



Cairo Modern International School

Student /Parent Handbook

2021-2022

The Future Begins Here.

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Word from the Superintendent

Dear Parents/Guardians, faculty members and students,

This handbook of school policies and procedures is designed to help you with a wide range of useful guidelines that can make you share, and be involved in the teaching /learning process to ensure adherence to educational standards that will greatly impact student performance and organizational effectiveness.

Superintendent

Dr. Karima Abdel Karim



Word From the Principal

Dear Parents/Guardians ,faculty members and students ,

It is my sincere pleasure and honor to be a member of this great school community .CMIS enjoys a rich history of cultural excellence that is the result of a strong partnership between the school , staff , students , parents and the community .My greatest initiative is to provide leadership that will continue to build upon the positive atmosphere at CMIS focusing on differentiated instruction and the social, emotional, and learning needs of our children .

Principal

Dr. Sonata Ibrahim

Preface

This edition of the Cairo Modern International School Student /Parent Handbook contains useful information regarding school policies and procedures. We suggest that parents and students review the contents together to ensure adherence to educational standards that impact student performance and organizational effectiveness .

If you have questions that remain unanswered after reading the handbook, please call. We feel that open and clear communication between school and home is important to the success of our educational program.

School Information

School Name	Cairo Modern International School
Address	1 st Compound Al -Tagamoa Al – Awal
Telephone	0223442589/ 0223442588/ 0223442838- 0101781924
Email	info@cmsamerican.com
Website	www.cmsamerican.com
Owner	Mrs. Karima Abdel Kareem
Principal	Mrs. Sonata Mohamed Ibrahim
Grade Levels	CDC to Grade 12

School Vision

CMIS is a community of lifelong learners that demonstrates the knowledge, skills and values required for productive global citizenship in a rapidly advancing world of technology .

Mission Statement

The mission of CMIS is to provide a quality education that encourages every student to realize her fullest potential.

CMIS Beliefs and Core Values

Cairo Modern International School (CMIS) community believes that learning is a life-long , ever-changing process ;therefore, the mission of the school is to teach students how to learn , and achieve at the highest levels , and to prepare each student to contribute in the broadest sense to the effectiveness of the school community as well as to the community at large .

At CMIS we are committed to the following beliefs about learning :

Students learn best when:

- instruction is varied in its practice and is individualized to students' particular learning styles ,and when they are fully engaged and self-motivated .
- assessment by the school is designed not only to assess current levels of achievement , but also to establish new goals for achievement .
- academics , the arts , career and technology , electives , co- curricular and extra –curricular activities are crucial to a well – rounded education .
- students also learn best by experience and by developing higher levels of mastery when they can apply learned knowledge and skills to new situations.
- we further believe that students learn best in safe environments and when the entire community fully supports their learning .

Learning expectations :

At CMIS we identified the following learning expectations for all students :

- to be effective communicators in writing and speaking for a variety of purposes , critical and analytical readers , capable problem-solvers , ethical ,discerning , and able retrievers and users of information.

- to be productive and collaborative contributors to group efforts in service , employment , and life experiences , persons who are globally aware and appreciative of diversity ,

Our Values :

Our core values are : care ,mutual trust ,mutual respect , tolerance , fairness ,openness , responsibility, persistence, and excellence.

At CMIS we demonstrate :

- Care for ourselves , others and our environment .
- Relationships with students , parents , colleagues and the community are based on mutual trust , and mutual respect .
- We develop responsible citizens by increasing awareness of personal strengths and promoting independence .
- We help our students be loyal, trustworthy , courteous cooperative , persistent, and honest .

Parents Responsibilities

I want my child to achieve. Therefore, I will encourage her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet well-lighted place for school work and review it regularly.
- Communicate and work with teachers to support and challenge my child.
- Stay aware of what my child is learning.
- Read with my child and let my child see me read.

Student Responsibilities

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Work hard to do my best in class.
- Complete and return homework assignments.
- Respect and cooperate with other students and school staff.
- Conform to rules for student conduct.

School Responsibilities

As a school, in order to give students every opportunity to be successful, administration and teachers agree to the following:

- Believe that all students can achieve.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.
- Strive to keep parents informed of special school events.
- Comply with school policies, rules and regulations.

Registration

Parents of new students should register at the admission office. All applicants must sit for English & Math placement exams to determine their level to present all necessary academic help.

Registration requirements:

- a- The original student's birth certificate.
- b- 10 recent photos (wallet size).
- c- Previous School report signed & stamped for grades other than CDC & Pre-K.
- d- Registration fees.
- e- Bus transportations information (address/phone no.).
- f- Student medical report.

General Policies

Admission Policy/Requirements:

Applications are accepted throughout the year. Admission decisions are made by May 31st for each new academic year. Application received after June 1st will be notified in August depending on availability of space. The following admission procedures are what the school will base its students placement upon:

1. Completion of CMIS application for admission signed by parent/guardian.
2. Assessment tests (in English including Comprehension, Language & Writing and in Math) for applicants to determine placement and levels.
3. The students must speak and comprehend English.
 - Placement tests will be corrected within 24 hours.
 - Parents are notified of test scores within 48 hours after the assessment.
 - Grading is as follows: 86%-100% above average, 60%-85% on level, below 60% below average).
 - In case of an "F" –less than 60, the assessment may be rescheduled at a later date and a summer course could be offered at the request of the parent.
4. The following documents and information must be submitted to CMS within a week of acceptance of the student.
 - a. Birth certificate.
 - b. Registration fees.
 - c. 12 Photographs.
 - d. Parent /guardian I.D /Passport.
 - e. Copy of passport (Foreigners).
 - f. Student's medical report.
 - g. Bus transportation information (Address-Phone/Cell Phone).
 - h. Phone No. / Emergency phone No.
5. Students transferred from National system must:
 - a. Present an approval transfer form from Educational Zone.
 - b. Present previous school report cards with advanced level English scores for the previous two years. They should be stamped from the Educational Zone.
6. Egyptian/Foreign students transferred from International Schools must:
 - a. Present report cards showing most recent grade level completed, stamped by the school.
 - b. Please refer to item 3 admission policy.
7. Egyptians coming from abroad should have:
 - a. A school report card for previous 2 years stamped by the Egyptian Embassy.
 - b. Please refer to item 3 admission policy .

School Fees

- a. The application and assessment fees are onetime fee and non-refundable.
- b. Tuition fees are due in two installments, the first installment is due by the end of August and the second is due before December.
- c. Bus transportation fees are due in August.
- d. A deposit is required as insurance for textbooks in case of damage or loss. At the end of the school year textbooks are returned to school.
- e. Fun and educational trips are not included in the tuition fees. A notice will be sent to parents informing them of fees for the planned activity.
- f. Uniform cost is the responsibility of the parent.
- g. Students joining after the start of the academic year will still be required to pay the full yearly fees
- h. School fees are non-refundable after the first month

Emergency Information Form

Emergency Information Forms are to be filled out by parents at the beginning of each school year. The information on this form is important in the event of illness or accident. For emergency and administrative reasons, every student must maintain an up-to date address record at the school office.

Parent/Guardian must notify school administration immediately of a change of address or telephone number during the academic year.

Enrollment

If a child reaches designated age by October 1st of the school year, she is eligible to attend the following stages:

CDC	starting at 2 years and 6 months
Pre-K	starting at 3 years and 6 months
Kindergarten	starting at 4 years and 6 months

Student Records

The school is responsible for student records. The records include the student's permanent academic history, report cards, and daily attendance data.

Parents or guardians have the right to review any official records, files, and data concerning their children.

If a student's academic records are inaccurate or misleading, the student's parents or guardians may request an amendment by contacting the Academic Director .

Cumulative records are treated as confidential material and the rights of parents and students are safeguarded. No outside individuals may have access to a student's record without written consent of the parent.

Student Record Confidentiality

Records or files of student information (such as: entrance records, school correspondence, progress reports) will not be released from the school system without a written consent of the parents/guardians .This criterion applies to all cases except for records being transferred to another school at which the student intends to enroll. Upon request, parents can receive a copy of the records transferred from the school registrar.

Student Transfer

Parents of students withdrawing from school should contact the administration office at least two days prior to the last day of attendance. This allows time for completion of records, return of books, and typing of the transfer form. Parents may pick up the transfer form from the office on the student's last day or it may be sent home with the student upon request. All accounts with the school should be settled prior to the transfer.

When a student transfers from one school to another, the original scholastic and disciplinary records or a copy will be transferred to the school upon request.

The Curriculum

CMIS core curriculum is a Common Core Learning standard-based document that provides opportunities for students learning based on clearly defined expectations and is aligned with the school vision and purpose. It empowers educators to select texts, identify objectives and use a rich array of instructional strategies and activities to meet student learning needs. Core curriculum is designed to provide assistance, while allowing for creativity, application of higher-order thinking skills and investigation of new approaches to apply their learning.

Early childhood level curriculum is broad in scope and provides for meeting the individual intellectual, emotional, and social needs of the students. It also provides for different levels of ability, development and learning styles. It includes activities designed to develop the children's positive attitudes for learning.

Early childhood level curriculum integrates opportunities to develop small and large muscle skills and provides opportunities for students to actively explore and interact with the environment, other students, and adults in a positive manner.

Elementary Level Curriculum places an emphasis upon the development of cognitive and effective skills, develops the knowledge and competencies necessary for student success at the next level of education. It includes learning experiences in language arts (including reading, writing and speech communications at the appropriate levels) mathematics, science, social studies, French and German, physical education, art, music, computer, Qur'an and national subjects (Arabic, religion, social studies).

Middle School Curriculum serves both general and specific needs of students through a variety of exploratory experiences and courses so that the student is prepared to be successful at the next educational level. The curriculum includes learning experiences in language arts (including reading, writing and speech communications at the appropriate levels) mathematics, science, social studies, French and German, physical education, art, music, computer, Qur'an and national subjects (Arabic, religion, social studies).

High School Curriculum includes a core set of offerings to enhance academic skills, career preparation, the application of knowledge, higher education, and career option and the use of technology to ensure successful transition to the world of work.

Core and non-core subjects include Language Arts, Mathematics, Science, Social Studies, Foreign Languages (French and German), and computer studies from K-12. There are also specialized classes for Art, Fine Applied Art, P.E, and Music. CMIS also offers the University Advanced Placement Program. Courses are scheduled on a year to year basis depending on needs and availability. Elective courses in Economics, Psychology, Sociology, Business, Math, , Advanced Biology, Chemistry, Physics, Management and Statistics are offered to 11 and 12 graders to help them explore their interests and career options. ACT I, ACT II and Ministry of Education national subjects (Arabic, Religion, Social Studies and Civics) are part of CMIS instructional goals, plan and curriculum. Students with special needs have access to guidance. Technology is embedded within the curriculum to support student learning.

The curriculum also offers opportunities for interconnection between areas of learning, critical analysis, evaluation, self-expression and social interaction to address real-life problems.

Programs Offered

Intervention Programs:

Cairo Modern International School makes every effort to assist the student to choose the correct level of instruction. With few exceptions; subjects are taught on various levels to help all learners learn at their pace and different learn styles .

American Diploma

From Grades CDC to Grade 12. Upon graduation, grade 12 students will receive an American Diploma.

CDC Program

CDC day runs from 8:00 a.m to 3:15 p.m. Because it is a CDC child's first experience without the company of their parents in a classroom, we want to make it as enjoyable as possible. Although parent-child separation can be difficult at first for both parent and child, our warm staff and engaging curriculum help even the youngest students adjust smoothly and happily, students generally adjust within the first few weeks growing to love coming to school, seeing their teachers, and learning.

Pre-K Program

Pre-K students attend classes five days a week from 8:00 a.m. to 3:15 p.m. Some of the Pre-K students come from our graduating CDC class. We provide the Pre-K students with worksheets and activities to help them join our kindergarten program. We consider preschool as a transitional area between CDC and KG, so we try to make every child's early school experiences enjoyable and exciting.

KG Program

KG students attend classes five days a week from 8:00 a.m to 3:15 p.m. The students in KG have varying levels of English proficiency ranging from beginner to native. This mix motivates beginners to excel and students to mentor their peers and thus, creating valuable learning opportunities for all.



Elementary and Junior High School Program

Students study the core subjects English, Math, science, social studies, Arabic & religion as well as the additional subjects French, German, computer and art.

Grades 3,6,& 9 students study social studies in Arabic to meet requirements for standardized Ministry exams In Arabic, religion & social studies.

Promotion and Retention

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. Retention is usually considered as a more positive alternative during

the first and second grades. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

Parents will be involved in any retention discussion. The primary reasons for considering retention are:

1. Indifference or lack of effort on the part of a capable student.
2. Frequent or long absences.
3. Academic development delay.
 - a passing grade in the five core subjects and must earn at least 8 credits.
 - Eleventh graders must obtain a passing grade in the five core subjects and must have earned at least 8 credits.

Core Subjects

English, Math, Science, Social Studies, Arabic & Religion

Additional Subjects

French / German, Computer, Art, Psychology, Sociology, Economics, Accounting , Business, and Statistics .

Regulations

1. If a student fails three or more core subjects, she will repeat the grade.
2. If a student fails one or two core subjects, she may take it / them during the summer school.
3. If a student has more than one (D) grade, it will be recommended that she attends at least one summer school session.

Promotion Guidelines

Each student should learn the relevant grade level subject matter before promotion to the next grade. Each student will take and be expected to achieve a passing score in all the core subjects- not less than a (C) grade.

Promotion Standards

High school students progress towards graduation on a course-by-course basis.
Assignment of class standing is made on the following basis:

- Tenth graders must obtain a passing grade in the five core subjects and must earn at least 8 credits.
- Eleventh graders must obtain a passing grade in the five core subjects and must earn at least 8 credits.
- Twelfth graders must obtain a passing grade in the five core subjects and must earn at least 8 credits.

Report Cards

Report Cards are issued quarterly and are distributed at the Parent – Teacher Conferences. Parents/Guardians are to carefully review their child's progress and discuss any concerns with the teacher.

Informal progress reports are issued at various times throughout the school year. Parents will be contacted if any student receives a (D) or (F).

Progress Reports

A formal report on a student's progress is sent to the parents/guardians at the end of each month except in the month that report cards are issued. Informal progress reports are issued at various times throughout the school year.

American Diploma Graduation Requirements

The American High School Diploma is awarded to students who have met all graduation requirements, including 16 quarters of study beyond the eighth grade and minimum of 26 units of credit.

One unit of credit is awarded for the successful completion of a course that meets four or five times a week, forty or more minutes per period, for a full school year; or for successful completion of a course that meets nine times per 10-day cycle, eighty minutes or more per period, for one semester. Half or quarter credits may be earned for successful completion of courses that meet fewer than nine times per 10-day cycle or for shorter instructional periods.

University Acceptance 2020/2021-2021/2022

Required minimum SAT ,ACT, ECT scores for National Universities in Egypt :

Minimum score of 1050 (on a scale of 400-1600)for (SAT, ACT,ECT)I

Minimum score of 1100(for two subjects on a scale of (400 -1600) for (SAT ,ACT,ECT)II

Required minimum SAT ,ACT, ECT scores for Private Universities, Higher Institutes ,and Academies in Egypt :

Minimum score of 890 (on a scale of 400-1600) for SAT,ACT,ECT)I

Minimum score of 900 (for two subjects on a scale of 400-1600) for SAT ,ACT,ECT) II

Advisory Program Guidance

Specific course requirements and course descriptions will be explained to high school students in grades 10, 11, 12. A parent/student/teacher conference will be held during the report cards day at the end of quarter 4. Students will receive necessary guidance in choosing a designated number of electives ranking them in order of preference. Also, it sheds light on the requirements for graduation. Parents/Guardians are to be notified of the number of standard credits and verified credits their children have earned starting from grade 9.

Home Assignments

At CMS we believe that homework is a vital element in the educational experience of a child. Research has indicated that homework is important in affecting positive academic achievement.

Homework is a vital part of the total learning process. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet comfortable place for the students to work and by seeing that assignments are done completely & successfully.

We strongly discourage parents to sit with their children (especially after third grade) while they are completing their assignments or to spoon-feed them the answers as this makes them too dependent on their families and negatively affects the academic performance.

Guidelines

Homework assignments shall be related directly to instructional objectives. Completed homework assignments shall be reviewed by the teacher, and instructional follow-up will be given.

Procedures

The teacher, through control of the teaching/learning situation, can best determine the nature, frequency, and length of homework assignments while considering the following guidelines:

Grade Amount of Homework

Pre K	Teacher's discretion
K	Teacher's discretion
1	Teacher's discretion
2	25 minutes per night at teacher's discretion
3	30 minutes per night maximum
4	40 minutes per night maximum
5	45 minutes per night maximum
6	60 minutes per night maximum
7	90 minutes per night maximum
8-12	120 minutes per night maximum

Additional time should be spent reading nightly and routinely practicing basic math facts. Reading to children, at every age, is highly beneficial and valued.

Completing Schoolwork

It is the student's responsibility to complete academic work assigned during an authorized absence. Teachers will work cooperatively with parents and students to provide assistance during these absences as well as after the child returns to school to minimize educational loss to the student.

Parents who voluntarily take their children out of school for vacations are assuming the responsibility for their children's educational program. It should be realized that teachers can not realistically provide work to take the place of instruction missed during planned absences.

Quarterly Exams

All students in grades 1 to grade 12 will take quarterly exams. The exams will count for 30% of the quarter's grade. The remaining 70% will be based on class participation and assessments like homework, quizzes and projects.

Pre K and KG students will receive quarterly assessments. Please do not stress your girls and force them to study for those assessments. They are designed as benchmarks to find out what students actually have learned and if any of the concepts need to be repeated.

Grading System

The school year is divided into 4 quarters. Final grades in year long courses for students will be determined by averaging the 2 semesters' grades.

Letter Grade	Explanation
A +	98 – 100
A	93 – 97
A -	90 – 92
B +	88 – 89
B	83 – 87
B -	80 – 82
C +	78 – 79
C	73 – 77
C -	70 – 72
D +	68 – 69
D	63 – 67
D -	60 – 62
F	59 and below

- (D) grade necessitates attending a make-up exam
- (F) must attend a summer course. In case of failing the exam, the student will not be promoted to the following grade

Graduation Requirements

As required by the American Diploma, all students are to be notified of the high school graduations requirements. It is the responsibility of each student and her parents / guardians that requirements for a high school diploma are met. Should you have any questions about graduation requirements, please contact the High School coordinating team.

To ensure that our students fulfill all the necessary requirements to graduate, parents / guardians are encouraged to track and monitor the number of standard credits and verified credits their children have earned starting from the ninth grade. This can be accomplished by staying in touch with the high school coordinating team.

There are specific requirements for graduation from high school. Specific course requirements and course descriptions are provided in a student guide published annually by the school. It is the responsibility of the student, with family support, to meet all requirements for graduation.

High School Diploma

The Cairo Modern School students may earn a High School Diploma by completing the following requirements:

1. Students must complete grades 9 and 10 successfully.



2. Students must earn 8 credits in grades 11, 12.

- Arabic and religion and social studies are major subjects at all grade levels. Students will be prepared for Ministerial Arabic ,and Religion exams in grades 11- Arabic , Religion , and Civics in grade 12 as they have to pass these exams before college entrance .
- Arabic Religion, Geography, History, and Civics are major subjects at grade 10 level.

Attendance

School is a child's work. It is important for the continuity and constancy of education, that absence from school be kept to a minimum. All students are expected to attend school every day that school is in session.

The School Day

Arrival	8:00
Bus Riders Dismissed	3:15
School Dismissed	3:15

Absence from School

Absences due to student illness, religious observance, legal proceedings or family emergency are authorized absences. Absences for recreational and vacation purposes will be recorded as unauthorized.

At CMIS we request parents to call the school by 9:00a.m when their child is absent. After attendance is taken in the classroom, the office verifies all student absence and calls to check on those who have not called in to report absence. If a parent/guardian must cause a child to be absent for any reason, the reason for this anticipated absence must be stated in writing 24 hours in advance to the Stage-Coordinator.

Phoning in does not take the place of a written note. If a written excuse is not received within three days of the student's return, the absence will be recorded as unexcused. After 3 unexcused absences child's grade average may be affected.

Tardiness

Students arriving at school after 8:00 a.m. are considered tardy and must report to the coordinator's office for admittance pass to class. If a parent does not accompany the student, a note stating the reason for the tardiness, signed and dated by a parent or guardian, is required. Excessive tardiness is very destructive to school work and may result in student's grade average deduction.

Early Dismissal

For reasons other than illness, early dismissal from school will be granted only on the presentation of a note from a parent/guardian. This note must be given to the classroom teacher on the day of the requested dismissal. Students must not leave the school without first reporting to the stage coordinators' office where they are to be met by a parent, guardian, or adult member of the family. Students are not to leave the school or its grounds under any circumstances without the knowledge of the school office staff.

Backpacks

School bags are to be used for transporting school materials back and forth to school. Once in school, they should remain in the lockers or designated areas.

Buses

Cairo Modern International School provides bus transportation to and from school for students. Students are to wait for their bus at the assigned stop. Bus drivers will sound the horn and wait 2 minutes for students who are late for their bus. Habitual lateness is unacceptable. Drivers will not return to stops for tardy students.

Students are required to go directly to their designated bus area after school is dismissed, and wait for their bus matrons to escort them to the bus. If a student is late and misses her bus then her parents will be contacted and they will need to come and pick her up.

In the event that parents want their children to leave school using an alternative bus or other means of travel then a signed permission note must be sent to the school administration before 9:00 a.m. Students without a signed note will leave on their designated bus.

Parents are responsible for being on time at their child's designated pick up and drop off destinations. Please verify your address, phone number, and second emergency contact number and name with the school's transportation department prior to the beginning of the school year.

Bus information such as bus number and bus monitor names and numbers are assigned and will be given during the school's student and parent Orientation Day.

Cafeteria

Cairo Modern School provides an air-conditioned canteen for the students to purchase a hot lunch and /or snacks and drink items.

Tables and chairs provide a comfortable sitting area within the canteen for students to relax and eat their lunch.

Children may bring a packed lunch from home. Please try to refrain from sending any glass bottles

Channel Books

A channel book provides daily communication between teacher and parent. Please refer to your child's in order to find: class assignments, events and how your child is progressing in their academic endeavors.



Chewing Gum

Gum is not allowed at school. If a student is caught chewing gum, she will be asked to throw it out. Students are expected to cooperate with the teacher or any of the school administration staff.

Dress code

Students are required to wear the complete school uniform at all times whenever they are on school premises unless instructed otherwise by the school administration in an event of an activity.

1. Wearing make-up is forbidden.
2. Veiled girls should wear pastel colored veils.
3. Writing is not allowed on school uniforms.
4. Nails are to be cut, clean and have no nail polish
5. Hair must be clean, in a natural color and without gel.

Dress code violations will result in sending students back home.

Discrimination

Cairo Modern International School does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment or in education programs and activities. If you believe that you have been discriminated against in anyway, you may contact the school principal to discuss the issue.

Discipline policy

Inappropriate behavior will be disciplined .Any behavior that lacks respect for self, others, or school property such behavior will result in a conference with stage Director , a team of teachers , the Academic Director ,some other school staff member(s) In most cases, parent(s)/guardian(s) will be notified. Disciplinary action may take the form of:

- Exclusion from the classroom
- Conference with discipline officer and teacher
- Conference with discipline officer and a team of teachers
- Parental conference
- After school detention
- Suspension (internal or external)
- Expulsion

Discipline

Every student is expected to maintain self-discipline so that the school can provide a safe and secure learning environment. If the student is unable to behave appropriately, she will be referred to the Stage Director for disciplinary action.

The following list is a guide for students and parents of unacceptable behavior. It provides examples of, but not limited to, unacceptable behavior that will result in a Discipline Detention:

1. Disobedience
2. Disruption of class
3. Chewing gum
4. Dress Code violations
5. Tardy to class or school
6. Talking in class
7. Not paying attention
8. Using offensive language
9. In hallways without a pass

General Behavior Guidelines

Hallways

1. Students should always walk when traveling to and from classes.
2. No loud voices.
3. Students must keep their hands to themselves.
4. Students are not to linger in bathrooms.

Office Area

1. Students should be considerate of those working and wait their turn to speak.
2. The office telephones are not to be used unless it is an emergency.

Cafeteria

1. Students should enter and exit quietly.
2. Students shall demonstrate appropriate table manners.
3. Nothing should ever be thrown in the cafeteria.
4. Running is not permitted at any time.
5. Students should respect others' space.
6. When finished eating, students should leave the area clean.
7. Students should not lend or borrow money from each other.

Playground

1. Students must play safely only in designated areas and remain within playground boundaries.
2. Fighting or games involving body contact are not permitted at any time.
3. Students should use equipment in a safe and appropriate manner.
4. Any serious problem involving equipment or injury should be reported to the teacher on duty immediately.
5. Students may not play with water or spray it at each other.
6. When hearing the bell, students should line up quickly and quietly.

Bus

1. The same conduct that is expected in the classroom should be observed on the bus.
2. Students should walk on and off the bus.
3. No loud voices.
4. Students must remain seated and keep their hands to themselves. Head, hands, and feet must be kept inside the bus.
5. Nothing is to be thrown out of windows.
6. No profane language is permitted at any time. The bus should be kept clean and students should not tamper with any equipment.
7. Students should ride only on the assigned bus and disembark at the assigned stop unless given prior approval through the coordinator's office.

Disciplinary Measures

1. Disruptive behavior in classroom, library, assemblies, emergency drills, field trips, social events or other school sponsored events

1st offence Warning Given

- 2nd offence** Time Out
- 3rd offence** Parent Contact
- 4th offence** Break Detention

2. Physical injury caused by fighting

- 1st offence** Parent Contact
- 2nd offence** School Detention
- 3rd offence** Suspension

3. Destruction of student or school property

- 1st offence** Parent Contact and Compensation of cost of damaged property
- 2nd offence** Possible Suspension

4. Bus Offenses

- 1st offence** Warning
- 2nd offence** Written Notification
- 3rd offence** Parent Contact
- 4th offence** Bus Dismissal 3 Days
- 5th offence** Bus Dismissal 5 Days

5. Threats, Bullying, Harassment

- 1st offence** Warning
- 2nd offence** Parent Contact
- 3rd offence** Possible Suspension

The school Code of Conduct, Guidelines for Behavior and Disciplinary Activities exist to ensure the safety of each child in our school. These protective measures are in effect during school hours, field trips, and on bus routes.

Equipment Usage

Cairo Modern International School contains a variety of educational, safety, and maintenance equipment. Students are not to use or handle equipment unless they are specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the person at fault is held financially responsible.

Field Trips

Field trips are scheduled by various classroom teachers and/or school administration throughout the school year. These trips are designed to supplement different aspects of classroom curricula and to introduce students to the resources of the community. Parents will receive notice of a field trip and its cost well in advance of the scheduled trip date and will be asked to sign the field trip permission form and return it to the school. Parents are encouraged to attend field trip outings with their children if space is available.

Gifts to Teachers

It is the policy of the CMIS to discourage the giving of gifts to teachers and administrators. If you would like to show appreciation for a specific teacher please do so by contacting the school administration.

Health care school policy

CMIS school health is committed to helping keep students healthy through applying certain procedures from the day of application till the day of leaving school .First a list of immunization record is required in the process of application also a full medical report is required including the medical history of the student and a full medical report is required in the process of application also a full medical report is required including the medical history of the student ;especially if the student suffers from a certain disease

Health Services

- First aid is given in school for pupils who are injured or who become ill while attending school.
- The school doctor recommends standard first aid measures. If your child is too ill to remain at school, the doctor will call you to pick up your child. If you are unavailable, she will call your emergency number, so that person can take your child home.
- To protect the health of your child and her classmates parents should keep children home when they are sick.
- Children excluded because of infectious diseases may not return to school without a doctor's note indicating that the child is receiving treatment or has recovered



Medical Checks: A school doctor screens children for general health twice a month. If there is a problem, the doctor reports it to child's parent/guardian.

Medications: If your child must bring medication to school, a school medication form must be completed and returned to the school doctor. The requirements are as follows:

Non-Prescribed and Prescribed Medications

1. Must be in the original container.

2. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. Must be current.
4. Must be accompanied by a note giving the child's name, dosage amounts, specific dosage times, other instructions if necessary, dated and signed by the parent / guardian,.
5. Must contain no more than one week of medication at one time.
6. Can be refrigerated if necessary.
7. Will be distributed by school personnel.

Covid -19 Hazard Assessment

School has a plan in place to protect staff , children and their families from the spread of COVID-19, and a response plan in place for if/ when a student , teacher or staff member tests of COVID-19 positive .

Library Rules

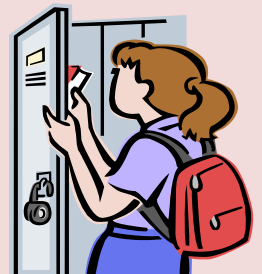
Library books may be checked out by students. Lost or damaged books must be paid for by the students who have them checked out. Students may not have more than one book checked out at one time, unless the student's teacher has made arrangements with the librarian for purposes of special assignments.

Lost and Found

A Lost and Found bin is located in the coordinator's office. Parents and children are encouraged to check the Lost and Found whenever jackets, sweaters or other items are missing. At the first of each month all items not claimed will be discarded due to the large amount of items turned into lost and found.

Lockers

Lockers are issued to students in the 3rd through 12th grade. Books and supplies should be kept in lockers. It is recommended that each student makes a spare locker key. If original locker key is lost, student will be charged to replace it.



Official School language

The English Language will be the primary spoken language while at school and on school campus. The only exception for a second language to be spoken will be in the Arabic, French, or German classes. Pre-K, and KG students will have English with the Arabic translation if necessary in the classroom in order to learn and understand the English language.

Parties

- Class parties are allowed and planning should be arranged with the teachers and stage Directors.

- The above does not necessarily apply to kindergarten and preschool. Any planning for parties in kindergarten and preschool should be arranged with the teacher.

Parent /Teacher Association (PTA)

We believe that parents need to be involved in the decision-making process at CMIS. When the family communicates effectively with educators, positive relationships develop, problems are more easily solved, and greater progress is achieved. We are very grateful to parents who show appreciation for our efforts by participating and volunteering in school activities.

Parent / Teacher Conferences

Parent – Teacher conferences will be held when report cards are issued. The purpose of a Parent – Teacher conference is for teachers to explain to parents the progress and/or problems of the student. Conferences time used in an orderly, productive manner can be very valuable to the overall educational progress.

If a parent has a special concern, she/he should immediately contact the school and make an appointment with the teacher. Parent conferences can be arranged at any time during the school year.

Parent Notifications

Parents will be notified of any upcoming events, trips, vaccinations, and general school information by notices that will be sent home with their children. Please check with your child to make sure that you receive any school notifications.

Parents Picking –Up Students

All parents picking children up from school should come to the office for a pass or to have students paged. Parents should never go directly to a classroom or wait in a hallway. In this way, the school can ensure safety for all students in it. When allowing another person to pick up the child at school, parent/guardian must send on the morning of the event a signed permission statement including the name of the person picking the child up.

Student Pictures

Photographic companies shall be used to take student individual and class photos sometime during the academic year.

Telephone

The office telephone is a business phone and is not to be used by students except in an emergency. Students are NOT allowed to use the phone to make personal arrangements, such as requesting permission to go to another student's home after school, or transport forgotten homework.

Textbooks

Textbooks are provided by Cairo Modern International School. If a book is lost, or damaged beyond reasonable wear, the student will replace the book or be charged for the replacement cost. If a student does not replace damaged or lost books her report card will be held by the Financial Affairs until she has reimbursed the school for the lost or damaged books.

Any student leaving the school must return all books to the teachers.

Tutoring

Cairo Modern International School teachers are not allowed to tutor their or any other students attending our school for pay during school hours or after school hours. Each teacher may offer her/his time after school or during break time for remedial help. Students should check with teachers to see what day and time the teacher is available.

Unauthorized Articles

Common sense and consideration are best in determining whether or not to bring personal possessions to school. In general, students should not bring toys, electronic devices, cellular phones, weapons or unusual items to school unless they are intended for a specific purpose in a certain classroom. When students bring an unauthorized article to school, our general policy will be to remove the article from the student, place it in a safe location, and ask the parent to pick the article up at school.

Valuables

Valuables are items, which would cause concern if lost or stolen (mobiles, electronic devices, jewelry, expensive toys...etc).

Cairo Modern International School is not responsible for any items that are brought into the school that may become lost, damaged, or stolen.

Students should leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the Coordinator's office until the school day ends.

Vandalism

All school equipment is school property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that damage caused by vandalism be paid for before a student is allowed to return to class. If a student accidentally causes damage, she should report it to the Stage Director immediately, so that the damage is not mistaken for vandalism.

Visits to School

We are happy to have parents be a part of our school. However, as welcome as parents and other relatives are, they can be a focus of attention that distracts students from learning tasks. We do ask that each visit be scheduled in advance with the administration and that every visitor check in at the front office upon arrival and departure.

Wellness: Nutrition and Physical Activity

Cairo Modern International School is committed to providing a school environment that promotes and protects children's health, the nutrition and physical education programs will aim to provide students with well-being, and the ability to learn by supporting healthy eating, physical activity, knowledge and skills for life-long health promotion. These programs will support the objective of reducing student obesity. The goals of the nutrition education program will include the teaching and support of healthy eating by students. The physical education program should include physical activities that provide health benefits to students and teach skills that support life-long physical fitness.

Emergency Evacuation Procedures

Parents should feel confident concerning all possible emergency situations at the school. A written plan exists to cover responses to a variety of crises. A number of drills will be held throughout the year so that we are properly prepared and trained in the event of an emergency.

Notification of drills may be given in variety of forms:

- Teacher notification.

- Bell notification.
- Direct contact.

All drills are to be accomplished in a quiet, orderly and serious manner. All students and all members of the staff are expected to evacuate to their designated locations. Students are to be instructed to remain absolutely quiet and to proceed in a single line through all corridors and stairways.

Each room will be assigned a designated assembly area and teachers should immediately check attendance when arriving at that location. It is suggested that students remain perfectly quiet. This is necessary to communicate directives in the event of an actual emergency. The last person out of the classroom should close the classroom door (When appropriate).

Students are not to go to their lockers or to leave their class group during any emergency evacuation drill. Return to class will be signaled by bell or direct administrative contact. Teachers are to display in their rooms the most up-to-date Emergency Evacuation Procedures.

Evacuation Alarms

When the evacuation alarms sounds announce to your students that they must be silent during the drill. If there is no exit map in the classroom, proceed to the nearest exit, and out onto the field. All students and personnel must be familiar with the exit plan from any room they use. Teachers should turn off lights before evacuating the classroom. Close, but do not lock, the classroom door.

Teachers must bring their class list or record book in order to take attendance on the field.

Class Evacuation

Teachers will see that students walk in single file and maintain silence throughout the drill. Teachers will report to the field and check in with the appropriate person. Each teacher will escort his/her students to the field.

If there are seriously injured students, the teacher needs to alert the administration who will summon additional help.

Occurrence of Fire

A fire can occur and spread very quickly without warning. It is essential for students and staff to remain calm. In the event that a fire occurs, the following procedure should be followed:

1. The persons(s) who finds the fire must immediately notify the school's principal and / or the school's administration who then sound the class bell alarm 3 times. The school principal will notify the fire services department.

2. At the sound of the alarm the following must occur:
 - Classroom windows and doors must be closed.
 - Air conditioning units and lights are to be turned off.
 - The Director of School Operations must shut down the main gas and electricity sources.
3. Teachers will line students up in a single file and then lead the students to nearest fire exit towards a designated "Safe Area".
4. Each teacher will take their class attendance and account for any missing students .A missing student list will be turned in immediately to the school's principal.
5. All students must remain quiet and calm during the fire drill procedures following the teacher's instruction.

Earthquakes

In case of an earthquake, the following course of action should be taken:

- If indoors, teachers should keep their students inside .While shielding their heads with their hands and elbows, students should move away from windows, shelves and heavy objects and furniture that may fall.
- Students should not be under light fixtures or other suspended objects.
- If in a hall, stairway, gymnasium or other area where no cover is available, the students should move to an interior wall, they should turn away from windows, kneel alongside the wall, bend their heads close to their knees, cover the sides of their heads with their elbows, and clasp hands firmly behind neck.
- If in a classroom, students should take cover under desks, or tables.
- If in the library .the students should immediately move away from windows and bookshelves and take cover under a desk or table.
- If in a laboratory, all burners should be extinguished (if possible) before taking cover, students should stay clear of hazardous chemicals that may spill.
- Teachers and students should constantly keep an eye on their surroundings to be aware of dangers that may demand movement.
- If in a school bus or other vehicle, the vehicle should pull over and stop away from power lines, bridges, overpasses, and buildings, students should remain in their seats and hold on.
- The teacher should take roll of students to be sure all are present and report to their coordinator.

After the quake is over:

- Do not light fires until advised that it is safe to do so by authorities.
- Avoid touching electrical wires, which may have fallen.
- Do not enter the school building until it has been declared safe.

- If communications are still available with central office, follow instructions from there.

If the alarm is sounded during a break time, all available personnel will assist to ensure students walk in single file, orderly manner to the field. Students and teachers may only take personal belongings they have on them. i.e. purse or wallet. No one is under any circumstances to go to their lockers or classroom to retrieve anything. There are absolutely no exceptions to this rule.

Key personnel should keep the most recent list available in case of a real emergency. All other personnel must report to the field to await further instructions. When students reach their assigned meeting place they must line up in single file facing the building and await further instructions. Teachers must enforce silence and students must remain in line until the drill has concluded.

Students who are in bathrooms or hallways should not return to their classroom, but rather join with the nearest class and make their way to the field. Once they reach the field, the student must notify the nearest teacher, who will help them return to their proper class teacher for attendance purposes.

Assembling on the Field:

All teachers are responsible for bringing classes they are taking/teaching at the time of the alarm to the field. Subjects teachers must escort students to the field and release them to the classroom or homeroom teachers so that attendance can be taken.

Harassment

It is the entire School community's duty to recognize, and report any acts of harassment or bullying, every complaint will be investigated and appropriate actions will be initiated by the schools administration. All students have the right to be in a school environment in which they feel safe, respected and protected. School activities and buses must be free of racial, religious, and ethnic harassment, bullying, intimidation, extortion, and threats of violence. This means that students must not use spoken or written words, gestures, pictures, or behaviors which contain racial insults, religious insults and touching.

The student being harassed is to tell the person bothering her to "stop" and then to immediately report the inappropriate behavior to a member of the school staff. Disciplinary action will be taken against the student. This type of behavior is very serious and it will not be tolerated by the school. Violations will result in the following:

1st offence: Warning, call to the parents and in-school suspension.

2nd offence: In-school suspension, a conference with parents/guardians and behavior probation.

3rd offence: Conference with parents, suspension, and the principal will be informed of the situation and will consider expulsion. Professional counseling may be suggested to the parents/ guardians.

Parent Conferences

There are four (4) opportunities for parent conferences during the distribution of reports on designated days. If you have additional concerns, you are encouraged to get in touch with your stageDirector, who will make time to confer with you and teacher by scheduling an appointment.

Department Notification and Grievances

In order to provide an organized school facility for you and your child at Cairo Modern School please refer to the following chart in order to help us meet your needs and answer any questions that you may have:

Department Responsible	Issue or Concern
Registrar's Office	Enrollment, School Tours, Complaints
Human Resource Department	Employment
Transportation Department	Bus information, Student bus transfers
Discipline Office Department	Disciplinary Issues & Concerns, Behavioral Problems, Absences
Activity Department	Field trips & Extracurricular Activity, Information and school events, scheduled PTA meeting dates.
Financial Department	Accounting, Tuition & Transportation payments
School Clinic	Medical & Health issues, Vaccination information, Reporting medicines your child may be taking
Administration	Reporting issues that are unresolved, Request meetings with superintendent

Grievance Procedure:

In order for us to properly follow through and follow-up on complaints and to provide effective results please follow these criteria:

1. Report the issue and/or concern to the Stage Director.
2. The Stage Director will schedule a meeting with the parent, student and teacher for discussing the issue at hand and to reach a resolution or workout the problem being discussed.
3. Notes will be taken during the meeting for parent review and signature.
The Stage Director will follow-up on the discussed issue and make sure the problem is resolved.

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