluation.
5. Keep parents informed of content taught and child's progress.

The homework is done digitally using Microsoft forms and sent weekly to the students on Microsoft Teams. The marks of the assignment are added to the students' written work marks.

Note: For Middle and Primary School, the homework will be assigned to the students at least twice a week in addition to the digital homework.

Eleventh: The Importance of Passing the Exams:

Objective:

We aim at providing all what it takes for the student to pass his exams.

Our Vision:

Passing exams is the main goal for each student, but our school does its best to ensure that its students pass their exams with excellence. Accordingly, we provide all adequate revision sessions before every test, so students must attend these sessions days before exams. We hope for parent's support in encouraging their sons/ daughters to attend the revision sessions.

d- Each student will have 15 minutes before every exam for his personal needs: going to the toilet, getting a drinketc.

e- At the exam's start time, no student is allowed to leave unless he or she has finished his exam and delivered his paper

f- During exam time, no student is allowed to leave early, and if he or she was absent (with an accepted excuse), he will be able to attend his exam on another day appointed by school's administration

g- The student will not be allowed to attend his/ her exams unless he has accomplished the legal attendance percentage which is 85% of the school days.

The following is a table of the grades

The American Department Grading Scale:

Degree	Grade	GPA
96-100	A+	4
93-95	A	4
89-92	A-	3.7
86-88	B+	3.3
83-85	B	3
79-82	B-	2.7
76-78	C+	2.3
73-75	C	2
69-72	C-	1.7
66-68	D+	1.3
63-65	D	1
60-62	D-	0.7
Below 60	F	0.0
Incomplete	I	--

We hope from God that it will be a prosperous Academic year and God may help us to serve and help our students

Please, kindly sign this commitment to agree to what was mentioned in this handbook to help us achieve our educational and pedagogical programs.

Acknowledgement

I admit and agree, the parent of student:

Class:

That I received the parent-student handbook, and I commit to what was mentioned in it, and my son/ daughter will abide by school policies. Please, return this acknowledgment with the student after signature

Name:

Signature:

This booklet was revised and delivered to the parent by:.....

.....

Date:



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