



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 the parent/student handbook and these important points with your children and make sure they understand the rules and consequences of their behavior.

**Please familiarize yourself with our school's vision and mission statements:**

**Vision:** To be one of the leading international schools in Egypt by providing a balanced, multi-cultural, and quality education that guides students to become independent thinkers enabling the students to successfully achieve their fullest potential in today's global community.

**Mission:** To provide all students with equal learning opportunities through diverse educational tools and techniques that motivate students to become life-long learners who strive towards self-improvement and are productive in their community.

1. Students with more than **30 absences** will not be promoted to the next grade. Students absent for more than **20 days** will lose 10% of their final 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. 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.
4. Students are responsible for their textbooks. Any lost book will result in a L.E 400-2000 charge. Parents have the first 2 days of school to check and make sure their student's books are free from writing, scribbling or ripped pages. Anything that is not reported to the administration will be the responsibility of the student.
5. Students in grades 2 -5 with incomplete or missing homework will receive a 0 on that homework assignment.
6. Every **10 detentions will equal 1 behavior point.** Please review the 'code of conduct' in the parent/student handbook. Behavior points will lead to suspensions and expulsion. Discuss behavior point consequences with your child.
7. 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.
8. 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.** We must have prior written instructions if you wish to send your child home with someone other than their designated person.
9. Students who arrive late to school (after 8:00 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.** Students arriving after 9:00 am will not be allowed to enter unless accompanied by a parent, and with a valid reason.
10. School hours are from **7:50 – 2:15.** There is **NO** supervision for students arriving earlier than **7:30 a.m.** or for students who are picked up later than **2:30 p.m.**
11. Cell phones are **NOT** allowed in school at all. Any phone with a child on school premises will be confiscated and must be picked up by a parent.
12. Teachers are free to meet parents from 2:15 – 3:00 pm every Thursday by appointment only. 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.

13. Parents are not allowed to attend field trips.
14. It is of paramount importance that all KG students send in a change of clothes at the start of the school year. Students that accidentally wet or soil themselves, will be notified by the school, will be changed by the dada, and their dirtied clothes will be sent home.
15. The school will not take academic time to celebrate individual birthdays. **Birthday Celebrations** must be limited to the first 10 minutes of break time. Only parents of KG's are allowed to attend. Birthday treats are limited to one item. No party bags or other party items (hats, horns & balloons) are allowed. Students must stay in school uniform at all times.
16. Grades 3 – 5 will take the MAP test twice a year. This test is required by all Advanc-Ed accredited schools and must be paid by the student. A one-time \$50 fee must be paid in September in US Dollars.
17. I understand that only students who pay the deposit will be enrolled in the following year. Anyone who does not pay the deposit by April 1, 2018 will be take off the next year's class list.
18. All parents and students are required to read the school handbook which is located online on our website. Please come to the admin if you would like a printed copy.

Thank you for your cooperation,

Hoda Soliman  
Principal

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**Manor House American Elementary School**  
6 Abd el Rahman El Raffie Street – Dokki  
Telephone: 33372656/012239167



**Manor House American School**  
**Acknowledgement of School Policies 2017-2018**  
**September 10, 2017**

We have thoroughly read the Parent-Student Handbook on the school website, as well as the above summarized school policies and agree to follow them. We understand the consequences of improper behavior and will support the school in enforcing these rules.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_