



Parent / Student Handbook

School year 2014- 2015

School Motto

“Make a difference every day, every way.”



Statement Mission

Dar El Tarbiah American School is committed to inspiring students to achieve the highest standards of intellectual and personal development through a challenging and comprehensive program. Within a caring and respectful environment, the school instills a desire to honor cultural identity, maintain personal growth and strive for academic excellence to live with purpose and make a difference in a continuously changing world.

School Vision

In our students' journey from the classroom into the world *of the 21st century*, our vision is to become a center of excellence where the whole community is positively encouraged and fully engaged in creating *leaders* for tomorrow, today.

Calendar for the School year 2014 – 2015

1st Quarter: - Sept 14th - Nov. 20th , 2014 (45 days)

Holidays: Fri Oct 3rd – Thurs Oct 9th : Al Adha holiday
Sun Oct 6th : Armed forces Day
Sat Oct 25th : Islamic New Year

2nd Quarter: Nov 20th – Jan 22nd (41 days)

Holidays: Thurs Dec -25th : Xmas holiday
Thurs Jan 1st: New Year
Wed –Thurs Jan 7th - 8th: Coptic Xmas
Mon Jan 19th : Epiphany

*Mid term Holiday: Jan 23rd – Feb 5th ,2015

3rd Quarter : Feb 8th – Apr 8th (45 days)

Holidays ;Sun Apr 5th ;Palm Sunday
Thurs Apr 9th –Sun Apr 12th : Easter
Mon Apr 13th -14th : Sham El Nessim

4th Quarter Apr 15th - June 25th , 2015 (50 days)

Holidays: Fri Apr 25th –Sinai day
Fri May 1st : Labor Day

Total Number of School Days for students: 180 days

Total Number of school days for faculty members: 185 days

All school members will do their best to:

Create a safe and pleasant environment.
Treat all children fairly and with respect.
Look for, encourage and reward good behavior.
Recognize that each child has individual needs.
Raise the children's self esteem and develop their full potential.

All parents should do their best to:

Be aware of the school rules and expectations.
Support the school in the implementation of this policy.
Make children aware of appropriate behavior in all situations.
Show an interest in all that the child does in school by valuing personal and social achievements alongside academic achievements.

All children should:

Follow the rules and all school regulations.
Maintain the highest standards of behavior possible both in and out of school (including when going on buses and field trips.)
Be proud of their school and represent it positively.
Understand that good behavior means making good choices not blaming others.

Attendance policy:

Punctual and regular attendance promotes academic growth and success. Moreover, regular attendance has a positive social – emotional effect. Consequently, it is the school’s responsibility to work with the parents to foster and develop habits of regular attendance and punctuality.

a) Absence and sickness:

When a student is absent, a telephone call to the school is a must to inform the school that a student will not be able to school that day as expected.

Our phones are: 273 603 16 / 273 568 88

The parents should provide the school with a written explanation or a doctor’s certificate for the absence of the child including the relevant date(s) of absence.

Absences for sports tournaments must be sought in advance.

Absences for any other reason are not encouraged and permission must be sought from the Principal in advance.

b) Penalties for Tardiness /Absence:

Students are expected to be in school by 7:50 am.

In case of being late, the following rules are applied:

Two days of tardiness will count for **one day of absence**

Absence for more than **30 days** would result in your child repeating the academic year (for missing over 15% of the school days) **regardless of the reasons.**

Attendance is taken very seriously in the American system.

School regulations:

Behavior:

Please note that the home- school link works both ways. Please do inform us if you are aware of an incident that you think has not been reported to us by the child.

Also, whilst we very much appreciate your support with behavior at school we are also here to help should you need any advice on strategies regarding behavior out of school. We thank you for your support.

Students are expected to adhere to a code of conduct and to behave appropriately at all times.

1-Students should show respect for others 'feelings and be considerate and polite towards others.

2-Students should show responsibility in their work and behavior.

3-There is to be: No play fighting nor swearing, threatening, wrestling, hitting, kicking or pushing.

The big rule is: **'Hands, fists, feet and body to yourself'**

4- Children are to walk quietly in the halls and on the stairs at all times to respect others who are working in the building.

5- There is to be **No running in the halls or on the stairs.**

6- **School property of any kind shall not be destroyed.** No swinging on chairs, no writing on desks or walls, no sticking stickers anywhere, and no tampering with any school property (musical instrument, computer, or lab equipment).

7- **Bad manners during meals shall not be tolerated.** The teachers' instructions for table manners must be followed to the book.

Violation of any of the above rules will not be tolerated for any reason.

We're counting on you, the parents, to work with the school in order to help enforce those rules.

8- No toys, cell phones, CDs or any electronic equipment or games (including cards and /or marbles). The school is not responsible for the lost items and if caught, those items will be confiscated immediately by the school (not to be returned to the student at all).

9- No Sharp objects, such as scissors, knives or blades of any kind are allowed in school. Bringing such things to school will result in the students' expulsion from school.

10- Pips and chewing gum are absolutely forbidden on the school premises and on the bus. Chewing in public is unsightly and improper.

11- Jewelry and accessories are absolutely forbidden (except watches and stud earrings for girls). No hanging earrings, chains or bracelets of any kind for either boys or girls.

12 – Girls hair must be tied back neatly for safety and hygiene reasons. Boys - no long or 'big' hair is permitted.

13 - No gifts to the school staff or teachers. A card or flowers will be sufficient to express a child's feelings.

14 – Students should use English throughout school day except when speaking to staff members who teach their subject in Arabic.

Bus Rules:

1. The bus route is determined every year according to the shortest and quickest route for the whole tour. **Under no circumstance does a parent have the right interfere or make suggestions concerning the bus route.**

This is the responsibility of the school.

2. Students must wait for the bus in the same place every morning.

3. Students must be ready and waiting 5 minutes before the bus arrives.

The student waits for the bus not the other way around. As for the afternoon drop, parents should wait for their children 5 minutes before the expected time of the bus.

Concerning young children, parents are totally responsible of getting the child on and off the bus. The bus supervisor is not allowed to leave the bus for any reason.

4. Children are not allowed to change from bus to car unless they have written permission from their parents, which must be forwarded o the school administration by the student or class teacher.

5. In case of misbehavior or disobeying bus rules, **the school reserves the right to deprive the student from riding the bus.**

6. Toys are not allowed in school or on the bus.

7. If any problem occurs on the bus between students, school administration is responsible of solving it. Parents report the incident to the school administration who will take the proper action.

Emergencies:

If there is an emergency of any nature, we will contact you. Therefore, we must have up to date contact numbers. Please provide our administration with your new numbers in case you changed them.

Holidays:

We have short intense terms, so we ask you: “Please, do not take children out of school for any recreational purposes except on scheduled holidays.

School Uniform:

Students are expected to keep the proper school uniform from the first to the last day of school. (Regular uniform everyday and the PE uniform on PE days or school trips).

All items of clothing should be clearly labeled with their name and class.

For KG and elementary stage:

Yellow Polo T-shirt

Navy blue skirt (for girls) and pants (for boys).

White socks and Black shoes

For middle school: (Grade 6) for both boys and girls:

Navy Blue trousers (Not training suit pants)

Beige Polo T-shirt (No bodies or waist length T-shirts)

White socks and black shoes

NO make-up no nail polish (for girls)

School uniform is available at Guelguela Shops in Zamalek.

Students who come to school out of uniform will be sent home immediately!

Homework Policy:

In general, homework is set by the class teacher as a reinforcement or continuation of the lesson. Students are expected to work independently and this sets a good pattern for the future.

Parents play an extremely important role in this, as students like to feel that parents are both interested and supportive of them. Parental advice is sometimes necessary: Provide guidance, not answers.

If your child is unable to complete the homework, please write a note in your child's homework record book.

General Information:

1. The school day:

The bell rings at 8:00

Classes end at 2:30

If a child has to stay after school for tutoring, detention or extra activities, parents are required to make the necessary arrangements to pick up their child.

A fixed Parents-Teacher's conference is scheduled at the end of each quarter. If for any reason the parent needs to see a teacher, an appointment will be set through the administrative office.

Otherwise parents will not be allowed in school without previous appointment during school hours (to avoid disruption during the school day).

2. Break schedule:

9:50 - Snack time for KGs and grades 1-2-3

10:45 - Lunch and recess KGs and grades 1-2-3

11:30 - Lunch and recess for grades 4-5-6-

Lunch is served daily at the school cafeteria (no extra charge).

If your child doesn't eat the school's meal, please make sure you pack him/her a healthy lunch (Vegetable sticks or fruits are a good idea).

NO chips, crunchy, chocolates or sweets. We're trying to teach our students healthy eating habits. So your cooperation is needed.

P.S: Junk food is all around destroying our kids liver and kidneys, so please think again before you give your child one of those empty calories as dietitians call them.

FEES AND TUITION

Our Annual Fees:

For Elementary:

✓ KG 1: 18,000 LE

✓ KG 2 to Grade 5: 20,800 LE

Middle School:

✓ Grade 6 : 24,000 LE

- Fees are payable in two installments – by August and December
- An admission fee of L.E. 2,500 is required after completing an application form and before sitting the Admittance Exam. This amount is non - refundable unless the school declines your application.
- Bus fees: depending on distance

**Dar El Tarbiah /Baby Home
10,Aziz Abaza St., Zamalek
Cairo- Egypt.**

Tel: (02) 7360361- (02) 7356888

Fax: 27356888

Email: American.bh@dareltarbiah.edu.eg

website: www.dareltarbiah.edu.eg