



Sunrise Language School
American Division

2022-2023

Student Handbook



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The Director's Message

Sunrise Language School is at the forefront and deeply committed to providing quality education for our students, nurturing them to be active, lifelong learners and influential leaders. At SLS, the child is at the center of every program and activity that takes place in the school. Every student is important to us and we customize the curriculum and programs to help them realize their full potential.

Sunrise Language School Program is designed to cater to the varied needs and talents of our students. The process and journey of learning is of utmost importance. Teachable moments and challenging experiences that bring new dimensions of learning enrich our student's understanding and grasp of life's issues. We help every student grow, be the best bring positive impact and influence in the community.

I am glad to have a team of highly dedicated staff. Our teachers create a vibrant learning environment to nurture in our students a passion for learning and cultivate in them the spirit of enquiry.

We hope that your visit to our website will give you a deeper understanding of what makes SLS such an ideal and dynamic place to learn, play and grow.

I wish you all a wonderful school year.

**Director
Mrs. Marlyne Mounir**



The Principal's Message

Dear Students and Parents,

I extend a warm welcome to you and your family. I am very proud to be the Principal of this wonderful school. It is a privilege for me to work with our students, our staff and our families to make our school the very best it can be. My aim is to lead our school community to enable us to work together to achieve our goals.

Our commitment at SLS is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the twenty-first century.

High standards and expectations for each student in regard to academic performance, co-curricular participation, and responsible citizenship are the foundation of our school. It is with pride that we hold these high standards and ask each of our students to commit to maintaining the extraordinary record of achievement and contribution that has been the legacy of our students. It is the contribution of our students to our school that makes SLS an exceptional learning community. Full participation in academic and co-curricular programs and a willingness to act responsibly as an individual within our educational environment are the factors that enable all to have a successful and enjoyable year.

School Contact Information

School address:

**14 Badie Khairy Street, Heliopolis/
Cairo, Egypt**



Facebook Account: sunrise American School

Website: www.sunrise-eg.org

E-Mail:

Sunriseschool2010@hotmail.com

Telephone Numbers:

+202-21806266 - +202 21806636

+202-26235536

Fax Number:

02-21806890

School office Hours:

8:00 am- 3:00 pm Saturday - Thursday



School Leaders

Owner	Mr. Atef Ramzy Legal
representative	Dr.Tamer Atef
Director	Mrs. Marlyne Mounir
Principal	Mrs. Marlin Raouf
Vice Principal	Mrs. Mai Sayed
Students' Affairs	
Teachers' Affairs	
Activity Personnel	Mrs. Somaia Abd El Hady

Support Staff:

School Doctor:	Dr.Ghada Adel
Librarian:	Mrs. Aya Adham
IT Technician:	Mr. Karim Atef
Data Entry:	Mr.Mohammed Abd Elsamee
Maintenance:	
Bus Supervision:	
Social Workers:	Ms. Nawal Ahmed



To the Parent/Guardian:

This Handbook illustrates and explains the procedures, policies and regulations of Sunrise Language School. In case of any question or request, please, contact us. (Please check page 6)

To the Student:

Sunrise Language School welcomes you to join its members during the new academic year (2023 / 2024).

We'd like to help you fulfill your educational goals and offer you a comprehensive program of academic activities. We help you to acquire the following positive attitudes:

- To be responsible for your education, decisions and actions.
- To be an active member in school, and society.
- To accomplish your goals.
- To know your rights and treat everyone with mutual respect regardless the historical, social standard, race or religion.



School's Mission and Vision statement:

The student's needs are the focus of our strategy. We believe it's our responsibility to develop the student's basic fundamental skills, to keep him/ her healthy and physically fit and understand the rights and duties of citizenship. We care for teaching him / her ways of the constructive use of leisure time and developing appreciation of nature, and arts. It's our main concern to develop the student's ethical, spiritual values and principles.

2022-2023 School Vision

Our vision is to raise generations who are creative, knowledgeable, ethical, physically sound, responsible and capable of keeping up with global advancement and of playing a positive role in their community.

School Mission:

Our Mission is to empower every student in the school to achieve more and succeed in a rapidly changing society.

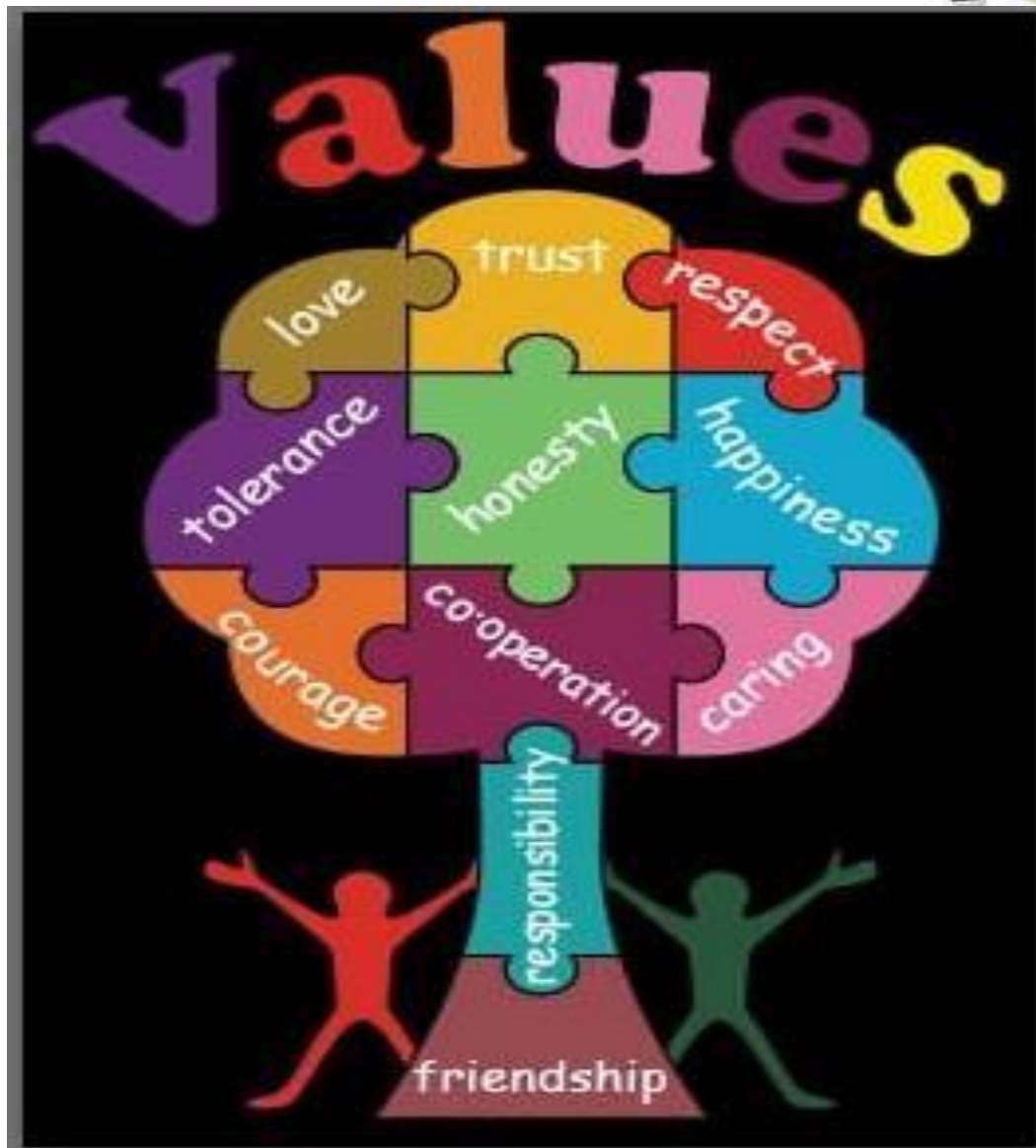
Our Beliefs: |

At **Sunrise Language School** We believe in:

- Providing a safe and healthy educational environment.
- Making the school an interesting place where education becomes an act of joy and the learners are the center of the educational process.
- Developing the skills of the learner through extra-curricular activities that enhance the learning outcomes.
- Providing sustainable professional development for teachers.
- Using modern technology.

- Reinforcing the concept of citizenship and nurturing moral values.
- Linking the school with the community through participation.
- Providing health and physical care through proper nutrition, disease prevention and exercise.
- Working on the advancement of incomplete students.

Core Values:







Teachers promise to:

- Assist their students in making healthy choices
- Provide a safe and caring classroom environment
- Challenge students to achieve to the best of their ability
- Create meaningful lessons and assessments in line with our school mission
- Offer praise, encouragement, and meaningful, timely feedback
- Craft transparent, consistent grading policies, classwork procedures, and classroom expectations
- Explain and follow the Behavioral Policies in a consistent, fair manner
- Communicate with parents, staff, and students in a professional, respectful manner
- Get involved in the greater school community by participating in after school activities, attending performances, and promoting positive school spirit.

Parents promise to:

- Be sure children get 8-10 hours of sleep and are on time to school.
- Offer praise and encouragement to their children regarding their learning.
- Support your child's learning goals and aspirations.
- Promote reading and writing in your household in both English and Arabic (if spoken at home).



- Be supportive of the teacher's grading policies, classwork procedures, and classroom expectations.
- Communicate with teachers, staff, and students in a professional, respectful manner.
- Get involved in the greater school community by participating in parent teacher conferences, attending performances, and promoting positive school spirit.

Students promise to:

- Get 8- 10 hours of sleep and be on time to school in the morning.
- Challenge themselves to meet their learning goals to the best of their abilities.
- Arrive to class on time, every day, all day.
- Devote a sufficient amount of time each day after school for completing work and studying.
- Follow and support the teacher's grading policies, classwork procedures, and classroom expectations.
- Understand and follow the Behavioral Policies consistently.
- Communicate with teachers, parents, and staff in a professional, respectful manner.
- Get involved in the greater school community by participating in after school activities, attending performances, and promoting positive school spirit.



General Rules To Be Followed:

Students are fully expected to adhere to all Student Expectations, as follows:

- Learn and follow school and classroom rules.
- Attend school/classes on time, every day, and be prepared to learn.
- Resolve conflicts without physical or verbal violence.
- Keep a safe and clean campus that is free of graffiti, weapons, and drugs.
- Create a positive school environment, reporting any bullying or harassment.
- Display good sportsmanship both on and off the athletic field or anywhere on campus.
- Keep social activities safe and fair.

In addition, our students will:

- Conduct themselves in an appropriate and respectful manner, fulfill their responsibilities as successful students and citizens, and respect all school-adopted policies.
- Demonstrate appropriate and positive behavior conducive to academic success and individual achievement.
- Recognize and exercise their rights while fulfilling all of their responsibilities.
- Respect and understand the rights of others, the laws of our society and all school policies.
- Commit to participate and capitalize on the educational opportunities provided at school.



- If a student or a teacher borrows any book from the library, he/she is responsible to return it back in due time and in a good condition.
- The student and his guardian will sign a conditioned paper forcing the student to shoulder the responsibility of any damage he causes at school (ex. books, computers, seat)
- The students are not allowed to leave the school campus between arrival time and dismissal time without authorization of the school authorities unless the students are on an approved field trip or other school activity.

School's Policy:

Admission Policy:

Upon enrollment, we ask students to list previous educational training and any high school courses they've already taken. Appropriate credit may be given depending on the relevance of the courses, when they were taken, and the student's proficiency in the subjects, as demonstrated by official transcripts. Students applying to **Sunrise Language School** must present previous school records, and have an interview with the principal. Once an evaluation has been made, the applicant will be placed in the proper grade level.

Admission from Egyptian and Language Schools

All students must provide official exam results. Students who have successfully completed 3rd prep (grade 9) will be considered for admission for grade 10.



Admission procedures

New students seeking enrollment must submit the following documents to the Registrar's office:

- 1- 6 photos.
- 2- Birth certificate.
- 3- All the educational certificates the student had achieved.
- 4- An application to join the division.
- 5- Interviewing the students and his parents.
- 6- Assessment exam in English and Math.
- 7- ID cards of the parents.
- 8- Copy of passport (Non-Egyptians)

Attendance Policy

Attendance is the first step in ensuring academic achievement. Scholars must show up and give their best effort at school each and every day, Regular attendance is required.

- Sunrise Language School operates **from 7:30 a.m. to 3:00 p.m., Sunday through Thursday.**
- We also are available on Saturdays from 8:00 a.m. to 2:00 p.m. to all students in case they need extra support or any inquiry.
- **All absences - "Excused" and "Unexcused"- are considered absences:** Any day your child does not attend school is considered an absence. Only scholar illness (with doctor's note), a death in the family, religious holiday (with parent/guardian notes) are considered 'excused' absences, though the scholar is still considered (and marked) absent from school.



Tardiness Policy

Punctuality is an important factor in achieving success in business and education. If a student is more than 15 minutes late, he/ she must obtain the instructor's permission before entering the class. Six (6) unexcused incidents of tardiness constitute only one (1) absence. The first tardy of the term will be a warning.

Bullying Policy

Never in the history of education has it been as important as it is today to have an effective bullying policy. Students across the globe are affected by bullying every single day. The number of bullying incidents only continues to increase each year. We hear about students dropping out of school or taking their lives because of bullying all too often. Schools have to make bullying prevention and bullying education a top priority.

Bullying means an international electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

The Board prohibits all forms of bullying by district students or he/she will be subjected to the following penalties:

- 1st offence: oral warning.
- 2nd offence: written note to the parent.
- 3rd offence: suspension up to 5 days and parent conference with the principle.



Grading policy

The following table clarifies the score along with its grade so that each grade letter reflects students' percentage of results.

<i>Exam:</i>	30
<i>Year`s work:</i>	70
<i>Total:</i>	100

<i>SAT 1:</i>	60%
<i>Year`s Work:</i>	40 %.
<i>Total:</i>	100%

Score	Grade
A	93-100
A-	89-92
B+	86-88
B	83-85
B-	79-82
C+	76-78
C	73-75
C-	69-72
D+	66-68
D	63-65
D-	60-62
F	Below 60

- Work missed due to absence under the absence policy must be made up within the time allowed.
- All teachers take into consideration incorrect spelling, incorrect grammar, and incorrect punctuation, lack of capitalization, incomplete sentences, and illegible writing in **All** written work
- Final examinations will be given in all subjects at the end of each semester at the scheduled time. Such examinations are part of the course requirements.
- A parent may pick up his child's report card at the end of each Quarter.
- If a student is failing or in danger of failing (D, F or an I [incomplete]) the parent will be contacted by the Administration.



Summer School and Retention Policies

Summer school may be recommended or required for school students. If a child is recommended, summer school is not a requirement to move to the next grade level. If summer school is required, passing summer school successfully is a condition to move to the next grade level.

Criteria for failing/passing a course: If a School student fails the first semester of a core subject course, the student must earn a grade percentage high enough during the second semester of that course, that when both semester grades are added together and divided by two, the overall percentage is 60% or higher. However, if a student passes the first semester and fails the second semester of a core subject course, the student will not pass and will be required to attend summer school.

Summer School Option

If failing 1 or 2 core subjects (Math, English, Science and Social Studies), the student is required to attend and pass the school approved, summer school program in order to pass on to next grade level.

Repeating the Grade

If at the end of the academic year a student fails 3 or more of the yearlong core courses (Math, English, Science and Social Studies), the student is required to repeat the current grade. Attending summer school will not allow the student to move to the next grade level. Final decisions will be made by the School Administration.

Cheating:

A student who cheats will be subjected to the following penalties:

- 1) 1st offence in a class: Warring
- 2) 2nd offence in a class: detention



3) 3rd offence in a class; Extra work

4) 4th offence in a class: Denial of readmission to sunrise School

Alcohol and Drugs:

Possession / Use or Under Influence / Selling

1st offence: Up to a (5) day suspension and parent conference with the principal.

2nd offence: Up to a (10) day suspension and parent conference with the principal.

3rd offence: Denial of re-admission to Sunrise Language School.

Assault:

Physical or Verbal or Written assault by a student upon any other student which occurs on or near school property, or at any school sponsored activity or in any school vehicle will be dealt with strictly and immediately by the School Administration according to the evaluation of the Principal.

N.B:

- Acts of Student Misconduct Range of Disciplinary Action in general:
- Conference with student
- Problem solving meeting and behavior plan, including before and after school detention.
- A student who is on suspension is not allowed on School Grounds or at School Activities for any reason unless authorized by an administrator



Dress Code:

- Students are required to follow Sunrise Language School uniform dress code.
- We ask that all scholars come to school in clean, neat uniforms every day. Scholars may not change out of their uniform dress code at any point during the school day or any school field trips.
- The Uniform is available at the school.

Behavior:

STANDARDS OF STUDENT BEHAVIOR

- Appropriate behavior reflects the person's commitment to courtesy, thoughtfulness of others and respecting the rights of other people. Students are expected to behave themselves as good citizens at school.
- Students are responsible for knowing and obeying all school rules and regulations.
- Every student is expected to be on time to school, to attend all classes, to behave in a proper manner, adopting good study habits and abstaining from using vulgar or profane language.
- Students are expected to comply with all reasonable requests from staff members.
- Students are expected to conduct themselves in a manner respectful to the school, home, family and community. Horseplay is dangerous and will not be tolerated.
- Students are expected to resolve conflicts or personal problems in a socially acceptable manner with the help of principle, social workers, or other members of school related organizations.



- Clothing and accessories that are considered distracting to the instructional program are unacceptable.
- Young women are to dress appropriately without exposing themselves; wearing shorts or dresses that are obviously too short is unacceptable. Undergarments are not to be exposed.
- Clothing is to be neat and clean.
- The School Administration doesn't accept any violation of the approved community standards. Fighting, shoving, and assault are unacceptable at all.
- Display of public affection to a member of the opposite sex is unacceptable.
- Acting in a disrespectful manner towards any staff member is totally unacceptable.
- All forms of Cheating are forbidden {copying another student's paper, writing answers on Clothes and desks and in calculator memory, looking at another student's test, having the work done by someone else, talking or signaling with hands during a test, having cheat sheets.}
- Smoking and the use or possession of tobacco in any form is prohibited.
- Possession of any kind of weapons is not allowed at school. {Firearm, dagger dirk, knife, fireworks}

In case of any violation of the above-mentioned approved community standards, the School Administration has the right to take strict measures which include (but not limited to) the following



Map Testing:

In order to assess students` performance and derive trusted data to guide instruction, SLS applies MAP tests in English and Math for Grades 1-8. The MAP test will be applied twice a year.

MEALS

- Families may send lunch to school; however, scholars will not have access to a refrigerator or microwave.
- If sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy foods to school.

Library / Media Center:

The library is a large room shared by a number of students, teachers, and staff. It serves as both a reading and information center within the context of the various curricula taught in all divisions of our school. In addition to books, the library subscribes to many newspapers and magazines in both English and Arabic.

In order that everyone may enjoy and make use of the library, library users must be respectful and share:

- * The materials and resources, by returning them on time for someone else to borrow, by putting them where they belong, by keeping them in good condition, and by taking turns.
- * The space by allowing others to use the facilities.
- * The sound space, by not interfering with someone else's need to read, to find information, or to study.
- * Reasonable care must be taken to maintain the book in good condition. Students will be charged for lost or damaged materials. The librarians are here to help you! Please enjoy!



Technical services

- Computer labs.
- A computer in each class.
- Two servers that are used to distribute the internet connection.
- Eight wireless router.
- Staff is provided with laptops to help them achieve their tasks faster.
- The school offers a Lase Line, internet accelerator connected with DSL,File Server, and mail servers.
- Current internet connections are 14MB / s along with IP's for the servers.
- Computers that are in the computer lab have internet access where student can make the best use out of these technological means.
- The school acquires scanners players, CD burners, loud speakers,microphones, USB flash memory sticks.
- The school uses biometric time attendance machine that uses thefingerprint.
- Using web filters to prevent viewing any illegal sites.
- Using fire-wall to prevent internal and external attacks.
- Providing classes with projectors and smart boards.
- There are qualified persons who help both teachers and students in computer programs difficulties, internet connectivity problems if found, and any other problem that could face either teachers or students.
- The help desk also offers Technical support, website, navigational assistance; installation, setup, and repair problems; training for software,hardware and internet.
- Educators and technology support specialist will meet periodically to evaluate emerging software and hardware.



Lost and Found:

A Lost and Found area is maintained on campus. Any student property found on campus or on buses is turned in to the Lost and Found. To minimize loss, all items of clothing, school supplies, personal items, etc., should be labeled with the student's name. When students lose something, they should check with security at the Lost and Found. Valuable items such as a phone, smartwatch, camera, jewelry and large amounts of money should not be brought to school.

Health Services:

Medical doctors who are trained and experienced in handling student health conditions are on duty each school day. If a student becomes ill during school, they should request a pass from their teacher to go to the doctor. If the student needs to leave school because of illness, the parent/guardian must be notified and give consent and the student must sign out in the MS office. The doctors are available to counsel students regarding health problems, to help manage health factors for individual students, and to administer first aid in case of emergency.



Transportation:

Sunrise Language School offers bus transportation for students whose parent's contract for these services. Within certain restrictions, busing is provided door to door. This service is available to those students who pay for bus service.

Students are responsible for following and obeying the bus rules and regulations. In the event a student violates the established rules, he/she is subject to disciplinary action. In more severe cases, a student may be suspended from riding; at first, temporarily, and if necessary, permanently.

If the bus driver is distracted by student's behavior, he cannot pay strict attention to his driving. This poses a safety problem for all students on the bus. All bus rules apply on field trips as well as for daily transportation.

1. Students must adhere to the direction of the bus monitor.
2. Students are to use the established pick-up points only.
3. Students are required to stay in their seats.
4. Students are to refrain from protruding their head, hands, and other object.
5. Students must converse in a quiet voice.
6. Students will be suspended from the bus for physical assault, verbal assault, or inappropriate language directed at another person on the bus.



7. Students will lose any privilege to eat on the bus, if they don't throw their trash away, or are unable to manage their food. This may cause restrictions for the entire bus.
8. Any potentially dangerous objects that need to be brought to school for a project (i.e. glass, knives, swords, etc.) are to be given to the bus monitor.
9. Riders are permitted to get off the bus only at their assigned stops.
10. Buses will not wait at the designed stops in the morning for tardy students.

Student Council

The School Student Council develops student leadership, helps students learn and apply democratic decision-making principles and procedures, and enables students the opportunity to provide service to the school, faculty and student body. Student officers and representatives for the Council are elected each year.

Honors and Awards:

- Outstanding, clever, hardworking and punctual students receive awards and presents all over the year.
- Honor charts will be placed including the names and photos of top students.



Activities

Since the students activities are a vital part of their education, we allow our students to participate in a well-organized program of activities under the direction and supervision of their teachers. Students are given the opportunity to learn lessons in leadership, communication, team work, decision making, individual potential, exploring new possibilities, developing interpersonal skills and Enhancing self- development.

Facilities List

The students are able to use:

- Specialized Science Labs.
- Music Room
- Library
- Multimedia Room
- Art Room
- Internet
- Computer Lab
- Lunch Room
- Air Conditioned Classes
- Courts and Fields
- Buses. (Some air Conditioned).
- Canteen



Contact Procedures:

- The Parent must make an appointment first before meeting the Administration.
- The parent can make online contact through our Facebook Group Sunrise American School.

Parent's Reporting Actions:

- The Parent reports the problem to the administration officially.
- The administration investigates the problem and takes the corrective action.
- The parent will be informed by the administration action.
- The action report will be attached to the student file.

Teacher's Reporting Actions:

- The teacher reports the problem to the administration officially.
- The administration will investigate the problem and take the corrective action.
- The teacher will be informed by the administration action.
- The action report will be attached to the student file or the teacher's file.
- The parent will be informed of-the problem and the corrective action.



Graduation Requirements:

- Students are required to take eight (8) subjects each academic year.
- Students are required to earn 24 credits with passing grades.
- Students are required to be in attendance for at least 85% of school days.
- Students are required to meet minimum university eligibility requirements on the SAT I and SAT II according to university choices.

Public universities: (SAT I a minimum of 1060 out of 1600) (SAT II 1100 out of 1600)

Private universities: (SAT I 890/1600) (SAT II 1000)

SAT Exams are held 6 times a year. The student has the right to be re-examined at every time to achieve high scores. (Exam fees must be paid and an application must be filled at Amid-East each time)



Units of credit required to graduated students



Content Area	Credits (Per Week)	Credits (Per Year)
English	4 credits	130 credits
Mathematics	4 credits	130 credits
Biology	3 credits	100 credits
Social Studies	3 credits 1 History 1 Geography 1 Civics	100 credits
Health and Physical Education	1 credit	33 credits
Technical Education	2 credits	65 Credits
Arts Education (Music, Theatre, VisualArts)	1 credit	33 credits
World Language	2 credits	65 credits
Psychology	2 credits	65 credits
Economics	2 credits	65 credits
Geology	2 credits	65 credits

Best wishes