

NARMER AMERICAN COLLEGE



**Parent/Student Handbook
2024/2025
American Elementary Department (Grades 1-5)**

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.

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

WELCOME

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 AdvancED. We are authorized by Cambridge Assessment International Education; Pearson Edexcel; and approved by the Ministry of Education of the Arab Republic of Egypt.

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

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

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

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

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

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

NACian and proud!

Heba Khalifa, MA
School Principal

Dear Narmer American College Community,

Welcome to the new academic year at Narmer American College! We are excited to partner with you as we embark on a year filled with learning, growth, and success, ensuring that each student thrives in our nurturing and supportive environment!

Each year, parents and students are provided with an updated handbook to guide them with their rights and responsibilities. Students are the center of our work, and we encourage you to get to know the teachers and the school staff that support their success.

My name is Marwa Al Droubi, and it is an absolute pleasure to join Narmer American College as the Early Childhood and Elementary Associate Principal for this academic year. I am deeply honored to be part of such a dynamic and dedicated team of educators, parents, and experts.

Together, as stakeholders in our students' success, we will work collaboratively to ensure that each child reaches their full potential during this critical stage of their educational journey.

Finally, I encourage parents and students to read and discuss the handbook with each other and with the school's personnel if you have any questions.

I look forward to an exciting year ahead, filled with growth, learning, and shared achievements.

Warm regards,
Marwa Al Droubi
Early Childhood and Elementary Associate Principal
Narmer American College

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Section I - School Mission, Vision, Core Values, and Profile of Student

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 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 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 STUDENT PROFILE

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.

SECTION II

NARMER AMERICAN COLLEGE HONOR CODE

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

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

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

NAC STUDENT HONOR CODE PLEDGE

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

Narmer American College is accredited by the North Central Association Commission on Accreditation and School Improvement (NAC CASI), an accreditation division of AdvancED; International Baccalaureate World School, Diploma Program (IBDP); Middle States Association Accreditation (MSA); and approved by the Egyptian Ministry of Education of the Arab Republic of Egypt. We are currently working towards earning accreditation by the International Baccalaureate Organization for the Primary Years Program (PYP).

SECTION III

ACADEMICS

Report Cards/Progress Reports

Parents of Elementary students receive Progress Reports as needed. Elementary students receive grades in academics, work habits and behavior.

Report Cards are received on trimester basis, after which, Parent-Teacher Conferences are scheduled - this is a time for the teacher and parent to share information about the grades and success of your child.

After checking the Student Management System - Grade-book, if your child is receiving a grade lower than 60% in any class during a certain period, please request a conference with your child's teacher.

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

Academic Assistance Program

NAC offers Academic Assistance to students who are experiencing academic difficulties in their core subjects (English and Math). This program is not optional, and students are required to be in attendance. The program is either a pull-out or a push-in.

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

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

Homework Policy

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

Daily Homework Time Guidelines

Grade Level	Assigned Work	Independent Reading
Grade 1	10 minutes	15 minutes – can be with parents
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	40 minutes	30 minutes
Grade 5	50 minutes	35 minutes

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

Quizzes, Tests, Exams

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

Promotion and Retention

A student may be promoted to the next grade level based on mastery of the current year level's academic requirements in core subjects.

The recommendation of the classroom teacher is an essential part of the promotion or retention of a student at Narmer American College.

Grading System

Grade 1 Grading System:

Grade 1 students' achievement is reported as follows:

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

Grades 2-5 follow the following percentages:

<u>Letter</u>	<u>Percentage</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

**DISTRIBUTION OF GRADES 2024-2025
ELEMENTARY GRADES 2-5**

Subject	Homework	Classwork/ Project	Project	Assessment	Quiz	Test	Exam
Grade-level 2							
Language Arts	10%	50%		40%			
Math	10%	50%		40%			
Science	10%	50%		40%			
Social Studies	10%	50%		40%			
Arabic	10%	50%		40%			
Religion	10%	50%		40%			
Art			100%				
Computer			100%				
Music			100%				
PE			100%				
Grade-levels 3, 4, and 5							
Language Arts	10%	40%			10%	15%	25%
Math	10%	40%			10%	15%	25%
Science	10%	40%			10%	15%	25%
Social Studies	10%	40%			10%	15%	25%
Foreign Language	10%	40%			10%	15%	25%
Arabic	10%	40%			10%	15%	25%
Religion	10%	40%			10%	15%	25%
Arabic Social Studies Grade-levels 4 and 5	10%	40%			10%	15%	25%
Art			100%				
Computer			100%				
Music			100%				
PE			100%				

ATTENDANCE

Daily Schedule

School starts at 8:00 A.M. and ends at 3:00 P.M., Sunday, Monday, Wednesday and Thursday and at 3:30P.M. on Tuesdays. Gates are opened at 7:45 A.M. to receive students. An in-class break of 10 minutes for breakfast is provided at the beginning of the day, and a 45- minute recess takes place later in the morning.

Weekly schedules are posted on the school portal. Parents are notified in case of any changes.

Students should be in attendance daily. In case a student exceeds the allowed number of absences, consequences will be applied. *(Please refer to the Attendance Warning Letter).*

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.

ATTENDANCE WARNING LETTER



Narmer American College

Date: _____

To the Parent(s)/Guardian(s) of: _____

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

Please be advised that:

Article (5) of the ministerial decree:

1. If a 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. A student who does not meet the “required” 85% of attendance is not allowed to take the final exams.
3. In serious cases of absences, the school will notify the student officially.

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

- a) Sitting for a Re-take exam OR b) Repeating the grade level**

School Principal

Stage Principal

Parent’s/Guardian’s Signature

Please sign and return to school

ACADEMIC PROBATION

Date	Student's Name	Student's ID



Narmer American College

Dear Parent/Guardian,

- Academic Probation is a term described to students whose grades show two D's or one or more F's at the end of the first trimester grading periods.
- A student on Academic Probation must:
 1. Attend a meeting with the parent, Academic Advisor, and the Associate Principal at the beginning of probationary term
 2. Attend two hours of tutoring per week either at or outside of NAC and submit a record of tutoring when asked by the Associate Principal.
 3. Meet with NAC Academic Advisor regularly to review the online grades, discuss the current academic standing, and to develop an academic plan for a successful improvement.
 4. Schedule weekly appointments with teachers to share and discuss the student's performance.
- **Students on Academic Probation may not participate in athletics or extra-curricular activities until their grades are fixed.**
- The final decision as to whether a student will be allowed to continue at NAC after being placed on Academic Probation for two consecutive quarters will be made on a case-by-case basis.

I hereby have read and agreed to above the terms and conditions.

Student's signature: _____

Parent's signature: _____

Associate Principal: _____

Academic Coordinator: _____

Date: _____

Disciplinary Probation



Narmer American College

Date: _____

To the Parent(s)/Guardian(s) of: _____

Parent – School Contract- Disciplinary Probation

Grade Level:

Student:

Dear Parent / Guardian,

This document is an attempt to correct your child's behavior by putting the child on a disciplinary probation because of the child's multiple failures to meet the NAC code of conduct.

The terms of Disciplinary Probation are that 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 offence.

Signing this probation contract holds you, as the parent/guardian, responsible for guiding your child and following the school recommendation seeking counseling advice as needed.

Respectfully,

Stage Principal: _____

Parent/Guardian: _____

Date: _____

SECTION IV

ALPHABETIC LISTING OF KEY WORDS AND EVENTS

ABSENCE

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

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

Upon presenting a doctor's note, the absence will be considered "Excused", and the student will be allowed to make up for the missing work with the same credit.

ACADEMIC DISHONESTY

All students at Narmer American College are expected to abide by the Honor Code. Giving or receiving unauthorized information during a test, or copying another student's homework/classwork/assessments will result in a zero (0) and the parents/guardian will be contacted. **Infractions may result in suspension from school and exclusion from Honor Roll eligibility.**

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, text books, or other class related material during a quiz, test or exam without the expressed instruction of the classroom teacher.
2. Communicating or exchanging material in any fashion with another student during the quiz, test, exam, CW, or HW without the specific instruction of the teacher (e.g., looking at another student's paper, talking, use of wireless communication devices, copying HW/CW, etc.)
3. Using unauthorized testing aids (e.g., calculators, tablets) during quiz, test, and final exam.
4. **Plagiarism** is a form of 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.* (During the first week of school, NAC faculty will discuss plagiarism with their students.)

If the Associate Principal determines that Academic Dishonesty has occurred, a 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. In all cases of academic dishonesty, the student's parents or guardians will be notified immediately.

ARRIVING AT SCHOOL/TARDINESS

Children should enter school grounds between 7:40 A.M. and 8:00 A.M. Grades 1-5 students are asked to meet their teachers at a location determined by the teacher, typically in the classroom or on the plaza.

Students are tardy if they are not at school at or before 8:05 A.M., and must report to the Reception Desk. Students will not be able to interrupt the class time, and therefore will be staying at the office until the session ends. Elementary students using private transportation and arriving after 08:30 A.M. risk in-school suspension.

If your child is using the Bus Service, he/she should be waiting for the bus at the appointed time, inbound (coming to school) or outbound (leaving school). If a student misses the bus, inbound or outbound, it becomes the parents' responsibility to bring them to school or take them home, whichever the case may be.

We ask that you do NOT deliver your child to school before 7:40 A.M. nor after 8:30 A.M.

Parents can help improve students' attendance in the following ways:

- Let your child know that you think school is important.
- Set a regular bedtime schedule. Age should not be a factor.
- Provide your child with plenty of time to get ready for school.
- Plan an alternative way for your child to get to school on time in case the usual method is not available.
- Schedule medical, and other appointments after school hours whenever possible.
- Off days will be followed as per the school calendar; however, unforeseen changes will be communicated through a letter/e-mail/message from the school.
- If your child rides the school bus, please make sure he/she is downstairs and waiting at their assigned bus stop on time. Bus drivers have been instructed not to wait for late students.

BACKPACKS

Oversized backpacks are not permitted for lower school students (Grades 1-5). They pose a potential threat to the safety of the students. Normal size backpacks are appropriate. Backpacks on wheels are permitted.

BIRTHDAY PARTIES

In pre Covid years, it was customary to celebrate birthdays at school. However, this tradition was suspended during Covid and it has not, to date, been reinstated.

BOOK FAIR

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

BULLYING

Narmer American College believes that an environment where all students, faculty, and staff feel safe is indispensable to learning. Narmer American College does not tolerate "bullying" which we define as **repeated, unwanted, aggressive** (verbal / emotional / physical) behavior among school aged

children that involves a real or perceived power imbalance. A person is being bullied by another person who repeatedly subjects him/her to negative actions.

Bullying includes, but is not limited to these actions:

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

Narmer American College will not accept bullying behavior in any situation on campus. Students who engage in such behavior are subject to serious disciplinary action.

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

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

CONCERNS AND COMPLAINTS

If at any time, you or your child feels the need to express a concern or a complaint to the school, we encourage you to **start with your child's teacher** by sending an online message through the system. If further dialogue is necessary, **contact your child's grade level administrator** through an **email**, and express that concern so that we get all the necessary details and act thoughtfully and appropriately.

COMMUNICATION

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

COMPUTER RESOURCES

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

DISCIPLINE AND BEHAVIOR POLICY

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

Behavior

In order for a student to take advantage of available learning opportunities at NAC and to be a productive member of the school community, each student is expected to show the following Positive Behavior (see appendix):

- Demonstrate respect and courtesy even when others do not
- Behave in a responsible manner always exhibiting the necessary self-discipline
- Attend all classes regularly and on time 08:30 A.M.
- Prepare for each class by taking the appropriate materials and assignments to class
- Follow the NAC Uniform Dress Code
- Obey all school and classroom rules
- Respect the rights and property of other students, teachers, and other NAC staff
- Respect the property of others, and the property and facilities of NAC

DISMISSAL

Parents/Guardians/Authorized People picking up students from school should have the student's ID with them. Parents should sign an authorization letter (*Attached*) at the Reception Desk and receive an Authorization Code to be able to pick up their children.

Students taking the bus should be in the designated area on time.

DRESS CODE

All NAC students are expected to be in the school uniform each day the school is in session. The school uniform is described in this handbook under Letter U.

EARLY RELEASE

On occasions, it may be necessary for a child to leave school early. A request should be submitted **early enough** to the office **via email**, no later than 12:00 noon, and a notification to the homeroom teacher via the school messaging system. Students who need to be released before the end of the school day for an emergency will be dismissed from their classroom only in the case of approval from the Grade-Level Principal and a pass by the Grade-Level Office.

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

ELECTIVE/EXCUSED ABSENCE

At NAC, we believe that all students must be in class on all school days. Teachers are not permitted to prepare lessons in advance for excused absences. Make-up work is the responsibility of the students and their parents. All make-up work must be submitted within the same period as the student's absence (**e.g., a 1-day excused absence= 1 day to submit the missed work**). The work will then be graded accordingly. A medical excuse, documentation for participation in big sports tournaments, or other relevant documentation should be submitted to the AED stage office. **Please note that certain family commitments and obligations, like family losses or hospitalization, may be considered excused absences at the discretion of the Stage Principal.**

ELECTRONICS; CELL PHONES, SMART PHONES, SMART WATCHES, IPODS, IPADS POLICY

Students in the elementary school are not permitted to use cell phones, smart phones, smart watches, IPODS, IPADS, or any other electronic devices during school day unless requested by their teacher for learning purposes. NAC is not responsible for any inappropriate messaging sent among students on any social media (Facebook, WhatsApp, etc.) that takes place before, during or after school hours. However, if a student uses NAC technology to send inappropriate messages, serious consequences will result including loss of the privilege to use NAC computer technology. Violation of this policy will result in immediate confiscation of the device.

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

EMAILS FROM PARENTS

At NAC, educating students is the shared responsibility of the parents and the school. NAC makes every effort to keep parents informed of the 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.

Email correspondence is an acceptable form of communication. Copies of emails will be kept on file in the American Elementary Department Assistant Principal's office. Please send your emails to the Assistant Principal, Ms.

FIELD TRIPS

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

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

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

HEALTH RECORDS

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

IN-SERVICE/PROFESSIONAL DEVELOPMENT DAYS

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

LIBRARY

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

LOST AND FOUND,

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

LUNCH

Elementary students eat their lunch in the designated area, typically the cafeteria, during their scheduled break time. We encourage parents to provide their children with a healthy lunch without excessive sugar or foods high in fat. Students are under the supervision of their classroom teacher and must be seated while eating. Students must clean their eating space.

MEDICATION

Prescribed medications may only be administered by the school doctor. All medications, including Asthma inhalers, must be handed over at the school clinic in the original package along with the doctor's prescription.

MONEY

Students should not bring large sums of money to school. Only amounts which should not exceed the cost of their lunch purchases are allowed. In case of specific school requests for fees (e.g.: trips), money delivered should be the same exact amount requested and enclosed in a sealed, labelled envelope with the parent's name/student's name/grade level.

NON-UNIFORM DAY

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

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled either virtually or physically three times during the school year. All parents are encouraged to set an appointment with teachers to discuss their child's progress. If additional conferences are necessary, they may be requested by the parent or the child's teacher. We encourage parents to stay in regular contact with their child's teacher.

PARKING REGULATIONS

We ask that, when you drop your child off in the morning or pick him/her up at the end of the school day, you do not triple park, block the street traffic, or obstruct the school bus departures. **If you send a driver to pick up your child, he must follow the directions of NAC security personnel. Failure to follow parking regulations will result in the driver not being permitted to be near the campus. All drivers must have approved identification on file at our security office.**

PERFORMING ARTS

All students will present several performances during the school year. Performance dates are listed on the calendar and posted on our website.

RESPECT

Essential to the development of 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: administrators, staff, building maintenance personnel,

cafeteria workers, and guests to our campus. Respect for country plays an important role in becoming a good and productive citizen, and to take pride in being a citizen of Egypt, every Monday morning at approximately 7:45 A.M., elementary students gather on the plaza in line with their class to pay tribute to Egypt by reciting the pledge of Egypt and singing the Egyptian National Anthem.

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

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

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

Please see attached Respect Form to sign.

SCHOOL HOURS

School starts at 8:00 A.M. and ends at 3:00 P.M. **Except Tuesdays when school is dismissed at 3:30**

TRANSPORTATION

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

General Bus Transportation:

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

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

Tutoring of NAC Students

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

Textbooks

- * Students use textbooks without a 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 students' 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. I

UNIFORMS

All students must wear the official school uniform every day. On those days when the students are scheduled to take their Physical Education class, **they must wear the school PE uniform. Home-room teacher will be contacting parents of students coming out of uniform via the school system to bring their child the appropriate uniform. On repeating the incident, the student will be sent to the office, and the absence from class will be counted as Unexcused.**

Pants: Navy blue

Shirt: NAC polo shirt – white with navy blue collar and navy-blue trim on sleeves with official NAC logo.

Shoes: Must be black or white – no colored sports shoes

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

Cold Weather Attire:

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

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

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

Hair:

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

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

Girls: Hair should be tied back or braided.

Make-up and nail polish are not permitted on girls. No jewelry. Only a set of pierced earrings is permitted.

VANDELISM

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

Visitors/Parent Sign-In

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

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

N.B. Updates on using gates will be sent through the school system.

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

WEBSITE

Please check the school website www.nacegypt.com on a regular basis to stay current about important information and upcoming events.

SECTION V – RULES AND REGULATIONS

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 students must be ready five minutes before the bus is scheduled to arrive.
4. Students 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 head 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 Main Office for a change in the riding status and given to the Bus Supervisor. A written parental request is required for any change from one bus to another or for a change in pick-up or drop-off point. Allowing for sufficient time to effect these changes, ensures student safety.
12. 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.
13. Any damage to the bus caused by a student will be repaired at the student's expenses.

POSITIVE BEHAVIOR MATRIX

	Responsible	Respectful	Ready	Safe
<u>Bathroom</u>	Follow bathroom procedures	Give others privacy	Return to your class promptly	Wash hands with soap and water
<u>Bus</u>	Keep belongings with you and in your bag	Keep hands and feet to yourself Use school appropriate language Talk quietly	Be on time and wait at your pick-up point Watch for your stop and stay seated	Face front. Enter and Exit bus stop safely
<u>Hallway</u>	Return to class promptly	Silent in halls Keep hands and feet to yourself Respect displays	Be attentive Stay with your line	Walk facing forward Use lines & stop signs
<u>Play-ground</u>	Take care of yourself Put equipment away	Take turns Be a friend	Line up promptly when signal sounds Listen to your teacher	Use equipment appropriately Stay in approved areas
<u>Cafeteria</u>	Clean up after yourself Wait in line silently	Use kind words Talk quietly Use table manners	Have money ready Only take what you want to buy	Sit and remain in your assigned area Eat only your food
<u>Classroom</u>	Complete and turn-in assignment on time	Treat others the way you want to be treated	Come to class on time, prepared with all supplies and assignments	Use materials correctly Keep hands and feet to self
<u>All Settings</u>	Be where you belong Keep school neat and clean	Follow directions Use magic words: Please, May I, Thank You	Keep track of your belongings	Keep hands and feet to yourself Walk quietly facing forward

NAC 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 a 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, an employee from the faculty, or staff; is considered an offense to the School Management and Administration as a whole.

Parents need to be aware that they are not permitted to use any aggressive language, attitude, or loud tone with the receptionists, security personnel, or with any other NAC staff or faculty member under any circumstances at any point of time, or they will be escorted out of the school premises. In case of any offense against any school employee or security member, the aggressor will be prohibited from attending any school events and legal 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 A.M. and before announcing the purpose of their visit to the security personnel at the school gate. The purpose must be either: having a preset appointment, needing to purchase the uniform, or paying school fees.

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

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

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

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

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

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

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

School phone numbers:

02-25874000

Emails to reach the Administrators and Principals:

American Elementary Principal's office:

Administrative Assistant:

NARMER AMERICAN COLLEGE CELL PHONE POLICY

Students of grades 1-5 are not permitted to use cell phones, smart phones, smart watches, IPODS, IPADS, or any other electronic devices during school day unless requested by their teacher for learning purposes. NAC is not responsible for any inappropriate messaging sent among students on any social media (Facebook, etc.) that take place before, during or after-school hours. However, if a student uses NAC technology to send inappropriate messages, serious consequences will result including loss of the privilege to use NAC computer technology.

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

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

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

- Cell phones are turned off during the instructional school day (8:00 A.M. – 3:00 P.M. and 3:30pm on Tuesdays.)
- Cell phones are not shared with other students.
- Cell phones may be used **only** after 3:00 P.M./3:30 P.M. on Tuesdays
- 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/videos at school.

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

- **First Offense:** confiscation of the cell phone. The student may claim his phone by the end of the day.
- **Second Offense:** confiscation of the cell phone. The teacher will schedule a conference with the student and his/her parent/guardian and return the cell phone to the parent/guardian.
- **Third Offense:** confiscation of the cell phone. Only the parent may come to claim the phone. The student will not be allowed to bring the cell phone to school again.

Please note:

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

SECTION VI - FORMS

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 to comply with the spirit of Narmer American College.

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

Student’s Name

Grade Level

Print Name of Parent/Guardian Signature

Date

STATEMENT OF CONSENT FORM

Narmer American College shall annually keep 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.

My child and I understand and 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 EXEMPTED 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.

Section VII – EMERGENCY CONTACT AND HEALTH INFO / AUTHORIZATION

NAC STUDENT EMERGENCY MEDICAL INFORMATION

Student's Name : _____
Birth Date (mm/dd/yy) : _____
Year : _____
Bus # : _____
Full Address : _____
Home Telephone : _____
Father's contact number : _____
Mother's contact number : _____

Name & contact number of a person to contact in case of emergency (other than parents)
تليفون الشخص الذي تريد أن تتصل به في حالة أي حالة طارئة لأبنتك أو ابنتك

1- Is your son/daughter allergic to any drug, food or any other substance? Please mention.
هل يعاني أبنتك / ابنتك من أي نوع من الحساسية لأي نوع من الأدوية أو الطعام؟

2- Has your son/daughter suffered from any serious illness before?
هل يعاني ابنتك / ابنتك من أي مرض مزمن أو أي مرض له خطورة طبية؟

3- Is your son/daughter on any current treatment or medication for any reason? Please mention.
هل ابنتك / ابنتك يأخذ أدوية باستمرار لمرض معين؟

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

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

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

١ . مرض سكر الدم

٢ . حساسية الصدر

٣ . أنيميا الفول

٤ . أي أمراض دم

٥ . أمراض في الكبد أو الكلى

*What are the drugs taken?

* Are there any precautions to be taken at school?

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

ما هي الادوية التي يتناولها الطالب أو الطالبة؟
هل هناك أى احتياطات يجب اتخاذها فى المدرسة؟
هل هناك أى أدوية ممنوعه يجب ان نعرف عنها؟

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

هل تعرض الطالب/ الطالبة لأي عملية جراحية ؟

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

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

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

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

Yes

No

8- Immunization History. Please mark the vaccinations taken:

- | | | |
|--|--|----------------------------|
| <input type="checkbox"/> (BCG) Tuberculosis | الأمصال والتطعيمات التي أخذها الطالب / الطالبة : | مصل الدرن |
| <input type="checkbox"/> Hepatitis (A) or (B) | | كبدى أ أو ب |
| <input type="checkbox"/> (DPT) Diphtheria / Pertussis (whooping cough) / Tetanus | | مصل الثلاثي |
| <input type="checkbox"/> Meningitis | | حمى شوكية |
| <input type="checkbox"/> Vaccines not listed | | أي أمصال اخرى |
| <input type="checkbox"/> Polio | | شلل الأطفال |
| <input type="checkbox"/> Measles / Mumps / Rubella (German measles) | | مصل الحصبة والغدة النكافية |

9- Any additional information or comments?

Father's Signature

Mother's Signature

Date

PARENT AUTHORIZATION FOR PICKUP

تفويض

القاهرة في / /

السادة / مدرسة نارمر أمريكان كوليدج

تحية طيبة وبعد ،،،

فوضت أنا /

ولي أمر كلا من : ١. الطالب / الصف (G/Y) _____
٢. الطالب / الصف (G/Y) _____
٣. الطالب / الصف (G/Y) _____
٤. الطالب / الصف (G/Y) _____

اسم المفوض / _____
اسم المفوض / _____
اسم المفوض / _____
اسم المفوض / _____

باصطحاب أولادي من مدرسة نارمر أمريكان كوليدج .
ابتداء من يوم الموافق / / حتى نهاية العام الدراسي (أو) لحين
إشعار آخر .

وتفضلوا بقبول فائق الاحترام

الخروج من بوابة في حالة وجود أخ مرحلة أخرى ()

الأوراق المطلوبة : صورة بطاقة الأب أو الأم وصورة بطاقة المفوض

أتعهد أنا / _____ بالالتزام بعدم تغيير المفوض الا بعد إخطار المدرسة

مقدمه لسيادتكم

إمضاء ولي الأمر