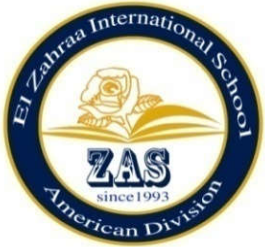


El Zahraa American School Student - Parent Handbook

Table of Contents General Information

Topic	Page
<i>Table of contents</i>	1
• Principal's Statement	3
• Mission, Vision and Core Values	4
• To the Student	5
Attendance	
• General Attendance Information	6
• Absence Guidelines	7
• Late arrival	8
• In School Illness	10
• Attendance Failure	12
• Early Dismissal	13
• Incentive Programs	14
• Withdrawal From School	15
• Physical Punishment	16
• Out of School Suspension (OSS)	17
• Inside School Detention (ISD)	17
• Equity of learning Opportunities	18
• Extracurricular activity	18
Academics / Student Services	
• Assignment of Students to Classes and Grade Levels	19
• Student Travel / Field trip	19
• American Diploma / Map Assessment Test	22
• SAT Exam/ Dates	23
• ACT Exams/ Dates	24
• Grading Policies	26
• Quarter & Progress Reports / Report Cards	27
• Procedures for students at Academic Risk	27
• Administration - Parent / Teacher Meetings	28
• Parent Teacher Association (PTA)	29
• Student Union	30
• Homework / Records	33
• Lockers	34

• Text Books	35
• Posters / Announcements	36
• Changing or editing data	36
• Valuable Personal Property	37
• Internet- terms and conditions of use	39
• Consequences for computer misbehavior	41
• The school official website	42
• The school official group on Facebook	43
• School Every where Program	44
• Guidance councilor	45
• Supervision of Students	46
Code of Conduct	
• Code of Conduct	47
• School's Right to Search	51
• First Aid Supplies	52
• Student Safety	52
• Dress Code	52
• School Uniform	53
• Computer Usage	54
• Bus Rules and Regulations	57
• ZAS family / School compact	58
• Attachment A	59
• Attachment B	60
• Attachment C	61
• School Rules	62



Message from the Principal of El-Zahraa American School

On behalf of the staff, I would like to take this opportunity to welcome you to El-Zahraa American School. This Student Handbook is published so that all students of ZAS may have a ready reference to information that is necessary for an understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that students share the information in this handbook with their parents. When this handbook does not give you the information you need, you should contact your principal, assistant principal or teacher for help.

The goal of ZAS is EXCELLENCE and the striving to reach this goal must be cooperative on the part of the students, teachers, administrators and parents. We ask for your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, I urge you to become actively involved in your student's studies, activities and pride that ZAS offers.

School Principal
Ms. Heba El Khawaga

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Striving for excellence.

Mission:

Providing a developmental and appropriate education to prepare all students for success in college and prepare them for lifelong learning.

ZAS is committed to encourage each student to see himself/ herself as worthwhile individual with qualities of character needed to create a responsible person in the school and community

Vision:

Achieving excellence in preparing students for college through engaging and supporting teachers in a unique professional learning community that provides opportunities to grow, develop and learn together.

Core Values:

- Learning is a lifelong process
- All students should have access to a quality education.
- All students should learn when their individual needs are met.
- Providing a safe and secure environment which is essential for teaching and learning.
- All students should enhance their achievement through stakeholder involvement, which includes partnerships with parents, community, and governmental agencies.
- All individuals should be treated with respect and dignity.

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To the Students...

This Student Handbook may at first seem complicated and detailed. However, you should always remember this simple and basic rule: success in school is usually a matter of making proper choices in critical situations. You may face circumstances and problems that will seem overwhelming to you, but if you use sound judgment, ask for help when you need it and do your part to support the school rules. Success can be yours. You can begin by asking yourself four simple but essential questions:

- (1) What are my personal choices?**
- (2) Who can help me?**
- (3) What will happen if I fail to abide by the rules and regulations?**
- (4) What will happen if I obey all the rules and regulations?**

(1) What are my personal choices?

You must accept the responsibility for your own behavior and respect the rights of others. The mastery of self-control is the most important requirement for success in school. Once you have made these important personal choices, you can appreciate how success is tied to attending all classes, following directions and refusing alcohol, tobacco and drugs.

(2) Who can help me?

Each employee in the school is committed to do everything possible to make your learning environment comfortable and productive. School personnel are available to help you through meaningful instructions, to give effective guidance in making social and career choices, to keep your building clean and functioning, to keep unwanted people and materials out, and to provide services such as transportation and extracurricular activities. This is available to you. All you need to do is ask for it.

(3) What will happen if I fail to abide by the rules and regulations?

Failing to abide by the rules will result in some form of disciplinary action. Depending on the seriousness or frequency of the violation, the discipline may vary from simple teacher detention to suspension or recommendation for expulsion. Remember, failing to follow the rules may result in your failing to receive an education.

(4) What will happen if I obey all of the rules?

The ability to start and finish something successfully is a very positive character trait. Not only does it say that you are rational, mature, and dependable, but it also says that to prospective employers as well. Following the rules means a successful graduation.

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General attendance Information

1. The high school is in session from 7:45 a.m. until 2:15 p.m.
2. Students who arrive before 7:45 a.m. are to wait in the garden.
3. Student should not be in any other area of the building without permission prior to 7:45 a.m.
4. Within the school day, students are not allowed to leave their classrooms without permission from the floor Deputy.

1. يبدأ اليوم الدراسي من الساعة 7:45 وينتهي الساعة 2:15 ظهرا.
2. عند وصول الطلاب قبل الساعة 7:45 ينتظر الطلاب في فناء المدرسة.
3. لا يسمح للطلاب بالتواجد بأي منطقة اخرى عدا الفناء حتى تمام الساعة 7:45
4. لا يسمح للطلاب بالتواجد خارج فصولهم بأي حال من الاحوال إلا بتصريح من ناظر المرحلة او وكيل المرحلة اثناء اليوم الدراسي.

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Absence Guidelines

1. If a student is absent from school, a parent must call the office to inform the school of the student's absence.
2. Absence more than 2 days will affect student's GPA
3. The following conditions may excuse a student from school attendance maximum 3 days:

The following conditions are considered an excused absence.

1. Personal illness or injury. (A report from the school doctor is required)
2. Observance of a religious holiday.
3. Death of an immediate family member (a parent, brother, sister, grandparent, aunt, or uncle) limited to three (3) days, unless reasonable cause can be shown for a longer absence.

Students with an absence excuse will have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three school days, he has three school days after his/her return to make up work). Unmissed work due to an absence excuse must be finished to receive credits.

Students who fail to bring documentation for absence will not receive credit for missed work and assigned school discipline.

1. في حالة غياب الطالب يجب على ولي الامر الاتصال بالمدرسة للإبلاغ عن غياب نجله.
2. في حالة غياب الطالب أكثر من يومين سوف يخصم هذا الغياب من ال GPA.
3. حالات الغياب المقبولة من المدرسة بحد أقصى 3 أيام ولن يتم الخصم من ال GPA الحالات الآتية تعتبر عذر مقبول:
 1. الحالات المرضية للطالب مع تقديم تقرير من طبيب المدرسة.
 2. الأعياد الدينية.
 3. حالات الوفاة للقرابة من الدرجة الأولى لفترة لا تتعدى 3 أيام.

- في حالة قبول عذر الغياب للطالب يلتزم الطالب بعمل جميع المهام المدرسية المطلوبة منه للحصول على درجاته وإذا لم يتمكن الطالب من إحضار عذر لغيابه لن يكون له الحق في أي درجات.

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Late arrival:

- Classes begin at 7:45 AM; students must be in class and prepared for class work.
- Students who arrive after 7:45 AM are considered late and must report to the administration office for permission to enter class.
- Any student who arrives at 8:00 AM will not be allowed to enter the school campus without a written excuse from his parent mentioning an acceptable reason. Unless there is an excuse, this will be considered an unexcused absence and zeros will be given for any missed class work or exams for the day.

▪ **The following are examples of what will be considered excused late arrivals:**

*Family Emergencies.

*Illness.

*Bus situations.

- ◆ The first tardiness the student enters and we pay his attention to this and call his parent to inform.
- ◆ The second one, the student is deprived from a P.E session and break at that day.
- ◆ If the student keeps on coming late for the third time, the student will not be allowed to participate in school activities or field trips and the marks will be deducted from the GPA.

• يبدأ اليوم الدراسي الساعة 7:45 صباحا وعلى الطلاب التواجد في فصولهم استعدادا لبدء اليوم الدراسي.

• في حالة دخول بعد الطالب الساعة 7:45 يتوجه الى مكتب الإدارة لأخذ الموافقة بالدخول.

• لن يسمح بدخول الطالب الى المدرسة بعد الساعة 8:00 صباحا إلا بخطاب من ولي الامر به اسباب التأخير و

في حالة عدم وجود هذا الخطاب يعتبر الطالب هذا اليوم غياب بدون عذر وليس له حق في اي امتحانات او

درجات تم أخذها في المدرسة هذا اليوم.

• التأخير المسموح به:

1. المرض المفاجئ (يحضر الطالب ما يثبت ذلك)

2. الحالات العائلية الطارئة (يحضر الطالب ما يثبت ذلك)

3. تأخير الأتوبيس المدرسي .

■ **التأخير الاول:** يتم دخول الطالب مع لفت نظره و إبلاغ ولى أمره.

■ **التأخير الثاني:** يحرم الطالب من حصص ال P.E. و ال Break ذلك اليوم ويتم إعلامه ان المرة الثالثة سوف يتم خصم 6 درجات من ال GPA

■ **التأخير الثالث:** يحرم الطالب من ال field trips و الانشطة المدرسية ويتم خصم 6 درجات من ال GPA

■ في حالة استمرار الطالب على التأخير يتم حرمان الطالب من الأنشطة المدرسية و الرحلات التعليمية وسوف تخصم هذه التأخيرات من درجات ال GPA.

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In School Illness

If you become ill during school, ask your teacher for a pass to the Attendance or Nurse's Office. The school must obtain parental permission in order for a student to be released from school due to illness. Students are required to sign out in the Attendance Office to go home and provide a parental note upon returning to school. Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss class (es).

Sick Student Policy

Our policy is that children may not attend school if any of the following symptoms are present:

*Lice: Hair must be washed with medicated shampoo and be free of all nits, before child may return to school.

*Fever: Children should remain home if they have an above-normal temperature.

*Conjunctivitis: "Pink-eye" is highly contagious. A child may return only after a health care provider signs a release and the child is free of symptoms.

*Rashes: Unidentified rashes must be diagnosed by a health care provider.

*Impetigo: Red pimples which become small pustules. Your child must be seen by a health care provider.

*Diarrhea: Two days in a row or three times in one day at school.

*Vomiting: Repeated forceful evacuation with other symptoms or the child's inability to eat.

*Any unusual discomfort on the part of the child as an earache or other pain that causes the child to cry and creates major discomfort.

*Any other contagious conditions: measles, chicken pox, mumps, whooping cough, and streptococcal infections those are still contagious.

By strictly adhering to our policy on sick children, we will minimize the number of days that your child and our staff are sick. These procedures will result in healthier children and staff. ***Children may not bring or administer any medication (including cough drops, aspirin, etc.) on their own.*** The school nurse is available to help you according to the list of medications for your child. All medicines must be prescribed by a physician and have the child's name on the container. The nurse will follow the instructions on the label.

Hygiene: Students are expected to maintain good personal hygiene and grooming.

Note:

- The school might carry out routine **urine investigations** to assure our students wellbeing and to exclude some diseases like type 1 Diabetes mellitus.

- قد تقوم المدرسة بعمل بعض تحاليل البول الروتينية لأبنائنا الطلبة والطالبات للإطمئنان على الحالة الصحية لهم والكشف المبكر عن بعض الأمراض مثل داء السكري.

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Attendance Failure

- All teachers must notify the administration in writing after the student has been out of class three (3) times in a nine- week grading period, but it is the student's responsibility to be aware of the number of days he/she has missed in each class. Parents should be aware that their child will fail the nine-week grading period upon the sixth (6th) absence. Grades earned in a course in which a student has failed because of attendance will be replaced with a grade of "F".
- Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note or phone call.
- If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent and a signature of the parent/guardian. Schools may require verification of absence from a doctor, dentist or other professional as deemed necessary by the principal.
- The Procedures taken after collecting the attendance each morning is calling parents/guardians who have not notified the school regarding a student's absence. Student safety is the main concern. This procedure is intended to notify parents/guardians who may be unaware of the student's absence and to remind others of their responsibility to provide notification when a student will be absent.

ABSENCE EXCUSE

1. Personal illness
2. A visit to a medical professional. A note from the professional is required.
3. Immediate death in the family.
4. Lack of proper immunizations or waiver (one day only).
5. Emergency
6. Observance of a religious holiday.
7. Pre-planned and approved educational field trips or college visits.
8. Court appearance required must show proof.

Early Dismissal

- 1- Students are not allowed to leave the school building without the presence of their parents even with a parent's permission
- 2- Legitimate reasons for early dismissal from school will be accepted provided by a note signed by a parent at school.
- 3- Students seeking an early dismissal should do all the school work he/she missed during his early dismissal to get his/her GPA marks.
- 4- The school is not responsible for repeating the quizzes in this case, so the student has to finish all his/her quizzes before taking any permission.

Note: only **four** permissions are allowed per quarter.

- لن يسمح للطالب بمغادرة المدرسة إلا بحضور ولي الامر بشخصه لإصطحاب الطالب.
- لن يسمح للطالب بمغادرة المدرسة بمفرده إلا بورقة إذن خروج من المدرسة موضح بها موعد الخروج والسبب وموقعة من ولي الامر ومرفق بها صورة بطاقة ولي الامر
- يجب على الطالب تعويض ما فاتته من اعمال داخل الفصل ليحصل على درجاته كاملة
- المدرسة غير مسئولة عن إعادة ال Quiz للطالب في حالة خروجه المبكر من المدرسة لذا على الطالب الحرص على عدم مغادرة المدرسة إلا بعد انتهاء جميع ال Quizzes الخاصة باليوم.

ملحوظة هامة: لا يسمح للطالب بأخذ اذن خروج مبكر اكثر من **اربع مرات** خلال ال Quarter.

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Incentive Programs

The objectives of the following incentive program are to: increase attendance and improve student's grades.

1) Attendance: (Golden Card)

Students who have perfect attendance and no absence during a grading Period (semester) will be awarded a "Gold/Platinum Card" which gives them five marks bonus

The following restrictions apply to the use of the "Gold/Platinum Card":

1. All teachers must approve the absence on the acknowledgement form.
2. The card is not transferred to another student.
3. To be eligible for this incentive must be no absences for that grading period.
4. The cards may not be used during the same semester.
5. Cards must be used within the same school year, except for those who earned them during the last Quarter. (Cards must be used in the first Quarter of the new school year).

2)Breaking school policies:

- **First time:** The student will be deprived from the break.
- **Second time:** the student will be deprived from the break and P.E. classes.
- **Third time:** the student will be deprived from the break, P.E. classes, and school trips.
- **Brown Card:** for students who didn't follow school policies or break school rules.
- **Red Card:** for students who take brown card three times, which means that the student will be expelled for **one to three** days as the school administration will decide.

Withdrawal from School

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in schools.

- A violator student will be given a brown card at every time (s)he breaks any of the school rules
- After being given a red card, the violator student will be referred to the social worker for a case report that may result in withdrawal.

Withdrawing a student from school is a multi-step process.

1. A parent/guardian must be present upon withdrawal.
2. An "Intent to Withdraw Form" must be completed and submitted to the administration's office as early as possible.
3. Upon receipt of the form, we will inform all teachers and process a Withdrawal Form for the student to pick up.
4. The student is responsible for cleaning out his/her locker, turning in textbooks or any item belonging to ZAS and getting withdrawal grades from each teacher and clearance signatures from the library and grade level office. He/she should return the completed Withdrawal Form to the registrar's office.
5. The student is given copies of documents that may be of assistance in enrolling at another school. (report card, withdrawal form, etc).
6. The new school will contact us to confirm that the student has enrolled. At that time, we will send the official records they request.

Note: Under ANY circumstances a teacher will not sign the slip or assign a grade if any of the following are not complete:

1. Any fees that are due must be paid.
2. All assigned books should be returned in satisfactory condition.
3. All work completed.

A parent also must sign the withdrawal sheet and be present upon withdrawal.

Physical Punishment

The use of corporal punishment, defined as any act of physical force upon a student for the purpose of punishing that student, is not acceptable in El Zahraa American School and will not be tolerated as a disciplinary measure. The term shall not apply, however, to the use of physical force that is reasonable and necessary for supervisory control over students. This would include, but is not limited to, the following situations:

- For the purpose of self defense
- To protect other persons from physical injury
- To protect property of the school or of others
- To remove a student if the student has refused to comply with requests to refrain from disruptive behaviors.

In the event that physical force is used, the following reporting **procedures** will be followed:

1. A teacher, support staff or administrator who has used physical force must file a written report using a specific incident report form. The report will be filed with the building principal and a copy will be sent to the administration.
2. The report shall relate all relevant details of the incident, including date, time and place, what action was taken, why the action was taken, and what measures, if any, had been taken to prevent the need for such actions.
3. The parent/guardian will be notified by the end of the day in each case where physical force has been used. If circumstances do not allow that, a letter will be sent.

4. The report will be kept on file and be made available to the parent/guardian upon request.
5. The parent/guardian will be given an opportunity to confer with the student, the teacher, and the administrators involved in the incident to discuss the situation. The conference will take place at an agreed upon time.

Out of School Suspension (OSS)

1. Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students will not be allowed to make up classroom work or tests missed while serving OSS.
3. Suspensions may cross semester lines and may be carried from one school year to the next.
4. Students are not permitted on school campus while serving OSS.

Inside School Detention (ISD)

1. Parents will be notified of the detention and its purpose to encourage students respecting the rules, property and regulations of the school community.
2. After receiving a report from the social workers about the student's behavior, the student will work with the librarian for a period from one to three days.
3. Assignments given are: (Reading, Writing, and Conversation)
4. The librarian writes a report to the school principal and the parents then the report will go back to the social worker to keep it in student's file.

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Equity of learning opportunities and support for innovation

The school has policies and processes designed to provide equitable opportunities. The goal of the system is to have all students successful and proficient on grade level standards. The analysis and use of data, professional learning and different instructions are the key components to ensure equity of learning. Students' performance data are used to identify specific areas for improvement. Teachers are encouraged to make equity of learning opportunities a priority through different instructional practices. The school offers support to both teachers and students.

Extra-curricular activities

Extra-curricular activities are available to students who meet eligibility requirements. Students should be alert for announcements of meetings for these activities. Students may be removed from these activities for violations of the Code of Conduct. The student and the parent must sign an Extracurricular Behavior Conduct Code form before the student may participate in any extra-curriculum activities.

We encourage every student to participate in one of the many activities that ZAS has to offer.

- School magazine team.
- Broadcast team
- Language team
- Science team
- Social team
- IT team
- Sport team
- Art team
- Music team
- Spanish team

Assignment of Students to Classes and Grade Levels

Transfers from Accredited Schools (The Procedures)

The School will accept credits of students transferring from accredited schools subject to the following conditions or guidelines:

- A standardized achievement test shall be administered and evaluated by the building principal and staff of the school to which the student is seeking admission.
- The student shall be placed in English and mathematics courses at the level of achievement demonstrated by the tests, as evaluated by the principal and appropriate staff. The student's grade level placement shall not be higher than warranted by the student's chronological age. After initial placement the child may be advanced according to the student's demonstrated performance.
- Then the student and parents shall be interviewed and the Principal will review results and determine whether or not course credit is granted.

Student Travel

- El Zahraa American School permits travelling for course related and extra-curricular related activities. The travel should further the learning that is taking place in the classroom or expand upon participation in extra curricular activities. Travel should be limited to educational experiences that cannot be acquired at the school.
- The Principal is authorized to develop regulations regarding student travel.

- **Field Trips**

- A field trip is one day or less in length. They are directly related to a specific subject or course.

- **Activity Trips**

- A trip that is part of a school sponsored extracurricular activity, club, sport, or an event sanctioned by El Zahraa American School Activities.

A. The Approval Procedures:

A written plan must be submitted to the building principal or designee at least one week prior to the trip. When one group is taking multiple trips, they may be submitted on one document. The written plan must specify the following:

- Destination
- Educational objectives that will be accomplished
- Time of departure and return
- Educational alternatives for students who do not participate in the trip
- In case of missing any quiz at the visit's day, it will be done at the same day after their return from the visit. **(Updated 2020)**
- Space for Principal and Vice Principal's signature

B. Transportation:

The students use the school buses in order to go to the location of the trip.

C. Student Approval Forms:

Parents/guardians must receive notification about any field trip. They must be signed by the parent and returned back to the administration.

- **Rules to be followed during the field trips (Updated 2020)**
- Students must obey the school supervisor during the trip.
- Students must come on the school uniform with all the school supplies.
- Cell phones must be delivered to the social workers at the beginning of the day.
- Each student must be at his place with the trip supervisor and follow his orders accurately.
- Following the rules and regulations of the visit is required.

In case of not following the previous rules

The student will be deprived from joining any visits during the academic year or the deputy of the stage will be informed to take the suitable procedures.

D. Students' Fees:

Students may be requested to contribute to the cost of the field trip. Any parent/guardian or student request to waive the cost will be automatically honored by the building principal/designee. Expenses for meals are the individual student's responsibility.

▪ **American Diploma**

In developing a four or three-year plan for high school, a student should begin with a realistic assessment of his/her strengths, needs and goals. This plan is developed by the administration. It is important for students to meet their minimum credit requirements early in their high school program so that they are able to choose appropriate courses and electives during their final two years. Students who successfully complete the required eighteen (18) credits as minimum or thirty two (32) credits as maximum during grades 9, 10, 11, and 12 will receive the American Diploma.

The transcripts from grade 10 and up must be evaluated before a comparable grade can be credited to the student's Grade Point Average (GPA).

Required courses for American Diploma

English	4.0 credits
Math	4.0 credits
Science	4.0 credits
Social Sciences	4.0 credits
World Languages	2.0 credits
Physical Education	1.5 credits
Computer	2.0 credits
Electives	4.0 credits
Total	25.5 credits

✓ **MAP Assessment Tests:**

The school has implemented the Measures of Academic Progress test (MAP test) for the first time on March 2016 and it is implemented twice a year for grades 7, 8, 9, and 10 in two subjects (English and Math). This test helps students to measure the growth in learning for individuals and explore the weak points which need improvement. This helps students succeed in the SAT. All students receive a different test according to their standard of respond to the previous questions given to them

Note:

It is obligatory that students pass the Egyptian curriculum in Arabic and Religion to be eligible to apply for Egyptian Universities. Grades' results in these two subjects do not count in the students GPA.

Students transferring from other countries may postpone exams in Arabic and Religion until college, but students will not be allowed to graduate from college until they pass these Arabic language exams.

SAT Exams

- SAT is the Scholastic Aptitude Test that all students must take before entering college.
- The school starts to prepare students for the New SAT from grade 7 through SAT sessions during the day and school SAT trials which is organized as the real trials the students take outside the school.
- Score calculations for SAT trials normally start from Grade 11. SAT trials are required for college admissions into either state-funded universities, private universities, or other universities overseas.
- There are two SAT Tests that students may take depending on the field of study they choose.
- SAT trials embrace: SAT 1 in English Language (Reading & Writing) and Math, and SAT 2 in Math 2 (level 1 or level 2) + Physics or Biology or Chemistry.
- SAT 1 and SAT 2 trials are international examinations set by College Board.
- Students planning to enter the following fields of study must sit for the SAT 2 exam.
 - Medicine
 - Pharmacy
 - Dentistry
 - Engineering
 - Others

Note: the student is free to choose the 2 -3 subjects he/she wants to set for his/her choice depending on the faculty he/she wants to enter.

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SAT TRIALS DATES AND PAYMENTS DEADLINES **2019-2020**

Exam Date	Deadline for payment
October 5 th (SAT1 or SAT2)	21/6/2019
November 2 nd (SAT2 Only)	21/6/2019
December 7 th (SAT1 or SAT2)	21/6/2019
March 14 th (SAT1)	3/10/2019
May 2 nd (SAT1 or SAT2)	1/12/2019
June 6 th (SAT2 Only)	9/2/2020

NOTE: In case of missing any of the mentioned dates, student will not be able to reserve the trial without any responsibility on the school.

آخر موعد للسداد	مواعيد الإمتحانات
2019/6/21	5 أكتوبر (SAT1 or SAT2)
2019/6/21	2 نوفمبر (SAT2 Only)
2019/6/21	7 ديسمبر (SAT1 or SAT2)
2019/10/3	14 مارس (SAT1)
2019/12/1	2 مايو (SAT1 or SAT2)
2020/2/9	6 يونيو (SAT2 Only)

ACT Exams (Updated 2020)

- The ACT is a national college admissions examination that consists of subject area tests in English / Math / Reading / Science.
- The ACT results are accepted by all four year colleges & universities.
- The ACT is administered on seven test dates.
- ACT Test is the leading us college admissions test that measures what you learn in high school to determine your academic readiness for college.

ACT TRIALS DATES

September	13 or 14/ 9/ 2019
October	11 or 12 / 10/2019
December	13 or 14/12/2019
February	7 or 8/2/2020
April	3 or 4/4/2020
June	12 or 13/6/2020

Grading Policy

ZAS is an academic institution that requires a standard of excellence for the entire student body. In order for our students to be better prepared to enter college, we have adopted the following grading policies:

Grade	Percent	Grade Point
A ⁺	97-100	4
A	94-96	
A-	90-93	
B ⁺	87-89	3
B	84-86	
B-	80-83	
C ⁺	77-79	2
C	74-76	
C-	70-73	
D ⁺	67-69	1
D	64-66	
D-	60-63	
F	Below 60	0

Total of Academic Grades:

The following chart explains how total grades are calculated.

Participation	15%
Quizzes	20%
Homework	15 %
Projects	30%
Quarter Exams	20%
Total	100%

Quarter and Progress Report

Quarter and Progress reports will be sent home to parents after each Quarter.

Report cards

Report cards are to be issued (4) times during the academic school year.

1. Students receive username and password to log on to the school website for getting their scores.
2. Progress reports and report cards are to be signed by parent/guardian and refunded to the school to be put in their files.

Procedure for Students at Academic Risk

Students with a Grade Point Average (GPA) of 2.0 are at risk of failing. Teachers will do the following to address the issues:

- Communicate through progress report to parents/guardian.
- Meet with Principal and Head of the department.
- Schedule a meeting with parent/guardian.

Note:

Students receiving two (2) or more ("F) grades at the end of the first semester will be placed on academic probation and a notification letter will be sent to parents.

Incomplete Grades

Students who receive an incomplete grade "I" will be given the chance to make up the work by the end of the following quarter. After the work is completed, a grade will be given and recorded. If a student does not make up the required work, a zero (0) will be given and the grade will result in an "F".

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Administration Meeting

ZAS believes that Administration meetings are meant to enhance the partnership between school and home. Parents have to determine an appointment with the administration every Monday from 8:30 am to 9:30 pm. Except during the quarter exams.

Parents / teachers Meetings

ZAS believes that Parent/Teacher meetings are meant to enhance the partnership between school and home. We believe that Parent/Teacher meetings are indispensable for a student's academic, social and physical well-being. Parent/Teacher meetings are not intended for revising grades. Once grades are recorded on the report card, they are non-negotiable. However, Parent/Teacher meetings are intended for teachers and parents to discuss the progress and concerns of the student. Parent-teacher meetings are held on the first Thursday of every month as following:

Parent/Teacher Meeting Dates:

1st meeting on 3rd October 2019

2nd meeting on 7th November 2019

3rd meeting on 5th December 2019

4th meeting on 5th March 2020

5th meeting on 2nd April 2020

Parent Teacher Association (PTA)

We believe that parents have the right to be involved in the decision-making process at ZAS. Excellent schools are created through the dedication of administration, teachers and parents. When the family communicates effectively with educators, positive relationships are formed and problems are solved easily. We appreciate parents and family members who volunteer their expertise, time and various skills in helping our school to achieve excellence. The PTA is established so parents and teachers can work together to address any concerns to the school. PTA members are also responsible for organizing special events and other activities related to the school. The PTA is a vital part of **ZAS**.

At the beginning of the academic year, the school administration is distributing a letter as a PTA attendance approval. This letter must be signed by the parent and be returned to the school administration as soon as possible.

PTA Meeting Dates:

1st Meeting on 24th October 2019

2nd Meeting on 22nd December 2019

3rd Meeting on 27th February 2020

4th Meeting on 16th April 2020

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Students Union

Students' unions are entities created to serve educational purposes within the school. Schools of different categories and stages have multi-leveled unions that endeavor to defend our principles, values, and objectives.

Principles and values:

1. Preserving good faith in God and His angels, His Books, His Messengers and the Last Day all through positive practices and the abandonment of all that contradicts this.,
2. Consolidating democratic principles in the hearts of students in various ways,
3. Maintaining devotion to national unity as a natural way to human unity, and sustaining the spirit of belonging to the family, school and society in order to support security and social peace in the country
4. Maintaining and disseminating our values among students by encouraging role models, which means recognizing the individual's right in the development of his/her personality in the context of the concept of rights and duties

Objectives:

Students' unions strive to organize the students' efforts inside the school to achieve the following objectives:

- Motivating students to academic excellence and strengthening the spirit of belonging and innovation,
- Assuring commitment to the principles of the Union to raise awareness of the national issues
- Attempting to achieve the following:

- Building an independent and responsible personality, able to face future challenges and achieve progress as an introduction to the establishment of a productive society incorporating a generation of scientists, (unlike the consumer society with bad and wasteful habits and practices). This can be achieved through special programs created for advanced students,
- Guaranteeing the freedom of expression through democratic procedures and ethical environment; and holding accountable those in conflict with the Union's principles and those violating the compliance with duties,
- Strengthening the spirit of belonging to the school and handling the staff on the basis of respect and duty. In addition, the Union's leaders will carry out their duties towards the adoption of the proper educational system. What's more, expanding the acquaintance circle and experience exchange among members and leaders of the Unions locally and internationally,
- All students inside the classroom are members of the Union. Five members, including the classroom captain, form the executive panel: the five members represent the following areas:
 - a) Religion and Culture,
 - b) Sociality,
 - c) Science,
 - d) Sports, and...
 - e) Art & Music

The captain and vice captain of the classroom panel are elected from among these five members.

- Terms of membership:

The general requirements of the Union members are:

1. Holding the Egyptian citizenship,
2. Being a good representative of the area represented,
3. Not being a retarded or failure,
4. Not having been held accountable for breaking the school rules or public order,
5. Being well-mannered, respectable, and helpful (recommended by the classroom captain or by any of the captain panel members)

- A candidate is to forward a written request to the classroom captain, including the basic information (name, classroom, activity area represented). The classroom captain will collect the requests with the captain's observations on each candidate, and the level of terms completion. All requests are to deliver to the social worker in charge of the Union's activities, later to show to the captain panel.
- The candidate presentation must be in English in front of the school and school administration.
- They must relate their program to the school mission and vision.

Homework

We believe that homework is to provide additional practice on previously introduced skills and to enrich classroom experiences. Homework includes activities such as brief drills, reading, collecting information, sharing ideas with parents, and providing projects/assignments in which students must utilize their time in creative thought.

The amount of homework assigned varies based on the student's grade level. Whenever possible, teachers will assign homework to allow time for the students to participate in family and community activities. An additional purpose of homework is to encourage the student to develop effective study skills, self discipline, work ethic, and individual discovery habits that are integral and indispensable elements of a quality education. The student is responsible for understanding homework expectations before leaving school and for completing the assignment on time.

As parents, you should support your child's need to do his or her homework by providing space, supplies and help schedule homework time. Your child might ask for clarification on an assignment, but avoid providing answers or getting directly involved in the work. Teachers need to assess how well the students understand the subject matter.

Records:

Students desiring a copy of their records should complete a Transcript and a grade report Request Form available at Student Affairs. Please allow one week to process transcripts.

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Locker Assignment

Students will be assigned a locker at the beginning of the school year. The student will be responsible for cleaning and maintaining the locker. One key is kept with the student and one with the administration office. Problems with lockers should be immediately reported to the deputy in a written form.

In order to protect personal belongings, each locker must be kept locked and used only by the assigned student. Students violating the locker policy may be issued school discipline. At the end of each academic year, the keys shall be returned to the administration office.

- يتم تسليم الطالب ال locker الخاص به في بداية العام الدراسي.
- يتم تسليم الطالب نسخة من المفاتيح والنسخة الاخرى في الإدارة.
- في حالة حدوث اي مشكلة يتم إبلاغ الإدارة فوراً.
- فى حالة الرغبة فى إلغاء حجز ال LOCKER وإسترداد المبلغ المدفوع يكون ذلك فى خلال 10 أيام من بداية الدراسة وبعد ذلك لا يحق للطالب إسترداد المبلغ .
- يجب على الطالب التأكد من غلق ال lockers الخاص به جيداً للحفاظ على الأشياء الموجودة بداخله.
- الطالب مسئول مسئولية كاملة عن محتويات ال locker
- لا يسمح للطالب بمشاركة ال locker مع احد من زملائه وذلك سوف يعرضه للمساءلة.
- يجب دفع مصاريف الإصلاحات إذا حدث اي ضرر لل locker او تم فقد المفتاح.
- ممنوع منعا باتا الكتابة على ال LOCKER أو إلصاق أى أوراق عليه بدون إعلام الأدارى المسئول .
- على الطالب أخذ كل مستلزماته لليوم من ال LOCKER فى اوقات محددة وهى قبل بداية الحصة الأولى والرابعة وممنوع الخروج إلى ال LOCKER فى غير هذه الأوقات .
- الطالب مسئول مسئولية كاملة عن محتويات ال locker وفى حالة تخوف الطالب من ضياع احد ممتلكاته يقوم باصطحابها الى المنزل .
- يجب تسليم ال locker فارغ تماماً والمفتاح آخر العام الدراسي للإدارة.
- اي طالب يقوم بخرق التعليمات الخاصة بال lockers لا يكون له الحق في تقديم اي شكوى للإدارة.

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Text books

El- Zahraa American School furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to him/her and is expected to return each book at the end of his/her participation in the course or pay for any loss, destruction or steal. No report card, records, transcripts or diplomas will be issued until ALL books are turned in and/or fees paid.

Students should immediately write their names and homeroom number in all textbooks issued to them in the space provided inside the front cover. Lost textbooks will be returned to the appropriate teacher.

- يتم تسليم الكتب إلى ولي الامر و التوقيع عليها بالإستلام مع التعهد بتسليمها الى المدرسة آخر العام الدراسي بحالة جيدة وكاملة العدد.
- غير مسموح للطالب بإعارة او إستعارة اي كتب من زملاءه.
- في حالة ضياع الكتاب او استعماله بإهمال سوف يقوم ولي الامر بدفع قيمة الكتاب.
- الطالب مسئول مسئولية كاملة عن تسليم الكتب بشخصه وليس عن طريق أي فرد اخر الى قسم المخازن بالمدرسة.
- المدرسة غير مسئولة عن ضياع الكتب داخل المدرسة او خارجها لأنها تعتبر مسئولية الطالب كاملةً.
- يقوم الطالب بحفظ الرقم الخاص به والمختوم على جميع كتبه لضمان عدم ضياع الكتب او تبادلها مع زملاءه.

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Posters/ Announcements

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used to post school activities and announcements upon obtaining the approval of the principal.

Changing or editing data

- If the parent or student wants to change any information of his/her demographics data, he/she has to notify the student affairs or the administration department before any change.
- In case a student wants to complaint, change, or check his/her scores, he/she has to go to the control unit to fill a complaint form.

لا يقوم ولي الامر بتغيير اى بيانات خاصة بالاسم أو اللقب أو تاريخ الميلاد او الاسم باللغة الانجليزية وخلافه إلا بالرجوع إلى مديرة المدرسة لأنه سوف يتم تسجيل الطالب بهذه البيانات فى الولايات المتحدة الأمريكية ووزارة التربية والتعليم وسوف يكون التسجيل مرة واحدة فقط مع العلم ان اي تغيير سوف يؤثر على دخول الطالب للجامعة وعدم قبول اوراقه امام مكتب التنسيق نظرا لإختلاف البيانات.

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Valuable Personal property

Personal property including, but not limited to, iPods, laptops, recorders, CD, MP3 and tape players, pagers, jewelry, electronic games, etc. should not be brought to school by students during school hours. The school will NOT be responsible for the loss of any personal property.

Chewing Gum and Candy

Students are not permitted to chew gum inside the classroom

Telephone

The telephone in the Main Office is for business use only. Permission WILL NOT be given to a student to call home for forgotten supplies or to communicate social plans after school hours.

Cell Phones / Beepers / Telephonic Devices

The school recognizes the need of students to have access to a telephone to coordinate after-school activities with parents, etc. Therefore, students at ZAS must deliver his/her mobile phone to the social worker at the beginning of the school day and receive it back at the end of the day. **If a cell phone, pager, or other telephonic device is discovered during the school day, it will be removed from the student's possession and turned over to the social worker.**

The social worker or designee shall maintain a record identifying the item confiscated and the student from whom it was taken. All items confiscated are maintained in a secure (locked) space.

Confiscated cell phones, pagers, or other telephonic devices will only be returned to the parent or guardian, unless the item was discovered during or in relation to another offense. Cell phones, pagers, or other telephonic devices will not be returned to the students. It is the responsibility of the parent to make arrangements to pick up the confiscated item within one month. Please call ahead of time to make sure the social worker or designee is available.

The following discipline will result in violation of this policy:

Cell phones are NOT allowed in class, otherwise

- First time the mobile will be delivered to the principal and student will take it at the end of the day and this is **only** during the first month of the year.
- second time the student's parent have to come to the school to receive the cell phone.

✓ يتم تسليم الموبايل الخاص بالطالب الى الاخصائي الاجتماعي المسئول في اول اليوم الدراسي ويتسلمه بعد انتهاء اليوم الدراسي.

✓ غير مسموح للطلبة باستخدام التليفون المحمول داخل الفصل ، في حال حدوث هذا لأول مرة يسلم الى مديرة

المدرسة ويسلم للطالب اخر اليوم مع العلم ان هذا سيكون **فقط** خلال الشهر الاول من بداية الدراسة

✓ وإذا تكرر ذلك ينبغي حضور ولي الأمر بنفسه لإستلام المحمول الخاص بالطالب من إدارة المدرسة.

✓ لا يحق للطالب ان يدعي عدم تذكره لتسليم الموبايل في بداية اليوم لانه سوف يطبق عليه الجزاء دون اي استثناء.

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Internet—Terms and Conditions of Use

1. Acceptable Use- The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of computers must be in support of education and research and consistent with the educational objectives of Al Zahraa School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. Privileges- The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of these privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Al Zahraa School may request the system administrator to deny, revoke, or suspend specific user access.

3. Network Etiquette- You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone numbers of students or colleagues.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.

g. All communications and information accessible via the network should be assumed to be private.

4. Al Zahraa School makes no warranties of any kind, whether expressed or implied for the service it is providing. Al Zahraa School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Al Zahraa School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **Security**- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Al Zahraa School Internet Coordinator. Do not demonstrate the problem to other users. Attempts to logon to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. **Vandalism**- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses and hardware components.

CONSEQUENCES FOR COMPUTER MISBEHAVIOR

The following abuses of the computers will result in school discipline based upon the school discipline policy:

1. Altering the condition of the equipment including disconnecting cables, switching keyboards or disassembling mice.
2. Intentional crashing of programs or rearrangement of the hard drive, or damage to hardware/software.
3. Tampering with or changing computer wallpapers, screensavers or settings.
4. Intentional destruction of another student's computer, work or disk.
5. The unauthorized use of any computer.
6. Any damage in the computer devices or equipment, the student will be responsible for it financially.

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The school official website:

The school provides its students with an up-to-date official website which can meet their needs. Therefore, students are encouraged to use the school website for teacher assignments and educational work.

The school website includes:

1. The school vision and mission.
2. Top students for all grades.
3. All the school activities.
4. Recruitment forms for staffing.
5. The school history.
6. The school calendar.
7. Curriculum Guide.
8. School events.
9. Complaints and suggestions offered by the students and parents.
10. Mission and vision surveys.
11. Student-parent hand-book.
12. The school accomplishments.
13. School policies.
14. School profile.

We always expect the students to advise the IT Department when any new ideas or items are not updated to cope with the modern life.

The school official group on Facebook:

The school is being up-to-date with its students' requirements from the social media such as Facebook, so our IT staff created an official group to facilitate the connection between our students and us.

Students who join the school's group must be accepted by the group admin at first, so students who are using the school's group are expected to abide by the following rules:

1. Don't advertise your business on this group. We aren't interested in your career.
2. All opinions will be treated with mutual respect unless they the aforementioned rules are violated. Treat your follow group members with that same respect.
3. If a single individual starts a discussion that all other members disagree with, it may be considered trolling at the direction of the group admin. Trolls will be booted out of the group.
4. If a member personally attacks another member with harmful words, threatening or not in-line with the mutual respect policy, that member will be removed from the group.
5. Please stick to the school mission and vision and the mission statement of the group.
6. Do not post graphic or photos, videos and other media in this group. If you are not sure about the content that you want to post, email the group admin.
7. If someone mentions you by name, please respond directly to that person on the same post. If the comment is inflammatory, please report it to the group admin.
8. Think before you post. This is your school group on Facebook, one of the biggest sites on the internet. What goes up can never really come down. Respect the privacy of others.
9. Be aware that posting more than five discussions on the same day needs to be justified to the group admin, or it will be considered a spam
10. Do not repost or draw attention to the fact that the group admin has deleted your comment.
11. If you are going to comment, we would prefer if you could try and add valuable discussions to the conversation. Be friendly, be fair and use common sense.
12. The group admin is entitled to deny entry to any member they choose. They are also allowed to boot out members that don't comply with the school rules.

School Every where Program

- This program works on communicating different parts of the educational process in order to be secure and easy. So, it facilitates communication between administration, teachers, students, and parents. This enables them to send and receive all types of mails between them.
- School everywhere program is divided into 5 main divisions; students, parents, teachers, administration and library. Here is a short note about each part:
 1. **Students:** Each student has his/her own account with a username and password. Through this account, students can always be online with all different school administration and teachers. This gives the student the feeling of being at school wherever he is.
 2. **Parents:** The system has permanent communication between school administration and parents without the knowledge of students. It is very essential for the educational process. It also keeps the parents comfortable to be aware of their children level and behavior.
 3. **Teachers and employees:** They can always be in contact with each other and with school administration to finish all their needs easily. They can be in contact with students and parents too. Teachers can even send homework to students wherever they are.
 4. **Administration:** Administration Division is divided into five divisions:
 - a) Students
 - b) Teachers and employees
 - c) Parents
 - d) Website
 - e) Maintenance

Which act as a whole administration for all divisions with many advantages and easy tools.

→ School everywhere program provides flexibility with many other divisions at school:

- ✓ School control
- ✓ School subject time-table
- ✓ Financial division
- ✓ Stores
- ✓ SAT
- ✓ MAP
- ✓ School buses

Guidance Counselor

The School Counselor Association (ASCA) supports school efforts to help students focus on academic, career and social/emotional development so they can achieve success in school and are prepared to lead fulfilling lives as responsible members of society.

Guidance counselor job helps to guide and structure children's educational and vocational direction as they pass through an unstable and confusing time in their lives. A guidance counselor helps students determine courses of study and possible vocations. Counselors try to understand what motivates each student as well as his or her skills and desires. Guidance counselors use the results to provide context for existing records of academic performance, teacher evaluations, and a better overall understanding of students' needs. Some guidance counselors call the continuing education they receive from the students with whom they work the most interesting feature of the profession.

Essential Functions:

- Provide direct support service to individual students, small groups, and classrooms.
- Complete assessments, and counseling with students and families.
- Oversees implementation of School program. Consults with other professional staff and outside agencies and other organizations.
- Develop and maintains family outreach programs and community partnerships.
- Serve as a member of the family support team and other school-based teams.
- Complete written reports as needed or as requested by Principal.
- Provide direct service to students in the classroom.
- Complete reports as required local agencies.
- Conduct professional development workshop on identifying at-risk students.
- Interview students and families.
- Make oral presentations of assessments, diagnostics, and observations.

Supervision of Students

School administrators, supervisors, and teachers have disciplinary authority over all students while the students are in school or participating in or attending school sponsored activities whether on or off school premises. Students may also be disciplined for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

The total school staff is responsible for the supervision of students during the school day and for a reasonable period of time, as designated by the administration, before and after school.

- School personnel will be responsible for proper supervision of students in the building, on the school site before and after the school day and during the break. School personnel may be assisted by other persons in this regard.
- Principals may make special supervision assignments during any critical time and in critical areas.

Teachers will arrange their teaching area to provide a safe environment for students.

In cases where students can be in more than one instructional area, it is the teacher's responsibility to establish and maintain classroom procedures which assure appropriate supervision and safety of students in all areas.

In teaching areas that have equipment and/or materials that can cause harm, the teacher will develop safety rules or utilize School developed safety rules if provided. All such rules will be posted and strictly enforced by the teachers.

Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all (students, teachers, administrators, and support staff) show pride by doing our share to make our school a better place to learn and work. One of the main goals of the school staff is to develop self-discipline in all students.

The following rules apply on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before disciplinary action is taken.

Any student conduct that will constitute criminal conduct is a violation of the Code of Conduct. A violation of any rule may result in discipline including, but not limited to:

- In-school detention
- Out-of-School Suspension
- Compensatory payment of damages
- Loss of Bus Privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense

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Notice to students: Any violations of the following rules of the Code of Conduct will result in discipline.

1. Disruption of School:

Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school.

2. Harassment:

Students should not harass other students, school employees, persons who are guests of the school or persons conducting business for the school. This includes remarks or actions of a sexual, racial, ethnic or religious nature that are offensive.

3. Threats:

Students should not, through verbal, written, technological or any other means, make statements which state physical or emotional harm that may come to another person or to an institution. Bomb threats will result in expulsion from school.

4. Use of Obscene Language/Materials:

Students shall not use obscene, vulgar or profane language or make inappropriate gestures or possess vulgar materials.

5. Attendance:

Student should not fail to comply with attendance rules including, but not limited to: truancy or tardiness from a specific class or the school. Student should not leave school property or assigned educational location once he/she has come under the supervision of a school employee, prior to dismissal times, without official permission.

6. Forgery:

Students should not misrepresent a signature on any document.

7. Damage of Property:

Students should not cause or attempt to cause damage of school property. Students should not touch or handle another person's property without that person's authorization.

8. Assault:

Students should not act or threaten to act in such a way to cause physical injury to other students, any school employee or other persons.

9. Failure to Obey Instructions/Insubordination/Disrespect:

Student should not fail to comply with any instructions or requests of teachers, principals or other authorized personnel during any period of time when he/she is under the authority of the school personnel. Student should not fail to provide information, or supply false information, when it is requested.

10. Dangerous weapons and instruments:

Students should not possess, handle, transmit or conceal any dangerous weapons or instruments on school property, in a school vehicle or at any school-sponsored activity. Students who violated this rule will be expelled. Firearms (including objects that are indistinguishable from and/or represented as firearms, explosives and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Students should have knowledge of weapons or dangerous instruments on school property, in a school vehicle or at a school-sponsored activity. They should not report it to a school employee, the student may be subjected to the same disciplinary measures as that of the perpetrator.

11. Narcotics, Alcoholic beverages and Drugs:

Students should not possess, use, transmit, conceal, make arrangements to sell, purchase or use the aforementioned items prior to or during school or school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.

12. Tobacco:

Tobacco, in any form, shall not be carried or used by any student on school property or at school events.

13. Theft:

Students should respect the personal ownership rights of others. The principal may exercise the prerogative of reporting thefts to authorities.

14. Cheating/Plagiarism:

Students should not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.

15. Dress Code:

Refer to the Dress Code in this book.

16. Inappropriate Display of Affection:

Students should refrain from any and all displays of affection.

17. Unauthorized or Unsupervised Areas:

Students may not be in areas where they have not been authorized or areas that are unsupervised.

18. Computers:

Computers/technology is provided for students use, for teacher-assigned work in courses or programs at the school. (See Computer Usage)

19. Violation of Bus Rules:

Students must follow all bus rules and regulations as outlined in Bus Regulations in this handbook.

20. General Misconduct:

Students shall refrain from throwing objects, gambling, playing cards or being abusive or excessively noisy in their behavior.

School's Right to Search

Lockers, desks, or storage places provided for students' use are, and remain at all times, property of El-Zahraa American School. These areas and the contents, therefore, are subject to a random search at any time, pursuant to school policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school campus including vehicles.

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First Aid Supplies/Training

Every school should have first aid supplies, equipment and instructions located in a readily identifiable and accessible area. School first aid training should be made available on a regular basis.

Student Safety

In promoting the well-being of all students and employees of the school system, it shall be School policy to maintain a healthy and safe environment in all school facilities. Practices and procedures to implement this policy should include periodic inspection of school facilities, plans which are periodically practiced for evacuating facilities or other ways of dealing with emergency situations, a system for reporting and dealing with accidents, availability of student accident insurance, and in-service education to promote both wellness and accident prevention.

Dress Code

El- Zahraa American School is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, ZAS has adopted a uniform policy, that we believe projects a positive attitude of pride in self and our school.

Failure to comply with the Dress Code is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the ZAS Dress Code:

1. **First Offense:**

Student will be sent to the Office. Student will change clothes or will be sent home to change his/her clothes. Any classes or work missed cannot be made up and will be treated as an unexcused absence.

2. **Second Offense:**

Same as 1st offense. In addition, Parents and student will be required to meet with the administration.

3. **Third Offense:**

Student may be suspended from school.

School Uniform

Summer Uniform:

- Striped T-shirts
- Dark Blue pants
- P.E. training suit
- P.E. T-shirt
- Black or white trainers

Winter Uniform:

- Long sleeves Striped shirt
- P.E. T-shirt
- Black or white trainers
- Jacket

Note:

Students **must** be in school uniform the entire school day.

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Computer Usages

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mouse, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, smart boards, and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

1. Students may only access the network and/or Internet by using their assigned network account. Use of another person's account/password is not allowed. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
2. The Computer Usage Policy must be read and approved, in writing, by each student and parent. ZAS reserves the right to filter any Internet sites.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student which is part of an assignment in a school's course of study may be run, as required for that course of study's requirements, with teacher supervision.
4. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.

7. Students should only use computer programs approved by the classroom teacher.
8. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content.
9. Only the student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
10. Students are not to send messages over the net nor participate in online "chat rooms." Students may not use any e-mail or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
11. Students are not to enter the network's operating system.
12. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CD'S to floppy disks.
13. Students may not bring food or drink into computer lab.
14. All copyright laws are to be enforced.
15. Students are not to unplug or change any computer device or network connections.
16. Students are not to change any display screen settings.
17. Students are not to change any program icons on the desktop or Start Menu.
18. Students are not to change any program's toolbars or settings.
19. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.

20. Students are not to remove, modify, damage or destroy any computer or networking equipment.

21. Students are not to modify or remove any identifying labels on computer equipment.

22. Students are not to modify or remove any printer settings.

23. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

24. Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers.

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Bus Rules and Regulation

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding ZAS school buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

All students are to understand that the bus driver and bus supervisor is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary actions to be determined by the Principal and/or Transportation Coordinator. The following conduct rules are called to your attention:

- Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. The bus will not wait.
- Students must wait quietly in a location away from traffic.
- Students must go directly to an available or assigned seat.
- Students must remain seated at all times, keeping aisles and exits clear.
- Students must observe classroom conduct. All school rules apply on the bus. Obey the driver and supervisor promptly and respectfully.
- Students are to be courteous and respectful to each other.
- Students are not to engage in loud talking or laughing, excessive horseplay, or fighting.
- Students must not use profane or abusive language.
- Tobacco, alcohol and drugs are prohibited.

Note:

Students that violate bus rules and regulations will be disciplined. Depending on the severity of the violation, disciplinary actions can result in and include detention, suspension and/or expulsion. Please make sure that you always put safety first!

- يجب إنتظار الطالب لأتوبيس المدرسة قبل الموعد المحدد ب 10 دقائق.
- الجلوس في المكان المحدد له داخل الاتوبيس.
- الجلوس بهدوء وعدم إحداث أي شغب او حركات عنيفة.
- مراعاة تبادل الاحترام او التعامل بين الطلاب وبعضهم.
- عدم التحدث ا الضحك بصوت عالي او بطريقة غير لائق.
- عدم تشغيل الاغاني الغير لائقة.
- يجب الالتزام بتعليمات مشرف الباص من اجل سلامة الطلاب.

ملحوظة: في حالة عدم الانضباط او العنف داخل الاتوبيس المدرسي قد يؤدي ذلك الى حرمان الطالب من ركوب الاتوبيس تماما.

ZAS Family / School Compact

I understand that ZAS has high expectations for student performance and that students who do not meet key academic goals will be retained in a given grade or required to re-take a particular course.

I understand that fighting and physical confrontations are unacceptable at ZAS.

I understand that ZAS has placed restrictions on student attire. My child will comply with the dress code guidelines, and I will support consequences for non-compliance.

I understand that ZAS provides groups afterschool tutoring for students who struggle academically – and failure to take advantage of this resource may impede my child’s academic progress.

I understand that possession of weapons, drugs, contraband will result in an immediate referral to law enforcement authorities and will trigger disciplinary consequences.

I understand that I will be held financially responsible for any act of vandalism committed by my child on school property. Families will also be held financially responsible for the destruction or disappearance of books, equipment and other academic supplies.

ZAS requires students to complete homework assignments. Teachers and Administrators will assign homework without regard to family, recreational, or other external commitments. On occasion, assignments will be required over academic breaks, weekends, and summer vacations.

I understand that ZAS expects all family members to interact with school staff in a civil, respectful and appropriate manner. Abusive and threatening language will not be tolerated and will be addressed immediately by the ZAS Administration.

I have read and agree with the ZAS Code of Conduct and will comply with the guidelines and regulations therein.

ATTACHMENT A

**ZAS Charter School
Family / School Compact**

El Zahraa School is committed to developing each student's potential for intellectual, emotional and physical growth. In order to achieve this, the family and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

Please read the responsibilities, sign and date this form, and return it to ZAS as soon as possible.

I have read and agree with the responsibilities detailed in the ZAS compact.

Parent name _____ Date _____

Parent Signature _____

Student Name _____ Date _____

Parents and students must sign the compact and return it back to the school administration

ATTACHMENT B

**ZAS
School Internet User Agreement**

Student:

I understand and will abide by the ZAS Internet User Agreement. I further understand that any violation of the regulations, as listed in the handbook, is unethical. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent:

As the parent or guardian of this student, I have read the ZAS Internet User Agreement. I understand that this access is designed for educational purposes. Al Zahraa School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for ZAS to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent Name: _____

Parent signature: _____ **Date:** _____

ATTACHMENT C
ZAS Handbook Confirmation and Agreement 2019-2020

To verify that you have reviewed the ZAS Parent/Student Handbook, please initial each statement then sign, date and print your name below:

My child and I have read and understand

_____ the **Code of Conduct and Disciplinary Consequences**

_____ the **Dress code and the Disciplinary Consequences**

_____ **our responsibilities in this partnership.**

_____ that our accountability and **positive participation at ZAS are conditional to my child's (student's) attendance** and have **signed** required attachment (**ZAS Internet User Agreement**)

_____ the **attendance policy**

Student Name: _____

Grade: _____

(COMPLETE NAME-FIRST & LAST)

Student Signature: _____

Date: _____

(If child is unable to sign name, please make sure printed name is legible.)

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____