



**The Egyptian British  
International  
School**

**Pride Guide**  
**2021-2022**

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# About EBIS

Egyptian British International School (EBIS) was founded in September 2007, a subsidiary branch from the Egyptian Language School, and has continued to grow year by year. As an educational establishment, we are dedicated to each of our pupils, providing a long- life love of learning. We instill skills and characteristics into our pupils, encouraging them to create an awareness of their surroundings and become worthy contributors to society.

**EBIS Vision** “We teach for life”.

## Mission

EBIS is a center of **excellence** in learning & living. We instill in pupils' **high aspirations**, a desire to learn and ambition to achieve in a safe supportive learning environment. We equip them with the **skills** needed to take on challenges and opportunities of the rapidly changing world. The school enriches pupils with essential **values** based on both the British and the Egyptian cultures. Our work is based on **collaboration** between qualified staff, involved families and community.

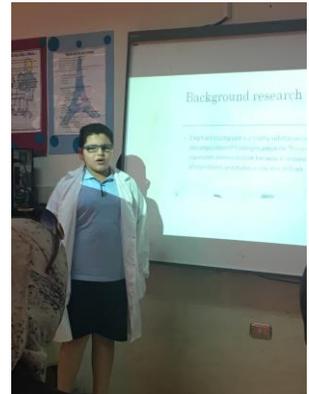
## Values and Beliefs:

### *We believe in*

1. Quality education, developing an understanding of the local, national and international environment and demonstrating respect for diversity.
2. The development and growth of the whole child allowing each pupil to develop academically and socially.
3. Independent learning, encouraging self-awareness and creativity
4. An atmosphere of positive moral values and mutual respect
5. The importance of belonging
6. School-home partnership

### *We believe*

7. All pupils should fulfill their potential, yet continually be challenged.
8. Each pupil should be responsible and self-disciplined.
9. All pupils grow and learn safely in a stress free environment.
10. Attendance and punctuality are a high priority.



## CAMBRIDGE International Primary Programme - CIPP

CIPP is an education programme for young learners. It combines a world-class curriculum and high quality support for teachers. The programme has been developed by the University Of Cambridge International Examinations (CIE), which is the world’s largest provider of educational programmes for pupils aged 5-19, and is recognized by universities across the world.

CIPP aims to develop a range of knowledge and skills in its learners in the primary phase of education. This in turn, will provide a solid foundation upon which the later stages of education can build, preparing them for IGCSE and A Level examinations.

CIPP is the first step of an educational journey, learners focus on specific skills and techniques in accordance to each stage level of their primary education. After working through each level pupils will have developed a solid foundation of skills, knowledge and understanding preparing them for their onward journey to IGCSE and A Levels.

## Cambridge International Education Programme and Qualifications

Cambridge Primary (5-11 years)*	Cambridge Primary
Cambridge Secondary 1 (11-14 years)*	Cambridge Secondary
Cambridge Secondary 2 (14-16 years) *	Cambridge IGCSE
Cambridge Advanced (16-19 years)*	Cambridge International AS & A Level

**\* Age ranges are for guidance only**

As many of our pupils are Egyptians, we offer Arabic, Religion and Social Studies as a first language, these qualifications are certified by the Ministry of Education and are criteria for those pupils applying for Egyptian Universities.



## Facilities

**ICT Facilities** – All classrooms are fitted with smart boards Y1-8, computers and data projectors; EBIS also has 2 well-equipped ICT labs.

**Music Room** – Music is available to all pupils Years 1- 8. Skills taught in music classes, are presented during class and year group performances.

**Art Studio** – EBIS prides itself in an Art Studio, equipped with an array of art materials. Pupils have lots of space and opportunity to be expressive, learning many different artistic techniques such as painting, sketching and modeling.

**Physical Education** – PE is a compulsory subject from Years 1-9, pupils are guided through different sports, such as basketball, football and handball, alongside techniques helping with coordination and fitness.

**Science Laboratories** – Pupils from Years 1-9 have the opportunity to carry out experiments in one of our three fully resourced Science Laboratories.

**Theatre and assembly room** -for plays, performance and other activities

**Medical Care**-EBIS has a 2-bed clinic in the school. There is a qualified doctor on the premises at all times and in the event of an emergency, parents will be contacted and appropriate actions taken.

**School Psychologist** assists teachers, parents, and pupils in understanding, preventing, and addressing learning, behavioral, developmental, and emotional difficulties.

**Canteen**- Pupils are encouraged to bring their healthy snacks and water with them to school each day. A school canteen is open during break times where snacks and drinks can be purchased.

**Library:** within the school building where pupils have access to a collection of resources that are aligned with the school's curriculum to support its' instructional program. Our collection will be periodically growing to meet reading needs of the school's community.

## Our Pastoral Care System

Each form class has a **form tutor** responsible for taking attendance and spending time with pupils. We have integrated a tiered system Y1-5, Y6-9. Each tier has a Key Stage Leader.

**Key Stage Leaders** are responsible for all aspects of pupil life. She is responsible for supervising all activities within the year groups etc, monitoring pupil academic results, and discipline issues with pupils and dealing with pupil emotional concerns. After your form tutor, your Key Stage Leader should always be your second point of contact if you have any concerns.

## Events and Extra-Curricular Activities

EBIS focuses on pupil's academic progress, but are passionate towards special events and Subject Days. Parents are invited to attend presentations from the various departments i.e. Plays, Science Fair, Second Language, and English displays and Arabic Day.

EBIS offers a wide range of extra-curricular activities during and after school day. There are also some events that may come about on a Friday or Saturday.

### Attendance



It is an essential requirement and attendance is carefully monitored. Every pupil should attend at least 85% of the school's working days. This is an obligation from both the British Council and Ministry of Education. Failure to meet this requirement may result in exclusion from internal or external examinations.

Whenever a pupil is absent, the school is to be notified on the first day of absence. Pupils should bring a letter of excuse, on the day, they return to school. This letter should be from a parent, guardian or medical professional, explaining the reason for the absence. Pupils should give the 'excuse', to their form tutor or Key Stage Leader. If the excuse is accepted, missed tests are not retaken; an average mark is taken instead and will show on the report card. The **absent pupil** is responsible for the work he/she missed during their absence. **Unexcused absence will result in marks deduction.**

Every pupil is expected to line up at 8:20 am in the school playground. Gate 2 will be closed at 8:30. Pupils, who arrive after 8:30, will get into school through school reception. Excessive tardy is not tolerated. In case of emergencies, 3 tardy incidents could be accepted. After the 3 excuses, no pupils will be accepted. After 8:45, tardy pupils under any circumstances will be sent home.

### Gate/Bus Policy

At the end of the school day (3:20 on Sunday-Wednesday and 2:20 on Thursdays) pupils are expected to leave their classrooms, go to their lockers and make their way to their assigned bus or the waiting area for pickup.

Pupils Y1-6 will not be allowed to leave the premises without presenting the Parent/Guardian gate card at the gate. There is a fee associated with re-issuing lost cards.



Pupils cannot stay on the school premises, after 3:40 Sunday-Wednesday/2:40 on Thursdays as there is no supervision. If for unforeseen circumstances a pupil is unable to leave immediately, he/she needs to wait by the school gate, where the guards are to be found.

**2020-2021: Exceptionally this year, pupils will leave every day at 3:00pm.**

## Health & Safety

Our goal is to create a safe healthy environment inside all the school buildings, playgrounds and buses; that ensures the best state for the pupils all day long; using high quality methods and all available infection control techniques.

We believe that our pupils must come to school in a good physical condition (either treated or on treatment of any previous medical problem). Our role is basically concerned with emergency cases that escalate at school; providing first aid support.

### Clinic policy

- When the pupil complains in the class, he will either receive his first aid through his floor attendant in case of mild traumas or mild skin scratches or he /she will be sent to the school clinic.
- When the pupil is sent to the school clinic, pupil medical record is checked, pupil examination is done, treatment takes place and an e-mail is sent to parent to be notified about the clinic visit.
- Once the parent receives an e-mail, this means that home follow up is a must.
- Parent will receive a phone call due to medical concerns in emergency cases only that include fever (Body Temp. =38 or more), severe cut wounds, severe sprain, vomiting more than twice, severe diarrhea, any suspicion of infectious disease, excessive menstrual bleeding , severe hypo or hypertension, severe bronchial asthmatic attack , severe trauma that needs immediate intervention, emergency cases for recorded medical cases and loss of consciousness.
- Sick leave is allowed for 2 days ; in case of medical condition occurrence inside school
- A specialist medical report is a must in case of exceeding two days of absence.
- We believe that our pupils will come back to school in their best health wellbeing after complete recovery after they are complaining of epidemic diseases (chicken pox, mumps, measles, and hepatitis ---) and parasitic infestations (Hair lice). They will pass by the clinic to be checked before entering the class in this case or in case of absence for more than 3 days for medical concern. They should be accompanied to the school by their parent on return.
- A list of medical supplies should be provided in case you mentioned your son/ daughter is a special medical case.
- Vaccination takes place in school for different stages in coordination with the health insurance representatives. Form for parent approval is requested on due dates. Not sending the approval is considered as a disagreement.
- Kindly note that no inhalers or nasal drops are available in the school clinic to avoid transmission of infections.
- In case of accidental school bus situations
  - School buses are supplied with first aid bags and the bus matrons are trained to use its items.
  - If any emergency condition occurs In the morning round, the bus matron will handle matters until the bus reaches the school and the pupil will be examined in the school clinic

- In the afternoon round; the bus matron will handle the situation and notify parents.
- 2021-2022: This year an additional protocol is attached due to the current pandemic.**

## Assessment and Reports

All pupils are assessed internally in all subjects.

Years 6 and 9 have external examinations set by Cambridge International Education Programme, in cooperation with the British Council, Egypt, pupils from years 6 and 9 fulfill requirements and examinations set by the Ministry of Education in Egypt.

Internal Assessment is a continuous process, which takes place throughout the academic year. Factors considered in the assessment process are as follows: homework and project, class work and participation, behaviour and quizzes.

### Reports and Parents/Teachers Conferences

There are scheduled parents conferences through the academic year (Check the calendar on the school website). In addition, our parents are welcomed to schedule parent-teacher meetings (with any of their son/daughter teachers). Teachers too are welcomed to request parents meetings by asking the KSL. Progress reports are sent home twice per term in addition to the end of term report. (Scheduled on the school calendar). All reports are sent home to pupils and parent signatures are requested. In case the report file is lost or damaged, pupils will be charged for replacement.

**20201-2022: This year an exceptional arrangement will take place to reduce is attached due to the current pandemic.**

## Grading Policy

At EBIS we treat all pupils as individuals and aim to provide them with opportunities to attain achievements within their extended grasp. Each assignment and exam will receive a score for attainment and for effort.

	Y1-4	Y5-9
Term 1 Scores	30%	20%
End of Term 1 Exams	20%	30%
Term 2 Scores	30%	20%
End of Term 2 Exams	20%	30%

### Mark Distribution:

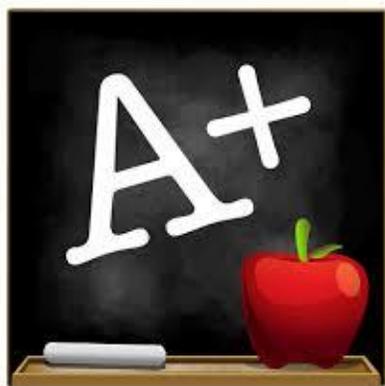
The academic year consists of **2 Terms**. Pupil's overall grades will be based on the following criteria:

**Each Term scores will be based on the following criteria:**

	Y 1-4		Y 5-9	
End of Term Test	40%		60%	
Test	25%	60%	25%	40%
Comprehensive Project	25%		25%	
Quizzes	10%		10%	
Class work	15%		15%	
Homework and Projects	15%		15%	
Behaviour and Class Participation	10%		10%	

Physical Education		Art and Music	
Class participation	40%	Creativity	50%
Testing skills	40%	Effort	20%
Discipline and behavior	10%	Material	20%
P.E. uniform	10%	Group cooperation and behaviour	100%

## Grading Scales



Excellent	A+ (93-100)
	A (88-92)
	A- (85-87)
Good	B+ (83-84)
	B (78-82)
	B- (75-77)
Average	C+ (73-74)
	C (68-72)
	C- (65-67)
Below Average	D (50-64)
Failure	F(0-49)

## Honour Roll (Y3-9)

EBIS encourages pupils to work hard and continue to progress. An Honour Roll is announced at the end of the year and successful pupils will receive a certificate.

Pupils receiving A+s in all subjects on their report will be awarded **High Honors certificate**.

Pupils receiving all A+, A and A-, will be awarded an **Honors Certificate**.

## Promotion to the Next Year Level

Pupils Y1-8 must receive a passing grade of 50% (D) or higher in all subjects in order to be promoted to the next grade level. A grade of F in 1 or 2 subjects will result in a re-make in the subjects failed. A grade of F in 3 or more subjects will result in the repetition of the year. The date of the re-make will be determined by the school administration and cannot be rescheduled. Failure to attend re-make will result in a grade of F. Passing the re-make will result in a passing mark of 50% (D). Failing the re-exam will result in an F and repetition of the year. As for Y9, pupils' minimum requirement to be promoted to Y10 is 60% (Pass) in Cambridge subjects (English, Math, Physics, Chemistry and Biology) and 2<sup>nd</sup> language.

## Year 1 and 2 Continuous Assessment

In these 2 years pupils will be assessed throughout the year on a school- based continuous assessment process. School uses a variety of assessment tools to measure young learner's performance. It is a relaxed technique yet effective to inform about what knowledge and skills pupils have acquired.

## Academic Probation and Behaviour Probation

Pupils who are placed on academic probation (receive more than two "F's" on their report card- 2 "D's" are equal to 1 "F") are placed on a weekly monitoring system for the entire term. When a pupil recurrently violates school rules he/she will be placed on behaviour probation. The consequence of being on Behavior Probation is **limited participation** in extracurricular activities.

# Assignment Policy

Assignment is taken very seriously at EBIS and is an integral part of our teaching curriculum. Assignment will be set and marked regularly, as we believe that the systematic use of assignment consolidates learning and encourages self – discipline.

It should be remembered that assignment could take many forms: reading a book, working on questions, research, coursework, working on an extended project, revision, etc.

- Pupils must take care not to lose their planners, as they are the only link with the work that is set outside the classroom. **Parents/guardian are expected to check pupil’s planner daily.**
- Assignment must be done at home and must be ready on or before the due date.
- Pupils who don’t hand their assignment should have a detention after the second day delay during which they will be required to complete the homework. Every time a pupil misses homework, the teacher should write note in the pupils’ planner to inform parents. If this occurs 3 times in a term, KSL sends an email to the parent. Parent conference might be required.

## Assignment Schedule Y2-8

**English and Math:** Daily

**All other subjects:** twice weekly

**Teachers should feel free to increase the amounts within reason.**

The following is the average time pupils should plan for homework on a daily basis (including reading assignments, and studying for assessments):

**Y1-4:** 10- 20 minutes per subject

**Y5-8:** 20- 30 minutes per subject

## Assignment Grading:

Y1-Y2	Y3-Y4	Y5-Y9
100% done 0% not done	20% Punctuality 60% Accuracy/ Content 20% Presentation (how well work is presentable, organized and in handwriting)	30% Punctuality 50% Accuracy/ Content 20% Presentation (how well work is presentable, organized and in handwriting)
No deduction for late H.W.	50% will be deducted for 1-day late assignment after the due date. After the 2 <sup>nd</sup> day, HW is corrected for the grade of 0 (zero).	

**Note: Repetitive / excessive tardiness with submission of Assignment should be reported to the KSL to set parent appointment.**

# Graded Class Work Policy

At EBIS, class work is an integral part of our teaching curriculum.

Y 1-4	Y 5-9
<b>20%</b> Completion of work <b>30%</b> Neatness and Presentation (how well work is presented, including organization, Handwriting) <b>50%</b> Accuracy	80% based on performance similar to quiz checking <b>20%</b> Neatness and Presentation (how well work is presented, including organization, Handwriting)
<b>Note:</b> The teacher has the right to cancel a graded class work if results do not reflect pupils' level. The HOD has to be notified.	

## Class Participation Rubric 5%

Category Y1,2	Excellent 95-100	Good 85-94	Fair 75-84	Unacceptable Below 74
Preparation	fully prepared at every class session	mostly, if not fully, prepared (ongoing)	Preparation is Inconsistent	Rarely or never prepared
Oral Participation	Actively participates in class by asking questions, and participating in discussions.	Participates in class by asking questions, and participating in discussions.	When prepared, participates in class by asking questions, and participating in discussions.	Comments vague if given; frequently demonstrates lack of interest
Peer Interaction	Actively supports, engages, and listens to peers (ongoing)	Makes a sincere effort to interact with peers(ongoing)	Limited interaction with peers	Virtually no interaction with peers

## Cheating on Assignment/ CW

Grading policy regarding cheating on or copying assignment / class-work assignments in addition to consequences (refer to behaviour consequences):

1<sup>st</sup> offense: All pupils involved receive a grade of "0" and parent notification letter to be signed.

2<sup>nd</sup> offense: All pupils involved receive a grade of "0" and a parent/teacher conference is called.



# Discipline Policy

The teacher's role is crucial to managing the discipline of their pupils. Teachers are expected to set class rules which are in line with school rules, communicate them and the repercussions for not adhering to them. Teachers are encouraged to handle disciplinary issues inside the classroom within the following guidelines:

- The pupil should understand fully that it's the behaviour, which is not acceptable, and not the pupil as a person.
- The teacher conferences with the pupils, giving him/her guidelines as to what is expected. Teacher listens to him /her and try to find out together what is causing the behaviour.
- Pupils should only be removed from class in cases of extreme disrespect or disruption or if the pupil has committed any act warranting an immediate suspension. Teacher should inform the KSL immediately if a pupil is removed from class, **both the teacher and pupil will be asked to write an incident report**, the pupil will be suspended, and a parent-teacher conference maybe scheduled.

## EBIS 10 School Rules Y5-9

All pupils and their parents/guardians read and sign these rules on the first week of school.

- 1 Keep your honesty at its best.** All academic work must be your authentic work. All submitted material is your words and your effort. We have **"ZERO Tolerance"** for plagiarism and cheating. Any pupil caught cheating, copying another pupil's work assignment, paper, test, quiz or plagiarizing another pupil verbal or written or plagiarizing from the internet, books or any form of available media or material will be subject to severe consequences as soon as the teacher discovers that at any point in time even after the work was graded; meanwhile an investigation will take 3 days and the school Director will decide on the consequences that follow which can range **from** honesty related tasks or assignments on honesty, community services related to honesty **to** test cancellation.
- 2 Speak with respect.** Pupils must use respectful language at ALL times with teachers, staff and all other pupils. We have **"ZERO Tolerance"** for swearing, cursing and vulgar language. **No profanities said or written.** Pupils will be subject to consequences that follow which can range **from** services done to the victim, school community services **to** two weeks suspension from school and will be responsible for all academic work covered in class and assignment due dates.
- 3 Keep your hands and legs for yourself.** Getting physical in an aggressive way, fighting or bullying with hands will not be tolerated between EBIS pupils. We have **"Zero Tolerance"** for physical fighting or bullying. Pupils will be subject to expulsion from school meanwhile an investigation may take up to 3 days and school Director will decide on the consequences that which can range **from** services done to the fight victim, community services with hands **to** an immediate suspension.
- 4 Keep your mind and body healthy.** The possession of cigarettes or any other illegal substance or drugs explicit or integrated in or mingled with any form or shape with food or beverage is strictly prohibited on school grounds or at any school function. **We have "ZERO Tolerance"** for the possession of illegal substances on school premises, functions, trips or travels. Pupils caught with any such items will be subject to an immediate expulsion.
- 5 Use school property responsibly.** Pupils must use school property with care and responsibility.

We have "**Zero Tolerance**" for vandalism, theft, or any destruction which includes writing on desks, chairs, walls, or any other property damage. Chewing gum and eating roasted seeds are NOT allowed either. Pupils and their parents or caregivers will compensate the school by paying the full amount of the same exact property that was damaged or lost even if the damage was minimal. Pupils will be subject to complete at least 8 hours of facility work either painting, carpentry or cleaning.

- 6 Keep sharp items or harmful tools at home.** The possession of any tool that may cause bodily harm is absolutely not allowed on school premises, functions, trips or travels. (Including but not limited to paper cutters, Swiss knives, nail scissors or any pointed or sharp edged tool in school.) If the pupil gets caught with any harm object he/she will be subject to 3 days suspension and will be assigned a graded paper and a presentation about school safety.
- 7 Speak in English.** English must be spoken at all times, except for Arabic and foreign language classes. Pupils will be subject to graded extra-curricular English tasks and projects for each time not speaking English in class.
- 8 Dress in proper full uniform.** School uniform is required at ALL times. Pupils' uniforms and appearances are expected to be clean and neat. Pupils not in full and correct uniform will not be able to attend class. (Please refer to our Pride Guide page 19 )
- 9 Be punctual to classes. Attend ALL classes on time.** In any day the pupils are tardy to class they will be tardy to recess. If the pupil is late for class for 5 minutes he/she will lose 5 minutes of break. 1 minute tardy is equal to 1 minute from recess time and the minutes of one day can lead to the entire break detention. Tardiness and/ or persistent tardiness to classes will not be tolerated. The pupil will be subject to after school detention and school transportation will not be offered.
- 10 Keep your electronic devices at home or in your bag.** Laptop, Kindle or tablet is allowed during school day for educational purpose ONLY under your teacher's supervision. Mobile phones and electronic devices used during classroom hours and in hallways will be confiscated for two weeks and pupil will be subject to a graded academic task and/or assignment for that specific class the device was used in.

## EBIS 9 School Rules Y1-4

- 1 Keep your honesty at its best.** All academic work must be your authentic work. All submitted material is your words and your effort. We have **"ZERO Tolerance"** for plagiarism and cheating. Any pupil caught cheating, copying another pupil's work assignment, paper, test, quiz or plagiarizing another pupil verbal or written or plagiarizing from the internet, books or any form of available media or material will be subject to consequences as soon as the teacher discovers that at any point in time even after the work was graded; meanwhile an investigation will take up to 3 days. The pupil will be subject to honesty related tasks or assignments on honesty, community services related to honesty.
- 2 Speak with respect.** Pupils must use respectful language at ALL times with teachers, staff and all other pupils. We have **"ZERO Tolerance"** for swearing, cursing and vulgar language. **No profanities said or written.** Pupils will be subject to consequences that follow which can range **from** services done to the victim, school community services **to** two weeks suspension from school and will be responsible for all academic work covered in class and assignment due dates.
- 3 Keep your hands and legs for yourself.** Getting physical in an aggressive way, fighting or bullying with hands will not be tolerated between EBIS pupils. We have **"Zero Tolerance"** for physical fighting or bullying. An investigation may take up to 3 days and school Director will decide on the consequences that which can range **from** services done to the fight victim, community services with hands **to** an immediate suspension.
- 4 Use school property responsibly.** Pupils must use school property with care and responsibility. We have **"Zero Tolerance"** for vandalism, theft, or any destruction which includes writing on desks, chairs, walls, or any other property damage. Chewing gum and eating roasted seeds are NOT allowed either. Pupils and their parents or caregivers will compensate the school by paying the full amount of the same exact property that was damaged or lost even if the damage was minimal. Pupils will be subject to complete at least 8 hours of facility work either painting, carpentry or cleaning.
- 5 Keep sharp items or harmful tools at home.** The possession of any tool that may cause bodily harm is absolutely not allowed on school premises, functions, trips or travels. (Including but not limited to paper cutters, Swiss knives, nail scissors or any pointed or sharp edged tool in school.) If the pupil gets caught with any harm object he/she will be subject to 3 days suspension and will be assigned a graded paper and a presentation about school safety.
- 6 Speak in English.** English must be spoken at all times, except for Arabic and foreign language classes. Pupils will be subject to graded extra-curricular English tasks and projects for each time not speaking English in class.
- 7 Dress in proper full uniform.** School uniform is required at ALL times. Pupils' uniforms and appearances are expected to be clean and neat. Pupils not in full and correct uniform will not be able to attend class. (Please refer to our Pride Guide page 19 )
- 8 Be punctual classes. Attend ALL classes on time.** In any day the pupils are tardy to school or class they will be tardy to recess. If the pupil is late for class for 5 minutes he/she will lose 5

minutes of break. 1 minute tardy is equal to 1 minute from recess time and the minutes of one day can lead to the entire break detention. Tardiness and/ or persistent tardiness to classes will not be tolerated. The pupil will be subject to after school detention and school transportation will not be offered.

- 9 Keep your electronic devices at home or in your bag.** Laptop, Kindle or tablet is allowed during school day for educational purpose **ONLY** under your teacher's supervision. Mobile phones and electronic devices used during classroom hours and in hallways will be confiscated for two weeks and pupil will be subject to a graded academic task and/or assignment for that specific class the device was used in.

## Bus Rules

All EBIS pupils using the school transportation are expected to abide by the following rules:

1. Pupils should always be ready in the morning before their scheduled time. Matrons are not to leave the bus at ANY TIME and they are not allowed to wait for pupils **more than two minutes**.
2. At the end of the day pupils are to go directly to busses... **Busses will move at within 10 min of dismissal** ... Matrons will NOT WAIT for pupils. If a pupil is late- they will be sent to the office and their parents notified to come pick them up!
3. ALL school rules apply on the bus pupils should sit in their designated seats and **be respectful at all times**. NO HORSEPLAY will be tolerated!
4. Pupils are **NOT ALLOWED on any other bus** but their own- even with a note!
5. If a pupil will be going home by car, they must bring in a note signed by their parents in the morning.
6. Pupils must be picked up and dropped off at their official stops. If a parent wishes to change this stop- they must send an official note to the school requesting so.
7. Any misbehavior will be reported, by the bus matron, to the Key Stage Leader. The pupil will receive the following consequences:
  - 1<sup>st</sup> time: Warning note sent home and detention with KSL
  - 2<sup>nd</sup> time: Removed from bus for one day
  - 3<sup>rd</sup> time: Removed from bus for two days
  - 4<sup>th</sup> time: Removed from bus for one week
  - 5<sup>th</sup> time: Removed from bus for two weeks and official meeting held before pupil allowed on bus again!

## Behaviour Grading Rubric 5%

Behavior	A 100- 90%	B 89%-80%	C 79%-70 * (warning 1&2)	D 64%-60 ** on probation
<b>Class Rules</b>	Adheres to all class rules.	Has broken <i>minor</i> rules <i>but responds</i> to teacher direction	Has broken <i>major</i> rules <i>but responds</i> to teacher direction	<i>Intentionally</i> and <i>consistently</i> breaks rules <i>ignores</i> teacher direction, or disrupts learning
<b>Speaks English</b>	<i>Consistently uses</i> English as the primary language of communication with teachers, staff, and peers.	<i>Sometimes uses</i> Arabic in communicating with teachers, staff, and peers.	<i>Usually uses</i> Arabic in communicating with teachers, staff, and peers <i>yet responds</i> to teacher direction	<i>Rarely uses</i> English and <i>intentionally</i> uses Arabic in communicating with teachers, staff, and peers.
<b>Academic Integrity</b>	<i>Always</i> submits his/her own work.	<i>Sometimes</i> submits work that <i>is not 100%</i> the pupil's own.	<i>Usually</i> submits work that <i>is not 100%</i> the pupil's own.	<i>Cheating</i> has recurred on homework / class work / assessment.
<b>Major -2 / -10</b>		<b>Minor -1 / -5</b>		
<b><i>Fighting</i></b> <b><i>Skipping Class</i></b> <b><i>Out of Uniform</i></b> (torn, defaced, or not official EBIS uniform) <b><i>Cursing</i></b> <b>Academic Integrity</b> <b>Bullying</b> , rough housing, touching inappropriately	<b><i>Tardy</i></b> (1 <sup>st</sup> and 2 <sup>nd</sup> offense) Using or taking <b>others' belongings</b> <b>Electronic devices</b> without permission <b><i>Disrespect</i></b> (talking back to teacher, raising voice, or any other inappropriate behavior)	<b>Eating</b> in class (Seeds, chewing gum, etc...) <b>Writing</b> on the desk <b>Littering</b> or throwing things <b>Speaking Arabic</b> <b>Sitting inappropriately</b> <b>Moving around</b> the classroom without permission	Keeping the <b>line</b> when moving (elementary) / <b>Improper conduct</b> moving from place to place (junior and high school) <b>Talking without permission</b> or <b>side talking</b> (talking without raising hands, while teacher or others are talking)	



## Lockers

All pupils from Years 4-9 are assigned a locker at the beginning of the academic year. Their locker privileges will be withdrawn until the end of the academic year.

If a pupil loses a locker key, he/she should pay a fee for the lock replacement, and a new locker key will be issued. In case of any loss of key or damage of locker, pupil must report to the hallway supervisor immediately to arrange for alternate storage.

1. The school administration retains the right to inspect the lockers at any time.
2. No excuses will be accepted for neglecting homework assignments due to forgetting them inside the locker.
3. If locker key is lost the pupil will pay a penalty in order to replace the lock key.
4. Pupils should keep their lockers clean. No stickers or writing will be accepted on lockers. Vandalizing a locker will result in a penalty.
5. Pupils must return the locker key at the end of the year.

*Any violation of the locker regulations will result in termination of the use of lockers.*

## Books Policy

- **Years 1 to 6**

Parents will receive books with book forms stating books' condition (new, good, torn) and prices. Some of these books are to be returned at the end of the year as mentioned in the book form.

In case a book is damaged or lost, the book cost will be paid to replace or recover the damage.

- Book loss or total damage → book cost
- CD loss or damage → penalty
- Book cover damage → penalty

- **Years 7 to 9**

Pupils will be responsible for books' receiving and submission by filling and signing 2 copies of book forms.

One copy is to be kept at home till final book submission as a reference for parents.

Another copy is to be kept at school for book submission at the end of the year.

**NOTE: All books carry serial numbers that should match with the book number mentioned on the book forms.**

# School Uniform

Uniform is compulsory, with an alternative uniform requirements on the days pupils have PE. Uniform varies according to year groups, parents should check with the uniform outlet before purchasing. EBIS believes in a professional and neat appearance, and expects all pupils to be presentable at all times.

It is important that pupils wear school uniform every day. The uniform consists of:

- Dark grey trousers/skirts. Skirts should be to the knee or below
- School polo and school jacket when needed
- Plain black/white shoes or trainers. All shoes should have closed in heels and toes, with no heels
- Plain black or white socks
- PE uniform may be worn on the day pupils have a timetabled PE lesson.
- Headscarves should be plain white or blue. No hats or baseball caps are permitted in the school.

Pupils, who come to school wearing the inappropriate uniform, will not attend classes and will be sent to reception. The School receptionist will call the parent/guardian to come and collect their child, or bring the correct items of uniform. Any clothing worn under the uniform must not be visible.

**Jewelry and Valuables**– Earrings are restricted to studs. There should be no necklaces or bracelets worn to school. Pupils are held responsible for their own property.

**Hair** – Hair should be kept to its natural colour and should be neat and tidy at all times. If girls have hair longer than shoulder length, it should be tied back. Boys should have short trimmed hair.

**Presentation** – All pupils are expected to be clean, tidy and smart. It is not permitted that pupils write or draw on their clothes or skin.

## Non-Uniform Days

On days that pupils are permitted to come out of school uniform, we ask that the following rules are applied:

- Shirts should cover shoulders
- All dresses, skirts, shorts and skirts should cover the knee.
- No tank tops or sleeveless tops
- Items of clothing or footwear that may impair the health and safety of pupil normal school activities are also not permitted.



# Covid-19 Procedures for Parents

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1. **Check in with your child each morning for signs of illness.** If your child has a temperature of 37.5 degrees or higher, he/she should not go to school. Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches. If your child has had close contact to a COVID-19 case, they should not go to school. Instead, your child should opt to receive online teaching until the conditions for re-entry are met.
2. **Parents will supply facemasks** for their children. Masks may be cloth or disposable face coverings.  
Masks should cover the nose and mouth and wrap under the chin. Students should carry at least two extra-labeled cloth face coverings or masks in a plastic bag with them daily to ensure that they have a replacement if one becomes wet or dirty while they are on campus. Years 1&2 students are required to have four extra cloth face coverings or masks in a zip lock bag labeled with their name on the first day of school. Parents should have the child practice wearing the mask before school starts.
3. **Review and practice proper hand washing techniques at home**, especially before and after eating, sneezing, coughing, and adjusting a cloth face covering or mask. Make hand-washing fun and explain to your child why it's important.
4. **Talk to your child about precautions** to take at school. Children are be advised to:
  - ✓ Wash their hands more often.
  - ✓ Use hand sanitizer (that contains at least 60% alcohol.)
  - ✓ Keep physical distance from other students.
  - ✓ Wear a face covering.
  - ✓ Avoid sharing objects with other students, including water bottles, devices, writing tools, praying mat and books. Please provide extra pencil case.
  - ✓ If your child rides a bus, plan for your child to wear a face covering on the bus and talk to your child about the importance of following bus rules and any spaced seating rules.
5. **High-risk students:** We will do our best to support high-risk students who may have an underlying medical condition that makes them too vulnerable to come to school.
6. When a child is absent, he/she is **must** complete **assignments** at home and then send them to their teachers electronically.
7. **Provide enough food and beverage**, as the canteen will be close.
8. **We will not be able to celebrate** birthdays, or organize group activities or events.
9. **Access to the campus for visitors is restricted.** When a meeting is necessary and cannot be done via electronic means, everyone must follow the mask/social distance protocol.
10. Please sign the *consent attached*.

# Covid-19 Procedures for Students

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In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy.

1. **Ask questions** educate yourself and get information from reliable sources.
2. **Share what you learn** about preventing disease with your family and friends, especially with younger children. Be a leader in keeping yourself, your school, family and community healthy.
3. **Model good practices** such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.
4. **Cover your mouth and nose with a mask.** Masks change daily or washed daily with soap and water.
5. **Wash your hands** frequently, always with soap and water for at least 20 seconds.
6. If soap and water are not readily available, **use a hand sanitizer** that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Use hand sanitizer upon boarding the bus.
7. **Keep 1.5 meter of distance** between yourself and people who don't live in your house. The mask is not a substitute for social distancing.
8. Stay at your designed area during break time and dismissal time.
9. **Do not share** cups, eating utensils, food or drinks. Your school supplies and books with others. Use your own praying mat.
10. **Tell your parents, or your teacher if you feel sick,** and ask to stay home.
11. **Follow all staff's' instructions.**

# Contact Us

In order to contact a teacher or member of the administration you may do so in the following ways:

- ❖ Call the school: 27610282 / 89 - 01227343587
- ❖ Send an email to
  1. EBIS Director: [ebis.director@els-egypt.com](mailto:ebis.director@els-egypt.com)
  2. Administration office [sally\\_mahmoud@els-egypt.com](mailto:sally_mahmoud@els-egypt.com)
  3. KSL Years 1-5: [y1-5-leader@els-egypt.com](mailto:y1-5-leader@els-egypt.com),
  4. KSL Years 6-9: [lower.secondary@els-egypt.com](mailto:lower.secondary@els-egypt.com)
- ❖ Please make sure to frequently check our website ([www.els-egypt.com](http://www.els-egypt.com)) for updates on school events and important notifications.