

This amendment is applicable to all NAC student PreK-12 American British and IB as of January 2025 and after. This amendment is a replacement to all the current 2024-2025 cellphone policies and agreements on all handbooks. Until the publishing of the 2025-2026 handbooks, the below policy applies as part of the handbook.

Dear NAC Parents and Students,

Please find highlighted the updated school policy on mobile usage on the school campus.

The updates were thoroughly discussed with the stage Principals, Board representatives, Student Council of all middle and high schools, Student Senior Committee heads, and all middle and high school students at NAC. By publishing the updates here, and adjusting the policy in the student-parent handbooks, the policy applies immediately today. Mobile Phones are not to be Heard, are not to be Used, and are not to be Seen.

First Offense: confiscation of the cell phone for one month

Second Offense: confiscation of the cell phone until the last day of school

Third Offense: confiscation of any new cell phone until the last day of school

Thank you for supporting a safer school environment for all NAC students.

VIOLATIONS AND CONSEQUENCES				
Offense	First	Second	Third	Fourth
Use of inappropriate language	Break detention Notify parents	ISS Parent/teacher conference	OSS 1 Day Parent/ Principal conference	2 Days OSS Parent/ Principal conference Behavior contract \ Behavioral Probation)
Physical Aggression	OSS 2 Days Parent/ Principal conference	OSS 3 Days Parent/ Principal conference	OSS 4-5 Days Parent/ Principal conference Behavior contract (Behavior Probation)	OSS 5-7 Days Parent/ Principal conference Behavior contract (Behavior Probation)
Disrespectful behavior towards teachers/ staff	OSS 1 Day Parent/Principal conference	OSS 2 Days Parent/ Principal conference	OSS 3-5 Days Parent/ Principal conference- Behavior contract/ Probation	OSS 5-7 Days Parent/ Principal conference Behavior contract/Probation
Disruptive behavior in class	Break detention- 75 % off classroom readiness	ISS Parent/ Principal conference	OSS 1 Day Parent/ Principal conference	OSS 2-3 Days Parent/ Principal conference Behavior contract / Probation

	Parent/teacher conference			
Failure to comply to administrative directives	Break detention Notify parents	ISS Parent/ Principal conference	OSS 1-2 Days Parent/ Principal conference	OSS 3-5 Days Parent/ Principal conference Behavior contract /Probation)
Skipping Class	ISS 1 Day Teacher/ Parent conference	ISS 2 Days Teacher/ Parent conference	OSS 1 -2 Days Parent/ Principal conference	OSS 3-5 Days Parent/ Principal conference Behavior contract /Probation
Uniform Violation	Break detention Notify parents	ISS 1 Day Notify parents	ISS 2 Days Parent/ Principal conference	OSS 1- 2 Days Parent/ Principal conference Behavior contract /Probation
Tardiness to Class	Break detention Notify parents 50 % off class work Notify parents	Break detention Notify parents 75 % off classroom readiness Notify parents	ISS Parent/ Principal conference Behavior contract/Probation	OSS 1- 2 Days Parent/ Principal conference Behavior contract /Probation
Tardiness to school	Break detention Notify parents 50 % off classroom readiness / classwork For first period	Break detention Notify parents Student will NOT be allowed to attend first period and will get zero credit for that period.	ISS Parent/ Principal conference Behavior contract/Probation	OSS 1- 2 Days Parent/ Principal conference Behavior contract /Probation
Using Cell Phones	Confiscation of cell phone for a month	Confiscation of cell phone until the end of the school year	Confiscation of any new cell phone for the end of the school year	
Use of tobacco/ vape/ electronic cigarettes, etc.	OSS 2 Days Parent/ Principal conference	OSS 3 Days Parent/ Principal conference	OSS 4-5 Days Parent/ Principal conference Behavior contract (Behavior Probation)	OSS 5-7 Days Parent/ Principal conference Behavior contract (Behavior Probation)

General Rules	CONSEQUENCES	
<p>Violating the school <u>dress code</u>, including inappropriate hairstyles and jewelry.</p>	<p><u>1st referral:</u></p> <ul style="list-style-type: none"> • Dress code contract. • Notify parents by email. • Break detention. • 1st warning <p>2nd referral:</p> <ul style="list-style-type: none"> • Notify parents by email and phone call. • Break detention. • 2nd warning. 	<p><u>3rd referral:</u></p> <ul style="list-style-type: none"> • Students will be dismissed from school.
<p>Violating <u>Tardy Policy</u></p> <p>By Car students, school gates are open from 7:40m till 8:20 am, Exceptions might be given to athletes who have regular national team training early mornings, such expectations take place provided submission of a supporting document. Late students are deprived from the 1st session.</p>	<p><u>1st referral:</u></p> <ul style="list-style-type: none"> • 1st warning. • Notify parents by email. <p><u>2nd referral:</u></p> <ul style="list-style-type: none"> • 2nd warning. • Notify parents by email and phone call. • Break detention. 	<p><u>3rd referral:</u></p> <ul style="list-style-type: none"> • 3rd warning. • Notify parents by email and phone call. • Break detention. <p><u>4th referral:</u></p> <p>Students will be dismissed from school, and this will be recorded as 1 day out of school suspension.</p>
<p>Violating the <u>Bus Rules</u></p>	<p><u>1st referral:</u></p> <ul style="list-style-type: none"> • Break Detention. • Reflection sheet. • Notify parents by email. <p><u>2nd referral:</u></p> <ul style="list-style-type: none"> • Two days Break detention • Behavior agreement. 	<p><u>3rd referral:</u></p> <ul style="list-style-type: none"> • Warning letter. • Two days break detention. • Disciplinary meeting and disciplinary probation. • Notify parents by email and phone call. <p><u>4th referral:</u></p> <ul style="list-style-type: none"> • Bus suspension up to 3 days.

	<ul style="list-style-type: none"> • Notify parent by email and phone call. • Parents meeting if needed.
Violating the <u>Cell Phone Policy</u>	<p>Violating mobile phone use guidelines will result in the above consequences as well as confiscation as follows:</p> <ul style="list-style-type: none"> - 1st referral: one-month confiscation. - 2nd referral: until the last day of school confiscation - 3rd referral: if a new phone is brought it gets confiscated until the last day of school

Cell Phones, Smart Phones, and Electronic Devices

Students are not permitted to use cell phones, smartphones, or any other electronic communication devices on campus. All electronic devices must be turned off when attending classes or school assemblies. 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 2024-2025 school year. In accordance with NAC regulations, students must abide by the following conditions:

- Cell phones are not used, and are not seen or heard on campus.
- Cell phones are not shared with other students.
- Cell phones are not used to bully other students on or off campus.
- 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 buses.
- **Usage of cell phones on field trips are governed by abidance to the above rules.**

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

- **First Offense**: confiscation of the cell phone for one month
- **Second Offense**: confiscation of the cell phone until the last day of school
- **Third Offense**: confiscation of any new cell phone until the last day of school

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