



NEW GENERATION INTERNATIONAL SCHOOLS
REFERENCE BOOK

Your Vision..Our Mission
The Balanced Approach

2024-2025



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A Message from the Administration

Welcome to New Generation International Schools.

We are delighted to have you as a member of our family!

This Reference Book provides information to help ensure your child's success in School. Our efforts are based on a solid family-school team, and we welcome and encourage your participation.

You will find all the necessary information about the rights, responsibilities, and corrective measures enlisted.

This Reference Book will also be posted on all of the school's social media platforms. You are responsible for reading and understanding the rules stated within.

Abiding by its rules will help you maintain the highest social and academic levels.

**We Wish You a Pleasant and Fruitful
2024-2025 Academic Year!**

A Message from the Elementary Principal

Welcome to Elementary School, where our sole purpose is to bring out the best in every one of you and help you approach life with confidence, curiosity, and consideration for others.

It is a privilege to be part of a community where parents, staff, and students genuinely care for each other and strive to build positive relationships that support academic and social growth.

We eagerly care about helping you achieve the highest academic and social levels while nurturing your emotional health. Our primary goal is to assist you in becoming lifelong learners and active participants in our community, which is what our School's Mission, Vision, and Core Values are all about.

Finally, we are honored to serve and provide you with the needed support and guidance. Remember that you are always a priority, and we will always be ready to listen and help.

We are looking forward to seeing you all and having the school hallways filled with your joyous laughter and enthusiasm.

**We Wish You a Pleasant and Rewarding
2024-2025 Academic Year!**

Mona Asaad

Elementary Principal

Accreditations

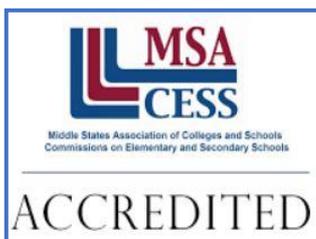
Accreditations



NG is fully licensed by The **Egyptian Ministry of Education**, and is proud to collaborate with them on the Education First Foundation protocol, which has witnessed the training of over 20,000 public school teachers across 721 schools.



We are also accredited by the NCA-CASI's **Cognia**, the largest community of education professionals in the world. We scored 3.69, which is one of the highest Index of Education Quality (IEQ) school evaluations in the Middle East. NG earned the 2022 "School of Distinction Award" by the Cognia Accreditation Review Team. We are proud to report that our school received an outstanding, above-average score of 369/400. Furthermore, the average (range) score of all Cognia Improvement Network (CIN) institutions, that were evaluated for accreditation in the last five years, has been somewhere between 278 and 283.



We are proud to have been recommended for accreditation by the **Middle States Association of Colleges and Schools (MSA)**, an institution that offers objective validation of school quality, student achievement, and fosters continuous school improvement.

Partnerships

Partnerships



Our strong partnership with **Florida Atlantic University's (FAU)** Department of Educational Leadership and Research Methodology has opened the doors for 32 faculty members to be trained at the latest and highest international professional development (PD) levels. We have now succeeded in forming and sharing a Professional Learning Community (PLC) that can be easily identified as one of the best practices worldwide.



We are also the proud founding members of the **International Schools Committee of Egypt (ISCE)**, an organization that is fully dedicated to provide all kinds of resources, knowledge, and skills to enhance and add value not only to education, but also to professional, cultural, and community activities.



We are partnered with **Al Sawy Cultural Wheel**, a privately-owned all-purpose cultural center; because we believe that concerts, plays, themed festivals, educational seminars, and cultural activities greatly impact our students' characters.

Corporate Social Responsibility



The **Education First Foundation** is the community service initiative that NG has created to serve the improvement of governmental educational facilities. Education First targets all official language schools in Egypt (a total of 721 schools, accommodating over 1 million students). The Education First initiative, in collaboration with New Generation International Schools, is based on three main channels: training programs, extra-curricular activities, and initiatives.

Mascot



**THEY DO NOT
JUST FLY...
THEY SOAR**

FIGHTERS
ALWAYS COMMITTED
LIMITLESS POSSIBILITIES
CREATIVE
OPTIMISTIC
NGIANS AND **PROUD!**

At New Generation International Schools, we create an environment of high expectations, accomplishments, and triumph. We picked the "Falcon" as our mascot since it symbolizes vision and wisdom. Students are encouraged to rise above their challenges and trust in their ability to attain their objectives. We have faith in their ability to spread their wings, soar to greater levels, and shoot for the stars.

Preface

This Reference Book has been compiled to answer many common queries among students and parents throughout the Academic Year.

It replaces any previous version and any other document addressing the same subject.

By **receiving** this **Reference Book**, which is posted on all social media platforms and the school's official website, you agree to follow all of the **NG's included rules and regulations**.

If you have any concerns that are not addressed in this **Reference Book**, you are encouraged to talk to your respective Division Principal (DP) / Vice Principal (VP).

School Purpose

Mission

New Generation International Schools establishes a culture of a balanced, professional learning community that empowers educators and collaborates with parents to bring forth competent citizens who can make a difference.

Vision

New Generation International Schools is an educational institution with a unique culture that positively impacts and equips learners to excel at meeting international standards.

Beliefs

At NG, we believe that students

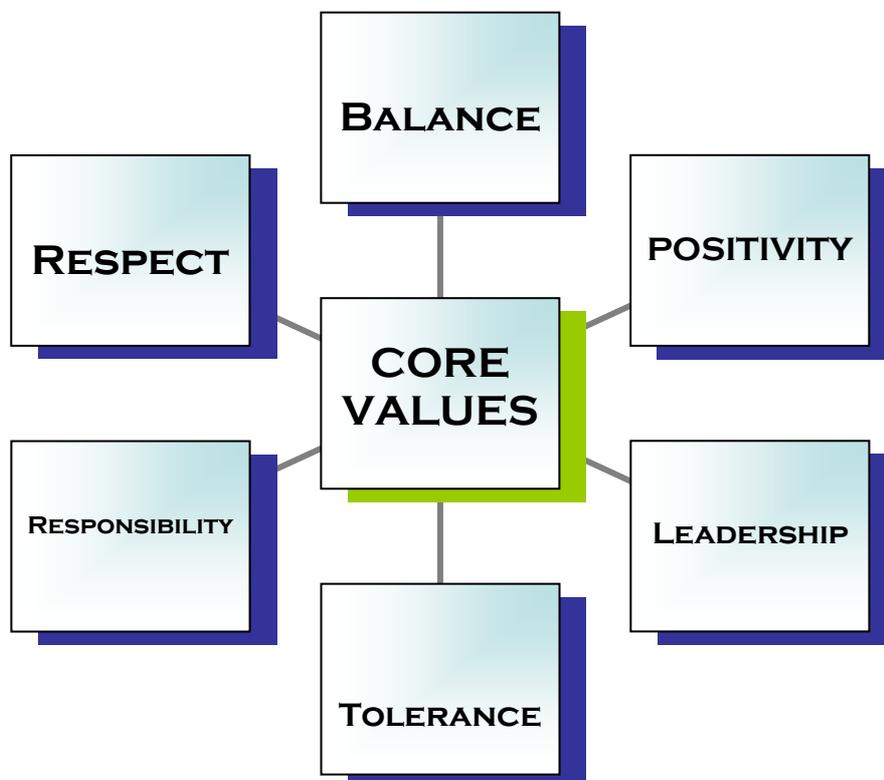
- are unique in their way, and we encourage them to reach their full potential.
- are more than just a grade.
- should be granted learning opportunities through real-life experiences.
- should be appreciated and recognized.
- should be responsible and held accountable for their choices and actions.
- should be given opportunities to benefit their society and community.
- should be encouraged to embrace positive changes.

Core Values

At New Generation International Schools, the "Balanced Approach" encompasses our Beliefs and Core Values.

Students are encouraged to respect all cultures, become positive contributors to society, hold themselves accountable for their own actions, and give/accept constructive criticism at all times.

These Core Values are embedded in our daily operations through our "Hidden Curriculum", which links what is taught in school to real-life situations. This will help develop the necessary skills to encourage students to become respectful, responsible, and positive community leaders.



Profile of NG Graduates

Main Characteristics

NG graduates develop and display well-rounded characteristics that allow them to embrace their culture and demonstrate an awareness and tolerance of global perspectives.

Personal Qualities

NG graduates exhibit the following personal merits:

- Show responsibility and independence in making decisions
- Work with others efficiently and understand the importance of accepting and utilizing differences creatively
- Act with honesty and integrity while keeping the broader picture in mind
- Seek knowledge diligently
- Develop their skills continuously in the various learning fields that they are passionate about

Social Responsibility

NG graduates are active members of the society.

- They show respect for themselves and others.
- They exhibit a deep interest in supporting their community.
- They work diligently to make a difference.
- They make wise choices in various circumstances.

Academic Characteristics

NG graduates demonstrate solid academic foundations in the following areas:

- Show a distinguished level of communication (speaking, writing, and reading) in English and Arabic
- Possess Scientific and Mathematical foundations that prepare them to study in specialized universities that match their learning predispositions
- Show adept use of contemporary Technology and apply this skill when and where it's needed
- Appreciate the different disciplines of Artistic expression
- Possess strong Analytical and Critical Thinking skills that offer in-depth evaluations

Policies & Procedures

All rules, policies, and procedures are subject to amendments at the discretion of the School's Administration.

This is for the benefit of the students and the educational process.

Student Life

Self-Care & Hygiene

For your protection and the safety of others, make it a habit to maintain good health and cleanliness.

Students must

- wash their hands frequently with soap and water or alcohol-based hand rub.
- maintain social distance.
- have their own hygiene kit daily.
- cover their nose and mouth when coughing or sneezing with a tissue or a flexed elbow.
- avoid anyone who has a cold or flu-like symptoms.
- never share eating and drinking utensils.

Student's Rights & Responsibilities

As a student, you have the right to

- receive a high-quality education in a safe and healthy environment.
- talk to your teachers, counsellor, and other school staff members about any concerns.
- express yourself in a manner that does not disrupt the orderly operation of the school or the management of classrooms.
- receive fair discipline without discrimination.

As a student, your responsibility is to

- arrive on time.
- attend all classes.
- adhere to all school rules and directions from teachers and any adult on campus.
- respect the rights of others to learn.
- demonstrate mutual respect and tolerance for personal differences.
- respect and care for school property.
- adhere to all school safety and health regulations and procedures.
- represent our NG Core Values when interacting with others in or out of school.
- always wear the school uniform proudly.

Attendance (A)

Tardy to School

School starts at 7:30 A.M. and ends at 2:30 P.M.

7:31 A.M. is considered tardy for students.

Students are expected to arrive at school at 7:30 A.M.

School gates will open at 7:15 A.M.

Dismissal time for students who leave by car is 2:20 P.M.

The school is not responsible for the safety of the students who leave by car after 3:00 P.M.

Tardy #	Consequence
1 st Tardy	1 st tardy notice
2 nd Tardy	2 nd tardy notice
3 rd Tardy	The parent is contacted, the student is sent home, and all grades are deducted for the day.

Attendance (B)

Tardy to Class

Students are expected to attend all classes on time. Entrance within the first five minutes is still considered tardy.

Tardy #	Consequence
1 st Tardy	Students are still entitled to attend the class, but will lose one mark from their attendance grade for each late minute.
2 nd Tardy	Students are still entitled to attend the class, but will lose their full attendance grade.

Attendance (C)

Early Dismissal

- Students are not permitted to leave school before dismissal time unless they are granted a written permission from their respected DP before 2:00 P.M.

Grades 1 - 5 students who leave early:

- If students leave early for an excused reason, their departure should be approved by the DP and the Front Office by signing a departure note.

Changes in dismissal process: Add

- Parents must notify the Front Office (frontoffice@ng.edu.eg) before 1:00 PM of any changes to a student's normal dismissal, including plans to leave by car instead of bus or changes to the authorized pickup person. Students will be provided a dismissal slip that is required to exit the school premises for security reasons.
- **Grade 1 ONLY:** Student ID must be presented by the parent or by the person in charge of picking the student up. Students will not be allowed to leave the premises if the ID is not presented.
- During dismissal time, elementary students are not allowed to wait with their siblings/friends at the school gates or in the parking area.
- Elementary students are not allowed to leave by Uber alone.
- The parents of elementary students who leave with their siblings by Uber, must sign an Uber consent form.

Absence

- Students are responsible for following up and checking SIMS daily.
- Absent students are fully responsible for making up and submitting any work they've missed to the subject teacher (classwork, homework, test, projects, etc..) within three days of their return.
- Failure to submit missed work to subject teacher (homework, classwork, test, projects, etc...) will result in losing grades accordingly.

Medical

Medical excuses must be sent to the Elementary School Doctor for approval.

Students need to send the medical note for approval within two days upon their return mentioning the following details:

- Diagnosis
- Student's Name/Grade /Class
- Date for the exact day (s) of absence.

Non-Medical

Non-medical excuses must be sent to the Elementary School Principal for approval.

The Elementary School Principal grants possible approval in the following cases:

- Hajj
- Umrah (1 excuse is granted per year)
- Athletic tournaments (3 excuses are given per year)
- Educational tournaments
- Film shooting.
- The loss of a first or of a second-degree family member (father, mother, grandparents)

Notes:

Students must submit a formal written document stating the purpose of their absence:

o Non-medical excused absence must be approved at least 48 hours before the actual absence.

o If the student has an Excused Absence, the following will be applied:

he/she will take the grade for the CW/HW/Quiz after submission

he/she will be excused 'E' for the attendance, behavior, and participation grade.

Teachers will change the 'M' to a grade on SIMS after the DP's/School Doctor's approval concerning the excuse.

o Non-medical excuses cannot be granted during Semester exams and grades 4 and 5 Ministry of Education exams.

o Non-medical excuses cannot exceed four days per Semester.

o Students who have more than 12 absences (6 days each semester) will either not be promoted to the next grade level OR will be placed on probation for the upcoming academic year.

Unexcused Absence

Absenteeism that does not follow the criteria for excused absence will result in losing marks in missed classes. However, ONLY H.W. grades will be redeemed upon submission.

Class Preparedness

All students must come to class prepared with the necessary supplies, notebooks, textbooks, and hygiene kit to complete their assignments.

Teachers are not responsible to provide students with the required materials.

Consequences for not meeting the above-mentioned criteria:

Incident #	Consequence
1st Incident	<ul style="list-style-type: none"> • One mark will be deducted from classwork grades. • Incomplete classwork will still be completed during the first 10 minutes of break time.
2nd Incident	<ul style="list-style-type: none"> • Two marks will be deducted from classwork grades. Parents will receive an e-note through Ren Web. • Incomplete classwork will still be completed during the first 10 minutes of break time.
3rd Incident	<ul style="list-style-type: none"> • Three or more classwork grades will be deducted at the teacher's discretion. • Parents will be contacted by the School Administration.

Smoking, Drugs, Weapons & Flammable Objects

Students are prohibited from carrying (on them or in their bags) any type of tobacco, drugs, sharp objects, weapons, **explosive toys** or hazardous toys that may promote violence and aggression on the school campus or on buses.

The first Incident will result in a one-week OSR, a conference with the parents, possible expulsion, and possible legal questioning.

Fundraising

Only school sponsored groups and activities will be allowed to solicit funds from other students and staff members upon the Administration's approval.

Students are not allowed to sell any items in school without the DP's approval.

Vandalism

NG Students are fully accountable and responsible for the proper use of the school's property, equipment, and facilities.

Any misuse/destruction of school equipment or other students' belongings will result in the following:

Incident #	Consequence
1st Incident	<ul style="list-style-type: none"> • Students must pay for/fix all damages. • A written letter will be sent to the parents to be signed and returned. • The students might be suspended if it was done intentionally.
2nd Incident	<ul style="list-style-type: none"> • Students must pay for/fix all damages. • Parents will be called in for a conference. • A disciplinary committee will decide on the appropriate penalty; a student may be subject to expulsion if it was done intentionally.

School Cleanliness

NG is our second home. Students are required to keep their school clean at all times.

The following are the consequences of littering on school campus:

Incident #	Consequence
1st Incident	Students will be responsible for cleaning up the littered area.
2nd Incident	Students will be assigned to clean up during the break.
3rd Incident	Students will be assigned cleaning chores for ½ a school day and responsible for making up for missed classes.

Cubbies

School lockers/cubbies are NG property and are available for students' convenience.

Students must adhere to the following conditions:

- Use the assigned cubbies only.
- Keep the cubbies clean at all times. (They are not allowed to decorate their assigned cubbies from the inside or the outside.)
- Use the cubbies only between classes (when the bell rings)
- Use the assigned cubby only for storing school supplies and personal items that are necessary for school use.
- Cubbies shall not be used to store items that are against the school rules. (As per the Reference Book rules)

Important Rules:

- Students must not leave valuable items such as money or expensive personal belongings in their cubbies.
- Food items must not be left in the cubbies.
- The school will not be responsible for any lost items from students' cubbies.
- Students must empty their cubbies at the end of each Semester.
- The school has the full right to inspect any cubby and its contents at any time. The DP/VP and the head of Security/Security Guard will conduct such an inspection, in the presence of the student whose assigned cubby is the subject of assessment, when needed.

Use of Technology

- Technology is meant to aid student learning. Therefore, students cannot use technology for other purposes such as games, music, web surfing, inappropriate surfing, etc...
- Technology will be solely used for learning per the teacher's guidance and instruction.
- Students cannot uninstall or modify any application or operating system at school.
- Students cannot use teachers' personal computers/laptops/Mobile phones /other electronic gadgets.
- Students are strictly prohibited from sharing their passwords with other students. Under no circumstances are students allowed to utilize their friends' usernames and passwords.
- Students facing problems with their electronic devices must stop using the device and ask for their teacher's help.

Disclaimer: It is critical to understand that the use of technology is a privilege that cannot be revoked. Inappropriate use of technology can result in severe consequences based on the discretion of the School's Administration.

School Logo, Mascot, Taglines & Social Media Guidelines

- Social Media is integral for providing students with an accessible and powerful tool for research, learning, and raising social awareness.
- NG students are encouraged to increase their digital literacy skills and become influential members of the online society.
- Students are held accountable for any misuse or evasive practices that include, but are not limited to,
 - use of school logo/mascot/taglines on any platform.
 - fabrication of news with (or without) the use of the school logo/ mascot/ taglines on any platform.
 - surfing social media platforms or sharing content with/without the school uniform during school hours is prohibited.
 - mentioning or tagging the school in any academic or non-academic practice that has not been explicitly approved by teachers or administrators.
 - Students are prohibited from taking pictures or making any video recordings on the school campus or while on the school bus.
- Any violation of policies or procedures regarding what is mentioned above may result in severe disciplinary actions upon NG's Administration discretion and legal consequences will follow.

طبقاً للمادة 138 من قانون حماية الملكية الفكرية رقم 82 لسنة 2002

Bus Rules

Ensuring students' safety on bus rides is our school's top priority.

Students must abide by all bus safety rules.

Failing to comply with the safety standards will result in disciplinary consequences or suspension of student transportation privileges.

Rules:

- You have a **one-minute** waiting time, at each pick-up point, in the morning.
- Fasten your seatbelts AT ALL TIMES.
- Sit with your head facing the front and feet on the floor.
- Place your bags under your seats.
- You are strictly prohibited from eating or drinking on the bus; only water is permitted.
- You are not allowed to play music loudly.
- Avoid talking in a loud voice or doing anything else that might distract the driver.
- Refrain from defacing or damaging the bus and keep it clean at all times.
- Show respect (tone of voice, attitude, hand and facial gestures) to any adult on the bus.
- All students riding the school bus must abide by the School's 'Code of Conduct', as mentioned in this Reference Book.

Notes

- Students should follow the bus matron's instructions to ensure their safety on the bus.
- The bus matron is responsible for assigning and overseeing the seating of students on the school bus.
- Windows may be opened only with the permission of the bus matron.
- Dangerous, disturbing, or annoying objects are not permitted on the bus.
- Changing buses is strictly prohibited.
- All students who ride the school bus must abide by the Reference Book.
- Bus matrons cannot receive any notes, money, tips, or medicine from parents.
- Parents need to notify the Front office, by phone or email, before 1:00 P.M. if their children are leaving by car. Otherwise, approval will not be granted.
- Bus doors will not open for anyone after the second siren. So, if students miss their bus ride, their parents will have to pick them up from school.
- Parents who do not pick up their children from an assigned drop-off point, will be asked to come to school to pick them up.

The consequences are as follows:

Incident #	Consequence
1st Incident	Students receive a written warning.
2nd Incident	A student is prohibited from riding the bus for the following 2-5 school days. Parents will be responsible for transportation.
3rd Incident	The student is prohibited from riding the school bus for the rest of the year. <i>*Bus fees are non-refundable.</i>

Dress Code & Appearance

Boys	Girls
Groomed/Trimmed hair No hair/headbands	Neat/Tied hairstyle
Trimmed nails	Trimmed nails and no nail polish
Students are required to wear their school uniform <u>AT ALL TIMES.</u> Plain black, navy-blue, or dark gray jackets <u>ONLY</u> are allowed.	
Crocs, flip-flops, open-toe sandals, and heels are strictly prohibited unless granted permission by the School Doctor due to a medical concern.	
Sleeveless shirts, clothing shorter than knee-length, and tight clothing are not allowed.	
Dangling and piercing jewelry is not allowed.	
Makeup is prohibited.	
Dyed hair is prohibited.	
Signing/writing on the school T-shirt is prohibited.	
The use of hair and thread extensions is strictly prohibited, and students will be required to remove them within a period of 48 hours	
<ul style="list-style-type: none"> On photo day, students must wear their formal shirts (Polo shirts). If students fail to adhere, they will not be photographed. 	

Dress Code & Appearance Violation

Incident #	Consequence
1st Incident	Verbal Redirection
2nd Incident	Parent Notification to either bring the school uniform to the student or purchase a new uniform on the premises.
3rd Incident	Students will NOT be admitted to class and will remain in the reception until their parents are contacted to pick them up.

- Periodic checks will be conducted to ensure that students are abiding by the dress and appearance code.

Mobile Phones, Electronic Gadgets, Smart Watches & Mobile Accessories

Mobile phones, electronic gadgets, smart watches, and mobile accessories are not allowed on the school campus during school hours for ALL grade levels.

- Students cannot walk around with mobile phones, electronic gadgets, smart watches, mobile accessories, or have them in their pockets.
- Students are not allowed to contact their parents using their mobile phones or any other electronic devices during school hours.
- Mobile phones/electronic gadgets/smart watches/mobile accessories will be confiscated if spotted at any time and in any place in school. (During trips, the use of mobile phones will be determined based on the nature of the trip.)
- If students refuse to hand over their device when spotted is considered defiance and disrespect. As a result, the student will receive a consequence based on the administration discretion and the device will be confiscated.
- Students are not allowed to take the SIM cards out of their phones.
- The school will not be responsible for the safe-keeping or any loss/damage of mobile phones.
- Students are ONLY allowed to use their mobile phones in the waiting area or when they ride the bus after 2:50 P.M.

Incident #	Consequence
1st Incident	Phones/electronic gadgets/smart watches/mobile accessories will be returned after 1 week.
2nd Incident	Phones/electronic gadgets/smart watches/mobile accessories will be returned after 2 weeks.
3rd Incident	Phones/electronic gadgets/smart watches/mobile accessories will be returned after 1 month.

Lost & Found

- We encourage students to take full responsibility for their belongings. (jackets, school bags, lunch boxes, watches, toys, utensils, books, wallets, etc.)
- Please ensure that your child's belongings are labeled with his/her name and class.
- Lost items will be located in the lost and found designated area.
- Unclaimed items will be given to charity at the end of every year.

Personal Valuables

- Students are not allowed to bring valuable items (gold, silver, etc.) or electronic gadgets (iPads, cell phones, iPods, smart watches, etc.) to school.
- The school will not be responsible for the safe-keeping or any loss/damage of personal valuables and electronic gadgets.

Surveillance Cameras

- Camera surveillance on school premises ensures the safety of our students, staff, visitors, and stakeholders.
- The school employs camera surveillance equipment for safety/security purposes.
- The School Administration will decide when to check the camera surveillance system in case of any incident.
- The camera surveillance will not be used to allocate lost items.
- Access to the school's surveillance cameras is restricted to authorized administrative personnel only.

Positive Discipline Support System

- Positive Discipline, in the school and in the classroom, is designed to create a respectful school climate through social-emotional learning, character education, and effective discipline.

Through applying positive discipline principles, we

- Teach children responsibility, self-discipline, problem-solving skills, and cooperation.
- Help children build, trust, and strengthen relationships.
- Help children build and maintain self-esteem.
- Teach children how to manage their emotions.
- Teach children how to deal with stress in healthy ways.
- Invite children to contribute in meaningful ways and develop their sense of significance.
- Help children develop a strong understanding that one has power or influence over what happens to them in life.

Reflection Room:

- The "Reflection Room's" purpose is to encourage students to reflect on their behavior.
- It is also a safe zone for students whose behavior or actions require more profound reflection.
- Students will receive the necessary guidance for rectifying behavioral concerns.

Behavioral Expectations

Guidance, advice, and support are always offered at New Generation;

communication and discussion are the school's first policy.

NG provides support and behavioral interventions to help students behave as

positive members of the school community.

All of the school rules, policies, and procedures are explained in details within this

Reference Book. School staff will attempt to help students solve behavioral

concerns without interrupting the daily program of studies. However, certain types

of behavior may require disciplinary action. The School Administration has the right

to take action in any way they see fit depending on the severity of the situation.

Misbehavior & Misconduct

- **AGGRESSION** is any behavior that can cause physical/emotional harm to others. It ranges from verbal to physical abuse.
- **INTIMIDATION:** the action of frightening or threatening someone, in order to persuade them to do something or cause fear.
- **PROVOCATIVE ACTIONS:** are impermissible misbehaviors that trigger other students' responses negatively leading to failure of abiding to the school's rules and policies anywhere on campus.
- **DISORDERLY CONDUCT:** Engaging in disorderly or disruptive behavior like splashing water, throwing objects, writing on the school uniform and etc.. is strictly prohibited. Such actions can negatively impact the overall learning environment, affect the importance of orderly personal responsibility, and respect for the safe learning environment.
- **ROUGH PLAYING:** Physical violence is banned under the pretense of joking, and students are expected to keep their hands and legs to themselves.
- **TAKING OTHERS' BELONGINGS:** Students should never take their colleagues' belongings without their permission.
- **FOUL LANGUAGE:** Cursing and inappropriate figures of speech are strictly prohibited.
- **CLASS DISRUPTION** is causing intentional disturbance in class during instruction time.
- **INSUBORDINATION** is refusing to abide by school/class rules or teacher's instructions.
- **HUMILIATION:** is any unwanted physical or verbal behavior that offends or humiliates others.
- **TOYS, CARD GAMES , ETC. :** Students are prohibited to bring or exchange these items during school hours.

- **ARGUING AND DISRESPECT:** Students are expected to respect teachers, staff members, themselves, and others at all times. Students may not raise issues for discussion, in an inappropriate tone or at an inconvenient/unsuitable time, with teachers/support staff/ administrators. Students cannot discuss race, religion, or gender issues unless within an academic context. When addressing an adult, students are not permitted to use sarcasm or irony.
- **MISBEHAVIOR DURING EVENTS/TRIPS/CAMPS** is any behavior or conduct that is inappropriate, improper, incorrect, or unsafe during trips/events. The student will be banned from attending the next event/trip/camp.
- **MISCONDUCT DURING REVIEW WEEK:** Will result in After School Detention and parents will be responsible for picking up their child after the detention is over.
- **MISBEHAVIOR DURING THE PERIOD OF EXAMS:** Will result in consequences as outlined in this student's reference book and upon admin discretion which might affect their general performance and/or academic level.
- **INTOLERANCE:** Disrespect, discrimination, or lack of acceptance towards people of different cultures, ethnicities, religions, genders, or other forms of diversity. Intolerance involves prejudiced attitudes and behaviors that do not respect the worth and dignity of all individuals.

Bullying

Bullying is behavior by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms such as:

Physical bullying: This involves acts of physical aggression such as hitting, kicking, tripping or the destruction of a person's property.

Verbal bullying: Verbal bullying encompasses the use of words, gestures, or verbal threats to demean, insult, or humiliate someone. It can include name-calling, teasing, spreading rumors, or making derogatory comments.

Relational bullying: Relational bullying, also known as social or emotional bullying, involves manipulating social relationships to exclude, isolate, or spread rumors about a person. This can include intentionally ignoring someone, spreading gossip, or damaging someone's reputation.

Prejudice based / discriminatory bullying : any of the above types of bullying that is motivated by hostility to certain individuals or groups due to their disability, race, religion.

Incident #	Consequence
1st Incident	<ul style="list-style-type: none"> • Break reflection • Incident report/behavior reflection form to be signed by parents
2nd Incident	<ul style="list-style-type: none"> • In school reflection (ISR) for ½ a school day • Parent notification
3rd Incident	<ul style="list-style-type: none"> • In school reflection (ISR) for 1 - 2 days • Parent conference
4th Incident	<ul style="list-style-type: none"> • Out of school suspension (OSS) • A parent notification/conference will be requested, and the parent may be required to sign a behavior probation agreement. • Possible suspension/expulsion

Notes

- The 1st incident will count after the student is offered required guidance and positive behavior intervention.
- Consequences will apply based on the frequency and the severity of the behavior.
- During break reflection and ISR, students are required to stay in the Reflection Room with their respective Positive Discipline Educator to reflect on their actions and receive redirection.
- During BR and ISR students might participate in community service

ISR & OSS Grading System

ISR (In School Reflection)	OSS (Out of School Suspension)
<p><u>Attendance</u> Grades are granted.</p> <p><u>Participation and Behavior</u> Grades are deducted</p>	<p><u>Attendance, Participation, and Behavior</u> Grades are deducted</p>
<p><u>Classwork</u> Grades are granted once assignments are submitted on the same day of reflection.</p>	<p><u>Classwork</u> Grades are deducted.</p>
<p><u>Quizzes and Homework</u> Grades are granted once completed on the same day of reflection.</p>	<p><u>Quizzes and Homework</u> Grades are granted once completed within 3 days of suspension.</p>

Skipping Class

Incident #	Consequence
1st Incident	Student will be considered absent for that <u>class</u> .
2nd Incident	Student will be considered absent for that <u>day</u> and will remain in the Reflection Room.

Substitution Classes/Wrap-up Time

- Substitution classes count as regular classes.
- During substitute classes, attendance and classwork will be counted normally by the substitute teacher in charge.
- Students will be graded for the work they are required to submit.
- Substitute classes and Wrap-up time are **NOT** free lessons. Therefore, during these classes, students are requested to abide by the guidelines stated in the Reference Book.
- Wrap-up time is the assigned time for students, who go home by bus, to complete their unfinished classwork and homework.

Parent- School Partnership

Home-School Partnership

Encourage your children to ask questions and express their feelings. Remember that your child may have different reactions to stress; be patient and understanding.

Parents are expected to

- show an active interest in their child's schoolwork and progress.
- provide a suitable environment for regular homework and ensure that their child completes his/her assignments.
- communicate regularly with the school using the official communication channels (Ren Web, e-mail, etc.).
- attend all school events and meetings.
- ensure that students are clean, appropriately dressed, and ready for school.
- ensure that students attend school regularly and on time.
- familiarize themselves with the Reference Book.
- support and assist school staff in dealing with disciplinary and academic issues.

Parents must serve their children's emotional and physical needs and protect them from any type of abuse. Additionally, parents must meet their children's basic needs for food, clothing, housing, medical care, and education.

According to the Egyptian Child Protection Law:

"Article 7 bis (a): Subject to the duties and rights of the child's care guardian, and the right to legally permissible discipline, the child shall not be deliberately subjected to any harmful or unlawful physical harm or practice. The relevant Subcommittee on Child Protection may take legal action in violation of the previous paragraph."

قانون رقم 12 لسنة 1996 باصدار قانون الطفل
مادة (7) مكرراً (أ) : مع مراعاة واجبات و حقوق متولي رعاية الطفل ، و حقه في التأديب المباح شرعاً ، يحظر تعريض الطفل عمداً
لأي إيذاء بدني ضار أو ممارسة ضارة أو غير مشروعة
و للجنة الفرعية لحماية الطفولة المختصة اتخاذ الإجراءات القانونية عند مخالفة نص الفقرة السابقة

Safeguarding

The safety and well-being of all our students is our first and foremost concern. The term "**Safeguarding**" covers a broad range of areas, and it aims to

- protect children from maltreatment.
- prevent impairment of children's mental and physical health and development.
- ensure that children are growing up in circumstances consistent with the provision of safe and effective care.

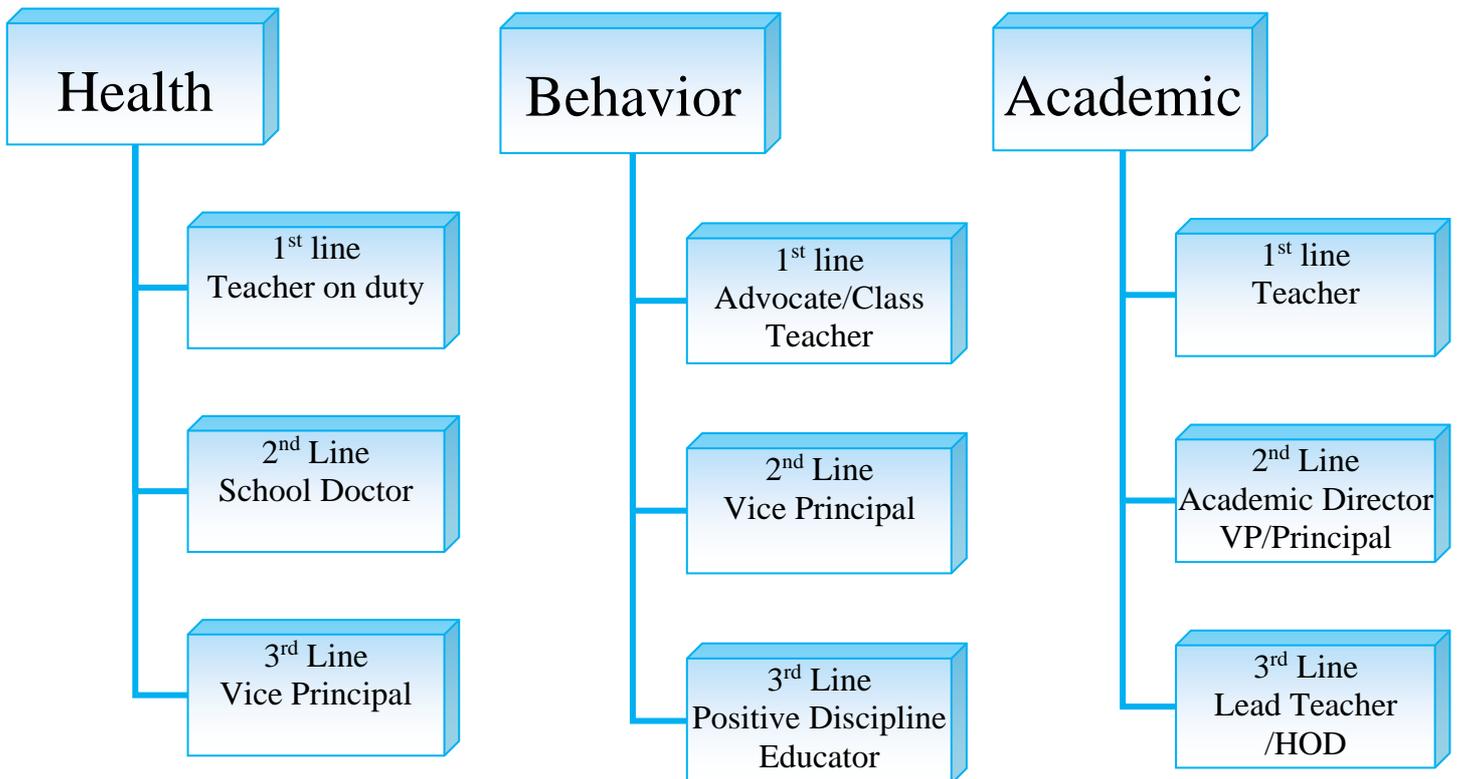
Notes

- All students have a responsibility to keep themselves safe, respect other people's rights to safety, not to harm, threaten, or abuse others.
- If any student is ever concerned about his/her own safety or well-being or about the safety of another student, they should be encouraged to talk to their parent/ carer/staff member.
- Students who by any means harm, threaten to harm, bully, or abuse any other student will be subjected to consequences at the Administration's discretion.

School Communication Policy

Maintaining a close communication process between home and school is an essential factor in establishing and building a highly effective school/parent relationship.

If your child has a concern, please follow the steps below:



Online/E-Learning System

In case of unpredictable weather conditions or situations that prevent students from coming to school, all students should abide by the E-Learning rules and regulations. Likewise, students are expected to abide by our E-Learning guidelines if the school is closed.

Norms:

- The camera must be turned on at all times.
- Students must wear their NG uniforms.
- Students should not mute/unmute themselves without further instructions.
- Students must have an acceptable background scenery while being online.
- Students must use their real names to sign in.
- Students must use appropriate language when addressing teachers or their colleagues.

Consequences for not following the norms mentioned above:

ACTION	CONSEQUENCE
Not wearing NG uniform	Receive a zero for Participation & Behavior (P&B)
Turning off the camera	Deduct 3 marks from P&B
Unmuting & talking without permission	Deduct 3 marks from P&B
Using foul language	Receive a zero for all class categories
Uploading inappropriate background	Deduct 3 marks from P&B
Not writing their names	Deduct 3 marks from P&B
Not sitting properly	Deduct 1 mark from P&B
Not sitting in a well-lit room	Deduct 1 mark from P&B
Eating during the session	Deduct 1 mark from P&B
Moving around/using the toilet	Deduct 1 mark from P&B

Misbehavior & Misconduct During Online Learning

Incident #	Consequence
1st Incident	<ol style="list-style-type: none"> 1. Verbal redirection 2. Grade deduction based on the online guidelines
2nd Incident	<ol style="list-style-type: none"> 1. The student will be sent to the waiting room, and there will be a grade deduction based on the online guidelines. 2. A "Behavior Notice" form will be sent to parents to notify them of the incident.
3rd Incident	<ol style="list-style-type: none"> 1. Online suspension and student will lose attendance, behavior, and participation grades 2. Meeting/phone the parents

Student ID & Cashless System

NG provides each student (Grades 1-12) with a 'Student ID' card. Information on the card identifies each student by name, picture, ID number, and means of transportation (bus/car). As this system aims to protect our students during daily operations and emergencies, all students must have their Student ID cards on them at all times. Like cash and National ID cards for older students, students must learn to be held accountable for possessing their Student IDs.

Cashless System

As part of NG's dedication to enhancing and streamlining the student/parent school experience and in line with the worldwide digital transformation, NG has decided to introduce its new Cashless System (*Tap NGO*) in collaboration with Paymob and the Arab African International Bank. This system will utilize an RFID chip, embedded in all Student ID cards, to allow students to purchase items from the cafeteria using their cards. However, students are only required to tap their card lightly on our card readers at the cashier station to complete the transaction.

To use this system, students/parents must top up their cards with credit. This can be done either online using a credit card (<http://tapngo.ngegypt.net/>) or by paying cash to the finance department. Please use your assigned SIMS username and password to log in to the payment portal. For any technical issues accessing your account, please don't hesitate to contact our IT department for assistance. Rest assured that NG has taken all security precautions and collaborated with online payment experts to ensure a simple and secure payment portal.

One of the many features of *Tap NGO* is that it allows parents to top up their child's card with enough credit to last the whole Semester, but it also enables them to set a daily, weekly, or monthly spending limit (e.g., Parents can top up 1,000 EGP for their child and set a spending limit of 50 EGP per day). This feature will eliminate the

need for NG parents to provide their children with an appropriate amount of cash every morning. Students and parents will also be able to easily track past purchases and manage their account settings through the *Tap NGO* portal.

In the case of card loss, students must immediately deactivate their account using the portal or request the deactivation of the card from our IT department to avoid any fraudulent use. Replacement fees is 200 EGP

After pursuing a replacement, students can collect their new ID having the same amount of credit on the previous card. Any evidence of malicious or ill-intentioned use of another student's card will immediately be treated as theft and will not be tolerated.

If surplus credit remains in the student's account by the end of the year, parents will have one of the following options:

- Cash-out the remaining credit.
- Leave the amount to be used by the student the following year.
- Transfer the remaining credit to a sibling.

Students are not allowed to share/exchange cashless cards or purchase food and beverages for their friends.

Note

Students are allowed to use cash if they don't have their cashless cards.

Birthdays & Special Occasions

- Food and beverages are **only** allowed in the cafeteria.
- Parents should send a note or an e-mail to the class teacher and the Division Secretary at least 3 days before a student's birthday.
- Celebrations may only take place in the cafeteria during break time.
- We request that parents be prompt and respect the times provided.
- Parents are expected to provide all necessary items such as plates, serving utensils, napkins, etc...

Notes:

- Students are only allowed to have cakes and juice. Therefore, giveaways, gifts, and treats are not allowed.
- Students are not allowed to plan for surprise birthday parties, dish parties, etc... unless given approval by their Division Principal.
- Faculty members will not accept gifts from students/parents on any occasion (Christmas - Ramadan - Birthday - Mother's Day, etc...).
- Small tokens that your children make, such as drawings, cards, and thank you notes/letters, are always appreciated.



Fees, Fines & Charges

- The school may charge for specific activities, courses, trips, or materials.
- Students who misuse school property and equipment can be fined for excessive wear and abuse.
- Fines are paid to repair damaged items and not to make a profit.
- The School Administration will determine the monetary value of the fines and charges based on the cost of the vandalized property.
- Students who will not pay fines, fees, or charges will not receive report cards or any official documents. Other repercussions may follow.
- Unpaid/overdue fines will be automatically added to the installment fees.

**School Safety
Health Academic
Policies &
Procedures**

Student Health, Nutrition & Well-Being

Nutrition:

- Eating healthy and nutritionally balanced food at school can help students focus and excel as well as help them develop good eating habits for life.
- NG encourages students to make healthy choices by providing various healthy options at school. Therefore, junk food and fizzy drinks are prohibited and will be confiscated on sight.
- Students are not allowed to bring or buy hot drinks (tea, coffee, instant noodles, etc...).
- It is recommended for students not to share or purchase food items with their peers.
- Having boiled/hot water on campus is prohibited at all times.

Accidents, Injuries & First Aid

- Students have a medical insurance plan provided by EGYCARE in case of any accidents on campus from 6:00 A.M. – 5:00 P.M.
- Students' medical cards are kept with the School Doctor, who is responsible for examining students on campus at all times.
- In case of a severe injury that requires medical intervention, the School Doctor will notify parents directly to accompany the student to the nearest medical facility.
- If parents/guardians/emergency contact cannot be reached by telephone and the student must be treated immediately, the decision for the student's best interest will be based upon administrative discretion.

Students' Physical Examination

Throughout the academic year, the school will be arranging safety and hygiene inspections, including lice, nails, and hair length checks (for boys). The school is aware that this can be a sensitive issue and is committed to maintain student confidentiality and avoid stigmatization. Inspections will be conducted by a trained person approved by the School Principal and the School Doctor. Before any checks are completed, the DP will tell the students what is being done and why.

If there are any concerns, the DP will immediately contact parents, guardians, carers, or caregivers. If a child has head lice, he/she must not return to school for at least 3 days or until appropriate treatment has been applied. After that, they will be granted an excused absence.

Use of Medication

Students are not allowed to carry any medication with them. Parents must send a written and signed instruction note to the school doctor along with the child's detailed medical prescription. Any medicine must be administered in the school clinic by the school doctor. Any type of medication found with a student will be confiscated. The school will not be held responsible for any health consequences that may arise due to non-compliance with the aforementioned guidelines.

Early Dismissal

In case of early dismissal, parents will be notified through school portals and social media (Facebook and SIMS).

Evacuation Drills

- There will be 2-3 emergency and security drills per year to ensure proper evacuation of the building in case of an emergency.
- Students must follow the exit route, specified in the emergency card placed in the room, at the time of the drill.
- Students will follow their assigned route depending on the siren's sound.
- Students will be instructed when to return to class after the drill.
- Evacuations may be signaled by an emergency alarm or siren.
- Students are expected to take evacuation drills seriously and act responsibly.
- Students who do not follow the evacuation drill will be subjected to disciplinary consequences at the Administration's discretion.

Norms of the School Facilities

Library Norms

- Use your walking feet.
- Speak softly and do not disturb others.
- Raise your hand before speaking.
- Keep bookshelves neat.
- Food, drinks, or gum are not allowed in the Library.
- Handle books carefully.
- Use a bookmark - do not fold the corner of a page.
- Do not write or mark in a book.
- Make sure your hands are clean when handling a book.
- Turn the pages carefully - do not tear them.
- Do not bend or drop books.
- Do not lend your books to others.
- Be careful not to lose or leave your books behind.
- Report any damages to the Librarian.
- Return your books on time.

General Policies:

- Students may check out two books. Both books must be returned before another book is checked out.
- Books are checked out under the student's name for one week.
- Fines will be determined by the school for lost or damaged books.
- Students are responsible for paying any Library fines and may not check out other books if there is an outstanding fine.
- Checking in/out books is processed by the Librarian.

Auditorium Norms

- Students should move in an organized matter to the auditorium, in an orderly fashion, and remain seated in their allocated areas.
- Students should show their best manners and listen attentively until the end of the event/assembly.
- Students must applaud or cheer in a civilized way.
- Students should stay in their seats unless directed by a faculty member to do otherwise.
- Students shouldn't touch any technical equipment, props, curtains, or others' personal belongings.
- Having any food or beverages inside the auditorium is strictly prohibited.
- All litter must be collected and not left on the floor. Students must clean up after them.
- Students should enter the auditorium with their teachers during rehearsals or any other assemblies.
- All school rules will be followed in the auditorium at all times.

Science Laboratory Norms

Please abide by the following:

- Behave maturely and responsibly in the Laboratory or wherever chemicals are stored or handled. All inappropriate behavior is strictly prohibited.
- Follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
- Avoid touching any equipment or chemicals unless specifically instructed to do so.
- Avoid eating, drinking, applying cosmetics, or chewing gum in the Laboratory.
- Wash hands thoroughly after participating in any Laboratory activities.
- Perform only the experiments authorized by the teacher.
- Avoid entering the Science storage rooms or preparation areas unless accompanied by a teacher.
- Report any incident (including spills, fractures, or other leaks of hazardous materials) to the teacher immediately, no matter how insignificant it may appear. This should include all injuries such as cuts, burns, or other signs of physical harm.
- Avoid removing chemicals, equipment, or supplies from the Laboratory area.
- Avoid reaching over an exposed flame/hot plates or leaving a flame or a hot plate unattended.
- Avoid pointing a test tube or a reaction vessel toward another person.
- Enter the Science Lab quietly and in a proper manner.

Note:

Breaking the rules mentioned above will result in disciplinary actions that will be decided by the School's Administration.

Computer Laboratory Norms

1. Always handle the Computer Lab's equipment with care.
2. Food and drinks are not allowed near the computers.
3. Enter the Computer Lab quietly and go to your assigned computer.
4. **Surf safely!** Only visit assigned or trusted websites. Some web links can contain viruses or malware. Others may contain inappropriate content. If you are not certain that a website is SAFE, please ask your teacher or another adult for assistance.
5. If your IT session is the last session of the day, please **POWER DOWN** all computers and monitors.
6. You should remain in your seat at all times. If you have a question or need help, raise your hand.
7. Do not share your password with anyone other than your teacher and parents.

Academic Policies & Procedures

Grading System

- The school has a standard grading procedure.
- The maximum achieved and recorded grade is 100%.
- Grade 2 students will be taking their first official Semester exams as of the second Semester.
- Students are granted Honor and High Honor Rolls starting Grade 3.
- The High Honor Roll is equivalent to a **GPA of 3.9** and above.
- The Honor Roll ranges from a **GPA of 3.7 to 3.89**.
- Report cards are sent as hard/soft copies at the end of the academic year.
- Students at risk of failing will receive letters on a Semester basis to indicate the necessity of parental attendance in the upcoming parent conference(s).

H.W submission policy

- Student will be granted 50% of the H.W grade for submitting eligible work on time and the other 50 % for the quality of the graded work

Delay in H.W Submission.

- 1 day delay student will be deducted 20 % of the H.W grade
- 2 days delay student will be deducted 40 % of the H.W grade
- 3 days delay student will be deducted 100 % of the H.W grade
- Students will receive a zero for the assignments that are required for class discussion to take place.
- Students will not be given extra work to redeem HW grades.

Grading System & Breakdown

Attendance & Behavior	10%
Check Understanding/Classwork	20%
Homework & Practice Assignment	10%
Research & Projects	15%
Quizzes & Tests	20%
Finals	25%
Total	100%

Grading System & Breakdown for Electives:

Attendance & Behavior	25%
Classwork, Participation & Projects	50%
Finals	25%
Total	100%

Grading Scale for All Subjects

A	A+	97% - 100%	4.0
	A	93 - 96.99%	3.7
	A-	90 - 92.99%	3.4
B	B+	87 - 89.99%	3.0
	B	83 - 86.99%	2.7
	B-	80 - 82.99%	2.4
C	C+	77 - 79.99%	2.0
	C	73 - 76.99%	1.7
	C-	70 - 72.99%	1.4
D	D+	67 - 69.99%	1.0
	D	63 - 66.99%	0.7
	D-	60-62.99%	0.4
F	F	0 - 59.99%	0.0

→ C- or below is considered at risk of failing.

Extra Academic Support

The school offers two valuable academic support systems to help our students succeed.

Tutorial Sessions During the School Day:

The school provides tutorial sessions during regular school hours to offer targeted academic assistance to students. These sessions are led by our subject teachers and aim to reinforce key concepts, provide extra practice, and address any learning gaps. Students can be referred to the tutorial sessions by their classroom teachers or parents can request enrollment.

- Note: Attending tutorials is the student responsibility. We strongly encourage you to ensure your child fulfills their responsibility to take advantage of this academic support systems. Regular attendance and participation are crucial for students to thrive academically.

Academic Probation & Failing Policy

- Students who earn a **(C- or below)** in any subject will receive an **"At-Risk"** letter and are more likely to be placed on **Academic Probation**.
- At the end of each Semester, students who earn a **GPA of (2.2 or below)** will be placed on **Academic Probation**.
- Students might risk failing the year if their grades do not improve.
- Students from Grades 2 to 5 who fail up to 3 subjects will be re-examined during the summer.
- Students who fail more than 3 subjects will not be promoted to the next academic year.
- A minimum of 50% on written Semester exams and an **overall** average of 60% are a passing requirement per subject.

Academic Dishonesty

Academic dishonesty/misconduct is any type of dishonest conduct during a formal educational assessment.

This includes, but is not limited to,

- **Cheating is** defined as obtaining, attempting to obtain, or aiding another to obtain credit for work by any dishonest or deceptive means.
- **Plagiarism is** defined as the adoption or reproduction of ideas, words, or statements of another person without due acknowledgment.
- **Bribery is** defined as paying or compensating someone to do the work instead of you.
- **Impersonation is** defined as pretending to be another person during assessments.
- **Hacking is** defined as getting unauthorized access to any school data.
- **Falsifying records is** defined as changing answers or grades after an exam has been corrected.

Incident #	Consequence
1 st Incident	<ul style="list-style-type: none"> • Zero for the task/exam on SIMS based on the Administration's decision • Parent notification
2 nd Incident	<ul style="list-style-type: none"> • Failing the subject • Repeating the course during the summer vacation • Parent conference

Exam Rules

- Semester exams must be taken on campus.
- Students should arrive at class at least 10 minutes before the scheduled time.
(No additional time shall be given to students who arrive late.)
- Make sure that you are prepared for the exam. Make sure you have a pen(s), pencils, a pencil sharpener, an eraser, a ruler, and a calculator.
- Lending/borrowing is strictly prohibited during the exam.
- You may only use the toilet or drink water from the cooler before the exam.
(You will not be allowed to leave the class during the exam.)
- Start your exam when you are told to do so.
- Make sure you write your name & surname on the exam paper.
- Keep the exam paper clean and flat on the desk.
- Scribbling on the exam paper is prohibited.
- If you face any difficulty with the exam questions, raise your hand and wait for the teacher to respond.
- Only equipment/tools necessary for the exam should be kept on the desk.
- Keep quiet during exams.
- Make sure to mark multiple choice answers properly. Incorrect entries and choosing more than one answer may result in losing marks.
- If you have time when you finish the exam, recheck your answers.
- If you finish the exam on time, turn the paper and wait.
- Student behavior must not disturb, distract, or adversely affect other students.
- Don't constantly keep asking about the time. When the exam ends, the proctor will inform you. Put your pencil or pen down immediately and wait until your paper is collected.

Note:

Breaking the mentioned above rules will result in consequences that will be decided by the School's Administration.

Extracurricular Activities

- All students can participate in extracurricular activities except those who are on behavioral notice/probation.
- Students who are interested to participate **MUST** submit a parental consent form to the AP/VP/DP **before the deadline. Any consent received after the given deadline will be disregarded.**
- **Grades 3 – 5:** Clubs, activities, rehearsals, and School-sponsored events will take place after school.

ALL STUDENTS MUST STRICTLY ABIDE BY NG'S REFERENCE BOOK Regarding AFTER-SCHOOL ACTIVITIES.

Trips & Events (Grades 1-5)

Introduction to Trips and Events

Field trips are a valuable supplement to a student's educational experience. Trips are integral to the social growth, instructional program, and School Core Values.

The purpose of the Field Trip Manual is to assist New Generation International Schools when planning a field trip to ensure a safe and positive off-site learning experience for students, staff members, and volunteers.

The Trip Organizer's responsibility is to discuss the possibilities of a field trip with the DP, who shares this with the School's Administration before submitting a trip request.

Trips must be coordinated to enrich students' learning experience and to implement the School's Vision, Mission, and Core Values.

School field trips are considered an extension of the school day for all parties whether students, teachers, administrators, or chaperones on the trip.

All parties serve as ambassadors for their school and country. As such, students are expected to behave appropriately and comply with the school rules and regulations in this Reference Book. These rules and regulations aim to ensure

individual and group safety, secure maximum educational benefits, and maintain positive public relations with all parties involved.

Definitions

Extracurricular Field Trips (Fun Trips) are off-campus trips organized by the school. Participation is optional. They can occur during school hours, after regular school hours, or during weekends.

Winter and Spring Break Trips include domestic and international trips out of Cairo - Egypt, which require the trip committee's approval.

Chaperone is a teacher/administrator who accompanies and supervises students and whose instructions must apply to the group of students that he/she is in charge of.

A Volunteer is a senior who assists with supervision and ensures that the school's safety rules are applied during trips.

All School regulations and procedures stated in this Reference Book will apply to all

types of trips.

Policies & School Expectations Related to Field/International Trips

Parent-related:

1. Parental acknowledgment and written consent of the rules and regulations stated in this Reference Book are required.
2. For students to participate in international trips, parents are required to
 - a) sign the acknowledgment slip in school.
 - b) attend the trip orientation.
 - c) submit a signed medical form for overnight/international trips.
3. Students are expected to be on time and punctual as per the trip's schedule.
4. Students are to consult and check in with their chaperones at all times.
5. Students must respect and fully abide by the school's safety and cleanliness rules.
6. During their stay, students are expected to follow the rules of the hosting venue concerning cleanliness, safety, and security.
7. Students are expected to act as their home, school, and country ambassadors.

School Information

Address: 27th KM on Cairo – Ismailia Rd.

Landline Number: +2 02 24772258

Mobile Phone Numbers: 0106069977/88

Fax: +2 02 24772275

Email: mail@ng.edu.eg

Admission: admission@ng.edu.eg

ps_admission@ng.edu.eg

Website: www.ngegypt.net

Facebook page:

www.facebook.com/newgenerationschools/

Instagram:

<https://Instagram.com/ngegypt?igshid=w1qbw6wsn9mr>