

MIDDLE SCHOOL STUDENT/PARENT REFERENCE BOOK

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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 members of this family!

This Reference Book was created with the intention of giving our students /parents all the needed information to make New Generation a safe and productive learning environment for everyone.

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 needed to become skillful and competent citizens.

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

A Message from the Middle School Principal

“The journey of a thousand miles begins with a single step.” – Lao Tzu

Welcome to Middle 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 to help you achieve the highest academic and social levels while nurturing your emotional health. Our primary goal is to assist you to become 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. Please, 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 😊

Are you ready to start this journey together?

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

**Mai Mustafa
 Middle School Principal**

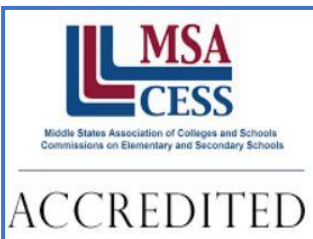
Accreditations



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. 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 270 and 282.



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 Reference Book has been compiled to answer many common queries that may occur to Students and Parents throughout the Academic Year. It replaces any previous version and any other document addressing the same subject.

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. If students admit to the infraction, consequences will be reconsidered. 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.

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

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 individuals that bring their own skills to the table.
- 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.

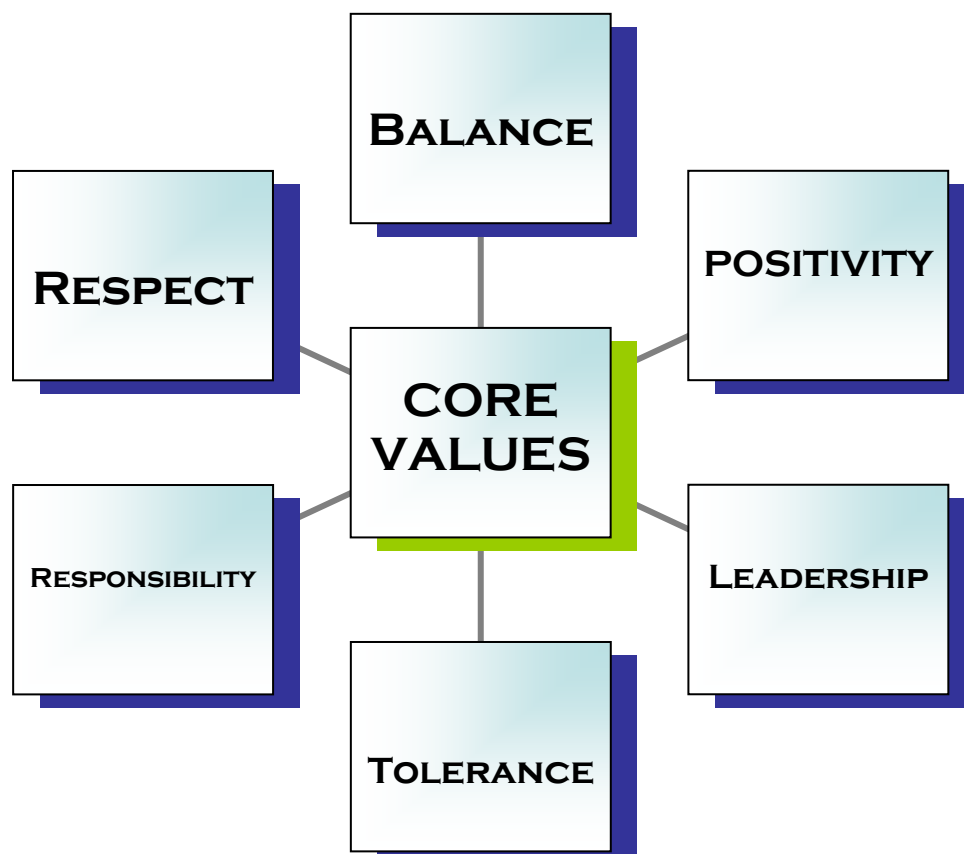
NG students stand proud during the National Anthem!

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 always give/accept constructive criticism.

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 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 integrity and honesty while keeping the bigger picture in full view
- 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 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 adopt a mission to support others in their communities.
- They make wise choices in various circumstances.

Academic Characteristics

NG graduates demonstrate strong 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 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.

Student Life

Self-Care & Hygiene

It is very important to take care of your health and hygiene for your own safety and the safety of others.

Students must:

- Wash their hands frequently with soap and water or alcohol-based hand rub.
- Students must bathe, shower, wash daily, and brush their teeth.
- Maintain social distance (a minimum of 1 meter) and carry masks with them.
 - Avoid touching their eyes, nose, and mouth.
 - Cover their nose and mouth when coughing or sneezing using a tissue or a flexed elbow.
 - Avoid close contact with anyone who has a cold or flu-like symptoms.
 - Come to School in a fresh, clean uniform of smart well-fitting condition.
 - Keep their hair tidy throughout the day.
 - Use deodorant when needed - should be used sparingly – avoid use of heavy perfumes.
 - Avoid sharing food, drinks, and eating or drinking utensils to avoid the transmission of diseases.

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).

NG will continue to implement its Core Values by using clear rubrics for recognizing students, with constant positive behavior, every month of the Academic Year through

- praise and recognition personally and publicly.
- special rewards by means of conducted incentive systems.

Reflection Room:

- The purpose of the "Reflection 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.

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:

Infraction#	Consequence
3rd Infraction ISS or OSS	Parent notification
4 ISS or 3 OSS	Meeting with DP Possibility to be placed on Behavior Probation
5 ISS / 4 OSS	Meeting with the DP and School Principal Placed on Behavior Probation
6 ISS / 5 OSS	Meeting with the School Principal and Executive Manager Possible Expulsion

Your child might be placed on behavior probation after the fifth incident.

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 by the School's rules and policies anywhere on campus.

INTIMIDATION is the action of frightening or threatening someone, 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"> • Behavior Probation • Parent Conference • 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 Behavior 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.)

ISS & OSS Grading System

ISS	OSS
<u>Attendance</u> Grades are granted <u>Participation and Behavior</u> Grades are deducted.	<u>Attendance, Participation, and Behavior</u> Grades are deducted.
<u>Classwork</u> Grades are granted once assignments are submitted on the same day of suspension.	<u>Classwork</u> Grades are deducted.
<u>Quizzes, Projects, and Homework</u> Grades are granted once completed on the same day of suspension.	<u>Quizzes, Projects, and Homework</u> Grades are granted once completed within 3 days of suspension.

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.

Attendance (A) Tardy to School

School Gates will open at 7:00 AM
School starts at 7:00 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.
The School is not responsible for the safety of the students
who leave by car after 3:00 P.M.

Tardy #	Consequence
1st Tardy	1 st tardy notice: Student is excused
2nd Tardy	2 nd tardy notice: Parent receives a phone call from the Front desk
3rd Tardy	The parent is contacted, student is picked by his/her parent, 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
1st Tardy (not levels)	Students are still entitled to attend the class but will lose one mark from their attendance grade for each late minute.
2nd 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 prior to dismissal time (2:30 P.M.).
- 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.
- If students leave early without an excused reason, they will be regarded absent in terms of grades.
- If students, who typically take the bus home, would like to leave by car on a given day or during a School event, then parents must notify/send an email to the **Front Office (frontoffice@ng.edu.eg)** before 1:00 P.M.
- Students are not allowed to depart from School using the UBER transportation unless an Uber consent form is signed by their parents **and submitted to the Front Office.**

MS/HS

Parental Consent Form

I, _____ parent of _____, in grade _____,

hereby permit my son/daughter to depart the School premises using 'UBER' or any other taxi transportation service.

Sibling(s) (ELEM / MS **only**) _____, in grade(s) _____.

Parent's Signature

ID Number

Absence

Medical

- Approval is issued by the School Doctor; students need to send their medical note for approval, to the School Doctor, within 2 days upon their return mentioning the following details:

- Diagnosis
- Student's name /grade/class

***Students who are absent are fully responsible for making up for any work they missed (classwork, homework, projects, and tests) within 3 days of their return.**

***Failure to submit missed classwork or tests will result in losing grades accordingly.**

Non-Medical

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

- Hajj
- Umrah (1 excuse is granted per year)
- Visa renewal
- Athletic tournaments (3 excuses are granted per year). DP must approve after the third excuse.
- Educational tournaments.
- Film shooting
- The loss of a first or a second-degree family member (father, mother, siblings, grandparents, uncle, or aunt)

Notes:

- Students must submit a formal written document stating the purpose of their absence.
- Non-medical excused absences must be approved at least 48 hours prior to the absence by the DP.
- Non-medical excuses cannot be granted during Semester and MOE exams.
- Non-medical excuses cannot exceed 6 days per Semester.

Students with more than 12 absences per year will either not be promoted to the next grade level or will be placed on probation for the upcoming Academic Year.

Excused Absence

Unexcused Absence

Absenteeism that does not follow the criteria for excused absence will result in losing marks in missed classes and assignments. Failure to submit missed work to **subject Teacher** (homework, classwork, test, projects, etc...) will result in losing grades accordingly.

However, ONLY H.W. grades will be redeemed upon submission.

If the student has an 'Excused Absence':

- He/she will take the mark for the CW/HW/Quiz after submission.
- He/she will be excused 'E' for the attendance, behavior, and participation grade.
- If the classwork is Q & A, the student will be excused 'E'.
- Teachers will change the 'M' to a grade on SIMS after the DP's/School Doctor's approval concerning the excuse.

Class Preparedness

All students are required to come to class prepared with the necessary tools, notebooks, and textbooks.

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

Consequences for not meeting the above-mentioned criteria:

Incident #	Consequence
1st Level	One mark will be deducted from classwork grades. Parents will receive an e-note through SIMS. Incomplete classwork will still be completed during the first 10 minutes of break time.
2nd Level	Two marks will be deducted from classwork grades. Parents will receive an e-note through SIMS. Incomplete classwork will still be completed during the first 10 minutes of break time.
3rd Level	Three or more classwork grades will be deducted at the Teacher's discretion. Parents will be contacted by the School Administration.

Smoking, Drugs, Weapons & Flammables

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

The first incident will result in a 3-day to one-week OSS, a conference with the parents, possible expulsion, and possible legal questioning.

Student 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 property, equipment, and facilities.

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.

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

Level #	Consequence
1st Level	<ul style="list-style-type: none"> Student must pay for/fix all damages. <i>*Student may be subject to suspension.</i>
2nd Level	<ul style="list-style-type: none"> Student must pay for/fix all damages. Parents will be called in for a conference. <i>*A disciplinary committee will decide on the appropriate penalty; student may be subject to expulsion.</i>

School Cleanliness

NG is our second home. Students are required to always keep their School clean.

The following are the consequences for littering the School campus:

Level #	Consequence
1st Level	Student will be responsible to clean up the littered area.
2nd Level	Student will be assigned to clean up during break.

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 always clean. (They are not allowed to decorate their assigned lockers from the inside or the outside.)
- Use their lockers only 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 always keep their lockers in a clean and orderly manner.
- 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/VP 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.

Use of Technology

- Technology is meant to aid student learning. Therefore, students are not allowed to use technology for any other purpose such as games, music, web surfing, etc....
- Technology will be solely used for learning as per the Teacher's guidance and instruction.
- Students are not allowed to uninstall or modify any application or operating systems at School.
- Students are not allowed to use Teachers' personal computers/ laptops/electronic gadgets.
- Students facing problems with their computer/laptop/mobile phones must stop using the device and ask their Teacher for help.

*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 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

Consequences are as follows:

Incident #	Consequence
1st Level	1 – 3 days ISS
2nd Level	1 – 5 days OSS
3rd Level	May lead to expulsion as per the Administration's agreement

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 sign-off (Best regards,). Don't just start with your text, and don't just stop at the end without a polite signature.

- 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.

Bus Rules

Ensuring students' safety on bus rides is one of our School's top priorities.

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 pickup point, in the morning.
- Always fasten your seatbelts.
- 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.

Notes:

- 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 riding the School bus must abide by the Reference Book.
- Bus matrons are responsible for the students' safety during bus trips. Bus matrons are not allowed to 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.

Consequences are as follows:

Level #	Consequence
1st Level	Students receive a written warning.
2nd Level	Students are prohibited from riding the bus for the following 2-5 School days. Parents will be responsible for transportation.
3rd Level	Students are 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
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 sharp jewelry is not allowed.	
Makeup is prohibited.	
Dyed hair is prohibited.	
Extra navy blue, grey, or black jackets are only allowed in extreme cold weather and should be worn over the School uniform.	
All students are required to wear their formal uniform's polo shirt on photo day. (Failure to adhere will result in students not being photographed.)	

Dress Code Violation

Students are expected to wear their School uniform **at ALL TIMES.**

Level #	Consequence
1st Level	Verbal warning and Dress Code Violation Notice
2nd Level	Zero behavior for the day
3rd Level	Zero for the day

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

Electronic Gadgets

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

- Students are not allowed to carry mobile phones, electronic gadgets, smart watches, or have them in their pockets.
- Students are restricted from using their mobile phones to record videos or take pictures of others with or without their consent, both on and off-campus.
- Mobile phones/electronic gadgets/smart watches will be confiscated if spotted at any time and in any place on the School premises. *(During trips, the use of mobiles will be determined based on the nature of the trip.)*
- Students are not allowed to take the SIM cards out of their phones upon confiscation.
- The School will not be responsible for the safe-keeping or any loss/damage of mobile phones.
- Students are ONLY allowed to use their cellphones in the waiting area or when they ride the bus after 2:45 P.M.
- A severe action will be taken if students refuse to hand over their mobile phones when spotted.

Level #	Consequence
1st Level	<ul style="list-style-type: none"> • Parent Notification • Phones/electronic gadgets/smart watches will be returned by the end of the day.
2nd Level	<ul style="list-style-type: none"> • Phones/electronic gadgets/smart watches will be returned after 2 weeks.

Improper Use of Mobiles

Students are expected to use the proper means of communication channel without resorting to using their mobile devices on campus. Consequences for violating the mobile device policy can vary depending on the severity and frequency of the infraction, as well as the School's disciplinary procedures and admin discretion.

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 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.

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 is to ensure 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.

Hallways & Skipping Class

Students are not allowed in the hallways when classes are in session unless they have a Teacher pass; otherwise, they will be considered skipping class.

Skipping Classes

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

Substitution Classes

- Substitution classes count as regular 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 are **NOT** free lessons. *Therefore, during these classes, students are requested to abide by the guidelines stated in the Reference Book.*

Assembly Guidelines

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 according to the School's 'Code of Ethics'.

Level #	Consequence
1st Level	Zero behavior for the <u>class</u>
2nd Level	Zero behavior for the day
3rd Level	In School suspension (ISS) for ½ a day

Parent & School Partnership

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, progress, and social emotional well-being.
- 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 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

School Communication Policy

Maintaining a close communication process between Home and School is an important factor in establishing and building a highly effective School/Parent relationship.

If you have a concern about your child, please follow the steps below:

Health	Behavior	Academics
Teacher on Duty	Teacher	Teacher
School Doctor	Division Principal	Head of Department
Division Principal	MS Counselor	Division Principal
		Academic Director

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.

If the School is closed for any reason, students are expected to abide by all our E-Learning guidelines.

E-Learning Guidelines

Students are expected

- to log in using their full name and class.
- to wear the School uniform at all times.
- to stay muted unless granted permission to talk.
- to keep the camera on and sit properly in a well-lit area with limited distractions.
- to remove any backgrounds.
- not to take screenshots or pictures unless granted permission.
- to communicate using proper and decent language.
- not to indulge in pranks, trends, or actions that are not in compliance with the School rules.

Action	Consequence
Using foul/indecent language	Receive a zero for all class categories
Pranks/indecent acts	Receive an OSS - based on the Administration's discretion
Not wearing the NG uniform	Receive a zero for Participation and Behavior (P&B)
Turning off the camera	Deduct 3 marks from P&B
Unmuting and talking without permission	Deduct 3 marks from P&B
Inappropriate background	Deduct 3 marks from P&B
Not writing name and class	Deduct 3 marks from P&B
Not sitting properly/ in a dim area	Deduct 1 mark from P&B
Getting up and moving around	Deduct 1 mark from P&B

Student ID & Cashless System

We, at New Generation, believe that ensuring a hygienic and safe learning space for our students is of the utmost importance. As our student body continues to grow, we must always develop and adapt ourselves to be able to provide this hygienic and secure environment.

In order to efficiently keep track of our students, NG will provide each student (Grades 1-12) with a 'Student ID' card. Information printed 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 as well as emergencies, all students are required to have their Student ID cards on them at all times. Similar to cash and national ID cards for older students, students must learn to be held accountable for the possession of 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 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, please use your assigned SIMS username and password. For any technical issues related to accessing your account, please 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 150 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
Replacement	200 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.

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

Students may purchase from the cafeteria using cash or cashless cards.

Birthdays & Special Occasions

Food and beverages are **only** allowed in the cafeteria.

- Parents should send a note or an email to the Class Teacher and the Division Secretary at least 3 days prior to the 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.
- Students are not allowed to conduct surprise birthday parties for their friends or classmates on campus.

Notes:

- Students are only allowed to have cakes & juice. Therefore, giveaways, gifts, and any kind of treats are not allowed.
- Faculty members will not accept any kind of gifts from students/parents on any occasion (Christmas - Ramadan - Birthday - Mother's Day, etc....).
- Small tokens that are made by your children 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 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.

Surveys

- Surveys are a vital part of our continuous improvement journey. Genuine engagement of all stakeholders is essential.
- Surveys help to connect and analyze meaningful data to further improve the learning process.
- Parents' and students' feedback is periodically documented, through the School's digital platforms, therefore surveys must be promptly completed.

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 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.

Safeguarding

The safety and well-being of all of 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.
- undertake that role so as to enable children to have optimum life chances to enter adulthood successfully.

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/Member of Staff.
- 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.

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 consequences such as detention, suspension, or other disciplinary measures decided as per the School/division discretion.

Level #	Consequence
1st Level	Guidance, Redirection VP/DP - Student Meeting
2nd Level	Meeting with School Counsellor Written agreement Break Detention/ ½ day ISS
3rd Level	1-3 days ISS/Break Detention Parent Conference/Call
4th Level	Behavior Probation 1-3 days OSS Parent Conference/Call
5th Level	Behavior Probation and Possible Expulsion Parent Conference/Call

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.

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/Assistant Doctor. Any type of medication found with a student will be confiscated. In case your child administers any medication without consensus, you will be requested to sign the acknowledgement form below.



إقرار صحي

أقر أنا ولي أمر الطالب /
المقيد بالصف بطاقة رقم
بأنني مسئول مسئولية كاملة عن أي مضاعفات تطرأ على ابني / ابنتي وأن المدرسة غير مسئولة في
حالة تناول أي دواء دون مراجعة وموافقة طبية المدرسة على ذلك .
و هذا إقرار مني بذلك.

توقيع ولي الأمر

التاريخ

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:

Early Dismissal

In case of early dismissal, parents will be notified through School portals and social media (Facebook and School Information Management Systems - 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.
- Depending on the sound of the siren, students will follow their assigned route.
- Students will be instructed when to return to class after the drill.
- Evacuations may be signaled by the 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 over 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 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.

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 always followed in the auditorium.

Science Laboratory Norms

Please abide by the following:

- Always behave in a mature and responsible manner 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 plate 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.

Note:

Breaking the above- mentioned rules will result in disciplinary actions that will be decided by the School 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 always remain in your seat. 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%.
- 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).
- **Attending Semester Exams is Mandatory. Otherwise, the student will have to sit for a re-exam during the summer break.**

Grading System & Breakdown

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

Grading System & Breakdown for Electives

Attendance & Behavior	25%
Class work / 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.***

Homework Grading Policy – 10%

5% for submitting eligible work on time

5 % for the quality of the graded work

Graded HW: Students will receive a grade based on the quality of the work.

If 80 % of the HW is correct, → full mark is granted (10/10)

If 70 % of the HW is correct, → the student will receive 9/10

If 60 % of the HW is correct, → the student will receive 8/10

If 50 % of the HW is correct, → the student will receive 7/10

If 40 % of the HW is correct, → the student will receive 6/10

If 30 % of the HW is correct, → the student will receive 0/10

Students' assignments will be checked on daily basis.

In case of late submission:

1 day delay → 20 % grade deduction

2 days delay → 40 % grade deduction

3 days delay → 100 % grade deduction

- 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.
- Students are responsible to attend the tutorial class as per the schedule shared on SIMS.

Students will not be given extra work to redeem HW grades.

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 an overall **GPA of (2.2 or below)** will be placed on **Academic Probation**.
- Students might be at risk of failing the year if their grades do not improve.
- Students from 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 that occurs in relation to a formal Academic 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.

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

Exam Rules

- 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. Have your pen(s), pencil(s), pencil sharpener, eraser, ruler, and calculator available and ready.
- Lending/borrowing is strictly prohibited during the exam.
- You may use the toilet or drink water from the cooler before the exam only. 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 which are 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, check your answers again.
- If you finish the exam on time, turn over 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.
- **Passing Policy Requirement:** a minimum of 50% on written Semester exams + 60% in the overall grade to pass the subject
- In case of any violations during exams, consequences will be applied per admin's discretion. Infractions that may occur during review week will result in attending classes but granted a zero for the day and or after School detention from 3:00 – 5:00 pm.

Note:

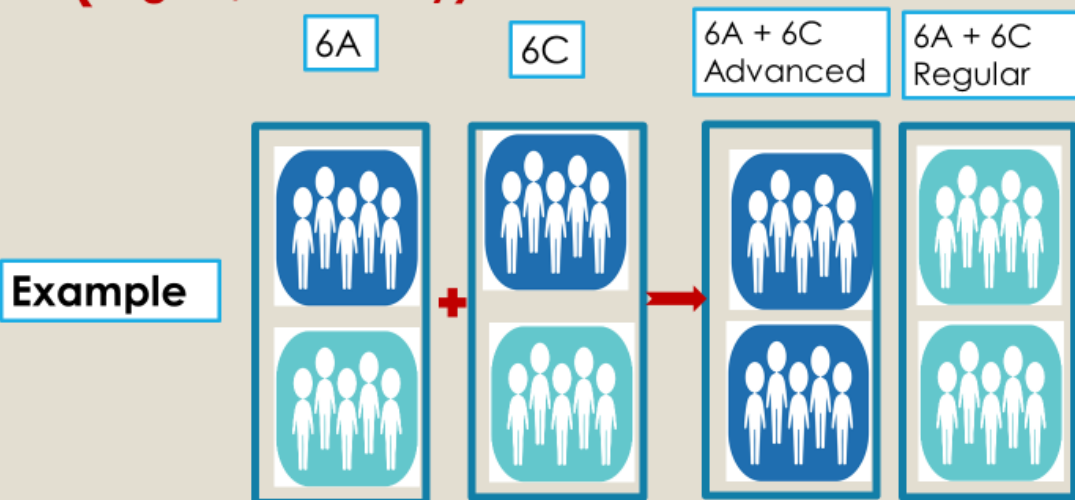
Breaking the above-mentioned exam rules will result in consequences that will be decided by the School's Administration.

Advanced System

- Students are expected to receive the same curriculum as a regular class, but tailored for high achievers as means of a challenge.
- Advanced classes provide in depth knowledge of a subject content at a faster pace to make students eligible to join AP classes (Advanced Placement) in High School.
- This means that students are expected to exert more effort in preparation, time, and studying.
- Students are responsible for the safekeeping of their belongings especially while moving from one class to another.
- On daily basis, they are expected to have all their material with them for the English/Math session.



Process (English/Math only)



Advanced Class Criteria

Criteria	English	Math	Comments
MAP	30%	30%	The average score of Rounds 1 and 2
Work Ethic	20%	20%	Diligent: hard worker Independent: do not depend on others Respectful: respect themselves/others Committed: respect time & due dates Consistent: remain diligent at all times
Writing Assessment	20%	-	Administered at the end of the Academic Year
Final Subject Score	30%	50%	The average score of 1st & 2nd Semesters

**Advanced Class Consent****English**

I, _____ enrolled in grade _____ for the

Academic year 2022/2023 will accept and abide by the following school's conditions and terms regarding joining the _____ Advanced class.

- Showing consistency and work ethic
- Working to my full potential
- Showing sustainability
- No drop for the course till the end of the academic year, otherwise I will not be allowed to join the Advanced class for the upcoming years.

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

Student's Signature

Teacher's Signature

Division Principal's Signature

8th Grade Advisory System

An advisory is a regularly scheduled period of time, when the High School Advisor/the High School Principal schedule a meeting with either:

- Category A: Individual students and parents
- Category B: Small group of students (a class)
- Category C: Grade level

At NG, the Career Guidance System helps ensure that students

- are able to connect their learning experiences with their future choices.
- achieve their post-high School goals.
- work through their academic challenges.
- enhance academic motivation.

The Professional Advisory System is offered by the HS Advisor (HSA) who

- helps the students select their electives.
- provides career advice aligned with National and International acceptance criteria and requirements.
- delivers individual career planning and development sessions to aid students make career choices based on their individual performance.

Extracurricular Activities

- All students are allowed to 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 DP **before the deadline. Any consent received after the given deadline will be disregarded.**
- 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

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 and ensure a safe and positive off-site learning experience for Students, Staff Members, and Volunteers.

It is the responsibility of the Trip Organizer to discuss the possibilities of a field trip with the DP who shares this with the School Administration prior to submitting a trip request. Trips must be coordinated to enrich students' learning experience and to implement the School's Mission, Vision, 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 properly and comply with the School rules and regulations stated in this Reference Book. These rules and regulations are intended 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 regular School hours, after regular School hours, or during weekends.

Winter and Spring Break Trips include International and Domestic trips that occur out of Cairo, 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 oversees.

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 always consult and check-in with their chaperones.
5. Students are expected to respect and fully abide by the School's safety and cleanliness rules.
6. During their stay, students are expected to follow the hosting venue's rules with respect to cleanliness, safety, and security.
7. Students are expected to act as their Home, School, and Country ambassadors always.
8. Students will not travel unless the required installment fees are paid.

Not meeting School expectations during international trips, will respectively result in the following:

#	Expectation	Consequence(s) in case of violation
1.	Punctuality	1 st Time: Exclusion from the excursions taking place on the same day 2 nd Time: Ban from future trips/events/activities
2.	Maintaining cleanliness rules	Ban from future trips/events/activities
3.	Speaking respectfully and always using proper tone of voice	Ban from future trips/events/activities
4.	Respecting all terms stated in the Trip Manual	Ban from future trips/events/activities
5.	Abiding by NG's Reference Book	Ban from future trips/events/activities

School Information

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Instagram:

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