

# Student Handbook

2024/2025



NCA CASI, NWAC and SACS CASI, accreditation divisions of COGNIA, accredit  
Dar El Tarbiah American School.

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## Welcome Note

Dear Students:

On behalf of all Dar El Tarbiah American School Faculty and staff, we welcome you to the 2019 -2020 Academic Year.

The American Program provides the best of liberal international education through the promotion of creativity, individualism, problem solving skills as well as the use of research tools, internet facilities and various software programs for all subjects in all levels.

We encourage you to begin the school year by setting high goals for yourselves, then working everyday towards the accomplishment of those goals.

This Student Handbook has been designed to familiarize the students with the regulations and policies of the school. Working together, we shall ensure that all our students are responsible, academically prepared and socially adjusted. We shall provide them with the opportunity of a positive self-image while acknowledging respect for others and their environment. It is strongly recommended that you (the students) share this information with your parents.

Best wishes for a fruitful and successful academic year.

Dr. Nawal El Degwi

Chairperson–Dar El Tarbiah

## School Contact Information

Address: 2A Mohamed Mazhar street Zamalek , Cairo Egypt -11211

Admissions Mobile Number: 01221125467

## Mission and Vision Statement

### **DET MISSION STATEMENT:**

We are passionate and dedicated to empowering our students to become their best versions. The school paves the way for the coming generations to move forward with their acquired skills, knowledge and mutual respect into the highly competitive global world to meet the current and future challenges while carrying our cultural legacy with pride and dignity.



### **DET VISION STATEMENT:**

Our vision at Dar al Tarbiah School is to inspire students into becoming independent critical thinkers who are technology literate and life-long learners. They should have a great sense of responsibility, integrity, a set of core values and a growth mindset. We also mentor our innovative future leaders to succeed in a rapidly changing world.



## Accreditation

Dar El Tarbiah holds accreditation from Cognia, formerly known as AdvancED and the North Central Commission on Accreditation and School Improvement (NCA CASI).



Cognia is one of the largest accrediting organizations in the United States and globally, dedicated to fostering quality education and continuous improvement. Through regular reviews of schools' practices—including curriculum, teaching methodologies, and student performance—Cognia ensures that institutions meet high standards of excellence.



Students in grades 7 and 8 participate in MAP testing twice a year to enhance our teaching and learning practices.

The Measure of Academic Progress (MAP) is a computer-adaptive test administered in Reading, Language Usage, and Maths. It provides educators with valuable data to refine instruction. The test adjusts the difficulty of each question based on the student's performance on preceding questions, offering a personalized assessment experience.



## Code of Conduct

### **School members must:**

- Respect and follow all staff/student policies.
- Demonstrate honesty and integrity.
- Respect differences in people.
- Treat one another with dignity and respect at all times, especially when there is disagreement.
- Respect and treat others fairly, regardless of race, ancestry, color, ethnic origin, faith, sex, age, marital status, or disability.
- Respect the rights of others.
- Show care and respect for school property and the property of others.
- Take the proper steps to help those in need.
- Respect all members of the school community, especially those in a position of authority.
- Respect the need of others to work in an environment that is conducive to learning and teaching by ensuring that cellphones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator).
- Seek help from school staff, if necessary, to resolve conflict peacefully.



### **Safety**

#### **School members must not:**

- Engage in any form of bullying, whether it is in person or through technology, email, cell phones, etc.
- Use any sharp object to threaten or intimidate another person.
- Commit an act of vandalism that causes extensive damage to school property at the student's school or to property on the school premises.



## Meet our Staff

Name	Position
Mr. Aly AlSabbagh	School Principal
Mrs. Mariam Alkhawanky	School Vice Principal
Mrs. Naima Sadek	Language Teacher
Mrs. Noha Haggag	Literature Teacher
Mrs. Dina Fahmy	Language Teacher
Mr. Basil Fahmy	Language Teacher
Mrs.Maha Mostafa	Literature / Language Teacher
Mr. AbdelMohimen	Literature / Language Teacher
Dr. Reem el degwi	Literature Teacher
Mrs. Liliana Bowman	History Teacher
Mrs. Suzanne Elbadry	SSE Teacher
Mrs. Zeinab Khairat	Business / Psychology Teacher
Mr. Abdel Rahman Tarek	Economics Teacher
Mrs. Gihan El Maghraby	Mathematics Teacher
Mrs.Moshira Rasheed	Mathematics Teacher
Mrs. Dina Kamal	Mathematics Teacher
Mrs. Shimaa Elbehairy	Mathematics Teacher
Dr. Abdelhady	Calculus Teacher
Dr. Kareem Rashad	Statistics Teacher



Dr. Mohamed Montasser	AP Chemistry Teacher
Dr. Abdel Rahman EL Moghazy	AP Physics Teacher
Mr. Mohamed Abdel Mohsen	Physics Teacher
Dr. Mohamed Sobh	Biology Teacher
Mrs. Amira Taha	Science / Chemistry Teacher
Mrs. Nadeen Karar	Science Teacher
Dr. Mahmoud Hassan	Science / Chemistry Teacher
Mrs. Mennatallah Hamed	French Teacher
Mrs. Nirvana Sherif	French Teacher
Mr. Hisham Abdel Raouf	Arabic Teacher
Mr. Yasser Ali	Arabic Teacher
Mrs. Shereen Afifi	Arabic Teacher
Mr. Mohamed Gaber	Arabic Teacher
Mr. Mohamed Ramadan	SSA Teacher
Mrs. Eman Ali	Art Teacher
C. Yasser Kotb	P.E. Teacher
C. Abdel Halim	P.E. Teacher
C. Ehab Radwan	P.E. Teacher
C. Mohamed Abdelmoniem	P.E. Teacher

## School Routine

School starts at 7:45 AM, beginning with the morning assembly. Students first participate in morning exercises, followed by a brief Podcast, a riddle, and then salute the national flag to conclude the assembly.

<u><b>Our Daily Schedule</b></u>									
Gr.	8:00-8.45	8:45-9.30	9.30-10.15	10.15-11.00	11:00-11:45	11.45-12.25	12:25-1:05	1:05-1:45	1:45-2:25
	1	2	3	4	5	6	7	8	9
7					Break				
8									
9						Break			
10									
11							Break		
12									
	<div>Activity sessions are held weekly on Mondays.</div>								

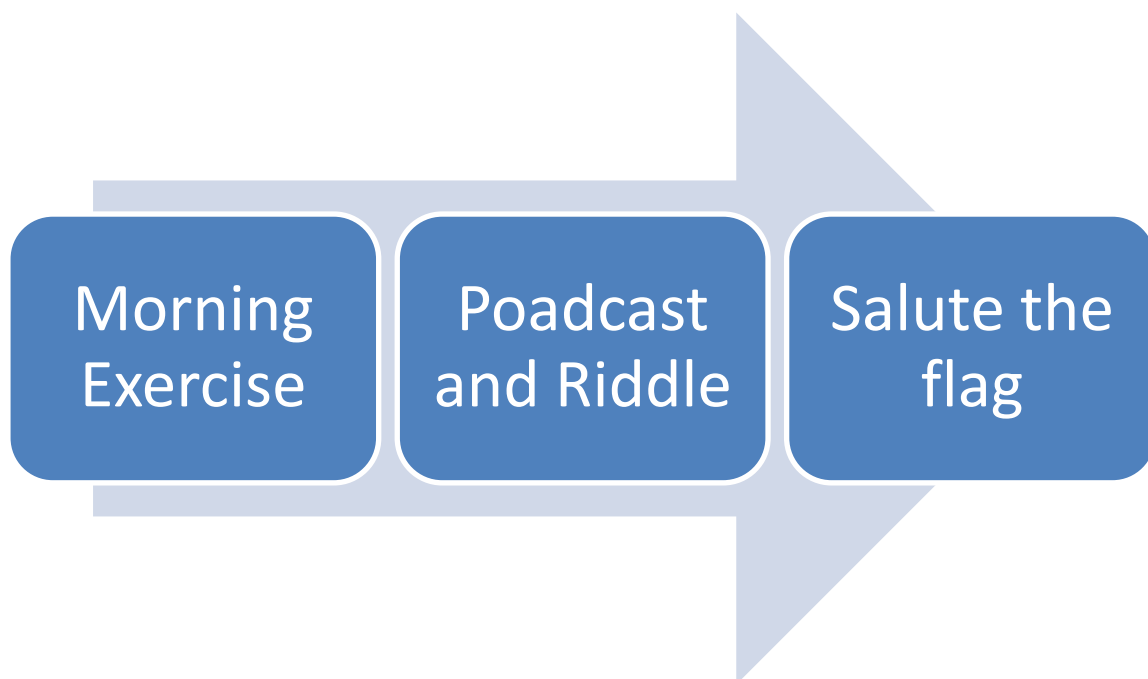
### Before School

Students are expected to arrive at school by 7:40 AM to organize their materials for the day. They must remain outside the school building until the morning line starts. During the morning line, students will gather in their Grade/class lines in the school courtyard. Once the morning line concludes, they will proceed to their first period of the day

### During Break

Students are provided one 45 minutes break during the day. The final 30 minutes of the break are designated for Academic Intervention support sessions, during which teachers offer assistance. These sessions may be used for tasks such as making up a quiz, asking questions, or reviewing learning objectives from previous lessons.

In cases where a student's **academic performance** is a concern, they may be assigned **mandatory** support sessions. Teachers will display their scheduled support session days in the classrooms.



## Academics

At Dar El Tarbiah School, students will be taught a developmentally appropriate curriculum in a safe and caring environment. Emphasis is placed on helping students develop good skills in study, communication, research, technology, problem solving, conflict resolution, critical thinking, and decision-making. Students will be exposed to a wide variety of subjects and engage in a variety of different learning activities in order to prepare them for expectations at the High School level. Middle School students follow a standard course of study.

### Middle School Course of Study

- English Language Arts
- Math
- Calculus
- Statistics
- Science
- Chemistry
- Physics
- Biology
- Literature
- Social Studies (English)
- Social Studies (Arabic)
- Arabic
- Religion
- French
- ICT
- PE
- Art



## Recognition/Awards

Praising and rewarding is essential to the academic, personal and emotional development of students. We believe that age-appropriate praise and rewards can go a long way toward motivating students and helping them to take pride in their work and accomplishments.

We strongly encourage teachers to recognize positive behavior, significantly improved behavior as well as academic accomplishments. Some methods include specific verbal praise, special mention in morning line, giving certificates, or praise on the school social media.



## Academic Honesty Overview & Process

**Collusion:** Students who intentionally share, provide access to, or copy any work from another student will be deemed to have colluded. This includes:

Fully or partially copying another student's work and/ or provide access for another student to copy completed work from a different class or previous year. Any suspected cases of collusion will be reported to the School Principal for further investigation. If students are found guilty of collusion, they will face consequences of their action. The teacher will grade the student a zero for this piece of Homework.

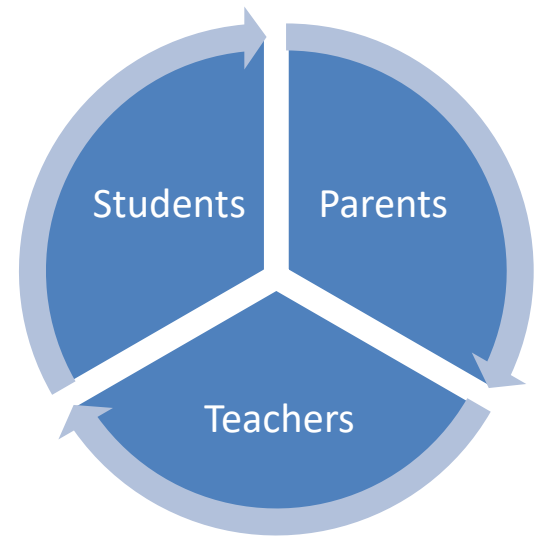
**Cheating:** This is when students use unauthorized materials during tests (notes, books, programmable calculators, etc.), they attempt to communicate (verbally, non-verbally or using technology) with other students or attempt to give answers to or take answers from other students during tests or exams. In this case the exam / quiz will be terminated and the student will be graded F for this exam / quiz.



## **Shared Responsibility for Academic honesty:**

### **I. Student Responsibilities: Students should...**

- Set aside sufficient time to complete all assignments (avoid last minute completion of Assignments).
- Attend all lessons to be sure you understand all assignment expectations.
- Secure your work and do not share it with other students..



### **II. Parent Responsibilities: Parents should...**

- Ensure your child devotes sufficient time to his/her assignments.
- Speak to your child about the importance of academic honesty.
- Support your child in his/her studies through encouragement, but avoid doing the work for him/her.
- Ensure that your child does not submit any work that has been written or heavily supported by any person outside of school.

### **III. Teacher Responsibilities: Teachers will...**

- Provide clear guidelines and expectations for all assignments well in advance of the due dates.
- Support students in developing good practices in academic honesty.
- Secure student work at all times.
- Ensure clear documentation and referral of any incidents in violation of academic honesty in line with school policies.

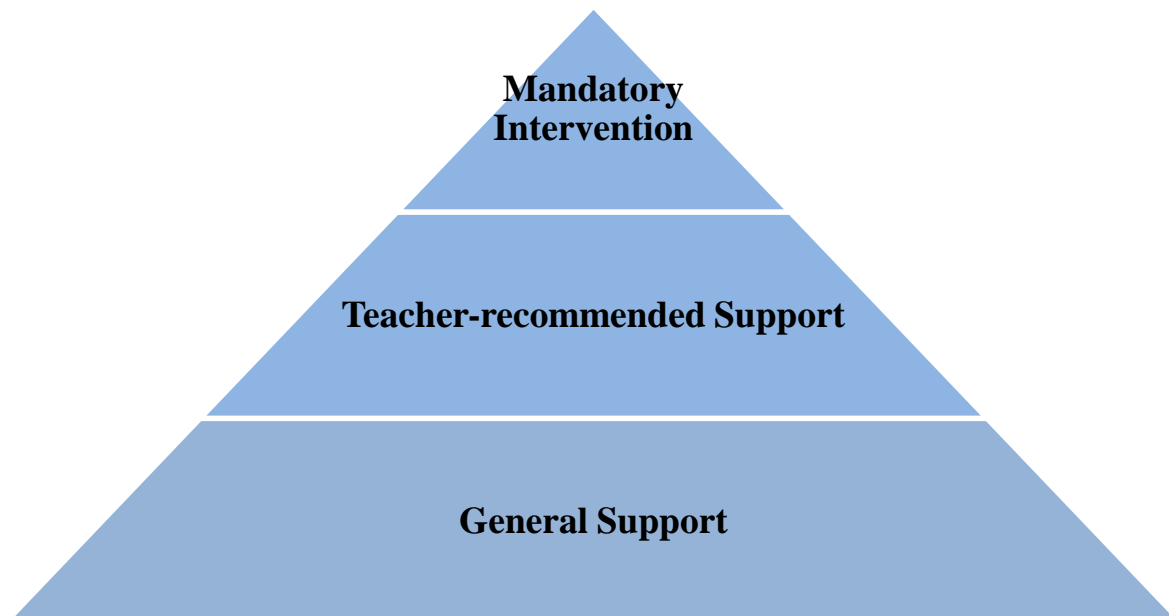
## **Academic Intervention Policy**

Through academic intervention we can uphold our Learner Profile and encourage our students to think, create, contribute, and take pride in themselves and society. Students who fail to meet deadlines or who do not understand work at the same pace as other students must be processed through academic intervention. Student work (missing/late) may only be awarded to students after all steps of academic intervention have been completed.

Teachers will be available outside of class time for 30 minutes of break three times per week for students who require extra support, or are mandated by the school's administration to attend due to failing quiz grades.

### **Academic Intervention for Learning Tasks (formative assessments)**

Academic intervention is available for students to independently meet with teachers to seek help, clarify instructions or ask for further feedback on work. If a student is, struggling with the class material their teacher may assign the students to attend academic intervention sessions; or if the student is failing or in danger of failing any courses, they will be required to attend academic intervention support sessions.



**Whole class or large group intervention** (in lessons) where 75% or more of students had misconceptions of the learning

Based on formative learning tasks, if there is a high level of misconceptions or lack of understanding, re-teach the previous topic using a different teaching strategy and re-assess levels of understanding.

Some small groups of students who have demonstrated mastery should work on differentiated extension tasks during the large group intervention.

**Small group intervention** and differentiated learning tasks (in lessons and/or at break in support lessons)

25-50% of students in differentiated groups needing support or extension on a topic.

Multiple levels of support through extension, differentiation, and support.

**1-on-1 intervention** (at break in a support lesson)

Individualized support outside of the lesson, mostly for students who are struggling with a topic and cannot grasp it easily. Intervention will take place at break.

If students do not respond to intervention or they do not attend intervention, parents are to be contacted and an academic contract made between the student, teacher, and parents, detailing the day, time and location of future interventions.





## **Accountability - Student & Parent**

### **Parent Engagement**

There are two parent-teacher meetings during the academic year. All parents are expected to attend and it would be preferred if their children could be present in the meeting. Additional meetings can be scheduled at any time deemed necessary, through the Admissions Office. It is essential that you make an appointment if you wish to meet with a teacher or member of the leadership team; please do not come into school expecting to meet with somebody without arranging it in advance.

### **Textbooks**

At Dar El Tarbiah several textbooks are loaned to the students and returned to the school at the end of the academic year. If books are lost, misused, or damaged, students will be charged the cost of replacement and a fee will be placed on the student's account. It is very important that students keep any reusable school materials in good condition

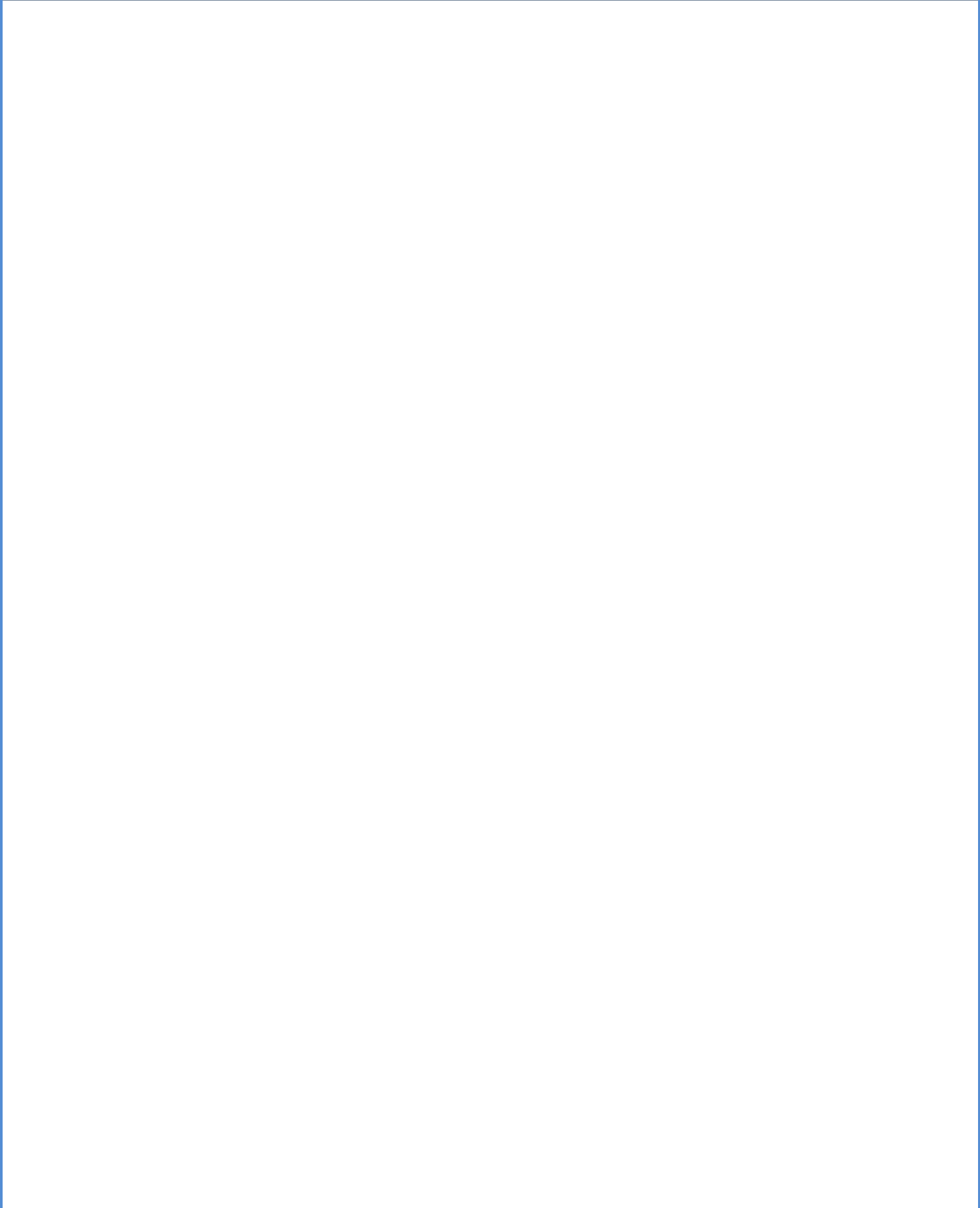
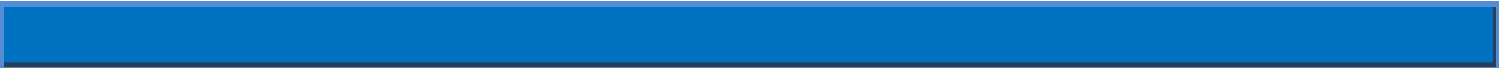
### **Academic Intervention**

During the learning process, students may find some topics challenging and require extra instruction.

Teachers are available for academic intervention. This is an optional service for students; however, if teachers ask students to attend, this is mandatory and not an option.

### **School Supplies Lists**

Students need to come to school with sufficient pens, pencils, and other general stationery (ruler, eraser, colored pens or pencils, highlighter, glue, etc) to be able to work. Please review the Supplies List sent separately at the beginning of the academic year. Some subjects may require specialized items, such as calculators, protractor, or art supplies. Students must find out from each subject teacher what equipment is required for that class, and whether they will need notebooks or binders. Once students purchase all required items, make sure they come to school prepared daily.



## Assessment and Grade Distribution

Students are assessed continuously in all areas throughout the academic year. Grades are based on a combination of multiple assessments of learning, and the continuous work completion grades. Assessment grades are converted into cumulative percentages that are used when calculating grades in the reports. These grades are then automatically converted to the appropriate letter grades. A student's academic grade consists primarily of assessments of learning conducted throughout and towards the end of the quarter. These assessments may include tasks such as projects, end of quarter exam, quizzes, research papers, presentations, etc. Students will receive clear instructions and grading Rubrics prior to any assessment and are assessed only on their individual performance on any assessment activity.

Work that should be assessed:

- All Learning tasks (assessments) assessed and feedback given with an indication of the level of understanding. The below distribution is subjected to change throughout the year without prior notice.

Behavior 5%	ClassWork & PARTICIPATION 5 %	Homework 10 %	PROJECT (Lab Work) 10 %	QUIZZES 30 %				FINAL EXAM 40 %	TOTAL 100	LETTER GRADE
				Quiz 1 10%	Quiz 2 10%	Quiz 3 10%	Total			

**Behavior, participation, effort, Tardiness, absence, and other work skills are all very important in the development of well-rounded learners. These non-academic factors are monitored and reported and contribute to the student's GPA.**

## Report Cards



The table below shows how percentages correspond to letter grades and GPA values at our school. Use this chart to understand the grading

PERCENTAGE	GRADE	GPA
96–100%	A+	4.00
93–95	A	4.00
89–92	A-	3.67
86–88	B+	3.33
83–85	B	3.00
79–82	B-	2.67
76–78	C+	2.33
73–75	C	2.00
69–72	C-	1.67
66–68	D+	1.33
63–65	D	1.00
60–62	D-	0.67
Below 60	F	0

standards and how they influence your GPA.

## Final Grade Point Average (GPA) Calculation

### 1. Multiply Grade Points by Course Credits:

- Each course carries a certain number of credit hours. Multiply the grade points by the course credits to determine the **grade points** for each course.
- Example:** If you earn a "B" (3.0) in a 3-credit course:  
 $3.0 \text{ (grade points)} \times 3 \text{ (credits)} = 9 \text{ grade points.}$



### 2. Add Total Grade Points:

- Sum up the grade points for all courses taken.

### 3. Divide by Total Credits:

- Divide the total grade points by the total number of credits taken to calculate your GPA.

$$\text{GPA} = \text{Total Grade Points} / \text{Total Credits}$$

### EXAMPLE CALCULATION:

Course	Grade	Grade Point	Subject Credit hours	Total Grade Point
Language	A	4.0	4	16
Maths	B	3.0	3	9
Science	C	2.0	3	6

- Total Grade Points** =  $16 + 9 + 6 = 31$
- Total Credits** =  $4 + 3 + 3 = 10$

$$\text{GPA} = \text{Total Grade Points} / \text{Total Credits} = 31 / 10 = 3.1$$

## Dress Code

Dar El Tarbiah American School believes that a professional learning environment extends to the dress code of its students. Students have to adhere to the following guidelines concerning what attire to wear at school. Acceptable attire for boys and girls for all grade levels:



### **Boys/ Girls Uniform**

- White (Short/Long sleeves) polo shirt/ shirt with school logo.
- Dark blue gabardine pants
- Black shoes
- White socks



### **For winter:**

Only a dark green zip up hood jacket is allowed to be worn during winter. No other jackets or color may be worn. If a student wears other jackets, the jackets will be taken and confiscated until the end of the year.



### **Physical Education (P.E.) Uniform:**

The P.E. uniform must be worn only on the days the class is scheduled to have P.E.

- White (Short/Long sleeves) round shirt
- Dark blue sweat pants



- Any color shoes
- White socks

## Prohibited Clothing and Accessories

The following items are not allowed to be worn during the school day or on field trips:

### Jewelry and Accessories:

- Rosary beads, chains worn around the neck, pendants, rings, bracelets, and overly large or flashy dangling earrings.
- More than one earring or piercing per ear.
- Nose piercings or any other visible facial piercings.



### Footwear:

- Slippers (including Crocs) or flip-flops.
- Open-toed shoes or sandals that pose a safety risk.



### Headwear:

- Head covering including snapback hats, strapback hat and beanie



### Additional guidelines:

- For boys, hair should be always trimmed and combed; it should always look neat and clean. Shaved or trimmed beards and moustaches are necessary. For girls, hair should be tied at the back.
- White or dark green colored scarves are allowed for veiled girls.
- No dark or bright colored nail polish or makeup are allowed during the school hours.

## Guidelines for Out-of-School Uniform Days and Trip Days

During out-of-school uniform days and school-sponsored trips, we encourage students to follow these guidelines to help maintain a respectful and professional atmosphere:

**Non-uniform  
day!**

- Clothing should reflect our school's values of respect and professionalism.
- Please avoid clothing with offensive or inappropriate graphics or slogans.
- We ask that students choose outfits that are not overly revealing, such as crop tops, short dresses, or sheer garments.
- Skin-tight clothing should be avoided to promote comfort and confidence.
- Ripped clothing, including ripped jeans, is not permitted to maintain a polished look.
- Shorts of any kind are not allowed.
- Dresses and skirts should be of an appropriate length, which is below the knee.

By adhering to these guidelines, we can create a welcoming and positive environment during out-of-school uniform days and school trips.

## Dress Code Violation Consequences

1. **First Offense:** A verbal warning will be given.
2. **Second Offense:** A written warning will be issued and documented in the student's file.
3. **Third Offense:** After-school detention will be imposed.



If dress code violations continue, parents will be contacted to discuss further consequences.



## Attendance Policy

We encourage all students to attend school regularly and arrive on time for their classes.

Consistent attendance plays a vital role in achieving success in academic courses. Regular

participation in instruction, classroom activities, and study is essential for maximizing learning opportunities.

Students may be excused from school for family emergencies or illness, and we kindly ask that written documentation is provided upon their return. If a student develops a fever or becomes ill during the school day, we will promptly contact parents to ensure the student receives the necessary care or arrange the student early leave.

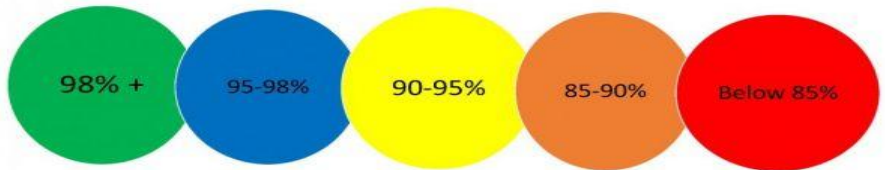
Thank you for your cooperation in helping create a supportive learning environment for all students!

**When a student is absent, it is essential to send a WhatsApp message to the school to inform them of the student's inability to attend that day. Our phone is 01221125467**

The parent/guardian should provide the school with a written note or a doctor's certificate for the absence of the learner including the relevant date(s) of absence.

Absences for sports tournaments must be sought in advance. Proof of the date of the tournament must be provided to the school. The school needs a stamped letter from the club/ tournament organization.

### **Attendance Matters** On Time: First Time, Every Time



What Zone Are You In?

**TOURNAMENT**

## Tardiness

It is the student's responsibility to be at school on time. School starts as 07:45 a.m.

If a student arrives to school after 8:00am, a parent must call the office stating the reason for tardiness. This call, however, does not automatically excuse the student for being tardy. Excused tardiness will be accepted only in case of emergency.



Car problems or traffic is **NOT** considered as emergencies. Students are to be present in the classroom when the bell rings to start class.

Students who arrive after 8:30 am will be allowed in the classroom but are going to be punished according to the rules.

Tardiness consequence:

Students who are tardy more than **2 times** will be subject to an **automatic after-school detention on Thursday.**

Students who are tardy more than **3 times** will be **recorded as one day of absence.**

## School Facilities

### Science Lab Policy

- Due to the sensitivity of the lab, all students must enter the lab wearing their lab coats and safety goggles.
- Upon entering the lab, students must walk slowly and quietly. This behavior is expected throughout the duration of the class.
- If the student damages any of the school's lab equipment, they are responsible to have it replaced.
- Students are responsible for cleaning their equipment and putting it away, as well as tidying their work area after use as instructed by the teacher.
- No food or drinks are allowed in the lab at any time.
- No school bags are allowed in the lab. Students must bring only the necessary books, notebooks, and pencil case inside the lab.
- Students must not touch any lab equipment until instructed to do so.
- For safety reasons, it is essential that students follow the explicit instructions regarding each experiment. Any action determined by the teacher to be of a hazardous nature might lead to suspension from the lab class.



## ICT Lab Policy

- Food or drinks are not allowed in the computer lab.
- Book bags should be left outside the computer lab.
- Students are not allowed to change any computer display settings without teacher permission.
- Each student is responsible for his/her assigned computer.  
Report any problems to the teacher immediately.
- Due to the sensitivity of the lab, all students must not enter the lab without the teacher's permission.
- Any damage to the school's property will be replaced by the student.
- Students are to follow the teacher's instruction.



## Library Policy

- Students must maintain a quiet and respectful environment.
- Food, drinks, and gum are not permitted in the library.
- Mobile phones must be on silent or turned off to avoid disruptions.
- Students are responsible for the care of all books and materials borrowed.
- Damaged or lost books must be reported immediately and replaced or paid for by the student.



## Arrival/ Dismissal Policy

- The school day begins promptly at 7:45 AM.
- Students should be dropped off at the main gate before the morning assembly.
- It is important that all students arrive on time to participate in the morning line and start their day smoothly.
- To ensure a safe and organized arrival, parents/guardians are requested to drop off students no later than 7:40 AM, allowing them enough time to settle in before classes begin.



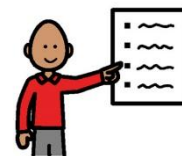
Punctuality is key to starting the day on the right note, and we appreciate your cooperation in ensuring students arrive on time.

- Official dismissal of school is at 02:30pm; all students must leave the school premises.
- Students are not permitted to loiter outside the school gates or nearby street corners after dismissal. This applies to students walking home or using taxi service.(UBER)
- Students waiting for private cars must wait in the courtyard not far from the gate. Students are not permitted to wait outside the school gates.

## School regulations and Behavior Policy

We believe in a strong home-school partnership and encourage parents to inform us of any incidents that may not have been reported by their child. While we appreciate your support in managing behavior at school, we are also here to provide guidance on addressing behavior outside of school. Thank you for your continued cooperation.

### Following The Rules At School



Students are expected to adhere to a code of conduct and behave appropriately at all times. The following guidelines outline our expectations:

1. **Zero Tolerance for Bullying:** The school has a strict policy against bullying in any form.
2. **Respect and Consideration:** Students should always show respect for others' feelings and demonstrate politeness in their interactions.
3. **Responsibility:** Students are expected to take responsibility for their work and behavior.
4. **Prohibited Behaviors:** The following behaviors are not allowed:
  - Play fighting, swearing, threatening, wrestling, hitting, kicking, or pushing.
  - Remember: **No Physical Contact.**
5. **Quiet Hallways:** Students must walk quietly in the halls and on the stairs to respect others who are working. Running in these areas is not permitted.
6. **Respect for Property:** School property should be treated with care. Prohibited actions include:
  - Swinging on chairs, writing on desks or walls, placing stickers in unauthorized areas, and tampering with school property, such as musical instruments, computers, or lab equipment.



7. **Electronic Devices:** Smartwatches and any electronic devices (except those specifically allowed during sessions, such as mobile phones and tablets) are not permitted at school. The school is not responsible for lost items. If brought to school, these items will be confiscated and will be returned at the end of the academic year.



**Note:** Headphones and mobile devices/tablets should be handed in to floor captains/supervisors at the beginning of the day.

8. **Prohibited Sharp Objects:** No sharp objects, such as pointed scissors, knives, or blades, are allowed in school. Bringing such items will result in expulsion.
9. **Chewing Gum:** Chewing gum is not allowed on school premises or on the bus, as it is considered unsightly and improper.
10. **Jewelry and Accessories:** Extravagant jewelry and accessories are not permitted. Please refer to the dress code sheet provided by the school's administration.

11. **Smoking and Vaping:** Smoking, including the use of cigarettes and vapes, is strictly prohibited on school premises. This rule must be followed without exception.



Any violations of these guidelines will not be tolerated. We appreciate the collaboration of parents and guardians in reinforcing these expectations.



## Homework Policy

- In general, homework is set by the subject teachers as a reinforcement or continuation of the lesson. Students are expected to work independently, and this sets a good pattern for the future.



- Parent/guardian play an extremely important role in this, as students like to feel that parent/guardian are both interested and supportive of them. Parental advice is sometimes necessary: Please provide guidance, not answers.

If your child is unable to complete the homework, please encourage them to refer back to the subject teacher and ask for extra help.

## Disciplinary Procedure

- Teachers make every effort to address misbehavior in the classroom.
- If the behavior continues, the student will receive a written warning.
- After the second warning, the class teacher will meet with the student individually to discuss the issue.
- Upon receiving a third warning, the student will meet with the school counselor for behavior management strategies.
- If the misbehavior persists beyond this, a meeting with the parents will be arranged to discuss further actions.





## Bus Code

Bus service is available for students who sign up.

Students using the buses must behave properly and show respect to the bus supervisors and drivers.

The buses operate door-to-door, but the school can set restrictions if necessary. Only students who are signed up can ride the buses. No students are allowed to change buses during the school year or bring friends home on the bus as space can be limited on buses. All students must follow these rules:

Students will:

- Arrive promptly for the bus in the morning and in the afternoon. We do not arrive late for the buses (as this is impolite and delays everybody).
- Sit properly in our seats at all times. We ask that students don't kneel upon seats, face backward, stand up or move around when the bus is in motion (all dangerous as an accident could occur if the bus stops suddenly).
- Avoid eating on the bus (choking hazard if the bus stops suddenly or goes over a bump).
- Remain seated with our hands and feet to ourselves inside the bus. Please do not touch the bus windows (this can be dangerous).
- Maintain an appropriate volume level keeping their voices low not to disturb other people on the bus.

**B**E RESPONSIBLE

**U**SE RESPECT

**S**TAY SAFE



- Talk quietly, or listen to music with headphones. Students must not use pens/ pencils or other sharp objects on the bus (this is dangerous and can result in an accident).
- Be pleasant and kind to all students and staff on the bus.
- Follow instructions and speak respectfully to all members of staff at all times. Students must obey and speak to each person with respect.

Buses are school property. Any damage or defacing of a bus will be treated like damaging school property.

### **Student Absence / Not Travelling by Bus in Morning**

In the event a child is not attending school, or is traveling to school by alternative means on any given morning, parents/guardian are expected to inform the bus matron via phone in advance of the child's pick up time.

### Senior Prom Celebration Guidelines:

1. Room reservations and overnight stays at the hotel are strictly prohibited.
2. Boys are required to wear formal, respectable suits.
3. Girls' dresses must adhere to the following guidelines: hemlines must fall below the knee, transparent materials are not allowed, necklines must not expose cleavage, midriffs must remain covered, and no open slits are permitted.
4. Alcohol of any kind is strictly prohibited for both students and guests.
5. The total payment must be submitted to the organizing company via the school before the event date.
6. Students must adhere to the maximum number of guests permitted, as determined by the school.
7. A complete guest list must be provided to the school in advance to prevent entry issues.
8. All guests must present identification at the door; without ID, entry will be denied.
9. Only siblings who are currently enrolled as students in grades 10 or 11 at our school are permitted as guests. Younger siblings are not permitted.
10. No additional tickets will be available for purchase at the door.
11. Students are fully responsible for ensuring their guests adhere to the behavior and dress code standards.
12. Excessive dancing and inappropriate behavior will not be tolerated.

Violation of any of the above rules will result in immediate removal from the celebration, and the student will be prohibited from attending Dar El Tarbiah's graduation ceremony.

## Fire Drill Policy

**Objective:** The fire drill policy ensures the safety of all students, staff, and visitors in case of a fire emergency. Regular drills prepare everyone to evacuate quickly and safely.

1. **Frequency:** Fire drills will be conducted at least once per semester to ensure all staff and students are familiar with the procedures.
2. **Evacuation Procedure:**
  - **Alarm Sounding:** Upon hearing the fire alarm, teachers must immediately cease all activities and instruct students to prepare for evacuation.
  - **Classroom Exit:** Students should line up quickly and quietly. Teachers must check that all students are accounted for before leaving the room and closing the door behind them.
  - **Designated Routes:** Each class should follow their designated evacuation route to prevent congestion. Teachers should be familiar with all exits and lead students along the safest route.
  - **Assembly Point:** All classes should proceed to the designated assembly area outside the building. Each class should assemble in their assigned area and remain orderly.
3. **Roll Call and Reporting:**
  - Teachers are responsible for conducting a roll call upon reaching the assembly area. Any missing students should be reported immediately to the designated safety officer.
4. **Return to Building:**
  - Only when the designated safety officer signals that it is safe may teachers lead students back to their classrooms.
5. **Staff Responsibilities:**
  - Teachers must familiarize themselves with fire safety routes and emergency exits in their area.

**Note:** Drills are essential for ensuring readiness; all staff and students are required to participate and treat each drill with seriousness.



## Dar El Tarbiah American School

2024-2025

### September 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 24

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January 25

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May 25

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June 25

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Key:

Holidays

First Day in Quarter

Exams

PT meeting

N.B: All exam days are full academic days

Total days: 180 days

Quarter 1: 48 days

Quarter 2: 45 days

Quarter 3: 45 days

Quarter 4: 42 days

### Key Dates:

#### SEP

8 Students back to school

15 Prophet Mohamed's Birthday

#### OCT

06 Armed Forces Day

25 ACT test

#### NOV

10-17 Quarter 1 Exam

18 Beginning of Quarter 2

28 Parent/Teacher meeting

#### JAN

07 ACT test

22-26 Christmas Break

#### JAN

01-02 New Year

07-08 Coptic Christmas

16-23 Quarter 2 Exams

25 Jan -06 Feb Mid year Break

#### FEB

07 ACT test

09 Beginning of Quarter 3

#### MAR

01 1st day Ramadan

31 MAR-2 APR Eid El Fetr

#### APR

11 AP ACT test

10-17 Quarter 3 Exam

20-21 Easter

22 Beginning of Quarter 4

30 Parent/Teacher meeting

#### MAY

01 Labor Day

#### JUN

06-10 Eid Al Adha

07 ACT test

22-29 Quarter 4 Exam

## Student Policy Agreement Contract

I hereby state that I have received Dar El Tarbiah American School handbook that contains important student policy information.

I agree to adhere to the school rules and regulations at all times. Failure to comply with the student policy will result in the application of consequences.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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