

El Zahraa American School Student - Parent Handbook

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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-Parent Handbook is published so that all students and parents 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 and parents read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that you discuss the information in this handbook with each other. When this handbook does not give you the information you need, you should contact your principal, administrator or teacher for help.

To ZAS Parents.....

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

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.

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 advocates 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. (Refer to advocacy chart page 46)

(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. (Refer to punishment policy page 18)

(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. (Refer to rewarding policy page 19)

School Policies

Student Admission Policy

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 placement test shall be administered and evaluated by the school 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.
- Then the student and parents shall be interviewed and the Principal will review results and determine whether or not course credit is granted.

General attendance Information

1. The school day starts at 7:30 a.m. until 1:50 p.m.
2. Students who arrive before 7:30 are to wait in the garden.
3. Students should not be in any other area of the building except the playground prior to 7:30 a.m
4. Within the school day, students are not allowed to leave their classrooms without permission from the class teacher and floor Deputy.

١. يبدأ اليوم الدراسي من الساعة ٧:٣٠ وينتهي الساعة ١:٥٠ ظهرا.
٢. عند وصول الطلاب قبل الساعة ٧:٣٠ ينتظر الطلاب في فناء المدرسة.
٣. لا يسمح للطلاب بالتواجد بأي منطقة اخرى عدا الفناء حتى تمام الساعة ٧:٣٠ صباحا.
٤. لا يسمح للطلاب بالتواجد خارج فصولهم بأي حال من الاحوال إلا بتصريح من مدرس الفصل ووكيل المرحلة اثناء اليوم الدراسي.

Absence Guidelines

1. If a student is absent from school, a parent must call the administration office to inform the school of the student's absence.
2. Student's absence without excuse will be deducted from the GPA.
3. The following conditions may excuse a student from school attendance maximum 3 days without affecting his/her GPA:

1. 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.
2. Personal illness or injury. (A report from the school doctor is required)
3. Observance of a religious holiday.

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.

Note: Students with no absence during the semester, will be awarded a Golden Card (Refer to Page 13)

١. في حالة غياب الطالب يجب على ولي الامر الاتصال بالمدرسة للإبلاغ عن غياب نجله.
٢. في حالة غياب الطالب بدون عذر سوف يخصم هذا الغياب من ال GPA.
٣. حالات الغياب المقبولة من المدرسة بحد أقصى ٣ أيام ولن يتم الخصم من ال GPA الحالات الآتية تعتبر عذر مقبول:
 ١. حالات الوفاء للقرابة من الدرجة الأولى لفترة لا تتعدى ٣ أيام.
 ٢. الحالات المرضية للطالب مع تقديم تقرير من طبيب المدرسة.
 ٣. الأعياد الدينية.

- 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.

ملحوظة: الطالب الذي لم يسجل اي ايام غياب خلال الترم، يحصل على الكارت الذهبي (التفاصيل صفحة ١٣)

Late arrival:

- Morning Assembly starts at 7:30 a.m.
- Classes begin at 7:45 a.m; students must be in class and prepared for class work.
- Students who arrive after 7:45 a.m. are considered late and must report to the deputy for permission to enter class.
- Any student who arrives at 8:00 a.m. will not be allowed to enter the school without the school Principal's written permission.
- **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 draw his attention to this and call his parent to inform.
- ◆ **The second one**, marks will be deducted from the GPA.
- ◆ **After that**, each tardiness will cause a deduction from the GPA marks.

- يبدأ الطابور الصباحي الساعة ٧:٣٠ صباحاً.
- يبدأ اليوم الدراسي الساعة ٧:٤٥ صباحاً على الطلاب التواجد في فصولهم استعداداً لبدء اليوم الدراسي.
- في حالة دخول الطالب بعد الساعة ٧:٤٥ سوف يتم اتخاذ الاجراءات التالية:
- لن يسمح بدخول الطالب الى المدرسة بعد الساعة ٨:٠٠ صباحاً إلا بعد أخذ إذن كتابي من مديرة المدرسة بالموافقة.
- **-التأخير الاول:** يتم دخول الطالب مع لفت نظره و إبلاغ ولي أمره.
- **التأخير الثاني:** تخصم هذه التأخيرات من درجات ال GPA (٦ درجات من المادة)
- **ملحوظة:** يحسب كل تأخير بعد التأخير الثاني بخصم درجات من ال GPA
- **التأخير المسموح به:**
 ١. الحالات العائلية الطارئة (يحضر الطالب ما يثبت ذلك)
 ٢. المرض المفاجئ (يحضر الطالب ما يثبت ذلك)
 ٣. تأخير الأتوبيس المدرسي .

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:

- Parents have to inform the school of any updates concerning student's health and psychological status to take the appropriate actions.
- Parents must inform how to deal with the student's case of illness or the medication that is allowed to be taken by the student.
- If the parent hasn't informed the school administration of any medical case of his son / daughter, the school isn't responsible of any psychological problem the student might face.

- يتحتم على ولي الامر إبلاغ إدارة المدرسة بأي مستجدات في حالة الطالب الصحية او النفسية لتقوم المدرسة بإتخاذ الإجراءات اللازمة لذلك.
- في حالة وجود أى حالة مرضية يجب على ولي الأمر إبلاغ الادارة بكيفية التعامل مع الطالب بالإضافة إلى الأدوية الغير مصرح بيها.
- في حالة عدم إبلاغ ولي الأمر عن الحالات المرضيه الخاصة بالطالب ، فالمدرسة غير مسؤلة عن اي مشاكل نفسية او صحية قد يتعرض لها الطالب خلال تواجده في المدرسة . لذا يجب إبلاغ الإداري المختص بتقرير كتابي مقدم الي مديرة المدرسة .

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.

Incentive Policy for attendance

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 Card" which gives them five marks bonus

The following restrictions apply to the use of the "Gold 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 semester.

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- Students seeking an early dismissal should do all the school work he/she missed during his early dismissal to get his/her GPA marks.
- 3- 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 وبأذن كتابي من إدارة المدرسة .
 - 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.

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.

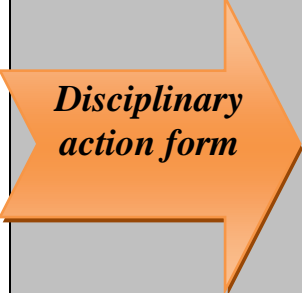

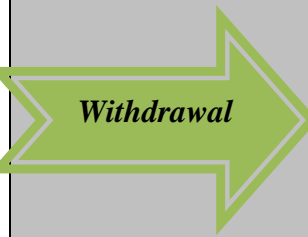
Out of School Suspension (OSS)

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)

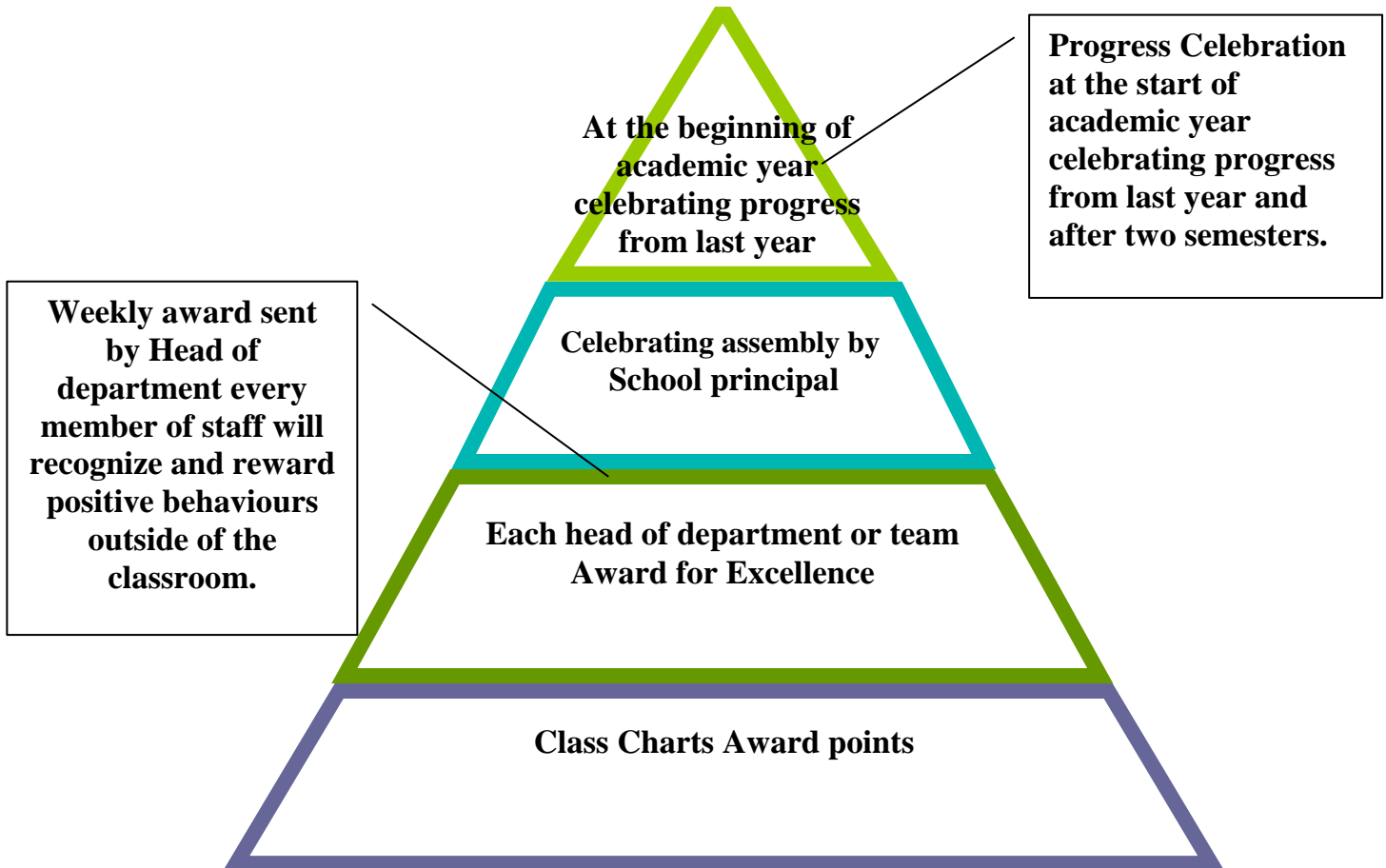
1. Parents will be notified of the detention and its purpose to encourage students respecting the rules, property and regulations of the school community.
2. After receiving a report from the social workers about the student's behavior, the student will work with the librarian for a period from one to 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.

Punishment Policy

الإجراء	العقاب	المسببات
 <p>Disciplinary action form</p>	<p>- تحذير اول</p> <p>- تحذير ثاني (مع ابلاغ ولي الامر)</p> <p>- أخذ ال</p> <p>Brown Card 1</p> <p>Brown Card 2</p>	<ul style="list-style-type: none"> • عدم احضار الأدوات أو اهمال الواجبات أو اهمال المستوى الدراسي • تناول الأكل داخل الفصل أو مضغ اللبان • الخروج من الفصل دون إذن • لبس الأكسسوارات وخلافه • تطويل الشعر والذقن للأولاد - الماتيكير والاظافر للبنات • الضحك بصوت عالي أو التصفير • الابهمال الدائم في النظافة الشخصية • النوم داخل الفصل • مواقف اخري ذات صلة • وقوف الطالب في محيط المدرسة بعد نهاية اليوم الدراسي • عدم التزام بالزى المدرسى • الكتابة على desks و حوائط المدرسة
 <p>Red Card</p>	<p>- <u>يؤخذ مرة واحدة فقط</u> و يصاحبه فصل ١----٣ أيام</p>	<ul style="list-style-type: none"> • الألفاظ النابية • تعدي حدود الزمالة بين الطالب والطالبة • مشاكل السوشيل ميديا • الشغب الدائم داخل الحصص و خارج المدرسة (الرحلات) • التخريب وتدمير الادوات بالمدرسة واتلاف منشأتها • التتمر بين الطلاب
 <p>Withdrawal</p>	<p>- فصل من ١----٣ أيام</p> <p>- فصل الطالب لمدته ١٥ يوما.</p> <p>- <u>فصل نهائى من المدرسة.</u></p>	<ul style="list-style-type: none"> • التدخين داخل المدرسه أو بجانبها أو احضار أدوات التدخين • العنف ولمس اي طالب لغيره داخل المدرسة أو خارجها • التعدي على المدرس قولاً أو فعلاً • المشاكل التى تمس السياسة والدين • إحضار الأدوات الحاده والتي تتسبب في اثاره الفزع أو أذى النفس والغير

ملحوظة: يمكن لإدارة المدرسة النظر في خطوات العقاب والتعديل بها حيث يحدد العقاب على حسب نوع المشكلة

Rewarding Policy



Rewards	Awarded by	Reason	Points
Certificates	Any member of staff	Every member of staff will recognize and reward a student's effort, attitude and commitment in any aspect of school life	Each Certificate get 5 marks
Bonus Marks	School principal	Students whose attendance is excellent, and who consistently demonstrate a good attitude to learning across all subjects. This also applies to students who are actively involved in student leadership and in the school improvement process.	10 marks card 5 marks card 3 marks card
The school website and/or social media	School principal & extracurricular activities department	Students actively involved in school run extra-curricular activities will be given rewards points by leaders of these activities or any individual Superiority of an athlete	Each post get 1
School notice boards (Honor Board)	Form teacher department	Each quarter staff will have the opportunity to nominate one student to be considered for the student of the quarter. These nominations will be sent to form teachers and students who receive student of the quarter certificated in assembly and will earn additional merits.	Each time get 5
Rewarding trips	Any member of staff can ask for rewards trips	<ul style="list-style-type: none"> • A positive behavior record • Attendance greater than 95% • A high average effort grade (taken from the progress reviews) • Participation in extracurricular activities • Contribution to the school / local community 	Financial
Tuition Assistance	School Board	<ul style="list-style-type: none"> • Extraordinary student's performance 	Financial

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 and the School Principal before any change, as it will affect his registration in USA and could affect his/her college admission.
- 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 أو التغيير فى جواز السفر و شهادة الميلاد 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.

في حالة رغبة الطالب او ولي الامر تقديم شكوى او تعديل في درجات الطالب، يجب الرجوع الى قسم الامتحانات (Control Unit) لتقديم شكوى كتابية.

Student's seating policy

سياسة ترتيب الطلاب داخل الفصول و تحركاتهم

- يعد هذا الأمر مسؤولية المدرسة مسؤلية كاملة و لا تدخل لولى الامر به نهائيا ، حيث أن هذا الامر يتم بما تراه إدارة المدرسة ملائماً لطلابها ، و يتم ذلك بعد القاء النظر على كافة الطلاب و دراسة حالتهم النفسية و رغباتهم واستعدادهم للنقل
- في حالة الاعتراض يقدم ولي الأمر طلب لإدارة المدرسة ويدرر هذا الطلب وقد يكون هذا الطلب قيد الموافقة أو الرفض.. مع العلم انه قد يتم تغيير القوائم سنويا ، حيث يتعامل الطلاب مع بعضهم البعض معاملة الدفعة السنوية الواحدة وليس معاملة المجموعة الدراسية (فصول)
- يصرح لإدارة المدرسة نقل أي طالب قد تجد في وجوده داخل الفصل ضرر على مصلحته الخاصة وذلك حتى وان بدأ العام الدراسي

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, smart phones and ear pods are NOT allowed in class.
- ✓ The students have to deliver their cell phones to the social worker at the beginning of the day and take it back at the end of the day.
- ✓ In case the student breaks the rule:
 - First time the mobile will be delivered to the deputy who will give a verbal warning to the student and return the cell phone to the student at the end of the day and this is **only during the first month of the year.**
 - **The second time** the student's parent has to come to the school to receive the cell phone.
- ✓ After a month from starting the school, the parent has to come to the school to receive the cell phone from the school administration even if it is the first time for the student.

- ✓ غير مسموح للطلاب باستخدام الهاتف المحمول ، الساعات الذكية و السماعات داخل المدرسة نهائيا.
- ✓ على الطالب تسليم الهاتف المحمول الى الاخصائى المسئول في بدايه اليوم الدراسى و استلامه فى آخر اليوم.
- ✓ في حالة تواجد الهاتف مع الطالب و لم يتم تسليمه فى بداية اليوم الدراسى، يسلم الهاتف إلى وكيل المرحلة الذى يقوم بإنذار الطالب انذار شفهي و إبلاغ ولى أمره و تسليمه له فى نهاية اليوم الدراسى و ذلك **خلال أول شهر فقط** من بداية العام الدراسى.
- ✓ أما **ثانى مرة** يسلم الهاتف من قبل الاخصائى إلى إدارة المدرسة ولا يحق للطالب استلامه الا عن طريق ولى الأمر شخصيا
- ✓ أما بعد بدأ الدراسة بشهر ينبغي حضور ولى الأمر بنفسه لإستلام المحمول الخاص بالطالب من إدارة المدرسة حتى إذا كانت أول مرة للطالب ولا يحق للطالب استلام الهاتف تحت اى ظرف.

Computer Usage

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.

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.

CONSEQUENCES FOR VIRTUAL CLASSES MISBEHAVIOR

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

1. Enter the meeting with nicknames or fake names.
2. Open the camera or Mic. without teacher permission.
3. Screen annotations or sharing unacceptable photos during the meeting.
4. Use bad language in the chat with the teachers or other colleagues.
5. Attend sessions of another class.
6. Any other misbehaviors during the meeting

Academics and Student Services

*Academics
and
Student Services*

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.

El Zahraa American Extracurricular department supports the school subjects and fields with extracurricular and curricular activities by developing an action plan to achieve specific skills in both sides

Teams

- El Zahraa American Extracurricular department provides a variety of teams with their specific action plans
- We encourage every student to participate in one of the teams that ZAS offers: Art-Music-Sport-Broadcast-Magazine-Peer Learning – Spanish – Science – TedEX – Social – Arabic – IT – Helping – Counseling Teams – French - Drama.
- Each student has to choose one or two teams at least and has to follow all the team regulations assigned by the team leaders.

The department assigns two types of trips:

- **Field Trips**

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

- **Entertainment Trips**

A trip that is part of a school sponsored extracurricular activity, club, sport, or an event sanctioned by El Zahraa American School Activities. It's kind of fun trips which help students to decrease their stress and feeling as one family within El Zahraa Community

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 extracurricular 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.

A. The Approval Procedures:

A written plan must be submitted to the school 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.
- 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**
- 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.

Graduation Requirements

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
Foreign 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 grade 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 EST and ACT. 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/ACT / EST Exams

- SAT is the Scholastic Aptitude Test, ACT is the Admission College Test and EST is the Egyptian Scholastic Test that all students must take one of them or more before entering college.
- The school starts to prepare students for the SAT, ACT and EST through SAT/ACT/ EST sessions and school SAT/ACT/ EST trials which are organized as the real trials the students take outside the school.
- Score calculations for SAT/ACT / EST real trials normally start from Grade 11. SAT/ACT / EST trials are required for college admissions into either state-funded universities, private universities, or other universities overseas.
- There are two SAT/ACT/ EST 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.
- ACT trials embrace: ACT 1 in English Language (Reading & Writing), Math and Science. And ACT 2 in Math 2 (level 1 or level 2) + Physics or Biology or Chemistry.
- EST trials embrace: EST 1 in English Language (Reading & Writing) and Math, and EST 2 in Math 2 (level 1 or level 2) + Physics or Biology or Chemistry.
- Students planning to enter the following fields of study must do the SAT 2/ACT 2 / EST2 exam.
 - Medicine
 - Pharmacy
 - Dentistry
 - Engineering
 - Others

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

ACT TRIALS DATES AND PAYMENTS DEADLINES 2023-2024

Exam Date	Deadline for payment
September 8 th , 2023 (Friday) September 9 th , 2023 (Saturday)	30 th July, 2023
October 27 th , 2023 (Friday) October 28 th , 2023 (Saturday)	14 th September, 2023
December 1 st , 2023 (Friday) December 2 nd , 2023 (Saturday)	29 th October, 2023
February 23 rd , 2024 (Friday) February 24 th , 2024 (Saturday)	29 th December, 2023
April 12 th , 2024 (Friday) April 13 th , 2024 (Saturday)	29 th February, 2024
June 7 th , 2024 (Friday) June 8 th , 2024 (Saturday)	21 st April, 2024
July 12 th , 2024 (Friday) July 13 th , 2024 (Saturday)	30 th May, 2024

EST TRIALS DATES AND PAYMENTS DEADLINES 2023-2024

Exam Date	Subjects	Deadline for payment
EST 1 October 6 th 2023 (Friday)		August 27 th 2023
EST Subject Test October 7 th 2023 (Saturday)	Math 1 Biology Chemistry	August 27 th 2023
EST 1 December 1 st 2023 (Friday)		October 15 th 2023
EST Subject Test December 2 nd 2023 (Saturday)	Math 1 Biology Math 2	October 15 th 2023

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.

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%

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".

1. Weekly Report

- Each teacher sends this report at the end of the week with the student's participation, homework and Quizzes marks during the week.

2. Quarter Surveys

- There is a regular survey per quarter organized by the form teachers. The class teachers fill the surveys criteria and write accurate comments on each student
- The surveys are sent to the students and parents after 25 days from the beginning of the quarter. It is considered the first attitude on the students' academic and behavioral performance. They are uploaded to the students on The School Management System

3. Quarter and Progress Report

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

4. 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.

5. Student Of The Quarter

- The form teachers select a student from each class to be honored per quarter.
- The student is selected according to accurate criteria and rubric which is published and announced in the bulletin board in each class by the form teachers

6. Student Individual Report

- It is reported at the end of each semester to collect academic and psychological information on each student. This information is collected by the help of the deputy, social worker, guidance counselor and form teacher.

7. Analysis Report

It's a comprehensive report includes students GPA detailed scores through the quarters. The report includes an individual academic plan with a smart goal, intervention strategies and goal status (achieved, not achieved or in progress). Reports are written by the school counselor and are sent to parents and students on the school management system twice a year.

- 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.

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 classroom in all textbooks issued to them in pencil inside the front cover. Lost textbooks will be returned to the store room.

- 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 او ولي الامر مسؤول 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 لانها تعتبر مسئولية الطالب كاملةً.
- يقوم الطالب بحفظ الرقم الخاص به والمختوم على جميع كتبه لضمان عدم ضياع الكتب او تبادلها مع زملاءه.
- يجب على كل طالب كتابة اسمه وفصله بالقلم الرصاص على الغلاف الداخلي للكتاب فور استلامه للكتب وفي حالة إيجاد أي كتاب بالمدرسة يتم إعادته الى المخازن.

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.

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 El 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 El 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. El Zahraa School makes no warranties of any kind, whether expressed or implied for the service it is providing. El 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. El 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 the head of the IT department. 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.

School Counseling

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:

- Use assessments to help students understand their abilities, values and career interests
- Help students cross reference individual assessment results with career goals
- Help students understand how academic performance relates to the world of work, family life and community service
- Help students and families navigate postsecondary awareness, exploration, admissions and financial aid processes
- Connect students to workplace experiences to deepen understandings and explore career interests
- Provide support for students, including individual and small group counseling, during times of transition, heightened stress, critical change or other situations impeding student success
- Review progress toward annual student outcome goals
- Analyze data to assess school counseling program effectiveness.
- Use data to demonstrate the value the school counseling program adds to student achievement
- Create a school counseling mission statement aligned with school mission and purpose
- Create a school counseling vision statement describing a future world where student outcomes are successfully achieved
- Collaborate with members of the school counseling team and with administration to decide how school counseling programs are assessed and how results are shared
- Help students understand the importance of postsecondary education and/or training as a pathway to a career
- Use presentation skills to share effectiveness data and results of action plans and activities with administrators, teachers, faculty and staff, families, school boards and stakeholders
- Complete written reports as needed or as requested by Principal.
- Provide direct and indirect services to students in the classroom.

- Complete reports as required local agencies.
- Interview students and families.
- Make oral presentations of assessments, diagnostics, and observations.

✓ ال school counseling هو مساعدة الطالب من بداية دخوله المدرسة ومتابعته والتواصل معه حتي يتم

تحديد هدفه وتحقيقه في الوصول الي الكليه التي يرغب بها والمهنة التي يأمل بها

✓ وايضا التواصل الفعال مع البيئه المحيطة بالطالب وبيئه العمل .

وهذا يتم من خلال الآتي :

✓ أولاً: التعامل مع المستشار الأكاديمي (Academic Counselor) :

وهذا يتم من خلال متابعة الطالب أكاديميا وايضا متابعته طوال العام الدراسي من حيث درجاته ف GPA و

SAT ,ACT ,EST و التعامل المباشر مع الطالب حيث يتم تحديد هدف الطالب وما هي رغباته و ميوله

للإلتحاق بالجامعات ووضع خطه للطالب بحيث يتم تأهيل الطالب أكاديميا من خلال توجيهه الي الكليه التي يصلح

لها من حيث درجاته و ميوله والعمل علي توعيته بشأن تحقيق الهدف وهو الوصول الي الحياه المهنيه التي يتمناها الطالب

✓ ثانيا : إذا كان الطالب يعاني من تشتت وعدم ثبات في التأكيد علي ما يريد فهذا يكون دور المستشار النفسي

(Psychological Counselor) فهو يقوم بالتواصل الدائم والدعم المستمر ووضع خطة متابعه لكل طالب علي

حده لجعل الطالب :

✓ علي درايه كامله بشخصيته والتعرف عليها وميوله ورغباته.

✓ تقديم الدعم للطلاب الذين يحتاجون لمساعدته من خلال التوعيه والنصح والإرشاد.

✓ تقديم خدمات جامعيه من خلال التواصل مع الطلاب الخريجين مما يجعل الطالب علي درايه كافيه بتحديد

وتحقيق هدفه وايضا جعل الطالب يسعى لتحقيق ذاته.

✓ المشاركة في الانشطه المختلفه مما ينمي من شخصيه الطالب ويطورها .

✓ السماح للطالب بالحديث عن كل ما بداخله من مشكلات تواجهه نفسياً و اجتماعياً او شخصياً وكسب ثقة

الطالب ودعمه وتأهيله وتطوير شخصيته وجعل الطالب مندمج مع البيئه المحيطة به داخل المدرسة وخارجها

وايضاً التعرف علي قدرات الطالب حتي يتم تحقيق هدفه في الإلتحاق بالكليه التي تناسب قدراته داخل مصر وخارجها

✓ التعامل المباشر مع الطالب والاختصاصي المسئول عن كل طالب وذلك لدراسة وتأهيل الطالب في النواحي

الاجتماعيه والنفسيه وعمل تقارير خطه مدمجه تساهم علي تقدم الطالب وتحسنه .

كل هذا يتم من خلال التواصل الدائم مع الطالب وولي الأمر ومدرسيين الطالب والاختصاصي الاجتماعي ووضع خطه متابعه لجعل الطالب دائماً في تطور و تقدم .

Advocacy:

The school provides support services to meet the physical, social, and emotional needs of the students. The school implemented the role of the counseling department in order to help the students improve and obtain more achievements. The social worker keeps track of any change in students' behavior. The students have both advocates and form teachers that cater for the students' social, emotional, and academic problems. Said advocates (counseling team, form teachers, social workers, etc.) coordinate with the classroom-teachers to help students develop their skills by getting them involved in activities such as peer learning, broadcasts, projects, group work, and pair work. Above all, the school principal keeps her door open for all the school's students asking for guidance.

تقدم المدرسة كافة الخدمات لدعم الطالب نفسيا واجتماعيا لذلك تم تفعيل دور المستشار التعليمي والنفسي لمساعدة الطلاب ورفع مستوى مشاركتهم وانجازاتهم في لانشطة المدرسية. بالإضافة الى دور الاخصائي الاجتماعي ومسئول الفصل ووكيل المرحلة الذين يقومون بدورهم بالتنسيق مع مدرسي الفصل لمساعدة الطلاب وتوجيههم للانشطة المدرسية الفعالة كالإذاعة المدرسية والفرق المدرسية وغيرها من الانشطة.

Advocacy Structure



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.

Communication with Parents & Students

*Communication with
Parents & Students*

ZAS offers different ways of communications such as:

- Phone calls
- Facebook group and page
- The School Official website
- WhatsApp groups
- School Management System
- Emails and letters
- School Administrators
- Parents meeting
- Parents Teachers Association
- School Surveys

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 November 2nd, 2023
- 2nd meeting on December 7th, 2023
- 3rd meeting on March 7th, 2024
- 4th meeting on April 4th, 2024

Note:

Any parent can assign a meeting with the head teacher to discuss any matter concerning their child by adjusting an appointment with the administration department.

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 18th October 2023

2nd Meeting on 20th December 2023

3rd Meeting on 28th February 2024

4th Meeting on 24th April 2024

School Surveys

Parents and students are asked to fill in surveys about the school each semester to evaluate their satisfaction concerning school performance, services and quality of education in order to improve any areas that need to be improved.

School Management System

- 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. 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 and receive homework and projects to students wherever they are. Teachers and students can mail each other through the school management system.
 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 | ✓ SAT |
| ✓ School subject time-table | ✓ MAP |
| ✓ Financial division | ✓ School buses |
| ✓ Stores | |

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 more communication with their school and teachers by providing hyperlinks to more important related websites such as: Ministry of Education- Khan Academy – Egyptian knowledge bank and also there are hyperlinks to quick access to The School Management System, Facebook official page and Facebook official group.

The school website includes:

1. The school vision and mission.
2. Top students for all grades.
3. Recruitment forms for staffing.
4. The school history.
5. The school calendar.
6. School Courses.
7. Courses Credits.
8. Extracurricular activities.
9. Admission (Inside – Outside Egypt)
10. School events
11. School Magazine
12. Standardized tests (MAP – EST – ACT – SAT)
13. School Counseling.
14. School Population.
15. Mission and vision survey.
16. The school accomplishments.
17. School policies (Students, Parents and Staff).
18. 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 Page and 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 admins at first, by answering some request questions submitted by the admins, the group is restricted by the admins to prevent the students or any other users to post or publish any private or personal issues on the school official group without the permission of admins, any posts which are published through the group have to be submitted and approved by the school administration and admins, the comments on any posts are available for all users but in case of any misbehaved or threatened manners the school admins immediately remove this user and binned his account, the group comment is completely controlled by admins Students who are using the school's group are expected to abide by the following rules:

1. All opinions will be treated with mutual respect unless they the aforementioned rules are violated. Treat your follow group members with that same respect.
2. 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.
3. 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.
4. Please stick to the school mission and vision and the mission statement of the group.
5. 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.
6. 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.
7. 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.
8. Do not repost or draw attention to the fact that the group admin has deleted your comment.
9. 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.
10. 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.

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.

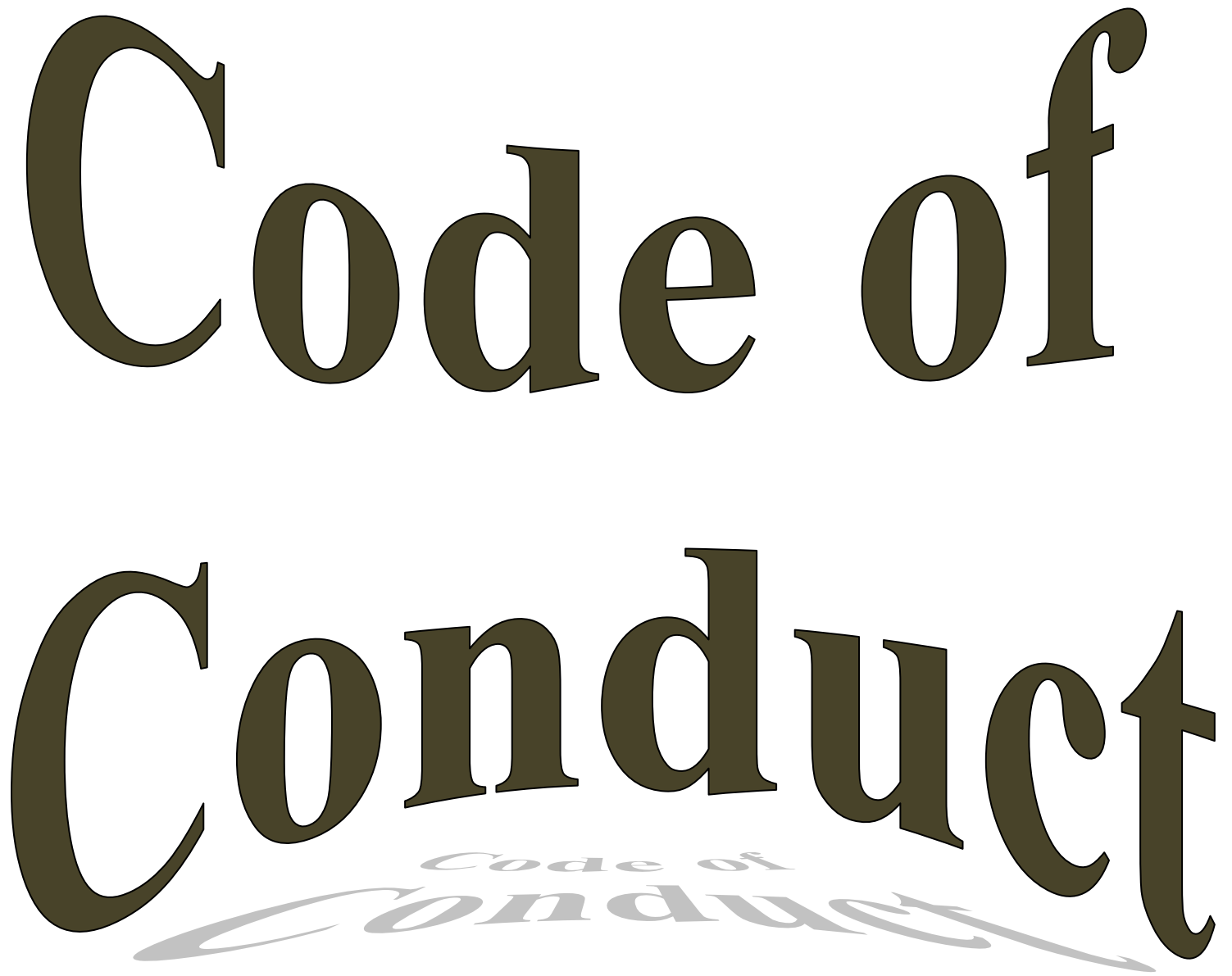
- Terms of membership:

The general requirements of the Union members are:

1. Being a good representative and attends at the school
2. Being creative and having good ideas in the field he joins,
3. Not having been held accountable for breaking the school rules or public order,
4. 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 vision and mission.

Code of Conduct



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

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 & Appearance:

- 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.
- Student should be in presentable appearance inside the school. Male students should be well dressed, haircut and shaved beard. On the other hand, Female students shouldn't wear tight pants. No nail polish or accessories and the hair must be tied.

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.

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.

As result of violations of the ZAS Dress Code,

The first time: the student is warned that 6 marks will be deducted from his marks and the parent will be informed.

The second time: 6 marks are deducted and this punishment will be sent to the head of the control department to be processed.

Summer Uniform:

- Striped T-shirts
- Dark Blue pants
- P.E. T-shirts
- P.E. T-shirt
- trainers

Winter Uniform:

- Long sleeves Striped shirt
- P.E. T-shirt
- Hoody
- trainers
- Jacket

Note:

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

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!
- If the student wants to leave alone not on the school bus on a day, the parent must present a written request signed with the parent's signature and a copy of the identity card.

▪ يجب إنتظار الطالب لأتوبيس المدرسة قبل الموعد المحدد ب ١٠ 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 او الضحك بصوت عالي او صدور أي ألفاظ خارجة أو التصرف بطريقة غير لائقة.

▪ عدم تشغيل الاغاني الغير لائقة.

▪ يجب الالتزام بتعليمات المرفقة تنفيذاً للإجراءات الاحترازية ومن أجل سلامة الطلاب .

ملحوظة:

- في حالة عدم الانضباط او العنف داخل الأتوبيس المدرسي قد يؤدي ذلك الى حرمان الطالب من ركوب الأتوبيس تماماً.
- في حالة عدم الرغبة الرجوع بالأتوبيس المدرسي، يجب تقديم أذن كتابي من ولي الأمر مع صورة البطاقة و ذلك مسبقاً.

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 insurance and in-service education to promote both wellness and accident student accident prevention.

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.
- First Aid boxes containing approved materials are kept on site:
In the Reception and every floor of the School.

These boxes are available for use by all staff/adult visitors on site where appropriate. These boxes are to be monitored and restocked by the Clinic medical staff.

School's Right to Search

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.

Infectious Diseases

When students are unwell, they should stay at home and follow the guidance that is laid out by the school in specific circumstances (Covid-19 regulations). Schoolwork (including homework tasks or tests) can be rescheduled, see relevant Departmental policies. Parents are informed of these policies and practices via Student Handbooks.

Students or staff who suspects they may have or have contracted infectious diseases should notify the school of this as soon as possible, and remain at home until the period of infection (as advised by their doctor or Ministry of Health guidance) has passed

General Maintenance

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. A maintenance slip is to be completed if any equipment needs to be repaired. The head of the Maintenance Department will decide whether the equipment can be repaired in-house, by an outside firm, or if it needs to be replaced entirely.

Evacuation Plan

Fire and Earthquake evacuation procedures are reviewed and updated annually (regarding exits, signage and lining-up procedures) and are included in the relevant staff handbooks, on relevant staff display boards, and in classrooms/other school areas. **Evacuation Drills occur at least twice a term.** All staff members are reminded that, in the event of a fire, the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape, if required, but are not otherwise intended to be used with regard to putting the fire out except by members of the security team.

Family Compact



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 _____

Grade _____

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

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)

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

School Rules 2023-2024

- 1- School day starts at 07:30 am and ends at 1:50 pm.
- 2- Students are late at 7:45 am and they are not allowed to enter the school after 08:00 am.
- 3- Any student who arrives at 8:00 a.m. will not be allowed to enter the school without the school Principal's written permission.
- **First tardiness:** the student enters and we draw his attention to this and call his parent to inform.
- **Second tardiness:** marks will be deducted from the GPA.
- **After that,** any tardiness will cause a deduction from the GPA marks.
- 4- Students are not allowed to leave their classes or floor without permission from the class teacher and the deputy of the floor.
- 5- Students MUST speak English all the time except in French, Spanish and Arabic sessions.
- 6- Students are NOT allowed to eat in class except during snack time.
- 7- Chewing gum is strictly FORBIDDEN.
- 8- Cell phones are NOT allowed inside the school and it must be delivered to the social worker at the beginning of the school day.
- ✓ In case the student breaks the rule:
 - **First time** the mobile will be delivered to the deputy who will give a verbal warning to the student and return the cell phone to the student at the end of the day and this is **only during the first month of the year.**
 - **Second time** the student's parent has to come to the school to receive the cell phone.
- ✓ **After a month from starting the school,** the parent has to come to the school to receive the cell phone from the school administration even if it is the first time for the student.
- 9- Students should NOT stay in the school or school outside area after the school day.
- 10- Concerning the leave permissions:
 - Sport permission: must be signed and documented through dated club letter.

- Illness permission: Official medical statement must be presented to obtain sick leave permission and medical report from the Medical Assurance or an authorized institution must be presented to the school with a school doctor's report for Surgeries.

11- Absence more than TWO days will affect the student's GPA.

12- Students' absence is forbidden in the Quarter Exams, since that will have an Impact on the student GPA.

13- Weekly Quizzes schedule will be given to students at the beginning of the year and any missing quizzes will not be repeated without principal's permission.

14- Students who behave badly in school will be punished as followed

a) We will draw his/her attention for the misbehavior then inform the parent in case of repetition with writing a disciplinary action report in the student's file.

b) The student will take brown card 1 then brown card 2 and the parent will be notified.

c) The student will take a red card which means that the student will be expelled for 1 to three days as the school administration will decide.

d) The student will be dismissed for 15 days or final dismissal from the school.

Note: the school administration can verify the punishment according to the problem that aroused.

15- Students should NOT bring valuable things to the school. The school is NOT responsible for the loss of any personal stuff.

16- Students should take care of their school books, and the school isn't responsible for any damage or loss. Any damage or loss will be charged.

17- Unexpected inspections will take place on cell phones, uniform, laptops, MP3s, ear pods and accessories from time to time.

18- Student is not permitted into the school unless he/she is complying with the school uniform, otherwise, as result of violations of the ZAS Dress Code,

The first time: the student is warned that 6 marks will be deducted from his marks and the parent will be informed.

The second time: 6 marks are deducted and this punishment will be sent to the head of the control department to be processed.

19- Gifts between students are forbidden inside the school.

20- In case of any changes in the student's or parent's information, student passport or birth certificate; the parent must notify the school principal before any changes since this information are documented into the USA and ministry of education records for later use.

قواعد المدرسة 2023-2024

- ١- يبدأ اليوم الدراسي من الساعة ٧:٣٠ وحتى 1:50 عصرا
- ٢- يحسب تأخير الطلاب من الساعة ٧:٤٥ صباحا و غير مسموح للطلبة بدخول المدرسة بعد الساعة ٨:٠٠ ص.
- ٣- لن يسمح بدخول الطالب الى المدرسة بعد الساعة ٨:٠٠ صباحا إلا بعد أخذ أذن كتابي من مديرة المدرسة بالموافقة.
 - التأخير الاول: يتم دخول الطالب مع لفت نظره شفهيًا
 - التأخير الثاني: سوف يتم خصم درجات من ال GPA
 - يحسب كل تأخير بعد التأخير الثاني بخصم درجات من ال GPA
- ٤- ممنوع مغادرة الطلاب للفصل او للدور إلا بإذن المعلم والوكيل المسئول.
- ٥- يجب الحديث باللغة الإنجليزية داخل الفصل فيما عدا دروس اللغة الفرنسية والاسبانية والعربية.
- ٦- غير مسموح للطلبة بتناول الطعام داخل الفصل إلا في وقت ال snack time.
- ٧- محظور على الطلبة مضغ اللبان داخل المدرسة .
- ٨- غير مسموح للطلبة باستخدام التليفون المحمول داخل المدرسة حيث يجب تسليمه الى الاخصائي المسئول في بداية اليوم الدراسي وفي حالة مخالفة ذلك:
 - ✓ في المرة الاولى: يسلم الهاتف إلى وكيل المرحلة الذي يقوم بإنذار الطالب انذار شفهي و إبلاغ ولي أمره و تسليمه له في نهاية اليوم الدراسي و ذلك خلال أول شهر فقط من بداية العام الدراسي.
 - ✓ أما ثاني مرة يسلم الهاتف من قبل الاخصائي إلى إدارة المدرسة ولا يحق للطلاب استلامه الا عن طريق ولي الأمر شخصيا
 - ✓ أما بعد بدأ الدراسة بشهر ينبغي حضور ولي الأمر بنفسه لإستلام المحمول الخاص بالطلاب من إدارة المدرسة حتى إذا كانت أول مرة للطلاب ولا يحق للطلاب استلام الهاتف تحت اي ظرف.
- ٩- لا ينبغي بقاء الطلبة داخل المدرسة او الانتظار خارج محيط المدرسة بعد إنتهاء اليوم الدراسي.
- ١٠- بالنسبة لاذنونات الخروج :
 - الاذن الرياضي : يجب ان يكون موثق بجواب من النادي بالتاريخ.
 - الاذن المرضى : يجب ارسال تقرير طبي معتمد من التأمين الصحي لأخذ إذن مرضي في حالات الأنفلونزا وفي حالة حدوث عمليات جراحية يجب ارسال تقرير رسمي من المستشفى الى المدرسة مع العرض على دكتور المدرسة لتعويض أيام الغياب
- ١١- غياب الطالب لأكثر من يومين يؤثر في درجات ال G.P.A.

١٢- ممنوع الغياب نهائياً خلال إمتحانات ال Quarters لأن ذلك سوف يؤثر على درجات أعمال السنة للطالب

وسوف يتم ارسال تقرير غياب للطالب الى الجهات المختصة وذلك للعلم

١٣- يتم توزيع جدول امتحانات الاسبوعية للطالب في بداية الدراسة ولايتم إعادة الامتحان إلا بقرار من مديرة

المدرسة.

١٤- يعاقب الطالب على سوء السلوك كما يلي :

(أ) يتم تحذير الطالب مع لفت نظره كتابيا ثم ابلاغ ولي الامر في حالة التكرار مع كتابة تقرير يوضع في فايل الطالب.

(ب) يتم إعطاء الطالب brown card 1 ثم brown card 2 وإخطار ولي الأمر.

(ج) يحصل الطالب على red card وهذا معناه فصل الطالب من يوم الى ثلاث ايام حسب ما يترأى لإدارة المدرسة.

(د) فصل الطالب لمدة ١٥ يوم او الفصل النهائي من المدرسة.

ملحوظة: يمكن لإدارة المدرسة النظر في خطوات العقاب والتعديل بها حيث يحدد العقاب على حسب نوع المشكلة

١٥- لا ينبغي للطالب إحضار متعلقات ثمينة للمدرسة و المدرسة غير مسؤولة عن فقدان أية متعلقات شخصية .

١٦- ينبغي للطالب الحفاظ على الكتب المدرسية، و المدرسة غير مسؤولة عن فقدان الكتب او حدوث تلفيات بها مع العلم انه في حالة حدوث ذلك سوف يتم مطالبة ولي الامر بدفع ثمن الكتاب .

١٧- سيتم إجراء تفتيش دوري مفاجئ على أجهزة المحمول و الزي المدرسي و أجهزة اللاب توب و أجهزة ال MP3 وال ear pods و ما إليها .

١٨- ممنوع دخول الطالب نهائياً بدون الزي المدرسي حتى ولو معطف في الشتاء وبمخالفة ذلك للمرة الاولى: سوف

يتم تحذير الطالب شفهيًا بخصم ٦ درجات من ال GPA مع ابلاغ ولي الامر وفي المرة الثانية سوف يتم خصم ٦

درجات من ال GPA

١٩- ممنوع تبادل الهدايا بين الطلاب داخل المدرسة.

٢٠- في حالة تغيير أى بيانات شخصية للطالب او ولي الامر من شهادة ميلاد او باسبور وخلافه، يجب إعلام مديرة

المدرسة شخصيا قبل التعديل لأن هذه البيانات تسجل في الولايات المتحدة الامريكية نظراً لأن هذه البيانات تكتب في

الشهادات التي يتقدم بها الطالب الى الجامعة فلا بد من التأكد من صحتها.