



# **Sunrise Language School American Division**

## **School Policies**

## **Preface**

**This edition of the Sunrise Language School American division Student/Parent School policy book contains useful information for both parents and students regarding the daily operation of Sunrise International School. You will find information highlighting some of the school's policies and procedures, guidelines that are necessary for the safety, welfare, and well-being of our students.**

**Please keep this handbook throughout the 2022/2023 school year. You are encouraged to review the contents of this handbook and share appropriate information with your child.**

**As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement. Should you have any questions about the contents of this handbook, please contact the school.**

### **School Information**

**School Name: Sunrise Language School**

**Address: 14 Badie khairy street, Heliopolis**

**Phone Number: 02/2623536-26235466**

**School Account: Sunriseschool201@hotmail**

**Facebook Account: Sunrise American School**

2022-2023  
School Vision

Raising a creative generation that is conscious intellectually, distinguished morally, sound scientifically and physically, able to take responsibility, cope up with the continuous progress, deal with the requirements of the age and play a positive role as a good productive citizen in the society.

School Mission:

We are aiming to:

1. Provide a healthy secure educational environment based on trust, mutual respect, equality, and unity; where students from diverse backgrounds can feel acceptance and self-worth.
2. Make learning enjoyable and the school an interesting place where the student is the core of the educational process.
3. Develop the linguistic skills, curricular and extra-curricular activities, which help to create a generation able to discover research, innovate, think, solve problems and take split decisions.
4. Enrich the spirit of dialogue and self-confidence among students, implant the spirit of constructive competition and reinforce the spirit of cooperation and the efficient teamwork.
5. Improve the teachers' vocational efficiency by providing ongoing training and stimulate them to follow-up educating themselves (self-learning).
6. Use technology and modern means of communication. Function information to serve the process of learning and education and interact with the society.
7. Discover and encourage talented, creative and superior students, as well as improving the levels of the weak students and motivating them.
8. Apply up-to date educational strategies that suit the individual differences among students and activate the role of the active learning.
9. Establish the principle of citizenship and belonging to the school and consolidate the moral values in the mind and heart of each student by being aware of the (national - religious - political - social) occasions and current events.
10. Link the school to the outer society and activate the social participation whereas students and parents participate in drawing up the policies of learning and decision-making processes related to them and the development of their school through the Board of Trustees
11. Provide physical and health care through (good nutrition - disease prevention -sport practice).

## **School Beliefs**

- 1. The commitment of the teachers and administrating staff towards a quality school is the main force behind achieving excellence.**
- 2. The balance of an American education and strong religious beliefs is the best combination for a quality school sought by parents and the community.**
- 3- Different assessment techniques should be used due to the different understanding levels of students.**
- 4. Parents should be actively involved in the progress of the school, through surveys and meetings with the administration as well as school visits.**
- 5. School Improvement Plan (SIP) is based on continuous assessment of the many facets of quality schooling.**
- 6. School should be a safe and an orderly environment.**
- 7. A comprehensive curriculum geared towards academic achievement by students is an essential pillar for education.**
- 9. Instruction should focus on teaching students tools which will help them collect and retain information.**
- 10- Development of student leadership skills is important in facing real-life situations and making sound decisions.**

## **Absences**

Sunrise Language School has established rules for valid excuse to be allowed. These are the following reasons:

- 1. Personal illness**
- 2. Severe illness**
- 3. Death in the family**
- 4. Exposure to contagious diseases**
- 5. Religious holidays**

A student absence from school regarding any of the above mentioned reasons shall be allowed to complete all assignments and tests missed during the period of absence, that can be reasonably provided and upon satisfactory completion, within a reasonable period of time. The teacher of any class from which a student is absent shall give reasonable equivalent but not necessarily identical tests and assignments missed by the student during the absence.

Absence for any reasons other than the ones stated above must receive prior permission from the school administration. Request for this approval should be written and submitted as soon as possible, but no later than 24 hours prior to the date requested. The reason for the request and length of absence must be provided.

Parents/guardians are responsible for reporting their child's absence(s) to the school in a timely manner. Absence should be reported by contacting the school administration office by phone or by sending a note with the child when he/she returns to school.

Three school days are given to the parents after the student's absence to provide an explanation for the absence to the School Director. Absences not verified within 3 days will be recorded as unexcused absences.

Regular and prompt attendance is important for a student to maintain satisfactory academic development and successful completion of quarterly and year-end exams, therefore, excessive or unexpected absences from school and specific classes can be detrimental to the educational process. Learning takes place through discussion and shared activities. A parent/guardian is responsible for regular and punctual attendance of the children- Parents/guardian should plan vacations and trips ahead of time to ensure that it doesn't conflict with the school's academic calendar.

Students with more than six (6) class absences, within a given semester - excused or unexcused - will receive a failing grade for that course or the actual class grade. When extenuating circumstances exist, a parent/ guardian should discuss extensive absences with the coordinator. Students, who miss fifteen (15) consecutive days during the school, will be withdrawn from the school.

The school administration will contact the parent/guardian for any student who is absent for three consecutive days. When a student's absences reach two-thirds of excessive absences, the school will notify the parent in writing of the number of days absent. Through discussion and working with the parent and student, a corrective action plan will be developed.

### Makeup Work

An officially excused student is allowed a reasonable amount of time to complete missed work. Each teacher provides guidelines for catch-up makeup work. The student is responsible for obtaining direction from the teacher concerning any missed assignment. If a student is absent "for an extended period of time, parents should contact the school for catch-up makeup assignments.

### Tardiness

Late arrivals and early dismissals can be very disruptive to other students and to teachers. When possible, please try to schedule appointments so they do not coincide conflict with school hours. With a late arrival, the parent must accompany the student to the Discipline Officer to obtain a pass before returning to class. Violations will result in the following'.

1st and 2nd offense:                      Verbal warning and call to the parents.

3rd offense:                                Parent conference.

4th and more offence:              After school detention.

### Audio-Visual Materials

Sunrise Language School has a collection of audio-visual and other multimedia equipment. Proper care and security of this equipment is essential to maintaining the exciting and effective aspect of the school's teaching program.

A student is not allowed to operate or to have possession of audio-visual equipment without signed authorization from the teacher. Usage of equipment is restricted to educational activities.

### Equipment Usage

Sunrise Language School contains a variety of educational, safety and maintenance equipment. Students should not to use or handle equipment unless they are specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the person at fault is held financially responsible.

### Computer Usage

Students may use the computer lab with teacher supervision and must sign the user log. A student may use the lab for approved school related activities. Chat rooms, music sites such as MTV (which may have inappropriate material), "adult" /pornographic sites, and other objectionable sites are not to be accessed. Random computer checks are often made during the day to determine which internet sites have been visited. No personal disks or CD's are to be installed by students in a school computer. Failure to obey the above regulations will result in suspension from all computer related activities in the school for a specific period of time. Repeated violations may result in other disciplinary action.



### Awards

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievements, and develop social skills, leading to good citizenship. Teachers and parents are expected to promote these awards with praise and encouragement, because students work hard to achieve them. Therefore, awards are incentives toward further effort and achievement.

## Buses

### Bus Conduct

Sunrise Language School provides bus transportation to and from school for students. The following rules were established to ensure safety for all students who take the school bus.

1. Students have to use only the bus they have been assigned to.
2. Students have to behave in an orderly manner while waiting for the bus.
3. Students have to remain seated and facing front when on a moving bus.
4. Students have to talk quietly, and not to make a noise.
5. Students are not allowed to talk to the driver unless it is necessary.
6. Students have to keep their head and arms inside the bus.
7. Students are not allowed to litter the inside of the bus or throw anything out the window.
8. Students have to be especially quiet when the bus is crossing railroad tracks.

-Infractions of any of the above rules will be brought to the attention of parents and may result in disciplinary action being taken by the school. Continued abuse of bus privileges will result in the denial of transportation to the student.

### Bus Rules

Students are to wait for their bus at the assigned stop. Bus drivers will sound the horn and wait 2 minutes for students who are late for their bus. Habitual lateness is unacceptable. Drivers will not return to stops for tardy students.

Students are required to go directly to their designated bus area after school is dismissed, and wait for their bus matrons to escort them to the bus. If a student is late and misses the bus then parents will be contacted and asked to come and pick the student up.

In the event that parents want their children to leave school using an alternative bus or other means of travel, then a signed permission note must be sent to the school administration before 9:00 a.m. Students without a signed note will leave on their designated bus.

## Bus Transportation

In order to provide the best quality bus transportation, the following will assist in making the first day of bus transportation for Sunrise Language School, organized and aid maintaining the designated pick up and drop off times.

Parents are responsible for being on time at their child's designated pick up and drop off destinations.

## Bus Transportation

Please verify your address, phone number, the name of anybody else authorized to pick up the child, emergency contact number and name with the school's transportation department prior to the beginning of the school year. Bus information such as bus number, bus monitor names and numbers are assigned and will be given to parents through students' affairs office.

## Canteen

Sunrise Language School provides a canteen for the students to purchase and/or snacks and drinks.

Children may bring a packed lunch from home. Please don't send any glass bottles.



## Class Parties

This purpose of having class parties is to bring joy or recognition for class accomplishments, staff effort or for Eid.

1. All teachers must fill out a request to hold a class party, a minimum of 3 days in advance to their Coordinator.
2. Submitting a request does not signify that a party has been approved.
3. Teachers can begin preparation and announcement of the party only after receiving a copy of the request with the Coordinator's signature.
4. Same day requests or non-approved parties will not be honored and may be cancelled even though students/teachers prepared for the party.
5. Cleaning up is the responsibility of the person who requested the party.

## Clinic

The clinic is staffed with a nurse and part timed doctor. The doctor provides health screenings, assessments for chronic and acute illness and first aid for school related injuries. Administration of medication, especially short-term medication, should be done at home.

In some situations, accommodation can be made for students with severe asthma to self-administer their inhaled asthma medication. All parents/ guardians are encouraged to provide the school doctor with updated and current work and home phone numbers, cell phone numbers and any other means, whereby they can be connected during the school day, if the need arise.

NB: Any allergies should be reported to the School Administration.



## Change of Address

For emergency and administrative reasons, every student must maintain an up-to-date address record at the school office. Notify the school immediately if a change of address or telephone number occurs during the school year.

## Disclaimer

Sunrise Language School is not held responsible for any items that are brought into the school campus that may become lost, damaged or stolen.

## Toys and Games

Students should not bring items that are unnecessary for the educational program as described by the teaching staff. Toys, trading/playing cards, radios are disruptions to the learning process. These items will be collected and held until claimed by a parent/guardian.

## Valuables

Valuables are any item which would cause concern if lost or stolen. The school administrators and staff cannot be responsible for valuable which students bring to school. Students should leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the Coordinator's office until the school day ends.

## Unauthorized Articles

Common sense and consideration is the best way to determine whether or not to bring personal possessions to school. In general, students should not bring toys, beeper, radios, Walkman, tape players, CD's, electronic devices, cellular phones or unusual items to school unless they are intended for a specific purpose in a certain class activity. When students bring an unauthorized article to school, our general policy is to remove the article from the student, place it in a safe location, and ask the parent to pick the article up at school.

## Dress Code

Students should strive to be neat and to come to school completely dressed in the uniform. Students are required to wear the complete school uniform at all times whenever they are on school campus unless instructed by the school administration in an event of an activity. At the end of the school day students may change on campus to other clothes before getting on their bus if needed and accepted in writing by school administration. Students and parents must keep in mind the following:

1. Wearing make-up is forbidden.
2. Girls wearing a veil must wear it plain white.
3. Writing is not allowed on school uniforms.
4. Nails are to be cut, clean and have no nail polish.
5. Hair must be clean, in a natural color and without gel.

## Dress Code Violations

For the first time, the school will send the student immediately back home.

## Discrimination

Sunrise Language School does not discriminate on the basis of sex, race, color, religion, disability, age, or national origin in employment or in educational programs and activities. Further, the school prohibits retaliation, interference, coercion, or intimidation on the basis of a disability in employment or in its education programs and activities. If you believe that you have been discriminated against in anyway, you may contact the Principal to discuss the issue.

## Discipline

Every student is expected to maintain self-discipline so that the school can provide a safe and secure learning environment. If the student is unable to behave appropriately, he/she will be referred to the Principal for disciplinary action. The Principal may suspend the student from the school. Disciplinary actions may include any of the following:

1. Parent conference
2. After school detention.
3. Suspension.

The following list is a guide for students and parents of unacceptable behavior. It provides examples of, but not limited to, unacceptable behavior that will result in a Discipline Detention:

1. Disobedience
2. Disruption of class
3. Chewing gum
4. Dress Code violations
5. Late to class or school
6. Talking in class
7. Not paying attention
8. Using offensive International
9. In hallways without pass

## Student's Code of Conduct

1. Refrain from running in the hallways.
2. All students are expected to speak English in school.
3. Keep classroom neat and clean and dispose of trash in container provided.
4. Refrain from shouting in the hallways during classroom breaks.
5. Responsible for completing and turning in all classroom assignments.

## Discipline Plan

Sunrise Language School uses "The Cooperative Discipline Approach". This philosophy takes a holistic approach to behavioral problems by offering diagnostic, corrective and supportive measures. It provides concrete strategies for encouraging teachers, parents, administrators and students to work as a team in helping students choose appropriate behaviors. This method builds students' self-esteem by encouraging them to feel capable, to connect and to contribute.

Parents play a vital role in the Cooperative Discipline process. The Cooperative Discipline process is in effect when parents and teachers, the most significant adults in a young person's life, establish common goals and use compatible strategies.

## Discipline Policy

Inappropriate behavior will be disciplined. Inappropriate behavior is any behavior that does not show respect for self, others, or school property. Such behavior will result in a conference with team coordinator, a team of teachers, an Academic Consultant, or some other school staff member(s). In most cases, parent(s)/guardian(s) will be notified and disciplinary action may take the form of:

1. Exclusion from the classroom.
2. Conference with discipline officer and a teacher.
3. Conference with discipline officer and a team of teachers.
4. Parental conference.
5. After school detention.
6. Suspension (internal or external).
7. Expulsion.

### Discipline: Suspension and Expulsion

Suspension is defined as the removal of a student from the ongoing instruction for adjustment purposes. Expulsion is defined as the removal of a student from school and student to be transferred to another school.

Suspensions from school are given by the School Director for the worst infractions of school rules and policy. If a student is suspended, one or both parents / guardians are required to meet the school Director before a student may return to school. Suspensions are given only as a last trial / choice. They signify that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. The suspension will be in the student's file. Reinstatement will not be granted until a conference with the student's parents fully assures the school Director and the student's teacher that the reason for misconduct has been effectively eliminated.

A student may not be suspended from school or recommended for expulsion unless the superintendent of the school Director of the school determines that the student has:

1. Caused or threatened to cause physical injury to another student.
2. Willfully used force or violence upon another student.
3. Take possession of a dangerous object.
4. Under the influence of an alcoholic beverage or an intoxicant of any kind.
5. Unlawfully offered, arranged or negotiated to sell any alcoholic beverage, or any intoxicant of any kind.
6. Attempt to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Possession or use tobacco or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars and chew packets.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.

10. Disrupted school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
11. Knowingly received stolen property or private property. 12. Attempt to commit a sexual assault.
13. Caused, attempted to cause, threatened to cause or participated in an act of hate, or violence.
14. Making terrorist threats against school officials or school property, or both.

### Early Dismissals

A student who has to leave the school early must receive a written permission from the school administration office. Security will not open the gates unless a written permission is received from the school administration.

Any parent / guardian wishing to remove a student from the school must first notify the school's Discipline Officer by phone prior to removing their child from the school.

### Field Trips:

Field trips are scheduled by various classroom teachers and / or school administration throughout the school year. These trips are designed to supplement different aspects of classroom curriculum and mingle students with the community. Parents will receive notices of field trips in advance of the scheduled trip date, fees for the field trip and will be asked to sign the field trip permission form and return it back to the school.



### Fighting

Fighting is strictly forbidden in the school or on campus. Sunrise Language School has a hands-off policy which means, literally, that students may not place hands on another student. Hence, they may not poke, push, hit, grab, choke or in any other way place hands on other student. Violations will result in the following:

1<sup>st</sup> offense: Warning, call to the parents and in – school suspension.

2<sup>nd</sup> offense: In-school suspension, a meeting with parents/ guardians and behavior probation.

3<sup>rd</sup> offense & more: a meeting with parents, suspension and the suspended will be informed of the situation and will consider expulsion. Professional counseling may be suggested to the parents/ guardians.

### **Food and Drinks**

Food and drinks are not allowed in classrooms. Presence of food and drink in classrooms can be very disruptive.

### **Gum**

Gum is not allowed in school, on campus or in classroom. If a student is caught chewing gum he/she will be asked to throw away it out. Students are expected to cooperate with the teachers or any of the school administration staff.

### **Guidelines for Recess and Break Time**

All students must adhere to the Recess and Break Time rules. Any student who disregards these rules will be sent to the school's Disciplinary Officer.

Rules of Recess break-time are:

1. No fighting, pushing or shoving is allowed during recess and break times.
2. All garbage must be disposed of in the appropriate trash containers.
3. Students must listen to the playground supervisors.
4. The canteen food items may be purchased during the recess (lunch period). Only water may be purchased during 5-minute break.

## High School Diploma

Sunrise language school's students may earn a high school diploma by completing the following requirement:

1- Students must complete grade 10 / 11 /12 successfully.

2- Students must earn 8 credits in each grade level.

Arabic and Religion are major subjects at all grade levels. Students will be prepared for the Ministerial Arabic exam in grades 11 and 12 as they have to pass these exams before college entrance.

## Harassment

All students have a right to be in a school environment in which they feel safe, respected and protected. The school, school activities and buses must be free of racial, religious and ethnical harassment, bullying, intimidation, extortion and violence. This means that the students must not use spoken words, written words, gestures, pictures or behavior which contain racial insults, religious insults, ethnic insults, bullying intimidation, extortion, violent attacks or threats. Sunrise Language school has a "hands-off "policy whether the touching forbidden.

The student, being harassed, is responsible for telling the person bothering him/her to "stop" and then to immediately report the inappropriate behavior to a member of the school staff. Disciplinary action will be taken against the student. This type of behavior is very serious and it will not be tolerated by the school. Violations will result in the following:

- Warning, call to the parents and in-school suspension.
- In-school suspension, a meeting with parents
- Guardians and behavior probation.
- Meeting with parents, suspension and the superintendent will be informed of the situation and will consider expulsion.
- Professional counseling may be suggested to the parents / guardians.

## Homework

At Sunrise Language School we believe that homework is a vital element in the educational experience of a child. Research has indicated that homework is important in effecting positive academic achievement.

Homework is a vital part of the total learning process. It is an extension of the learning that takes place in school.

Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research and creative thinking.

Parents can help their children by arranging a quiet comfortable place for the students to work and by checking that assignments are done completely and successfully.

We strongly discourage parents to sit with their children (especially after third grade) while they are performing their assignment or to spoon-feed them the answers as this makes them to depend on their families and negatively affects the academic performance.

### The following list serves as a reminder about the importance of homework:

- Provides essential practice in needed skills.
- Trains students in good work habits.
- Affords opportunities for increasing self-direction.
- Helps students learn to budget time.
- Promotes growth in responsibility.
- Brings students into contact with out-of-school learning resources.

### Honor Roll and principal's List

The purpose of the Honor Roll is to acknowledge all students whose academic achievements merit recognition and to encourage and motivate students to put forth their best efforts. The Honor Roll is posted by the end of every quarter.

### Honor Roll

The Honor Roll is a very special recognition for academic achievement of a student. To qualify for the Honor Roll the criteria for selection is listed below:

1. Average must be from 85% - 94%
2. No grade below 60% in any class.
3. An incomplete work in any class disqualifies the student.
4. No F's in any subject.
5. Must be passing Physical Education class.

## Hours:

Administration hours: 7:30 —→ 03:00

School hours: 7:30 —→ 01:30

## Illness and Injury

In case of illness or injury a child will be cared for temporarily by the school doctor or a member of the school staff. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to El Nozha International Hospital.

## Immunization and Vaccinations

All students are required, upon enrollment and at other specific times, to present proof of adequate immunization according to the regulations. Students who don't meet the requirements will be excluded from attending school until requirements are met.

## Leaving School Grounds

Students must remain on school grounds after arriving on campus. Students are not allowed to leave the school grounds during school hours for any reason without knowledge and consent of the principal. Permission to leave the school grounds will be considered upon written or verbal request from the student's parent / guardian.

Students, who are picked up for appointment, are only allowed to leave the school grounds with a parent / guardian unless the school is notified that someone else is picking the student up.

### Lockers

School lockers are school property on loan to students. The Team Director will assign lockers and no changes can be made without the Team Director's permission. The teachers will check lockers at regular intervals for cleanliness and inappropriate materials. Any problems will be promptly reported to the administration.

With reasonable suspicion, school authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. A student is responsible for the contents in the lockers assigned to him/ her.

Student must keep his/her locker and must not give other students access to his/her lock. School is not responsible for the loss or theft of personal items stored in lockers.

### Backpacks

Backpacks and backpack purses are to be used for transporting school materials back and forth to school. Once in school they should remain in the lockers or designated areas.

### Lost and Found

A large number of items are placed in the lost and found box each day and never claimed. Because of this, all children should have clothing, backpacks and material labeled with their names. This would ensure prompt return. Lost items should be reported promptly to assist return. Periodically, unclaimed items will be given to the needy.

### Loitering

Students should leave school and school grounds right after classes or activities. The school's primary concern is your child's safety.

No unnecessary "hanging around" before school, between classes and after school is allowed.

Non students are not permitted on campus at any time unless they have been registered as official guests in the main office.

## Medical services

A licensed school physician is present on school campus during school hours. The physician is located in school clinic.

Some services provided by the school's physician include:

1. Notifying parents regarding vaccinations and immunizations.
2. Apply first aid as needed and notification of parents.
3. Medical reports completed on students and given to parents are: illnesses, injuries, etc.
4. Supervision of students with any noted medical conditions.
5. Providing hygiene and health care information to students and parents.

Parents should:

1. Notify the school physician in advance regarding your child needing to take any prescribed medication for an illness or injury.
2. If your child is on a medication for serious illness please notify the school's physician.



## Medications

If your child must bring medication to school, a school medication form must be completed and returned to the school doctor. The requirements are as follows:

### Prescribed Medications

1. Must be in the original container.
2. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
3. Must be current.
4. Must be accompanied by a note giving the child's name, dosage amounts, specific dosage times, other instructions if necessary, dated and signed by the parent / guardian.
5. Can be refrigerated if necessary.
6. Will be distributed by school personnel.

### Non-Prescribed Medication

1. Must be in the original container.
2. Must be accompanied by a note signed and dated by the parent, giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions if needed.

### **Official School Language**

English Language will be the primary spoken language while at school and on school campus. The only exception for a second language to be spoken will be in the Arabic, French or German classes.

### **Parent Notifications**

Parents will be notified of any upcoming events, trips, vaccinations and general school information by notices that will be sent home with their children. Please check with your child to make sure that you receive any school notifications.

### **Parent Retrieving Students from School**

All parents picking children up from school should come to the office for a pass or to have students paged. Parents should never go directly to a classroom or wait in a hallway. In this way, school can insure safety for all students in it. When allowing another person to pick up the child at school, parent/ guardian must send on that day a signed permission statement including the name of the person picking the child up.

### **Parent Teacher Association (PTA)**

We believe that parents need to be involved in the decision making process at Sunrise Language school. Excellent schools are created through the dedication of Superintendents, Principal, Director, Coordinators, Teacher's Parents and Community members, who are passionate about student success. When the family communicates effectively with educators, positive relationships develop, problems are more easily solved, and greater progress is achieved. We are very grateful to parents who show appreciation for our efforts by participating and volunteering in school activities.

It is evident that parents care about what we do at school. Parents and other family members have various areas of expertise and skills that may be of great help to the school. A parent-teacher association will be established so parents and teachers can work together and address any concerns needed to the school. PTA will also be responsible for organizing special events, fund raising and other activities related to the school.

### **Parent-Teacher meeting**

Parent-Teacher conferences will be held when report card are issued. Some may be with one parent by appointment, and other conferences may be open to all parents. The purpose of a Parent-Teacher conference is for teachers to explain to parents the progress and/or problems of the child. Conferences time used in an orderly, productive manner can be very valuable to the student's overall educational progress.

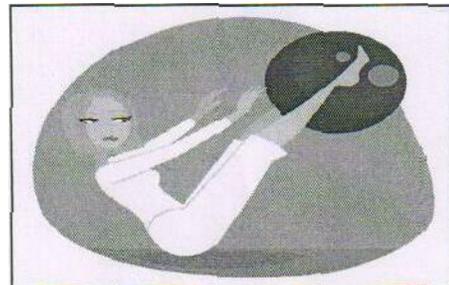
Some parents are hesitant about participating in meetings; however, teachers want to encourage all parents to take advantage of conferencing. Teachers believe they can do a much better job with students if they can understand parents' point of view and share their experience with the parent. If a parent has a special concern, she/he should immediately contact the school and make an appointment with the teacher.

Parent-conferences can be arranged at any time during the school year.

### Physical Education

The Physical Education program is an important part of the education experience for students. Sunrise Language School believes that physical education is an important part of the educational experience. Physical education helps develop and maintain a healthy body, a sense of physical well-being, good mental health, positive attitudes, promotes sense of leadership skills, sportsmanship and social congeniality skills. Physical education classes are provided for all students as required by the American Diploma.

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation of a student. For a student to be excused from physical education for a short period due to a temporary illness or physical condition, a written request from a parent / guardian is sufficient.



### Playground Supervision

School staff will supervise the playground during morning and noon breaks. Staff members are on the playground during regularly scheduled breaks. Students are required to be considerate of others in the playground and to play safely. The playground is not supervised after school and students are expected to leave it at dismissal time for their own safety.

### Programs Offered

#### American Diploma

From Grades Pre-K to Grade 12. Upon graduation of Grade 12 students will receive an American Diploma.

#### Pre-K Program

Pre-K students attend classes five days a week from 8:15 am to 01:00 pm. We provide the Pre-K Students with worksheets and activities to help them to join our kindergarten program. We try to make every child's early school experiences as enjoyable and exciting as possible.

#### KG Program

KG students attend classes five days a week from 8:15 am to 13:00 pm. The students in KG have varying levels of English proficiency ranging from beginner to native. This mix motivates beginners to excel and older students to mentor their peers and thus, creating valuable learning opportunities for all.

#### Progress Reports

A formal report on a student's progress is sent to the parents / guardians at the end of each month except on the month that report cards are being issued. Informal progress reports are issued at various times throughout the school year. Progress reports are used to advise parents of the student's progress during the month. Parents/ guardians are to sign the progress reports and return them back to the school. Teachers should keep track of progress reports and return the signed copy to the Coordinator for later references when having parent conferences. Parents contact should be made for any student receiving a (D) or (F).

## Retention

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. Retention is usually considered as a more positive alternative during the first and second grades, A parent can assume his child will be promoted unless the alternative has been discussed during the school year. Parents will be involved in any retention discussion. The primary reasons for considering retentions are:

1. Indifference or lack of effort on the part of a capable student.
2. Frequent or long absences.
3. Academic development delay.

## Core Subjects

English, Math, Science, Social Studies, Arabic / Religion  
Arabic, Religion and Social Studies for Egyptian Students only and upon request from any other nationality.

## Additional Subjects

French, German, computer, Art, Psychology, environmental science, Economics, Accounting, Business

1. If a student fails three or more core subjects, he/she will repeat the grade.
2. If a student fails one or two core subjects, he/she may take it/them during the summer school.
- 3- If a student has more than one (D) grade, it will be recommended that he/she attends at least one summer school session.

## Promotion Guidelines

Each student should learn the relevant grade level subject matter before promotion to the next grade. Each student shall take and be expected to achieve a passing score on all the core subjects - not less than a (C) grade.

## Quarter Exams

All students will take quarter exams. The exams will count for 30% of the quarter grade. The remaining 70% will be based on assessments like: homework, class work, quizzes and projects.

## Report Cards

Report Cards are issued quarterly and are distributed to all students. Parents /guardians are to carefully review their child's progress and discuss any concerns with the teacher.

Parents/guardians are to sign the report card and return it to the school.

### Safety

Our School safety measurements are extensive. The school staff works diligently to ensure our emergency plan is efficient and that all staff members are prepared for all types of contingencies.

For the safety of students and staff the emergency plan is reviewed and updated annually. Emergency evacuation trials are conducted on a regular basis.

### Regulations

Guidelines have been established to maintain an effective learning environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, on the bus and at any event where the school is represented. The following regulations are to be followed at all times:

1. Students are to ride assigned buses unless special permission has been requested and granted by the principal.
2. Disruptive behavior on buses may result in loss of bus-riding privileges and /or other disciplinary measures.
3. Students may not bring personal items such as toys, radios, tape recorders, televisions, microphones, etc., to school without permission from the teacher or principal.  
Responsibility for loss, damage, or theft cannot be assumed by the school if permission is granted.
4. Chewing gum is not allowed on school campus,
5. Animals may not be brought to school campus without express permission from the Principal.
6. Unauthorized use of the computer technology will result in students being penalized.

### Student Records

The school is responsible for student records. The records include the student's permanent academic history, report cards, and daily attendance data.

Parents or legal guardians have the right to inspect and review any official records, files and data directly related to their children. This includes all materials that are incorporate within each student's cumulative record folder.

If a student's academic records are inaccurate or misleading, the student's parents or guardians may request an amendment by contacting the Academic Consultant. Cumulative records are treated as confidential material and the primary rights of parents and students are safeguarded. No outside individuals may have access to student's record without consent of the parent.

If for some reason the records are not immediately available, the request shall be granted within a reasonable period of time, but in no case more than five working days after the

request has been made.

### Students Records Confidentiality

Records or files of student information will not be released from the school system without written consent of the parent /guardian. This criterion goes with all cases except for records being transferred to another school which the student seeks or intends to enroll in. Upon request parents may receive a copy of the record transferred.

### Student Transfer

Parents of students withdrawing from school should contact the administration office at least two days prior to the last day of attendance. This allows time for completion of records, and typing of the transfer form. Parents may pick up the transfer form from the office on the student's last day or it may be sent home with the student upon request. All accounts with the school should be settled prior to the transfer.

When a student transfers from one school to another, the original scholastic and disciplinary record or a copy will be transferred to the school upon request from the school.

### Study Skills

A parent can help a child be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Coming to class prepared with pencil, paper, books and other necessary materials.
2. Be an active participant in class; listen well and take part in class
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the best work possible. Just "getting by" is not a worthwhile goal.

### Supplies

Each teacher will furnish the students with a list of suggested supplies needed. These supplies are modestly priced and easy to obtain. A basic list contains the following items:

- Pencils/pens
- Lined paper
- Crayons
- Scissors

- Glue
- Rubber

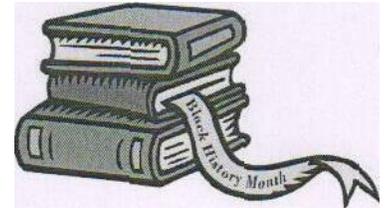
### Telephone



The office telephone is a business phone and is not to be used by students except in an emergency. Students are **NOT** allowed to use the phone to make personal arrangements, such as requesting permission to go to another student's home after school, or transport forgotten homework.

### Textbooks

Copy of the textbooks is provided through Sunrise Language School. If a booklet is lost, or damaged beyond reasonable wear, the student will replace the booklet or be charged for the replacement cost.



### Tips for a Successful School Year

1. Talk to your child's teacher frequently. Together you are a team for your child's academic success.
2. Provide a quiet place and consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
3. Help your child learn to follow directions. Give one and two-step directions and see that the task is completed.
4. Teach your child to show respect for others by using polite phrases such as "please", "thank you", and "excuse me".
5. Model and reinforce appropriate behavior.
6. Help your child learn his/her address and telephone number.
7. Listen to your child and encourage your child to talk about new experiences.
8. Encourage your child to succeed, but do not expect more than your child is capable of doing.
- 9- Involve your child in reading and writing activities.
10. See that your child gets a good night's sleep and has a nutritious breakfast.
11. Write your child's name on all personal items brought to school such as coat, hat, gloves, lunch box,, etc.
12. Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
13. Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to school.
13. Ensure that your child comes to school with the school uniform.
14. Discuss with your child what to do in case you are not at home when he/she arrives.

### Tutoring

Each teacher may offer her/his time after school or during break time for remedial help. Students should check with the teacher to see what day and time the teacher is available.

### Vandalism

Our school equipment is school property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that damage caused by vandalism be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to the school Director immediately, so that the damage is not mistaken for vandalism.

### Visiting the School

Parents are encouraged to visit the school. Parent/ guardians may visit classrooms following advanced consultation and approval from the school Director.

Students are not permitted to invite visitors to attend classes with them.

All visitors are required to report to the school office and sign in upon entering the building. No visitors are allowed to enter the halls of the school without a visitor's pass. Visitors are not to use the school bus.

### Department Notification and Grievances

In order to provide an organized school facility for you and your child at Sunrise Language School, please refer to the following chart in order to help us meet your needs and answer any questions that you may have.

<b>DEPARTMENT RESPONSIBLE</b>	<b>ISSUE OR CONCERN</b>
Register's Office	Enrollment, School Tours, Complaints
Human Resource Department	Employment
Transportation Department	Bus information. Student bus transfers
Discipline Office Department	Disciplinary Issues& Concerns, Behavioral Problems, Absences
Activity Department	Field trips & Extracurricular Activity, Information and school events, scheduled PTA meeting dates
Financial Department	Accounting, Tuition & Transportation payments
School Clinic	Medical & Health issues, Vaccination information, reporting medicines your child may be taking
Administration	Reporting issues that are unresolved, request meetings with superintendent

### Grievance Procedure

In order for us to properly follow through and follow-up on complaints and to provide effective results please follow this criterion:

1. Report the issue and/ or concern to the school Director and/or Coordinators.
2. The school Director and/or Coordinators will schedule a meeting with the Parent, Student and Teacher.
3. The meeting will be for discussing the issue at hand and to reach a resolution or work out the problem being discussed.
4. Notes will be taken during the meeting for parent review and signature.
5. The school's Director and/or Coordinators will follow-up on the discussed issue and makesure the problem is resolved.

## Health care and vaccines

Under the supervision of Dr. Ghada Adel, the school's doctor, all the symptoms, medication and precaution were discussed and explained. Medical and cooking staff

- 1- Wearing the medical masks. (Students and teachers)
- 2- Purifying hands and washing them regularly.
- 3- Measuring the student's temperature.

In case of any symptoms or indicators, they must be isolated. It is a must to be applied on all students and all the school's workers. A report has to be distributed among the students in all stages (As awareness).

A medical symposium was also held by Dr. Ghada about Swine Flu, and other viruses for all workers and teachers. It was mainly concerned with sanitation, eating healthy food and drinking hot drinks. In addition to doing sport, all the previous items should be taken into consideration.

Vaccines were also inoculated under her supervision, they are as follows:-

- Kg 1: foot and mouth disease, measles (M.R).
- Kg 2: M.R
- 1<sup>st</sup> primary: diphtheria & M.R.
- 2<sup>nd</sup>, 3<sup>rd</sup> primary: M.R German measles.
- 3<sup>rd</sup> primary: M.R
- 1<sup>st</sup> prep: M.R, Tetanus
- 1<sup>st</sup> sec: M.R

The desirous students were only vaccinated against Swine flu (in all stages of K.g and primary)

### Medical crew tasks:

- Firstly: Examining and measuring the temperature for all students. All absent students were called to know the reasons for their absence.
- Secondly: passing daily among classes to ventilate them and inspect its cleanliness, purifying and perfuming all the school's toilets.
- Thirdly: Taking care of all the school's used classes and making sure of the expiry date for any product.

- **Making sure that all isolation places are equipped with all the medical tools and appliances and purified substances.**

**Any case has to be reported to the Ministry Of Health.**