



**HIGH SCHOOL STUDENT/PARENT
Reference Book
'Code of Ethics and Conduct'**

Your Vision..Our Mission
The Balanced Approach

2024-2025



Table of Contents

A Message from the Administration.....	4
A Message from the High School Principal.....	5
Accreditations.....	6
Partnerships & Corporate Social Responsibility.....	7
Mascot.....	8
Preface.....	9
School's Vision & Mission.....	10
Core Values.....	12
Profile of NG Graduates.....	13
Students' Rights & Responsibilities.....	15
Positive Behavior Intervention & Support System.....	16
Behavioral Expectations.....	17
Misbehavior & Misconduct.....	19
ISS & OSS Grading System.....	22
In-School Suspension Rules.....	23
Hallways, Skipping Class & Substitute Classes.....	25
Arguing & Disrespect.....	26
Physical Aggression.....	27
Use of Abusive Language.....	28
Smoking, Drugs, Weapons & Flammables.....	30
School Vandalism.....	31
Mobile Phones & Smart Watches.....	32
Use of Technology.....	34
School Logo, Mascot, Taglines & Social Media Guidelines.....	35
Attendance.....	36
Early Dismissal & Absence.....	37
Dress Code & Appearance.....	39

Parent/School Partnership.....	40
School Communication Policy.....	41
Effective Communication by Email.....	42
Trips & Events.....	45
Community Service.....	52
Student Body Council.....	53
Birthdays & Dish Parties.....	54
Extracurricular Activities.....	55
Fundraisers & Fundraising.....	56
NG Guidance System.....	57
Students' Health & Safety.....	59
Evacuation Drills.....	64
School Crisis Management.....	65
General Guidelines.....	66
Online/E-Learning Protocol.....	67
Lockers.....	68
Student Valuables.....	69
School Cleanliness.....	70
Norms of the School Facilities.....	71
Assembly's Guide.....	72
Fees, Fines & Charges.....	77
NG Bus Guidelines.....	78
Car Dismissal Rules.....	80
Cashless System.....	81
Academic Policies & Procedures.....	83
Grade Breakdown.....	84
The Grading Scale.....	85
Diploma Requirements.....	86

Courses Offered in Grades 9 & 10.....	86
Courses Offered in Grades 11 & 12.....	87
Advanced Placement.....	88
AP Courses Offered.....	90
Terms for Continuing in the AP Class.....	91
AP Consent.....	92
Grade Point Average (GPA).....	93
Academic Probation & Failing Policy.....	94
Academic Dishonesty.....	95
High School Career Advisory System.....	96
High School Career Advisory Categories.....	97
Class of 2025 'High School Principal's Message'	99
Seniors' Privileges.....	100
NG's Expectations.....	101
As Role Models!	102
School Information.....	103

A Message from the Administration

Welcome to New Generation International Schools.

We are delighted to have you as members of this community!

This 'Code of Ethics' has been created with the intention of providing safety and productivity to your learning environment as well as to the working environment of staff members including teachers and administrators.

This 'Code of Ethics' is your reference with respect to all the necessary information regarding your responsibilities, obligations, and corrective measures.

Abiding by the 'Code of Ethics and Conduct' will help you maintain the highest social and academic standards needed to become competent citizens.

We Wish You a Rewarding Academic Year!

Administration Team

A Message from the High School Principal

As a proud High School Principal of this esteemed School, which holds a well-respected history of seventeen years in providing exceptional educational outcomes and opportunities for students with diverse skills, I warmly welcome you to our 19th Academic Year 2024/2025.

We have certainly learned a lot from each other, achieved a lot together, and worked in an inclusive environment "as one family" towards our common goals.

I will always support your individual well-being by providing a learning environment that allows everyone to thrive, as you work towards achieving your best personal performance.

During the journey to prepare you for your future life after graduating, we instill the ethics of effective communications with society; that is why I highly encourage self-discipline and respectful relationships with your school community and the larger society.

Our future leaders, I wish you the best of luck in your future endeavors.

Have a productive 2024/2025 Academic Year!

Dr. Nesreen Hafez

High School 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.



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, success, and victory; that is why we chose the "Falcon" as our mascot, as it represents vision and wisdom. Students are encouraged to rise above their challenges and always believe that they can achieve their goals. We trust that they will spread their wings, soar high, and reach for the stars.

Preface

This 'Code of Ethics and Conduct' has been compiled to answer many common queries that students and parents may come across throughout the

Academic Year.

If you have any concerns that are not addressed in this Reference Book, you are encouraged to talk to your

Division Principal (DP).

All rules, policies, and procedures are subject to amendments at the discretion of the school administration. This is for the benefit of the students, and the educational and professional process. There are levels of significance and impact to each and every action, depending on each situation including staying for after school detention on Sunday and/or Tuesday from 3:00 – 5:00 pm. Accordingly, the level of each consequence applied will match the severity and level of each action.

By receiving this Reference Book, which is posted on all social media portals and the School's official website, you are hereby abiding by all NG's enclosed rules and policies in the 'Code of Ethics and Conduct Book' for 2024/2025.

School's Mission and Vision

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.

NG's Beliefs

Self-Discipline is a sign of inner strength and control of yourself, your actions, and your reactions.

At NG, we believe that students

1. are self-disciplined.
2. should be responsible and held accountable for their choices and actions.
3. are more than just a grade.
4. should be exposed to learning opportunities through real-life experiences.
5. are given opportunities to benefit their society and community.
6. should be encouraged to embrace positive changes.
7. should expand their learning horizons by getting exposed to different cultures and experiences.

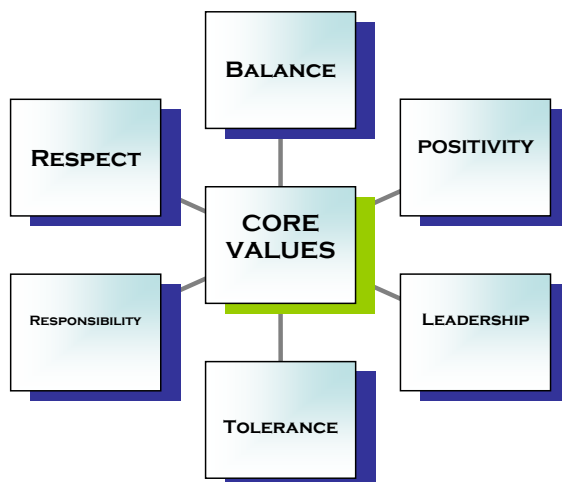
NG students stand proud during the National Anthem!

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 with real-life situations. This will help develop the necessary skills to encourage students to become respectful, responsible, and positive leaders in their communities.



Profile of NG Graduates

Main Characteristics

NG graduates develop and display well-rounded characters that embrace their culture as well as demonstrate awareness and tolerance of global perspectives.

Personal Qualities

NG graduates exhibit the following personal qualities:

- They show responsibility and dependability through their actions and assigned tasks.
- They work with others efficiently and skillfully while understanding the importance of accepting and utilizing differences creatively.
- They act with integrity and honesty while keeping the bigger picture in full view.
- They seek knowledge diligently and continue to develop their skills in the various learning fields that they are passionate about.

Social Responsibility

NG graduates are active members of society. They possess the following skills:

- Show respect for themselves and others
- Exhibit deep interest in supporting their community and work diligently to make a difference
- Keen to adopt a mission of supporting others in their communities
- Wise to make appropriate choices in various circumstances

Academic Characteristics

NG graduates demonstrate strong academic foundations in the following areas:

- Distinguished Language acquisition levels when speaking, writing, and reading in English and Arabic
- Scientific and Mathematical foundations that prepare them to study in specialized universities that match their learning predispositions
- Adept use of contemporary Technology whenever and wherever needed
- Refined taste and appreciation for the different disciplines of Artistic expression
- Analytical and Critical Thinking skills that offer in-depth evaluations in various situations and aid their decision-making

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.

Students' Rights & Responsibilities

As a student, you have the right to

- receive a high quality of 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 which 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.
- be the perfect image to represent our NG Core Values when interacting with others in or out of school.
- show responsible behavior at all times.
- wear the school uniform with pride.

Positive Behavior Interventions & Support System

New Generation International Schools' community believes that students must be held accountable for their actions and behavior. NG staff supports positive discipline as our number one discipline approach. Positive Discipline helps redirection for behavioral concerns and encourages recognition, appreciation, and rewards for progressed behavior.

Below is a list of positive approaches used by our staff:

1. Students are verbally redirected through advice, guidance, and support when misbehaved.
2. Students are encouraged to participate in School Community Service. (assist school staff/help keep the school clean and decorated/provide mentoring to young ones)

Behavioral Expectations

Guidance, advice, and support are always offered at New Generation; verbal redirection, communication and discussion are the School's first policy to cater to individual differences and uniqueness amongst our students.

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 detail within this Reference Book. School staff will attempt to help students solve behavioral concerns without interrupting the daily program of studies using the new positive disciplinary approach applied by the school to enhance self-discipline and promote positive behavior through verbal redirection, guidance, communication, and community service. However, certain types of behavior may require disciplinary action. The school administration has the right to take action however they see fit depending on the severity of the situation and the student's action.

If a student, violates the school's policy despite being provided with guidance and support, they may face consequences determined by the school's disciplinary procedures. These consequences could vary depending on the severity of the infraction and the school's policies, but they may include:

Incident #		Consequence
Parent Notification by email/phone call/Meeting		
3 Incidents	Meeting with DP Possibility to be placed on Behavior Probation	
4 Incidents	Meeting with the Division Principal and School Principal Placed on Behavior Probation	
5 Incidents	Meeting with the School Principal and Executive Manager Possible Expulsion	

Misbehavior & Misconduct

AGGRESSION is any behavior that can cause physical/emotional harm to others. It ranges from verbal to physical abuse.

BULLYING is unwanted aggressive behavior that includes the use of force, threat of abuse, intimidation, or social domination of others.

ROUGH PLAYING: Students are expected to keep their hands and their legs to themselves; using physical aggression under the umbrella of joking is strictly prohibited.

FOUL LANGUAGE: Cursing and inappropriate figures of speech are strictly prohibited.

CLASS DISRUPTION is creating intentional disturbance in class during instruction time.

INSUBORDINATION is refusing to abide by School/Class rules or Teacher's instructions. This includes eating and drinking inside the class.

HARASSMENT is any unwanted physical or verbal behavior that offends or humiliates others.

ARGUING AND DIRESPECT: Students are expected to show respect for 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. This is defiance of authority. Students are not allowed to discuss issues related to race, religion, or gender unless within an academic context.

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.

INTIMIDATION is the action of frightening or threatening someone, in order to persuade them to do something or cause fear.

GOSSIPING AND SLANDER are harmful behaviors that negatively impact individuals and the overall school community by engaging in gossiping or spreading slanderous remarks about others, whether verbally or through digital means of communication.

THEFT is taking something that doesn't belong to you without permission and with the intention of keeping it for yourself or using it for your own benefit.

Level #	Consequence
1st Level	<ul style="list-style-type: none"> • Verbal Redirection • Community service
2nd Level	<ul style="list-style-type: none"> • Break detention (1-5 days) • Loss of school privileges
3rd Level	<ul style="list-style-type: none"> • In school suspension (ISS) • Parent notification (phone call, E-mail, Conference)
4th Level	<ul style="list-style-type: none"> • Out of school suspension (OSS) • Parent notification (phone call, E-mail, Conference)
5th Level	<ul style="list-style-type: none"> • Parent Conference • Behavior Probation • Possible suspension/expulsion

Notes:

- 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 detention and ISS, students are required to stay in the Reflection Room with their respective **Behavioral Coach**.
- Based on the Administration's discretion, students may be subject to lose School privileges. (football, field trip, social events, extracurricular activities, athletic participation, etc.)
- Students who violate the code of ethics during mid-semester or semester exams may incur grade deductions based on the severity of the incident and at the administration's discretion.
- Students who violate the code of ethics on last day of school may incur grade deductions based on the severity of the incident and at the administration's discretion.

ISS & OSS Grading System

Categories	In-School Suspension	Out- of School Suspension
Attendance	Deducted	Deducted
Participation & Behavior	Deducted	Deducted
Classwork	Granted if efficiently completed	Deducted
Homework	Granted once submitted on time	Granted once submitted on time
Projects	Graded	Graded
Quizzes	Deducted	Deducted

The school administration has the right to exclude students from trips and excursions based on the number and severity of behavior infractions and incident reports.

In-School Suspension (ISS) Rules, Regulations, and Guidelines

1. Attendance and Reporting:

Students must attend school at 7:30 a.m. as usual during the suspension period and remain in the ISS room for the entire day.

2. Review and Reflection:

Students will spend the first 15 minutes discussing their actions that resulted in their suspension with the behavioral coach. If there is a referral, this reflection will take place alongside the Counselor.

3. Materials:

Students need to bring all required books, tools, and resources based on their schedule to finish their tasks and prevent any grade deduction.

4. Electronic Gadgets:

Mobile phones and laptops must be submitted to the behavioral coach or ISS supervisor at the beginning of the day and will be taken by the end of the day.

5. Assignments:

Once completed, these assignments should be handed in to the respective subject teacher, along with the Behavioral Coach.

6. Environment:

A calm and attentive atmosphere should be maintained. Students are requested to work silently with their tasks and refrain from any behavior that could disturb others.

7. Interaction:

Interaction with other students is limited or prohibited to prevent distractions and conflicts.

8. Meals:

Students in ISS are not allowed to go to the cafeteria during break. They are required to bring their own meals and drinks or go to the cafeteria at specific times as instructed /allowed by the Behavioral Coach.

9. Respect and Cooperation:

Students should be respectful and cooperative with the behavioral coach while following all rules and instructions.

10. Behavior:

Any form of disrespect, non-compliance, or disruptive behavior will result in an additional disciplinary action.

11. Restroom Breaks:

Restroom breaks will be scheduled and supervised. Students must seek permission before leaving the ISS room.

12. End of Day:

Students will meet with the DP and Coach for a small reflection on their day before leaving.

Any infractions or violations occurring in the in-school suspension room will result in disciplinary actions determined at the discretion of the administration. These actions may include break detention, extended in-school suspension, or out-of-school suspension.

Hallways, Skipping Class & Substitute Classes

Hallways

- Safety during transitions is the key!
- Students are not allowed in the hallways when classes are in session.
- To avoid congested hallways, make sure you are on time to class.

Skipping Class

- Skipping class includes being more than 10 minutes late or NOT showing up for class.
- Leaving the class for any reason during the session more than 10 minutes is considered skipping class.
- Students who skip class will be granted a ZERO for the day. This includes attendance, behavior, participation, CW, and assessments. In case the student skips another class on the same day, the student will be granted a 3-day OSS.

Substitute Classes

- Substitute classes are NOT free sessions.
- Substitute classes count as regular classes, and the students will be accurately graded on all SIMS's categories.

Arguing & Disrespect

- NG students are expected to be respectful at all times.
- Students are encouraged to raise issues for discussion in an appropriate tone and at a suitable time.
- Students must not raise issues for discussion in an inappropriate tone/time regarding the teachers / support staff / administrators.
- Using abusive, inappropriate, and slang language is not tolerated.
- Any infraction to this code of conduct will reflect on the student's attendance, participation, classwork, and behavior grades.
- Before investigating and going through the incident, a teacher-student conference will be held.
- Administrative conference with student and teacher will also be held to determine the appropriate action.
- Showing disrespect to an admin member (2 days OSS)
- Any incident witnessed and reported by a faculty member does not require further investigation.
- If the student refuses to complete a "Student Incident Form", then this will be considered in defiance of school authority and according to the severity of the situation, consequences will be determined.

Physical Aggression

- Physical Aggression is any behavior that can cause physical harm to others.
- It includes, but is not limited to, any chaotic condition that causes teachers' or security intervention leading to more chaos, whether in class, hallways, fields, bus area, or the parking lot.
- Nasty Joking: Students are expected to keep their hands and legs to themselves. Using physical aggression claiming that it is joking is strictly prohibited.
- Provocative Actions are impermissible misbehaviors that trigger other students' responses negatively leading to failure of abiding by the school's rules and policies anywhere on campus. Students who initiate the physical aggression will be subject to a behavioral consequence.
- This consequence will result in losing attendance, behavior, participation, classwork, and assessment marks.

Use of Abusive Language Bullying

Bullying is defined as repeated, aggressive behavior that involves a power imbalance between individuals, where the person being targeted is unable to defend themselves effectively. It is the repetitive and aggressive behavior that is intentionally performed by one individual or a group against another person who is considered weaker or less powerful. Bullying can occur in various forms, such as physical, verbal, social harassment. Bullying often includes actions such as name-calling, spreading rumors, threats, and physical intimidation.

Examples

1. **Physical Bullying:** This can involve hitting, kicking, punching, poking, pushing, or any form of physical aggression towards someone.
2. **Verbal Bullying:** This includes name-calling, cursing, making offensive comments or jokes, teasing, spreading rumors about someone, or any form of verbal aggression.
3. **Social Bullying:** This form of bullying involves intentionally excluding someone from social activities, spreading gossip about them, or manipulating others to turn against them.
4. **Emotional Bullying:** Emotional bullying aims to undermine someone's self-esteem, confidence, or emotional well-being. It can involve constant criticism, humiliation, or intentionally ignoring someone.
6. **Sexual Bullying:** This form of bullying includes unwanted sexual comments, gestures, or advances towards someone.

7. Cycle of Retaliation: Where the bullied party responds (to the bully) with further aggression, potentially causing a more hostile and unsafe environment for both the victim and the aggressor

If a student who is being bullied “*retaliates*” during the escalation of the conflict, even if a student is defending themselves, they *may* still face disciplinary actions for engaging in physical/verbal/social/emotional altercations. This can result in decided as per the school/division discretion. suspension, or other disciplinary measures.

Level #	Consequence
1st Level	Guidance, Redirection Division Meeting/Student Meeting
2nd Level	Meeting with School Counsellor Written agreement Parent Conference/Call/Email
3rd Level	1-5 days ISS/Break Detention Parent Conference/Call/Email
4th Level	1-5 days OSS Parent Conference/Call/Email Behavior Probation
5th Level	Parent Conference/Call/Email Behavior Probation and Possible Expulsion

Smoking, Drugs, Weapons & Flammables

- Students are prohibited from having (in their possession/ in their bags) any type of tobacco, electronic cigarettes, vape (any form), vape oil (any form), drugs, sharp objects, hazardous toys, fireworks, explosives, and/or weapons on school campus or school buses.
- The first incident will result in a 3-5 days OSS, a conference with the parents, possible expulsion, and possible legal questioning.
- For ensuring the maximum safety of our students, the DP has the right to run bag/locker checks at any time in the presence of security personnel.

School Vandalism

Students are held fully accountable and responsible for intentional or unintentional misuse, abuse, or destruction of any equipment, facility, property, or another student's belongings.

Level 1	Level 2
<ul style="list-style-type: none"> ▪ Pay the cost of fixing the damage. ▪ The student may be subject to suspension as per the Administration's agreement. 	<ul style="list-style-type: none"> ▪ Pay the cost of fixing the damage. ▪ Parent conference ▪ The Administration will decide on the appropriate penalty, and the student may be subject to expulsion.

Lockers

In case a student loses the keys or forgot the lock combination to his/her locker, and it was required by the school to break the lock to access it, the student will receive a fine of 200 EGP for the damages.

Mobile Phones & Smart Watches

Devices Used for Taking Pictures, Recording & Making Videos

- Mobile phones and smart watches are strictly prohibited on school campus, during school hours, from the moment the student arrives to school and at any spot after the "No Mobile Usage" sign.
- Students are not allowed to carry mobile phones.
- Students are not allowed to use tablets as mobiles for making calls, taking pictures, or making videos on the school premises.
- Mobile phones should not be spotted at any point during the day.
- Mobile phones should only be kept in the bags/lockers on silent mode.
- Mobile phones will be confiscated if spotted at any time and in any place on school premises.
- Students are not allowed to take the SIM cards out of their phones upon confiscation.
- **Using the mobile to record a conversation will result in mobile confiscation for a month and parent conference.**

Mobile Phones, Smart Watches & Electronic Gadgets

Consequence

The phone, smart watch, air pods, or any electronic gadgets will be confiscated if spotted on campus and returned after 2 weeks.

Students who refuse to hand over their mobile phones or smart watches to any adult, if spotted or used anywhere inside the school premises, will be considered defiant to authority and will automatically be subject to:

- 1- 5 days OSS
- Parent conference

Mobile phones, laptops, and other electronic devices brought to school or school related events are the responsibility of the student. The school holds no liability for lost, damaged, stolen, or misplaced items.

Use of Technology- Laptops/iPads/Tablets

Laptops/iPads/Tablets will be solely used **in-class**, for learning purposes, as per the teacher's guidance and instruction. Students must abide by the following rules:

- HS students are required to bring their laptops on a daily basis. Any damage caused to the device is totally the student's responsibility. The students are solely responsible for safeguarding their laptops at all times.
- Students who are found to improperly use laptops, iPads, or tablets during sessions will experience loss of their behavior, classwork, and participation grades for that particular session.
- Students are not allowed to insert their personal flash drives in the school's/teacher's in-class CPU.
- Students are not allowed to uninstall or modify any application or operating systems on school devices.
- Students are not allowed to use teachers' personal computers/ laptops/electronic gadgets.

The use of technology or laptops/iPads/tablets is a privilege that cannot be revoked. Inappropriate use will 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 as well as a powerful tool for research, learning, and raising social awareness.
- NG students are encouraged to increase their digital literacy skills and become effective 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.
 - use of school's wireless internet connection without permission granted by the DP.
 - fabrication of news with (or without) the use of the school logo/mascot/taglines on any platform.
 - videos, TikToks, and social media groups that negatively impact the school's culture on school premises whether in or out of uniform.
 - mentioning or tagging the school in any academic or non-academic practice that has not been explicitly approved by teachers or administrators.
 -
- ❖ **Any violation of policies or procedures regarding what is mentioned above may result in severe disciplinary actions upon NG's Administration discretion and legal procedures will follow.**

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

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 7:00 A.M.
- The school is not responsible for the safety of the students who leave by car after 3:00 P.M.

1st Tardy	First tardy notice – Parents will be notified.
2nd Tardy	Zero for the day – Student will attend classes.
3rd Tardy	Zero for the day – Student will be sent home and parents will be notified.

Attendance (B) Tardy to Class

- Students are expected to be in class on time.
- Entrance within the first 5 minutes will lead to deducting 1 mark for every late minute (or zero).
- Entrance after 5 minutes will result in a zero for attendance, behavior, participation, and classwork. Students are allowed to take assessments if any.
- Students will attend the class in all conditions.
- All students are required to come to class ready with all the necessary tools, notebooks, and textbooks. Students will not be allowed out of class to get any material once the class starts.

Early Dismissal

Students are not allowed to leave school before dismissal time.

- a. Early dismissal slips whether medical or non-medical must be approved and signed by the DP.

An email must be sent by the parent to the Front Office and HS Coordinator before 12:00 P.M.

- b. Grade 11 and 12 students are allowed 2-5 early dismissal permits to be able to apply in universities. Official documents, as evidence from the visited university, must be submitted to the DP.

Excused Absence

Other than medical excuses, absence cannot exceed 6 days per Semester and after a granted approval from the DP.

- a. Students who are granted an excused absence are responsible for scheduling and making up for their missed work within 3 working days upon their return. Otherwise, they will receive a zero on SIMS.
- b. Excused absences are only granted after the official document(s) are submitted and approved by the DP.

Medical Excused Absence

Medical Excuse: Any excuse that requires the School Doctor's approval

- a. Students and parents are requested to contact the School Doctor in case of a medical emergency.
- b. Students need to send their medical note for approval within 2 - 3 days upon their return.

Unexcused Absence

- Absenteeism that does not follow the criteria for an excused absence will result in losing marks in missed classes.
- Students must submit a formal written document within 2 - 3 working days upon returning to school. Otherwise, the absence will NOT be excused.
- Non-medical absence is ONLY granted an approval at the DP's discretion.
- All non-medical excused absences are accepted except during Semester exam days.

Student's absence for

- a. 6 days or more per semester will receive an absent probation letter.
- b. 12 days or more per year will receive absent probation, a parent conference, and possible expulsion.

Report Student Absence

Possible approval is issued by the student's respective DP in the following cases:

- 1- Hajj
- 2- Visa renewal
- 3- Athletic tournaments (only 3 excuses are granted per year or at the DP's discretion)
- 4- Educational tournaments
- 5- Film shooting
- 6- The loss of a first or second degree family member

Dress Code & Appearance

Males	Females
Groomed neat hair	Neat hairstyle
Crocs, flip-flops, open-toe sandals, and slippers are strictly prohibited on- campus at all times unless approved in writing by the School Doctor for medical reasons.	
Makeup is extremely prohibited.	
Dangly and sharp jewelry is not allowed even on out of uniform days.	
Students must wear black, navy blue, or dark brown shoes on picture day.	
Students must wear their polo shirt and the formal NG pants on picture day.	
Eccentric hair dyes are totally prohibited.	

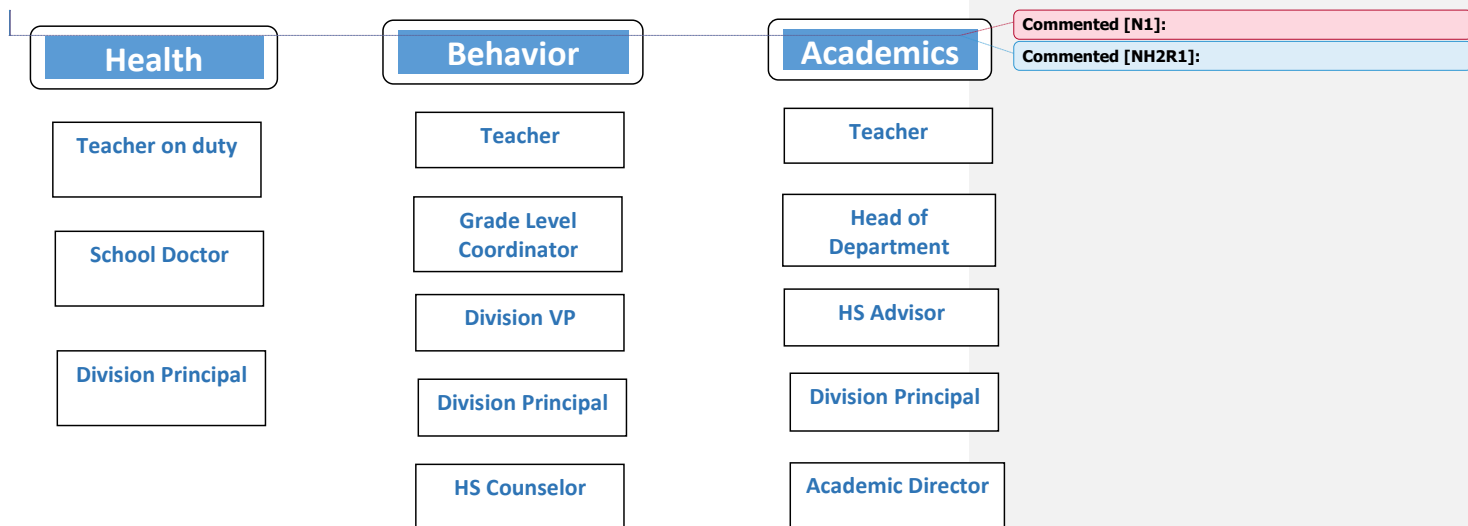
- Students are expected to be dressed in their school uniform at ALL TIMES.
- Extra navy blue or black jackets are only allowed in extreme cold weather and should be worn over the school uniform.
- Students must wear their smart NG uniform (Polo Shirt) on the school photo day.
- Appearance and uniform inspections will be carried out regularly. Any infraction to the appearance/dress code will result in:
 - 1- Parent contact
 - 2- The student will attend the school day, but will be granted a **zero** for the whole day. **This includes attendance, behavior, participation, CW, and assessments.**
 - 3- The student will be banned from having his/her school photo taken.
Violation of the dress code during review week will result in a zero for the day and after School detention.
 - 4- Violation of the dress code during semester I and II **exams** will result in a **3-day OSS to be applied at the beginning of the upcoming semester.** Dress code violation during semester III exams will result in a 10% deduction on the final semester Exam(s) of the day.

Parent/ School Partnership

School Communication Policy

Maintaining a close communication process between home and school is an important factor to establish and build a highly effective School/Parent relationship.

If you have any concerns about your child, please follow the steps below:



- All behavior consultations will take place during sessions.
- All referrals will have to be approved by the DP.

Effective Communication by Email

Although communicating by email is a valuable tool, it sometimes creates a challenge for students. Miscommunication can easily occur when people have different expectations about the messages that they send or receive.

Guidelines

- Email subject lines should convey the main point of your message or the idea that you want the reader to take away. Therefore, be as specific as possible.
- Use some kind of greeting (Dear...,) and some kind of sign-off (Best regards,). Don't just start with your text, and don't just stop at the end without a polite sign off.
- Briefly state your purpose for writing at the very beginning of your message. Use paragraphs to separate thoughts. Finally, state the desired outcome at the end of your message.
- Proofread your email before sending it.
- Make sure not to use many exclamation and question marks.
- CC your DP while communicating with your teacher.

Parental Roles and Responsibilities

Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

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 (SIMS/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 the school staff in dealing with disciplinary and academic issues.
- accept responsibility in case school facilities and equipment incur damage or loss due to the deliberate actions or negligence of the student.

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 بإصدار 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

Student Life

Trips & Events

Introduction to Trips and Events

Attendance is Mandatory for Educational Trips and Events.

If a student misbehaves during any school event, trip, educational or non-educational tournaments, the rules stated in the trip manual will apply.

Exposure is a valuable supplement to a student's educational experience. Excursions are integral to the social growth, instructional program, and the School's Core Values.

The purpose of the Excursion and Exposure Manual is to assist New Generation International Schools when planning events, summits, exchange programs, and field trips; and to ensure a safe and positive off-site learning experience for students and staff members.

It is the responsibility of the Organizer(s) to discuss all the exposure opportunities offered to students with the DP who shares this with the School Administration prior to submitting a formal request. Excursions must be coordinated to be an outgrowth of the Enrichment Program, Mission, Vision, and Core Values.

Such prospects are considered to be an extension of the school day for all parties whether students, teachers, administrators, organizers, and chaperones.

All parties serve as ambassadors who represent their school and country. As such, students are expected to conduct themselves according to standards of behavior that fully comply with the school rules and regulations stated in the 'Code of Ethics and Conduct' and detailed in this Reference Book. These rules and regulations are intended to ensure individual and group safety, secure maximum educational benefit, and maintain positive public relations with NG students, other schools, and other cultures.

In case a student receives more than one ISS or experiences OSS, he/she will be banned from joining hiking trips, winter and spring break trips, senior trip, extracurricular field trips, and international summits.

Definitions

International Summits are leading meetings that bring together educators, leaders, and students from esteemed international schools. They aim to provide students with chances to get exposed to various nations, exchange learning expertise, and expand their learning horizons. They empower students and deepen their collective understanding of different cultures and civilizations.

Hosting Family is a family, with at least one child, that is willing to accommodate a student(s) from other countries for a fixed period of time. The hosting family will provide the hosted student with the same nurture, care, support, and comfort that they provide their own children.

Exchange Programs are programs that allow students to travel and study abroad even for a short period of time. Such programs teach students how to be independent, allow them to visit different countries, and broaden their knowledge and personal perspectives. They also help refine their language skills.

Academic Field Trips include all mandatory off-campus trips and educational tournaments. They are organized as part of the class curriculum and occur during school regular hours.

International Educational Tournaments occur off-campus or out of the country. Students participate as representatives of their school and their country. These include, but are not limited to, exchange programs, summits, international education, and athletic competitions. Such trips can occur during school or out-of-school days.

Day Field Trips are academic, extracurricular, or fun trips that do not require students to stay overnight. They may be in or out of Cairo and the appropriate procedures and regulations must be followed for each.

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

Winter and Spring Break Trips include the international and domestic trips that occur out of Egypt/Cairo and 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 he/she is in charge of.

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

All school regulations and procedures stated in the HS Code of Ethics and Conduct will apply to all types of trips.

Policies & School Expectations Related to Field/International Trips

Student-Related:

Students who join any NG trip/exposure act as ambassadors of NG's Core Values. Any student who joins a trip should meet the following criteria:

1. Students who wish to join any trip must have the DP's approval prior to payment.
2. Students who wish to join any international trip/ summit / exchange program must have a recommendation from two teachers.
3. All students must have parental consent and must acknowledge the rules and regulations stated in this RB.
4. All students must have their permission slip signed and returned to school before the deadline mentioned in each event letter.
5. All students must strictly abide by NG's 'Code of Ethics and Conduct' on any trip/exposure.
6. Students joining any trip/exposure must have an excellent behavior record.

Parent-Related:

1. Parental consent and acknowledgment of the rules and regulations stated in this Reference Book are crucial.
2. For participating in international trips,
 - a) parents need to sign the acknowledgment slip in school.
 - b) parents need to attend the trip orientation.
 - c) parents must submit a signed medical form, for overnight/international trips.

School-Related:

1. The school has the right to ban a student from joining any trip/exposure (current or future) in case of infraction of the regulations stated in the trip manual. It will be the parents' responsibility to collect their child from the trip (if possible) without any financial liability on the school.
2. The school has the right to make recommendations of banning a student from joining further trips, taking part in any summits, or exchange programs in case of violation of the policies stated in the student/trip RB.

School Expectations during International Excursions/Exposure

1. Students are expected to be on time and punctual as per the excursion's schedule.
2. Students are to consult and check-in with their chaperones at all times.
3. Students are expected to respect and fully abide by the school's safety and cleanliness rules.
4. During the stay, students are expected to follow the hosting venue's rules with respect to cleanliness, safety, and security.
5. Students are expected to act as their home, school, and country ambassadors at all times.

School Expectations during International Trips

Not meeting school expectations during international excursions / summits / exchange programs will result in the following respectively:

	Expectation	Consequence(s) in case of violation
1.	Punctuality	1 st time: Exclusion from the excursions on that day 2 nd time: Ban from future trips/exposures
2.	Maintain cleanliness rules	Ban from future trips/exposures
3.	Speak courteously/respectfully and use a proper tone at all times	Ban from future trips/exposures
4.	Respect all terms stated in the Trip Manual	Ban from future trips/exposures

Community Service School Service

- Community Service is any voluntary, unpaid work intended to be of social value.
- Types of Community Service:
 - Environmental Charities
 - Humanitarian Charities
 - Non-Profit Local Organizations
 - Summer Jobs
 - Any service of value/benefit that the student completes in school as a "School Service"
- All High School students are requested to complete community service hours as a mandatory prerequisite for graduation.
- In order to graduate, students must commit to a minimum of 60 hours in total throughout the four years of High School (15 hours/year).
- Students must submit a document from a reliable charity institution affirming the type and the hours spent in the service.

Student Body Council

- The Student Council (SC) is an organization or body formed led by students and supervised by an adult and Administrators. The purpose of the Student Council is to offer students an opportunity to develop leadership qualities by planning, organizing, and carrying out school activities and service missions.
- In addition to planning events that contribute to the school's spirit and community welfare, the Student Council is considered to be the voice of the student body. It helps to share students' ideas, interests, and concerns with the school-wide community.

Summer Internship

Working during the summer when school is out of session is a great opportunity for NG students to affirm their independence as well as earn some money. Having a summer job can help students gain practical experience for a future career.

At NG, we invite students to

- encourage exploration.
- help build a resume.
- develop independence and leadership qualities.
- improve communication skills.
- build confidence.
- instill commitment.
- earn money.

Birthdays & Dish Parties

- Students should send a note to the DP at least 3 days prior to a birthday celebration/dish party. Otherwise, the request will be denied.
- The usage of mobile phones is strictly prohibited.
- Neither food nor drinks (except water) are allowed inside the classrooms.
- Food and beverages are only allowed in the cafeteria during lunch time.
- Students must be prompt and respect class time.
- Students are expected to provide all necessary items such as plates, serving utensils, napkins, etc....
- Students are requested to clean any litter after an event and make sure that the used facility is as clean and tidy as it was before usage.
- Students are encouraged to respect the rights of others while using the cafeteria during any celebration.

Extracurricular Activities

- All students can participate in extracurricular activities except those who are on behavioral probation until there is a behavioral improvement.
- Students will pay extra charges for the offered extracurricular activities.
- Students interested in participating in any activity must submit a 'Parental Consent Form' to the DP.
- All clubs, activities, and school-sponsored events will take place after regular school hours.

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

Fundraisers & Fundraising

- Only school-sponsored groups and activities will be allowed to solicit funds from students and staff members after the Administration's approval.
- Students are not allowed to sell any item in school without a prior written approval from the DP.
- If not approved, severe disciplinary action will take place as per the DP's decision.

NG Guidance System

NG Cares

The Student Counselor- SC

The Student Counselor works closely with students and parents to monitor and support students' social, emotional, behavioral growth, and overall well-being. It includes working with individual students, groups, and communities to reinforce the Balanced Approach.

Counselling Room

The purpose of the "Counselling Room" is to encourage students to reflect on their behavior.

- It is also a safe zone for students whose behavior or actions require deeper reflections away from the regular classroom setting.
- Students will receive the necessary guidance for rectifying behavioral concerns.
- **High School Advisor- HSA**
 - The role of the High School Advisor is to aid the DP and students in areas of academic achievement, career choices, transcripts, and scholarships.
 - The High School Advisor arranges and schedules individual and group career counseling sessions, organizes university fairs, and communicates students' eligibility for scholarships as per the national and international prerequisites.

NG Guidance System

Safeguarding

- The safety and well-being of our students is our first and foremost concern. The term 'Safeguarding' covers a broad range of areas and it aims to achieve the following:
- Protecting teenagers from maltreatment
- Preventing impairment of teenagers' mental and physical health and development
- Ensuring that teenagers grow in circumstances consistent with the provision of safe and effective care
- All students have a responsibility to keep themselves safe, respect other people's rights to safety, and not harm, threaten, or abuse others.
- If any student is ever concerned about his/her safety and well-being or about the safety of another student, they should be encouraged to speak up and talk to their parent/carer/a member of staff.
- Students who by any means harm, threaten to harm, bully, or abuse any other student will be subject to consequences as per the Administration's discretion.

Students' Health & Safety

- The school has the right to arrange for safety and hygiene inspections.
- Health checks also include smoking and drug tests.
- The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality.

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 a variety of nutritional 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...).
- Having boiled/hot water on campus, for any reason, is prohibited at all times.

Self-Care & Hygiene

“Make It a Habit!”

Establishing health and hygiene measures at school safeguards students and faculty members the right to a healthy, clean, and safe environment!

Tips for maintaining safety and avoiding infections:

- Wash your hands frequently with soap and water or alcohol-based rub.
- Respect personal space. Maintain social distancing.
- Avoid touching eyes, nose, and mouth before washing your hands.
- Cover nose and mouth when coughing or sneezing with a tissue or a flexed elbow.
- Avoid close contact with anyone suffering from a cold or flu-like symptoms.
- Follow a balanced diet that is rich in vitamins.
- Drink plenty of water and fresh juices.
- Lead a healthy lifestyle.

Use of Medication

- Students are not allowed to carry any medication with them.
- Parents must send a signed prescription note to the School Doctor in order to administer any medicine.
- Students will take their medication only in the clinic.
- ANY type of medication found in the possession of a student will be confiscated.
- Students are not allowed to sleep in the clinic under any circumstances unless advised and given a written approval by the School Doctor. In case your child administers any medication without consensus you will be requested to sign the below form at school.

Health & Safety Acknowledgement

I, parent/guardian of the student.....,
who is enrolled in grade, acknowledge that I am fully responsible,
not the school,
if any complications occur to my
son/daughter.....,
as a result of taking some medication without the School Doctor's approval.
I confirm that I will abide by this health & safety rule and regulation.
ID Card No.:
Parent/Guardian's signature:
Date:

Accidents, Injuries & First Aid

Students have a medical insurance plan provided by EGYCARE in case of any accidents that occur 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 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 which will include 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 stigmatisation. Inspections will be conducted by a trained person approved by the School Principal and the School Doctor. Before any inspections are conducted, the DP will tell the students what is being done and why.

In case of 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. They will be granted an excused absence.

Evacuation Drills

- The school performs 2 - 3 emergency drills per year to ensure proper evacuation of the building in case of emergencies.
- Evacuations are signaled by the emergency alarm or siren.
- Students must follow the exit route. They either go to the front or to the back premises depending on the alarm or siren.
- Students will be instructed when to return to class after the drill.
- Students who do not follow the evacuation drill seriously will be subjected to disciplinary action as per the Administration's discretion.

School Crisis Management

- School crisis is any traumatic event that seriously disrupts/ends the learning process during instruction/contact days.
- It includes, but is not limited to natural disasters, bad weather conditions, pandemics, or any serious situation that requires the Crisis Response Team (CRT) to intervene and take the appropriate crisis response.
- The Crisis Response Team (CRT) includes Division Principals, School Principal, Executive Manager, School Doctor, IT Team, and the Front Desk Team.
- The Crisis Management Plan includes the school's precise steps, duties, and instructions for safe and efficient communication with parents and students in case of any crisis.
- Communication takes place through the official school platforms that include the school's Webpage, official Facebook Page, E-mails, SIMS, and phone calls if necessary.
- The learning process will automatically shift to E-Learning (Online Learning) in case of a crisis that necessitates absence from school during instruction days.

General Guidelines

- Guidance, support, and advice are always provided to our students.
- All rules, policies, and procedures are explained in this 'Code of Ethics'.
- Students who violate these rules will be penalized accordingly.
- **School Administration has the right to escalate any incident as per the Administration's agreement.**
- Violating the "Code of Ethics and Conduct", once per Semester, will automatically lead to placing the student on behavioral probation that must be signed by both the parent and the student.

By receiving this RB, you have acknowledged the content and are held accountable for abiding by the "Code of Ethics and Conduct" for 2024/2025.

Online/ E-Learning Protocol

- It is the newest and most popular form of distant education in the 21st century.
- Online education is critical to the student's long-term learning, as it prepares students for future versions and adaptations of learning.
- It sustains the process of learning in cases of emergency.
- In case of unpredictable weather conditions, road construction, or situations that prevent students from coming to school, all students should abide by the e-learning rules and regulations. If the school is announced off, students are expected to abide by the e-learning guide.
- All students are required to check and adhere to the e-learning manual available on the school's official platforms.
- Any infraction to the online norms will result in strictly applying the online consequences.

Lockers

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

Students must adhere to the following conditions:

- Use their assigned lockers only.
- Provide a lock for their lockers.
- Keep their lockers clean at all times. They are not allowed to decorate their assigned lockers from the inside or the outside.
- Use their lockers only during the 3-minute transition between classes (when the bell rings).
- Use the assigned locker only for storing school supplies and personal items that are necessary for school use.
- Lockers 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 lockers.
- Food items must not be left in the lockers.
- The school will not be responsible for any lost items from students' lockers.
- Students must keep their lockers in a clean and orderly manner at all times.
- Students must empty their lockers at the end of each Semester.
- The school has the full right to inspect any locker and its contents at any time. The DP and the Head of Security/Security Guard will conduct such an inspection, in the presence of the student whose assigned locker is the subject of inspection, when needed.

Student Valuables

- The school will not be responsible for the safe-keeping or any loss/damage of personal valuables and electronic gadgets.
- Students are to be held responsible for their own belongings.
- The Surveillance System (cameras) is intended to maintain safety for both students and faculty members.
- Cameras will only be checked at the Administration's discretion.

Lost & Found

- We encourage students to take full responsibility for their belongings. (jackets, school bags, lunch boxes, watches, utensils, books, wallets, etc.)
- Students' belongings should be clearly 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 the year.
- The school is not responsible for any lost items.

Littering & Maintaining School Cleanliness

- NG students are expected to keep their school clean at all times.
- Students are not allowed to eat or drink anything except water in class. Only transparent water bottles are allowed.
- The DP will periodically carry out classroom/hallway inspections to ensure cleanliness.
- In case of violating this code of conduct, students are required to clean their litter.

The following are the consequences for littering the school campus:

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

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 books.
- 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 and 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.

Assembly's Guide

- Assemblies and performances enrich students' lives and offer them an opportunity to learn.
- Since assemblies represent an integral part of the educational program, attendance is mandatory for all students. Students are supervised by teachers and SC members during assemblies. Students are expected to conduct themselves in keeping within the school's 'Code of Ethics'.

Incident #	Consequence
• Level 1	• Student will be deducted behavior grades related to the session.
• Level 2	• 1-day ISS
• Level 3	• 1-2 days ISS
• Level 4	• OSS + Parent(s) Conference

Auditorium Norms

- Students should move quietly to the auditorium, in an orderly fashion, and remain seated in their allocated areas.
- Students should continue to sit up straight and quietly in the auditorium and listen attentively till the end of the event/ assembly.
- Students must applaud or cheer in a civilized manner.
- 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. All students must clean up after them.
- During rehearsals or any other assemblies, students should enter the auditorium along with their teachers.
- All school rules will be followed in the auditorium at all times.

Science Laboratory Norms

Please abide by the following:

- Behave in a mature and responsible manner at all times 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 of any type towards another person.
- Enter the Science Lab quietly and in a proper manner.

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

Computer Laboratory Norms

1. **BE RESPECTFUL!** Always handle the Computer Lab equipment with care. Treat others the way you want to be treated.
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.

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 decide upon 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.
- Students will pay extra charges for books or consumables lost throughout the year.

NG Bus Guidelines

Rules for bus riders help ensure that every student has a safe ride to and from school.

Students are expected to follow all school rules on the bus.

- There is a one-minute wait time for each collection point.
- Students who deliberately waste time to miss their bus will automatically be deprived of riding the bus the next school day.
- Seatbelts should be fastened at ALL TIMES.
- All students must be at their pickup points on time.
- General misbehavior on the bus is not tolerated by the School's Administration. All rules and regulations stated in this 'Code of Ethics' are applicable on the bus as well.
- Food and beverages are strictly prohibited on the bus; only water is permitted.
- Students are not allowed to play music loudly.
- Changing buses is strictly prohibited.

1 st Incident	2 nd Incident	3 rd Incident
Suspended bus privileges on the next day of school for the penalized student	Suspended bus privileges for the next 2-5 days for the penalized student	Student is prohibited from riding the school bus for the rest of the year. Bus fees are non-refundable

- Parents need to notify the school before 12:00 P.M. if their children are leaving by car.

- Bus doors will not open for students after the 1st siren. If students miss the bus back home, parents will have to pick them up from school.

- Parents who do not pick their children up from an assigned meeting point will be asked to come to school to pick them up.

BUS MATRONS

- Bus matrons are responsible for student safety during bus trips. Students must respect their authority. Matrons are not allowed to deliver/receive verbal or written messages, money, or school work from parents to/from any school staff, or give a ring to parents / students when the bus arrives. Violating any of the above conditions will result in the loss of the privilege to ride NG busses. Matrons are not allowed to receive any charitable items (including money).

Car Dismissal Rules

- The school premises includes the NG parking lot and any visible area from the front gate.
- Students are expected to leave the premises as soon as the last bell rings in an orderly manner.
- Students must follow the designated routes.
- The parking lot's main use, during school entry and dismissal hours, is to drop-off and pickup students. Students wandering in the parking lot for any other reason is strictly prohibited.
- Gatherings, loitering, playing loud music from a vehicle's audio system, or sitting in the parking lot is prohibited.
- These rules apply to the surrounding areas including the highway shoulder and the service lane in front of the parking lot.

Use of Taxi Service

- As part of our continuous security measures in keeping our students safe, we would like to confirm that only High School students are allowed to leave the premises using taxicab services (Uber, Careem, etc.).
- 'Taxi Service Permit Forms' are available for collection at the Front Desk.
- Students who wish to use the taxi service should submit the permits, signed by their parents, to the HS Coordinator no later than **September 24th, 2024**.

Cashless System

As part of NG's dedication to enhancing and streamlining the student/parent school experience and in line with the digital transformation taking place worldwide, 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 in order to complete the transaction.

In order to make use of this system, students/parents are required to 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. In order to log in to the payment portal, use your assigned SIMS username and password. For any technical issues related to accessing your account, don't hesitate to contact our IT department for assistance.

Rest assured that NG has taken all security precautions and has collaborated with experts in the field of online payments 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 allows 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 and exact sum 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. After a replacement fee of 100 EGP is paid to the Finance Department, students can collect their new ID that will contain the same amount of credit that was 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.

Frequency	Fees
1 st replacement	200 EGP
2 nd replacement	250 EGP

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.

Sharing cashless cards is strictly prohibited and students are held accountable for losing it.

Academic Policies & Procedures

Grading System

- The school has a standard grading procedure.
- The maximum achieved and recorded grade is 100%.
- The High Honor Roll is equivalent to GPA 3.9 category and above.
- The Honor Roll ranges from GPA 3.7 to 3.89.
- Report cards are sent as soft copies at the end of the academic year.
- Students at risk of failing will receive notes on a Semester basis to indicate the necessity of parental attendance in the upcoming parent conference(s).

Grade Breakdown

Attendance & Self-discipline	10%
Classwork & Participation Check Understanding	20%
Homework & Practice Assignments	10%
Research & Projects	15%
Quizzes & Tests	20%
Finals	25%

The Grading Scale

C- or below is considered at risk of failing

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

Diploma Requirements

Total of 24 credits

- 4 English
- 4 Math
- 4 Science
- 4 Social Studies
- 4 Electives
- 1 Foreign language
- 2 IT
- 1 Arabic (Grades 9 and 10)
- 1 Arabic SS (Grades 9 and 10)



56

Courses Offered 2024-2025

<u>Grade 9</u>	<u>Grade 10</u>
<ul style="list-style-type: none"> • English/Pre-AP English • Geometry • Physical Science • Social Studies • Arabic Studies (Arabic - Arabic SS - Religion) • French • IT • PE/Art/Music 	<ul style="list-style-type: none"> • English/Pre-AP English • Algebra 2 • Biology • Business • Arabic Studies (Arabic - Arabic SS - Religion) • French • IT • PE/Art/Music

Courses Offered 2024-2025

<u>Grade 11</u>	<u>Grade 12</u>
<ul style="list-style-type: none"> •English/AP English Language and Composition •Pre-Calculus •Arabic Studies (Arabic - Religion) •French •IT •Psychology/Physics •Chemistry/Economics •PE/Art/Music 	<ul style="list-style-type: none"> •English •AP Calculus/Medical Math/ Business Math •Statistics •Arabic Studies (Arabic - Religion) •IT •Mechanics/AP Biology /Sociology •AP Physics/Advanced Business •PE/Art/Music

Advanced Placement



Advanced Placement is a program created by College Board which offers rigorous college courses.

The AP Program grants course credit to students who obtain high scores on examinations and who wish to join distinguished Colleges and Universities abroad. GE-level courses



AP corresponding exams are administered once a year (in May).

- Exams are scored on a scale of 1 -5.
- Minimum score required to grant university acceptance is 3.
- Exams are administered only in authorized Test Centers.



The Advanced Placement Courses (AP courses) offered at New Generation International Schools, enable willing and academically prepared students to pursue college-level studies while still in High School.

59

Benefits of Taking AP Classes in High School

1. Strengthen your transcript:

Your AP subjects give an extra weight to the transcript when calculating your GPA.

2. Challenge advanced students

We offer the following AP subjects for the academic year 2024/2025: AP English Language and Composition, AP Calculus, AP Biology, AP Physics and AP Art.

3. Prepare you for college:

As challenging as introductory college courses, they are fast paced, cover more material than regular classes, and require independent work as in research and analysis. This eases your

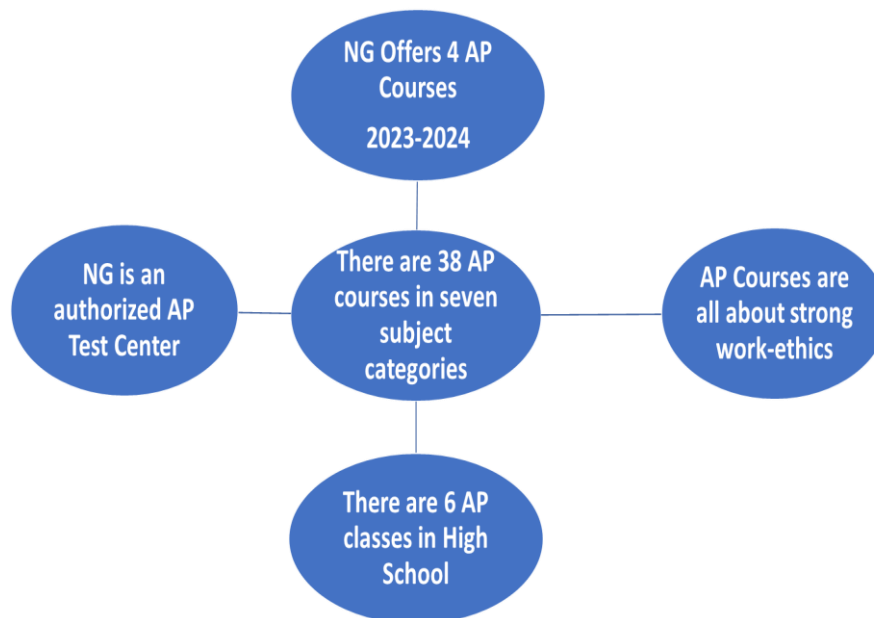
transition from a High School senior to a first year college student (College Freshman).

4. You are “On Top of the Pile”:

AP classes show Admission Officers that you are ready for college-level work. Admission Counselors esteem AP scores over standardized test scores.

5. Get a head start on International College requirements:

Taking AP classes is the optimal preparation for the corresponding AP test. Earn college credit and/or skip introductory courses in college. Most four-year colleges and universities in the United States, Europe, Canada as well as many institutions in more than 100 other countries (including Egypt) grant students credit, placement, or both for qualifying AP Exam scores.



AP Courses Offered

Eligibility for Joining AP Classes

AP courses offered in 2024-2025:

- Pre-AP English Language and Composition - Grades 9 & 10
- AP English Language and Composition – Grade 11
- AP Calculus - Grade 12
- AP Biology – Grade 12
- AP Physics – Grade 12

Eligibility for joining AP classes

At NG, we offer AP courses for students who fulfill the following prerequisites:

1. A minimum subject score of 85 %
2. A recommendation from the subject teacher or 2 other teachers (specifying your work ethics)
3. Passing the AP Writing Assessment / Math Assessment (administered at school - early September) with a minimum score of 70%

Terms for Continuing in the AP Class

- Consistent work ethics
- End of year score 'B+' (85%)
- Zero incidents of academic dishonesty
(plagiarism, cheating, fabrication, and/or impersonation)
- An annual recommendation(s) from your teacher(s).
- Note: Your teacher reserves the right to disqualify you from continuing in the AP class, at any time throughout the year, if you don't meet any of the requirements mentioned above.
- For more information, please visit the following websites:
<https://apcentral.collegeboard.org/about-ap/ap-a-glance>
<https://apstudents.collegeboard.org/about-ap-exams>



AP Consent

I, _____ enrolled in grade _____ for
the academic year 2024/2025, accept and will abide by the school's conditions and terms as for
joining the _____ AP Class.

- Showing consistency and work ethic
- Working to my full potential
- Showing sustainability
- No drop of course till the end of the academic year. Otherwise, I will not be allowed to
join the AP class for the upcoming years / will not be granted the AP credit on the
transcript.

In case of violating any of the above-mentioned terms, the school has the right to
either keep or remove me from the Course based on my teachers' recommendations.

Student's signature

Teacher's signature

AP Coordinator's signature

Division Principal's signature

Grade Point Average (GPA)

- Accumulative GPA is calculated starting from Gr. 9 through Gr. 12, and it includes all credits studied in High School.
- AUC's minimum required GPA is 2.5 which still does not guarantee acceptance.
- All other private and governmental universities take 8 subjects from grades 11 and 12 (according to the major) with a minimum GPA of 2.2.
 1. Grade 11: a minimum of 1 subject and a maximum of 3
 2. Grade 12: a minimum of 5 subjects and a maximum of 7
 3. All subjects taught including Arabic Studies and Electives for Grades 9 -12

Academic Probation & Failing Policy

- Students who receive “At Risk” letters and/or are placed on academic probation (C- or below) may be at risk of failing the year if their grades do not improve.
- Students from Grades 9 to 12 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% for each subject is required to pass; this represents the average of all written Semester exams combined.
- An overall average of 60% is required as a passing percentage per subject.

Academic Integrity

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and grades should be the result of the student's own understanding and effort.

Academic Dishonesty

Academic Dishonesty or Academic Misconduct is any type of **dishonest conduct** that occurs in relation to formal academic assessments. This includes, but is not limited to,

Cheating: It can take many forms including sharing someone else's work, purchasing or preparing a term paper or test questions in advance, using any gadget to answer assessment questions, and talking or moving during exams without prior approval from the examiner or invigilator.

Plagiarism: Adoption, reproduction of ideas/words, or statements of other people without due acknowledgment. Using AI for assignments

Bribery: Paying or compensating someone to do the work for you

Impersonation: Pretending to be someone else during assessments or on SIMS

Academic Dishonesty "Zero Tolerance"

- Any reported academic dishonesty will directly be reported to the DP who will grant the student a zero.
- Students will be granted a ZERO for the assignment/assessment.
- A parent conference will take place.
- The student will be put on academic probation.
- If repeated, the student will fail the subject/year as per Administration's agreement.

High School Career Advisory System

At NG, guidance and support systems help ensure that students

1. Develop a well-balanced character.
2. Achieve their post-High School goals.
3. Work through their academic challenges.

The 'Professional Advisory System' is provided by the High School Advisor, (HSA), to

1. Provide individual students and parents with advisory sessions.
2. Provide support to select electives.
3. Provide career advice aligned with national and international acceptance criteria and requirements.
4. Arrange individual career planning and development sessions that help students make career choices based on their individual performance.
5. Offer group career development sessions on academic achievement scores, career choices, transcripts, and scholarships.
6. Organize online/on-campus university fairs.
7. Communicate student's eligibility for national and international scholarships.

Please, make sure to check the Advisory Manual 2024-2025.

High School Career Advisory Categories

- An advisory is a regularly scheduled period of time, when the HSA/ the HS Principal schedule a meeting with either:
 - Category A: Individual students and parents
 - Category B: Small group of students (a class)
 - Category C: Grade level
 - Category D: Big group (more than one grade level)

Career Advisory Categories

Category Types			Action By
Category	A	Individual students and families	HS Advisor / HS Principal
Category	B	Small group of students (class)	HS Advisor / HS Principal
Category	C	Grade level	HS Advisor / HS Principal University Representatives University Fairs' Representatives University Visits
Category	D	More than one grade level	HS Advisor / HS Principal University Representatives University Fairs' Representatives University Visits

Class of 2025

"Self-discipline begins with the mastery of your thoughts. If you don't control what you think, you can't control what you do. Simply, self-discipline enables you to think first and act afterward."-Napoleon Hill

High School Principal's Message

- It is my great honor to welcome you all and address you as your HS Principal in your final year.
- Being part of your school community and culture, and also being regarded as role models is a huge responsibility that is laid upon your shoulders.
- Social consciousness is your moral accountability.
- You are NG's ambassadors; the real journey of your future career begins from here. So, we have compiled this section to aid and guide you to achieve your best conduct and performance in your senior year.

I wish you all the best of luck in your future endeavors!

Dr. Nesreen Hafez

Seniors' Privileges

- Seniors' privileges are meant to help our students prepare for life after High School.
- The Student Council President must apply for and meet the requirements of Seniors' privileges before they are granted to them.
- All Seniors' privileges must be given a written approval from the Administration.

Seniors' privileges include,

1. choosing the colors and design of the Seniors' uniform.
2. the Seniors' parade.
3. undertaking the role of teachers' assistants (community service).
4. undertaking the supervision of breaks (community service).
5. use of mobile to take photos on-campus after getting a written approval signed by the DP.
6. help organize and select the Seniors' trip.
7. three granted school passes to visit universities - each Semester - after informing the HS Principal.
8. the priority to usher and help organize HS assemblies, events, and activities (community service).
9. summer job internships.

NG's Expectations

Our expectations of you are sky high!

They include, but are not limited to the following:

1. Abide by the 'Code of Ethics' at all times.
2. Promote the HS/School culture of self-discipline.
3. Encourage a culture of decent work ethics.
4. Adhere to the agreed upon Seniors' uniform at all times.
5. Help and support other students to stay on-task.
6. Avoid any celebrations on-campus (including the parking lot and any visible spot from it) that are not granted an approval from the Administration or that do not come to an agreement with the school's culture. This includes, but is not limited to the following:

- A. Prom or any prom related activity
- B. Using fireworks or any form of hazardous material to celebrate
- C. Not following the dress code, shared with you by the Administration, on Photo Day and for the Graduation Ceremony

As Role Models!

In case you do not meet NG's expectations, you will walk through your choice with integrity and grace through the following corrective measures:

- Implement the consequences as per the "Code of Ethics" guidelines.
- Ineligibility to apply for/join any role in the Student Council body
- Deprivation of any role assigned by the school
- Deduction of community service grades
- In case of severe/repeated breach that risks safety or negatively impacts the school's community and culture, the DP may decide on a disadvantage that reaches denial from attending the Graduation Ceremony.

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>