



6 Abd El Rahman El Raffie St.Mohandeseen.
Telephone: 3372656 / 0123916773

Dear Parents,

We would like to remind you of our school policies. At Manor House American School, we believe that consistently enforced rules and consequences of behavior are important to create a proper learning environment for all students. With your cooperative efforts, we can provide a learning environment that is safe, fair and orderly. Please go through these important points with your children and make sure they understand the rules and consequences of their behavior.

1. Students with more than 30 absences will not be promoted to the next grade.
2. Missing work will not be sent home. If a child is absent, all missing work will be given to the student upon his/her return to school. They will be given one day for each day absent to complete the missed work. Arrangements to make up tests, quizzes, or other in-class work must be made by each student with their teacher.
3. MHS Complaint Policy states that all issues pertaining to your student must first be addressed to your child's class teacher. If the complaint has not been resolved the issue should then be addressed to Mrs. Ereen for further investigation. If the issue still remains, a formal written complaint is made to Mrs. Nada, in which an appointment will then be set within 3 – 5 working days.
4. Students who arrive at school without proper uniform will have to call home and have them send the proper school uniform. Students will not be allowed to enter class until proper uniform is worn.
5. Student-to-Student conflicts should be reported to your child's class teacher or to the School Counselor for remediation and/or intervention.
6. Students are responsible for their textbooks. Any lost book will result in a L.E 350 charge.
7. Students in grades 2 -5 with incomplete or missing homework, forgotten or unsigned planners and/or missing books will attend break detention.
8. MHS supports a "Hands Off Policy" and is a "No Bullying Zone." Any bullying, bad language or physical behavior may result in immediate suspension, break detention, behavior points, or loss of privileges.
9. Any change in your child's departure at the end of the day must be cleared through administration before 1:30pm. Bus matrons, captains and teachers are not responsible to inform the administration. Please call or send written information to Ms. Ereen regarding any change.
10. Students who arrive late to school (after 8:10 am) will not be allowed to enter their classroom until the next period. Students should be in school at 7:45 am and go up to class in their lines.
11. Students are not allowed to re-enter the building during break. Children must make sure that they have their lunch and water before they leave class.
12. It is the student's responsibility to remember their books, copybooks and planners. Teachers will not look for or pack children's belongings.
13. Cell phones are NOT allowed in school at all. Any phone caught with will be confiscated.
14. Teachers are free to meet parents from 2:15 – 3:00 pm every Thursday. Please call the administration for an appointment. If an immediate concern arises, please write a note in the planner or e-mail your child's teacher until you can meet.

Best Regards

Hoda Soliman
Principal

We have thoroughly read the summarized school policies and agree to follow them. We understand the consequences of improper behavior and will support the school in enforcing these rules.

Parent Name (please print): _____

Date: _____

Student Name (please print): _____

Parent Signature: _____