

# NARMER AMERICAN COLLEGE



## British Section Primary Parent/Pupil Handbook Years 4 to 6

**NARMER AMERICAN COLLEGE has as its primary mission the education and development of the whole pupil; mind, body and spirit. The pupil will be equipped to assume positions of leadership with an understanding of technology and its impact on the global community. Pupils will be able to cooperate in a diverse multicultural community.**

- ❖ **No part of this document, in whole or in part, may be copied or reproduced in any format, without the expressed permission of Narmer American College.**

### Welcome to Narmer American College!

Narmer American College is an International Baccalaureate World School, Diploma Programme (IBDP). We are accredited by the Middle States Association Accreditation, Philadelphia, Pennsylvania, USA. In addition, NAC is accredited by the North Central Association Commission on Accreditation and School Improvement (NAC CASI), an accreditation division of AdvancED. We are authorized by Cambridge Assessment International Education; Pearson Edexcel; and approved by the Ministry of Education of the Arab Republic of Egypt.

All the above accrediting and authorization bodies guarantee quality of education offered to our students. NAC works towards rigor and relevance of curriculum as well as a variety of extracurricular and co-curricular activities.

The education of our students is our main goal as we condition students to become iconic characters and take leadership roles in their community. We aim at equipping our students with the necessary success tools that will enable them to augment their roles in their community.

The student body in NAC is a versatile community where students come from all different nationalities, different ethnic groups, and backgrounds. Such a variety entails a commitment of NAC towards serving all the different needs of the individual students as well as constructing a school environment that is welcoming, enriching, and fostering the growth of all students.

NAC staff is dedicated to our school primary mission on educating and developing the whole student; mind, body and spirit. Our staff members are lifelong learners themselves as they seek professional development to deliberately offer 21st-century teaching and learning in NAC.

NAC parents are valued stakeholders. Parents are advised and encouraged to take an active role in their kids' education. In NAC, parents are welcomed to share, cooperate, and participate as active members of the community. Transparency and trust are the standards that guard our relationship with NAC parents and will, at all times, be the source of all the success we achieve.

Being part of NAC community is a source of pride. It is a community of care, respect and success where faculty, staff, parents, and most importantly students feel important, loved and welcomed.

NACian and proud!

Heba Khalifa, MA  
School Principal

**Dear Parents,**

**Welcome Back!**

It is with great pride and pleasure that I welcome back our returning students as well as the newcomers. As I write this letter of introduction to you on my second consecutive year as the Associate Principal of the American Elementary Department, and the newly appointed Associate Principal of the British Primary Department (Years 4-6), of Narmer American College, I am extremely honored to have this opportunity to lead both departments with such a rich tradition of education.

I have been dedicated to the field of education for more than 29 years. I've worked with a variety of students ranging in age from kindergarten through Grade 5.

The future is now! With the new generation of students, usually referred to as, Generation Z, having every piece of information at their fingertips, or a just few clicks away, it becomes very challenging to keep up with their potential. They acquire new skills along the way from open book environment they live in.

In order to put this generation into context and engage them, learning must go outside the boundaries of the classroom. From inquiry to critical thinking and reasoning to action, we are basing our teaching styles and techniques. In the end, we build a generation that is well prepared to cope with the 21s century demands.

The new academic year, 2019-2020, is going to be a very special year in the history of Narmer American College. Not only because Narmer American College has spent two full decades in the history of education, and had its breakthroughs in educational techniques and strategies which I am hugely proud to be part of, but also NAC is granting our students a real life experience, that entails all the skills, all the knowledge, and all the current information needed by them to develop and be soaked in the 21<sup>st</sup> Century.

Thus, 2019-2020, is not only a huge vicennial celebration but is also going to mark a major development in instructional and assessments techniques that tackles a higher level of our students' thinking.

As parents, you are your child's first and most influential teacher. Communication between home and school is critical to our students' academic/social success. We depend on your cooperation to create the most successful real life experience for our students.

Finally, my door is always open and I welcome all your input; so please feel free to call or e-mail to discuss any concerns you might have throughout the school year.

Have a successful, fruitful year ahead,

Hala Alfred

Associate Principal,

American Elementary Department (Grades 1-5)  
and British Primary Department (Years 4-6)

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## SECTION I

### NAC Mission

NARMER AMERICAN COLLEGE has as its primary mission the education and development of the whole pupil; mind, body, and spirit. The pupil will be equipped to assume positions of leadership with an understanding of technology and its impact on the global community. Pupils will be able to cooperate in a diverse multicultural community.

### NAC CORE VALUES

The Vision of NARMER AMERICAN COLLEGE is to:

1. Create a learning environment that enhances the social, emotional, and academic growth of each pupil.
2. Provide opportunities for pupils to serve society.
3. Prepare pupils to live and work in a globally advanced technical society.
4. Enhance the pupils' personal identity and strengthen their beliefs and core values.

### NAC VISION

The Core Values of NARMER AMERICAN COLLEGE are:

1. Academic excellence: Academic excellence is achieved through intellectual curiosity, responsibility, and perseverance.
2. Leadership: A positive school community atmosphere fosters leadership where every pupil strives to reach his/her full potential.
3. Innovation: A balanced innovative program is necessary to achieve intellectual, physical and emotional well-being, to enhance the education of the whole pupil.
4. Community Service: Personal integrity is built through character that looks beyond the self to the needs of the surrounding community, finding fulfillment in the support of others and the service of humanity.
5. Cross-culture: Teamwork is necessary for pupils to discover and to build global cross-cultural competence that prepares them for today's rapidly advancing global society.

### NAC PROFILE OF THE GRADUATE

Graduates of NARMER AMERICAN COLLEGE will be leaders who:

1. Demonstrate a caring attitude, are environmentally aware, persevere for the good of the community and meet the demands of a rapidly changing country in a global community.
2. Assume roles of leadership and responsibility in a competitive and changing global society and in the universities of their choice.
3. Achieve their academic potential and demonstrate the ability to think critically, analyze, solve problems, make decisions, and effectively communicate orally and in written form.
4. Seek to be life-long learners, continually broadening their knowledge and skills.

At Narmer American College, we believe that trust and honor are the foundations that are best prepared as early in life as possible. At NAC, the Honor Code is embodied in two central themes. First, the NAC Honor Code represents the highest ideals of moral development, integrity and achievement. Through the Honor Code, we instill in our pupils a respect for the ideas, work and property of others and personal respect for all members of the NAC community. Secondly, the Honor Code represents Narmer American College's commitment to teaching and promoting honor and trust within the school community.

Younger pupils are taught the essential concepts of the Honor Code. As parents of young pupils, we hope that you will work with us in developing in your child the qualities of honor, integrity, respect and trust, which, we believe, are essential to a successful life.

At NAC, our Primary school programs, American and British, are designed to provide a challenging and developmentally appropriate learning experiences. Led by a skilled and nurturing faculty, Narmer American College teaching strategies are based on the most recent research in education and studies analyzing how your children learn best. These methods capture the natural curiosity of children and include hands-on learning, cooperative group work, open-ended questions, and various problem solving activities that promote critical thinking and curiosity.

#### **Narmer American College Pupil Honor Code Pledge**

As a pupil representing Narmer American College, I will maintain a high level of respect, ethics, and integrity. I understand and will uphold the Narmer American College Honor Code in letter and spirit. I will not lie, plagiarize, or be complicit with those who do. I will not vandalize the school property or the property of any member of the NAC community. I am further aware that, as a member of the NAC community, I am expected to report violations of this code as I know of them to occur. I accept responsibility for my own actions and will bear the consequences assigned by the classroom teacher and the school administration as appropriate.

**Grading System**

Parents of Primary pupils receive quarterly Progress Reports (if needed). Primary pupils receive grades in academics, work habits and behavior. Parent conferences are scheduled two times during the school year. This is a time for the teacher and parent to share information about the grades and success of your child.

**Reception –Foundation Stage 2:** Pupils' achievement is reported as follows:

- S - Strong – Concept is being applied
- D - Developing – Concept awareness is increasing
- B - Beginning – Early stages of understanding concept
- N - Not at this time

**Years 3 – 5:**

<u>Letter</u>	<u>Percentage</u>
A+	95-100
A	93-95
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	Below 60

## Homework

At Narmer American College, homework, is an essential part of the learning process and is considered to be an extension of the daily classroom instruction. Pupils are expected to complete homework assignments on a regular basis. The purpose of homework is to foster a child's independence and responsibility, to develop good study skills, and to provide practice for optimum skill development in all areas.

## Daily Homework Time Guidelines

<u>Years</u>	<u>Assigned work</u>	<u>Pupil Independent reading</u>
Year 1	10 minutes -30 minutes	15 minutes (Can be with parents)
Year 2	20 minutes- 30 minutes	20 minutes
Year 3	30 minutes – 60 minutes	30 minutes
Year 4	60 minutes -90 minutes	30 minutes
Year 5	60 minutes – 90 minutes	35 minutes

**These guidelines are set for the average pupil and are affected by a pupil's reading ability and rate. The classroom teacher may make the necessary adjustments to the homework schedule. If a pupil consistently takes more time to complete the homework, a conference should be scheduled with the classroom teacher. Homework assignments and due dates will be available on the NAC Portal.**

## Promotion and Retention

A pupil may be promoted to the next grade based on mastery of the current grade level's academic requirements in Literature, Numeracy, Science and Humanities.

The recommendations of the classroom teacher is an essential part of the promotion or retention of a pupil at Narmer American College, from Reception up to Year 6.

## Primary School Academic Assistance

NAC offers Academic Assistance to pupils who are experiencing academic difficulties in their core subjects (Language Arts, Math, and Science). This program, contingent on parents' support, is not optional and pupils are required to be in attendance.

NAC Primary school faculty members welcome the opportunity to work individually with pupils experiencing temporary difficulty with assignments or new concepts. If, however, it is determined by the grade level administrator that a pupil requires assistance outside the scope of time available that can be realistically provided by the classroom teacher, then assignment to the Academic Assistance Program will be recommended.

**Please note: Narmer American College will not provide tutoring by any teacher outside of the Academic Assistance Program. NAC school policy prohibits teachers from tutoring NAC pupils.**

## Report Cards, Progress Reports, Parent Conferences

***After checking the Pupil Management System, if your child is receiving a grade lower than 60% in any class during a grading period, please request a conference with your child's teacher.***

A Report Card or Unsatisfactory Progress Report will state whether assignment to the Academic Assistance Program will be necessary.



### **Concerns and Complaints**

If at any time, you or your child feels the need to express a concern or complaint to the school, we encourage you to start with your child's teacher by sending an online message through the system. If further dialogue is necessary, contact your child's grade level administrator through a link, which will be sent on the first day of school via the school systems, and express that concern in person so that we get all the details necessary for us to act thoughtfully.

### **Computer Resources**

- Narmer American College believes that our pupils must be prepared for an increasingly computerized society.
- Narmer American College has made a substantial investment in computer technology for instructional purposes. Use of the resources is restricted to pupils working under a teacher's supervision and for approved purposes only. Violations of the NAC Computer/Internet Use Policy may result in withdrawal of privileges and other disciplinary action.
- Pupils should be aware that electronic communications, emails using NAC computers, are not private and may be monitored by school personnel.

### **Quizzes, Tests, Exams**

Measuring pupil success towards achieving the academic goals of each of his/her subjects is an essential part of the Pupil Assessment Program at NAC. Your child's teacher will provide you with a testing calendar for all quizzes, tests, projects and exams.

**DISTRIBUTION OF GRADES 2019-2020  
PRIMARY YEARS 1-6**

Subject	Home-work	Reading Assessment	Oral Expression	Speaking & Listening	Project	Class-work	Quiz	Progression Test
Literacy	15%	20%	10%	-	-	15%	15%	25%
Numeracy	25%	-	-	10%	-	20%	20%	25%
Science Years 3-6	20%	-	-	-	20%	15%	20%	25%
Social Studies Years 4 - 6	20%	-	-	-	20%	15%	20%	25%
Foreign Language	20%	-	-	-	20%	15%	20%	25%
Arabic	20%	-	-	-	20%	15%	20%	25%
Religion	20%	-	-	-	20%	15%	20%	25%
Arabic Social Studies Years 4-6	20%	-	-	-	20%	15%	20%	25%
Art	20%	-	-	-	20%	15%	20%	25%
Computer	-	-	-	-	100%	-	-	-
Music	-	-	-	-	100%	-	-	-
PE	-	-	-	-	100%	-	-	-

**INSTRUCTIONAL DAYS**

Semester	Dates	Contact Days
First Semester	Sunday, September 8, 2019 to Thursday, December 19, 2019	77 Days
Second Semester	Wednesday, January 8, 2020 to Thursday, June 18, 2019	100 days
Total Pupil Contact Days		177 Days

## ATTENDANCE WARNING LETTER

Date: \_\_\_\_\_

To the Parent(s)/Guardian(s) of: \_\_\_\_\_

Our records indicate that your child has accumulated an excessive number of unexcused absences. Regular attendance is absolutely necessary in order for your child to progress in his/her academic studies and graduate from NAC. As per Narmer American College Attendance Policy, pupils are required to attend school regularly and it's the responsibility of the parents and/or guardian to ensure that.

**Please be advised that:**

**Article (5) of the ministerial decree:**

1. If a pupil's absence exceeds fifteen consecutive days or thirty intermittent, his/her case is presented to the school Admin.
2. If absences have been for medical reasons, emergency or injury, the school issues an official excuse and the pupil is allowed to resume his/her classes and take his/her final exams. If documents were not presented to validate that, or they were inadequate, the pupil is suspended from school. A pupil who does not meet the "required" 85% of attendance is not allowed to take the final exams.
3. In serious cases of absences, the school will notify the pupils officially.

**A pupil's inability to meet the school attendance expectations will put the pupil at risk of either:**

**a) Sitting for a Re-take exam**

**OR**

**b) Repeating the grade level**

School Principal

British Section Associate Principal

\_\_\_\_\_

\_\_\_\_\_

Parent's/Guardian's Signature

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**Please sign and return back to school**

# A

## Absence

It is extremely important that all children must be in attendance in school on all scheduled school days unless they are ill. Please call the Assistant if your child has a communicable disease (measles, chicken pox, etc.) or serious illness, the school will require a note from your child's doctor before he/she may return to school. A child is to be fever free without the use of fever reducing medications for 24 hours before returning to school.

In the event that a child may become ill or injured at NAC, the school doctor will immediately contact the appropriate administrative assistant, who will in turn contact the child's parents or guardian advising them of the illness or injury.

## Arriving at School / Tardiness

Children should enter the building between 7:30 am and 8:00 am. Reception, FS1 and FS2 pupils, are delivered to their classrooms where they are supervised by their classroom teacher and/or the teacher assistant. Pupils are tardy if they are not in their classroom by 8:30 AM.

Years 1 to 6 pupils are asked to meet their teachers at a location determined by the teacher, typically in the classroom or on the plaza. **We ask that you do not deliver your child to school before 7:30 am.** Early Childhood pupils arriving after 8:30 am will be brought to the reception area. The pupil will then be picked up from the reception by the EC Admin Coordinator and taken to their classroom. **Parents are not permitted in the EC Dept. after 8:30 am.**

Parents can help improve pupil attendance in the following ways:

- Let your child know that you think school is important.
- Set a regular bedtime schedule. Age should not be a factor.
- Provide your child with plenty of time to get ready for school.
- Plan an alternative way for your child to get to school on time in case the usual method is not available.
- Schedule medical, dental and other appointments before and after school hours whenever possible.
- If your child tells you there is no school that day and you are not sure, please, immediately, contact the school administrative assistant for your child's grade level or check the school website.

# B

## Backpacks

Oversized backpacks are not permitted for lower school pupils (Reception – Year 6). They pose a potential threat to the safety of the pupils. Normal size backpacks are appropriate. Backpacks on wheels are permitted.

## Birthday Parties

There are occasions when a parent may seek to celebrate a child's birthday at school. **The classroom teacher must approve in advance and a permission must be obtained from the Associate Principal/Principal.** All primary parties will take place in the school cafeteria during regularly scheduled breaks.

The Early Childhood Division will be celebrating birthday parties in their classroom during their regularly scheduled lunch time.

### **Book Fair**

NAC sponsors a Book Fair as a service to NAC pupils and their families. We work with several vendors to ensure that there are a variety of books for sale. Teachers are available to make appropriate suggestions for your individual child. Pupils and staff look forward to the Book Fair, and we enjoy encouraging their love for reading and good books. All books are evaluated for their appropriateness before being put on sale.

### **Bullying**

Narmer American College believes that an environment where all pupils, faculty, and staff feel safe is conducive to learning. Narmer American College does not tolerate “bullying” which we define as follows: Bullying is a repeated unwanted, aggressive (verbal / emotional / physical) behaviour among school aged children that involves a real or perceived power imbalance. A person is being bullied by another person who repeatedly subjects him/her to negative actions.

Bullying includes but is not limited to these actions:

- ❖ Threatening, taunting, or teasing another pupil by saying mean and hurtful things.
- ❖ Consistently ignoring or excluding another pupil from a group or intentionally leaving a person out of activities on purpose.
- ❖ Hitting, kicking, or attempting to restrain another pupil.
- ❖ Telling lies, or spreading rumors about a pupil or attempting to make others dislike him/her.

Narmer American College will not accept bullying behavior in any situation whether during or after school hours. Pupils who engage in such behavior are subject to serious disciplinary action.

In keeping with the Narmer American College philosophy on bullying, pupils should abide by the following:

- We will not bully others
- We will help pupils who are bullied
- We will be inclusive of all
- When we know someone is being bullied, we will tell an administrator/a teacher at school and an adult at home

## **C**

### **Cell Phones, Smart Phones, IPODS, IPADS**

Pupils in lower school, years 1-3 are not permitted to use cell phones, smart phones, smart watches, IPODS, IPADS, or any other electronic devices during school day unless requested by their teacher for learning purposes. NAC is not responsible for any inappropriate messaging sent between and/or among Pupils on any social media (Facebook, etc.) that take place during the school day or after school. However, if a Pupil uses NAC technology to send inappropriate messages, serious consequences will result including loss of the privilege to use NAC computer technology.

Violation of this policy will result in the immediate confiscation of the device.

These devices in the possession of younger children get lost, damaged, or are left on school buses. NAC assumes no responsibility for lost or damaged electronic devices. Parents of younger school pupils are strongly discouraged from sending their child to school with expensive smart or mobile phones.

### **Cheating**

Cheating is a violation of the NAC Honor Code and will not be tolerated at our school. Giving or receiving unauthorized information during a test, or copying another pupil's homework/work will result in a zero (0) and the parents/guardian will be contacted. **Infractions may result in suspension from school and exclusion from Honor Roll eligibility.**

### **Communication**

A newsletter will be sent electronically to all parents of primary school Pupils on a monthly basis. This newsletter includes news, notification about upcoming events, announcements, notable Pupil and/or teacher achievements.

## **D**

### **Discipline and Behavior Policy**

Any Primary pupil who does not comply with the NAC Code of Pupil Conduct or is interfering with his/her teacher is an obstacle to the learning of all the pupils in the class. Persistent misbehavior, even minor incidents, may lead to serious consequences. If the classroom teacher finds it necessary to send a child to the grade level administrator's office and if counseling or consequences do not correct the behavior, a parent conference will be scheduled. If the problems persist, the child may be suspended from school.

### **Behavior**

In order for a lower school pupil to take advantage of available learning opportunities at NAC and to be a productive member of the school community, each pupil is expected to show the following positive behavior:

- Demonstrate respect and courtesy even when others do not.
- Behave in a responsible manner always exhibiting the necessary self-discipline.
- Attend all classes regularly and on time 08:10 AM.
- Prepare for each class by taking the appropriate materials and assignments to class.
- Follow the NAC Uniform Dress Code.
- Obey all school and classroom rules.
- Respect the rights and property of other pupils, teachers, and other NAC staff.
- Respect the property of others and the property and facilities of NAC.

### **Dress Code**

All NAC pupils are expected to be in the school uniform each day the school is in session. The school uniform is described in this handbook.

## **E**

### **Early Release**

On occasions, it may be necessary for a child to leave school early. Parents must send a written letter indicating this request with the child the day of the early release or send an email to the office before 12:00 P.M. Pupils who need to be released before the end of the school day for an emergency will be dismissed from their classroom only in the case of approval from the Grade Level Principal and a pass by the grade level office.

**-UNDER NO CIRCUMSTANCES, A PUPIL WILL BE EARLY-RELEASED WITHOUT PRIOR NOTICE TO THE ADMINISTRATIVE OFFICE VIA E-MAIL.**

### **Elective /Excused Absence**

At NAC, we believe that all pupils must be in class on all school days. Teachers are not permitted to prepare lessons in advance for elective absence. Make-up work is the responsibility of the pupil and his/her parents. The grading of make-up work will be at the discretion of the classroom teacher. **All**

**make-up work is to be completed within the same number of days as the absence – (ex. 1 day elective absence = 1 day to make-up missed work.)**

## **Emails from Parents**

At NAC, educating pupils is the shared responsibility of the parents and the school. NAC makes every effort to keep parents informed of the purpose, policies and programs of our school. Parents and guardians are asked to familiarize themselves with the school's regulations, especially concerning regular attendance, and the maintenance of successful academic performance. When a parent has a concern, a concern form is filled by the parent, and a conference should be requested with the Principal of the British Department.

Email correspondence is an acceptable form of communication. Copies of emails will be kept on file in the British Section Assistant Principal's office. Please send your emails to the Assistant Principal:

Early Childhood email address: [yasmineelbadrawy@nacegypt.com](mailto:yasmineelbadrawy@nacegypt.com)

Year 1-3 email address: [Dinalouis@nacegypt.com](mailto:Dinalouis@nacegypt.com)

Year 4-6 email address: [monazaki@nacegypt.com](mailto:monazaki@nacegypt.com)

# F

## **Field Trips**

Field trips are an extension of the classroom and a privilege. Pupils are required to have written permission before going on a field trip. **Pupils are required to ride the bus during the field trip and return on the bus.** Pupils on field trips will be supervised by NAC teachers at all times unless otherwise approved. School Uniform Code and Discipline apply to all field trips.

Pupils may be excluded from any field trip because of academic or disciplinary problems.

**Note: All field trips are approved by the Managing Director and Principal of School. No other NAC staff members are authorized to approve any field trips. All field trips follow the NAC Field Trip Policy & Procedures.**

# H

## **Health Records**

For your child to be fully enrolled at Narmer American College, all health records must be current and on file in the Registrar's Office and the pupil grade level Administrative Office. **Failure to provide all health records or intentionally withholding information about your child's health may result in the parents being asked to withdraw their child from NAC.**

# I

## **In-Service Days (Professional Development)**

In-Service/Professional Development Days are work days for faculty and staff and are **non-school-days for all pupils.**

# L

## **Library**

As a regular part of their schedule, all lower school pupils spend time in the library. Pupils are able to check out books. Pupils are responsible for returning the library and Guided Reading books in the same condition as when they checked them out. Pupils are required to pay for all lost or damaged library and Guided Reading books.

## **Lost and Found**

Please check with the Reception Desk on Level 1 in the main building for lost and found items. Please label all items belonging to your child. After a reasonable amount of time, unclaimed items are donated to the local orphanages.

## **Lunch**

Early childhood pupils will eat breakfast and lunch in their classrooms. Parents are encouraged to provide healthy food without sugar or high fat content. Sweets, chocolate, or fizzy drinks are not allowed and will be sent back home.

Primary pupils eat their lunch in the school cafeteria from 10:35 – 11:15 AM. We encourage parents to provide younger pupils with a healthy lunch without excessive sugar or foods high in fat. We do not allow pupils to bring “fast food” to the cafeteria. While in the cafeteria, pupils are under the supervision of their classroom teacher and must be seated while eating. Pupils must clean their eating space.

# **M**

## **Medication**

Prescribed medication treatment may only be administered by the school doctor. All medications including asthma inhalers must be brought to school in the original container, appropriately labeled by the pharmacy and with specific instructions from the family doctor on how the medication is to be dispensed. The school doctor will not accept medications that are not packaged in the original container with appropriate labeling. Any alteration of prescribed dosage must be written by the prescribing doctor.

## **Money**

Pupils should not bring large sums of money to school which should not exceed the cost of their lunch purchase if desired. In case of specific school requests of fees (ex: trips), money delivered should be the same exact amount requested and enclosed in a sealed labeled envelope with the parent’s name/pupils’ name/grade level.

# **N**

## **Non-Uniform Day**

At the discretion of the grade level administrator, pupils may have a scheduled non-uniform day during the school year. Please be sure that your child’s outfit is appropriate for school. If the clothing is found inappropriate for school, parents will be contacted to bring a change of clothing for your child.

# **P**

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled two times during the school year. All invited parents are requested to attend. If additional conferences are necessary, they may be requested by the parent or the child’s teacher. We encourage parents to stay in regular contact with their child’s teacher.

## **Parking**

We ask that, when you drop your child off in the morning or pick them up at the end of the school day, you do not triple park, block the street traffic and the school bus departure. **If you send a driver to pick up your child, he must follow the directions of NAC security personnel. Failure to follow parking regulations will result in the driver not being permitted to be near the campus. All drivers**



**must have approved identification in file with our security office.** All pupils not riding the bus must exit from Gate 2 for Early Childhood, and Gate 5 for Primary Section.

### Performing Arts

All pupils will present several performances during the school year.

# R

## Respect

Essential to the development of a child's character is instilling in them a sense of RESPECT for themselves, for the significant adults in their lives: adult family members, teachers, and other adults with whom they may have contact: administrators, staff, building maintenance personnel, cafeteria workers, and guests to our campus. **Respect for country plays an important role in becoming a good and productive citizen, and to take pride in being a citizen of Egypt. Each Sunday morning at approximately 7:45 a.m., primary pupils will gather on the plaza in line with their class to pay tribute to Egypt by reciting the pledge of Egypt and singing the Egyptian Anthem.**

At Narmer American College, all school personnel and pupils (Reception – Year 6) are expected to use the following words that show respect for another person. As parents, you can teach these words to your child along with when and how to use them:

- Please
- Thank you
- You're welcome
- Excuse me
- Yes Sir, no Sir, yes Ma'am, no Ma'am

Any form of disrespectful behavior is unacceptable and may have serious consequences.

# S

## School Hours

**08:00 AM – 03:00 PM**

# T

## Tardiness

We ask that parents cooperate in teaching their children respect for school hours by bringing them on time. If they ride the school bus, please make sure that they are downstairs and waiting at their assigned bus stop on time. Bus drivers have been instructed not to wait for late pupils. At the end of the school day, the bus departs promptly at 3:15. If a pupil misses the bus, it will be the parents' responsibility to get the child from school that day. Primary pupils transported by private car who arrive after 08:30 AM will not be permitted to enter school and will be sent home. All absence from class will be counted as unexcused.

### Transportation

Pupil busses are provided by the NAC Department of Transportation. Please check with **Mr. Mohamed Omar** for your bus number and route. Bus drivers will not wait for late pupils. If the pupil misses the bus, it is the parent's or guardian's responsibility to get the pupil to school or home. Each pupil should have a transportation card to verify how they are to be transported. If they are questioned, they may show the card to the appropriate person on duty.

### General Bus Rules:

All pupils are to remain seated while the bus is in motion. Pupils can only get on/off the bus at their assigned stop. No food or drink is permitted on the bus.

Any serious misbehavior on the school bus (fighting, arguing with the bus driver/ bus matron, and vandalism to the bus) will result in suspension of bus privileges. Parents/guardians must arrange other means of transportation to get their child to school.

### **Tutoring of NAC Pupils**

**At Narmer American College, faculty members are not permitted to solicit or provide tutoring services to NAC pupils.**

# U

## **Uniforms**

All pupils must wear the official school uniform every day. On those days when the pupils are scheduled to take their Physical Education class, **they must wear the school PE uniform. Pupils out of uniform will be sent home. The absence from class will be counted as unexcused.**

Pants: Navy Blue

Shirt: NAC Polo Shirt – White with Navy Blue Collar and Navy Blue trim on sleeves with official NAC logo.

Physical Education: Navy blue shorts/navy blue sweat pants – NAC shirt - appropriate gym shoes. For younger pupils Velcro is recommended.

### **Cold Weather Attire:**

- Navy Blue pants
- Long sleeve NAC polo
- NAC navy blue hooded shirt with NAC logo
- Hooded sweatshirt or sweaters, other than NAC items, are prohibited
- Pupils may wear long sleeve white turtle necks under their sweatshirts
- Only the NAC logo sweater or hooded navy blue sweatshirt may be worn in the building

### **❖ All uniform items can be purchased at the school store**

Pupils should not wear soiled or dirty clothing to school. Any child determined to be inappropriately dressed for school will not be permitted to attend class. A parent/guardian will be contacted to come to school and take the child home or bring the appropriate clothing.

### **Hair:**

Hair must be neat, clean, and properly combed on a daily basis. All hair, whether boys' or girls', should be the natural color of the hair. No exotic hair styles are permitted, (ex. Spiked hair, dread locks, etc.)

Boys: Hair should not extend beyond the top of the collar.

Girls: Hair should be tied back or braided.

**Make-up and nail polish** are not permitted on young girls. No jewelry, except for a set of pierced earrings is permitted.

# V

## Vandalism

Pupils are expected to behave themselves as responsible citizens within the school community. Pupils are expected to act respectfully towards people; colleagues, administrators, teachers, staff, and other significant adults in their lives, especially their parents. Pupils should also be respectful of the property of others, especially school property. Any acts of vandalism to school property will carry serious consequences.

## Visitor/Parent Sign-In

At NAC, the safety and security of our pupils and staff members continues to remain a top priority of the school administration. Therefore, in the best interests of our faculty, staff, and our pupils, we ask that the following procedures and guidelines be followed:

- a) All visitors must register (sign-in) at the security post located at gate 1 – Main Gate. At the post, visitors must present appropriate identification which includes at least one with a current photo ID and obtain a visitor pass.
- b) Sign-in includes official ID, name, time in & out, and destination of who you are here to see.

- Gate 1** is only for Elementary students, British and American, who come to school by car.  
**Gate 2** is only for Early Childhood students who come to school/go home by car.  
**Gate 3** is for buses arrival and dismissal.  
**Gate 4** is only for high school students British and American who go home by car.  
**Gate 5** is only for Middle and High School students, British and American, who comes to school by car. Also, it is only for Elementary and Middle School students, British and American who go home by car.  
**Gate 6** is for buses arrival and dismissal.

**(MEETINGS WITH SCHOOL PERSONNEL ARE SCHEDULED ON MONDAYS AND TUESDAYS FROM 09:00AM TO 12:00PM. ASSOCIATE PRINCIPALS, AND TEACHERS WILL NOT BE ABLE TO MEET WITH YOU WITHOUT AN APPOINTMENT WITH THE ADMINISTRATIVE ASSISTANTS.)**

- c) To avoid interruptions to classroom instructional activities, we will not deliver messages to pupils in classrooms except in the case of an emergency.
- d) **AT NO TIME DURING THE SCHOOL DAY ARE PARENTS TO ENTER CLASSROOMS. VIOLATORS WILL BE ESCORTED FROM CAMPUS BY SECURITY PERSONNEL.**

# W

## Website

To access the NAC website: [www.nacegypt.com](http://www.nacegypt.com). Please check the website on a regular basis to stay current about important information and upcoming events.

**APPENDIX**

**PRIMARY POSITIVE BEHAVIOUR MATRIX**

	<b>Responsible</b>	<b>Respectful</b>	<b>Ready</b>	<b>Safe</b>
<b><u>Bathroom</u></b>	Follow bathroom procedures	Give others privacy	Return to your class promptly	Wash hands with soap and water
<b><u>Bus</u></b>	Keep belongings with you and in your bag	Keep hands and feet to yourself Use school appropriate language Talk quietly	Be on time and wait at your pick-up point Watch for your stop and stay seated	Face front. Enter and Exit bus stop safely
<b><u>Hallway</u></b>	Return to class promptly	Silent in halls Keep hands and feet to yourself Respect displays	Be attentive Stay with your line	Walk facing forward Use lines & stop signs
<b><u>Playground</u></b>	Take care of yourself Put equipment away	Take turns Be a friend	Line up promptly when signal sounds Listen to your teacher	Use equipment appropriately Stay in approved areas
<b><u>Cafeteria</u></b>	Clean up after yourself Wait in line silently	Use kind words Talk quietly Use table manners	Have money ready Only take what you want to buy	Sit and remain in your assigned area Eat only your food
<b><u>Classroom</u></b>	Complete and turn-in assignment on time	Treat others the way you want to be treated	Come to class on time, prepared with all supplies and assignments	Use materials correctly Keep hands and feet to self
<b><u>All Settings</u></b>	Be where you belong Keep school neat and clean	Follow directions Use magic words: Please, May I, Thank You, Yes, No	Keep track of your belongings	Keep hands and feet to yourself Walk quietly facing forward

## NAC School Rules and Regulations

We are a professional educational institution with a legacy and mission to educate our pupils teaching them the meaning of dignity and pride in order to become successful individuals who are treated with respect.

The NAC school administration will not allow any violation of its rules under any circumstances. Every employee in the school, whether staff or faculty member, is treated with full respect by the school administration, and we therefore expect the same attitude from all the parents.

Any offense or disrespect towards any individual at NAC; a pupil, an employee from the faculty, or staff; is considered an offense to the School Management and Administration as a whole.

Parents need to be aware that they are not permitted to use any aggressive language, attitude, or loud tone with the receptionists, security personnel, or with any other NAC staff or faculty member under any circumstances at any point of time, or they will be escorted out of the school premises. In case of any offense against any school employee or security member, the aggressor will be prohibited from attending any school events and legal actions will be taken against him/ her.

All NAC pupils should be committed to following all the rules and regulations of their academic institution, and we together, parents, NAC Administration, Faculty and staff, must put our hands together in a triangle of cooperation for the benefit of all pupils. **As parents**, you will always be **role models** for your children, and therefore your continued cooperation is highly appreciated.

Parents are not allowed to enter the NAC School gates under any circumstances before 8:30 AM and before announcing the purpose of their visit to the security personnel at the school gate. The purpose must be either: having a preset appointment, needing to purchase the uniform, or paying school fees.

Parents coming in for a preset appointment must remain in the reception area until the Admin Assistant escorts them to their meeting venue, and they aren't allowed to wander around the school under any circumstances.

The security personnel at the gate are instructed to follow the school rules and are given strict orders regarding the security of the building, and they are forbidden to allow any unannounced visits (without an appointment) unless the visit is to pay fees or to purchase school uniform.

The reception personnel are strictly instructed to greet the parents who enter the school and to receive and deliver messages to the administrators and to the faculty, staff, and parents only. They are not authorized to interfere with the school policy or regulations of the school. They are therefore instructed not to allow parents out of the reception area without approval from the Principals and Administration. However, they will give you the decision of the administration regarding your request.

Parents are not permitted to interfere with the school decisions, rules or regulations. NAC is fully abiding by the Ministry standards and has its own policy which is neither flexible nor negotiable and will not accept any parent's interference under any circumstances.

The school administration holds the right to the placement of the pupils in classrooms. We ask parents to trust the school decisions concerning this issue, as it is based on many factors.

**All the rules and regulations stated above are for the benefit of each and every pupil enrolled at NAC.**

In case of an emergency, and only an emergency, the parent may come to school to meet the designated Principal and if he/ she is not available, the parent will meet with the School Principal.

**School phone numbers:**

02-29201200 – 02-29201990

SECTION V

NARMER AMERICAN COLLEGE STATEMENT OF RESPECT

Your signature below indicates you have read the handbook with your child and acknowledge the contents as the guiding rules of Narmer American College.

\_\_\_\_\_  
Pupil Name

\_\_\_\_\_  
Year

\_\_\_\_\_  
Print Name of Parent/Guardian Signature

\_\_\_\_\_  
Date

Dear Parent/Guardian:

The school administration strongly discourages pupils from bringing cell phones to school. There are too many concerns with lost, stolen, and misplaced phones that take away from the important work of school. However, we realize in today's world many families are reliant on cell phones for communication outside of the school day.

Your son / daughter in Year 4, 5 and/or 6 has requested permission to have a cell phone at NAC British Primary School.

In accordance to the School Regulation, pupils must abide by the following conditions:

- Cell phones are turned off and kept in lockers during the instructional day (8:00 a.m.–3:00 p.m.).
- Cell phones are not shared with other pupils.
- Cell phones may be used **only** after 3:30 p.m.
- Cell phones are not used to bully others.
- Cell phones are not used for sending threatening or mean texts to others.
- Cell phones are not used for taking photos at school.

**Failure to agree to these conditions will result in any/all of the following:**

- **First Offense:** confiscation of the cell phone. The pupil may claim it back from the teacher by the end of the day.
- **Second Offense:** confiscation of the cell phone. Administration will schedule a conference with the pupil and his/her parent/guardian. The cell phone will be returned to the parent/guardian following this conference.
- **Third Offense:** Permission to have a cell phone at school is revoked for the remainder of the school year.

**Please note:**

- NAC is not responsible for the loss or theft of cell phones. School staff will not investigate the loss or theft of a phone at all.



## SECTION VII

### NAC PUPIL EMERGENCY MEDICAL INFORMATION

Pupil's Name : \_\_\_\_\_

Birth Date (mm/dd/yy) : \_\_\_\_\_

Grade : \_\_\_\_\_

Bus # : \_\_\_\_\_

Complete Address : \_\_\_\_\_

Home Telephone : \_\_\_\_\_

Father's contact number : \_\_\_\_\_

Mother's contact number : \_\_\_\_\_

Name & contact number of a person to contact in case of emergency (other than parents)

تليفون الشخص الذي تريد أن تتصل به في حالة أي حالة طارئة لأبنك أو ابنتك

1- Is your son/daughter allergic to any drug, food or any other substance? Please mention.

هل يعاني أبنك / بنتك من أي نوع من الحساسية لأي نوع من الأدوية أو الطعام؟

2- Has your son/daughter suffered from any serious illness before?

هل يعاني أبنك / ابنتك من أي مرض مزمن أو أي مرض له خطورة طبية؟

3- Is your son/daughter on any current treatment or medication for any reason? Please mention.

هل أبنك / ابنتك يأخذ أدوية باستمرار لمرض معين؟

4- Does your son/daughter suffer from any chronic disease?

1. Juvenile diabetes
2. Bronchial asthma
3. Favism
4. Blood disease, bleeding tendency, congenital or acquired heart disease
5. Kidney or liver problems ... etc.

هل يعاني أبنك / ابنتك أي من الأمراض الآتية مع ذكر الأدوية؟

1. مرض سكر الدم

2. حساسية الصدر

3. أنيميا الفول

4. أي أمراض دم

5. أمراض في الكبد أو الكلى

\*What are the drugs taken?

\* Are there any precautions to be taken at school?

\* Are there any contraindicated drugs that we should know about?

ما هي الادوية التي يتناولها الطالب أو الطالبة؟  
هل هناك أي احتياطات يجب اتخاذها في المدرسة؟  
هل هناك أي أدوية ممنوعة يجب ان نعرف عنها؟

5- Had your son/daughter been subjected to any operations in the past? When? Why?

هل تعرض الطالب / الطالبة لأي عملية جراحية؟

6- Does your son/daughter have any health problems that prevent him/her from participating in sports?

هل يعاني ابنك / ابنتك من أي حالة صحية تمنعه من الاشتراك في الألعاب الرياضية؟

7- In case of injury or emergency, if the parents cannot be reached, NAC has the parent's permission to transfer the child to the nearest hospital which is the Air Force Hospital

في حالة أي حالة طارئة ولم نستطع الوصول إليكم هل لنا الحق في نقل ابنك أو ابنتك الى أقرب مستشفى وهي المستشفى الجوي التخصصي.

Yes

No

8- Immunization History. Please mark the vaccinations taken

الأمصال والتطعيمات التي أخذها الطالب / الطالبة :

(BCG) Tuberculosis

مصل الدرن

Hepatitis (A) or (B)

كبدية أ أو ب

(DPT) Diphtheria / Pertussis (whooping cough) / Tetanus

مصل الثلاثي

Meningitis

حمى شوكية

Polio

شلل الأطفال

Measles / Mumps / Rubella (German Measles)

مصل الحصبة والغدة

النكافية

Vaccines not listed

أي أمصال أخرى

9- Any additional information or comments?

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Father's Signature

Mother's Signature

Date