



**AMERICAN
INTERNATIONAL
SCHOOL IN EGYPT**

AIS MAIN CAMPUS



Parent & Student Handbook
Primary School
2023 - 2024



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The policies and guidelines outlined in this handbook are currently under review, and subject to change. The Esol approved AIS Egypt Policy Manual supersedes any conflicts or omissions in the following handbook.



Mission Statement

The American International School in Egypt provides a comprehensive and challenging American and international education that fosters informed and engaged local, regional, and global citizenship. We inspire students to be lifelong learners who contribute positively within a diverse and changing world.

AIS Egypt Vision

AIS Egypt students make the world a better place.

AIS Egypt Belief Statements

At AIS Egypt, we believe that each member of the AIS learning community has a commitment to:

- Participate actively and responsibly in his or her own learning;
- Support parent-teacher-student relationships that enable success in learning;
- Understand and appreciate each other as individuals with special interests, aptitudes, and the ability to learn and experience success;
- Support the role of extracurricular activities in enabling students to explore interests and to cultivate unique skills;
- Communicate proficiently using the English language and ensure all students' first languages supported to the extent possible;
- Experience and value education as a lifelong process;
- Develop the skills to utilize contemporary technology to enhance further learning;
- Establish and maintain respectful and effective communication and collegiality;
- Develop in all students a sense of personal and social responsibility through demonstrated service to others;
- Respect local, regional, and international perspectives;
- Shape the future of our school through strategic vision, continuous planning, and agreed upon action plans linked to continuous evaluation.

AIS Egypt Learning Principles

At AIS Egypt, we believe that students learn best when:

1. Educational material is relevant to their lives.
2. Timely feedback is offered for their work.
3. Lessons are highly engaging.
4. They have a sense of belonging to the school.
5. They reflect upon their work and school experience.
6. They collaborate with other students.

AIS Egypt Profile of a Graduate

At AIS Egypt, one of our greatest goals is to collaboratively help our students grow to become people who demonstrate the attributes shown in our Profile of an AIS Graduate image:





In Primary School, these attributes are actively encouraged and supported through planned teaching and learning activities. They are sometimes framed using the acronym “PANTHERS ROCK”:

Principled

Active Citizenship

Inquirers

Thinkers

Helpful Collaborators

Evenly Balanced

Reflective

Strong Communicators

Risk-Takers

Open-Minded

Caring

Knowledgeable

Important Reminders:

- The school day begins at 8 a.m. It is important that students arrive at school by this time. Students arriving to their classrooms after 8 a.m. will be considered tardy.
- Homeroom is an important part of the school day for students. It is more than just a time for them to unpack their bags, but is also time used to help students connect and check in with their teacher and classmates, mentally and emotionally prepare for their day at school, and receive important announcements that they may otherwise miss.
- The school day ends at 3 p.m. although dismissal procedures may begin before that. It is reasonable to expect that your students will be engaged in meaningful learning opportunities until this time each day.



CONTACTING US

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Next to Police Academy
5th Settlement, New Cairo

Mailing Address

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AIS Egypt Website

www.aisegypt.com

Primary School Office Hours

8 a.m. – 4 p.m. Sunday – Thursday



THE PRIMARY SCHOOL ACADEMIC PROGRAM

Our Curriculum

AIS Egypt Primary School strives to provide a comprehensive and challenging education that draws from research-driven best practices and is rooted in U.S. national learning standards, 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 standards used to guide teaching and learning in each academic discipline at AIS Egypt Primary School:

Subject	Learning Standards
English Language Arts	US Common Core http://www.corestandards.org/ELA-Literacy/ The Common Core State Standards 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 Core http://www.corestandards.org/Math/ The Common Core State Standards 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 are woven throughout the mathematics standards.



Science	Next Generation Science Standards https://www.nextgenscience.org/parentguides The NGSS identifies scientific and engineering practices, crosscutting concepts, and core ideas in science that all K–12 students should master in order to prepare for success in college and 21st-century careers.
Social Studies	AERO http://www.projectaero.org/aero_standards/socialstudies/socialstudies.pdf Project AERO views social studies as a critical school subject that allows students to gain a comprehensive body of knowledge, understandings, and skills that will enable them to better understand the world as it was and currently is and provide them with the tools necessary to become critical and creative thinkers that can solve complex world problems now and in the future.
Physical Education	SHAPE America https://www.shapeamerica.org/standards/pe/ The SHAPE America standards promote skills and knowledge that can lead to lifelong health and fitness.
Visual Arts, Theater Arts, and Music	National Core Arts Standards https://www.nationalartsstandards.org/ The National Core Arts Standards are designed to give students the skills to create, perform, respond to, and connect with a variety of arts disciplines, including visual arts, theater arts, and music.
Computer/ICT	ISTE Standards https://www.iste.org/standards/iste-standards-for-students The ISTE Standards for Students are designed to empower students to thrive in a constantly evolving technological landscape.
Arabic, Religion, and Arabic Social Studies	AIS works closely with the Egyptian Ministry of Education to ensure that content learned in these classes meets national requirements.



PROGRAM OF STUDY

All Primary School students are expected to carry a full program of studies.

The courses required by all students each year in KG1 and KG2 are English Language Arts, Mathematics, Science, Social Studies, Arabic, Physical Education, Visual Arts, and Music. Students in KG2 will be introduced to STEAM for 1 semester.

The courses required by all Primary students each year in Grades 1-5 are English Language Arts, Mathematics, Science, Social Studies, Arabic, Religion, Physical Education, Visual Arts, Theater Arts, Music, and Computer/ICT. Students in Grades 4 and 5 also attend an Arabic Social Studies course each week.

The Primary School has “morning meeting” time, during which time students unpack and prepare their materials for the day, engage in collaborative discussions and activities with their classmates and teacher, and preview their daily schedule.

Our counselors also provide in-class instruction to all students on a regular basis.

Students in KG1 through Grade 2 attend a weekly lesson in the library with our school librarian. Students in Grades 3-5 also have regular access to the library to check out books, as well as to engage with the school librarian in library, information, and research-oriented lessons throughout the year.



REPORTING PROGRESS

The school year is divided into four terms, each consisting of approximately 9 instructional weeks. At the close of each term, students' families will receive a formal update on student learning.

Term 1 (November)	Report of Student Progress
Term 2 (February)	Report Card
Term 3 (April)	Report of Student Progress
Term 4 (June)	Report Card

Report of Student Progress:

The report of student progress consists of written teacher feedback on student learning in each individual subject. All students will receive a Report of Student Progress at the end of terms 1 and 3.

Report Card:

The report card will report on students' current demonstrated understanding of grade-level standards. Understanding will be reported using the following categories in terms 2 and 4.

N	No understanding	Student does not yet demonstrate any understanding of the concepts, skills, and processes within the grade level standards.
B	Beginning Standard	Student demonstrates a beginning understanding of the concepts, skills, and processes within the grade level standards.
A	Approaching Standard	Student demonstrates a developing understanding of the concepts, skills, and processes within the grade level standards.
M	Meeting Standard	Student demonstrates a thorough understanding of the concepts, skills, and processes within the grade level standards.
E	Extending Standard	Student demonstrates extended learning of concepts, skills, and processes beyond the current grade level standards.



ATTENDANCE

Absences

Attendance at school is essential for students to succeed. Interactions and collaboration with teachers and other students provide learning and social experiences that cannot be replaced. Therefore, all Primary School students are expected to be *present, punctual, prepared*, and to *participate* in all scheduled classes and learning activities each day unless they have a valid reason, such as (but not limited to) illness or injury. Regular or prolonged absences will negatively affect student learning and well being.

All days absent from school count as absences—there is no distinction between excused absences and unexcused absences. Absences for medical reasons are still counted as absences. Students should not plan to miss school or leave school early for medical appointments. If at all possible, schedule appointments outside of school hours.

We will support you and your students in the following ways when they are repeatedly absent from school:

- After *5 days of absence in one semester*, a student's family will be notified by the Primary School office. This will serve as a reminder that your child needs to be at school in order to achieve success.
- After *10 days of absence in one semester*, a student's family will be asked to attend a meeting with the Primary School Dean to create an action plan to support your student's attendance.

Tardies

Students are expected to be in class by 8 a.m. every morning. Car-riders arriving to their classroom after 8 a.m. will be considered tardy. (Students who arrive late to their first class due to a late bus will not be counted tardy.)



Planned or Prolonged Absences

The dates of school holidays are published before the beginning of the school year, and can be found on our school website. Plan your family vacations within these dates.

For any planned absences, it will support both your child and their teacher to communicate the dates of the absences as far in advance as possible. This will help teachers better plan and provide any make-up materials, classwork, and assessments.

Making Up Work

When a student is tardy or absent, it is the student's and their family's responsibility to communicate with their class teacher(s) to arrange for making up any classwork or assessments that were missed.

If a student misses two or more days of school and needs to collect any classwork or materials, they must make arrangements with the teacher. In this case, a family member or driver may come to the Primary School office at an agreed-upon time to collect the classwork and materials.

PARENT POLICIES

Toileting

In order to be successful in and out of the classroom all students at AIS are required to be fully toilet trained. This means students must be able to take clothing off, on and clean themselves without assistance. Children must recognize the need to use the restroom and alert an adult to this need by AIS child protection policy no adult is able to help a child when using the toilet or be alone with them in a bathroom.

Classroom Placement

AIS creates classroom lists by consulting with teachers, counselors and administrators. Great care is taken to balance academic needs, gender and behavioral considerations. Class lists are typically completed in April of the previous school year. AIS does not entertain parent requests for specific teachers nor are changes of placement allowed.

Parents who are concerned about classroom placement are encouraged to send the assistant principal of the grade level their child is entering notes on their child's personality, friendships and specific needs before April.

School To Home Communication Strategies

AIS Egypt believes that a successful school is a result of building a strong communication system. Our goal is to create a school that emphasizes a partnership between school and family, providing an environment of openness, responsiveness and communication – an environment that places the child's well-being at the center of all we do.

Communication between parents, teachers, and administration is vital for your child's success. Therefore we have systems that are in place to ensure that you are regularly informed of your child's growth and success at school:

- Regular communication from teachers through grade-level newsletters
- Regular communication from teachers via Seesaw (KG-Grade 1), and Class Dojo and Google Classroom (Grades 2-5)
- Progress reports or standards-based report cards each term
- Formal parent-teacher conferences
- Invitations to presentations, performances, and curriculum-related events

Appropriate Vs. Personal Channels Of Communication

We ask each of our teachers to keep communication with students and families professional, and that they reach out from their professional channels of communication only. We ask that our students and families extend this courtesy by using only our school-appropriate channels of communication with all school employees. Please do not contact teachers or other school employees using their personal channels of communication (mentioned below).



School-appropriate channels of communication--Please use:

AIS email addresses, Seesaw, Class Dojo, Google Classroom

Personal channels of communication--Please do *not* use:

Teacher personal phone numbers, personal email addresses, WhatsApp, social media accounts including Facebook and Instagram

Parent Meetings With Teachers

If you feel that additional communication is needed beyond the strategies mentioned above, you are encouraged to arrange a conference with your student's teacher, using the following guidelines:

- Meetings with a teacher require an agreed-upon appointment with the teacher, arranged in advance. Informal meetings or "stopping by the classroom" is not appropriate or acceptable.
- Before meeting with a teacher, parents must first check in with security at the gate, then proceed to check in with a Primary School administrative assistant at the Primary Office. Please do not go directly to a teacher's classroom or hallway for any reason.

Parent Meetings With Administrators

We understand that there are times when you want to meet with an administrator about a school issue. If you have already spoken with your student's teacher first, and would like to arrange a conference with an administrator, please use the following guidelines:

- Before meeting with an administrator, parents must first check in with security at the gate, then proceed to meet a Primary School administrative assistant at the Primary Office. Please do not go directly to an administrator's office or wander the hallway for any reason.
- Meetings with an administrator require an agreed-upon appointment with the administrator, arranged in advance. Informal conferences or "stopping in" is not



appropriate or acceptable, and administrators reserve the right to decline unannounced visits.

Gift Policy

Because appreciation is an essential core value at AIS Egypt, we support parents and students to express their gratitude to teachers by offering them gifts.

Parents are encouraged to have their children create handmade cards and artwork, as well as a home-made gift, in the spirit of simplicity, which AIS promotes as one of the school's fundamental values, although parents may also choose to offer gifts that are purchased with a value no more than 750LE.

Gift cards are discouraged but may be accepted up to 750 LE in value. Cash will not be accepted. Soliciting other families to donate for a collective "group" is discouraged.

AIS Egypt doesn't want some families, particularly those with children in multiple grade levels, to feel compelled, if not forced, to engage in group gifts; even if such pressure is unintentional, it can be uncomfortable, and this goes against AIS Egypt's desired sense of community.

No employee of the school will accept a gift that in any way might constitute a conflict of interest, incur any perceived obligation to the giver or compromise the school's ability to offer services to all without bias or favoritism.

Under no circumstances should an employee of the school initiate discussion of a gift.

STUDENT POLICIES

Academic Honor Code

At AIS Primary School, we are committed to upholding our school mission statement by providing a comprehensive and challenging American and international education that fosters informed and engaged local, regional, and global citizenship. Therefore, we ask our students to uphold the highest standards of academic integrity and school citizenship, so that they are fully prepared to one day contribute positively to their community, country, and the world.



All AIS Primary School students are expected to conduct themselves in an honorable, trustworthy, and ethical manner at all times. We believe in our students' ability to always give their best effort, and to complete their school work and tests individually without resorting to cheating, plagiarism, or other academic misconduct.

To help our students learn about the principles of academic honesty, it is important that both teachers and families put a strong emphasis on doing the right thing. Please find below definitions of cheating and plagiarism, as well as the school's expectations for academic honesty, so that we may all work together to raise student achievement ethically and responsibly.

Cheating: Any situation when a student attempts to submit work that is not entirely his/her own individual work. This includes:

- Copying another person's work, ideas, or words
- Sharing information about a test with others
- Breaking test rules, such as talking during a test

Plagiarism: Any situation when a student uses words or ideas from someone else without giving credit to that other person. This includes:

- Copying ideas or words directly from a book, website, or other source without giving credit to the original author
- Using words found in a book, website, or other source without placing the words in quotes
- Claiming another person's words or ideas as your own

Teachers and families are encouraged to model and promote these academic expectations both in school and at home. Compromising one's character and integrity to get a better grade or to complete an assignment on time does not promote true learning, and therefore does not represent the mission and values of our school.

Any form of cheating, plagiarism, or other form of academic dishonesty is considered an Honor Code violation. In the event of any Honor Code violation, a student will be asked to re-do the respective assignment or assessment on their own time, at the convenience of their teacher.



Repeated Honor Code violations will result in a review by the Primary School administration, a parent meeting, and be subject to further consequences.

DISCIPLINE POLICY

[Updates currently being finalized. Check back soon for details on how AIS Egypt Primary School implements a solutions-focused approach to discipline.]

DRESS CODE

All AIS Egypt students are expected to be properly groomed for school and to wear the appropriate school uniform every day except PE days (see below), unless otherwise announced by the Primary School administration (also see below). Students must wear the school uniform on field trips.

The school uniform consists of navy blue trousers, skirts, or shorts and the official school uniform shirt, which is available for purchase at the school store. Shorts must be loose to the knee. No jeans are permitted as part of the school uniform at any time.

During cold weather, additional outerwear to be worn inside must also be the official AIS Egypt outerwear sold at the school store. These include official AIS jackets, sweaters, and hoodies. Students may wear non-AIS coats, hats, mittens, etc. during the winter months, but must take these off and keep them in their cubby/locker once they come inside the building. No hats or hoods are to be worn while in the building at any time.

Student footwear should be closed-toed and closed-heeled every day. They should not wear flip-flops, slides, sandals, or Crocs.

Students who are not dressed according to AIS code will not be permitted to attend class. They will be given the opportunity to:

- Purchase the correct uniform item at the school store.
- Call home and have the proper uniform brought to the school immediately.

Repeated violations of the Dress Code will result in a parent conference.



Dress Code for Physical Education

On days students are scheduled to attend PE class, they must wear the AIS Egypt PE uniform. This consists of the AIS Egypt white PE t-shirt and navy blue shorts or warm-up bottoms, which are all available at the school store, and proper athletic shoes. During cold weather, appropriate AIS Egypt outerwear may also be worn. Students are discouraged from wearing jewelry to PE class, as this may pose a safety risk.

Students not wearing the appropriate PE uniform, as outlined above, will not be allowed to participate and will not receive credit for that day.

Dress Code on Non-Uniform Days

On non-uniform days or at after-school functions, clothing worn to school should be in keeping with the academic environment of the school. Clothing with logos depicting drugs, alcohol, or inappropriate language is not permitted. Take care not to invite disrespect and/or undesirable character images.

TECHNOLOGY

Student Device Policy

Acceptable Devices

Devices acceptable for classroom use during school hours (8:00-3:00) are tablets (such as an iPad) and laptop computers. These should be brought to school fully charged. For students in Grades 4 and 5, please see our [Grade 4 and 5 Bring Your Own Device policy](#) for specific requirements about the device you are required to bring to school each day.

It is up to our teachers to determine how and when these acceptable devices will be permitted to be used in their classrooms. Students are expected to follow their directions at all times.



Phones And Smart Watches

Students may bring phones and smart watches to school. However, these are not allowed to be out or in use during school hours (8 a.m. – 3 p.m.), and must be turned off and put away in the student's backpack during this time. Families should not call or message their students during school hours, as this interferes with student learning.

Having a phone or smart watch out during school—regardless of whether it is in use or not—will result in the following consequences:

First Offense:

A teacher or other adult will remind the student of our policy, and will ask that the unacceptable device be turned off and put away in the student's backpack right away.

Second Offense:

A teacher or administrator will confiscate the device for the remainder of the day. The student may gather their device at the end of the school day and must take it home without further violation.

Third Offense:

A teacher or administrator will confiscate the device, and the student will not get their device back until an adult family member comes to school to gather it. Depending upon the nature of the misuse, other additional solutions-focused consequences may be implemented.

Appropriate Uses Of Acceptable Devices

Students are allowed to use tablets and laptops for the purpose of enhancing learning and collaboration, with teacher approval only.

When students bring devices to school, they agree to use them safely, respectfully, and ethically, including abiding by the following guidelines:



- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making phone calls and personal messaging).
- Devices may not be used to record, transmit, or post photographic images or videos of another student, teacher, or any other member of the school community during school activities and/or hours except for specified class projects.
- Students may only access files on the computer or internet sites which are relevant to the classroom curriculum.
- Students must comply with teachers' requests to close the screen or shut down the device.

Grades 4 and 5 “Bring Your Own Device” Policy

AIS Egypt Elementary School strongly believes in the educational value of using devices in the classroom, and recognizes their potential to support our Mission Statement by putting students at the center of their own learning, extending and enhancing students' learning of important academic concepts through a greater range of learning opportunities, and preparing all students for their future by developing our AIS Egypt Portrait of Graduate traits, including:

*grade 3 begins using devices, as a parent option, during the second semester of the year

Communicators:

- Making the learning that happens across school and home more transparent and seamless
- Enabling students to share their ideas with others through the creation of multimedia presentations and projects

Collaborators:

- Improving students' opportunities to meaningfully collaborate with their peers at school, as well as others beyond our campus walls
- Extending teachers' and students' ability to offer and receive feedback in real time through learning-focused dialogue

Thinkers:

- Enabling students to share their problem-solving and thought process with others



- Engaging students with discussion, debate, and peer review
- Offering students a place to both privately and publicly reflect on their thinking, learning, and growth

Being Reflective:

- Empowering students to reflect upon and share their learning and growth with their families throughout the year

Through the intentional and purposeful use of devices both at school and home daily, our purpose for requiring students to bring a learning-supportive device to school each day is not to replace more traditional methods of reading, writing, communicating, creating, and collaborating, but rather to extend and enhance the quality learning that our students already experience at school.

Device Requirements

AIS is an Apple Ecosystem, as Apple devices are designed best for learning, are most resistant to viruses, and are the best way to protect student data. Therefore, Grade 4 and 5 students will be required to come to school each day with an iPad with keyboard attachment that meets the following specifications:

- 9.7inch screen or greater
- Must be able to connect to a keyboard
- IOS 14 or newer
- 64 GB of storage (minimum)
- Physical protection (Case & Screen Protector)

We acknowledge that there are many benefits and some drawbacks to bringing tablets and laptops to school each day. With careful consideration of both options, we determined that the benefits and features of iPads outweigh those of laptops, and will better enable our students, families, and teachers to meet our purposes outlined above. These benefits of iPads include:

- Support the principle of creation vs consumption
- Smaller, more portable, and easier to store away when not in use



- Less expensive than a laptop of similar make and quality
- More simplicity and functionality in creating multimedia projects through photography and video recording, drawing and writing directly onto the touchscreen, and screencasting
- Highly compatible with a variety of free learning-supportive apps

Expectations

AIS Egypt encourages the use of appropriate technology during school hours. Students are required to possess a school-approved device for education purposes. However, phones, smartwatches, and other smartwear are not part of those acceptable devices. Therefore, all phones and smartwear are not to be used or visible anywhere in school between the hours of 8 a.m. – 3 p.m. If brought to campus, phones and smartwear should be turned off and secured in the student's bag.

In addition to adhering to the Student Device Policy, please note the following expectations we have set for students, teachers, and families to use these devices safely and responsibly at school:

- Students are ultimately responsible for their personal devices at all times.
- Teachers may provide a spot for students to safely store their devices when not in use. However, they and the school are not responsible for any lost, stolen, or damaged devices.
- If a student is without a device for an extended period of time due to repairs or maintenance, the student must find a replacement device for that period of time.
- Students are responsible for making sure their devices are charged and ready each night for use during the next school day. Charging stations will be limited on campus, and the school does not provide loaner chargers.



TRANSPORTATION POLICIES

Busing

AIS Egypt offers bus transportation for students whose families contract for these services. With certain restrictions, busing is provided door to door for our families' convenience. This service is available only to those students who pay for bus service for the school year. Students who do not pay for bus service for the school year may not ride the buses for any reason. Students who are registered bus riders can only ride on their registered bus and may not switch buses.

All buses have a bus monitor. The bus monitor is there to attend to student needs and ensure that school bus rules are followed. They should be respected in the same manner as any other AIS staff member.

Bus Behavior Guidelines

AIS Egypt transportation is a privilege provided to students for their convenience. During their time on AIS buses, students are responsible for following Bus Rules, designed to keep students and adults safe:

1. Students must follow any directions given by the bus monitor and bus driver.
2. Students are to use their assigned pick-up point only, unless arranged and documented with the transportation office in advance.
3. Students must proceed directly to their seat and stay seated with their seatbelts fastened for the entire duration of their trip.
4. Students must remain seated until the bus comes to a complete stop.
5. Students may converse in a quiet voice. They should not shout while on the bus.
6. Students may use devices for communication and personal entertainment on the bus. However, all student devices should be placed securely in their bag before they leave the bus.
7. If students want to listen to music on the bus, they may do so with the use of personal headphones only. Students may not play music for others to listen to from any device.
8. Students must keep their head, hands, arms, legs, and all other objects to themselves and inside the bus at all times.



9. Students must refrain from any form of physical assault, verbal assault, or inappropriate language on the bus.
10. Students will not litter or leave trash, food, or personal belongings behind on the bus.
11. When leaving the bus, students should use caution and look both ways before crossing the street.

Students who choose to break any of the above Bus Behavior Guidelines are subject to AIS disciplinary guidelines including removal from the privilege of riding the bus.

Car Riders

AIS Egypt does not require students to use school transportation services. Families who elect to provide their own transportation should mind our school hours, and have their students to school by 8 a.m. and picked up by 3.15 p.m.

We understand that there will be occasions when factors outside the control of our families prohibit them from getting to school on time for drop-off and pick-up of students. However, consistent tardiness interferes with the student's educational success. If this becomes a concern, the Primary administration will require a meeting with the family to develop an action plan that will enable the child to arrive and leave on time.

OTHER INFORMATION

Birthdays at School

Birthdays are exciting for Primary students, and we wish you to share in your child's excitement. Please take notice of the following guidelines if you would like to celebrate your child's birthday at school:

- Inform your child's teacher you are coming at least 1 day in advance.
- Birthday celebrations may take place during your child's lunch time or at the end of the day. . Please communicate with your child's teacher to make sure you know what time a celebration may begin and end. Please arrive promptly.
- If you wish to bring treats, make sure they are individually portioned (i.e., cupcakes or donuts, not cake that must then be sliced into individual pieces).



- Provide your own plates, napkins, forks, and any other necessary supplies.
- Do not bring any candles, lighters, matches, knives, or sparklers.
- Gift bags are not permitted.
- Siblings from other classes or grade levels are not permitted to leave class to attend a birthday celebration.

Students may come to school dressed out of uniform on their birthday. If the student's birthday falls on a weekend, they may come dressed out of uniform on the day they celebrate it at school.

Celebrations and Class Parties

We encourage our teachers and students to have class celebrations and parties from time to time, both as a means of extending cultural understanding as well as to celebrate milestones and achievements throughout the school year. The school will communicate such events in advance, and teachers will communicate with students and their families about what (if any) additional food or other items should be brought to school.

Child Protection Policy

Please see the link for detailed information regarding the AIS Egypt Child Protection Policy.

[Child Protection Policy and Procedure 2022-2023](#)

Social Media Opt In or Out:

It is a parents' right to decide what social media presence their child has. If you would like to opt in or out of your child's image being used on school social media. Please make sure to update your preferences on your PowerSchool account.

Clinic and Health Services

If your student is ill, it is in their best interest--as well as the best interest of the rest of our students and teachers--for them to stay home from school.

AIS Egypt provides medical doctors who are trained and experienced in handling student health conditions. These doctors are on duty from 8:30 - 3:00 in our school clinic each school day, and

are available to counsel students regarding health problems, to help manage ongoing health issues for individual students, and to administer first aid in case of an emergency.

If a student becomes ill during school, they should request permission from their teacher or another supervising adult to go to the doctor. For safety reasons, students must always have permission from a supervising adult before visiting the clinic.

If a student needs to leave school because of an illness, a family guardian will be contacted by the clinic and requested to take the student home. The student must sign out in the Primary School office before they leave. Parents should make sure that emergency contact numbers are always up to date.

If a student must take medication at school, the family guardian must contact the school clinic and make arrangements in advance. At school, Primary students may only take medications administered through the clinic. Students should never have medications in their possession.

Field Trips

Educational field trips are defined as any school-sponsored travel away from the school site, completed during or outside school hours, with the purpose of enhancing student learning.

In order to participate on a field trip, a student must turn in a Permission Form signed by their legal guardian and pay the full fees for the trip by the due date outlined in the permission form. Trip expenses are the responsibility of the student and their family.

Because field trips are a school-sponsored trip with the purpose of enhancing student learning, students will be expected to demonstrate outstanding behavior and will be held accountable for following all school rules and expectations at all times. We expect this not only because we want to represent AIS Egypt in a positive manner while out in the broader community, but also to help ensure the safety of all of our students while we are away from our school campus.

The following are student responsibilities on all field trips:

- Students are required to wear their school uniform unless given permission not to do so by an administrator.



- The trip sponsor or organization may set additional rules and regulations to enhance student learning and ensure student safety. Students must also comply with these rules and regulations.
- Students must travel both to and from the field trip location under the supervision of school personnel.
- Students who fail to comply with field trip rules will be asked to return to school at their family's expense. This may include a ticket home, at family's expense, for a field trip outside of Cairo.

The following are parent responsibilities for all field trips:

- Ensure that your student arrives at school on time on the day of the trip. Usually, students and teachers embark on their field trip first thing in the morning. Students who are not present at the designated time of departure will not be waited on and will miss the trip.
- Provide students with any supplies or materials requested by the school prior to trip, which may include food, additional clothing items such as a hat, sunscreen, etc.
- Family members are not allowed to be present at the site of a field trip without express invitation and consent from the school. If a student's family is found to be in attendance during any part of the trip, the trip will then become a family trip for that student. They will be asked to join their family, and will not be allowed to participate in any of the remaining school activities, including the bus transportation back to school.

Lockers

School lockers are assigned to students in Grades 4 and 5. These lockers are school property, and it is a privilege for students to use them. Students will be expected to keep their assigned locker clean and in good condition.

The school does not provide locks for students.

Lost and Found

A Lost and Found area is maintained on campus, in the security office at Gate 1. Any student property found on campus or on buses is turned into the Lost and Found. When students lose something, they should check with security at the Lost and Found.



To minimize loss, all items of clothing, school supplies, personal items, etc., should be clearly labeled with the student's name and class.

Money cannot be turned into the Lost and Found. We encourage students not to bring large amounts of money to school or to be left in lockers.

Personal and School Belongings

All students have either a personal cubby or a locker designated to them to accommodate their personal items such as their snacks and lunches, clothing, backpacks, and school supplies.

Textbooks, workbooks, and class books are issued to the students by the school. Consumable items that must be marked in, such as workbooks, are issued on a permanent basis. The student is responsible for taking good care of these items and for not losing them. They are not guaranteed to get another if it is lost or goes missing.

Reusable items, such as textbooks, are issued on a temporary basis. These items must not be written in or have any pages taken out. The student is responsible for taking good care of these items, for not losing them, and returning them in top condition. If a reusable item issued by the school is lost or goes missing, the student is responsible for paying the cost to replace it. The student must pay the Business Office to replace the item before their report card will be released.

Snack Time

In addition to lunch, teachers often provide time for students to have a snack each day. Therefore, Primary students are encouraged to bring a healthy snack to school.

To help promote a healthy lifestyle and successful learning in the classroom, these snacks should include healthy food such as fruits and/or vegetables. They should not include unhealthy foods such as chips, cookies, cakes, candy, or chocolate. See "Healthy Eating" for more details.



Textbooks

Teachers may issue textbooks to students as a class resource for some content areas. Each student is responsible for keeping track of their own books and for maintaining them in good condition. Students may take a textbook home to study from when they are given permission by a teacher, but must bring it back the next day for use in class.

If a school textbook is damaged or lost, the student and their family will be responsible for paying the replacement cost of the book (based on the current USD/EGP exchange rate) to the Business Office. To obtain a replacement book, payment for its replacement must be made first. In the event that a student has an outstanding book fee, school records including report cards will not be released.

Weapons

Primary students are not allowed to bring any weapons, or toys that look like weapons, to school for any reason. This is a serious offense to our school rules, and will result in the following actions each time:

An administrator will confiscate the weapon or weapon-like object, and the student's family will be contacted immediately. Depending on the object brought to school and how it is used by the student, further disciplinary actions may be implemented at the administration's discretion.

Withdrawing Students

Every student withdrawing from school during the school year must complete a clearance form before school records and transcripts are released. This process is accomplished through the Admissions Office. If a withdrawal of a student is requested, signatures from teachers, the library, and the Primary School Principal must be obtained on the withdrawal form. This ensures that all books and other materials belonging to the school have been returned in good condition.



Once a student has been cleared by the Principal, the student is referred to the Business Office for final clearance. When the Business Office signs the withdrawal form, all school obligations have been settled. At this point, school records may be released.

If a student owes the school money for a lost or damaged item, or has an overdue book or fine from the library, the report card will be withheld pending payment of the debt, or return of the borrowed item. In all cases, school records will not be issued until all fees are paid.

Students withdrawing at the end of a school year should contact both the admissions office and the Primary office to ensure the appropriate paperwork is completed.



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