

NAIS

Striving for Excellence

PARENT – STUDENT HANDBOOK

2016-2017

“Failure is success if we learn from it.” – Malcolm Forbes

In case of disagreement about some of what is mentioned in the Student Handbook, the School Superintendent has the right to take the decision and apply it on all parties.

Stay updated on school information with our website:
www.niscl.com

TABLE OF CONTENTS

NAIS Anthem	3
Welcome Letters to Parents and Students	4
The NAIS Mission Statement	5
Quality Policy/NAIS Goals and Objectives	5
Yearly and Daily Schedule and Contact	6
Accreditation	7
School Facilities	7
Health Services	8
Parents	9
Tuition Policy	10
What is Expected from Students	11
Late Arrivals	13
Early Dismissal/Appearance and Dress Code	14
Behavior Policy	16
Buses	21
Classwork and Homework	22
Grading System	23
School Events, Activities, and Organizations	25
Student Council	26
Graduation	27
SAT	28
Core Curriculum and Electives	28
School Board of Directors	39
School Contact Mobiles	40
Head of Departments	41
Student Social Media Contract	42
Acknowledgement Form	44

NOTE: Parents and students need to read this handbook together and then sign the mandatory Acknowledgment form on the last page.

Thank you.

NAIS Anthem

We are students from NAIS.

This is where we learn to grow.

We will promise to do our best.

By our effort you will know.

Though our courses come from the States,

The school culture is our own.

We will never forget our country.

Egypt is our only home.

We study environment to

Keep life safe for me and you

And we join the human race to make the world a better place.

We are students from NAIS.

This is where we learn to grow.

We will promise to do our best.

By our effort you will know

WELCOME TO NAIS

Dear Parents

Thank you for entrusting the education of your child to NAIS. In a world of constant change, it is more important than ever to prepare our young people for the challenges and opportunities they will face as 21st century adults. NAIS seeks to inspire and develop students who are articulate, knowledgeable, organized, compassionate, creative, and responsible; Moreover NAIS triggers its students to learn and adapt to new information, new technologies, new situations, and new people. As our world becomes “smaller,” we seek to bring that world to our students with an informed appreciation of its diversity, depth, and almost limitless possibilities. This is our mission, our passion, our labor of love, and our promise.

The Nefertari American International School is fully accredited by the Egyptian Ministry of Education and the AdvancED Accreditation Commission which is the national commission that confers the North Central Association Commission on Accreditation and School Improvement (NCA CASI).Owing to our reputation for holding high educational standards and our committed work with students, NAIS graduates have the opportunity to attend a wide range of universities both in Egypt and abroad. We are eagerly looking forward to working with you to make this a great year for your child’s education and development.

Dear Students

Welcome to NAIS! If you are a returning student, we hope you had a wonderful summer and have come back refreshed and ready for another fun and productive year with the NAIS family; we missed you!

If you are a new student, we extend an extra-special welcome to you. We are very happy to have you with us and hope you find your new school an interesting, challenging, and exciting place to be. You should know that our expectations for all students, new as well as returning, are high. Why? We believe in your potential as a student and as a human being. Potential, however, is only a beginning; to become the best that you can be requires hard work, self-discipline, organization, and persistence. Working together, we can help you achieve your academic and personal goals. We cannot learn for you, but, if you are willing to work hard with us, there is no telling where your hopes and dreams may take you. We look forward to enjoying a wonderful and fulfilling year with you!

Sincerely,

Nadia Hafez, Chairperson of NAIS

MISSION STATEMENT

The Nefertari International Schools aims to offer high quality education for its students and develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect while honoring their cultural identity as Egyptians.

To this end the Nefertari International Schools strive to equip each student with the ability and desire for lifelong learning and develop challenging programs of international education and rigorous assessment through using state-of-the-art technology.

Striving for excellence

NAIS seeks to provide a high quality education for every student by utilizing current methodologies and technologies in all subject areas. It is one happy family doing its utmost for the welfare of its children. We strive to become a “Peaceful School”: a place where students are informed, tolerant and capable life-long learners willing and able to make a positive difference in today’s challenging global environment. Our goal is to prepare each student to become an outstanding member of the worldwide community who is also proud to be an Egyptian.

QUALITY POLICY

We, the staff of Nefertari American International School, promise to provide our students with an educational environment and learning experience that is designed to produce high academic results whilst caring for personal development. We will establish a close relationship with parents in order to achieve an optimum balance between home and school. NAIS graduates will be renowned for their ability to think independently, thereby demonstrating an impact on society.

NAIS GOALS AND OBJECTIVES

- To stay current in all fields of education.
- To provide an experienced international teaching staff utilizing effective teaching methods, in an Egyptian context, in order to develop well-rounded graduates.
- To inspire in our students an excitement for the acquisition of knowledge while planting the seeds of life-long learning.
- To encourage respect for the rights and views of others; the acceptance of personal responsibility for one’s own actions; and the pursuit of creative, academic, and philosophic self-expression within the bounds of the personal conduct standards set down by the school.

- To train students to think critically about problems and issues, conduct independent research, and organize and implement projects both individually and as part of a group.
- To maintain effective communication among students and teachers in order to promote tolerance and the ideal of a “Peaceful School” where everyone feels safe, welcome, and free to explore their own interests and capabilities.
- To provide character-building extra-curricular activities that complement student learning by providing fun, interesting, and challenging opportunities outside the normal classroom environment.
- To encourage parental involvement in their children’s education.
- To emphasize continual learning and assessment rather than end of the year examination.
- To train students in analysis, critical thinking, independent research, and project organization and implementation.

He who opens a school door closes a prison.

Victor Hugo, 19th Century French Novelist

YEARLY SCHEDULE

- The academic school year lasts 10 months. It begins in September and continues until June.
- The academic school year is divided into two semesters: the 1st semester is divided into two terms. The First ends with Semester one exam. The 2nd semester is divided the same way as the first one.
- The school calendar includes a mixture of National and International Holidays. Please download your copy of our school calendar from the school web site.

DAILY SCHEDULE

- The school hours extends from 7:10 am till 2:45 pm.
- The school day is divided into a 6 classes schedule and a break.

CONTACT INFORMATION

- Nefertari American International School in Egypt (NAIS)
- KM. 22 Cairo-Ismailia Desert Road, left side Heliopolis, Cairo, Egypt
- Telephone Numbers: 26573978-26573979
- School mobile no: 01066682296 / 01097771517 / 01097771518 / 01027990006
- Fax: 26578709
- E-mail: naisinfo@niscl.com
- Website: www.niscl.com

ACCREDITATION

The school is accredited from the AdvancED Accreditation Commission which is the national commission that confers the North Central Association Commission on Accreditation and School Improvement (NCA CASI)

SCHOOL FACILITIES

The NAIS campus boasts a number of educational, sports, and health-related facilities to help provide students with a well-rounded experience.

CLASSROOMS

Each of our classrooms is air-conditioned and designed to accommodate 15-25 students.

Each classroom is equipped with a Smart Board and Data Show. Wi-Fi will be installed and available in classes and school premises.

ACADEMIC FACILITIES

- Multi-purpose Science Labs for Chemistry, Biology, and Physics
- Computer Labs with multi-media facilities and Internet access
- Library containing both fiction and non-fiction books on many subjects for all ages, as well as a media section
- Music Rooms
- Art Workshops
- Multimedia room which accommodates up to 60 people
- Supervised Wi-Fi system will be installed within a month in the school

SPORTS AND FITNESS FACILITIES

- Handball Court
- Football Court
- Volleyball Court
- Basketball Court
- Gymnasium equipped with different body-building apparatuses

OTHER FACILITIES/PERSONNEL

- Multi-purpose Assembly Room
- Canteen
- Health Clinic with a school physician on duty at all times
- Cafeteria

HEALTH SERVICES

NAIS has a school physician on duty at all times. Students can be treated for minor ailments and/or rest. It should be remembered, however, that an ounce of prevention is worth a pound of cure, and with this in mind, students should consider the following at all times.

- Personal hygiene and cleanliness is imperative.
- Avoid drinking from the same glass or soda bottle as communicable diseases can be transmitted in this way.
- Students must wash their hands with soap and water after visiting the lavatory, before and after eating, and after all laboratory activities.
- If a student suffers from any temporary or permanent health problems, parents should directly inform the School Headmistress of their child's condition. Parents should provide the school with their child's medical requirements, or equipment if needed (inhalators, insulin, etc.) Moreover, the health form should be filled with transparency and handed in to the School Headmistress.
- If a student is very ill or has any kind of contagious disease, (chicken-pox, the flu, etc.) they should stay at home.

Emergencies

The following procedures will be followed in case of emergencies concerning any student

- Parents/Guardians will be contacted. Please update your contact information.
- In case the parents couldn't be reached, the emergency contact will be contacted
- If the above fails, the school has the right to take the decision for the student's safety and security. Parents will be charged if there is any medical treatment expenses.

PARENTS

The greatest gifts you can give your children are the roots of responsibility and the wings of independence.

Denis Waitley, American author

At NAIS, we think of parents as being our partners who have vital contributions to make to the educational journey of students. Involved parents talk to their children about school, ask questions, monitor their homework efforts, and stay informed as to their child's progress in all school-related subjects. Parents should always feel free to contact the school administration with questions, concerns, and possible solutions to problems. Likewise, we hope parents will be ready and able to address, in the context of the home and family, concerns that may be raised by the school about the academic performance or behavior of individual students. We do our best to address problems within the walls of the school, but, in some cases, more intensive parental involvement may be required to give particular students what they need to succeed. Working together, we are convinced we can achieve your goals as well as your child's.

Parent-Teacher Association (PTA)

The PTA is an organization that consists of parent volunteers and teachers working together to create a stronger and more effective school for everyone. The goals of the PTA are to foster a strong relationship between parents and staff, to hear and discuss comments, suggestions and complaints, to find solutions and implement new ideas to make our school a better place.

The Performance Reports

Performance reports are issued once per term for students and parents to look at. Parents are requested to sign the reports and return them with the students to the grade level supervisor. Performance reports contain the attendance, quizzes, participation, and test marks of the students. At the end of the term a report card is issued for every student.

Parent-Teacher Conferences

There are three parent-teacher conferences during the school year. This is your opportunity to visit the school and meet the teachers who are working with your child in order to get a first-hand report on your child's status, academic progress, and behavior. Parents are greatly advised to attend all conferences.

Parental Visitation

If a parent or guardian wishes to visit the school for observation or to speak with a member of the staff, an appointment must be made in advance. Parents should call the school front office or headmistress or send a letter with their child to ask for an appointment with the school headmistress. The parent can also login to the school website and use the "Parents' Corner" to send a message asking for an appointment. The school headmistress will arrange a meeting and will inform you. Simply "dropping in" unannounced is too disruptive; we cannot guarantee that any of the staff can meet or sort out your problem. We hope you can understand.

TUITION POLICY

To ensure enrollment, admission fees are to be paid upon acceptance of your child to NAIS. Fees are paid in Two (2) installments:

- ❖ Due dates for installments:
 - Down payment of the 1st installment: 1st May till 15th May
 - Rest of the 1st installment: 1st August till 15th August
 - 2nd installment: 1st December till 15th December
- The admission fees are non refundable.
- There will be a 1 % penalty for every week for late payments of any installment.
- Total bus fees are paid with the down payment of the first installment and are non refundable.
- Fees can be paid before these dates or at one time, if parents wish.
- If the bus fees are not paid by the Down payment of the 1st installment in May, the transportation service will not hold a vacancy for the student. The school holds no responsibility or obligation if a student couldn't find a room on the school bus as he did not reserve a place through the Down payment of the 1st installment in May.
- Tuition fees are annual expenses payable regardless of how long the students are absent from school, or conditions that may require school closure or delay for security conditions.
- The school fee excludes extra-curricular activities and after school activities.

Fees refund policy

According to the decree number 449 (article 30, 36) issued by the Ministry of Education on 23/11/2013, and the decree issued on 23/12/2009 and authorized by the minister of Education on 14/2/2010, in case a parent requests the refund of the fees due to transfer or in case of not paying the fees, the following procedures are followed.

- 1- In case of transfer before the start of the academic year (1st September), the refund is carried out with a deduction of 10% from the amount paid as 1st installment.
- 2- In case of transfer after the start of the academic year, the 1st installment is not refunded. In case the fees are totally paid, the 2nd installment only is to be refunded.
- 3- In case of transfer after the 2nd term starts, the parent does not have the right to claim the refund of any portion of the fees.

The Policy of the annual increase in tuition fees is as follows

1. Inflation and price increase are 7% each academic year separately as stated in the ministerial decree no 235 issued in 19/6/2011 except if drastic increases in foreign currency and energy crisis take place. Accordingly, the school annual fees would increase relatively to the increase in the inflation rate.
2. Increase in tuition differs according to stages, and this applies when the student successfully moves from kindergarten to elementary, elementary to middle and middle to secondary stage.

WHAT IS EXPECTED FROM STUDENTS

A man's character is his fate.

Heraclitus, ancient Greek philosopher

Nobody - not even the greatest teacher or the greatest school in the world - can learn for you. You, as the student, must take primary responsibility for your own education. To be a successful student at NAIS requires you to meet certain standards in three areas: attendance, behavior, and class work.

ATTENDANCE

Preamble: NAIS administration and staff believes that regular and punctual school attendance is an essential component of student academic success. Attendance records are taken daily and checked for excessive tardiness and absences. To ensure that students understand the seriousness of regular attendance and punctuality, the following policy will be strictly enforced:

- If no urgent excuse is provided for an absence, the teachers of all subjects for that day will give the student “0” on all tests, quizzes, homework, class work, participation, presentations, etc. In turn, this will consequently affect the GPA and rank.
- If a student is absent with an approved medical excuse from the school doctor and headmistress, the student can take the average of the quizzes he/she had. The medical excuse should be submitted to the school administration on the returning day of the student. In case of any delay, the medical excuse will not be accepted and a zero will be given on quizzes. An absent student without a valid or approved medical excuse will automatically receive a zero on his missing quizzes.
- If a student is absent on a Term test or Semester exam, a zero will be given on the test, and it will not be repeated under any circumstances.
- If a student misses any day (without an excuse), the School Academic and Performance Report System “SAPRS” automatically deducts 2% per day from the total average in every subject. Missed quizzes will not be given again to the student.
- If a student continues to miss time without an appropriate excuse, steps will be taken by the school to remove the student from school. Each case in this category will be dealt with on an individual basis. Excessive absence may result in expulsion from the school.
- If a student is sick for more than 3 consecutive days, a doctor’s certificate must be submitted to the school headmistress. If the excuse is accepted by the administration, the attendance deductions will be cancelled. Each case in this category will be dealt with on an individual basis.
- In case of any absence due to Sports tournaments, a letter from the club should be submitted to the school headmistress.
- **For Grades KG - 12** students who miss more than 20 school days during a school year will be required to attend summer school. Parents will be responsible for all summer school expenses.
- All students have to follow the school calendar.

The school holds no responsibility towards any student who is travelling with the parents during school days for residency renewals or urgent trips. The absence of the student in this case will be considered unexcused. Tests will not be repeated and a Zero will be given on missed quizzes. More over the school has the right to check the passport of any student who is absent before or after a long vacation.

- Travelling for international Championships and medical treatments, will be excused. Official letters for attending championship and medical reports should be handed in to school in advance. Tests in these two cases might be repeated.
- Students going to Omra, during school days will be considered unexcused absence. Only Hajj will be considered excused absence. If students have enough quizzes then missed ones might be dropped. But tests and Semester Exams have to be repeated.

Important Note: Unexcused absences occurring on school-trip days or other unusual days (such as the last day of a shortened school week) will be treated with more severity than typical unexcused absences. In fact, points may be directly and immediately deducted from all your subjects *and will be* treated as unexcused absence.

LATE ARRIVALS

Students should arrive to school no later than 7:15 am .The 1st block starts at 7:30. The school gates close at 7:15 am sharp. Any arrivals after that time are considered late. Late arrivals (between 7:15 am and before 7:30 am).Late arrivals' policy applied throughout the whole academic year and not per term will result in the following actions

First Time: A warning will be issued, and the student will not be able to attend the first block.

Second Time: A phone call and a written note will be sent to the parents; in addition, the student will not be able to attend the first class and the attendance grades of the first period will be deducted. If student has a quiz or test a zero will be given on the test.

Third time: The student will not be allowed to school; he/she will be sent home, and it will be considered as an unexcused absence.

Important Note:

*If any student arrives after 7:30 am, he/she will not be permitted inside school and shall return home as the school gates will be closed.

*If a student is late during a Term Test or a Semester Exam, no extra time will be provided.

*In case of frequent late arrivals, the school has the right not to enroll the student the following academic year.

Early Dismissal

Students will not be allowed to leave school early without a written or verbal consent of a parent, addressed to the school headmistress. Please provide the note at least before the second period of the same day not before the dismissal time. Early dismissals should, obviously, occur only for serious reasons.

APPEARANCE AND DRESS CODE

All NAIS school uniforms are available for purchase exclusively from the store designated by the school administration. Uniforms must be well maintained at all times. Students' personal appearances in school demonstrate their seriousness about their education, and themselves. Due to this fact, students should be wearing a full, clean, and ironed uniform EVERY day. Other aspects of their appearances (hair styles, accessories, etc.) should also be appropriate to an academic setting. We value your individuality, but we need you to express that individuality through your talents, schoolwork, ideas, and personality—not make-up, unapproved clothing, or vandalized uniforms. Breaking the dress code of the school will result in disciplinary action, including possibly being sent home to change your clothes. Please note the following guidelines:

- **No head shaving. Minimum level 2 hair cut will be allowed**

First time: The parent will be contacted to come and collect his child. The student will be suspended for 5 school days until his hair grows.

- **Male students should keep their hair trimmed and tidy. Long hair is not allowed.**

First time: The parent will be contacted to come and collect his child. The day will be counted as an **unexcused** absence.

Second time: The parent will be contacted to come and collect his child. **Two days out of school suspension will be administered** . The student will not be admitted to school unless the school administration approves his hair length.

Third time: Repeated violations of hair cut will result in a Parent Conference and one week suspension from school.

- **Trendy hair cut is not allowed: like Mohawk or otherwise.**

First time: The parent will be contacted to come and collect his child. The day will be counted as an **unexcused** absence; moreover, two days out of school suspension will be administered.

Second time: The parent will be contacted to come and collect his child. The day will be counted as an unexcused absence. And five days out of school suspension will administered. Student will not be admitted to school unless the school administration approves the style of the haircut.

- Shaving beards and moustaches for boys is a must.
- No loose hair strands for ladies.
- Only White, black or beige bandanas are allowed. Forehead bandanas are not allowed.
- Veiled ladies should wear only beige , white or black head scarves.
- No long sleeve T-shirts under short ones.
- No tight or **slim** pants.
- Black trousers must be purchased from the designated shop.
- Students are not to change the cut or the style of the school trousers. Students changing the style or cut of their trousers will be considered as out of school uniform and will be asked to purchase another pair of trousers with the school design.
- Sagging or sweat pants are not allowed.
- Only the school Jacket is allowed to be used for cold weather. No other jackets or color may be worn. If this happens, the jackets will be taken and confiscated till the end of the year
- Seniors may wear their special senior shirt approved by the administration only after the beginning of the second semester.
- No slippers or bright shoes (red, orange, purple etc.) Students seen with slippers or bright shoes will be sent home immediately.
- Caps, ice-caps, or jacket hoods are not allowed inside classes and the school building.
- Only small stud earrings for ladies.
- No nail polish, eye liner, makeup, or accessories like nose pierce; they are completely prohibited during school hours.
- **Girls wearing nail polish , eye liner or make up**

First time: She will receive a written warning. Should remove the Nail polish, the nose pierce or the makeup and the day will be considered unexcused absence.

Second time: The parent will be contacted to come and collect his child. The day will be counted as an unexcused absence and two days out of school suspension will be administered

Third time: Repeated violations of the Dress Code will result in a Parent Conference and one week suspension from school.

If students do not come to school in the described school uniform:

First time: he/she will receive a written warning, and the day will be considered unexcused absence.

Parents will be contacted to bring the proper school clothing. Students will not be admitted to class unless they are in full school uniform.

Second time: The parent will be contacted to come and collect his child. The day will be counted as an unexcused absence.

Third time: The parent will be contacted to come and collect his child. Two days out of school suspension will be administered

Fourth time: Repeated violations of the Dress Code will result in a Parent Conference and possibly a one week out of school suspension and will not be welcomed the next academic year.

BEHAVIOR POLICY

- Chewing Gum is completely prohibited in school.
- Students should not use their lockers during classes. They can use them only during the intervals.
- Students will not be allowed to see the school Doctor without a pass issued from their headmistress office.
- Every student is responsible for obtaining all of the requested supplies with no exceptions. Students will be penalized for missing supplies as students' supplies constitute a percentage of their participation mark.
- The school holds no responsibility for the prom arrangements. Students are not allowed to arrange for the prom in the school premises. Any such action shall have serious consequences.
- Students are not allowed to bring dangerous machines or equipment like electrical shocks, pepper spray, knives, or any sort of guns. This might result in immediate expulsion. Immediate expulsion can also happen to students who bring Playing Cards, improper CDs, visual or auditory.

In the event if any student repeats any of the unacceptable mentioned actions, severe punishment may occur, and may include expulsion from the school.

Smoking First Time: Immediate School Expulsion.

Hacking School Computer Systems or website: Immediate School Expulsion.

General Misbehavior: NAIS follows a zero tolerance policy. General misbehavior includes the use of foul or disrespectful language, incidences of fighting, bullying, intimidation, threats, and any type of physical aggression.

- **First Time Offense:** The student will receive two days of out-of-school suspension. Parents will be immediately notified. The suspension letter is to be signed and kept in the student's file.
- **Second Time Offense:** The student will receive one week of out-of-school suspension. Parents will be immediately notified. The suspension letter is to be signed and kept in the student's file.
- **Third Time Offense:** Expulsion

The school has the right at any stage to deprive the student of extra-curricular activities and (or) trips for that week.

Mobile Phones

- Mobile phones are not allowed in school. If they are found with a student, the item will be confiscated until the end of the year and two days out of school suspension will be administered.
- In the event of an unusual situation requiring mobile phones, students should hand in their mobiles to the school supervisor; the school supervisor will keep the item until dismissal time.

Cutting Class, using different channel from the rest of the class on the tablet PC or I pad, Disruptive Behavior, excessive tardiness, excessive lateness, appearing in another school division without permission:

- **First Time:** two days out of school suspension will be administered.
- **Second Time:** Five days out of school suspension will be administered.
- **Third Time:** The student will not be allowed to attend the class for the remainder of the term and will also lose the participation grade for that subject. The student will be responsible for obtaining all class lessons, homework assignments, and quizzes or mid-semesters. The parent will be informed by letter. If this action takes place in more than one subject, the students will be kept at home till the remainder of the term.

Cheating

- **First Time:**

In Homework Assignment: The student will automatically receive a zero on the assignment, and parents will be notified by a written letter. If cheating occurs during a test or exam, the student will automatically receive a zero on the test.

- **Second Time:** The student will receive a zero on the assignment and will be suspended for 2 days from school. A parent meeting will be arranged. If cheating occurs during a test or exam, the student will automatically receive a zero on the test and will be suspended for 2 days from school.
- **Third Time:** The student will be expelled from school.

Missing Assignments and Homework:

- **First time:** 2% deduction off participation/behavior/homework grades. A warning letter will be sent home to parents, and will have break detention, during which the student has to do the missing homework.
- **Second time:** 2% deduction off participation/behavior/homework grades. A warning letter will be sent home to parents, and will receive 1 week of break detention.
- **Third time:** 2% deduction off participation/behavior/homework grades. The student will receive one day out of school suspension and a last warning letter will be sent home to parents before applying the next step.
- **Fourth time:** Student will not attend classes of that subject until the end of the term. He/she will be either in the library or the detention room. The student will receive a "0" in the homework grade for the term. All the missing work is the student's responsibility. Parents will be informed by a letter.

Vandalism

Damage to any school property which includes the buses is unacceptable. Any student found responsible for damaging school property is to be asked to compensate the school for the cost of repair or replacement of any item. This amount is calculated by the maintenance supervisor letter detailing the action and the cost will be sent home.

Recurrence of any type of vandalism will result in a more severe punishment that may include school expulsion. The administration will review the situation and decide on the appropriate action.

PHYSICAL EDUCATION CLASS RULES

- The P.E. uniform must be worn by all students scheduled to have P.E.
Students must come to school wearing full school uniform. Students are allowed to change to PE clothes in the P.E. class, then change back to full school uniform after the PE class.
- Students not in uniform will lose the grade for the day and may not be permitted to attend classes.
- Please note each student is responsible for attending his/her next class on time; otherwise, a 2% deduction will be applied.
- Please note that any student using foul language or his hands, during PE or playing football matches, will be deprived completely from PE classes or soccer playing till the end of the year.
- Active participation is required by all students.
- A practical P.E. exam may be administered as part of the P.E. grade.

SCIENCE LAB RULES

Due to the independent nature of laboratory activity, the normal classroom rules do not apply and have been replaced with the following:

- Students must not enter the lab. without their teacher's permission.
- Upon entering the lab. students must walk slowly and quietly. This behavior is expected throughout the duration of the class.
- If the student damages any of the school's lab. Equipment, they are responsible to have it replaced.
- Students are responsible for cleaning their equipment and putting it away as well as tidying their work area after use.
- No food or drinks are allowed in the lab. at any time.
- No school bags are allowed in the lab. Students must bring only the necessary books, notebooks, and writing utensils to be used for their lab work.
- Students must not touch any lab. equipment until instructed to do so.
- For safety reasons, it is essential that students follow the explicit

instructions, regarding each experiment. Any action deemed harmful or potentially dangerous and which is determined by the teacher to have been either intentional or the result of carelessness can result in immediate suspension.

COMPUTER LAB RULES

- Food or drinks are not allowed in the computer lab.
- Students' bags should be left outside the computer lab.
- Do not leave your seat during the class period.
- Pushing, shoving of any form, or fighting in the computer lab. is not allowed.
- Students are not allowed to change any computer display settings without the computer teacher's permission.
- Each student is responsible for his/her assigned computer, reporting any problem to the computer teacher immediately.

LIBRARY RULES

The library is a wonderful resource for all students. It is important that students adhere to the following rules in the library.

- Greet friends quietly. Any talking must be kept to a whisper.
- Politely ask the librarian for help if you cannot find a book.
- Return books on time.
- Take good care of the books you have borrowed. Students will be billed in full for lost or damaged books.
- Before the end of library lessons, return books to their proper places or give the books to the librarian to shelve. Do not leave books on tables, and books are never to be placed on the floor.
- Chairs should be put in their proper place.
- Students voices must not raised significantly above a whisper in the library.
- Food, beverages, and chewing gum are not allowed in the library.

PLAYING COURT RULES

- Do not litter on the school grounds. Use the garbage cans to dispose of all litter.
- Keep the courts clean.
- Wear appropriate training attire when on the courts.

CATASTROPHIC RULE BREACHES

Unfortunately, there may come a time when a student breaks NAIS rules or expectations in a manner so offensive, dangerous, or otherwise unacceptable that drastic action is required to guarantee that such behavior is never repeated.

We hope this never happens, but students should be aware that exceptionally severe lapses in judgment and behavior can result in swift and serious consequences, including immediate expulsion.

BUSES

- The school bus service is optional and the school does not adhere to transporting students unless there is room for the student on the bus in addition to the suitability of the bus route with the student's place of residence and in the limits available for school.
- The school administration has the right to deprive a problematic student of the bus service. The bus service deprivation starts after a week from sending a registered letter with acknowledgment of receipt to the parents. The school administration is to refund the value of the remainder of the term service considering that the bus service term is 10 months.
- All children who ride the bus will be put on their bus to go home unless a signed note is received before the end of the 2nd Block. The school administration will not accept any verbal notes.
- In order to provide environment conducive to learning, all school regulations must be followed. The same is true for bus regulations to insure safe travel to NAIS and the return trip home.

BUS RULES

- Students must wait at least 5 minutes before the bus is scheduled to arrive. The bus will not wait for anyone.
- Students cannot exit the bus while it is moving.
- The doors of the bus cannot be opened while the bus is moving.
- Noises must be kept to minimum.
- Students are to follow the instructions given by matrons and teachers. Otherwise, disciplinary action will be taken by the school administration.
- Talking to or distracting the bus driver is prohibited.
- Fighting is prohibited.

- Littering or throwing garbage in or out of the bus is prohibited.
- Arms and/or heads should not be outside the window at any time.
- Students are required to proceed to their buses directly at the end of the school day after the final bell rings. The bus will not wait for anyone and transportation back home is his/her responsibility. In addition, the bus will not pick up that student the next morning.
- In case of problems occurring on the bus with the bus driver, matron, or other students, report the incident to your school headmistress so that the necessary action can be taken.
- Each student who rides the bus in the morning must return home by the same bus after school. Students cannot change buses in the afternoon.
- In case of school closure due to bad weather or dangerous road conditions, the buses will not be operating at all. If parents have any questions about a school closure, they may contact the bus matrons or the school numbers.
- **Students are not permitted to drive around the school premises with their drivers.**
- Bus students are not allowed to leave school through the gate without prior parental consent submitted to the school administration before the second Block.

Inappropriate behavior on buses will not be tolerated and will result in the following actions:

- First Time:** Two days suspension from the school bus will be administered.
- Second Time:** Students will not be allowed to use the bus facility for five school days.
- Third Time:** Students will be totally deprived from using the bus facility for the remainder of the year.

CLASSWORK AND HOMEWORK

The heart and soul of your time spent here at NAIS is found in the subjects you take each day with your various teachers. You need to listen to your teachers, keep track of assignments and handouts, take notes, study for exams and quizzes, and complete all assignments and homework in a timely fashion. You cannot succeed without taking your school work seriously every day. We know you can do it!

GRADING SYSTEM for Grades 6-12: Middle and High School

- The school-year is divided into 2 semesters, with each semester being divided into two terms and a semester exam. (Thus, there are four terms and two semester exams per year.)
- Reports will be distributed four times a year: Term 1, Semester 1, Term 3, and Semester 2 which includes the final year grading.
- Tests and exams are prepared by the Department Heads

Term one and Term three marks are calculated as follows:

- 40% Quizzes +
- 30% Participation +
- 30% Test

Term two and term four include only quizzes and participation so:

- 57.2 % Quizzes +
- 42.8 % Participation

Semester exams cover the whole semester work.

The Semester grades are calculated as follows:

- 40% for Term one+
- 30% for Term two +
- 30% for Semester Exam

- Semester Two grading system is the same as Semester One.

The year average is 50% for Semester One + 50% for Semester Two.

- Semester examinations usually take place in December and June.

The following table summarizes the calculations of marks for grade 6-12 students:

First Term	Quizzes	40%	Semester Weight	
	Participation	30%		
	Term Test	30%	40% +	= Semester 1 100%
Second Term	Quizzes	57.2 %		
	Participation	42.8 %	30%	
Semester 1 Exam	Grade 6-12 Mixed		30%	
Third Term	Quizzes	40%		
	Participation	30%		
	Term Test	30%	40% +	= Semester 2 100%
Fourth Term	Quizzes	57.2 %		
	Participation	42.8 %	30% +	
Semester 2 Exam	Grade 6-12 Mixed Seating		30%	
Year	50% of Semester 1 mark + 50% of Semester 2 mark			Average (Sem. 1 & Sem. 2)

Your FINAL GRADE for each subject will be the AVERAGE of the 2 Semester Grades. All grades are based on a Grade Point Average (GPA), calculated as follows:

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	F = 0.0

The passing grade for each subject is a “C-” for grades 9-12 and a “D” for grades 6-8.

For all students in grades 6-12 a passing GPA is “2.00” / "4.00" or higher.

IMPORTANT NOTES:

- To be eligible for High Honor Roll, you need to maintain a 3.80 - 4.00 GPA.
- To be eligible for Honor Roll, you need to maintain a 3.60 – 3.79 GPA.
- If you wish to play on a school sports team, you must maintain at least a 2.00 GPA. Failure to do so will result in your being dismissed from the team.

Bonuses/Deductions

It is possible for a student to receive bonuses from school conduct system. Also it is possible for a student to receive bonuses as a reward for your participating in major school activities, like the Annual Show, the Student Council, and the House System. It is also possible for students to receive a deduction because of misbehavior.

SCHOOL EVENTS, ACTIVITIES, AND ORGANIZATIONS

NAIS provides students with many opportunities and options for exploring and developing their interests, talents, and potential. We encourage all students to become as involved as possible in all the opportunities that interest them. This is a time for exploration, new challenges, and fun. We believe that interested students can find all these possibilities deeply rewarding.

SCHOOL EVENTS

From class trips, Fun days, recreational trips, special in-school holiday events, guest speakers and live talk-shows, events of one kind or another are a constant feature of life at NAIS. Two of the most exciting events are the Annual Show performed by students each spring and the Senior Class Trip.

EXTRA-CURRICULAR ACTIVITIES

The school offers a variety of academic and sports activities to the students.

ORGANIZATIONS

Be the change you want to see in the world.

Mahatma Gandhi, Indian Political and Spiritual Leader

School organizations provide a unique opportunity for students to get involved in ways that make a real difference to the lives of their fellow students. These organizations also provide vital opportunities to develop qualities of leadership, kindness, and teamwork that will benefit any student in future life.

Counseling:

The school has appointed a counselor, Mrs. Noha Al Nahas, who attends to learning, behavioral and psychological needs of all students. She holds conferences with parents and teachers to discuss the problem and its progress.

Student Council

In the spirit of the American system and the principles of leadership, personal responsibility, and public-spiritedness it seeks to instill in students, NAIS has developed a plan for a student council. The primary goal of the Council is to contribute to the education, enjoyment, and well being of their peers. Student council members provide counseling for students who need someone to talk to while also seeking to address problems within groups and classes. They organize events such as the Christmas Party, the Charity Campaign, and various Valentine's Day activities, as well as dances, special trips, and cultural events. Finally, they prepare and sponsor talk shows addressing themes and ideas vital to today's young people. They meet typically once per week.

How are the members of the council chosen?

- **The office of the School president:** is chosen from grade 12. Qualifying for nomination requires an academic standing of minimum GPA of 3.40 in addition to teachers' commendation of the student's good behavior and excellent attendance.
- Step one: Obtain a Nomination Application package, available at the office of the Student Council Advisor.
- Step two: Complete all the components of the application process:
(Checklist)
 - Completed Application Form
 - Personal Letter (typed)
 - 3 Letters of Student Support
 - 3 Letters of Faculty Support

- Step three: Submit all the components of the package to the office of the Student Council Advisor prior to the designated date. Late applications will not be accepted.
- All students of grades 6 through 12 are then eligible to vote for officers in an election. The offices they will be filling are as follows:
 - Student-body President (must be from Grade 12)
 - Vice-President/Treasurer (must be from Grade 11, a treasurer will run the office for two years.)
 - Secretary (can be from Grade 9, 10, 11, or 12)
 - Class representatives: Each class will have a representative to assist the major officers in their respective duties, which are outlined in the Student Council Manual.

GRADUATION

The day you graduate from high school is a day you will remember forever. You have worked hard, laughed, cried, met new friends, and faced new challenges. Indeed, you have had countless experiences that have helped make you the person you have become. At last, you are ready to leap into a new phase of your life to continue your journey, and the graduation ceremony is the time when everyone—your family, your friends, your teachers, and your peers—come together to honor you and your achievements. It is their opportunity to wish you the best for the future and praise you for what you have accomplished. It is your day, you are a hero!

Congratulations!

Graduation Requirements

Before you reach that glorious spot of time called “Graduation Day,” you must meet all of the requirements for the American Diploma.

To do this, you must complete 24 credits with a minimum Grade Point Average of 2.0 (“C”). (This is important because most universities require a GPA of 2.0 or higher as a minimum for admission.)

Below is the list of major requirements for the American Diploma. One credit is awarded for each subject once a full year of that subject has been successfully completed.

Please note that as of Academic Year 2014/2015, a total of 25 periods (80 minutes each) per week are taught.

The Graduation Ceremony

- The Graduation Ceremony is celebrated in the second half of June each year.
- All graduates are expected to attend all rehearsals as well as the ceremony itself. Students will not be permitted to attend the graduation ceremony if they fail to attend at least 90% of the rehearsal time.
- Students are required to wear black trousers or skirts, white shirts or black blouses, and classic shoes under their graduation gowns.
- Valedictorian and Salutatorian speeches are assigned to the students who score the highest GPA from Grades 10, 11, and 12, as well as the student who scored the highest SAT score. The Board of Directors will look at speeches and select the best in case there is/are more than one qualified candidate for each of the speeches above.

The SAT

The Scholastic Aptitude Test (SAT 1) is required for anyone planning on attending college and is offered at various testing centers in Cairo throughout the year. Students usually take the test during 11th and 12th grades. Please note the minimum score acceptable for admission to Egyptian universities and the German university is 1440 out of 2400 for SAT I and 1100 out of 1600 for SAT II. The American university requires a minimum score of 1450 for SAT I. (Please note that admission policy changes every year.)

IMPORTANT NOTES:

- Two Subjects of SAT II are required for fields in Engineering, Medicine, and Pharmacy.
- Taking the SAT II gives you an automatic 15 % of your SAT II score as a bonus to your total grade.

AN OVERVIEW OF ACADEMIC PROGRAMS (ORGANIZED ACCORDING TO SUBJECT)

KINDERGARTEN

Kindergarten classes emphasize the development of motor, art, social, language, and basic math, computer, and science skills by engaging students in fun,

interactive, and fast-paced learning activities. KG students learn to recognize and print letters of the alphabet, use the basic phonetic principles of identifying and writing beginning sounds, identify story elements, and communicate ideas through pictures and writing. Students quickly learn to communicate in English and are soon able to express themselves fluently by the end of KGII.

ENGLISH LANGUAGE CURRICULUM (Grades 1-8)

The general goals of the English curriculum at NAIS are to foster language skills—including listening, speaking, reading, writing skills, and critical thinking skills—in the areas of grammar, analysis, problem solving, self-expression, and comprehension.

Grade One

Reading is the priority in first grade. Students are immersed in a print-rich environment to facilitate development of oral language skills, vocabulary, reading comprehension, and the awareness of print materials as sources of information and enjoyment. They use listening and speaking skills to participate in classroom discussions, use a variety of strategies to read new words, and develop an understanding of character, setting, main ideas, and story sequence through examining a variety of texts. They increase vocabulary and comprehension strategies by reading age-appropriate materials across the curriculum. Students begin to communicate ideas in writing and become independent readers by the end of the year.

Grade Two

Reading continues to be the highest priority in second grade. Students participate in classroom discussions, utilize a combination of reading and comprehension strategies, and further increase vocabulary. They identify main ideas, make and confirm predictions, and write stories, letters, and simple explanations. Simple grammatical principles are applied to writing, and information is located using reference materials. By the end of the year, students will read with fluency and expression.

Grade Three

The emphasis in third grade is on learning about words, reading with fluency and expression, and developing comprehension strategies. Effective communication skills will be practiced through the use of group activities and brief oral reports. Students will plan, draft, revise, and edit stories, simple explanations, and short

reports. In addition, information from print and non-print sources will be used and gathered. The student will write legibly in cursive by the end of the year.

Grade Four

Previously developed reading and writing skills provide, in fourth grade, the foundation for an increased emphasis on content throughout the curriculum. Students use text organizers, summarize information, formulate questions, and draw conclusions to demonstrate reading comprehension.

They read classic and contemporary literature selections by a variety of authors, continue to increase communication skills in large-and small-group settings, and plan, draft, revise, and edit narratives and explanations. Information resources and word references will be used routinely while writing.

Grade Five

In fifth grade, students will read texts in all subjects and will acquire information enabling them to answer questions, generate hypotheses, make inferences, support opinions, confirm predictions, compare and contrast relationships, and formulate conclusions. Literary appreciation will continue. Presentations will be prepared utilizing online, print, and media resources to prepare presentations to enhance communications and learning skills. Students will plan, draft, revise, and edit writings to describe, to entertain, and to explain.

Grade Six

The student will be an active participant in classroom discussions, will present personal opinions, understand different viewpoints, distinguish between fact and opinion, and analyze the effectiveness of group communication. Word origins will be studied and vocabulary development will continue. A variety of fiction and nonfiction works, including a significant number of classic works, will be read for appreciation and comprehension. Students will plan, draft, revise, and edit narratives, descriptions, and explanations with attention to composition and style as well as sentence formation, usage, and mechanics. They will demonstrate correct use of language, and spelling. Reading and writing will be used as tools for learning academic concepts, and available technology will be used as appropriate.

Grade Seven

Oral communication skills will be developed further and the effects of verbal and nonverbal behaviors will be studied. Seventh grade students will continue to read a wide variety of fiction, nonfiction, and poetry while becoming more independent and analytical. Written composition skills—with special emphasis on word choice, organization, style, and grammar—will be increased.

Written explanations utilizing informational writing and persuasive writing will be introduced. Students will study figurative language, vocabulary, and roots and affixes. The study of the impact of media on public opinion will be introduced. Proficiency in the use of print and electronic information resources will increase and students will learn how to reference sources. Correct use of language, spelling, and mechanics by applying grammatical conventions in writing and speaking will be demonstrated.

Grade Eight

Students learn and apply interviewing techniques, demonstrate correct use of language, spelling, and mechanics by applying grammatical conventions in writing and speaking, and plan, draft, revise, and edit writing, with emphasis on exposition and persuasion. Reading and writing skills are applied in all subjects and literature is responded to critically. Vocabulary development continues with special attention paid to connotations and figurative language as the student continues to develop an appreciation for literature through studying a wide variety of selections. Themes and main ideas will be inferred and cause and effect relationships will be interpreted. Students will become skillful interpreters of the persuasive strategies used in print and mass media.

HIGH SCHOOL ENGLISH CURRICULUM (Grades 9-12)

Grade 9: Language and Literature

In ninth grade English emphasis is placed on building vocabulary, exploring the writing process, and improving reading comprehension and written communication skills. Students will be exposed to a variety of literature genres and writing styles both classical and contemporary and will develop writing and analysis skills through practical daily activities. Reading, writing, and grammatical assignments along with team projects are frequent features of ninth grade English and should be expected by all students.

Grade 10: Language and Literature

Communication skills continue to be refined through writing, oral presentations, and practical daily activities. Special emphasis will be given to the writing process, including creative, expressive, and formal writing with particular concentration on the persuasive essay. A variety of literature genres and writing styles with a wide range of literary emphases will be studied. The student can expect frequent reading, writing, and grammatical assignments and plenty of team project work. In addition, SAT Preparation classes are given regularly in grades 10 and 11 to help students prepare for this vital test.

Grade 11: Language and American Literature

Using American Literature as a springboard, students will explore various authors, genres, and styles of both poetry and prose. The course is designed to develop the student's analytical, comprehension, and analysis skills at a deeper level. While grammar is incorporated as part of the whole language process, greater emphasis will be given to writing, analysis, and communication skills. Students should expect frequent and comprehensive writing and analysis assignments along with team project work.

Grade 12: Language and World Literature

By exploring the various authors, genres, and different styles of World writers of poetry and prose, students will further develop their analytical, comprehension, and analysis skills on an even deeper level. While grammar is incorporated as part of the whole language process, greater emphasis will be given to writing, analysis, and communication. Students should expect frequent and comprehensive writing and analysis assignments along with team project work.

SCIENCE CURRICULUM

The general goals of the NAIS Science curriculum are to give students an understanding of the nature and methods of science and to develop conceptual and practical skills in the context of student involvement in scientific activity. Students will develop their ability to analyze scientific information critically, apply knowledge and skills in order to generate new knowledge, communicate scientific ideas and their awareness of the impact of science on society, thus helping prepare them for life in the age of 21st century technology.

Grade 1

Students will begin to learn about and investigate the things around them by observing and identifying Living & Nonliving things. They will acquire basic facts about Plants and Animals, the Earth's Land, Air and Water, the Seasons. They will investigate matter and examine Forces as Pushes & Pulls, and Magnets.

Grade 2

Students will identify changes occurring during the growth process for plants, animals, and humans. They will learn about the sun, moon, stars, and weather. Students will also learn to identify changes in matter, forces and motion, and sound.

Grade 3

Students in third grade compare different types of animals, observe how plants grow, identify differences between rocks, minerals, fossils, and soils, investigate properties and changes in matter, and study heat and light.

Grade 4

In fourth grade, students focus on classifying living things, analyzing animal and plant growth and adaptations, examining human body systems, physical properties of matter, and heat, energy, and electricity and magnetism.

Grade 5

Fifth graders trace the structure of living organisms from single cell to body systems. In addition, students explore animal growth and reproduction, plants and their adaptations, and plant processes. They also focus on matter and its properties, atoms and elements, and forms of energy.

Grade 6

Students investigate plants and plant processes, sound and light, atoms, and elements and compounds. Students delve deeper into properties and changes in matter, forces and motion, and machines and work.

Grade 7

Seventh graders continue to focus on Cells, Heredity and Classification, Invertebrates and Vertebrates, Matter and its Properties, Periodicity, and Electricity and Magnetism.

Grade 8

In eighth grade, students explore the types of Plants and Plant Processes, Bacteria and Viruses, Protists and Fungi. Students investigate Interactions of Matter and Chemical Equations, Waves, and Sound & Light.

Grade 9

Grade 9 science develops a solid base for High School science in Biology, Chemistry and Physics. Investigative approach is applied in science learning at this stage. The G9 syllabus covers Classification of Living Organisms, Plant Processes, Bacteria and Viruses, Protists and Fungi, Interactions of Matter

Chemical Equations Ionic and Covalent Compounds, and Energy and Heat.

Grade 10 Chemistry

Chemistry is a new course introduced to grade 10. This course gives the student a sufficient background about chemistry that would qualify the student to the advanced chemistry course that he would take in the upcoming high school years. Core is raised to a higher level and intensified by 12 hours of graded practical curriculum covered throughout the year. Practical exams are held once per semester and weighs 20% of the semester exam.

Grade 10 Biology

The Biology course in grade 10 preludes a good introductory foundation for the Biology SAT11 course. The curriculum courses different branches of biology including ecology, cellular biology, genetics, organismal biology. Core is raised to a higher level and intensified by 12 hours of graded practical curriculum covered throughout the year. Practical exams are held once per semester and weighs 20% of the semester exam.

Grade 12 Advanced Biology

The Biology class is designed to prepare students for the faculty of Medicine, Pharmacy and also SAT II test. The syllabus covers molecular biology, cell structure and functions, genetics and heredity, diversity of life, and interactions of ecosystems. Core is raised to a higher level and intensified by 12 hours of graded practical curriculum covered throughout the year. Practical exams are held once per semester and weighs 20% of the semester exam.

Grade 11 Chemistry

Chemistry will cover the concepts of chemistry in matter properties and changes, Periodic table, Ionic and covalent compounds, Chemical reactions, the mole and Hydrocarbons. Core is raised to a higher level and intensified by 12 hours of graded practical curriculum covered throughout the year. Practical exams are held once per semester and weighs 20% of the semester exam.

Grade 11 & 12 Physics

A high school course in physics is structured to fulfill the general goals as well as prepare students for the SAT II test in Physics. The syllabus covers Motion in one and two dimensions, Forces and Motion, Work and Energy, Momentum and Collisions, Circular Motion and Gravity, Vibrations and Waves, Sound and Light, Electrostatics, and Electric Circuits and Electromagnetism. Core is raised to a higher level and intensified by 12 hours of graded practical curriculum covered throughout the year. Practical exams are held once per semester and weighs 20% of the semester exam.

MATH

Grades 1-6

Mathematics is fundamental to student's education. This program offers a fun and interactive introduction to basic concepts in Math. With the use of hands on activities, group work and stimulation, the students learn by experimentation, creating a great understanding of the concepts.

Grades 7 and 8

The syllabus is set up to build all basic skills in arithmetic, geometry, and basic statistics. It also enforces all the needed algebra concepts and paves the way to Algebra 1 & 2 through a smooth introduction of Pre-Algebra in Grade 8.

Grades 9 and 10

The syllabus combines Algebra and Geometry. In Grade 9, Algebra 1 is introduced, and it helps in solving numerical problems in geometry which are often used in SAT Math. In Grade 10, the course syllabus includes Geometry, and Algebra 2 introduction is given as a warm up. In Grade 10, SAT Test Prep Classes are offered, up to grade 12.

Grade 11

Pre-calculus mathematics is taught to all students. It is a combination of Algebra II, Coordinate Geometry, Trigonometry, and some math applications. Pre-calculus gives more in depth math to our students which helps most of our students pass SAT I by the end of Grade 11 with, in several cases, outstanding scores.

Grade 12

Calculus is taught to all of grade 12 students. It includes differentiation & integration and some of its applications in life. This helps students who are focusing on the engineering and science fields for entrance into the Egyptian universities and the students who are going to any college in the German University. In addition to Calculus, the classes in the science track will study **Mechanics** as part of their math.

STATISTICS

Statistics is taught as a separate subject in grade 12 which gives an introduction to statistics. Students who are going to study business or accounting at the university level benefit the most.

SOCIAL STUDIES

Grade 4: Introduction to Geography

This course takes the student on a tour across America while incorporating basic geography skills into the adventure. From coast to coast, kids will enjoy learning about the diversity of the United States while developing map reading skills and geographic vocabulary.

Grade 5: History of Egypt

This course offers the younger learner with a basic understanding of the complexity of our city's ancient history.

A special emphasis will be placed on the cultural and geographic components as well as Egypt's significant role in the region as the crossroads of three continents.

Grade 6: Ancient Egyptian History

This course will help uncover the fascinating history of our country while maintaining a special focus on understanding the geography of Egypt.

Grade 7: World History (Ancient)

This course will take the student through the economic, political and social events, and trends from ancient times to the sixteenth century.

Grade 8: Geography

This course serves as an introduction to world geography and mapping skills. The course will focus on how places have developed through time and how these changes have influenced the lives all over the world.

Grade 9: World Geography

This course examines the relationship between people and place by exploring each of the inhabited continents using a specific country to highlight regional characteristics. Special emphasis will be placed on map literacy: interpreting and designing maps that show a variety of information.

Grade 10: Modern History

This is designed to highlight key moments in the development and history of the world. It will provide a basis for further learning and exploration. Students will be expected to identify trends and establish a casual understanding of history.

Grade 11: United States History

This course is designed to help students have an understanding of the principles on which the United States was founded. Students study important events, influential people, significant documents and geography from the time of prehistoric Native Americans through to present-day. Primary topics will include: European exploration and colonization, American Revolution, Civil War, Westward Expansion, World War II era, Cold War, Vietnam era, and post- Cold War era. A special emphasis will be placed on interpreting and designing historical thematic maps.

Grade 11: Economics (Elective)

This course is designed to introduce the principles of production, distribution, exchange, and consumption of goods and services in a free market economy. It is intended to prepare students with understanding of economic choice as it applies to business, investment, management and our global economy.

Grade 11 , 12: Business Administration (Elective)

The course starts with covering what is a business organization, types of business activities and major departments in a business then further covers marketing. Marketing now is one of the strongest tools any business activity depends on. By the end of the year student should know the difference between working in the top management, Human Resources, accounting or marketing departments.

Students can then take an informed decision regarding what they want to do in life.

Grade 11 , 12: Political Sciences

This course is designed to provide an introduction to political science as a discipline. It focuses on the fundamentals of political Science, political theories, concepts and definitions as well as the application of politics, including the roles played by states, mass publics, organizations, and institutions, as well as the outputs of their interactions, public policy and international relations.

Grade 12: Psychology (Elective)

This is an introductory course into the field of psychology designed for the college bound student who might be taking psychology or for students who have an interest in the area. The course will briefly touch various topics to give students a feel for the different areas of psychology. Topics to be covered include personality theory, psychological disorders, human development, emotion, motivation, thinking and problem solving.

Grade 12: Modern Egyptian History

This course will center on the history and geography of the region with a primary emphasis on Egypt from the Ottoman Empire through present-day. Special attention will be paid to the cultural components and governmental changes throughout our complex history.

ARABIC LANGUAGE CURRICULUM AT NAIS

Since we believe in striking a balance between the Egyptian and American culture, it is one of our school objectives to teach high quality Arabic, Religion, and Civics.

Teaching Arabic starts from KG 2 to grade 12. Our approach is a very modern one in teaching the Arabic Language.

Students use multimedia and videos, and all available teaching aids. Our students are also encouraged to do research in Arabic as much as they do in English and all other subjects.

School Board of Directors

Ms. Nadia Hafez	Chairperson of Nefertari International Schools
Ms. Inas Imam	Vice Chairperson for International Schools
Mr. Samer Barakat	Vice Chairperson for Administrative & Financial Affairs
Mr. Hassan Abdel Moneim	School Deputy for Ministerial Affairs, Head of Arabic Department
Ms. Rania Allam	High School Headmistress
Ms. Shahira Ramadan	Middle School Headmistress
Ms. Fatma El Sakhawy	IB Coordinator
Ms. Rania Shoeir	Elementary School Headmistress
Ms. Mona Adraa	KG Headmistres

Academics

Ms. Engy Hammam	Assistant to High School Headmistress
Ms. Dina Medhat	Assistant to High School Headmistress
Ms. Dalia Taher	Assistant to IB Coordinator
Ms. Passant Abdallah	Assistant to Middle School Headmistress
Ms. Rola Shams	Assistant to Middle School Headmistress
Ms. Angy Amr	Assistant to Elementary School Headmistress
Ms. Angy Mohamed	School Registrar / Data Assistant
Ms. Rita Michael	Elementary School Coordinator
Ms. Heba Zeyady	Preschool Coordinator
Ms. Nanees Moustafa	Preschool Coordinator

Administration

Dr. Farouk Gomaa (School Financial Consultant)
Ms. Randa Acar (Superintendent Office Manager)
Ms. Nouran Magdy (School Secretary)
Dr. Mohamed Ayad (Transportation Manager)
Dr. Mona El Sherbiny (School Doctor)
Dr. Hala Kamal (School Accountant)
Ms. Nesreen El Fiky (Student Affairs)
Ms. Maggi William (Public relations & Receptionist)
Ms. Manal El Kelawy (Activities Coordinator)
Ms. Dalal Shawky (School Administrative Manager)

Media Specialists:

Mr. Ihab Sabry
Mr. Tamer Salah
Mr. Sayed El Sheboukshy

CONTACT NUMBERS & EMAILS

Name	Mobile	Email Address
Mrs. Nadia Hafez	01026604040	nhafez@niscl.com
Mrs. Inas Imam	01028280827	inas@niscl.com
Mrs. Rania Allam	01026603301	rallam@niscl.com
Mrs. Rania Allam	01012333009	rallam@niscl.com
Mrs. Shaheera	01012333008	sh_ramadan55@yahoo.com
Mrs. Shaheera	01026603314	sh_ramadan55@yahoo.com
Mrs. Fatma El Sakhawy	01068422237	felsakhawy@niscl.com
Mrs. Rania Shoeir	01026603310	rshoeir@niscl.com
Mrs. Mona Adra	01020074064	monaa@niscl.com
Ms. Nesreen El Fiky	01027802489	naisstudentaffairs@niscl.com
Dr. Mohamed Ayad	01002126685	ayyadjudo@yahoo.com
Dr. Mona El Sherbiny	01028281182	-----
Ms. Maggi William	01027990006	-----
Ms. Manal El Klawy	01008080117	lklwy_2005@hotmail.com

HEAD OF DEPARTMENTS

Hazel Hodgson	English Department (Preschool 1)
Amani	English Department (Preschool 2)
Doaa Farouk	English Department (G1-G5)
Manar Nazmy	English Department (G6-G8)
Ola Gabr	English Department (G9-G12)
Manal Abdel Latif	Math Department (G1-G6)
Hanan El Shimy	Math Department (G7-G12)
Amal Fikry	Science Department (G1-G5)
Alia Mahran	Science Department (G6-G12)
Talal Mohamed	Arabic Department (G1-G6)
Hassan Abdel Moneim	Arabic Department (G7-G12)
Rania Mahmoud	German Department (G2-G12)
Manal Galal	French Department (G2-G12)
Inas Imam	Social Studies Department (G3-G12)
Tamer Gamal	P.E Department (G1-G12)
Nahed Fouad	Music Department (G1-G9)
Heba youssry	Art Department (G1-G12)
Hossam Hassan	Arabic Social Studies Department (G4-G12)
Hadeer Hassab	Computer Department (G1-G8)
Lamiaa Mounir	Computer Department (G9-G12)



**Nefertari International Schools
KM 22 Cairo - Ismailia Desert Road**

Mob: 01097771517, 01097771518 Fax (202) 265 78 709 Email: naisinfo@niscl.com

Student Social Media Contract

Student's Name: _____ Grade: _____ Year: _____

GUIDELINES

Parents and Students must read and sign this contract acknowledging the responsibility to use Social Media.

Social Media, such as, Face book, Twitter, YouTube, MySpace, LinkedIn, Engrade, personal texting, and others, are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of Nefertari International School .

- 1) **Be honest about your identity.** Never pretend to be someone else when you post personally or as a student of Nefertari International Schools. Tracking tools can trace back anonymous authors.
- 2) **Think twice before posting** since it reflects on your reputation, the reputation of your family, friends, another student, and your school.
- 3) **The information you post on line could jeopardize your future** when applying to college or even applying for a job as a student or a young adult.
- 4) **Be respectful and thoughtful.** Treat others the way you would like them to treat you while posting on Social Media sites.
- 5) **Know the rules.** Follow a code of ethics. Become familiar with the terms of service and policies of the Social Media sites and networks in which you participate.

6) **Cyber bullying is illegal** by law and would lead to expulsion from Neferari International Schools. Always remember that Cyber bullying is the willful and repeatedly bullying or harassment of another person or persons' through Social Media, which includes electronic text.

Parent Signature(s): _____ **Date:** _____

Student Signature: _____ **Date:** _____

MANDATORY PARENTAL ACKNOWLEDGEMENT AND SIGNATURE FORM

I _____

the parent or guardian of _____

attest that my child and I have read, understood, accept, and agree to abide by all the rules and regulations of the Nefertari American International School.

DATE: _____

PARENT SIGNATURE: _____

STUDENT SIGNATURE: _____