

Sakkara American International School

Student and Parent Handbook

2013-2014

“Being the most excellent at all times.”

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September 2013

Dear students and parents,

This year marks the second year of the American Diploma program here at Sakkara Language School. On behalf of the administration, staff and teachers, we would like to take the time to thank you for continuing to put your trust in our academic institution and to let you know that we are extremely eager to begin the year and allow the learning to begin.

Our Vision:

“Be the best you can be and do your best with what you are provided at any given moment.”

Sakkara is an institution that has dedicated itself to giving the most excellent education to children of all ages. When Sakkara was first envisioned, the dream was to give every child the very best education that a private language school could give, and that is just what has happened. Through a strong commitment and hard work, an undying respect to the idea of individualism, giving a steadfast opportunity to excel and thrive, Sakkara has indeed succeeded in the foundational beliefs. In a day-in-age that is in constant change, Sakkara has changed with where the need has been. The formation of the American Diploma Division is just that, a product of the need for growth and creativity.

Our vision to this program simply lies in the upbringing of today’s generation-to allow those students to be productive elements within the world around them. We, here at Sakkara Language School, are committed to ensuring that every student is a lifelong learner, a responsible human being, and an active contributor in our school community.

Mission Statement:

Sakkara Language School’s mission statement is one that has been created from our vision above.

Sakkara is dedicated to providing a family-like environment that will foster both individualism and a respect for the world around them.

Sakkara Language School’s Purpose, Objectives, and Core Values:

Sakkara believes in commitment to one’s self, opportunity for growth both as an individual and as a group, respect for others, and pride and excellence in all work.

Through commitment, we ensure that both as an individual and as a group, everyone:

- ✓ Shows loyalty to friends, fellow students, and their school
- ✓ Is willing to support and offer assistance where it is needed
- ✓ Comes to school prepared and willing to work at their highest level everyday
- ✓ Maintains respect authority and adheres to school rules

Through opportunity, we guarantee that both an individual and the school community:

- ✓ Develops confidence through participation
- ✓ Evaluates their own strengths and weaknesses
- ✓ Sets goals for personal improvement both academically and socially
- ✓ Is offered the chance to participate in stimulating activities

With respect, we pledge that both the individual and the group:

- ✓ Appreciates all members of the school community
- ✓ Displays proper manner at all times
- ✓ Shows respect for their surrounding environment at all times
- ✓ Practices tolerance at all times

Through excellence, we ensure that both as an individual as a group, everyone:

- ✓ Is proud of their achievements
- ✓ Produces work of the highest quality
- ✓ Sets personal standards and goals for improvement
- ✓ Makes the best of their time, skills, and resources

We look forward to the upcoming year that will surely be full of challenges and successes. Through our commitment and your commitment, as well, the American Diploma Division will thrive and grow to an outstanding program. Thank you again for putting your trust in us, and thank you for putting your child's future into our capable and willing hands.

Sincerely,

Mohamed Hegazy, Principal

School Contact Information

If you have any questions, do not hesitate to call.

School Office Hours: Sunday thru Thursday- 8:00am-2:30pm

Sakkara Language School Phone Number: 02 25165205

Fax Number: 02 25165204

E-mail: SakkaraAmericanDivision@gmail.com

Mailing Address: Sakkara American International School
Zahraa El Maadi—Block 3, Sakkara St.
Maadi, Cairo, Egypt

Admission Procedures

Admission into Sakkara American International School is open to all qualified applicants. No forms of discrimination to any applicant is applied or tolerated.

The school accepts first time applicants to the school and transfer student from other schools, here in Egypt and as from schools abroad. The school's principal interviews all students and their parents separately. These interviews are heavily weighed in the admission process.

Besides an interview, applicants are also required to sit for an admission test in both English and Mathematics before being granted admission into the school.

**According to governmental policies, students are not permitted acceptance into any American Diploma program after grade 10, unless transferring from another American Diploma program.

Certain documents are required for enrollment, they are as follows:

1. Student applicant form FULLY filled out with correct information
2. 6 passport style photos
3. Birth certificate
4. Previous academic transcripts
5. Copy of I.D. or passport
6. Previous medical history information

Denial of admission:

Denial of admission may be due to, but not limited to, any of the following reasons:

1. Incomplete or improper transcripts or records
2. Low admission test scores and/or poor academic records
3. A history of disciplinary problems or substance abuse problems
4. Classes at Sakkara American International School may have reached their maximum capacity

Graduation Requirements

The American Diploma system operates on the American credit hours system (a system put into place in the United States to calculate and record the amount of earned academic credits that students accumulate in school to earn their diplomas and degrees. In most cases, the earned credits are identified by the term “*credit hours*” or “*credit units*.”)

To meet the graduation requirements, a student must complete 24 school units in 8 semesters (over the 4 year high school period). For example, a class that meets for 5 class periods a week for one academic year will earn one credit.

Below is a chart to make things a little more clear.

Fixed Credits for Classes—Grades 9 thru 12

English	4 credits
Math	4 credits
Science	3 credits
Foreign Language (French, Arabic, etc.)	3 credits
History	3 credits
P.E.	1 credit
Electives (Computer)	6 credits

While students at Sakkara American International School starts the program during grade 10, AdvancED (the organization that Sakkara reports to for all American Diploma matters) will look at your students scores in Prep 3 and will adjust accordingly.

Grading Scale

100%-97%=A+
96%-93%=A
92%-90%=A-
89%-87%=B+
86%-83%=B
82%-80%=B-
79%-77%=C+
76%-73%=C
72%-70%=C-
69%-67%=D+
66%-63%=D
62%-60%=D-
59%-Under=F*
I=Incomplete*

*If a student obtains a 'F' or an 'I' in any subject, that student must retake the course during summer school and must take an exam at the end of summer. If that student does not retake the course or does not pass the exam, the student will not be accepted into the following academic school year.

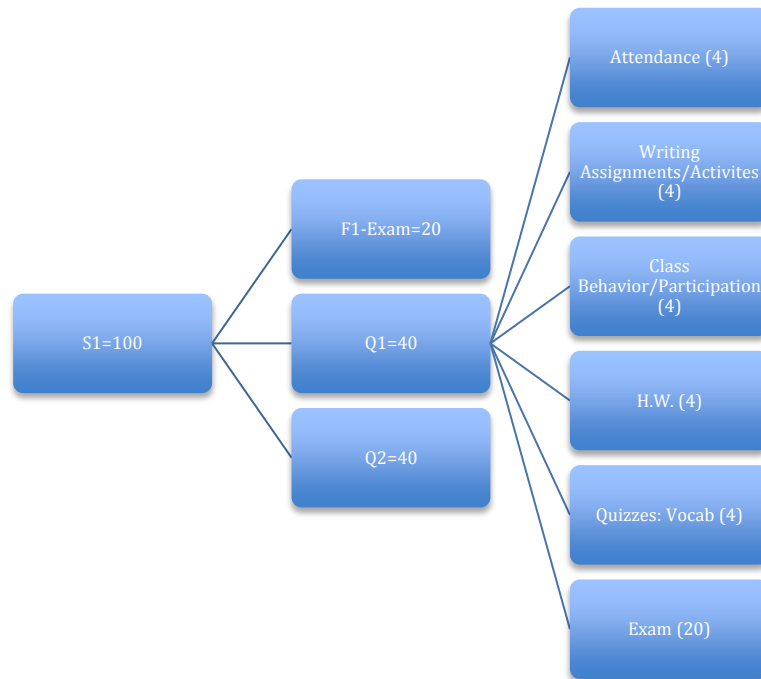
*Lowest passing mark: D (60%)

*Point value of GPA (grade point average) based on: 4.00

Student report cards are prepared at the end of each academic semester during the school year.

Quarter progress reports will be handed out to students during the sixth week of each quarter (after the quarter exams are completed). These reports allow students and parents to see where they are achieving and failing. These reports are very important to academic success.

Breakdown of Student Grades for Every Subject



Calculating GPA

Grade Point Average (GPA) is calculated by multiplying the grade points associated with the letter grade received in a course by the number of credits assigned to that course, adding those values for all courses taken, and dividing the result by the total number of credits taken. Withdrawals are not included in the calculations. For repeated courses, only the highest grade achieved is used in the calculation.

Term Grade Point Average (TGPA) is the GPA calculated for all courses taken in a specific term.

Cumulative Grade Point Average (CGPA) is the GPA calculated over all the terms in which the student has been enrolled.

Confused? The **sample** calculation below will help.

Sample GPA Calculation

Term 1					Term 2				
Course	Letter Grade	Grade Points	Credits	Total Grade Points	Course	Letter Grade	Grade Points	Credits	Total Grade Points
ANTH 1100	B+	3.33	3	9.99	ANTH 1125	B	3.00	3	9.00
CHEM 1110	B	3.00	5	15.00	CHEM 1210	C+	2.33	5	11.65
UNIV 1100	B-	2.67	3	8.01	ENGL 1204	A-	3.67	3	11.01
ENGL 1100	A	4.00	3	12.00	SOCI 1125	B+	3.33	3	9.99
Totals			14	45.00	Totals			14	41.65
TGPA = $45 / 14 = 3.21$					TGPA = $41.65 / 14 = 2.98$				
CGPA for Terms 1 and 2 = $(45 + 41.65) / (14 + 14) = 86.65 / 28 = 3.09$									

Attendance Policy

ALL students are expected to attend classes and be on time to classes on a daily basis. Regular attendance is necessary if students are to be successful in their studies. Irregular attendance makes the learning process more difficult for the other students as well as their teacher. Education and knowledge requires: continual instruction, classroom participation, learning experiences and study in order to gain the most from classes.

Poor attendance has a huge effect on how and why a student fails a class.

Below is the revised policy for attendance. Upon the completion of the first quarter, students have been drastically abusing the privileges that they have been given being in American Diploma. Because of the abuse that has been seen, students are now being held to the below.

Excused Absences:

-Students are allowed ONLY 9 sick days (allowed absences). Students should bring a legitimate doctor's note, or club letter stating absence. If a student misses more than the 9 allowed days, then student's parent will be sent a letter explaining that their student's overall grade will be dropped a full letter grade.

** Exams and quizzes may be taken upon return of excused absences only. Students are responsible for getting homework assignments if they have missed a class, it is NOT the teacher's responsibility to give assignments to absent students.

Unexcused Absences:

After 3 unexcused absences, a full letter grade will be automatically dropped from their existing overall grade.

Tardiness:

It is the student's responsibility to be at school and in class on time. Class start at 8:20 sharp and the school gates are closed at 8:15am. Students who arrive between 8 o'clock and 8:15 will be referred to administration, at which point parents will be contacted. Students who arrive after 8:20 WILL NOT be permitted entrance into the school. Constant tardiness is a sign of disrespect to your school and teachers.

If a student will be arriving at school, after 8:20am, a parent must call the office stating the reason why the student is tardy. This call, however, does not automatically excuse lateness.

**Excused lateness will only be granted in cases of emergency. Car problems and traffic are NOT viewed as emergencies. Students are to be present in the classroom when the bell rings to start class.

***Tardy students will not be admitted into the classroom without a tardy slip from the office. ***

A student who is tardy three times will be thought of as an unexcused absence.

Students who may be held by a teacher, must bring a late note from that teacher (with their signature) to present an excused tardiness for their lateness to class, otherwise that student may be considered as an unexcused absence or an unexcused tardy from class.

Early Dismissal Policy

Students are not allowed to leave school grounds once they have arrived at school for any reason.

Students requiring early dismissal are required to bring a note from their parent requesting early release. The note will be confirmed via a telephone call to the parent before the student is released. If the school cannot get a hold of a parent, the student will not be released. The parent must come, pick up the student and sign the student out in the office before the student can leave.

*No student will be allowed to leave the school without being picked up by a parent or guardian.

Important: Students released after parent or guardian picks student up are not to be considered the responsibility of the school.

After official dismissal from school at 3:05pm, all students must leave the school campus, except for those students who are attending an after-school tutoring session and those under the supervision of faculty. Students are not allowed to hang out outside the school gates or nearby street corners after the end-of-day bell. This applies to students walking home or using a taxi service.

Students waiting for private cars must wait inside the school gates and are not permitted to wait outside the gates.

****Please make sure the school has the correct contact phone numbers, to ensure timely results.**

Code of Conduct

A code of conduct is a set of rules outlining the responsibilities and proper practices for an individual or organization. The codes of conduct for Sakkara American International School for administration, teachers, students and parents are as follows:

Rights and Responsibilities of Administration:

The administration has the responsibility to:

1. Shape a culture where high expectations and success is the core purpose
2. Serve as appropriate role models for the students on their campus
3. Provide appropriate assistance to students in learning self-discipline
4. Promote effective training and discipline of all students
5. Encourage parent communication with the school, including participation in required parent teacher conferences
6. Work with parents in seeking solutions to their students' problems
7. Reply in a timely manner to parents
8. Facilitate and ensure the continuous professional growth of teachers
9. Evaluate program effectiveness based on student achievement data and revise school plans as needed
10. Collaborate with families and community members, and respond to diverse community interests and needs

Rights and Responsibilities of Teachers:

Teachers have the responsibility to:

1. Serve as appropriate role models for their students
2. Establish effective working relationships with parents, students, and other staff members
3. Encourage good work habits within the classroom that will lead to the accomplishment of personal goals
4. Teach students to strive toward self-discipline and appropriate social skills
5. Maintain an orderly and positive classroom atmosphere conducive to learning
6. Work with parents in seeking solutions to their students' problems
7. Perform teaching duties with appropriate preparation, assignments, and resource materials
8. Comply with the school's policies, rules, and regulations
9. Yearly participate in the review and revision of campus rules, procedures, and awareness measures
10. Be in constant communication with administration, supervisors and other teachers

Rights and Responsibilities of Students:

Students have the responsibility to:

1. Attend all classes punctually and participate positively in classroom activities
2. Be prepared for each class with appropriate materials and assignments
3. Be in proper dress code at all times, everyday
4. Show respect toward teachers, students, support staff, and administration
5. Conduct themselves in a responsible manner
6. Pay required fees and fines unless they are waived
7. Obey all school rules, including the safety rules
8. Be responsible enough to make efforts to improve their performance once they are informed that their performance is unsatisfactory
9. Cooperate with staff in investigation of disciplinary cases and volunteer information when the student has knowledge relating to a serious offense

Rights and Responsibilities of Parents:

Parents have the responsibility to:

1. Make every effort to provide for the physical and mental needs of their child
2. Teach their child to pay attention to and obey all rules
3. Be sure their child attends school regularly
4. Promptly report and explain absences and tardies to the school
5. Encourage and lead their child to develop proper study habits at home
6. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare
7. Participate in school-related organizations
8. Be sure their child is appropriately dressed at school and school-related activities
9. Discuss report cards and school assignments with their child
10. Inform school administration of any learning problem or condition that may relate to their child's education
11. Maintain up-to-date home, work, emergency telephone numbers, e-mail addresses and other information at the school
12. Cooperate with school staff
13. Be sure their child attends school tutorials when required or as the need arises
14. Submit a signed statement that they understand and consent to the responsibilities outlined in this plan
15. Encourage self-discipline at home

**Communication between parents and school is a vital part of making a student's education successful. This communication helps to establish the relationship that will result in better student achievement. Conferences with parents are considered an integral part of the school's system for reporting student progress to parents—both positive and negative. The school schedules regular parental meetings to discuss their child's progress with the teachers and the administration.

Code of Discipline

Sakkara American International School maintains a strict code of discipline and each student is not only expected to understand the code but to understand the actions, which may be taken according to the stated problem area. Parents are strongly encouraged to read the code of discipline carefully and be in full understanding and compliance that these rules are followed.

<p>Class C (mild offenses):</p> <ul style="list-style-type: none"> • Uniform or dress code violations • Excessive/disruptive talking in class • Gum, candy, or food in class or inappropriate areas on campus • Untidy lockers, desks or rooms • Littering • Minor mischief • Not observing good health habits 	<p>Class B (moderate offenses):</p> <ul style="list-style-type: none"> • Running inside of the building • Throwing objects with intent to harm • Fighting or rough play • Inappropriate social discussions (inside and outside of the class) • Inappropriate language or gestures (casual use or abusive use) • Improper use of bathrooms (Teachers will monitor the use of the bathrooms) • Socially detrimental actions or attitudes • Acts of unkindness to others (bullying, belittling, exclusion, teasing, mocking, spreading rumors, etc.) • Being disrespectful to students, faculty, staff or other adults on campus or on school sponsored fieldtrips • Persistent or habitual mischief • Excessive violation of any Class C offense 	<p>Class A (serious offenses):</p> <ul style="list-style-type: none"> • Injury to another student by hitting, pushing, kicking, or other physical or verbal abuse • Injury to a teacher by hitting, pushing, kicking, or other physical or verbal abuse • Students not remaining on campus (To leave school they must be checked out through the office) • Acts of cruelty, including threats to other students or slander • Cheating • Lying • Stealing • Invasion of privacy • Intentional destruction of school property • Breaking laws of Egypt • Habitual non-conformity to school rules • Any violation exceeding the scope of the above • Excessive violation of any Class C or B offense
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There are rules students will be asked to follow in differing areas of the campus such as classroom, playground, music room, etc. Students are informed of the rules and reminded often.

Ongoing behavior disruptions will not be tolerated. If the student does not redirect behavior, parents may be called to discuss these infractions during an in-school or telephone conference.

The following offense consequences will apply to each class:

Class C Warning systems Detentions	Class B Detentions In-School Suspensions	Class A Off-School Suspensions Probable probation and/or dismissal
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Warning Systems – acceptable methods of warning, including written/verbal apology, restitution, work detail, private faculty/student conference, removal from group or removal of special privilege and/or a phone call or correspondence to parents/guardians.

Detentions-are applied at faculty/staff’s discretion including time of day and length.

In-School Suspension- Students will complete schoolwork at a monitored desk in the administrative office or in the detention room during normal school hours. Students may also be required to do work detail as decided by the Principal of Students. **In-Suspension** will carry an automatic point deduction in all coursework determined by the nature of offense and class time being missed (scope is one point to ten points deducted).

Off-Campus suspension- can be one to five days as determined by nature of offense. Any student on suspension may not participate in clubs, athletics or other after-school activities and are banned from all recreational activity (field trips) for the duration of their suspension.

Probation – time predetermined upon student’s return to campus in which other offenses are committed the student would be asked to permanently withdrawn from school at parents' expense

Rules and Penalties

Situation/Incident	School Actions	Parental Involvement
<p><u>Absence</u> 1-2 days</p> <p>3+ days</p>	<p>Requires a note of absence from parent</p> <p>Requires a medical certificate signed by a doctor treating the student</p>	<p>Write a note explaining absence</p> <p>Arrange for a medical certificate to be sent to the school</p>
<p><u>Punctuality</u></p>	<p>Frequent lateness in arriving to school is monitored and detentions will be given if it exceeds a reasonable point. Frequent lateness to class results in loss of attendance marks as well as loss of required class time. Parents will be contacted.</p>	<p>Parents should ensure that their student is awake and at school no later than 8am. Parents should support the school's expectation of punctual arrival to school and classes.</p>
<p><u>Truancy</u></p>	<p>The school will determine the best disciplinary action from those available: detention, removal of marks, and/or probable suspension from school in cases deemed not solvable. Parents will be contacted.</p>	<p>The matter requires a parental follow-up in support of school</p>
<p><u>Uniform</u></p>	<p>Students are monitored for uniform on a daily basis. We understand that occasionally a student may need to attend school not in proper uniform, but it will not be accepted as a regular routine. The school will contact the parents if there are continuing concerns over the uniform</p>	<p>Parents need to ensure that their student is presentable and wearing the correct uniform. Appropriate appearance reflects the image of both the student and the school. In the event of a genuine problem, parents need to supply a letter of explanation. Parents should also advise the school in the event that there is difficulties in purchasing the school uniform from the supplier.</p>
<p><u>General Appearance</u></p>	<p>Jewelry should be kept to a minimum for safety reasons. Colored hair, makeup, nail polish are inappropriate for</p>	

	<p>school. When possible, inappropriate jewelry will be removed from the student until the end of the day. Parents will be contacted.</p>	
<u>School Materials</u>	<p>Entering any class without proper school supplies hinders the student's working process. Writing instruments, books, notebooks and other assigned materials must be brought to class daily. Constant failure to do so will result in detention, loss of marks, or removal from class. Parents will be contacted.</p>	<p>Lack of essential supplies disrupts the learning process and is a fundamental issue of personal organization. Parents are responsible for ensuring their student comes to school prepared in all areas.</p>
<u>Homework</u>	<p>Failure to complete homework on a regular basis will result in loss of grades and possible school detention. Parents will be contacted.</p>	<p>Parents are requested to check what their child has for homework on a regular basis. The school should be contacted if no homework is being completed at home.</p>
<u>Forbidden Items</u>	<p>Forbidden items are considered to be any item inappropriate for school, including, but not limited to: toy guns, weapons, playing cards, laser pointers, cigarettes, drugs, etc. Items will be confiscated and a parent meeting will be made. Disciplinary action will depend on the degree of the item.</p>	<p>Parents will be asked to come to the school for a parent meeting and to collect the confiscated item, if appropriate.</p>
<u>Electronic Devices</u>	<p>Electronic devices are considered to be: mobile phones, iPods, MP3/MP4 players, CD players, Game Boys. These devices are not to be used on school campus or in class. If the item is found to be in use, the item will be confiscated and shall be returned only to a parent.</p>	<p>Parents will be required to come and collect the confiscated item. Parents are reminded that the school accepts no responsibility for any electronic device brought onto school grounds, if lost or stolen. Parents are kindly reminded that a school is a place of</p>

	Repeated confiscations of any electronic device may deserve a stronger discipline.	learning, not a place of entertainment.
<u>Damage to School Property</u>	Damage to school property or buses, will require the damages to be paid for by those involved. The same applies to damages to the property of other student's or staff. Parents will be contacted.	Parents will be asked to come to the school or at least asked for payment of repair or replacement of the damaged item.
<u>Theft</u>	Any form of theft (stealing of property) will be directly reported to the principal and may result in severe disciplinary action. Parents will be contacted.	Parents will be asked to make an appointment to discuss the matter at the school with the principal and those involved.
<u>Conduct of Students</u>	Sakkara American International School does not accept the following: cheating, name calling, insulting language, fighting, bullying, verbal abuse, physical abuse, disrespect to students or staff, disregard to school rules.	Parents will be contacted by phone and may be asked to attend an appointment at the school to discuss the situation with the principal.

School Services

Textbooks:

Students are issued a set of textbooks for each academic year. Those textbooks become the student's personal responsibility and your teacher is not responsible for any of your textbooks. It is recommended that the student take ALL books home each day and bring them to class on a daily basis (teachers should tell students what they need everyday for class).

If students choose to leave textbooks in the classrooms, they are liable for any damages or theft of those textbooks. If the textbook is lost or stolen, students will be held responsible for paying replacement fees. Students MAY also not be issued another textbook and any work not completed due to the loss of a textbook will not be excused or accepted late.

Students are required to sign a Textbook Use Contract for their textbooks. Students are also required to take the contract home and have it signed by their parent/guardian. This form is due within the first week of classes. Failure to sign and return the form in a timely manner may result in either the student's book being taken back, or for it to be treated as a lost book with a bill submitted for its replacement.

Teachers ensure that the student name, textbook number, and the student signature have been accurately recorded on the textbook form. The teachers will also ensure that the student has written his/her name in the textbook that is issued to him/her, so as to avoid any conflicts when the textbooks are returned at the end of the year.

****In the event that a student has an outstanding book fee, school records will not be released. This includes student progress reports, reports cards and transcripts.**

Library Use:

The library is available and open to students if they wish to do research, check out books or learn library skills. Students must abide by the library rules. Students may check out a maximum of two books at one time, for a 2 week period each time. The library is open daily from 8:00am-2:30pm.

Emergencies:

It is very important to have current emergency information in the office. Please ensure that the medical information form is filled out at the beginning of each year and that this information is kept current and updated (home address, home and mobile numbers, etc.). This is extremely important if the school ever needs to contact a parent and/or guardian in cases of emergency.

Accident Reporting:

All accidents are reported to the school administration and school nurse to ensure proper treatment. After referral of the student to the school nurse for treatment, it will be determined whether further medical treatment is required, according to the nature of the accident.

The school nurse and various staff members (some of whom are certified physicians) are trained to respond to accidents and medical emergencies. If something more serious occurs, parents will be contacted immediately and appropriate measures will be taken after consultation with them.

Medical Procedures:

Sakkara American International School has an on campus registered nurse. Students requiring medical attention will be taken to the doctor for check up. In the doctor's office there are first aid kits available for minor cuts and scrapes as well as minor aches and pains.

In the event that a student requires further minor attention, the parent will be informed by phone and will be asked:

- A) They wish to meet a staff member and their child at a hospital (the student and staff member will be transported by school vehicle)
- B) They wish to come to the school and take the student to the hospital with a staff member

In the event of a major injury:

The student will be automatically transported to the hospital and the parent will be informed to go directly to the hospital, wherein a staff member will be waiting for them.

All P.E. instructors are trained in sports injuries and in handling minor medical injuries.

**Parents receive a basic medical form concerning their child that should be completed and returned to the school for placement in their child's file. We request that parents please keep the school informed and updated as to any medical condition that needs to be communicated to the school community or of any contact with infectious diseases such as measles, chicken pox, etc.

Safety:

Sakkara American International School conducts regular fire drills and earthquake drills throughout the year. These are conducted for the safety of the students and school personnel. Building evacuation procedures are posted in each classroom and explained to the students within the first few weeks of classes.

**Tampering with the fire extinguishers will be considered an offense, resulting in a substantial fine and suspension from school.

All employees are made to be aware of the location of fire extinguishers in the building. A map of the evacuation route and procedures is posted at the side of each door in all rooms.

**Please see the emergency drill procedures below

Fire and Earthquake Drills:

During a fire and earthquake drill, students will be prompted to follow the following procedure:

1. When the fire alarm rings, teachers will close classroom windows and turn off the lights. The class list must be in the teacher's hand before exiting the classroom. Students will file out of the classroom in a single-file line and in absolute silence. Teachers will shut the door behind them.
2. Students must descend the stairs staying on the right side, leaving the left side available for teachers and hall monitors.
3. When the assigned site is reached, students will maintain their orderly lines. Teachers will take roll and make sure that every student is present. When the "all clear" is given, students and teachers will proceed in orderly and quiet lines back to their classrooms.

Students are reminded that these drills are very serious things and should not be taken lightly when an alarm is sounded.

We hope that we may never have to apply these procedures in reality, but we do believe in being prepared.

Playground Rules:

Playground rules are based on sportsmanship, friendly and fair play, and reasonable resolution to any argument. There will be no fighting or pushing other students around, hands and feet should be kept to self at all times. Any student who needs any kind of assistance must ask the teacher or the supervisor if an issue continues.

Sakkara American International School also stresses that English be spoken at all times.

Lunches and Canteens:

There is a canteen on the school campus. The canteen offers healthy snacks (juices, milk, etc.) as well as hot sandwiches, potato chips, soft drinks, etc. Parents can pack their children's lunches if that is their preference.

Students are asked to keep the eating area clean and to throw trash in the trash cans that are available. Students are asked to stay in the designated areas during break times, and if any P.E. equipment being used falls outside the school premises, the students should ask the teacher on duty or supervisor to retrieve it.

Lost and Found:

There is a lost and found on the campus. Any student property found on campus, in classes, or on buses is turned in to the lost and found. If students lose something, they should check with the administration. To minimize loss in general, personal items such as: clothing, school supplies, etc. should be labeled with the student's name.

Field Trips:

All classes go on field trips, whether educational or fun trips. The school requires parents to sign permission slips in order for students to go on these trips. In the permission slips, parents will learn out the details, the cost, etc.

All students must have the written form section of the permission slip, signed by their parents or guardian to attend any field trip. Absolutely, no phone permission will be permitted for any student going on any field trip. Educational field trips are tied into the curriculum and offer opportunities for hands-on experiences; they constitute an essential part of the curriculum offered, and therefore are mandatory for all students.

In an effort to involve parents more into the school life, we would be very grateful to those parents who feel they would have the ability to teach the students about business or their expertise. Please contact the administration if this interests you at all.

Bus Code of Conduct:

Bus service is provided for students who subscribe to the service. Students using the buses are required to behave in a proper fashion and with respect to both the other people riding the bus and the bus drivers.

Expectations of good bus behavior:

1. Cooperate with the driver and other school personnel at all times.
2. Board the bus carefully and courteously.
3. Take your seat and remain seated until the bus has come to a complete stop at your stop.
4. Leave the bus carefully and courteously.
5. Be courteous to other riders; do not try to save seats for friends.
6. Report any problems on the bus to the bus driver or school personnel.

Conduct Resulting in the Loss of Bus Privileges:

1. Fighting, physical abuse, or threat of physical abuse
2. Possession or use of any object used to inflict bodily injury to a person including, but not limited to, guns, knives, chains, explosives, or fireworks (anything that resembles a weapon will be considered as a weapon)
3. Extending body parts from the bus
4. Vandalism of any part of the inside or outside of the bus (in addition to being charged for the damages, further bus privileges may be denied)
5. Flagrant disrespect or disobedience to the driver

6. Repeated infractions of bus safety rules

Steps of Discipline for Bus Safety:

1. Verbal warning to student with notification to parent
2. Written warning to student with notification to parent and campus disciplinary action
3. One (1) extended school day for discipline
4. Three (3) school days suspension from the bus.
5. Five (5) school days suspension from the bus
6. Ten (10) school days suspension from the bus
7. Twenty (20) school days suspension from the bus
8. Suspension from the bus for remainder of the school year

**Any subsequent infraction(s), regardless of the level of offense or the time, will result in the next level of disciplinary action. Severe infractions may result in immediate suspension from the bus at the discretion of a campus administrator.

Student Services

After school support classes/Saturday classes:

The school offers after school academic support classes to students in all subjects and are free of charge. Parents will be notified by letter as to the times for tutoring.

Saturday classes are offered for SAT1 prep in both English and Math (free of charge). Parents will receive advanced notifications of class times.

Class teacher/mentors:

Class mentors (class teachers) are assigned for each class throughout the school to support the students' academic and social well-being. They are available for the students to help in: developing healthy relationships in their classes and to promote a strong social well-being throughout the school. Parents and students are urged to communicate with the class teacher whenever questions arise.

Handbook Awareness Statement

Please sign and date below. By signing this form, you agree that you have read and understand Sakkara American International School's policies and rules. By signing this form, you also agree to abide by all the school's rules and fully understand all consequences that could occur by failing to obey the school rules.

If you have any questions concerning these anything that you read, do not hesitate to contact the school to discuss any and all questions.

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature