

# NARMER AMERICAN COLLEGE



## Parent and Student Handbook 2023-2024 High School - American Division Grades 9 to 12

*“Quality is never an accident it is always the result of intelligent effort.” John Ruskin*

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## WELCOME

### **Welcome to Narmer American College!**

Narmer American College is an International Baccalaureate World School, Diploma Program (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 COGNIA. 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 NAC Family,

At the beginning of 2023/24 academic year, I am honored and delighted to extend a warm welcome to each and every one of you as the IB/American Middle & High School Associate Principal of Narmer American College. As we embark on this journey together, I would like to express my sincere gratitude to the school board, staff, and NAC community for entrusting me with the responsibility of leading this stage. I am confident that together, we can create a positive and nurturing educational environment that will inspire our students to reach their full potential. Together we will foster a culture of academic excellence, character development, and community engagement.

I bring with me a deep passion for education and a strong commitment to fostering an inclusive and supportive learning environment for all students. Throughout this last decade in my career as an educator, I have witnessed the transformative power of knowledge and the incredible potential within each student. It is my steadfast belief that a strong partnership between the school, parents, and teachers is essential in nurturing this potential.

At Narmer American College, we strive for excellence in every aspect of our educational program. We are dedicated to providing a well-rounded education that prepares our students for success in college, career, and life. Our highly qualified teachers are what makes the biggest difference in our students' education, they are committed to delivering a rigorous and engaging curriculum that promotes critical thinking, creativity, and collaboration, within a joyful and safe learning environment. We will empower our students to become informed global citizens, capable problem solvers, and compassionate individuals who will make valuable contributions to society.

To ensure a smooth transition into the new academic year, we have meticulously planned a series of events and orientations for both parents and students. These events will provide you with an opportunity to meet the faculty, familiarize yourselves with the campus, and learn more about our educational philosophy and goals. We greatly value your input and encourage your active involvement in school activities and programs throughout the year.

As your MS/HS Associate Principal, my door is always open, and I am eager to collaborate with each and every one of you. Please do not hesitate to reach out to me via e-mail [hebafayed@nacegypt.com](mailto:hebafayed@nacegypt.com) with any questions, concerns, or suggestions. I am excited to work together to create a nurturing environment that promotes academic excellence, fosters a love for learning, and cultivates the unique talents and interests of every student.

Sincerely,  
Heba Fayed  
IB/American Middle & High School Associate Principal

## NAC MISSION

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.

## NAC CORE VALUES

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 student 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 student.
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 students to discover and to build global cross-cultural competence that prepares them for today's rapidly advancing global society.

## NAC VISION

The Vision of NARMER AMERICAN COLLEGE is to:

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

## 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.

## NARMER AMERICAN COLLEGE HONOR CODE

At Narmer American College, we believe that trust and honor are the foundations that are best prepared as early in life as possible. The NAC 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 attempt to instill in our students a respect for the ideas, work and property of others and personal respect for all members of the NAC community. Second, the Honor Code represents Narmer American College's commitment to teaching and promoting honor and trust within the entire school community. Individuals without honor cannot make a positive contribution to the school or to the society as whole.

As parents of school students, we hope that you will work with us in developing in your young adult the qualities of honor, integrity, respect and trust which are essential to a successful adult life. With a lack of trust, one forfeits the right to be part of the community.

### Narmer American College Student Honor Code Pledge

As a student attending Narmer American College, I pledge to uphold the Narmer American College Honor Code. I will not cheat, plagiarize, or steal the property of any member of the NAC community. I will not vandalize any school property or the property belonging to any member of the NAC community. I know that if I violate this pledge, I will bear the consequences of my behavior. Further, I know that serious violations of the Honor Code may result in my removal from Narmer American College.

## THE INDIVIDUAL STUDENT AND NARMER AMERICAN COLLEGE

Students at Narmer American College and their parents/guardians agree to maintain and **uphold the values of a civilized society**, respect for all members of the school community, respect for a divergence of opinions and ideas, and a commitment to their academic and behavior responsibilities. Disrespect, rude, impolite behavior, or the use of abusive language toward any member of the Narmer American College faculty or staff or fellow students will not be tolerated. Vulgar and/or obscene language whether in Arabic, English, or any other language, will not be tolerated.

### Personal Responsibility

At Narmer American College, each student and their parents are responsible for familiarizing themselves with the expectations and policies of the school, especially regarding student conduct and academic requirements. Ignorance of the expectations and policies of the school does not provide immunity from the consequences that may result from any violations of the Honor Code and /or Student Code of Behavior up to and including expulsion from Narmer American College.

## THE SCHOOL DAY

### School Day

Students: From 8:00AM to 3:00PM, Except Tuesdays: From 8:00AM to 3:30PM for activities

Faculty and Staff: From 07:30AM to 03:30PM

### Notification of School Closings

If, for any reason, it is necessary to cancel classes, NAC personnel will contact parents through the NAC website, text messages and emails, so please make sure that you give the school your accurate contact information and refer to NAC Master Calendar.

### Campus Arrival

At NAC, the school day for students begins at 08:00 AM and ends at 03:00 PM. **ANY STUDENT ARRIVING AFTER 08:10 AM MUST REPORT TO THE HIGH SCHOOL OFFICE. STUDENTS WHO ARRIVE AFTER 8:30AM WILL NOT BE PERMITTED TO ATTEND CLASSES AND THEIR PARENTS WILL BE ASKED TO PICK THEM UP.** This will be recorded as an unexcused absence.

**Students who ride the school bus must follow the rules listed below:**

- Students must be at the appropriate pick-up point waiting for the bus. **The bus will not be waiting for them.**
- For students who miss the bus, it is the parent's responsibility to get them to school on time.
- If students are late in reporting for their bus at dismissal, they are responsible for arranging for their own transportation home.
- Each bus student is assigned to a specific bus/bus route that students/parents can NOT change without the approval of the Stage Principal.
- Parents MUST notify the office of the Stage Principal by email before 12h00 if they require that their child does not ride the school bus.
- Any changes in set departure arrangements MUST be communicated to the principal's office via email before 12:00 PM.

### Campus Departure

Students are not permitted to leave campus at any time during the school day without the express permission of the Stage Principal. NAC reserves the right to judge the acceptability of parent/guardian requests which involve a student's absence during the school day or early dismissal from school.

### Class Schedule

The NAC school year consists of approximately 167 days divided into three terms. The day is divided into 9 periods, including a break for lunch, each period is 40 minutes. Class schedules are accessible to students and parents at the beginning of the new academic year on a link that is sent to all.

### Class Attendance

Students must make every effort to be prepared to attend class each day. Parents and/or guardians must assist with helping prepare their child for school. If they ride the school bus, they must be at the appropriate pick-up point waiting for the bus. **The bus will not be waiting for them.** Bus drivers have been instructed not to wait for late students. For students who miss the bus, it is the parent's responsibility to get them to school on time. If students are late in reporting for their bus at dismissal, they are responsible for arranging for their own transportation home. While on campus, students are expected to attend all classes. Skipping class is a major offence and harsh measures are taken to guarantee the student ceases such behavior, including counting the student as absent for the entire day. In addition, skipping a class may result in loss of academic credit for that class period without any opportunity to make up any missed work. This may result in the student being required to repeat the grade.



## INSTRUCTIONAL DAYS

| SCHOOL YEAR INSTRUCTIONAL DAYS |   |
|--------------------------------|---|
| Trimester                      | Dates   |
| First Term                     | Sunday, September 3, 2023 to Thursday, December 7, 2023 |
| Second Term                    | Sunday, December 10, 2023 – Thursday, March 14, 2024    |
| Third Term                     | Sunday, March 17, 2024 – Thursday, June 13, 2024        |

### Expected School Wide Learning Results

- Show capability and skill with writing skills that are essential to success in higher education.
- Demonstrate the ability to listen actively and the ability to speak articulately and intelligently in conversations, class discussions, formal presentations, and daily interpersonal communication.
- Apply creative and critical thinking to problem solving across the curriculum and in life by working cooperatively with others.
- Demonstrate an understanding of world history and especially the role of Egypt as a member of the world community.
- Use and integrate technology as a means of communication, academic enrichment, and preparation for college.

## THE DRESS CODE

At all times, during the school day, all students must be in the Narmer American College uniform.

### The NAC Uniform

- NAC white polo shirt with NAC logo
- Navy blue pants or sweatpants
- During winter, students may wear ONLY NAC hooded sweatshirt with NAC logo.

Young girls and young ladies should be appropriately groomed:

- Feather extensions or any other extensions that do not match the natural color of the hair are not allowed.
- **Nail polish and make-up are not allowed.**
- Pants that are too tight and are immodest in appearance are not permitted.
- Tattoos, other skin painting, and body piercing are not allowed. Tongue rings, nose rings and other facial or body rings are not allowed.
- For the boys and young men excessively long hair over the shirt collar is not allowed
- Any student determined to be inappropriately dressed for school will not be permitted to attend class.

## STUDENT LOCKERS

All students in grades 9-12 are issued a student locker with a combination lock. Students are not to share their combination with any other student. Students are not permitted to change lockers. Lockers are the property of Narmer American College and are subject to a search at any time. **STUDENTS ARE NOT PERMITTED TO MARK, WRITE OR DRAW ON THEIR LOCKERS. SUCH ACTS CONSTITUTE VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY.** Students and their parents will be responsible for the cost of all repairs to damaged lockers. Students are encouraged not to leave valuable items in their lockers overnight. A student whose locker has been tampered with or entered into should immediately report the incident to the hallway

monitor who will request an incident report be written and forwarded to the High School Associate Principal. It is the student's responsibility to take care of valuable property and to ensure that all valuable items are not left unattended and lockers are not left opened. Food and drinks should not be left in the lockers at any time. **At the conclusion of the school year and before the students are dismissed, all students will be asked to head to their lockers and clean them up. Failure to do that will result in delay in receiving their report cards.**

## SCHOOL SUPPLIES

Students are responsible for purchasing their own school supplies (e.g. notebooks, pens, pencils, note paper, binders, calculators and other material) that may be requested by their teachers. Students must clearly write their name on all books and personal items to prevent loss.

Possession of the property of another student or teacher without permission may be regarded as **THEFT**.

## ABSENTEE POLICY

At NAC, educating students 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 conference should be requested with the High School Principal.

Regular attendance at school is crucial to a student's success. On occasion, absences do occur, but it is critically important that the student and his/her parents work to ensure that being absent from school does not become a habit and only occurs as infrequently as possible and is truly unavoidable.

A student's absence from school, for whatever reason, does not constitute an excuse from the requirement to make up all missed school work. All make-up work must be arranged with the student's teachers within three school days after the student's return to school. **Failing to honor the arrangement(s) made with the teachers may result in the loss of credit (NC – No Credit) for all classes in which work was missed.**

Any students with excessive absences who do not meet **the Narmer American College attendance requirements will not be eligible to receive credit for the year. Any senior failing to meet the attendance requirements will not be eligible to graduate and must attend summer school. Any summer school courses taken in another school must be approved by the NAC Registrar.**

### Attendance

If a student is to be absent for any reason, the parent/guardian must email the office of the Stage School Principal before 10:00AM that morning and explain the reason for the student's absence. It is up to the principal to decide whether the absence will be excused or not.

Absence due to illness will be considered excused absence only if the student submits a letter from a doctor and it is approved by the NAC doctor. The letter must be submitted on the day the student returns to school. The school doctor will then forward the information to the principal's office so that an excuse is sent to the teachers.

In case of excused absence, students are allowed to make-up the work they have missed (quizzes, tests etc.....) It is the students' responsibility to find out about their missing assignments. Students **MUST** check with their teachers on the day they return to school for all make up assignments. Students will be allowed **ONLY ONE WEEK** to make up their missing work.

In case of unexcused absence, students will **NOT** be allowed to make-up their missing work (quizzes, tests etc.....) All students absent from school are responsible for all the material taught during their absence. It is the students' responsibility to communicate with their teachers and find out what they have missed.

Students leaving school before the official start of school holidays or returning late after a holiday will be considered **UNEXCUSED** and receive **NO CREDIT** for missed work.

Students with excessive absence will be given a warning letter and if the student fails to meet the 85% of attendance, s/he might not be allowed to take the final exam.

Students with excessive absences who do not meet the Narmer American College attendance requirements will not be eligible to receive credit for the year.

All students must take the final exam. If, for serious reasons, a student fails to attend the final exam, he/she has to re-take the exam at the conclusion of summer school.

A student who is not in attendance for any part of the school day may not participate in any extracurricular activity. Participation in extracurricular activities is a privilege not a right.

### **Tardiness**

- a) Unexcused tardiness will be penalized by loss of credit.
- b) When a student is on campus, he/she is expected to be in his/her classroom and not on the playing fields, in the gym areas, the swimming pool, music rooms, the cafeteria, the library, the auditorium, or the restrooms.
- c) **TARDIES** can only be excused on the day they occur.
- d) For every unexcused **TARDY** a student receives, the student must serve a break detention, in addition to loss of credit for the lesson he was tardy to.
- e) Failure to serve detention on the day the **TARDY** was received may result in additional hours being added to the original time and the student will not be permitted to take lunch break with other students until all hours (including the additional hours) have been served. Students may not participate in any extracurricular activities or school events until all hours have been served and approval has been granted by the High School Associate Principal.
- f) Students must report to the designated place for detention within five (5) minutes of the beginning of break time.
- g) Students who accumulate seven (7) unexcused **TARDIES** in a given term may be required, along with their parents, to attend a meeting with the High School Associate Principal, and teachers most affected by the student's **TARDIES** may also be asked to attend this meeting.

Students who accumulate nine (9) unexcused **TARDIES** in a given term may be placed on break detention for a minimum of three weeks and required, along with their parent(s), to attend a meeting with the High School Associate Principal.

### **E-mails from Parents**

If a student is to be absent for any reason, the parent/guardian must email the office of the HS Principal before 8:00AM that morning. If the office does not receive the email in due time, the absence will not be excused and a 0 will be given.

Email correspondence is an acceptable form of communication. Copies of emails will be kept on file in the Principal's office. Kindly direct your email to Mrs. Fatma Salama: [fatmasalama@nacegypt.com](mailto:fatmasalama@nacegypt.com)

**All students absent from school are responsible for any academic work that is missed due to students' absence. They must check with their teachers before their departure and on the day they return to school for all make up assignments. Failure to meet this responsibility may result in loss of academic credit for those class periods missed.**

At NAC, attendance and punctuality are essential. Being physically present and actively participating in classroom activities is an integral part of the learning experience. Excessive absence and tardiness (late to class) is a major obstacle to the education process. The attendance policy for High School students (9-12) is as follows:

#### **A Student's Absences and Effects on Course Credit**

Absence from class 7 or more days in a given **term** or from class 14 or more days in a given **term** may result in credit being withheld. Excessive absences will be reflected in the grade.

- a) In case of illness, a letter from a doctor must be submitted for review and approval by the NAC school doctor as soon as the student is back to school. The school doctor will then forward the information to the Associate Principal's office so that an excuse is sent to the teachers.
- b) All students must take the final exam. If, for serious reasons, a student fails to attend the final exam, he/she must take a make-up exam at the conclusion of summer school.
- c) A **"No Credit (NC)" grade assigned because of excessive absences will be calculated as an "F" in the grade point average.**

## OFF CAMPUS PERMISSION

- a) Students may not leave campus during the day EXCEPT for an emergency that is approved by the Principal.
  - **NAC ACCEPTS NO LIABILITY FOR STUDENTS LEAVING CAMPUS WITHOUT PERMISSION.**
- b) **The Principal's Office must receive an email from the parent/guardian to issue departure approval before 10:00AM.**
  - NAC reserves the right to deny students permission to leave campus. Students are expected to be in attendance for the complete school day.

## SCHOOL FIELD TRIPS

Narmer American College believes that Field Trips are an important part of the curriculum and provide students the opportunity to apply what they have learned in class. All student field trips must follow the Narmer American College Field Trip Policy and Procedures. A most important part of the policy is parent permission. Before any student can participate in a student field trip, the school must receive the completed Parent Permission Form. Without this form, no student may participate in the field trip.

While on a field trip or other school sponsored trip, students are governed by the NAC Code of Student Behavior. **If the trip is outside of Egypt and the student violates the Code of Student Behavior, she/he will be immediately sent home at the parent's/guardian's expense.**

Narmer American College reserves the right to deny any student, because of academic, attendance, or behavior issues, the privilege to go on any trip. Narmer American College always notifies parents/guardians when a trip is being sponsored by the school. **The school does not accept any responsibility for non-school sponsored trips. Members of the NAC faculty and staff are not authorized to participate in such trips.** It is the responsibility of the School Principal to approve all faculty chaperones for field trips and school sponsored trips.

**All local field trips are MANDATORY; that is all students MUST be in attendance. Missing a field trip voluntarily is considered an unexcused absence and students will receive 0 credit for the day.**

## DRIVING/PARKING

- Narmer American College permits older students to drive themselves to school. However, in order to drive to school a student must have a current official driver's license, the official registration of the car and proof of automobile insurance. Narmer American College security personnel may ask student drivers to present the above documentation.
- Minors (under 18) are not legally permitted to drive a motor vehicle. Narmer American College assumes no responsibility or liability for students driving themselves and other students to school. It is the responsibility of the parents or guardians to ensure that their student is eligible to operate a motor vehicle.
- No Dune Buggies or other recreational vehicles are permitted on or near the NAC campus.

- It is completely prohibited for students using their cars or private drivers to remain after school hours lurking around the school premise. **Everybody** must be dismissed immediately.

## ACADEMICS

### Academic Guidelines

All students are required to maintain the unit-credits commensurate with their class standing. These must include passing grades in all subjects required for graduation.

### High School Grading Scale

|    | <u>American Diploma</u><br><u>Percentage</u> | <u>GPA</u> | <u>Honors &amp; AP</u><br><u>Percentage</u> | <u>IB Percentage</u> |
|----|--|------------|---|----------------------|
| A  | 93-100                                       | 4.0        | 88-100                                      | 80-100               |
| A- | 90-92  | 3.7        | 85-87                                       | 70-79                |
| B+ | 88-89  | 3.3        | 82-84                                       | 65-69                |
| B  | 83-87  | 3.0        | 78-81                                       | 60-64                |
| B- | 80-82  | 2.7        | 75-77                                       | 55-59                |
| C+ | 78-79  | 2.3        | 72-74                                       | 50-54                |
| C  | 73-77  | 2.0        | 68-71                                       | 45-49                |
| C- | 70-72  | 1.7        | 65-67                                       | 40-44                |
| D+ | 68-69  | 1.3        | 63-64                                       | 35-39                |
| D  | 63-67  | 1.0        | 61-62                                       | 33-34                |
| D- | 60-62  | 0.7        | 60  |                      |
| F  | Below 60                                     | 0          | Below 60                                    |                      |

### Graduation Requirements

Before students are eligible to receive the diploma of graduation from Narmer American College, they are required to achieve a minimum of 26 credits over the 4 years of high school (grade 9-12) as follows: At the conclusion of each year, credits are awarded for each course completed with a passing grade and according to the following guidelines: full-time/full-year course = one credit; full-time/term course = 0.33 credit; part-time/full-year or term course = between 0.25 and 0.50 credits.

|                             |          |
|-----------------------------|----------|
| English                     | 4        |
| Mathematics                 | 4        |
| Social Studies              | 3        |
| Science                     | 3        |
| World Languages             | 2        |
| Arabic / ASL                | 3        |
| PE/Health                   | 1        |
| Fine Arts                   | 1        |
| Electives                   | 5        |
| <hr/> Min. Credits Required | <hr/> 26 |

For students who transfer to NAC during high school, transfer grades are assessed and converted into credits toward their NAC diploma.

NAC will ensure that each student takes the right courses, considering university requirements, and that they have enough credits to meet the graduation requirements above. Most students in grade 12 will have already completed their subject requirements by the end of grade 11 with the exception of English and Mathematics, which means all other subjects are considered electives: Social Studies, Science, World Language, and Arabic. All seniors not exempted from Arabic will be taking the final *Thanaweya Amma* Egyptian Ministry exam at the end of the year.

### **Personal Electronic Devices**

Students are required to bring their own laptops or tablets to school on daily basis. Most classes require the use of these devices. Students who fail to bring their devices to class, WILL NOT be allowed to use their phones to do their assignments and quizzes and will be given a zero for the missing assignment and/or assessment.

Students are forbidden to access any application or website other than the ones assigned by their class teacher. If a student fails to follow the teacher's instruction and is caught accessing websites or applications that were not approved by the teacher, the student be reported to the principal's office.

### **The School Portal and Online Gradebook**

The online-gradebook is easily accessible through the school portal. Students and parents must activate their accounts to be able to access the gradebook. Each student will receive his/her account information on the first day of school. It is the responsibility of students and parents to activate the account and contact the IT department if they face any problems. Students and parents communicate with teachers through messages on the online-gradebook. Assignments, quizzes and tests are also done and graded through the system. Accordingly, it is extremely important that students keep their accounts active at all times and submit their work on time. If a student faces a problem with his/her account, it is the responsibility of the student and the parents to contact the IT department for assistance. Students who fail to meet an assignment deadline, will be given an automatic zero by the system. A student needs the approval of the head of department and/or stage principal to have access to an assignment that he/she failed to complete on time.

### **Teacher Assignments**

Narmer American College based on its experience and understanding of its student's abilities, reserves the right to determine the student assignment to classes and teachers.

### **School/Parent Communications**

It is essential that all parents get access to the NAC system to be able to send and receive emails, notifications and texts. An orientation session will be given to parents during the scheduled grade level orientation day placed on the 2023-2024 school calendar.

## **COURSE SELECTION PROCESS**

### **Grades 9 & 10**

In grade 10, all other courses are mandatory except elective classes. Students choose one elective course at the beginning of each year. Course choices are: Art, PE.

Foreign language is mandatory in grades 9 and 10. Students choose between French, German and Spanish.

However, students need to make sure they choose the same foreign language they started in grade 9 in order to fulfill the graduation requirement of completing 2 credits in the same language.

### **Grades 11 & 12**

The courses selection process is completed online before the start of each academic year, beginning in May of the year before. The Registrar/College Advisor assists students in selecting their courses according to NAC graduation requirements and university admission requirements.

Grade 11 students have the choice of two electives from the course selection in addition to the required courses: English Language Arts, Arabic or ASL (Arabic as a Second Language), History, Chemistry and Pre-Calculus. Grade 12 students have the choice of four elective courses in addition to English Language Arts, Arabic or ASL, and one Math course (Calculus, or Statistics). Once the course selection has been submitted and reviewed, students will receive a message regarding whether their selection is accepted or rejected. Students who receive a notification of rejection need to pass by the office of the Registrar/College Advisor to find out the reason and be advised on which course(s) needs to be changed.

## DROPPING/ADDING A CLASS

Students may request to drop or add classes during the scheduled add/drop periods. The HS Principal must approve all class changes. Seniors must consult with the Registrar before considering any changes to their schedule. The Registrar or the Associate Principal may deny the request for dropping a class. Not liking a teacher and/or wanting to be with friends are not acceptable reasons for dropping a class. A full-time schedule is required to be fulfilled, thus, no dropping of classes will be allowed even if the credits of that course is not necessary for the minimum graduation requirements.

## HONORS

At the end of each term, Honor Roll Certificates will be awarded to our outstanding students. The Awards Assembly is an important part of the NAC Program and encourages students to do their best. **(Arabic is not counted in the GPA)**

The following designations of academic distinction are awarded to seniors at the time of graduation:

**Valedictorian:** Highest cumulative GPA for three years at NAC.

**Salutatorian:** Second highest cumulative GPA for three years at NAC.

**Honor Graduate:** Minimum 3.00 cumulative GPA for all their high school years at NAC.

## HOMEWORK

Consistent with the mission of the school, homework is intended to:

- 1- Reinforce learning taught during class.
- 2- Extend learning beyond what is taught.
- 3- Promote team building among students.
- 4- Prepare students for tests and examinations.
- 5- Nurture creativity, responsibility, and independence.
- 6- Develop good work and study habits.

## ASSESSMENTS

At NAC, all students in grades 10-12 are assessed on their academic performance through homework assignments, projects, quizzes, tests, exams, and class work assignments.

Students will sit for three exams: term 1 exam, term 2 exam and term 3 exam. Each exam will be worth 40%.

The value of each category is as follows:

|             |     |                |     |
|-------------|-----|----------------|-----|
| H.W/Project | 10% | C.W/Activities | 20% |
| Quizzes     | 10% | Tests          | 20% |
| Exams       | 40% |                |     |



At the end of each term, all students, unless there are some extenuating circumstances, must take the final examination at the scheduled time. A student who is more than 15 minutes late must meet with the Principal to arrange to make-up the lost time.

## PASSING REQUIREMENTS

In order for a student to successfully complete a full year course, s/he must make a final year grade of 60 or better to receive full credit. A failed subject must be retaken during the summer school session at NAC. The grade received during summer school will be noted on the student's transcript as a grade received in summer school. A student can not be awarded more than 60% in a summer school class.

## ACADEMIC PROBATION POLICY

Any student whose GPA falls below 2.00 (below 70%) or has one or more F's for the term will be placed on Academic Probation. The purpose of placing students on probation is to encourage them to improve their grades and, therefore, come off probation. A committee chaired by the respective Principal will analyze their performance and improvement during this probationary period. The parents will be officially informed of the students' status and measures required are communicated.

During the school year, students on Academic Probation will not be allowed to participate in extracurricular activities, such as MUN, trips, athletics, drama and music performances, and are required to attend after school tutoring. Once a student's GPA is raised to 2.00 or above, he/she will be considered in good academic standing and will be off Academic Probation.

**Effective 2022-2023, a minimum cumulative GPA of 2.00 is required for graduation. The cumulative GPA is based only on grades earned at NAC during high school.**

## ACADEMIC DISMISSAL

Students who show evidence of a pattern of failure in courses required for graduation may be asked to withdraw from Narmer American College.

- A. Such a pattern of failures will qualify a student for Academic Probation and the parents will receive a letter notifying both student and parent of their academic status.
- B. A student who, because of multiple failures, does not have the necessary number of credits to advance to the next grade level, may be asked not to return for the new school year, especially for the Junior or Senior year.
- C. **AFTER JUNE GRADES, THE PRINCIPAL WILL INFORM THE PARENT(S) BY LETTER OF THE STUDENT'S STATUS. THE LETTER WILL BE OF TWO KINDS: I) LETTER OF WARNING, II) LETTER STATING THAT BECAUSE THE STUDENT HAS NOT SHOWN IMPROVEMENT IN GRADES, THE STUDENT CANNOT RETURN IN SEPTEMBER.**



## ACADEMIC DISHONESTY

All students at Narmer American College are expected to abide by the Honor Code. Each student must be responsible for and take credit for his/her own work. This includes homework, reports, late work, projects, quizzes, tests, final exams, or any other academic assignments. Narmer American College holds to the following policy as it relates to ACADEMIC DISHONESTY.

NAC accepts the following definition of Academic Dishonesty; Academic Dishonesty is defined as the improper acquisition (obtaining of information pertinent to homework, projects, reports, research papers, quizzes, tests and final exams.)

Examples of this type of behavior include, but are not limited, to:

- 1- Opening notebooks, textbooks, or other class related material during a quiz, test or exam without the expressed instruction of the classroom teacher.
- 2- Concealing notes or any other materials relevant to the material being tested.
- 3- Communicating in any fashion with another student during the quiz, test, or exam without the specific instruction of the teacher. (e.g. looking at another student's paper, talking, use of wireless communication devices, etc.)
- 4- Using unauthorized testing aids (e.g. calculators, tablets) during quiz, test, and final exam.
- 5- Plagiarism is academic dishonesty. Plagiarism is defined as the copying of all or a part of a piece of work from an encyclopedia, book, or internet word for word, without giving specific credit.
- 6- Students should not submit plagiarized work. If a student has any questions about what constitutes plagiarism, they should consult with their classroom teacher.
- 7- During the first week of school, NAC faculty will discuss plagiarism with their students.

**If the Principal determines that cheating has occurred, the following disciplinary action will be applied:**

### **1<sup>st</sup> Offense:**

The teacher in whose class the cheating took place will meet with the Associate Principal to discuss the incident. The Associate Principal will then determine the appropriate disciplinary action to be applied. Disciplinary action may include a loss of full credit for the quiz, test, exam, homework, report, project, or any other assessment piece on which the cheating took place, and an after-school detention if appropriate. In all cases of academic dishonesty, the student's parents or guardians will be notified immediately.

### **2<sup>nd</sup> Offense:**

The student and the teacher will meet with the Associate Principal and no credit will be received for the quiz, test, exam, homework, project, report, or any other assessment piece on which the cheating took place. The Associate Principal will meet with the student's parents or guardians to discuss the seriousness of the repeated violation of the Academic Dishonesty Policy and the consequences that may result from any further cheating incidents.

### **3<sup>rd</sup> Offense:**

A third offense could be evidence of a more serious problem and will be handled by the Associate Principal on a case-by-case basis. A student caught cheating 3 or more times will be required to meet with the School Principal to discuss with the student and his/her parents or guardian as to whether or not Narmer American College is the appropriate school for him/her, and may result in the student being dismissed from Narmer American College. Cheating on a term exam is an automatic zero (0).

## TUTORING

Narmer American College believes that all students, with effort and hard work, are capable of meeting the academic and behavior expectations of our school. NAC provides academic support for the students facing academic challenges in some of their classes. NAC believes that it is not necessary for students to receive outside tutoring. Parents, however, may, at times, seek outside tutoring for their young adult. NAC Policy related to outside tutors is as follows:

- 1- **Narmer American College faculty members are prohibited from providing compensated tutoring services to NAC students.**
- 2- **Outside tutors are not allowed on campus at any time during the school day to tutor students.**
- 3- **NAC does not release any classroom materials, quizzes, tests, exams, or curriculum guides to tutors. These materials are the exclusive property of Narmer American College.**
- 4- **NAC does not rent any part of the facilities for tutoring.**

## TEXTBOOKS

- \* Students use textbooks without charge. At the beginning of the year, all students receive their textbooks in their homerooms. **All students need to write their names and student IDs** on their books in the assigned place and take note of the condition of the books. Tampering with the names or codes written on the book will result in severe consequences. It becomes the student's responsibility to keep their textbooks safe from damage or theft by keeping them safe in their lockers and during class time.

**All textbooks are to be returned at the end of the school year.**

- \* Students will be required to pay for textbooks and other materials lost or damaged. Failure to do so will prevent report cards and any other document from being released. In terms of seniors, they will not be able to participate in the commencement program until all financial obligations have been resolved.

## POLICY ON PROGRESS REPORTS

The purpose of Progress Reports is to inform parents about their student's unsatisfactory academic performance. The school issues one each term almost two weeks before the term exams begin. Parents can check their children's status through the system. Progress reports will also be sent through the system. Parents should contact the teachers of the courses in which the student is deficient.

## SUMMER SCHOOL

The summer school policy is under revision and parents/students will be informed about it in due course.

## ADMISSIONS

### Transfer Students

- a) As a rule, Narmer American College does not accept transfer students into the 12<sup>th</sup> grade from local high schools.
- b) Narmer American College does not accept 11<sup>th</sup> or 12<sup>th</sup> grade second semester students transferring from local high schools.
- c) Transfer students' application must include an official transcript and Letter of Conduct (Behavior) from their previous school. The Associate Principal will ask to review the attendance and disciplinary records of the applicants. Contact with personnel at the student's previous school will be made. Students with incomplete admission files will not be admitted to NAC.
- d) A placement test will be administered.
- e) Upon acceptance, the transfer student will be scheduled into class. It should be understood by each transfer student and the student's parents that Narmer American College has established certain requirements for graduation, 26 Credits. NAC expects transfer students to conform to these requirements. It should also be understood that it is not always possible to provide a transfer student with all of the courses requested because of class enrollment capacity and/or other student requirements.
- f) Transfer Students with incomplete files at the beginning of the school year will not be allowed to attend classes until their files are complete.

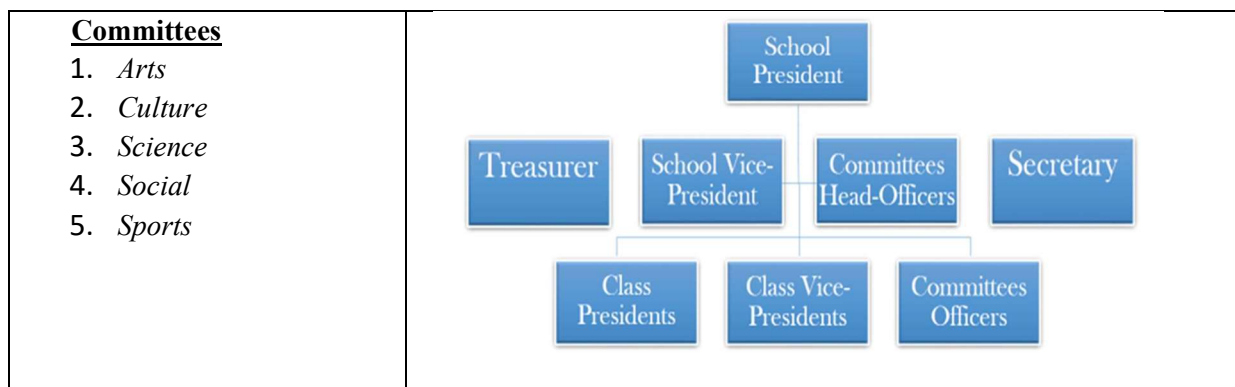
## STUDENT COUNCIL *A VOICE FOR STUDENTS PURPOSE*

- Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests, and concerns with the school wide community.
- The function of the student council is based upon democratic procedures. Ideas are presented and voted upon. Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school is welcome to become involved.

### Officers

- The student body officers are the representatives of the students at school. Their responsibilities are to demonstrate leadership as they serve the student body, school and community.
- The president is the chief representative for the student body. He/She develops the agenda for student council meetings in cooperation with the student council advisor. They are responsible for understanding how to run a meeting and demonstrate a strong example of leadership. They consider the needs of the students and work towards change that will benefit everyone. The student body president also has the unique opportunity of leading the Sunday morning assemblies.
- The vice-president is the second in command. If the president is unable to complete the responsibilities, the vice-president takes charge. In addition to the above responsibilities, the vice-president contributes to meetings with ideas and suggestions and helps with the duties of the president.

- The treasurer is in charge of the student council budget. The treasurer is responsible for reporting on the finances at each meeting. In addition, they present proposed budget of activities to the student council and keep accurate records of income and expenses. They also play a large part in coordinating fundraising efforts.
- The secretary keeps track of all the organization actions. In addition to keeping minutes during meetings, they handle correspondence between council members. They remind members of past meeting minutes and distribute the agenda for the current meetings. They are responsible for the bulletin board and suggestion box. The secretary ensures that the student council runs smoothly and is organized.
- The five heads of committees are responsible for conducting the committees' meetings. They organize the work of their committees to serve the events or projects on the council's agenda.
- All officers should set an example of academic excellence, exemplary conduct, and good attendance.



### **Nominations and Elections**

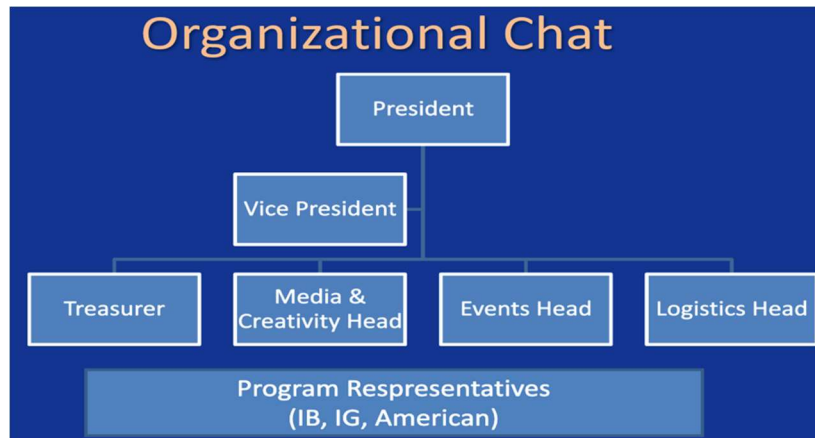
- The Principal should set a date for the election of representative(s) to the Student Council. Nominations for election should be made within a reasonable period before the election as specified by the Principal and Advisor.
- A student can run for the officer of any of the five committees in his/her class.
- Nominees are allowed a certain number of days to promote themselves before the elections. They may use posters and brochures.
- On the elections day, the Principal and Advisor pass by each class to take votes. Nominees will be asked to leave the classroom and votes will be taken anonymously. Out of the five elected officers, students of each class will vote again to choose a president and a vice president.
- Winning officers of all high school classes can nominate themselves to be the Heads of the committees they represent. Also Senior Presidents and Vice-Presidents can nominate themselves for the School President or Vice-President positions.
- After a reasonable number of days, the Principal and the Advisor pass by each class again to take the second elections' votes.
- On the first student council meeting, members vote for a treasurer and a secretary.
- After the elections, the council will be fittingly installed in a dignified Oath-Taking Assembly. Members will take the Oath and wear their student council badges in front of all high school students and teachers.

### **The Oath**

*I promise, to fulfill the duties of my office, to be a good citizen in the government of my school, to uphold its traditions and regulations, and to abide by the high standards of ethics."*

### Senior Committee Requirements and Elections:

The senior committee is run by grade 12 students under the guidance of the senior advisor. The main purpose of the committee is to organize events inside and outside of the school to create memories and raise funds for their prom.



In order for grade 12 students to nominate themselves as senior committee members, they must fulfill the requirements below:

- a. Academics: Grade 9-11 cumulative GPA should be at least 2.5.
- b. Punctuality: A maximum of 3 unexcused absences throughout their junior year.
- c. Behavior conduct: A maximum of 1 suspension (in or out of school) throughout their junior year.
2. All candidates must write a Speech to be presented in front of the Juniors and a panel of judges from School Principal, Stage Principals, HODs and their current teachers.
3. Elections by Juniors and judges (teachers & administration) take place after all the speeches have been presented on an online forms link, the weight of the students vote should take up to 60% and the panel of judges 40%.
4. Results to be shared by the end of the elections day.

## DISCIPLINE - STUDENT CODE OF BEHAVIOR

### 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 circumstances.

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 circumstances.

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:**

02-25874000 – 01224801000

### **Emails for concerns or to reach the Administrators and Principals for appointments:**

American High School Principal: Hebafayed@nacegypt.com

American High School Principal's office: fatmasalama@nacegypt.com

Registrar/College Advisor/AP Coordinator's office: Azza@nacegypt.com

The most important education in behaving appropriately begins at home. The behavior wellbeing of a child depends not only on the words of the parents but also the behavior of the parents.

Narmer American College reserves the right to discipline students for behavior, whether inside or outside of school, including, but not limited to, use of any form of social media that is detrimental to the standards and reputation of NAC.

### **General Rules of Behavior**

The entire school will be considered a closed campus during school hours. Anyone who wishes to visit classes must follow the rules for visiting the school.

- a) Eating or drinking in the school building (Main building, classrooms, pool area, gym, auditorium, library, etc.,) is not permitted.
- b) No student shall place litter (trash) of any kind (paper, cans, wrappers, food, etc.) on the ground, leave on cafeteria tables, or any place other than a trash can. Gum is not allowed. Students found leaving trash on cafeteria tables will be detained to assist with the cleaning of the tables.
- c) School lockers are the exclusive property of Narmer American College. At no time does Narmer American College relinquish its exclusive ownership, and control of lockers provided for the convenience of the students. Any loss or damage to a locker or the contents of a locker shall be the responsibility of the student to whom the locker was assigned.
  - {NAC administration reserves the right to search and inspect the contents of any student locker at any time during the school day. Any prohibited items will be confiscated and will not be returned to the student. In some cases, disciplinary consequences will be applied.}
- d) No student is allowed to use any of the school facilities for any purpose without the permission and presence of a faculty member or coach. This includes, but is not limited to, athletic fields, pool, gymnasium, auditorium, cafeteria, and classrooms.
- e) Unauthorized use of electronic devices (Laptops, iPads, Smart Phones, iPods, and Mobiles) during the school day will result in the item being confiscated. **PARENTS ARE STRONGLY DISCOURAGED FROM SENDING THEIR CHILD/CHILDREN TO SCHOOL WITH EXPENSIVE JEWELRY, SMART PHONES, AND OTHER EXPENSIVE ELECTRIC DEVICES AS WELL AS WITH LARGE SUMS OF MONEY. NAC ASSUMES NO LIABILITY FOR ANY SUCH ITEMS.**
- f) **No student shall bully, harass, or commit any act that injures, degrades or disgraces any fellow student, faculty member, staff or support staff member at Narmer American College. Such behavior is a potentially expellable offense. Any student who believes he/she or any other student is being bullied or harassed or**



unfairly signaled out for any reason, must report the incident/s to the Associate Principal. Using any of Narmer American College's technology to bully another student will result in loss of computer privileges and additional disciplinary action.

## **Anti-Bullying Policy**

### **Prohibition of Harassment, Intimidation, and Bullying**

Narmer American College is committed to providing students, employees, volunteers, and parents a safe and civil educational environment that is free from harassment, intimidation or bullying. "Harassment, Intimidation, or Bullying" means any written, electronic, verbal, photographic or physical act when the intentional written, verbal, or physical act:

- a) Physically harms a student or damages a student's property; or**
- b) Has the effect of interfering with a student's education; or**
- c) Is severe, persistent, or pervasive so that it creates an intimidating or threatening educational environment; or**
- d) Has the effect of disrupting the orderly operation of the school.**

Harassment, intimidation or bullying can take many forms including, but not limited to, cyber bullying (tweeting, texting, posts on Facebook, emails, etc.) slurs, rumors, jokes, innuendos, demeaning comments, drawing of cartoons, gestures, written threats, verbal, or physical actions. This policy applies to students, parents, relatives and associates of students.

**Conference with parents, corrective discipline, and dismissal from school, and referral to law enforcement may be employed to change the behavior of the student and remediate the impact on the victim.**

## **SCHOOL BUS SAFETY RULES AND PROCEDURES**

The most important element of school bus transportation is the safety of students. In order to achieve a safe and efficient system, students, bus matrons and drivers must strictly adhere to the following rules and regulations:

1. Students shall always take a seat upon boarding a bus and remain seated at all times while the bus is in motion. They must fasten their seat belts at all times during the bus ride.
2. Conduct on the school bus shall be of the same high standard as expected in the classroom. All school rules apply while students are on the bus. Such acts as fighting, pushing; obscene talk or gestures will not be tolerated and will be cause for disciplinary action.
3. In order to maintain a strict time schedule, drivers cannot wait for students. Students must be ready and on time for boarding the bus each morning. The student must be ready five (5) minutes before the bus is scheduled to arrive.
4. Student should not talk to the driver while he is driving.
5. Students shall wait until the bus comes to a full stop before entering the roadway to board the bus or before leaving their seat to get off the bus.
6. No student should be seated next to the driver.
7. The bus doors must remain closed. Students are to keep arms and heads inside of the bus at all times. Bus windows shall be kept shut unless permission to open them is given by the driver.
8. No talk about politics or religion is allowed between the students or with the bus matron or driver.



9. Sharp items, bulky items, and other dangerous objects are prohibited on the bus.
10. The bus radio won't be switched on during the bus ride.
11. Students shall remain on the bus until it arrives at school or at home. Drivers will not let students off upon request unless a pass is obtained from the Office of the Stage School Principal for a change in riding status and given to the Bus Supervisor.
12. An email and a written parental request are required for any change from one bus to another or for a change in pick-up or drop-off point. The request must be communicated to the principal's office before 12h00 to allow for sufficient time to effect these changes to ensure student safety.
13. The school bus matron and the driver are completely in charge when transporting students. All instructions given shall be followed and students should cooperate with the bus matron and driver in any way they can.
14. Any damage to the bus caused by a student will be repaired at the student expenses.

## TECHNOLOGY POLICY

### **Cell Phones, Smart Phones, and Electronic Devices**

Students are not permitted to use cell phones/smart phones during the school day. When attending classes or school assemblies, cell phones/smart phones must be turned off. If the cell phones/smart phones go off at any time during the school day, it will be confiscated and returned at the discretion of the principal. If violation is repeated the cell phones/smart phones may be returned only at the end of the year. Narmer American College assumes no liability or responsibility for any loss or damage to any student's electronic devices brought to school.

Narmer American College accepts the fact that computers, smart phones, laptop computers, IPADS, and other information technology play a major role in today's society. Accepting the importance of technology, but aware of its potential for inappropriate use, Narmer American College offers its students access to and the opportunity to use all the available technology within the limits of the NAC Technology Use Policy described below.

- ❖ **Students are not allowed to use NAC's computers to access applications or websites should not access or transmit inappropriate material in any form or manner. Inappropriate material includes, but is not limited to offensive or sexually explicit material (text, image, or lyric based)**
- ❖ **Students will not use cell phones, IPADS, laptops, or any other electronic device for the dissemination or publication of any materials which may damage the name of the school, which is detrimental to the common good or which is personally harmful, slanderous, libelous, or offensive to any student or member of the Narmer American College administration, faculty or staff. This includes the posting of inappropriate and personally offensive material on any blog, chat room, any social media site.**
- ❖ Students are strictly prohibited from using cameras, cell phones, smart phones, and IPADS to take photographs, make video recordings or record any conversation in the classrooms, PE locations, restrooms and hallways. **Violation of this policy will result in immediate suspension, loss of privileges related to the use of technology and a parent conference with the Principal and the School Principal. Depending upon the severity of the incident/s, expulsion from NAC is an option.**
- ❖ Students are strictly prohibited from modifying, attempting to modify, or remove any hardware or software from NAC computers and computer systems. This includes, but is not limited to, administrator, faculty and staff computers, printers and desktop settings. **Students are strictly prohibited from attempting to access restricted resources including electronic student data files.**
- ❖ A student's use of electronic devices, cell phones, smart phones, IPADS, laptops or any other device that violates the Narmer American College Technology Policy will result in disciplinary action.
- ❖ NAC reserves the right to inspect a student's electronic device without his/her consent. While on the NAC campus or involved in school related activities, students do not have the right to refuse any inspection of electronic devices. The student's parents will be contacted by the principal.
- ❖ All violations of NAC technology policy will include a thorough investigation. Results of the investigation will become a permanent part of the student's record.

### **Parents Monitoring of Social Media Content**

Social Media has become an important medium of communication for our students. Social Media, all too often, is used in disparaging, harassing, sexually explicit, and/or other ways that run counter to our school policies and expectations of appropriate student behavior. They are an offense to the notion of civilized behavior.

Narmer American College presumes that parents actively monitor the social media content of their son/daughter to discourage use of social media as a weapon against anyone, use of social media to belittle or disrespect others, and/or use social media to be sexually explicit, to bully, or to harass others. NAC technology policy will be in effect but is not limited to students, parents or relative. Parents are expected to monitor their student's social media contents.

## **POLICY OF POSSESSION/USE/SELLING OF DRUGS**

### **Philosophy**

Narmer American College recognizes the hardships created by drugs at the individual, family, and community levels. In so doing, our school is united to provide a drug free environment safe for student learning. While we recognize the need for compassionate treatment of those using drugs, addicted to drugs and seeking help, we also uphold the policy of not using drugs or distributing drugs at any time while on or off campus or at any off-campus Narmer American College event. In accordance with this, we will maintain a NO TOLERANCE Policy toward the use or possession of drugs. The policy relating to such abuses is designed to be preventive in nature and is intended for any student having problems with drugs.

### **Possession / Use**

#### **1st Offence**

When a student is found in possession of, under the influence of, or using drugs or paraphernalia on the way to or from school, at school, before, during, after or at school sponsored events, the unauthorized substance will be taken away from the student and parents will be called in immediately and informed that student is expelled. Narmer American College reserves the right to contact the police for incidents involving drugs. If emergency services are required such services shall be contacted and the expense will be borne by the student and his/her family.

#### **Trafficking / Selling of Drugs**

If a student is found to be trafficking – buying, giving away or offering to trade, sell, or give away drugs (including prescription medication), on the way to or from school, at school, before, during, after or at school sponsored events, the student will be dismissed immediately from Narmer American College without the option of returning. The parents will be notified immediately.

Inspection of personal property including (but not limited to) cell phones, text messages, Facebook, Twitter accounts, Instagram or any type of Social Media communication, lockers and their contents, clothing pockets, and backpacks may be conducted by the principal or designee for any reason at any time without notice and without student or parent consent. Any unauthorized items will be confiscated and not returned to either student or parent.

## **GROUND S FOR DISCIPLINARY ACTION/DISCIPLINARY CONTRACT/SUSPENSION/EXPULSION**

At NAC, the teacher of each class is in charge of student behavior in the classroom. All students are expected to comply with the Classroom Management Plan and the other rules that the teacher may decide are appropriate as long as they are consistent with the policies and procedures of Narmer American College. Administrators, faculty and staff must always be addressed in a respectful and polite manner. Behavior that is confrontational with a teacher in the presence of other students in the classrooms, laboratories, gym, track and field, and auditorium and in any other areas of the NAC campus is unacceptable. In each case the principal will determine the appropriate disciplinary action to be taken.

**A student may be placed on suspension, placed on a Disciplinary Contract or recommended for expulsion for actions including, but not limited to the following:**

- a) Possession of or assault with a lethal instrument or weapon or possession of harmful weapons and materials or objects that can be used as weapons.
- b) Use of, possession of, under the influence of, or distribution of any narcotics or controlled substance or anything passed off as drugs, on or off school premises or at any school – related activity regardless of where and when it takes place, prior to, at, or following any school related activity.
- c) Theft, attempted theft, dishonesty, or extortion.
- d) Failure to uphold any of the conditions of a Disciplinary Contract.
- e) Any act of vandalism involving school property or the property of another, including: fellow students, faculty, staff, support staff, and other employees of NAC.
- f) Forging – students are not permitted to write their own notes or sign any official school documents.
- g) Bullying – Students are entitled to be in a bully-free environment.
- h) **CONTINUED SKIPPING CLASSES OR LEAVING SCHOOL WITHOUT PERMISSION.**
- i) Smoking or being in the possession of tobacco products on campus or at any school event.
- j) Any action deemed by the administration to be detrimental to the welfare of other students or school personnel.
- k) Disobedience, insubordination, or disrespect toward authority.
- l) Excessive unexcused absences or continued tardiness.
- m) Tampering with the personal computer and recorded grades of any teacher or NAC administrative personnel.
- n) Inappropriate use of the Internet whether inside or outside of school that is detrimental to the reputation of the school or school personnel, issuing threats to do harm or to intimidate others.
- o) Establishing websites or participating in web “blogs” containing material (such as but not limited to school personnel) related to and contrary to the mission and philosophy of NAC.
- p) Fighting, verbal abuse (including: text messaging, cyber bullying, Tweeting, Facebooking, assault, battery, bullying harassment, threat of violence or encouraging others to **violent actions directed toward any school personnel, student or their property.**
- q) **Language or behavior which is immoral, profane, vulgar, or obscene.**
- r) Sexual harassment, unwelcomed sexual advances and/or other verbal comments which are offensive in nature.
- s) Students found to have made false reports and/or accusations.

### Student Suspension

- **In-School- Suspension (ISS):**

Students who receive In-School Suspension (ISS) will be assigned to the ISS room and monitored by NAC personnel. The student will work on assignments provided by the classroom teachers. All assignments must be completed. Failure to complete assignments may result in an additional day being added to the suspension. **The credit for this type of work done outside the classroom will be left for the administration to decide upon.** During the period of suspension, the student will take his/her lunch in the suspension room. Students in either out-of-school or in-school suspension are not permitted to participate in any school activities.

- **Out-of School Suspension (OSS)**

If while serving In-School-Suspension, a student continues his/her misbehavior, the suspension will be changed to Out-of-School Suspension (OSS). Being suspended from Narmer American College is a serious step in the

disciplinary policy. It is not to be taken lightly by either the student or his/her parents or guardian. Depending on the seriousness of the violation/s, the length of time for a suspension -off campus – can be three, four, or five days. The maximum time period for a suspension is nine days.

**Students who are on OSS WILL NOT be allowed to make- up any of the work done in class during their period of suspension and this includes tests, quizzes and class work assignments.**

### **Student Disciplinary Probation Contract**

A student will be placed on a Disciplinary Probation for consisted and serious violations of the NAC policies and procedures governing student behavior. Student and his/her parents will be required to sign a disciplinary probation contract. During the period of probation, any violation of the terms of the probation may be grounds for dismissal from NAC.

### **Student Expulsion**

Students may be subject to expulsion for any behavior that is detrimental to the common good or is harmful or offensive to any members of the Narmer American College community.

The final decision to expel a student will be made by the Managing Director after consultation with the School Principal and the Director of Legal Affairs. A student, who has been expelled from the school, will not be readmitted at a later date.

### **Expulsion – Procedures for Appealing Dismissal from NAC**

If a student's offense is potential grounds for expulsion, the principal will inform the parents and send the student home. A hearing for expulsion will be set by the School Principal with the advice of the school's legal counsel. Individuals other than the student and parents are not allowed to attend the hearing. After the hearing, a recommendation will be made to the Managing Director for approval.

### **Recommended Transfer**

A recommended transfer terminates the student's enrollment at NAC but does not leave the stigma of expulsion on the student's record.

### **Definition of Conditions for Recommended Transfer:**

- A. A recommended Transfer is a recommendation made by the principal that continued attendance is not in the best interest of the educational environment at NAC or will make demands on the school which the school cannot meet.
- B. The parent/guardian have failed to meet the obligations of Narmer American College which they accepted upon enrolling their child or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other students.
- C. **If grounds exist to expel a student, but there are extenuating circumstances in the determination of the Managing Director, the Managing Director may, at her discretion offer a recommended transfer as an alternative to expulsion.**

## VIOLATIONS AND CONSEQUENCES

| Offense  | First   | Second  | Third   | Fourth  |
|--|---|---|---|---|
| Use of inappropriate language                  | Break detention<br>Notify parents   | ISS<br>Parent/teacher conference  | OSS 1 Day<br>Parent/Principal conference  | 2 Days OSS<br>Parent/ Principal conference<br>Behavior contract \ Behavioral Probation) |
| Physical Aggression                            | ISS<br>Parent/ Principal conference   | OSS 1to2 Days<br>Parent/ Principal conference   | OSS 3-5 Days<br>Parent/ Principal conference<br>Behavior contract (Behavior Probation)  | OSS 5-7 Days<br>Parent/ Principal conference<br>Behavior contract (Behavior Probation)  |
| Disrespectful behavior towards teachers/ staff | ISS<br>Parent/Principal conference  | OSS 1-2 Days<br>Parent/ Principal conference  | OSS 3-5 Days<br>Parent/ Principal conference- Behavior contract/ Probation  | OSS 5-7 Days<br>Parent/ Principal conference<br>Behavior contract/Probation             |
| Disruptive behavior in class                   | Break detention- 75 % off classroom readiness<br>Parent/teacher conference                        | ISS<br>Parent/ Principal conference   | OSS 1 Day<br>Parent/ Principal conference   | OSS 2-3 Days<br>Parent/ Principal conference<br>Behavior contract / Probation           |
| Failure to comply to administrative directives | Break detention<br>Notify parents   | ISS<br>Parent/ Principal conference   | OSS 1-2 Days<br>Parent/ Principal conference  | OSS 3-5 Days<br>Parent/ Principal conference<br>Behavior contract /Probation)           |
| Skipping Class                                 | Break detention/ no class credit for class skipped<br>Notify parents                              | ISS<br>Teacher/ Parent conference   | OSS 1 -2 Days<br>Parent/ Principal conference   | OSS 3-5 Days<br>Parent/ Principal conference<br>Behavior contract /Probation            |
| Uniform Violation                              | Break detention<br>Notify parents   | Break detention<br>Notify parents   | ISS<br>Parent/ Principal conference   | OSS 1- 2 Days<br>Parent/ Principal conference<br>Behavior contract /Probation           |
| Tardiness to Class                             | Break detention<br>Notify parents<br>50 % off class work<br>Notify parents                        | Break detention<br>Notify parents<br>75 % off classroom readiness<br>Notify parents   | Break detention<br>90 % off classroom readiness<br>Parent/teacher conference  | ISS<br>Parent/ Principal conference<br>Behavior contract/Probation                      |
| Tardiness to school                            | Break detention<br>Notify parents<br>50 % off classroom readiness / classwork<br>For first period | Break detention<br>Notify parents<br>Student will be allowed to attend first period and will get zero credit for that period. | Break detention<br>Notify parents<br>Student will not be allowed to attend first period and will get zero credit for that period. | ISS<br>Parent/teacher conference<br>Behavior contract                                   |

- ❖ **ISS:** Student will receive NO CREDIT for class readiness and warm-up assignment.
- ❖ **OSS:** Student will receive NO CREDIT for all assignments done in class. Student WILL NOT be allowed to make-up any of the missing assignment including tests and quizzes.

## MINISTRY OF EDUCATION LIST OF VIOLATIONS AND CONSEQUENCES

| <u><b>Violation</b></u>   | <u><b>First measure</b></u>  | <u><b>Second measure</b></u>  | <u><b>Third measure</b></u>  |
|---|--|---|--|
| Aggression towards other students (attack)                                | <ul style="list-style-type: none"> <li>- Social worker instructs and guides. Student and parent sign the referral. Case placed in file. Give an apology to the victim.</li> <li>- Suspend student for a day.</li> </ul>  | <ul style="list-style-type: none"> <li>- From one day to three days of suspension in addition to student and parent signing the referral, and student giving an apology.</li> <li>- Transfer student to the child protection committee in school or the affiliated office with the ministry.</li> </ul> | <ul style="list-style-type: none"> <li>- Transfer student to the school social worker's office to examine his case and correct behavior.</li> <li>- School admin and school protection committee to consider suspending the student up to 15 school days in addition to the student giving an apology.</li> <li>- Take legal action according to the law.</li> </ul> |
| Theft/ stealing others' possessions                                       | <ul style="list-style-type: none"> <li>- Supervisors instruct and guide. Return stolen items. Inform parent. Student sign referral.</li> </ul>   | <ul style="list-style-type: none"> <li>- Transfer to school social worker and call parent. Return stolen items. Examine the student's case.</li> </ul>  | <ul style="list-style-type: none"> <li>- Transfer student to higher administration and the school protection committee to study his case under the law.</li> </ul>   |
| Disrespect towards administrative, academic, technical, or cleaning staff | <ul style="list-style-type: none"> <li>- Social worker instructs and guides. Student and parent sign the referral. Case placed in file. Students will be asked to give an apology to the victim.</li> <li>- Suspend student from one day to three days.</li> </ul> | <ul style="list-style-type: none"> <li>- Transfer to school social worker and call parent. Suspend student from three to five days.</li> <li>- Examine the student's case.</li> <li>- Sign referral by student and parent.</li> </ul>   | <ul style="list-style-type: none"> <li>- Suspend student for 15 days.</li> </ul>   |

## CAMPUS RULES AND REGULATIONS

Narmer American College maintains a closed campus during the school day. All visitors to our campus must receive a visitor's pass from security personnel at the front gate. Parents/visitors must state the nature of their business or with whom they have an appointment. Security will contact the main reception desk to verify the information and then pass the visitor or parent through to the main building. **Narmer American College expects all visitors to the campus to exhibit, at all times, courtesy and respect for all school personnel. Rude behavior and disrespect toward school personnel is unacceptable and will not be tolerated. Parents and/or visitors who consistently exhibit disrespectful and rude behavior toward any member of the NAC faculty or staff will be barred from the NAC campus.**

### Hallways and Student Property at NAC

It is important to maintain a clean and orderly environment. In order to achieve this goal, it is important that all students assist in keeping the hallways, stairways and classrooms free of trash and clutter. There are waste baskets in each classroom and large trash baskets in the hallways on all levels where students and faculty may throw trash. **Students should keep all school supplies in their lockers when they are not being used. Backpacks and textbooks must not be left in the hallways or on top of lockers. If left in these areas, they will be confiscated and turned in to Lost and Found. Students should not leave IPADS, electronic devices, cell phones, or other such property in the hallways unattended.** Students are not to be in the hallways without the appropriate hall pass. Floor security personnel will stop and take students who do not have authorization to be out of class to the office of the Associate Principal. The classroom teacher will be asked to provide a reason as to why the student is out of class without a pass.

### The Cafeteria

The NAC cafeteria is a place where students come to take their meals and meet friends only during the break time. No student should be allowed access to the cafeteria except during designated times (see schedule for high school recess time). Students can store their water bottles in their lockers and use them between classes, but they may not leave class to run buy water or even access the cafeteria during the five minutes in between. The cafeteria offers a number of food selections and drinks for students. NAC expects that all high school students behave like young ladies and young men. At all times, they should be courteous, polite and respectful towards all cafeteria personnel. They should be seated while eating. The appropriate etiquette for eating in a restaurant, etc., is one of those skills learned at home.

It is the students' responsibility to see that the cafeteria is kept clean and orderly at all times. Food and drink are not allowed in any part of the NAC campus, including classrooms and outside the cafeteria, except in the plaza area. Water may be allowed in the classroom with the express permission of the teacher.

### Posters

All student posters must be initialed by the Associate Principal before they can be posted on campus. Posters, once approved, can be placed on bulletin boards or strips. They cannot be taped to the walls. Taping posters or other items to walls or doors causes damages.

Posters cannot be approved by personnel other than the Associate Principal. Posters placed on the walls, bulletin boards or strips without the Associate Principal's signature will be removed.



## 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 visitors pass.
- b) Sign-in includes official ID, name, time in & out, and destination of who you are here to see.  
To avoid interruptions to classroom instructional activities, we will not deliver messages to students in classrooms except in the case of an emergency.
- c) **AT NO TIME DURING THE SCHOOL DAY ARE PARENTS TO ENTER CLASSROOMS. VIOLATORS WILL BE ESCORTED FROM CAMPUS BY SECURITY PERSONNEL.**

## STATEMENT OF CONSENT FORM

Narmer American College shall provide annually for a signed statement by each student's parents or guardians that they acknowledge, understand, and consent to the responsibilities outlined in the Narmer American College Student/Parent Handbook.

Parents/guardians must sign the form and return it to the school. Middle and High School students must return the signed form to their English teacher. Questions about the contents of the form should be directed to the School Principal's office.

I understand and my child and I agree to fulfill the responsibilities outlined in the Narmer American College Parent/Student Handbook, the Honor Code, and Student Code of Behavior. I also understand and agree that my child shall be held accountable for his/her behavior. Furthermore, I understand that students who violate the Narmer American College Student Code of Behavior and/or Student Honor Code shall be subject to the appropriate non-negotiable disciplinary actions, up to and including removal from Narmer American College.

Name of Parent /Guardian \_\_\_\_\_

Name of Student (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

***FAILURE TO COMPLETE THIS FORM DOES NOT MEAN THAT STUDENTS, PARENTS OR GUARDIANS ARE EXEMPT FROM COMPLETE COMPLIANCE WITH ALL NAC POLICIES GOVERNING STUDENT ACADEMIC PERFORMANCES AND BEHAVIOR. ANY VIOLATION OF ACADEMIC, ATTENDANCE, BEHAVIOR, OR HONOR CODE POLICIES WILL BE SUBJECT TO THE APPROPRIATE DISCIPLINARY CONSEQUENCES, UP TO REMOVAL FROM NARMER AMERICAN COLLEGE.***

## 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. Per Narmer American College Attendance Policy, students are required to attend school regularly and it's the responsibility of the parents and guardian to ensure that.

### Please be advised that:

#### Article (5) of the Egyptian Ministerial decree:

- 1- If a student'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 student 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 student is suspended from school.
- 3- A student who does not meet the "required" 85% of attendance is not allowed to take the final exams.
- 4- The school will send an official letter to students who have excessive absences.

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

a) Repeating the course

OR

b) Repeating the grade level

School Principal

High School Associate Principal

\_\_\_\_\_

\_\_\_\_\_

Parent's/Guardian's Signature

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Please sign and return to school.

## STUDENT-PARENT AGREEMENT REGARDING THE USE OF TECHNOLOGY AT NAC CAMPUS

I, \_\_\_\_\_, accept and agree to abide by the Narmer American  
(Print first, middle and last name)  
College Technology Use Policy that is listed in the High School Student Handbook.

I understand and agree that the primary purpose of the Narmer American College technology resources is education and that education purposes shall have priority over all others.

I understand that the use of NAC technology resources is a **PRIVILEGE**, not a **RIGHT**. I accept that inappropriate, immoral or illegal behavior may lead to serious consequences and disciplinary action including the loss of all access to NAC computers and possible suspension and/or expulsion from Narmer American College.

I acknowledge that Narmer American College reserves the right, at any time, to examine any communication using the school's technology resources – to transfer or transmit any inappropriate material about any faculty, staff member or other students associated with Narmer American College.

I release Narmer American College and all other organizations related to NAC from any liability or damages that may result from the use of the NAC Internet connection or accounts. In addition, I will accept full responsibility and liability for the results of my actions with regards to the inappropriate use of the Internet and my second media accounts (Facebook, Twitter, etc.)

I release NAC and its employees and related organizations from any liability for the results of my actions with regards to the use of the Internet and any social media accounts.

Student Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

As a parent, I agree that my son/daughter will uphold the stipulations of the Narmer American College Internet Contract and that any violations will result in consequences as listed in the Narmer American College Student Handbook.

Parent Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## CELL PHONES, SMART PHONES, AND ELECTRONIC DEVICES

Students are not permitted to use cell phones, smart phones, or any other electronic communication devices during the school day unless requested by the teachers. When attending classes or school assemblies, all electronic devices must be turned off. Narmer American College assumes no liability or responsibility for any loss or damage to any student's electronic devices brought to school.

### Cell Phone Contract

Dear Parent/Guardian:

Your son/daughter has requested permission to have a cell phone at Narmer American College (NAC) for the 2023-2024 school year. In accordance to the School Regulation, students must abide by the following conditions:

- Cell phones maybe used for educational purposes with the permission of the teacher only.
- Cell phones are not shared with other students.
- 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 of school friends on school premises or school bus.

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

- **First Offense**: confiscation of the cell phone. *Only* a parent may pick-up a student's cell phone. **Cell phones will not be returned to students.**
- **Second Offense**: confiscation of the cell phone. Administration will not return the cell phone until the end of the year.

### Please note:

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

-----  
Date of Request

-----  
Cell Phone Number

-----  
Student's Name

-----  
Grade

-----  
Student Signature

-----  
Parent/Guardian Signature

-----  
Associate Principal

-----  
Date Approved

## NARMER AMERICAN COLLEGE STATEMENT OF RESPECT

Narmer American College believes that essential to a child's character is instilling in them a sense of respect for themselves and, for the significant adults in their lives: adult family members, teachers, and other adults with whom they may have contact each day. Children must develop a respect for their country which plays an important role in becoming a good and productive citizen and taking pride in being an Egyptian.

For these reasons, Narmer American College insists that students display respect in words, actions, and appearance.

The spirit of Narmer American College cannot be defined with fixed parameters. NAC expects students, parents, guardians, and family members to be respectful and respect others and to comply with the spirit of Narmer American College.

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Student Signature

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(Grade)

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Parent/Guardian Signature

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Print Name of Student

---

Print Name of Parent/Guardian

---

Date

---

Date

## MEDICATIONS/ MEDICAL CASES

Students with medical conditions need to send an updated medical report to the Associate Principal's Office or the attending physician as soon as the school year starts. The school will not be able to assist in the absence of those records. In case there is a chronic medical condition, we NEED to know so we can help the parents apply for SAT accommodations which will act in the benefit of the students.

Any medication taken by NAC students is subject to verification by the school doctor.

No medications will be dispensed to students by the school. If it is necessary for a student to receive medication during the school day, the following will be adhered to:

- a) When reasonable and feasible, the student medication should be self-administered. No medicine should be kept in student lockers.
- b) Specific instructions from the attending physician, parent/guardian stating the nature of the medication – dosage and terms of administration, should be in the office of the school doctor.
- c) Student medication is to remain in the office of the school doctor.
- d) All medications must be clearly marked (prescription container, original package, etc.)
- e) Any change to the dosage must be accompanied by a doctor's note.