



# Student/Parent Handbook

Middle & High School

**SEPTEMBER 2022**



# Misr Language Schools

AMERICAN DIVISION



# CLASS OF 2022

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# MISR LANGUAGE SCHOOLS

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## **Our Vision**

Misr Language Schools American Division aspires to be a vibrant learning community where all members are united for the common purpose of learning. Its vision is to graduate students with a sound academic and moral base, to become well informed members of society, aware of their civic duties and equipped with the necessary skills to realize their individual potential, and compete in a world increasingly shaped by technology and driven by innovation.

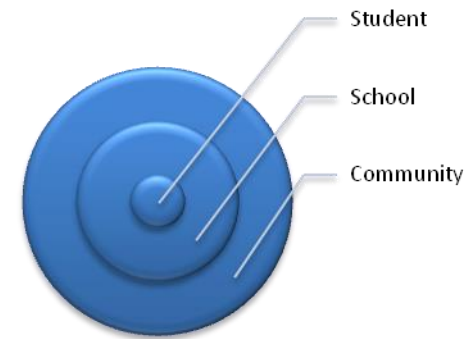
## **Our Mission**

Our mission is based on high moral values and sound work ethics which are reflected on the personal, school and community levels.

A- To give students a high standard college-preparatory education, and empower them with the ownership of knowledge and competitive skills

B- To develop skilled and committed teachers, and enhance the facilities and services of the school in order to provide students with a productive and encouraging learning environment

C-To instill in students a sense of civic duty, and to become as a school active members of the community and proactive contributors to society



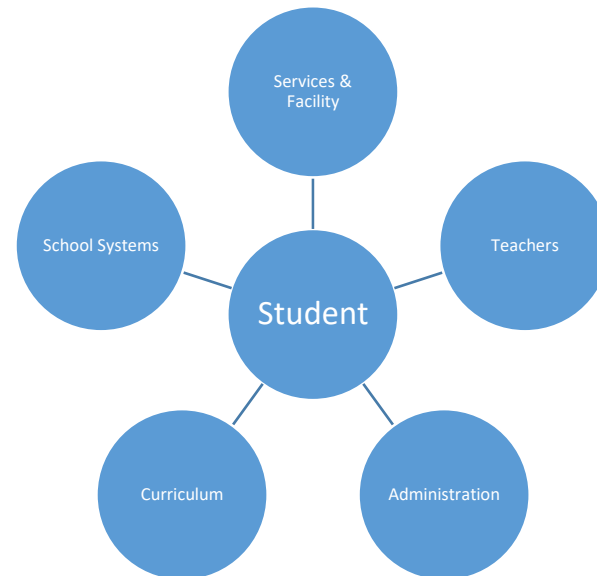
## **Our Values**

1. **Respect:** We respect one another's right to safety and dignity at school. We speak to each other with calmness, politeness, and civility. We accept differences and diversity. We care for one another and are concerned about the suffering of others. We want to make a better world. We work well together with all of our friends and classmates. All students are welcome in our classrooms and their uniqueness is celebrated.
2. **Responsibility:** We accept what is required and carry out the task to the best of our ability. We hold ourselves accountable for our own actions, admit when we failed our own standards, and always strive to be our best selves. We pledge to give our time and energy to something or someone we believe in.
3. **Integrity:** We are both honest and driven by a clear moral compass. We think before we act.
4. **Growth:** We have growth mindsets. We always believe we can improve and work every day to learn something new. We set ourselves personal goals that are challenging but achievable. We have high expectations of ourselves and believe that we are capable of achieving more than we set out to

5. **Leadership and Participation:** We strive for a good life that is characterized by accomplishment, kindness, and meaning. Give back to those who have supported us and the global community in which we all live in. We work to develop the leaders of tomorrow. We foster a culture where participation is valued, and we encourage one another to give it our all.

## **Our Goals**

The student is viewed as the focal point of our goals, since it is through the student that our vision is realized. The mission and vision of the school can be translated by all stakeholders into goals which are specific, measurable, attainable, result oriented and time bound.



### **A- Students**

- Guide students to gain ownership of knowledge through exploring concepts that connect to real world experiences
- Encourage students to become life long learners and contributors to their societies
- Assurs that students gain critical thinking and problem solving skills and analytical abilities
- Enhance the awareness of their responsibilities towards their school and their community
- Ensure that students practice honor, respect of others, integrity, tolerance and self discipline
- Guide students to be empowered by their knowledge and skills to gain independence and demonstrate productive leadership

### **B- Teachers and Staff**

- Ensure that teachers are role models who are committed to the shared vision of the school
- Develop teachers to be professionals who act with a sense of responsibility at all times
- Train teachers to transform from being transmitters of knowledge to facilitators of learning
- Teachers should craft instructional strategies which are innovative, interactive and student driven
- Encourage teachers to be motivated to pursue self development opportunities
- Teachers should nurture and foster the varied abilities of their students
- Encourage teachers to initiate and/or be active participants in all school related activities

#### C- Curriculum

- Provide a rigorous and challenging curriculum based on specific standards and benchmarks which are constantly reviewed and updated, and integrated from K – 12
- The program should apply constructivism as a learning theory emphasizing the role of students in the learning process
- Ensure that the curriculum meets the requirements of the full spectrum of student abilities and be adaptable for students with special needs
- The curriculum must encourage creativity and enhance independent research skills
- The curriculum must be relevant to our current world and present learning as an active process

#### D- Administration

- Should be supportive of staff and students
- Work on encouraging training and staff development
- Define an action plan to work towards staff retention
- Consistently adhere to a clear evaluation and merit system
- Ensure that the school provides an equitable opportunity based environment



#### E- School Systems

- Ensure that systems are firm, fair and consistent
- Ensure that all stakeholders are aware of and adhere to clear policies and procedures
- Systems should be unified throughout the school

#### F- Facilities and Services

- Facilities should be safe and hygienic and well maintained
- Facilities should be constantly upgraded to meet the needs of staff and students
- Services should be competitive with the market
- Services should be student oriented

# ACADEMIC CALENDAR 2022/2023

			
Misr Language Schools - American Division			
Calendar of Administrative Dates			
Academic Year 2022 - 2023			

Year	Month	Su	Mo	Tu	We	Th	Fr	Sa	Quarter	Notes	
2022	September					1	2	3	Quarter 1	Sep 18th - First day of School for G5, G6, G7, G8 & G9	
		4	5	6	7	8	9	10		Sep 19th - First day of School for G2, G3, G4, G10 & G11 / Sep 20th- First day of School for KG2, G1 & G12	
		11	12	13	14	15	16	17		Sep 21st -First day of School for KG1 Frogstastic & KG1 Magnificent Monkeys	
		18	19	20	21	22	23	24		Sep 22nd - First day of School for KG1 Daffy Ducks & Nursery Busy Bees	
		25	26	27	28	29	30				
	October								1	Quarter 2	Oct 6th Armed Forces Holiday
		2	3	4	5	6	7	8			Oct 19th-Staff Development Day (After school)
		9	10	11	12	13	14	15			Oct 26th - 27th Mid Quarter Break
		16	17	18	19	20	21	22			
		23	24	25	26	27	28	29			
	November	30	31							Quarter 3	
			1	2	3	4	5	6			
7		8	9	10	11	12	13		Nov 17th End of Q1		
14		15	16	17	18	19	20		Nov 20th Beginning of Q2 / Thanksgiving		
21		22	23	24	25	26	27				
December	28	29	30						Quarter 4		
					1	2	3				
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				
	18	19	20	21	22	23	24			Dec 20th - Staff Development Day (After school) /Dec 22nd - Jan 8th Winter Break	
2023	January	25	26	27	28	29	30	31	Quarter 1		
		1	2	3	4	5	6	7			
		8	9	10	11	12	13	14			
		15	16	17	18	19	20	21		Jan 26th Police / Revelation Day	
		22	23	24	25	26	27	28			
	February	29	30	31					Quarter 2		
					1	2	3	4		Feb 2nd End of Q2	
		5	6	7	8	9	10	11		Feb 9th Beginning of Q3	
		12	13	14	15	16	17	18		Feb 15h - Staff Development Day (After school)	
		19	20	21	22	23	24	25		Feb 21st - 23rd Mid Year Break	
	March	26	27	28					Quarter 3		
					1	2	3	4			
		5	6	7	8	9	10	11			
		12	13	14	15	16	17	18			
		19	20	21	22	23	24	25			
	April	26	27	28	29	30	31		Quarter 4		
								1			
		2	3	4	5	6	7	8		Apr 13th End of Q3	
		9	10	11	12	13	14	15		April 17th- May 1st Easter / Sham El Nesim / Eid / Sinai Liberation Day/ Labor Day	
		16	17	18	19	20	21	22			
	May	23	24	25	26	27	28	29	Quarter 1		
		30									
			1	2	3	4	5	6		May 2nd Beginning of Q4	
		7	8	9	10	11	12	13			
		14	15	16	17	18	19	20			
	June	21	22	23	24	25	26	27	Quarter 2		
		28	29	30	31						
					1	2	3			June 8th Last Day of School (Nursery to G4)	
		4	5	6	7	8	9	10		June 15th Last Day of School (G5 - G6)	
		11	12	13	14	15	16	17		June 26th Last Day of School (G7 to G12)	
	18	19	20	21	22	23	24	Quarter 3			
	25	26	27	28	29	30	1				

Quarter 1  
42 instruction days  
Quarter 2  
41 instruction days  
Quarter 3  
47 instruction days  
Quarter 4  
40 instruction days

Total Number of Contact Days170

# Bell Schedule

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Academic Year 2022 - 2023			
<b>Morning Lines</b>	07:45	07:55	10 mins
<b>Period 1</b>	08:00	08:49	49 mins
<b>Period 2</b>	08:54	09:42	48 mins
<b>Period 3</b>	09:47	10:35	48 mins
<b>BREAK</b>	10:35	11:26	51 mins
<b>Period 4</b>	11:31	12:19	48 mins
<b>Period 5</b>	12:24	13:12	48 mins
<b>Period 6</b>	13:17	14:05	48 mins
<b>Period 7</b>	14:10	15:00	50 mins

# PARENT ORIENTATION MEETINGS

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At the beginning of the year a Parent Orientation is held for all grades. Parent orientations are highly informative as they provide the opportunity for parents to understand our school's expectations, ask questions, receive curriculum information and meet teachers.



# CODE OF CONDUCT

Violation	1 <sup>st</sup> Incident	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>First Level</b>			
<b>SkippingClass</b>	<ul style="list-style-type: none"> <li>*Warning from period teacher(s)</li> <li>*Log of incident with supervisor</li> <li>*Student signs pledge of no repeat – parent informed</li> </ul>	<ul style="list-style-type: none"> <li>*Student and parent sign pledge of no repeat</li> <li>*1 day suspension</li> <li>*Student sent to counselor</li> </ul>	<ul style="list-style-type: none"> <li>*1-5 days suspension with parent summoned – both sign pledge of no repeat</li> <li>*School considers depriving student of quarter exam</li> </ul>
<b>Academic Neglect</b>	<ul style="list-style-type: none"> <li>*Guidance by teacher(s)</li> <li>*Guidance by administrator</li> <li>*Documentation</li> <li>*Parent informed</li> </ul>	<ul style="list-style-type: none"> <li>*Student sent to counselor</li> <li>*Parent summoned to explore student case with school</li> </ul>	<ul style="list-style-type: none"> <li>*Student deprived of grades</li> </ul>
<b>Second Level</b>			
<b>SkippingSchool</b>	<ul style="list-style-type: none"> <li>*1-3 days suspension</li> <li>*Parent and student both sign pledge of no repeat</li> </ul>	<ul style="list-style-type: none"> <li>*Board examines student case for 15 days temporary dismissal</li> </ul>	<ul style="list-style-type: none"> <li>*Expulsion</li> </ul>

<b>Vandalism</b> (breaking, damaging or grafting school property)	<ul style="list-style-type: none"> <li>*Guidance and warning by discipline team</li> <li>*Parent bears cost of replacement or repair</li> <li>*Parent and student both sign pledge of no repeat</li> </ul>	<ul style="list-style-type: none"> <li>*Parent summoned and signs pledge of no repeat</li> <li>*Parent bears cost of replacement or repair</li> <li>*Possible 3-5 days suspension</li> </ul>	<ul style="list-style-type: none"> <li>*Parent bears cost of replacement or repair</li> <li>*Board examines student case for 15 days temporary dismissal</li> </ul>
<b>Inappropriate Attire &amp; Violation of School Uniform</b>	<ul style="list-style-type: none"> <li>*Correction of violation</li> <li>*Guidance and warning by supervisor</li> <li>*Student signs pledge of no repeat</li> <li>*Parent informed</li> <li>*Violation documented in student file</li> </ul>	<ul style="list-style-type: none"> <li>*Parent and student sign pledge of no repeat</li> <li>*Violation documented in student file</li> <li>*1-3 days suspension</li> </ul>	<ul style="list-style-type: none"> <li>*Board examines student case for maximum 10 days temporary dismissal</li> </ul>
<b>Use of Banned Technology</b> (Mobile phones, laser pens, etc...)	<ul style="list-style-type: none"> <li>*Confiscation of item until end of school day</li> <li>*Parent informed</li> <li>*Student signs pledge of no repeat</li> </ul>	<ul style="list-style-type: none"> <li>*Confiscation of item – given to parent</li> <li>*Parent summoned</li> <li>*Parent and student sign pledge of no repeat</li> <li>*1 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>*Confiscation of item until end of school year</li> <li>*1-3 days suspension</li> <li><u>*Further incidence:</u> Board examines student case for maximum 10 days dismissal</li> </ul>

<b>Damage to School Environment</b> (Littering, soiling, abuse of green spaces, water waste, etc...)	*Correction of violation *Guidance and warning by staff *Student signs pledge of no repeat *Parent informed *Parent bears cost of replacement or repair *Violation documented in student file	*Correction of violation *Student signs pledge of no repeat *Violation documented in student file *1-3 days suspension	*Board examines student case for maximum 10 days temporary dismissal
<b>Undisciplined Behavior</b> (Class disruption, disorderly conduct, unruliness, etc...)	*Guidance and warning by staff *Violation documented in student file *Student signs pledge of no repeat *Parent informed	*1 day suspension *Parent summoned and signs pledge of no repeat	*Student sent to counselor *3-5 days suspension
<b>Possession of Tobacco Products</b>	*Confiscation *Warning *Student signs pledge of no repeat	*Confiscation *Parent informed *1-day suspension	*Confiscation *1-3 days suspension *Parent signs pledge of no repeat
<b>Third Level</b>			

<b>Violence, Aggression &amp; Incitement</b>	<ul style="list-style-type: none"> <li>*Guidance and warning</li> <li>*Parent and student both signpledge of no repeat</li> <li>*Violation documented in student file</li> <li>*Student apologizes to witnesses</li> <li>*1-day suspension</li> </ul>	<ul style="list-style-type: none"> <li>*1-3 days suspension</li> <li>*Parent and student both signpledge of no repeat</li> <li>*Student apologizes to witnesses</li> <li>*Student sent to counselor</li> </ul>	<ul style="list-style-type: none"> <li>*Student sent to counselor</li> <li>*Student apologizes to witnesses</li> <li>*Board examines student case for 15 days temporary dismissal</li> <li>*Legal procedures may apply</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>*Guidance and warning</li> <li>*Return of stolen items</li> <li>*Student signs pledge of no repeat</li> <li>*Parent informed</li> </ul>	<ul style="list-style-type: none"> <li>*Student sent to counselor</li> <li>*Return of stolen items</li> <li>*Parent summoned</li> <li>*Case examined</li> </ul>	<ul style="list-style-type: none"> <li>*Student case referred to administration for legal examination</li> </ul>
<b>Impoliteness Toward Any Staff Member</b>	<ul style="list-style-type: none"> <li>*Guidance and warning</li> <li>*Parent informed</li> <li>*Student apologizes</li> <li>*Student signs pledge of no repeat</li> <li>*1-3 days suspension</li> </ul>	<ul style="list-style-type: none"> <li>*Case examined by counselor</li> <li>*Case examined by administration</li> <li>*3-5 days suspension</li> <li>*student and parent sign pledge of no repeat</li> </ul>	<ul style="list-style-type: none"> <li>*15 days temporary dismissal</li> </ul>
<b>Contempt for National Sovereignty</b> (refusal to salute the flag, etc...)	<ul style="list-style-type: none"> <li>*Verbal warning and guidance</li> <li>*Parent summoned</li> </ul>	<ul style="list-style-type: none"> <li>*3 days suspension</li> <li>*Student instructed on the value of national pride</li> </ul>	<ul style="list-style-type: none"> <li>*Suspension for maximum of 15 days</li> </ul>

<b>Moral Deviancy</b> (bullying, any form of sexual depiction, Offensive language, incitement, harassment, etc...)	*Guidance and warning *Parent informed *Student signs pledge of no repeat *Violation documented in student file *3 days suspension	*5 days suspension *Parent and student sign pledge of no repeat	*Student referred to administration *15 days temporary dismissal
<b>Unauthorized Selling</b>	*Sold item and purchase money confiscated and returned to parents of both students. *Student signs pledge of no repeat	*Parents of both students informed but the sold item(s) and the purchase money will be confiscated, not returned. *Parents sign pledge of no repeat *1-3 days suspension	*Suspension for maximum of 10 days
<b>Disorderly Behavior</b> (such as disobedience, belligerence, hooliganism, etc...)	*3 days suspension *Parent signs pledge of no repeat	*3 days suspension *Parent signs pledge of no repeat	*3 days suspension *Parent signs pledge of no repeat
<b>Smoking on Campus</b>	*1 day suspension *Parent informed *Student signs pledge of no repeat	*2 days suspension *Parent summoned *Expulsion warning	*2 days suspension *Parent summoned *Expulsion warning
<b>Lying, Forgery or Deception</b>	Students who commit lying, forgery or any other acts intended to deceive face serious disciplinary actions ranging from suspension to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. If lying occurs while an offense is being investigated, the maximum penalty related to the offense under investigation will be applied.		

<b>Possession of a Weapon</b>	<p>During the first semester: Expulsion</p> <p>During the second semester: Home-schooling until the end of the year (student studies independently and is only allowed on campus for end-of-year exams). The student will not be allowed to remain at MLS for the remainder of his/her school years</p>
<b>Use of a Weapon</b>	Expulsion + the school will inform the authorities
<b>Substance Abuse</b>	<p><b>Selling, purchasing, possession or consumption of drugs or alcohol on campus:</b> Expulsion</p> <p><b>Coming to school under the influence of drugs, alcohol or any controlled substance:</b></p> <p>The suspected student will be subjected to a lab test. If the lab test results are positive:</p> <p>1-Student receives an expulsion warning and the school reserves the right to require further tests at any random date(s). 2-A second positive result will lead to expulsion.</p>
<b>Violation of Computer Technology &amp; Internet Use</b>	<p><b>Playing games, searching the Internet without teacher's permission, unauthorized downloads, installing or using unauthorized software, vandalizing computer software, changing passwords or permissions, hacking or attempting to hack any of our school systems:</b></p> <p>Action ranges from detention to expulsion depending on the degree of the offense and at the discretion of a disciplinary council. Student will pay for any damages rendered in sum or in kind.</p>

# ACADEMIC POLICIES

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## 1. Yearly Grade Distribution:

Q.1	25%
Q.2	25%
Q.3	25%
Q.4	25%

## Grades 10-12

## 2. Quarterly Grade Distribution Grades (school unified)

Formative Assessment		
	HW	10%
	CW	25%
	Quizzes	20%
Summative Assessment		
	Tests	20%
	Project	20%
Student Traits (Learning Independence)		5%

**3. Homework Policy:**

- Time required to complete any assigned regular HW must not exceed one hour per subject (This applies for grades 7-11).
- As for grade 12 advanced math weekly HW may range between 4-6 hours
- Math may assign no more than 3 HW/Week except for advanced math (Grade 12)
- All other 3 core subjects are not to exceed 2 HW/Week

Day/Subject	Math	ELA	Science	Social Studies
Sun	x			x
Mon		x	x	
Tue	x			x
Wed		x		
Thu	x		x	

**4. Late Submission of HW**

- A. No submission of HW will result in having and “M” as a grade for the assignment on ThinkWave on the due date.
- B. Late submission of HW will result in capping the assignment
- 1 day 80%
  - 2 days 60%
- C. Later submission will not be accepted (Turn-off the upload button)

**5. Missing Work Due to Absence**

**A. Class Work:** If a student misses a classwork, he/she must discuss with teacher how and when to submit it.  
(ONLY IF ABSENCE IS EXCUSED)

**B. Quizzes and Tests:** If a student misses a quiz or a test, he/she must sit for the makeup according to the makeup schedule within a maximum of one week.

**6. Missing Work Due to Suspension:**

If a student is suspended, he/she is denied the right to complete/make-up any academic work done during the period of suspension, be it HW, CW, Quiz, Test or Part of a project completed in class.



**Grade 7-9****7. Quarterly Grade Distribution Grades (school unified)**

Assignment Type	Assignment Name	Weight	Grading Method	
Formative	Practice	50%	Check-plus/Check/NA	
	Mock assessment	0%		Prior to summative assessment
	Project Process	15%	Check-plus/Check/NA	
	Graded Classwork	5%		
	Quizzes	10%		
Summative	Tests	10%		
	Project Final	10%		

**8. Missing Work Due to Absence/NA****If a student is absent:**

1. A Missing grade "M" must be input on the due date of the assignment
2. Write "Absent" in the comment box of the assignment
3. Upon the return of the student a new deadline must be included in the comment box next to "Absent"
4. Upon submission of missed work, write "Submitted" in the comment box.
5. Remove the M and leave grade empty until the grade is ready.
6. If absence is excused, the student may get a Check-plus. In case of unexcused absence, the maximum grade a student may receive is a Check (Capped)

If the student is not absent but didn't submit his work:

1. A No Attempt "NA" must be put on the same day of the assignment.
2. Write "Not submitted in class" in the comment box of the assignment
3. Allow student one day to submit undone practice assignment
4. Upon submission of missing work within one day, write "Late Submission" in the comment box.
5. The maximum grade a student may receive is a Check (Capped)
6. If no submission within the permitted time, a missing grade "M" is permanent and add "Past deadline" in the comment Box.

### **9. Missing Work Due to Suspension**

If a student is suspended, he may make-up the following assignment types:

1. Quizzes (may receive full grade without capping)
2. Tests (may receive full grade without capping)
3. Project Process (May only get a Check if he/she presents evidence of completion of steps required)
4. Project Final (may receive full grade without capping)

And is denied make-up for the following:

1. All practice assignments
2. Graded Classwork

### **10. Routines**

At the beginning of every week, each subject teacher posts the following on ThinkWave:

- A. Student Weekly Lesson Plan (SWLP): explaining topics, activities, and tasks that will be done in class during the week. This is found on the "Messages" on the "Dashboard" of ThinkWave.
- B. On the "Gradebook" of ThinkWave, teacher generates assignment columns for learning tasks that will be graded during the week (Including attachments when applicable). A clear description of the task and the due date are also included. (HW, CW, Quiz, Test...etc.)
- C. All assignments are graded and scores posted on ThinkWave within 5 working days from the due date.

# ACADEMIC INTEGRITY POLICY

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Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic, and honest scholarly work.

The purpose of the Academic Integrity Code at Misr Language Schools is to ensure that all students have the opportunity to learn and be assessed in honest academic surroundings.

## **Violations of the Academic Integrity Code:**

- Cheating on an exam, quiz or other forms of assessment, by directly/indirectly accessing another student's work or external source.
- Copying or plagiarizing HW or other assignments.
- Tampering with another student's work preventing the student from obtaining a fair grade.
- Dishonestly obtaining and/or distributing a copy of an exam or other form of assessment.
- Any form of system hacking that results in changing student grades.

## **Consequences of Violations:**

- For instances of breaking the academic honor code, the below consequences will apply.
- In cases of dispute, the Academic Honor Council will convene to investigate. The AHC consists of HOD, teacher, AC, Head of Discipline & Guidance counselor.

### **A) Copying/Plagiarism**

Any sign of **copying** or **plagiarism** on assignments/assessments will result in an automatic ZERO for all offenders involved in the incident. A note will be added on Think wave.

- The student will be informed when a teacher suspects that she/he has violated the Academic Honor Code. The teacher will first discuss the matter with the student and may require him/her to take additional work.

- If the student's additional work proves that he/she is not guilty of the violation, the teacher will grade the student's original work, which he/she will be allowed to complete/submit. If the teacher had accused the student of the violation in public, he/she will also restore the student's dignity in public.
- If the student's additional work proves that he/she is guilty of the violation, the student will receive a zero and an academic penalty shall be put in writing, signed by teacher and student, and reported to the head of department and administration. The student shall not be further penalized based on this report alone.

**B) Cheating:**

- If a student is caught **cheating** from another student for the **first time**: the offender will receive an automatic ZERO provided the other student was NOT helping him cheat.
- If a student is caught **cheating** from another student for the **first time**: both offenders will receive an automatic ZERO provided the other student was helping him cheat.
- If a student is caught **cheating** from an external source for the **first time**: he/she will receive an automatic ZERO and be put on social probation.
- If a student is caught **cheating** for the **second time** – whether from another student or an external source: he/she will receive an automatic zero and be suspended in school for 2 days.
- If a student is caught **cheating** for the **third time** – whether from another student or an external source: he/she will fail the quarter for that subject
- If a student is caught **cheating** for the **fourth time** – whether from another student or an external source: he/she will fail the quarter for that subject and receive 2 days of out of school suspension as well as an expulsion warning.
- If a student is caught **cheating** for the **fifth time**: he/she will be expelled from school.

With each incident of violation, parents will receive a form to sign and return to administration to be placed in the student file for documentation purposes.

# GRADE AND GPA SCALE

## Grade Scale

A+	97 – 100	A	93 – 96	A-	90 – 92
B+	87 – 89	B	83 – 86	B-	80 – 82
C+	77 – 79	C	73 – 76	C-	70 – 72
D+	67 – 69	D	63 - 66	D-	60 – 62
F	59 and below	Inc	Incomplete		

## GPA Scale

A+	4.00	A	4.00	A-	3.70
B+	3.30	B	3.00	B-	2.70
C+	2.30	C	2.00	C-	1.70
D+	1.30	D	1.00	D-	0.70
F	0.00	Inc	0.00		

## Credit Weights

Subject	Credit	Subject	Credit	Subject	Credit
English	1	Art & Computer	1	Civics	Pass
Math	1	PE	0.5	Religion	Pass
Social Studies	1	Arabic	Pass	Foreign Language	1
Science	1	Arabic SS	Pass		

# PROMOTION POLICY

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- Core subjects are Math, English Language Arts, Social Studies and Science.
- Non-core subjects are Foreign Language, Art & Design, Computer Science, PE and Arabic Studies.
- Students failing in the 3 core subjects will repeat the year.
- Students failing in 4 subjects (combination of core and non-core) will repeat the year.
- Students failing in 1 or 2 core subjects will do both, a credit recovery assessment & a retest at the school during the summer holidays.
- Students failing in Foreign Language or Arabic Studies will do a retest at the school during the summer holidays.
- Students failing in Art & Design, Computer Science or PE will not do a retest, however they will not receive a credit for that subject, for that year, on their graduating transcript. Students must still fulfill graduation requirements for each subject area.
- Students failing in the credit recovery & retest of a core subject will repeat the year.
- Students failing the retest of Foreign Language will not receive a credit for that subject for that year on his / her graduating transcript.
- All students must pass Ministry exams in Arabic Studies to be promoted as per ministry requirements.

# GRADUATION REQUIREMENTS

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Students who joined in Grade 9		Students who joined in Grade 10	
Subject	Credits	Subject	Credits
English Language Arts	4	English Language Arts	3
Math	3+	Math	2+
Science	3+	Science	2+
Foreign Language	3 (optional)	Foreign Language (optional)	2
Social Studies	4+	Social Studies	3+
Arabic Language / Religion	Pass	Arabic Language / Religion	Pass
Arabic Social Studies	Pass	Arabic Social Studies	Pass
Civics	Pass	Civics	Pass
Art / Computer Science	2+	Art / Computer Science	2+

# TRANSCRIPT POLICY

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- A Transcript is a complete record of a student academic achievements in high school that is used to apply to universities and colleges.
- All university admissions require that students submit a transcript as a part of the admission process, as it gives a quick review of a student's academic performance and help them decide who to admit.
- Some scholarships may require a copy of the high school transcript for applying.
- There are two types of transcripts: unofficial and official.
- Unofficial (early) transcripts are usually provided to the students after the first quarter of grade 12 for early admissions. Official transcripts are provided at the end of the academic year, signed and stamped by the school administration and Cognia accreditation.
- Transcripts include the students' grades from the first year of high school (Grade 9) and is updated each year until graduation (Grade 12).
- In addition, Transcripts include students' names, date of birth, date of school enrolment, the study courses, the number of credits earned for each subject and the cumulative Grade point average (GPA).
- Only coursework that is completed (has one credit) except for Physical Education(half credit) is used to determine a student's grade-point average (GPA)
- Arabic Ministry exams are not included in the calculation of CGPA.
- Credits that are transferred to Misr Language Schools from another school are accepted on the transcript and are used to calculate student GPA unless a student is transferred from a different educational system.
- If a student has pending fees, report cards and transcripts may be withheld until payment is settled.



# ATTENDANCE AND TARDY POLICY

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## I-General Guidelines

- As per the regulations of AdvancED, our accrediting agency, a student must attend 90% of the contact days to earn credits in any subject.
- To ensure 90% attendance, the number of unexcused absence days allowed per quarter is 4.
- When a student's unexcused absence reaches 3 days in any quarter, the student will receive an email from the administration informing him/her of the warning. A link to an electronic form notifying the parent of the student's warning will be sent on Class Dojo for the parent to sign. Important note: Unsigned forms will not affect the implementation of the policy.
- Once the student has exceeded the 4 allowed unexcused absence days, he/she will only receive 85% of the quarter grade (ex: if a student scored 90% on the quarter, the grade will become 76.5%; if a student scored 80% on the quarter, the grade will become 72%, etc.).
- If the student exceeds 6 absence days, he/she will receive 70% the quarter grade (ex: if a student scored 90% on the quarter, the grade will become 63% - if a student scored 80% on the quarter, the grade will become 56%, etc.).
- When a student's absence exceeds 4 days in any quarter, the student will receive an email from the administration informing him/her of the deduction. The same for 6 days. A link to an electronic form notifying the parent of the student's deduction will be sent on Class Dojo for the parent to sign. Important note: Unsigned forms will not affect the implementation of the policy.
- Failing a quarter will put the student at risk of failing the school year.
- If this is repeated in another quarter, the student will most probably fail the school year – it is difficult to fail two quarters and pass the school year

## II-Regulations for Excused Absences

### a. Illness:

In case of illness, the parent must inform the school on Class Dojo before 2pm as mentioned above. A doctor's note should be submitted to the school on the day of the student's return. Late doctor's notes will not be accepted. The school reserves the right to accept or decline a doctor's note depending on the absence record of the student.

#### a- Suspected Covid-19 Infection:

If a student feels unwell (fever, runny nose, cough, body aches, etc...), he/she should not come to school. The student's parent must inform the school of the absence and of the symptoms immediately on Class Dojo. As mentioned above, absences that are not communicated to school until 2pm will be considered unexcused, even if they have a valid reason.

If the student feels well the next day, he/she should return to school.

If the student still does not feel well the next day, he/she must continue staying home and conduct a PCR test, or bring a doctor's note upon return diagnosing the illness and confirming that he/she was not infected with Covid-19.

#### c- Confirmed Covid-19 Infection:

Students with a positive PCR test are to stay in home isolation for two weeks, after which they must present a negative PCR test in order to be allowed back to school. The student's parent must inform the school of the student's siblings and/or any other student who was exposed to the infection too.

#### d- Sports Championships:

If a student is enrolled in a national sports championship, a letter from the sports club indicating the date and location of the championship must be submitted to the High School Office prior to the requested absence.

#### e- Extraordinary Circumstances:

If extraordinary circumstances force a student to be absent for a duration that will cause him/her to exceed the 4 allowed absence days per quarter, he/she must come to the High School Office to ask for an Absence Request

Form before the absence takes place. The Headmaster reserves the right to deny the request, depending on the absence record of the student.

In case of unforeseen extraordinary circumstances (such as death in the family), a meeting should be requested with the headmaster who will decide whether the absence will be considered excused or unexcused, based on the situation.

If the absence must take place during an end-of-quarter exam period, then special accommodations may be arranged upon the approval of the Headmaster.

**IMPORTANT NOTIONS TO REMEMBER:**

A waived absence is an absence deleted from the student's attendance record. It is not counted among the 4 allowed absence days, and is only granted in extraordinary circumstances, in the presence of adequate documentation submitted at the indicated times and upon the Headmaster's approval. Unsigned forms will not affect the implementation of the policy.

### III-Tardy

- 1st 5 times tardy = 1% deduction from grade of all subjects in the quarter
- 2nd 5 times tardy = 2% deduction from grade of all subjects in the quarter
- 3rd 5 times tardy = 4% deduction from grade of all subjects in the quarter
- 4th 5 times tardy = 6% deduction from grade of all subjects in the quarter
- Further tardy = Expulsion warning
- Further tardy = Expulsion
- Student will receive a verbal warning once he/she has been 3 times tardy
- A letter will be sent on class Dojo to inform parents of the deduction.

Parent Signature:\_\_\_\_\_

Student Signature:\_\_\_\_\_

# CAMPUS ENTRY REQUEST REGULATIONS

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If any parent needs any query / concern and a meeting is absolutely necessary, they may use the following link to request an appointment.

<https://form.jotform.com/212581818596063>

## MLS CAMPUS ENTRY REQUEST

Please click the link to complete this form.

[form.jotform.com](https://form.jotform.com/212581818596063)

Once they submit the form, they will receive a confirmation email that the school has received their request. This is not an approval. A second email will reach them either approving or denying the request.

Meeting days are Mondays and Wednesdays, from 10AM to 12 noon.

Meeting duration is a maximum of 30 minutes.

Meeting plan to be on campus 10 minutes ahead to avoid delays as the meeting will be cancelled automatically if the QR code is not scanned at the exact scheduled time.

No requests are addressed except through the official channels and according to the specified regulations above.

# EMERGENCY EVACUATION

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In the unfortunate case of fire in the building, students and teachers will follow the following procedures:

- It is imperative that you remain calm and composed. Do not panic, as this will immediately reflect on the students.
- Make sure that students remain calm and follow your instructions.
- Each class will stand in a line outside the classroom.
- Classes must follow teachers out of the building using the stairs appointed.
- Make sure students remain on the right side of the stairs.
- First floor classes will move first, followed by second then third floors.
- Students must take their morning line position in the playground.
- Make sure students do not run, but move at a brisk pace within their class file.

# CLINIC VISIT POLICY & PROCEDURE

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To cater for the emergency medical needs of its students, the American Division provides an on-campus school doctor present daily in the School Clinic during working hours, Sunday to Thursday, 8am to 3pm.

The school doctor is handed a list of the students diagnosed with medical conditions, have surgical history or suffer from known allergies against specific medicines. This information is compiled by the Administrators based on the Medical Information Sheet that every parent is requested to fill out (or update, in the case of returning students) and submit to the Administration Office at the onset of each academic year.

As students are allowed to visit the school doctor at any time during the school day, specific procedures are in place to ensure the efficiency of the process, the safety of the students and to ensure that instructional time is not squandered.

- 1) The student requests permission from the teacher in the classroom to visit the Administration Office for the purpose of going to the clinic. If permission is granted, the teacher gives the student his/her Hall Pass to go to the office.
- 2) At the Administration Office, the student requests the Clinic Pass from Mrs. Amani who logs the student's name in order to ensure the whereabouts of all students at all times.
- 3) Clinic Pass in hand, the student then heads to see the school doctor.
- 4) The doctor is required to log the student's visit on the school Intranet with the following information: name, grade, period of the day & teacher, diagnosis, treatment, necessity of visit (yes or no answer).
- 5) The student heads back to the admin office where he/she and Mrs. Amani exchange Clinic Pass and Teacher Pass. [If the student has not returned to the admin office after 15 minutes, Mrs. Amani sends a floor supervisor to the Clinic to enquire.]
- 6) The student then goes back to class accompanied by a floor supervisor, and returns the Hall Pass to the teacher.
- 7) Mrs. Amani uses the Intranet report completed by the school doctor on a daily basis, to fill out her log designed by class with the name, date, teacher whose class was exited and whether or not the visit was necessary. Mrs. Amani uses her log for reference every time a student requests to visit the doctor (refer to Step 2).
- 8) If the log indicates that the student has already visited the Clinic unnecessarily twice in a row, the student is henceforth denied the privilege of accessing the Clinic, unless sent by a teacher or the

# SCHOOL COUNSELOR SERVICES

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- Psychotherapy (talk therapy, psychosocial therapy).
- In class observation (student/class).
- Student's reports.
- Behavior intervention planning.
- Parents workshops.
- Teachers' workshops.
- Parent's meetings for home interventions.
- Positive discipline.
- Work with students enrolled in the resource room.
- Social emotional development planning.
- Guidance and support (students, parents, teachers).
- Class interventions.
- Anti-bullying.
- One on one sessions with students in need.

# COUNSELING ADMINISTRATIVE PROCESS

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1. Administration will send a letter to parents
2. Counselor will send a letter to students
3. Administration will send an email to teachers
4. Self – Referral:
  - a. Student will go to counselor during break time after taking an appointment through email for initial meeting.
  - b. If counselor accepts after evaluation, then the student will be given a slip with the weekly appointment time – based on student schedule (Art / PE / Computer / Elective classes)
  - c. The counselor will send an email to the teacher involved
  - d. Parents will be informed that student will be attending sessions and they will be asked to sign a consent and release of information letter put in student file
  - e. If counselor declines after evaluation, then an email will be sent to the headmaster and administrators, a copy of which will be put in student's file
5. Teacher / Parent Referral
  - a. Teacher / Parent will fill in referral form available at the administration office
  - b. Admin office will inform counselor who will call student during break for initial meeting
  - c. If accepted after evaluation counselor will proceed as above
  - d. Parents will be informed that student will be attending sessions and they will be asked to sign a consent and release of information letter put in student file
  - e. If declined after evaluation counselor will send a letter to parent (if parent had referred) copy in student file – or an email to teacher (if teacher had referred)
6. Counselor will send an email to the headmaster and administrators, specifying the student's name, the type of referral and the title of the condition, a copy of which will be printed and placed in the student's file
7. Counselor will keep all relevant documentation of sessions
8. Counselor will present a report to administration if requested
9. Counselor will keep a log of all students in the counseling program



# COUNSELING CONFIDENTIALITY AGREEMENT

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Your confidentiality as a student is important to us. In our school counseling office, **what is said here stays here**, with the following exceptions as required by law and/or ethical standards

## **1. Harm to Self or Others**

This includes things that put your health or safety, or someone else's health or safety, at risk

## **2. Abuse or Neglect**

If you talk about a minor being abused (physically, emotionally, verbal or sexually)

## **3. Court Proceedings**

If we are required by the law to attend a hearing or court proceeding, we cannot guarantee that all your information will be kept confidential but will always do our best to reveal as little as possible

Parents and School Staff will only be informed of the general process but not the content of what you talk about.

If there is a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

# CONSENT & RELEASE OF INFORMATION

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I hereby agree to my son / daughter \_\_\_\_\_ in grade \_\_\_\_\_ to attend sessions with the school guidance counselor using talk therapy (psychotherapy).

I commit to providing any information needed by the guidance counselor and attest that this information is accurate to the best of my knowledge.

The content of the sessions is confidential between the student and guidance counselor unless required by ethical and/or legal standards or beyond the boundaries of issues tackled within this setup (such as drug or sexual abuse, or cases requiring psychiatric involvement).

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# PARENT- SCHOOL COMMUNICATION

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## I. Channels of Communication

- A. ThinkWave Online Gradebook/Messages
- B. Academic Issue Reports
- C. Quarterly Report Cards
- D. Emails
- E. General Parents' Meeting
- F. One-on-one Meetings if Needed
- G. Class Dojo

## II. Class Dojo

- All school communications will reach you through Class Dojo and it is therefore crucial that you download and activate the App on your phone/computer immediately if it is not yet installed.
- Messages from school are one-way only and cannot be replied to. However, the below accounts are open for parents to send and receive messages:

1. Permissions/Transportation: Mr. Osama Ibrahim

**Note:** Non-Bus and Transportation requests sent after 12 noon will not be processed.

2. Attendance: Ms. Enas Adel
3. ThinkWave support: Mrs. Sherien Hussien
4. Discipline: Mrs. Deena Seleem (Grades 7 and 8)
5. Amany Awaad (Grades 9 -12)

**III. Emails**

- A. All academic issues must be communicated directly to teachers and copying (Cc.) Heads of Departments (All emails will be shared with you shortly). If the problem is not solved, you must raise it to the administration using the following emails:
- B. Middle school (Grades 7, 8 & 9) official email: [mscontact@mls-egypt.org](mailto:mscontact@mls-egypt.org)
- C. High school (Grades 10, 11 & 12) official email: [hscontact@mls-egypt.org](mailto:hscontact@mls-egypt.org)
- D. All other issues (non-academic) must be communicated directly to the above emails (mscontact@mls-egypt.org and hscontact@mls-egypt.org)

**IV. Mobile Phones (From 8:00 to 16:00)**

Ms. Dina El Gazzar (High School Admin Office)	01015387883
Ms. Deena Seleem (Middle School Admin Office)	01033106327

**V. Meeting Request**

- If all the above channels of communication do not allow you to adequately express your query/concern and a meeting is necessary, you may use the following link to request an appointment:
- <https://form.jotform.com/212581818596063>
- Once you submit the form, you will receive a confirmation email that the school has received your request. This is not an approval. A second email will reach you either approving or denying the request.
- Meeting days are Mondays and Wednesdays, from 10AM to 12 noon.
- Meeting duration is a maximum of 30 minutes.
- Kindly plan to be on campus 10 minutes ahead to avoid delays as the meeting will be cancelled automatically if the QR code is not scanned at the exact scheduled time.
- No requests will be addressed except through the official channels and according to the specified regulations above.

We are counting on your cooperation for a smooth academic year.

# Middle & High School Activities- American Division (2018-2023)

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We at MLS we don't only offer Education we shape personalities. The Activities department merges the Middle School and The High School – American Division in several events. It is classified into the below:

1. Spirit days- a Monthly day for the students to dress all in a special theme)
  - a. Back to the 90's
  - b. Green Day
  - c. Twin day
  - d. PJ Day
  - e. Character Day
  - f. Old Day
  - g. Favorite Football Jersey
  - h. Character Day
  - i. Mismatch Day
  - j. Crazy Hair Day
2. Trips:
  - a. International trips
    - i. Switzerland & Paris
    - ii. Thailand
  - b. Domestic trips
    - i. Grand Abdeen Palace
    - ii. Al Mu'izz street
    - iii. Amr Ebn Al-Aas Mosque
    - iv. Egyptian Museum of Cairo
    - v. Fayoum- Tunis Village
    - vi. Dahab
    - vii. Giza Pyramids- Horse Back riding
    - viii. Fagnoun Village
    - ix. Bounce

3. Clubs – students sign up to their favorite club and attend a weekly period

- a. Graffiti
- b. English Drama (Back to the 80's, Grease, The Mysterious Book & Robo teacher)
- c. Arabic Drama
- d. Art Mania (refurbish white wooden chairs with acrylic paints)
- e. Mosaic
- f. Decoupage
- g. Yoga
- h. Dance
- i. Percussion
- j. Cooking
- k. Arabic
- l. Street-ball (3 on 3 basketball matches)
- m. Kickboxing
- n. Ping-Pong
- o. Volley ball
- p. Board Games
- q. Spanish
- r. Jewelry Club
- s. MLS Cares

4. Events

- a. MLSUF (University Fair)
- b. Spring Carnival
- c. Christmas Bazaar
- d. Camping
- e. Orphans Day
- f. Halloween
- g. International Day
- h. Garage Sale
- i. Nanny's Appreciation Day
- j. Secret Santa

# STUDENT COUNCIL ELECTIONS

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At the beginning of each year we announce the day for the student Council elections for the student Council. Students then start to *run* their campaigns and get ready for the elections. Each class has to have at least two candidates running for the elections. On the Election Day we distribute a paper with all the candidates and each student gets to choose only one name to vote for. One candidate wins for each class in each grade level.

Being a Student Council representative is a huge responsibility. This position requires dedication and a lot of hard work. We set a higher example for all students to follow. Being a part of the Student Council also teaches them a lot of important lessons and shapes them in a more well-rounded and overall better human being. It teaches them punctuality, perseverance, dedication, organization, responsibility, and social skills. We also accomplish a lot throughout the school year, and organize many of the events.

Our responsibilities include attending a meeting every week with our Council coordinator Ms. Deena Seleem. In this meeting we discuss what we have accomplished in the past week and make future plans. The Student Council also acts as a link between the student body and the administration, as we are expected to carry messages, concerns, or issues between both. We organize events at school such as the Halloween celebration, Christmas Festivity, Spring Carnival, International day, Charity events, Nanny Appreciation Day. One of the Student Council jobs is also to help plan and organize field trips and school activities.

Over all being a Student Council representative is a great experience. It comes with its challenges, but also comes with great rewards. It teaches them important life lessons and how to become more of a leader. Being a Student Council representative is about being part of something that you know will make a difference.

# EARLY RELEASE POLICY

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- Students are not allowed to leave campus during the school day.
- No permissions will be issued for students. In case of emergency, the parent must call the Middle School on 01033106327 or the High School on 01028445594 and come in person to the reception to pick their son/daughter after approval.
- Athletic students must submit a stamped letter and/or schedule from their club stating the time and date of practice/tournaments.
- All documents must be emailed to Ms. Enas Adel (eadel@mls-egypt.org) in advance.
- No permissions will be issued without the proper documents.



# SCHOOL UNIFORM

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- Students are required to come to school in uniform.
- Pants must be plain dark blue not black. With no logos or writing except school logo
- T shirts and polo shirts are dark blue or red or white. With no logos or writing except school logo
- Sweatshirts and hoodies are plain dark blue, red, white, ash grey. With no logos or writing except school logo
- No sandals or slippers

## **Violation of School Uniform Policy:**

### 1st Incident

- Correction of violation
- Guidance and warning by supervisor
- Student signs pledge of no repeat
- Parent informed
- Violation documented in student file

### 2nd Incident:

- Parent and student sign pledge of no repeat
- Violation documented in student file 1-3 days suspension

### 3rd Incident:

- Board examines student case for maximum 10 days temporary dismissal