



**Sunrise Language School  
American Division**

*STUDENT/PARENT  
HANDBOOK  
2024/2025*



## *Welcome to Sunrise Language School “American Division”*

*On behalf of the entire Sunrise school team, we are thrilled to warmly welcome you to a new academic year filled with opportunities for growth, learning, and success. Whether you are joining us for the first time or returning for another exciting year, we are delighted to welcome more than 100 new families to our school community this year. We are truly pleased to have you as part of our school family.*

*It is an honor to welcome you all to this educational institution, which was established to be a beacon of knowledge and a place that nurtures the aspirations of your sons and daughters. Choosing us is a great privilege that we deeply value and a significant responsibility that we are committed to fulfilling.*

*Sunrise School is recognized as a distinguished educational institution in Cairo’s education community and a pioneer in the field. As we approach half a century of our educational journey, we renew our promise and vision to deliver high-quality education.*

*Our educational mission aims to build a generation that excels academically and ethically, capable of confidently and competently facing future challenges. At the school administration, we strive to create a stimulating and safe learning environment that encourages creativity and fosters critical thinking and innovation skills in our students.*

*We believe that a student’s role in school is not limited to academic learning alone. It extends to developing their artistic, athletic, cultural, and social skills through diverse activities that enhance creativity and nurture character within an educational framework that upholds values and ethics.*

*Furthermore, we emphasize the importance of respecting individual differences among students. Every student has unique talents and abilities, which we are dedicated to nurturing and supporting.*

*We would like to assure you that the school is making every possible effort to ensure the safety and well-being of our students in all aspects—educational, health, and behavioral—through the following measures:*

- ***Implementing the highest safety standards:*** *Continuously monitoring preventive health measures and maintaining a clean and safe environment within the school.*
- ***Exceptional education:*** *Providing modern and up-to-date curricula under the supervision of a distinguished team of qualified educators.*
- ***Effective communication:*** *Monitoring students daily and maintaining regular communication with parents to keep track of their children's academic progress and behavior.*
- ***Psychological and social care:*** *Offering guidance counselors to assist students in overcoming challenges and supporting them to achieve success and excellence, with a strong emphasis on continuous improvement and development.*

*Your children are a trust placed in our care, and we are committed to doing everything possible to contribute to their education and upbringing based on values and ethics. We also strive to create a family-like atmosphere that fosters their academic and personal growth.*

*We promise to spare no effort in providing everything exceptional and purposeful for our students, so they will always be a source of pride and honor for both us and you*



## **Governing Authority**

**Legal Representative and owner:** Dr/ Tamer Atef Ramzy

**Technology Coordinator and owner:** Mr. Kareem Atef Ramzy

**Director and owner:** Mrs. Marlyne Mounir

**Assistant Manager for Administrative Affairs:** Mrs. Somaia Abdel Hady

**Principle:** Mrs. Nermeen Mofeed

**Vice principal grades K and pre-k:** Mrs. Sally Adel & Mrs. Hend Magdy

**Social Worker:** Ms. Harbia Amr

**Psychologist :** Ms. Rania Tharwat

**Vice principal grades 1, 2, 3:** Ms. Jehad Sayed (American)

**Social worker:** Ms. Eman Mohamed

**Vice principal grades 1, 2, 3:** Mrs. Hayam Salah & Mrs. Mary Nagy (National)

**Social worker:** Mrs. Heba Ali

**Vice principal grades 4, 5, 6:** Ms. Noran Mokhtar (American)

**Social worker:** Mrs. Marina Sami

**Vice principal grades 4, 5, 6:** Ms. Sara Salah & Mrs. Marwa Gamal (National)

**Social worker:** Ms. Nardeen Mamdouh

**Vice principal grades 7, 8, 9:** Mrs. Mai Sayed (American)

**Social worker:** Ms. Aya Mohamed

**Vice principal grades 7, 8, 9:** Ms. Hadeer Tarek & Mrs. Nermeen Magdy (National)

**Social worker:** Ms. Reda Hussien

**Vice principal grades 10, 11, 12:** Mrs. (American)

**Social worker:** Ms. Marian Youssef

**Vice principal grades 10, 11, 12:** Ms. Lamyaa Mohamed (National)

**Social worker:** Ms. Eman Mohamed

**Physical Education Coordinator:** Mrs. Mayada Mohamed

**Special needs and shadow support coordinator:** Ms. Jehad Sayed

**Science Laboratory supervisor:** Mrs. Shaimaa Mohamed

**Head of the Examination Department:** Major General Sherif Salah

**Assistant Manager for Student Affairs:** Mr. Mohamed Abdel Sameaa

**Assistant Manager for Vehicle and Security Affairs:** Major General Hesham Zain

**Assistant Manager for Legal Affairs:** Major General Tarek Zaid

**Assistant Manager for Educational Affairs:** Mrs. Mona Abdel Moez

Dr/ Raymon Samir

**Assistant Manager for Accounts and Personnel Affairs:** Mrs. Christina Lotfy

**Financial Accounts:**

Ms. Mona Mohamed Elsamman

Mrs. Mariam Ayad Hakeem

Ms. Nesma Samir

**Personnel Affairs:**

Mrs. Eman Badawy

Ms. Zainab Ahmed

**Receptionists:** Ms. Merna Magdy

Mrs. Dina Ebtsam Mahmoud

Mrs. Esraa Mosaad

Ms. Esraa Samir

Ms. Rojena Masouud

**School Doctor:** Dr. Ghada Adel

**Librarian:** Mrs. Angail and Mrs. Marian

**Theatre:** Mr. Mohamed Shawky and Mr. Samuel

**School Nutrition coordinator:** Chef /Sayed

**Camera monitoring officer:** Mr. Ahmed Ibrahim

**Purchasing coordinator:** Mrs. Esraa Samir & Ms. Noha Mhgoub



## *School vision statement*

*To inspire lifelong learning and responsible global citizenship*

## *Mission*

*To empower students with knowledge, skills and values for a better future. We will educate with the philosophy of building a new generation of entrepreneur, we foster critical and creative thinking, promotes ethical values, and encourages social responsibility.*

## *Values*

### **1- Entrepreneur spirit :**

creativity , exploring our passions and taking calculated risks.

### **2- Team working :**

We foster a spirit of collaboration and teamwork to achieve shared goals and build positive relationships

### **3- Social responsibility :**

Taking ownership of actions and contributing positively to the community.

### **4- Innovation**

Encouraging creativity , curiosity and forward – thinking solutions.

### **5- Safety**

We commit to creating a secure and inclusive environment where everyone can learn and thrive.

### **6- Integrity :**

Demonstrating fairness and ethical behavior.

## Objectives

- 1- Preparing our students for future prosperity, we are ensuring that they understand the value in creating a sustainable world and serving the wider community.
- 2- Preparing students to become responsible global citizens who appreciate diversity and contribute positively to society.
- 3- Establishing a culture of innovation in the institutional work environment.
- 4- Ensure the provision of all administrative service, in accordance with standards of quality, efficiency and transparency.
- 5- Managing the students journey to ensure a high-quality educational experience an safe school environment.

## **School History**

Sunrise Language School was founded in 1978 by Mr. Atef Ramzy Mansour. With a vision to provide high-quality education that integrates modern teaching methodologies with core values and cultural heritage. Located in Cairo - Egypt, the school began its journey as a modest institution, driven by a mission to empower students with linguistic skills, critical thinking, and a sense of global citizenship.

### **Early Years**

In its early years, Sunrise Language School started with just a handful of students and dedicated educators who shared a passion for making learning a joyful and enriching experience. The school initially focused on bilingual education, emphasizing English and [Arabic], to equip students with the tools necessary to excel in an interconnected world.

### **Growth and Expansion**

As the years progressed, the school gained recognition for its innovative curriculum and commitment to academic excellence. By 1991, Sunrise Language School expanded its facilities to include IGCSE classes for high school. By 2004, Sunrise Language School started a new journey by joining the American Diploma with modern classrooms, advanced laboratories, and a state-of-the-art library. Extracurricular activities, including sports, arts, and community service programs, were introduced to foster holistic development.

By 2007, Sunrise Language School launched its new branch in the city of Hurghada.

### **Embracing Modern Education**

With the rise of digital technology and global connectivity, Sunrise Language School adapted to the changing educational landscape, and integrated cutting-edge technology into its teaching processes, offering students access to interactive learning tools, and global educational resources.



## **Achievements and Milestones**

Over the years, Sunrise Language School has celebrated numerous achievements, including outstanding academic results, national and international competition victories, and successful alumni who have excelled in diverse fields. These accomplishments have solidified the school's reputation as a leader in education.

## **Today**

Today, Sunrise Language School is proud to serve a diverse community of learners, nurturing each student's potential and inspiring them to become leaders of tomorrow. The school remains committed to its founding principles of academic rigor, ethical values, and cultural appreciation, ensuring that every graduate is equipped to thrive in an ever-evolving world.

## **Looking Ahead**

As Sunrise Language School continues its journey, the focus remains on innovation, inclusivity, and excellence. The school aspires to expand its programs, deepen its community engagement, and maintain its legacy as a beacon of education and inspiration for generations to come.



## ACCREDITATION (Cognia )

Accreditation is a process of recognizing educational institutions for their standards, performance, integrity, and quality. The accreditation program assists schools to achieve high standards as well as encourages them in a continuous process of assessment and development. Sunrise Language School is accredited by Cognia (Previously named as Advanced ED).

## Sunrise Language School Academic Program

### Our curriculum:

Sunrise language school strives to provide a comprehensive and challenging education that draws from research- driven best practices and is rooted in US. National learning standers, objectives, and expected outcomes. Successful participation in this program allows students a positive transition to most schools in the United States or private American schools worldwide. The following are the learning standers used to guide teaching and learning in each academic discipline at Sunrise Language School:

### Subject

### Learning Standers

#### English Language Arts

US Common Core states standards

[https://learning.ccsso.org/wp-content/uploads/2022/11/ELA\\_Standards1.pdf](https://learning.ccsso.org/wp-content/uploads/2022/11/ELA_Standards1.pdf)

The Common Core State Standers for English Language Arts designed to prepare all students for success in college, career, and life by the time they graduate from high school. They include skills and concepts in the areas of reading literature and informational texts, writing, speaking, listening, and other language skills.

#### Mathematics

US. Common states Core

The Common Core State Standers for Mathematics focus on a clear set of math skills and concepts, including a variety of

strategies for solving problems. The knowledge and skills students need to be prepared for mathematics in college, career, and life or woven throughout the mathematics standards.

## **Science**

Next Generation Science Standards

<https://www.nextgenscience.org/search-standards>

The NGSS identifies scientific and engineering practices, crosscutting concepts, and core ideas in science that all 1-12 students should master in order to prepare for success in college and 21<sup>st</sup> –century careers.

## **Social Studies**

### **Computer**

### **Arabic, Religion, Arabic Social Studies**

SLS works closely with the Egyptian Ministry of Education to ensure that content learned in these classes meets national requirement.



## MET / PARENT PARTNERSHIP

### PARTNERSHIP DEFINITION

#### Being part of SLS means parents accept:

A Partnership in working with the school. This means that, by having their children enrolled at SLS, parents agree to follow all school rules and procedures as outlined in this handbook and to follow the advice given by the staff from the school.

### SCHOOL PARTNERSHIP AGREEMENT

#### The School will...

- Maintain a high standard of education with a broad and balanced curriculum and endeavor to teach our curriculum in an inspiring and exciting way to engage the students fully in their learning.
- Provide opportunities for students to develop and extend their learning skills.
- Care for each child's safety and well-being.
- Arrange Parent/Teacher Conferences to discuss students' progress, attainment, attitude to learning and effort.
- Contact Parents if there are any concerns or celebrations regarding attendance/ punctuality/ progress/ home learning/ behavior/ bus conduct, etc.
- Care for each child's safety and well-being.
- Deal with any behavior issues so that no student will prevent others from learning.

#### 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.
- Support my children's academic and social development by following their progress at school, discussing what they are learning, and monitoring any home learning as per policy.
- Check and read all school communication regularly to ensure that my child is equipped for lessons.
- Support school policies and encourage my children to follow class and school rules, particularly those regarding uniform, home learning, behavior, and transportation.
- Follow the school's uniform, behavior and transport policy.
- Speak to the School's Counselor if I am worried, unhappy or in trouble for any reason.
- Deliver all school news and letters to my parents.



## **Students' rights and responsibilities**

Students' rights and responsibilities in "Sunrise Language School -American Division" typically encompass a range of principles aimed at fostering a positive and productive learning environment while respecting individual freedoms and promoting community standards. Here are some common rights and responsibilities:

### **Rights of Students:**

1. **\*\*Right of Education:\*\***

Every student has the right to access quality education provided by the school.

2. **\*\*Freedom of Expression:\*\***

Students have the right to express their opinions and beliefs in a respectful manner, both verbally and in writing, within the bounds of school policies.

3. **\*\*Privacy Rights:\*\***

Students have the right to privacy concerning personal belongings and communications, except as permitted or required by law or school policy.

4. **\*\*Equal Treatment:\*\***

Students have the right to be treated fairly and equally regardless of race, ethnicity, gender, religion, disability, or other characteristics protected by law.

5. **\*\*Due Process:\*\***

Students have the right to due process in disciplinary matters, which includes being informed of alleged violations, presenting their side of the story, and having decisions reviewed if necessary.

6. **\*\*Freedom from Discrimination and Harassment:\*\***

Students have the right to attend school without fear of discrimination, bullying, harassment, or intimidation.

7. **\*\*Access to Support Services:\*\***

Students have the right to access support services such as counseling, special education services, and academic assistance as needed.

## **Responsibilities of Students:**

### **1. Academic Responsibility:**

Students are responsible for attending classes regularly, completing assignments on time, and striving to achieve their academic potential.

### **2. Respect for Others:**

Students are expected to treat others with respect and consideration, including peers, teachers, staff, and visitors to the school.

### **3. Compliance with School Policies:**

Students are responsible for familiarizing themselves with and adhering to school rules, regulations, and policies as outlined in the student handbook.

### **4. Respect for Property:**

Students are expected to respect school property, personal belongings of others, and public property in and around the school.

### **5. Safety Awareness:**

Students have a responsibility to contribute to a safe school environment by following safety rules and reporting any concerns or potential hazards to school authorities.

### **6. Behavioral Expectations:**

Students are expected to conduct themselves in a manner that does not disrupt the learning environment and reflects positively on themselves and the school community.

### **7. Honesty and Integrity:**

Students are expected to demonstrate honesty and integrity in their academic work, interactions with others, and adherence to school rules.

### **8. Attendance and Punctuality:**

Students are responsible for attending school regularly and arriving on time to classes and other school activities.

### **9. Participation in School Community:**

Students are encouraged to participate in school activities, clubs, and events that contribute to the school community and their personal development.

These rights and responsibilities are designed to promote a positive school climate where learning can thrive and where students feel safe, respected, and valued as members of the school community. They provide a framework for behavior and expectations that contribute to the overall well-being and success of students in an educational setting.

## **School Contact Information**

### **School address:**

14 Badie Khairy Street, Heliopolis/Cairo, Egypt

**Facebook Account:** Sunrise American School

**Website:** [www.sunrise-eg.org](http://www.sunrise-eg.org)

**E-Mail:** [Sunriseschool2010@hotmail.com](mailto:Sunriseschool2010@hotmail.com)

### **Telephone Numbers:**

+202-21806266 - +202 21806543

+202-21806890 – 202- 2180929 – 01016253335

**WhatsApp number** +01007975220

### **School office Hours:**

8:00 am- 3:00 pm

( Sunday – Thursday)



## Parent and Family Engagement

### Communication Channels

There are many communication channels between the school and parents/guardians, such as:

- School website and online portals for accessing announcements.
- Social media platforms used by the school.
- Parent-teacher conferences and meetings.

### Contact Procedures:

- The Parent must make an appointment first before meeting the Administration.
- The parent can make contact through our “ WhatsApp, telegram, phone calls”.

#### - 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.

## Escalation Procedure (Feedback and Concerns)

### Student Learning and Teaching Concern

Stage 1 - Forwarded to the vice Principal for investigation and feedback if needed.

Stage 2 - Forwarded to the respective Principal for investigation and feedback.

Stage 3 - Forwarded to the School Director for final resolution.

### Student Behavior, Repetitive Misbehavior, Emotional Wellbeing or Support on Campus

Stage 1 - Forwarded to School social worker for investigation.

Stage 2 - Forwarded to respective vice Principal and Principal for investigation and Feedback.

Stage 3 - Forwarded to the School Director for final resolution.

Please see Discipline Policy in the handbook for more details.

### A Member of the Operation & Facilities Team

Stage 1 - Forwarded to the vice principal for investigation, and feedback.

Stage 2 - Forwarded to the School Director for final Resolution School's Policy.

### Transportation

Stage 1 - Initial concern directed to the Transportation Manager to be resolved and feedback provided.

Stage 2 - Forwarded to the School principal / Director for final resolution.

## 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



## Attendance

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.**
- **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

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.

Three (3) unexcused incidents of tardiness constitute only one (1) absence. The first tardy of the term will be a warning.



## Academic Policies

### -Grading

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

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

<b>EST 1:</b>	<b>60%</b>
<b>Year`s Work:</b>	<b>40 %.</b>
<b>Total:</b>	<b>100%</b>

Grading Scale	
Grade	Range
A	93-100
A <sup>-</sup>	89-92
B <sup>+</sup>	86-88
B	83-85
B <sup>-</sup>	79-82
C <sup>+</sup>	76-78
C	73-75
C <sup>-</sup>	69-72
D <sup>+</sup>	66-68
D	63-65
D <sup>-</sup>	60-62
F	Below60

- The SLS academic year consists of 4 quarters.
- At the end of each quarter, each student receives final grades/standards met for that quarter.
- The Final Report Card is issued at the end of the academic year and shows all final grades for each trimester and overall grade for the year.
- The School WILL NOT provide hard copies of report cards requested by parents over the course of the year.
- There is a category for grading-years' work grades (70%),
  - Graded classwork
  - Tasks
  - Quiz
  - Projects
  - Presentation

### 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 1-9. The MAP test will be applied.

- Students have a weekly session " Math & English "IXL, this session inserted in their main schedule to enhance their performance in the MAP test.

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 at the end of each Quarter.
- If a student is failing or in danger of failing (D, F or an [incomplete]) the parent will be contacted by the Administration.

## **-Homework and Assignment**

### **1. \*\*Purpose of Homework:\*\***

The educational goals of homework are learning, practicing skills, and fostering independent study habits.

### **2. \*\*Types of Assignments:\*\***

- The types of assignments are (reading, written exercises, projects, research).

### **3. \*\*Frequency and Duration:\*\***

The homework is assigned (daily, weekly) .

### **4. \*\*Guidelines for Completing Homework:\*\***

- Completing homework accurately and on time.  
- Students should manage their time effectively and seeking help when needed.

### **5. \*\*Submission Procedures:\*\***

- Students should submit their homework (e.g., online platforms, in-class submission, Specific formats).  
- The guidelines for late submissions and any penalties for late work.

### **6. \*\*Parental Involvement:\*\***

- Parents should support their child's homework routine and communicate with teachers, if homework becomes overwhelming or if their child needs assistance.

### **7. \*\*Homework and Grading:\*\***

- The homework contributes to the overall grading system.  
- The homework is graded for completion, accuracy, or both.

### **8. \*\*Special Circumstances:\*\***

- Policies for students with special needs or circumstances that may affect their ability to complete homework.

### **9. \*\*Feedback and Communication:\*\***

The teachers provide feedback on homework and communicate progress to students and parents.

### **10. \*\*Expectations for Independent Work:\*\***

- The importance of honesty and integrity in completing homework independently, addressing issues of plagiarism and cheating.

### **11- \*\*Consistency:\*\***

Homework policies are applied consistently across all grade levels and subjects.

- **Flexibility:** Flexibility in homework assignments to accommodate diverse learning styles and student needs.

- **Review and Update:**

Regularly review and update homework policies based on feedback from students, parents, and educators.

By clearly outlining homework and assignment policies in your school's student handbook, you provide a structured framework that supports student learning and promotes academic success.

## **Late Submission**

1. **Reasons for Late Submission:**

- There are acceptable reasons for late submission (e.g., illness, family emergency) and documentation may be required.

2. **Penalties for Late Submission:**

- The consequences or penalties for late submissions could be:
  - Deduction of points or percentage from the assignment grade.
  - A specific percentage reduction per day or per late submission.
  - Maximum allowable late days before the assignment cannot be accepted for credit.

3. **Procedure for Late Submission:**

- Students should submit late assignments (e.g., directly to the teacher, through an online platform).
- Late assignments after deadline or cutoff point will not be accepted.

4. **Communication with Teachers:**

- Students should communicate proactively with teachers if they anticipate or experience difficulties meeting deadlines.

5. **Exceptions and Special Circumstances:**

- Handling special circumstances that may affect a student's ability to submit assignments on time, such as documented medical issues or other emergencies.

By establishing clear guidelines for late submission of assignments in the school's student handbook, we provide structure that promotes accountability, fairness, and academic integrity among students.



## -Assessment and Evaluation

### 1. **Purpose of Assessment:**

- Measuring student progress, identifying learning needs, and informing instructional decisions.

### 2. **Types of Assessments:**

Formative assessments, summative assessments, standardized tests.

### 3. **Grading System:**

Letter grades, numerical scores

### 4. **Assessment Methods:**

- Written tests, projects, presentations, and performance-based assessments.  
- Assessments align with curriculum standards and learning objectives.

### 5. **Feedback and Reporting:**

Teachers provide feedback on assessments to students, including constructive criticism and opportunities for improvement.

### 6. **Accommodations and Modifications:**

Accommodations and modifications are available for students with disabilities or special needs during assessments, ensuring equitable access to assessment opportunities.

### 7. **Parental Involvement:**

- Parental involvement in understanding assessment practices and interpreting assessment results is important to support their child's academic growth.

By establishing a comprehensive assessment and evaluation policy in our school's student handbook, we provide a framework that supports meaningful learning outcomes and ensures transparency in assessing student progress.



### **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.

### **Health and Safety**

At Sunrise Language School, the health and safety of our students is our top priority. We are committed to providing a safe and supportive environment where all students can learn and thrive. This section of the handbook outlines our policies and procedures related to health services, safety protocols, and wellness initiatives.

### **Health Services**

#### **1. School Nurse**

- The school nurse is available during school hours to provide basic medical care, first aid, and assistance with health-related issues.
- Procedures for students who become ill or injured during school hours.
- Guidelines for administering medication at school, including required forms and protocols.

#### **2. Security Measures**

- School policies regarding visitors, access to campus, and identification badges.
- Procedures for ensuring campus security and monitoring.

#### **3. Student Wellness**

- Importance of physical and mental wellness.
- Resources available for students who may need support.

### **General steps to follow in any emergency situation:**

- Staying calm and following instructions from staff and administrators.
- Evacuating or seeking shelter as directed.
- Assembling at designated meeting points.

## Other Health and Safety

### 1. **Illness Prevention**

- Importance of good hygiene practices, such as handwashing.
- Recommendations for preventing the spread of illnesses, like colds and flu.

### 2. **Sports Safety**

- Guidelines for student athletes participating in school sports programs.
- Requirements for physical examinations and sports participation forms.

### 3. **Training and Preparedness**

Ongoing training and drills conducted for students and staff to practice emergency procedures.

## **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 organization.
- 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}

## **Bullying**

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 intentional 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:**

- 1<sup>st</sup> offence: Oral warning.
- 2<sup>nd</sup> offence: A Call to the parent.
- 3<sup>rd</sup> offence: suspension up to 3 days and parent conference with the principle.

## **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.

## 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.

### Types of Activities Offered

- An overview of the various extracurricular activities available, which may include:
  - Sports teams (e.g., basketball, soccer, ping pong )
  - Performing arts (e.g., choir, band)
  - Community service initiatives
  - Student government and leadership opportunities

By including comprehensive information about extracurricular activities in the school's student handbook, we encourage student engagement, foster personal development, and enrich the overall school experience.



## 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, Ping-Pong tables , Hokey, Baby foot.
- Buses. (Some air Conditioned).
- Canteen



### **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!



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## **Technical services**

- Computer labs.
- A computer in each class.
- Two servers that are used to distribute the internet connection.
- Eight wireless routers.
- Staff is provided with laptops to help them achieve their tasks faster.
- The school offers a Lease 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 the fingerprint.
    - Using web filters to prevent viewing any illegal sites.
    - Using fire-wall to prevent internal and external attacks.
- Providing classes with projectors and smart TVs .
- 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.



## **Code of Conduct in Sunrise American School**

A Code of Conduct establishes clear behavioral expectations, rights, and responsibilities for students, staff, and stakeholders. It is designed to create a safe, respectful, and inclusive environment conducive to learning. Below are the essential components of a school's Code of Conduct:

### **1. Purpose and Scope**

#### **Purpose:**

- Promote a positive school climate that supports academic success and personal growth.
- Ensure the safety and well-being of all students and staff.

#### **Scope:**

- Applies to students, staff, parents, and visitors on school property, during school activities, and when representing the school.

### **2. Behavioral Expectations**

#### **For Students:**

- Attend school regularly and arrive on time.
- Follow classroom and school rules.
- Show respect for peers, staff, and school property.
- Refrain from disruptive, harmful, or illegal behaviors.

#### **For Staff:**

- Maintain professionalism and uphold ethical standards.
- Treat students and colleagues with respect and fairness.
- Foster an inclusive and supportive learning environment.
- Adhere to school and district policies.

#### **For Parents/Guardians:**

- Support their child's education and the school's policies.
- Communicate respectfully with school staff.
- Encourage appropriate behavior and responsibility in their children.

### 3. Prohibited Conduct

#### **Students:**

- **Bullying and Harassment:** Physical, verbal, or cyberbullying behaviors.
- **Academic Dishonesty:** Cheating, plagiarism, or other forms of dishonesty.
- **Substance Abuse:** Possession, use, or distribution of drugs, alcohol, or tobacco.
- **Weapons:** Possession of firearms, knives, or any dangerous objects.
- **Disruption:** Actions that interfere with the educational process.

#### **Staff:**

- **Discrimination or Harassment:** Any behavior violating federal or state anti-discrimination laws.
- **Unethical Conduct:** Violations of student rights, misuse of authority, or breaches of confidentiality.
- **Substance Abuse:** Use of drugs or alcohol on school grounds.

### 4. Consequences for Violations

#### **Progressive Discipline:**

- Verbal warning.
- Parent/guardian notification.
- Detention, suspension, or expulsion for severe or repeated offenses.

#### **Restorative Practices:**

- Counseling and behavioral support.
- Community service or school improvement projects.

#### **Legal Action:**

- Involvement of law enforcement for illegal activities (e.g., drug possession, weapon use).

### 5. Anti-Discrimination and Inclusion Policies

- Commitment to equity and diversity in the school environment.
- Zero tolerance for discrimination based on race, gender, religion, disability, or sexual orientation.
- Procedures for reporting and addressing incidents of discrimination or harassment.

## **6. Student Rights and Responsibilities**

### **Rights:**

- To learn in a safe and supportive environment.
- To be treated with respect and dignity.
- To express themselves within the boundaries of respectful communication.

### **Responsibilities:**

- To respect the rights and property of others.
- To abide by school rules and policies.
- To engage actively in the learning process.

## **7. Reporting and Investigation Procedures**

### **How to Report:**

- Students, staff, and parents can report violations confidentially to school administration.

### **Investigation Process:**

- The school administration will conduct timely and impartial investigations.