

NARMER AMERICAN COLLEGE



Early Childhood Parent/Student Handbook 2021/2022

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

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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

Welcome from the Administrative Team

Dear Students and Families,

Welcome back to the 2021-2022 school year! We are excited to begin another great year here at in the Early Childhood Department. We are looking forward to working with a fantastic faculty and staff, as well as a great group of students...it truly makes our job a much easier one!

The administrative team is anticipating another great year with all of the students. As in the past, the Early Childhood Website (ecs.nacegypt.com) will be available for you to see what is happening in the classrooms, and give you resources to help your child at home. Dates and events can be found on the district website (www.nacegypt.com) along with other district information. We encourage you to stay in regular contact with your child's teacher.

This handbook is provided to make sure you are aware of the policies and procedures that are followed at our school. Please keep this copy handy so that you can refer to it throughout the school year. We also ask that you return the attached verification form with your signature and your child's, so that we are aware in the office that you have received your copy of the handbook.

If you have any questions or concerns, please feel free to contact us anytime.

Sincerely from the EC Administrative Team,

Lisa Anyon

EC Principal

Fatma Ahmadein

EC Curriculum Coordinator

Rana Ashraf

EC Administrative Assistant

Narmer American College

20 El-Narguis Service Area El Tagamoa–El Khames, New Cairo City, Cairo, Egypt.

Postal Code 11477

Phone: +20(2) 2587-4000

School Website: www.nacegypt.com

The rules and regulations you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

NAC Early Childhood Contact Information - 2021-2022

Ms. Lisa Anyon - Principal

lisa_anyon@nacegypt.com

Ms. Rana Ashraf - Administrative Assistant

ranaashraf@nacegypt.com

Ms. Fatma Ahmadein - Curriculum Coordinator

fatmaahmadein@nacegypt.com

Student School Day Hours: 8:00 a.m. to 3:00 p.m.

Principal Office Hours: 7:45 a.m. to 3:45 p.m.

* Advance appointments are requested *

Daily Schedule

Children should enter the building between 7:30 am and 8:00 am through the main entrance or Gate 2 door (near classroom #103). Nursery, Pre-K, and Kindergarten students are delivered to their classrooms where they are supervised by their classroom teacher and/or the co-teacher. Students are tardy if they are not in their classroom by 8:30 am. We ask that you do not deliver your child to school before 7:30 am. Students arriving after 8:30 am should be brought to the reception area. The student will then be picked up from the reception and taken to their classroom. Parents are not permitted in the EC Dept. after 8:30 am. During the first week of school, it is permissible for parents to spend approximately thirty (30) minutes with their children in their classrooms each morning. After the first week, parents bring the students to their classrooms and leave straight away. The main entrance to the EC department will be locked each day at 2:45. At that time, all parents and students will need to enter and exit the department through the door at Gate 2.

Parents can help improve student 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 or check the school website.

Visitor / Parent Sign-in

At NAC, the safety and security of our students and staff members continues to remain a top priority of the school administration. Therefore, in the best interests of our faculty, staff, and our students, 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's pass.
- B) Sign-in includes official ID, name, time in & out, and destination of who you are here to see.

Gate 1 is the main entrance to the NAC facilities and is also used as the entrance gate for all Elementary American and British school students.

Gate 2 is the entrance and departure gate for all Early Childhood students, grades N – KG.

Gate 3 and Gate 6 are the Bus gates.

Gate 4 is the Auditorium gate, used also for High School students' departure.

Gate 5 is for the arrival of grades 6-12 students. It is not a visitor entrance, and departure for Elementary and Middle School American and British.

Meetings with school personnel needs to be by appointment only. You can make an appointment with the EC Administrative Assistant.

A) To avoid interruptions to classroom instructional activities, we will not deliver messages to students in classrooms except in the case of an emergency.

B) **At no time during the school day are parents to enter the classrooms without prior permission. Violators may be escorted from the campus by security personnel.**

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 or the school bus departure. If you send a driver to pick up your child, he must follow the direction 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.

Transportation / Bus Expectations

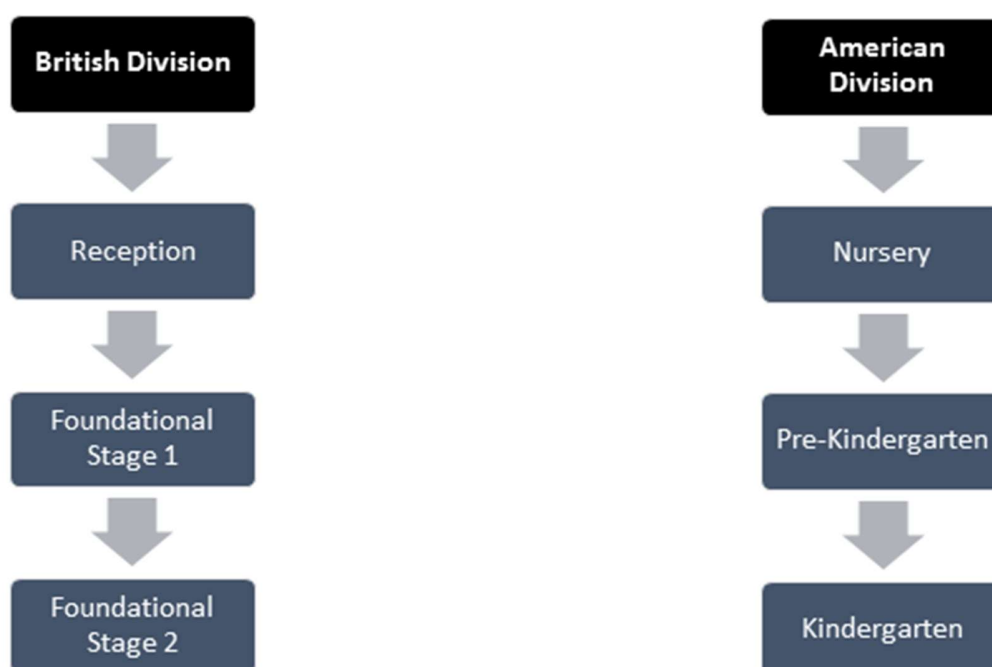
Student busses are provided by the NAC Department of Transportation. Please check with Mr. Mohamed Omar for your bus number and route. Bus drivers will not wait for late students. If the student misses the bus, it is the parent's or guardian's responsibility to get the student to school or home. Each student 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. All students are to remain seated while the bus is in motion. Students can only get on or 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 or 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.

Curriculum

The curriculum has been planned and developed with the continuous growth of the child as its basis. It is essential for the student to master the basic skills in each area. The EC curriculum is also individualized so the special needs of each child are addressed during instruction. Programs include: literacy, numeracy, communication arts, art, music, physical education, and Arabic. This core curriculum is supported by a variety of activities which develop the child's social as well as academic growth. The school furnishes materials to all students. Reasonable wear is expected as a result of daily use. If a book or other school owned property is misused or damaged, the parents will be held responsible to pay for the damages/replacement cost.

Our grade levels are the most important years in your child's years of education. This is because during the early years of learning, we're setting the foundations for development that will stay with your child throughout their life. It is a strong belief of every NAC early child educator that every child develops and progresses at their own pace. This is because at this age, each student has their own learning needs, and our teaching staff members are all trained to cater to diverse classrooms, that includes a good number of various learners.

Our department is divided into 2 divisions: American and British, as classes are divided below:



Even though the curriculums might be slightly different in each division, our developmental goals are the same because children will always be children regardless of what curriculum they're exposed to.

The key points we focus on throughout the 3 years of Early Childhood are:

- The child's social and emotional development are of the same priority as their academic development – if not higher.
- The first 2 years of EC are focused on developing their skills more than their knowledge. This includes their motor skills, communication skills, environment awareness, and social interaction.
- Our curriculum is theme-based, and we believe that children learn best through hands-on materials and activities.
- We also encourage the children to interact with their peers through group work (in centers), and group projects.

EC Learning Support

Learning Support is supplementary to the classroom-based instruction. Its main goal is to provide assistance to children to make sure they're progressing and developing, in order to reach their full potential in the daily learning environment.

a. Support Classes at School:

These classes will provide children with pull-out focused-group, and one-to-one instruction (as needed). The support classes will be delivered during the school day for a certain number of times per week. The support classes will go hand in hand with the classroom instruction and provide other differentiated activities conducted in a focused manner to help the child nurture academically.

b. Supporting the child at home:

This website was carefully designed to guide our parents through our curriculum path, and help them follow the footsteps of what starts in the classrooms. You can click on your child's grade level (under the parents' hub tab) and you will find online resources that will help you support your child at home with the necessary materials (that are recommended by our teachers).

Extra Practice

We encourage reading to, and with, your child every day. This is a life skill that is necessary for everyone to obtain success. When a student is present, they are expected to complete work on time. We rarely assign “homework” in the EC department. Instead, we encourage extra practice to take place at home. Feel free to ask your child’s teacher what you can do at home to help support the learning that is taking place in the classroom. You can also find additional resources on the EC website (ecs.nacegypt.com)

Grading

Early Childhood students receive quarterly report cards. They will be sent home at the end of each quarter.

The final report card will be given to parents on the last day that students attend school.

The grading system for Early Childhood will be:

S – Strong (Concept is being applied)

D – Developing (Concept awareness is increasing)

B – Beginning (Early stages of understanding the concept)

N – Not at this time (Concept has not been covered or assessed)

Garden Time

A student well enough to attend school is considered well enough to participate in garden time activities and will be expected to do so. Appropriate dress is required for inclement weather. Students will go outside for garden time if the temperature or air quality is acceptable. **When it is necessary for a student to be excused from playground activities or physical education, a written statement from a doctor must be sent to school.**

Field Trips

As part of the school program, children are taken on educational trips requiring bus transportation. School personnel supervise all educational trips. Students are expected to ride the bus with their class to the field trip. If your child won't be returning to school, you may check them out with their teacher after the fieldtrip. Otherwise, all students are expected to use the school provided transportation. Attending field trips is a privilege. **Students choosing not to control their behavior at school or follow school rules may not be allowed to go on field trips.** Students on field trips are ambassadors of Narmer American College. Their very best behavior is expected.

Money

If your child is bringing money for any purpose to school, they need to give it to their teacher first thing in the morning. Funds for field trips, book orders, etc. can easily be lost or stolen when left unattended. Do not send loose money with your child. Please put it in a sealed envelope with your child's name, the teacher's name, the amount and the purpose of sending it.

Student Birthdays

We certainly want to acknowledge birthdays here at NAC, but individual parties are not allowed. Parents may provide birthday treats to share with classmates at school. **Students may hand out invitations for parties at school IF everyone in the class is included.** No addresses or telephone numbers will be given out from the office/teacher pertaining to this or any other request. All birthday celebrations must be planned prior to the event with the classroom teacher, and be held in the afternoon. Immediate family members only are allowed to join the celebration.

Book Fair

NAC sponsors a Book Fair as a service to NAC students 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. Students 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.

School Pictures

Individual pictures as well as group pictures are taken each year. Purchasing pictures is optional. Yearbook sales take place in the fall and delivery is in the spring which will include each child's picture and class picture. The scheduled date for pictures will be announced once it has been confirmed with the photographer.

Parent-Teacher Communication

Parents are encouraged to contact their child's teacher at any time. **If you are having a problem or concern about your child, please speak with the teacher first before contacting the building administrator.** Phone calls made to a teacher during the school day will be written down and placed into the teacher's mailbox. Teachers will not be called out of the classroom for a phone call. Your child's teacher will return your call upon their next available planning period or before/after school. All teachers also have an e-mail account. Please contact your child's teacher if you wish to have e-mail communication. **All staff member e-mail addresses are in the format of "first name, last name, @ nacegypt.com.**

For example, Ms.Lisa’s email is: lisa_anyon@nacegypt.com

Parent-Teacher Conferences are scheduled throughout 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. Information you receive at conferences should never be a surprise. Consistent, year-long communication between parents and teachers is crucial for the success of the student.

Visitors

So that we can protect our students properly, **ALL VISITORS (parents, grandparents, and guardians) ARE REQUIRED TO REPORT TO THE RECEPTION AREA upon entering the building.** Other siblings should not accompany parents when conducting a classroom visit. Teachers will not be available to conference with you during the visit. Any questions that arise from your visit should be discussed with the teacher at a conference set at a later date. Parents bringing items for their children should leave those items at the office rather than taking them to the classroom. It is important that we don’t disrupt the learning taking place in the classrooms.

Personal Belongings

Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. **Items that shouldn’t be brought to school include, but are not limited to: toys, radios, tape/CD players, cell phones, games, balls, roller blades, scooters, trading cards, sneakers with wheels or collectibles unless they have permission from their teacher.** Items confiscated by school personnel may be kept until the end of the school year or may require a parent to pick up. **Any personal property brought to school for any reason is the responsibility of the student who brings it.** Parents are urged to put names on such items as coats, jackets, backpacks, and lunch boxes.

Parents and students may check the Lost and Found in the reception area for lost items. The “Lost and Found” collection will be donated to charity organizations at the end of each quarter.

Valuables

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables which students bring to school. There is no reason to bring items such as MP3 players, IPODS, portable video systems, personal books, collector cards, cell phones, extra money, etc. to school unless previously approved by the teacher or administrators. Cell phones that disrupt the teaching and learning process by going off or being visible during the school day will be confiscated and may have to be picked up by the student’s parent.

Breakfast & Lunch

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

Gum and Candy

No gum chewing is allowed at school at any time. There will be several occasions throughout the year when students may enjoy special treats, but this will be at the teacher’s discretion. No soda pop is allowed at school unless preapproved by the administration.

Chain of Command

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 email system. If further dialogue is necessary, contact your child's administrator and express that concern in person so that we get all the details necessary for us to act thoughtfully. Concerns are best resolved through communication with the appropriate party. The classroom teacher is usually the best place to start.

Emergency Procedures

1. The school has pre-determined procedures for evacuating the building in the event of a fire. Drills to practice these procedures are held at specified intervals.
2. The biggest danger in an emergency situation is panic.
3. Do NOT call the school. We cannot implement emergency procedures if we are answering the telephone.
4. The Narmer American College Safety and Emergency Plan is on file in the EC department.

Dress Code / Uniforms

All students must wear the official school uniform every day. On those days when the students are scheduled to take their Physical Education class, they must wear the school PE uniform. Students 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 students 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
- Students 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

Non-Uniform Days

At the discretion of the grade level administrator, students may have scheduled non-uniform days during the school year. Please be sure that your child's outfit is appropriate for school. If the clothing is found inappropriate for school, we will call you to bring a change of clothing for your child.

Attendance

If for any reason your child is going to be absent, you should call the Administrative Assistant. The administration will contact the parents of any child who has excessive absences or absences that are unexplained.

Tardies

Being tardy to school can be a serious detriment to a student's learning opportunities as well. 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 students. At the end of the school day, the bus departs promptly at 3:15. If a student misses the bus, it will be the parents' responsibility to get the child from school that day. All absence from class will be counted as unexcused.

Absence / Illness

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 administrative 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. If the doctor determines that the student must go home, the student will remain in the school clinic until the parent comes to the school reception to retrieve their child.

Illness – Play Periods

- 1- Students will participate in recess or Physical Education activities unless a written excuse from a physician is furnished.
- 2- Children are kept inside only during extremely cold/hot and inclement weather.
- 3- We ask you to be certain that your child is dressed appropriately and has proper clothing for outdoor play when he/she comes to school.
- 4- Generally speaking, if the child is too ill to participate in recess, or out-of-door activities, he/she is too ill to be in school.

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 student 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.

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.

Early Release

On occasion, 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. Students 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.

PLEASE DO NOT COME TO THE RECEPTION DESK AND TELL THE

RECEPTIONIST THAT YOU ARE HERE TO PICK UP YOUR CHILD. UNLESS IT IS AN EMERGENCY, YOUR CHILD WILL NOT BE RELEASED.

Medications

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.

Hair / Clothing

Hair must be neat, clean, and properly combed daily. For boys, the hair should not extend beyond the top of the collar. Young girls' hair should be clean, combed, and tied back or braided. All hair, whether male or female, should be the natural color of the hair. No exotic hair styles are permitted, (ex. Spiked hair, dread locks, etc.). Make-up and nail polish are not permitted on young girls. No jewelry, except for a set of pierced earrings is permitted. Students 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.

Head Lice Guidelines

If students are found to have live head lice or nits, they will be sent home. Parents of students with nits or live lice should treat their child before he/she returns to school. A classroom screening will be conducted in each of these situations. A note may be sent home with students in the affected classroom(s). Students demonstrating symptoms will be checked on an individual basis, as well as per parent request.

Behavior at School

Any EC student who does not comply with the NAC Code of Student Conduct or is interfering with his/her teacher is an obstacle to the learning of all the students 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.

Among the things that the student will learn at school are good citizenship and good work habits. Good citizenship means that the student will respect the rights of others and obey the rules at all times. Good work habits mean that the student will always do the things that produce the best results. **It is never okay for a student's behavior to be hurtful or disruptive.**

Discipline Procedures / BIST

The discipline belief in the EC department allows every opportunity for the student to solve his/her problem by offering choices, generating plans, thinking of ways to change behavior, and experiencing the consequences of their decisions. The student's self-concept will always be a prime consideration, and the student will be required to do the thinking to deal with the problem. We wish to stress that parents and the school will work together as a team, keeping one another informed and actively involved in the growth and development of each student. The EC staff is committed to creating a positive educational environment in which each student may reach his/her full potential.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the administrative team to either contact the parent or guardian by written notice delivered by the student, through email, or by direct telephone contact.

Please use the proper “chain of communication” when dealing with behavior. The parent should talk with the teacher first. If the problem can’t be resolved, contact the principal.

We will continue to use the **BIST (Behavior Intervention Support Team)** behavior philosophy. BIST is a program to help teachers, support staff, administrators, parents and students learn techniques to effect positive change and create a healthy learning environment for all. The philosophy does this through G.R.A.C.E. **G**iving **R**esponsibility and **A**ccountability to **C**hildren in **E**ducation. Each classroom will have a “safe seat” where students can go to focus when they are struggling. If the student is unable to refocus, students are then placed in the “Recovery Room”. This is an isolated room where a staff member will supervise and give the student another opportunity to fix the issue. This is the last step in the process before the parent/guardian is possibly contacted. Teachers may contact parents at any time to discuss a student’s behavior.

In order for EC students to take advantage of available learning opportunities at NAC, and to be a productive member of the school community, each student is expected to:

- 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.
- Follow the NAC Uniform Dress Code.
- Obey all school and classroom rules.
- Respect the rights and property of other students, teachers, and other NAC staff.
- Respect the property of others, especially the property and facilities of NAC.

Hallway Behaviors

Hallways are an area of the building that are prone to constant movement and noise. Maintaining orderly hallway behavior is crucial so as not to disturb the learning process taking place within the classrooms. Appropriate student behavior is expected and there will be consequences for disruptive behavior. This includes four essential behaviors:

- 1) Student voices are to be quiet
- 2) Student hands are to be by their side/on shoulders
- 3) Students walking in a single file line
- 4) Students complete body is under control

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. All school personnel and students 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.

Bullying

Narmer American College believes that an environment where all students, faculty, and staff feel safe is conducive to learning. Narmer American College does not tolerate "bullying" which we define as follows:

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 student by saying mean and hurtful things.
- Consistently ignoring or excluding another student from a group or intentionally leaving a person out of activities on purpose.
- Hitting, kicking, or attempting to restrain another student.
- Telling lies or spreading rumors about a student 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. Students who engage in such behavior are subject to serious disciplinary action.

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

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

Vandalism

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

NAC School Rules and Regulations

We are a professional educational institution with a legacy and mission to educate our students 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 student, or any 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 curse or 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 action will be taken against him/ her.

All NAC students 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 students. 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, and 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 and that's why they will give you the decision of the administration regarding your request so please don't argue with them and don't expect them to argue with the administrators in order to fulfill your request. They will only deliver your message and give you the response.

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

It's totally unacceptable for parents to come in and impose any requests related to the placement of their children in classrooms asking for changes or special demands of any kind.

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

In regards to appointments, kindly find the following reminder and please make sure that you are aware of the procedures enclosed below:

No visits to the school or meetings with administrators or teachers are allowed for parents without a prior appointment. Appointments are taken by contacting the school phone numbers or by sending an email to the appropriate channel (to the Admin Assistant of the designated Associate Principal/Principal).

Parents coming in for a preset appointment must remain in the reception area until the Admin. Assistant escorts them to their meeting venue and it is strictly prohibited for any individual except NAC staff to wander around the school under any circumstance.

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 for appointments or any inquiries:

Phone: +20(2) 2587-4000

Emails for concerns or to reach the Administrators for appointments:

Early Childhood (KG and FS) Principal's office: ranaashraf@nacegypt.com