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**STUDENT HANDBOOK**  
**HIGH SCHOOL DEPARTMENT**  
**2019-2020**

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**Welcome to the start of a great school year!**

GVS is a private co-educational language school licensed by the Ministry of Education. While the Egyptian curriculum is the basis of the education offered in school with the addition of the German language, the approach to the objectives written in the Egyptian curriculum is based on British books and teaching methods.

In GVS, we believe that:

- Students' learning needs are the primary focus of all decisions impacting the school's educational program.
- Each student is a valued individual with unique intellectual, physical, social and emotional needs.
- All students are capable of learning and need to apply their learning skills in meaningful contexts.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff members.
- Embracing diversity strengthens individuals and enriches life.

In GVS we are committed to:

- Recognize the achievements, uniqueness and individualism of all students.
- Encourage staff and students to achieve their highest potential.
- Guide our students in a way that will encourage them to satisfy the needs of their society and improve it.
- Develop each student's sense of self-esteem and self-respect.
- Employ excellent staff who is highly motivated and committed.
- Be committed to education as a lifelong process.
- Develop strong parent-teacher-student cooperation.

Family involvement is a leading factor in academic success, and we value your collaboration in support of your son/daughter's learning. Your participation, feedback and suggestions are always welcomed. Have a great year!

School Management Board

Staff Members

**SCHOOL CONTACTS** - Available online.

*Please make sure to frequently check our website <http://www.gvs-eg.com/GVSchool.aspx> for school events and important notifications.*

## **PART I - INTRODUCTION**

This Handbook is a collective source for GREEN VALLEY guidelines and regulations. Parents are an essential component of a student's successful educational experience. You are encouraged to be an active participant in the education of your son/daughter. Through this information handbook, there are several areas for you to consider in being a successful "partner" with the school staff and your son/daughter.

On a daily basis, learning in GVS is moved from rote learning to learning by doing, discovering and working with others to solve problems. It's a hands-on approach that helps students develop skills in a meaningful way.

### **GVS VISION**

#### **To Become an Authentic Trilingual School**

This vision has shaped the education provided by the school since it was founded. It is a vision that continues to dictate every aspect of school life today. Arabic, English and German are taught in parallel. Every effort is made to develop students' sensitivity and fluency in these languages and to ensure that they receive full benefit from their extensive linguistic education. The quest for our vision continues...!

### **GVS MISSION**

*"GVS is committed to providing a distinctive high-quality education with emphasis on languages to meet the educational needs of the international and national community while preserving the Egyptian identity - at a reasonable cost".*

Green Valley School **will fulfil its mission by:**

- Creating a stimulating and interesting environment for students that is secure, caring and comfortable.
- Providing an active learning program, which is based on the instructed learning-by-doing principle, where students are encouraged to gain practical experience through discovery, reasoning and working with others to solve problems. The program is guided by the strategic and active engagement of students to learn through doing and reflection, which empowers them to apply their knowledge to practical endeavours inside and outside of the classroom.
- Offering a system of learning where trusting relationships are nurtured by supporting lots of active social interactions between students, teachers, the school community and the community at large.
- Applying pedagogical strategies that utilize the role of technology in creating adequate environments where teaching methods support the necessary interactions to achieve the learning goals.
- Creating a learning atmosphere where life-long learning becomes a habit, which directs the transition from "learning to please the teacher" to learning for its own sake.
- Introducing innovative curriculum development based on the most current research.
- Creating opportunities for students to become confident, responsible and self-disciplined adults
- Continually seeking ways to provide services more efficiently and with higher quality.
- Providing an environment which actively promotes students' language and communication skills and places language and communication awareness as one of the highest priorities in the school.
- Challenging all students to envision new possibilities.
- Ensuring that student learning is the focus of all school activities.
- Creating an educational environment in which the pursuit of academic excellence and intellectual growth is complemented by a concern for the moral, physical, psychological, and creative development of each student.

### **SCHOOL MOTTO**

Supported by its Motto – follow the rules, accept your responsibilities and uphold your rights - GVS aspires to live as a community that shares responsibilities and that values intellectual integrity, loyalty, and discipline

## **PART II: LOGISTICS**

## **Language**

At GVS, English is the main language of instruction. Students are expected to speak in English at all times except during Arabic or German lessons. It is strongly recommended to set a time at home (like lunchtime, sleeping time ...) for talking in English with your son/daughter. This is very important, as your son/daughter will learn that you appreciate his/her effort to converse in English. At the same time, it will strengthen your child's language acquisition in English.

## **SCHOOL HOURS**

Sundays through Thursdays: 7:30 a.m. - 2:05 p.m.

School gates are open for students starting 7.15 a.m. No student is allowed in school before.

Buses leave at 2:15 p.m., except on early leave occasions stated in GVS calendar.

## **ATTENDANCE**

GVS has a commitment to provide formal quality education to its students. To achieve this goal, students must constantly be in attendance at school. Chronic absences or tardiness disrupts the learning process, and makeup work is not a sufficient substitute for physical attendance at school. For that reason, it is important that the school and home come together as partners to assure students achieve high attendance.

- Regular attendance is a very good habit to develop and is important starting early age for their social and educational welfare. Poor attendance and underachievement go hand in hand. To receive maximum benefit from school and instructional experiences, it is important that students report to school each day.
- When school is missed, teachers' explanations, class projects and homework can never entirely be made up for. Unnecessary absence deters the student's ability to learn.
- Students who miss school, for whatever reason, can experience a loss of self-confidence and social isolation as well as having gaps in their learning.
- Parents and students should set school attendance as a number one priority. Parents are expected to make every effort to avoid absences during school days.
- If this period of absence is not justified the student may not be promoted to the next grade.
- There are such times when it is impossible for students to attend school because of illness or fever. If a student is not feeling well, we encourage parents to keep him/her at home.
- In case of planned absence, where a student is absent due to a family emergency, the school administration must be notified in advance and, upon returning to school, the student must submit a formal document justifying this absence either through an email accompanied by a scanned document stating the reason of absence (i.e. a medical report, travel or championship stamped document)

## **Attendance Violations**

- The school inspects the attendance of students, in case the student does not maintain 85% of his/her attendance record, the administration will send a note to the parents reminding parents that the student is almost beyond the attendance percentage.
- Parents will be asked to meet with their son/daughter's Acting principal to discuss his/her attendance.
- Repeated absence might lead to missing final revisions, losing grades and eventually reconsidering the student's future in GVS.
- In case of a student is sick on an exam day (quiz, cycle exam, ..) or a final exam, a medical note from a doctor should be sent with him/her on the day of his/her return to school in order to re-sit for the exam s/he missed according to a schedule set by the school.
- If the student missed an exam day (quiz, cycle exam, ..) or a final exam, because of a national or international championship, he/she must submit a stamped document to sit for a makeup exam, according to the school make-up schedules.
- Whether or not the student's absence is excused, s/he would have missed a lot of valuable in-class teaching that will not be made up for.
- It is always the student's duty to know materials covered, or assignment given during his/her absence and catch up. The teacher may decide to give additional help if deemed necessary.

## **Absences may normally be accepted for the following reasons:**

- Illness
- Family loss (for a limited duration)
- Family Emergency
- Championships or tournaments
- Off-site examination (high school students)

### **Illness**

- In case a student is ill and will be absent for more than three days, parents should contact the school to justify his/her absence and absence has to be validated by a medical report from a physician upon return.
- Any student having evidence of contagious diseases will be, unfortunately, immediately dismissed from school and school-related activities for the needed period of time.

### **Contagious diseases**

- If a contagious disease is discovered at home, parents should inform the school administration. A sick student should remain out of school for the required number of days for that disease for example:
  - Chickenpox ----- until scabs disappear – usually 5-6 days.
  - Mumps ----- 9 days or until the swelling disappears.
- For the sake of all students' protection, it is important that sick ones stay out for the required number of days.
- A medical report is expected to be sent to school before his/her return to school.

### **Medications**

- Health and physical wellbeing of students takes the highest level of care and attention.
- The school clinic is fully equipped to handle all minor injuries, diagnose common illness and treat any arising symptoms with the prior permission of parents.
- Parents are required to provide their son/daughter's full medical record, a health plan for their son/daughter in case they have a special medical issue (i.e. allergic reactions, asthma attacks, diabetes, epilepsy, ....).
- Parents will determine the level of medical intervention they authorize the school to use in case of illness and/or emergency.
- All medicines sent to school to be taken under the supervision of the school nurse must be labelled with the child's full name, class and details about the intake dosage and time.

### **Hygiene check-up Process**

The school nurse performs hygiene screening which includes hair (Lice and/or nits) nails, and ears.

- The process does not take more than 10-15 minutes for each class.
- **Frequency:**
  - KG – Year 6: twice a month during circle time inside the classrooms
  - Starting year 7: Once a month during the school day.

### **Hair (Lice and/or nits)**

If lice/nits are suspected to be found in a class, the nurse will check students' hair and the following procedure will take place:

- The affected student will be removed from class immediately and parents are asked to pick him/her up. Plus, a letter is sent home asking parents to keep the child home for treatment. S/He is ONLY allowed to join the class when totally cured.
- A letter to all students in that classroom is sent home asking parents to take preventive measures to avoid the spread of such infection.
- The affected student will be re-checked by the nurse on their return before joining their classes.
- In case the affected student is sent to school before being cured, s/he will not join the class until parents pick him/her up from school. If s/he uses the school transportation facility, s/he will not be allowed to ride the bus back home.

**The process of informing the parents and rechecking is done in an extremely discreet manner.**

### **Medical Emergencies**

Injured students are first aided by the school nurse.

If during the school day a serious accident occurs, these are the steps which will be taken:

- The nurse will assess the seriousness of the situation and proceed accordingly. The nurse will take care of minor injuries. In such case, a note describing the injury and the action taken will be sent home with the student.
- In case of student's injury; the school will notify the parents and ask them to pick him/her up.
- A student who needs hospital attention, the school will call the parents to choose whether:
  1. To pick the student up from school or at a meeting point
  2. Or to be accompanied by the school appropriate representative to a hospital (recommended by parents or to Ain Shams specialized hospital, ElOubour city ) where further treatment will be provided.
  3. The moment the student arrives at the hospital, it becomes the hospital and parents' responsibility to give any appropriate treatment.

### **Athletes**

- Athletes are expected to act as role models in Physical Education classes.
- The ONLY excused absence that is allowed for a student-athlete is the number of days stated and approved by the athletic organization they are going to join.
- The student has to catch up with the parts of syllabus she/he has missed and ask for teachers' help in case of need.
- If the student misses a quiz or a cycle exam, they should be retaken according to a schedule set by the school and the student gets his/her actual grade.
- If the student missed a final exam, because of a national or international championship, he/she must submit a stamped document to sit for a retake, according to the school retake schedule.
- Exceptions might be given to athletes who have regular national team training in the early mornings. These exceptions are given in the presence of a supporting document.

### **Championships OR Tournaments**

- In such case, the school administration must be notified in advance and, upon returning to school, the student must submit a formal document justifying this absence either through an email accompanied by a scanned document stating the reason of absence (i.e. a medical report, travel or championship stamped document).

### **Early leave:**

- Early dismissal is NOT allowed.
- In emergency\* cases parents might request to pick up their students early, the student is usually taken between sessions but NEVER during a session. Students who leave early for any of the approved situations may not return to school.
  - In case an internal school exam is scheduled on that specific day, it must be taken before departure.
  - In case a ministry exam is scheduled on that specific day, the student may not leave before completing the exam.
- Approved reasons for students' leaving early:
  - Family member loss,
  - Embassy appointment,
  - Championship,
  - Doctor's appointment provided there is a medical note and at least one-day notification via email.

### **Late arrival:**

All students should be in school at 7:15 - 7:30 am.

Exceptions might be given to athletes who have regular national team training early mornings. Such exceptions take place provided submission of a supporting document.

Late arrival negatively affects student's attendance record; each day of late arrive is counted as one-day of absence.

Arrival after the first lesson is strictly forbidden.

Arrival, after 7.35 am (during the first lesson), is considered late arrival for students who come by car and will result in the following consequences



- 1st violation: Verbal Warning + Email to parents. The student is not allowed to interrupt class and will attend class starting the 2nd lesson.
- 2nd violation: Verbal Warning + Email to parents notifying them that student will not be allowed to enter school in case of a 3rd violation. The student is not allowed to interrupt class and will attend class starting the 2nd lesson.
- 3rd violation: Not allowed to enter school.
- If s/he was not picked up by his/her parent, s/he stays the whole day in the library.

## **Emergencies**

- **Emergency Evacuation Procedures**
- Evacuation drills will be held during the 1st term of each year to familiarize students with necessary procedures and problems.
- At the sound of the evacuation alarm, students evacuate the building immediately and quietly.
- They exit quickly according to the evacuation plan and remain with their current subject teacher until a clear signal is given to re-enter the building.
- **Emergency Calls (Precautionary Procedure in cases of emergency)**
  - In the case of an emergency (non-controllable health or safety issues, extreme weather conditions, civil defence emergencies) that may require school closing or early leave, parents will be notified as soon as a decision was taken.
  - Accordingly, it is very important that parents update students' contact information whenever there is a change.

## **UNIFORM**

- All GVS students are expected to attend school with the full school uniform in accordance with their stage requirements (KG, Primary, Junior High or IGCSE).
- Uniform Specifications
  - Preschool - exempted from wearing the school uniform.
  - Each stage should be wearing the uniform in correspondence with the stage colour (KG - Green, Primary - Red, Junior High - Blue, IGCSE - Green, Senior Year - unified uniform that is subject to change each year upon their decision).
- Winter
  - School shirt.
  - School jumper, pullover.
  - School skirts or pants.
  - Jackets must be plain, dark blue and without any markings.
  - Socks/Stockings: plain white or plain dark blue.
- Summer:
  - School polo shirt.
  - School shorts/pants.
- For both summer and winter (normal school days):
  - White/dark red/ blue/green socks.
  - Shoes must be plain black with black laces and without any logos or colourful markings.
  - P.E. Kit (only when P.E. is on schedule):
  - School P.E. kit (summer/winter outfit).
  - Sport shoes (sneakers). Sports shoes are ONLY allowed on days with P.E. classes.
- Jackets
  - Dark blue jacket for all stages.
  - A light backpack is required for all stages.
- PE kit should be worn ONLY on days when they have Physical Education classes. Students who come to school without their P.E. kit and sports shoes are not allowed to participate in the P.E. session.
- All items should be labelled with the student's name, especially jumpers and coats. The school will not be responsible for losing any unlabeled clothing item.
- Stud earrings are the only jewellery allowed in school for girls.
- KG & Primary Stage girls are allowed to wear only one stud earring on each ear.
- All sorts of accessories (such as **bandannas**, wristbands, bracelets and anklets) for boys and girls are not allowed.

- Only wrist watches are allowed in school. All kinds of smartwatches and trackers are strictly forbidden.
- Hairstyles must be tasteful, classic and neatly groomed to meet the wearing of a uniform. Unusual hair color or style -either boys or girls- is unacceptable.

<u>Accepted Male hairstyle</u>	<u>Accepted Female hairstyle</u>
<ul style="list-style-type: none"> <li>● Colour—Hair is to be your natural colour.</li> <li>● Length—Hair should be off the collar and ears.</li> <li>● Front—Hair may come no lower than one finger width above the eyebrows.</li> <li>● Style—Neat and well-groomed (not tangled braided, nor spiked). Bald hairstyles are forbidden.</li> <li>● Hairbands are strictly forbidden.</li> </ul>	<ul style="list-style-type: none"> <li>● Colour – Hair is to be your natural colour.</li> <li>● Style – Hair should be tied up. Hairstyles should be neat and feminine.</li> <li>● Only simple, plain hair accessories are allowed.</li> <li>● Headcovers (Veils) are either blue or white/ IG: green or beige.</li> </ul>

- Nails should always be clean and well-trimmed. Nail polish is not allowed.
- Students should be properly groomed for school and to wear the school uniform daily unless announced otherwise.
- No hats, hoods, gloves or sunglasses allowed in the building during school hours.
- During events when students are allowed to come to school out of uniform, outfits should be chosen with great care; transparent, sleeveless, revealing or short clothes will not be permitted.
- Lest students shall follow the instructions given to them regarding the dress code prior to any school event; they might be deprived of participation.

#### **Out of Uniform Consequences:**

1. If a student comes to school out of uniform, the Class Teacher will remind him/her of the school uniform (verbal warning).
2. The student will receive up to three oral warnings for coming out of uniform (parents notified via email).
3. After three oral warnings, the school will call the parent to bring the correct uniform to school or else the student will not be allowed in the classroom during that day and an email will be sent to the parents.

If a student comes to school without his/her P.E kit and sports shoes, s/he will not be allowed to participate in the P.E. session.

#### **Prohibited Items**

- Bags that have rollers or wheels at the bottom are not allowed in school because this interferes with the safety of students.
- Students are not allowed to bring cell phones or smartwatches to school even during school events and on trips.
- All types of communication gadgets with telephone capability and chat lines are strictly forbidden. within the school premises, during events and trips, and on the school bus.
- This includes any device that accepts a sim card such as tablets or similar gadgets.
- Students are allowed to bring the following items to use only on the bus: MP3s, MP4s, electronic games, toys and private stories.
- If any of the above-mentioned items are found with the student in the school,
  - 1st violation: the item(s) will be confiscated and returned at the end of the school day.
  - 2nd violation: the item will be confiscated and kept until the parent picks it up from school.
- School assumes no responsibility for finding or protecting these items. Refer to cell phone and social networking section (below).

#### **Transportation**

Parents and teachers need to work together to ensure that students use the buses in a safe and responsible manner.

#### **Bus Rules and Regulations**

- At GVS, we treat bus drivers and monitors with respect. All students must display an appropriate level of respect and attention when spoken to by a bus monitor.

- Students should wait at their bus stop minimum of 5 minutes before the regular pickup time.
- While on the bus, students should keep his/her hands and head inside at all times. Students should remain seated while the bus is in motion. Loud noises and excessive movements are to be avoided for their own safety.
- No eating or drinking is allowed on the bus.
- Buses will leave school premises at 2:15 p.m.
- Buses are to be boarded on time. Should any student miss the bus back home, it will be parents' responsibility to pick their son/daughter where the school provides supervision until 3:30 only.
- The bus will not wait for a late student in the morning. In the afternoon, if the person responsible for picking the student is not on time, the student would be returned to the school (El Obour city), where s/he will wait for their parents to pick them up.
- To ensure the safety of students, Parents send an email to year group admin, in case a student will not be taking his/her regular bus on a specific day.
- Please clearly state the date when he/she will not be using the bus and state whether he/she will use another bus or someone will pick him/her up on that day. N.B. the parent must notify the school with the name of the person picking up the student, relation, and ID number to identify them.
- Verbal messages from students are not taken into consideration to consolidate parent-school communication.
- In case of any change in the parent's email or telephone number the school should be informed through email.
- Students are only allowed to use their MP3s, MP4s or electronic games. Accordingly, the school is not responsible for damage or loss of these items. It is advised not to allow your son/daughter to exchange his / her electronic devices and their accessories with his/her peers as the school will not be involved in handling such problems.
- Full-time students are not allowed to bring cellphones to school. All types of communication gadgets with telephone capability and chat lines are strictly forbidden.
- Higher grades students are not allowed to use the KG buses or vice versa. Only KG students can ride on the higher grades' buses provided that there is no KG bus available for that destination.
- As space availability is an issue, please note that
  - Arrangements for transporting students on a different bus can be carried out provided that there are spaces available on the chosen bus. We will operate on a "First Come, First Served" basis.
  - No new bus applications will be accepted after the start of the school year.
  - KG & Primary students' buses routes vary and buses with both KG & Primary students' together are limited to some but not all routes.
  - KG students riding Primary buses will wait in the school after the school day is over to go home with the Primary buses (30 minutes after the last KG bell) provided that there is no KG bus available for that area.

#### **Consequences for breaking bus rules:**

- Should any of the above rules be broken, the student will be verbally warned and an email will be sent to the parents.
- After two incidents, the school will take disciplinary action which will result in the student being suspended from the school bus for a period of time, from 1-5 days.
- In more serious matters/offences, the student might be - **at this instant**- suspended from the school bus for a period of time **without receiving any prior warnings**.
- **Buses are to be boarded on time. Should any student** deliberately delay the bus will be warned twice, and then the parents will be notified?
- On the third time of breaking this rule, s/he will **miss the bus back home and it will be parents' responsibility to pick their son/daughter where the school provides supervision until 3:30 only**.

In some cases, the school reserves the right to terminate the transportation service for a student for a period of time or until the end of the year without any explanation.

For students' safety, those who are using private transportation are not allowed on campus before 7:15 am or after 2:30 pm since the necessary supervision is not available.

## **Safety Guidelines:**

### **a) While waiting for the bus, students must:**

- Stay back from the edge of the road
- Stand quietly and respect other people's property
- Don't throw objects
- Wait until the bus comes to a complete stop before attempting to get on.
- Be on time as the driver has a schedule to maintain

### **b) When boarding or leaving the bus, students must:**

- Step on and off quickly and quietly
- Not push their way through
- Watch their steps
- Wait until they have a clear view of the road before crossing it
- Cross properly in front of the bus ONLY

### **c) While on the Bus, students must:**

- Keep quiet and only talk using inside voices
- Sit properly with their feet off the seat
- Use only one seat for themselves
- Adhere to the seating plan instructed by the bus monitor
- Refrain from doing anything which might distract the driver's attention
- Refrain from using pens and pencils on the bus
- Remain seated until the bus stops
- Keep feet and belongings out of the aisles
- Never throw objects
- Keep their heads and arms inside the bus at all times
- Keep the bus clean
- Refrain from shouting, whistling or gesturing from the bus windows
- Refrain from eating or drinking on the bus as it is not permitted. Drinking water (only) is allowed.

### **Students must follow the bus monitor's instructions at all times.**

- Bus monitors and drivers are strictly instructed not to get off the bus to deliver students; the person responsible for picking the student must receive him/her at the bus door.
- Parents are requested not to discuss any matter with the bus monitor or the bus driver at any time.
- Parents are requested not to call the bus monitor or the bus driver at any time for any reason.

## **Means of Communication**

### **Comments or concerns:**

Parent/ guardian forwards any comments or concerns they have to the transportation department via email: [transportation@gvs.edu.eg](mailto:transportation@gvs.edu.eg).

**All concerns and comments are highly appreciated and any related necessary actions will be taken as promptly as possible.**

### **Emergencies during bus routes ONLY;**

Morning (6:00 a.m . - 7:15 a.m.) & Afternoon (2:15 - 4:00 )

In order to serve parents' needs, the Transportation Department has provided the following cell phone numbers to receive parents' calls in case of emergencies during the bus route:

0111 050 4979

0111 050 4970

0111 050 4971

## **Changing address**

### **1) Changes of address (request placed on the same day) – depending on space availability**

- If a bus student will NOT be taking the bus home OR if a student is being picked up by someone other than a parent, the parent must notify the school with the name of the person picking up the student and ID number to identify them.

- Parents call tel. 01000982949 or 01143395968 or send an email to the year group admin.
- Appropriate notification to school is required ONLY from 7:30 a.m. till 12.00 noon.

**2) Temporary/ Permanent Changes to a new address (request placed 4 days in advance) – depending on space availability**

- Any change from the current address to a new address during the academic year, the school has to be informed 4 days in advance.
- Parents call tel. 01000982949 or 01143395968 or send a request through an email to the year group admin.
- Requests are ONLY taken from 7.30 a.m. till 12.00 p.m.

**3) Changes to a new address (for the following academic year) – depending on space availability**

- In case of a permanent change in address for the following year, the school has to be informed before the summer vacation or as soon as possible to avoid delays and/or issues when placing students in the new route.
- Parents call 01000982949 or 01143395968 or send a request through an email to the year group admin.
- Requests are ONLY taken from 7.30 am till 12.00 noontime.

**PARENTS /TEACHER COMMUNICATION:**

The school maintains good communication with parents regarding students’ progress and behaviour through different channels.

- Parents should make sure that the school admin has the correct contact information (email address and phone number) to facilitate communication throughout the academic year.
- Any requests, complaints, remarks, etc. can be sent via email to the school and a reply should be sent within 2-3 working days.
- In case of an emergency, parents are welcome to set an appointment- during working hours- with the Acting School Principal through email or phone. Under any circumstances, parents may not show up at school and demand an immediate meeting with the Acting Principal; a preset appointment is required to ensure parents are better served and their children’s needs are met.
- Any requests, complaints, remarks, etc. can be sent in a sealed envelope marked "Confidential" and addressed to the Acting School Principal.
- It is against the school’s policy to contact teachers personally for any reason. Parents are also kindly requested not to stop teachers at the school gate on their way home to discuss their son/daughter’s progress.
- **School Letters** - In order to conserve resources, school letters are uploaded on the school website (NEWS page) rather than sending hard copies **OR** sent via email. The only exception to this would be required to sign up a slip and returning it to the class teacher.
- **GIFTS** - Material gifts to staff members are strictly forbidden.

**Communication Channels**

**KG and Primary**

- Four parents’ meetings are held on Saturdays (9.00 – 1.00) throughout the academic year. Students are not allowed to attend any parents’ meetings/orientation sessions as necessary supervision is not available.
- Parents who cannot attend the parents’ meeting or have any concerns, should make an appointment (meet only two teachers) through the administration who will notify the teacher to schedule a time to meet those parents in his/her free time.
- Teachers are not allowed to discuss student’s problems over the phone or to give their personal numbers to parents.
- The channel book is another means of communicating with parents.
- Emails are considered the main channel of communication with the school. We welcome all your queries, comments and concerns and we will gladly respond to you within 2 working days.

Department	Email
Preschool	preschool@gvs.edu.eg

KG	kg@gvs.edu.eg
Primary	primary@gvs.edu.eg

- Furthermore, the school will be using emails to communicate with you important information in specific situations. We, therefore, ask you to check your mail regularly and also to make sure you always keep us informed with your accurate email address.
- Preschool and KG Departments can be reached by telephone on the school's landline.
- As for the Primary Department, you may contact us by phone on the following numbers from **8:00 to 10:30**. We strongly urge you to use this facility for brief and quick requests and inquiries.

Primary Telephone Numbers	<b>0100 459 8173</b> <b>0120 060 1194</b>
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- Any educational concern should be conveyed to teachers or Heads of Departments through email sent to the grade level email.
- Sent emails to teachers normally take 2 to 3 working days to be replied to because some of the matters need to be investigated or discussed before any reply is sent. Letters inquiring about straightforward matters may be addressed quicker. Likewise, responding to more complicated issues may take up to a week.
- Any behavioural complaints or concerns should be sent via email. Investigations, followed by school action, are considered internal school matters that might not be shared with parents.
- Progress reports come out twice a year at mid and end of a school year.
- Senior primary students receive the effort/attitude report on a monthly basis.

### **High School**

- Parents meetings are held once per term on a Saturday. Parents are kindly requested to attend these meetings to discuss their son/daughter's progress and/or issues.
- Individual conferences can be set between teachers and parents to discuss arising problems or academic performances of students upon the request of either party.
- Parent's phone calls are most welcomed from 8:00 a.m. to 10:00 a.m.

### **What is GVS High School PFG (Parents focus group)?**

- It is a group built up from one of the school main partners "Parents" representing each grade year (7,8, 9).
- It aims to start and keep on a new smooth, fruitful, and successful communication channel among the three partners in our concerned educational institution; Parents, Students and School.
- It will discuss queries, comments, ideas and suggestions that might need clarification.

#### **Logistics:**

- Parents chosen by each class from each year group send the contact details (parent name, grade s/he represents, email) to school email maximum by the end of September.
- **One representative, a parent from each class; one parent is representing the class of his son/daughter. PFG will have three parents representing each year group who will be representing this year group for a whole term.**
  - In case a parent cannot fulfil commitments to the PFG, changes regarding choices can take place during January of next year.
- Meetings are held once a month on Tuesdays starting by grade 7, following grade 8, then grade 9.
- Meeting agenda (questions, queries, concerns, ideas, etc..) are expected to be sent to school via email prior to the meeting date (at least one day earlier).
- Gathering time at 7:30 am, meeting starts at 7:40 am, meeting duration is 30 minutes.

### **CELL PHONE AND SOCIAL NETWORKING POLICY – The Rationale**

Our school policies and regulations are purely centred around and grounded in achieving the healthiest and most beneficial learning environment for students. They are constantly evaluated and updated in accordance with the most recent research and perceptions of education. Below two policies are being addressed: the banning of mobile phones in school and the should-be-controlled involvement of youngsters in social networking.

### **1. Cell Phones**

The technology of cellphones has developed considerably to include the downloading and the taking of photographs and digital images which can be forwarded or stored. Although a mobile phone is a potentially powerful tool for learning, it is assumed to cause chaos in school because it may distract students' concentration as well as let loose 'misuse' of cell technology.

Cell phones in school pose a considerable threat to both student and staff security and privacy. 'Misuse' of cell technology includes filming and taking pictures without permission; sending inappropriate or threatening text messages, videos or photographs. All of these are a form of cyber-bullying and contravene our school aims and ethos.

The school policy regarding cell phones on and off-campus is designed to eliminate the 'misuse' of mobile technology.

Please abide by the following rules:

- Students from KG up to grade 10 must not bring cell phones onto the school site during the school day. If a student is found in possession of a phone in school or is found using a cell phone during the school day, it will be confiscated and returned to the student at the end of the day.
- If the offence is repeated, according to the prohibited items policy, the phone will be held until the parent comes to collect it from school.
- Students from KG up to grade 10 are not permitted to take cell phones on field trips or during school events like Easter, End-of-term celebration, etc.
- As for handheld electronic devices (games and music devices only), students are permitted to bring these to school but only to play with on the bus. If students decide to bring handheld devices (this does NOT include cell phones) they do so at their own risk; the school accepts no responsibility for replacing lost, stolen or damaged devices. The safety and security of these gadgets is a whole matter for students/parents.
- In case of engaging in taking pictures, filming, texting or sharing on social media while in school or on the bus using any gadget, the above procedure will change according to the individual case. Such violation will require a meeting between the principal and both parents of the child.
  - lead to holding the cell phone in school until both parents show up for the meeting to discuss the rule violation, sign an agreement about the consequences and take back the phone.
  - result in consequences starting from out-of-school suspension for a number of days and may escalate furthermore according to the individual case.
- Primary and High School students will be undergoing regular inspections and rule violation will result in the above consequence.

### **2. Social Networking Advice**

The advent of 'Social Networking' has increased pressure on individuals to protect their security and privacy. With social networking, it is easy to forget that a wide range of people can rapidly access information shared online. The instant nature of social networking may mean views are expressed in a manner which can bring the individual or the school into disrepute.

The following guidelines should adhere to:

- Students should not be using social networking sites until the age of 11 – if parents permit their on/daughter to use social media then they should be vigilant as to who their son/daughter is 'friends' with and ensure that when messaging they show the same courtesy and respect used in school.
- Parents should refrain from using social networking sites to contact staff on a school matter. The normal protocol for contacting members of staff is through the channel book, by letter, by a phone call or approaching the school administration staff.
- Parents should not take offence if a member of staff does not accept a 'friend' request from a parent.
- Staff members of the school are bound by safeguarding regulations and should not accept students as contacts.
- When engaging in mobile communications with their peers outside school hours, students should adhere to the school rules/code of conduct by respecting others.

### **Break time**

It is an important part of the day for all students. It provides an opportunity for fresh air and physical activity. Students have 2 breaks/day.

Students should

- Walk quietly to/from their classes immediately when the bell rings.
- Be talking in English and using good language while playing or talking to each other.
- Sit down when eating or drinking.
- Only play in the allocated areas where there is teachers' supervision.
- Play at the games corner according to the games corner rules.
- Use available equipment safely and for its intended purpose.
- Report to the teacher on duty if s/he is bullied by any means.
- Follow the instructions of teachers on duty.

Students should

- Not litter. All trash must be thrown in the baskets.
- Not play cards during break times.
- Not play football as it is not allowed during break times.
- Not throw sticks or stones at each other.
- Not fight or bully.
- Not play rough games; carrying or lifting other students are not allowed.
- Not argue (scream or yell) about a game.
- Not gang up against one child for any reason.
- Not run very hard without showing concern to the safety of others.

### **Unstructured play during break time – The Rationale**

- Today's children are too occupied with technological developments such as social networking websites and an endless amount of entertainment initiatives. In the process, they have missed out on the simpler things in life which include extended face to face interactions with friends as well as healthy exposure to real-life challenges and dilemmas. As a result, children are more attuned with the technicalities of the ongoing rapidly globalized world, but they are less developed socially and accordingly exhibit irregular social behaviours such as increased aggressiveness and awkwardness.
  - Furthermore, the scarcity of unstructured play due to children's busy lifestyle and jam-packed schedule which are loaded with academic commitments and extra-curricular activities, children are left with very little free time. Therefore, their cognitive, physical, social and emotional stability are affected. Structured play such as activities within professional clubs or centres mediated by a higher third party does not nearly require the same level of skills, initiative and decision-making that unstructured play necessitates.
  - Recent studies express concern that children's free time has become associated with learning, rather than enjoyment. Structured play (organized games with clearly defined goals) further accentuates this problem where children have no control over their free time. In fact, the National Association for the Education of Young Children recommends unstructured physical play as a developmentally appropriate means of reducing stress in children's lives. Moreover, unstructured peer interaction may improve children's self-esteem by providing opportunities to learn about their own abilities, perseverance, self-direction, responsibility, and self-acceptance. Children begin to understand which behaviours result in approval or disapproval from their peers. This understanding is vital to the early development of friendships. It provides the ideal venue for children to cultivate friendships and reap the benefits of new relationships.
- Unstructured play also denotes that children are left completely to themselves. What they do is unaffected by any recreational equipment. They are provided with open space and each other's company; what they do comes back to their imagination and social maturity which are developed considerably as a result. Supplying them with recreational equipment imposes a specific activity to be carried out by the children. This suppresses their creativity and sociability because they are no longer faced with the dilemma of how to effectively spend their 'free' time.



- Thus, break times may be the only time of the day when children have an opportunity to experience socialization and real communication away from the constraints of classroom etiquette and their structured lifestyle after school. Inspired by the studies, GVS has decided not to organize games in break time. Hopefully, this will prompt children to interact, converse as well as organize their own form of recreational activities promoting their social growth and maturity.

### **Bullying**

- We believe that everybody should enjoy school equally, and feel safe, secure and accepted. Bullying can be pushing, hitting, and spitting, as well as name-calling, picking on, making fun of, jeering at, and excluding someone or ruining their property. Bullying also includes joking by hand which may include slapping, beating, punching, pulling a chair out from under someone, etc.
- We are following the “Zero Tolerance” policy towards any kind of violence/bad language. Therefore, any aggressive behaviour/foul language ends up in an in-school suspension for the bullying student.

### **Healthy Nutrition**

Healthy eating habits form at a young age. It is our policy to encourage students to eat healthy food whenever possible. Students can use the canteen facility or get their lunch boxes prepared from home.

### **School Canteen - ‘The Greens’**

At the Greens, Canteen help teach those behaviours by providing a variety of healthy options. When students are offered a wide range of fresh and homemade goods, they will not have the alternative of careless snacking. They will hence learn to make healthier choices and get in the habit of enjoying delicious, healthy foods as part of their diet and eventually – their lifestyle.

The canteen meals offered at the Greens are carefully planned so they include choices from all food groups. The selection is extensive and ranges from small, healthy snacks to wholesome meals.

- The school offers healthy food through its canteen service.
- Items and prices are announced at the beginning of the year. Students are welcomed to use the canteen service using coupons booklets.
- Parents of Preschool and Kindergarten students who wish to use the canteen may request canteen coupons for LE 100 by writing a note in their student’s channel book. The coupons are to be kept at home and, whenever desired, the exact amount of money should be sent to school with the choice of food indicated.
- Older students may independently purchase the coupon booklets for LE 100 at the canteen and use the coupons to buy their food on their own during breaks. It is up to the parents if they wish to keep the booklet at home and only give their student the needed amount each day – or allow their students to take responsibility for their own coupons
- Money transactions are not allowed.

### **Lunch Box**

- In terms of nutrition, it is important that the students are encouraged to bring a healthy well-packed lunch to school. Chocolates, chewing gum, fizzy drinks, sweets, chips and similar food (which are high in preservatives, sugars and fats) are not allowed at school.
- Please make sure the food sent is not messy or saucy to avoid spillage. The ideal lunch box that students should bring into school would consist of any or all of the following:
  - Fresh fruit
  - Crunchy vegetables, such as cherry tomatoes, carrot and cucumber sticks
  - Protein food such as slices of lean meat, hard-boiled egg, or peanut butter
  - Dairy food such as cheese, milk or yoghurt
  - Starchy food such as bread, muffins, biscuits, fruit bread or crackers
  - Water (not in a glass bottle)

*Using other students' water bottles is not healthy. Kindly make sure your student has a clean bottle/cup to drink from during the day.*

*Some students tend to borrow coupons or food from other students and never return them, so make sure your son/ daughter has enough food with him/her.*

### **BIRTHDAYS (KG and Primary)**

- Birthdays are to be celebrated at school during the second break time.
- Parents are required to provide cakes, juice, plates, forks and candles.
- It is forbidden to distribute any gifts among students during birthday celebrations in school.
- Parents may attend but only for the duration of the party (15 minutes). It is obligatory to stick to the school's policy about healthy food (refer to the Healthy Food section).
- Only students at the same stage level (Preschool/KG/Primary) may attend their siblings/friends' birthday parties held during break time (2nd break).
- Birthday invitations to be distributed in school should be written and named by the parents. These invitations will be distributed only if it is for the whole class. Otherwise, parents should distribute them outside the school premises.
- Parents should inform the administration/class teacher (through channel book/written note) at least two days prior to the celebration so that arrangements can be made sufficiently and smoothly.

### **HIGH SCHOOL**

- Birthday parties in school can be held during an event in the morning line area.
- Parents may attend the birthday celebration.
- Parents should inform the class teacher/year group leader (through email) at least two days prior to the birthday to be able to make the required arrangements.

### **Lost and Found**

It is our school policy to teach our students to take full responsibility for their belongings on the school premises and/or the bus.

If a student finds an item which does not belong to him/her or loses a personal item, he/she is strongly advised to head to the floor supervisor and deliver this item to her.

Lost property will be displayed on a notice board during school days and parents' meetings.

For high school: Lost and found items will be located with in the floor supervisor.

**Unclaimed property will be donated to charity at the end of the school year.**

Any losses should be reported immediately to the administration (KG and Primary: channel book, High School: email).

All items of clothing or belongings brought into school should be labelled. The school cannot accept responsibility for valuable items lost by students or unlabeled items.

In addition to that, parents are asked to check the student's uniform regularly to ensure that s/he hasn't accidentally taken home any items belonging to another student. Should that be the case, such items should be returned to the school administration.

### **Losing a channel book/copybook**

If a student loses his/her channel book, s/he will be required to pay L.E. 20 to acquire a new one. In case of a second loss, the student will not receive another one for the rest of the academic year, even if s/he is ready to pay the money for it.

As for losing a copybook, the student has to pay L.E 10 in order to receive a new one.

### **KG & Primary**

Lost property will be displayed on a notice board during school days and parents' meetings.

#### **High school:**

Lost and found items will be located with the floor supervisor.

### **Daily Routine**

The school day starts at 7.30 am.

During the school day, two breaks in the middle of the schedule take place. Timings vary from one stage to another

#### **Preschool and KG**

The school day ends at 1.40 pm.

Students who use the Primary transportation facility wait in-class supervised by KG teachers.

#### **Primary and High School**

The school day ends at 2.05 pm

**Morning lines - take place ONLY on Mondays.**

Assemblies/Extra-curricular activities rotate every other week.

### **Morning Broadcast (Mondays ONLY)**

#### **Primary Stage**

- Under the supervision of the Morning Line Leader and House Captaincy Program, House captains are assigned the morning broadcast held on Sundays based on current news and upcoming events.

### **High School Stage**

- It might be an announcement, a quote, a word or motivational start for the week, it is distributed between classes and subjects and has a monthly theme.
- Relating the broadcast to student's daily lives, achievements, school news and updates, points of view on current issues; which is done by assigned students.
- Reporters examine, interpret, and are always ready to publish or broadcast news received from various sources after validation.

## **Circle Time / Reflection and Relaxation**

### **Circle Time (KG & Primary Stages)**

- Duration: 15 min early morning (Mondays to Thursdays).
- Led by the class teacher, circle Time is an active teaching strategy. It is developed in a planned way to create a positive ethos in the class by:
  - Keeping children informed of things happening in school.
  - Reinforcing positive relationships among peers, giving them the tools to engage with and listen to each other.
  - Dealing effectively with problems that are affecting the class, for example too much talking during lessons, or someone being picked on, hallway manners, etc.
  - Improving speaking and listening skills which in turn develops confidence and helps self-esteem.
  - Including every member of the class in talking activities that promote self-discipline, mutual understanding, responsibility and better relationships.

### **Reflection and Relaxation (High School Stage)**

## **"WE DON'T LEARN BY DOING, WE LEARN BY REFLECTING ON WHAT WE HAVE DONE"**

Duration: 10 min by the end of the day

Objectives:

- Train thinking skills
- Solve any situation they face using scientific steps
- Fresh up
- Increase Focus on proactivity
- Lower Stress
- Improve Energy level between all GVS partners

## **Learning Process**

### **Assigning students to classes**

In assigning students to classes, a variety of issues are taken into consideration to ensure that each student will have a successful school year. Examples of such issues include (but are not limited to) the following: a fair distribution of the sexes, specific health needs, special needs required, interpersonal relationships, learning styles, as well as academic and social needs, ... etc. The supervisor's/team leaders will place heavy priority on teacher recommendation.

### **Seating plans**

#### **KG and Primary**

How students are seated in classes is decided by the class/subject teacher. The plan is devised in the best way that supports students' learning and positive contribution and is changed as the need arises.

#### **High School**

The seating plan is changed biweekly, each subject teacher is responsible for setting the seating plan according to certain criteria set by the department.

## **School Books**

School books are valuable resources in the learning process.

On a regular basis, your son/daughter will bring home a book to read. This may be an Oxford Reading Tree (ORT) book or an extension reading book or sometimes it might be both.

Students should return them on the following day (even if unfinished) and should be always kept in the plastic folder.

- In the case of damaging a book, the student will be charged a fine of L.E. 100-200 depending on the damage. No further books will be checked out until the fine is paid.
- In the case of losing a book or severe damage that the book is completely ruined and may not be checked out again by other students, the student will be charged a fine of L.E. 400. No further books will be checked out until the charges are paid.
- In the case of second loss or damage, the student will not be allowed to check out any more school books till the end of the school year and will have to replace the damaged or lost book at his/her own account.

The school reserves the right to holding back termly report cards until the student returns all reading books checked out under his/her name or fines are paid.

Bearing in mind that it is not a matter of money but a matter of time, effort and availability. School books cannot be replaced quickly or easily due to factors affecting this process. The amount of L.E 100 or L.E. 200 is not the actual cost of the book but it is a fine a student pays in case of lost or damaged books. In addition, the school does not give away books damaged by students but keeps them in the library for the need for future purchases and record keeping.

## **High School English and German Textbooks**

It is a necessity that all students acquire these books. In order to facilitate this process, the school administration offers students the following options:

- **Option 1: Borrow the books**
  - Beginning of the year: Students pay the full price of the books
  - End of the year: Students receive back 75% of the books' prices (provided they return the books in the proper condition. If not, more deductions are made)
- **Option 2: Buy the books**
  - Students pay the full price of the books and own them for good (they don't return them at the end of the year, nor receive refund)
- **Option 3: Get the books on their own**
  - Students will get the required books on their own with no interference from school

## **Library**

Students are encouraged to borrow up books. All students are expected to use the resources available in a responsible way, return books promptly. Fines will be assessed for damaged, lost or overdue books and materials. By the end of the school year, students who have not paid the required fine will have their reports withheld.

## **Library Policy**

- It is essential to be quiet while entering and using the library.
- Loud noise is forbidden in the library.
- A student cannot borrow and return books from the library in the absence of the librarian.
- The maximum period for borrowing is 2 weeks.
- A student can borrow ONE book ONLY for one week.
- Students' library books will be returned ONLY during library time.
- In case of damage to any book, a fine of LE 100 will be charged. No further books will be checked out until the charges have been paid.
- In case a book is damaged completely to the extent that it may not be checked out by other students, a fine of LE 200 will be charged. No further books will be checked out until the charges have been paid.
- In case of loss of any book, a fine of LE 200 will be charged. No further books will be checked out until the charges have been paid.
- In case of second loss or damage, a replacement fee of LE 200 will be charged and no more books will be allowed to be checked out for the rest of the school year.

- The school reserves the right to holding back termly report cards until the child returns all reading books checked out under his/her name or the fines are paid.
- Students are not allowed to check out encyclopedias or atlases but they can have a look at them or read them in the library.

### **GVS Support Classes**

- GVS offers support classes in some subjects as seen necessary by the subject teacher. These additional support classes focus on improving student's skills towards meeting grade-level standards.
- The classes are designed to help fill in any gaps in learning or gaps in prior content knowledge. Students receive additional content and specific instruction to help support their learning.
- Parents are informed through email.
- Self-study courses are another way of supporting students who need to do extra work to consolidate their understanding and skills. They are offered on the Moodle/Google Classroom in Maths and language subjects. Students may do the work on their own and turn it in to be marked, or in certain cases, they will be required by the subject teacher to complete it as extra work.

### **PRIVATE LESSONS**

Private lessons are strictly forbidden. Nevertheless, sometimes you are asked to get external help just in the German language. In such cases, the tutor should only enrich a student's vocabulary and his/her language skills using external materials other than the school's.

### **HOMEWORK**

**In GVS, our aim is that our students go through the learning process effectively.**

GVS sees homework as a way of supporting work done at school and getting into good working habits. Homework is an extension of the daily school program, it plays a vital role in the students' learning process and is counted as part of the student's final grade. It gives parents the opportunity to see what's going on in school and to express positive attitudes toward achievement. It also helps students recognize that learning can occur at home as well as at school.

Homework can foster independent learning and responsible character traits. As a general rule, all students should be able to carry out their homework tasks without external help and turn them in on time. If a student finds a piece of homework particularly difficult, s/he should be encouraged to complete it on his/her own. Parents may prompt and support but may not do the work for their children.

Parental support and follow-up are required to make sure that assignments are competently and neatly done.

#### **Primary Stage**

All students in the primary stage should have homework assignments recorded in the channel book. A space in the channel book is provided for parent/teacher communication. Parents should check the channel book regularly to show that they have seen their children's work. Class teachers will be checking the channel books.

All homework assignments must be completed and returned back to school on their due date. Should the student fail to do so, the following consequence will be followed by the subject teacher concerned.

#### **1st Violation**

- First warning sent to parent as a written note in the channel book/via email.
- Homework is to be completed and submitted the following day but without receiving the full mark as it would be late.
- If homework is not submitted, the student is to complete the assignment during an activity lesson under the supervision of the subject teacher. Student loses more marks as it would be very late.

#### **2nd Violation**

- Second warning sent to parent as a written note in the channel book/via email.
- Homework is to be completed and submitted the following day but without receiving the full mark as it would be late.

- If homework is not submitted, the student is to complete the assignment during an activity lesson under the supervision of the subject teacher. Student loses more marks as it would be very late.

### **3rd Violation**

- Student receives a homework warning letter via email notifying the parent that their child has already received two warnings and this letter is considered a third warning and constitutes the following: ***If the student continues to show the same attitude towards homework tasks, he/she will be denied homework for a month*** in that subject and this will result in receiving zeros in those assignments, which will affect the effort and attitude grades.
- Homework is still to be completed and submitted the following day but without receiving the full mark as it would be late.
- If homework is not submitted, the student is to complete the assignment during an activity lesson under the supervision of the subject teacher.

### **4th Violation**

- Student receives a zero in the missed task, even if submitted late.
- The student is ***denied the privilege of getting homework for a month*** in that subject and this will result in receiving zeros in those assignments, which will affect the effort and attitude grades.
- Parents are called in for a meeting during which they are informed of the following: the homework policy, the consequence issued (depriving of homework for a month), and the resulting impact on grades and student's progress. Parents are asked during the meeting to help their children understand the value of homework and use an effective strategy to follow up on their children's schoolwork.

## **Absent Students' Homework KG & Primary Stage**

The school will be sending homework after 3 consecutive days of absence upon request. Parents contact the school before 12.00 noon on the 3rd day of absence to request homework to be sent home. Homework is usually based on materials delivered in class. Accordingly, it may not be possible to send certain homework home. Moreover, homework assigned in classes after 12.30 pm would not be sent to the absent student on the same day, s/he will take it on his/return.

We ask parents

1. to help their son/daughter by reading and discussing stories, helping with correct letter formation at KGs and first primary and handwriting in upper stage.
2. to make sure that their son/daughter completes their homework to the best of their ability.
3. Not to sit with their son/daughter for the entire session. Time spent together should be just to call out spelling words for the students to spell orally. For Math's, if a parent wishes to interact, s/he may play facts quizzes in the car while driving, when s/he has some short leisure time. We hope to convey the idea of responsibility for homework to the students.

## **High School**

### **Preparations and Assignments:**

Students are expected to study their lesson using preparation posted for them, the book, copybook or booklet to ensure that they can do their assignments on their own, helping them gain the utmost benefit. Copybooks, booklets and books are the main resources used in class, so it is highly appreciated to have all materials ready according to the schedule posted to students.

### **Before sessions:**

Material for preparation is sent each Thursday for all subjects – on Google classroom- to allow students to prepare for the following week; its aim is to provide a mindset that prepares students to achieve the highest level of understanding through sessions.

N.B. Each student will receive a username and password for his/her account at the beginning of each academic year, sharing user IDs and passwords is forbidden.

#### **During sessions:**

Sessions are dedicated to practicing and consolidating the concepts students understood, this will be through group work, pair work activities and individual presentations. And at the same time, preparing them for exams.

#### **After sessions:**

1. Homework will be given to consolidating the part taught in class.
2. There will be assignments like projects, researches and presentations given to students to consolidate the learning.
3. A pop-quiz might be given at the beginning of the session.

#### **Incomplete homework (Primary):**

##### **1st and 2nd Violation**

- Verbal warning.

##### **3rd Violation**

- Student receives a homework warning letter via email notifying the parent the student has already received two warnings and this letter is considered a third warning and constitutes the following: If the student continues to show the same attitude towards homework tasks, this will result in receiving zeros in those assignments, which will affect the effort and attitude grades.
- Homework is still to be completed and submitted the following day but without receiving the full mark as it would be late.

##### **4th Violation**

- Student receives a zero in the missed task, even if submitted late.
- Parents are called for a meeting with the year group leader, during which they are informed of the following: the homework policy, the consequences, and the resulting impact on grades and student's progress. Parents are asked during the meeting to help the student understand the value of homework and use an effective strategy to follow up on their children's schoolwork.

In case the student continues to show the same attitude :

- Student is denied the privilege of attending the session in that subject and this will result in receiving zeros in those assignments, which will affect the effort and attitude grades.

#### **Incomplete preparations/ homework (High School):**

##### **1st Violation**

- Verbal warning & email to parents.

##### **2nd Violation**

- The student is isolated inside the class to complete an additional task.
- Homework/ preparation is still to be completed and submitted the following session but without receiving the full mark as it would be late.

##### **3rd Violation:**

- The student is denied the privilege of attending half the P.E. session to complete an additional task.
- Homework/ preparation is still to be completed and submitted the following session but without receiving the full mark as it would be late, which will affect the effort and attitude grades.

**In case the student continues to show the same attitude :**

- Student receives a zero in the missed task, even if submitted late.
- Parents are called for a meeting with the year group leader, during which they are informed of the following: the homework policy, the consequences, and the resulting impact on grades and student's progress. Parents are asked during the meeting to help the student understand the value of homework and use an effective strategy to follow up on their children's schoolwork.



## **Assessments**

If tests or quizzes are missed during an excused absence, the student is given the opportunity to sit for make-up tests/quizzes which will be on the first day s/he joins school after his/her absence. If the student does not bring a medical report, the missed test/quiz will result in a failing grade.

As for the Senior Primary and High School mid-year and end-of-year assessments, an absent student will be sitting for a make-up exam later (to be decided upon accordingly based on the school calendar).

Certain year groups may take their ministry exams on weekends/ holidays or out-of-school. When these exams are on school days, school buses pick up/drop off students as usual to/from school. If the ministry exams are on weekends/holidays, meeting points service will be offered to students.

### **Primary**

According to school policy of assessing what each student has absorbed and learned in class each day of school, rather than what he has memorized for the exam. GVS does not inform students nor parents when language examinations are scheduled except when they have out of school exams.

#### **Junior Primary Assessments**

Junior Primary students sit for several ongoing assessments throughout the term after which their grades will be accumulated into one final score. This system aims to ease the various stresses and control external factors associated with the assessment process as well as avoid the risk of under/over achievement that could be unreflective of students' actual performance throughout the term.

Moreover, it takes into consideration those students who have not yet developed the maturity to perform effectively during high-pressure moments. Assessing their level of attainment at this phase could prove to be quite tricky. On the other hand, it could be more accurately and solidly achieved via continuous assessments over a designated period of time. That, together with allowing teachers to assess more skills at depth, will stabilize the natural and inevitable variability of young students' academic performance.

#### **Senior Primary Assessments**

##### **Effort and Attitude Grade**

This grade is the average of the monthly grades a student earns in each of the past months. The student's monthly totals of the Class Work and Homework grades are added up and averaged to yield this grade.

##### *Effort & Attitude Grading Criteria*

- Completes and submits classwork, homework and assignments on time.
- Submits work that exhibits thought and care.
- Uses class time appropriately to complete tasks.
- Is attentive in class and contributes well in discussions.
- Fulfills responsibilities and commitments within the learning environment.
- Accepts various roles and equitable share of work in a group.
- Approaches tasks with a positive attitude, showing perseverance and exerting effort when responding to challenges.
- Demonstrates curiosity and interest in learning.
- Takes responsibility for and manages own behaviour.

##### **Continuous Assessment Grade**

This grade is the average of the continuous assessment grades collected over the past months. It reflects the student's performance across the academic evaluation of his/her understanding and application of the concepts and skills taught in this subject.

It also measures the student's level of applying the practised skills on an independent level.

It is collected through several quizzes and short-timed exercises throughout the term.

Quizzes can take place anytime. They may not necessarily be announced to students. In that sense, they serve as a diagnostic assessment tool and at the same time train students in sitting for exams and completing a timed exercise.

## Formal Assessment Grade

This grade reflects the student's performance on the Mid-year or Final Exam.

The Mid-year Exam covers the learning objectives taught in the first term.

Depending on the nature of each subject, the Final Exam may cover the learning objectives taught in both terms.

Depending on the nature of each subject, the Final Exam may be split up into two papers, each focusing on specific units of the taught content.

This grade is a good indication of the student's academic level and, when added to the effort and attitude grade, will qualify him/her to be promoted to the next grade level.

## Examination Papers

EXAMINATION PAPERS WILL NOT BE SENT HOME as they are considered very important internal documents that the administration depends on for evaluating the whole school performance.

The teacher may discuss the student's performance whether points of strength or weakness with parents in terms of reflective comments based on the examination paper without showing the exam paper to the parents.

## High School Assessment and Evaluation

### Assessment and evaluation are based on the following

Final grade is split equally into: 50% for evaluation and 50% portfolio; both make up the final grade of the student for the subject:

- Evaluation grade (50%)= 60% final Exam grade + 20% Cycle Exam + 20% Quizzes through term
- With the exception of:
  - English language; Evaluation grade= 40% final Exam grade + 30% novel exams + 20% Cycle Exam + 10% Quizzes
  - German language; Evaluation grade= 50% final Exam grade + 20% Cycle Exam + 30% Quizzes
  - Portfolio (50%) = the sum of student's preparations, assignments, homework; classwork and classroom participation; individual/group projects activities; researches and presentations assigned by their subject teachers; and in compliance with classroom rules.

## Exams

- High School exam papers are collectively corrected in a class by the teacher and students, no exam papers are given back to students to take home or exposed for parents.
- Parents can discuss their son/daughter's grade during parents meeting where the teacher highlights the points of strengths and weaknesses in the exam.
- Official reports are issued 3 times a year (Portfolio term 1, End of the first term, End of year). Reports need to be signed by parents/guardians and returned to school.

## Promotion to the Next Grade Level

- Students must receive a passing grade of 50% or higher (exam+effort and attitude) in all subjects in order to be promoted to the next grade level as per the Ministry.
- Not passing in 1 or 2 subjects **other than English** will result in a re-exam in the subjects failed. The date of the re-exam will be determined by the school administration and cannot be rescheduled. Passing the re-exam must result in a passing mark of 50% in order to be promoted to the next grade level.
- Failure in 3 or more subjects **other than English** will affect the student's future in GVS.
- If a student fails in **English only** by scoring 50 % or less in the total results of Academic Achievement and Effort/attitude & Contribution for Term 2, this student should
  - be held back at the same grade level
  - receive support material to work on during the summer vacation
  - receive continuous English support during the following year.

## German Language Support

## **Primary Stage**

The German self-study course on Moodle/Google Classroom aims to provide academic content that will support children's language acquisition in German from home. Children will be able to access E-Story Books (picture storybooks & audio), videos, reading comprehension tasks, in addition to other teaching media.

The benefits of this facility are immense. Children will be able to get in touch with the native German language through age-appropriate, interesting stories during their free time. They will be able to enhance their level of vocabulary, improve their feeling of the language, as well as give them valuable skills of self study. Not to mention, it will add to the time spent hearing German, which will increase the time spent interacting with the language without the intervention of any mentor and also allow them to do so at their own learning pace. Parents are strongly urged to motivate their children to explore this section and make use of its content.

## **High School German Program Overview for newcomers:**

The following German Language support phases are:

- **Phase 1: Pack 1 (self-study songs) – 5 hours**
- **Phase 2: A quick course of 40 hours**
- **Phase 3: Pack 2 self-study – 40 hours**
- **Phase 4: A summer school – 40 hours**
- **Phase 5: Fit in Program-self-study 1<sup>st</sup> Term**

By completing the above phases, the student should confidently complete level A1 according to CEFR\* and is ready to start level A2 during the academic year. In case the student fails to complete the above-mentioned phases, they will struggle academically during the year and will be no longer provided with similar support materials.

N.B. Students assigned to Fit in the program are supervised by the German teacher of their class.

\*[Common European Framework of Reference for Languages - Wikipedia, the free encyclopedia](https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages)

## **DISCIPLINE**

**Discipline in the school is the students' responsibility. This is meant to clarify expectations and guide him/her to a smooth academic year through developing a deeper understanding of his/her rights and responsibilities.**

### **Discipline Policy Aims**

- Guiding parents to establish a common vision and school-wide expectations for student behaviour.
- Establishing consistent practices to encourage students to exhibit appropriate behaviour throughout the school.
- Collecting, summarizing and stating school discipline data.
- Defining characteristics of student behaviours and identifying positive behavioural strategies for implementation in the school.

### **Discipline Policy Vision**

- To promote a safe, healthy and orderly environment in which all students have a positive experience every day providing positive behavior implementation when necessary.

### **GVS Disciplinary Code**

- Parents play an important role in supporting the expectations and standards of the school. By working together, we provide a safe & well-disciplined school environment. Parents are kindly requested to adhere to all rules and encourage their students to learn, respect and abide by these regulations.
- Teachers and staff members at GVS have high expectations for all students, both academically and behaviorally.
- At the beginning of the year, students are made aware of the school rules, their rights and their responsibilities. High school students will carefully review and sign that s/he will adhere to the school rules.
- Students are taught that choosing to break the rules means accepting certain consequences.

- We subscribe to a policy of assertive discipline which by stressing fairness, firmness, and consistency, helps Students learn to make important decisions about abiding by school and classroom rules.
- Students learn that they are responsible for their own personal conduct.
- All students are expected to
  - Attend ALL classes on time. Truancy and/or persistent tardiness to classes/school (refer to attendance section)
  - Follow the clear standards of behavior outlined in this handbook.
  - Show respect at all times. No impolite behaviour will be tolerated
  - Speak English at all times. Arabic and German are used in correspondent classes
  - Dress in proper uniform. Students' uniform and appearance are expected to be clean and neat.
  - ONLY healthy food is allowed in school (refer to healthy food section)
  - Abide by the ethical code of conduct

### **Consequences (Positive & Negative)**

We are always keen to reward good behaviour and use it as examples for others to follow. Staff uses a variety of methods to do this. We are convinced that a positive attitude to behavior raises standards throughout the school.

The staff has also sanctions to use against students who are continually in trouble.

In case the student's behaviour becomes out of control in class, s/he will be sent to the detention room during their break (a note will be written in the channel book). After 3 times of being sent to detention, the following procedure will take place;

## **Negative Consequences**

### **Detention Policy**

Detention policy takes place in cases of misbehaviour and disruption in class. The purpose of detention is to help the child understand that his/her behaviour is not accepted and will not be tolerated. It also aims to help him understand the negative impact of such misbehaviour on the learning gained in class.

- In case a student misbehaves during the lesson in a way that disrupts the educational process in class, the teacher gives him/her detention after using three oral warnings.
- The disruptive student receives a detention note to sign and take home for his/her parent to sign.
- Detention is assigned during a break on the day assigned by the teacher.
- During detention, the student stays in class with the subject teacher (where misbehaviour took place). The student is not allowed to use the canteen facility.

### **Discipline Probation**

- A student who has multiple academic or behavioural problems will be placed on a period of probation.
- The period of probation will last for 30 days, during which a student will not be allowed to participate in any school or extracurricular activities.
- After 30 days, the student's behaviour will be reviewed and a meeting will be held with the administration, his/her class teacher, and his/her parent/guardian. If the student's state has changed the probationary period will end. If the same pattern of misbehaviour persists, the student may not continue in school the following academic year. Parents will be notified with this result during this meeting.
- Students may be placed on behavioural probation for a variety of offences including Continuous or major disruption to school routine; Skipping class; Three or more suspensions; Excessive tardiness to class/school; Any repeated violations of one or more rules.

### **Detention**

A graded system of sanctions is used with children who continually misbehave despite warnings. It is devised and implemented in a way that differentiates between minor and more serious transgressions.

Among the strategies used: reasoning with students, reprimand, detention, suspension and in extreme cases expulsion. Parents are informed fully from the outset of instances of misbehaviour.

Consistent and forceful misbehaviour (after multiple warnings) that threatens to disrupt the class and thus hinders fellow students from benefiting from the lesson should be dealt with in an escalated manner. Should the teacher decide to send a student to detention, then the following steps must be followed.

- The teacher must assign the detention during break time when the teacher does not have a break duty.
- The teacher must report the incident (date, student's name and reason for detention issuance) to the administration on the same day **via email**.
- An email is sent by the administration to the child's parents notifying them of the detention.
- The administration keeps a record of every child's detention to be able to apply the behaviour policy according to the number of violations as explained below.
- The student must be supervised during detention making sure he/she
  - shows at the detention room on time.
  - eats, drinks and prays (provided s/he is ready for prayer) during detention.
  - copies the discipline essay.
  - is not allowed to visit the canteen or ask any of his/her friends to buy any food for him/her.
  - is not allowed to use the bathroom during detention. S/he may use the bathroom when the bell rings before the next class.
  - is dismissed from detention at the end of break time.
- The student's behaviour that led to being sent to detention must be discussed and the teacher has to make sure that s/he is aware of his/her weak point.
- The teacher who issued the detention must stay with the student for the whole detention slot.
- A corrective action plan must be agreed upon to avoid such disruptive behaviour in the future.

It is crucial that every time teachers use the detention strategy, they meet with students to discuss why the misbehaviour occurred, why it was inappropriate, how they felt and what the expected behaviour was. In such meetings, teachers encourage misbehaving students to reflect on their actions and express their feelings towards other people involved like their peers and teachers. They are asked to copy a respect lesson whereby they read about the school expectations, alternative ways of reacting to a situation, and how to practice self-control and consider the feelings of others.

After three detentions, students receive an In-school Suspension. Should misbehaviour persists, more consequences follow in the manner described below and an action plan is devised by the class teacher/school counsellor for conduct improvement.

- **In-school Suspension** (upon the **4th rule violation**): The student receives a letter informing parents about their son/daughter receiving an **in-school suspension** on the next day. The next day, the student will attend school regularly but s/he will spend the whole school day at the detention room. S/He will be allowed to go to break at different times from regular break times.
- **Out-of-school Suspension** (upon the **5th rule violation**): The student receives an **out-of-school suspension letter** and parents are called in **for a meeting with the Acting Principal** since negative behaviour is still occurring. **In this meeting, parents are informed that the child is placed on probation for a month. This would mean the following.**
  - The parents are asked to seek professional help to support their children to achieve behaviour modification, e.g. life coach, counsellor, behaviour specialist, etc.
  - The possibility of expelling the student from school the following year will be addressed **if the same kind of misbehaviour continues during that month.**
  - Even with improved behaviour until the end of the year, the student will remain on probation in the following year and in that case, the gradual system of sanctions will no longer apply. Misbehaviour will immediately result in out-of-school suspension without prior warning letters and the student will not be allowed to continue his schooling at GVS in the following year.

**All warning letters are sent to parents via email and a copy is placed in the child's file.**

Steps of the graded system may be skipped in case of a serious breach of discipline; students may receive a suspension without going through the graded sanctions.

All throughout the process and starting from the first detention, parents are kept involved and the class teacher continues to intervene with action plans to help students correct the misbehavior and hold them accountable for their own actions. Intervention strategies include individual conferences, keeping a feelings journal, watching videos about needed skills, responding to essays, self-evaluation, analyzing behavior scenarios and judging them, etc.

**High School**

Students' behavior is evaluated by all teachers according to the following criteria

- The student follows directions, is respectful to teachers, staff member, and fellow students.
- The student is attentive to teacher instructions, classroom lessons and assigned work. And, is willingly taking turns in discussion without interrupting others
- Student takes responsibility for his/her own mistakes or misbehaviours and does not blame others for them

D (Democracy)*	C (cooperation)	B (Bullying)	An (anarchy)
Abiding by all criteria	Almost abiding	Rarely abiding	Never

This evaluation will be stated in the student's portfolio.

Student Code of Conduct Responsibility	Listen Follow Directions Follow the Dress Code Be On-Time and Prepared Be where you belong
Come Prepared	Be On-Time Have Needed Materials Be Present Complete Assignments and Homework Dress Appropriately Move Quickly and Orderly to Destination
Respect	Be Courteous with Each Other Use Appropriate Language Use Materials Appropriately Meet Dress Code Guidelines Follow Directions No Class Disruption School, others and your own property
Show Self Control	Think Before You Speak or Act Keep Hands and Feet to Self Use a Controlled Tone of Voice No Abusive Language

## General Guidelines for Negative Consequences

Violation	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence
By Car students (after 7.35 - 8.30)	<ul style="list-style-type: none"> <li>• Email to parents.</li> <li>• The student is not allowed to interrupt class and will attend class starting the 2nd lesson.</li> </ul> Email to parents No student is allowed to school after 8.30	<ul style="list-style-type: none"> <li>• Email to parents notifying them that student will not be allowed to enter school in case of a 3rd violation. The student is not allowed to interrupt class and will attend class starting the 2nd lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Not allowed to enter school</li> <li>• Parents have left, s/he spends the day in the library and not allowed to join classes</li> <li>• Email to parents</li> </ul>	The student is not allowed to school Parents have left, s/he spends the day in the library and not allowed to join classes Email to parents	The student is not allowed to school Parents have left, s/he spends the day in the library and not allowed to join classes Email to parents
Unexcused Absence more than 3 consecutive days	Student meeting (elder students) Email to parents	Parents meeting Email to parents	Email to parents The student may miss final revision, after exam activities Continuation at GVS will be re-considered		
Violation of Bus Rules	Verbal Warning Written reflection (elder students) Email to parents	Written reflection (elder students) Email to parents	Suspension 1-5 days based on the situation Email to parents Meeting with parents before the student joins the bus again	<ul style="list-style-type: none"> <li>• Suspension 1-5 days based on situation</li> <li>• Email to parents</li> <li>• Meeting with parents before the student joins the bus again</li> </ul>	Bus service may be considered to stop Email to parents
Disrespectful attitude to adults	Verbal warning The student sent to detention/progress corner Student meeting	The student sent to detention/progress corner Email to parents	Suspension up to 3 days Parent-teacher-student meeting Email to parents	In-school suspension for the rest of the school day Out-of-school suspension up to one week Email to parents	
Not abiding by morning line rules and regulations	Sent out of the line (Primary) Running 3 laps around	Sent out of the line. Detention is considered Running 4-7 laps			

	the track (High School)	around the track (High School)			
Verbal Bullying	Verbal warning 1st break detention / Written reflection (elder students) Meeting with students Email to parents	Written reflection (elder students)/ detention In-school suspension up to 3 days Email to parents	In-school suspension up to one week Teacher-Parent-Student meeting Email to parents		
Physical Bullying /Interaction	Initiator - suspension up to 3 days Interactor - assigned to progress corner up to 3 days Email to parents	Suspension up to one week for both Email to parents			
Usage of an electronic device in school	Confiscation and returned only to the parent  Email to parents	<ul style="list-style-type: none"> <li>•Confiscation and returned only to the parent</li> <li>•Email to parents</li> </ul>	Confiscation and returned only to the parent  <ul style="list-style-type: none"> <li>• Email to parents</li> </ul>	Confiscation and returned only to the parent  Email to parents	
Misbehavior during ICT/Science lab sessions Or Misuse of equipment	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•Detention / Isolation for 2 lab sessions</li> <li>•Email to parents</li> </ul>	<ul style="list-style-type: none"> <li>•Loss of sessions privilege (detention/isolation) for a period of time that may reach a month</li> <li>•Pay for the damage done (all costs)</li> </ul>		
Usage of a cell phone on the bus	Verbal warning.  Email to parents.	Sign a contract with the leader.  Email to parents.	Choose a community service task. Bag inspection( if we find the mobile, it will be confiscated for 1 day and returned ONLY to parents  Notify parents via phone call.	Isolation from P.E session.  Bus Suspension up to 3 days.  Parents meeting.	



Misbehavior during exam	3 minutes of exam time are taken	<ul style="list-style-type: none"> <li>• 5 minutes of exam time are taken</li> </ul>	<ul style="list-style-type: none"> <li>• Student moved to another exam location</li> </ul>	Student moved to another exam location Email to parents	
Cheating	Student moved to another room to finish the exam Conference with student Email to parents	It might affect student's final grade			
Misbehavior during or after exam activities period	Verbal warning Written reflection	Deprived from Sports tournament	Deprived from the after exam activities		
Incomplete preparation for class (High School ONLY)	Verbal warning Email to parents	<ul style="list-style-type: none"> <li>• Student will be separated inside the classroom doing an additional assignment.</li> <li>• Marks will be deducted</li> <li>• Email to parents</li> </ul>	<ul style="list-style-type: none"> <li>• Student is denied the privilege of attending half the P.E. session to complete an additional task .</li> <li>• Marks will be deducted</li> <li>• Email to parents</li> </ul>	<ul style="list-style-type: none"> <li>• Parents-Student - Teacher conference is held to set a plan to get the student committed to do his/her preparation and homework</li> </ul>	
Dress Code Violation	Verbal warning. If the item worn could be taken off without harming the student, it should be taken off	Verbal warning. If it is safe to confiscate the item without harming the student, the item should be confiscated to be returned to the parent/guardian ONLY. Email to parents	Email to parents that in case of any repeated violation, the student's uniform has to be corrected or else s/he will join classes; s/he will stay in the library until parents pick him/her up		
Throwing a ball outside school premises	<ul style="list-style-type: none"> <li>• The cost of buying a new ball, will be shared</li> </ul>				

	<p>equally by the members of the team.</p> <ul style="list-style-type: none"> <li>• In case they don't pay, the whole team will be deprived from playing football</li> </ul>				
Destruction of school property	<ul style="list-style-type: none"> <li>• Fine is assigned to be paid by students</li> </ul>	<ul style="list-style-type: none"> <li>• In case of repetition, the fine assigned is doubled</li> </ul>			

### **Extracurricular activities and Events**

Extracurricular activities at GVS are designed to encourage students to take learning outside the classroom, to develop students' social abilities and expose them to other aspects of the world that may not be included in the regular school curriculum; e.g. projects & presentation skills, communication and collaboration, cultural awareness, civic engagement, etc.

### **Assembly**

It is very important to teach young students how to be a good audience and respect the assembly rules.

- Arriving to the stage hall on time. It is the duty of the assigned teacher to escort them to the assembly hall and have them seated quietly to Pay attention to the presentation and announcements made.
- Visiting the restroom is not allowed.
- It is not allowed to speak during the presentation or video played or distribution of merits. whispering is still speaking.
- It is allowed to applaud ONLY when all merit certificates are distributed (at the end - NOT per student).
- It is allowed to applaud when the presentation is over...this tells the performers that their work is appreciated.
- It is not allowed to whistle or scream.

### **In cases of misbehavior during assembly**

Class teacher gives the misbehaving student a warning signal to stop the misbehavior

If a student receives 3 warnings, then s/he will be deprived of attending the next assembly (even if it is his/her class presentation).

In the case a student is deprived of the following assembly, it is the responsibility of the class teacher to issue him/her the detention letter and remember to send him/her to the library on that day during assembly time.

### **Annual Events**

#### **KG and Primary**

- English production for each class
- German production for each class
- Quran Contest
- Arabic Reading Olympics
- English Reading Olympics
- German Reading Olympics
- New Year Celebration (half day)

- World Maths Day
- Senior Primary Inter-house Competition
- Sports Day (Preschool, KG, and Junior Primary)
- Senior Primary Science Fair
- Easter/German Day Celebration (half day)
- Spelling Bee (Primary stage)
- Book Week
- Water Displacement Activity
- International Week
- Ramadan Iftar
- Chess Tournament
- Table Tennis Tournament
- Memory Jar Competition
- Photography Competition

### **High School**

- Science Fair
- EUREKA (Sciences celebration)
- Lingo Expo (Languages celebration)
- New Year Celebration (half day)
- ISP & Growing and belonging (Skills and citizenship celebration)
- Easter Celebration (half day)
- End-of-year (after-exam activities celebration).

### **Extracurricular plan (Trips, events and camps)**

<b>Event</b>	<b>Date</b>	<b>Venue/ suggested place</b>
Primary 1 Giza Zoo	March	Giza Zoo
Primary 2 Child's Center for Culture and Creativity	December	Child's Center for Culture and Creativity
Primary 3 Family Park	January	Family Park
Primary 3 Geological Museum	April	Geological Museum
Primary 4	November	Pasta Factory
Primary 4 Nilometer	March	Rawda Island & Manyal Palace
Primary 4 Camp	December	WESC (Alex desert road)
Primary 4 Saqqara & Giza	April	Saqqara & Giza
Primary 5 Water Treatment Plant	November	Rawd El Farag Water Treatment Plant
Primary 5 Alexandria	March	Alexandria
Primary 5 Wadi Degla	February	Wadi Degla Protectorate (Maadi)

Primary 6 Fowah & Rasheed Trip	November	Fowah & Rasheed	
Primary 6 El Mo'ezz Street	May	Fatimid Cairo	
Primary 6 Zaafarana	December	Zaafarana Windfarm	
IG camp	First Thursday of October	School premises	
Year 9 & prig trip	First Thursday of October	To be confirmed	
Year 7 trip	After cycle exams in term I	To be confirmed	
Year 8 camp	After cycle exams in term I	School premises	
IMUN trip	Second week of November	To be confirmed	
Year 10&11 overnight trip	First week of December	Upper Egypt	
Career day	Last week of December	School premises	
Midyear trip	First week of mid-year vacation	To be confirmed	
Cairo International Book Fair	First week after mid-year vacation.	Book Fair	
Year 9 & prig camp	Second Thursday of term II	School premises	
Year 7 camp	After cycle exams in term II	School premises	
Year 8 trip	After cycle exams in term II	To be confirmed	
Community Service visits	After exams in term I & II	To be confirmed	
<b>Event</b>	<b>Year group involved</b>	<b>Date</b>	<b>Venue/ suggested place</b>
Science Fair	7, 8 & 9	Mid October	School premises
	4, 5 & 6	End of March	School premises
Eureka	High School (Year 6 are invited)	Third Saturday of October	School premises
Fit I exam	7	End of October	School premises
Lingo Expo	7, 8 & 9	Third Saturday of December	School premises

Book Week	KG & Primary	Last Week of Term 1	School premises
Senior Primary Inter-house Competition	Senior Primary	Mid March	School premises
Sports day(early leave)	Preschool, KG & Junior Primary	Mid March	School premises
	7&8	Last day of term I	School premises
Fit II exam	8,9 & 10	February	To be confirmed
MSA science fair	7, 8 & 9	TBC	Modern Sciences and Arts University (MSA)
MUN	9,PreIG,10 & 11	November	TBC
ISP celebration	9 &Pre-IG	Third Wednesday in March	School premises
Spelling Bee	Junior and Senior Primary	End of April	School premises
Ramadan bags packing	Year 6 & High school	Third week of Shaaban	School premises
Start of UNIONS	7 & 8	Second week of May	School premises
International Week	KG & Primary	Last week of Term 2	School premises
Dish party Iftar	Primary	Last day of school	School premises
	High School	Arranged with Primary to be the day before Primary Iftar	School premises
End of year celebration	7 & 8	First week of June	School premises

## **MUN International**

Green Valley School participates , in collaboration with MUN Inc.,in the Model United Nations conference held in February every year.

MUN Inc. will be delivering a 12-session, after school program to the participating students from year 9 & 10 . The MUN Inc. program is designed to provide a comprehensive development experience to its participants. Participating students will witness an improvement in their communication skills, public speaking, research skills and their critical & analytical thinking.

## **Having an active role in these activities and events**

Entitles students to get a recommendation letter; which adds weight to their CV, whether for going to university or later on in practical life.

## **Field Trips**

- Field trips are a great way to learn, of learning and are therefore encouraged by the school administration.
- Places are usually allocated on a first come first served basis and the trips are often oversubscribed.
- Any student who does not join a trip is kindly asked to stay at home on the day of the trip.

## **Student Responsibilities on Field Trips**

- Students are reminded that a field trip is an extension of the school day and all school policies and rules apply.
- Students are required to wear their school uniform unless given permission not to do so.
- Students participating in a field trip are expected to be in full attendance on the school day following the trip. Failure to do so may result in being declared ineligible to participate in future field trips.
- Students must travel both to and from the meeting point under the parent(s) / guardian responsibility.
- Requests to do otherwise will only be considered if they have been requested by the parent over the phone or through email before the field trip.

## **Safety & Discipline during Field Trips**

The school's utmost concern during field trips is children's safety. Participation in trips will largely depend on children's discipline, obedience and responsibility. The school reserves the right of depriving children from joining any trip for reasons of continuous disrespect, repeated misbehavior and detentions, bullying, and suspensions. Students exhibiting such an attitude cannot be trusted to follow rules and instructions rigorously, understand risks and think before they act - hence may lead to wasting time and disturbing the success of excursions.

The school is not in favor of taking such an action. Nevertheless, such a decision will be taken for the best interest of the larger group.

## **Tournaments**

Throughout the year GVS runs multiple High School tournaments in Basketball and football , these tournaments are organized and announced for registration by Senior IG students under supervision of their Seniors in action mentor.

## **After Exams School Continuation – The Rationale**

After the final exams in the last month of the school year, students become less motivated and less concerned about their daily lessons. This is because they conceive their after-exams lessons as not very important, due to the fact that they are not relevant to their final exams. This assumption is incorrect because of a number of reasons.

While the classes are indeed not relevant to the final exams, they are equally as important as other lessons when it comes to the final grade. They will be counted in their attitude and effort grades. What differentiates a good student from an outstanding student is the ability to follow through in their lessons and do their best to go the extra mile.

Our curriculum was developed so that the last school month consists of, amongst other things, preparatory classes that build a foundation for the next school year. They provide the unique chance for students in gaining an essential advantage towards grasping the topics of the next school year quickly. Such preparatory lessons are not repeated the next school year.

We, at GVS, do not see our sole role as developing individuals academically. Personal development is of equal importance to us. Part of the personal development is the ability to follow through and to make the most of the chances one gets. Conceiving the last school month as not important is short sighted and can pass over a huge opportunity for the student to better himself/herself. Therefore, we urge you to do your best to make your students understand the importance of the last month and to continuously motivate them in this final period of the school year.

### **Theater Productions**

Theater productions are important events on our school calendar as they are a major plus to the learning process. The benefit, experience and acquired skills are priceless since acting on stage in front of an audience in itself is a task that strengthens speaking and listening skills, builds on confidence and self-esteem. It also teaches the students the importance of teamwork spirit. More importantly, it is a learning experience that awards them with a sense of achievement and success.

Students come to school by school bus as usual. However, there will be no return transportation from the school and parents will be able to take their son/daughter home after the production.

Students are expected to arrive and depart in school uniform.

It is highly recommended that GVS students (KG thru High school) would not be absent to watch their siblings' performance. Should this happen, they will not be admitted into the theatre and will have to wait at the reception hall until the show is over. Additionally, a student who has a sibling performing his/her play, s/he is not allowed to leave classes and watch that play or leave after his/her sibling's play with their parents

### **End-of-year Activities (High School)**

End of year activities is one of the most important phases of the year. It is the time when the students get to relax after working hard during the exams. Relaxing never meant to waste time, though. It means take the time to do creative activities and become introduced to new concepts and gripping information. This way, students can begin the summer fully equipped with new skills to practice and make benefit of their time. Students are rotated among various clubs having different objectives, these clubs are designed according to year group.

### **In-service Days**

In-service days are days for staff members only. They may fall on regular weekdays, where students will be off, or on Saturdays, according to the calendar.

### **Community Service**

At GVS teachers, staff members, and students collaborate together and share ideas to create opportunities for students to serve the community when needed.

We have several community service activities:

- **Autonomy:** A plan is set on a weekly basis for each class to help in setting ground rules of moving up and down stairs.
- Orphanage visits
- Packing and distributing Ramadan bags for people in need
- Sharing learned skills with non-private schools
- Others; changeable according to annual calendar.

This handbook is meant to clarify expectations and guide students into a smooth academic year through developing a deeper understanding of their rights and responsibilities and fulfilling the school motto. This understanding will ultimately guide students' actions throughout the school year and enable them to make the best out of their schooling by realizing their abilities and finding success and pride in their academic growth. We hope our students will have a productive and prosperous year.

The Green Valley School retains the right to modify these policies at any time. In such case, updates will be emailed to parents for notification.