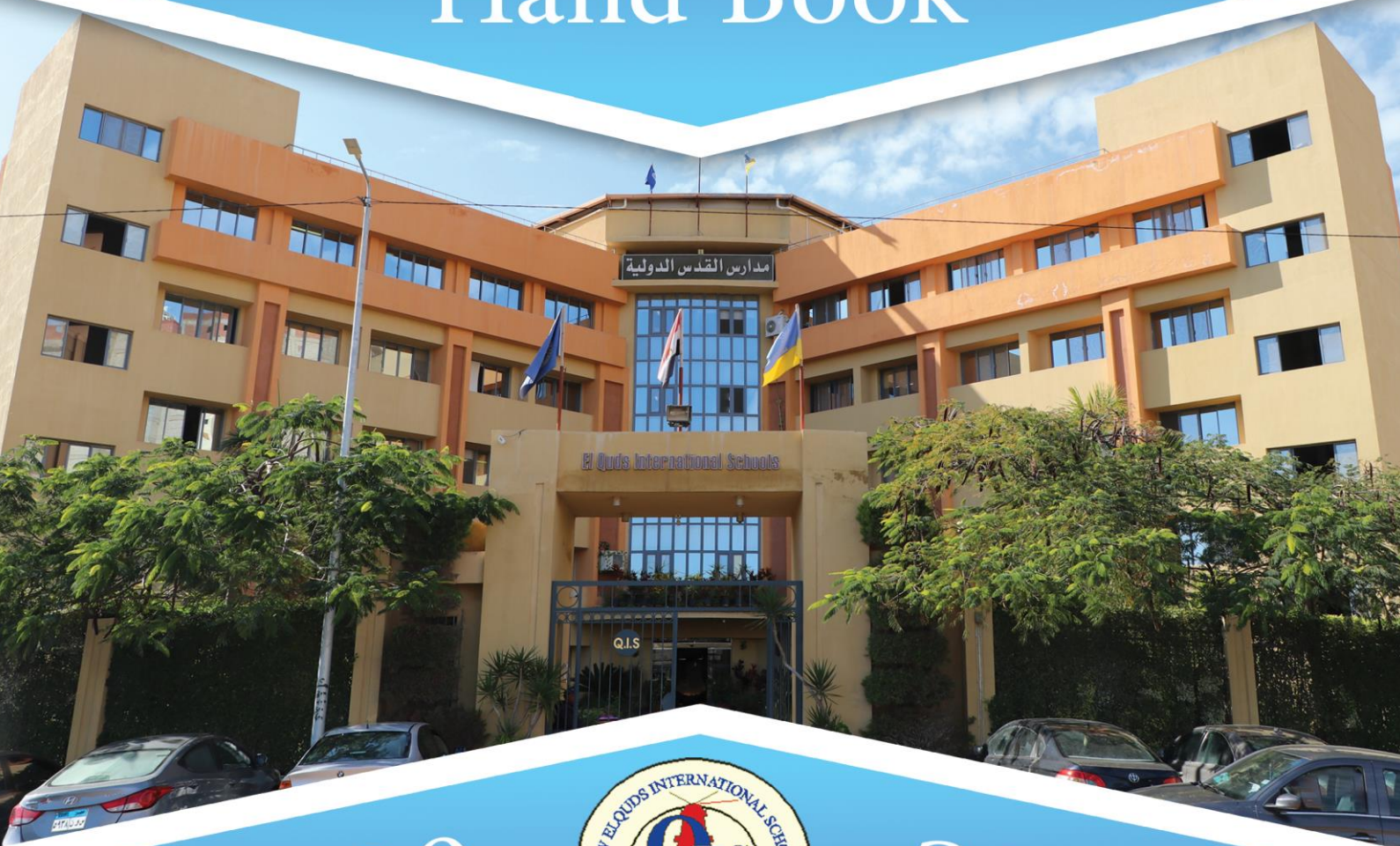


New El Quds International School

Student_Parent

Hand Book



2020



2021

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El Quds American School (Lower Grades Department)

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A Message from the Principal

Dear Parents,

On behalf of the staff of New El-Quds International School, American Division, it is with great pleasure that I welcome you to the 2019-2020 school year. We extend a warm welcome to each one of you. We are pleased to have you as members of our school community. The beginning of a new school year always brings much anticipation and excitement as we welcome our students back to our campuses. In QAS, we work to provide a caring, safe, and productive learning environment in which each student can learn, grow, and achieve.

Each year, we strive to make QAS an even better place to learn and grow than it was the previous year. We are determined to continue to work on the most important responsibility and that is teaching and learning. The focus of our curriculum is to develop our students to be empowered life-long learners and creative thinkers through relevant and rigorous academic tasks within a safe and supportive environment.

We invite you to become actively involved in your child's school. We look forward to you partnering with us this year. Careful planning and a good relationship between the home and school can certainly make your child's stay at QAS an enjoyable and fruitful one for all.

We have prepared this handbook for you for the sake of consistency and transparency throughout our school. The handbook is a valuable tool that contains information relative to curricular and extra-curricular activities, policies and procedures, administrative guidelines, and rules and regulations. Our confidence is that you will read the handbook and become familiar with the high expectations that we have for our students' academics and behavior. Your support in this most important endeavor is deeply appreciated.

We are committed to offering our students the academic and social challenges that will prepare them to be productive citizens and lead fulfilling lives.

At QAS, we aspire to EXCELLENCE.

School Principal
Dr. Hayam Mesbah

Where to Go for Answers

New El Quds International School
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Academic and behavioral issues

- When my child has unresolved issue with the teacher
(School Headmaster. / Headmistresses)

Ext.108/122 (High School)
Ext. 116 (Junior and middle)

Student conduct and attendance

- When I want to know about my son's / daughter's absence
- When I want to arrange a meeting with a teacher
- students' advocates (floor supervisors)

Ext.108/122 (High School)
Ext. 116 (Junior and middle)

Academic advising

- When I have questions about standardized test's registration (PSAT - SAT-AP-MAP)
- When I have a question about school transcripts

Ext. 119

Health services

- When I have a health issue as it may pertain to my child
school Doctor
School Nurse

Ext. 111

Athletics

- When I have questions about my son's / daughter's participation in school athletic events and schools' championships

Ext. 110 – 111

Activities and social counseling

- When I want my son/ daughter to participate in extracurricular and cocurricular activities

Ext.120

Library services

- When I have a question about the library

Ext.125

Admissions

- When I have a question about the admission process
- Student affairs office

Ext.108 (High School)
Ext. 116 (Junior and middle)
Ext.132

Transportation

- When I need to talk to the bus supervisor

Ext.111

Fees

- When I need to know about the school fees (Finance and Accounting)

Ext.124



NEW ELQUDS INTERNATIONAL SCHOOL

Aspire Today, Inspire Tomorrow

QIS Vision

New El Quds International School strives to be a model American school that offers a broad differentiated learning environment which encourages learners to set high expectations for success.

QIS Mission

QIS provides an educational setting, which enables students to acquire the academic knowledge and develop the learning skills necessary to succeed in their futures and to compete globally

QIS promotes a safe, orderly, caring and supportive learning environment where stakeholders are encouraged to be involved in their students' learning process.

Our extra – curricular activities inspire students to positively interact with their society, consequently becoming more responsible, reliable, and compassionate citizens.

School Values



New El Quds core values and the honor code are the foundational principles for continually improving performance.

Equity in learning process

Learning is a life long Journey

Quest for excellence

Unification of soul and mind

Devotion to the virtues of patience and forgiveness.

Sense of loyalty.

Pledge

1. I will be loyal to my country, community, and school.
2. I will act and treat others with Honesty, Integrity and Respect in all matters.
3. I will be disciplined to get the utmost benefit of the surrounding learning environment.
4. I will accept my responsibilities to the QAS community by following the school's rules and regulations.

Admission Policy

- El Quds American School is a private coeducational school. The American program follows the new Common Cores standards in all subjects and follow a U.S.A standard-based curriculum model. In addition, the school follows the Egyptian Ministry of Education's curriculum in Arabic Language, Religion, and social studies. Students choose to study either French or German as a second language
- Parents who wish to enroll their child in El Quds American School must complete an application from that is available in the main office. The students must also pass an Entrance Test. It is administered according to the grade level that matches the placement of child.
- If the student passes the entrance test, parents are required to attend an interview by the principal, the vice principal, the headmaster, and the student counselor; afterwards, the school notifies the parents regarding the admission decision of their child.
- Documents required
The following documents are necessary for each student's cumulative file, which must be completed before student attend class.
 - Six recent passport size photos.
 - Copies of previous school records, transcripts, including the most recent report card.
 - Copies of standardized test scores.
 - A clear copy of the passport information pages for each student and his/her father or guardian.
 - Student's Birth certificate

Admission Policy cont.

A. Students' Affair Department

Admission procedure for new students and transference policy

Firstly

- **If the student is transferred to school from Grade 1 to grade 9**
 - After passing the entrance exam in English and Math, the student and his parents have to attend a personal interview with the school Board of Directors.
 - After student's acceptance, the parent has to provide the school with the students file which includes the following documents.
 - A. Transference forms are issued from a previous school in 4 copies, which are approved & stamped with the republic emblem. from his/her school then from the educational department the school belongs to QIS's student affair Dept. will sign and stamp the forms.
 - B. The forms are authenticated form Al-Montazah educational Dept. with the republic emblem.
 - C. The Parent submit a transcript which includes the completion and success of the Arabic subject. In addition, the parent also submits a transcript of all other subjects including the high level, provided that transcript should be issued from the educational Dept. the previous school belongs to.
 - D. In case of transfer from an international school, the student's transcript has to be stamped from the international accreditation and AdvancED for American Division and the (British council) for IGCSE.
 - E. Finally, the student's file is submitted to QIS.

Secondly

- **If the student is transferred to the tenth Grade (American or IGCSE)**

A- If the student holds a middle school certificate, he/she must have completed and passed the high level subjects and his grades are approved by the student affair (El Montazah Educational Dept.) and the transcript must be stamped by the seal of the republic emblem

B- If the student has passed Grade 9 in an international school (American or IGCSE), the transcript must be stamped from AdvancED or the (British Council)

C- The student should also submit a statement indicating his completion in the Arabic subjects.

Thirdly

The procedure of claiming the transcript of the Arabic subjects and authentication of the certificate of completion of the middle Grades (3) Grade (9) from the educational Dept.

- The parent has to submit a written request to the educational Dept., asking for authenticated copy of the transcript after paying the due fees.

Fourthly

The students file must include the following:

- A- Computerized birth certificate.
- B- Grade 9 transcript (American or IGCSE)
- C- A statement of success in Ministry Arabic Subject Grade 9
- D- Electronic transfer from the previous school to New El Quds international school is a MUST.
- E- A statement of the student's academic sequence starting from G.1 to the present academic year. The statement should be stamped with the Republic emblem from the educational Dept.
- F- 6 recent photographs of the student.
- G- A photocopy of the student's passport (data page).
- H- A photocopy of the father's and mother's national ID cards.

- I- Home Address in detail, in addition to the landline phone numbers, the mobile phone numbers of the parents and the closest relatives.
- J- If the parent is abroad, he has to delegate someone to be in charge of his son/daughter and to follow up with the school the student's behavioral and academic status.
- K- Student health card.

The following issues are very important:

- A- The student won't be registered in the school records unless the students file is COMPLETED before presenting it to the school students' affair.
- B- It's worth mentioning that according to the resolution No.420 of year 2014, Article 33 indicates that if the parent would like to withdraw his son/ daughter file before the scholastic year starts, the school has the right to deduct 10% from the fees the parent has already paid.
- C- In case of transfer after the beginning of the scholastic year, the first instalment is not refunded.
- D- In case of transfer after the beginning of second term, the parent is not entitled to refund any fees.
- E- The parent has to sign a written declaration that he approves all the rules and regulations of the school and any other expenses relevant to the educational process as stated in the Ministerial resolution NO 411 OF YEAR 2014 regarding International Schools.
- F- In accordance with the instructions issued by the Ministry of Education, the parent himself or the guardian has the right to either submit or withdraw his son/ daughter file.

Thank you for choosing New El Quds Int. School, and we are always pleased to receive all your inquiries

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Admission Policy cont.

B.Parent-student statement

According to the regulations of the Ministry of education and New ElQuds International School, Parents and students have to read the following regulations thoroughly and sign this statement.

1. Commitment to school uniforms and regular attendance to school is a must, and the parent must follow up his son / daughter before leaving for the school, which will send the student home again if he / she doesn't abide by school uniform.
2. Not to tamper with the furniture of the school or destroy it (desks, computers, laboratories, music devices, sports devices and any other equipment), and the student who spoils or breaks anything has to bear the cost of its maintenance, which is paid to the school treasury; Moreover, student gets a warning of the dismissal
3. Bus service is an optional service and those who are willing to have the service must strictly adhere to the bus rules, the most important of which is not to tamper with the furniture of the bus and not to speak with the driver, It is forbidden to change the bus itinerary or get off at a location other than the home address. The school has the right to change the place of the student's seat inside the bus or transfer him/her to another bus. If these instructions are violated, the school administration has the right to deprive the student of this service and not to recover the bus service fees.
4. Not uttering any offensive words among themselves or with the teachers, supervisors, or any member of staff, and this action leads to the first warning, then dismissal for a specific period.
5. The hand-to-hand clash of the students with each other under any circumstances is considered to be violation that requires dismissal. In all cases, all students should refer to the school administration in case of any problem.
6. Not using nail polish or any cosmetic product for girls.
7. The use of mobile phones and cameras inside the school is strictly forbidden according to the instructions by the Ministry of Education.
8. It is strictly forbidden to use social media (Facebook, Twitter, WhatsApp) to publicize the school's, teachers', or students' personal affairs.

9. If the student exceeds the absence limit, which is (15) consecutive days and (30) interrupted days, the student will be dismissed unless he/she provides a sick leave document or any reasonable excuse.
10. Not to allow any student to attend school by any means of his own (motorbike or car), as this behavior is considered to be contrary to the school system.
11. It is strictly forbidden to smoke or carry a pack of cigarettes that is considered a violation that requires dismissal from school.
12. Making chaos inside the school or class and disrupting the educational process in the classroom are considered obtrusive violation that requires warning, then dismissal for a specific period, then the complete dismissal.
13. That the student brings any means of self-defense, is considered a violation that requires dismissal.
14. Private lessons are not permissible to school teachers, as the school is fully responsible for the education of your sons / daughters and in case of an educational problem, parents should contact the school administration to discuss this problem.

Dear Parents, please cooperate with the school administration to make its mission successful and provide your children with good quality education

School Headmaster

.....

Parent or guardian

Name:.....

Signature:.....

Behavior and Expectations

Except for Arabic and Religion classes, English is the language of instruction. Only English should be spoken in the classroom as this will promote and improve fluency. Since English is the language common to all, it is simply common courtesy to speak in English when in a diverse group even outside the classroom.

Classroom Rules

Students are responsible for their own conduct.

The following rules set out the acceptable standards among classmates:

- Do your best. Show respect. Take pride in your work, your school and yourself.
- Be courteous to your teachers and fellow students.
- Be cooperative at all times.
- Wear the correct uniform.
- Be on time for class
- Take out your books and necessary articles without having to be asked. Only put them away again when the teacher has given permission.
- Participate fully in class, taking notes as necessary and complete all schoolwork and homework (oral, written or research) as directed by each teacher.
- Homework should be completed and presented, as instructed.
- A written explanation from home is expected if homework is not done.
- Take part in classroom discussions, raising your hand for permission to speak.
- Do not disrupt another student's learning.
- Keep your classroom clean and tidy.
- Leave the room in an orderly and quiet manner.
- Do not eat, drink or chew gum in classrooms.

The following behavior is not acceptable at QAS:

- Physical aggression towards another student
- Physical aggression towards adults
- Physical aggression towards any living thing (e.g. animal or plants)
- Dangerous behavior
- Bringing harmful substance or objects onto the school premises
- Damaging school property
- Swearing, rude language or gestures
- Verbal or visual harassment by an individual or a group
- Deliberately disturbing the learning environment
- Actions or words which prevent other students from learning. When inappropriate or unacceptable behavior occurs, students must expect to face the consequences of their actions.

Consequences and Disciplinary Actions include:

- Informal student conference with teacher
- Formal student conference with teacher
- Time-out
- Parent contact by mail
- Parent/teacher conference
- Formal student conference with key stage Head/school Coordinator
- Written notification to parents
- Parent/teacher/key stage Head/School Coordinator conference
- Removal of privileges
- An external professional report & recommendations will be requested
- Regretfully, you will be asked to find another school

Late Work Policy

All teachers will post a late work policy which holds students accountable and encourages student responsibility. Please note that teachers may not accept major projects and papers after the due date unless there is a reasonable excuse.

Late Arrival to school / Class

Students are expected to be in class on time. If students are late to class, it causes disruption and interrupts the learning process and students will miss important information that is impossible to make-up for. Participation points cannot be made up. A student is considered late if he/she enters the room after the class has begun but within the first 5 minutes.

All students late to first period must receive an admit slip from the high school office and parents have to be notified.

Notes:

In addition, teachers may employ a number of different strategies to encourage punctuality in their classrooms.

The QAS administration will work with parents and students to improve punctuality. Those abusing the system with persistent tardiness may be subject to further consequences.

Leaving School Early

Students needing to leave school during the day must obtain a "Pass" and sign out with the Office. To obtain an "early leave pass" the student must have parent/guardian permission either by a written note, phone call, or personal contact. Whenever possible, the student should bring a note from home and obtain the permission form in the office before school starts. If an emergency occurs or the student becomes ill, he or she should report to the office and phone home for permission to leave. Failure to obtain a pass and to sign out when leaving the building may result in disciplinary action.

Cell Phones

Cell phones must be kept in a silent mood unless they are used during the class under teachers' supervision.

Portable Music Players

It is best NOT to bring music playing devices to school, and if you do, you will do so at your own risk. Such devices may only be used in the morning before school, at break, and after school. They are not allowed to be used in the passing time between classes and under no circumstances are these devices to be used in the classroom.

Lost and found

All lost items are claimed at the main office.

The Headmistress office is in charge of the Lost & Found items. Unclaimed items will be donated to a charity after the end of school year.

School Bus Safety Rules and Procedures

The most important element of school bus transportation is the safety of students. In order to achieve a safe and efficient system, students, bus matrons and drivers must strictly adhere to the following rules and regulations:

1. Students shall always take a seat upon boarding a bus and remain seated at all times while the bus is in motion.
2. Conduct on the school bus shall be of the same high standard as expected in the classroom. All school rules apply while students are on the bus. Such acts as fighting, pushing; obscene talk or gestures will not be tolerated and will be cause for disciplinary action.
3. In order to maintain a strict time schedule, drivers cannot wait for students. Students must be ready and on time for boarding the bus each morning. The student must be ready five (5) minutes before the bus is scheduled to arrive.
4. Student should not talk to the driver while he is driving.
5. Students shall wait until the bus comes to a full stop before entering the roadway to board the bus or before leaving their seat to get off the bus.
6. No student should be seated next to the driver.
7. The bus doors must remain closed. Students are to keep arms and heads inside of the bus at all times. Bus windows shall be kept shut unless permission to open them is given by the driver.
8. Sharp items, bulky items, and other dangerous objects are prohibited on the bus.
9. The bus radio won't be switched on during the bus ride.
10. Students shall remain on the bus until it arrives at school or at home. Drivers will not let students off upon request unless a pass is obtained from the Office of the Middle School Principal for a change in riding status and given to the Bus Supervisor.
11. An email, a written parental request, or a phone call are required for any change from one bus to another or for a change in pick-up or drop-off point. The request must be communicated to the Head mistress's office.
12. The school bus matron and the driver are completely in charge when transporting students. All instructions given shall be followed and students should cooperate with the bus matron and driver in any way they can.
13. Any damage to the bus caused by a student will be repaired at the student expenses.

School Uniform Policy

QAS teachers and supervisors will ensure the implementation of the below school uniform policy. Our students will be expected to adhere to this policy starting the first school day.

Students Dress Code Policy

- ◆ QAS students are expected to attend school in the proper school uniform as designated for each Stage level.
- ◆ Students are responsible for being in full school uniform every day (also during exams) if there is any question about proper dress, it's the student's responsibility to find the answer before they wear the clothing in question.
- ◆ Returning students must be in school uniform on their first day of school. New students have two school days to be in uniform.
- ◆ Only plain white shirts are allowed to be worn under the school uniform shirt, no colored shirts.
- ◆ The school sweater/jacket must be worn with a school uniform shirt under it.
- ◆ Shirts must be buttoned up.
- ◆ Students must wear our uniform as sold by the Uniform Store. They may not wear their own clothes of the same color and style. Uniform pants may be tailored to fit, but not for style.
- ◆ Students are required to wear the school's physical education clothes for their Physical Education classes.
- ◆ When representing the school at school events, students must dress in a respectful, conservative fashion.

Not Allowed Items for Girls:	Not Allowed Items for Boys:
<ul style="list-style-type: none">• Tight fitted/skinny or low waist clothing.• Dirty or ripped uniform• Denim/jeans• Colorful hairband/head scarfs (the permitted colors are white, beige or gray)• Multiple ear piercings and dangly earrings (one stud is permitted).• Facial piercing.• Makeup and traces of makeup• Nail polish.• Jewelry/accessories such as chokers, bracelets, rings (only a wristwatch is permitted).• Extreme hairdos/hair color.• Tattoos or Henna	<ul style="list-style-type: none">• Tight fitted/skinny or low waist clothing.• Dirty or ripped uniform• Denim/jeans• Extreme hairdos, hair color or very long hair.• Piercing.• Accessories such as bands, bracelets, rings (only a wristwatch is permitted)• Tattoos.

Attendance Policy

From Sunday to Thursday classes begin at 7.45 a.m. until 3:00 p.m. On Thursday students are dismissed early at 2.00 p.m.

Attendance Records,

QAS requires that teachers keep accurate records of students' attendance, which is one of the teachers' essential responsibilities. Attendance records provide fair data concerning a student's ability to be promoted to the higher grade level.

QAS takes student absence, tardiness, and truancy very seriously as we consider them to go inconsistently with the educational expectations and school beliefs.

- Parents will be notified of the attendance policy at the beginning of each school year or upon enrolment. In case of consecutive days of absence, the parents are notified in writing of excessive school absence.

Loss of credit due to excessive absence,

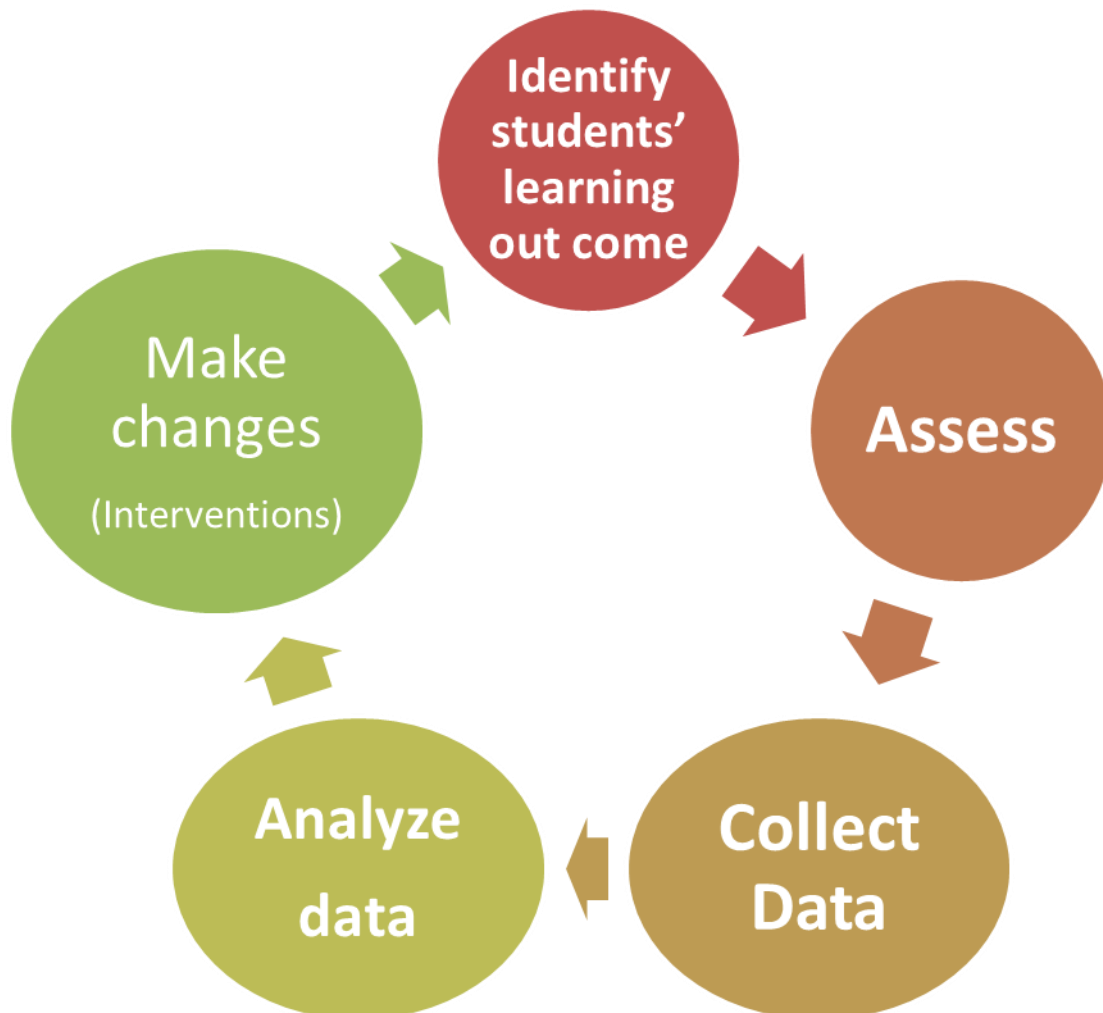
- Students must not be absent more than (15) consecutive days and (30) interrupted days per one scholastic year.
- Students exceeding the allowed absence will not earn credit for their courses unless they fulfill the required hours by attending summer school
- Floor Supervisors report the student's attendance to the parent through SMS and what's app messages

Assessment Policy

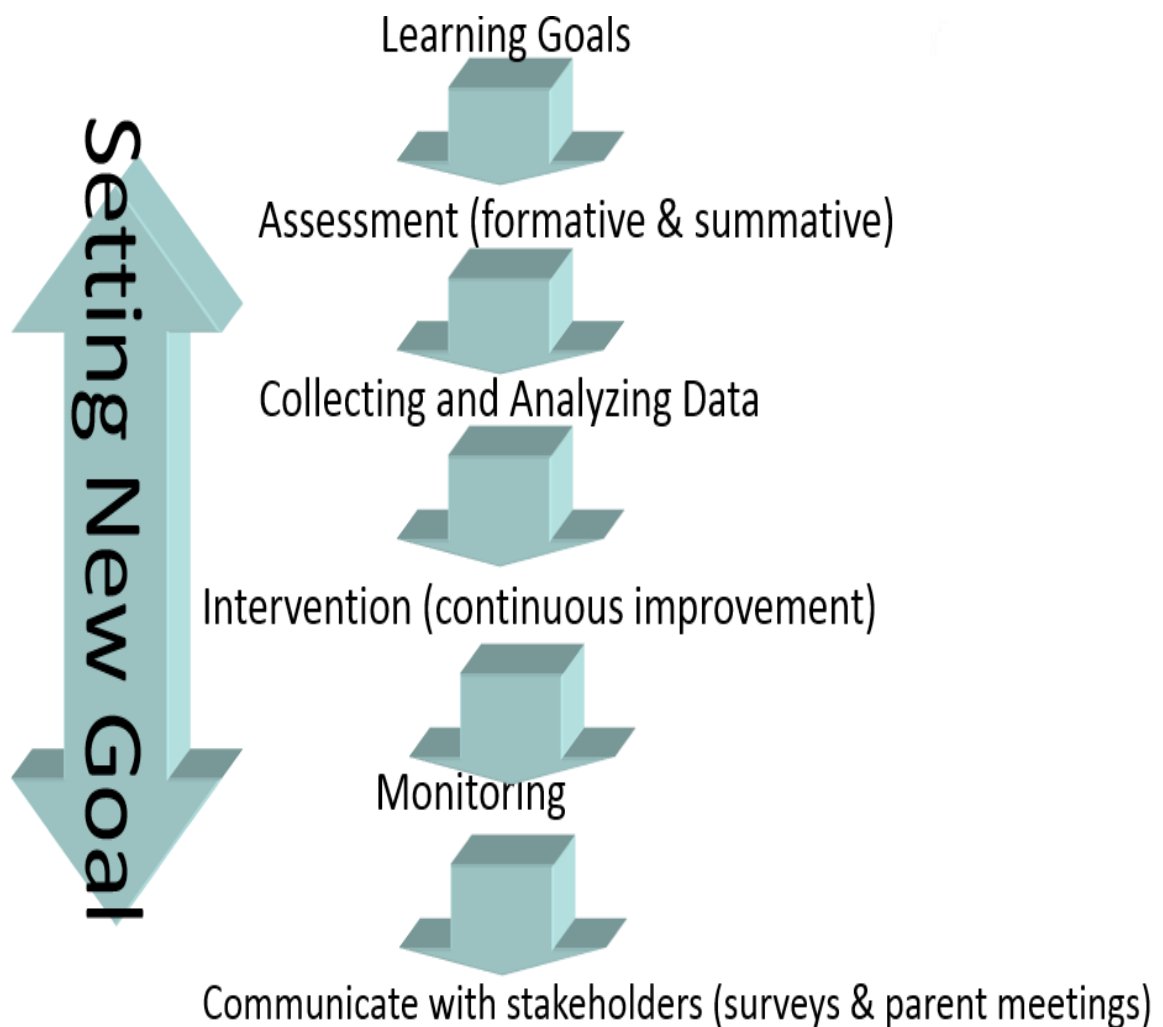
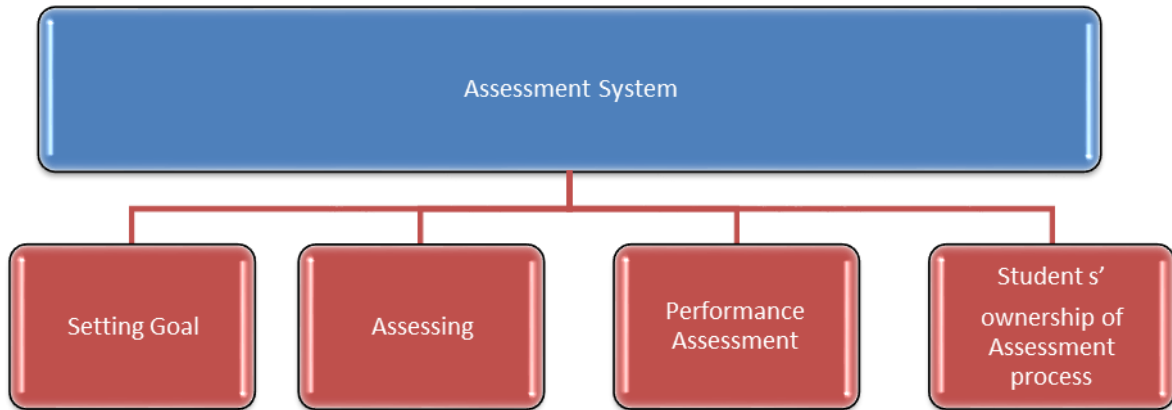
Assessment is the ongoing process of gathering, analyzing and reflecting on evidence to make informed and consistent judgments to improve future student learning.

Assessment for improved student learning and deep understanding requires a range of assessment practices to be used with three overarching purposes:

- Assessment for learning - occurs when teachers use inferences about student progress to inform their teaching
- Assessment as learning - occurs when students reflect on and monitor their progress to inform their future learning goals
- Assessment of learning - occurs when teachers use evidence of student learning to make judgments on student achievement against goals and standards.



Assessment System



New El Quds International School applies various types of assessments including standardized tests; criterion referenced tests, and systematically designed implemented tests.

1. All students from grade 1 to grade 12 are subject to four quarter exams, quizzes, homework, and classroom projects. Data are collected, analyzed in the form of chart and graphs and compared to determine the students' performance and academic growth overtime.
2. Students' portfolios are also used to assess the students' performance for all students from grade 1 to grade 9. They allow all stakeholders to receive a continuous and a comprehensive view of the students' progress from the first day they joined the school. Evidence is collected for the portfolios every quarter while the results of The Egyptian Ministry of Exams are added to the portfolio every semester. These portfolios are used by the staff to monitor the students' development.
3. The NWEA MAP test is fully utilized in evaluating the student, teacher and school effectiveness. Attached is a student diagnostic sheet based on the MAP test.
4. All 11th and 12th grades students were subject to SAT exams regardless of what they plan to study. SAT preparation is given to 9th and 10th grades students starting from 2005. Some of 10th grade students take the SAT exams on voluntary basis; hence, the school organizes SAT mock exams to prepare the students before sitting for a real SAT exams.
5. Some of Grade 8 and 9 students were subjected to PSSS test to evaluate their performance and it was a successful trial will be done again this year.

Quarter report cards along with an elaborated MAP report card are posted by mail, uploaded online on the school website and handed to parents in parents-teachers meetings, to discuss the student performance and decide on any corrective actions if needed. Student Report Cards include the student days of absence along with teachers comments on the students overall performance. Continuous staff meetings are held to discuss the student progress, and identify school areas of strength and weaknesses according to the data analysis provided by the data analysis team.

A copy of students' report cards and grading sheets is kept in the students' files for review by students or teachers throughout the year.

- The QAS places much emphasis on the authenticity of the students' assessment by using a systematic process in the way the exams are generated and in the control room which is responsible for safeguarding student's work as follows:

GPA certificate:

Below is a copy of the GPA certificates handed to the student after the completion of each grade the school calculates the GPA as follows 60% GPA & 40% Quarter test.

The rubric for the 60 GPA marks:

1. 10% Homework.
2. 30% class work: divided as follows:
 - 10% Participation.
 - 10% Behavior.
 - 10% Attendance
3. 20% Quizzes /projects

Reporting

Comprehensive reporting covers three major areas:

- reporting to parents (student reports)
- reporting to the administrators (quarterly reports)
- reporting systemic improvement (annual reports).

Standardized Tests

The counseling office schedules and administers several examinations during the school year. Test bulletins, practice booklets, and answers to questions about these tests are available in the counseling office.

The **Scholastic Assessment Test (SAT I)** is a college entrance examination offered through QAS five times each year. It measures a student's competence in English, Mathematics and Writing.

The SAT II Achievement Tests are college entrance examinations offered on the same dates as the SAT I. The Achievement Tests measure mastery of concepts in 13 subjects: U.S. History, Math IC and IIC, Biology, Chemistry, Physics.

The MAP Test (**M**ea**s**ure of **A**cademic **P**rogress) are electronically administrated and scored. Achievement tests are designed to measure growth in student learning for individual students.

The tests provide accurate and immediate scores to help teachers plan instructional programs.

Pre SAT is addressed to grades 8, 9 and 10. It is considered as a good preparation before applying for Real SAT tests;

CHILD PROTECTION POLICY

School Standards

At El Quds American School, reasonable standards of acceptable behavior are enforced. The intent of our school rules is to ensure common decency and courtesy and to protect the rights of each student in the pursuit of an education free from disruption or inconvenience. Students are reminded that they must adhere to the code of conduct, not only for their own actions and are held accountable for all rules and responsibilities within this handbook.

Harassment

“Harassment comes in many forms: physical attacks, verbal rebukes, teasing taunting, sexual provocations, put-downs, and spreading rumors.” Harassment may occur in-person or through a digital median. Other examples of harassment include bullying and stalking. In any form, harassment by any member of school community is considered a very serious offense that could result in serious consequences. To include permanent separation from our school community.

The intent of the perpetrator is to embarrass, intimidate, isolate, and reject a peer. It is an attempt by the perpetrator to exert power and gain an advantage because of physical strength or social status. It send the message that “you do not belong here. You are not wanted.” Teasing is always defined as an experience that strengthens a social bond, not one that is meant to be painful and to isolate, diminish and tear down the other person. Harassment is when someone is bothering people or bullying them in order to hurt them. They want the person to be upset or cry make themselves feel more macho.”

Harassment occurs when “someone picks on you over and again. They may pick on you because of the way you look or how you dress or who you are. They feel like they have power or control over you.” Victims of harassment are commonly victimized because of their ethnicity, national origin, true or perceived sexual orientation, true or perceived economic status, religion, or physical characteristics, to include disabilities.

Harassment includes “teasing, taunting, name-calling, threatening, gossiping, tripping, shoving, hitting, kicking or scratching grabbing groping, or inappropriate touching, taking and hiding belongings, excluding or rejecting.”

Bullying

Bullying is any type of verbal, emotional or physical abuse against a person, which is a conscious, repeated, willful, and deliberate hostile activity, intended to harm and/or induce fear through the threat of further aggression.

Verbal Bullying

1. Name calling, teasing.
2. Making fun of or being disrespectful of another person's physical characteristics, nationality, creed or beliefs, color, size, physical challenge or disability, family problems, ability to learn, or athletic ability.
3. Using inappropriate language (i.e., swearing).
4. Spreading lies or rumors about a person.
5. Laughing at another's misfortune.
6. Inciting others to fight or bully someone in any way.
7. Putting someone down.

Threatening

1. Threatening to physically hurt a person if she/he does not comply with the bully's requests.
2. Using antagonistic language toward someone, e.g., "I don't like the way you're looking at me."

Social Exclusion

1. Not allowing a person to play with or to participate in group activities.
2. Forming a circle of friends or group on the playground or in the hallways so that another person cannot join in.
3. Speaking with group so that one person is excluded either because of language or slang used by only a group.
4. Ignoring person.
5. Refusing to be someone's friend or participating in a group's efforts to isolate or exclude someone.
6. Refusing to allow someone his or her place in a line or on the bus.

Physical Bullying

1. Pushing or shoving someone, hitting someone, poking or jabbing someone with hands, fingers or objects such as pencils, stick, etc.

HYGIENE POLICY

School Hygiene Policy Statement

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly. New Elquds International School, will seek to help protect children and staff from infections and reduce the risk of outbreaks by ensuring;

- Rigorous hygiene procedures are in place
- Ensure information is provided to parents and staff on keeping infectious children and staff away from school to prevent contamination.

The development of a whole school approach to hygiene is essential in ensuring consistent messages and the development of skills in a supportive school environment.

1. Introduction

The content of this policy outlines the pattern of development through learning about hygiene, which students who attend New Elquds International School will follow. The policy refers to the teaching of health and wellbeing, with regard to students in the Foundation phase and Key Stage

Education about hygiene can help children make informed choices that can impact their health. Children's physical development depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety, and positive healthy choices. Children need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

We consider the role of New Elquds International School to support families and the wider community, by ensuring the ethos of the school is established as a health promoting environment.

2. Aim

To establish and maintain life-long healthy lifestyles and good hygiene habits and to provide a clean and hygienic school environment to promote the welfare of children and staff

3. Objectives

- To ensure all aspects of good hygiene, which is encouraged among students, staff, and visitors
- To provide consistent messages in school about good hygiene within and outside of the taught curriculum
- To increase students' knowledge, understanding, experience and attitudes towards good hygiene
- To ensure that the provision for hygiene in school reflects the cultural and medical needs of all pupils
- To ensure that the school environment is a hygienic place to learn and work in Largely, education about hygiene will take place in QAS lessons, although some aspects will be addressed within daily routines and on an incidental basis. Staff will raise children's awareness of good hygiene practices by teaching them about the importance of;
 - hand washing
 - nose wiping and disposal of tissues
 - the spread of infection through coughing and sneezing
 - food and kitchen hygiene
 - Puberty and growing up

Delivery

At New Elquds International School, pupils will learn about hygiene using approaches that provide:

- Consistent accurate information presented simply and clearly
- Access to peers and credible adult experts, in addition to teachers
- Stimulating and enjoyable tasks

Outside Speakers (Professionals)

People from external medical agencies are invited into the school to contribute their specific expertise in all aspect of hygiene where required along with School Doctor and School Nurse

5. Environment

To assist the school in achieving lawful compliance, all the staff members will ensure that:

- the school premises (furniture, furnishings and fittings) are clean and safe
- a documented program of cleaning for the entire school is in place
- all cleaning chemicals and equipment are stored safely in a lockable cupboard
- waste is removed promptly and is not allowed to accumulate
- well-maintained toilet facilities are provided where students feel comfortable and safe and have open access to throughout the school day
- provision for suitable, sufficient and readily accessible hand washing and drying facilities for staff and children are available.
- a maintenance contract is in place for all water coolers in the school
- use notices, posters and staff meetings to promote good hygiene practices
- a list of notifiable diseases is kept and senior staff are familiar with local guidelines and procedures for notifying the Environmental Health officer of outbreaks of disease.
- display a list of addresses and telephone numbers for key health contacts including the nearest Accident and Emergency Department, Health Centre, and Environmental Health officer

School health Service

A registered doctor and a nurse are available at school throughout the school day. Matters pertaining to student health should be directed to the school doctor. The doctor gives immunizations required by the School Health Department with permission from the parents. Medicines are administered to students only with written permission from the parents.

Vaccinations

The clinic stays in touch with the Ministry of Health to stay informed about any outbreak of infections. Details regarding current vaccination sent out to parents for their information and written consent. Records of previous vaccinations are kept on file with the school nurse.

Illness at School

When ill, students will be sent to the doctor's clinic, and the doctor will determine the nature and degree of illness and the course of action to be followed. The nurse will notify the School office if a student is to be sent home. When the doctor or the school office determines that a student is to be sent home for illness, parents will be asked by telephone to come to school to take the student home. The student will wait in the school office until notified by the gate personnel that his or her transportation has arrived.

Accidents and Injuries

1. Students must obtain a pass from their regular teachers before reporting to the doctor; students must also report to the office before and after their doctor visit.
2. Injuries that occur at school must be reported to the doctor. **STUDENTS MUST NOT ATTEMPT TO MOVE ANYONE WHO CANNOT MOVE HIM or HERSELF** but must get the doctor to help. Students injured at school receive first aid from school doctor.
3. In case of major or a suspicion of any surgical operation. The student is carried immediately to the hospital accompanied by an advocate and mean while the parents are notified.

Fire, Emergency / Evacuation Policy

In accordance with school regulations, students will be instructed and trained in evacuating school buildings so that in the event of emergency, they may do so in the shortest possible time without confusion or panic. Fire Drills are held periodically, at least once per semester. Sometimes there will be no prior warning of a drill, but every drill should be handled as if it were a real emergency. Teachers should go over the procedures for a drill with their students early in the year. A quick, orderly evacuation should be stressed. Evacuation routes are posted in each room.

Students should be reminded that, at the sound of the siren, everyone should immediately stop whatever s/he is doing, quietly exit the classroom, and proceed to the designated area. Students who are outside the classroom should go immediately to the designated area.

Complaints policy for parents and students

El Quds American School welcomes suggestions and comments from parents and takes very seriously any complaints and concerns that they may arise. We encourage parents to bring these to our attention as early as possible in order that we have the opportunity to rectify a problem or explain the school's position before a concern becomes more serious. A complaint will be treated as an expression of genuine dissatisfaction, to which we will respond. We assure that parents who wish to make a complaint know how to do so and we respond to complaints within a reasonable time and in a courteous and efficient way. Parents realize that we will listen and take all complaints seriously and take appropriate action where necessary.

How should I complain?

Parents who have any concerns or complaints should normally raise these in the first instance with their child's Class Teacher by letter, email, telephone or by verbally requesting a meeting. If the parent is not satisfied with the response of the Class Teacher or feel that the matter is sufficiently sensitive or serious, they could contact the Key Stage Leader who will then be able to liaise with relevant staff, put the parent in contact with the appropriate member of the Senior Management Team or refer the parent directly to the Head of School. Parents may feel that they should contact the Head of Dept. directly, especially on a matter of great importance or sensitivity. Parents can also write directly to the Principal if the matter is of serious concern although the issue would still have to be referred back to and discussed with appropriate members of the School Management Team. What will happen next? If a parent raises an issue face to face or by telephone or email, it will hopefully be possible to resolve the matter immediately and to their satisfaction. If the parent has made a complaint or suggestion in writing, they will receive a response within two working days, acknowledging their letter and explaining how the school propose to proceed. In many circumstances, the person contacted may need to discuss the issue with one or more colleagues and consider further before a response can be made. The parent will be given a date by which they will receive a further response. If a detailed explanation of the issues is needed, a parent will be notified as quickly as possible informing them of the outcome of their complaint and will explain any action taken or proposed. Alternatively, the parent may be invited to a meeting at the school.

Confidentiality Parental complaints or concerns will be treated in a confidential manner and with respect. Knowledge of the complaint or concern will be limited to the dept. of school and those directly involved. It is the school's policy that complaints made by parents will not rebound adversely on their children in any way. Anonymous complaints will not be pursued.

What happens if a parent is dissatisfied with the outcome?

We will endeavor to ensure that all parents feel satisfied with the outcome and feel that their concerns have been fully addressed. If a parent is dissatisfied with the outcome then they should take the following action □ At Principal level, parents write directly to the school principal of QAS. On the basis of these, the school principal may decide to call for a briefing from Head of Dept. or individual members of staff. Inform them of the action being taken and will ask the parent if they wish to add what they have already said and will give a date by which the parent may expect a full response. The principal's response will be clear and detailed but, if the parent remains dissatisfied the principal will also offer a meeting.

After questioning and listening to the parents, the Principal will hopefully be able to find a solution.

QAS School recognizes and acknowledges the parental entitlement to complain or air a grievance and will endeavor to work with parents in the best interest of the students in our care. The culture of the School is open and complaints are received in a positive manner. We want to encourage parental views and ideas. We would assert, however, that together the school and parents present a united front in order to avoid any child receiving potentially confusing or damaging mixed messages.

Pupil complaints, concerns and counseling procedures

The principles which apply to parental complaints also apply to complaints and concerns from students. However, there are differences in approach. We believe that it is important that our students should be able to raise concerns with any member of staff advocate with whom they feel comfortable. students may also use the QAS email system to make a member of staff aware of their concerns in a confidential manner. As with parental complaints, anonymous complaints will not be pursued. Students may also raise general concerns via tutor group meetings and School Council meetings. At the start of each year, the Form Tutor and Class Teachers will explain these procedures to their students in a manner appropriate to their age. The school is determined to ensure that all students know to whom they can turn to with a problem and to whom they can make a formal or informal complaint.

Programs and Services

Guidance Counseling

The counseling office is dedicated to helping students in both academic and personal concerns. Students who encounter academic difficulty will meet with a counselor on a regular basis to correct the problem if possible. We have an open door policy and are anxious to assist each student in any way we can.

College Selection and Admission

The counseling office maintains a library of college and university bulletins and catalogs, applications, and financial aid forms. The books are available for student use in the library only.

Juniors and seniors are encouraged to get an early start on selection of and application to colleges. The counselor will work with students to discuss and assist in that respect.

Counseling

QAS K-12 Counseling Mission Statement

QAS counselors are student advocates who work in partnership with students, staff and parents, fostering an inclusive and collaborative school environment central to the success of the school's overall mission. This program is continually evolving to best meet the needs of our students in a challenging and fast-changing world. Our mission is to maximize each student's potential through the implementation of a comprehensive program which fosters the competencies leading to lifelong success including personal, social growth, academic skills and career awareness.

The School student Council

The Student Council at New El Quds American School encourages student participating in self-government and school activities and assists in the promotion and coordination of all student activities. To be eligible for election to and continuation in an office, a student must have a minimum grade average of B (a grade point average of 3.0) and obtain 20 signatures from students in class and three signatures from teachers he or she has studied under within the past two years. Candidates will be approved by the faculty not only on the basis of their GPA but also on their attendance, being a positive role model for their peers both in and out of class, and showing a true sense of responsibility. If the faculty agrees, a student will then be approved as a candidate and invited to an interview for the position.

Student Extra - Curricular Activities and Athletics

QAS Activities and Athletics Clubs

QAS offers many Clubs, committees and activities from service projects to leadership opportunities and competitions. All students are encouraged to join and take active part in the club or activity of their choice and interest.

All clubs and committees are organized only with the approval of the Principal. After-school activities require parental permission. Circulars to parents regarding activities must be counter-signed by the headmistress.

Field Trips

Field Trips are classified into:

- Educational Field Trip
- Overnight Field Trip

Field trips promote unity among students and add another dimension to the learning process. In general, teachers are encouraged to organize field trips as part of instruction and for enrichment.

Each Lower School class should have at least 1 field trip per quarter. Field trips for the Upper School will be determined by course needs and will vary from year to year.

Parental permission must be obtained in advance.

Parents must agree to sign a waiver of school responsibility for such trips.

Faculty sponsors should encourage all students to go on field trips.

Arrangements must be made for any student not going on the trip. It is left to the discretion of the teacher whether a project should be assigned for students not attending the field trip or a make – up - class.

Educational Field Trip

QAS organizes itinerary and programs of activities to ensure that the time is well spent and the objectives attained.

Overnight Field Trip

Eligible Overnight Field Trips include, but are not limited to, the following:

- Fine arts performances
- Athletics competitions

Conduct on School Trips / Activities

Students are held responsible for their conduct while attending or participating in school sponsored activities beyond the regular school day. During this time, students are subject to all regulations of the school and will be governed accordingly.

Community Services

El Quds American School has many activities, which support community service, through related classes as well as special charity drives that may be initiated and organized by administrators, teachers, students, or parents. All intended projects must be pre-approved by the headmistress and the principal.

Students Awards

QAS students are honored for outstanding performance in their subject areas and different activities. At the end of the year, speech days are held for such celebrations. Awards may vary from year to year but always include Honor Roll.

Athletics and activity awards are given to the student who

- is a role model in preparation, participation and work ethic.
- is faithful and consistent in attendance to practices, performances and matches
- exhibits exceptional abilities and skills in multi sports or activities
- combines excellence in athletic and in cultural activities.

AWARDS CEREMONIES AND GRADUATION

Athlete of the Year Award: This award goes to an outstanding athlete. This award is presented at the awards ceremony at the end of the school year

Award of Distinction: An award is presented to the outstanding students (98% +) in each grade for each department at the end of each semester

Citizenship Awards (High school): This award is presented to male and female students who have demonstrated outstanding service to the school and community throughout the semester.

Student of the Year Awards (Grade 12): This special award is presented to the outstanding male and female student in the twelfth grade at the graduation ceremony. To qualify, the student must have received an Honor Roll Certificate and exhibited the following character traits: leadership, positive attitude, courtesy, respect for others, and integrity.

Library Services

Teachers and students are invited to use the school library on school days from 7:00 a.m. to 3:00 p.m., Sunday through Thursday.

The library may be used by individuals for research, study and book checkout. Teachers may arrange with the librarian to bring their classes to the library for research. Students are expected to quietly read or study and to help keep the library clean. No audible conversation, eating or drinking is permitted in the library.

Books may be checked out for 3 weeks and may be renewed if another student has not requested them. Students may check out as many as 4 books. Encyclopedias and other reference books will not be checked out but are available for use in the reference area of the library

Library Card

Each student will be issued a library card at the beginning of their enrollment at QAS. Students must present their library card to check out materials.

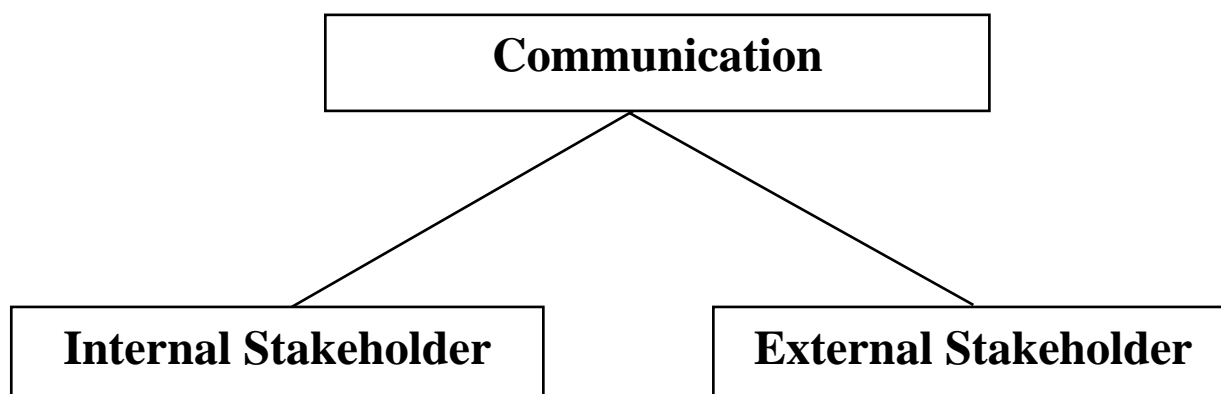
Overdue Books

It is the responsibility of the student to return books by the due date. Students with overdue books are not eligible to check out library materials or to receive report cards or progress reports.

Loss of Books and Other Materials

If a book or other library material is lost, the person to whom it is checked out must pay for its replacement. Progress reports and report cards may be withheld from students who have unpaid replacement charges.

Parents'-Students'-Teachers' Communication



Students
Teachers
Staff

Parents
P.T.A
B.O.T

Students

1. Student Handbook
2. Meeting
3. S.M.S
4. Whatsapp
5. E-Mail
6. Website (School everywhere)
7. Google classroom in Google apps.
8. Letters
9. Surveys
10. Progress reports

1. Open door policy
2. Orientation day
3. School parent's meetings
4. School everywhere
5. Facebook page
6. Whatsapp
7. Mobile app.
8. Surveys

Teachers and Staff

1. Staff Handbook
2. Written messages
(Memos)
3. Meetings
4. S.M.S
5. Whatsapp
6. Surveys

QAS keeps in touch with student's parents to inform them of their child's progress. This may be done in a number of ways:

1. Orientation

New students are scheduled for a conference with the counselor to discuss enrollment, select courses, and receive orientation to the school.

The counseling office is dedicated to helping students in both academic and personal concerns, we have an open door policy and are anxious to assist each student in any way we can.

2. Student Report

Written progress reports from teachers to parents may be sent at any time during the school year.

Progress reports are used by teachers to inform parents of student performance and behavior.

Teachers may also wish to phone or email parents directly, especially when circumstances require discussion or clarification. Formal progress reports are distributed to parents four times during the school year at the mid-point of each grading period

3. Parent-Teacher Conference

Parent-Teacher Conference days are designated on the School Calendar. Their purpose is to give parents a clear insight into the child's total school experience, and to promote two-way communication between parents and the school.

All parents are welcome. All parents of students 1-12 are required to attend the Parent / Teacher Conference Days.

At any time during the year, a parent or teacher may request a conference. Appointments for conferences can be arranged individually through the office or by letter.

Parents have the right to discuss with the teacher their child's progress, including the grading policy and how the grade was determined.

4. Website

El Quds website contains a news section and upcoming events that inform the community about current meetings, programs, performances, or student events that are of interest to the community at large. General information is posted annually and updated as needed; parents can access the policy manual, graduation requirements, the School schedules, classroom supply lists, and the strategic plan. The website also provides a place for descriptions and pictures of past events.

Website <http://www.elquds-schools.com> .

5. Phone/SMS/E-mail

Teachers and administrators can be reached by telephone on school days between 8 a.m. and 3 p.m. Due to their teaching expectations, teachers may not be able to take a phone call during school hours, but a message can be left with the receptionist or the divisional secretaries. QAS uses e-mail communications to connect with both internal and external audiences, Parents can also e-mail all teachers through their accounts (school everywhere)

6. Survey

Surveys will be used to assess certain people's opinion and to collect quantitative information.

A Partnership for Success

It is our firm belief that our school and our students will be best served when we work together in the form of a triangle: students, parents and school. At El Quds American School, we expect our parents to assist us in the education of our students. The education begins by both parents and students reading this handbook, understanding all of the contents and agreeing to abide by the policies, rules and guidelines contained in the handbook. Parents and students must show that commitment by signing the acknowledgement and agreement section at the bottom of the page. Other ways that parents may assist us and their child work towards success are listed below:

- ◆ Ensure that your child arrives at school on time each day
- ◆ Send your child to school in a clean uniform each day
- ◆ Ensure that your children get plenty of rest each night (at least 8 hours)
- ◆ Guide your children with nightly homework. DO NOT do it for them. Give them a chance to try the homework and then assist him or her with it.
- ◆ Provide a quiet place and set a time each night for your child to do his/her homework
- ◆ Ensure your child is picked up promptly after school or school activities each day.
- ◆ Have reference books, reading books and a dictionary available in your home.
- ◆ If you have concerns about your child, please arrange an appointment in advance with the receptionist to meet the class teachers.

Posted Announcements on the Website

Please check the website often for info that will be important to you and your child. Parents will be responsible for items and info posted on the website.

Telephone: 03-5170548 03-5170547 03-5170549

Fax: 03 - 5365510

E-mail: americandivision@elquds-schools.school

Website: www.elquds-schools.com

Facebook page: New El Quds International School – American Division
El Quds American School (Lower Grades Department)

Thank you for your careful reading of the student-parent Handbook

NEW EL QUDS INTERNATIONAL SCHOOL



Calendar 2020-2021

September 2020							15th Back To School G1,12 16th Back to School G11 17th Back To School G2,3 21st Back To School G10,4,5,6 23rd Back to School 7,8,9	October 2020							6th Armed Forces Day 24th Birthday of Prophet Mohamed					
Sa	Su	Mo	Tu	We	Th	Fr		Sa	Su	Mo	Tu	We	Th	Fr						
			1	2	3	4							1	2						
5	6	7	8	9	10	11		3	4	5	6	7	8	9						
12	13	14	15	16	17	18		10	11	12	13	14	15	16						
19	20	21	22	23	24	25		17	18	19	20	21	22	23						
26	27	28	29	30			24	25	26	27	28	29	30							
							31													
November 2020							15th : 1st Quarter Exam	December 2020												
Sa	Su	Mo	Tu	We	Th	Fr		Sa	Su	Mo	Tu	We	Th	Fr						
	1	2	3	4	5	6					1	2	3	4						
7	8	9	10	11	12	13		5	6	7	8	9	10	11						
14	15	16	17	18	19	20		12	13	14	15	16	17	18						
21	22	23	24	25	26	27		19	20	21	22	23	24	25						
28	29	30					26	27	28	29	30	31								
January 2021							7th Christmas Day 17th :2nd Quarter Exam 25th Police & Revolution Day	February 2021							6th to 18th Mid Year Vacation 21st Back To School(3rd Quarter Starts)					
Sa	Su	Mo	Tu	We	Th	Fr		Sa	Su	Mo	Tu	We	Th	Fr						
						1				1	2	3	4	5						
2	3	4	5	6	7	8		6	7	8	9	10	11	12						
9	10	11	12	13	14	15		13	14	15	16	17	18	19						
16	17	18	19	20	21	22		20	21	22	23	24	25	26						
23	24	25	26	27	28	29	27	28												
30	31																			
March 2021							19th Taba Liberation Day	April 2021							4th : 3rd Quarter Exam 12th Ramadan Starts 17th Easter Holiday 25th Sinai Liberation Day					
Sa	Su	Mo	Tu	We	Th	Fr		Sa	Su	Mo	Tu	We	Th	Fr						
		1	2	3	4	5							1	2						
6	7	8	9	10	11	12		3	4	5	6	7	8	9						
13	14	15	16	17	18	19		10	11	12	13	14	15	16						
20	21	22	23	24	25	26		17	18	19	20	21	22	23						
27	28	29	30	31			24	25	26	27	28	29	30							
May 2021							1st Labor Day 13th-16th Eid El Fetr Holiday 23rd :4th Quarter Exam	June 2021							19th Thanawya Exam Start 30th :2nd Revolution Day					
Sa	Su	Mo	Tu	We	Th	Fr		Sa	Su	Mo	Tu	We	Th	Fr						
1	2	3	4	5	6	7					1	2	3	4						
8	9	10	11	12	13	14		5	6	7	8	9	10	11						
15	16	17	18	19	20	21		12	13	14	15	16	17	18						
22	23	24	25	26	27	28		19	20	21	22	23	24	25						
29	30	31					26	27	28	29	30									
ACT Exams																				
Official Holiday																				
Day OFF																				
Quarter Test Starting																				

Dates on this Calendar subject to change according to unforeseen situations.

Acknowledgment and Agreement

We have read the QAS Handbook. We appreciate the importance of working together with QAS to achieve the greatest possible level of success. We have read thoroughly and understand the information within the document, including policies, rules and guidelines. Our signatures below indicate we agree to abide by the policies, rules and guidelines contained in the QAS student – parent Handbook and the Code of Conduct

Student's Name

Grade

Parent/ Guardian Signature

****This page must be returned signed to the School***