

Bedayia International School



Education –

Authenticity –

Creativity

Student-Parent Handbook 2018-2019

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A. School Philosophy

Words from the Owners of Bedayia International School

As salaamu alaikum wa rahmatullahi wa barakatu

Dear Students, Parents, and Staff,

It has been said that the greatest natural resource any country can have is its children. Here in Egypt, we believe that educators are the key factor in the effectiveness of the educational process. Bedayia International School in Cairo is committed to safeguarding and promoting the welfare of children and young people.

Bedayia International School aims to introduce excellent educational experiences to students and enable them to understand the world around while insisting on preserving Islamic values.

We are working to establish a powerful and highly effective educational program with innovative and creative resources proven to be designed for this field. We have provided Bedayia School with highly qualified administrators, teachers, supervisors and technicians in all activities presented in our school who are willingly ready, all the time, to introduce everything required for achieving the school aims and vision. We believe, with help from parents, we will be at the peak of successful achievement of our students.

Owners

Bedayia Vision

We aspire to be a leading educational institution that inspires and supports global minded citizens who have profound beliefs in their culture, values and heritage.

Bedayia Mission

Our mission is to provide a distinguished education through a school community that nurtures a caring, stimulating and supportive environment. We promote critical thinking, international understanding and appreciation for diversity while preserving our culture, values and beliefs. We seek to empower students to become lifelong-learners who are knowledgeable and inquirers, equipping them with the skills needed for success in a global society through the cornerstones of relationships, authenticity and innovation.

Goals:

Bedayia aims to incorporate cross-curricular objectives, which are pertinent to the learning experiences. Educators, while designing the educational environment, consider a wholesome approach targeting academic as well as character development. To achieve its mission, Bedayia will:

- Encourage students to be dedicated and responsible
- Cultivate a community of life-long learners in an ever changing world
- Support the spiritual, emotional, and physical well-being of all students
- Develop communicators who interact with integrity, respect, and empathy
- Generate a sense of responsibility towards self and the global community

Bedayia's educators are selected to become role models for our future leaders. They are characterized by their educational excellence and high moral standards. They are continuously involved in training and development to help maintain and enhance their professional experience. In order to cultivate sound reasoning and critical thinking and to bring about the potential for every student to succeed, our educators aim to:

- Inspire creativity and ingenuity
- Provide hands-on activities
- Target independent discovery
- Relate and apply concepts to the real world
- Support individual differences and needs
- Incorporate many teaching styles
- Allow for various assessment tools
- Embrace cultural awareness

Accreditation

Bedayia International School in Cairo is accredited by The Northwest Accreditation Commission (NWAC), formerly named the Northwest Association of Accredited Schools. Formerly an independent entity, NWAC is now a division of AdvancED. The Northwest Accreditation Commission (NWAC), accredits schools that have shown their commitment to

and capacity to meet the standards of the NWAC, and who engage in continuous improvement, and demonstrate quality assurance. Also, Bedayia International School is IB World School and accredited by IBO to offer the Diploma Program (DP).

School Management

Bedayia International School is a proprietary school owned by several investors. The Board of Directors consists of representatives of the school administration and the school investors. The leadership team is made up of the Chairman of the Board of Directors, the School Director, the Educational Consultant, and the Department Principals. The School Director has been delegated the responsibility for the day-to-day operation of the school. The School Educational Consultant works collaboratively with the School Director and other members of the leadership team on educational matters. On management issues, the School Director consults with the Chairman of the Board of Directors.

B. Student Admission

Admission Policy

- Admission for siblings is announced in early December. Admission for other applicants in the Pre-K to K2 stages is announced after the first trimester break. Admissions for G1 and all stages above, start in February of each academic year.
- Applicants of all nationalities are accepted and are considered on an individual basis. There is no automatic right of entry to the school for any individual or group of individuals.
- Acceptance for Pre-K, KG1 & KG2 is determined by age and through assessment of the applicant.
- Acceptance for Grades 1 to 12 is determined by results of assessments in English, Math, and Arabic and past school records.
- Children can be admitted into K1 if their age is 3 years and 9 months by October 1. Children can be admitted into G1 if their age is 5 years and 6 months by October 1.
- Enrollment will be finalized after a parent interview with the School Director.
- In case the student meets the admission requirements but there is currently no place available at that grade level, the applicant will be placed on a waiting list in chronological order according to date of submitting the application form.
- All admissions to Bedayia International School are provisional. After a 90 day probationary period, the admission becomes final.
- For the DP program, different admission policy applies as per the DP student handbook.

Required Documents

The following documents must be submitted after notification of acceptance:

- a. Original computerized birth certificate.

- b. 8 recent labeled photos. [4 x 6]
- c. Copy of parents' ID.
- d. Academic records from the past year.
- e. In case of transferring from a school inside Egypt (KG2 and above) at academic year end:
 - Transfer request (4 originals)
 - Previous official pass records from Egyptian Educational Zone

In addition:

- f. Medical form to be completed by a doctor + immunization report.
- g. Bus service form if requesting school bus service.

Withdrawal

When a student decides to leave Bedayia International School, he/she must make sure all books and materials are returned to the teacher and library and all bills have been paid. The cost of lost or damaged books will be deducted from the paid book deposit. A leaving certificate and/or an academic transcript are prepared. A minimum notice of two weeks is requested. Reports at the end of the grading periods can, on written request, be mailed to a forwarding address.

Student Information

Student records and data should be kept up to date. It is very important that the school has correct phone numbers of parents in case they need to be contacted during the school day. Please complete the Student Information Update form at the beginning of the new school year and inform the school office of any changes that may occur at later times throughout the school year.

C. School Hours

The School Year

The school year consists of approximately 180 days and is divided into three trimesters, each consisting of approximately 12 - 13 weeks. All students from kindergarten through grade 12 receive three formal grade reports per year.

The School Day

Bedayia's school day begins at **7:20** am with the morning assembly. All students should attend the assembly and participate in the opening school activities. The school day ends at **3:05** pm (Sunday--- Wednesday). On Thursdays school day ends at 2:00 pm.

Lateness/Tardiness to School

Lateness is extremely disruptive to class lessons and activities and is a discourtesy to both the teacher and fellow students. Students are expected to be at school on time to start the day at 7:20 a.m. Students in Grade 1 through 12 will be considered late after **7:35** am in

accordance with the school clock whether or not morning lines are still being conducted. Students in K1 and K2 will be considered late after 7:45 a.m. No student (Gr1--- Gr12) will be permitted to enter school after this time and will be denied access at the school gate.

Students arriving at school late must report to the front office to be recorded as tardy (with time of arrival) and receive a tardy slip.

Middle / high school tardiness during school day, Please note that unused tardy days under the maximum number for each trimester cannot be carried over to the next trimester. A record of absence and tardiness will be noted on the student's report card.

The number of days tardy should **NOT** exceed **5** times per trimester.

As per the ministerial decree (287) /2016,

- If the student is late in the morning for the third time, parents will receive an email to inform them of lateness number.
- Upon the fourth time, the student will be presented to a committee to take a further action.
- After the fifth time, the student will be suspended from the school for number of days to be determined by the school administration.

In case of emergency a student who comes late "08:00 — 08:30" am will be detained for the first session and will be permitted to the second session. This permission will be granted once for the student per trimester.

Leaving Campus Early

Should it be necessary to pick up your child prior to the end of the school day, please:

- Send a written note giving the time, reason, and person who will be picking up the child
- Contact the school office two hours prior to picking up your child.

Upon arrival, the parent should report to the reception desk to sign out the child. The child will be released at the end of the class session.

D. Transportation

Daily Pick-Up of Car Students

Only authorized persons are allowed on campus to retrieve children after or during school hours.

- The school will send 2 Bedayia student ID cards for each student.
- Authorized persons must show their ID and the student ID to retrieve a waiting child at any time. No child will be released without proper ID cards.
- Changes in authorized pick up must be in writing.
- If the parent of a bus student wishes to pick up their child by car, the parent must contact the Front Desk by 1 pm or the child will be placed on the bus.
- Bedayia International School will not be responsible if parents make last minute changes without proper notification to the school.
- Parents who pick up their children by car should do so by 3:10 to ensure the safety of their child as supervision is not provided after this time.

- After 3:10 p.m., supervision is provided only for students engaged in school related activities. Only those students participating in after-school activities should be on campus during activity times. Other students should leave campus by 3:10 p.m. Parents are not allowed in the car waiting area.

Bus Pick-up and Drop Off

- Parents should make sure their child is ready on time in the morning according to the scheduled pick-up time.
- The bus will wait for only 2 minutes after the assigned time.
- The bus will not return for late students and the bus round cannot be changed to accommodate late students.
- At dismissal time, students riding the buses should report to the bus area as quickly as possible as buses leave the school promptly **at 3:15**. Students who constantly delay the bus departure may be denied bus service for a period of time and or parents will be requested to pick up their child from school.
- In the afternoon, the person responsible for receiving the child should be on time. The bus cannot wait for an adult who is late for receiving a child.
- If a parent asks for a change of address after the beginning of school, the change will be accommodated according to the availability of seats on the bus.

Change of Transportation

If the parent of a bus student wishes to pick up their child by car at the end of the school day, the parent must contact the Front Desk by 1 pm or the child will be placed on the bus. Please contact the Front Desk by phone, in person, or by written note in the Home Connection book. Parents who consistently disregard this policy, may be asked to remove their child from bus service for a period of time.

Verbal requests made by a student will not be honored and the student will be transported home according to their regular means of transportation.

Changing buses will not be allowed. Students not enrolled in the bus service are not eligible to ride the buses.

E. Attendance and Absences

Attendance

The learning experiences which take place in the classroom environment are a meaningful and essential part of the education program. Time lost from class due to absence is irretrievable. Good attendance is of prime importance for the learning-teaching process. A student should never be absent unless absolutely necessary. Missed instruction, discussion, and group interaction can never reconstructed. Attempting to retrieve past assignments is not a satisfactory substitute for time spent in the classroom.

The school's instructional program is based on the assumption that students will attend school on a regular basis. Daily class attendance is a condition for proper completion of work

and school progress.

Since irregular or insufficient attendance seriously disrupts a student's studies and the instructional program, the School Director is authorized to take the following actions:

- Grades K to 6: Students whose cumulative absence amounts to more than 20 days over a school year may be denied promotion to the next year.
- Grades 7 to 12:
 - Students whose cumulative absence amounts to more than 10 days over a school year may be denied promotion to the next year.
 - Attendance of less than 85% per trimester in any one course may result in no credit for that course.
 - Attendance of less than 85% in any one trimester may result in the parent being asked to remove the student from the school.

Absences

Absences from school or class for the following reasons will allow the student to make-up missed work and assignments for credit. However, it will still be counted as an absence.

- Illness
- Family emergencies
- Religious observances (Hajj only)
- College interviews or entrance examinations
- Embassy appointments

Students attending school related activities or programs must have prior approval from their teachers to miss class.

When a student is absent from school, it is the responsibility of a parent/guardian to inform the school by telephone prior to 8:05 a.m.

If a student is absent because of sickness, he/she cannot take part in any school activity that day, including special events and after school activities.

On the day of return after any absence, please send a note giving details of the absence. For an absence of 3 days or more, a doctor's note will be required.

It is the student responsibility to log on the LMS to check the material, assignment and homework during the absence.

Planned Absences

We strongly request that parents plan vacations to coincide with school holidays. Travelling during school days will not be accepted except for Hajj which will require a copy of the student's passport.

We recognize that there are emergency situations. Students who anticipate a prolonged absence from school should notify the school. No teacher will be required to prepare materials in advance for a student who anticipates a prolonged absence. All missed school work will need to be made up upon return.

School Sponsored Absences

Students participating in school-sponsored activities, must have a written permission form filed in compliance with the procedures outlined by the teacher, administration, or sponsor of the group involved. Students who miss a class as a result of participation in a school sponsored activity, are not considered absent for that day or part of the day. They are however, still expected to complete make-up work for classes missed (see Make-Up Work Policy).

A student may not participate in a school sponsored activity if he/she is absent from school or misses a class without permission on the day of the scheduled activity. If the activity starts after 8:00 a.m., the student is expected to report to school as usual, until the start of the activity. Any student, who is absent on the day following a major school event, may be prevented from participating in major school events in the future.

A student whose participation in a school sponsored activity will put him/her below the minimum attendance level may not be allowed to participate. The department principal and student's teachers will decide whether additional absences are in the best interest of the student involved.

Make-Up Work Policy

When a student is absent the following make-up procedures apply:

- It is the responsibility of the student or their parents to obtain make-up assignments from the teachers and to see that the completed work is submitted within the allotted number of days.
- One day to complete make-up work is generally allowed for each day that the student was absent.
- If the absence is due to a pre-planned activity, work that is due on the day of departure should be turned in prior to leaving.
- In the event of a one or two-day absence, the student should be prepared to take any pre-scheduled test or quiz upon returning to school.
- In the event of a longer absence, the student will not be required to take a test or quiz on the first two days after returning to school.

F. Communication

Bedayia believes in maintaining effective communication between school and parents regarding all aspects of their child's academic and social progress. Communication with parents is critical to student success; it includes formal means like Home Connection books*, report cards, conferences, and assemblies.

The Bedayia website and other informal approaches like phone calls, notes, special mailings, and e-mail messages are used to keep parents and students informed of the ongoing mission of Bedayia.

Keeping Informed

- Parents and students should make every effort to be well-informed on school policy, important announcements, and upcoming events.
- Parents and students should check the Bedayia website on a regular basis to keep updated on the life of the school.
- Parents/ students are required to check **LMS and Renweb** to trace their grades and follow up their daily through the daily report document which would be uploaded over the Homeroom section in LMS. This daily report would keep you updated with the material covered daily in addition to the homework and tasks assigned. In the same section (**Homeroom section**) you will find the quizzes and homework time table to organize our students' tasks and assignments. **Other sections** in LMS will be assigned to each **subject's** presentations, pictures and any other subject related material. Also LMS can be used for communication with the teachers.
- All department newsletters and memos should be read carefully. If there are questions, please refer to the school office.
- Parents and students are responsible to check their email accounts on a daily basis. Important announcements, memos, and updates may be communicated through email.
- It is the responsibility of parents and students to check the ParentWeb daily to monitor their child's homework assignments, grades, and academic progress.
- Parents must provide the school office with a valid phone number and be sure to respond to any phone call from the school at any time during the school day.

'Home Connection' Books "Pre-K--- Gr-2"

Maintaining the homework assignment record is a good lesson in responsibility for Bedayia's students, as well as a tool for good communication for all students, parents, and teachers. All students are provided with Home Connection books for recording assignments as instructed by their teachers. Teachers include notes to parents in the Home Connection books and parents are encouraged to use the Home Connection books to communicate with teachers.

Emails

Each school office and Bedayia staff member has a Bedayia email account and are responsible to check their emails daily. Parents are encouraged to use emails as an effective way to communicate with teachers and staff members as well as a way to voice concerns and suggestions. Parents and students are encouraged to check their email account on a daily basis.

Reporting to Parents

All students at Bedayia receive three academic reports at the end of each trimester and three academic progress reports in the middle of each trimester every year. The school will host several Parent/Teacher conferences at times during the year. Parents are encouraged to

attend those meetings, especially when it is indicated on the report card that the school administration would like to see the parents to discuss the student's progress. If the date is inconvenient, parents can call the school office to reschedule the meeting at least one week after the scheduled Parent-Teacher Conference.

Contacting the School Office

The School can be contacted to request a meeting with the Principal/ vice principal and for matters related to transportation and attendance. Emailing concerns to the school offices would be appreciated.

School Contact

For routine matters related to your child's academic progress and classroom activity, please bring your concerns directly to the attention of the teacher via e-mails or home connection books. If the concern is not resolved, parents are welcomed to schedule an appointment regarding their concerns with the Head of department, vice principal, principal through the school office .Please allow two working days before the meeting.

Responses to e-mails are expected within one working day.

Kindly note that unscheduled meeting may not be feasible.

Contact with the School Director

The School Director will be happy to meet with parents and students regarding any concerns that cannot be answered by the student's teachers or department principal. Please contact the school office in order to schedule an appointment to ensure that the director will be available when you arrive.

NB: Emails are the most efficient form of communication, kindly include the students name and grade in the subject of the email.

Some of the areas for which the School Director is directly responsible include:

- new student applications and admissions;
- promotions, reporting, and grade level placement;
- policies;
- curriculum;
- staffing;
- planning and evaluation of programs

G. Curriculum and Academics

Each student is expected to put forth their best effort and demonstrate a positive attitude toward all academic matters. Parents and guardians are expected to show respect and support for their child, the staff, and the school's efforts towards academic excellence. Parents should show interest in their child's school life and hold high academic and behavioral expectations for their child.

Academic Programs:

- A. The core subject curriculum based on American National Standards is taught in English using American texts in Mathematics, English Language Arts and Reading, and Modern Sciences. Student-centered learning is used and students are encouraged to experiment and think for themselves.
- B. The Religion and 'Quran' studies program in which students will achieve a minimum of 12 parts of Quran by graduation and maximally to have memorized the entirety of the Quran. In addition to religion classes, religious practices will be incorporated throughout the school day.
- C. An Arabic Language curriculum will be taught in classic standard language which supplements the Egyptian Ministry of Education Curriculum. It will be taught in a unique classroom to enhance the importance of the Arabic language in the school and in the life of the students.
- D. The Social Studies curriculum helps elementary, middle and high school students explore people from different backgrounds and different cultures while emphasizing the Islamic heritage and culture of the Middle East. Students will also take lessons that help them build their citizenship skills, map and skills, chart and graph skills, and critical thinking skills.
- E. The School prepares the students for the IB program in Grade 11 and 12. The student in BIS is awarded a high school diploma after completing the academic requirements at the end of Grade 12.

Homework

Homework is an important aspect of the educational process. Teachers plan homework to develop successful and independent learning behaviors. We would like the support of parents in ensuring that students complete the tasks assigned to them. Parents should encourage their child to complete his/her homework independently, but may give guidance and help when asked. Students who persistently fail to complete these tasks are not meeting the school expectations and are not fully benefiting from the total school experience.

At Bedayia, homework:

- Builds introductions to what will be taught
- Reinforces what has been taught;
- Extends what has been taught;
- Links the school and home;
- Involves parents in the academic life of their children;
- Teaches responsibility

Homework should be recorded each day by the students in their homework diary and will be evaluated by teachers in order to provide students with useful feedback. It will also be posted on daily on the ParentWeb. Homework will never be used as a form of punishment.

Recommended Average Amount of Homework

The amount of time expected for students to engage in homework shall be in accordance with the age, year, and developmental level of the student.

Grades 1 - 2 15 - 20 minutes per subject - 3 - 5 times per week

Grades 3 - 6 20 - 30 minutes per subject - 3 - 5 times per week

Grades 7 - 12 30 - 40 minutes per subject - 4 - 5 times per week

In addition to regular homework, students should spend 15 to 20 minutes of reading each evening.

In Bedayia we believe that organization is an essential life skill, therefore, to promote organizational skills we have implemented the following homework policy:

All students are expected to fulfill their responsibility for doing their homework. Missing homework will be recorded in the student’s grade book and becomes a part of the student trimester grade. All homework assignments must be completed whether the student was present at school or absent. A teacher may refuse to accept a student’s homework assignment that is incomplete or of poor quality. Homework not done may result in sitting during break to do missing work and reoccurrence may result in after school detention.

Homework Policy (Gr1- Gr6)

In Bedayia , as we care too much for the organization skills in ATL`S and student management policy, All **students** are expected to fulfill their responsibilities for doing their homework. That`s why we created the following criteria for missing home works.

How frequent is homework missing	Action taken	Student management system action
First time	The student falls in the " Matter to be addressed " area in organization skills for this day. Parents are notified and the student is warned to finish the assigned work at home to be checked the next day	Considered first " Minor offense " where related and required action is taken by the Teacher .

Second time	The student falls in the “ Matter to be addressed ”area in organization skills for this day, Parents are notified and the student is kept for 20 minutes during the break with an HOD to finish his work.	Considered second “ Minor offense ” where related and required action is taken by the Teacher .
Third time	The student falls in the “ Matter to be addressed ”area in organization skills for this day. Parents are notified and the student is kept for 20 minutes during the break with an HOD to finish his work.	Considered third “ Minor offense ” where related and required action is taken by the Teacher .
Fourth time	The student falls in the “ Matter to be addressed ” area in organization skills for this day. Parents are notified and the Discipline office takes further actions.	Converted to “ MAJOR Offense ” and the student is directed to the discipline office to go through the five steps management system.

Homework Policy (Gr7- Gr12)

The policy states as follows:

- If homework assignment is not submitted on time, students will lose marks from their ATL skills which account for 20% of their overall grade.
- If the students fails to meet the deadline of the formal formative tasks, students will score zero on their final score.
- The reoccurrence of failure to submit any assignments or tasks for more than three times will result in escalating the minor offence into a major offence on the step system.

Extra Support

- When it is felt that the student needs extra help in some areas, he/she may be required to receive additional support and resources as determined by the teacher and administration. This will be arranged by the administration in consultation with parents.
- Teachers may offer student support in the form of one-to-one or small group tutoring during official teacher work hours (7:30 a.m. – 3:05 p.m.) with the knowledge of the department principal.
- Teachers or assistant teachers can never receive payment from individual students for extra support during school hours, after school hours, or in home settings.

When the need is identified, group extra support sessions may be offered after school hours or on Saturdays. A minimal charged may be set. Student Evaluation and

Assessment

- Teachers implement assessment methods that are appropriate to students' needs, capabilities, topics, and program activities.
- Student evaluation and assessment takes different forms as it is an ongoing process. It takes both formative and summative forms and is not limited to exams.
- Categories with their weight on the grades are determined by subjects and departments. Categories may include classwork, homework, participation, speaking/listening, projects, test and quizzes, lab, and others according to the subject.
- An online grading program (Renweb) is used in school and grades are recorded on a weekly basis. This system allows teachers to record assignments, grades, homework, and missing work that can be accessed by students and parents at home.
- It is the parents and students' responsibility to remain current on the academic progress and grades of the student by accessing Renweb on a regular basis.
- Rubrics are used for grading of oral work, presentations, performance tasks, projects, and group work.
- Students receive regular praise and positive acknowledgement for good work, behavior, achievements, and improvement.
- Appropriate awards may be offered to students for academic or related progress or contests.

Report Cards

- Report cards are issued three times a year at the end of each trimester and may be discussed during parent/teacher conferences. It is the responsibility of parents to meet with teachers during the conference days to discuss their child's academic progress, work habits, and social development. Afterwards parents should review the report card with their child to encourage improvement in the needed areas.
- Any comments and grades on report cards should be supported by documentation.

Assessment Policy for Grades 1-6

In **BIS**, we have a unified and unique grading system where our assessment scheme is divided as follows:

Type of Assessment	Percentage	Description
Formative Assessment	30%	A collection of tasks identified covering all criteria
Summative Assessment	50%	A final exam and a performance task covering all criteria
ATLs	20%	<ul style="list-style-type: none"> • Organization skills are recorded and assessed all the time. • A minor component of (Thinking, Collaborative, communication, research and self-management) is assessed every trimester.

As we do not only care for knowledge and understanding but also to students` skills, when teachers record ATLs these are the terms they use and what they mean

Terms Used	Descriptor	Converted mark in the recording system
Matter to be addressed	That the student rarely shows this skill.	1
Needs Improvement	That the student only shows this skill sometimes.	2
Below level	That the student meets the expectations by showing this skill most of the time.	3
To level	That the student meets the expectations by showing this skill all of the time	4

Middle and High School Assessment

What is assessment?

"It is the evaluation of the ability of a student" usually using an **assessment task**.

Assessment can be formal or informal. Tasks include:

Formative Assessment 30%

Students will be given a formal formative schedule every trimester. Each grade level will be taking two formal formative assessments weekly on a specific day as per the schedule. This schedule is designed to ensure that each core subject is assessed at least twice per trimester.

▪ Formal Assessment

For example: classroom tests, timed writing, essays: descriptive, argumentative, projects, investigations, field work, practical work, examination.....

▪ Informal Assessment

For example: observations, dialogues, interviews and conferencing, role plays, presentations, student self-assessment, video/audio recording and photographs.....

ATL's Assessment 20%

- **5% Organization Skills** (Meeting deadlines – Readiness to class – Neatness and organization of the notebooks and filing system)
- **15% ATL's** (Communication skills, Social skills, Self-management skills, Research skills, and Thinking skills)

Summative Assessment

- **Trimester Test 25%**
- **Performance Task 25%**

For example: a major project, task, research.....

Make up exam/ retake policy Gr7-12:

Formal formatives are an essential part of student evaluation. Thus, missing an exam has a detrimental effect on the student academic progress and gives a false indication of his/her academic stand. It is detrimental that you review the Trimester assessment schedule and make sure that your son/daughter is not absent from school on the exam day. The school policy regarding missing any assessments is:

Make-up Exams: These are set at the discretion of the administration. It is essential that any student who misses an exam takes the make-up: otherwise, the student is entitled to a "zero" mark on their reports.

- Grading of make-up and re-take exams.
- Make-ups: Only if absence from an exam is excused (upon an official medical report), or official sports tournaments from an authorized sports club. For one – three days maximum, a note from the parents is acceptable provided that the student presents it on the day he/she returns to school. If the students it absent

for more than three days a student is excused if he presents an official medical report upon return. An official sports tournament for an authorized sports club or an official sports association has to be presented in advance, then a makeup exam will be given and the full grade counted. This is available for all subjects. The Academic Administration reserves the right not to set a make-up under certain circumstances.

- Retakes: These are given to students who failed the original exam. The maximum grade attainable on the re-take exam is: 6. This option is also open to passing students, where the same grading applies.. The same policy applies to students who are absent for UNEXCUSED ABSENCE. By the end of the trimester, students will have a chance to sit for a comprehensive formal formative task to replace the lowest grade among their trimester quizzes.

- For missing make-up exams or re-take exams, without a valid reason, a student will be required to take the exam on the day he/she showed up in the school.

GR 10- GR12

- Retakes: These are given to students who failed the original exam. The maximum grade attainable on the re-take exam is: 6. This option is also open to passing students, where the same grading applies.. The same policy applies to students who are absent for UNEXCUSED ABSENCE. By the end of the trimester, students will have a chance to sit for a comprehensive formal formative task to replace the lowest grade among their trimester quizzes.

Assessment rubrics

Each subject has its own assessment criteria.

Teachers develop task-specific rubrics, which describe levels of achievement in each of the four subject-assigned criteria.

The following is the general criteria for the different subjects:

By the end of the year the students will be able to:

Language & Literature (English – Arabic)		
Criterion A	Analyzing	Analyze text , analyze the effects of the creators choice on the audience, justify opinions and ideas , evaluate similarities and differences
Criterion B	Organizing	Employ organizational structures, organize opinions and ideas ,use referencing and formatting tools

Criterion C	Producing text	Produce texts that demonstrate insight, imagination and sensitivity , make stylistic choices in terms of linguistic, literary and visual devices ,select relevant details and examples to develop ideas
Criterion D	Using Language	Use appropriate and varied vocabulary, write and speak in register and style that serve context and intention , use correct grammar, syntax and punctuation, spell, write and pronounce accurately ,use appropriate non-verbal communication techniques

Mathematics		
Criterion A	Knowing & Understanding	Select and apply appropriate mathematics when solving problems in familiar and unfamiliar situations in a variety of contexts
Criterion B	Investigating Patterns	Select and apply mathematical problem-solving techniques to discover patterns, describe as general rules and verify them
Criterion C	Communicating	Use appropriate mathematical language and representations , communicate mathematical lines of reasoning , organize information using a logical structure
Criterion D	Applying Mathematics in real-world context	Identify relevant elements of authentic real-life situations, select and apply mathematical strategies to reach a solution, justify the degree of accuracy and whether the solution makes sense in context of the authentic real-life situation

Sciences (Integrated Science - Biology - Chemistry - Physics)		
Criterion A	Knowing and understanding	Explain scientific Knowledge, apply scientific knowledge and understanding to solve problems in familiar and unfamiliar situation ,analyze and evaluate information to make scientifically supported
Criterion B	Inquiring and designing	Explain a problem/question to be tested by a scientific investigation , formulate a testable hypothesis and explain it using scientific reasoning, explain the variables and the how data is collected , design scientific
Criterion C	Processing and evaluating	Present, interpret data and explain results using scientific reasoning, evaluate the validity of a hypothesis and method used, explain improvements or extensions to the method

Criterion D	Reflecting on the impact of Science	Explain the ways in which science is applied ,discuss and evaluate implications of the use of science, apply scientific language effectively , document the work of others and sources of information used
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Language Acquisition (French)

Criterion A	Comprehending spoken and visual text	Listen for specific purposes and respond to show understanding, interpret visual text that is represented with spoken text , engage with the text by supporting opinion and personal response
Criterion B	Comprehending written and visual text	Read for specific purposes and respond to show understanding , interpret visual text that is represented with written text , engage with the text by supporting opinion and personal response
Criterion C	Communicating in response to spoken, written and visual text	Interact and communicate in various situations, express thoughts, feelings, ideas, opinions and information in spoken and written form, speak and write for specific purposes
Criterion D	Using Language	Organize thoughts, feelings, ideas, opinions and information in spoken and written form, develop accuracy when speaking and writing

Individuals & Societies (History – Geography – Social Studies - Religion)

Criterion A	Knowing & Understanding	Use terminology in context, demonstrate knowledge and understanding of content and concepts
Criterion B	Investigating	Formulate a clear focused research question and justify its relevance, formulate and follow an action plan to investigate the research question, use research methods to collect information, evaluate the process and results of the investigation
Criterion C	Communicating	Communicate and structure information and ideas, document sources of information using a recognized convention

Criterion D	Thinking Critically	Discuss concepts, issues, models, visual representation and theories , synthesize information, analyze and evaluate sources /data using OPVL (origin, purpose, values and limitations)
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The Assessment Criteria across subject groups can be summarized as follows:

	A	B	C	D
Language and literature	Analysing	Organizing	Producing text	Using language
Language acquisition	Comprehending spoken and visual text	Comprehending written and visual text	Communicating	Using language
Individuals and societies	Knowing and understanding	Investigating	Communicating	Thinking critically
Sciences	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
Mathematics	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics In real-world contexts

Assessment Schedule Gr7- 12:

Trimester Assessment Schedule 2018 - 2019										Grade 7		
English	Math	Science	French	Ing. S. S	Arabic	Religion	Ar. S. St	P.T. Teacher Reading	P.T. 1st Draft	P.T. Final Deadline		
Week 1												
Day												
Week 2			Criterion B									
Day			Thursday									
Week 3	Criterion A		Criterion A					Arabic				
Day	Thursday		Thursday					Thursday				
Week 4		Criterion A		Criterion A				Ar. S. St.	Arabic			
Day		Thursday		Thursday				Thursday				
Week 5			Criterion C		Criterion A			Criterion A	Ar. S. St.	Arabic		
Day					Thursday			Thursday				
Week 6						Criterion A	Criterion A	Eng. S. St.		Ar.S.St.		
Day						Thursday	Thursday	Thursday				
Week 7	Criterion D		Criterion A					Science	Eng. S. St.			
Day	Thursday		Thursday					Thursday				
Week 8		Criterion A		Criterion A				Math	Science	Eng. S. St.		
Day		Thursday		Thursday				Thursday				
Week 9	Criteria B,C,D				Criterion A			Criterion A	English & French	Math		
Day	Thursday				Thursday			Thursday				
Week 10						Criterion A	Criterion A		English & French	Math		
Day						Thursday	Thursday					
Week 11	No Tasks or Assignments										English & French	
Week 12	Trimester Tests											

Trimester Assessment Schedule 2018 - 2019										Grade 8		
English	Math	Science	French	Ing. S. S	Arabic	Religion	Ar. S. St	P.T. Teacher Reading	P.T. 1st Draft	P.T. Final Deadline		
Week 1												
Day												
Week 2			Criterion B									
Day												
Week 3	Criterion D		Criterion A					Arabic				
Day	Wednesday		Wednesday					Wednesday				
Week 4		Criterion A		Criterion A				Ar. S. St.	Arabic			
Day		Wednesday		Wednesday				Wednesday				
Week 5			Criterion C		Criterion A			Criterion A	Ar. S. St.	Arabic		
Day					Wednesday			Wednesday				
Week 6						Criterion A	Criterion A	Eng. S. St.		Ar.S.St.		
Day						Wednesday	Wednesday	Wednesday				
Week 7	Criterion D		Criterion A					Science	Eng. S. St.			
Day	Wednesday		Wednesday					Wednesday				
Week 8		Criterion A		Criterion A				Math Criterion	Science	Eng. S. St.		
Day		Wednesday		Wednesday				Wednesday				
Week 9	Criteria B,C,D				Criterion A			Criterion A	English & French	Math		
Day	Thursday				Wednesday			Wednesday				
Week 10						Criterion A	Criterion A		English & French	Math		
Day						Wednesday	Wednesday					
Week 11	No Tasks or Assignments										English	
Week 12	Trimester Tests											

Trimester Assessment Schedule 2018 - 2019

Grade 9

	English	Math	Science	French	Ing. S. S	Arabic	Religion	Ar. S. St.	P.T. Teacher Heading	P.T. 1st Draft	P.T. Final Deadline
Week 1											
Day											
Week 2			Criterion B								
Day			Tuesday	Tuesday							
Week 3	Criterion A		Criterion A						Arabic		
Day	Tuesday		Tuesday	Tuesday					Tuesday		
Week 4		Criterion A	Criterion C	Criterion A					Ar. S. St.	Arabic	
Day		Tuesday	Tuesday	Tuesday					Tuesday		
Week 5					Criterion A			Criterion A		Ar. S. St.	Arabic
Day					Tuesday			Tuesday			
Week 6						Criterion A	Criterion A		Eng. S. St.		Ar.S.St.
Day						Tuesday	Tuesday		Tuesday		
Week 7	Criterion C		Criterion A						Science	Eng. S. St.	Math
Day	Tuesday		Tuesday	Tuesday					Tuesday		
Week 8		Criterion A	Criterion A						Math	Science	Eng. S. St.
Day		Tuesday	Tuesday	Tuesday					Tuesday		
Week 9					Criterion A			Criterion A	English & French	Math	Science
Day					Tuesday			Tuesday	Tuesday		
Week 10						Criterion A	Criterion A			English & French	Math
Day						Tuesday	Tuesday				
Week 11	No Tasks or Assignments										English & French
Week 12	Trimester Tests										

Trimester Assessment Schedule 2018 - 2019

Grade 10

	English	Math	Biology	Chemistry	French	Business	Arabic	Religion	r. S. St.	P.T. Teacher Heading	P.T. 1st Draft	P.T. Final Deadline
Week 1												
Day												
Week 2			Criterion C	Criterion B								
Day			Monday	Monday								
Week 3	Criterion A			Criterion A						Arabic		
Day	Sunday			Sunday						Sunday		
Week 4		Criterion A		Criterion C	Criterion A					Ar. S. St. & Chemistry	Arabic	
Day		Sunday			Sunday					Sunday		
Week 5			Criterion A			Criterion A				Math & Business	Ar. S. St. &	Arabic
Day			Sunday	Sunday		Sunday				Sunday		
Week 6							Criterion A	Criterion A	Criterion A		Math & Business	Ar.S.St. &
Day							Sunday	Sunday	Sunday			
Week 7	Criterion C			Criterion A						Biology		Math & Business
Day	Sunday			Sunday						Sunday		
Week 8		Criterion A		Criterion B	Criterion A						Biology	
Day		Sunday			Sunday							
Week 9			Criterion A			Criterion A				English & French		Biology
Day			Sunday	Sunday		Sunday				Sunday		
Week 10							Criterion A	Criterion A	Criterion A		English & French	
Day							Sunday	Sunday	Sunday			
Week 11	No Tasks or Assignments											English &
Week 12	Trimester Tests											

Trimester Assessment Schedule 2018 - 2019

Grade 11

	English	Math	Physics /	Chemistry /	French	Arabic	Religion	P.T. Teacher Handing	P.T. 1st Draft	P.T. Final Deadline	
Week 1											
Day											
Week 2											
Day											
Week 3	Criterion A			Criterion A				Arabic			
Day	Monday			Monday				Monday			
Week 4		Criterion A			Criterion A			Chemistry/ History	Arabic		
Day		Monday			Monday			Monday			
Week 5			Criterion A					Math	Chemistry / History	Arabic	
Day			Monday					Monday			
Week 6						Criterion A	Criterion A		Math	Chemistry / History	
Day						Monday	Monday				
Week 7	Criterion A			Criterion A				Physics/ Econ		Math	
Day	Monday			Monday				Monday			
Week 8		Criterion A			Criterion A				Physical Econ.		
Day		Monday			Monday						
Week 9			Criterion A					English & French		Physical Econ	
Day			Monday					Monday			
Week 10						Criterion A	Criterion A		English & French		
Day						Monday	Monday				
Week 11	No Tasks or Assignments										English & French
Week 12	Trimester Tests										

Trimester Assessment Schedule 2018 - 2019

Grade 12

	English	Master Statistics	Biology	Physics /	French	Comp. Science/ Comp.	Arabic	Religion	P.T. Teacher Handing	P.T. 1st Draft	P.T. Final Deadline
Week 1											
Day											
Week 2											
Day											
Week 3	Criterion A		Criterion A						Arabic		
Day	Monday		Monday						Monday		
Week 4		Criterion A			Criterion A				Physics/ Psych.	Arabic	
Day		Monday			Monday				Monday		
Week 5				Criterion A		Criterion A			Math / Statistics	Physical Psych.	Arabic
Day				Monday		Monday			Monday		
Week 6							Criterion A	Criterion A	Comp. Sci./	Math / Statistics	Physical Psych.
Day							Monday	Monday	Monday		
Week 7	Criterion A		Criterion A						Biology/ Business	Comp. Sci./	Math / Statistics
Day	Monday		Monday						Monday		
Week 8		Criterion A			Criterion A					Biology/ Business	Comp. Sci./
Day		Monday			Monday						
Week 9				Criterion A		Criterion A			English & French		Biology/ Business
Day				Monday		Monday			Monday		
Week 10						Computer Science	Criterion A	Criterion A		English & French	
Day						Monday	Monday	Monday			
Week 11	No Tasks or Assignments										English & French
Week 12	Trimester Tests										

Academic Excellence

Academic achievement will be recognized and rewarded. A High Honor Roll Certificate is awarded at the end of the trimester to a student making an "A" in all subjects, with satisfactory or better in all areas of work habits and social skills. An Honor Roll Certificate is awarded at the end of the trimester to a student receiving an "A" or "B" in all subjects with no lower than satisfactory ratings for work habits and conduct.

Merit Awards

Students receive special recognition at the school through a variety of awards and programs. These awards are intended to promote and recognize academic skills, perfect attendance, special contributions, and good citizenship. Teachers and parents are expected to promote these awards as an encouragement and incentive towards special effort and achievement by the student.

Eligibility for School Teams

Students who show talent and abilities in different areas may be asked to join the school team or represent the school in their area of talent. To be eligible to participate on a school team, a student must maintain a C average in the academic subjects of English, Math, Science, Social Studies, French, and Arabic. In the remaining subjects, the student must maintain a passing grade. In addition, the student must hold satisfactory ratings for work habits and conduct in all areas. The department principal will make the final decision on the eligibility of a student to participate on a school team.

Academic Honesty

Academic Honesty is a set of values and skills that promote personal integrity in teaching, learning and assessment. The Academic Honesty Policy of Bedayia International School embodies the basic fundamentals of **trust, integrity, fairness, respect, and responsibility.**

Bedayia International School is committed to the code of Academic Honesty that aligns with the IB programme requirement "*An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments for assessment, regardless of their format, must wholly and authentically use that candidate's own language, expression and ideas. Where the ideas or work of another person are represented within a candidate's work, whether in the form of direct quotation or paraphrase, the source(s) of those ideas or the work must be fully and appropriately acknowledged. This requirement includes a candidate's responses to*

examination papers in May and/or November. All quotations in a candidate's examination script must be properly acknowledged." IB Diploma Program Academic Honesty, July 2011

We, at Bedayia International School, encourage both the academic and personal integrity which is required from all members of the school community. Bedayia Academic Honesty Policy is designed to explain and clarify the malpractice that can lead to unfair advantage in academic work and the consequences to that.

Malpractice:

The Regulations define malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- **Plagiarism:** this is defined as the representation of the ideas or work of another person as the candidate's own.

Examples:

- Any representation of others' work as your own
- Non original work that is not cited and appropriately referenced in submissions.
- Copying information from a book or a website.
- Misuse of quotation marks, paraphrasing, and in text citations makes authorship unclear.
- Failure to identify source of elements of nonverbal work (ie. painting, dance, photo, proof, musical composition, etc) that you've derived your work from.
- Using online language translators unless explicitly allowed.

- **Collusion:** this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

Examples:

- Helping someone else cheat both deliberately and through support.

- Allowing your work to be copied and/or submitted by another student.
 - Divide and conquer approach where you are not the author of the entire assignment given by the instructor (if not part of assignment).
 - Representing significantly unequal work as an equal collaboration.
 - Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future.
 - Sharing information about assessment content and questions with other students.
- **Duplication of work:** this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
 - **Misconduct during an examination,** including the possession of unauthorized material.
 - **Disclosing information** to another candidate, or **receiving information** from another candidate, about the content of an examination paper
 - **Any other behaviour** that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

Roles and Responsibilities in Supporting the Academic Honesty:

*The **school Leadership**, "must ensure that all candidates:*

- *understand what constitutes academic honesty, an authentic piece of work and intellectual property*
- *receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources*
- *understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)*
- *know the consequences of being found guilty of malpractice."*

The Teacher must:

- Communicate appropriate collaboration versus collusion with each assignment.
- Teach a recognized citation convention for written and non-written works.
- Demonstrate and model academic honesty in his/her work.
- Assure students in class understand that when they submit a task as their own, they are representing that have not received nor given aid on assignments or assessments.
- Communicate with students, parents, counselors, administrators, with concerns and malpractice offenses.
- Teachers, senior teachers, and administrators involve students in reflection/discussion in the instance of malpractice.
- **The Student** *“is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged. Candidates are expected to comply with all internal school deadlines; this is for their own benefit and may allow time for revising work that is of doubtful authorship before the submission of the final version.”* IB Diploma Program Academic Honesty, July 2011

In their academic work, DP students develop research skills and study habits that are needed to demonstrate academic honesty in more formal ways than would be appropriate to expect of younger learners. DP students investigate and evaluate the usefulness of a greater variety of resources, and incorporate and reference them within oral and written presentations of increasingly complex formats. This level of rigor can present a challenge to students who certainly know right from wrong, but who may not possess the organizational and self-management skills to demonstrate clearly that their work meets a formal standard of academic honesty. All IB students understand the importance of acknowledging others because it is a central feature of the constructivist, inquiry-based approach promoted in all IB programs; yet, in the DP, this requires the explicit teaching and learning of specific conventions accepted in a community of learners for being transparent about the use of ideas and work of others—note making, in-text citation and the preparation of a bibliography, to name but a few examples (Carroll 2012: 5–6). Academic Honesty in the IB educational Context, July 2014.

The following table presents case studies of academic honesty in a variety of DP courses.

Academic Honesty in the IB educational Context, July 2014.

Grades 11-12 DP Programme					
Approaches to teaching and learning	Self-Management, Social, Communication, Thinking Skills, and Research Skills		Self-Management, Social, Communication, Thinking Skills, and Research Skills		
Activity	Culminating Project	Group Work	Oral Presentation	Creative Work	Independent Work
Assessment Task	English A Extended essay	Psychology Internal assessment	TOK presentation	Visual arts Studio work	ITGS Internal assessment
Scenario	<p>A DP student is writing his English A extended essay. He has a scheduled meeting with his supervisor on Monday, where he is meant to submit a draft. Having missed his last meeting because he was off school ill, he is behind schedule and submits a draft consisting mainly of quotes hastily chosen from internet sites.</p> <p>The supervisor reminds the DP student of the importance of formulating his own ideas on the topic and a plan for the essay before consulting other sources. Without this preparation, the extended essay risks being simply a</p>	<p>A DP student has been working in a group on her psychology internal assessment. A domineering member of the group is putting pressure on the student to write the reports of the experimental study for everyone in the group. The student being pressurized understands this is inappropriate but wants to be popular with the group.</p> <p>The teacher notices the group is being dominated by one member and has a quiet talk with the student, reminding her that, although the data collection was done as a group, each member must write up an individual report. The</p>	<p>A DP student is planning his TOK presentation. In researching the presentation, he uses a variety of sources, including books, websites and newspaper articles. He is not sure how to reference these sources in an oral presentation, or even if he needs to do so since it is not a written task. He asks his teacher for advice.</p> <p>The teacher advises the student that it is just as crucial to acknowledge sources in an oral presentation as it is in any other piece of work. The teacher suggests</p>	<p>A visual arts student is trying to work out if it is acceptable to do a variation on a famous painting as one of her pieces. She is not sure if that would be considered "copying". She asks her visual arts teacher for advice.</p> <p>The teacher advises the student that this is acceptable, as it is common practice for artists to be inspired by, or to adapt, other artists' ideas. However, the teacher emphasizes that</p>	<p>A DP student is completing her ITGS internal assessment. The task requires her to conduct an interview with a client and to submit a written record of it. When she begins writing her analysis, she realizes that she forgot to ask some questions that would have been helpful. She is tempted to fabricate some responses to these questions, as she feels it would make her analysis and solution stronger, and help her achieve a better mark.</p> <p>As the deadline for submitting internal assessments approaches, the teacher initiates discussion with the</p>

	collection of other people's ideas on the topic, which increases the temptation for the student to pass off others' ideas as his own.	teacher offers support in communicating this message back to the group.	several ways in which the student may wish to do this, including verbal or written acknowledgments throughout the presentation, or with a bibliography on the last slide of the PowerPoint®	she must explicitly acknowledge the original painting. The teacher suggests titling the piece, "After ... ", so that it is very clearly attributed.	class on the importance of reporting data accurately, and stresses that each student will be required to sign a coversheet confirming the authenticity of the work. The student realizes that fabricating her client's responses could have far-reaching consequences as a case of academic misconduct.
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Repercussions:

Malpractice incident will be thoroughly investigated according to the procedures in the IB Academic Honesty handbook. Penalties are imposed to ensure that an unfair advantage is not given, to maintain the school code of integrity, and to ban other students from taking the same action. Appropriate consequences will be administered within the school disciplinary system.

Minimal Plagiarism	Zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject.
Plagiarizing all or part of any assignment	No grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
Misconduct during an examination	No grade being awarded for the specific subject involved.

Serious Malpractice	The candidate may not be allowed to re-register for examinations in any future session.
An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established	

An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

Students should be aware that the school will be checking students' work for plagiarism using a web-based plagiarism prevention service. (turnitin.com)

Review of the Academic Honesty Policy:

The Academic Honesty Policy will be communicated to the School community as soon as it is finished.

This will be reviewed and updated annually by Bedayia International School.

- Written, November 2016 by Rania Aly, Hanan Galal, Reham Abo El Dahab, and Ghada Mostafa

References:

- IB Diploma Programme Academic Honesty Handbook- July 2011
- Citation of schools referenced in the writing of this policy:
 - Bloomfield Hills School
 - Convent & Stuart Hall – San Francisco
 - UNIS (United Nations International School)

Promotion Policy

KG1 to Gr2

Although there are no specific requirements for promotion from KG1--- Gr2, where deemed beneficial and appropriate, the school may recommend on academic grounds that a student repeats the year. Such a recommendation is made after detailed consultation between the class teacher, the principal and Director.

Grade 3 to 9

Minimum requirements have been established that determine if a student is promoted to pass to the next level. A student who has a final grade (the three trimester grades being averaged together) of less than 60% and thus has received an "F" in the subject, will be said to have failed the course. The student should engage in remedial work in the summer. A retest may be given in mid-July or August to assess whether the student has improved and is able to meet the minimum requirements. A student is permitted to take a maximum of two retests.

A student who has a final grade of less than 60% and thus has received an "F" in three or more of the core subjects (English, Math, Science, Social Studies), will not have met the minimum requirements and will not be eligible to pass to the next grade. Promotion to the next grade will be denied and re-enrollment may be reviewed. Ministry regulations apply to the Ministry subjects such as Arabic, Religion, and Arabic Social Studies.

Make-up examinations (Grades 3 to 9)

Students who do not reach the requirements for promotion are offered the opportunity to take make-up examinations either in July or/ and August before the commencement of the next academic year. A ceiling grade of "C" is acquired if the student passes the make-up exam. Students who have make-up exam will **Not** be issued in June. Report Cards will be issued only after the result of the make-up exam.

Excessive absence ban student promotion to the next academic year. (Please refer to attendance section).

Grade 10 and 11

At the end of the school year in June, the student must have an individual subject average of 60% or above in English and Mathematic, and to have passed at least four more subjects in total.

Make-up examinations (Grades 10 and 11)

For students failing to reach the requirements for promotion, make-up exams are offered in July or/ and August in all subjects before the new academic year starts in September. A

ceiling grade of "C" is acquired if the student passes the make-up exam. Students who have make-up exam will be issued the report cards in June after the result of the make-up exam.

Grade 12

To successfully complete grade 12, at the end of the school year in June, the student must have an individual subject average of 60% or above in English and Mathematics, and to have passes at least four more subjects in total.

Note:

In grade 10-12 a student must pass at least 5 subjects (Math and English are mandatory in order to be promoted to the next grade level).

Subjects' requirements may vary according to university and majors.

Kindergarten Assessment Policy

Kindergarten children are not only evaluated on cognitive skills, but also on the social, personal, emotional, and physical aspects of development. Assessment is a natural, ongoing and important part of daily learning. By questioning and talking to children, listening to the language they use and observing their behavior, teachers gain information about children's levels of skill and understanding.

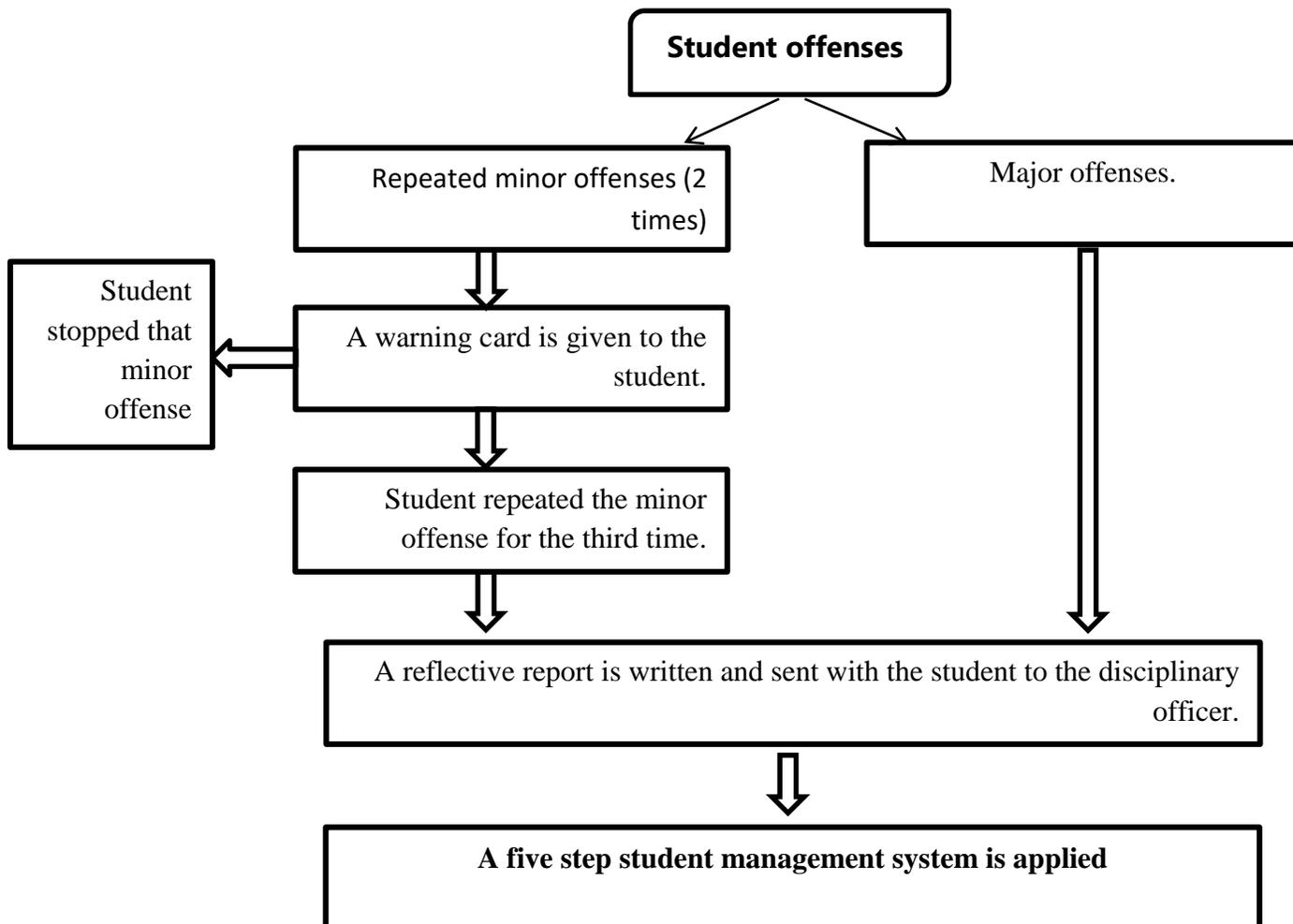
Verbal praise and incentives will be offered by teachers to recognize achievements and to develop good character traits and good work habits. Throughout the year, the teacher will observe student learning and will record their findings on the trimester report card.

H. Student management system

Students should be praised and recognized for positive behavior and should understand that negative behavior will result in consequences. A student who violates the school rules may enter into the 5-step student management system. The following is a framework of the BIS student management procedures implemented by Vice Principle

Five Step Student Management Systems Gr1---Gr6

1. Students are sent to the disciplinary officer in cases of major offenses, or repeated (3 times) minor offenses.
2. A warning card is given by the teacher, as a last chance option after the 2nd repetition of a minor offense.
3. A report written by the teacher is sent with the student, as the disciplinary officer will not accept any student without a report.
4. The disciplinary officer will take a five step management system with the student.



What are major offenses?

- Disrespecting teacher
- Physical Assault
- Bullying (Verbally or Physically)
- Using foul language
- Cheating and plagiarism
- Bringing dangerous devices to school (penknife)
- Tardiness (3 min or more) , or skipping class
- In class unattended
- Breaking school rules/ policies
- Vandalism

What are minor offenses?

- Violation of classroom rules.
- Speaking in a language other than the language of instruction.
- Refusal to participate in classroom activities.
- Inappropriate language.
- Failure to bring classroom materials or assigned work.
- Property misuse.
- General misbehavior, such as eating in class, making loud noises, any act that interrupts the learning etc.....

Five steps student management system

1. Step 1(1 point)

- Student reflective report 1 signed by parents and kept in the students file.
- 1 day break detention.
- An email sent to the parents.
- I can do it card.

2. Step 2 (2 points)

- Student reflective report 2 signed by parents and kept in the students file
- .Parent - Vice Principal Conference
- 3 days break detention
- 1 hour with school psychologist
- Goal card

3. Step 3 (3 points)

- Student reflective report 3 signed by parents and kept in the students file.
- Parent - Vice Principal Conference.
- A half day in school suspension.

- The student is responsible for covering all missed material for this half day.

4. Step 4 (4 points)

- Student reflective report 4 signed by parents and kept in the students file.
- Parent- Principal Conference.
- Suspension out of school, number of days to be decided by school administration.

5. Step 5 (5 points)

- Student reflective report 5 signed by parents and kept in the students file.
 - Parent- Principal Conference.
 - Suspension out of school, number of days to be decided by school administration.
- **If reflective report is not signed and returned the day after receiving a step, student is not allowed into classes.**
 - **Some serious unacceptable behaviors, such as fighting and extreme disrespect to a staff member, may require immediate action and may not follow all the steps gradually, rather may proceed to step 3 or 4 immediately.**
 - **Any student that receives step 2 or more may not participate in any extra-curricular activities.**
 - **Parent may be asked to sign consent to remove child from school if he/she violates another rule.**
 - **Class teachers will highlight 2 students monthly to be rewarded for maintaining the discipline and showing respect.**

MS/ HS Student Management System Gr7 --- Gr12

Policies

Mobile Phone Policy

Students are not allowed to bring valuable items to school, as they can be easily lost or stolen. Students remain responsible for all of their personal belongings whilst at school. There are no reasons why a student should have their mobile phones in their possession or use a mobile phone during the school day. Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

If a student accesses his/her phone at unauthorized times the school has the right to confiscate the phone immediately. On the school premises the phone must be switched off or put on silent mode. Any disruptions due to ringtones, alarms, vibrations etc. will result in immediate

confiscation. Phone use which is discovered via social networking sites or by other indirect means will also result in immediate confiscation. The administration will determine how long the phone will be confiscated.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Student Management System Policy.

Lateness to Class Policy

Students are expected to be on time to all classes. Students are to be inside the classroom when the bell rings. Classroom doors will be closed once the bell rings. Students who are late must report to the vice principals office to receive a late pass. Late students will NOT be allowed to enter class without a late pass. Students who receive three or more late passes will be subjected to the student management system.

Dress Code Policy

Students are expected to wear their full school uniform daily unless announced otherwise by the school administration. The school reserves the right to send home a student who is inappropriately dressed. Students who are not dressed according to Bedayia uniform or according to the dress code on out of uniform days will be subject to the student management system.

Bus Code of Conduct

Please be aware that the school bus is an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the Bedayia International School and we reserve the right to take whatever action is necessary to maintain a high level of safety.

Students that misbehave on the bus will receive the following consequences.

Referral 1- Warning

Referral 2- 3 Days Suspension

Referral 3- 5 Days Suspension

Referral 4- Expulsion

❖ The nature of the referral might demand a higher level of consequence.

Clinic Policy

Except in the case of emergency, students may visit the clinic only after obtaining a clinic pass from their teacher. Students need to come to the clinic if feeling ill. We value education and will

encourage students to remain in school or class unless they have a communicable illness that prevents them from attending school. Students are encouraged to visit the clinic during break ,unless it is an emergency.

Behavior Support and Positive Intervention:

In Bedayia we believe that teaching behavioral expectations and rewarding students for following them would result in creating functional adults who are able to take sound decisions therefore, we also recognize the need to intervene positively whenever a student misbehaves to direct students towards improving their personal/ social conduct. The teacher is the primary support in the classroom. When the classroom management system no longer successfully corrects misbehavior, the teacher will then refer the student to the schools assistant principal with an office referral form. Prior to referring students to the office teachers must have completed at least three teacher referral forms.

Offenses that generally occur in the classroom and can be corrected by the teacher should be documented in the teacher referral form. Offenses that are major and need direct administrative referral should be documented with the office referral form.

Minor offenses may include but are not limited to:

- Violation of classroom rules
- Speaking in a language other than the language of instruction
- Refusal to participate in classroom activities
- Unexcused tardiness
- Inappropriate language
- Failure to bring classroom materials or assigned work
- Property misuse
- General misbehavior, such as eating in class, making loud noises, any act that interrupts the learning etc....

Major offenses may include but are not limited to:

- Disrespect
- Foul language
- Vandalism
- Physical Assault
- Bullying (All forms)
- Sexual assault
- Robbery
- Smoking/ Controlled substances
- Plagiarism/ Cheating
- Dangerous devices

- Hate violence
- Obscene acts/ Vulgarity
- Skipping class

Student Behavior Management System (grades 7-9)

Step 1

- Student behavior report 1 signed by parents
- 3 days break detention (copies from a dictionary)
- Email sent to parents

Step 2

- Student behavior report 2 signed by parents
- Parent - Assistant Principal Conference
- 5 days break detention (copies from a dictionary)
- Deprived from subject in which incident occurred for 1 week
- 1 hour with school psychologist

Step 3

- Student behavior report 3 signed by parents
- Parent - Assistant Principal Conference
- Two days in school suspension (student receives zeros on all classwork, homework, and quizzes for those two days)

Step 4

- Student behavior report 4
- Parent- Principal Conference
- Suspension out of school
- ❖ Parent may be asked to sign a consent to remove child from school if he violates another rule or deprived from attending subject till the end of year.

Step 5

- Student behavior report 5
- Parent- Principal Conference
- Suspension out of school (2 weeks)
- ❖ Steps may be skipped due to the severity of the incident.

Student Behavior Management System (grades 9-12)

Step 1

- Behavior Reflection Report
- 3 Days break detention
- Email to parents
- Any other disciplinary action deemed appropriate by administration

Step 2

- Behavior Reflection Report
- Suspension from class in which incident occurred

- Parent Conference
- Removal from extracurricular activities
- Any other disciplinary action deemed appropriate by administration

Step 3

- In school suspension
- Parent Conference
- Removal from extra- curricular activities
- Any other disciplinary action deemed appropriate by administration

Step 4

- Out of school suspension
- Parent Conference
- Any other disciplinary action deemed appropriate by administration

Step 5

- Out of school Suspension
- ❖ Parent may be asked to sign a consent to remove child from school if he violates another rule or deprived from attending subject till the end of year.

General Guidelines:

- ❖ **If reflective report is not signed and returned the day after receiving a step, student is not allowed into classes.**
- ❖ **Some serious unacceptable behaviors, such as fighting and extreme disrespect to a staff member, may require immediate action and may not follow all the steps gradually, rather may proceed to step 3 or 4 immediately.**
- ❖ **Any student that receives step 2 or more may not participate in any extra-curricular activities.**

Safety Rules for School Buses

All members of the school student body are expected to live up to the established standards of conduct when using school buses/vans. The following rules should be followed at all times.

- Listen to and follow the directions of the bus supervisor
- Stay seated while the bus is moving.
- Always wear a seat belt.
- Talk quietly to your friends.
- Do not distract the driver.
- Keep your hands, arms and head inside the van.
- Do not eat on the bus.

- Wait until the bus has stopped before you undo your seat belt.
- Stay seated until the driver/supervisor opens the door.
- The bus driver's/supervisor's instructions are final.
- Cell phones are NOT allowed on bus.

Bus Disciplinary Actions

To ensure the safety of all our students, the 5-Step Discipline System will be used should there be problems with student behavior or unacceptable conduct on buses that endangers a student or others. At Step 4, the school director may choose to issue a bus suspension based on the magnitude of the problem or number of repeated offenses, as follows:

- First Bus Report Suspension from the bus for up to three (3) days.
- Second Bus Report Suspension from the bus up to five (5) days.
- Third Bus Report Suspension from the bus up to the rest of the trimester

Search of School Property:

A search of school property, including lockers, desks drawers, baskets, classrooms, locker rooms, and playgrounds may be made at the discretion of the School Director if a reasonable suspicion arises that stolen items or items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. Lockers, desk drawers, and other storage areas used by students will be emptied at the end of each school year as a matter of routine.

Search of a Student's Person:

A student's person, including a student's bag, will only be searched if there are clear indications that the student has stolen property, drugs, narcotics, weapons, explosives, or other dangerous contraband in his/her possession. Such searches will be made with the knowledge of the department principal in the presence of two adults of the same gender as the person being searched. A written report will be submitted to the school office and a copy sent to the parents.

Technology and Internet Standards

Limited access to the Internet and the local area network is provided to students for research needs and to communicate with others. Students are expected to act in a respectful and responsible manner; otherwise the privilege of internet access will be denied.

Network administrators and teachers may review files and communications in order to maintain network integrity. Users should understand that files stored on the public network or the school's networks are not private. At school, teachers will monitor the use of resources. Outside of the school, families bear the same responsibility for monitoring information resources such as television, telephones, movies, radio, and other potentially offensive media. Individual users of the Internet and school network are expected to abide by the generally accepted rules of network etiquette. These standards were established in order to insure

appropriate use of the Internet. The following practices are not permitted at any time:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing or insulting others on public or private networks;
- Damaging computers, computer systems, software, or networks;
- Plagiarism (using facts and materials written by others without giving credit to the original authors);
- Violating copyright laws;
- Using another user's ID or password;
- Illegal use of data in folders or work files;
- Wasting limited resources (e.g. downloading videos or playing Flash games) ;
- Accessing, changing, or copying files and/or data of others without their permission;
- Downloading for recreational use
- Printing of non-educational materials

In the event a student engages in any of the above activities, his/her computer access privileges will be revoked and other disciplinary measures may result.

Skipping Class

A student, who is present on campus but does not report to a class without prior written approval from the teacher or the administration, is considered to have cut (skipped) class. Cutting class has major security and academic implications. Consequences of cutting a class are:

- Students will be required to make up the work, but will not receive credit for any graded assignment, class work, or test missed.
- Students will serve in school suspension, either during break or after school at the teacher's discretion. During that time, the work that was missed during class can be covered, so the student will not have missing knowledge of the subject matter. This may necessitate the student serving more than one detention until he/she has covered all the material missed.
- The teacher will phone the parents to inform them that the child has skipped class.
- Repeated class cuts will result in further disciplinary action at the principal's discretion.

I. School Dress Code

Students are expected to come to school dressed in the school uniform and to maintain a well-groomed appearance. Students are to wear the school uniform on all school days. This expectation will be strictly enforced by the teaching faculty and administration. Parental support of the school uniform policy is greatly appreciated.

Students arriving at school not properly dressed or groomed according to the dress code will not be permitted to attend class. They may be asked to return home, or parents

may be called to bring the proper dress to school. If students enter school wearing a sweater or cover-up that does not conform to the uniform policy, they will be asked to remove it.

Students should be neatly dressed in proper school uniform each and every day including field trip days. For special events and activities when students are allowed to come “out-of-uniform,” or asked to wear special attire, parents will be notified in writing or by email.

Clothing worn on non-uniform days or during special activities should be in keeping with the conservative culture of the school. Any questions regarding “appropriateness” will be determined by the school director.

Mandatory School Uniform

The mandatory school uniform may be purchased from the Bedayia Uniform Store at the beginning of the new academic year and throughout the school year. The school uniform consists of the following:

Early Childhood:

- Red polo shirt, gray pants, white PE T-shirt and training suit, pullover, and jacket

Elementary School students:

- White polo shirt, gray pants, white PE T-shirt and training suit, pullover, and jacket

Middle School students:

- Burgundy polo shirt, gray pants, gray skirt or pant-skirt for girls, burgundy PE T-shirt and training suit, pullover, and jacket

Girls are allowed to wear a scarf for religious reasons only. The color of the veil must be one of the following: white, gray, beige, or navy blue – all plain, with no stripes or design.

Boys dress code:

- School uniform needs to fit properly, not too tight not too baggy.
- PE uniform may not be shortened to the knees.
- When wearing shorts, the socks should be solid black, gray, or white.
- Hair must be neatly cut above ear level, above the collar, and above the eyebrows.

Girls dress code:

- School Uniform must not be tight, must not show any bodily features.
- Only small, stud earrings are permitted.
- Students will be asked to trim nails and remove nail polish at school.
- Girls’ hair must be tied back with no loose strands.

Additional Dress Code Standards

- Shoes should be trainers, sneakers, or dress shoes worn with above ankle length socks.

- Shoes with wheels, lights, or studs are not allowed. Flip-flops, sandals, and high-heeled shoes are not permitted.
-
- For student safety, rubber-soled shoes are required for physical education.
- Crocs and sandals are not allowed.
- Hair coloring, hair gel, or unusual hairstyles are not considered appropriate for a school setting.
- Students are not allowed to write on their school uniforms.

- The wearing of excessive or valuable jewelry or watches is discouraged. Bedaya International School accepts no responsibility for any jewelry or other unneeded personal items brought to school by students.
Any item of jewelry or clothing that might create a hazard to a student's safety may not be worn.

P.E. Uniform

The P.E. uniform for both boys and girls consists of the T-shirt, athletic shorts or pants, and athletic shoes (or trainers). Students are expected to wear the P.E. uniform only on days when a P.E. session is scheduled. A student not wearing the P.E. uniform during P.E. sessions will lose marks from the P.E. grades.

Students may wear a baseball-style cap during P.E. classes. For some activities, students may need special P.E. clothes or equipment, for example, swimwear, towels, and swimming goggles.

J. Health and Safety

Non-Participation in Physical Education Classes

If a student is unable to participate in physical education (P.E.) for a medical reason, a note from a parent is required. Without a note, non-attendance in PE will be considered as cutting class, and the class grade will be lowered. Long-term non-participation in PE activities requires a medical certificate.

Food and Snacks

- Students have scheduled times for a snack and lunch each day.
- The canteen is not available during the early morning snack break. Students are expected to bring a healthy snack. Suggested items include sandwiches, fresh fruit or vegetables, yogurt, dried fruit or nuts.
- Junk food including chips or fried cheese snacks, sweets, candy, and fizzy drinks are not allowed. Avoid sugary dessert items such as glazed doughnuts and overly sweet cookies and cakes.
- The school canteen is available for students in Gr3--- Gr12 to purchase food items during the lunch break. Purchases are made only through the use of coupons which

can be purchased from the school accounting office. Students are expected to form orderly lines and use polite manners.

- PreK – K2 students may purchase a hot meal. Details will be provided by the Early Childhood department.
- For Gr1 and Gr2 coupons/fees are to be sent in a sealed envelope to the homeroom teacher. The envelope should be stapled in the home connection book. You are kindly requested to label all coupons once received.
- KG hot meal coupons are different in value and in format from the elementary coupons, therefore cannot be exchanged or switched.

The school cafeteria will be offering the food and drinks during break time only and will stop selling 5min's before the end of the break time ,so no student would be delayed for class.

- While eating, all students are expected to follow these guidelines:
 - Practice good manners and socialize quietly.
 - Leave the surrounding area clean and orderly.
 - Put trash in the proper containers.
- Chewing gum is not allowed on school property including the school bus.

School Doctor

Health is critical to the process of education. It is the goal Bedayia to facilitate and promote optimal learning for all students by modifying or removing health related barriers to learning.

Parents are urged to keep the school informed of significant health concerns and diagnoses for their children. It is essential that the clinic staff have current work, cell, and home phone numbers, and any other means whereby parents can be contacted should the need arise. Emergencies can occur at any time. It is imperative that the school is able to reach parents and caregivers during the school day.

- The school clinic is staffed with a full-time physician. The school doctor will be available on campus each day from 7:30 to 3:10. The doctor keeps a log of all students who visit the clinic and what action has been taken.
- The school physician provides health screenings and first aid. The school physician is available to consult with parents as needed regarding health concerns of students. When parents need to communicate with the doctor to ask for clarification or advice about an illness or medication, they will be asked to call the reception through the land lines in order to be transferred to the doctor's extension.
- Students from Gr3---Gr11 should go to the school office or to the discipline coordinator to take a permission slip before visiting the clinic. If not an emergency, students are kindly requested to visit the clinic during the break

Basic Clinic Procedures

- Illness at school - If a student becomes sick or injured during the day, he/she will be taken to the clinic. If necessary, the student's parent will be contacted to pick up the child. Parents are requested not to send ill students to school, particularly if the student has had a fever, vomiting, or diarrhea within the past 64 hours.
- Accidents that occur at school are reported to the physician immediately. Parents will be notified if the student needs further medical attention. Any child without an approved parental permission slip on site will not be treated until the parent is notified.
- A student who has contracted a communicable disease or infection, and has been requested to remain at home, cannot be admitted back to class until seen by the school doctor. The student should report to the school office preferably before morning lines and before entering class.
- The school provides some immunizations according to Egyptian Health Legislation. A vaccination approval form will be sent home and must be signed by parents before any immunization can be given by the school doctor. Parents have the right to administer the vaccination at the child's private doctor's clinic if they wish to do so.
- If you need the school doctor to administer prescription medication, please request this service in writing. The school will not accept oral requests to administer medication.

Medication

If a student is required to take prescription or non-prescription medication during the school day, these guidelines must be met:

1. A written request from the parent is required, stating the student's name, the name of medication, the dosage, the time, the route (oral, injection, inhaled, patch, etc.), and the duration of time that it is to be given (e.g., one week, the school year, etc.), along with the parent's/guardian's signature.
2. Medication must be in a container that has been labeled by the pharmacy and has the most current prescription date. Over-the-counter medication must be in a sealed, unopened new bottle.
3. Parent /guardian must deliver medication to the school receptionist, as students are not permitted to transport medication. If the student rides the bus, the medication may be given to the bus supervisor.
4. All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be discarded.
5. In some situations, accommodations can be made for students with asthma and with potential for severe allergic reactions to self-administer their inhaled asthma medication or their auto-injectable (epi-pen) medication. These situations require written health care plans, along with other specific details for care. Additional questions and concerns may be directed to the school doctor.

Head Lice Policy

If your child comes home with head lice, do not panic. Millions of schoolchildren contract head lice each year. Children play in close contact with each other. A simple exchange of hats, clothing, brushes, combs, and other personal articles can result in transmission of head lice from one child to another. Lice can be easily and effectively treated.

What You Need To Do:

We would appreciate your cooperation by following the instructions below, if you notice any active lice eggs in your child hair:

- All household members and other close contacts should be checked and those with evidence of an active infestation should be treated.
- Use lice medications as directed by the dermatologist.
- Use a fine-toothed nit comb to remove nits or remove nits manually.
- Soak combs and brushes in hot water for 5-10 minutes daily.
- Hats, scarves, pillow cases, bedding, towels, and clothes worn or used by the infected person in the 2 days prior of treatment should be machine-washed in hot water.
- Lice and their eggs are killed by exposure to temperatures greater than 53.5 °C for 5 minutes. (Babyliss or hair ironing is recommended 3 times during the 1st week)
- Wash hair with vinegar and water.
- Retreatment is recommended routinely about a week after the first treatment (7-9 days, depending on the drug).
- Vacuuming furniture and floors can remove an infected person's fallen hair that might have viable nits attached.
- Bike helmets, head phones, stuffed animals should be placed in a plastic bag and tied for 10 days.

Health and wellness regular checkup Procedures:

- 1- Regular Check-ups will be scheduled by the school doctor **twice per trimester**.
- 2- In case of detected cases the following steps will be applied:
 - A- Parents will be notified by the school doctor to pick up their child from the school on the same day.
 - B- General guidelines for treating hair lice will be sent from home with the student.
 - C- The student must be kept home for minimum of 3 days to avoid other kids' infection.
 - D- It is highly recommended to consult a dermatologist to put the child on treatment plan.
 - E- The student will not be allowed back on school buses, events, trips and classes unless checked by school doctor and confirmed to be free from Lice.
 - F- The whole class of infected student will be checked by the school doctor to guarantee that all other students are clear from lice.
 - G- For siblings:
Parents are requested to follow the same procedures with all siblings of the infected child. The school doctor will check the classes of the siblings.

Special Health Concerns

If a student has special health needs (medication, seizure precautions, catheterizations, gastric tube feedings, blood sugar checks, oxygen needs, or others), the parent is to schedule a time to meet with the school doctor to arrange for these needs to be taken care of during the student's school day. The school doctor will assist the parent by preparing a plan of care for the student and to what supplies the student will need at school. Administration of medications, especially short term, should be done at home whenever possible.

Health Insurance

A health insurance offering is available for Bedayia students through the Egyptian Ministry. Further information is available through the school office. These services include: doctor, hospital, child check-ups and shots.

K. General Information

Items from Home

- Students may not bring personal items such as toys, sports equipment, (including balls) radios, playing cards, cosmetics, etc. to school without permission from the teacher. The school cannot assume responsibility for loss, damage, or theft of personal items even if permission is granted.
- Replica (toy) weapons of any kind are not allowed in school at any time.
- Possession of any of these items will result in the items being taken from the student, to be given back at the end of the trimester.

- Students are not permitted to bring cell phones and electronic devices to school. If they arrive at school with a cell phone or electronic device, they are expected to store it with a faculty member. Repeated possession of a cell phone or and electronic device will result in the device being taken from the student. The device will be released again only to a parent.
- Animals may not be brought on school property without expressed permission from the department principal. The parent will receive a written memo in the case that permission has been granted.

School Property

Students should treat school property with care. Students will be held accountable for any damage or breakage of an item due to negligence, unauthorized use, or vandalism, and parents of the student at fault will be held financially responsible. The act of vandalism may result in further disciplinary action.

Use of Books

Textbooks provided by the school remain the property of the school and must be returned at the end of the school year or when a student withdraws. Texts, library books, or other materials which are lost, stolen, or damaged, must be replaced at cost.

Supplies and Materials

Textbooks, workbooks, copybooks, and printed instructional materials will be issued to students. Students will be asked to provide personal items such as pencils, colors, plastic files, etc. The school will provide parents/students with a list of required supplies before the beginning of the school year. Students should label their belongings and have them available by the first day of school. Additional replacement supplies may be requested at a later time in the year if sufficient supplies have been depleted.

Locks and Lockers

At the start of school, each student will be assigned a locker for storage of his or her books and P.E. clothing. Students in grades 1 – 6 will have an unlocked cubby space inside the classroom.

Starting in grade 7, students receive an assigned locker and should abide by the following:

- Put a lock on the locker.
- If the key to the lock is forgotten at home, the locker will be opened and lock must be replaced.
- Students are not permitted to write on lockers or place stickers on the lockers, either inside or outside.
- The locker should be kept clean and neat at all times.
- Students are allowed to go to their lockers at the designated times only.
- The school reserves the right to inspect lockers should the need arise.
- The contents of a locker are considered the personal belongings of the student to

- whom the locker is assigned.
- At the end of the year, lockers must be completely cleaned out

Lost and Found

Students should clearly label all personal belongings including school uniform items. Students or parents should report lost or stolen items to the school office. Lost items may be reclaimed from the Lost and Found department on the second floor. Lost and found textbooks will be sent to the librarian from whom they may be reclaimed. Students are advised not to bring to school valuable items which have no use in the classroom setting.

Field Trips

Field trips serve a useful educational function in that they allow students exposure to opportunities that cannot be brought into the classroom. They are used by teachers to supplement the academic program in different areas of study.

Field trips are an extension of the classroom, and the same rules and standards of conduct are expected on field trips as in school. Students with prior behavior problems may be excluded from participating in field trips, depending upon the teacher's discretion.

All students who attend field trips must have a signed permission slip on file. Trip fees should be sent on or before the deadline, in an envelope with the child's name and class written, along with the signed consent form. Trip fees or consent forms cannot be accepted after the due date stated on the field trip information letter.

Parents should send the exact amount of the trip fees as change will not be given. Trip fees cannot be refunded after the due date.

Students who are not attending a scheduled curricular field trip are kindly requested to remain at home on the field trip day but may be expected to fulfill an assignment in lieu of the trip. The student will be marked absent for the day.

For safety reasons, parents may not drop off or pick up students from the field trip destination. Siblings will not be allowed to attend field trips.

Students should be dressed in proper school uniform on all field trip days.

School Events

To avoid disrupting the learning process, students are not allowed to attend school events of their siblings during regular school days. Students who are absent from school in order to attend a performance of a sibling will not be allowed to attend the event and will be removed from the event area.

Guests

Individuals who are not employees of Bedayia or enrolled as students in Bedayia are not permitted on school campus during regular school hours except in the reception areas unless prior permission has been obtained by school administration.

Emergency Drills

Emergency drills are held regularly during the year. Some are announced in advance, some are surprise drills. Emergency instructions are posted in each classroom and all staff members are familiar with exit routes and locations of fire equipment.

Birthdays and Celebrations

Classroom celebrations in keeping with Islamic values may be held for different occasions during the year and must be approved by the school administration. Personal occasions may not be celebrated on school premises. Bedayia International School does not celebrate birthdays nor can birthday celebration invitations be given out on the school premises.

Private Tutoring

Teachers are not permitted to give private tutoring to Bedayia students. The school will work with students during regular school hours or after school hours to provide needed support.

Staff Appreciation

Teachers may not accept gifts or favors from students or parents on any occasion, whether on or off campus. Handmade cards and verbal appreciation are always welcome.

Selling or Trading Possessions

- Students are not allowed to sell or trade personal items at school. These activities often lead to unhappiness or regret after the transaction is complete.
- Fund raising activities and charity campaigns must be approved by the administration.
- Staff members are not permitted to carry on business dealings for personal gain involving other staff members, parents, or students.

Smoke-Free Campus

The school maintains a non-smoking campus. The school campus includes all the school buildings, sports courts, and playgrounds. On and off school events are also non-smoking for staff, students, and parents.

After-school activities:

In each trimester, BIS offers a variety of after-school activities for students on Thursday of each week. All students are dismissed at 02:00 pm, students participating in those activities

continue on campus under supervision from 02:30 –04:00 pm to enjoy the activities they signed up for.

A list of the activities is normally sent at the beginning of each trimester with activity descriptions and fees.

Swimming pool policy:

Swimming lessons are provided to BIS students according to a set schedule to organize the number of classes covered per trimester. Well qualified trainers are provided to teach small groups of students during PE sessions. Parents are notified with the swimming sessions' requirements and time. Parents need to sign a consent form and send it to the homeroom teacher as no student will be allowed to use the pool without parental consent.

M. 10 Things Parents Can Do to Help Their Kids Increase Achievement

If you are a parent looking for ways to help your child succeed in school, here are some tips you can use to help your child improve his/her chances of academic achievement.

1. **Develop regular communication with teachers.** A single contact is not enough to establish meaningful communication between your child's teacher and yourself. Instead, make a habit of communicating when necessary or call during the teacher's conference hour and ask how your child is doing.
2. **Attend every Parent/Teacher conference.** By attending all conferences, you increase the effectiveness of the meetings and always have a voice in the discussion. In addition, teachers and administrators will view your involvement as a sure sign that you are involved in the educational process with your child and that you are taking an active role in his academic progress.
3. **Send notes or emails to teachers if you have questions.** Emails and other forms of digital technology have made it easier for parents and teachers to communicate. Use it to your advantage when necessary.
4. **Keep copies of your child's tests and report cards in a folder at home.** By keeping important tests, assignments and other projects in a specific place, you will have easy access to them to help your child review skills in her weaker areas. In addition, if you ever face a situation where you need to challenge the school on educational placement decisions, you have a place to start.
5. **Encourage your child verbally and with rewards or incentives when he does well.** Positive rewards often help kids remain excited about reaching higher goals. If

certain rewards motivate your child, continue to use them when teachers send home improved grades.

6. **Set reasonable goals for improvement and announce the expectations to your child.** Don't set the goals too high for your child to achieve. Instead, set realistic ones that will be good benchmarks to track her progress over time.
7. **Consider a "pay-per-performance" allowance for good or improved grades.** As in business where employers pay employees for commendable or better performance, you can do the same with your child regarding grades. As his performance improves, try increasing his allowance a bit to see if you notice positive results.
8. **Set a schedule/time frame for completion of daily homework.** One of the problems in completing homework in a timely manner is that kids tend to waste time when they get home. Consider a break from school for 30 minutes or so and then instruct your child to get back to studies before dinnertime. One other way you can control the amount of time involved is to put a timer on each separate homework task until she has completed each one. Consider rewarding with short 5-10 minutes breaks after the completion of each task.
9. **Teach kids to set their own priorities.** Children should learn that it is important to put certain tasks before others an early age. By practicing this with homework and chores, you reinforce an important life skill will follow him throughout life.
10. **Work on specific skills with which your child struggles.** Many standardized tests provide itemized reports on skills that need the most improvements. Focus on the specific skills more than general areas to encourage improvement.

N- Contact Information

Address: 1st Urban District, El Banafseg Zone, New Cairo City

E-mail: info@bedayia.com Website: www.bedayia.com

Front Desk: 0111 900 9727; 0111 900 9729

Land lines: 292 01208

Early Childhood Department (Pre-K - Gr2)

EC Reception: 0111 900 9728

School Office: 0111 044 4330 / 01100936071

Email: ec.office@bedayia.com

Elementary Department (Grade 3-6)

School Office: 0115 550 0188/ 01115554794

Email: el.office@bedayia.com

Middle School Department (Grade 7-9)

School Office: 0111 044 4377

Email: ms.office@bedayia.com

High School Department (Grade 10 -12)

School Office: 01124800071

Email: Hs.office@bedayia.com

Director's Office

Office: 0114 441 1466

Email: director.office@bedayia.com

O. Student and Parent Contract

To acknowledge receipt of the handbook and the intention to abide by the information therein, please **sign and return a copy of this page to the child's homeroom teacher** within one week of the first day of school.

I hereby verify that I have read the Bedayia Student-Parent Handbook for 2018-2019 and have the intention to abide by all policies therein.

As a **student** at Bedayia International School, I promise to do my best to exhibit the good Character Traits that are the basis of good conduct and behavior and to exert the effort necessary to meet the academic standards of the school.

Student Signature _____

As a **parent** of a student at Bedayia International School, I promise to show respect and support for my child, the staff, and the school's efforts towards academic excellence. I promise to show interest in my child's school life and hold high academic and behavioral expectations for my child.

Parent Signature _____

Date _____